



**CITY OF INVER GROVE HEIGHTS
EMERGENCY OPERATIONS CENTER**

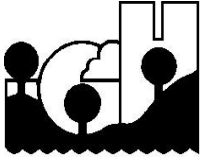
**CITY COUNCIL SPECIAL MEETING
MONDAY, NOVEMBER 25, 2019 at 5:00 p.m.**

A G E N D A

A. CALL TO ORDER – MAYOR TOURVILLE

1. Discuss Strategic Plan

B. ADJOURN



INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, November 25, 2019 at 7:00 p.m.

A G E N D A

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

- A. Inver Grove Heights Scholarship Program Presentation
- B. Recognition of Those Responding to a Medical Emergency on November 5, 2019 at the VMCC/Grove

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 Councilmember or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.

- A. (i) Minutes from the October 28, 2019 Regular Council Meeting
(ii) Minutes from the November 4, 2019 Worksession
- B. Disbursements for Period Ending November 20, 2019
- C. Request for Approval of Rental Housing License
- D. Request Approval of the Authorized Change Order #15, Change Order #16, and Change Order #17 for Project 2014-10 Fire Station #2 New Construction
- E. Request Approval of the Pay Application #12 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.
- F. Consider approval of the listed purchases under Furniture, Fixtures and Equipment for Project 2014-10 Fire Station #2
- G. Request Approval to Utilize Funds in Engineering and Administration Accounts under City Project No. 2014-10 – Fire Station No. 2 New Construction for Payment of Authorized Purchases Charged to the Project's Contingency Fund
- H. Prairie Estates, LLLP – Case No. 19-48C – Consider approval of the following Resolutions for property located at 6121-6199 Carmen Avenue:
 - a) a Conditional Use Permit Amendment to modify the existing site plan to add a garage space for each unit along with other property improvements.
 - b) a Variance to exceed 40% impervious surface in the R-3C, Multiple Family District.
- I. Consider Pay Request #3 and Change Order #4 to – Heritage Village Park Phase II – City Project 2017-07
- J. Consider Pay Voucher No. 5 for 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
- K. Consider Change Order No. 1 and Pay Voucher No. 5 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements
- L. Consider Final Compensating Change Order No. 1, Final Pay Voucher No. 1, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2019-09E – Emulsified Asphalt Sealcoat

- M. Approve Agreement Relating to Landowner Improvements Within City Easement and Retaining Wall Maintenance Agreement for 5039 Brent Avenue (Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood)
- N. Resolution Establishing Utility Rates for 2020
- O. 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. Liquor License Renewals
- B. Alcohol Compliance Check Failures
- C. Consider a Resolution Ordering Project, Accepting Professional Engineering Services Proposal from Bolton & Menk, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Improvements
- D. Consider a Resolution Ordering Project, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for the 2019 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements

7. REGULAR

Police

- A. Consider Third Reading of Ordinance Amending City Code 4-1-19: Civil Penalties and Sanctions of, Chapter 1 Alcoholic Beverages of Title 4 Business Regulations

Parks and Recreation

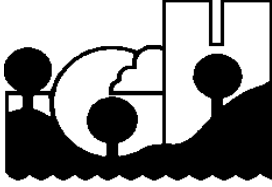
- B. Consider Developing Plans & Specifications for Heritage Village Park Shelter(s) and Restroom Facility

8. EXECUTIVE SESSION

9. MAYOR AND COUNCIL COMMENTS

10. ADJOURN

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Joe Lynch, City Administrator/Interim Deputy Clerk, at 651.450.2511 or jlynch@invergroveheights.org.



CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: Mayor & City Council

FROM: Michelle Calvert

SUBJECT: Inver Grove Heights Scholarship Program Presentation

DATE: November 25, 2019

Background:

Each year participants of the Inver Grove Heights Scholarship Program (formerly known as the Miss Inver Grove Heights Program), appear before City Council for presentation and recognition.

The Inver Grove Heights Scholarship Program consists of 6 individuals who serve our community by helping with Parks and Recreation and wherever else they are needed. They are required to participate in service projects that benefit the community as well as other communities. After fulfilling several appearances, projects, and helping their community, they will receive an educational scholarship that directly goes toward their higher education level.

This year's participants are:

Miss Inver Grove Amy
Miss Princess Ashley
Junior Miss Teah
Junior Princess Marissa
Junior Princess Taylor
Little Miss Autumn

**INVER GROVE HEIGHTS CITY COUNCIL MEETING MINUTES
MONDAY, OCTOBER 28, 2019 - 7:00 P.M.**

1. CALL TO ORDER

The City Council of Inver Grove Heights met in regular session on Monday, October 28, 2019, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Tourville called the meeting to order at 7:00 p.m.

2. ROLL CALL

Present were: Council Members Piekarski-Krech, Bartholomew, Perry, and Dietrich; City Administrator/Interim Deputy Clerk Lynch, City Attorney Kuntz, Community Development Director Rand, Interim Finance Director/Senior Accountant Battles, Deputy Police Chief Folmar, Police Chief Chiodo, Police Commander Haugland, City Planner Hunting, City Engineer Kaldunski, and Public Works Director Thureen.

Mayor Tourville extended thoughts and Prayers to those in California due to the fires.

3. PRESENTATIONS

There were no Presentations.

4. CONSENT AGENDA

- A. i. Minutes from the October 7, 2019 Council Worksession.
ii. Minutes from the October 14, 2019 Special Council Meeting.
- B. Disbursements for Period Ending October 23, 2019. **Resolution 19-193.**
- C. Approval of Rental Licenses.
- D. Designate Polling Locations for 2020 Elections. **Resolution 19-206.**
- E. Consider Approval of Bid for Fiber Project.
- F. **Resolution 19-194** Certifying Delinquent Utility Bills.
- G. Request Approval of Change Order Nos. 11, 12, 13, and 14 for City Project No. 2014-10, Fire Station No. 2.
- H. Consider Approval of Pay Application No. 11 for City Project No. 2014-11 – Fire Station No. 2.
- I. Consider authorizing the Fire Chief to purchase Video Surveillance Equipment and Installation for City Project No. 2014-10 – Fire Station No. 2.
- J. Consider Acceptance of a \$1,000 Donation to the Inver Grove Heights Fire Department.
- K. Consider **Resolution 19-195** Approving Surveyor's Certificate of Plat Correction for the Plat of Park Point Surveyor's Certificate of Plat Correction related to Plat of Park Point.
- L. Consider Approval of Contract with Union Pacific Railroad for Quiet Zone Assessment Consulting. **Resolution 19-196.**
- M. Consider Change Order No. 1 and Pay Voucher No. 4 for 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.
- N. Consider Pay Voucher No. 3 for City Project No. 2018-09D – Atwater Path Pavement Replacement, City Project No. 2018-09F – 55th Street and 55th Street Court Reconstruction, and City Project No. 2017-07, HVP Site Borrow Placement.
- O. Approve Encroachment Agreement for Landowner Improvements within City Easement for 1678 73rd Street (Lot 16, Block 2, Blackstone Vista 3rd Addition).
- P. Approve Encroachment Agreement for Landowner Improvements within City Easement for 1644 73rd Street (Lot 18, Block 2, Blackstone Vista 3rd Addition).
- Q. Consider **Resolution 19-197** Accepting Proposal for Engineering Stormwater Modeling Services for I-State Trucking and Mississippi River Greenway.

- R. Consider a **Resolution 19-198** Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.
- S. Consider a **Resolution 19-199** Receiving Feasibility Report and Scheduling a Public Hearing for City Project No. 2019-09D – 64th Street Area Improvements.
- T. Approval of Undisturbed Natural Area – Open Space Easement Agreement for Outlot B, Amberwood.
- U. Personnel Actions.

Councilmember Bartholomew requested pulling Agenda Items 4E and 4U. Councilmember Dietrich requested pulling Agenda Item 4Aii.

Motion by Bartholomew, seconded by Perry to approve the Consent Agenda with the exception of Agenda Items 4Aii, 4E, and 4U.

Ayes: 5

Nays: 0 Motion carried.

4Aii. Minutes from the October 14, 2019 Special Council Meeting.

Councilmember Dietrich spoke regarding the City Administrator's Review for 2018 stating her portion of the review was not counted and this would set a new precedent. She stated it is important for those who voted for her to be made aware they may have been disenfranchised by this decision. Mayor Tourville responded that was not completely correct in reference to observations of the year prior to 2018, stating Councilmember Dietrich was not on the City Council at that time, making it difficult for her to evaluate an individual. Councilmember Dietrich responded this happens in the business world all of the time when people get new leadership and will be setting a new precedent.

Motion by Bartholomew, seconded by Dietrich to approve, along with comments added to the record as stated, Agenda Item 4Aii. Minutes from the October 14, 2019 Special Council Meeting,

Mayor Tourville stated there are changes in the City Administrator's Contract that are generic. There could be a scenario with new Councilmembers beginning in January and rating the person for the prior year when they were not here. He stated items are being discussed with the City Attorney along with review changes and will be brought forward in the coming weeks.

Ayes: 5

Nays: 0 Motion carried.

4E. Consider Approval of Bid for Fiber Project.

Councilmember Bartholomew asked if time has run out with the listed dates of November 5 and 6, and wanted to ensure the quotes were still valid before voting on the item. City Administrator Joe Lynch responded the bids are still valid coming in under the budgeted amount. Councilmember Bartholomew asked for written or verbal confirmation. City Administrator Lynch responded he would get written correspondence.

Motion by Bartholomew, seconded by Perry to approve the lower bid on Agenda Item 4E. Consider Approval of Bid for Fiber Project with written understanding and the fact that the quote is still valid.

Ayes: 5

Nays: 0 Motion carried.

4U. Personnel Actions

Councilmember Bartholomew referenced the memo of Agenda Item 4U Personnel Actions, and stated Luke Steenberg's name was listed on the last meeting Agenda approval for hiring.

Motion by Bartholomew, seconded by Perry to approve Agenda Item 4U. Personnel Actions, with the name removed as specified.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT

Robert Branvold, 6873 Blackhawk Trail, discussed competition and stated without it, there are monopoly's going on in our City. He stated there are two McDonalds on Cahill Avenue and no other comparable fast food enterprises. Both are owned by the same Franchisee and a monopoly exists, when that is present, service tends to decline, and prices can go up. He stated he doesn't understand why other fast food franchises have not come in to compete and asked why. He questioned why both were allowed to be built in the first place. He stated he would prefer a different fast food Franchise come to Cahill Avenue.

Mayor Tourville responded there is A&W and Subway. He stated the Council does not control the market and cannot force a competitor to build. None have been turned away. Councilmember Piekarski-Krech suggested if certain types of restaurants desire to start a Franchise, commercial spaces are available. She stated the City doesn't stop those type of businesses, they are not coming because the City doesn't have the traffic of Robert Street or Yankee Doodle Road.

Mayor Tourville responded to the question of why both McDonalds' were allowed to be built stating there was no legal reason to deny. The same group wanted to build another McDonald's on Upper 55th. that did not fit into the desired location. There could have been three in town. He recommended if other types of restaurants are desired, letters could be written to them requesting they come to Inver Grove Heights.

Andrea Poppinga, 9442 Tyne Lane, stated she filed a request for information from the City of Inver Grove Heights on October 14th under the MN Data Practices Act. The City has ten days to respond or would need to inform her if more time is needed. She commented that she has not heard from the City. She stated the request was to inspect and copy all electronic text, emails, fax, and paper communications between the City and other parties related to the storage project located at 9725 Robert Trail South between the dates of January 19, 2019 and May 31, 2019. This includes the developer, representatives or contracted firms, Barr Engineering, or other firms involved in stormwater management plan on the site.

City Administrator Lynch stated he responded to the email asking for clarification on what information was being requested, they have ten days from the date of the clarification. There are several departments involved in collecting the information and then it has to be placed in a file. He stated he was going to let her know that it would be available on Friday. Ms. Poppinga commented it took four days to clarify her request and she was not told it would be ten days from the clarification.

Mayor Tourville asked when this item will be on the Agenda. Community Development Director Heather Rand responded it would be on the Tuesday, November 12th Agenda.

Councilmember Dietrich asked City Attorney Kuntz to clarify what the policy is on the ten-day clarification. City Attorney Tim Kuntz responded there are several people that have to respond to the Data Practices request. He stated he does not have the ten-day notification information readily available, but knew it is extended once the clarification is made. He stated having the items gathered by Friday should be reasonable in light of the circumstances. Items will be collected by the various departments and set up in a computer drop box, paper copies will be laid out on a table for inspection.

Mayor Tourville asked for a timeframe on Friday. City Administrator Lynch responded it would be available at 8:00 a.m.

Grant Robbins, 9432 Tyne Lane, stated the item about the storage facility should have been on the Agenda this evening and was not.

He stated during the past 64 days the City has had only two meetings with residents and failed to consider resident input to come up with a reasonable solution to the problem. Residents will support a reasonable comprehensive plan to resolve the problem.

He stated last Tuesday residents met with the City who had a proposal the residents do not support. Residents find the proposed modifications to the plan ineffective and have come up with the following requirements to resolve the Conditional Use Permit violations:

- Return entire site to the Conditional Use Permit conditions that were approved in January or
- Require full and effective screening of the only roadway on site. A tall solid wood fence would meet the purpose.
- Replace 37% of the extra 146 trees the developer removed.
- Removal or otherwise render useless the north-south future roadway that cannot be screened from resident property.
- No fence installation screened or otherwise, on or around unauthorized future development location.
- Removal of the entire 20,000 square foot future development location or acceptance of a resident proposed solution.
- Resident funds to address safety hazard from the unauthorized grading changes and to provide ground level screening due to the removal of 1.9 acres of trees on site.

He asked for unanimous consent to place the STOR project back on the regular Agenda for November 12, 2019 regardless of the City's proposal status. At that meeting residents would ask for the Council's support for a reasonable comprehensive resident supported plan. He stated this would require modifications to the plan presented to residents on October 22, 2019. If unable to reach an agreement, residents request a full site stop work order on site November 13, 2019 until a comprehensive plan is agreed to by all parties.

Mayor Tourville requested the topic be placed on the next meetings regular Agenda. Councilmember Bartholomew agreed it should be on the Agenda even if staff has nothing to add at the time. City Attorney Kuntz stated it would go on the Agenda unless someone didn't want it to be. All Councilmembers agreed to have the item placed on the next regular meetings Agenda.

City Attorney Kuntz stated he located the information he was trying to find earlier with respect to the 10-day issue. There is a Minnesota Statute 13.04, Subd. 3, that states if the requesting party is seeking the data about the requesting party, the subject of the data, then the 10-day rule is in effect. Due to seeking the clarification, the number of people to be contacted, and separating the data from other data, Friday is thought to be reasonable and prompt. Mayor Tourville requested staff notify the requester if the ten-day timeframe was not enough time.

6. PUBLIC HEARING

None

7 REGULAR AGENDA**Administration****A. Inver Grove Heights Convention & Visitors Bureau Budget as presented by Eric Satre, CVB Director.**

Eric Satre, Director of the Inver Grove Heights Convention & Visitors Bureau (CVB), discussed the 2020 Budget stating the budget is directly funded by local hotel lodging tax. Visitors pay a 2% tax when staying at local hotels such as the AmericInn, Holiday Inn Express, Microtel, and Palace Inn. 110 Minnesota cities utilize the lodging tax, 26 of them are in the metro area. He stated 2018 was a great year and provided the following information:

Councilmember Bartholomew asked about the following line items and the changes that were made and their purposes:

- Smith Travel Research. Increase of \$1,100 to measure local hotel performances.
Mr. Satre responded Explore Minnesota Tourism uses it as a benchmark for hotels and gives hotel occupancy and rates. This is a private firm that gets their information from hotel reports and are purchased by Bureaus and other hotels. Councilmember Bartholomew asked if that includes posts by consumers. Mr. Satre responded it is reported by hotels.
- CVB Travel Blog: Amount of \$2,400. He asked who the Travel Blogger was.
Mr. Satre responded the Blogger is Stacy Brooks who writes for City Pages and other publications. In last year's budget this item was listed under the Marketing Projects line. The Blogger writes two Blogs per month with the focal point being Inver Grove Heights. Councilmember Piekarski-Krech asked how that information is measured. Mr. Satre responded Google Analytics, the Website, and Social Media Platforms. The visitigh.com Website is where the Blogs exist and can be measured to see how many people click on and read the Blogs.
- Design and Marketing Services increase of \$8,000. He asked if it was a new path or an expansion of existing efforts. Mr. Satre responded it is creative design for ads, marketing campaigns, the tourism map which had a proposal of \$10,000, and a design firm, Ensemble Creative out of Lakeville, which designed the Visitor's Guide and other digital pieces.
- Event Sponsorship in the amount of \$500. Mr. Satre responded one item is the Holiday in the Heights sponsorship. It was not previously listed on the budget and is a partnership with the Parks and Recreation Department.
- Promotional Package for the Minnesota State Fair Lodging Package. Mr. Satre responded it was listed under marketing projects and is a newly created item. There is a hotel package that allows visitors to get two State Fair Tickets included in the rate.
- Increase in Salary. 7% increase. Mr. Satre responded the last budget was passed before he began his employment. This is a request to match his previous salary. It includes his experience. He has been in the Convention and Visitor's Bureau Industry for 13 years and previous to that, has hotel experience. Mayor Tourville stated the request has been reviewed by the Board of Directors. Mr. Satre stated while it has been reviewed by the Board of Directors, they want to do an annual review before approving.

Councilmember Bartholomew stated in respect to the Board, for 2019 they used \$12,700 in reserves and in 2020 it's listed as using \$8,600 in reserves. More is being spent than received in tax and he was hesitant with the salary when using that kind of reserve. Mr. Satre noted the reserve should be between 40% and 50% of the regular annual operating budget, currently it is twice the amount. He stated he has a small budget with a 2% lodging tax when most cities are at 3%. Councilmember Piekarski-Krech stated across the board it has not gone above 3%. She agreed with Councilmember Bartholomew regarding the reserves and the budget but was

concerned they were ahead because another hotel opened. They should be way ahead, not just making what is needed. She stated she was concerned about going with that amount at one time.

Jennifer Gale, President of the River Heights Chamber of Commerce, stated they are also Mr. Satre's employer. The Board discussed holding a place pending a full review process, there would be room for salary negotiations. At the point he was hired there was no further money to offer. She stated it was discussed that when his year was up, they would have a review as to whether or not they could provide an increase. She stated the Board made the decision to continue their level of spending to advertise for Inver Grove Heights through the lodging tax, not just for a salary increase takeaway.

Councilmember Piekarski-Krech stated she believes Mr. Satre should get an increase but felt 7% was a bit over a salary increase. Ms. Gale responded when the budget was set last year it was the first time, they had a full time CVB Executive recommendation. An estimate was made as best as they could but didn't consider full benefits and a retirement package.

Mayor Tourville clarified what was being requested stating this is a placeholder; an annual review would be done, and a recommendation would come back. He suggested the Board look within those parameters, do the review, and then come back and say the figure cannot go any higher. Councilmember Piekarski-Krech stated she was uncomfortable with how this was handled.

Ms. Gale spoke on behalf of the Board stating they could have made the decision to scale back spending and stay within the amount. They didn't feel that was doing justice to the progress the CVB has seen over the last year with Mr. Satre. She stated she is confident a thorough review will be done. Information is sent out to the Board and City Staff, they gather feedback, a report is written up, and the Board goes over the results.

Councilmember Piekarski-Krech asked if this would be a salary or a bonus. Ms. Gale responded the Board makes the decision, but it would be some type of salary increase. Councilmember Piekarski-Krech asked if this included all benefits. Ms. Gale responded in the affirmative.

Community Development Director Rand is on the CVB Board and stated they are fortunate to have Mr. Satre serve in this capacity. A lot has been accomplished. She stated the Board wanted flexibility to increase the salary, reward the performance, and the talent so it's not lost. She stated she felt the salary was reasonable, it was already on the low side and they are trying to get it up to the level that it should have been. She stated the CVB Board will use wise judgement in establishing the salary. She strongly encouraged the Council to approve and adopt the budget as presented and stated there would not be a big jump in the salary line item next year.

Councilmember Bartholomew stated the budget looks reasonable but wanted to make sure people understand it is not flexible, the Council does not vote on the increase.

Councilmember Dietrich applauded the group of peers that newer Board Member Rand is with on the Board and commented that even though she is new, her voice still mattered.

Mr. Satre stated he was thankful for being here and excited for the opportunity.

Motion by Bartholomew, seconded by Perry to approve the Inver Grove Heights Convention & Visitors Bureau Budget as presented by Eric Satre, CVB Director.

Ayes: 5

Nays: 0 Motion carried.

B. ITEM PULLED FROM THE AGENDA

C. Consider Approval of Therapeutic Massage Business License.

City Administrator Lynch stated this is an Application by Fang Yang for a Therapeutic Massage Business License for Beauty Life, LLC, doing business as Life Massage & Spa to be located at 9086 Buchanan Trail. Application was submitted per City requirements, the number of hours of therapeutic massage training has been completed, is a member of good standing and recognized professional therapeutic massage organization, and the background investigation revealed no reason for denial. Staff recommends approval for a Therapeutic Massage Business License for Life Massage & Spa.

Ping Chen and his wife Fang Yang, 9086 Buchanan Trail, introduced themselves. Councilmember Bartholomew asked if he was aware of the rules and the Ordinance for the business and if he would comply. Mr. Chen responded yes.

Mayor Tourville stated the City is in the process of updating Massage Licensing and businesses. City Attorney Kuntz stated it would be discussed under Agenda Item G this evening. City Administrator Lynch stated the Agenda item is the first reading of the consideration of changes. This Application has been processed, there were no background investigation problems, and appropriate fees were paid. If changes are made to the Ordinance, the Applicant would have to come to compliance with those changes.

Motion by Dietrich, seconded by Perry to approve Consider Approval of Therapeutic Massage Business License.

Ayes: 5

Nays: 0 Motion carried.

D. Voluntary Massage License Surrender Agreements. Resolution 19-200.

City Attorney Kuntz stated the intent was to bring forward a process for revocation of three licenses dealing with a massage business located at 5798 Blackshire Path, in the Sunny Asian Massage business. The three licenses include the massage business establishment license DBA Sunny Asian Massage and two therapist licenses, one for Ms. Duray, and one for Ms. Su. The process has been obviated by the presentation of the above listed, three Voluntary Massage License Surrender Agreements. He stated the Agreements have been signed and the City has the originals. The Agreements await approval and accomplishes the following four items:

1. Each Licensee abandons and withdraws their license effective, October 29th, 2019.
2. The Licensee agrees not to have any financial interest going forward into the future in any massage business establishment in the City of Inver Grove Heights.
3. The Licensee agrees to not have any employment relationship with any massage business in the City of Inver Grove Heights.
4. The Licensee agrees to not make any application in the future for a massage business license or a massage therapy license.

City Attorney Kuntz stated this is a Resolution approving the three Surrender License Agreements and asked that Council approve the Resolution. He stated the Agreement by the City is that the City would forebear any revocation hearing and would not proceed with the revocation process.

Motion by Piekarski-Krech, seconded by Perry to approve the Voluntary Massage License Surrender Agreements. Resolution 19-200.

Ayes: 5

Nays: 0 Motion carried.

Police

E. Consider Seconded Reading of the Weapons Ordinance

Deputy Police Chief Sean Folmar distributed updated Ordinances to the Council Members. Councilmember Bartholomew asked if this information was available on the City Website. City Attorney Kuntz responded there would be a posting on the City website and bulletin board prior to the third reading.

Motion by Perry, seconded by Bartholomew to approve Consider Seconded Reading of the Weapons Ordinance.

Ayes: 5

Nays: 0 Motion carried.

F. Consider First Reading of Ordinance Amending City Code 4-1-19: Civil Penalties and Sanctions of Chapter 1 Alcoholic Beverages of Title 4 Business Regulations.

Police Chief Melissa Chiodo stated this information is the same as the information brought forward at the last work session. Changes were made to clear up language as follows:

- Page 2, Section 2: Break out in Section 1 stating "Failing to conduct mandated alcohol server training as required by Ordinance, is a violation".
- Section 2, Subsection B: 2, 3, and 4: Police Chief or his/her designee when there is a violation, will provide calendar dates to the Council to select the business closure dates instead of the letting the business owner select the day they would be closed.

Councilmember Bartholomew stated it currently states the owner pick the date they be closed. Police Chief Chiodo responded the Ordinance doesn't state they could do it as it has been vague, past practice was that the business owner was allowed to pick the date. Dates will be selected by the Council or by the Police Chief for the Council to consider. Councilmember Bartholomew asked what would take place if the Council did not agree with the dates selected. City Attorney Kuntz responded the Council is in charge.

Mayor Tourville asked about the date selection stating in the past the business owner picked the least busy day, the Police Department may choose the busiest. Police Chief Chiodo responded the Council gets to pick and choose. If it is a three-day violation, four to five dates will be recommended.

Motion by Piekarski-Krech, seconded by Bartholomew to approve Consider First Reading of Ordinance Amending City Code 4-1-19: Civil Penalties and Sanctions of Chapter 1 Alcoholic Beverages of Title 4 Business Regulations.

Ayes: 5

Nays: 0 Motion carried.

G. First Reading of an Ordinance Amending City Code Title 4, Chapter 8, Section 1, Related to Massage Business and Massage Therapist Licenses.

Police Commander Dennis Haugland discussed the Ordinance as follows:

- Section 1: Language was cleaned up. Gives a longer look back period.
- Section 2: In addition to the current Ordinance, deals with the Individual Massage License.
- Section 3: In addition to the Ordinance, falls under the Denial Revocation of Licensing.
- 15: Ensures the person applying for licensing has a real interest in obtaining the Licensure and being a part of that business.
- 16: Everything has to be complied with within the Ordinance.
- Section 4: Takes away any transferring of massage licensing without the new owners going through a new licensing process.
- Section 5 and 6: Additions to the Ordinance. States the Manager or Managing Operator of the business live within 150 miles of the premises.
- Section 7: Additions of Items K through P as follows:
 - Food preparation, habitation, window covering, equipment, rates and licenses visibly displayed in the lobby, compliance with all building and fire codes.

Councilmember Piekarski-Krech asked about the business license and if it included one therapist or if they would need to get an individual license. City Attorney Kuntz responded each therapist has to have a license and has to work for a licensed business. If working alone in their own business the individual would need both a business license and a therapist license.

Councilmember Bartholomew asked about Section 6 and the requirement to be within 150 miles. City Attorney Kuntz responded the question was regarding the rationale basis and the response was if it is similar to having an onsite manager and would be able to have contact with that person if they were closer. If beyond the range, it could be difficult to contact and get a ready response. Councilmember Bartholomew asked if the distance was enforceable. City Attorney Kuntz responded it would be disclosed at the time of application showing proof of where they live. It wouldn't be checked during the license year, but each year they would get an application that would be verified.

Councilmember Bartholomew asked if the changes would result in an increased license fee. City Administrator Lynch responded that needs to be discussed, it also includes the fire code, building codes, and code compliance. He stated they need to determine how often those types of checks should be done and if it would have an impact on the fee charged so costs are covered. Those businesses are not checked on a regular basis, the number of times and fees have not been determined yet.

Mayor Tourville stated the City needs to look into what businesses would have inspections. Councilmember Bartholomew agreed stating the Applicant and owner of the business should pay for all inspections.

Motion by Piekarski-Krech, seconded by Perry to approve First Reading of an Ordinance Amending City Code Title 4, Chapter 8, Section 1, Related to Massage Business and Massage Therapist Licenses.

Bruce Tiemann, 6308 South Robert Trail, asked if there were any other businesses that have the mile restriction. Mayor Tourville responded he did not believe so and stated it was something the City Attorney would be checking into.

Ayes: 5

Nays: 0 Motion carried.

Community Development

H Dakota County SMART Building – Case No. 19-ZPV – Consider the following requests for property located at the corner of Concord Boulevard and Courthouse Boulevard:

- 1. An Ordinance Amendment rezoning the property from B-3, General Business to P, Institutional.**
- 2. A Resolution approving a Major Site Plan Approval for a 35,000 square foot government training facility. Resolution 19-201.**

City Planner Allan Hunting discussed the City owned property located on the corner of Concord Boulevard and Courthouse Boulevard, next to the Fire Station. The land would be sold to Dakota County for the training facility/SMART Center. The project consists of a two-story building, 35,000 square feet, one access point from Courthouse Boulevard, and branches off into two directions. Parking would be on both the upper and lower levels. He stated the project complies with all performance standards. Rezoning would bring it to Public Institutional. Staff recommends approval of the two requests.

Jerome Biedny, Capital Planning Manager for Dakota County, Joe Lexa, Project Manager, introduced themselves. Mr. Biedny stated it is a Regional Training Center for de-escalation for First Responders. There are many County and local City partners as well as other groups that could benefit from a facility like this. Funding came through State Bonding and the County. He stated this would be a regional asset. Mr. Lexa stated the acronym for SMART is Safety Mental Health Alternative Response Training Center. Mr. Biedny stated groundbreaking will begin in the spring with people moving in, in April of the following year. He thanked City staff for their help with the process.

Motion by Bartholomew, seconded by Piekarski-Krech to approve Dakota County SMART Building – Case No. 19-ZPV – Consider the following requests for property located at the corner of Concord Boulevard and Courthouse Boulevard:

- 1. An Ordinance Amendment rezoning the property from B-3, General Business to P, Institutional.**
- 2. A Resolution 19-201 approving a Major Site Plan Approval for a 35,000 square foot government training facility.**

Ayes: 5

Nays: 0 Motion carried.

I. SMART Training Center – Development Documents and Seconded Amendment to Purchase Agreement. Resolution 19-202.

City Attorney Kuntz stated the Resolution, if adopted, approves the seconded Amendment to the Purchase Agreement which extends the purchase date to no later than December 6th, 2019. The transaction could close as early as November 15th, but no later than December 6th. He stated that also included within the Resolution is an Improvement Agreement, Stormwater Facilities Maintenance Agreement, and a Fire Hydrant License Agreement. These have been approved by County Staff and will go before the County Board. He stated there were conditions preceding this that had to be met for the real estate transaction to go forward. Those include: The Comprehensive Plan, rezoning, and site plan. All have been addressed except for one that will be up for Council consideration on November 12, 2019, for a variance request for a possible expansion area. He stated the Council will hear from the Planning Commission that sale of the property to the County is consistent to the Comprehensive Plan. The Resolution authorizes the

City to proceed with the transaction to go to the closing pursuant to the Purchase Agreement if those conditions are met.

Motion by Piekarski-Krech, seconded by Perry to approve SMART Training Center – Development Documents and Seconded Amendment to Purchase Agreement. Resolution 19-202.

Mayor Tourville asked about the Fire Hydrant License Agreement. City Attorney Kuntz responded it is the recommendation of Engineering and Fire Inspections for commercial buildings. The City has done fire hydrant testing and keeps track of the onsite hydrants near the buildings.

Ayes: 5

Nays: 0 Motion carried.

J. Source Land Capital – Case No. 19-14ZPD – Consider the following requests for property located at 6477 South Robert Trail:

- 1. An Ordinance rezoning the property from A, Agricultural to R-1C/PUD, Single Family Planned Unit Development.**
- 2. A Resolution relating to a Preliminary Plat for a 66-lot subdivision to be known as Windsor Ridge.**
- 3. A Resolution relating to a Preliminary Planned Unit Development for Windsor Ridge Resolution 19-203.**

City Planner Hunting stated this item was last before the City Council in May and was tabled to sort out stormwater management. He summarized the project located on 65th Street and South Robert Street:

- 66 lot single family development on approximately 30 acres.
- Project is providing about 25% open space over the site.
- Density is consistent with the Comprehensive Plan needs for the northwest area.
- Lot sizes range from 8,000 to 21,000. Between 65 and 70 feet.
- Public street system is Agate Trail.
- Right of way: 60 feet on the collector street, 50 feet on the other two local streets. Streets are 28 feet wide, parking on one side, sidewalks on one side of the street.

Applicant requests the following flexibility requests:

- Building separation: Requesting buildings to have a minimum of 15 feet. Code is 20 feet.
- One setback variance: Lot 11: Proposing to be 36 feet as opposed to 40 feet.
- Proposing overall impervious surface of 30% instead of 25%.
- Maximum of 3,700 square feet of lot coverage on each lot.
- Reforestation. Lot is heavily wooded. Proposing to remove a significant number of trees. The request is to have flexibility so reforestation kicks in if exceeding 50% removal of significant trees on site. Code for single family is 30%. Developer can remove up to 30% without any obligation. If going over that amount, they would have to reforest based on the regulations and Code.
- Cul de sac length. 700 feet instead of 500 feet in length.
- Open space in the undisturbed and disturbed spaces. Hit minimums, asking for flexibility. They need to do a berm area based on design and requests that not be counted towards undisturbed area.
- Rate control on ponds.

City Engineer Tom Kaldunski discussed stormwater in the northwest area stating one of the outcomes from the Council meeting in May was to go forward and have one of the consultants involved in the original modeling of the northwest area, Mr. Brett Emmons, from EOR be involved with the project. City Engineer Kaldunski stated meetings since May involved coming up with additional sources to infiltrate additional groundwater. The northwest area requires to infiltrate a five-year storm which is 3.6 inches of rain. He gave the following overview of locations:

- Agate Trail. Depicts a rock trench allowing the water from the storm system to soak into the ground at that location and reach a basin.
- Stormwater re-use. Water is collected in a facility; stormwater is pumped onto it at various times to irrigate and re-use water to promote area growth. Areas include steep slopes and backyards.
- Another stormwater re-use area draws water out of a basin and irrigates the area of steep slopes.
- Larger infiltration raingardens were added as well as several smaller ones in some backyards.

He stated those items were done by our consultants. There are five conditions that deal with testing and infiltration features. He stated they are waiting for results on an area that requires MnDOT permitting.

Brett Emmons, EOR, stated he has been involved with stormwater planning for areas on the site. The following conditions are currently being worked through:

- Want to confirm the five-year volume is met. Borings are being analyzed.
- Some borings show silty soil toward the surface, further down has better sand and gravel soils. There is a fall back contingency in place.
- Some reconfiguration has been done to hold more water in an area. There is a valve in the berm area they are having discussions about whether to leave open or closed. It would be the City's responsibility to take care of long term.
- Brought in the ability to re-use.

City Attorney Kuntz asked why the City would open the valve. Mr. Emmons responded there have been discussions that if it gets a lot of water, gets to be a maintenance issue, or vegetation isn't doing well, it may need to be bled out. It is a contingency if needed.

Mayor Tourville asked if anything has been learned between May and now. Mr. Emmons responded the plan has evolved and features have been added. City Engineer Kaldunski stated they have been incorporating different items such as infiltration, infiltration basins, raingardens, and irrigation. There has been more success with getting the water into the ground, the original concept may not have had enough. He stated they have learned additional best management practices that can help promote the infiltration being applied to this project. Mr. Emmons agreed.

Councilmember Bartholomew asked for more information about stormwater re-use. City Engineer Kaldunski responded with an example from the diagram stating the storm system discharges into the central basin. Water is captured and held for a duration before clean water goes into a larger regional basin. It allows water to be pumped out of a basin and then sprays water whenever the pump says it is time to spray water, such as when the water level reaches a certain elevation. That helps the natural vegetation. Councilmember Bartholomew asked who owned and maintained the system. City Engineer Kaldunski responded it would be the Homeowners Association.

Mayor Tourville stated for example, after a four-day rainfall the irrigation would still go off to get rid of the excess water. City Engineer Kaldunski commented a few phone calls were received about that in Argenta Hills. Once educated about the process, they have not received further calls. He suggested based off that, education should be done up front about this type of system.

Councilmember Piekarski-Krech asked how the 24-inch pipe under Robert Street was being handled as that has been a concern. City Engineer Kaldunski responded the pipe would do as it does today, taking water that drains to it. With this plan, water from the development would seldom get in there. Councilmember Piekarski-Krech asked how that is known for sure. City Engineer Kaldunski responded the information has not been fully collected yet, but a one to three-inch rainfall should be fully contained with the water soaking into the ground with 48 hours. A 6 to 7.5-inch rainfall in the summer would still be fully contained. He stated a 7.5-inch rain as a snowmelt when the ground is frozen could result in a slight discharge. Councilmember Piekarski-Krech asked how that was fully contained and if it was the basin or inground structure. City Engineer Kaldunski responded it is a combination of all of those.

Pat Hiller, Source Land Capital, introduced his team in attendance beginning with Chase Peterson, Greg Fransen, Water Resources Engineer from Barr Engineering, and John Bender, Project Engineer. He began the discussion about the basin and the concerns regarding Mr. Nichol's property. The basin has built in flexibility and can store 3.8-acre feet of water, 1.2 million gallons, and a seven-foot rise from the bottom if completely full. A 100-year storm event in the summer is 2.8-acre feet, the pond exceeds that. He stated if the City wanted to, they could operate the valve closed and store the water there, but the question is how to relieve the pond and how long it would take to discharge for the next rain event. He stated the valve can be operated open or closed. There would be additional drain tile in the area.

Mr. Hiller discussed the flexibility requests beginning with tree forestation as depicted on a diagram. He stated in order to get significant lots the area needs to be leveled with the dirt spread out, leaving no other choice than to take down the trees in the center. They are trying to leave trees in the perimeter as best they can. He stated the 30% standard is impossible to meet and still develop the site and requests flexibility to a 50% removal standard. If approved, over 1,000 trees will be mitigated at a cost of over \$300,000. Half would be replanted with the other half being paid into the tree fund.

Greg Fransen, Barr Engineering, stated the word for the basin is adaptive management. There is a valve that would be constructed in the berm that can be closed and shut off. That could be done by the City along with monitoring what the pond does. He stated IT infiltrated well, and the re-use system watering the areas can keep up with extra, the vegetation and ground should do well. If that does not take place and the valve needs to be opened at times, they have sized the pond and the outlet control structure, so requirements are still met. For snow melt the valve would always need to be closed.

Councilmember Bartholomew questioned the discharge when frozen. Mr. Fransen responded there would be a small amount of discharge when the ground is frozen for a 100 year/10-day snow event. Councilmember Bartholomew commented as a result of that the City would have to monitor the valve. Mr. Fransen responded the valve operation/maintenance has not been written yet, but in the fall the valve can be closed and remain closed all winter if it is run in the open position in the summer. After snow melt, it could be left open or closed.

Mayor Tourville asked if it was manual and/or electronic. Mr. Fransen responded it would be manual. Electronics can be added at the City's choice. Mayor Tourville stated both options may make it easier in some circumstances. City Engineer Kaldunski stated ones similar to the one being described are all manual. This would be done seasonally and designed similar to the one out at Argenta Hills. It is in a controlled structure. Mr. Fransen stated having it done manually allows for an inspection to be done at the same time.

Mr. Fransen stated there would be multiple ways to get water out of the basin if needed. One could be a temporary pump to pump water up to the stormwater system on Trunk Highway 3 taking it to a larger basin. That would only be done in an emergency type situation when nothing else is working. He stated the City has said they would be constructing a pumping system further south in Hannah Meadows. City Attorney Kuntz asked when that would be constructed. City Engineer Kaldunski responded he was unsure as it requires a plat be brought before the City Council. A pipeline has been installed with the roundabout in the area, it still needs the pumping station.

Mayor Tourville asked for further information about the tree request. Mr. Hiller responded they are requesting a 50% removal standard instead of 30%. They would still mitigate over 1,000 trees at a cost of over \$300,000. Half would be on-site trees, the other half would be paid into the tree fund.

Councilmember Piekarski-Krech asked how many and what types of trees would be planted on site. She commented the trees being removed are irreplaceable 100-year old oak trees. Mr. Hiller responded 483 trees. John Bender, Project Engineer, referenced a diagram stating there were Sienna Glen Maples, Northwood Maples, Skyline Honeylocust, Ribbon Pine Oak, Red Oak, Burr Oak, and Redmond Linden. Size is 2.5 inch. He stated the Tree Ordinance requires replacing the number of inches you remove. Councilmember Piekarski-Krech asked if the maple trees were long living trees or 20- or 30-year trees. Mr. Bender responded the intention is to have the trees at a 30 year or better expectancy. Councilmember Piekarski-Krech stated some maples trees don't make it past 15 years which doesn't provide a purpose to having the trees for canopy. Mr. Bender asked if the City has a preference. Mr. Hiller stated they would be open to suggestions or changes. Councilmember Piekarski-Krech suggested hardwoods that would last and provide a canopy.

Kevin Huebscher, formerly of 6275 South Robert Trail, referenced the Inver Grove Heights History Book and discussed the history of the area with the Wille family. He is trying to make a last-ditch effort to save the oak trees on the northeast border of the project and the need for the City to maintain the heritage when these projects are done. He discussed tourism stating the old Chamber of Commerce map states, "where the City meets the Country" and asked what the saying would be now. He stated there are large oaks that are coming down at a fast rate for projects like these. The oaks were there in 1920 when Robert Street was a dirt road. He commented the trees should be saved and to charge more for the hardwood view lots.

He discussed protecting the heritage and referenced several locations. He suggested naming a street Alvina Way after his Grandmother who was born and died on the location being spoken of. He suggested having a marker for Kev's Korner which was there for 42 years. He stated there is a Settler's Ridge and asked why they don't name the Settlers. He stated he wrote a letter to the Council Members and did not receive a response. He commented that he spoke with the City Planner and the Planning Commission, who did not mention the oaks. He asked the City to do the right thing before it's all gone. He stated they cannot get back the 150-year oak trees after they are taken down.

Bill Nichols, 6302 South Robert Trail, stated he is the landowner to the east of the proposed development, downstream. He appreciated the work that has been done but did not feel it outweighs what could have been a 55-home development and getting an extra 11 units on the land and cutting down the oaks. His issue is with the water. He stated a new MnDOT culvert was put in last year by the City. There is a sedge meadow on his property and last years water came right up to it, if this year is worse it will cover the sedge meadow. He stated he knows the City is trying to work things out but felt the developer should be a part of the solution. He was concerned that MnDOT is not on board with the proposed solutions. He discussed berm solutions stating that MnDOT would be sensitive to the ponding on the northeast and southeast ends.

He referenced a letter from his Attorney that was given to the Council that states if something is passed this evening, to make a condition that the development would hold its own water and not put it through an open valve to flood his land unless there is a solution on his side of the street.

Councilmember Bartholomew asked if Mr. Nichols was aware of the pump solution on his side of the property. Mr. Nichols responded he hasn't spoken to anyone until he was invited to the meeting last Monday. He stated the engineer was unable to attend, but they both saw the plans the next day. He stated 65th Street was open and there have been semi's parked on the corner pumping water out of the new pond. He stated there needs to be a larger solution, not one at a time.

Councilmember Bartholomew stated Mr. Nichols is asking that the water be maintained on the development. Mr. Nichols responded he was not interested in taking water through the new culvert when they didn't have water for 25 years.

Motion by Piekarski-Krech, seconded by Perry to accept two documents distributed this evening, an email from Mr. Nichols, and a letter from his Attorney into the record.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville asked if there have been discussions with MnDOT. He stated if MnDOT says you can't take water from one side to the other why demand culverts be put in place. City Engineer Kaldunski stated he had meetings six months ago with MnDOT. They knew the culvert was there and it was replaced. He stated he has heard from the developer that they have received verbal confirmation from MnDOT stating they have the documents the Council has. They have not received the approved permit, but it is one of the conditions that MnDOT has to give the City the written permit.

Councilmember Piekarski-Krech stated there was several areas in the northwest area that are critical protected habitats. She asked if any of those are on the development property. City Planner Hunting responded no, not on this site.

Mayor Tourville stated the goal was to have as little water as possible on the other side. Some water will come off of Highway 3 and will go east not west. City Engineer Kaldunski stated the proposal has done enough to hold back the water until it gets to more extreme events, in those cases the water would be less than what's going through the culvert now.

Councilmember Bartholomew referenced the letter from the Attorney where it states, "the City should deny because the developer lacks the necessary easement to control its surface water runoff". City Engineer Kaldunski responded it says there is no easement on his property at this

time for water. It is the natural low spot where water goes. The same amount of water can go through as before, but not more. Councilmember Bartholomew asked what would happen if it was different than the flow it was before development started. City Engineer Kaldunski responded they are in negotiations and waiting for an appraisal on an easement for the east side.

Mr. Nichols displayed a photo of the culvert on his land from 14 months ago. Water never came through because it was 80 years old. He stated when MnDOT approved extending the culvert by 30 feet at grade with the new west side of the street, he started taking all water that came in that direction. He stated there are currently eight grates on the street coming to this pipe and out onto their side of the street. The developer began with that as the pre-existing condition with a 24-inch culvert and work with. He stated today he hears they would stop the water and deal with what comes off the street. He asked that the Council not compound the problem with any approvals for the preliminary PUD today.

Councilmember Piekarski-Krech stated she was concerned about the sedge meadow. She commented the study was done on the northwest area to protect the areas that were unique and critical. Mayor Tourville responded those areas are not a part of this plan. Councilmember Piekarski-Krech stated Mr. Nichols has said predevelopment, the water was up to his sedge meadow, she wanted to ensure whatever is put in the area protects the sedge meadow. Mayor Tourville stated last spring was not only about weather, there were other issues. They need to hold as much water as possible on the west side of the road. He stated they should continue to look at having a basin on the east side. Both sides need to be addressed.

Councilmember Bartholomew stated Staff and Engineers on this project are confident they can maintain the water on site, but there is a chance water could come off site. He asked how to address that concern. He stated he is trying to think through the process of telling the developer to keep all the water on site. Mayor Tourville agreed. Further discussion is needed in dealing with the east side of Robert Street for this and other developments in the future. There is no guarantee there won't be any water. There could be water from a storm creating ponding on the east side. Councilmember Bartholomew stated if they are confident, they can hold it there, they should hold it there, if it comes over it comes over. Councilmember Piekarski-Krech stated the idea of the northwest area development was that all stormwater was dealt with on the property. Each property kept its own stormwater. Mayor Tourville referenced another development that had difficulty storing water on individual properties and ended up developing more than was planned in order to store the water.

Brett Emmons, EOR, stated it is a difficult site. It is a zero-discharge system but is benchmarked stating the existing water will flow down into an area and culvert. With this development there are different ideas on how to manage the valve, there is berm and storage. It is said the valve could be open during the summer and closed in the winter and still meet standards. The standards were written with a five-year volume control and a 100-year snow melt but did not discuss the in between type of storms. He stated the applicant would still like the ability to have the valve open. By the Ordinance, it states if they meet the five-year volume control and they meet the snow melt, then they have met the conditions of the Ordinance.

He commented from his point of view it can be managed closed as the first approach, and only opened if needed. The applicant is asking for approval for saying it would be open and it would meet the five-year volume, and be closed and meet the snow melt, but there could be times in between that it could exceed. Mayor Tourville asked in the case of a large event, if there was enough capacity in the stormwater pipe on Robert Street down to 70th and to the east side on the south of the new Holiday Station. City Engineer Kaldunski responded it has not been

modeled yet so he cannot give an answer but does know there is room in a pipe to put more pump water in it. He stated the modeling done in 2005 was based on the existing pipes and culverts in place. The pipes put in for the new roundabout are designed to handle the flow. Everything currently being built is built large enough.

Mayor Tourville commented that if Mr. Nichols began to see water coming through the pipe he would call, and things would be in place to pump into the Robert Street line. City Engineer Kaldunski responded that was an emergency plan to have in place. He stated they have not discussed a drought. Water may be needed to go through because they don't want the sedge meadow to die because of lack of water. He stated we are currently in one of the wettest periods in recorded history, they have not experienced the drought side of things yet.

Councilmember Bartholomew asked about the first model of the area and the pipe. He asked how they know what the flow or baseline is. City Engineer Kaldunski responded that no one found that pipe despite looking for it. The baseline is knowing there is a pipe there and knowing there is a drainage area that drains to it. He stated the pipe has been there since 1936 and is a MnDOT pipe, not a City pipe, and wasn't in the 2005/2006 model. It was in the 2017 model being used today. Councilmember Bartholomew stated there is a new pipe there now. He commented there are emergency plans in the works, the intent is to maintain all water on site, but could be released if necessary. City Engineer Kaldunski stated they would hold back as much water as possible with the realization there could be a bigger storm someday.

Mayor Tourville asked if there is the possibility of a basin on the east side of Robert Street. City Administrator Lynch responded they are waiting an appraisal.

Bruce Tiemann, 6308 South Robert Trail, stated he lives next to Mr. Nichols and was flooded out last year. Nobody has approached him about this issue. Mayor Tourville asked if the City was called. Mr. Tiemann responded he was at the Planning Commission and City Council meetings. City Engineer Kaldunski responded the appraisal maps were drawn that include Mr. Tiemann's property. Mr. Tiemann stated he has farm animals that could not get to his barn for nearly a month due to the flooding last year.

Brad Lojovich, 6385 South Robert, stated there has been a lot of uncertainty surrounding this and needs further discussion. He asked about the 66 houses on the land and if it was the minimum number of houses the City wanted for development. City Planner Hunting responded it wasn't a requirement to do 66, there is enough density there to meet the minimum assumptions. Councilmember Bartholomew stated it was about the property owner using his property to the extent that he can. The landowner can develop the property within the constraints of the Ordinance. Mr. Lojovich asked why there are requirements that can be waived. Councilmember Bartholomew responded there are requirements in the northwest area and flexibility because it was known to be a difficult area to develop.

Mr. Lojovich asked about the berm and how much water would be held because he was concerned about his well that was 212 feet down. He asked if water is being held how it would be prevented from flooding his yard. Mr. Fransen referenced a contour map stating if the emergency overflow constructed with the berm became blocked, that water would go around and come back down on the front side of the berm. The property line is fully protected. Mr. Lojovich referenced the diagram asking who took care of an area. Mr. Fransen responded the Homeowners Association. They are responsible for operation of the irrigation system.

Mr. Fransen stated the snow melt volume would be 3.8-acre feet that would accumulate in the pond. Water infiltration would not be impacted by this, water would go down into the soil and migrate into the Nichol's property. He stated it is about 50 feet lower on the Nichol's property.

Mayor Tourville stated there is one well left. Mr. Lojovich responded others have wells and pointed out the location of a well that should be capped if not used.

Mr. Tiemann stated he agreed about trying to save the 150-year-old oak trees. He commented that he thought the proposal at one time was for 55 homes not 66, 55 homes could save a lot of oak trees. He asked for a recount on the trees because it has been a few years since they were counted, and things may have changed. He stated he believed it was a State Law that the developer is supposed to maintain and retain the water on the site of their development. He suggested the City change the 100-year flood number.

Mayor Tourville asked Mr. Hiller if any of the oaks would be saved. Mr. Hiller displayed a diagram of the tree inventory and pointed out the ones being saved. He stated the center section would be dropped down 25 to 30 feet with fill placed in other areas and requires the removal of other trees according to the current plan. He displayed a diagram depicting the saved trees and the planting of new trees around the perimeter. He stated when the trees mature there are more inches then there were when they taken out to begin with. Councilmember Piekarski-Krech commented some trees are planted too close together and may have to be taken out. Mr. Hiller responded they are trying to plant as many as practical. The landscape plan can be adjusted. He stated the tree inventory was done last year.

Councilmember Bartholomew suggested entertaining or discussing the possibility of adding a condition that states: "we will maintain water on the site and not allow anything to flow to the east without permission from the landowner to the east". This takes into consideration the fact that the landowner may want water at some point. Councilmember Piekarski-Krech agreed with the suggestion.

Mayor Tourville asked if they could look into the concept of "no water is to go to the east unless it is approved". He stated there could be an emergency situation. Councilmember Bartholomew suggested it state "no water be released to the east unless under emergency condition and/or requesting permission of the landowner". Mayor Tourville suggested continuing work on the east side for water storage.

City Attorney Kuntz requested asking Mr. Emmons about "maintaining all stormwater on site under all conditions except emergency conditions" and if that was an understandable phraseology. Mr. Hiller asked instead of saying "all water on site" state they are talking about the discharge coming from the pipe on the southeast basin. Councilmember Bartholomew agreed that was what he was referring to.

City Attorney Kuntz asked to point out where the water was flowing off site to the surrounding property. Mr. Fransen referenced a larger map stating the different ways water can flow off the site as follows:

- Pink location is the natural flow that goes to the north.
- An area to the northeast flows to a regional basin.
- Peach colored area flows to the Ace in the Hole pond.
- Dark green area would flow toward the berm at all times.

He pointed out the Lojovich property and stated one would flow past the berm and outlet toward the 24-inch pipe. A small portion of the property would flow to the north and also goes down the MnDOT ditch.

He stated the area depicted in lighter green has been discussed but would include two pipes to function during a big snow melt event to keep a pond from getting to full and keep water splitting toward the north. He stated the central area would be captured at the pond, during the winter it would split flow to the north and some to the pond.

Councilmember Bartholomew recapped the water flow:

- The pink location has a natural flow. He asked if that flow would not be increased. Mr. Fransen responded that was correct.
- The green area would be pond and held unless there is an emergency situation or unless the property to the east requests it. Involves the valve.

Mr. Fransen responded that would reduce the flows from what is existing. There would be flexibility to open the valve with the gate in the area.

City Attorney Kuntz asked where Regional Basin O10B was. Mr. Fransen referenced the location on the diagram stating it is up to the northwest. City Attorney Kuntz asked why the letter to Council today and the October 16th letter, asks for relief from the discharge rates for that because it exceeds what the standard is. Mr. Fransen responded the rates coming off of the northern areas are low, with the different modeling, there is a small increase due to the slopes on site where they are unable to catch water and slow it down sufficiently. He stated it would come into the backyards quickly because it has a short distance to travel. Councilmember Piekarski-Krech asked if raingardens could be placed there. Mr. Fransen responded the difficulty with raingardens was the slope and retaining wall in the area.

Mayor Tourville asked if the north side has additional housing. He asked if there was an internal street. City Planner Hunting responded that a local street would serve properties to the north. Mayor Tourville asked if there was a street separating the properties or if it would be backyard to backyard. City Planner Hunting responded there isn't a plan for east west streets, it could be back to back. Mayor Tourville stated the next owner may put houses there and water runs through the area. City Engineer Kaldunski referenced the map and responded there is a regional basin and valley that flows into another regional basin.

Councilmember Piekarski-Krech stated they should keep the water on their own property because it would be impinging on another person's property rights. Mr. Fransen stated they are discussing peak rate, discharge rate, not discharge volume, it is how fast the water gets there. Looking at the northwest area for the 100-year peak rate, it is being decreased, for the 10-year peak rate, the existing conditions would be .6 cubic feet per second, and then going up to 1.3 cubic feet per second peak rate increase. That is a very small increase and insignificant compared to the amount of ground it travels across. Councilmember Piekarski-Krech questioned how insignificant it would be to the people on the backside of the development. Mayor Tourville suggested this be looked into further so it doesn't become unusable property. Mr. Emmons responded it is a condition in the memo that they look into and is still pending.

