

INVER GROVE HEIGHTS CITY COUNCIL AGENDA

Monday, January 13, 2020 at 7:00 p.m.

A G E N D A

1. CALL TO ORDER

2. ROLL CALL

3. PRESENTATIONS

Introduction of the Finance Director, Amy Hove

Introduction of the City Clerk, Rebecca (Becky) Kiernan

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 November 25, 2019 Regular Council Meeting
ii. Minutes from the December 2, 2019 Work Session Meeting
iii. Minutes from the December 9, 2019 Regular Council Meeting
- B. Disbursements for Period Ending January 8, 2020.
- C. Request for Approval of Rental Housing Licenses.
- D. Consider Approving 2020 Acting Mayor.
- E. Consider Approving 2020 Official Depositories.
- F. Consider Authorizing Electronic Fund Transfers (EFT).
- G. Consider Approving 2020 City's Official Newspaper for Publication.
- H. Appoint Deputy Weed Inspector for 2020 Brian Swoboda.
- I. Approve Operating Manager David Scott Faulhaber for Cub Foods at 7850 Cahill Avenue.
- J. Approve Operating Managers Kevin Gwaltney Wills and Aaron Axel Anderson for Pilot Travel Center at 11650 Courthouse Blvd.
- K. Approve Operating Manager Robert Garagiola for Speedway #4411 at 7501 Concord Blvd.
- L. Approve Operating Manager Antonio Vashawn Bennet for Speedway #4548 at 5728 Bishop Ave.
- M. Approve Operating Manager Steven Arndt Morris for Speedway #4411 at 7501 Concord Blvd & #4548 at 5728 Bishop Ave.
- N. Approve Consider Approval of Individual Massage Therapist License for Jonathan Barkalow at Inver Grove Chiropractic, 2940 65th Street E.
- O. Confirm and approve personnel actions.
- P. Approve the appointment of Kathy Fischer to the position of Administrative Support Specialist.
- Q. Approve the appointment of Cora Bauer Henkemeyer to the position of Human Resources Coordinator.
- R. Accept Final 2019 Donations & Grants for Various Parks and Recreation Programs.
- S. Consider Approval of American with Disabilities Policies.
- T. Approve Resolution approving an amendment to the development contract for the plat of Inverpoint Business Park.

- U.** Consider Approval of 2020 Sentence to Serve Contract.
- V.** Approve a renewed Joint Powers Agreement with Dakota County for Emergency Management Services.
- W.** Recognize the plan update of the City of Inver Grove Heights Emergency Operation Plan (EOP).
- X.** Request approval of the authorized Change Order #18, Change Order #19, Change Order #20, and Change Order #21 for Project 2014-10 Fire Station #2 New Construction.
- Y.** Request approval of the Pay Application #13 for \$359,214.04 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.
- Z.** Consider Disposal of City-Owned Assets.
- AA.** Consider Resolution Accepting a Professional Services Proposal for the Ace in the Hole Sanitary Sewer Study.
- BB.** Consider Resolution Accepting a Proposal for Conceptual Engineering and Planning Services for Property at the Northeast Quadrant of 65th Street and T.H. 3.
- CC.** Consider Resolution Accepting Proposal for Stormwater Plan Review Services from Barr Engineering Co. for a Housing Development Project at 9697 Inver Grove Trail.
- DD.** Consider a Resolution Approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2020 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.
- EE.** Consider Resolutions Accepting Proposal for Geotechnical Services from American Engineering Testing, Inc. (AET) for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.
- FF.** Consider a Resolution approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2020 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Ave Improvements.
- GG.** Proposals and Award Contract for Resurfacing Floors in Three Areas of the Water Treatment Plant.
- HH.** Approve Purchase of Capital Equipment.

5. PUBLIC COMMENT

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

6. PUBLIC HEARING

- A.** Public Hearing to Consider New Club Officer Robert Wayne Currence Sr. for Moose Lodge #1088 at 5927 Concord Blvd.
- B.** Public Hearing to Consider the application of an On-Sale, 2 am Liquor, and Sunday Liquor License for Mallards IGH LLC for the premises located at 5681 Blaine Ave (Located in Inver Grove Marketplace III).
- C.** Public Hearing to Consider the application of a Temporary 1 to 4 day Liquor License for Church of St. Patrick for the premises located at 3535 72nd Street E.