Mr. Emmons clarified the language stating it was to hold the water unless it was an emergency. It would state "preserve existing rates and volumes through a range of storms". He stated the valve would remain closed unless there is an emergency condition. Councilmember Bartholomew agreed and wanted to ensure the flow was not increasing, it's a slight increase in the rate with the intention to hold as much as possible in the holding area. Mr. Emmons agreed.

Councilmember Piekarski-Krech asked where the conditions were in the contract that the Council has expressed concerns about. City Attorney Kuntz responded it should be in the Resolution approving the plans.

Mr. Hiller stated when they spoke about maintaining the water on the site discussion was about the southeast basin, now it seems like it's being said the entire site can't have any water discharging. He stated that is not the northwest area standard. Mayor Tourville responded that was not stated, it was said that it would not be increased.

Councilmember Bartholomew stated everyone is concerned about the flow on the north. The flow isn't increasing, the rate has stepped up. The condition is to increase that pond to try and slow the rate. He stated the only change is to keep the valve closed and keep the water on the development unless there is an emergency, or the property owner wants water released.

Councilmember Piekarski-Krech asked if this was a change to their preliminary storm sewer plan. She stated she didn't know what those plans were for sure because there are numerous changes being requested. She commented she doesn't have that information included in her document and is hesitant to make a decision. City Engineer Kaldunski responded it would be in the memo he wrote where the plans are attached. Conditions one through five are listed, condition six is being added.

Councilmember Piekarski-Krech commented that the Planning Department has asked that some things be changed. She asked if those items are included and if so, she has questions and concerns. City Planner Hunting responded plans in the packets reflect the developer's requests for flexibility. Mayor Tourville stated on Page 341 of the documents, the changes have been incorporated into the 16 conditions. He asked how the water flow would be incorporated into this.

Mr. Fransen clarified stating the plans for the gate are included. Mr. Hiller stated the added item could be as simple as the gate would operate closed except for emergency situations and/or request of the property owner to the east.

City Planner Hunting stated the developer's plan would hit the numbers exactly except for the area where the berm is for both disturbed and undisturbed areas. Due to the berm they would be short an undisturbed area. They would meet the open space requirements if the Council considers that disturbance to be counted toward undisturbed. If not, they would be short in the undisturbed roughly .2 acres. Mayor Tourville stated #7 could have an added sentence that gives information about the valve as stated earlier. Councilmember Bartholomew agreed. He stated he would leave it to the City Attorney to determine where that sentence be placed. City Attorney Kuntz responded he understood but wanted to know whether the language of "leave the valve closed except in emergency" is the same as "preserving existing rain volumes on site except for emergency conditions through a range of all events". He stated if the valve is closed, water is not going onto the Nichols property. The risk to the City is that there is an emergency that would require an opening of the valve because the emergency piping is not in place yet.

City Attorney Kuntz addressed Item #7 further with an added sentence stating, "the control valve in Regional Basin EP12A shall remain closed unless an emergency situation exists or unless the landowner to the east requests that the valve be opened". He asked if that sentence was meaningful to the developer. Mr. Hiller and the Engineers responded yes.

City Attorney Kuntz asked City Planner Hunting to explain #16. City Planner Hunting responded the Code says they are short of trees to reforest. At time of final plat, Council would direct the developer to pay cash replacement or have trees planted on City property. City Attorney Kuntz asked if the shortage of 642 is with the 50%. City Planner Hunting responded yes. City Attorney Kuntz stated if the Council approves the plans the 50% is already included. Mayor Tourville asked if they could wait until they are further into the plan. City Planner Hunting responded the number could change; they would have a known number with the final plan set. At that time, it can be decided if money should be put toward the tree fund or planted elsewhere. Mayor Tourville asked if the developer agreed with what has been stated. Mr. Hiller responded he was fine with updating the numbers on the final plat and will update the landscape plan, he commented they usually do cash towards the tree fund which is their preference.

Councilmember Piekarski-Krech asked about the permits from MnDOT. City Engineer Kaldunski responded that was one of the conditions he recommended. She stated it is not currently in the contract being approved. City Engineer Kaldunski recommended it be added. City Planner Hunting recommended adding it to Condition #2 stating “should be approved by Director of Public Works and shall conform or meet the conditions as found in the City Engineers dated...”. City Engineer Kaldunski stated the date was October 24, 2019. Mayor Tourville stated the date would likely change.

City Attorney Kuntz stated under Item #13 there are two additional Agreements that would be needed, (1) The Open Space Agreement and (2) The Water Re-Use Agreement. Mayor Tourville asked if the developer agreed. Mr. Hiller responded yes.

Motion by Bartholomew, seconded by Perry to approve Source Land Capital – Case No. 19-14ZPD – Consider the following requests for property located at 6477 South Robert Trail:

- 1. An Ordinance rezoning the property from A, Agricultural to R-1C/PUD, Single Family Planned Unit Development.**
- 2. A Resolution relating to a Preliminary Plat for a 66-lot subdivision to be known as Windsor Ridge.**
- 3. A Resolution relating to a Preliminary Planned Unit Development for Windsor Ridge. Resolution 19-203.**

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville suggested the City Administrator and City Attorney keep in touch with Mr. Nichols and the neighbors to keep them aware of what is taking place with any other agreements.

K. City of Inver Grove Heights – Consider a Resolution adopting the 2040 Comprehensive Plan. Resolution 19-205.

City Planner Hunting stated this item is regarding adopting the resolution for the 2040 Comprehensive Plan. The Met Council approved the plan on October 9th. Background on this item was brought forward at a work session. He stated the following items that still need to be worked on:

1. A few things need to be addressed with the sewer system. This will be done through next year.
2. Modeling the waste-water system and capacity of the system. Public Works will be working on this in 2020.
3. The concern about the clear water flow into the sanitary sewer system. Staff will find the best approach to address this.

Councilmember Piekarski-Krech commented that she thought it was State Law that it had to be disconnected and couldn't have it draining into the stormwater system. City Engineer Kaldunski responded it is a State law, but some people still do it. Councilmember Piekarski-Krech asked if a new Ordinance was needed. Mayor Tourville asked if a program was needed. City Engineer Kaldunski recommends it be promoted, but takes time, money, and effort to do it. He stated he wasn't sure the City was at the magnitude to do it or not. He stated a flyer is sent out on street projects asking people if they have a sump pump. Public Works Director Scott Thureen stated the concern is people who have it going in the utility tub or floor drain because they don't want to take the time to plumb it outside. Most cities have programs that do inspections to deal with this.

City Planner Hunting stated another point in the memo is the "Pinkville" neighborhood. The 2030 plan has the area guided for public open space. There are numerous landowners there and some City owned lots. The park plan does not have a plan for a park. It was suggested to change it to Rural Residential. He stated residents in the neighborhood were concerned about changing the use. He stated they are suggesting doing a small area study, get the neighbors involved and see what makes the most sense for the area. If the Council likes the idea and approach, they would move forward with a consultant and neighborhood meetings to present options and go through the Planning Commission and City Council. This would allow guidance for what to do with the City owned parcels. He stated there is no sewer, it is not in the Eagan JPA, and would function as its own well and septic system. He stated this could be done late fall/winter.

Councilmember Piekarski-Krech asked how many acres. City Planner Hunting responded approximately 70 acres. Mayor Tourville stated the neighbors are concerned because some developers are interested in the possibility of developing it. Councilmember Piekarski-Krech agreed with the need to study it.

Motion by Piekarski-Krech, seconded by Perry to approve City of Inver Grove Heights – Consider a Resolution 19-205 adopting the 2040 Comprehensive Plan with the additions as presented.

Ayes: 5

Nays: 0 Motion carried.

7L. ITEM PULLED FROM THE AGENDA.

8. EXECUTIVE SESSION

None

9. MAYOR AND COUNCIL COMMENTS

10. ADJOURN

Motion by Perry, seconded by Dietrich to adjourn the meeting at 11:20 p.m.

Ayes: 5

Nays: 0

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, NOVEMBER 4, 2019 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Monday, November 4, 2019, in the City Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present were Mayor Tourville; Council Members Piekarski Krech, Perry, Bartholomew, and Dietrich. Staff: City Administrator/Interim Deputy Clerk Joe Lynch, Assistant City Attorney Bridget McCauley Nason, Public Works Director Scott Thureen, Community Development Director Heather Rand, Environmental Specialist Ally Sutherland, Parks and Recreation Director Eric Carlson, Street Superintendent Barry Underdahl, Utility Superintendent Dan Helling, Associate City Planner Heather Botten, Police Commander Josh Otis, and Police Chief Melissa Chiodo.

1) Xcel Energy's Partners in Energy Program:

Ally Sutherland, Environmental Specialist, discussed Xcel Energy's Partners in Energy (PIE) Program. With her is Marisa Bayer from the Center for Energy and the Environment (CEE) and Yvonne Pfeifer from Xcel Energy. Environmental Specialist Sutherland discussed Environmental Initiatives stating Inver Grove Heights became a member of Minnesota GreenStep Cities in 2016 and is one of 133 cities participating. It's coordinated by the Minnesota Pollution Control Agency to assist cities with meeting sustainability and quality of life goals. She stated best practices can be chosen and implemented, and technical assistance is provided on over 179 best practice actions. The City has completed almost 50 actions so far, achieving Step 3 in June. She stated there are five steps within the program and highlighted the following recognized actions:

- Tracking energy usage within the existing city facilities
- Created trail gap studies to increase walkability
- Installed solar panels on City Hall and the Community Center
- Low impact design standards for the Northwest Area and installed over 60 rain gardens city wide
- Implementing organics and recycling

A list was displayed of 29 Best Practices that Green Step Cities promote. Items in bold were current topics of focus. The following are three topics the Community Development Department would like to focus on in 2020:

1. Existing Private Building
2. Community Engagement
3. Green Business Development

Based on the three best practices, it is recommended to engage businesses, residents, a smaller group, develop outreach programs specific to reducing resources, and utilize and increase cost savings.

Topics promoted are: Energy efficiency, renewable energy, waste reduction, water reduction, assistance providers, and utility provider programs. She stated this promotes businesses that are currently utilizing these so they can educate peers or other residents.

Environmental Specialist Sutherland discussed Xcel Energy's Partner in Energy Program stating the program is designed and implemented by Xcel Energy and the Center for Energy and the Environment (CEE) with the focus to develop energy related goals within municipalities with help from the community. This program is done through free consulting services. Municipalities have to apply, and if accepted, the program would begin. It would be facilitated by Inver Grove Heights and take minimal staff time as it is a part of existing programs. She stated the Community Development Department anticipates applying in January 2020 and sees this as a sustainability initiative and economic development program to connect with existing businesses and residents. She stated three Applications are received by Xcel Energy annually, three communities are accepted, acceptance would be based off the number applying and if the application is competitive.

Marisa Bayer, Partners in Energy Community Facilitator, stated she works at the Center for Energy Environment and is a part of a vendor team that delivers Partners in Energy on behalf of Xcel Energy. Partners in Energy is a two-year collaboration between communities and Xcel Energy to develop and implement energy plan goals. The two- year process consists of:

- 6-month planning process with workshops to develop goals, strategies, and implementation.
- 18-month implementation phase. Partners in Energy team assists in implementing the plan.

There is a more streamlined process for communities that have already gone through a planning effort, goal, or strategy to implement as follows:

- 4-month planning process.
- Implementation period is dependent on community needs.

She stated between Minnesota and Wisconsin, 22 communities have participated. The term “community” in this program can also include: A Municipal Government, a corridor such as the Lake Street Corridor, Ramsey County Parks and Recreation, and St. Paul Public Schools.

Ms. Bayer discussed the following community benefits:

- Tools and resources are available to develop and execute the action plan.
- Energy data baseline helps a community understand a history of how saved energy was used. Also assists in tracking implementation success and progress.
- Engages residents/businesses to create a community driven process so there is a common goal.
- Supports economic development by leveraging different utility programs, drives energy improvement, and results in energy savings.
- Energy action plan development is at no cost to the community.

She stated the result of the six-month planning phase is an Energy Action Plan. This outlines how a community would pursue their energy vision and guides implementation. The following resources are available to participants:

- Facilitation and Guidance: Workshops are facilitated by the Partners in Energy Community Facilitators. They set the agenda, design activities, and record discussion.
- Data and Measurement: Three-year baseline, provides data about how a community uses and saves energy. Provides continuing data to ensure progress is made toward goals.
- Project Management: Single Project Manager helps guide throughout the process.
- Marketing and Communications: Marketing and Graphic Design people are available to help create customized marketing materials for the community. Can include a flyer, social media ad, or video.
- Program Expertise: Their team is the expert for communities that participate. Delivers requested materials.

Ms. Bayer stated additional resources such as Webinars, studies, and best practices provide information about other community’s strategies and how to use that information successfully. Also host in person events providing networking opportunities and an online Portal at: Xcelenergycommunities.com with a variety of resources.

She stated a frequent question asked is why Xcel Energy offers a free service to communities for planning efforts. The response is:

- Helps develop a better understanding of the energy needs of the communities they serve.
- Better align the services and programs offered with customer needs to save energy and advance energy goals.
- Strengthen relationships with the community and support the Xcel Energy philosophy of community engagement.

Ms. Bayer shared that the City of Rosemount is going through this process. Rosemount is nearing the end of the 18-month implementation phase, they have four utilities that serve the city, this helps navigate the process. She stated the Rosemount community set a goal to reduce energy use by 5% in 2020 and 15% by 2030 and identified

focus areas that would help to achieve their goal: Residential energy, municipal energy, large energy users, and small and medium size businesses. Highlights of the implementation phase include:

- Created a new website resource guide
- Door to door business outreach
- Utility bill insert promoting energy audits
- Home and business efficiency presentations
- Integrating information into the permit and application process

Mayor Tourville suggested looking into participating and allowing for evaluations and recommendations. Environmental Specialist Sutherland responded this would be an extension of what they are currently trying to accomplish with the GreenSteps Program. Mayor Tourville commented that Xcel Energy did audits on the Community Center and asked if further audits would be done. Environmental Specialist Sutherland responded a new Operations Manager has been hired who works on building operations and does more energy efficiency updates in the Community Center and possibly City Hall.

City Administrator Joe Lynch asked if the Environmental Commission would be the main group discussing this subject. Environmental Specialist Sutherland responded this item was brought before the Environmental Commission last month. She stated here could be a small task force built of a few Environmental Commissioners. Others can be involved in the group such as large energy users, small businesses, or residents.

Councilmember Piekarski Krech asked what the action plan and goal would be, and about proprietary information. Environmental Specialist Sutherland responded the plan is developed with Xcel and the community/stakeholder group to come up with interests and concerns. Ms. Bayer stated the planning workshop goal ends with the energy action plan. Data and information are provided so everyone can understand the energy use, then guide and facilitate discussions to help get to the priorities. She stated the team cannot make recommendations or decisions; they provide guidance. She addressed proprietary information and stated data is broken down in ways that still follow data privacy rules.

Mayor Tourville asked which plan Rosemount did. Ms. Bayer responded Rosemount did the standard plan because they did not know what their goals or strategies should be. Mayor Tourville stated he looked at the Hastings plan and felt a lot of them would apply to Inver Grove Heights.

Mayor Tourville asked for a timeline. Environmental Specialist Sutherland responded the plan is to apply by January 2020. Possible acceptance would be determined by February, with planning beginning shortly after.

City Administrator Lynch asked how they deal with other providers because Xcel Energy is not the only provider in the city. Environmental Specialist Sutherland responded Dakota Electric is also within the city boundary and in the City of Rosemounts plan too. City Administrator Lynch asked if Dakota Electric needed to be a part of the committee. Ms. Bayer responded they would invite the utility to participate.

Environmental Specialist Sutherland stated they would provide an update in February. Mayor Tourville suggested putting information out on Social Media and Insights. Environmental Specialist Sutherland responded that Xcel Energy would be creating a lot of the marketing material which can be added to media accounts and Insights.

2) 2020 Budget – CIP, Central Equipment, Utilities:

2020 Budget – CIP:

Jason Aarsvold, Ehlers, discussed the update to the CIP stating the purpose of the plan looks at how to pay for all the proposed capital improvements and what the impact is to taxpayers within the community. The update is for

2020-2024 with a total of \$68,802,492 proposed over the next five years. He gave an overview stating tax capacity is increasing \$4,354,447 between 2019 and 2020. That is an 11% increase and TIF 4-1 decertified and on tax rolls. This reduces the tax rate and allows the city to fund its capital projects with a lower tax impact. He listed city goals as follows:

- Maintain and expand infrastructure: Fund capital projects
- Maintain moderate tax increases
- Increase Pavement Management Program funding
- Keep debt levy at or below 15% of total levy

He listed the following Assumptions in Plan:

1. Revenues increase 2-3% annually.
2. Expenses increase 3%-5% annually. 4% assumed for General Fund.
3. All capital projects are funded as requested by department heads (totaling \$68.8 million dollars).
4. Values: City's tax capacity increases 1% annually.
5. Fund Balances. General Fund Balance is maintained at 40% of expenditures (including transfers out) per policy.
6. Median value home: \$233,500.
7. Franchise fees: No increase.
8. Inflation on Capital Costs: 5% annually.

Major Projects: Public Works Facility:

- Estimated cost: \$14,190,000 (inflated cost).
- Financed and constructed in 2023. Assumes \$12,500,000 in debt financing and \$1,690,000 in cash from Central Equipment and Local Improvement Funds. Annual debt levy projected to be \$931,865.
- Debt levy may be lower if utility or other funds contribute cash to the project.

Major Projects: Collector Streets:

- Estimated costs: \$17,708,000 (today's cost).
- Projects include: 70th Street, 117th Street, 65th Street, and the new Argenta Trail.

There is an extensive list of existing pavement management projects built into the plan with a total of \$22,915,543.

Mr. Aarsvold discussed the following options:

Option #1: Fund \$68.8 Million Capital requests with moderate and steady tax increases on projected taxes on a median valued home. In 2019 it was \$1,163 city portion of tax, up to \$1,403 in 2024 which fully funds the plan. This averages out to \$48.00 annually or 3.9%. Another option discussed was to allocate more resources to doing more pavement management projects. This would be accomplished by taking \$4.4 million dollars and transferring that into pavement management projects.

Option #2: Would go from \$1,403 in the city portion of tax in 2024. Looking forward it goes to \$1,500 on a median valued home in 2024. The average annual tax increase from 2021 to 2024 would be \$67.00 or 5.3%.

Mayor Tourville asked if it included a 4% increase per year for general operating or just projects. Mr. Aarsvold responded it includes increases in expenditures for the General Fund. This looks at all tax levy impacts a homeowner would experience in Inver Grove Heights that include the General Fund and Capital items.

Mr. Aarsvold stated most of the projects listed with the exception of the collector streets and public works facility are not funded with debt. This was to maintain the debt levy at or below 15%. As time goes on in 2024, having the public works facility in the plan, goes past 15% to 17.2%. He stated this would need further discussion but there are ways to mitigate that.

He discussed the next steps stating Council direction is needed on pavement management funding and whether Option #1 or Option #2 is preferred and feedback. Feedback would be placed into a revised document and

presented to the Council as a final. City Administrator Lynch requested further information on Options #1 and #2 and stated there have been discussions about a \$500,000 increase either every year or every other year. Mr. Aarsvold responded the rationale in their plan shows transfers that smooth out how the levy impacts would be realized and absorbed. The plan was created with smoother increases versus larger and smaller ones. He stated it could be built out any way the Council sees fit.

Councilmember Bartholomew stated they have discussed increasing pavement management by \$500,000 annually. Mr. Aarsvold responded this is a five-year plan that in total gets another \$4.4 million dollars. If it is wanted to be kept at that level, it can be done on an annual basis. He stated \$4.4 million is just one option depending on the number of projects. City Administrator Lynch asked what drives that number. Mr. Aarsvold responded he was unsure about what lead to the \$4.4 million dollar figure. He commented if \$2.5 million was an amount they desired; those numbers could be compiled.

Councilmember Piekarski Krech and Mayor Tourville asked Public Works Director Scott Thureen about the \$4.4 million. Public Works Director Scott Thureen responded he didn't recall how they arrived at the \$4.4 figure, but taking into account \$500,000, gets them to \$4 million. City Administrator Lynch stated there wasn't a specific number discussed, they did discuss having a way to incorporate fund balance use. The conversation was to try to limit the increase to \$75.00 per year in taxes.

Councilmember Piekarski Krech asked if Option #1 gives them the extra \$500,000 a year, each year. City Administrator Lynch responded it does not, it varies. Mr. Aarsvold responded it tries to smooth out the annual impact. There are \$22 million dollars in projects they are trying to fund in the plan and they do that in a way to smooth out the impacts by adjusting transfers over time.

Mayor Tourville stated they want to try to maintain the \$500,000 a year. He commented about assumptions stating it works if the revenues can sit between 2% and 3% with expenses around 4%. He stated enough flexibility is needed in the plan if the revenue and expenses stay there. He stated they wanted to see if they could do the third project versus two projects. He commented the projects vary so much, for example, Dawn Way south, Dawn Way north, the courts, and Woodlands. Dawn Way south and Dawn Way north need to be done in separate years to make it work. Mr. Aarsvold agreed stating this relies on annual transfers, Bonds are not issued and rely on what is available in each year.

City Administrator Lynch stated this item will come before the Council in December as a part of the budget process. To get the CIP prepared an Option selection is needed so they are able to consider adoption of that for the following five-year period. He stated Option #1 has variability. Option #2 grows from \$1.75 to \$4.2 million and gets them there differently than \$500,000 every year.

Councilmember Bartholomew commented they are still collecting the revenue but not expending it in that period. City Administrator Lynch responded that was incorrect. The pavement management levy in 2021 stays flat at \$1.75 million. In 2022 it goes up \$850,000 to \$2.6 million. In 2023 it goes up \$1.4 million to \$4 million. He stated it jumps up, but not \$500,000, at the end of five years it's up \$2.5 million dollars. He stated it needs to be determined if there is enough in the fund balance to do the third project. Councilmember Bartholomew suggested staying with the increase of \$500,000 each year. He stated he liked Option #2, but not the idea that the Council at the time needs to keep it at that amount.

Mayor Tourville agreed with Councilmember Bartholomew and stated they could do the plan but not bind it. City Administrator Lynch commented that adopting a five-year plan is actually a one-year plan of the current year. Mayor Tourville agreed and stated he would like to see if they could make Option #2 work due to falling behind in pavement management. There is more work and projects than money.

City Administrator Lynch asked the Council if they were agreeable with the construction of the public works facility shown in the plan for 2023. There is a 5% cost inflation factor at \$14 million, there is \$12.5 coming from bonded debt, \$1.6/\$1.7 million coming from other funding sources, with others yet to be determined. He stated sewer and water was used to offset the cost of this building which were sources of revenue. He asked the Council if they could proceed with the CIP with those numbers.

Mayor Tourville commented the \$1.5 million in the budget this year is coming out of tax dollars. He asked if they could look at \$200,000 or \$300,000 by looking at landfill money. He asked if they could take out of operating taxes. Councilmember Piekarski Krech asked if there was enough money in the Host Community Fund. City Administrator Lynch responded there is a fund balance of approximately \$3.6 million dollars but is a revenue source that can vary. It has been advised not to use those funds for operational costs, these are capital costs and are discretionary. Mayor Tourville stated the benefit is the people who are paying in to make that fund are those currently living in Inver Grove Heights. City Administrator Lynch suggested looking into that further in 2021, the \$500,000 committed is in place for 2020. He stated next time they come back with the CIP they can look into building it.

Mayor Tourville commented that the upcoming election can change a lot of things. He referred to Page 5 regarding Assumptions and suggested being careful with revenues and expenses. Councilmember Bartholomew stated this can be edited every year. City Administrative Lynch stated the assumption is that there is no increase in franchise fees.

Councilmember Bartholomew stated Option #2 has available funds to use if needed in the Host Community Fund. They could look at the General Fund each year to see if there is an excess. Councilmember Piekarski Krech stated she was not confident in Option #2 because it doesn't assume they would take money out, it states they are going to tax for that amount. She commented that is a steep increase. A \$233,000 home would be a workforce housing type home, adding on no longer makes it workforce housing. Councilmember Bartholomew agreed with Councilmember Piekarski Krech's statement and commented that the funds are needed and to hold the line where they come from. He commented there is funding that can help and didn't want to see taxes go up either. He stated he was more in favor of Option #2 for funding for pavement management than he is for Option #1.

Mayor Tourville asked about the average price in the city and the number of townhomes. He commented it is a bit less than the median. He asked if that percentage could be taken and applied in Option #2. He asked if taxes are \$3,000, if the percentage would still be 5.3% or if it varies. Councilmember Piekarski Krech stated there is a big increase next year in valuations for 2020 taxes. City Administrator Lynch stated regarding the market, what are homes selling for, and mean and median. New home construction raises that. He stated they can begin to trend those numbers. Currently they are looking for direction on the CIP for December approval. He stated it sounded like the Council was leaning toward Option #2. Mayor Tourville commented Option #1 may be a better place to start. Councilmember Dietrich stated her preference would be Option #2 because of where they are at with pavement management. Councilmember Perry stated she preferred Option #1. Mayor Tourville stated as far as pavement management Option #2 would be great, he was concerned about what people would be seeing. Councilmember Piekarski Krech stated 2020 is up \$10,000 to \$15,000 for valuations. She commented she could agree to the \$500,000 they agreed to but couldn't go much more than that.

City Administrator Lynch stated they could bring back a plan that has two options, Council can adopt one that gets the majority vote. One would contain the \$500,000 annually, and the other would be Option #2. Councilmember Bartholomew stated Option #2 has the \$500,000 annually but it's spread out. City Administrator Lynch responded if Option #2 was annualized, it would be more than \$500,000. Mr. Aarsvold stated the idea of spreading it out more was to mitigate some of the impacts in the earlier years and smooth it out a bit. He stated if putting a \$500,000 increase in 2021, there would be another \$250,000 in tax impact in this plan. Pushing that back it smoothed out the increase and makes it more consistent over the life of the plan, while generating approximately

the same amount of funding as the \$500,000 annually increasing option. Councilmember Bartholomew stated the problem remains that the Council may be different and willing to take a larger increase because of the previous Council's decision. He suggested coming up with something different if Option #2 was too large of an expenditure. He referenced Page 12 and stated they have detail for the \$22 million but not for \$27 million. Mr. Aarsvold responded they did not detail out which projects would be allocated toward the \$4.4 million.

Councilmember Bartholomew stated as long as the funding is kept, he could live with Option #1. If things look better next year, they could get serious about bringing the \$23 million up. Mayor Tourville agreed that could be a better way to get started. Councilmember Piekarski Krech stated if valuations change significantly and growth adds to it, they are better off and could use some of the Host Community Fund. She stated she had no problem putting Host Community Fund into Pavement Management. Councilmember Bartholomew stated if Option #1 is done they keep the \$500,000 increase in place and explore all revenue options and whatever excess there may be in the General Fund. Councilmember Piekarski Krech suggested looking into the Host Community Fund at the first part of the year.

City Administrator Lynch summarized what the Council was requesting and stated they could look into revenue sources, franchise fee, Host Community Fund, and annualized increases. The last is the commitment to the 15% debt level ceiling. If committed to that, they would have to figure out other cash sources for that project or other projects. All Council Members agreed with the 15%. Councilmember Bartholomew commented an option would be to push the public works facility to 2025. City Administrator Lynch strongly urged against doing that because it has already been pushed back twice. He asked if the Council was open to the use of the sewer and water fund for \$500,000. Mayor Tourville stated as long as it keeps funds solvent. City Administrator Lynch stated it would be brought back in the CIP with the project at 2023, to keep it at 15%, and what cash sources they need to use to bring that down.

Public Works Director Thureen stated they have been doing lengthy geotechnical analysis in the field and will wrap that up at the end of the month. He expects information to be brought forward from that, as well as options, at the March 2020 Work Session. He stated they are one year out with planning projects and should get out to two year. Councilmember Piekarski Krech was interested in learning more about using recycled plastics.

2020 Budget – Central Equipment:

Public Works Director Thureen suggested the following order for discussion: Capital Equipment; Budgets: Central Equipment, Utilities, Water, Sewer, and Stormwater. He stated they use a spreadsheet that assists them with proposed vehicles. Based on that schedule, and working with the Lead Mechanic, 20 vehicles were proposed. He stated after further review, the recommendation is for 10 vehicles for replacement in 2020. Street maintenance has the following three vehicles:

1. Front end loader. This has been delayed previously.
2. Pickup. Used in the summer to do striping for pavement marking. In Winter it is set up for anti-icing.
3. Paint Striper. Has been having problems.

He stated a rating system is used that was developed by the American Public Works Association with regards to Fleet Maintenance and Replacement.

Mayor Tourville asked how old the paint striper was. Public Works Director Thureen responded it was almost eight years old. Street Superintendent Barry Underdahl stated they want to lengthen the wheelbase of the truck the machine attaches to, to provide more paint so they don't have to keep coming back to the shop. This would help streamline the operation and be more efficient, because there is more to do yearly. He commented the style they have now mounts to the back of the truck. The new one would go right on the truck with a larger tank providing more efficiency. This would go from a standard pickup bed to a flat bed, 84" instead of 60".

Street Superintendent Underdahl discussed additional items needed as follows:

- The utilities truck is a standard pickup. Another utility truck is needed due to additional staff. This would have materials and tools right on the truck.
- For Park Maintenance, the trailer is a specialty trailer and can haul two machines at a time year-round. The current trailer is rusty, the fix for it would cost more than it's worth.
- Engineering Truck. The Police Department needs a pickup for their Cadet Program.
- Four Police Vehicles. They are looking into leasing those vehicles.

Councilmember Piekarski Krech stated they are purchasing one F150 Pickup and moving the other to Police. Mayor Tourville asked if the program thought a pickup is better than a car. Street Superintendent Underdahl responded there would be a topper on the truck to put dogs in the back. Mayor Tourville asked if they received money back from the state contractor for Police vehicles. Street Superintendent Underdahl responded they did.

Councilmember Piekarski Krech asked if the amounts for the acquisition costs are equal to the upgrades to the F350's and the longer base. Superintendent Underdahl responded yes. Public Works Director Thureen responded with the allocation balance of \$561,000 and the estimated acquisition cost after trade in is \$517,000.

2020 Budget - Central Equipment – Pages 169-171:

Public Works Director Thureen stated the totals include 2017, 2018, the current 2019 Budget, activity to date, and the proposed 2020 Budget. He gave the following updates:

- Personnel: There are pay scale increases. There is an \$8,000 bump in Workman's Comp between 2019 and 2020.
- Page 170. Category 40, Purchased Services Property and Equipment: In 2019 there was \$925,000. A large amount of that had to do with the public works building and the cold storage building. The roof is bad in both buildings. One building was built in 1985 and the other in 1991. Both have the original roofs. He stated those would be going out to bid shortly and would be a spring project. There is a reduction going into 2020.

He stated there were items regarding the deterioration of those buildings included in the \$531,000 for 2020. In the cold storage building the electrical panel is corroded and needs work and replacement. That is where salt is stored and it is unheated. Both buildings are having problems with water intrusion on the entire perimeter. Part of that cost is included in the current 2019 Budget; additional funding is needed to wrap that up.

Mayor Tourville asked about the buildings and line item 40040, budgeted \$925,000 in 2019. Year to date \$12,000 has been spent. Public Works Director Thureen responded the remainder would be carried over. Mayor Tourville stated an additional \$531,000 is needed. Public Works Director Thureen responded they didn't get a lot done in 2019. The level of deterioration around the exterior perimeter was greater than expected. He stated the roof issues were not obvious at first. Estimated cost of the roofing projects is approximately \$100,000, higher than it was last year. Mayor Tourville stated roughly \$1.4 million would be used in 2020 in order to solve the issues. He asked about the investment and the possibility of new. Public Works Director Thureen responded the roof areas need to be replaced regardless. The exterior doesn't have detailed plans yet, but the concept plan had expansion of the public works maintenance facility to the south, he didn't know how that tied into the current building.

Councilmember Bartholomew requested information about what is being spent in the next two months of 2019 to get an idea of a budget amount and what would be carried to next year. Mayor Tourville asked for an overview of what needs to be replaced.

Public Works Director Thureen referenced:

- Page 170. Category 60, Supplies: Additional \$4,000 for tire replacement and supplies for cleaning. \$6,000 increase in the category.

Mayor Tourville asked if they were locked in on fuels. Public Works Director Thureen responded it was too early for the numbers yet, but they are still a part of that consortium. City Administrator Lynch stated fuel is purchased in bulk, the State stores it until needed.

2020 Budget - Water – Page 114:

Public Works Director Thureen referenced a reduction in Personnel. Funding for the Staff Engineer in the current budget had 15% of his budget coming from water and 15% from sewer. That is being shifted to stormwater.

2020 Budget – Category 30 – Professional Technical Services:

- Engineering consultants \$25,000 this year. Increasing to \$90,000, project related. In the coming year:
 - \$20,000 in the event something comes up
 - \$5,000 for continued help with a protection plan
 - \$40,000 as a result of the America's Water Infrastructure Act of 2018. City's are required to conduct a risk and resiliency analysis of water systems. Also need to do an emergency response plan.
 - \$25,000 for an estimate of ½ cost to get the strategic water and sewer CIP done.

Other Professional Services:

- DNR Pumping Permit.
- One call services.
- Meter reading contract for residential meters.
- Bacterial analysis.
- Elevator maintenance at the water treatment plant.
- One more year of the Cross-Connection Program on commercial industrial accounts. This is a review of the plumbing system to make sure there isn't any cross connections that could contaminate the system. He stated they actually found a few issues. It is a successful program, worth the money.
- One addition different from 2019. Adding \$15,000. Automatic Systems is a vendor that has helped with all of the controls for the radio between the wells, lift stations, and the water plant.

2020 Budget – Category 40 – Purchased Services Property and Equipment:

Water Utility Services: This is a pass through. There are various parts of the city served by Eagan or South St. Paul. Eagan's rates are going up 5% and South St. Paul is going up 8% for water. Inver Grove Heights bills the citizens served by those cities and then pays each respective City.

Other items – Category 40:

Sewer charges: Backflush the filters in the water treatment plant, discharged to the sanitary sewer system. Paid to Met Council. 3.5% increase.

Electric Utility Services: Electricity for pumps. Booster stations, reservoir, water treatment plant. Approximately \$5,600.

Repairs and Maintenance Buildings: Yearly repairs. \$15,000 per year. Work at the water treatment plant in the amount of \$7,000. \$35,000 for resurfacing the floor in the water treatment plant high service pump room and the filter area. Replaced a large meter at the water treatment plant. Pipe gallery in the plant was painted this year.

Both cost approximately \$50,000 and will not be in the 2020 budget.

Well pump reconditioning scheduled in 2020 for \$30,000. Trying to spread that work out. There are seven wells. Pumps are reconditioned once they pump about a billion gallons of water. Less usage noticed lately even though there is more development. This item was delayed from last year and pushed to 2020.

Mayor Tourville asked about meters in 2019. Utility Superintendent Dan Helling responded there should have been money in there for 2020. Mayor Tourville responded there is \$22,000, \$19,000 was spent through July. He commented there was not anything in the budget. Utility Superintendent Helling responded he added it, but it was never placed in there. He stated meters are purchased for a certain amount and sold for more.

Public Works Director Thureen stated the current budget assumes rate increases of 2% for water, 3.5% for sewer and follows the 2012 rate study done by Ehlers. Stormwater is recommended to increase 5%.

2020 Budget – Sewer – Page 131:

Personnel shows a reduction due to what was discussed previously.

Category 30: \$25,000 for ½ water and sewer strategic CIP.

He stated as a part of the Comprehensive Plan approval, one of the deliverables was to provide information to Met Council regarding flows being sent to their interceptor line. They also want confirmation about what all of the lift stations could do. He stated this requires modeling of the system, which has never been done. That would be \$50,000. That is where the \$75,000 for engineering consultants under 30300 comes from. Councilmember Bartholomew requested a breakdown of this information.

Category 40 – Sewer Utility Services:

Pass through for customers served by either South St. Paul and Eagan system.

Includes charges by Met Council Environmental Services for the sanitary sewage sent to their treatment facility. South St. Paul has an 8% increase, Eagan has a 3.15% increase, and a 3.44% increase on the charge from the Met Council.

Public Works Director Thureen stated they benefit from having a system that does not have a lot of infiltration inflow. Other cities with that issue pay more.

Councilmember Perry asked about the technology allocation that went from \$20,500 to zero on Page 132 under supplies. City Administrator Lynch responded the General Fund discussion created another operating fund to technology fund. They City would allocate costs for capital, not for operational. This includes the cost for telephone.

2020 Budget – Stormwater – Categories 10 & 20:

- Moving 30% of the cost of the staff Engineer in water and sewer over to stormwater. ½ of the position would be funded from stormwater, the other ½ is in the General Fund under Engineering.
- Shared position between street (stormwater) and park maintenance. Propose adding an additional FTE to move that person over to storm entirely, funded out of stormwater. The other half of that position would go over to park maintenance. The increase is ½ of the maintenance position and ½ of the staff engineer position.
- Stormwater Budget is an estimate of what the revenues would be. Some items are escrowing.

Category 40: Purchased Services Property and Equipment:

- One stormwater lift station. Usage is down for pumping and power costs. Reducing costs by \$5,800.
- Adjusting funds for maintenance and repair. Smaller scale items. \$82,000.

Councilmember Bartholomew asked about Category 30 and the \$50,000 for consultants. Public Works Director Thureen responded the model for the northwest area is updated as a result of development. The update would be to introduce new Atlas 14. Mayor Tourville asked about the \$50,000 in 2019 and if that would be carried over. Public Works Director Thureen responded no. He stated he would gather information from the annual budget, the balance in the fund, and the expected expenditures from the balance. Mayor Tourville stated the way it looks makes it seem like \$100,000 is needed in the two years, in actuality it's only \$50,000.

Category 50:

- Dues paid to the Watershed Management Organizations. Largest increase is the Lower Mississippi River WMO. Of the cities included, Inver Grove Heights has the largest land area. It is a 10% increase.

Category 70 – Miscellaneous:

- Escrow: \$61,000:

- Money on hand when they need to update the water resource and management plan. Updated on a 10-year cycle. Reached the five-year interval. Amount of \$10,000.
- Northwest Area. Build up an escrow for regional basin maintenance. Amount of \$32,000.
- Balance is the costs for annual documentation reporting for the stormwater permit.
- Last year they had a wetland management plan escrow. Funds are on hand.

Councilmember Bartholomew asked when the expense would be seen. Public Works Director Thureen responded he would compile that information and get it to the Council.

3) Home Occupations:

Associate City Planner Heather Botten stated earlier in the year Council directed Staff to review the Home Occupation Ordinance for a possible update to allow the storage of equipment and materials to be used in accessory structures. The information was brought before the Planning Commission, their discussions provided perspectives and opinions. She stated before being brought back for a public hearing, staff wanted direction for a possible Amendment.

She stated the city currently allows home occupations that comply with City Code. Requirements are the business is only being used by the person or people living in the home. No outside employees. Only used with the principle structure, not in any attached or detached accessory structures. She stated this includes all aspects of a business including the storage of equipment or materials in those accessory buildings. This does not prohibit a business truck to be parked overnight or on the property. Code allows for one commercially licensed vehicle, not over one-ton capacity.

She stated the focus of the proposed Amendment was to allow the storage of business equipment or materials in the accessory structures in the larger lots. The Planning Commission discussed the following:

- Home occupations being used in accessory structures in all zoning districts.
- The impact to the neighborhoods in urban areas and larger lots.
- If there was a difference between storing equipment in the accessory building versus operating a business out of an accessory building.
- If there should be a maximum percentage of space utilized in accessory buildings or the principle structure so it doesn't interfere with the primary residential use of the property.
- Should there be hours of operation.
- Should outside employees be allowed.
- What type of process should be required, if any, to allow accessory buildings to be used for home occupations.
- If a permitting process should be required for just a home occupation in general.

Associate City Planner Botten stated staff does not support a change to the Home Occupation Ordinance to allow the use of accessory buildings for business purposes, due to the fact that businesses could be deemed incompatible land uses with residential uses. It could affect the quality of life in residential neighborhoods. She stated if the Council decides to allow the use of accessory buildings for home occupations, staff recommends an Interim Use Permit process and require neighbor notification, conditions specific to the business, if conditions are not met, the Permit could be revoked. The Permit would not stay with the property, a date or time could be added.

She referenced a list from the Code Enforcement Coordinator that contains information about home occupation complaints over a 1.5-year timeframe. She stated there are five City Ordinances provided for reference, three

from cities that have prohibited home occupation uses in accessory buildings, and two that allowed the use of an accessory building for home occupation use. One was the storage of equipment and the other a home business.

Councilmember Piekarski Krech stated there are many different types of home businesses. She asked if categories should be made to assist in that. She commented home businesses are too broad to cover the different things one can do. Associate City Planner Botten agreed.

Mayor Tourville stated a home business run out of the home would be less impactful. The use of accessory buildings begins to have more of an effect. He agreed with Councilmember Piekarski Krech about the variety of businesses. Some could create little traffic, some more traffic. He did not agree with it going with the property, he agrees with it going with the controllers of the property at that point and time. He commented this may need to be done on an individual basis. He stated they are not against home businesses, but if it affects the neighbors, it needs to be looked into.

Councilmember Piekarski Krech asked if it affected the neighbors because they complained. She stated for example, a pet salon run out of the home in one neighborhood that doesn't bother anyone, upon moving it bothers the neighbors. Mayor Tourville commented they would still have to maintain parking and hours of operation. Councilmember Dietrich suggested the Code be revisited and to set general guidelines. She stated she didn't want to over legislate.

Councilmember Bartholomew stated if he has a garage and accessory building and is not running a business, he didn't think it would be wrong to store whatever he wanted if he is not running a business out of it. Associate City Planner Botten responded staff interprets the Ordinance to be that any and all aspects of a business should not be in your own accessory structure, even the storage of items. If a business is owned off site, but stored equipment in the home garage it is considered a violation of the Home Occupation Ordinance. She stated staff didn't know which direction to go if just storing equipment in an accessory building, is it different than just operating out of an accessory building. Councilmember Bartholomew stated he did not see that interpretation in the existing Ordinance. He commented if something is stored in his garage, it is his business unless illegal. Associate City Planner Botten stated staff interprets it differently. She asked, for example, as long as your business has a separate address off site, it may allow storage in an accessory building versus somebody having the home as their business address. All other operations are done out of their house, the business only stores stuff in the garage, they go offsite to do the work with the home address used as the primary business address. Councilmember Bartholomew stated home occupations already have rules. He stated for example, having three businesses but not running them out of the home. Associate City Planner Botten responded as long as they are not using the garage to operate their business. Councilmember Bartholomew commented they are just storing their things. Associate City Planner Botten stated they could use their residence as their primary business address.

Councilmember Piekarski Krech stated for example, a pet grooming business. She stores 6,000 dog nail clippers in the garage. Right now, that is not legal. She stated as long as she cuts the dogs nails at a shop someplace else, she can store her items at the garage because she is not operating the business there. She stated that is where the issue comes in. She asked if this was a home business operating out of the property, if it was legal. If it is not a home business, but you are storing your business items there, it's legal. Mayor Tourville used the example of having a hair cutting business along with a chair, people come hourly to get a haircut, that's legal. He stated he looks at it as affecting the neighbors. He suggested that be the Council focus and agreed with Councilmember Dietrich that they look at guidelines such as parking and traffic and if it would affect a residential neighborhood.

Associate City Planner Botten summarized what the Council was requesting and stated they do not want to impact a residential neighborhood. She listed the following items she needed direction on:

- Is this something that is a permitted use.
- Home occupations and accessory buildings that a special permit would be needed for.
- Do they consider the storage of equipment a home business. If not, the Code could be amended to say they could store equipment in an accessory building. Should the neighbors be notified or should this just be allowed.
- Interim Use Permit, CUP, no Permit.
- Is storage different than operating.

Mayor Tourville stated it's agreed upon that they don't want it to affect the neighborhood. He stated you can't have employees come to the home address to work the business. Councilmember Bartholomew stated that is already in the Home Occupation. If people do have employees coming in, that is a violation. He asked if that was the case, if they would have to have a separate entrance. Councilmember Piekarski Krech responded that only applied to Beauty Salons.

Councilmember Bartholomew stated there is already a parameter of existing Home Ordinances, they should determine what they like about it, and what they should change about it. Associate City Planner Botten responded direction was needed. Councilmember Piekarski Krech questioned if one could use a garage and accessory building as part of the home business, or if the home business has to be contained within the domicile. Councilmember Bartholomew commented about limiting the size of where the home business could be operated based on the type of zoning it is in. He suggested a set of rules for a residential area that could include size, entrance, and storage. There is a different set of rules for residential areas. He stated some cities address the size of lots. Associate City Planner Botten responded the examples provided were percentage of accessory buildings or structures being used.

Mayor Tourville stated if employees show up to the home address to work, that is not a home business. Councilmember Bartholomew stated a Statute in the City of Bloomington has gross floor area. He commented that he didn't believe that needed to be done. There is a need to be cognizant of zoning areas. He stated he liked the current home-based Ordinance. He believes there is an opportunity for something in large lot areas, compatible with the neighborhood, and doesn't impact quality of life.

Associate City Planner Botten summarized stating it would allow home occupations and accessory buildings on large lots, not smaller urban lots. It is not permitted in accessory buildings, but to focus on accessory building changes. She commented that they would look at language with storage equipment versus operating equipment. She asked the Council if they preferred an IUP versus a CUP, or no public approval. Councilmember Bartholomew stated with larger areas he would like to see some public approval/hearing. Councilmember Piekarski Krech suggested Interim Use and stated if it is a home business there are no employees. Councilmember Bartholomew stated that pertains to large lot areas.

Councilmember Dietrich stated whether is an attached garage or an accessory building, as long as it was legal, she didn't care what they have in the building. She commented she didn't want to over legislate residents.

Associate City Planner Botten stated this would go back before the Planning Commission in December. Staff would discuss social media advertising and then come back before the City Council at a regular meeting. Councilmember Dietrich stated the examples from other cities was helpful.

4) Discussion on Alarm Ordinance Changes:

Mayor Tourville suggested IT look at the Council Chambers podium for an easier way to set up the laptop for presentations.

Police Commander Josh Otis discussed updating the Alarm Systems Ordinance stating that under Police Chief Schnell, they looked into changes due to the number of false alarms they have on a yearly basis. In 2015 there were 940 total alarms, 907 in 2016, 915 in 2017, 898 in 2018, and this year from January to present, 851 total alarms. He stated the false alarms vary between fire, such as a water flow alarm from a business, intrusion, robbery, and weather-related events. The Ordinance change would result in better response for Police Department Personnel and allow for more efficiency of tallying the alarms to track them better.

He discussed the current process stating an Officer would respond to any Police or Fire alarm, false or not. After two false alarms in a calendar year, a business or resident is mailed a warning letter informing them that they are coming up to their third false alarm. He stated once a third false alarm is received in a calendar year, they are billed to a first time \$100.00. A fourth false alarm is \$200.00, a fifth or more is \$300.00 per alarm. He stated they have had a few beyond eight, and some that don't respond to the request for payment. He stated they have asked the Council for liens on the property, which were denied, so they have had to forgo that based on Council recommendation.

He stated they are looking for direction from the Council on how to better serve the community and how to respond. He stated they worked with the Security Industry's Alarm Coalition which has a best practices model, policy, and Ordinance. They partner with IACP and the National Sheriff's Association to get the information out there about how to better serve the businesses, residents and cities that respond to the alarms. Ideas and options are as follows:

- Better screening for Dispatchers.
- Two call confirmation. If you are a business or resident that has one person as a contact, they call the second person to verify.
- Bring up equipment standards. Some have old outdated equipment. Bringing the alarms up to current standards to prevent false alarms from occurring.
- Training and Education for Officers and alarm users.

Police Commander Otis stated the Alarm Security Industry Coalition provided the best practice Ordinance on Page 56. He compiled the city's current Alarm Ordinance and placed their best practices within the Alarm Ordinance. The following are items to note:

- There is no registration for alarm users. Anyone can inform the City that they have an alarm but it takes Staff time to make sure it is placed into the system and to track the false alarms as they occur. 5-3-4 Alarm Permit Systems recommends there is a fee associated and holds people accountable to violations.
- The duties of the alarm user. 5-3-5 is new and not in the previous Ordinance. This speaks about what the alarm user should do, how much record keeping, if there is manual activation, what it takes and how it is handled. Also refers to duties of the alarm company and what they could do better for the business or resident to make sure they don't have outdated equipment.
- Prohibited Acts. 5-3-7. States an alarm cannot be activated just to summon Law Enforcement.
- Enforcement Provisions. 5-3-8. The current model for civil penalties for anything over three alarms is adequate, but add to that with the enforcement of the excessive consumption of Police Services. The current Ordinance does not have that.
- 5-3-8A. Discusses three or more false alarms during a permitted year could be considered excessive. They have to look at the totality, is it a false alarm due to weather, faulty equipment, or a visitor that didn't know the correct key code.
- Keep the civil penalties in there, but if there is one business using their services over 10 times or more in the calendar year, it is considered excessive and what they could do to have change.

He stated they just had one this past week at one of the convenience stores. The owner/manager of the store didn't show up because they knew the Police would.

Councilmember Piekarski Krech asked if penalties could be added to taxes if they are not paid. Assistant City Attorney Bridget McCauley Nason responded that may not be possible, there are a limited number of items that can be assessed against the property. She stated options could be looked into and that they would communicate with the Police Department. Mayor Tourville stated some city Ordinances state if there is a penalty and it is not paid; they are notified that the Police will not be responding.

Police Commander Otis stated that subject would fall under the following:

- D. Discontinuance of Law Enforcement response. They could say after five false alarms they are not going respond. This could be a false alarm or an intrusion. It is unknown. He stated they are asking the Council to see if that is the direction to go.

Councilmember Piekarski Krech asked what would happen if the sixth call was an intrusion and the Police didn't go. She stated she would rather find a way to assess the penalty. Councilmember Dietrich asked if they were successful in collecting the money due from penalties. Police Commander Otis responded in 2016 they saw a reduction in the collection ability. They stopped trying to collect because of the time it was putting on staff. He stated they want to get back to that model. He referenced 5-3-9 Alarm User Awareness Class and stated the users that don't have false alarms decide to have a permit fee and reissuance annual fee. If there are no false alarms, they could attend an awareness class and be given a credit, educate them on better use of the alarm system, and have a reduction of not paying a fee. Those that have continuous use of false alarm services, should be assessed a fee for renewals. He stated there could be an appeal process that a person could come before the Council.

Councilmember Piekarski Krech asked if there is an alarm registration fee. Police Commander Otis responded no. She asked if they need to register the alarms. Police Commander Otis responded they do.

Police Commander Otis asked what they could do for a First Reading. He asked what the Council would like in the updated Ordinance. For example, continue the current plan or change the civil and excessive consumption of services.

Councilmember Dietrich asked how many individual calls within the last 12 months were from businesses and how many were residents. She asked how many alarms there were for unregistered people in the past 12 months versus registered. Police Commander Otis responded he could break down both business and residences.

Mayor Tourville asked for the correlation between Police and Fire. He asked if there were penalties and requirements around Police. He stated some could also be related to Fire Department alarms. Fire may not need to be used in reference to an actual Police alarm, but with a fire alarm, that alarm would require all three services to show up. Mayor Tourville suggested to update.

Police Commander Otis stated the Security Industry Alarm Coalition recommends having two separate Ordinances one for Police Alarms, one for Fire Alarms. The current Ordinance is not broken up into two parts. He stated he was unsure how the Fire Department tracks their alarm usage; the Fire Department would need to determine that.

Councilmember Piekarski Krech asked if costs for the registration fees were determined. Police Commander Otis responded the Police Department Administration is working with the Alarm System Coalition to see what the best practices would be. Other cities that have done this have noticed a reduction. He stated LaGrange, Georgia had a 50% reduction in false alarms once implemented. In 2010, Duluth, Minnesota enacted the Ordinance change, they had such a reduction they had better handling of calls and additional time for Officers to handle other calls.

Councilmember Dietrich asked if it was the Departments recommendation to follow the Coalition, or if there was anything, they didn't believe fit with this community. Police Commander Otis responded the number of alarms to be excessive consumption. He stated the Coalitions recommendation is three, this Department believes it should be the fifth or more, but on a case by case basis. Mayor Tourville stated businesses could have an array of different alarms, residences could be break in's, medical, or fire. Police Commander Otis stated this would be for businesses or residential alarm users that have it monitored by alarm companies.

Mayor Tourville commented there was agreement on having registrations. He stated the updates were a great idea and that they need to coordinate with the Fire Department so that all are on the same page.

Police Commander Otis stated the First Reading would be ready for the next regular City Council Meeting. Mayor Tourville suggested getting notifications out and giving information to the Chamber of Commerce.

Councilmember Bartholomew suggested posting on the website. City Administrator Lynch asked for clarification on the date of the Council Meeting. Police Commander Otis responded it would be ready on Tuesday, November 12th.

5) Town Hall Meetings:

Councilmember Perry stated she has been thinking about ways to engage with the Community in 2020. She suggested hosting a once a month Town Hall meeting with a 6:00 p.m. start time stopping just prior to the start of the Council Meeting. It could include rotating departments with either one department or two. She stated every month would have a different topic and/or department. She suggested committing to it for the entire next year and revisiting it at the end of next year to gauge the outcome. Mayor Tourville commented it was a good idea, he said the 5:00 meetings for Council works out better than waiting for a topic to come up. Councilmember Bartholomew commented it was a great idea but would be challenged to be available at that hour on a Monday night. He stated he would try to make as many meetings as he could.

Councilmember Perry encouraged the Council to come when they could and stated that she didn't believe it would be required. This would be a way for residents to engage with staff. Councilmember Piekarski Krech asked how that works with staff scheduling. City Administrator Lynch responded they could have it on a day other than a Monday. He stated it would officially be a City Council meeting if three or more Council Members would be in attendance.

Councilmember Piekarski Krech stated it makes staff have to be there on another night. If tied into the Council meetings people would get used to the idea. She stated her frustration is that people didn't know the way things happen. This would help people become more engaged and aware of things ahead of time. She commented that not many may watch on cable TV and may be unaware of how a Council meeting works and the Agenda. She stated she would prefer a Council night as she is already committed to the Monday.

Mayor Tourville stated some topics may be better off not having City Council in attendance because people are looking for policy and voting information. Councilmember Piekarski Krech stated this was about engagement too. People need to know who their Council Members are, and shouldn't discuss issues to be voted on. City Administrator Lynch suggested getting a plan put together and stated the best option seems to be the fourth meeting of each month. Councilmember Dietrich asked if they could get an anonymous reaction from Department heads so they feel free to speak.

B. ADJOURN:

City Administrator Lynch stated there is voting tomorrow. Precincts 1, 5, 8, 9, and 10, in Inver Grove Heights vote at Emanuel Lutheran Church, 2075 70th Street. Precincts 2, 3, 4, 6, and 7, vote at Good Shepherd at 7600 Cahill. Mayor Tourville stated South St. Paul 3 and 5 is at Emanuel Lutheran Church and Rosemount Precinct 2 is at Good Shepherd if you live in Inver Grove Heights.

Police Chief Melissa Chiodo reminded everyone that the Community Policing Survey is open and can be accessed through the City Website or from the Police Department's Facebook page. The survey is open until November 30th. She stated they would like input from resident's, people that work in the city, and visit the city on what they expect out of Police services within the city to help with the 2020 Policing Plan.

Mayor Tourville stated the following events:

- Veteran's Day is Monday. City Offices will be closed.
- Veteran's Day event will be held at the Community Center with breakfast at 8:00 a.m. and the ceremony at 9:30 a.m.
- The next City Council meeting will take place on Tuesday, November 12th.

Motion by Piekarski Krech second by Bartholomew to adjourn the meeting at 9:22 p.m.

Ayes: 5

Nays: 0

Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 25, 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 November 7, 2019 to November 20, 2019.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending November 20, 2019. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$417,872.83
Debt Service & Capital Projects	2,408,274.66
Enterprise & Internal Service	383,062.53
Escrows	310,629.53
Grand Total for All Funds	<u><u>\$3,519,839.55</u></u>

If you have any questions about any of the disbursements on the list, please call Shannon Battles, Interim Finance Director at 651-450-2488.

Attached to this summary for your action is a resolution approving the disbursements for the period November 7, 2019 to November 20, 2019 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING November 20, 2019**

WHEREAS, a list of disbursements for the period ending November 20, 2019 was presented to the City Council for approval;

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

General & Special Revenue	\$417,872.83
Debt Service & Capital Projects	2,408,274.66
Enterprise & Internal Service	383,062.53
Escrows	310,629.53
 Grand Total for All Funds	 <u><u>\$3,519,839.55</u></u>

Adopted by the City Council of Inver Grove Heights this 25th day of November, 2019.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Joe Lynch, Interim Deputy Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 11/07/2019 - 11/20/2019

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AEM FINANCIAL SOLUTIONS, LLC	419237	11/19/2019	90020FS	101.41.2000.415.30700	4,126.50
AEM FINANCIAL SOLUTIONS, LLC	419875	11/19/2019	90020FS	101.41.2000.415.30700	10,500.00
AFSCME COUNCIL 5	INV0092505	11/08/2019	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	953.42
AFSCME COUNCIL 5	INV0092506	11/08/2019	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	94.10
BARNA, GUZY, & STEFFEN LTD	209325	11/19/2019	5000003-005	101.41.1100.413.30430	1,352.00
BARR ENGINEERING COMPANY	23190328.19-8	11/19/2019	2019 PROJECT REVIEWS	101.43.5100.442.30300	585.50
CAPITOL CITY REG FIREFIGHTERS ASSOC	100	11/18/2019	10/16/19	101.42.4200.423.50070	50.00
COPY RIGHT	83887	11/11/2019	11/5/19	101.42.4000.421.50030	83.70
CULLIGAN	10/31/19 157-98459100-6	11/19/2019	157-98459	101.42.4200.423.60065	82.93
CZECK LAWN CARE AND SNOW SERVICE	1690	11/11/2019	10/28/19	101.43.5200.443.40046	1,250.00
DAKOTA COMMUNICATIONS CENTER	IG2019-12	11/11/2019	DECEMBER 2019	101.42.4000.421.70502	50,680.50
DAKOTA COMMUNICATIONS CENTER	IG2019-12	11/11/2019	DECEMBER 2019	101.42.4200.423.70502	6,740.50
DAKOTA CTY PROP TAXATION & RECORDS	11/8/19	11/19/2019	20-01600-31-030	101.43.5200.443.80100	180.65
DAKOTA CTY PROP TAXATION & RECORDS	11/8/19 B	11/19/2019	20-03100-56-200	101.45.3000.419.80100	180.65
EFTPS	INV0092531	11/08/2019	FEDERAL WITHHOLDING	101.203.2030200	54,313.89
EFTPS	INV0092533	11/08/2019	MEDICARE WITHHOLDING	101.203.2030500	15,321.36
EFTPS	INV0092534	11/08/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	42,082.26
EFTPS	INV0092535	11/08/2019	FEDERAL WITHHOLDING	101.203.2030200	25.66
EFTPS	INV0092537	11/08/2019	MEDICARE WITHHOLDING	101.203.2030500	16.36
EFTPS	INV0092538	11/08/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	69.98
EMERGENCY RESPONSE SOLUTIONS	13990	11/11/2019	11/4/19	101.42.4200.423.60045	578.30
EYEMED	164089543	11/11/2019	NOVEMBER 2019 PREMIUM	101.203.2032700	223.64
FIRSTSCRIBE	2491858	11/19/2019	10/1/19	101.43.5100.442.40044	250.00
FIRSTSCRIBE	2481446	11/19/2019	11/1/19	101.43.5100.442.40044	250.00
G & M TREE MOVING INC	2057	11/11/2019	10/24/19	101.44.6000.451.60016	3,795.00
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0092511	11/08/2019	HSA ELECTION-FAMILY	101.203.2032500	2,787.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0092512	11/08/2019	HSA ELECTION-SINGLE	101.203.2032500	4,877.99
GENESIS EMPLOYEE BENEFITS, INC	IN1624274	11/19/2019	10/1/19-10/31/19	101.42.4000.421.30550	40.00
GLS COMPANIES	179766	11/19/2019	261097	101.41.1300.413.50032	3,515.25
HILLYARD INC	603647741	11/19/2019	274086	101.42.4200.423.60011	81.03
ICMA RETIREMENT TRUST - 457	INV0092504	11/08/2019	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0092513	11/08/2019	ICMA-AGE <49 %	101.203.2031400	7,973.99
ICMA RETIREMENT TRUST - 457	INV0092514	11/08/2019	ICMA-AGE <49	101.203.2031400	2,830.00
ICMA RETIREMENT TRUST - 457	INV0092515	11/08/2019	ICMA-AGE 50+ %	101.203.2031400	914.86
ICMA RETIREMENT TRUST - 457	INV0092516	11/08/2019	ICMA-AGE 50+	101.203.2031400	7,009.79
ICMA RETIREMENT TRUST - 457	INV0092517	11/08/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	88.57
ICMA RETIREMENT TRUST - 457	INV0092527	11/08/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,482.28
ICMA RETIREMENT TRUST - 457	INV0092528	11/08/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,084.00
ICMA RETIREMENT TRUST - 457	INV0092529	11/08/2019	ROTH-AGE <49 %	101.203.2032400	43.18
ING DIRECT	INV0092539	11/08/2019	MSRS-HCSP	101.203.2032200	92.18
IUOE	INV0092518	11/08/2019	UNION DUES IUOE	101.203.2031000	1,143.42
KENISON, TERRI	OCTOBER 2019	11/11/2019	OCTOBER 2019	101.42.4200.423.30700	850.00
KIESLER POLICE SUPPLY, INC	IN120792	11/19/2019	L73524	101.42.4000.421.60018	1,803.50
LANGUAGE LINE SERVICES	4686610	11/19/2019	9020909043	101.42.4000.421.50020	205.74
LELS	INV0092519	11/08/2019	UNION DUES (LELS)	101.203.2031000	1,800.00
LELS SERGEANTS	INV0092530	11/08/2019	UNION DUES (LELS SGT)	101.203.2031000	306.00
LOCAL GOVERNMENT INFORMATION SYSTEM (	47757	11/11/2019	106325	101.42.4000.421.70501	1,923.00
LOCAL GOVERNMENT INFORMATION SYSTEM (	47766	11/11/2019	111541	101.42.4200.423.30700	469.00
LOUIS D BEDOR III	101	11/19/2019	10/25/19	101.41.1300.413.30700	2,170.00
LOUIS D BEDOR III	102	11/19/2019	11/8/19	101.41.1300.413.30700	1,960.00
METROPOLITAN COUNCIL	11/15/19	11/19/2019	OCTOBER 2019	101.41.0000.3414000	(173.95)
MINNEAPOLIS OXYGEN CO.	00050109	11/19/2019	01910	101.42.4200.423.30700	99.82
MINNEAPOLIS OXYGEN CO.	00050110	11/19/2019	01915	101.42.4200.423.30700	78.43
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0092508	11/08/2019	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0092509	11/08/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 4	101.203.2032100	178.58
MN DEPT OF LABOR & INDUSTRY	11/15/19	11/15/2019	OCTOBER 2019	101.207.2070100	2,930.24
MN DEPT OF LABOR & INDUSTRY	11/15/19	11/15/2019	OCTOBER 2019	101.41.0000.3414000	(25.00)
MN DEPT OF REVENUE	INV0092520	11/08/2019	LEVY - ANDREW BRAVO	101.203.2031900	102.27
MN DEPT OF REVENUE	INV0092532	11/08/2019	STATE WITHHOLDING	101.203.2030300	23,417.02
MN DEPT OF REVENUE	INV0092536	11/08/2019	STATE WITHHOLDING	101.203.2030300	13.83
MN GLOVE & SAFETY, INC.	318402	11/11/2019	CTINVE	101.43.5200.443.60045	34.99
MN NCPERS LIFE INSURANCE	11/5/19	11/11/2019	NOVEMBER 2019 PREMIUM	101.203.2031600	272.00
MN STATE FIRE DEPT ASSOC	2020 DUES	12/31/2019	2020 DUES	101.42.4200.423.50070	495.00
OCCUPATIONAL HEALTH CENTERS OF MINNES	103080227	11/19/2019	N26-1351004654	101.41.1100.413.30500	135.00
OXYGEN SERVICE COMPANY, INC	03449964	11/19/2019	04394	101.42.4000.421.60065	50.78
PERA	INV0092521	11/08/2019	PERA COORDINATED PLAN	101.203.2030600	41,757.00
PERA	INV0092522	11/08/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,212.09
PERA	INV0092523	11/08/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0092524	11/08/2019	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	53.46
PERA	INV0092525	11/08/2019	PERA POLICE & FIRE PLAN	101.203.2030600	21,077.64

PERA	INV0092526	11/08/2019	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	31,616.49
PETTY CASH	11/13/19	11/18/2019	PETTY CASH REQUEST	101.45.3300.419.50075	48.99
PETTY CASH - WF PURCHASE CARD FEES	ANDREW HERMANN WF	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.43.5200.443.50080	375.00
PETTY CASH - WF PURCHASE CARD FEES	BENJAMIN BIDON WF OC	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.42.4000.421.50075	17.83
PETTY CASH - WF PURCHASE CARD FEES	BENJAMIN BIDON WF OC	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.42.4000.421.50075	20.52
PETTY CASH - WF PURCHASE CARD FEES	BENJAMIN BIDON WF OC	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.42.4000.421.50075	23.78
PETTY CASH - WF PURCHASE CARD FEES	BENJAMIN BIDON WF OC	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.42.4000.421.50075	24.16
PETTY CASH - WF PURCHASE CARD FEES	BENNETT MADSEN WF C	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.42.4000.421.50075	17.00
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50065	176.60
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50065	30.00
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50065	30.00
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50065	22.20
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50075	1,019.59
PETTY CASH - WF PURCHASE CARD FEES	JOE LYNCH WF OOP 9/1	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.1100.413.50080	720.00
PETTY CASH - WF PURCHASE CARD FEES	WILLIAM SCHROEPFE WI	11/16/2019	Wells Fargo Out of Pocket Reimburse	101.41.2000.415.50065	33.18
PETTY CASH - WF PURCHASE CARD FEES	OCTOBER 2019	11/12/2019	OCTOBER 2019 FEES	101.41.2000.415.70440	144.47
PINE BEND PAVING, INC.	19-638	11/11/2019	10/31/19	101.43.5200.443.60016	1,007.85
PRECISE MRM	200-1023097	11/11/2019	000208	101.43.5200.443.30700	44.62
SHORT ELLIOTT HENDRICKSON, INC.	375981	11/19/2019	4340	101.43.5100.442.30300	821.11
STREAMLINE DESIGN INC	39480	11/19/2019	11/1/19	101.42.4200.423.60045	189.00
STREICHER'S	I1359168	11/19/2019	285	101.42.4000.421.60018	59.00
TEXAS STATE DISBURSEMENT UNIT	INV0092507	11/08/2019	ANDREW BRAVO FEIN/TAXPAYER ID:	101.203.2032100	401.13
TOTAL REFRIGERATION SYSTEMS INC.	2019-2668	11/11/2019	10/30/19	101.42.4000.421.40044	366.57
UNITED STATES TREASURY	11/8/19	11/11/2019	ANDREW BRAVO - LEVY PROCEEDS	101.203.2031900	125.00
VERIFIED CREDENTIALS, INC.	300099	11/11/2019	10/31/19	101.41.1100.413.30500	382.75
WI SCTF (WI SUPPORT COLLECTIONS TRUST F	INV0092510	11/08/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 4	101.203.2032100	336.74
XCEL ENERGY	660288410	11/19/2019	Gas & Electric	101.43.5200.443.40020	103.22
XCEL ENERGY	660288410	11/19/2019	Gas & Electric	101.43.5400.445.40020	9,968.95
XCEL ENERGY	661467494	11/19/2019	Gas & Electric	101.44.6000.451.40010	243.74
XCEL ENERGY	661467494 CR	11/19/2019	Gas & Electric	101.44.6000.451.40020	(1,434.12)
Fund: 101 - GENERAL FUND					381,367.78
RIVER HEIGHTS CHAMBER OF COMMERCE	10204	11/11/2019	OCTOBER 2019	201.44.1600.465.30700	5,873.82
STACY ANN BROOKS	283	11/19/2019	NOVEMBER BLOG	201.44.1600.465.50025	195.00
Fund: 201 - C.V.B. FUND					6,068.82
IGH SENIOR CLUB	11/1/19	11/19/2019	OCT 2019 EVENTS	204.227.2271000	1,302.00
PETTY CASH - WF PURCHASE CARD FEES	JULIE DORSHAK WF OOF	11/16/2019	Wells Fargo Out of Pocket Reimburse	204.44.6100.452.60009	4.38
Fund: 204 - RECREATION FUND					1,306.38
AEP ONSITE PARTNERS, LLC	419-21218701	11/19/2019	11/6/19	205.44.6200.453.40020	2,847.77
AEP ONSITE PARTNERS, LLC	419-21218701	11/19/2019	11/6/19	205.44.6200.453.40020	2,734.62
HUEBSCH SERVICES	4398020	11/19/2019	92965	205.44.6200.453.40040	277.48
HUEBSCH SERVICES	4398020	11/19/2019	92965	205.44.6200.453.40040	69.37
KORNEGOR, CHAD	10/31/19	11/19/2019	REFUND- SWIM LESSONS	205.44.0000.3493501	120.00
MEDICINE LAKE TOURS	11/11/19	11/19/2019	12/3/19	205.44.6200.453.50090	528.00
MN DEPT OF HEALTH	2020 FBL-14926-10565	12/31/2019	2020 LICENSE RENEWAL	205.44.6200.453.50070	1,120.00
MN SAFETY SERVICES LLC	102819	11/19/2019	IGHLGIR	205.44.6200.453.30700	390.00
PERFECTION PLUS, INC	1129498	11/19/2019	11/1/19	205.44.6200.453.40040	6,794.70
RAYTHECOMPUTERGUY.COM, INC.	324	11/19/2019	10/27/19	205.44.6200.453.20700	616.00
SOBASKI, BARBARA	10/30/19	11/19/2019	REFUND - LOW ENROLLMENT	205.44.0000.3493501	5.00
WRIGHT, TOM	11/7/19	11/19/2019	REFUND - MEMBERSHIP	205.207.2070300	3.83
WRIGHT, TOM	11/7/19	11/19/2019	REFUND - MEMBERSHIP	205.44.0000.3490100	53.67
XCEL ENERGY	661467494	11/19/2019	Gas & Electric	205.44.6200.453.40010	3,763.86
XCEL ENERGY	661467494	11/19/2019	Gas & Electric	205.44.6200.453.40020	9,805.55
Fund: 205 - COMMUNITY CENTER					29,129.85
METROPOLITAN COUNCIL	11/15/19	11/19/2019	OCTOBER 2019	404.217.2170000	17,395.00
Fund: 404 - SEWER CONNECTION FUND					17,395.00
COST, PLANNING AND MANAGEMENT INTERNA	7513 B	11/11/2019	REMAINING BALANCE DUE	434.42.4200.423.30700	3,000.00
JORGENSEN CONSTRUCTION INC.	PAY APP #2	11/19/2019	CITY PROJECT 2014-10	434.42.4200.423.80200	947,720.00
Fund: 434 - 2014 IMPROVEMENT FUND					950,720.00
DAHN CONSTRUCTION	PAY REQUEST #3	11/19/2019	CITY PROJECT NO. 2017-07	437.44.5900.737.80300	416,166.31
WSB & ASSOCIATES, INC.	R-011626-000-20	11/11/2019	10/28/19	437.44.5900.737.30700	61.50
WSB & ASSOCIATES, INC.	R-013050-000-12	11/11/2019	10/28/19	437.44.5900.737.30700	6,113.25
WSB & ASSOCIATES, INC.	R-014704-000-1	11/11/2019	10/28/19	437.44.5900.737.30700	2,670.75
Fund: 437 - 2017 IMPROVEMENT FUND					425,011.81
GRENDHAHL MECHANICAL, LLC.	PAY VO. NO. 5	11/19/2019	CITY PROJECT NO. 2018-13	438.73.5900.738.80200	9,545.00
SRF CONSULTING GROUP, INC	10970.02-11	11/19/2019	2018-11	438.42.4200.423.30300	124.76
Fund: 438 - 2018 IMPROVEMENT FUND					9,669.76
JR'S APPLIANCE DISPOSAL	99119	11/19/2019	10/4/19	439.43.5500.446.40025	5,038.20
JR'S APPLIANCE DISPOSAL	99137	11/19/2019	10/4/19	439.43.5500.446.40025	43.55
RANDY'S SANITATION INC.	9/21/19	11/19/2019	CITY PROJECT NO. 2018-13	439.43.5500.446.40025	750.00
TRASH IT NOW, LLC	19263	11/19/2019	24724685	439.43.5500.446.40025	7,754.00
Fund: 439 - 2019 IMPROVEMENT FUND					13,585.75

AMERICAN ENGINEERING TESTING, INC.	909315	11/19/2019	INV001	440.74.5900.740.30340	7,017.50
AMERICAN ENGINEERING TESTING, INC.	909348	11/19/2019	INV001	440.74.5900.740.30340	3,399.25
ASTECH CORP	FINAL PAY VO. NO. 1	11/19/2019	CITY PROJECT NO. 2019-09E	440.74.5900.740.80300	82,534.50
BOLTON & MENK, INC.	0239595	11/19/2019	T18.117400	440.74.5900.740.30300	3,164.50
BOLTON & MENK, INC.	0239596	11/19/2019	0239596	440.74.5900.740.30300	2,758.00
BOLTON & MENK, INC.	0239597	11/19/2019	T18.116599	440.74.5900.740.30300	3,141.50
BOLTON & MENK, INC.	0241016	11/19/2019	T18.119578	440.74.5900.740.30300	10,276.00
BOLTON & MENK, INC.	0241017	11/19/2019	T18.116599	440.74.5900.740.30300	900.00
DCA TITLE	48872	11/19/2019	20-03310-52-040	440.74.5900.740.30700	575.00
DCA TITLE	48874	11/19/2019	20-00400-27-050	440.74.5900.740.30700	575.00
DCA TITLE	48927	11/19/2019	20-00400-27-040	440.74.5900.740.30700	575.00
DCA TITLE	48928	11/19/2019	20-65951-03-100	440.74.5900.740.30700	575.00
DCA TITLE	48933	11/19/2019	20-65950-00-010	440.74.5900.740.30700	575.00
DCA TITLE	48936	11/19/2019	20-00500-02-020	440.74.5900.740.30700	575.00
DCA TITLE	48939	11/19/2019	20-00500-02-060	440.74.5900.740.30700	575.00
DCA TITLE	48940	11/19/2019	20-00500-02-030	440.74.5900.740.30700	575.00
DCA TITLE	48950	11/19/2019	20-00500-02-050	440.74.5900.740.30700	575.00
DCA TITLE	48952	11/19/2019	20-03310-52-030	440.74.5900.740.30700	575.00
DCA TITLE	48956	11/19/2019	20-00400-27-030	440.74.5900.740.30700	575.00
DCA TITLE	48957	11/19/2019	20-00400-27-020	440.74.5900.740.30700	575.00
DCA TITLE	48958	11/19/2019	20-03310-52-020	440.74.5900.740.30700	575.00
DCA TITLE	48967	11/19/2019	20-00400-28-010	440.74.5900.740.30700	575.00
DCA TITLE	48969	11/19/2019	20-00400-28-050	440.74.5900.740.30700	575.00
DCA TITLE	48970	11/19/2019	20-00400-25-015	440.74.5900.740.30700	575.00
DCA TITLE	48971	11/19/2019	20-00400-28-060	440.74.5900.740.30700	575.00
KIMLEY-HORN & ASSOCIATES, INC.	14806063	11/19/2019	160509037.3	440.74.5900.740.30300	24,506.62
METZEN APPRAISALS	147	11/19/2019	11/8/19	440.74.5900.740.30700	2,500.00
METZEN REALTY, INC.	143	11/19/2019	10/14/19	440.74.5900.740.30700	5,000.00
METZEN REALTY, INC.	148	11/19/2019	11/8/19	440.74.5900.740.30700	2,500.00
SHORT ELLIOTT HENDRICKSON, INC.	375801	11/19/2019	4340	440.74.5900.740.30300	139.25
Fund: 440 - PAVEMENT MANAGEMENT PROJ					157,612.12
GERTENS	3178/12	11/11/2019	103566	441.74.5900.741.40066	523.84
XCEL ENERGY	660288410	11/19/2019	Gas & Electric	441.74.5900.741.40020	702.21
Fund: 441 - STORM WATER MANAGEMENT					1,226.05
BOLTON & MENK, INC.	0239599	11/19/2019	9/24/19	446.74.5900.746.30300	675.00
DAKOTA CTY FINANCIAL SVCS	10/10/19	11/19/2019	P0001753	446.74.5900.746.30700	770,617.83
DANNER INC	PAY VO. NO. 5	11/19/2019	CITY PROJECT NO. 2015-03, 2018-03, 2019-03	446.74.5900.746.80300	21,354.10
JAME F. SHELDON	19HA-CV-16-235	11/19/2019	CONDEMNATION WORK	446.74.5900.746.30700	1,263.00
ROGER M. ROHRER	19HA-CV-16-235	11/19/2019	CONDEMNATION WORK	446.74.5900.746.30700	826.00
WSB & ASSOCIATES, INC.	R-014154-000-5	11/19/2019	10/15/19	446.74.5900.746.30300	34,982.25
Fund: 446 - NW AREA					829,718.18
DAKOTA CTY PROP TAXATION & RECORDS	2019 CITY PROPERTY TAX	11/19/2019	2019 CITY PROPERTY TAX PAYMENT	449.45.3000.419.30700	2.99
Fund: 449 - COMMUNITY PROPERTY					2.99
MESSERLI & KRAMER, P.A.	373044	11/11/2019	22369-00004	451.75.5900.751.30700	3,333.00
Fund: 451 - HOST COMMUNITY FUND					3,333.00
ALBRECHT COMPANY	11/13/19	11/19/2019	REFUND HYDRANT PERMIT #1919	501.207.2070300	(14.25)
ALBRECHT COMPANY	11/13/19	11/19/2019	REFUND HYDRANT PERMIT #1919	501.50.0000.3813000	(200.00)
CITY OF BLOOMINGTON	1900312	11/11/2019	11/4/19	501.50.7100.512.30700	661.77
CORE & MAIN LP	L453570	11/11/2019	099872	501.50.7100.512.75500	919.98
GOPHER STATE ONE-CALL	9100481	11/11/2019	MN00435	501.50.7100.512.30700	837.00
GRAINGER	9338680524	11/11/2019	806460150	501.50.7100.512.60016	34.20
HYDRODESIGNS, INC	0054514-IN	11/11/2019	INVERGR	501.50.7100.512.30700	1,247.25
JOHN KONSTANDINOU	655	11/11/2019	11/5/19	501.50.7100.512.60016	1,250.00
KIMBALL MIDWEST	7490538	11/11/2019	222006	501.50.7100.512.60016	123.00
MEYER CONTRACTING, INC.	10/30/19	11/19/2019	REFUND HYDRANT PERMIT #1905	501.207.2070300	(98.30)
MEYER CONTRACTING, INC.	10/30/19	11/19/2019	REFUND HYDRANT PERMIT #1905	501.50.0000.3813000	(1,379.67)
MN DEPT OF HEALTH	10/1/19-12/31/19	11/19/2019	1190014	501.207.2070100	12,588.00
MN GLOVE & SAFETY, INC.	318465	11/11/2019	CTINVE	501.50.7100.512.60045	(9.01)
Q3 CONTRACTING	11/15/19	11/19/2019	HYDRANT PERMIT REFUND #1906	501.207.2070300	(23.21)
Q3 CONTRACTING	11/15/19	11/19/2019	HYDRANT PERMIT REFUND #1906	501.50.0000.3813000	(325.79)
VAG USA, LLC	439035134	11/11/2019	432030321	501.50.7100.512.60016	501.99
WATER CONSERVATION SERVICES INC	9933	11/11/2019	11/5/19	501.50.7100.512.30700	8,274.00
Fund: 501 - WATER UTILITY FUND					24,386.96
METROPOLITAN COUNCIL	0001102516	11/11/2019	5084	502.51.7200.514.40015	163,794.63
Fund: 502 - SEWER UTILITY FUND					163,794.63

ARTHUR J GALLAGHER RISK	3221572	11/11/2019	INVEGRO-03	503.52.8500.526.50014	2,527.57
MTI DISTRIBUTING CO	1238818-00	11/11/2019	402307	503.52.8600.527.40042	136.02
PETTY CASH - WF PURCHASE CARD FEES	MATT MOYNIHAN WF OO	11/16/2019	Wells Fargo Out of Pocket Reimburseme	503.52.8300.524.76050	49.64
PETTY CASH - WF PURCHASE CARD FEES	MATT MOYNIHAN WF OO	11/16/2019	Wells Fargo Out of Pocket Reimburseme	503.52.8500.526.50070	55.00
US FOODSERVICE	11/11/19	11/19/2019	3805983	503.52.8300.524.60065	65.64
US FOODSERVICE	11/11/19	11/19/2019	3805983	503.52.8300.524.76050	651.39
XCEL ENERGY	659574508	11/19/2019	Gas & Electric	503.52.8500.526.40010	51.29
XCEL ENERGY	659574508	11/19/2019	Gas & Electric	503.52.8500.526.40020	906.96
XCEL ENERGY	659574508	11/19/2019	Gas & Electric	503.52.8600.527.40010	89.12
XCEL ENERGY	659574508	11/19/2019	Gas & Electric	503.52.8600.527.40020	585.74
Fund: 503 - INVER WOOD GOLF COURSE					5,118.37
HEPPNER'S AUTO BODY	45360	11/19/2019	8/7/19	602.00.2100.415.40048	281.00
LEAGUE OF MN CITIES INS TRUST	11/4/19 40001322	11/19/2019	40001322	602.00.2100.415.50009	144,824.00
LEAGUE OF MN CITIES INS TRUST	5265	11/19/2019	CA 94053	602.00.2100.415.70200	417.88
LEAGUE OF MN CITIES INS TRUST	5301	11/19/2019	C0025217	602.00.2100.415.70200	1,000.00
Fund: 602 - RISK MANAGEMENT					146,522.88
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004278961	11/11/2019	14649	603.00.5300.444.40041	14.28
CENTENNIAL GLASS	I000009395	11/11/2019	10/17/19	603.00.5300.444.40041	300.00
EMERGENCY APPARATUS MAINTENANCE	107950	11/11/2019	33	603.00.5300.444.40041	962.27
EMERGENCY APPARATUS MAINTENANCE	107951	11/11/2019	E-17	603.00.5300.444.40041	892.81
EMERGENCY APPARATUS MAINTENANCE	107953	11/11/2019	13	603.00.5300.444.40041	2,523.97
EMERGENCY APPARATUS MAINTENANCE	107954	11/11/2019	35	603.00.5300.444.40041	2,797.40
EMERGENCY APPARATUS MAINTENANCE	107955	11/11/2019	E-21	603.00.5300.444.40041	709.58
EMERGENCY APPARATUS MAINTENANCE	107956	11/11/2019	T-26	603.00.5300.444.40041	494.14
EMERGENCY AUTOMOTIVE TECHNOLOGIES	MP102819-50	11/11/2019	10/29/19	603.00.5300.444.40041	114.26
FACTORY MOTOR PARTS COMPANY	1-z19935	11/11/2019	10799	603.140.1450050	125.27
FERRELLGAS	1108378668	11/11/2019	7754787	603.00.5300.444.40041	69.47
GRAINGER	9336314217	11/11/2019	806460150	603.00.5300.444.40041	157.93
GRAINGER	9340536359	11/11/2019	806460150	603.00.5300.444.40040	104.40
GRAINGER	9342464907	11/11/2019	806406150	603.00.5300.444.40040	117.00
HANCO CORPORATION	493784	11/11/2019	332660	603.00.5300.444.60012	74.98
INVER GROVE FORD	5277674	11/05/2019	10/8/19	603.00.5300.444.40041	48.29
INVER GROVE FORD	5277834	11/05/2019	10/11/19	603.00.5300.444.40041	(48.29)
INVER GROVE FORD	5278288	11/11/2019	10/23/19	603.00.5300.444.40041	38.24
INVER GROVE FORD	5278859	11/11/2019	11/6/19	603.00.5300.444.40041	52.89
KIMBALL MIDWEST	7494582	11/11/2019	222006	603.00.5300.444.60012	70.75
KIMBALL MIDWEST	7508503	11/11/2019	222006	603.00.5300.444.60012	239.80
LITTLE FALLS MACHINE INC	356335	11/11/2019	INVER	603.00.5300.444.40041	41.56
MACQUEEN EQUIPMENT INC	W01645	11/11/2019	INVER003	603.00.5300.444.40041	1,119.79
MACQUEEN EQUIPMENT INC	W01661	11/11/2019	INVER003	603.00.5300.444.40041	3,043.03
MACQUEEN EQUIPMENT INC	P02672	11/11/2019	INVER003	603.00.5300.444.40041	577.38
MANSFIELD OIL COMPANY	21523974	11/11/2019	23866	603.140.1450060	6,547.58
MAUER CHEVROLET	5044187	11/11/2019	11/4/19	603.00.5300.444.40041	26.74
NORTH AMERICAN TRAILER SALES	030004150165	11/11/2019	10095	603.00.5300.444.40041	89.25
O' REILLY AUTO PARTS	1767-434701	11/11/2019	1578028	603.00.5300.444.60012	2.63
O' REILLY AUTO PARTS	1767-435839	11/11/2019	1578028	603.00.5300.444.40041	76.38
O' REILLY AUTO PARTS	1767-436282	11/11/2019	1578028	603.140.1450050	38.52
O' REILLY AUTO PARTS	1767-436291	11/11/2019	1578028	603.00.5300.444.40041	5.01
O' REILLY AUTO PARTS	1767-436491	11/11/2019	1578028	603.00.5300.444.60012	79.99
O' REILLY AUTO PARTS	1767-437320	11/11/2019	1578028	603.00.5300.444.40041	35.02
O' REILLY AUTO PARTS	1767-437329	11/11/2019	1578028	603.140.1450050	35.02
OVERHEAD DOOR CO OF THE NORTHLAND	113650	11/11/2019	10/25/19	603.00.5300.444.40040	759.00
PERFECTION PLUS, INC	1129498	11/19/2019	11/1/19	603.00.5300.444.40040	512.72
POMP'S TIRE SERVICE, INC.	980063104	10/09/2019	4502557	603.00.5300.444.60014	(20.00)
POMP'S TIRE SERVICE, INC.	980064128	11/11/2019	4502557	603.00.5300.444.60014	1,349.38
POMP'S TIRE SERVICE, INC.	980064540	11/11/2019	4502557	603.00.5300.444.60014	129.77
SAFE-FAST, INC.	INV223444	11/11/2019	INVERGRV01	603.00.5300.444.40040	619.13
SOUTH ST PAUL STEEL SUPPLY CO	01157366	11/11/2019	0100202	603.00.5300.444.60012	173.65
TRENCHERS PLUS, INC.	IT96996	11/11/2019	10/29/19	603.00.5300.444.40041	301.08
UNITED FARMS COOP	79293	11/11/2019	958425	603.00.5300.444.40041	286.30
WORLD FUEL SERVICES	130413488518-41801	11/11/2019	112741	603.00.5300.444.40041	138.10
WORLD FUEL SERVICES	130702679819-41801	11/11/2019	112741	603.140.1450050	675.86
XCEL ENERGY	660288410	11/19/2019	Gas & Electric	603.00.5300.444.40010	134.20
XCEL ENERGY	660288410 CR	11/19/2019	Gas & Electric	603.00.5300.444.40020	(318.12)
Fund: 603 - CENTRAL EQUIPMENT					26,318.41
US BANK EQUIPMENT FINANCE, INC.	398682278	11/19/2019	923425	604.00.2200.416.40050	2,555.00
Fund: 604 - CENTRAL STORES					2,555.00

AEP ONSITE PARTNERS, LLC	419-21218701	11/19/2019	11/6/19	605.00.7500.460.40020	1,505.16
ELECTRIC FIRE & SECURITY	18711	11/11/2019	CIT800	605.00.7500.460.50055	416.00
ELECTRIC FIRE & SECURITY	18800	11/19/2019	CIT800	605.00.7500.460.40040	415.00
HUEBSCH SERVICES	4389038	11/11/2019	100075	605.00.7500.460.40065	120.52
HUEBSCH SERVICES	4398019	11/19/2019	100075	605.00.7500.460.40065	135.54
LONE OAK COMPANIES	11/13/19	11/19/2019	UTILITY BILLING POSTAGE	605.00.7500.460.50035	1,557.50
PERFECTION PLUS, INC	1129498	11/19/2019	11/1/19	605.00.7500.460.40040	4,891.84
TOTAL CONSTRUCTION & EQUIP.	14300	11/19/2019	40191121	605.00.7500.460.40040	284.55
XCEL ENERGY	660288410	11/19/2019	Gas & Electric	605.00.7500.460.40020	4,921.85
Fund: 605 - CITY FACILITIES					14,247.96
PETTY CASH - WF PURCHASE CARD FEES	SCOTT O'DONNELL WF C	11/16/2019	Wells Fargo Out of Pocket Reimburseme	606.00.1400.413.50065	22.04
PETTY CASH - WF PURCHASE CARD FEES	SCOTT O'DONNELL WF C	11/16/2019	Wells Fargo Out of Pocket Reimburseme	606.00.1400.413.50065	87.00
PETTY CASH - WF PURCHASE CARD FEES	SCOTT O'DONNELL WF C	11/16/2019	Wells Fargo Out of Pocket Reimburseme	606.00.1400.413.50065	9.28
Fund: 606 - TECHNOLOGY FUND					118.32
ALBRECHT COMPANY	11/13/19	11/19/2019	REFUND HYDRANT PERMIT #1919	702.229.2294300	1,500.00
BARR ENGINEERING COMPANY	23190328.18-18	11/19/2019	2018 PROJECT REVIEWS	702.229.2306802	876.00
BARR ENGINEERING COMPANY	23190328.19-7	11/19/2019	IGH 2019 PROJECT REVIEW	702.229.2283203	1,900.02
BARR ENGINEERING COMPANY	23190328.18-19	11/19/2019	2018 PROJECT REVIEWS	702.229.2306802	238.50
BARR ENGINEERING COMPANY	23190328.19-8	11/19/2019	2019 PROJECT REVIEWS	702.229.2282803	700.00
BARR ENGINEERING COMPANY	23190328.19-8	11/19/2019	2019 PROJECT REVIEWS	702.229.2283203	1,469.90
BARR ENGINEERING COMPANY	23190328.19-8	11/19/2019	2019 PROJECT REVIEWS	702.229.2283203	693.50
BENJAMIN GERALD BIGELOW	893	11/19/2019	HOMS	702.229.2307200	400.00
BOLTON & MENK, INC.	0239598	11/19/2019	t18.116815	702.229.2292502	2,200.00
KENNEDY & GRAVEN	150632	11/19/2019	NV125-00060	702.229.2309402	1,695.81
MEYER CONTRACTING, INC.	10/30/19	11/19/2019	REFUND HYDRANT PERMIT #1905	702.229.2294300	1,500.00
Q3 CONTRACTING	11/15/19	11/19/2019	HYDRANT PERMIT REFUND #1906	702.229.2294300	1,500.00
SAFETY SIGNS	193424	11/19/2019	9/15/19	702.229.2286102	1,630.00
VALLEY HOMESTEAD PROPERTIES, LLC	11/5/19	11/19/2019	9725 ROBERT TRL LOC REDUCTION	702.229.2283703	292,500.00
WENCK ASSOCIATES, INC.	11907028	11/19/2019	B3619-0009	702.229.2283403	674.40
WENCK ASSOCIATES, INC.	11907790	11/19/2019	B3619-0009	702.229.2283403	1,151.40
Fund: 702 - ESCROW FUND					310,629.53
Grand Total					3,519,839.55

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: November 25, 2019

Item Type: Consent

Contact: Nicole Cook: 651-450-2491

Prepared by: Nicole Cook, Rental and Code
Compliance Coordinator

Reviewed by: Heather Rand, Community
Development Director

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 six (6) 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:

- **MICHAEL SCHAEFFER, PROPERTY MGR: 7409 BRADEN TRAIL**
- **KIMBERLY RINEHART, OWNER: 7361 DEGRIO WAY**
- **JAMES HICKEY, OWNER: 3811 66TH ST**
- **JAMES HICKEY, OWNER: 3816 67TH ST**
- **JAMES HICKEY, OWNER: 7810 BARBARA AVE**
- **JAMES HICKEY, OWNER: 7870 BARBARA AVE**

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 application.

RECOMMENDATIONS

Community Development staff recommends approval of the license listed above.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 25, 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 authorized Change Order #15 for \$7,578.00, Change Order #16 for \$14,616.00, and Change Order #17 for \$12,758.00, for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

Change Order #15 for \$7,578.00 includes changing the lighting in the fitness area from chain-hung to in-ceiling, miscellaneous site changes which include excavation, grading and paving on the blacktop area, purchase and installation of concrete wheel stops for the parking spaces, and adding water resistant finish material surrounding the mop sinks at the Janitor and Laundry rooms to protect the painted sheetrock.

Change Order #16 for \$14,616.00 includes asphalt curbing, south slope and storm sewer excavation, and drain tiles. Change Order #17 for \$12,758.00 is for re-grading the area north of the shed for appropriate water run-off from the parking lot above.

At the October 22, 2018 Council meeting, City Council approved a Resolution allowing the Fire Chief to authorize change orders up to \$15,000.00. The Fire Chief has authorized the work in these change orders. Funding will come out Project 2014-10 Fire Station #2 New Construction.

Staff recommends approval of the authorized Change Order #15 for \$7,578.00, Change Order #16 for \$14,616.00, and Change Order #17 for \$12,758.00 for a total of \$34,952 and a revised contract amount of \$8,950,481.00.

Attachments: Change Orders #15, #16, #17

**AIA**[®]**Document G701™ – 2001****Change Order**

PROJECT (Name and address): Inver Grove Heights Fire Station No. 2 Inver Grove Heights, MN	CHANGE ORDER NUMBER: 015 DATE: 10/21/2019	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): Jorgenson Construction, Inc. 9255 East River Road NW Coon Rapids, MN 55433	ARCHITECT'S PROJECT NUMBER: 600801 CONTRACT DATE: 09/12/2018 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached.

The original Contract Sum was	\$	8,665,000.00
The net change by previously authorized Change Orders	\$	250,529.00
The Contract Sum prior to this Change Order was	\$	8,915,529.00
The Contract Sum will be increased by this Change Order in the amount of	\$	7,578.00
The new Contract Sum including this Change Order will be	\$	8,923,107.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 08/09/2019.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wendel SGN Architecture, Inc.
(Wendel)

ARCHITECT (Firm name)

401 2nd Avenue N, #206
Minneapolis, MN 55401

ADDRESS

BY (Signature)

Nicholas Benjamin
(Typed name)

10.21.19

DATE

Jorgenson Construction, Inc.

CONTRACTOR (Firm name)

9255 East River Road NW
Coon Rapids, MN 55433

ADDRESS

BY (Signature)

Dwayne Kanne
(Typed name)

10/21/19

DATE

City of Inver Grove Heights

OWNER (Firm name)

8150 Barbara Avenue East,
Inver Grove Heights, MN 55077

ADDRESS

BY (Signature)

Judy Smith Thill
(Typed name)

11/6/19

DATE



Date: 10/21/19
Project: Inver Grove Heights Fire Station No. 2
Comm. No.: 600801
Subject: Change Order No. 015 Tabulation
Memo by: Nickisha Benjamin; Wendel
Memo to: Judy Thill, Eric Bergum; City of Inver Grove Heights
Paul Oberhaus; CPMI
Dwayne Kanne; Jorgenson Construction

Proposal Request #	Description	Cost
GCPR-009	Fitness Lighting Changes	\$1,857.00
PR-015	Misc Site Revisions	\$4,922.00
PR-040	FRP @ 107 Jan & 207 Laundry	\$799.00
	Change Order No. 015 Total	\$7,578.00

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Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 016	OWNER: ☒
Inver Grove Heights Fire Station No. 2	DATE: 10/25/2019	ARCHITECT: ☒
Inver Grove Heights, MN		CONTRACTOR: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 600801	FIELD: ☐
Jorgenson Construction, Inc.	CONTRACT DATE: 09/12/2018	OTHER: ☐
9255 East River Road NW	CONTRACT FOR: General Construction	
Coon Rapids, MN 55433		

THE CONTRACT IS CHANGED AS FOLLOWS:

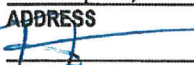
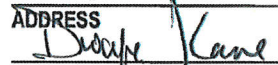
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached.

The original Contract Sum was	\$ 8,665,000.00
The net change by previously authorized Change Orders	\$ 258,107.00
The Contract Sum prior to this Change Order was	\$ 8,923,107.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,616.00
The new Contract Sum including this Change Order will be	\$ 8,937,723.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 08/09/2019.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wendel SGN Architecture, Inc. (Wendel)	Jorgenson Construction, Inc.	City of Inver Grove Heights
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
401 2nd Avenue N, #206	9255 East River Road NW	8150 Barbara Avenue East,
Minneapolis, MN 55401	Coon Rapids, MN 55433	Inver Grove Heights, MN 55077
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Nicholas Benjamin	Duane Kanne	Duane Kanne
(Typed name)	(Typed name)	(Typed name)
10.25.19	10/25/19	11/6/19
DATE	DATE	DATE



Date: 10/25/19
Project: Inver Grove Heights Fire Station No. 2
Comm. No.: 600801
Subject: Change Order No. 016 Tabulation
Memo by: Nickisha Benjamin, Wendel
Memo to: Judy Thill, Eric Bergum; City of Inver Grove Heights
Paul Oberhaus; CPMI
Dwayne Kanne; Jorgenson Construction

Proposal Request #	Description	Cost
PR-045A	South Slope with Asphalt Curb	\$14,616.00
	Change Order No. 016 Total	\$14,616.00

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 017	OWNER: ☒
Inver Grove Heights Fire Station No. 2 Inver Grove Heights, MN	DATE: 10/25/2019	ARCHITECT: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 600801	CONTRACTOR: ☒
Jorgenson Construction, Inc. 9255 East River Road NW Coon Rapids, MN 55433	CONTRACT DATE: 09/12/2018	FIELD: ☐
	CONTRACT FOR: General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:

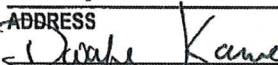
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached.

The original Contract Sum was	\$	8,665,000.00
The net change by previously authorized Change Orders	\$	272,723.00
The Contract Sum prior to this Change Order was	\$	8,937,723.00
The Contract Sum will be increased by this Change Order in the amount of	\$	12,758.00
The new Contract Sum including this Change Order will be	\$	8,950,481.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 08/09/2019.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wendel SGN Architecture, Inc. (Wendel)	Jorgenson Construction, Inc.	City of Inver Grove Heights
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
401 2nd Avenue N, #206 Minneapolis, MN 55401	9255 East River Road NW Coon Rapids, MN 55433	8150 Barbara Avenue East, Inver Grove Heights, MN 55077
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Nicholas Benjamin	Wayne Kanne	Day A Th.
(Typed name)	(Typed name)	(Typed name)
10.25.19	10/25/19	11/6/19
DATE	DATE	DATE



Date: 10/25/19
Project: Inver Grove Heights Fire Station No. 2
Comm. No.: 600801
Subject: Change Order No. 017 Tabulation
Memo by: Nickisha Benjamin, Wendel
Memo to: Judy Thill, Eric Bergum; City of Inver Grove Heights
Paul Oberhaus; CPMI
Dwayne Kanne; Jorgenson Construction

Proposal Request #	Description	Cost
PR-045B	North Shed Drainage Changes	\$12,758.00
	Change Order No. 017 Total	\$12,758.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 25, 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 #12 for \$947,720.00 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 #12 in the amount of \$947,720.00 for work completed through October 31, 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 \$535,286.00.

Staff recommends payment of Pay Application #12 for the amount of \$947,720.00 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

Attachment: Pay Voucher #12



INVOICE NO. 1588

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
11/07/19	1588	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER TWELVE

\$947,720.00

AMOUNT NOW DUE: \$947,720.00

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

ESTIMATE NO: 12 (Twelve)
DATE: November 25, 2019
PERIOD ENDING: October 31, 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 Orders No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14,\$285,481.00
15, 16, 17)
Total Contract Amount.....\$8,950,481.00
Total Value of Work to Date.....\$8,858,100.00
Less Retained (5%).....\$442,905.00
Less Previous Payment.....\$7,467,475.00
Total Approved for Payment this Voucher.....\$947,720.00
Total Payments including this Voucher\$8,415,195.00

Approvals:

Pursuant to our field observation, I hereby recommend payment for the above stated amount of work performed through October 31, 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: 12
PERIOD TO: 10/31/2019

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

ARCHITECTS
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	8,665,000.00
2. Net Change by Change Orders	285,481.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	8,950,481.00
4. TOTAL COMPLETED AND STORED TO DATE	8,858,100.00
5. RETAINAGE:	
a. 5.00 % of Completed Work	442,440.00
b. 5.00 % of Stored Material	465.00
Total retainage (Line 5a + 5b)	442,905.00
6. TOTAL EARNED LESS RETAINAGE	8,415,195.00
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	7,467,475.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	947,720.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	535,286.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	225,274.00	0.00
Total approved this Month	60,207.00	0.00
TOTALS	285,481.00	0.00
NET CHANGES by Change Order	285,481.00	

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

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

By: Dwayne Karye Date: 11/7/19
Dwayne Karye / Vice President

State of MN
County of: Anoka

Subscribed and sworn to before me this 7th day of November
Notary Public: Scott A Gager
My Commission Expires: 11/30/22


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: \$ 947,720.00

(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: 11.8.19

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

AIA Type Document
Application and Certification for Payment

Page 2 of 9

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: 12
PERIOD TO: 10/31/2019

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	9,500.00	0.00	0.00	9,500.00	100.00	0.00	475.00
4	Supervision	120,000.00	115,500.00	3,200.00	0.00	118,700.00	98.92	1,300.00	5,935.00
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	11,000.00	500.00	0.00	11,500.00	95.83	500.00	575.00
7	Construction Cleanup	6,500.00	5,500.00	500.00	0.00	6,000.00	92.31	500.00	300.00
8	Final Cleaning	9,000.00	0.00	4,500.00	0.00	4,500.00	50.00	4,500.00	225.00
9	Safety-Exterior	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00	0.00	140.00
10	Safety-Interior	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00	0.00	110.00
11	Temp. Water	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00	0.00	105.00
12	Temp. Electric	5,000.00	4,630.00	300.00	0.00	4,930.00	98.60	70.00	246.50
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	3,325.00	100.00	0.00	3,425.00	97.86	75.00	171.25
15	Job Trailer (Moving/Pickup)	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00	0.00	50.00
16	Storage Container	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00	0.00	60.00
17	Phone	1,500.00	1,450.00	50.00	0.00	1,500.00	100.00	0.00	75.00
18	Truck/Fuel	4,000.00	3,750.00	250.00	0.00	4,000.00	100.00	0.00	200.00
19	Equipment/Diesel	5,500.00	5,250.00	200.00	0.00	5,450.00	99.09	50.00	272.50
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: 12
PERIOD TO: 10/31/2019

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	11,500.00	0.00	0.00	11,500.00	100.00	0.00	575.00
23	Tools/Fasteners	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00	0.00	115.00
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	17,500.00	0.00	0.00	17,500.00	100.00	0.00	875.00
26	Street Cleaning/Snow Removal	3,750.00	3,750.00	0.00	0.00	3,750.00	100.00	0.00	187.50
27	Earthwork/Site Clearing/Erosion Control	426,414.00	422,591.00	3,823.00	0.00	426,414.00	100.00	0.00	21,320.70
28	Site Utilities	149,182.00	148,087.00	1,095.00	0.00	149,182.00	100.00	0.00	7,459.10
29	Asphalt Paving	101,360.00	26,000.00	75,360.00	0.00	101,360.00	100.00	0.00	5,068.00
30	Unit Paving	4,500.00	0.00	0.00	2,300.00	2,300.00	51.11	2,200.00	115.00
31	Chain Link Fences & Gates	7,026.00	0.00	7,026.00	0.00	7,026.00	100.00	0.00	351.30
32	Retaining Wall	38,880.00	37,000.00	1,880.00	0.00	38,880.00	100.00	0.00	1,944.00
33	Landscaping-Plants/Grass	57,194.00	0.00	51,474.00	0.00	51,474.00	90.00	5,720.00	2,573.70
34	Landscaping-Irrigation	14,522.00	0.00	14,522.00	0.00	14,522.00	100.00	0.00	726.10
35	Site Concrete- Walks/Paving/Trench Drains	217,000.00	0.00	217,000.00	0.00	217,000.00	100.00	0.00	10,850.00
36	Site Concrete- Curb & Gutter	40,550.00	40,550.00	0.00	0.00	40,550.00	100.00	0.00	2,027.50
37	Concrete	544,200.00	544,200.00	0.00	0.00	544,200.00	100.00	0.00	27,210.00
38	Concrete-Winter Conditions	58,900.00	58,900.00	0.00	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	775,103.00	0.00	0.00	775,103.00	100.00	0.00	38,755.15

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: 12
PERIOD TO: 10/31/2019

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
42	Masonry-Cast Stone	226,000.00	226,000.00	0.00	0.00	226,000.00	100.00	0.00	11,300.00
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	453,020.00	0.00	0.00	453,020.00	100.00	0.00	22,651.00
46	Steel/Stairs/Railings/Misc-Erection	149,980.00	149,980.00	0.00	0.00	149,980.00	100.00	0.00	7,499.00
47	Rough Carpentry/Wood Blocking	81,523.00	81,523.00	0.00	0.00	81,523.00	100.00	0.00	4,076.15
48	Finish Carpentry	22,000.00	6,000.00	16,000.00	0.00	22,000.00	100.00	0.00	1,100.00
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	6,500.00	0.00	0.00	6,500.00	100.00	0.00	325.00
51	Insulation-Spray Foam	51,831.00	51,831.00	0.00	0.00	51,831.00	100.00	0.00	2,591.55
52	Fluid Applied Air Barrier	47,235.00	47,235.00	0.00	0.00	47,235.00	100.00	0.00	2,361.75
53	Standing Seam Roof Panels/Mtl Wall Panels/Snow Guards	142,000.00	138,000.00	4,000.00	0.00	142,000.00	100.00	0.00	7,100.00
54	Roofing-EPDM	275,000.00	275,000.00	0.00	0.00	275,000.00	100.00	0.00	13,750.00
55	Sheet Metal Flashing/Trim	21,000.00	18,500.00	2,500.00	0.00	21,000.00	100.00	0.00	1,050.00
56	Joint Sealants	22,348.00	0.00	21,000.00	0.00	21,000.00	93.97	1,348.00	1,050.00
57	Steel Doors & Frames	45,970.00	45,970.00	0.00	0.00	45,970.00	100.00	0.00	2,298.50
58	Wood Doors	12,284.00	12,284.00	0.00	0.00	12,284.00	100.00	0.00	614.20
59	Finished Hardware	33,430.00	33,430.00	0.00	0.00	33,430.00	100.00	0.00	1,671.50
60	Sectional Doors	61,190.00	60,000.00	1,190.00	0.00	61,190.00	100.00	0.00	3,059.50
61	Four Fold Metal Doors (Alternate)	105,000.00	75,000.00	30,000.00	0.00	105,000.00	100.00	0.00	5,250.00

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 12
PERIOD TO: 10/31/2019

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
62	Coiling Counter Doors/Overhead Coiling Doors	11,900.00	0.00	11,900.00	0.00	11,900.00	100.00	0.00	595.00
63	Alum Entrances/Windows-Engineering	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	550.00
64	Alum Entrances/Windows/Glazing	298,890.00	294,580.00	4,310.00	0.00	298,890.00	100.00	0.00	14,944.50
65	Alum Entrance Hardware	12,000.00	9,000.00	3,000.00	0.00	12,000.00	100.00	0.00	600.00
66	Auto Operators	6,080.00	0.00	6,080.00	0.00	6,080.00	100.00	0.00	304.00
67	Drywall/Framing/Sheathing	282,000.00	282,000.00	0.00	0.00	282,000.00	100.00	0.00	14,100.00
68	Ceramic Tile	54,453.00	54,453.00	0.00	0.00	54,453.00	100.00	0.00	2,722.65
69	Acoustical Ceilings/Treatments/Linear Poly Ceilings	63,700.00	50,000.00	13,700.00	0.00	63,700.00	100.00	0.00	3,185.00
70	Resilient Floors & Tile/Base	18,597.00	13,000.00	5,597.00	0.00	18,597.00	100.00	0.00	929.85
71	Resinous Floors	8,950.00	0.00	8,950.00	0.00	8,950.00	100.00	0.00	447.50
72	Carpet (Tile and Sheet)	46,000.00	33,000.00	13,000.00	0.00	46,000.00	100.00	0.00	2,300.00
73	Paint/VWC	96,276.00	60,000.00	31,776.00	0.00	91,776.00	95.33	4,500.00	4,588.80
74	Signs	19,991.00	0.00	0.00	0.00	0.00	0.00	19,991.00	0.00
75	Toilet Compartments	3,670.00	3,670.00	0.00	0.00	3,670.00	100.00	0.00	183.50
76	Toilet Accessories	8,456.00	0.00	8,456.00	0.00	8,456.00	100.00	0.00	422.80
77	Wire Mesh Partitions	5,164.00	0.00	4,648.00	0.00	4,648.00	90.01	516.00	232.40
78	Flagpole	7,218.00	7,218.00	0.00	0.00	7,218.00	100.00	0.00	360.90
79	Fire Extinguishers	657.00	0.00	657.00	0.00	657.00	100.00	0.00	32.85
80	Wall Protection	2,316.00	0.00	0.00	1,500.00	1,500.00	64.77	816.00	75.00
81	Window Roller Shades	6,796.00	0.00	0.00	5,500.00	5,500.00	80.93	1,296.00	275.00

AIA Type Document

Application and Certification for Payment

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

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

APPLICATION NO: 12
PERIOD TO: 10/31/2019

DISTRIBUTION
TO:
_ OWNER
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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	19,460.00	12,000.00	7,460.00	0.00	19,460.00	100.00	0.00	973.00
83	P Lam Casework/Solid Surface & Quartz Tops	88,967.00	0.00	74,967.00	0.00	74,967.00	84.26	14,000.00	3,748.35
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	50,700.00	0.00	0.00	50,700.00	100.00	0.00	2,535.00
86	Fire Sprinkling	57,962.00	54,065.00	3,877.00	0.00	57,962.00	100.00	0.00	2,898.10
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	12,000.00	0.00	0.00	12,000.00	100.00	0.00	600.00
89	Valves	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	300.00
90	Hangers & Supports	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	600.00
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	55,548.00	19,452.00	0.00	75,000.00	100.00	0.00	3,750.00
93	Controls	120,000.00	90,973.00	25,311.00	0.00	116,284.00	96.90	3,716.00	5,814.20
94	Hydronic Piping	145,000.00	139,236.00	2,110.00	0.00	141,346.00	97.48	3,654.00	7,067.30
95	Pumps	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	1,250.00
96	Water Treatment	4,000.00	2,204.00	1,796.00	0.00	4,000.00	100.00	0.00	200.00
97	Ducts	149,500.00	142,932.00	0.00	0.00	142,932.00	95.61	6,568.00	7,146.60
98	Air Duct Accessories	7,000.00	5,871.00	1,129.00	0.00	7,000.00	100.00	0.00	350.00
99	Fans	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00	0.00	2,000.00
100	Air Terminal Units	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00	0.00	350.00
101	GRD's	5,000.00	2,903.00	2,097.00	0.00	5,000.00	100.00	0.00	250.00

AIA Type Document
Application and Certification for Payment

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

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

APPLICATION NO: 12
PERIOD TO: 10/31/2019

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

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

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

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
102	Chimney/Stacks	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	500.00
103	Boilers	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00	0.00	2,500.00
104	Unit Heaters	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00	0.00	525.00
105	AHU	115,000.00	115,000.00	0.00	0.00	115,000.00	100.00	0.00	5,750.00
106	Heat/Cool Terminal Units	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	250.00
107	Radiation Hydronic Work	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00	0.00	4,250.00
MECHANICAL - PLUMBING									
108	Specialties	101,500.00	99,500.00	2,000.00	0.00	101,500.00	100.00	0.00	5,075.00
109	Insulation	60,000.00	52,000.00	8,000.00	0.00	60,000.00	100.00	0.00	3,000.00
110	Facility Fuel Piping	21,000.00	19,000.00	2,000.00	0.00	21,000.00	100.00	0.00	1,050.00
111	Water Distribution	73,000.00	70,000.00	3,000.00	0.00	73,000.00	100.00	0.00	3,650.00
112	Sanitary Sewage	72,000.00	72,000.00	0.00	0.00	72,000.00	100.00	0.00	3,600.00
113	Storm Drainage	57,000.00	57,000.00	0.00	0.00	57,000.00	100.00	0.00	2,850.00
114	Compressed Air	16,500.00	10,000.00	5,500.00	0.00	15,500.00	93.94	1,000.00	775.00
115	Equipment	48,000.00	42,000.00	6,000.00	0.00	48,000.00	100.00	0.00	2,400.00
116	Fixtures	81,000.00	14,000.00	65,000.00	0.00	79,000.00	97.53	2,000.00	3,950.00
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	106,292.00	9,808.00	0.00	116,100.00	100.00	0.00	5,805.00
120	General RI (L)	90,343.00	85,043.00	5,300.00	0.00	90,343.00	100.00	0.00	4,517.15

AIA Type Document
Application and Certification for Payment

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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: 12
PERIOD TO: 10/31/2019

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_ OWNER
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_ CONTRACTOR

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

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

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No.