7. REGULAR

Police

A. Consider Second Reading of Massage Licensing Amendments

Community Development

B. Adams French Property, LLC – Consider the following Resolutions for property located at 7855 Cahill Avenue:

- a) a Conditional Use Permit to allow for a mini-storage facility;
- b) a Conditional Use Permit to allow impervious surface to exceed 25% within the Shoreland Overlay District of Simley Lake

8. EXECUTIVE SESSION

A. Pursuant to Minn. Stat. § 13D.05, Subd. 3(b) and pursuant to the attorney-client privilege, a closed-door Executive Session for discussion with the attorneys representing the City relating to the pending litigation matter of City of Inver Grove Heights vs. GS Truck & Trailer Repair LLC and GS Transport Express LLC, Dakota County District Court File No. 19HA-CV-18-2111.

B. Pursuant to Minn. Stat. § 13D.05, Subd. 3(b) and pursuant to the attorney-client privilege, a closed-door Executive Session for discussion with the attorneys representing the City relating to the pending drainage claims and related imminent claims and threatened litigation of inverse condemnation regarding the property at 7376 East Courthouse Boulevard owned by Gretchen Schaaf and Doug Schaaf.

C. Pursuant to Minn. Stat. § 13D.05, Subd. 2(b) an executive and closed-door session for discussion of preliminary consideration of allegations against City Administrator Joe Lynch.

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 Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@invergroveheights.org.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING MINUTES
MONDAY, NOVEMBER 25, 2019**

1. CALL TO ORDER

The City Council of Inver Grove Heights met in regular session on Monday, November 25, 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: Councilmembers Piekarski-Krech, Bartholomew, Perry, and Dietrich; City Administrator/Interim Deputy Clerk Lynch, City Attorney Kuntz, Community Development Director Rand, Public Works Director Thureen, Police Chief Chiodo, Fire Chief Thill, Parks and Recreation Director Carlson, Police Commander Otis, Police Sergeant Wiederhoeft, and Assistant City Engineer Dodge.

3. PRESENTATIONS

A. Inver Grove Heights Scholarship Program Presentation.

Rochelle VanKempen, President, serving the Inver Grove Heights Board, stated over the past 14 years the program has had over 200 candidates, and crowned 77 Ambassadors. They have awarded over \$45,000 in Educational Scholarships. The Coronation was held on Saturday, September 7th crowning six Ambassadors who will take on community services projects, partake in community events, and serve the community well. Five of them introduced themselves as follows: 2020 Inver Grove Heights Princess Ashley, Junior Miss Teah, Junior Princess Marissa, Junior Princess Taylor, and Little Miss Autumn.

Mayor Tourville stated they represent the City of Inver Grove Heights in many events outside of the City too. He congratulated them and appreciated all they do and thanked those that help with the program. Pictures of the Ambassadors and Council were taken.

B. Recognition of those Responding to a Medical Emergency on November 5, 2019 at the VMCC/Grove

Police Chief Melissa Chiodo stated when someone goes into cardiac arrest it means their heart stops beating and they stop breathing. 911 is then called and the caller speaks with a dispatcher. In Dakota County all 911 calls go to the Dakota Communications Center (DCC). She stated in the event of a cardiac arrest, the dispatcher pages both the Inver Grove Heights Police Department and the Inver Grove Heights Fire Department. The DCC Dispatcher also sends the patient information to Health East Ambulance Service, located out of Fire Station 3.

Fire Chief Judy Thill stated there is more to the process prior than calling 911. It begins with a business or community offering training in Cardiopulmonary Resuscitation (CPR) and the use of Automated External Defibrillators (AED) to employees and residents. She stated because responders cannot be everywhere, civilians can play an important role in emergency response. Civilians step in and perform CPR, use an AED, or both, before emergency responders arrive. She stated the City of Inver Grove Heights had a situation recently.