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
121	Light Fixtures (M)	108,500.00	108,500.00	0.00	0.00	108,500.00	100.00	0.00	5,425.00
122	Light Fixtures (L)	60,736.00	57,700.00	3,036.00	0.00	60,736.00	100.00	0.00	3,036.80
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	37,960.00	0.00	0.00	37,960.00	100.00	0.00	1,898.00
125	Generator (M)	141,270.00	141,270.00	0.00	0.00	141,270.00	100.00	0.00	7,063.50
126	Generator (L)	7,592.00	7,592.00	0.00	0.00	7,592.00	100.00	0.00	379.60
127	Div. 27-Communications (M)	19,500.00	16,500.00	3,000.00	0.00	19,500.00	100.00	0.00	975.00
128	Div. 27-Communications (L)	45,000.00	7,000.00	38,000.00	0.00	45,000.00	100.00	0.00	2,250.00
129	Div. 28-Fire Alarms (M)	10,000.00	9,000.00	1,000.00	0.00	10,000.00	100.00	0.00	500.00
130	Div. 28-Fire Alarms (L)	10,000.00	2,500.00	7,500.00	0.00	10,000.00	100.00	0.00	500.00
131	PROFIT & OVERHEAD	447,419.00	394,703.00	48,155.00	0.00	442,858.00	98.98	4,561.00	22,142.90
132	Change Order #001	2,558.00	2,558.00	0.00	0.00	2,558.00	100.00	0.00	127.90
133	Change Order #002	11,998.00	11,998.00	0.00	0.00	11,998.00	100.00	0.00	599.90
134	Change Order #003	13,451.00	4,000.00	9,451.00	0.00	13,451.00	100.00	0.00	672.55
135	Change Order #004	14,217.00	8,217.00	6,000.00	0.00	14,217.00	100.00	0.00	710.85
136	Change Order #005	14,110.00	14,110.00	0.00	0.00	14,110.00	100.00	0.00	705.50
137	Change Order #006	14,577.00	12,577.00	2,000.00	0.00	14,577.00	100.00	0.00	728.85
138	Change Order #007	14,420.00	14,420.00	0.00	0.00	14,420.00	100.00	0.00	721.00
139	Change Order #008	13,821.00	13,821.00	0.00	0.00	13,821.00	100.00	0.00	691.05
140	Change Order #009	12,048.00	12,048.00	0.00	0.00	12,048.00	100.00	0.00	602.40
141	Change Order #010	85,693.00	85,693.00	0.00	0.00	85,693.00	100.00	0.00	4,284.65

AIA Type Document
Application and Certification for Payment

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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: 12
PERIOD TO: 10/31/2019

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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
142	Change Order #011	13,518.00	13,518.00	0.00	0.00	13,518.00	100.00	0.00	675.90
143	Change Order #012	14,863.00	14,863.00	0.00	0.00	14,863.00	100.00	0.00	743.15
144	Change Order #013	12,600.00	3,400.00	9,200.00	0.00	12,600.00	100.00	0.00	630.00
145	Change Order #014	12,655.00	0.00	12,655.00	0.00	12,655.00	100.00	0.00	632.75
146	Change Order #015	7,578.00	0.00	7,578.00	0.00	7,578.00	100.00	0.00	378.90
147	Change Order #016	14,616.00	0.00	14,616.00	0.00	14,616.00	100.00	0.00	730.80
148	Change Order #017	12,758.00	0.00	12,758.00	0.00	12,758.00	100.00	0.00	637.90
REPORT TOTALS		\$8,950,481.00	\$7,860,500.00	\$988,300.00	\$9,300.00	\$8,858,100.00	98.97	\$92,381.00	\$442,905.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 25, 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 Consider approval of the listed purchases under Furniture, Fixtures and Equipment for Project 2014-10 Fire Station #2.

SUMMARY

At the August 26, 2019 City Council meeting, Council approved a general budget of \$650,000 for Furnitures, Fixtures and Equipment (FF&E). As part of the FF&E budget, a large number of vendors need to be utilized to make individual purchases. Each purchase needs to be approved by Council.

Staff is requesting the following purchases be approved for the Fire Station #2:

Purchase and Installation of Stationary Electric Hot Water Pressure Washer System –

Two quotes were received, one from Hotsy Minnesota for \$20,024 and one from Hotsy Cleaning Systems in Iowa for \$21,824. With Hotsy MN being the lowest, staff recommends purchase and installation of the hot water electric pressure washer system for \$20,024.

Purchase and Installation of Half Ton Electric Chain Hoist – Three quotes were received, one from Total Tool for \$3,748, one from Sharrow Liftin for \$5,580, and one from Overhead Hoist and Crane for \$6,000. With Total Tool being the lowest, staff recommends purchasing the ½ ton chain hoist from Total Tool for \$3,748.

The funds for these purchases, totaling \$23,772, will come from the previously approved FF&E budget of \$650,000.

HotsyMinnesota.Com
 2951 100th Ct. NE
 Suite 100
 Blaine, MN 55449
 Rep.: EAST METRO
 (763) 786-5525

Equipment Quote

Customer # IG07557 Quote # 4657
 Quote Date.: 08/08/19

INVER GROVE PUBLIC WORKS
 8168 BARBARA AVE
 INVER GROVE HEIGHTS, MN 55077-3410

INVER GROVE FIRE DEPARTMENT
 9200 COURT HOUSE BLVD
 INVER GROVE HEIGHTS, MN
 55077-3410

Quantity	Item Number	Item Description	Unit Cost	Line Total
1	11096940	HOTSY MODEL 942N 4.0@2000 208/3 NG ETL CERTIFIED TO UL1776	7960.00	7960.00
1	70.2175	STAND MACHINE 900/1400 50"L X 19" W X 48"H	495.00	495.00
1	80.3000	KIT, DAMPER & DIVERTER 8"	375.00	375.00
1	80.3200	VENT PACKAGE 8" ROOF TOP	395.00	395.00
2	IV13114	8"X5' 26GA UNION SL PIPE	32.00	64.00
1	70.0880	1/2 WATER INLET SOLENOID	39.50	39.50
1	70.2690	JUMP GARDEN HOSE 3/4 X 10 FT	39.95	39.95
1	80.7000	GAS TRAIN 900/1400 SERIES Gas Preregulator & Hard Pipe	395.00	395.00
1	80.1110	WIRE WHIP 4 WIRE 12 GAUGE 0-20 A, 3 PHASE	39.95	39.95
1	80.2040	INJECTOR ASSBLY 3-5 GPM QC	49.95	49.95
1	89182780	HOSE JUMPER 3/8X5FT 4500	22.60	22.60
3	87092790	BALL VALVE - HP 7350PSI 1/2"	52.95	158.85
3	98020450	BUSH REDC 1/2x3/8 PL	2.20	6.60
3	89182760	HOSE JUMPER 3/8X4FT 5400	21.20	63.60
3	70.1458	RETRACTABLE HOSE REEL 100FT	795.00	2385.00
3	70.1456	HOSE BUMPER, 3/8 REELCRAFT	12.95	38.85
3	89251660	HOSE 3/8 X 100FT 3/8MSWBE	149.95	449.85
3	87124660	SWIVEL GUN DGV, 3/8NPTM-3/8N	49.95	149.85
2	87512350	GUN,HOTSY 5000 PSI, RED	47.00	94.00
3	87175610	QDISC SWVL 1/4MNPT	12.75	38.25
3	87175640	QDISC NIP 1/4FNPT	5.25	15.75
3	87106170	WAND DUAL W/TRIGGER 48IN S.S	89.95	269.85

In Business Since 1976

HotsyMinnesota.Com
2951 100th Ct. NE
Suite 100
Blaine, MN 55449
Rep.: EAST METRO
(763) 786-5525

Equipment Quote

Customer # IG07557 Quote # 4657
Quote Date.: 08/08/19

INVER GROVE PUBLIC WORKS
8168 BARBARA AVE
INVER GROVE HEIGHTS, MN 55077-3410

INVER GROVE FIRE DEPARTMENT
9200 COURT HOUSE BLVD
INVER GROVE HEIGHTS, MN
55077-3410

Quantity	Item Number	Item Description	Unit Cost	Line Total
3	87082680	NOZZLE 40x60 1/4 VEE JET BRA	7.95	23.85
3	87113980	NOZZLE WTR FIX 1/4M 15#5.5	7.95	23.85
3	80.1500	WAND HOLDER 20" BLACK ABS	15.00	45.00
1	89250720	WIRELESS KIT 2 REMOTES, 1 RECEIVER	825.00	825.00
2	89248780	WIRELESS REMOTE BRACKET	66.00	132.00
1.000	DLR	DEALER PREPARATION Uncrate, Assemble, Test	60.00	60.00
Quote subtotal				14656.10
Discount				-1456.00
Quote total				13200.10

Lease-to-Own Plan for approximately \$_____/mo

In Business Since 1976

HotsyMinnesota.Com

2951 100th Ct. NE

Suite 100

Blaine, MN 55449

(763) 786-5525

(763) 786-5959

Installation Quote

Date: 08/14/19

Customer No.: IG07557

Quote No.: 4661

Bill To:

INVER GROVE PUBLIC WORKS

8168 BARBARA AVE

INVER GROVE HEIGHTS, MN 55077-3410

Ship To:

INVER GROVE FIRE DEPARTMENT

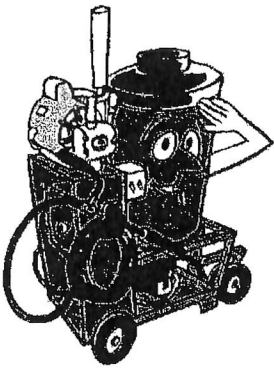
9200 COURT HOUSE BLVD

INVER GROVE HEIGHTS, MN

55077-3410

Quantity	Item Number	Description	Unit Price	Amount
7.000	LBR - INSTALL	HOURLY LABOR RATE Install Venting	89.00	623.00
4.000	LBR - INSTALL	HOURLY LABOR RATE Hook Machine to Utilities	89.00	356.00
4.000	LBR - INSTALL	HOURLY LABOR RATE Install Hose Reels and mount remotes	89.00	356.00
220	HP3000	HIGH PRESSURE SS PIPE 3/4" SEAMLESS INSTALLED	24.50	5390.00
1.000	SER1	METRO SERVICE CHARGE	99.00	99.00
		Scissor Lift Rental 350 Daily or Inver Grove to provide lift		0.00
			Quote subtotal	6824.00
			Quote total	6824.00

In Business Since 1976



Hotsy Cleaning Systems
 1020 N 15th Ave
 Hiawatha, Iowa 52233
 Phone: (319) 378-8400
 Fax: (515) 278-1158
 Email: Trevor@hotsyiowa.com
 Website: www.hotsyiowa.com



QUOTATION

Prepared For:
 Inver Grove Public Works
 8168 Barbara Ave
 Inver Grove, MN 55077

Date: 08/08/19
 Hotsy Sales Consultant: Trevor Rhiner
 Phone: (515) 318-8898
 Email: Trevor@hotsyiowa.com

Estimated Ship Date: 15-20 Business Days

Qty	Part Number	Hot Water Stationary Hotsy	Price	Extension
1	M-942N	Stationary Hotsy Hot Water Electric Pressure Washer - 4.0 GPM @ 2000 PSI, 5HP 208V/3P 18 AMP Baldor Electric Motor, 12' SO Cord, NG-Fired, Belt Drive Hotsy Triplex Pump, Shipping Weight 685lbs (364,835 BTU/HR). Dimensions: 47.5"L x 21"W x 51"H.		\$8,180.00

Recommended Accessories				
1		Auto Start-Stop		\$5,820.00
1		Time Delay Shut-Down		
1		Hour Meter		
1		48" Machine Stand		
1		Water Solenoid		
1		Gas Regulator		
1		Low Pressure Soap Inj		
4		Connecting Hose		
3		High Pressure Ball Valve		
3		100' Retractable Hose Reel		
3		3/8" Swivel		
3		Gun and Wand Assembly		
3		Nozzle Assembly		
1		Remote Receiver		
2		Wireless Remote		
2		Remote Holder		
3		Wand Holder		

Vent Package				
1		Dampener, 8" Draft Diverter, Roof Penetration Kit		\$700.00

Installation				
15		Hr Labor @ \$100/Hr		\$7,124.00
220		SS High Pressure Pipe		

Lease Option

☐ 36/Month
☐ 60/Months

Sub-Total \$21,824.00
 Shipping & Handling \$250.00 N/C
 Taxes 7.000% Exempt
TOTAL \$21,824.00

THIS QUOTE IS VALID FOR 30 (THIRTY) DAYS

Terms & Conditions: All orders are subject to approval and acceptance by said Hotsy dealer and shall be subject to the terms and conditions herein contained, and to no others whatsoever unless altered or modified by said Hotsy dealer in writing. Said Hotsy dealer shall be excused for any delay due to strikes, accidents, war, fires, Acts of God, or any other causes beyond our control. Promises of delivery are based on our expectations, and does not guarantee to accomplish shipment on the dates or estimated time period mentioned. Orders cannot be canceled, specifications changed, or good returned without written permission. Goods permitted to be returned are subject to restocking and freight charges.

Office Use Only:

Nothing Cleans Like a Hotsy!

THANK YOU FOR THE OPPORTUNITY TO EARN YOUR BUSINESS



935 BRADFORD ST SAINT PAUL, MN 55114-1261
Phone: 651-641-0368 Fax: 651-641-6109

Quotation

QUOTE #	77292922
LOCATION	77
DATE	11/20/19 11:44
PAGE	1 of 1

BILL TO

019559
NEW CRANE EQUIPMENT QUOTE
FROM: TOTAL TOOL SUPPLY
CRANE & HOIST DIVISION
ST PAUL, MN 55104

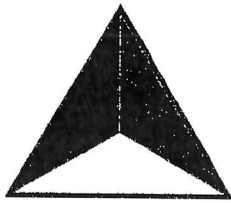
SHIP TO

NEW CRANE EQUIPMENT QUOTE
FROM: TOTAL TOOL SUPPLY
CRANE & HOIST DIVISION
ST PAUL, MN 55104

QUOTE DATE 11/20/19	EXPIRE DATE 12/20/19	SALES REP 707 / 707	CUSTOMER P/O NUMBER BUDGET	PAYMENT TERMS VISA CREDIT CARD
	WRITTEN BY STRALEY, MIKE R.	CONTACT ERIC BERGUM	SHIP VIA BEST WAY	

PRODUCT/DESCRIPTION	QUANTITY	PRICE	U/M	EXTENSION
*6163 HARRINGTON 1/2 CAPACITY CHAIN HOIST WITH 35' OF LIFT 1/2 TON CAP. 35' LIFT 208/3/60 VOLT HOIST SPEED 29FPM MOUNT IS PERPENDICULAR HOOK TO LUG 4.01-8.00 INCH FLANGE RANGE CANVAS CHAIN CONTAINER 6' PENDANT DROP FLAT CABLE FOR POWER SUPPLY	1	2996.87	EA	2,996.87
XXCH5 15' TAGLINE SYSTEM W/ TROLLEYS	1	125.00	EA	125.00
*6166 LABOR TO INSTALL HOIST ON EXISTING BEAM	1	380.00	EA	380.00
XXCH5 SHIPPING TO BE DETERMINED BY SUPPLIER	1	1.00	EA	1.00

MERCHANDISE TOTAL	HANDLING	MISC CHARGE	TAX	FREIGHT	QUOTE TOTAL
3,502.87	0.00	0.00	245.93	0.00	3,748.80



SHARROW LIFTING PRODUCTS

100% Employee Owned

When Experience Matters

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077
Attention: Eric Bergum

November 12, 2019
Q19-PBK-7091

RE: Harrington 1/2 Electric Chain Hoist

Materials Include:

One (1) Harrington NER005S electric chain hoist. 1/2 ton capacity. 25 ft. lift at 29 feet per minute lifting speed, single speed. 3/4 H.P., motor. DC current motor brake. Upper and lower limit switch. Mounted to plain trolley. 110 volts at control from 2-button push button station with 6 ft. drop. Chain Container. 30 ft. power cord. Tagline kit. Bottom safety hooks.

Material Price F.O.B. Factory:	\$ 2,890.00
Installation and Load Test:	\$ 2,690.00

Delivery will be approx. 2 to 3 weeks from receipt of order, subject to verification at the time order is received. All prices are quoted NET, f.o.b. factories and are firm for a period of thirty (30) days. All freight is prepaid and added to the invoice. All equipment is subject to any federal, state, or local taxes, which may apply. Standard Terms, Conditions and Limitations of Sale apply.

Sincerely,
Sharrows Lifting Products

Peter B. Knudsen - pknudsen@sharrowlifting.com - 651-925-5576 direct



OVERHEAD

HOIST & CRANE SPECIALISTS, INC.

Quote 14729

Nov 11, 2019

Eric Bergum
City of Inver Grove Heights
8150 Barbara Av.
Inver Grove Heights MN. 55077
Ebergum@invergroveheights.org

Eric

Pricing for the 1000 lb hoist is below.

To Include the following:

Harrington NERP005S Electric Chain Hoist

½ ton

29 fpm

208v-3ph

30' lift

26' pb drop

Push trolley

Chain Container

Power cord to the end of the runway

Total Price.....\$3,500.00

Installation.....\$2,500.00

Test run and commissioning.....\$Included

Load test.....\$Included

Total Price.....\$6,000.00

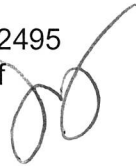
Shipping and taxes, not included.

Mark Mattison
OHCSI.com

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: November 25, 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 Request approval to utilize available funds in Engineering and Administration accounts under the Project 2014-10 Fire Station #2 New Construction for payment of authorized purchases charged to the project's Contingency Fund.

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. The total budget for the project was divided into various fund accounts for financial recordkeeping purposes. While there were fixed amounts for specific contracts, the amounts for many of those fund accounts were estimates, including fund accounts for Contingency, Engineering and Administration. To date, we are close to the utilizing all of the estimated funds in the Contingency account and still have more change orders proposed. However, we have used nothing out of Engineering or Administration accounts and we are not anticipated to have any charges placed against either of those two accounts in the future.

Staff is requesting Council's approval to utilize available funds from the Engineering and Administration Accounts for any payments charged to the Contingency Fund for the Project 2014-10 Fire Station #2 New Construction budget.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PRAIRIE ESTATES, LLLP - Case No. 19-48C

Meeting Date: November 25, 2019
 Item Type: Consent Agenda
 Contact: Heather Botten 651.450.2569
 Prepared by: Heather Botten, Associate Planner
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider the following actions for property located at 6121-6199 Carmen Avenue:

- A.) A Resolution approving a **conditional use permit amendment** to modify the existing site plan
 - Requires a 4/5th's vote.
- B.) A Resolution approving a **variance** to exceed 40% impervious surface in the R-3C, Multiple Family District
 - Requires a 3/5th's vote
 - 60-day deadline: December 20, 2019 (first 60 days)

SUMMARY

The applicant is requesting a conditional use permit (CUP) amendment to modify the existing site plan by adding 26 garage spaces to the property known as Prairie Estates. In addition, the applicant would be remodeling the existing residential units, improving the community space, and adding connectivity to the development which includes a possible sidewalk connection to 63rd Court. The CUP criteria has been met. Overall the parking spaces are increasing from 85 spaces to 90. The garages meet or exceed setback requirements.

While most of the proposed improvements would be occurring over existing hard surface, there would be a 4% increase in impervious surface. Multi-family residential districts do not have the same CUP process to exceed the amount of impervious surface as single-family residential districts do, therefore, they are requesting a variance. The 4% increase does not adversely affect any of the abutting properties and the proposed additions improve the development while making it more ADA compliant. Additionally, the applicant will be treating the additional stormwater on site, therefore there will not be any impact on our storm sewer system.

RECOMMENDATION

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

Planning Commission. Recommended **approval** of the requests at their November 19, 2019 meeting with the conditions listed in the attached resolutions (9-0).

Attachments:

- Conditional Use Permit Amendment resolution
- Variance resolution
- Planning Commission Recommendation
- Planning Staff Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT TO
MODIFY THE EXISTING SITE PLAN TO ADD A GARAGE SPACE FOR EACH
RESIDENTIAL UNIT ALONG WITH OTHER PROPERTY IMPROVEMENTS**

Case No. 19-48C
(Prairie Estates, LLLP)

WHEREAS, the request is for the property located at 6121-6199 Carmen Avenue and legally described as:

Lots 3 & 4, Block 1, Southeast Metro Ind Park, according to the recorded plat, Dakota
County, Minnesota

WHEREAS, the aforescribed property is zoned R-3C, multi-family residential;

WHEREAS, the request has been reviewed against Title 10, Chapter 3, Article A, Section 10-3A-5 regarding the criterion for a Conditional Use Permit and meets the minimum standards; the request is consistent with the Comprehensive Plan and it does not have a negative impact on public health, safety or welfare;

WHEREAS, a public hearing concerning the conditional use permit amendment was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on November 19, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit amendment to add garage spaces along with other property improvements is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 10/18/19
Grading & Drainage Plan	dated 10/18/19
Landscaping Plan	dated 10/21/19
2. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
3. All final development plans shall be subject to the review and approval of the City Fire Marshal.

4. All signage requires a separate sign permit and shall conform to the sign requirements of the B-1 zoning district.
5. All parking lot and building lighting on site shall be a down cast, "shoe-box" style and the bulb shall not be visible from property lines. Details of building lighting shall be submitted with the building permit.
6. Any new roof top and/or ground utility equipment shall be substantially screened on all sides from public view. Screening materials shall be compatible with the building's overall design.
7. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
8. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
9. The developer shall meet the conditions outlined in the City Engineers review memo dated 11-19-19 and any subsequent correspondence.

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 25th day of November, 2019.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Joe Lynch, Deputy Clerk

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

RESOLUTION NO. 19-_____

**RESOLUTION APPROVING A VARIANCE TO EXCEED 40% IMPERVIOUS SURFACE IN
THE R-3C, MULTI-FAMILY ZONING DISTRICT**

Case No. 19-48C
(Prairie Estates, LLLP)

WHEREAS, the request is for the property located at 6121-6199 Carmen Avenue and legally described as:

Lots 3 & 4, Block 1, Southeast Metro Ind Park, according to the recorded plat, Dakota County, Minnesota

WHEREAS, the aforescribed property is zoned R-3C, multi-family residential;

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

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on November 19, 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 additional 4% of impervious surface does not appear to have any adverse impacts on the neighboring properties or the storm sewer system.
- c. The property is unique in that the site currently does not meet ADA requirements; the proposed improvements help bring the property into compliance.

- d. The property is unique in the fact that there is currently not a 1:1 ratio for residential units to garage spaces; the proposed improvements would bring the site to a 1:1 ratio.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to exceed 40% impervious surface is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 10/18/19
Grading & Drainage Plan	dated 10/18/19
2. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
3. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
4. The developer shall meet the conditions outlined in the City Engineers review memo dated 11/19/19 and any 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 25th day of November, 2019.

George Tourville, Mayor

Ayes:

Nays:

ATTEST:

Joe Lynch, City Administrator /Deputy Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: November 19, 2019

SUBJECT: **PRAIRIE ESTATES, LLLP – CASE NO. 19-48C**

Reading of Notice

Commissioner Simon read the public hearing notice to consider a request for a conditional use permit amendment to modify the existing site plan to add garages, along with other property improvements, and any variances related thereto, for the property located at 6121-6199 Carmen Avenue. 26 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is requesting a conditional use permit amendment to modify the existing site plan by adding 26 garage spaces to the property known as Prairie Estates, which is zoned R-3C, Multi-Family Residential. In addition, the applicant would be remodeling the existing residential units, improving the community space, and adding connectivity to the development, including a possible sidewalk connection to 63rd Court. While most of the proposed improvements would be occurring over existing hard surface, there would be a 4% increase in impervious surface. The R-3C zoning district allows for a maximum of 40% impervious surface; however, the existing site has 42% and the proposed improvements would bring the total to 46% on this property. Multi-family residential districts do not have the same CUP process to exceed the amount of impervious surface as single-family residential neighborhoods do, therefore, they are requesting a variance. Ms. Botten noted that there was a date error in both Conditions No. 1 which will be amended to reflect the submitted plans. Staff recommends approval of the request with the conditions listed in the report and the change to both Conditions No. 1. Staff did not hear from any of the surrounding property owners.

Opening of Public Hearing

Ken Isaacson, Twin Cities Housing Development Corporation, advised he was available to answer any questions.

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

Mr. Isaacson replied in the affirmative.

Commissioner Niemioja was excited about this project and the fact that the additional impervious surface would help with connectivity and ADA compliance.

Mr. Isaacson agreed, stating the proposed improvements would enable someone in a wheelchair to work themselves around the entire site which is not possible today.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Chair Maggi stated this seemed like a reasonable request and would be an improvement for this area.

Commissioner Robertson stated the individuals living there deserve these amenities and she was pleased with the proposed site plan.

Planning Commission Recommendation

Motion by Commissioner Niemioja, second by Commissioner Scales, to approve the request for a conditional use permit amendment to modify the existing site plan to add garages, along with other property improvements, and a variance to exceed 40% impervious surface in the R-3C, multi-family zoning district, for the property located at 6121-6199 Carmen Avenue with the conditions listed in the report and the practical difficulty listed in the report as well as the fact that it improves ADA compliance, with the two changes to Conditions No. 1 noted by staff.

Motion carried (9/0). This item goes to the City Council on November 25, 2019.

Mr. Isaacson advised that his company acquired this property on July 1, 2019 and they plan to be an actively engaged owner.

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

HEARING DATE: November 19, 2019

CASE NO: 19-48C

APPLICANT & PROPERTY OWNER: Prairie Estates, LLLP

REQUEST: A conditional use permit amendment to modify the existing site plan to allow for property improvements and a variance to exceed the maximum impervious surface allowed on the property

LOCATION: 6121-6199 Carmen Avenue

COMPREHENSIVE PLAN: MDR, Medium Density Residential

ZONING: R-3C, Multi-family

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The applicant is proposing to add 26 garage spaces, including two ADA compliant garages, on the property known as Prairie Estates. In addition to the proposed garages the applicant is planning to renovate the interior of the existing residential units and the building exteriors. The applicant is also planning to improve the community gathering space and the connectivity of the development. The property is a 40-unit affordable housing townhome development, built in 1980. Currently there are 14 garage units on the property with the remainder of the parking being surface parking. With the addition of the proposed 26 garage spaces, each unit would have their own garage stall. Overall the number of parking spaces would be increasing from 85 spaces to 90 spaces.

While most of the proposed improvements would be happening over existing hard surface there would be a 4% increase in impervious surface. Currently there is 42% impervious surface on the property, the proposed improvements would increase the total to 46%. The R-3C zoning district allows for a maximum of 40% impervious surface, the applicant is requesting a variance to exceed this amount.

The specific request consists of the following:

- A.) A conditional use permit amendment to modify the existing site plan to add a garage space for each unit along with other property improvements.
- B.) A variance to exceed 40% impervious surface in the R-3, multi-family zoning district.

EVALUATION OF THE REQUEST

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

North	Apartments; zoned R-3C, Multi-family; guided MDR, Medium Density
East	Industrial; zoned I-1, Light Industrial; guided IOP, Industrial Office Park
South	Industrial; zoned I-1, Light Industrial; guided IOP, Industrial Office Park
West	Vacant/Single-family; zoned R-1C, Single-family Residential; guided LDR, Low Density Residential

SITE PLAN REVIEW

Setbacks. The proposed garages meet or exceed the required perimeter setbacks for the site.

Parking Lot. There will be a reduction of surface parking spaces, but an increase of garage stalls. The existing site has 85 total parking spaces; with the construction of the additional garages there will be a total of 90 parking spaces on the property.

Access. Access to the property is not changing, there are currently two access points off Carmen Avenue.

Landscaping. A landscape plan has been submitted for review. The proposed garage additions do not require any additional trees. There will be removal of 39 trees due to the location of garages, stormwater facilities and emerald ash trees. The City encourages the removal of ash trees and has not required tree replacement with the removal of a diseased or potentially diseased trees. 19 of the 39 trees to be removed are ash trees. The applicant is proposing to install the equivalent of 20 trees, which is in compliance of past practices for removal and replacement of on-site trees.

Lighting: N/A

Rooftop Equipment. N/A

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

Engineering. Engineering has reviewed the plans and has been working with the applicant on stormwater and grading requirements. Engineering has made some recommendations on conditions that should be added to the approval. These conditions are included in the list of conditions at the end of this report. The applicant shall continue to work with the City to secure final approval of the construction drawings.

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

Signage: N/A

GENERAL CONDITIONAL USE PERMIT REVIEW

This section reviews the plans against the CUP criteria in the Zoning Ordinance (Section 10-3A).

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

The use is consistent with the goals, policies, and plans of the Comprehensive Plan. The future land use of this parcel is MDR, medium density residential; a townhome complex is consistent with the uses envisioned in this district.

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

The applicant's property is zoned R-3B. the existing townhome development is consistent with the intent of this district.

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

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

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

This use does not appear to have any negative effects on City facilities or services. The proposed improvements will increase pedestrian safety.

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

- i. *Aesthetics/exterior appearance*

The proposed garage additions would complement the existing building material.

- ii. *Noise*

The improvements to the site will not generate noises that are inconsistent with the multi-family zoning.

- iii. *Fencing, landscaping and buffering*

The proposed landscaping complies with code requirements.

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

The proposed improvements would not be out of the ordinary for a residential area. The garage additions will have little effect on the surrounding properties.

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

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

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

This use would not have an undue adverse impact on the environment.

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.*

The proposed site improvements would be in harmony with the general purpose and intent of the comprehensive plan which is a multi-family housing neighborhood. The proposed garage additions 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.*

The applicant is proposing the garages within the most reasonable area of the property that provides the least amount of land and building alteration while meeting the needs of the development. The garage additions do not appear to conflict with any other performance standards of the zoning ordinance such as size, setbacks, or building materials.

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

The existing site was developed in 1980, at that time there was not much consideration taken for all units to have an assigned garage stall and for safe pedestrian routes. The applicant is making improvements to the site that would benefit the residents of Prairie Estates and the surrounding neighborhood. There is a process set up for single-family properties to allow for additional impervious surface with a conditional use permit. The multi-family districts have straight impervious surface standards. The applicant is

complying with the City's stormwater requirements by treating the additional impervious surface on the property.

4. *The variance will not alter the essential character of the locality.*
The proposed improvements do not appear to alter the essential character of the area in a negative way. The City has impervious surface maximums to protect the storm sewer system, to not adversely affect abutting properties, and to maintain open space. The proposed 4% increase of impervious surface will not adversely affect abutting properties or the storm sewer system. Aesthetically, the proposed improvements will add value to development and neighborhood.
5. *Economic considerations alone do not constitute an undue hardship.*
Economic considerations do not appear to be a basis for this request.

ALTERNATIVES

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

- A. **Approval.** If the Planning Commission finds the application to be acceptable, the following action should be taken:
 - Approval of a **variance** to exceed 40% impervious surface in the R-3, multi-family zoning district subject to the following conditions:
 1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 10/18/19
Grading & Drainage Plan	dated 10/18/19
 2. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
 3. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
 4. The developer shall meet the conditions outlined in the City Engineers review memo dated 01/29/19 and any subsequent correspondence.

With the practical difficulty being:

The property is unique in that the existing site was developed in 1980, at that time there was not much consideration taken for the residential units to have a garage space and for safe pedestrian connectivity. The proposed improvements do not appear to alter the essential character of the area in a negative way. The proposed 4% increase of impervious surface will not adversely affect abutting properties or the storm sewer system.

Additionally, the applicant is proposing the garages within the most reasonable area of the property that provides the least amount of land and building alteration while meeting the needs of the development.

- Approval of a **conditional use permit amendment** to modify the existing site plan to add a garage space for each unit along with other property improvements subject to the following conditions:
 1. The site shall be developed in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Site Plan	dated 10/18/19
Grading & Drainage Plan	dated 10/18/19
Landscaping Plan	dated 10/21/19
 2. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
 3. All final development plans shall be subject to the review and approval of the City Fire Marshal.
 4. All signage requires a separate sign permit and shall conform to the sign requirements of the B-1 zoning district.
 5. All parking lot and building lighting on site shall be a down cast, “shoe-box” style and the bulb shall not be visible from property lines. Details of building lighting shall be submitted with the building permit.
 6. Any new roof top and/or ground utility equipment shall be substantially screened on all sides from public view. Screening materials shall be compatible with the building’s overall design.
 7. A stormwater facility maintenance agreement and other agreements related thereto, shall be required to be executed between the City and the developer.
 8. Final site, grading, storm water management, and erosion control plans shall be approved by the City Engineer.
 9. The developer shall meet the conditions outlined in the City Engineers review memo and any subsequent correspondence.

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

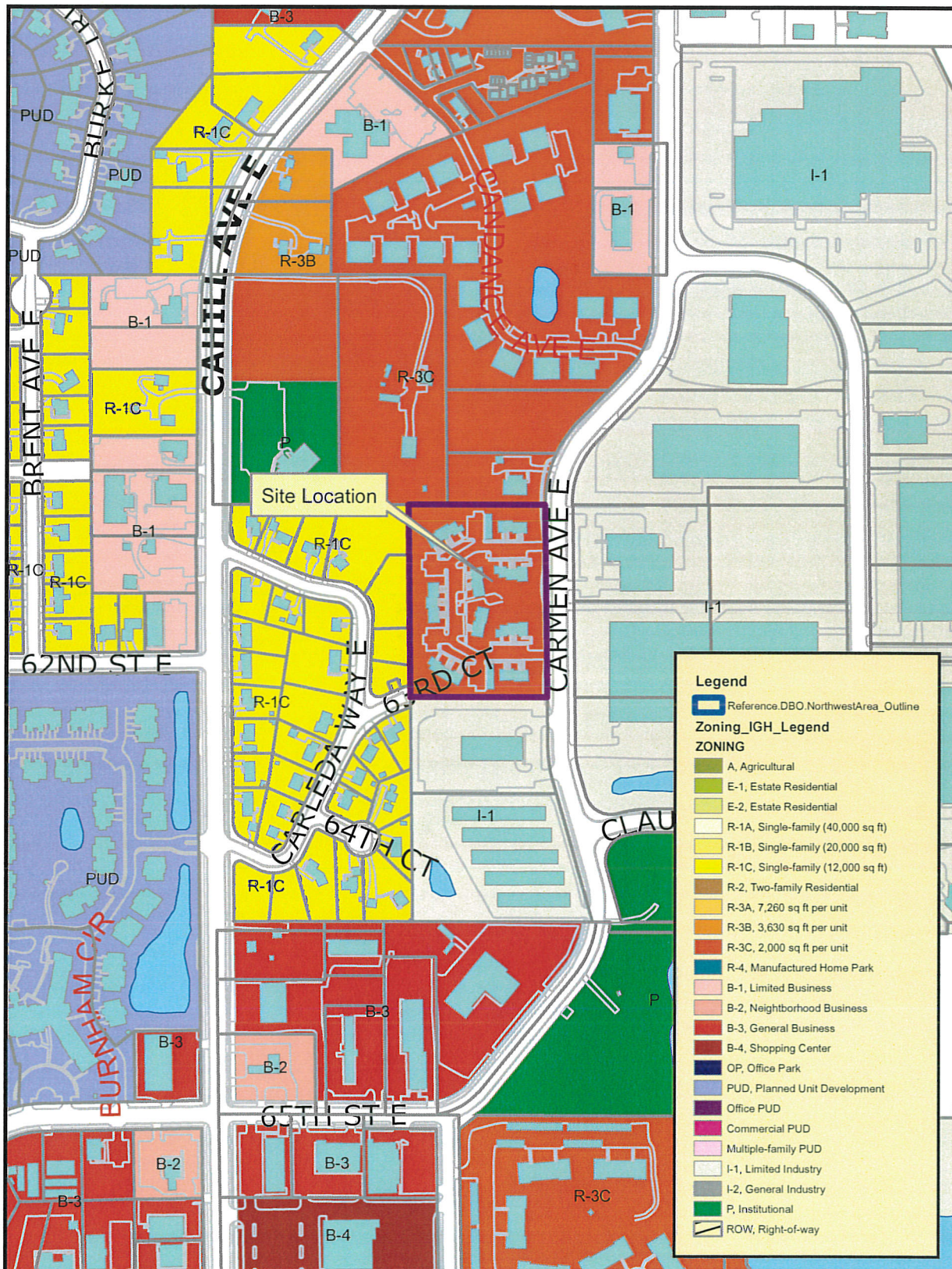
RECOMMENDATION

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

Attachments: Location Map
 Narrative
 Site Plan
 Landscape Plan
 Exterior Elevations



6121-6199 Carmen Avenue Case No. 19-48C



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

TWINCITIESHOUSINGDEVELOPMENTCORPORATION

400 SELBY AVENUE • SUITE C
SAINT PAUL, MINNESOTA 55102
(651) 292-0211

November 6, 2019

Ms. Heather Botten, Associate Planner
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

RE: Prairie Estates – CUP/Site Plan Amendment Request/Impervious Surface Variance

Ms. Botten,

Twin Cities Housing Development Corporation (TCHDC), a Saint Paul based nonprofit affordable housing owner and developer, acquired the Prairie Estates rental townhome development in July 2019. Prairie Estates townhomes is an existing affordable 40-unit rental development that was originally developed in 1980.

TCHDC is planning to complete a significant rehabilitation of the entire site including substantial improvements to all of the unit interiors, building exteriors and existing sidewalks, drive aisles, surface/garage parking and to bring the site into compliance with current storm water management requirements.

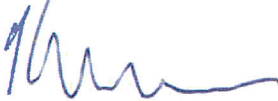
As part of the overall improvements to the site, we are requesting the City consider an amendment to the existing Conditional Use Permit to modify the existing site plan to increase the overall number of parking spaces and create one garage stall for each unit, including two new ADA compliant garages to serve the two existing ADA units at the site.

We further understand that our request may require a variance from the impervious surface limits. In the interest of making the site more visitable and comply with current ADA requirements we are increasing the overall impervious surface at the site. We are planning to provide an accessible route around the entire site including access to two new ADA garages stalls. The original development completed in 1982 did not provide an accessible route across the site or a garage stall for each unit. We are also planning to create additional community gathering space in the center courtyard. These improvements do increase the overall impervious surface area, but we are mitigating the additional hard surface area with a new storm water management system that meets current standards and will adequately control the storm water at the site. We believe these changes are beneficial to the development and future residents living at the site.

Currently the site has 85 parking stalls including 14 garages stalls. Our amendment request would allow for a total of 90 parking and garage spaces, including the existing and proposed new garages.

Please let me know what additional information you would like to evaluate our request.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ken Isaacson', with a stylized, flowing script.

Ken Isaacson
Development Manager



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request #3 and Change Order #4 to – Heritage Village Park Phase II – City Project 2017-07

Meeting Date: November 25, 2019
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

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

PURPOSE/ACTION REQUESTED

The Council is asked to approve Pay Request #3 to Dahn Construction Inc in an amount of \$416,166.31 and Change Order #4 in the amount of \$27,426.00. The project is funded by grants from the State of MN, Dakota County ELF Funds, and the Park Acquisition and Development Fund (Fund 402).

SUMMARY

The City awarded a contract to Dahn Construction Inc. on June 24, 2019 in the amount of \$1,573,149.30. Change Order #1 was a change in the anticipated volume of common borrow material from the original estimate of 44,000 cy to 25,000 cy and to change the price from \$9.70/cy to \$5.84/cy for the first 25,000 cy and \$8.96/cy for any amount thereafter. The contract will pay for the actual volume installed. Change Order #2 was for the demolition of the former LSS property located at 6455 Doffing Ave in the amount of \$47,000. Change Order #3 is for various quantity additions and deductions with a net increase of \$28,088.00. Change Order #4 is for various quantity additions.

The contract with Dahn Construction Inc. is as follows:

Dahn Construction Inc.	\$1,573,149.30
Change Order #1	(\$280,800.00)
Change Order #2	\$47,000.00
Change Order #3	\$28,088.00
Change Order #4	\$27,426.00
Total	\$1,394,863.30

The overall project costs are as follows:

WSB – Preparation of Plans & Specifications	\$110,000	Design and Engineering
Braun Intertec – Environmental Coordination	\$28,400	Environmental Engineering
WSB – Construction Observation and Administration	\$49,000	Construction observation and administration
Construction Contract with Dahn Construction Inc.	\$1,573,149	Phase II contract
Change Order #1	(\$280,800)	Estimated volume and price deduct
Change Order #2	\$47,000	LSS property demolition
Change Order #3	\$28,088	Various quantity changes
Change Order #4	\$27,426	Various quantity changes
Balance of Construction Contingency	\$4,236	Construction Contingency began at \$106,750
Total	\$1,613,925	

AIA Type Document
Application and Certification for Payment

Page 1 of 6

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

PROJECT: Heritage Village

APPLICATION NO: 3
PERIOD TO: 11/13/2019

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): Dahn Construction
13135 Doyle Path East
Rosemount, MN 55068

VIA (ARCHITECT): WSB No. R-013050-000

ARCHITECT'S
PROJECT NO: City Project No. 1707

CONTRACT FOR: Park Development

CONTRACT DATE: 6/24/2019

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 \$ 1,573,149.30
2. Net Change by Change Orders \$ -178,286.00
3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 1,394,863.30
4. TOTAL COMPLETED AND STORED TO DATE \$ 1,286,543.35

5. RETAINAGE:
a. 5.00 % of Completed Work \$ 64,327.20
b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 64,327.20

6. TOTAL EARNED LESS RETAINAGE \$ 1,222,216.15
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 806,049.84

8. CURRENT PAYMENT DUE \$ 416,166.31

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 172,647.15

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	82,351.00	-288,063.00
Total approved this Month	27,426.00	0.00
TOTALS	109,777.00	-288,063.00
NET CHANGES by Change Order		-178,286.00

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: Dahn Construction
13135 Doyle Path East Rosemount, MN 55068

By: Mike Forsythe Date: 11/13/19
Mike Forsythe
Project Manager

State of: MN

County of: Dakota

Subscribed and Sworn to before me this

Notary Public: Susan E. Stevens
My Commission Expires: 1-31-2022



SUSAN E. STEVENS
NOTARY PUBLIC - MINNESOTA

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 \$ 416,166.31
(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: 11-13-19
ARCHITECT:

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.