Parks and Recreation Director Eric Carlson stated on Tuesday, November 5th, at 5:00 p.m. a member of the facility, Mr. Thomas Boggs, was working out on one of the rowing machines. Mr. Boggs was found by staff and members of the VMCC/Grove to be unconscious and unresponsive. Through the quick thinking and actions of members and staff, Mr. Boggs was immediately treated with chest compressions and 911 was called. He stated members of the VMCC and staff worked together to use an AED to determine Mr. Boggs condition. The AED applied a life saving shock. When Inver Grove Heights Police and Fire arrived at the scene, they took over the situation, stabilized Mr. Boggs, and prepared him for transport by the Health

East Ambulance Service. He was taken to the hospital and had emergency heart surgery. He stated that Mr. Boggs is currently recovering from triple bypass surgery and is in attendance this evening.

Parks and Recreation Director Carlson stated through proper training, teamwork, life-saving equipment on hand, quick thinking, and courage, the outcome to this unexpected situation was positive. He stated that he wanted to recognize the staff and community members that were involved as follows: Staff – Al Vandehoef, Amy Crary, Danielle Moynihan, Joanna Cheyka, Lauren Shier, Phil Hagen, Rachel Kangas, Sally Stalker, Stan Mankowski, Stephanie St. Jacques, and Terry Berger. VMCC members – Ben Kisslinger, Clint Mrozinski, Sarah Kulseth, and Melanie Bailey.

Police Chief Chiodo recognized Sergeant Johnny Daniels and Officer Miguel Guadalajara who ran out from training at City Hall and over to the VMCC to assist.

Fire Chief Thill stated Jolene Cemensky, Dakota Communications Center Dispatcher was the Dispatcher who took the call and could not be in attendance this evening. Fire Chief Thill recognized the following: Fire Captain Josh Parrow, Firefighter Nick Wegner, and Firefighter Bill Groth (not in attendance) with the Duty Crew. Battalion Fire Chief Cory Rosendale (not in attendance) and Assistant Fire Chief Eric Bergum. Fire Chief Thill also recognized Health East Paramedic Katherine Depuydt and Paramedic Kevin Scott.

Parks and Recreation Director Carlson stated a Certificate will be given to the members and Community Center Staff thanking them for their participation in this event. He also thanked the Inver Grove Heights Police Department and Fire Department who respond to issues at the Community Center. He thanked the Dakota County Communications Center and Health East Ambulance Services for the roles they played during this positive outcome and for the service and safety they provide to the community every day. He stated he was thankful that Mr. Boggs was healthy and recovering.

Thomas Boggs thanked everyone who assisted and said he and his family are very grateful. He commented that he ran three miles and felt great, and then ended up falling over. He was thankful to have someone trained in CPR and the use of an AED. He thanked the first responders who got him to the hospital where he had triple bypass surgery. He is currently doing rehab and beginning to recover.

4. CONSENT AGENDA

- 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. **Resolution 19-217.**
- 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. Conditional Use Permit Amendment to modify the existing site plan to add a garage space for each unit along with other property improvements. **Resolution 19-218.**
 - b. a Variance to exceed 40% impervious surface in the R-3C, Multiple Family District. **Resolution 19-219.**
- 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 19-220** 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. **Resolutions 19-221, 19-222, 19-223.**
- O. Personnel Actions.

Motion by Bartholomew, seconded by Perry to approve the Consent Agenda.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT

There were no public comments.

6. PUBLIC HEARING

A. Liquor License Renewals

City Administrator Joe Lynch stated this request is to approve liquor license application renewals for 2020. There have been changes with data and notification requirements when officers are changed. He stated there are several applicants still missing information. Four establishments have new Officers/Managers as follows: Cub Foods, Moose Lodge, Pilot Travel Center, and Speedway. Six establishments have outdated or missing liquor server training compliance. He stated there have been discussions about having penalties for being out of compliance with lack of updated server training. He stated they are still seeking information from the following: AMC Theatre, Arbor Pointe Golf Club, IWA Sushi, Pilot Travel Center, Speedway Store, and Trail Liquor.

He stated they were informed today that the notification process was one day short, discussions can take place this evening to seek feedback and comment. He recommended delaying action until December 9th. He stated in addition to meeting the requirement for the ten-day notification, it would allow all of the potential missing information to be supplied by that time. All those that are missing information have been made aware that they need to provide the information before the December 9th meeting.

Mayor Tourville asked if there would be a specific date the information would be needed by. City Administrator Lynch responded they were told that all information has to be turned in on the

Tuesday prior to the December 9th meeting. Mayor Tourville stated that would be by close of business on December 3rd.

Councilmember Bartholomew asked about the three license holders that are not renewing. City Administrator Lynch responded he was advised they are not renewing.

Councilmember Dietrich asked if she could receive information about the process for applying for permits. City Administrator Lynch responded he could provide the application form and the communication sent.

Motion by Piekarski-Krech, seconded by Perry to continue discussion of Liquor License Renewals on Monday, December 9, 2019 at 7:00 p.m. at City Hall.

Mayor Tourville stated information should be turned in to City Hall by Tuesday, December 3, 2019. Licenses will be in effect from January 1st to December 31st, 2020.

Ayes: 5

Nays: 0 Motion carried.

B. Alcohol Compliance Check Failures.

Police Commander Josh Otis, along with Police Sergeant Adam Wiederhoeft, discussed alcohol compliance check failures that occurred on October 28, 2019. Police Commander Otis stated the Police Department uses compliance checks as verification and it is an important part of the community effort to reduce underage access to alcohol. This allows notification to license holders who pass compliance checks successfully and notify those that do not pass. He stated those employees who have sold or furnished alcohol are charged with a gross misdemeanor crime and the liquor license holder is found to be in violation of the City Ordinance and may have a civil penalty imposed at a Public Hearing with the City Council. He stated the following two items they look at in their Ordinances:

- Chapter 4-1-14: The Conditions of the License: No liquor license holder is allowed to sell any intoxicating liquor to anyone under the age of 21.
- Chapter 4-1-19: Civil Penalties and Sanctions: Any civil penalty found to be in violation, the liquor license holder can receive, depending on the violation: First Violation: \$750.00, Second Violation: \$1,000 and a one-day license suspension.

Police Commander Otis stated on October 28th they checked 32 local liquor license holding businesses or restaurants. The first one is for Drkula's 32 Bowl. On October 28th a server did not view or ask to view the Under 21 Minnesota Driver's License and served that young adult a Coors Lite tapped beer. At that time the underage buyer left the business and Police Sergeant Wiederhoeft took over with post serve contact procedures. This is the second violation within the last five years. The first violation took place on July 20, 2016. He stated per City Ordinance, staff recommends the \$1,000 civil penalty and a one-day suspension.

Mayor Tourville stated some organizations do more than just serve alcohol, in this instance they would not be allowed to serve alcohol but would still be allowed to be open. Police Commander Otis agreed and stated other than serving alcohol, normal business practices can continue.

Tim Drkula, Drkula's Bowl, 6710 Cahill Avenue, stated he was embarrassed about the situation with a staff member not following procedure and training. He stated he would accept the consequences. The employee was terminated that evening. He stated another training session

is scheduled with staff on December 16th at 7:00 p.m. and invited anyone that wanted to see what their training process is like to attend.

Councilmember Bartholomew thanked Mr. Drkula for attending the meeting and showing his awareness and understanding of the consequences. He commented that he believed his organization is doing its best and will continue to do so and prevent this in the future. Councilmember Dietrich thanked Mr. Drkula for all his establishment has done for the community.

Councilmember Piekarski-Krech stated the new Ordinance has not been passed yet, this still allows Mr. Drkula to choose the day. Mayor Tourville stated he would get to choose the day in 2019, but that it doesn't have to happen in 2019, it could go into 2020 within a certain amount of time. In 2020, dates would be suggested by the Police Department. He asked for clarification from the City Attorney. Councilmember Bartholomew stated the Council would then pick the date.