HERITAGE VILLAGE PARK - PHASE 2 BILLING SCHEDULE														
Billing for Month Ending : November 30, 2019														
Item #	Item Description				Quantity	Unit Price	Total Price	Previous Applications	Quantity This Period	Billed This Period	Completed To Date	% Complete	5% Retainage	
BASE BID SCHEDULE														
	GENERAL REMOVALS AND EARTHWORK													
1	2021	LUMP SUM	1	\$ 74,964.50	\$ 74,964.50	\$ 74,964.50				\$ -	\$ 74,964.50	100%	\$ 3,748.23	
2	2011	LUMP SUM	1	\$ 18,585.00	\$ 18,585.00	\$ 10,035.90		0.37	\$ 6,876.45	\$ 16,912.35	91%	\$ 845.62		
3	2563	LUMP SUM	1	\$ 2,198.00	\$ 2,198.00	\$ 1,604.54		0.27	\$ 593.46	\$ 2,198.00	100%	\$ 109.90		
4	2101	EACH	10	\$ 330.00	\$ 3,300.00	\$ 3,300.00			\$ -	\$ 3,300.00	100%	\$ 165.00		
5	2101	LUMP SUM	1	\$ 1,374.00	\$ 1,374.00	\$ 1,374.00			\$ -	\$ 1,374.00	100%	\$ 68.70		
6	2104	SQ YD	240	\$ 8.65	\$ 2,076.00			0.95	\$ 1,972.20	\$ 1,972.20	95%	\$ 98.61		
7	2104	SQ YD	20	\$ 55.00	\$ 1,100.00	\$ 495.00		0.55	\$ 605.00	\$ 1,100.00	100%	\$ 55.00		
8	2104	EACH	4	\$ 162.00	\$ 648.00	\$ 324.00		0.50	\$ 324.00	\$ 648.00	100%	\$ 32.40		
9	2104	LUMP SUM	1	\$ 2,425.00	\$ 2,425.00	\$ 2,425.00			\$ -	\$ 2,425.00	100%	\$ 121.25		
10	2104	LIN FT	55	\$ 15.00	\$ 825.00	\$ 825.00		1.00	\$ 975.00	\$ 825.00	100%	\$ 41.25		
11	2104	LUMP SUM	1	\$ 975.00	\$ 975.00	\$ 5,925.00			\$ -	\$ 5,925.00	100%	\$ 48.75		
12	2105	CU YD	75	\$ 79.00	\$ 5,925.00	\$ 77,000.00		0.20	\$ 19,250.00	\$ 96,250.00	100%	\$ 4,812.50		
13	2574	CU YD	11,000	\$ 8.75	\$ 96,250.00	\$ 14,700.00		1.00	\$ 14,700.00	\$ 14,700.00	100%	\$ 735.00		
14	2574	CU YD	525	\$ 28.00	\$ 14,700.00				\$ -	\$ 426,800.00	100%	\$ 21,340.00		
15	2105	CU YD	44,000	\$ 9.70	\$ 426,800.00	\$ 296,556.50		0.15	\$ 52,333.50	\$ 348,890.00	100%	\$ 17,444.50		
16	2105	LUMP SUM	1	\$ 348,890.00	\$ 348,890.00									
PAVEMENTS AND SITE WORK														
17	2105	SQ YD	1,600	\$ 1.55	\$ 2,480.00	\$ 2,480.00			\$ -	\$ 2,480.00	100%	\$ 124.00		
18	2211	TON	1,700	\$ 15.75	\$ 26,775.00	\$ 26,775.00			\$ -	\$ 26,775.00	100%	\$ 1,338.75		
19	2360	SQ YD	1,400	\$ 23.75	\$ 33,250.00			1.00	\$ 33,250.00	\$ 33,250.00	100%	\$ 1,662.50		
20	2360	SQ YD	1,350	\$ 17.60	\$ 23,760.00			1.00	\$ 23,760.00	\$ 23,760.00	100%	\$ 1,188.00		
21	2360	SQ YD	1,200	\$ 17.75	\$ 21,300.00			1.00	\$ 21,300.00	\$ 21,300.00	100%	\$ 1,065.00		
22	2531	LIN FT	605	\$ 26.00	\$ 15,730.00			1.00	\$ 15,730.00	\$ 15,730.00	100%	\$ 786.50		
23	2531	LIN FT	75	\$ 30.80	\$ 2,310.00			1.00	\$ 2,310.00	\$ 2,310.00	100%	\$ 115.50		
24	2521	SQ FT	660	\$ 15.10	\$ 9,966.00			1.00	\$ 9,966.00	\$ 9,966.00	100%	\$ 498.30		
25	2521	SQ FT	516	\$ 18.15	\$ 9,365.40			1.00	\$ 9,365.40	\$ 9,365.40	100%	\$ 468.27		
26	2521	SQ FT	108	\$ 71.45	\$ 7,716.60			1.00	\$ 7,716.60	\$ 7,716.60	100%	\$ 385.83		
27	2582	LUMP SUM	1	\$ 1,648.00	\$ 1,648.00				\$ -	\$ -	0%	\$ -		
28	2564	EACH	6	\$ 143.00	\$ 858.00				\$ -	\$ -	0%	\$ -		
29	2564	EACH	3	\$ 55.00	\$ 165.00				\$ -	\$ -	0%	\$ -		
30	2564	EACH	10	\$ 132.00	\$ 1,320.00				\$ -	\$ -	0%	\$ -		
31	2411	SQ FT	160	\$ 44.00	\$ 7,040.00			1.00	\$ 7,040.00	\$ 7,040.00	100%	\$ 352.00		
UTILITIES														
32	2504	LIN FT	50	\$ 42.45	\$ 2,122.50	\$ 2,122.50			\$ -	\$ 2,122.50	100%	\$ 106.13		
33	2504	EACH	1	\$ 2,722.00	\$ 2,722.00	\$ 2,722.00			\$ -	\$ 2,722.00	100%	\$ 136.10		
34	2504	LUMP SUM	1	\$ 3,975.00	\$ 3,975.00	\$ 3,975.00			\$ -	\$ 3,975.00	100%	\$ 198.75		
35	2504	EACH	1	\$ 1,288.00	\$ 1,288.00	\$ 1,288.00			\$ -	\$ 1,288.00	100%	\$ 64.40		

36	2503	2" PVC IRRIGATION CONDUIT	LIN FT	80	\$	5.90	\$	472.00		1.00	\$	472.00	\$	472.00	100%	\$	23.60
37	2506	RECONSTRUCT MANHOLE STRUCTURE	LUMP SUM	1	\$	1,445.00	\$	1,445.00	\$	1,445.00	\$	-	\$	1,445.00	100%	\$	72.25
38	2503	8" CONCRETE APRON	EACH	2	\$	1,356.00	\$	2,712.00	\$	2,712.00	\$	-	\$	2,712.00	100%	\$	135.60
39	2503	12" CONCRETE APRON	EACH	5	\$	1,531.00	\$	7,655.00	\$	7,655.00	\$	-	\$	7,655.00	100%	\$	382.75
40	2502	12" RC PIPE	LIN FT	344	\$	41.50	\$	14,276.00	\$	14,276.00	\$	-	\$	14,276.00	100%	\$	713.80
41	2502	8" HDPE PIPE	LIN FT	28	\$	30.00	\$	840.00		1.00	\$	840.00	\$	840.00	100%	\$	42.00
42	2503	4" PVC SANITARY SEWER SERVICE/CLEANOUT	LIN FT	87	\$	34.00	\$	2,958.00	\$	2,958.00	\$	-	\$	2,958.00	100%	\$	147.90
43	2503	8" x 4" WYE/SANITARY SERVICE CONNECTION	EACH	1	\$	3,554.00	\$	3,554.00	\$	3,554.00	\$	-	\$	3,554.00	100%	\$	177.70
44	2502	4" PERFORATED HDPE PIPE	LIN FT	1,030	\$	8.25	\$	8,497.50	\$	1,359.60	\$	0.84	\$	7,137.90	100%	\$	424.88
45	2502	4" DRAIN TILE CLEANOUT	EACH	4	\$	275.00	\$	1,100.00	\$	1,100.00	\$	-	\$	1,100.00	100%	\$	55.00
46	2506	OVERFLOW STRUCTURE	EACH	3	\$	3,299.00	\$	9,897.00	\$	9,897.00	\$	-	\$	9,897.00	100%	\$	494.85
47	2506	CONSTRUCT DRAINAGE STRUCTURE SPECIAL	EACH	2	\$	2,345.00	\$	4,690.00	\$	4,690.00	\$	-	\$	4,690.00	100%	\$	234.50
48	2506	60 mil POLYETHYLENE LINER	SQ YD	1,600	\$	21.65	\$	34,640.00	\$	834.00	\$	1.00	\$	34,640.00	100%	\$	1,732.00
49	2506	SPLASH BLOCKS	EACH	2	\$	417.00	\$	834.00	\$	834.00	\$	-	\$	834.00	100%	\$	41.70
50	2545	ELECTRICAL SERVICE	LUMP SUM	1	\$	97,500.00	\$	97,500.00	\$	27,300.00	\$	-	\$	27,300.00	28%	\$	1,365.00
51	2545	LIGHT POLES, STEEL POLE WITH CONCRETE BASE	EACH	3	\$	8,700.00	\$	26,100.00	\$	8,091.00	\$	-	\$	8,091.00	31%	\$	404.55
		EROSION CONTROL, RESTORATION, & LANDSCAPING															
52	2573	STABILIZED CONSTRUCTION EXIT	EACH	2	\$	1,794.00	\$	3,588.00	\$	3,588.00	\$	-	\$	3,588.00	100%	\$	179.40
53	2573	EROSION CONTROL FENCE	LIN FT	4,500	\$	1.75	\$	7,875.00	\$	4,331.25	\$	0.45	\$	3,543.75	100%	\$	393.75
54	2573	BIOROLL	LIN FT	950	\$	1.65	\$	1,567.50	\$	1,567.50	\$	-	\$	1,567.50	100%	\$	78.38
55	2573	STORM DRAIN INLET PROTECTION	EACH	3	\$	440.00	\$	1,320.00		1.00	\$	1,320.00	\$	1,320.00	100%	\$	66.00
56	2573	EC BLANKET CAT. 3N/25	SQ YD	1,300	\$	1.30	\$	1,690.00		1.00	\$	1,690.00	\$	1,690.00	100%	\$	84.50
57	2571	DECIDUOUS TREE 6" B&B	EACH	2	\$	440.00	\$	880.00		-	\$	-	\$	-	0%	\$	-
58	2571	DECIDUOUS TREE 25-GAL POTTED	EACH	7	\$	82.50	\$	577.50		-	\$	-	\$	-	0%	\$	-
59	2575	HYDRAULIC STABILIZER MULCH (8FM)	ACRE	11.5	\$	3,738.00	\$	42,987.00		1.00	\$	42,987.00	\$	42,987.00	100%	\$	2,149.35
60	2575	TYPE 1 TURF SEED	ACRE	8.2	\$	921.00	\$	7,552.20		1.00	\$	7,552.20	\$	7,552.20	100%	\$	377.61
61	2575	TURF 2 NATIVE SEED	ACRE	3.3	\$	461.00	\$	1,521.30		1.00	\$	1,521.30	\$	1,521.30	100%	\$	76.07
62	2575	TURF 3 BASIN SEED	ACRE	0.26	\$	1,030.00	\$	267.80		1.00	\$	267.80	\$	267.80	100%	\$	13.39
		ALTERNATE BID SCHEDULE															
A1	2360	10" WIDE BIT TRAIL PAVEMENT (3.0") 2 LIFTS	SQ YD	1,200	\$	17.40	\$	20,880.00		1.00	\$	20,880.00	\$	20,880.00	100%	\$	1,044.00
A2	2360	8" WIDE BIT TRAIL PAVEMENT (2.5") 1 LIFT: EXT	SQ YD	640	\$	18.20	\$	11,648.00		1.00	\$	11,648.00	\$	11,648.00	100%	\$	582.40
A3	2211	CLASS 5 AGGREGATE BASE	TON	675	\$	16.10	\$	10,867.50	\$	4,347.00	\$	0.60	\$	6,520.50	100%	\$	543.38
A4	2105	GEOTEXTILE FABRIC TYPE V	SQ YD	1,600	\$	1.55	\$	2,480.00	\$	2,480.00	\$	-	\$	2,480.00	100%	\$	124.00
A5	2360	BITUMINOUS PARKING LOT PAVEMENT (4.0") 2 LIFTS	SQ YD	950	\$	24.60	\$	23,370.00		1.00	\$	23,370.00	\$	23,370.00	100%	\$	1,168.50
A6	2521	B612 CONCRETE CURB & GUTTER	LIN FT	450	\$	26.00	\$	11,700.00		1.00	\$	11,700.00	\$	11,700.00	100%	\$	585.00
A7	2582	PARKING LOT STRIPING	LUMP SUM	1	\$	880.00	\$	880.00		-	\$	-	\$	-	0%	\$	-
A8	2502	12" RC PIPE	LIN FT	19	\$	42.00	\$	798.00	\$	798.00	\$	-	\$	798.00	100%	\$	39.90
A9	2503	4" PERFORATED HDPE PIPE	LIN FT	290	\$	8.50	\$	2,465.00	\$	616.25	\$	0.75	\$	1,848.75	100%	\$	123.25
A10	2503	4" DRAIN TILE CLEANOUT	EACH	1	\$	274.00	\$	274.00	\$	274.00	\$	-	\$	274.00	100%	\$	13.70
A11	2506	CONSTRUCT DRAINAGE STRUCTURE SPECIAL	EACH	1	\$	2,895.00	\$	2,895.00	\$	2,895.00	\$	-	\$	2,895.00	100%	\$	144.75
A12	2506	SPLASH BLOCKS	EACH	1	\$	418.00	\$	418.00	\$	418.00	\$	-	\$	418.00	100%	\$	20.90
A13	2545	LIGHT POLES, STEEL POLE WITH CONCRETE BASE	EACH	2	\$	8,700.00	\$	17,400.00	\$	5,394.00	\$	-	\$	5,394.00	31%	\$	269.70
A14	2105	DEWATERING	LUMP SUM	1	\$	5,250.00	\$	5,250.00	\$	3,990.00	\$	0.24	\$	1,260.00	100%	\$	262.50
									ORIGINAL CONTRACT VALUE: \$ 1,573,149.30								

[illegible]

Contract Summary Sheet

Contract Change Order #4 for:

HVP Phase 2 Development
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Distribution To:

☐ Owner ☐ Field
☐ Consultant ☐ Other
☐ Contractor

To (Contractor):

Dahn Construction Co., Inc
13135 Doyle Path
Rosemount, MN 55068

Date: 12-Nov-19

Consultants Project: #13050

CHANGES TO THE CONTRACT

(The contractor shall make the following changes to the contract)

#	DESCRIPTION	ADD	DEDUCT
CO4.1	Adjusted Qty: Engineered Soil +869.5 @ \$28.00	24,346.00	
CO4.2	Adjusted Qty: Modular Unit Retaining Wall +70 @ \$44.00	3,080.00	
TOTAL CHANGE ORDER ADDS AND DEDUCTS:		27,426.00	-
NET CHANGE ORDER TOTAL:		\$27,426.00	

Contract Summary to Date	
Original Base Bid Contract Sum:	1,573,149.30
Previously Authorized Change Orders:	(205,712.00)
Net Change of this Change Order:	27,426.00
Total Contract Sum (Including all Change Orders to Date):	\$1,394,863.30

Consultant:

WSB
701 Xenia Ave. South - Suite 300
Minneapolis, MN 55416


Signature

11-13-19
Date

Contractor:

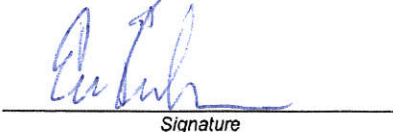
Dahn Construction Co., Inc
13135 Doyle Path
Rosemount, MN 55068


Signature

11/13/19
Date

Owner:

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


Signature

11/15/19
Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Voucher No. 5 for 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

Meeting Date: November 25, 2019

Item Type: Consent

Contact: Thomas J. Kaldunski, 651.450.2572 *TJK*

Prepared by: Thomas J. Kaldunski, City Engineer

Reviewed by: Scott D. Thureen, Public Works Director *SDT SPB*

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

Consider Pay Voucher No. 5 for 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

SUMMARY

The improvements were ordered as part of the 2019 Capital Improvement Program. The contract was awarded in the amount of \$1,743,504.50 to Danner, Inc. on April 22, 2019.

Pay Voucher No. 5 is for work that occurred through October 31, 2019 and includes sign placement and striping for the 65th Street improvements and watermain installation.

I recommend approval of Pay Voucher No. 5 in the amount of \$ 21,354.10 for work on the 2019 Capital Improvement Program (\$21,354.10 for work on City Project No. 2015-03 65th Street Construction (between T.H. 3 and Argenta Trail) and \$0.00 for work on City Project No. 2018-03 NWA Trunk Watermain Improvements-65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane).

TJK/me

Attachments: Pay Voucher No. 5

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

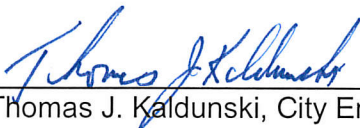
ESTIMATE NO: 5 (five)
DATE: November 25, 2019
PERIOD ENDING: October 31, 2019
PROJECT NO: City Project No. 2015-03 65th Street Construction (between T.H. 3 and Argenta Trail) and City Project No. 2018-03 NWA Trunk Watermain Improvements-65th Street Loop (Phase IV of 2015-12) from Agate Trail to Alverno Lane

TO: Danner, Inc.
843 Hardman Avenue S
South St. Paul, MN 55075

Original Contract Amount	\$1,743,504.50
Total Addition	\$223,664.00
Total Deduction	\$0.00
Total Contract Amount.....	\$1,967,168.50
Total Value of Work to Date.....	\$1,871,209.88
Less Retained (5%).....	\$93,560.49
Less Previous Payment.....	\$1,756,295.29
Total Approved for Payment this Voucher.....	\$21,354.10
Total Payments including this Voucher.....	\$1,777,649.39

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above state amount for work performed through October 31, 2019.

Signed by: 
Thomas J. Kaldunski, City Engineer

November 25, 2019
Date

Signed by: _____
Danner, Inc.

Date

Signed by: _____
George Tourville, Mayor

November 25, 2019
Date

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

City Project 2015-03 and 2018-03

Pay Estimate 4

Date of Council Action: 11/25/2019

City Project No.	Original Contract Amount	Total Change Orders	Contract Work Completed to Date	Retainage	Current Payment	Previous Payments	Paid to Date	Current Contract Amount
2015-03	\$1,441,575.35	\$0.00	\$1,427,276.88	\$71,363.84	\$21,354.10	\$1,334,558.94	\$1,355,913.04	\$1,441,575.35
2018-03	\$301,929.15	\$223,664.00	\$443,933.00	\$22,196.65	\$0.00	\$421,736.35	\$421,736.35	\$525,593.15
Totals:	\$1,743,504.50	\$223,664.00	\$1,871,209.88	\$93,560.49	\$21,354.10	\$1,756,295.29	\$1,777,649.39	\$1,967,168.50

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order No. 1 and Pay Voucher No. 5 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements

Meeting Date: November 25, 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: Central Equipment Fund

PURPOSE/ACTION REQUESTED

Consider Change Order No. 1 and Pay Voucher No. 5 for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements.

SUMMARY

The contract was awarded in the amount of \$164,878.00 to Grendahl Mechanical, LLC on August 27, 2018 for City Project No. 2018-13.

Change Order No. 1 is for the cost to add remote on/off switches in the apparatus bay and shop.

The contractor has completed the work through September 9, 2019 in accordance with the contract plans and specifications. A letter of recommendation for payment and acceptance (attached) has been provided by SEH, Inc., the design consultant for the project.

I recommend approval of Change Order No. 1 in the amount of \$500.00 (for an amended contract amount of \$165,378.00) and Pay Voucher No. 5 in the amount of \$9,545.00 for City Project No. 2018-13.

SDT/kf

Attachments: Letter from SEH, Inc.
 Change Order No. 1
 Pay Voucher No. 5



Building a Better World
for All of Us®

September 26, 2019

RE: City of Inver Grove Heights, Minnesota
Public Works Building HVAC
Improvements
SEH No. INVER 146552

Mr. Scott Thureen
Public Works Director
8150 Barbary Ave
Inver Grove Heights, MN 55077

Dear Scott:

Please find enclosed Application for Payment No. 5 for the referenced project. The quantities completed to date have been reviewed. Based on our review and recent site visits, we recommend approval for payment to Grendahl Mechanical LLC in the amount of \$9,545.00. This amount represents 100% of the work completed and material on hand, with 5% held for retainage.

If approved, please sign and forward payment, along with a copy of the signed pay application, to Grendahl Mechanical LLC, retaining the original for City records.

Please don't hesitate to contact me with any questions or comments. Thank you.

Sincerely,

Nicholas J. Brula
Project Manager

s:\f\Inver\146552\7-const-svcs\73-app-pym\pay apps\payapptemplate.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-5196

SEH is 100% employee-owned | sehinc.com | 651.490.2000 | 800.325.2055 | 888.908.8166 fax



Owner: City of Inver Grove Heights, 8150 Barbara Ave, Inver Grove Heights, MN 55077	Date: 06/07/19
Contractor: Grendahl Mechanical, 7101 York Ave. S. SUITE 260, Edina, MN 55434	
Bond Company: Farmington Casualty Company, 385 Washington St. SB04B, St. Paul, MN 55102	

CHANGE ORDER NO. 1
Public Works Building HVAC Improvements
Inver Grove Heights, Minnesota

Description of Work

The following items are deemed to be necessary to complete the project according to the intended design. In accordance with the terms of this Contract, the Contractor is hereby authorized and instructed to perform the work as altered by the following provisions.

Ref. No.	Item	Contract		Unit	Total
		Unit	Quantity	Price	Amount
	Change Order No. 1				
Item 1	Provide remote on/off switches in apparatus bay and shop				\$ 500.00

Total Change Order No. 1	\$ 500.00
Original Contract Amount	\$164,678.00
Previous Change Orders	\$0.00
This Change Order	\$500.00
Revised Contract Amount (Including this change order)	\$165,378.00

CHANGE IN CONTRACT TIME

The Contract completion date is not adjusted as a result of the items included in Change Order No. 1.

Recommended for Approval by:
SHORT ELLIOTT HENDRICKSON, INC.

Nicholas J. Bass

6/7/2019

Date

Approved by Owner:
City of Inver Grove Heights

Rick J. Johnson

6/10/2019

Date

Approved by Contractor:
Grendahl Mechanical

[Signature]

6-10-19

Date

APPLICATION AND CERTIFICATE FOR PAYMENT

PAGE ONE OF 2 PAGES

TO OWNER:

Inver Grove Heights
8150 Barbara Avenue

Inver Grove Heights, MN

FROM CONTRACTOR:

Grendahl Mechanical LLC

7101 York Avenue South, Suite 260

Edina, MN 55435

CONTRACT FOR: HVAC Systems

PROJECT:

Public Works Building #1

VIA ARCHITECT:

SEH Architects and Engineers

3535 Vandalia Center Drive

St. Paul, MN 55110

APPLICATION #: 5

PERIOD TO: 9/9/19

PROJECT NOS:

CONTRACT DATE: 0

Distribution to:

Owner	
Const. Mar	
Architect	X
Contractor	

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM \$ 164,878.00

2. Net change by Change Orders \$ 500.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 165,378.00

4. TOTAL COMPLETED & STORED TO DATE \$ 164,878.00

(Column G on Continuation Sheet)

5. RETAINAGE:

a. 5.0% of Completed Work \$ 8,243.90

(Columns D+E on Continuation Sheet)

b. 5.0% of Stored Material \$ 0.00

(Column F on Continuation Sheet)

Total Retainage (Line 5a + 5b or

Total in Column 1 of Continuation Sheet) \$ 8,243.90

6. TOTAL EARNED LESS RETAINAGE \$ 156,634.10

(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$

8. CURRENT PAYMENT DUE \$

9. BALANCE TO FINISH, INCLUDING RETAINAGE \$ 8,743.90

(Line 3 less Line 6)

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 therein is now due.

CONTRACTOR:

By:  Date: 9-10-19 9/9/2019

State of:

Country of:

Subscribed and sworn to before

me this day of

Notary Public:

My Commission expires:

CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 9,545.00

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

ARCHITECT:

By:  Date: 9/25/2019

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$500.00	\$0.00
Total approved this Month	\$0.00	\$0.00
TOTALS	\$500.00	\$0.00
NFT CHANGES by Change Order	\$500.00	

CONTINUATION SHEET

ATTACHMENT TO PAY APPLICATION

PROJECT:

Public Works Building HVAC Improvements

Page 2 of 2 Pages

APPLICATION NUMBER: 4

APPLICATION DATE: 2/28/2019

PERIOD TO: 28-Feb-19

ARCHITECT'S PROJECT NO: 0

A		B		C		D		E		F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed		Materials Presently Stored (Not In D or E)	Total Completed And Stored To Date (D + E + F)	% (G/C)	Balance To Finish (C - G)	Retainage					
			From Previous Application (D + E)	This Period										
1	Administration, Mobilization and Permits	24,000.00	24,000.00	0.00	0.00	24,000.00	100%	0.00	1,200.00					
2		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
3														
4	>>HVAC <<													
5	Demolition	5,000.00	5,000.00	0.00	0.00	5,000.00	100%	0.00	250.00					
6	MUA equipment (furnish and install)	61,400.00	61,400.00	0.00	0.00	61,400.00	100%	0.00	3,070.00					
7	EF equipment (furnish and install)	18,578.00	18,578.00	0.00	0.00	18,578.00	100%	0.00	928.90					
8	Electrical and controls	23,000.00	23,000.00	0.00	0.00	23,000.00	100%	0.00	1,150.00					
9	Ductwork fabrication and installation	18,900.00	18,900.00	0.00	0.00	18,900.00	100%	0.00	945.00					
10	Ductwork insulation	14,000.00	14,000.00	0.00	0.00	14,000.00	100%	0.00	700.00					
11		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
12		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
13		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
14		0	0.00	0.00	0.00	0.00	0%	0.00	0.00					
15		0	0.00	0.00	0.00	0.00	0%	0.00	0.00					
16	CHANGE ORDERS	0	0.00	0.00	0.00	0.00	0%	0.00	0.00					
17		500.00	500.00	0.00	0.00	500.00	0%	0.00	0.00					
18		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
19		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
20		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
21		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
22		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
23		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
24		0.00	0.00	0.00	0.00	0.00	0%	0.00	0.00					
25							0%	0.00	0.00					
26							0%	0.00	0.00					
27							0%	0.00	0.00					
28	SUBTOTALS PAGE 2	165,378.00	164,878.00	0.00	0.00	164,878.00	100%	0.00	8,243.90					

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Final Compensating Change Order No. 1, Final Pay Voucher No. 1, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2019-09E – Emulsified Asphalt Sealcoat

Meeting Date: November 25, 2019
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Jacob Moser, Civil Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

TJK

ST

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Pavement Management Fund (440)

PURPOSE/ACTION REQUESTED

Consider Final Compensating Change Order No. 1, Final Pay Voucher No. 1, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2019-09E – Emulsified Asphalt Sealcoat.

SUMMARY

The improvements were ordered as part of the 2019 Pavement Management Program. The contract was awarded in the amount of \$82,302.50 to Astech Corp. on April 22, 2019 for City Project No. 2019-09E – Emulsified Asphalt Sealcoat.

Final Compensating Change Order No. 1, in the amount of \$232.00, which results in a revised contract amount of \$82,534.50, is for an increase in striping quantities. The contractor has completed the work through October 31, 2019 in accordance with the contract plans and specifications.

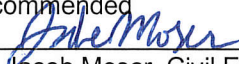
I recommend approval of Final Compensating Change Order No. 1 in the amount of \$232.00 which results in a revised contract amount of \$82,534.50, Final Pay Voucher No. 1 in the amount of \$82,534.50, Engineer's Final Report, and Resolution Accepting Work for City Project No. 2019-09E – Emulsified Asphalt Sealcoat.

TJK/jm

Attachments: Final Compensating Change Order No. 1
 Final Pay Voucher No. 1
 Engineer's Final Report
 Resolution Accepting Work

CHANGE ORDER NO. 1

2019 PAVEMENT MANAGEMENT PROGRAM
CITY PROJECT NO. 2019-09E – EMULSIFIED ASPHALT SEALCOAT

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: November 25, 2019
Contractor: Astech Corp. P.O. Box 1025 St. Cloud, MN 56302	Engineer: City Engineer
<u>PURPOSE OF CHANGE ORDER</u> Change Order No. 1 is for the increase in striping quantities.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$82,302.50	Original Contract Time:
Previous Change Orders \$0.00	Net Change from Previous Change Orders
Contract Price Prior to this Change Order \$82,302.50	Contract Time Prior to this Change Order
Net Increase of this Change Order \$232.00	Net Increase (Decrease) of Change Order
Contract Price with all Approved Change Orders \$82,534.50	Contract Time with Approved Change
Recommended By:  Jacob Moser, Civil Engineer	Approved By: _____ Astech Corp.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

George Tourville, Mayor

Date of Council Action:

November 25, 2019

CONSTRUCTION PAYMENT VOUCHER

ESTIMATE NO: One (1) FINAL

DATE: November 25, 2019

PERIOD ENDING: October 31, 2019

CONTRACT: 2019 Pavement Management Program

PROJECT NO: 2019-09E – Emulsified Asphalt Sealcoat

TO: Astech Corp.
P.O. Box 1025
St. Cloud, MN 56302

Original Contract Amount	\$82,302.50
--------------------------------	-------------

Total Addition (Change Order No. 1)\$232.00

Total Deduction\$0.00

Total Contract Amount.....\$82,534.50

Total Value of Work to Date.....\$82,534.50

Less Retained (0%)	\$0.00
--------------------------	--------

Less Previous Payment.....\$0.00

Total Approved for Payment this Voucher.....\$82,534.50

Total Payments including this Voucher\$82,534.50

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above-stated amount for work performed through October 31, 2019.

Signed by: Thomas J. Kaldunski
Thomas J. Kaldunski, City Engineer

November 25, 2019

Signed by: _____
Astech Corp.

Date _____

Signed by: _____
George Tourville, Mayor

November 25, 2019

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

ENGINEER'S REPORT OF FINAL ACCEPTANCE

**CITY PROJECT NO. 2019-09E
EMULSIFIED ASPHALT SEALCOAT**

November 25, 2019

TO THE CITY COUNCIL
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have received the work under contract to Astech Corp. The work consisted of emulsified asphalt sealcoating.

The contractor has completed the project in accordance with the contract.

It is recommended, herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$82,302.50
CHANGE ORDERS (Increase)	\$232.00
FINAL CONTRACT AMOUNT	\$82,534.50
FINAL VALUE OF WORK	\$82,534.50
PREVIOUS PAYMENTS	\$0.00
BALANCE DUE	\$82,534.50

Sincerely,



Thomas J. Kaldunski, P.E.
City Engineer

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

**RESOLUTION ACCEPTING WORK OF ASTECH CORP. AND AUTHORIZING FINAL PAYMENT IN
THE AMOUNT OF \$82,534.50**

**2019 PAVEMENT MANAGEMENT PROGRAM
CITY PROJECT NO. 2019-09E – EMULSIFIED ASPHALT SEALCOAT**

RESOLUTION NO. _____

WHEREAS, pursuant to a written contract with the City of Inver Grove Heights dated April 22, 2019, Astech Corp. satisfactorily completed improvements and appurtenances for the 2019 Pavement Management Program, City Project No. 2019-09E – Emulsified Asphalt Sealcoat.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS: That the work completed under this contract is hereby accepted and approved, and

BE IT FURTHER RESOLVED: That the Mayor and the City Clerk are hereby directed to issue a proper order for final payment on such contract, taking the contractor's receipt in full.

Adopted by the City Council of Inver Grove Heights this 25th day of Novemeber 2019.

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, Interim City Clerk

PAYMENT # 1 (FINAL)
2019 PAVEMENT MANAGEMENT PROGRAM
CITY PROJECT NO. 2019-09E
EMULSIFIED ASPHALT SEALCOAT

Item No.	Base Bid Schedule 1 (Trails)	Unit	Contract Qty.	FINAL Qty	Unit Price	Contract Estimated Price	FINAL Cost
1	Trail Sweeping	Hours	5	5	\$ 150.00	\$ 750.00	\$ 750.00
2	Seal Coating (Gilsonite Emulsified Asphalt)	SY	28,474	28,474	\$ 1.25	\$ 35,592.50	\$ 35,592.50
3	Traffic Control	LS	1	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Schedule 1 Subtotal:						\$ 39,342.50	\$ 39,342.50

Item No.	Base Bid Schedule 2 (Parking Lots)	Unit	Contract Qty.	FINAL Qty	Unit Price	Contract Estimated Price	FINAL Cost
1	Lot Sweeping	Hours	5	5	\$ 150.00	\$ 750.00	\$ 750.00
2	Seal Coating (Gilsonite Emulsified Asphalt)	SY	26,504	26,504	\$ 1.25	\$ 33,130.00	\$ 33,130.00
3	Linear Markings 4" Width Latex Solid White	LF	14,000	14,430	\$ 0.40	\$ 5,600.00	\$ 5,772.00
4	Pavement Message (Handicap) Latex	EA	8	9	\$ 60.00	\$ 480.00	\$ 540.00
5	Traffic Control	LS	1	1	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Schedule 2 Subtotal:						\$ 42,960.00	\$ 43,192.00

Total Base Bid: \$ 82,302.50 \$ 82,534.50

Original Contract Amount:	\$ 82,302.50
Current Contract Amount:	\$ 82,534.50
Change Order #1 FINAL Amount:	\$ 232.00

Contract Work Completed to Date:	\$ 82,534.50
Retainage (0%):	\$ -
Previous Payments:	\$ -
Amount Due This Final Payment #1:	\$ 82,534.50

ASTECH

ASPHALT SURFACE
TECHNOLOGIES
CORPORATION

P.O. BOX 1025 - ST. CLOUD, MN 56302 * 320/363-8500
FAX NO. 320/363-8700

AN EQUAL OPPORTUNITY EMPLOYER

INVOICE

INVOICE NO
19-522

SOLD TO CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVE
INVER GROVE HEIGHTS, MN 55077
55077

SHIP TO INVER GROVE HEIGHTS MN
CITY PROJECT NO. 2019-09E

ACCOUNT NO	PO NUMBER	JOB NUMBER	DATE SHIPPED	TERMS	INVOICE DATE	Page
INV GRO		B19158	8/20/2019	Net 30	10/31/2019	1

CITY PROJECT NO. 2019-09E - FINAL QUANTITIES:

QUANTITY	DESCRIPTION	UNIT PRICE	EXTENDED
	BASE BID SCHEDULE 1 (TRAILS)		
5	HRS TRAIL SWEEPING	150.00	750.00
28,474	S Y SEAL COATING	1.25	35,592.50
1	L S TRAFFIC CONTROL	3,000.00	3,000.00
	-SCHEDULE 1 SUBTOTAL:*		39,342.50*
	BASE BID SCHEDULE 2 (PARKING LOTS)		
5	HRS LOT SWEEPING	150.00	750.00
26,504	S Y SEAL COATING	1.25	33,130.00
14,430	L F LIN. MARKINGS 4" SOLID WHITE	0.40	5,772.00
✓ 9	EA PAVEMENT MESSAGE (HANDICAP)	60.00	540.00
1	L S TRAFFIC CONTROL	3,000.00	3,000.00
	-SCHEDULE 2 SUBTOTAL :*		43,192.00*

TOTAL AMOUNT 82,534.50

A SERVICE CHARGE OF 1.5 % PER MONTH (OR A MINIMUM CHARGE OF \$1.00 FOR BALANCES UNDER \$50.00) WHICH IS AN ANNUAL RATE OF 18 % WILL BE MADE ON ALL PAST DUE ACCOUNTS.

**PLEASE RETURN ONE COPY OF
INVOICE WITH PAYMENT**

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Agreement Relating to Landowner Improvements Within City Easement and Retaining Wall Maintenance Agreement for 5039 Brent Ave. (Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood)

Meeting Date: November 25, 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

TJK

SJT

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 Agreement Relating to Landowner Improvements Within City Easement and Retaining Wall Maintenance Agreement for 5039 Brent Ave. (Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood).

SUMMARY

The owner of 5039 Brent Ave. has requested permission from the City to construct landowner improvements within a City D&U Easement.

The owner, Chia Thao, has applied for a building permit and provided the required construction plans needed for landowner improvements. Chia Thao has signed an Agreement Relating to Landowner Improvements Within City Easement and Retaining Wall Maintenance Agreement (attached). A \$1,500.00 engineering escrow has been provided to cover City Attorney fees and any costs incurred by the City for review and inspection of the landowner improvements.

It is recommended that the City Council approve the Agreement Relating to Landowner Improvements Within City Easement and Retaining Wall Maintenance Agreement for 5039 Brent Ave.

TJK/mw

Attachments: Agreement Relating to Landowner Improvements Within City Easement
 Retaining Wall Maintenance Agreement

**AGREEMENT RELATING TO LANDOWNER
IMPROVEMENTS WITHIN CITY EASEMENT AT
5039 BRENT AVENUE,
INVER GROVE HEIGHTS, DAKOTA COUNTY, MINNESOTA**

THIS AGREEMENT RELATING TO LANDOWNER IMPROVEMENTS WITHIN CITY EASEMENT AT 5039 BRENT AVENUE, INVER GROVE HEIGHTS (Agreement) is made this 25th day of November, 2019, by and between the City of Inver Grove Heights (hereafter referred to as “City”), a Minnesota municipal corporation, and Chia Thao, a single person (hereafter referred to as “Landowner”). Based on the covenants, agreements, representations and recitals herein contained the parties agree as follows:

**ARTICLE 1
TERMS**

1.1 Terms. Unless specifically defined elsewhere in this Agreement, the following terms shall have the following meanings.

1.2 City. “City” means the City of Inver Grove Heights, a Minnesota municipal corporation.

1.3 Subject Land. “Subject Land” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described as follows:

Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood, Dakota County, Minn., Dakota County, Minnesota.

1.4 City Easement. “City Easement” means the following easement located on the Subject Land:

The Permanent Drainage and Utility Easement Agreement for Lot 5 and the South 22 Feet of Lot 4, Block 1, Glenwood recorded on May 1, 2019 as Dakota County Document No. 3302678.

1.6 Formal Notice. “Formal Notice” means notice given by one party to the other if in writing and if and when delivered or tendered either in person or by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage prepaid, addressed as follows:

IF TO LANDOWNER: Chia Thao
5039 Brent Avenue
Inver Grove Heights, MN 55076

1.7 Landowner Improvements. “Landowner Improvements” means the retaining wall located on the Subject Land within the City Easement.

1.9 Construction Plan. “Construction Plan” means the sketch attached as **Exhibit A** which identifies the location of the Landowner Improvements. The Construction Plan is on file with the City.

-2-

1.11 Pre-Encroachment Costs. “Pre-Encroachment Costs” means a reasonable estimate by the City of the costs the City would have incurred for City Utility Costs if the Landowner Improvements did not exist.

1.12 Cost Differential. “Cost Differential” means the difference between the Pre-Encroachment Costs and the City Utility Costs caused by the existence of the Landowner Improvements. The City’s reasonable determination of the amount of the Cost Differential shall be binding on the Landowners. The City’s reasonable determination shall be appropriately supported by cost estimates obtained from independent contractors or engineers.

ARTICLE 2 **RECITALS**

Recital No. 1. The undersigned Landowner is the fee title owner of the Subject Land located in Inver Grove Heights, Dakota County, Minnesota.

Recital No. 2 The City Easement is on the Subject Land. The City owns the City Easement. The City Easement Improvements are within the City Easement and future City Easement Improvements may be located within the City Easement.

Recital No. 3. Landowner has requested permission from the City to construct the Landowner Improvements within the City Easement for the benefit of the Subject Land.

Recital No. 4. Subject to the terms of this Agreement, the City is willing to allow the Landowner Improvements to be placed within the City Easement if the following conditions are met:

- a.) The Landowner maintains the Landowner Improvements;
- b.) The Landowner agrees to pay the City any Cost Differential relating to inspections, access, repair, maintenance and replacement of the City Easement Improvements and the placement of any future City Easement Improvements in the City Easement.
- c.) The Landowner agrees to temporarily remove the Landowner Improvements in the event the City has need to access the area where the Landowner Improvements exist in order for the City to inspect, repair, maintain, and replace the existing City Easement Improvements or construct future City Easement Improvements in the Easement Area.
- d.) The Landowner agrees to modify the Landowner Improvements if the Landowner Improvements interfere with the City Easement Improvements.

NOW, THEREFORE, THE CITY OF INVER GROVE HEIGHTS AND THE UNDERSIGNED LANDOWNER, FOR HIMSELF AND HIS SUCCESSORS AND ASSIGNS DOES HEREBY AGREE:

ARTICLE 3 **AGREEMENTS**

3.1 Construction And Maintenance Of Landowner Improvements. Under the terms and conditions stated herein, the Landowner, at Landowner's own cost, is hereby authorized by the City to construct the Landowner Improvements within the City Easement. The Landowner Improvements shall only be placed at the location specified in the Construction Plan. The Landowner Improvements must be constructed according to the Construction Plan.

The Landowner shall not place any other structures, fences, irrigation systems or buildings within the City Easement, except for the Landowner Improvements. The Landowner, at Landowner's expense, shall maintain and repair the Landowner Improvements.

The Landowner shall comply with all required City setbacks per the attached Construction Plan.

3.2 City Not Responsible For Landowner Improvements. Nothing contained herein shall be deemed an assumption by the City of any responsibility for construction, maintenance, replacement or repair of the Landowner Improvements.

3.3 Continuing Right To City Easement. Nothing contained herein shall be deemed a waiver or abandonment or transfer of the right, title and interest that the City holds to the City Easement.

3.4 Subordinate Position of Landowner Improvements. The Landowner Improvements are subordinate to the rights of the City in the City Easement and in the City Easement Improvements.

3.5 Risk of Loss. The Landowner understands and agrees that the Landowner Improvements within the City Easement may be adversely affected by use of the City Easement. The parties agree that the City is not responsible for such events; the City shall have no liability to the Landowner for such events. The Landowner assumes the risk of installing the Landowner Improvements in the City Easement area.

3.6 Landowner To Bear Cost of Relocating Landowner Improvements. The City is responsible for the repair and maintenance of the City Easement Improvements in the City Easement.

The City may require the Landowner to temporarily remove and subsequently replace the Landowner Improvements in the City Easement in order for the City to gain access to the City Easement Improvements for the purpose of inspecting, repairing, maintaining, or replacing the City Easement Improvements or adding future City Easement Improvements.

If the Landowner does not perform such tasks, the City may perform such tasks and in such case the Landowner shall reimburse the City for the City's costs and expenses. Prior to

commencing such tasks, the City shall send Formal Notice to the Landowner and allow the Landowner twenty (20) days from the date of the Formal Notice to perform the tasks. If the Landowner has not completed the work within the twenty (20) days, then the City may proceed to perform the tasks. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work. Bills not paid shall incur the standard penalty and interest established by the City for utility billings within the City.

3.7 Emergency. Notwithstanding the requirements contained in Sections 3.6 relating to a twenty (20) day Formal Notice to the Landowner to perform its obligations under Sections 3.6, the City shall not be required to give such Formal Notice if the City's engineer determines that an emergency exists. In such instance, the City, without giving Formal Notice to the Landowner may perform the work and in such case the Landowner shall reimburse the City for the costs and expenses relating to the work. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include, but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work. Bills not paid shall incur the standard penalty and interest established by the City for utility bills within the City.

3.8 Cost Differential. If a Cost Differential occurs relating to the access to or inspection, maintenance, repair or replacement of the City Easement Improvements or relating to construction of new City Easement Improvements in the future, then the Landowner shall pay the Cost Differential to the City. The Landowner must make payment for the Cost Differential within 30 days after the City has sent a written invoice for the Cost Differential to the Landowner.

3.9 Modifications To Landowner Improvements. If in the future the City reasonably determines that the Landowner Improvements interfere with access for inspection or with repair, maintenance, reconstruction, or replacement of City Easement Improvements, then the Landowner, at Landowner's own expense, shall make such modifications to the Landowner Improvements as directed by the City. Such modifications may include, but are not limited to, reconfiguration, removal and relocation of the Landowner Improvements.

If Landowner does not make the modifications, the City may make the modifications and in such case the Landowner shall reimburse the City for the City's costs and expenses. Prior to commencing such modifications, the City shall send Formal Notice to the Landowner and allow the Landowner twenty (20) days from the date of the Formal Notice to make the modifications. If Landowner does not completely make the modifications, the City may proceed to make the modifications. Once the City's costs and expenses have been determined by the City, the City shall send an invoice for such costs and expenses to the Landowner. The Landowner must pay the invoice within thirty (30) days after the date of the invoice. Such costs and expenses include,

but are not limited to, costs charged the City by third parties such as contractors as well as the costs for City personnel that may have performed the work relating to the modifications.

3.10 Remedies. If the Landowner fails to perform their obligations under this Agreement, then the City may avail itself of any remedy afforded by law or in equity and any of the following non-exclusive remedies:

- a.) The City may specifically enforce this Agreement.
- b.) If the Landowner fails to make payments under Section 3.6, 3.7, 3.8 or 3.9, then the City may certify to Dakota County the amounts due as payable with the real estate taxes for the Subject Land in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Landowner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Subject Land.

Further, as an alternate means of collection, if the written billing is not paid by the Landowner, the City, without notice and without hearing, may specially assess the Subject Land for the costs and expenses incurred by the City. The Landowner hereby waives any and all procedural and substantive objections to special assessments for the costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Subject Land. The Landowner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Landowner acknowledges that the benefit from the performance of tasks by the City equals or exceeds the amount of the charges and assessments for the costs that are being imposed hereunder upon the Subject Land.

No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.

3.11 Indemnification. The Landowner shall indemnify, defend and hold the City, its council, agents, consultants, attorneys, employees and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies including interest, penalties and attorneys' fees, that the City incurs or suffers, which arise out of, result from or relate to any of the following:

- a.) The Landowner Improvements;

- b.) Installation and maintenance of the Landowners Improvements;
- c.) Failure by the Landowner to observe or perform any covenant, condition, obligation or agreement on their part to be observed or performed under this Agreement; and
- d.) Use of the City Easement for Landowner Improvements.

3.12 City Duties. Nothing contained in this Agreement shall be considered an affirmative duty upon the City to perform the Landowner's obligations contained in Article 3 if the Landowner does not perform such obligations.

3.13 No Third Party Recourse. Third parties shall have no recourse against the City under this Agreement.

3.14 Recording. The City may record this Agreement with the Dakota County Recorder.

3.15 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Subject Land and shall be binding upon the heirs, successors, administrators and assigns of the parties.

This Agreement shall also be binding upon all after-acquired rights, interests and title of the parties that may be acquired from and after the date of this Agreement.

3.16 Amendment And Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement and performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

3.17 Governing Law. This Agreement shall be governed by and construed in accord with the laws of the State of Minnesota.

3.18 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

3.19 Headings. The subject headings of the sections in this Agreement are included for purposes of convenience only and shall not affect the construction of interpretation of any of its provisions.

[the remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF, the parties have executed this Agreement the year and day first set forth above.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville
Its Mayor

ATTEST:

Joe Lynch, City Administrator and Deputy Clerk

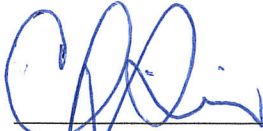
(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 25th day of November, 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 municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Administrator and Deputy Clerk acknowledged said instrument to be the free act and deed of said municipality.

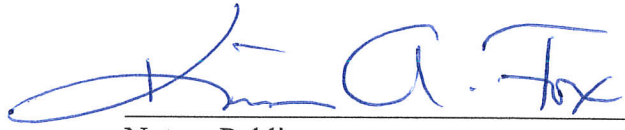
Notary Public

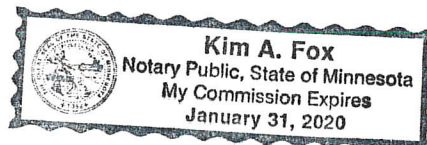
LANDOWNER:


Chia Thao

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

On this 10th day of October, 2019, before me a Notary Public within and for said County, personally appeared Chia Thao, a single person, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.

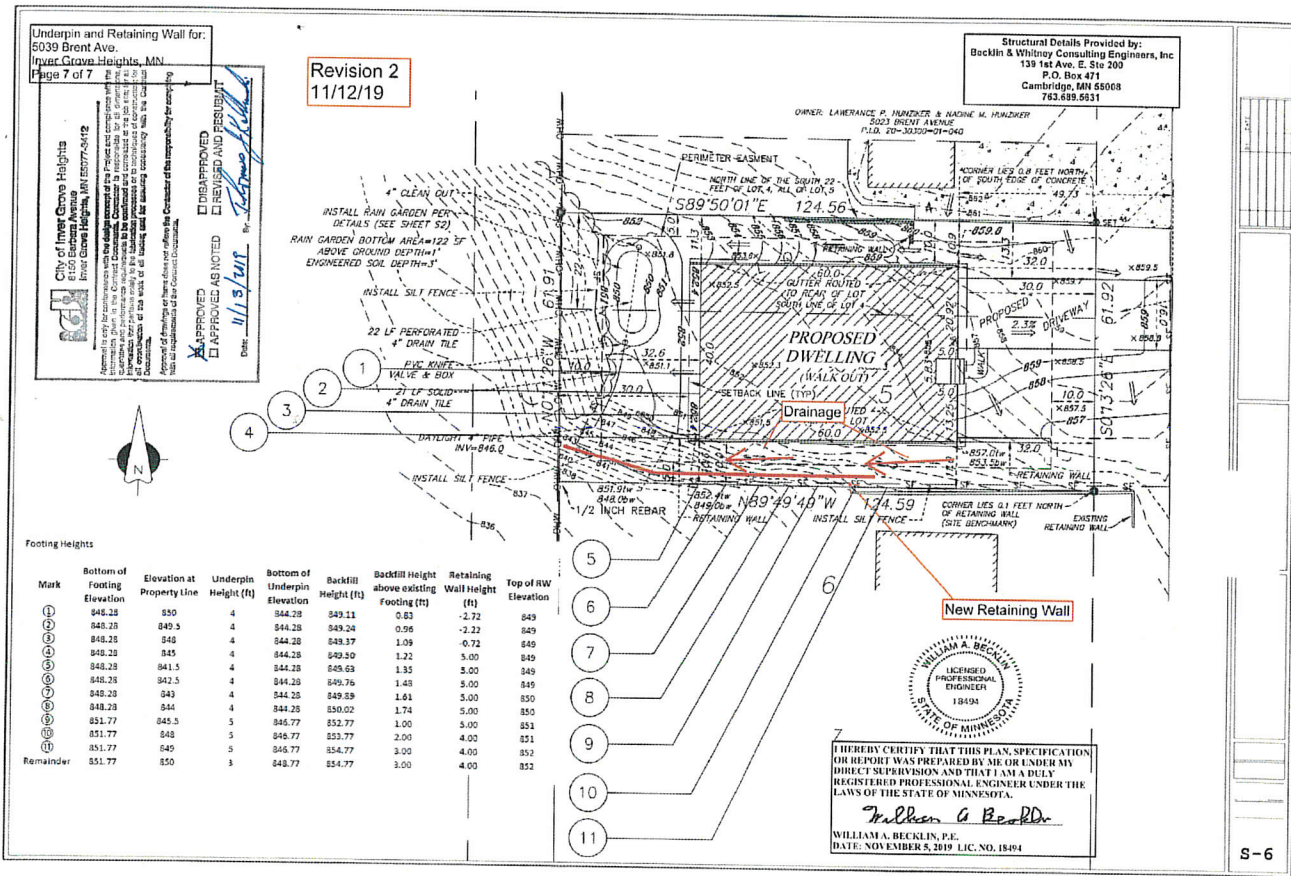

Notary Public



This instrument was drafted by:
Timothy J. Kuntz
LeVander, Gillen & Miller, P.A.
633 South Concord Street, Suite 400
South St. Paul, Minnesota 55075
(651)451-1831

After recording, please return to:
Timothy J. Kuntz
LeVander, Gillen & Miller
633 South Concord Street, Suite 400
South St. Paul, Minnesota 55075
(651)451-1831

EXHIBIT A
CONSTRUCTION PLAN



RETAINING WALL MAINTENANCE AGREEMENT
FOR 5039 BRENT AVENUE, INVER GROVE HEIGHTS, MINNESOTA

THIS RETAINING WALL MAINTENANCE AGREEMENT FOR 5039 BRENT AVENUE, INVER GROVE HEIGHTS (hereafter referred to as “Agreement”) is made, entered into and effective this 25th day of November, 2019, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as “City”) and Chia Thao, a single person, (hereafter referred to as Lot Owner and Responsible Owner). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

1.1 Terms. The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below.

1.2 City. “City” means the City of Inver Grove Heights, a Minnesota municipal corporation.

1.3 Lot Owner. “Lot Owner” means Chia Thao, a single person, and his successors and assigns.

1.4 Retaining Wall Facilities. “Retaining Wall Facilities” means each and all of the following, individually and collectively, to the extent located within the Lot:

The retaining wall structure, retaining wall foundation, retaining wall anchors, retaining wall fencing, and retaining wall drainage collection appurtenances, retaining wall drainage piping, and retaining wall drainage discharge appurtenances lying within the Lot.

1.5 Retaining Wall Construction Plan. “Retaining Wall Construction Plan” means the plan prepared by Becklin & Whitney Consulting Engineers, Inc. dated November 5, 2019 and approved by the City Engineer on November 13, 2019. The Retaining Wall Construction Plan is attached as **Exhibit B**.

1.6 Lot. “Lot” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota legally described on the attached **Exhibit A**.

1.7 Responsible Owner. “Responsible Owner” means the fee title owner of the Lot during the period of time that it or they own fee title to the Lot.

1.8 Maintenance Standards. “Maintenance Standards” means the Standards of Maintenance as defined in Article 3, Section 3.3 of this Agreement.

1.9 DPW. “DPW” means the City’s Director of Public Works.

ARTICLE 2 **RECITALS**

Recital No. 1. Lot Owner owns the Lot.

Recital No. 2. Lot Owner intends to construct the Retaining Wall Facilities on the Lot within a City drainage and utility easement pursuant to the Retaining Wall Construction Plan.

Recital No. 3. The City is willing to allow the Responsible Owner to construct the Retaining Wall Facilities on the Lot within the City drainage and utility easement if Lot Owner executes this Retaining Wall Maintenance Agreement.

Recital No. 4. By this Agreement the parties seek to:

- a.) impose upon the Responsible Owner the responsibility of maintaining the Retaining Wall Facilities consistent with the Maintenance Standards, notwithstanding the fact that the Retaining Wall Facilities will exist within easements dedicated or granted to the City and the public; and
- b.) provide a mechanism where the City may charge-back to the Responsible Owner any maintenance work that the City performs with respect to the Retaining Wall Facilities in the event the Responsible Owner fails to perform its obligations to maintain the Retaining Wall Facilities consistent with the Maintenance Standards.

Recital No. 5. Lot Owner is currently the only Responsible Owner.

ARTICLE 3 **RESPONSIBILITY FOR MAINTENANCE**

3.1 Construction of Retaining Wall Facilities. Lot Owner agrees that by a date reasonably determined by the City Engineer, the Retaining Wall Facilities shall be constructed and installed in accordance with the Retaining Wall Construction Plan at the sole expense of Lot Owner.

3.2 Maintenance of Retaining Wall Facilities. The Responsible Owner is obligated at its expense to perpetually maintain the Retaining Wall Facilities in accordance with the Standard of Maintenance set forth in Section 3.3 hereof. The Responsible Owner shall not modify, alter, remove, or eliminate the Retaining Wall Facilities for as long as the Retaining

Wall Facilities exist. The Responsible Owner shall also ensure that the Retaining Wall Facilities always remain safe, structurally sound and otherwise in compliance with the professional engineering retaining wall designs as reflected in the Retaining Wall Construction Plan and in industry standards (as amended from time to time). All entities that fall within the definition of Responsible Owner have the joint and several obligations of the defined Responsible Owner. The responsibility of the Responsible Owner for maintaining the Retaining Wall Facilities on the Lot exists even though the event or omission which caused the need for maintenance of the Retaining Wall Facilities may arise on property outside of the Lot.

3.3 Standard of Maintenance. The Standard of Maintenance for the Retaining Wall Facilities shall comply with the minimum standards of the Minnesota State Building Code and any applicable provisions of the Inver Grove Heights City Code (as amended from time to time, by amendment of general applicability). In addition, the Standard of Maintenance shall keep the Retaining Wall Facilities in reasonable conformance with the original professional engineering retaining wall designs reflected in the Retaining Wall Construction Plan and in industry standards (as amended from time to time), and the Standard of Maintenance shall include the same standards that the City's Director of Public Works utilizes for similar retaining wall systems that the City maintains, as those standards are from time to time amended. The Retaining Wall Construction Plan is on file with the City.

3.4 Notice of Non-Compliance with Section 3.1; Cure Period. If the City's Director of Public Works ("DPW") determines, at his or her reasonable discretion, that the Responsible Owner has not complied with Section 3.1 hereof, the DPW shall provide written notice to the Responsible Owner of such failure to comply with Section 3.1. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with Section 3.1, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as determined by the DPW, to cure the default provided the Responsible Owner has commenced construction of the Retaining Wall Facilities within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with Section 3.1, in the event of an emergency as determined by the DWP, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with Section 3.1. If the City performs emergency construction work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency construction work, and the City shall follow those procedures set forth in Sections 3.5 and 3.6 with respect to the billing, collection and/or tax certification of such costs.

3.5 Payment of Costs Incurred by City. If the Responsible Owner fails to comply with Section 3.1 within thirty (30) days after delivery of the written notice, or in the case of an emergency situation as determined by the DPW, the City may perform those tasks necessary for compliance with Section 3.1 and the City shall have the right of access to the areas where the Retaining Wall Facilities are to be located to perform such construction work. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance with Section 3.1 to the Responsible Owner.

The amount of costs charged by the City to the Responsible Owner shall be the usual and customary amounts charged by the City given the task, work, construction or improvement

performed by the City to ensure compliance with Section 3.1. The Responsible Owner shall make payment directly to the City within twenty (20) days after invoicing ("Due Date") by the City. Bills not paid by the Due Date shall incur the standard penalty and interest established by the City for utility billings within the City.

3.6 Certification of Costs Payable With Taxes; Special Assessments. If payment is not made under Section 3.5 by the Responsible Owner with respect to the Lot, the City may certify to Dakota County the amounts due as payable with the real estate taxes for the Lot in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Responsible Owner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Lot.

Further, as an alternate means of collection, if the written billing is not paid by the Responsible Owner, the City, without notice and without hearing, may specially assess the Lot for the costs and expenses incurred by the City. The Responsible Owner hereby waives any and all procedural and substantive objections to special assessments for such costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Lot. The Responsible Owner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Responsible Owner acknowledges that the benefit from the performance of the tasks by the City to ensure compliance with Section 3.1 equals or exceeds the amount of the charges and assessments for compliance with Section 3.1 that are being imposed hereunder upon the Lot.

3.7 Notice of Non-Compliance with Section 3.2; Cure Period. If the City's Director of Public Works ("DPW") determines, at his reasonable discretion, that the Responsible Owner has not complied with the Standard of Maintenance, the DPW shall provide written notice to the Responsible Owner of such failure to comply with the Standard of Maintenance. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with the Standard of Maintenance, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as determined by the DPW, to cure the default provided the Responsible Owner has commenced a suitable cure within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with the Standard of Maintenance, in the event of an emergency as determined by the DPW, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with the Standard of Maintenance. If the City performs emergency service work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency service work, and the City shall follow those procedures set forth in Sections 3.8 and 3.9 with respect to the billing, collection and/or tax certification of such costs.

3.8 Payment of Costs Incurred by City. If the Responsible Owner fails to comply with the Standard of Maintenance within thirty (30) days after delivery of the written notice, or in the case of an emergency situation as determined by the DPW, the City may perform those tasks necessary for compliance and the City shall have the right of access to the areas where the Retaining Wall Facilities are located to perform such work. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance to the Responsible Owner.

The amount of costs charged by the City to the Responsible Owner shall be the usual and customary amounts charged by the City given the task, work, or improvement performed by the City to ensure compliance with the Standard of Maintenance. The Responsible Owner shall make payment directly to the City within twenty (20) days after invoicing ("Due Date") by the City. Bills not paid by the Due Date shall incur the standard penalty and interest established by the City for utility billings within the City.

3.9 Certification of Costs Payable With Taxes; Special Assessments. If payment is not made under Section 3.8 by the Responsible Owner with respect to the Lot, the City may certify to Dakota County the amounts due as payable with the real estate taxes for the Lot in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Responsible Owner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Lot.

Further, as an alternate means of collection, if the written billing is not paid by the Responsible Owner, the City, without notice and without hearing, may specially assess the Lot for the costs and expenses incurred by the City. The Responsible Owner hereby waives any and all procedural and substantive objections to special assessments for the maintenance costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Lot. The Responsible Owner waives any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Responsible Owner acknowledges that the benefit from the performance of maintenance tasks by the City to ensure compliance with the Standard of Maintenance equals or exceeds the amount of the charges and assessments for the maintenance costs that are being imposed hereunder upon the Lot.

3.10 Obligation For Maintenance Notwithstanding Public Easement. The Responsible Owner agrees that its obligations relating to maintenance of the Retaining Wall Facilities exist notwithstanding the fact that the Retaining Wall Facilities may be located in whole or in part within public easements.

The City hereby grants to the Responsible Owner a temporary right and license to enter public easements and public road rights-of-way for the purpose of performing the maintenance obligations relating to the Retaining Wall Facilities for the duration of the performance of the maintenance. The Responsible Owner hereby grants to the City a temporary right and license to access and enter the Lot for the purpose of performing maintenance of the Retaining Wall Facilities for the duration of the performance of the maintenance.