City Attorney Kuntz stated this item would be done by Motion in two parts: (1) making a finding that there was non-compliance, (2) setting the penalty. The minimum penalty is \$1,000 plus the one-day suspension. He stated the Council picks the date, but there may be a suggestion by the owner and the Council approves the selected date. Mayor Tourville asked if they have more time to decide on the date and then notify the City. City Attorney Kuntz responded that has been the practice in the past. He stated this is the end of the year so it would have to be this year or in his next year he would be on the renewal list which could be a next year date. He stated there was a preference by the Council that it be contemporaneous with the action and were looking for something within a 30- to 45-day period.

Motion by Piekarski-Krech, seconded by Perry for the Alcohol Compliance Check Failure finding of non-compliance, a \$1,000 civil penalty and a one-day suspension.

Ayes: 5

Nays: 0 Motion carried.

Police Commander Otis stated the next business is Inver Grove Brewing Company. On October 28th a server did not view or ask to view the Under 21 Minnesota Driver's License for underage young adult and served him a beer. The underage buyer left the business and Police Sergeant Wiederhoeft took over with post serve contact procedures. This is the first violation for this business. For the first violation Staff recommends the \$750.00 civil penalty.

Don Seiler, Inver Grove Brewing Company, 9051 Buchanan Trail, stated the employee was terminated per company policy. The message has been reinforced with every other employee.

Mayor Tourville asked if everyone has been able to get through training because they are a new business. Mr. Seiler responded they are forming the culture of their second location. There was an early failure in Lakeville as well, but they haven't had one since and do not intend to have one here.

Councilmember Bartholomew thanked Mr. Seiler for his commitment to the compliance issue. Councilmember Dietrich stated they were grateful to have them here.

Motion by Piekarski-Krech, seconded by Perry for the Alcohol Compliance Check Failure and the finding of non-compliance and a \$750.00 civil penalty.

Ayes: 5

Nays: 0 Motion carried.

Police Commander Otis discussed Old World Pizza stating on October 28, 2019 a server viewed the underage 21 Minnesota Driver's License for underage adult and served him a bottle of Budweiser Beer. The underage buyer left the business and Police Sergeant Wiederhoeft took over with post serve contact procedures. This is the first violation for Old World Pizza within the last five years. Staff recommends the \$750.00 first violation civil penalty.

Brian Dzieweczynski, Old World Pizza, 5660 Bishop Avenue, stated he was embarrassed. He commented that the server did something correct by asking for the ID but still served him. The mistake was made. He stated she recognized the mistake made. He apologized for what took place and stated that he re-emphasized the importance of this issue to his staff.

Mayor Tourville stated that he appreciated him coming to the meeting. Councilmember Bartholomew appreciated his track record, diligence, and commitment. Councilmember Dietrich thanked him for being in the community.

Motion by Piekarski-Krech, seconded by Perry for the Alcohol Compliance Check Failure and the finding of non-compliance and a \$750.00 civil penalty.

Ayes: 5

Nays: 0 Motion carried.

Police Commander Otis stated the last location was Speedway #4411. On October 28th an associate for Speedway did not view or ask to view the Under 21 Minnesota Driver's License for an underage young adult and sold him a six pack of Redd's Apple Ale. The underage buyer left the business and Police Sergeant Wiederhoeft took over with post serve contact procedures. Within the last five years, this is the first violation for Speedway #4411. Staff recommends the \$750.00 civil penalty for the first violation.

The District Manager for Speedway stated that he recently took over this area. He commented that the new cashier did not ID the person. He stated everyone is trained through a computer-based training when hired, then every six months after that, and have a weekly follow up. The employee was terminated. He apologized and stated they will continue the training and work with new employees.

Mayor Tourville stated Super America, now Speedway, has been in the City for a long time. He appreciated him attending and taking this seriously. Councilmember Bartholomew thanked him for his acknowledgement and commitment to compliance. Councilmember Dietrich stated she appreciated his business in the community.