3.11 Indemnification of City. Responsible Owner shall indemnify, defend and hold the City, its council, agents, employees, attorneys and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties and attorneys' fees, that the City incurs or suffers, which arise out of, result from or relate to:

- a.) failure by the Responsible Owner to observe or perform any covenant, conditions, obligation or agreement on their part to be observed or performed under this Agreement;

- b.) failure by the Responsible Owner to pay contractors, subcontractors, laborers, or materialmen;
- c.) failure by the Responsible Owner to pay for any materials that may be used by the Responsible Owner to maintain the Retaining Wall Facilities;
- d.) construction of the Retaining Wall Facilities.

3.12 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City to exercise any remedy reserved to it, it shall not be necessary to give notice, other than the notice, if any, required by this Agreement.

ARTICLE 4 **CITY'S COVENANTS**

4.1 Compliance with Encroachment Agreement. The City agrees that if Responsible Owner executes this Retaining Wall Maintenance Agreement and complies with the other conditions contained in the Agreement Relating to Landowner Improvements Within City Easement (Encroachment Agreement) between the parties of even date herewith, then the City will allow the Responsible Owner to construct the Retaining Wall Facilities within the City drainage and utility easement pursuant to the Retaining Wall Construction Plan.

ARTICLE 5 **MISCELLANEOUS**

5.1 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with Lot and shall be binding upon the parties and the successors and assigns of the parties. This Agreement shall also be binding on and apply to any title, right and interest of the Lot Owner in the Lot acquired by the Lot Owner after the execution date of this Agreement or after the recording date of this Agreement.

Upon request by a Responsible Owner, the City will prepare for the Responsible Owner, at standard City charges, a special assessment search indicating the extent to which, if any, there is a levied or pending special assessment under Section 3.6 and/or Section 3.9 hereof.

5.2 Amendment and Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement, waive performance of any obligations by the other or waive the

fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

5.3 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

5.4 Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

5.5 Consent. Lot Owner consents to the recording of this Agreement.

5.6 Notice. Notice shall means notices given by one party to the other if in writing and if and when delivered or tendered either in person or by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, addressed as follows:

If to City: City of Inver Grove Heights
Attention: City Administrator
8150 Barbara Avenue
Inver Grove Heights, MN 55077

If to Lot Owner: Chia Thao
5039 Brent Avenue
Inver Grove Heights, MN 55076

or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing if mailed as provided above, provided, that a notice not given as above shall, if it is in writing, be deemed given if and when actually received by a party.

IN WITNESS WHEREOF Lot Owner and the City have entered into this Agreement on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville
Its: Mayor

ATTEST:

Joe Lynch, City Administrator and Deputy Clerk

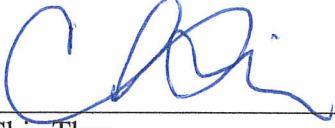
(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 25th day of November, 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 municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Administrator and Deputy Clerk acknowledged said instrument to be the free act and deed of said municipality.

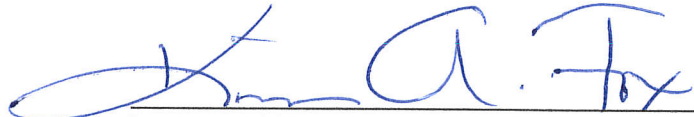
Notary Public

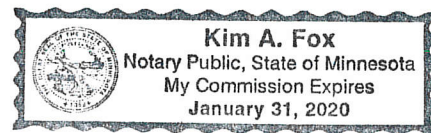
LOT OWNER


Chia Thao

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

On this 10th day of October, 2019, before me a Notary Public within and for said County, personally appeared Chia Thao, a single person, to me personally known to be the person described in and who executed the foregoing instrument and acknowledged that he executed the same as his free act and deed.


Notary Public



THIS INSTRUMENT DRAFTED BY:

Timothy J. Kuntz
LeVander, Gillen, & Miller, P.A.
633 South Concord Street
Suite 400
South St. Paul, MN 55075
(651) 451-1831

AFTER RECORDING PLEASE

RETURN TO:

Timothy J. Kuntz
LeVander, Gillen & Miller, P.A.
633 South Concord Street
Suite 400
South St. Paul, MN 55075
(651) 451-1831

EXHIBIT A
LEGAL DESCRIPTION OF LOT

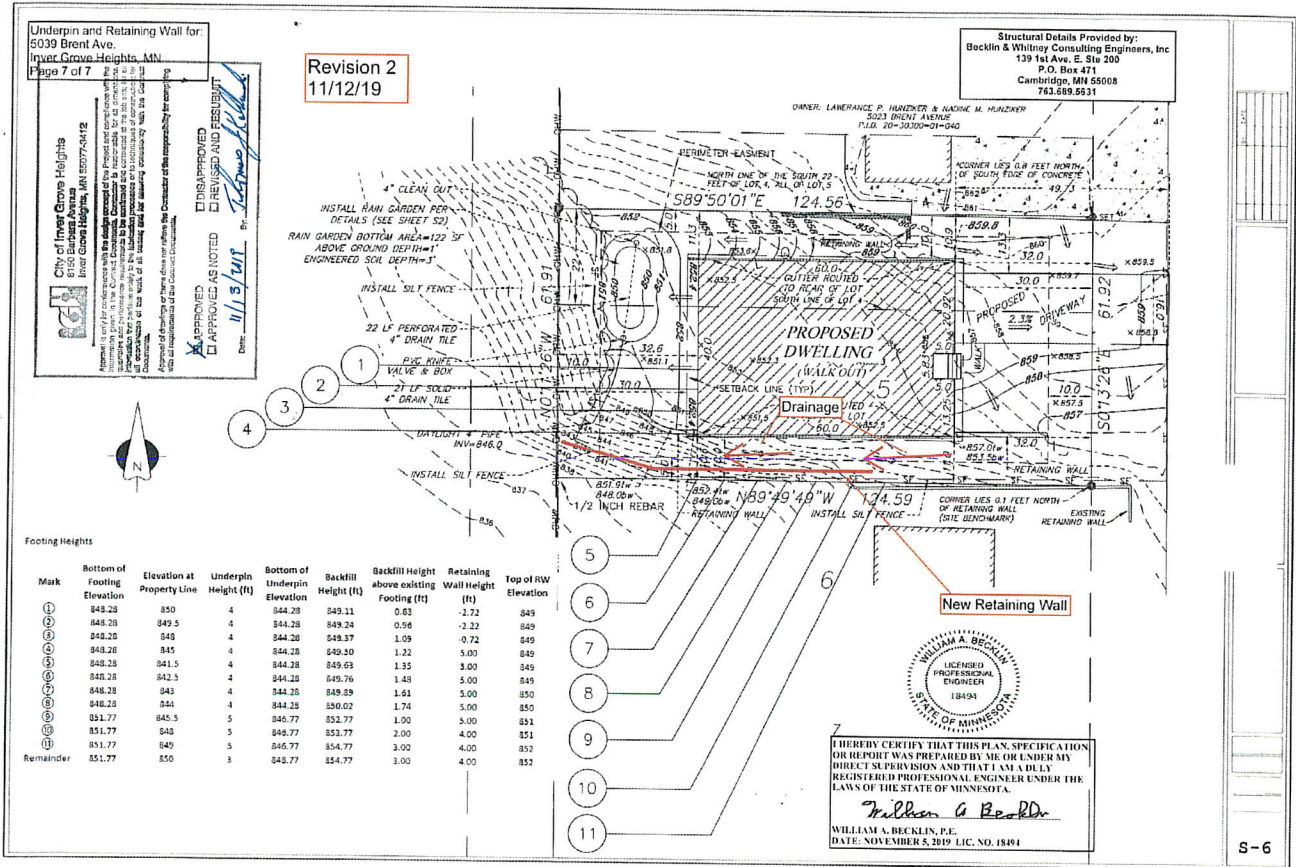
Real Property located in the City of Inver Grove Heights, Dakota County, Minnesota, described as follows:

Lot 5 and the South 22 feet of Lot 4, Block 1, Glenwood, Dakota County, Minn.,
Dakota County, Minnesota.

Abstract Property

EXHIBIT B

RETAINING WALL CONSTRUCTION PLAN



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolutions Establishing Utility Rates for 2020

Meeting Date: November 25, 2019
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SDT*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider three separate resolutions establishing water, sanitary sewer and storm water rates for 2020.

SUMMARY

The proposed rate increase for water follows the recommendation presented in the May 2016 rate study update that was prepared by Ehlers and Associates. The study recommended that the water rate be increased by 2.0 percent.

The proposed rate increase for sanitary sewer follows the recommendation presented in the May 2016 rate study update that was prepared by Ehlers and Associates. The study recommended that the sanitary sewer rate be increased by 3.5 percent.

I recommend that the storm water utility rates be increased by 5 percent. This rate increase moves toward the goal of having the City's storm water-related costs covered by user fees instead of property taxes.

I recommend passage of the three resolutions establishing utility rates for 2020, with water rates increasing by 2.0 percent, sanitary sewer rates increasing by 3.5 percent, and storm water rates increasing by 5.0 percent.

SDT/kf

Attachment: Resolutions

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

RESOLUTION NO. _____

RESOLUTION ESTABLISHING WATER UTILITY RATES EFFECTIVE JANUARY 1, 2020

WHEREAS, Title 8, Chapter 2, Section 8-2-10A of the City Code states that the City Council shall determine water rates by resolution.

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

Water utility usage rates, commencing January 1, 2020 for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less	\$23.55 per quarter
6,001 – 20,000 gallons.....	\$2.73 per 1,000
20,001 – 40,000 gallons.....	\$3.15 per 1,000
40,001 and more gallons.....	\$3.40 per 1,000

The minimum charge per quarter shall be \$23.55

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$7.85 per unit/month
2,001 – 7,000 gallons	\$2.73 per 1,000
7,001 – 13,000 gallons	\$3.15 per 1,000
13,001 and more gallons	\$3.40 per 1,000

The minimum charge per unit per month shall be \$7.85

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$7.85 per month
2,001 – 7,000 gallons.....	\$2.73 per 1,000
7,001 – 13,000 gallons.....	\$3.15 per 1,000
13,001 and more gallons.....	\$3.40 per 1,000

The minimum charge per month shall be \$7.85

Special Senior Rates

0 – 6,000 gallons per quarter	\$11.55 per quarter
6,001 and more gallons.....	Same as applicable rate above

Adopted this 25th day of November 2019 by the City Council of Inver Grove Heights, MN

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, Interim Deputy Clerk

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

RESOLUTION NO. _____

RESOLUTION ESTABLISHING SEWER UTILITY RATES EFFECTIVE JANUARY 1, 2020

WHEREAS, Title 8, Chapter 4, Section 8-4-6 of the City Code states that the City Council shall determine sewer rates by resolution.

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

Sewer utility usage rates outside the Northwest Area, commencing January 1, 2020, for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less	\$36.39 per quarter
All over 6,000 gallons	\$4.59 per 1,000 gallons

The minimum charge per quarter shall be \$36.39

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$12.11 per unit/per month
All over 2,000 gallons	\$4.59 per 1,000 gallons

The minimum charge per unit per month shall be \$12.11

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$12.11 per month
All over 2,000 gallons	\$4.59 per 1,000 gallons

The minimum charge per month shall be \$12.11

Sewer utility usage rates inside the Northwest Area, commencing January 1, 2020, for monthly and quarterly billings are established as follows:

Single Family Dwelling

The first 6,000 gallons or less	\$48.39 per quarter
All over 6,000 gallons	\$6.59 per 1,000 gallons

The minimum charge per quarter shall be \$48.39

Multi-Family/Mobile Homes

The first 2,000 gallons or less	\$16.11 per unit/per month
All over 2,000 gallons	\$6.59 per 1,000 gallons

The minimum charge per unit per month shall be \$16.11

Commercial/Institutional/Industrial

The first 2,000 gallons or less	\$16.11 per month
All over 2,000 gallons	\$6.59 per 1,000 gallons

The minimum charge per month shall be \$16.11

Adopted this 25th day of November 2019 by the City Council of Inver Grove Heights, MN

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, Interim Deputy Clerk

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

**RESOLUTION ESTABLISHING STORM WATER UTILITY RATES EFFECTIVE JANUARY 1, 2020
RESOLUTION NO. _____**

WHEREAS, Ordinance No. 1155, approved June 11, 2007, created a storm water utility; and

WHEREAS, Ordinance No. 1155 provided for the establishment and imposition of fees to pay the normal, reasonable, and current costs of constructing, operating, maintaining and improving the storm water management system; and

WHEREAS, a fee schedule has been developed that considers the relative use of the storm water management system by different types of land uses.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS THAT: Monthly storm water utility rates, commencing January 1, 2020 are established as follows:

Storm Water Utility Group		Per Lot (L) or Acre (A)	Rural (Base Fee)	Urban (Base + Surcharge)	NWA Developed (Base + Surcharge)
			Monthly	Monthly	Monthly
Single-Family Residential	R-1A	L	\$ 1.47	\$ 4.28	\$ 12.83
	R-1B	L	0.94	2.74	8.24
	R-1C	L	0.81	2.02	6.11
	Estate (5 ac cap)	A	1.06	3.06	9.14
Multiple Family Residential	R-2 (Duplex/Twinhomes)	A	2.32	6.71	20.15
	R-3 (6+ units/ac)	A	2.74	7.95	23.84
	R-4 (Manufactured Home)	A	3.16	9.17	27.50
Other	Agricultural/Open Space (10 ac cap)	A	0.64 ⁽¹⁾	1.84	0.64 ⁽¹⁾
	Business District	A	4.64	13.43	40.33
	General Business	A	6.12	17.71	53.15
	Shopping Center	A	5.28	15.27	45.83
	Industrial	A	4.43	12.82	38.50
Public/ Institutional	Schools/Churches/Other	A	2.74	7.95	23.84
	Golf Courses/Cemeteries/Parks	A	0.64 ⁽¹⁾	1.94	5.50
	City Facilities	A	4.64	13.43	40.33

⁽¹⁾The minimum annual fee per parcel is \$9.60.

These fees shall be included in the existing utility billing for parcels on City sewer or water, or they will be a new billing for parcels not on City sewer or water.

Adopted this 25th day of November 2019 by the City Council of Inver Grove Heights, Minnesota

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Joe Lynch, Interim Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: November 25, 2019
 Item Type: Consent Agenda
 Contact &
 Reviewed by: Janet Shefchik, HR Manager
 Prepared by: Cora Bauer

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:

Full-Time Employment:

Amy Hove, Finance Director

Amy Hove has been offered the position of Finance Director for the City. Amy has been the Finance Director for Lake City since 2016. Prior to that, she was the Controller for Goodhue County and held a number of other finance positions there from 1998 to 2016, including Treasurer and Chief Deputy Auditor. Amy is a member of the Government Finance Officers Association (GFOA) and a Certified MN County Treasurer (MACATFO). Amy received her Bachelor's Degree in Accounting and minor in Economics from Luther College in Decorah, Iowa.

Temp/Seasonal Parks/Recreation/VMCC Hires:

Molly Wilhelmson, Lifeguard
 McKenna Caulfield, Birthday Party Host
 Caroline Kitchen, Lifeguard
 Elle Boone, Birthday Party Host
 Ethan Kelly, Fitness Attendant
 Arianna Steenberg, Pool Attendant
 Westley Kinkade, Lifeguard

Voluntary Resignations and/or Terminations:

Ian Gonder, Fitness Worker
 MacKenzie Gall, Fitness/Childcare Worker
 Jake Martin, Fitness Worker/Trainer/Instructor
 Adam Hjelm, VMCC Operations Helper

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider approval of renewal applications for liquor licenses for the 2020 calendar year.

Meeting Date: November 25, 2019
 Item Type: Public Hearing
 Contact: 651-450-2464
 Prepared by: Michelle Calvert
 Reviewed by: Joe Lynch

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED: Conduct a public hearing and consider approval of renewal applications for liquor licenses for the 2020 calendar year.

SUMMARY:

The City received applications for the renewal liquor licenses for 2020. The public hearing notice was published on November 16, 2019 in the Pioneer Press.

Each renewal application was accompanied by the necessary license fees and liability insurance certificates. All background investigations were completed by the Police Department.

There are four establishments that have had changes in officers or managers, and additional information is needed. Those officers and managers are required to undergo background investigations. Those establishments (noted on the following page) have been notified and those changes will be processed normally.

Information regarding completion of alcohol-server training was also provided with each application to verify that all employees engaged in the serving/selling of alcohol received training within the last 24 months.

There are six establishments that were identified as having outdated alcohol-server training compliance. Those establishments have been contacted and are identified on the following page.

RECOMMENDATION:

Council may conditionally approve the renewal license applications, contingent upon the applicants' providing to staff whatever missing information is necessary by a specific date, to the satisfaction of staff.

If the applicant fails to provide the necessary "missing" information (or satisfactorily pass a background check) to the full satisfaction of staff, the renewal license will not be issued, and the applicant will be without a liquor license from January 1 through at the earliest January 13th, 2020.

2020 Liquor License Renewals

Establishments With New/Additional Officers or Managers:

- 1) **Cub Foods** has added David Scott Faulhaber as a Store Manager. He must go through a full background investigation. Paperwork has been received.
- 2) **Moose Lodge 1088** has added officer Robert Wayne Currence. He must go through a full background investigation. In addition, an existing officer, Joshua Biermeier did not provide a Criminal History Background Investigation Authorization so that the Police Department can complete his background check.
- 3) **Pilot Travel Centers** has added officer Kevin Gwaltney Wills. He must go through a full background investigation. Pilot Travel Centers has also added Roxann Marie Poissant as a Store Manager. She must also go through a full background investigation.
- 4) **Northern Tier (Speedway)** has added officer Steven Arndt Morris. He must go through a full background investigation. In addition, Speedway Store #4411 has added Robert Lange Garagiola as Store Manager, and Speedway Store #4548 has added Antonio VaShawn Bennett as Store Manager. Both Robert Garagiola and Antonio Bennett must go through full background investigations. Paperwork for Robert Garagiola has been received.

Establishments With Outdated or Missing Liquor-Server Training Compliance:

- 1) **AMC Theatre** – They have indicated they are working on bringing everyone into compliance.
- 2) **Arbor Pointe Golf Club** – no follow-up contact has been made yet.
- 3) **IWA Sushi** – They have indicated they are working on bringing everyone into compliance.
- 4) **Pilot Travel Center** -They have indicated they are working on bringing everyone into compliance.
- 5) **Speedway Store #4548** -- They have indicated they are working on bringing everyone into compliance.
- 6) **Trail Liquor** - no follow-up contact has been made yet.

All establishments noted above have been contacted and put on notice that their renewal licenses may not be distributed until and unless the necessary paperwork, fees, and trainings have been completed.

A complete listing of all Liquor Licenses is on the next page.

Complete List of Liquor Licenses in 2019

Casey's General Store #3825	3.2 Off-Sale	Not Renewing License
Cub Foods	3.2 Off-Sale	
Pilot Travel Centers LLC	3.2 Off-Sale	
Speedway #4411	3.2 Off-Sale	
Speedway #4548	3.2 Off-Sale	
Arbor Pointe Golf Club	3.2 On-Sale & Sunday	
Inver Grove Brewing Company	Brew Pub Off Sale	
Moose Lodge #1088	Club On Sale & Sunday - City	
Old World Pizza	Municipal Wine & Strong Beer	
451 Beer	Off-Sale	
A & M Liquor	Off-Sale	
Arbor Pointe Liquors	Off-Sale	
Cameron's Warehouse Liquors	Off-Sale	
Gold Palace Liquor	Off-Sale	
Market Liquor	Off-Sale	
MGM Wine & Spirits	Off-Sale	Not Renewing License
Salem Liquors	Off-Sale	Not Renewing License
Trail Liquor	Off-Sale	
King of Diamonds	On-Sale (NO SUNDAY)	
AMC Theatres	On-Sale & Sunday	
Applebee's Neighborhood Grill & Bar	On-Sale & Sunday	
B-52 Burgers and Brew	On-Sale & Sunday	
Celts Pub	On-Sale & Sunday	
Drkula 32 Bowl	On-Sale & Sunday	
El Azteca	On-Sale & Sunday	
Inver Wood Golf Course	On-Sale & Sunday	
IWA Sushi	On-Sale & Sunday	
Jersey Bar & Grill	On-Sale & Sunday	
L.W.'s Bierstube	On-Sale & Sunday	
Mississippi Pub	On-Sale & Sunday	
Outback Steakhouse	On-Sale & Sunday	
Overboard Bar & Grill	On-Sale & Sunday	
Inver Grove Brewing Company	On-Sale & Sunday	
That Cooking School	On Sale & Sunday Cooking School Class	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

ALCOHOL COMPLIANCE CHECK FAILURES

Meeting Date: November 25, 2019
 Item Type: Public Hearing
 Prepared by: Joshua Otis, Commander
 Reviewed by: Melissa Chiodo, Police Chief
 Contact: 651-450-2528

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Per City of Inver Grove Heights Ordinance 4-1-19 Subd C, a public hearing is needed before revocation or suspension of a liquor license is ordered by the council.

SUMMARY

On Monday, October 28th, 2019 the Inver Grove Heights Police Department conducted alcohol compliance checks of all available liquor license holders. As a result of this compliance check, four (4) current liquor license holders sold, furnished or delivered an intoxicating liquor to a person under the age of twenty-one (21) years in violation of MN State Statute and Inver Grove Heights City Ordinance.

The four (4) liquor license holders were;

Drkula's 32 Bowl
 6710 Cahill Ave
 Inver Grove Heights, MN 55076

Inver Grove Brewing Company
 9051 Buchanan Trail
 Inver Grove Heights, MN 55076

Old World Pizza
 5660 Bishop Ave
 Inver Grove Heights, MN 55076

Speedway #4411
 7501 Concord Blvd
 Inver Grove Heights, MN 55076

The public hearing is scheduled for tonight, November 25, to discuss the violations. A police department representative served all four (4) businesses with the failure notification and notice of the hearing date. The Interim Deputy Clerk published the notice of a public hearing in the South-West Review local paper on August 11, 2019.

Upon a finding by the City Council that a violation occurred, the City Council may impose penalties exceeding the minimum penalty as outlined in the City of Inver Grove Heights Ordinance 4-1-19: Civil Penalties and Sanctions; Subd A and Subd B.

Subd A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Subd B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity, and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination of whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

- First violation within the last five (5) years: Seven hundred fifty dollars (\$750.00) civil penalty.
- Second violation within the last five (5) years: One Thousand dollars (\$1000.00) civil penalty and one-day license suspension.

According to our records, within the last five (5) years, this is **the first violation for:**

Inver Grove Brewing Company
9051 Buchanan Trail
Inver Grove Heights, MN 55076

Old World Pizza
5660 Bishop Ave
Inver Grove Heights, MN 55076

Speedway #4411
7501 Concord Blvd
Inver Grove Heights, MN 55076

According to our records, within the last five (5) years, this is **the second violation for;**

Drkula's 32 Bowl
6710 Cahill Ave
Inver Grove Heights, MN 55076

Drkula's 32 Bowl first violation occurring within the last five (5) years was on July 20, 2016.

STAFF RECOMMENDATION

Issue and administer the presumptive penalty pursuant to City Code Section 4-1-19 Subd B.

For the first violation within the last five (5) years, the Seven hundred fifty dollars (\$750.00) civil penalty to:

Inver Grove Brewing Company
9051 Buchanan Trail
Inver Grove Heights, MN 55076

Old World Pizza
5660 Bishop Ave
Inver Grove Heights, MN 55076

Speedway #4411
7501 Concord Blvd
Inver Grove Heights, MN 55076

For the second violation within the last five (5) years, the One thousand-dollar (\$1,000.00) civil penalty and a one (1) day license suspension to:

Drkula's 32 Bowl
6710 Cahill Ave
Inver Grove Heights, MN 55076

ATTACHMENTS

1. City Code Sections 4-1-19 (Civil Penalties and Sanctions)
2. Police Department incident report 19-3379 for Drkula's 32 Bowl
3. Drkula's 32 Bowl Failure Notification and Public Hearing Notice
4. Police Department incident report 19-3380 for Inver Grove Brewing Company
5. Inver Grove Brewing Company Failure Notification and Public Hearing Notice
6. Police Department incident report 19-3377 for Old World Pizza
7. Old World Pizza Failure Notification and Public Hearing Notice
8. Police Department incident report 19-3374 for Speedway #4411
9. Speedway #4411 Failure Notification and Public Hearing Notice

4-1-19: CIVIL PENALTIES AND SANCTIONS:

A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

1. Sold alcoholic beverages to another retail licensee for the purpose of resale;
2. Purchased alcoholic beverages from another retail licensee for the purpose of resale;
3. Conducted or permitted the conduct of gambling on the licensed premises in violation of the law;
4. Failed to remove or dispose of alcoholic beverages when ordered by the chief of police to do so under Minnesota statutes section 340A.508, subdivision 3;
5. Failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages; or
6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one day license suspension.
3. Third violation within the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a three (3) day license suspension.
4. More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days or the council shall revoke the license.

C. Hearing And Notice: The licensee shall be granted a hearing upon at least ten (10) days' notice before revocation or suspension is ordered by the council. For purposes of this subsection, "notice" shall mean written notice served upon the licensee personally or by leaving the same at the licensee's usual place of abode with some person of suitable age and discretion then residing therein or by leaving the same at the licensed premises with the person in charge thereof. The notice shall state the time and place of the hearing and shall state the nature of charges against the licensee. No suspension or revocation shall take effect until the licensee has been afforded an opportunity for a hearing



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003379
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1)	Address:	6710 Cahill Avenue Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	Drkula's
Start Date:	2019-10-28 18:00	Parties Involved:	Vitek, Mark Allen [REDACTED] Suspect
End Date:	2019-10-28 18:30		
Reported Date:	2019-10-28 18:00		

Photos:
Yes

Statements:
Yes

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

SYNOPSIS OF EVENTS

On 10/28/19 an alcohol compliance check was conducted in the 6700 block of Cahill Avenue. One adult male was charged with illegal alcohol sales.

NARRATIVE

On 10/28/19 around 1800 hours I, Sergeant Wiederhoeft was conducting alcohol compliance checks with one male, Joshua, who was 18 years old. Upon arriving at 6710 Cahill Avenue, Drkula's, Joshua entered the bar. I entered shortly after him to observe the interaction surreptitiously. Joshua sat at the bar and ordered a Coors Light tap beer. The bartender, later identified as Mark Allen Vitek [REDACTED] did not view or ask to view any identification before setting the poured beer in front of Joshua. He then asked Joshua if he wanted to pay cash or start a tab. Joshua got up from the bar and left. I took a picture of the beer at the bar which was later stored electronically.

I spoke with a manager who was made aware of the failure. I asked to speak with Vitek. I informed Vitek of the failure and read him the Miranda warning. He stated he understood the warning and would speak with me. Our conversation was recorded and later stored electronically. He admitted to serving the beer and described Joshua as a "big kid". He admitted that he did not ask for any identification. He mentioned that he was very busy but I did not notice that it was abnormally busy in the establishment.

I inquired about training records for Vitek and was advised to come back to speak with a different manager.

CASE #: 19003379

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003379
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

Vitek should be charged with gross misdemeanor sale of alcohol to a person under 21 (340A.503.2(1)).

Nothing further at this time.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Vitek First: Mark Middle: Allen Date of Birth: [REDACTED] (49)
Sex: Male Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Hair: [REDACTED]
Eyes: [REDACTED] Is Juvenile?: [REDACTED] Ethnicity: [REDACTED] Build: [REDACTED] Complexion: [REDACTED]

Residence: [REDACTED]

Residence Type: [REDACTED]

Cell [REDACTED] Description: [REDACTED]

EMPLOYMENT INFORMATION

Name: [REDACTED] Type: [REDACTED]
Occupation: [REDACTED] Shift: [REDACTED]
Address: [REDACTED]

Address Type

[REDACTED]

Address Description: [REDACTED]

CHARGES/ORDINANCES

Type: Statute Charge: 340A.503.2(1)
Level: Gross Misdemeanor UOC: [REDACTED] Enh. Factor: [REDACTED]
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

CASE #: 19003379

INCIDENT REPORT



SUPPLEMENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003379
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	Address:	6710 Cahill Avenue Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Location Description:	Drkula's
Start Date:	Parties Involved:	
End Date:		
Reported Date:		

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

NARRATIVE

On 11/1/19 I, Sergeant Wiederhoeft responded to Drkula's to follow up regarding this matter. I spoke with a manager, Chris, who was given the alcohol compliance failure letter. I answered questions regarding the letter, pointed out the date of the council meeting and asked that he leave it for the owner.

I also asked Chris for training records for Vitek. Chris found them and gave me a copy. The record shows he successfully completed Minnesota Alcohol Seller-Server training on 10/27/19, one day before the violation occurred. A copy of this record was saved electronically to the case file. Chris also informed me that Vitek's employment with Drkula's was terminated.

Nothing further.

CASE #: 19003379

SUPPLEMENT REPORT



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

November 1, 2019

Drkula's 32 Bowl
6710 Cahill Ave
Inver Grove Heights, MN 55076

Dear Drkula's 32 Bowl:

On October 28, 2019 the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed** the alcohol sales compliance check. Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of the age.

This is a violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

This is your **NOTICE** regarding the City Council hearing from the Interim Deputy Clerk and Police Department about the violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; subsection D.

The hearing is scheduled to occur at the **November 25, 2019**, City Council meeting. The meeting starts at 7:00 P.M. and is held at the following location;

Inver Grove Heights City Hall Council Chambers
8150 Barbara Ave
Inver Grove Heights, MN 55077

Upon a finding by the City Council that a violation occurred, the City Council may impose penalties exceeding the minimum penalty as outlined in City of Inver Grove Heights Ordinance 4-1-19: Civil Penalties and Sanctions; Subsections A and Subsection B.

Subsection A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of

these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Subsection B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. Second violation within the last five (5) years: One Thousand dollar (\$1000.00) civil penalty and one day license suspension.

According to our records, within the last five (5) years, this is **your second violation** which carries a minimum civil penalty of \$1000.00. Your previous violation occurred within the last five (5) years on July 20, 2016.

If you have any questions regarding our alcohol compliance program please contact me, through the Inver Grove Heights Police Department at 651-450-2526.

Respectfully,

A handwritten signature in cursive script, appearing to read 'M Chiodo', written in black ink.

Melissa Chiodo, Chief of Police



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003380
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

CASE #: 19003380

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1)	Address:	9051 Buchanan Trail E Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	Inver Grove Brewing
Start Date:	2019-10-28 18:30	Parties Involved:	Gerlach, Matthew John [REDACTED] Suspect
End Date:	2019-10-28 19:00		
Reported Date:	2019-10-28 18:30		

Photos:
Yes

Statements:
Yes

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

SYNOPSIS OF EVENTS

On 10/28/19 an alcohol compliance check was done in the 9000 block of Buchanan Trail. One adult male was charged with illegal alcohol sales.

NARRATIVE

On 10/28/19 at about 1830 hours I, Sergeant Wiederhoeft was conducting alcohol compliance checks with one male, Joshua, who was 18 years old. Upon arriving at 9051 Buchanan Trail, Inver Grove Brewing, Joshua entered and sat at the bar area. I also entered and watched the interaction from the lobby area near the front doors. I observed a bartender, later identified as Matthew John Gerlach [REDACTED] approach Joshua and take his order. Joshua ordered a beer and Gerlach set the beer in front of him. He then asked Joshua if he wanted to pay cash or start a tab. Joshua got up and left. I took a picture of the beer which was later stored electronically.

I spoke with Gerlach and asked for his manager. I spoke with the manager and explained that Gerlach failed a compliance check. I then spoke with Gerlach. He was advised that he failed a compliance check and served beer to someone under 21. I read him the Miranda warning which he stated he understood. He agreed to speak with me. Our conversation was recorded and later stored electronically. Gerlach admitted to serving Joshua without viewing any identification. Gerlach appeared upset with himself and remorseful throughout my contact with him. He advised that I would have to speak with the general manager about any server training documents.

Gerlach should be charged with gross misdemeanor sale of alcohol to a person under 21 (340A.503.2(1)).

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003380
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

Nothing further at this time.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Gerlach	First: Matthew	Middle: John	Date of Birth: [REDACTED] (38)	
Sex: Male	Race: [REDACTED]	Height: [REDACTED]	Weight: [REDACTED]	Hair:
Eyes:	Is Juvenile?: [REDACTED]	Ethnicity: [REDACTED]	Build: [REDACTED]	Complexion: [REDACTED]
Residence: [REDACTED]				
Residence Type: [REDACTED]				
Cell Phone: [REDACTED]	Description:			

EMPLOYMENT INFORMATION

Name: [REDACTED]	Type: [REDACTED]
Occupation: [REDACTED]	Shift:
Address: [REDACTED]	
Address Type [REDACTED]	
Address Description: [REDACTED]	

CHARGES/ORDINANCES

Type: Statute	Charge: 340A.503.2(1)
Level: Gross Misdemeanor	UOC: Enh. Factor:
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr	

CASE #: 19003380

INCIDENT REPORT



SUPPLEMENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003380
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	Address:	9051 Buchanan Trail E Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Location Description:	Other Inver Grove Brewing
Start Date:	Parties Involved:	2019-10-28 18:30
End Date:		2019-10-28 19:00
Reported Date:		2019-11-01 12:00

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

NARRATIVE

On 11/1/19 I, Sergeant Wiederhoeft, responded to Inver Grove Brewing for follow up regarding this matter. Upon arrival I spoke with the General Manager, Erin. She was provided with the compliance check failure letter. I explained the letter, pointed out the date of the council meeting and answered any questions that she had. She advised that Gerlach's employment with Inver Grove Brewing had been terminated. I asked for his training records and she provided me with a copy of a certificate of completion that shows Gerlach completed aweranness and safe server training on 9/18/19. This document was saved to the case file electronically.

Nothing further.

CASE #: 19003380

SUPPLEMENT REPORT



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

November 1, 2019

Inver Grove Brewing Company
9051 Buchanan Trail
Inver Grove Heights, MN 55076

Dear Inver Grove Brewing Company:

On October 28, 2019 the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed** the alcohol sales compliance check. Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of the age.

This is a violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

This is your **NOTICE** regarding the City Council hearing from the Interim Deputy Clerk and Police Department about the violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; subsection D.

The hearing is scheduled to occur at the **November 25, 2019**, City Council meeting. The meeting starts at 7:00 P.M. and is held at the following location;

Inver Grove Heights City Hall Council Chambers
8150 Barbara Ave
Inver Grove Heights, MN 55077

Upon a finding by the City Council that a violation occurred, the City Council may impose penalties exceeding the minimum penalty as outlined in City of Inver Grove Heights Ordinance 4-1-19: Civil Penalties and Sanctions; Subsections A and Subsection B.

Subsection A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Subsection B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.

According to our records, within the last five (5) years, this is **your first violation** which carries a minimum civil penalty of \$750.00.

If you have any questions regarding our alcohol compliance program please contact me, through the Inver Grove Heights Police Department at 651-450-2526.

Respectfully,

A handwritten signature in cursive script, appearing to read 'Melissa Chiodo', followed by a horizontal line.

Melissa Chiodo, Chief of Police



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003377
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

CASE #: 19003377

INCIDENT REPORT

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1)	Address:	5660 Bishop Avenue Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	Old World Pizza
Start Date:	2019-10-28 17:30	Parties Involved:	Proefrock, April Lynn [REDACTED] Suspect
End Date:	2019-10-28 18:00		
Reported Date:	2019-10-28 17:30		

Photos:
Yes

Statements:
Yes

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

SYNOPSIS OF EVENTS

On 10/28/19 at about 1730 hours an alcohol compliance check was conducted in the 5600 block of Bishop Avenue. One adult female was charged with illegal alcohol sales.

NARRATIVE

On 10/28/19 at about 1730 hours I, Sergeant Wiederhoeft was conducting alcohol compliance checks with one male, Joshua, who was 18 years old. Upon arriving at 5660 Bishop Avenue, Old World Pizza, Joshua and I entered and sat at a table. A server, later identified as April Lynn Proefrock [REDACTED] came to our table and take our order. I asked for a menu and a water. Joshua asked for a Budweiser bottle. April asked to see Joshua's identification. He provided his real driver's license which clearly states he is under 21 years old. April viewed the license and gave it back to him. She then served him with a bottle of Budweiser. Joshua got up and left the establishment. I took a picture of the bottle of beer which was later stored electronically.

I spoke with the owner and he was made aware of the compliance check failure. I then spoke with April. She was made aware of the compliance check failure. I read her the Miranda warning which she stated she understood. She agreed to talk with me. Our conversation was recorded and later stored electronically. She admitted to serving Joshua and said that the new ID's confuse her. She also admitted that she did look at the year of birth on the ID and remembered it as being 2001.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003377
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

The owner provided me with April's server training documents. She successfully completed the Minnesota Alcohol Seller-Server course on 11/25/18. This certification expires on 11/25/21. This document was added to the case file.

April should be charged with gross misdemeanor sale of alcohol to a person under 21 (340A.503.2(1)).

Nothing further at this time.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Proefrock First: April Middle: Lynn Date of Birth: [REDACTED] (32)
Sex: Female Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Hair: [REDACTED]
Eyes: [REDACTED] Is Juvenile?: [REDACTED] Ethnicity: [REDACTED] Build: [REDACTED] Complexion: [REDACTED]

Residence: [REDACTED]

Residence Type: [REDACTED]

Cell Phone: [REDACTED] Description:

EMPLOYMENT INFORMATION

Name: [REDACTED] Type: [REDACTED]
Occupation: [REDACTED] Shift:
Address: [REDACTED]

Address Type

[REDACTED]

Address Description: [REDACTED]

CHARGES/ORDINANCES

Type: Statute Charge: 340A.503.2(1)
Level: Gross Misdemeanor UOC: Enh. Factor:
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

CASE #: 19003377

INCIDENT REPORT



SUPPLEMENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003377
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	Address:	5660 Bishop Avenue Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Location Description:	Old World Pizza
Start Date:	Parties Involved:	
End Date:		
Reported Date:		

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

NARRATIVE

On 11/01/19 I, Sergeant Wiederhoeft, delivered the alcohol compliance check failure letter directly to Old World Pizza. The letter was left with an employee who assured me he would leave it on the owner's desk as he was not currently present. I had previously had a conversation with the owner, Brian, who had no questions but was encouraged to contact me directly if he did.

Nothing further.

CASE #: 19003377

SUPPLEMENT REPORT



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

November 1, 2019

Old World Pizza
5660 Bishop Ave
Inver Grove Heights, MN 55076

Dear Old World Pizza:

On October 28, 2019 the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed** the alcohol sales compliance check. Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of the age.

This is a violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

This is your **NOTICE** regarding the City Council hearing from the Interim Deputy Clerk and Police Department about the violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; subsection D.

The hearing is scheduled to occur at the **November 25, 2019**, City Council meeting. The meeting starts at 7:00 P.M. and is held at the following location;

Inver Grove Heights City Hall Council Chambers
8150 Barbara Ave
Inver Grove Heights, MN 55077

Upon a finding by the City Council that a violation occurred, the City Council may impose penalties exceeding the minimum penalty as outlined in City of Inver Grove Heights Ordinance 4-1-19: Civil Penalties and Sanctions; Subsections A and Subsection B.

Subsection A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Subsection B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.

According to our records, within the last five (5) years, this is **your first violation** which carries a minimum civil penalty of \$750.00.

If you have any questions regarding our alcohol compliance program please contact me, through the Inver Grove Heights Police Department at 651-450-2526.

Respectfully,

A handwritten signature in cursive script, appearing to read 'Mel Chiodo', followed by a horizontal line.

Melissa Chiodo, Chief of Police



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003374
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1)	Address:	7501 Concord Boulevard E Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	Speedway
Start Date:	2019-10-28 14:50	Parties Involved:	Willis, Garry Leon [REDACTED] Suspect
End Date:	2019-10-28 15:10		
Reported Date:	2019-10-28 14:50		

Photos:
Yes

Statements:
Yes

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

SYNOPSIS OF EVENTS

On 10/28/19 at about 1450 hours an alcohol compliance check was conducted in the 7500 block of Concord Boulevard. One adult male was charged with illegal alcohol sales.

NARRATIVE

On 10/28/19 at about 1450 hours I, Sergeant Wiederhoeft was conducting alcohol compliance checks with one male, Joshua, who was 18 years old. Upon arriving at 7501 Concord Boulevard, Speedway, Joshua entered the store. I entered shortly after him to observe the interaction surreptitiously. Joshua selected a six pack of Redd's Apple Ale, an alcoholic beverage, and approached the counter to purchase the item. The associate, later identified as Garry Leon Willis [REDACTED] a manager, rang up the sale, accepted the money, gave Joshua a receipt and change and allowed him to walk out with the alcohol. Willis did not ask for Joshua's identification or his age. Joshua walked outside where I met him. He told me what happened and gave me the alcohol, receipt and change.

I re-entered the store and spoke with Willis. I explained who I was and that he had failed an alcohol compliance check. I read Willis his Miranda warning and he agreed to speak with me. Our conversation was recorded and later stored electronically. Willis admitted to making the sale and indicated that he had moved from Texas where he believed people 18 years old and up could purchase alcohol.

CASE #: 19003374

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003374
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

Willis told me that he is one of the manager's and that his boss was "Bobby G". He stated that he would have his training records. He gave me a phone number for "Bobby G." [REDACTED]. I called but no one answered. A message was left regarding what took place. Follow up with "Bobby G" will be done.

I took pictures of the alcohol, receipt and change. Those pictures were stored electronically along with a picture of Joshua.

Willis should be charged with gross misdemeanor sale of alcohol to a person under 21 (340A.503.2(1)).

Nothing further at this time.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect

Last: Willis First: Garry Middle: Leon Date of Birth: [REDACTED] (60)
Sex: Male Race: [REDACTED] Height: [REDACTED] Weight: [REDACTED] Hair: [REDACTED]
Eyes: [REDACTED] Is Juvenile?: No Ethnicity: [REDACTED] Build: [REDACTED] Complexion: [REDACTED]
Residence: [REDACTED]
Residence Type: [REDACTED]
Residence Description: [REDACTED]
Cell Phone: [REDACTED] Description:

EMPLOYMENT INFORMATION

Name: [REDACTED] Type: [REDACTED]
Occupation: [REDACTED] Shift:
Address: [REDACTED]
Address Type
[REDACTED]
Address Description: [REDACTED]

CHARGES/ORDINANCES

Type: Statute Charge: 340A.503.2(1)
Level: Gross Misdemeanor UOC: Enh. Factor:
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

CASE #: 19003374
INCIDENT REPORT



SUPPLEMENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 19003374
Title: Illegal Alcohol Sale
Case Disposition: Adult Arrest

CASE #: 19003374

SUPPLEMENT REPORT

INCIDENT INFORMATION

Charges/Citation:	Address:	7501 Concord Boulevard E Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description: Speedway
Start Date:	2019-10-28 14:50	Parties Involved:
End Date:	2019-10-28 15:10	
Reported Date:	2019-11-01 12:00	

Body Cam:
Yes

OFFICER INFORMATION

Name	Agency	Badge	Role
Adam Wiederhoeft	Inver Grove Heights	3609	Primary

NARRATIVE

On 11/1/19 I, Sergeant Wiederhoeft, responded to Super America to conduct follow up regarding this matter. I met with a manager, Bobby, and provided him with the compliance check failure letter. The letter was explained to him and I pointed out the date of the council meeting. He advised he would leave it for the Regional Manager, Chris. I had previously had contact with Chris who was made aware of the failure.

Chris previously emailed me training records for Willis. Those records show that Willis took two trainings relevant to alcohol sales on 9/17/19 and passed them both. A copy of those records was stored electronically. Chris also told me that Willis' employment with Speedway was terminated.

Nothing further.



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

November 1, 2019

Speedway #4411
7501 Concord Blvd
Inver Grove Heights, MN 55076

Dear Speedway #4411:

On October 28, 2019 the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed** the alcohol sales compliance check. Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of the age.

This is a violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

This is your **NOTICE** regarding the City Council hearing from the Interim Deputy Clerk and Police Department about the violation of City of Inver Grove Heights Ordinance 4-1-14: Conditions of License; subsection D.

The hearing is scheduled to occur at the **November 25, 2019**, City Council meeting. The meeting starts at 7:00 P.M. and is held at the following location;

Inver Grove Heights City Hall Council Chambers
8150 Barbara Ave
Inver Grove Heights, MN 55077

Upon a finding by the City Council that a violation occurred, the City Council may impose penalties exceeding the minimum penalty as outlined in City of Inver Grove Heights Ordinance 4-1-19: Civil Penalties and Sanctions; Subsections A and Subsection B.

Subsection A. Civil Sanctions Imposed: Upon a finding by the council that a licensee has committed any of the following violations:

6. Failed to comply with any provisions of this chapter, the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Subsection B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.

According to our records, within the last five (5) years, this is **your first violation** which carries a minimum civil penalty of \$750.00.

If you have any questions regarding our alcohol compliance program please contact me, through the Inver Grove Heights Police Department at 651-450-2526.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mel Chiodo', followed by a horizontal line.

Melissa Chiodo, Chief of Police

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Ordering Project, Accepting Professional Engineering Services Proposal from Bolton & Menk, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements

Meeting Date: November 25, 2019
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SWD
 SDT

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Pavement Management Fund, Franchise Fee Funds, Sewer Fund, Water Fund, Storm Water Utility Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Consider a resolution ordering project, accepting professional engineering services proposal from Bolton & Menk, authorizing preparation of plans and specifications, and authorizing land acquisition services for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.

SUMMARY

On August 12, 2019, the City Council ordered a feasibility study and on August 26, 2019, City Council accepted an engineering services proposal from Bolton & Menk, Inc. to prepare a feasibility report for City Project No. 2019-09D 64th Street Area Improvements. The feasibility study recommends a full depth reclamation project with spot curb replacement.

The total estimated project cost is \$1,679,316 with \$558,776 in estimated assessments for street and storm water improvements (33% of the total project costs utilizing capped assessment values), for City Project No. 2019-09D – 64th Street Area Improvements. A multi-faceted funding package has been prepared in the feasibility report which includes the pavement management fund, franchise fee fund, sewer and water funds, storm water utility fund and special assessments.

A preliminary assessment roll has been prepared per City policy. The per-policy assessment amount for a single-family parcel is \$11,347 for street and storm water facility improvements. The independent appraiser's special benefit analysis recommended an assessment cap of \$12,980 per single-family parcel for street and storm water improvements. The proposed assessment is the lower amount between the per policy and assessment cap.

The parcel (203975001020), Map No. 10/10A would receive an additional street/storm assessment of up to \$12,980 (based on final assessment roll) because it is much larger than other lots and capable of being administratively subdivided. The final assessment amount for the potential administrative lot split (Map No. 10A) is recommended to be deferred, with no interest, and expire automatically after 30-years. The single-family assessment for existing improved lot with a driveway (Map No. 10) will be levied at the per-lot final assessment amount and payable.

Bolton & Menk conducted a preliminary analysis of the storm sewer network within the project area. The existing conditions model indicates that the existing storm sewer system is under-sized and surcharges during heavy rain events at both downstream and upstream storm sewer structures. The surcharging has resulted in at least one manhole casting being lifted off the structure. The area also includes topography with very steep slopes. The area between Upper 64th Court and Bowman Circle acts as a drainage ravine and has experienced extensive erosion. Property owners adjacent to the ravine have noted erosion within the backyard drainage swales and ravine, expressing concern over future erosion if not addressed. The feasibility report has identified \$356,049 in trunk storm sewer and drainage swale updates to be paid for by storm water utility funds (not assessed).

Resident input was initially gathered using a mailed questionnaire. Staff also held an open house meeting at City Hall on October 17, 2019, with affected property owners to present preliminary feasibility findings and the preliminary proposed assessments. The feedback from the questionnaire and informational meeting were incorporated into the feasibility report. Roadside rain gardens were added to the feasibility report based on resident interest.

Staff held an informational meeting with affected property owners on November 7, 2019 to present the feasibility report recommendations, the proposed preliminary assessments, and receive feedback prior to the improvement hearing. 11 property owners attended the meeting with general support for the project. Staff addressed typical questions on funding, assessments and project construction (construction schedule, access, mail boxes, garbage, unpermitted obstructions in ROW, etc.). Below are unique items addressed (*staff responses in parenthesis and italicized*):

- Why does the trunk storm sewer work need to occur?
There is extensive backyard erosion from the concentrated runoff which needs to be maintained and routed into the storm sewer system with surface grading and structure modifications. In addition, the existing trunk storm sewer system is undersized, causing hydraulic pressure and manhole castings to blow off. A properly sized and designed trunk storm water system will address the erosion issues, hydraulic issues and be safer.
- How will the trunk storm sewer work affect the backyards and easements?
Trees will need to be removed within the backyard easements for the trunk stormwater improvements. There is no compensation for removing trees within stormwater easements. Properties will be notified and agreements, with just compensation, executed for work outside of easements.
- How will the hydrant work affect the properties?
Hydrant replacement will require a 20-foot wide open trench which will affect the boulevard, curb and driveways. Anything disturbed will be replaced.

City Project No. 2019-09D Page 3 of 3
November 25, 2019 Council Meeting

- A resident asked about getting competitive bids and the process?
The City publicly notices and bids for the project in accordance with state statute. We typically get 3-5 bidders per project. Staff anticipates bidding with other Capital Improvement Projects in order to use economies of scale to lower project costs.
- Residents asked about access to their property during construction.
Property access is maintained during construction, but there will be expected delays while trucks are being loaded or dumping on a street with no outlet. Residents will not have vehicle access to their property for a number of days after the curb and gutter and concrete driveways are installed. Contractor's working hours are 7 am to 7 pm, Monday through Saturday, per City Code.

I recommend approving the resolution ordering project, accepting professional engineering services proposal from Bolton & Menk, authorizing preparation of plans and specifications, and authorizing land acquisition services for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.

SWD/swd

Attachments: Resolution
Map
Preliminary Assessment Roll
Proposal from Bolton & Menk, Inc.

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

**RESOLUTION ORDERING IMPROVEMENTS, ACCEPTING PROFESSIONAL ENGINEERING
SERVICES PROPOSAL FROM BOLTON & MENK, AUTHORIZING PREPARATION OF PLANS
AND SPECIFICATIONS, AND AUTHORIZING LAND ACQUISITION SERVICES FOR THE 2019
PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2019-09D – 64TH STREET
AREA IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on October 28, 2019 called for a public hearing on the proposed improvement project, 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on November 25, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, City Staff requested professional engineering services for final design, bidding, construction management and received a proposal from Bolton & Menk, a member of its municipal engineering consulting pool, for City Project No. 2019-09D

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted November 25, 2019.
2. Staff is authorized to enter into an engineering services contract with Bolton & Menk for final design and construction engineering services at a cost of \$116,723.
3. Project contract documents (plans and specifications) are authorized to be prepared by Staff and Bolton & Menk.
4. Staff, City Attorney and consulting engineer are authorized to select an appraiser and administer the land acquisition process to obtain necessary easements and agreements for the project
5. The contract for these improvements shall be let no later than three years after the adoption of this resolution

Adopted by the City Council of Inver Grove Heights, Minnesota this 25th day of November 2019.