Motion by Piekarski-Krech, seconded by Perry for the Alcohol Compliance Check Failure and the finding of non-compliance and a \$750.00 civil penalty.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stressed the importance of compliance checks and being proactive instead of reactive. He stated most businesses agree they would be happy to be a part of ongoing dialog about how to do better, not only with compliance checks, but with dealing with bad checks too.

He stated this would be a way to be proactive to the community and to long standing businesses.

Councilmember Bartholomew addressed Police Commander Otis commenting that this is a difficult task to do. He stated he appreciated the diligence, presentment, and the work. Police Commander Otis responded the goal is not to get a failure, it is to get 100% compliance.

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. Resolution 19-224.

Assistant City Engineer Steve Dodge thanked residents for their support and participation. He stated the project is located off of Blaine Avenue and 64th Street with Bowman Avenue, Bowman Circle, and Upper 64th Court. It involves 43 properties, one being City property. He stated that Parcel #10 can be an administrative lot split, there is an additional assessment with that parcel that would be proposed to be deferred with no interest.

He stated the project involves pavement replacement throughout the area, spot curb replacement where needed, and sanitary sewer and water main improvements as needed throughout the area. There will be stormwater quality features placed in three different spots. He stated they would be working with residents at the end of 64th Street to improve maintenance such as snow plowing. A plan would be drawn up and discussed in the future.

Assistant City Engineer Dodge discussed the next phase of the project stating they would work with the storm sewer system in back yards. It would be non-assessed work paid through the stormwater utility. He stated there is erosion occurring in the backyards and to do that work they would have to remove trees within the easements, replace the storm sewer, and add stormwater features that collect the water and put it into the storm sewer. The current storm system consists of manholes, water runs by them and creates erosion. Those improvements are a part of the project cost. He stated if any work needs to be done outside of easements, they would work with the property owner who would be compensated if they are to get easements on the property for temporary construction.

He stated the cost of the project is \$1.6 million dollars. A large portion of that is street, stormwater improvements, water and sewer, and trunk storm. There is potential for rain gardens. He stated the total funding package matches the \$1.6 million dollars with the Pavement Management Fund at approximately \$560,000, assessments approximately \$560,000, Stormwater Utility approximately \$350,000 and the remainder in the Water and Sewer Fund.

Assistant City Engineer Dodge stated an independent appraiser did a special benefit analysis and came up with \$12,980 as the assessment cap. The estimates come under that at \$11,347. The lowest of the two numbers will be used and if bids come out positive, the assessment could come down. The term of the assessment would be a ten-year term with interest.

He stated the schedule would consist of ordering the project this evening, it would come back to the City Council as a Consent Agenda item in January and then be back on March 23rd for the Assessment Hearing with summer construction. He stated the recommendation would be to have the Council hold a Public Hearing, adopt a Resolution ordering the project, accept the

engineering services proposal from Bolton and Menk, authorize preparation of plans and specifications, and authorize land acquisition services.

Councilmember Piekarski-Krech stated the preliminary proposed plans have not been done yet. She thought they would order plans to see what the costs would be. She asked how they came up with the proposed assessment. Assistant City Engineer Dodge responded this was the improvement hearing, there is a preliminary assessment based off estimates. Then they go out and do the final plans and specifications, bid the project, come back before the Council with the assessment hearing which includes the bid and allows them to refine assessments based off the bid.

James Backstrom, 2706 64th Street East, stated he lives at the bottom of 64th Street, Map No. 12 on the diagram, and is one that staff has met with personally to discuss the project. He stated the cul- de-sac ends right at the end of his lot; it does not go further despite what the diagram shows. He commented it is not a cul-de-sac, but the road widens a bit toward the end. He stated staff has been willing to try to make improvements with minimal impacts to properties. He commented that he is supportive of the project with as minimal impact as possible on the residents that live there. He stated the road needs to be repaired and are in poor condition and thanked the Council and staff for the work they have put into this project.