AYES:

NAYS:

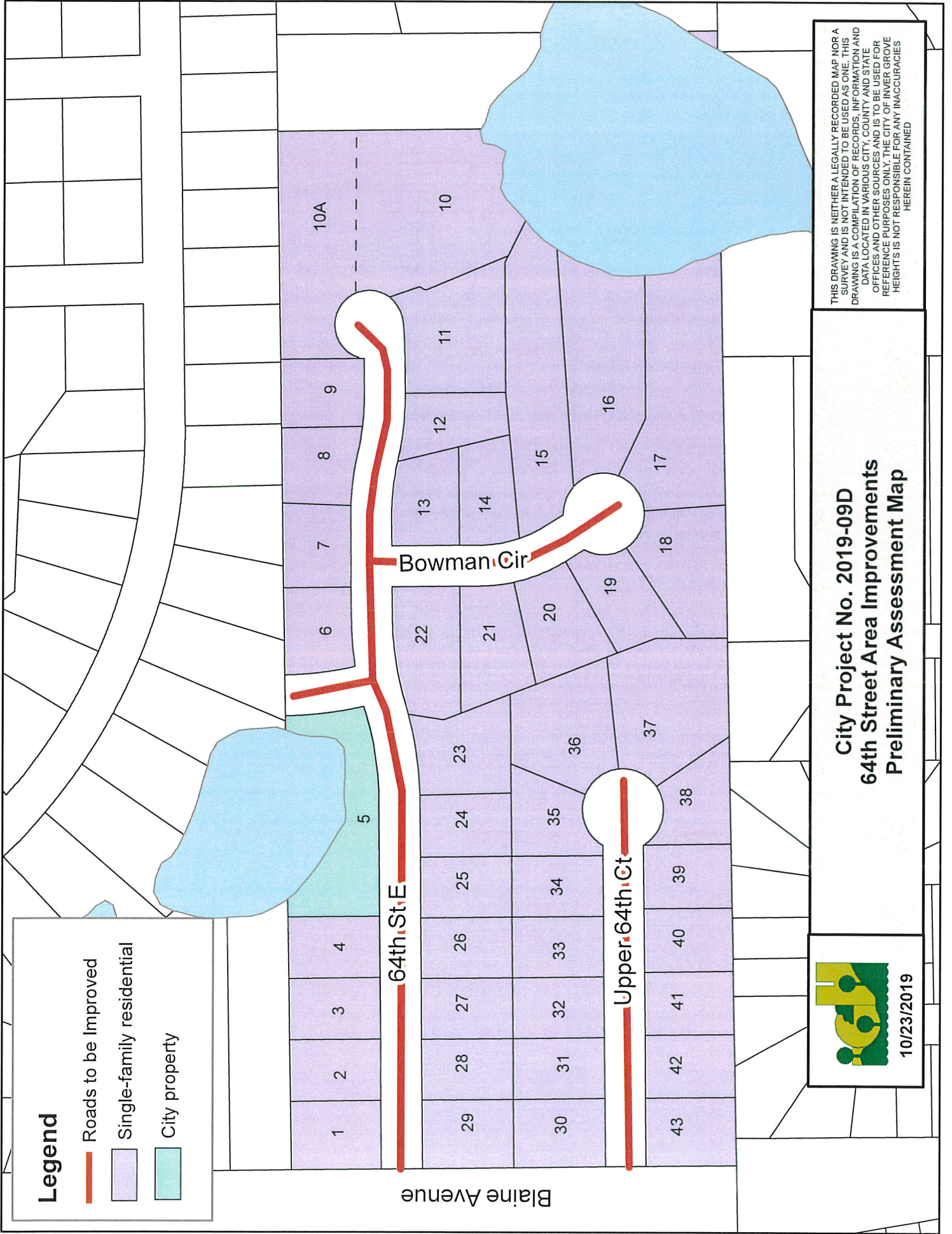
ATTEST

George Tourville, Mayor

Joe Lynch, Interim Deputy Clerk

Legend

-  Roads to be Improved
-  Single-family residential
-  City property



Blaine Avenue

64th St. E

Bowman Cir

Upper 64th Ct



10/23/2019

City Project No. 2019-09D 64th Street Area Improvements 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 INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED

City Project No. 2019-09D - 64th Street Area Improvements
Partial Reconstruction - Option 1 -Spot Curb (Only Storm Sewer in Street)
Preliminary Assessment Roll

Map No.	Property Type	PID No.	Owner	Site Address	Street & Storm		
					Per Policy Assessment	Benefit CAP*	Proposed Assessment
1	SF	204860201050	THOMAS J MARTIAN	2509 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
2	SF	204860201040	SCOTT CLANCY & KATHERINE HANSEN	2527 64TH AVE	\$11,346.68	\$12,980.00	\$11,346.68
3	SF	204860201030	STEVE & ARDITH DENZER	2543 64TH AVE	\$11,346.68	\$12,980.00	\$11,346.68
4	SF	204860201020	STEVEN & PEARL MOORE	2559 64TH AVE	\$11,346.68	\$12,980.00	\$11,346.68
5	SF	204860201010	CITY OF INVER GROVE HEIGHTS	8150 BARBARA AVE	\$70,868.58		\$70,868.58
6	SF	204860202010	GARY VOGT	2649 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
7	SF	204860202020	ERIC & DIANE A SWEARINGEN	2671 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
8	SF	204860202030	MOLLY AMUNDSON & DEREK VETSCH	2695 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
9	SF	204860202040	DONALD KUEHN	2713 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
10	SF	203975001020	AUSTEN & ALLISON FRANKLIN	2727 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
10A	SF	ADMIN. LOT SPLIT	AUSTEN & ALLISON FRANKLIN	2727 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
11	SF	203975001010	RONALD & DIANE STUDER	2720 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
12	SF	204860202060	JAMES & MARY BETH BACKSTROM	2706 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
13	SF	204860202070	NEALE & ANNE LEHMKUHL	6420 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
14	SF	204860202080	DOUGLAS & LYNNE SOVINSKI	6434 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
15	SF	204860202090	LINDA RIVARD	6452 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
16	SF	204860202100	GERALD & ELIZABETH LANG	6470 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
17	SF	204860202110	ROBERT & SANDRA LISSICK	6490 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
18	SF	204860202120	CHASE WHITE	6483 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
19	SF	204860202130	KATRINA THOMAS & ROBERT SCHOONOVER	6469 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
20	SF	204860202140	TIMOTHY & BARBARA HIGGINS	6453 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
21	SF	204860202150	DONOVAN & TEAL GRUEBELE	6437 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
22	SF	204860202160	AARON & HEIDI ORNELAS	6421 BOWMAN CIR	\$11,346.68	\$12,980.00	\$11,346.68
23	SF	204860202170	DAVID RUCKMAR	2612 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
24	SF	204860202180	PRESTON & KELSEY KACKMAN	2594 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
25	SF	204860202190	SCOTT & ROSE ELLIOTT	2578 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
26	SF	204860202200	LUCAS & RACHEL BOEHM	2560 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
27	SF	204860202210	TIMOTHY & SUSAN WANZEK	2544 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
28	SF	204860202220	WILLIAM SR & LINDA KRODEL	2528 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
29	SF	204860202230	RAY & JANE WEBER	2510 64TH AVE E	\$11,346.68	\$12,980.00	\$11,346.68
30	SF	204860202240	BRIAN & KATHLEEN SIMS	2511 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
31	SF	204860202250	ANNE TODD	2529 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
32	SF	204860202260	NICHOLAS MESENBOURG	2545 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
33	SF	204860202270	CLARICE ROSEN	2561 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
34	SF	204860202280	GARY & MARY GARFIELD	2577 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
35	SF	204860202290	CHARLES ENGREM & ANNA HOFFMANN	2595 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
36	SF	204860202300	DANIEL & THERESA COLLINS	2611 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
37	SF	204860202310	JEFFREY & KRISTIN CHRISTIANSEN	2614 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
38	SF	204860202320	DAVID RAVN	2596 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
39	SF	204860202330	STEVEN & BARBARA DOMEIER	2580 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
40	SF	204860202340	LAURA & JOSEPH JANQUART	2562 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
41	SF	204860202350	RICHARD & SUSAN ROWELL	2546 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
42	SF	204860202360	JAMES & ANNETTE GERTEN	2530 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68
43	SF	204860202370	LYDIA SANCHEZ	2512 UPPER 64TH CT E	\$11,346.68	\$12,980.00	\$11,346.68

* Benefit Analysis CAP applies to street & storm assessment only.

\$558,775.82



Real People. Real Solutions.

2035 County Road D East
Maplewood, MN 55109-5314

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

November 18, 2019

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

Re: Proposal for Professional Engineering Services
64th Street Area – Final Design & Construction Services
City Project. No. 2019-09D

Dear Mr. Kaldunski:

Thank you for the opportunity to submit this proposal to complete final design and construction services for the 64th Street Area Improvements – City Project No. 2019-09D. This project will address aging street and utility infrastructure. The improvements will also address failing rear-yard utilities and slopes. Bolton & Menk takes pride in working with our local partners to design and build great projects. Our previous work with the City and our understanding of the City's details and processes will be the backbone for success on this project.

Under a prior agreement, Bolton & Menk performed preliminary design and assembled a Feasibility Report for consideration by the City Council. The Feasibility Report was received and approved on October 28, 2019 with a Public Improvement Hearing scheduled for November 25, 2019. As such, City staff has requested this proposal for final design and construction services to take the project through construction.

Based on our discussions with City staff, we have assembled a work plan that will include final design to City standards, stakeholder coordination, private utility coordination, permitting, bidding, and construction services. We will support the City's efforts in property owner communication and engagement through the final design phase of the project. We believe you will find outstanding value in our approach to the 64th Street Area Improvements for the following reasons:

Project Familiarity

The Project Team we have assembled is very familiar with residential street and utility improvement projects. We understand the complexities and intricacies of designing a project that will be constructible, cost-effective, and with the least impacts to property owners and the traveling public. Additionally, our team performed the preliminary design and feasibility report for this project; our thorough understanding of the project will improve efficiencies during final design and ultimately save on project professional services fees.

Streamlined Workflow

We have worked through the project process with the City on the Atwater Path & 55th Street Area reconstruction projects. Our complete understanding of the proposed project process will allow us to complete the project efficiently, while minimizing the time you and your staff have to dedicate to the project, so time can be spent on other important items and activities within your department.

Project Schedule

We are committed to following a Project Schedule that meets and exceeds the City's expectations. Through conversations with City staff, we understand the Project Schedule will need to follow standard Minnesota Statute Chapter 429 rules and will be approximately as follows:

Public Hearing for Improvements	November 25, 2019
Order Improvements, Authorize Preparation of Plans and Specifications	November 25, 2019
Contract Authorization	November 25, 2019
Approve Plans and Specifications, Authorize Ad for Bid, Set Bid Date	January 13, 2020
Bid Opening	February 19, 2020
Assessment Hearing, Award Project	March 23, 2020
Begin Construction	May 2020
Substantial Completion	October 2020

Thank you, again, for inviting Bolton & Menk to offer you this proposal, as well as your continued consideration of our services to the City of Inver Grove Heights. We look forward to working with you and the City on this project. If you have any questions regarding our proposal, please do not hesitate to call us.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Project Manager



Brian Hilgardner, P.E.
Principal

DETAILED WORK PLAN

Bolton & Menk understands the importance of achieving the desired outcome of each of the following tasks on time and within budget. We are committed to facilitating a successful process for the City of Inver Grove Heights' 64th Street Area Improvements Project. We will put special emphasis on working with city staff to ensure the project's success. A summary of our approach to key project elements is outlined in the task descriptions below.

Task 1: Road and Utility Design

Subtask 1.1 Final Design

Objective: Complete final design

Description: Final plans and specifications will be prepared in coordination with city staff. Major design components will include the following:

- Pavement reclamation plans
- Profiles and intersection layout with curb and gutter elevations
- Cross-sections at 25-foot intervals, driveways, and critical design locations where curb lines are changing
- Existing location and elevations of all existing utilities
- 64th Street terminus modifications as deemed appropriate for public works operations efficiencies
- Integration of Dakota County's 10-step utility coordination process into project design to identify necessary replacement and/or relocation of private utilities (including electric, gas, telephone, cable TV, etc.)
- Preparation of the Stormwater Pollution Prevention Plan (SWPPP), including plan sheets and specifications
- Preparation of statement of estimated quantities including street, utilities, and miscellaneous construction items, all consistent with the city's Standard Specifications, specifically the city's method of measurement and payment

Deliverables: Final Plans

Subtask 1.2 Private Utility Coordination

Objective: Coordinate with private utility stakeholders throughout the project.

Description: Hold private utility coordination meetings during preliminary design, final design, and construction. Adjust designs where appropriate to avoid major utility

conflicts. Work with private utility owners to adjust or relocate facilities when necessary.

Deliverables: Not applicable

Subtask 1.3 Contract Documents

Objective: Prepare contract documents based on city standards

Description: Bolton & Menk will work with city staff to prepare the overall contract documents for bidding and construction purposes and will include:

- Plans
- Standard city specifications
- Standard city details
- Special provisions for street and utility construction
- Bidding schedule

Deliverables: Hard copy and electronic copy of final plans and specifications

Subtask 1.4 Plan Review

Objective: Submit plans to City for review.

Description: Work with city staff to submit multiple copies of plans and specifications for final city staff approval.

Deliverables: Preliminary and final plans at 60%, 90%, and 100% complete stages; statement of estimated quantities; and meeting notes from all design review with city staff

Subtask 1.5 Permit Applications

Objective: Obtain approval on all required permits

Description: We will prepare permit applications, secure city signature, and submit to governing agencies. Permit fees will be paid by Bolton & Menk and reimbursed by the city.

Deliverables: Copies of all submitted permits, including cover letters

Subtask 1.6 Opinion of Probable Construction Costs

Objective: Prepare opinion of probable construction cost.

Description: Using past City of Inver Grove Heights bid information, current contractor pricing, overall knowledge

of the city, local contractors, and site conditions, we will prepare an opinion of probable construction cost.

Deliverables: Electronic and hard copy of opinion of probable cost

Task 2: Rear-Yard Storm Sewer and Ravine Improvements

Subtask 2.1 Final Design

Objective: Achieve 100% design of the ravine, slope, and rear-yard storm sewer improvements.

Description: The existing storm sewer was discovered to be under sized during preliminary design. Additionally, steep rear-yard slopes are eroding within the City's utility easement. Bolton & Menk staff will collaborate with City staff to address these issues with a design that is cost-effective and sustainable.

Deliverables: Final design documentation.

Subtask 2.2 Easement Acquisition

Objective: Develop parcel sketches, legal descriptions, and design coordination as necessary.

Description: Based on final design of the ravine and storm sewer improvements, temporary easements will likely be required. Bolton & Menk staff will support the City and the City's legal team to acquire easements. We have assumed a temporary and permanent easement on four separate properties.

Deliverables: Parcel sketch and legal description.

Subtask 2.6 Hydraulic Documentation and Submittal

Objective: Deliver required hydraulic documentation for project file.

Description: Upon completion of final hydraulic design, submit a letter with hydraulic modeling calculations to the City for review and approval.

Deliverables: Not applicable.

Task 3: Bidding Administration

Subtask 3.1 Advertisement for Bids

Objective: Advertisement for bids.

Description: Prepare the Ad for Bid for posting in official City newspaper and QuestCDN.

Deliverables: Not applicable

Subtask 3.2 Plan Distribution

Objective: Distribute plans to potential bidders.

Description: Bolton & Menk will host a QuestCDN site where electronic copies of bid documents will be kept. We will also provide the City with hard copies of bid documents for issuance by City staff.

Deliverables: Electronic and paper copies of plans and specifications.

Subtask 3.3 Bidding Questions

Objective: Answer all bidders' questions.

Description: We will answer all written and verbal questions from potential bidders.

Deliverables: Not applicable

Subtask 3.4 Addenda

Objective: Prepare addenda.

Description: Prepare addenda for distribution.

Deliverables: Electronic and hard copy of addenda

Subtask 3.5 Bid Opening and Tabulation

Objective: Assist the city with bid opening.

Description: We will attend the bid opening and assist the City with the tabulation of bids and any cost breakdowns as required. We will also update the Assessment Roll

Deliverables: Bid abstract

Subtask 3.6 Award Recommendation

Objective: Award contract to contractor.

Description: We will prepare the letter of award recommendation.

Deliverables: Letter of Award

Task 4: Meetings/Stakeholder Coordination

Subtask 4.1 Project Progress Meetings

Objective: Meet with city staff monthly or as necessary to discuss project progress.

Description: Meetings will be held to discuss key issues, finalize scope, and achieve final design.

Deliverables: Meeting agendas and meeting minutes

Subtask 4.3 Assessment Hearing Open House (1)

Objective: Engage the public and provide a forum for valuable project discussion.

Description: We will work with city staff to hold an assessment hearing open house.

Deliverables: Copies of meeting notes and any necessary project analysis

Task 5: Construction Services

Subtask 5.1 Construction Administration

Objective: Provide construction administration support

Description: The project manager will perform the following construction administration responsibilities:

- Facilitate preconstruction meeting
- Perform on-site review pertaining to work and progress
- Attend weekly progress meetings
- Prepare change orders and written directives
- Approve shop drawings, materials lists, and suppliers
- Review and approve pay requests
- Participate in construction engineering, construction support, and design modifications as necessary

Deliverables: Meeting notes, submittal and shop drawing reviews, design modification documentation, and other deliverables as required.

Subtask 5.2 Construction Staking

Objective: Complete necessary construction staking.

Description: Survey crews will complete construction staking on the following features:

- Construction limits
- Grading
- City utilities
- Concrete curb and gutter

- Ravine improvements
- Rain garden improvements
- Signage
- Miscellaneous infrastructure features

Deliverables: Construction stakes and documentation of all survey points installed

Subtask 5.3 Record Drawings

Objective: Final record drawings.

Description: We will survey the final improvements and prepare record drawings in electronic format. All final project documents will be conveyed to the city including survey points in a form compatible with AutoCad Civil3D.

Deliverables: Electronic and paper drawings

Task 6: Resident Project Representative (Optional)

Objective: Provide a highly-qualified individual to serve as Resident Project Representative (RPR) to perform construction observation of the contractor's work while in progress.

Description: The RPR will be on site full time during the various stages of construction in order to observe and review the quality of work as an experienced and qualified design professional. All of our RPRs are MnDOT certified and have extensive training and experience. The RPR will perform the following tasks:

- Provide day-to-day construction observation and coordination between contractor, City, and residents/property owners
- Maintain daily construction logs and documentation of pay items
- Coordinate and document materials testing requirements and material certifications
- Work with City and contractor to prepare monthly pay requests

Deliverables: Inspection notes, photos, and other field records.

Detailed Fee Estimate

PROJECT DEVELOPMENT, DESIGN, AND CONSTRUCTION SERVICES

Client: City of Inver Grove Heights Project: 64th Street Area Improvement Project		Bolton & Menk, Inc.								
Task No.	Work Task Description	Principal In Charge	Project Manager	Design Engineer	Water Resources Engineer	Project Surveyor	Survey Technician	Survey Crew	Total Hours	Total Cost
1.0	Road and Utility Design	6	106	268	0	0	0	0	380	\$44,262
2.0	Rear-Yard Storm Sewer and Ravine	0	28	48	70	24	0	0	170	\$21,240
3.0	Bidding Administration	2	20	6	0	0	0	0	28	\$3,954
4.0	Meetings and Stakeholder Coordination	0	11	10	0	0	0	0	21	\$2,670
5.0	Construction Services*	0	96	4	0	19	14.5	172	305.5	\$44,597
6.0	Resident Project Representative (OPTIONAL)	0	0	700	0	0	0	0	700	\$71,400
Total Hours		8	261	1036	70	43	14.5	172	1604.5	
Average Hourly Rate		\$171.00	\$150.00	\$102.00	\$120.00	\$156.00	\$130.00	\$145.00		
Subtotal		\$1,368	\$39,150	\$105,672	\$8,400	\$6,708	\$1,885	\$24,940		
Total Final Design & Bidding Fee (Tasks 1-4)									\$72,126	
Total Construction Services Fee (Task 5)									\$44,597	
*Assumes 6 hours per week project administration for 16 weeks										
*Includes Construction Staking										
Total Resident Project Representative (Task 6 - Optional)									\$71,400	
*Optional Service Dependent on City's Staffing Needs										
*Includes 14 Weeks of Full-Time Resident Project Representative (RPR)										
Total Project Fee Without Optional Service									\$116,723	
Total Project Fee With Optional Service									\$188,123	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Ordering Project, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for the 2019 Pavement Management Program, City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements

Meeting Date: November 25, 2019
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SWD
SDS

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider a resolution ordering project, authorizing preparation of plans and specifications, and authorizing land acquisition services for the 2019 Pavement Management Program, City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements.

SUMMARY

On August 12, 2019, the City Council received a petition and ordered a feasibility study. On August 26, 2019, City Council accepted an engineering services proposal from Kimley-Horn & Associates for City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements. The feasibility study recommends a full urban street construction project with 28-foot curbed roadway and no-parking on one side.

The total estimated project cost is \$2,496,000 with \$546,827 in estimated assessments for street and storm water improvements (22% of the total project costs utilizing capped assessment values, or 28% of street/storm costs of \$1,977,000), for City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements. A multi-faceted funding package has been prepared in the feasibility report which includes the pavement management fund, franchise fee fund, sewer and water funds, and special assessments.

A preliminary assessment roll has been prepared per City policy. The per-policy assessment amount for a single-family parcel is \$18,542 for street and storm water facility improvements. The independent appraiser's special benefit analysis recommended an assessment cap of \$12,320 per single-family parcel for street and storm water improvements. The proposed assessment is the lower amount between the per policy and assessment cap.

Parking

The proposed 28-foot urban roadway width allows for on-street parking on one side of the street and "no parking" posted on the other side of the street. No parking would be posted on the same side as hydrants: north side of 60th Street, west side of Bacon Avenue and north side of 62nd Street. Parking would need to be posted no matter the type of curb (surmountable or barrier).

There are two pinch points where no parking will need to be posted on both sides of the roadway: 60th Street and Bacon Avenue where the slopes coming off the lake only allow for 24-feet of urban roadway for a short distance. Cul-de-sacs at Bacon Avenue and 62nd Street are not posted and are proposed to keep status-quo unless property owners request otherwise. Staff will provide a “no parking” resolution for Council at a future meeting.

Residential Access During Construction

Kimley-Horn conducted a preliminary analysis of the access needs for the neighborhood during construction. Consistent with previous street reconstruction projects in the City, access to residential properties will be provided throughout construction. Maintaining access to 60th Street, Bacon Avenue and 62nd Street during construction will be a challenge as the 3160 lineal feet of centerline streets are only 24-feet wide and the sole access to the neighborhood is Babcock Trail. A thorough review with the Public Works, Public Safety and Parks & Recreation Departments identified the best method to provide access for the neighborhood both during construction and for future emergency needs. The feasibility report recommends that the existing McGroarty Park trail, that connects 62nd Street cul-de-sac to 63rd Street at Bent Avenue, be upgraded for daytime local residential traffic during the reconstruction project. The existing 8-foot wide trail in this area would be widened and compacted with gravel to allow for two-way vehicular traffic to access the project area via 63rd Street at Brent Avenue. This option would allow residential vehicular access during daily construction activities when access to Babcock trail is blocked. At night, this access route would be closed and access via Babcock Trail would be reopened to residential traffic. The trail will be closed to pedestrian traffic for the extent of the construction project.

Public Input

Resident input was initially gathered using a mailed questionnaire. Staff also held an open house meeting at City Hall on October 16, 2019, with affected property owners to present preliminary feasibility findings and the preliminary proposed assessments. The feedback from the questionnaire and informational meeting were incorporated into the feasibility report.

Staff held an informational meeting with affected property owners on November 14, 2019 to present the feasibility report recommendations, the proposed preliminary assessments, and receive feedback prior to the improvement hearing. Fifteen residents (representing 8 properties on the project) attended the meeting. There was general support for the project. Staff addressed typical questions on funding, assessments and project construction (construction schedule, access, mailboxes, garbage, unpermitted obstructions in ROW, etc.). Below are unique items addressed (*staff responses in parenthesis and italicized*):

- A poll was taken by staff for surmountable or barrier curb and gutter?
Consensus was to install surmountable curb. Only on resident preferred barrier curb. Staff will proceed with surmountable curb in design unless otherwise directed.
- How will the storm sewer work affect the properties?
There will be new stormwater pipe to the lakes at the low points of 60th Street and Bacon Avenue which will have minimal impact on the adjacent properties due to the direct access to the lake. The feasibility report shows using the existing outlet pipe to the best extent practicable on 62nd Street. Final design may require further work on the storm pipe to the lake.

- Why are the small lot/short front footage properties paying the same assessment as the large lot/long front footage properties?

The independent appraiser also reviews the neighborhood and provides an average lot special benefit valuation referred to as the assessment cap. The neighborhood approach is used in order to be fair and equitable with the assessments in addressing type and class of properties. The City then adopts the lower of the assessment policy or assessment cap amount in order to be in compliance with 429 state statute requirements of providing special benefit. This neighborhood was developed at different times: (a) the larger lots on 60th Street (south side) and Bacon Avenue mostly developed around 1940 to 1957, (b) the 62nd Street lots developed from 1956 to 1968, and (c) the Starlight Hills platted lots on 60th Street (north side) and Bacon Avenue cul-de-sac (west side) developed from 1986 to 1990. Following the assessment policy on a per lot assessment and the independent appraiser's assessment cap (average special benefit) is the most fair and equitable approach based on the variability of the three phases of development within the neighborhood.

- A couple residents wanted to know why the City did not come back to the residents to advance the project?

On November 23, 2015, the City Council separated the 60th Street, 62nd Street, and Bacon Avenue Improvements from City Project No. 2016-09D and established it as City Project No. 2016-09G. This was done because it was apparent (based on statements made by, and written communications from, that neighborhood) that there was disagreement and lack of consensus on what type of project should advance.

The November 23, 2015 Council action delayed further consideration of 2016-09G until a geotechnical report, an appraiser's benefit analysis and policy discussion with regard to how projects are initiated were complete. As a result of the policy discussion, the PMP projects that were petitioned by a neighborhood were given priority. Staff apologized for not notifying residents of the updates to the pavement management system and policy.

- A resident asked about getting competitive bids and the process?

The City publicly notices and bids for the project in accordance with state statute. We typically get 3-5 bidders per project. Staff anticipates bidding with other Capital Improvement Projects in order to use economies of scale to lower project costs.

I recommend approving the resolution ordering project, authorizing preparation of plans and specifications, and authorizing land acquisition services for the 2019 Pavement Management Program, City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements.

SWD/swd

Attachments: Resolution
Map
Preliminary Assessment Roll
Teisberg Letter

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

**RESOLUTION ORDERING IMPROVEMENTS, AUTHORIZING PREPARATION OF PLANS AND
SPECIFICATIONS, AND AUTHORIZING LAND ACQUISITION SERVICES FOR THE 2019
PAVEMENT MANAGEMENT PROGRAM, CITY PROJECT NO. 2016-09G 60TH STREET, 62ND
STREET, AND BACON AVENUE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on October 28, 2019 called for a public hearing on the proposed improvement project, 2019 Pavement Management Program, City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was held thereon on November 25, 2019, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

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

1. Such improvement is hereby ordered as proposed in this Council resolution adopted November 25, 2019 for City Project No. 2016-09G 60th Street, 62nd Street and Bacon Avenue Improvements.
2. Project contract documents (plans and specifications) are authorized to be prepared by Kimley-Horn & Associates.
3. Staff, City Attorney and consulting engineer are authorized to select an appraiser and administer the land acquisition process to obtain necessary easements and agreements for the project
4. The contract for these improvements shall be let no later than three years after the adoption of this resolution

Adopted by the City Council of Inver Grove Heights, Minnesota this 25th day of November 2019.

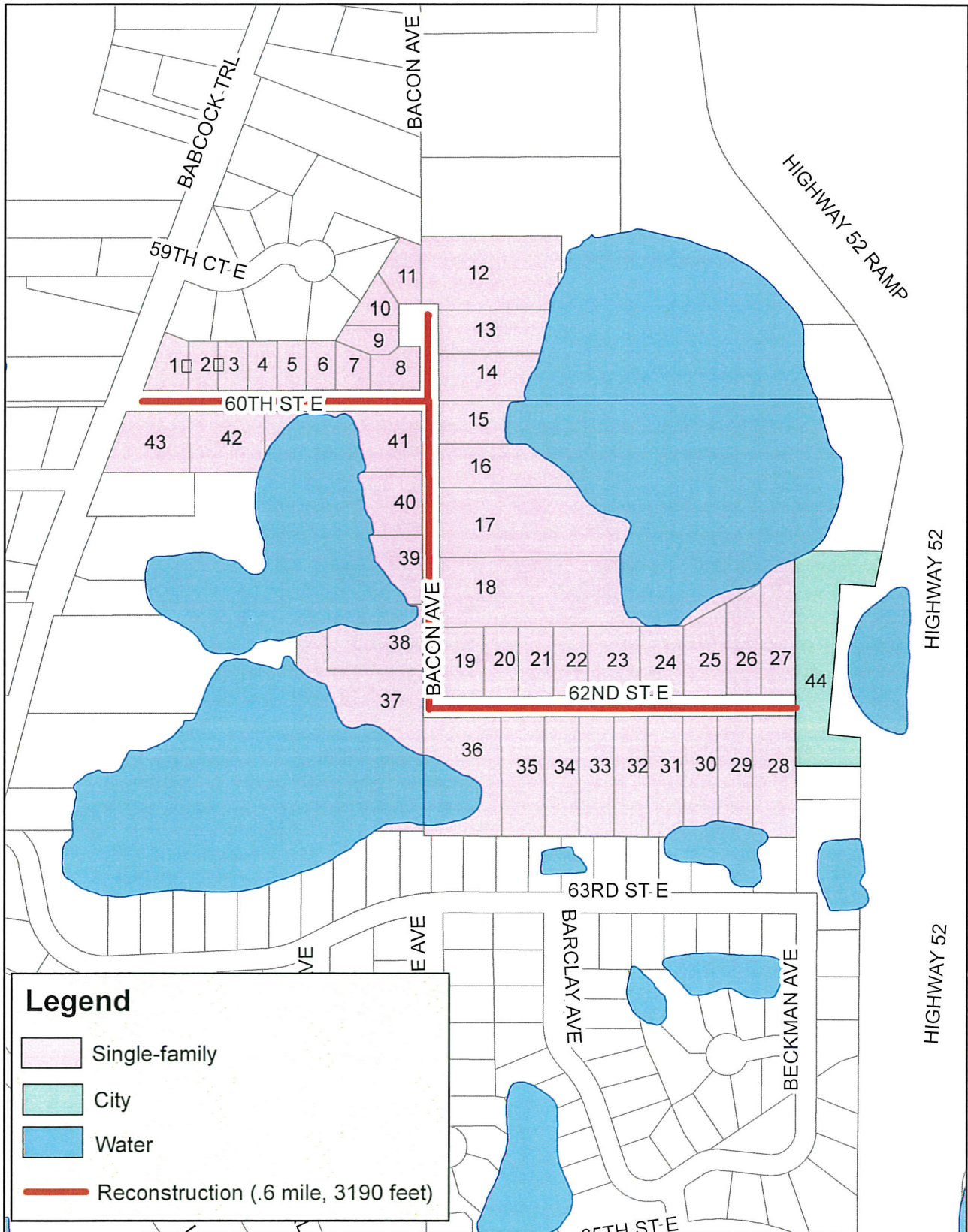
AYES:

NAYS:

George Tourville, Mayor

ATTEST

Joe Lynch, Interim Deputy Clerk

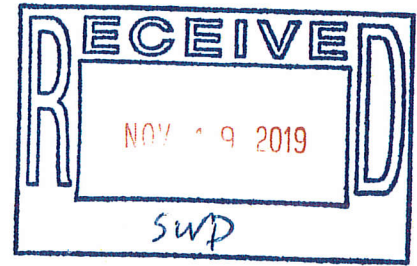


Preliminary Assessment Roll

\$ 546,826.60

November 18, 2019

Thomas and Debra Teisberg
1929 60th St E
Inver Grove Heights, MN 55077



RE: Proposed: Street Storm Assessment for 207245001160, estimated at \$12,320.00

Hi Steve,

As per our conversation, I do not agree with the policy pertaining to the per household assessment when some household lots have up to eight times more street real estate as my lot, gain street parking and do not have fire hydrants in their yard that require "No Parking" street signs. In addition, trees that took decades to reach height and a beautiful canopy on my lot and along our street will be destroyed.

While I agree the street must be addressed, I find our lot is unique to most of the street assessments throughout Inver Grove Heights. We have a pond directly across the street from our home that prevents the street from being widened, so we will have no street parking. I believe there isn't another situation exactly like this with street repair assessments.

In addition, I do not believe we should pay the increase in the estimated assessment of \$12,320.00 when our neighborhood was previously grouped with two other neighborhood streets a couple of years ago, which would have significantly reduced the cost. After the initial meeting we were told another meeting would be scheduled. That never happened.

Our neighbor Gina Bucholz called City Hall repeatedly over several months to find out when the next meeting was scheduled, but was essentially stonewalled. Since then, we discovered we were no longer being considered a part of the street improvement. From what we have learned, the assessment for the project at that time was close to 38% less than the current assessment. This suggests that we could have shared significant savings on our street improvement, if we had been given the opportunity to participate.

Please share this with the policy makers so a fair estimate can be established for us.

Thank you for your time.

Kind regards,

Thomas and Debra Teisberg

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

CONSIDER THE THIRD READING OF ORDINANCE AMENDING CITY CODE 4-1-19: CIVIL PENALTIES AND SANCTIONS OF, CHAPTER 1 ALCOHOLIC BEVERAGES OF TITLE 4 BUSINESS REGULATIONS.

Meeting Date: November 25, 2019

Item Type: Police

Prepared by: Melissa Chiodo, Chief of Police

Reviewed by: Melissa Chiodo, Chief of Police

Contact: 651-450-2528

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Council is requested to approve the **third and final** reading of ordinance amending city code 4-1-19: Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations.

SUMMARY

Police Department staff have been collaborating on the following ordinance change:

- 1) **4-1-19 Civil Penalties and Sanctions:** The proposed ordinance intends to better define what is considered civil penalties and sanctions. The adoption of more clearly defined language provides Police a clearer determination of a violation of this section.

The ordinance draft was presented to the City Council during a work session discussion on October 7, 2019. The City Attorney was present at the work session discussion and found no issues with the final revisions and acceptance. The ordinance attached reflects the updated language.

ATTACHMENTS

1. City Code Section 4-1-19 Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations with updated language changes underlined and deleted language struck through.
2. Ordinance Amending City Code Section 4-1-19 Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 1, SECTION 19, RELATED TO CIVIL PENALTIES AND SANCTIONS**

The City Council of Inver Grove Heights does hereby ordain:

Section 1. Amendment. Inver Grove Heights City Code Title 4 Chapter 1, Section 19(A)(6) is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

6. Failed to Conduct mandated alcohol server training as required per the ordinance; or

Section 2. Amendment. Inver Grove Heights City Code Title 4 Chapter 1, Section 19(B), 19(B)(2), 19(B)(3), 19(B)(4) is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

- B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity, and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council. Each license violation in subsection A will be considered a separate violation and is subject to the below penalties.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one-day license suspension. The Police Chief or his/her designee will provide three (3) calendar dates as a recommendation for the suspension to the council who will select the suspension date.
3. Third violation within the last five (5) years: Two thousand-dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will provide five (5) calendar dates as a recommendation to the council who will select three (3) days for the suspension.
4. More than three (3) violations in the last five (5) years: Two thousand-dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days ~~or the council shall revoke the license~~ and/or license revocation. If it is determined that the license will be suspended and not revoked the Police Chief or his/her designee as a recommendation will provide calendar dates to the council to select the determined number of suspension days.

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

ORDINANCE NO. _____

Section 3. Effective Date. This Ordinance shall become effective and be in full force and effect after its adoption and publication as provided by law.

Passed in regular session of the City Council on the ____ day of _____, 2019.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Joe Lynch, Interim Deputy Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Developing Plans & Specifications for Heritage Village Park Shelter(s) and Restroom Facility

Meeting Date: November 25, 2019
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve recommended preliminary concepts for the inclusive play area, the architectural plans for the restroom facility and shelter(s), and associated site improvements for Heritage Village Park. Direct staff to proceed with the preparation of plans and specifications and seek bids for the project. The Park and Recreation Commission is recommending approval on a 7-0-1 vote.

SUMMARY

On August 26th the City Council approved a contract with WSB Inc. and Alliance Architects to prepare final plans and specifications for:

- Restroom and shelter
- Landscaping, site amenities, miscellaneous site work around the playground/shelter
- Inclusive play structure (concepts had been previously developed)

The Park and Recreation Commission subcommittee consisting of Commissioners Barker, Freer, Schwanz, and Sethre has been working with the consultant team to develop the concepts. The team has looked at different concepts, materials, layouts, etc that influence the site and ultimately is recommending the following:

Shelter(s)/Restroom

The main shelter is proposed to be an open circle that welcomes people into the space from the parking lot. A circle is chosen to help interpret the former railroad roundhouse that was a part of the railroad maintenance yard. The shelter would have room for nine (9) 8' tables and seating for 70 – 90 people. The center of the circle will be used to display historical information that will assist in interpreting the site as the Old Village and former railroad. Donor appreciation will also be displayed in the center circle area. The shelter will have lighting and electrical outlets. We do not plan to have the shelter be “reservable”.

The bench shelter is proposed to be placed along the concrete sidewalk that will be imprinted with railroad tracks. The shelter will house six (6) 8-10' benches that will have backs on them so people can utilize both sides of the bench and should accommodate 60 – 70 people. The bench shelter is chosen to help interpret passengers waiting for a train to come. The shelters roofs are positioned as such to provide as much shade as possible through the summer months of June – August. The bench shelters will have lighting and electrical outlets.

The restroom building will be three unisex bathrooms to serve the playground and future splash pad. All three restrooms will meet ADA accessibility requirements. Our intentions are these restrooms will be available to the public from April/May – September/October from 9:00am – 9:00pm Sunday – Saturday.

Inclusive Play Area

Residents have formed a group called All Can Play IGH (<https://allcanplayigh.org/>) whose goal is to bring an inclusive play area to the City. Staff has worked with the All Can Play IGH group, WSB Inc., and Flagship Recreation to develop an inclusive playground that will meet the needs of 2-5-year old's and 6-12 year old's. The playground will have a railroad and old village theme.

The inclusive playground will allow people with all abilities and disabilities to play together in a playground that is designed to ensure there is a mixture of events and activities that encourage social play through a sensory rich experience among all abilities/disabilities together, as well as multi-generational ages by allowing parents and caregivers to also interact with children. The goal is to invite and engage people with a little something for everyone by offering opportunities to succeed based on varying challenge levels, while helping users develop physically, socially and emotionally through interaction. Design elements that will be accounted for in an inclusive playground include:

- Auditory and sensory elements (music, textures)
- Varying challenge levels of equipment to account for beginner to advanced levels
- Active spaces for those who need to burn off energy
- Quiet spaces for those who may become over stimulated and simply want to observe
- Cooperative play to encourage social interaction
- Independent dramatic or imaginative play
- Shade for cooling down
- Rubber surfacing throughout the play area

Site Improvements

Many improvements to the site have been accomplished in Phase II (grading, parking, trails). Additional site improvements include retaining walls, concrete sidewalks, landscaping, etc. All improvements will provide interpretation of the railroad, the old village, and the Mississippi River.

We will be working with our IT staff to incorporate the use of technology on the site to include security cameras, public WiFi, and a key card system for the bathroom facility.

Additionally, a subcommittee of the Park and Recreation Commission which includes Commissioners Bauer, Cook, and Eiden, along with resident Don Parker, Commissioner Atkins, and the Dakota County Historical Society Executive Director Matt Carter are working on developing a plan to help the public understand and appreciate the historical significance of the Old Village, Mississippi River, and the railroad.

Financing

As the Council is aware, to be able to advance the next phase of development we must identify funding sources. We are working with potential partners to secure the necessary funding. Currently the estimated cost for this phase of development is approximately \$2,300,000.

Anticipated Schedule

January/February 2020	Bid project
March 2020	Award project
April – August 2020	Construction
August/September 2020	Ribbon cutting

Future Improvements (Potential)

Future improvements that may be included as resources are available may include:

- Splash Pad
- Outdoor Amphitheatre
- Relocation of Old School House/Former Town Hall
- Additional Parking
- Picnic Shelter(s)
- Additional Historical Interpretation



Ethics, Excellence, Engagement

CITY OF INVER GROVE HEIGHTS Heritage Village Park

8150 Barbara Avenue, Inver Grove Heights, MN 55077

651-450-2500

www.invergroveheights.org

City Mission/Values

The City Mission:

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.

The City Values:

- Ethical decisions by doing the right thing
- Engaged people by delivering collaborative results
- Excellence by setting high standards and exceeding expectations

Framing Decisions:

- Ability to remain fiscally stable
- Improve or stabilize operational efficiencies
- Improve customer service
- Staying attentive to our regulatory environment

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Heritage Village Park

- Phased approach to development starting in 2004
- Former contaminated railroad site
- MPCA site remediation
- Several Master Plans
- Mississippi River Regional Trail
- Phase I - Dog Park opening Summer 2019
- Phase II – Grading, parking lot, trails Summer of 2019



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2020 - Phase III

- Picnic Shelter
- Bench Shelter
- Restroom Facility
- Inclusive Playground
- Site improvements
- Historic Interpretation



Picnic Shelter

- Open circle welcoming people into the shelter
- Interprets the railroad roundhouse that formerly occupied the site
- Room for 70-90 people
- Historical and donor displays in middle of circle
- Electricity and lighting



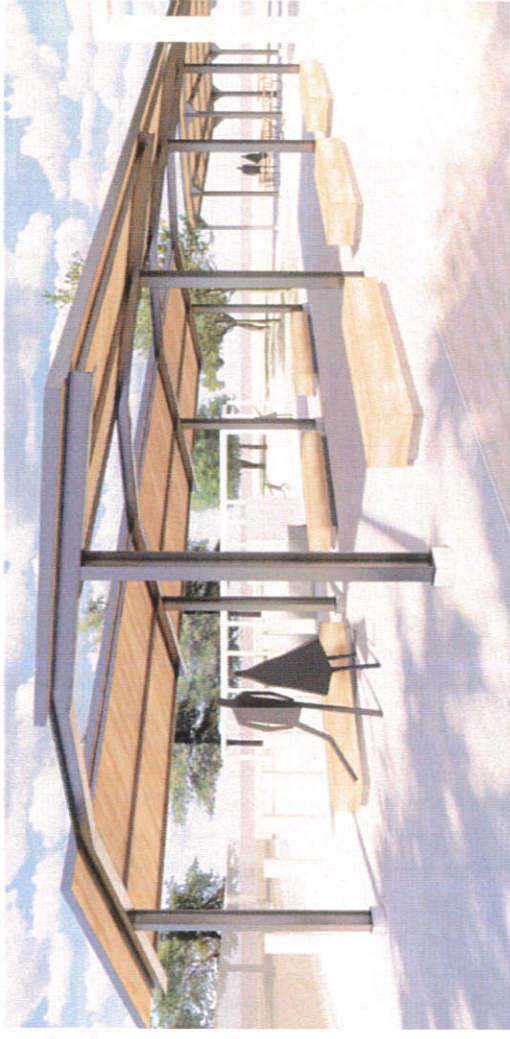
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Bench Shelter

- Located along the concrete sidewalk with imprinted railroad tracks
- Interprets people waiting for a train to come
- Room for 60-70 people
- Electrical and lighting



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Restroom Facility

- Three unisex bathrooms
- ADA accessible
- Open April/May – September/October
- 9:00am – 9:00pm Sunday-Saturday

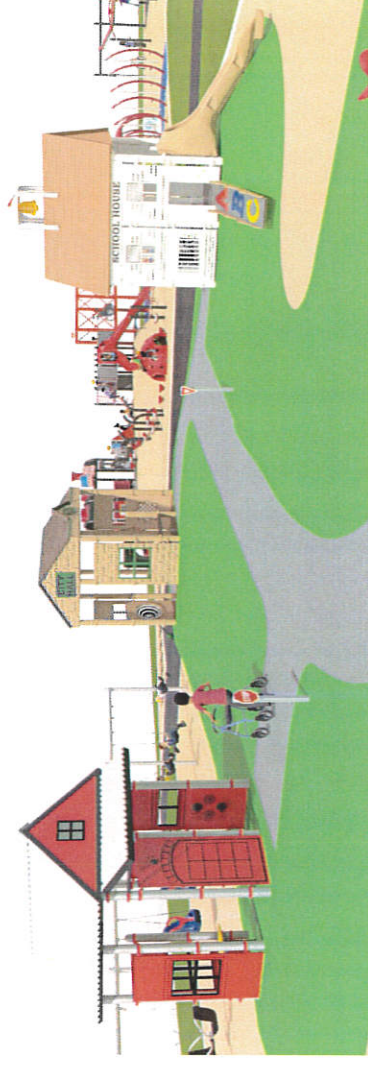


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Inclusive Playground

- Old Village Theme
- 2-5 Year Olds
- Poured in place rubber to create streets, front yards, etc.
- Landform creates elevation changes



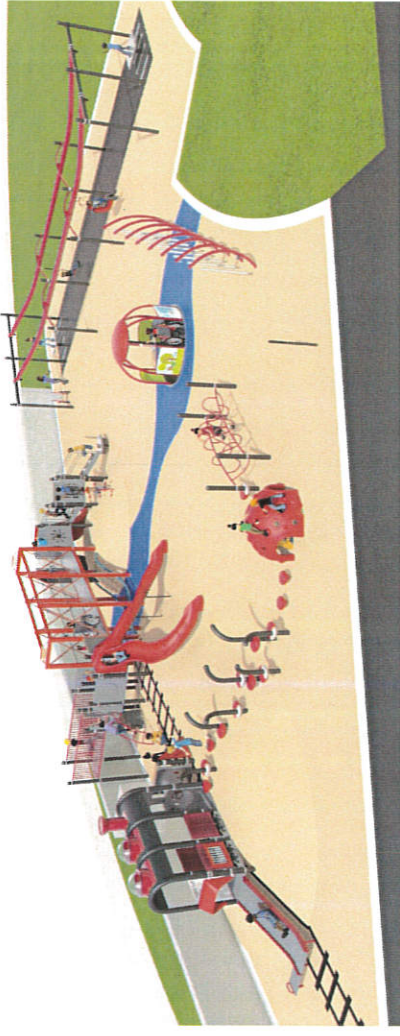
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Inclusive Playground

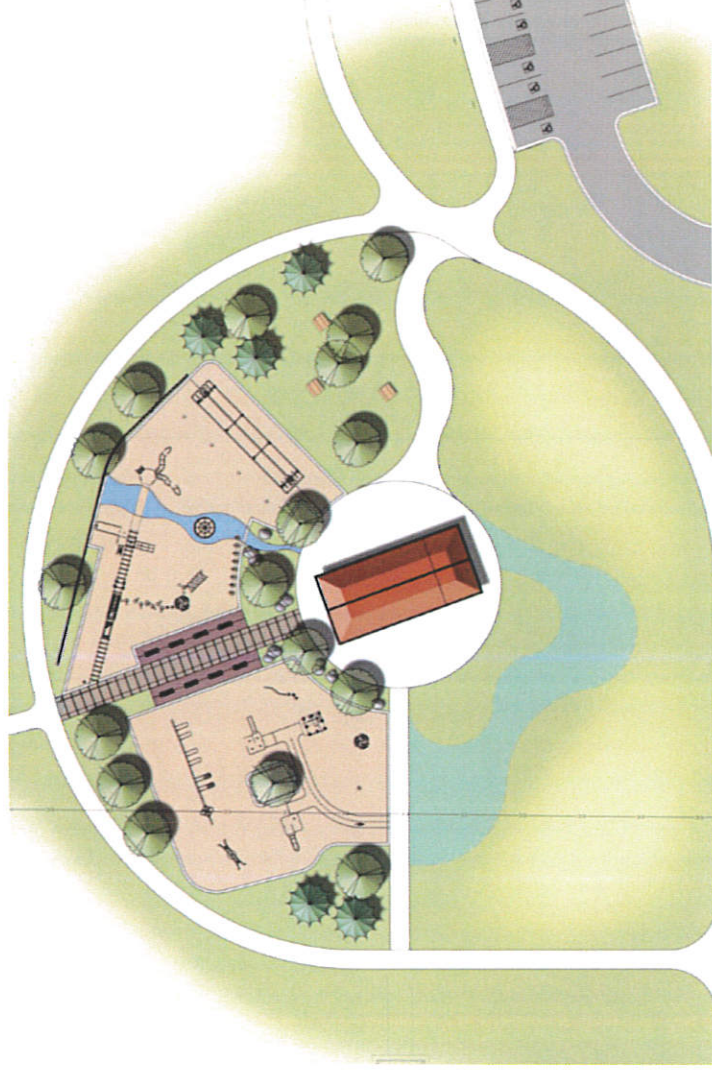
- Railroad and Bridge Theme
- 6-12 Year Olds
- Poured in place rubber to help interpret the Mississippi River
- All Can Play IGH raising \$100,000 to fund zip line

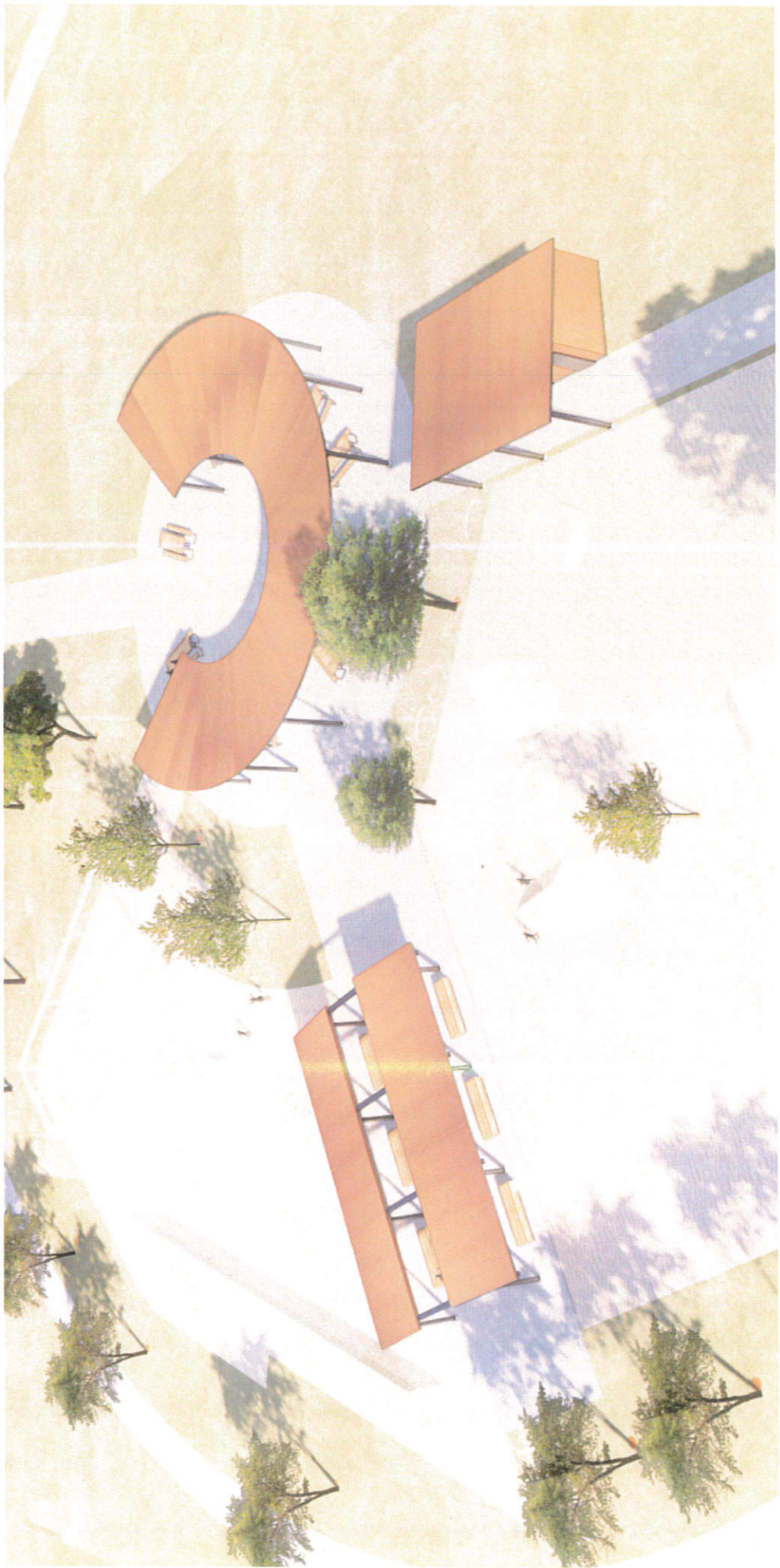


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Site Improvements

- Tables/benches
- Landscaping
- Concrete walks
- Security cameras, public WiFi, key card system















Historic Interpretation

- Subcommittee studying the history of the site
- Looking for stories of interest and artifacts
- Evaluation of historical significance of Old Town Hall and School House



Anticipated Funding

Anticipated Funding		Anticipated Investments	
	2020		2020
Balance of 2018 Dakota County ELF Grant	\$250,000	Plans/Specifications	\$100,000
City Funding – TBD	\$1,000,000	Shelter/Restroom	\$725,000
Community Playground Fundraising	\$100,000	Inclusive Playground	\$725,000
2019 Dakota County ELF Grant	\$950,000	Site Work	\$450,000
Total	\$2,300,000	Historic Interpretation	\$100,000
		Construction Observation	\$100,000
		Contingency Fund	\$100,000
		Total	\$2,300,000



Potential Future Improvements

- Splash Pad
- Outdoor Amphitheatre
- Additional parking, shelters,
- Historic interpretation



Recommendation

- Approve recommended concepts and direct staff to move to development of plans and specifications and bid the project.
- Anticipated schedule:
 - January/February – Bid project
 - March – Award project
 - April/August – Construction
 - August/September – Ribbon cutting

QUESTIONS?

Eric Carlson – Parks & Recreation Director

ecarlson@invergroveheights.org

651.450.2587

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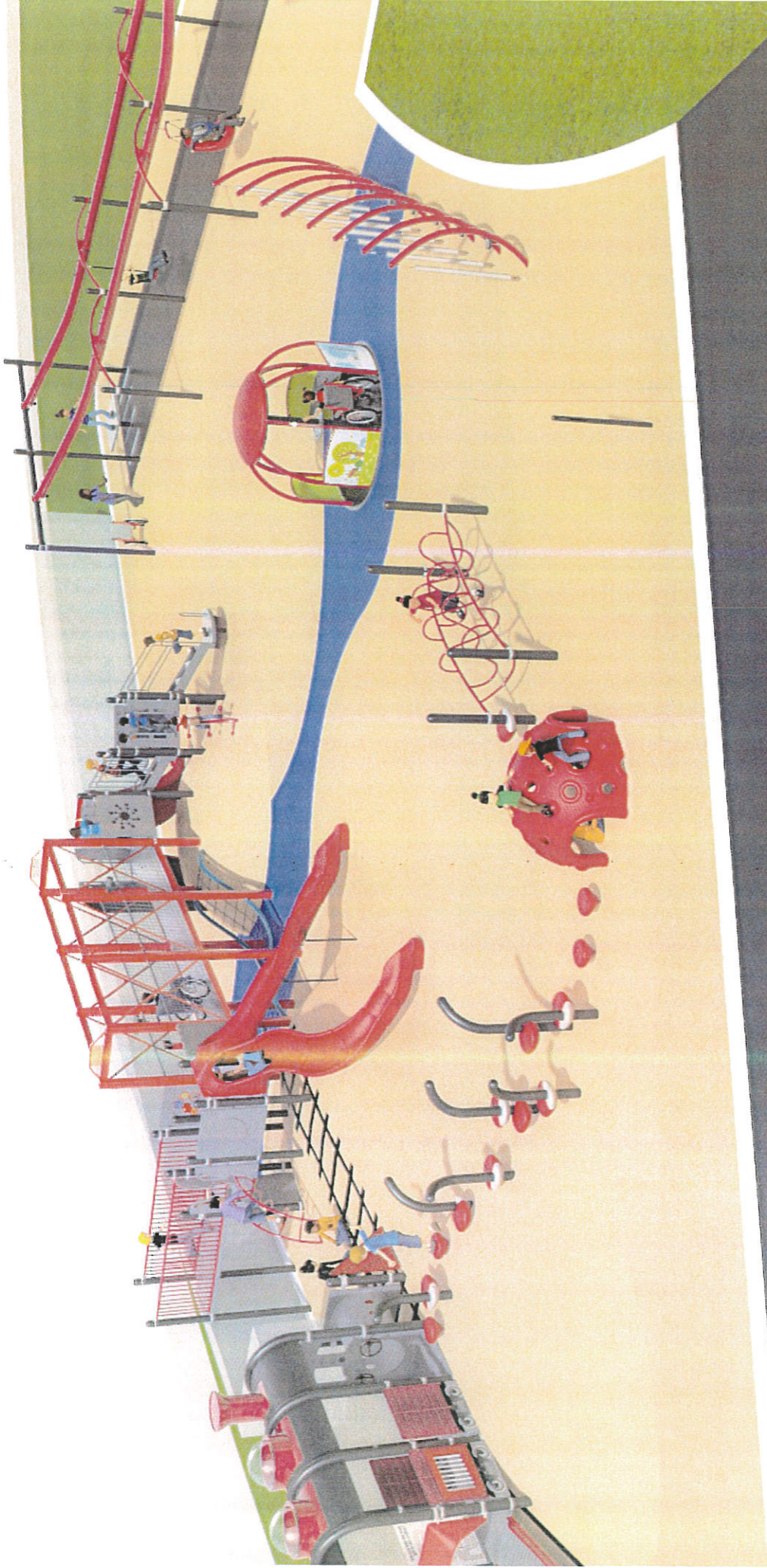
Inclusive Play Area

Heritage Village Park

Inver Grove Heights MN 55076

March 19, 2019

11332



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at only. *Custom product manufacturing time for this project will be approximately 10 weeks from the time of LSI order acceptance.

FOR A BETTER TOMORROW
WE PLAY TODAY

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Brett Altermatt



Heritage Village Park

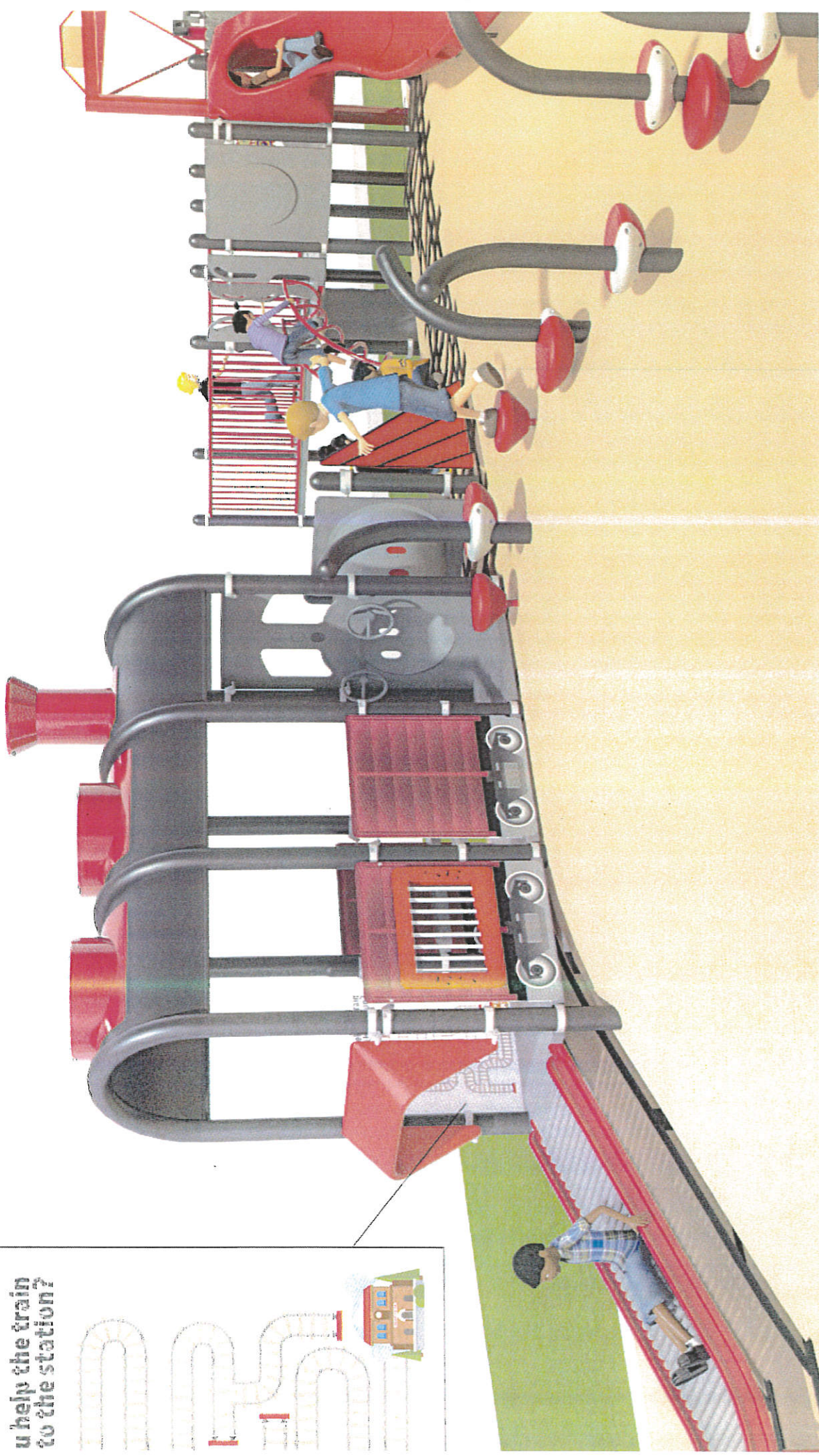
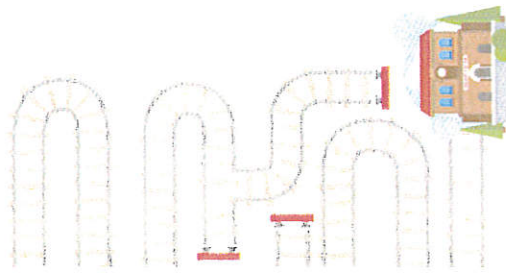
Inver Grove Heights MN 55076

March 19, 2019

11332

use train maze

u help the train
to the station?



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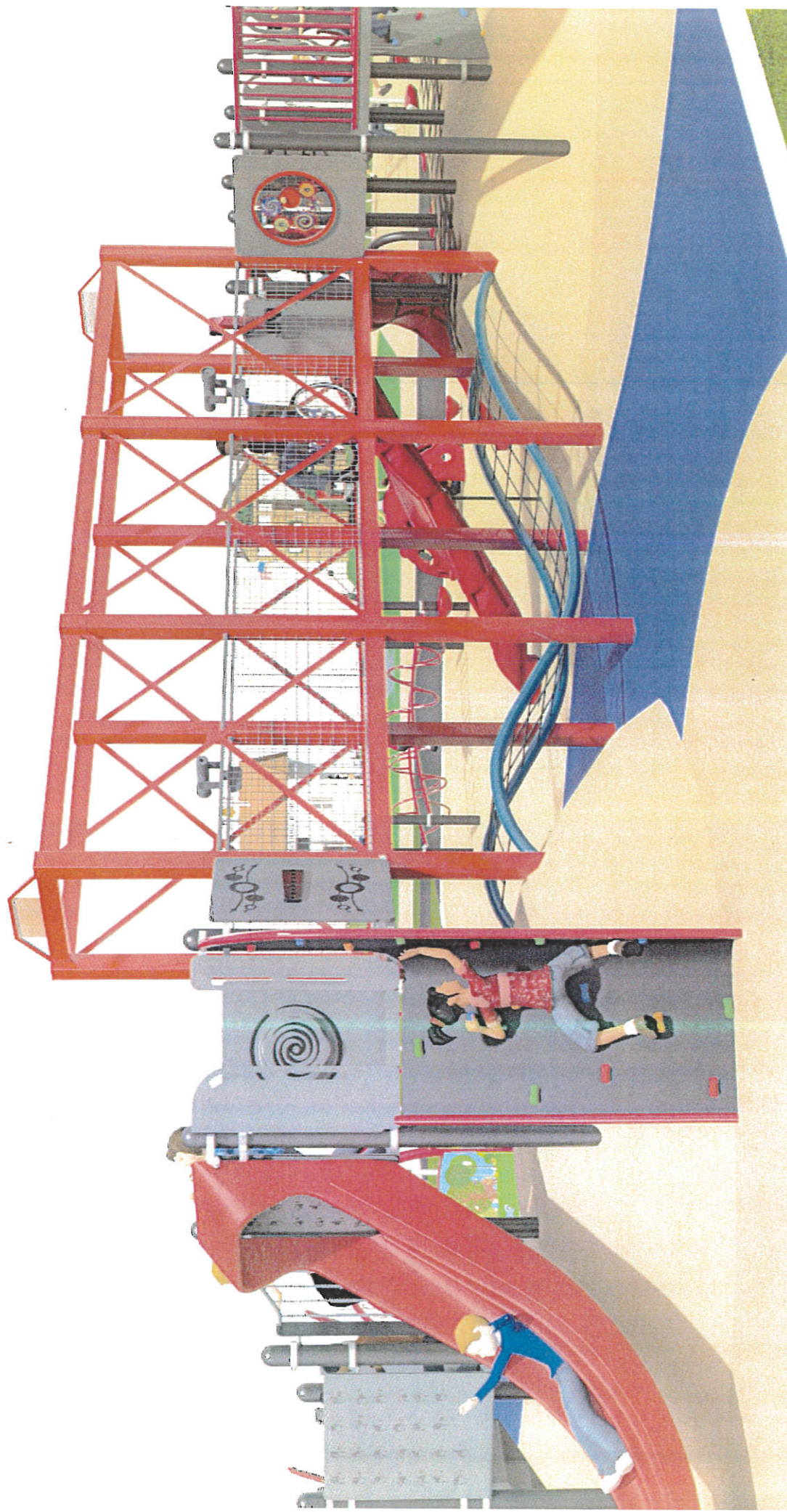
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Heritage Village Park

Inver Grove Heights MN 55076 March 19, 2019 11332



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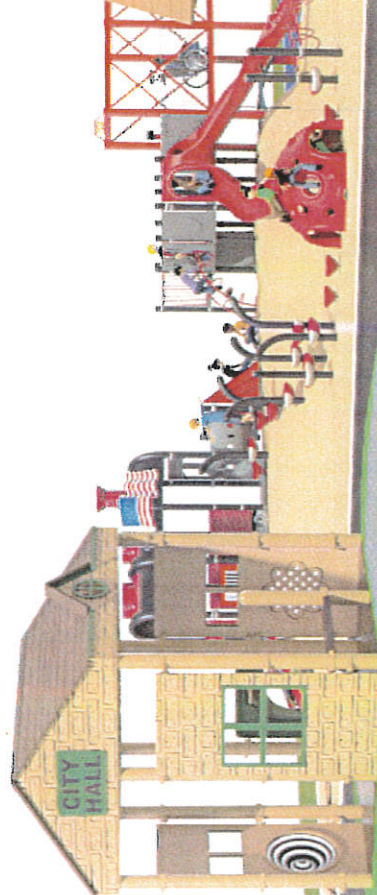
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Restrooms/Shelter(s)

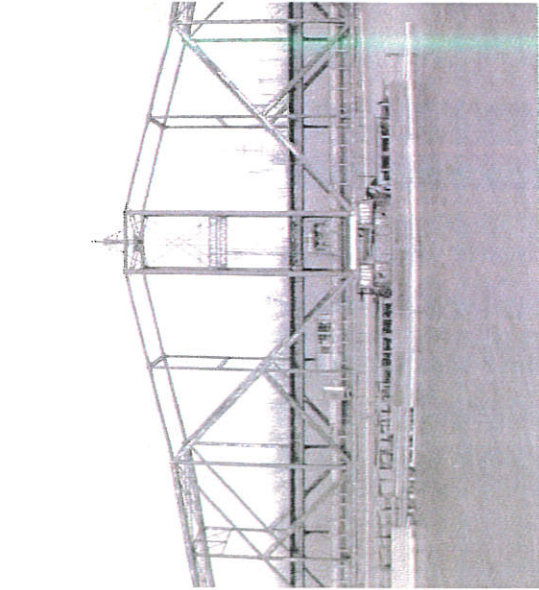


HERITAGE VILLAGE PARK

ARCHITECTURAL RENDERING

Heritage Village Park

111 West Carnegie Highway



Historical Site Photography



Heritage Village Park

River Grove Heights

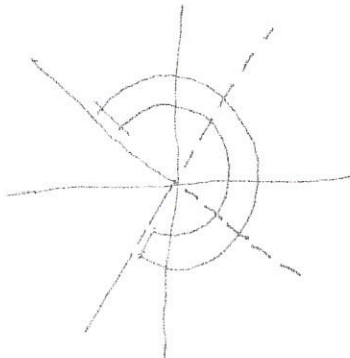
Project Introduction | Heritage Village Park

Heritage Village Park is an island in the midst of multi-modal transportation: to the east, barge traffic on the Mississippi River, at the west side of the park, the Mississippi River Regional Trail, railroad, and vehicular traffic.

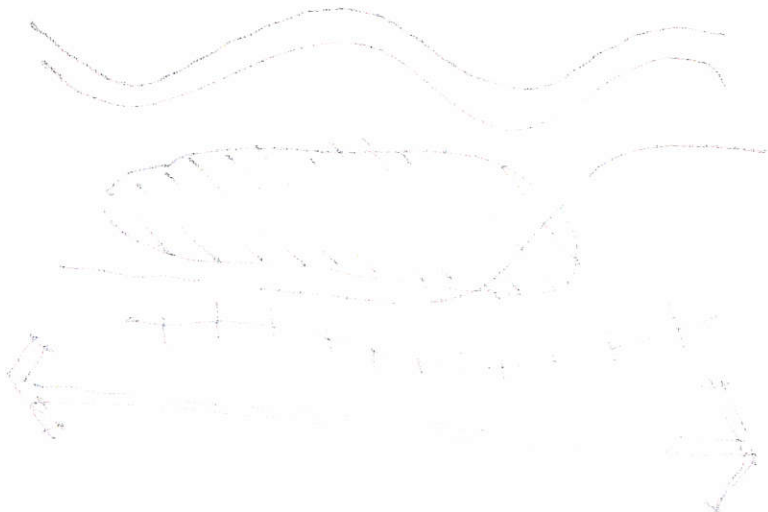
The park also has a significant historical railroading history. Remnants of the Rock Island Swing Bridge remain and serve as a pier, enabling visitors to have a rich experience walking out over the river.

This rich railroad history serves as an influence for the design of the new shelter, shaded bench area, and toilets for Heritage Village Park. Railroad tracks extended through the park and diverted to the swing bridge. A roundhouse was located at the north end of the current park.

The proposed design for the shelter is influenced by the historical roundhouse. The form provides a welcoming entry from parking and provides shaded picnic tables for visitors to the play area and the future splash pad. The center area will provide a space for panels on which the history of the park can be interpreted. Radiating trails with tracks cast in the concrete paving lead to the interpretive panels and are reminiscent of tracks leading to a roundhouse. The bench seating is influenced by covered platforms, where passengers were seated, waiting for their train. The toilets and changing rooms are influenced by wood railroad utility structures.



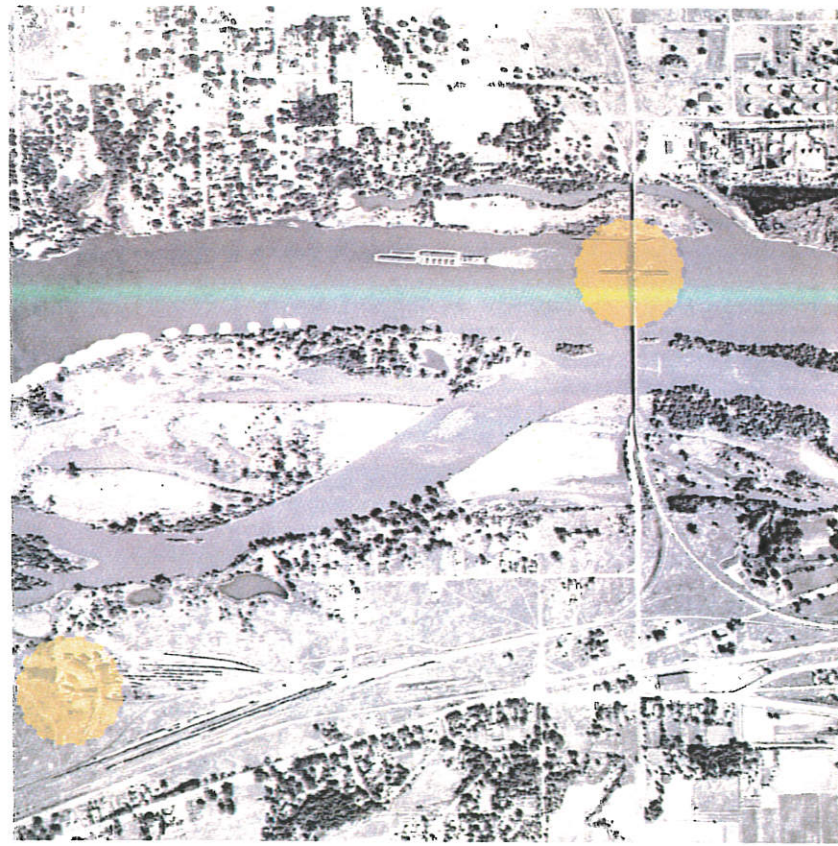
Concept Sketch - Train Engine Round House



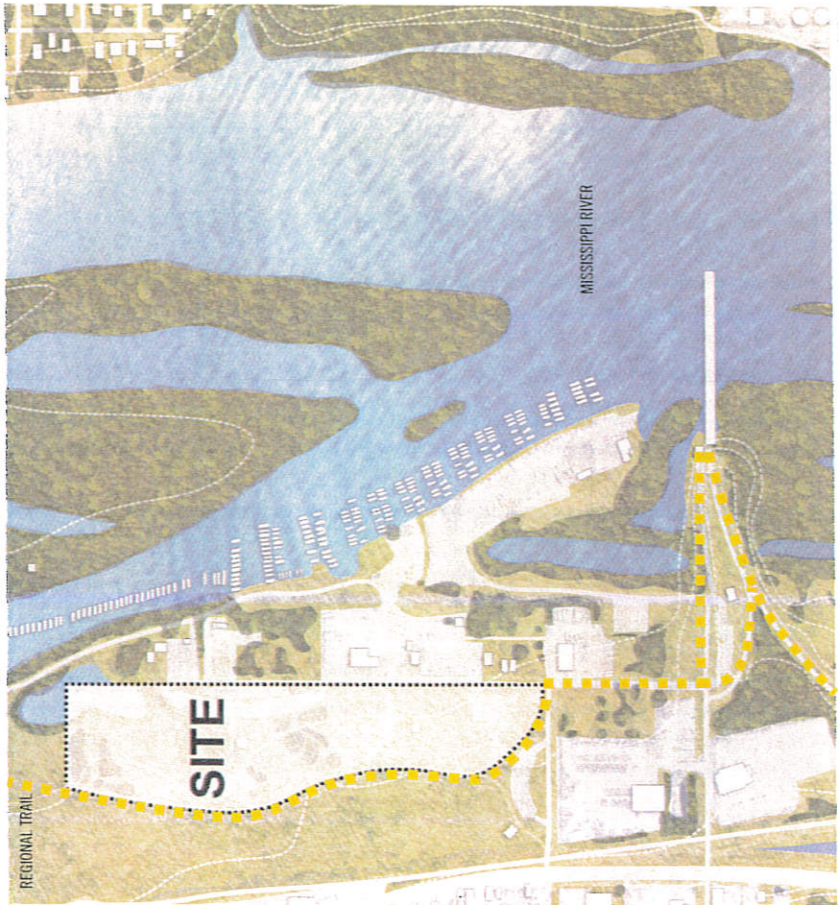
Concept Sketch - Site Plan

Heritage Village Park

River Grove Heights



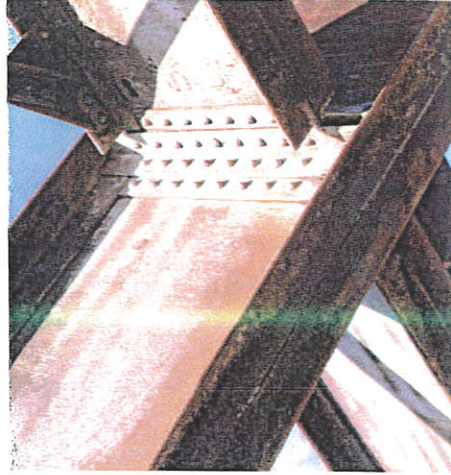
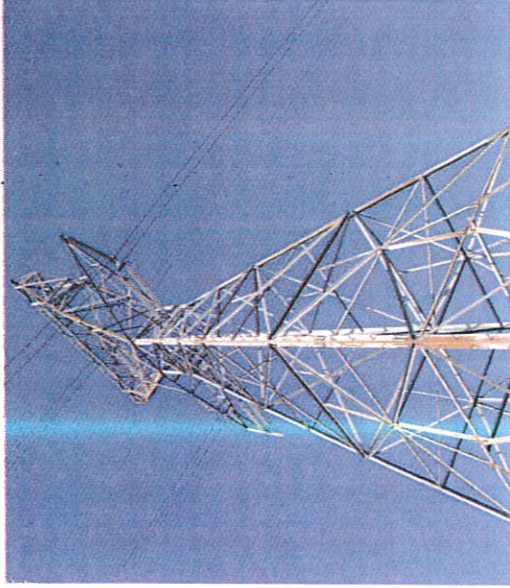
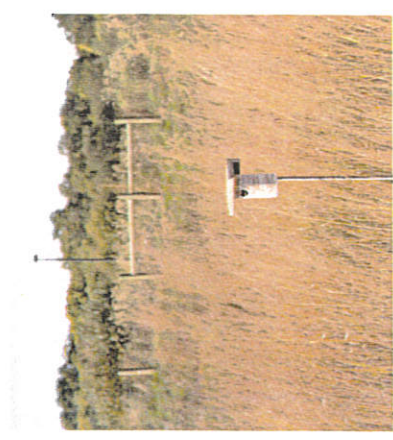
1945 Aerial Photograph: Note swing bridge and round house



Current Site Illustration of Context: Note Mississippi River and Site

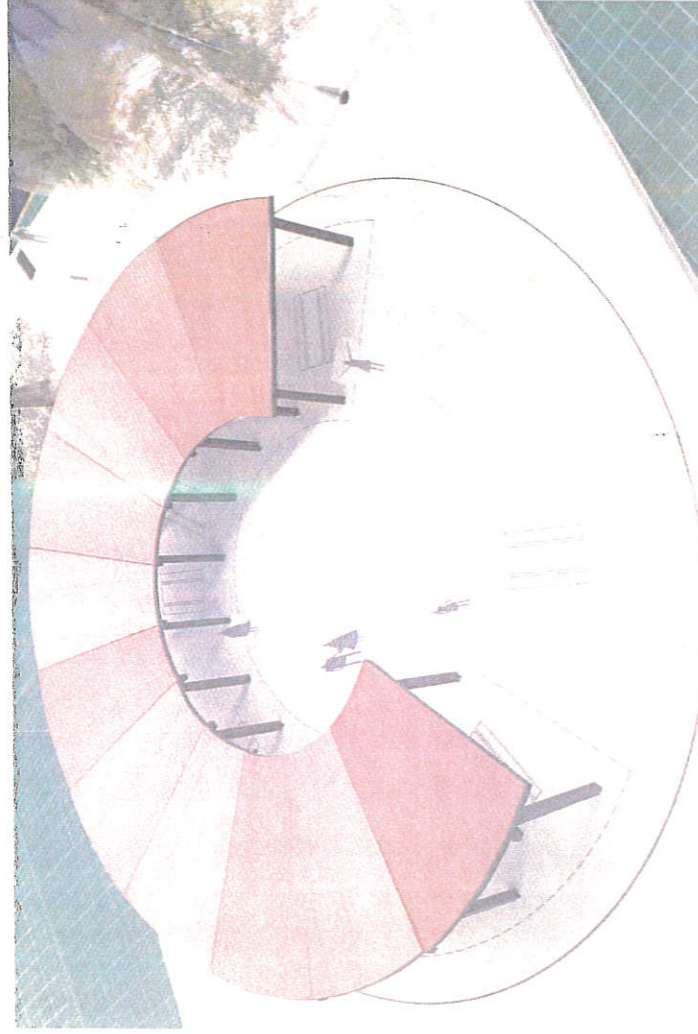
Heritage Village Park

Heritage Village Park

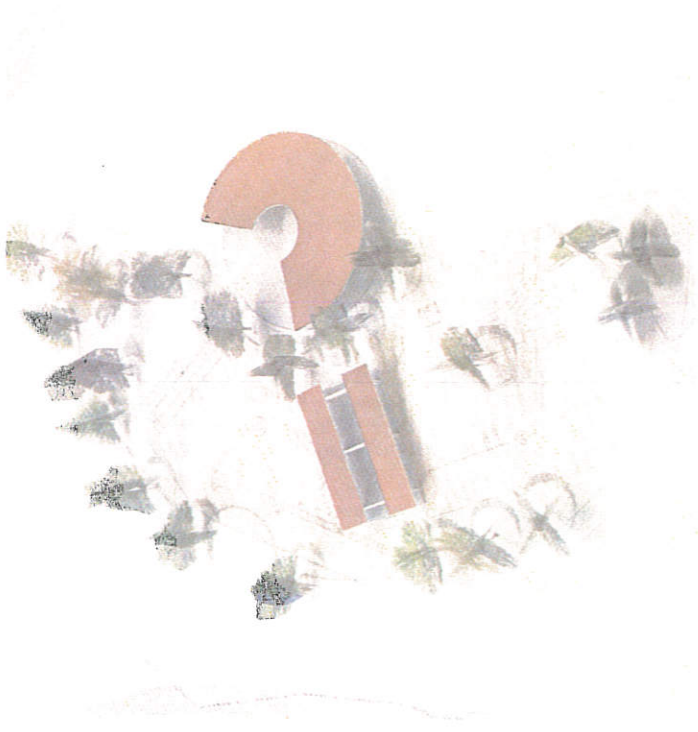


Heritage Village Park

River Grove Heights

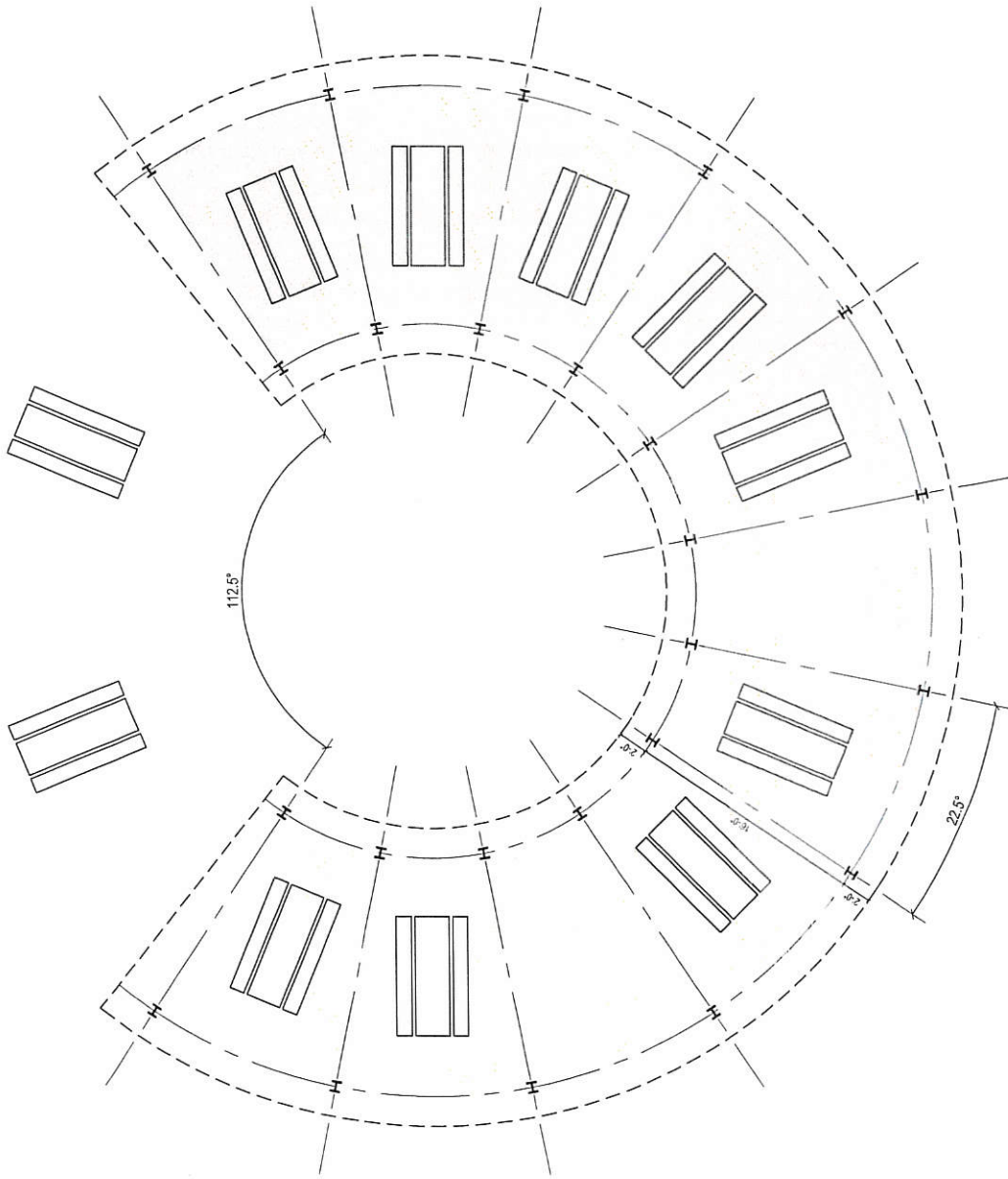


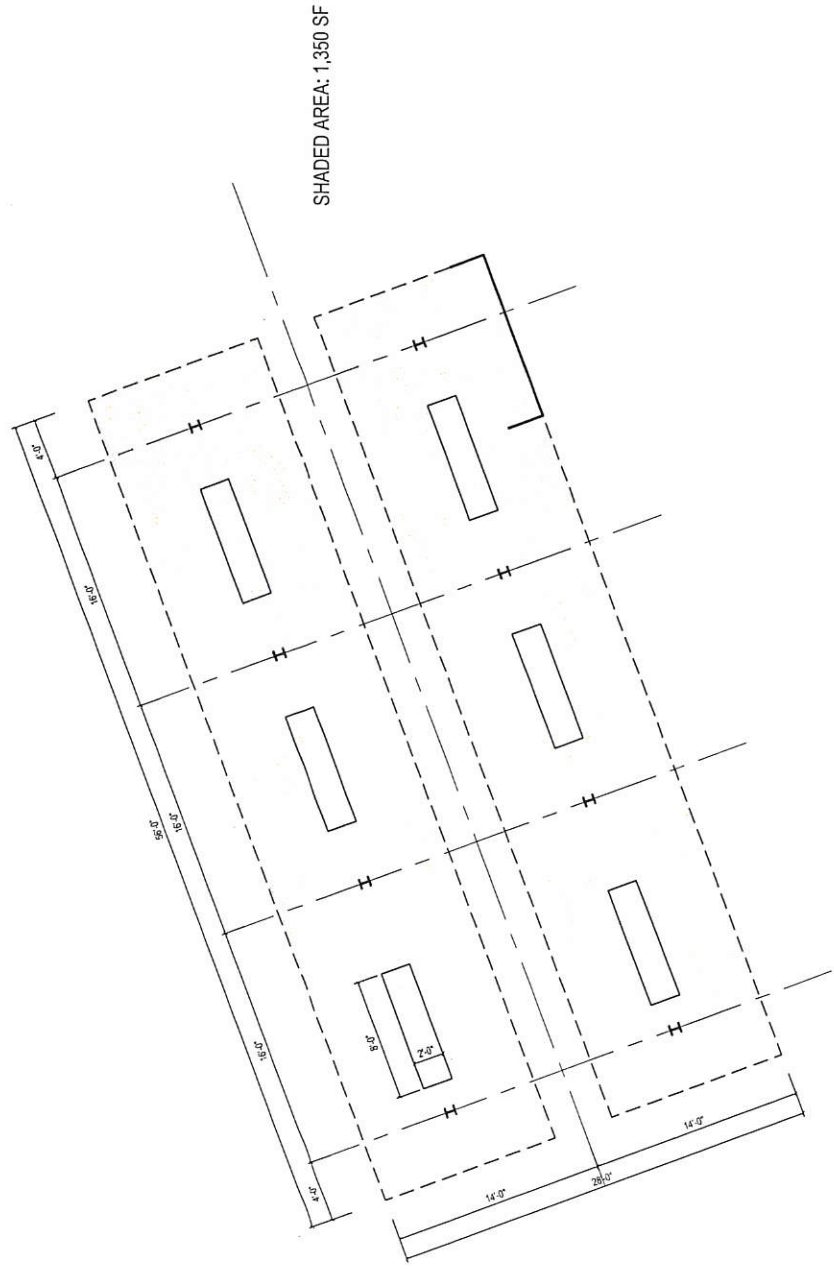
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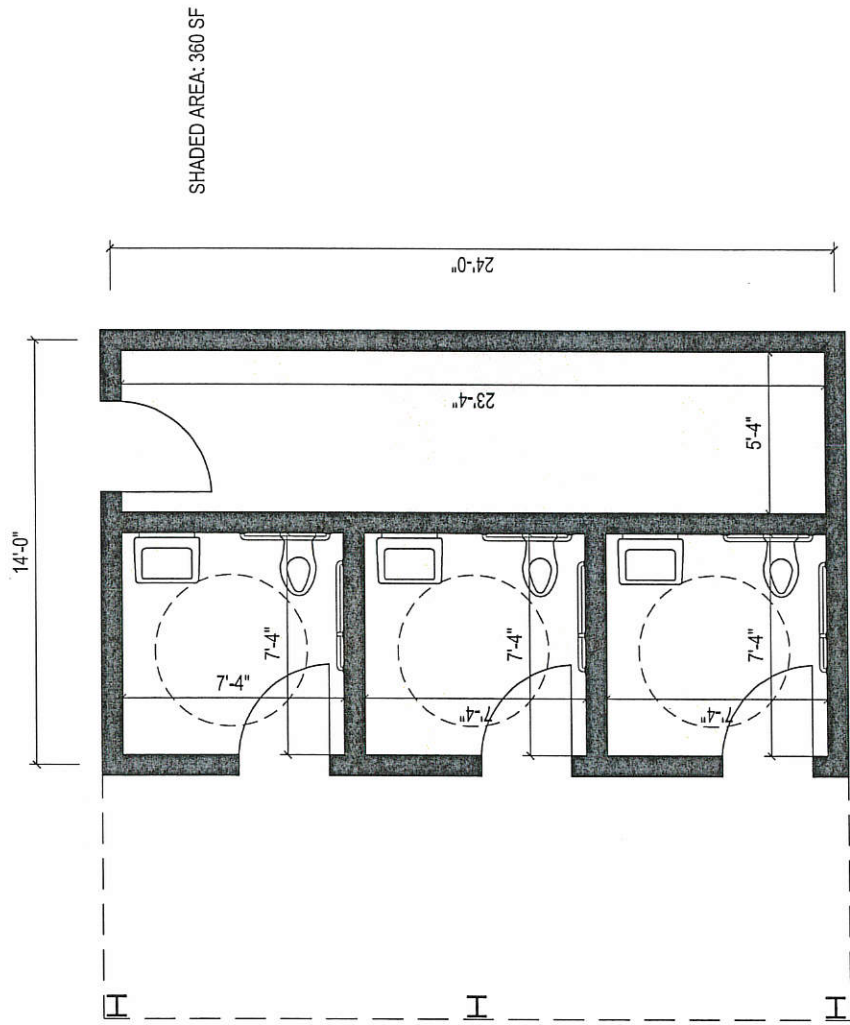


Model Study: 1/16" = 1'-0"

SHADED AREA: 1,800 SF

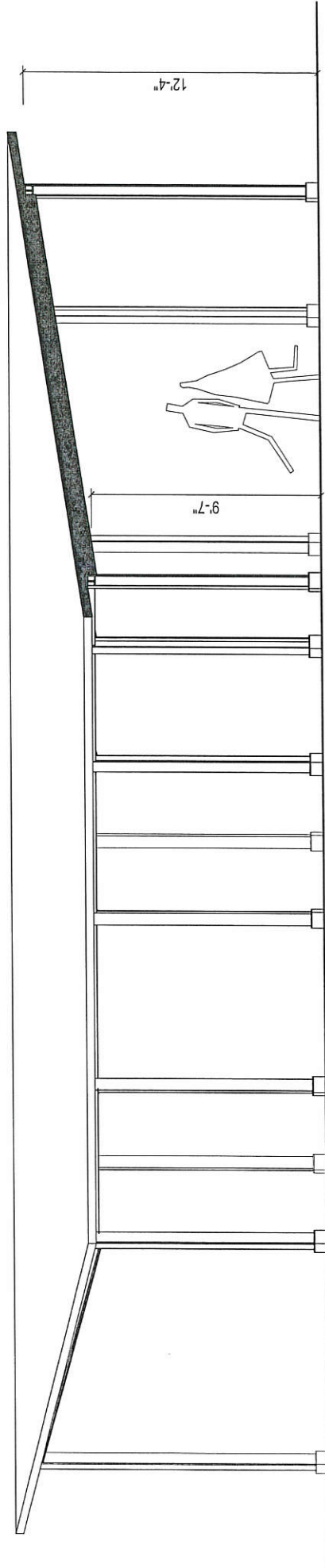
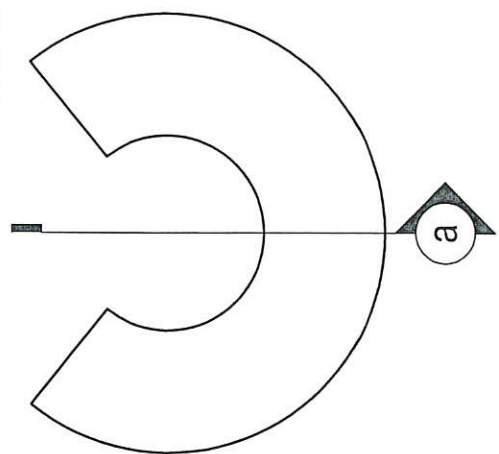


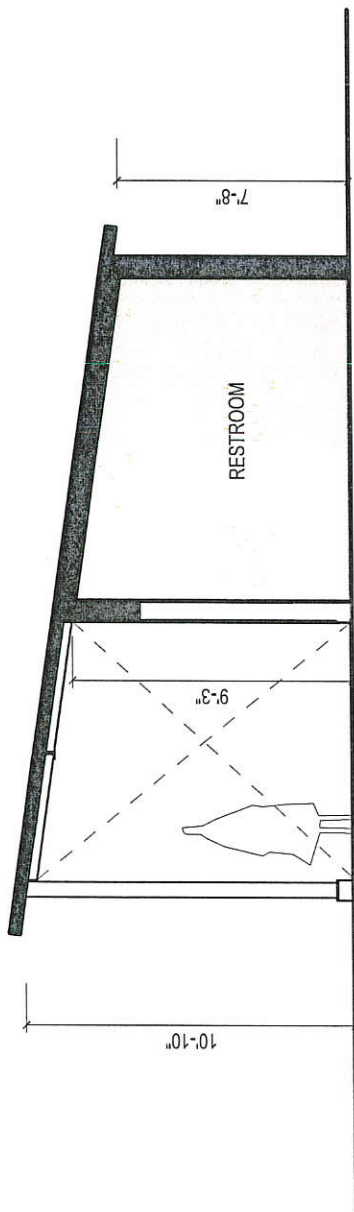
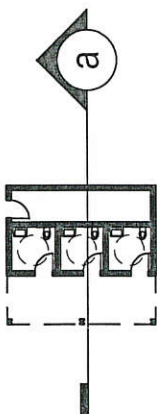




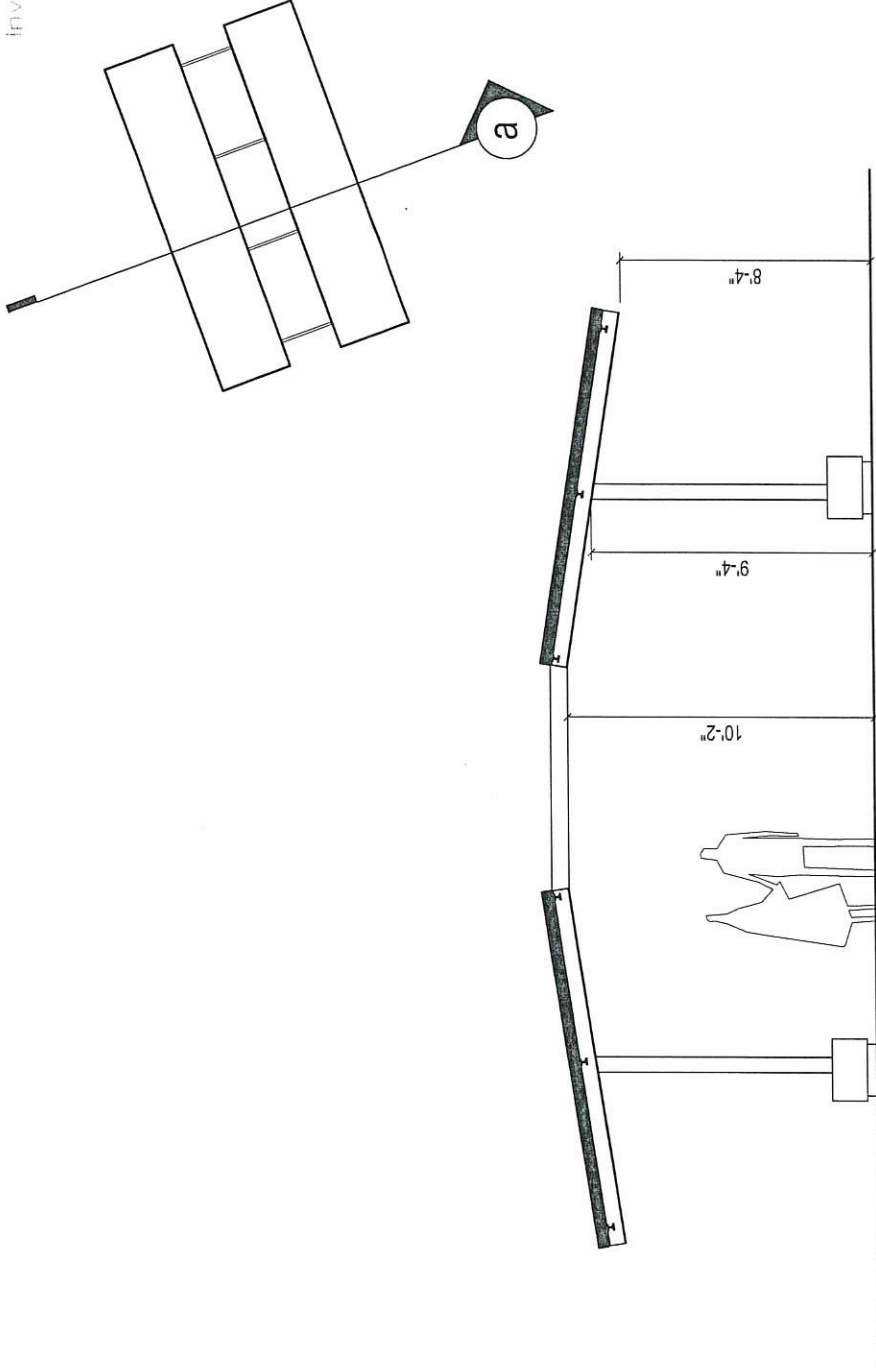
Heritage Village Park

Inver Grove Heights





Heritage Village Park
Inver Grove Heights



Heritage Village Park

Heritage Village Park



Heritage Village Park
Invited Concept Proposal



wsb **ALLIANCE**

Architectural rendering of the proposed design for Heritage Village Park, prepared by WSB Alliance.

Page 3

Heritage Village Park

Heritage Village Park



Heritage Village Park
Invent Children's playground



wsb ALLIANCE

Heritage Village Park - Invent Children's playground - 2019

Heritage Village Park
Haverhill, MA



wsb **ALLIANCE**

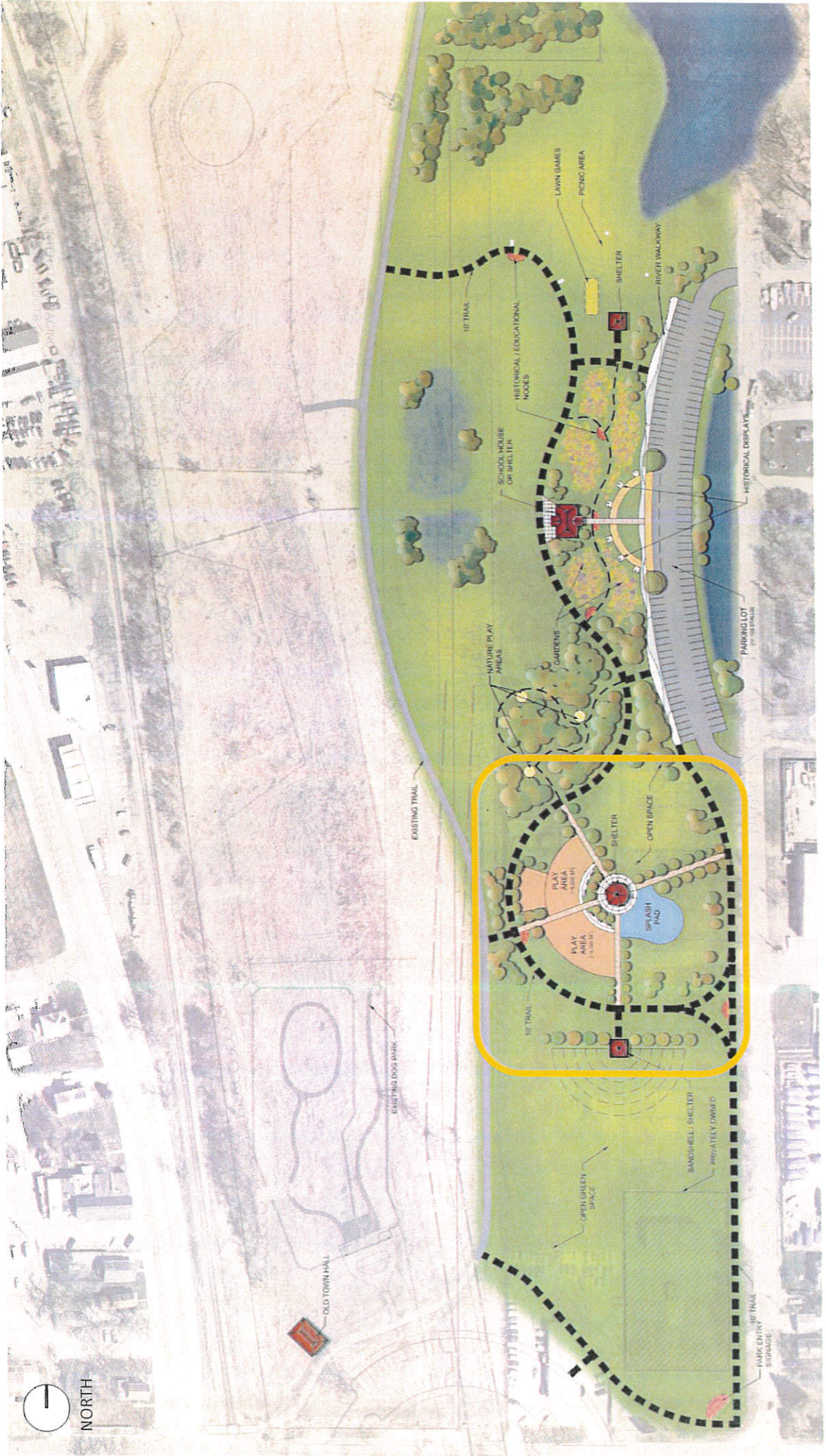
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Heritage Village Park
Inlet Grove Heights

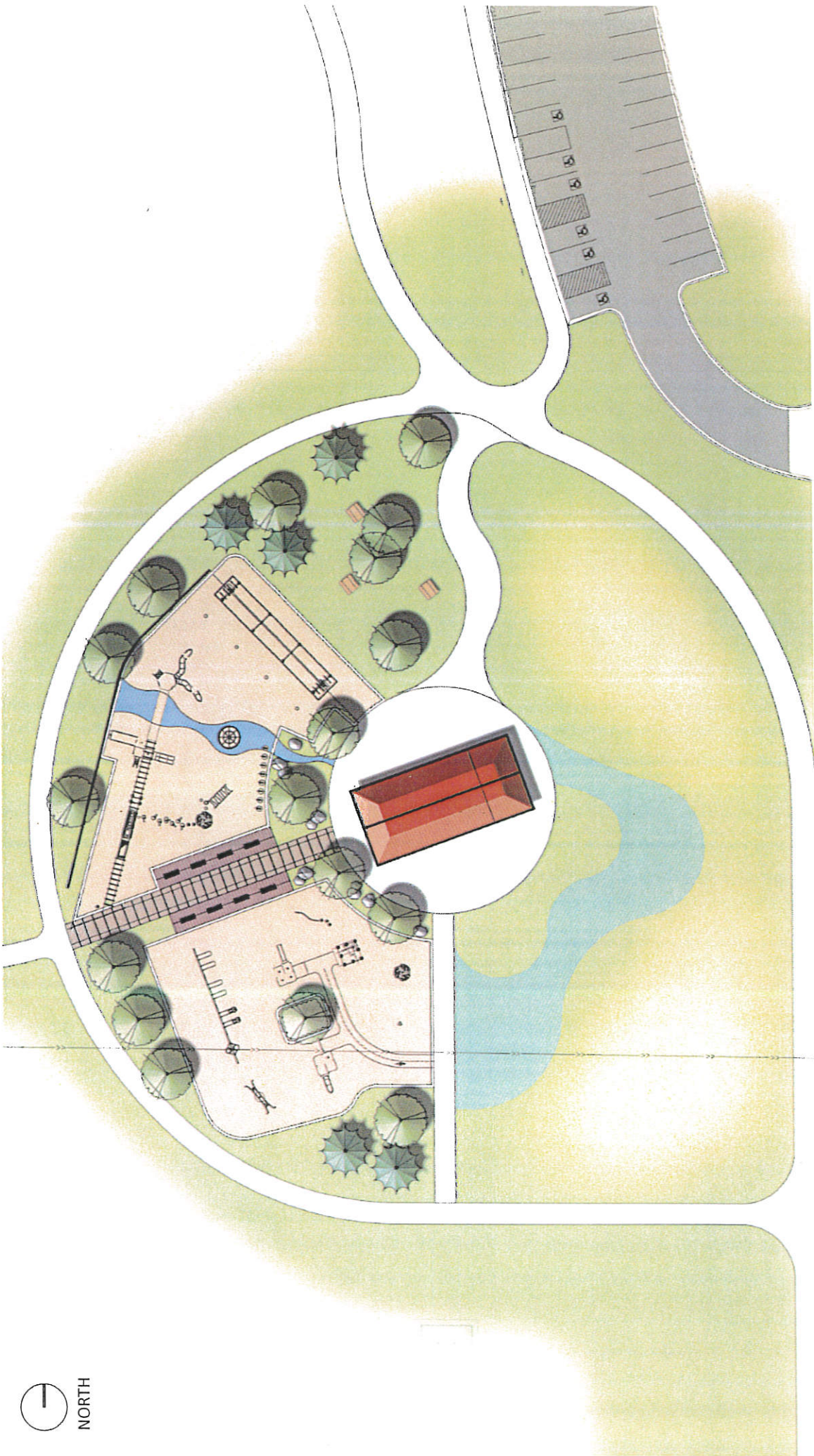


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Site Context



NORTH



Anticipated Budget

**City of Inver Grove Heights
Heritage Village Park**

November 6, 2019

	2020
<u>Phase III Funding</u>	
Balance of 2018 - Dakota County ELF Grant	\$ 250,000
City Funding - TBD	\$ 1,000,000
Community Playground Fundraising	\$ 100,000
2019 - Dakota County ELF Grant Request	\$ 950,000
	<u>\$ 2,300,000</u>
 <u>Phase III Anticipated Expenses</u>	
Plans/Specifications/Bidding	\$ 100,000
Shelter/Restrooms Building	\$ 725,000
Inclusive Playground	\$ 725,000
Site work	\$ 450,000
Historical Interpretation	\$ 100,000
Construction Observation	\$ 100,000
Contingency Fund	\$ 100,000
	<u>\$ 2,300,000</u>

Sample of Community Support

Inclusive Playground at Heritage Village Park

Statement(s) of Support

The community of Inver Grove Heights would greatly benefit from an all-inclusive playground. These areas of play are desired destination spots, they show growth, they unite communities. I am a mother of 3 children, all of whom have no physical limitations. My children don't "need" specially adapted equipment, but they do need the experience of playing with kids who may have different playing abilities than them. They do need a safer play structure, and they do need a place where there are no boundaries.

An all-inclusive playground can help to unite us all. It is a place where EVERYONE, including grandparents, vets, and those with any sort of physical limitation can laugh and learn together.

Katie Hill

Though I've always enjoyed walking the trails in our beautiful parks system in Inver Grove, I never really paid much attention to the playgrounds and other amenities until my son was born in 2016. As he grew, so did my interest in these beautiful public spaces. In my work, I've always been an advocate for diversity and inclusion, so when I heard that Inver Grove was hoping to be one of the first cities in Dakota County to host an inclusive playground, I was very excited! I am not alone in my enthusiasm to bring this park to life. Since its creation on May 23, 2019, the Facebook group I created for residents of Inver Grove and surrounding areas to follow the progress of the park has grown to nearly 200 members.

My family is blessed to not need an inclusive playground in order to enjoy outside play together, but many of our friends and neighbors do. An inclusive playground will not only benefit this under-served population in our city, but all families who visit. The additional costs associated with an inclusive playground versus a traditional one is easily recovered by the benefits to the local economy. This playground will bring income to local businesses and raise property values by increasing the appeal of living in Inver Grove. The way I see it, we can't afford not to add such a beneficial amenity.

Elizabeth Korth

As a disabled mother of two, the need for more accessible play spaces is obviously critical to my family. I have never minded the barriers to everyday things, but when it limits my children it hurts me on a personal level. It's easy to see why this is so meaningful to me.

What might not be quite as obvious is the way these parks and playgrounds can transform communities. The fact that kids with disabilities can play on equipment that was designed to be inclusive to them is incredible. That is such a positive, progressive way to show people that everyone matters. But what I now see when I go to inclusive playgrounds is so much more than I expected. It isn't just that everyone gets to play, it's that everyone gets to play *together*. Think about how much that can impact young minds. Knowing that you have more similarities than differences and being in a free space that anyone can utilize...it can and will unify our community in a lasting way.

The fact that this park is going to reflect the history of the area and connect to trails and bike paths is another aspect of how it will encourage the coalescence of our city.

I believe this park will be such an enormous attribute to Inver Grove Heights, not just for the disabled, elderly, or special needs population, but for everyone.

Niki Barker



October 7, 2019

To Whom It May Concern at the City of Inver Grove Heights city council,

We are writing to voice our support for the proposed inclusive playground at Heritage Village Park. As owners of a long standing pediatric primary care clinic located in Inver Grove Heights, we feel that the creation of an inclusive playground in our city would be a priceless benefit to the children and families both in our and in surrounding communities. Inver Grove Heights is a diverse community. The need for inclusive, free spaces for our children and families to be outside together in a safe and accommodating manner is so important to the health and well-being of our families. Thank you so much for making the inclusive playground a priority for our city.

Warmly,

Lindsey and Robert Deeb