Bob Lissick, 6490 Bowman Circle, Map No. 17, stated there is 360 feet of storm sewer going through his property where there are slopes and Oak trees. He commented he understood that there is a 20-foot permanent easement to do what work is needed. When he purchased his property in 1985 it was completely wiped out and over the last 35 years there has been regrowth around the easement area. He stated he was not opposed to the storm sewer going through the area but concerned about what it would look like when completed. He stated he spoke with Mr. Dodge and someone from the Engineering Company and talks have gone well. He stated he wants to stay up to date with the progress of the project and doesn't want further damage done unless it's absolutely necessary. He stated he was not opposed to the project and was happy to have the street done. He commented that he signed the petition for it.

Assistant City Engineer Dodge responded the design and construction phases would include specifications to use trench box style construction to minimize disturbance. Councilmember Piekarski-Krech requested not taking down any Oak trees.

Mayor Tourville stated there would be no assessments toward the storm water. Assistant City Engineer Dodge responded that was correct, it would be coming out of the stormwater utility fund. Councilmember Dietrich asked if Assistant City Engineer Dodge would be Mr. Lissick's contact with the City. Assistant City Engineer Dodge responded that he would be.

Motion by Dietrich, seconded by Piekarski-Krech to close the Public Hearing at 8:01 p.m.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew, seconded by Dietrich to approve the Resolution 19-224 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.

Ayes: 5

Nays: 0 Motion carried.

Assistant City Engineer Dodge stated this item will be on the Consent Agenda in January to authorize plans and bids. It will be on the agenda as an Assessment Hearing on March 23rd.

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. Resolution 19-225.

Assistant City Engineer Steve Dodge discussed this project located on 60th Street, 62nd Street, and Bacon Avenue. There has been a large amount of participation from those on the three streets. He stated the general improvements consist of a full urban reconstruction, minor utility improvements for sewer and water, and stormwater system improvements. The project involves putting down two feet of sand with drain tile to build a good road section that would be long lasting. He stated the project is unique because of the 28-foot wide urban reconstruction, there needs to be posted no parking along one side and is usually posted on the same side that the water main and hydrants are on. On 60th Street it would be on the north side, on Bacon Avenue it would be on the west side, and on 62nd Street it would be on the north side. He stated there are pinch points in the street which would entail no parking on both sides for the short distance. The two cul-de-sacs would not be posted and remain as today with allowed parking.

He stated another unique feature of this project is access for the contractor. The current road is only 24 feet wide making it difficult for the contractor to build the road half and half and still allow traffic to get by. A meeting was held and determined that a temporary residential access road during construction would allow residents to get in and out when the road is blocked. He stated it would take a trail improvement to allow that to happen. This would only take place while construction is occurring and for residential use only, not contractors. This would be done so the contractor can build the road to full width and could also result in positive bids. He stated the future plan would be to make the area available for emergency access purposes once the project is over. It would be paved and wide enough so emergency vehicles can access a different route other than Babcock. He stated that Public Safety was in favor of this.

Councilmember Piekarski-Krech asked if it was City land. Assistant City Engineer Dodge responded it was City and MnDOT land.

Assistant City Engineer Dodge stated the general project cost is \$2.5 million dollars. Street improvements are \$1.6 million, storm sewer is \$360,000. There are also sewer and water improvements and the temporary access route and easement acquisitions. This would be funded by the Pavement Management Fund of \$1.7 million dollars, assessments of \$550,000, and sewer and water funds. The assessments estimated at 26.6%. He stated there are 44 properties, the Appraiser provided a special benefit cap at \$12,320. The City per-policy amount was \$19,000 if using a 35% assessment for the project. Assessments would be proposed on a 10-year term.

He stated the project schedule includes them returning to the City Council on January 13th to receive the final plans and specifications and authorize for bids. They would be back on March 23rd for the Assessment Hearing. He stated the recommendation is to hold the Public Hearing, adopt the Resolution to order the project, authorize preparation of plans and specifications, and authorize land acquisitions.

Mayor Tourville asked if the project was a part of other street projects in the past but didn't work out. Assistant City Engineer Dodge responded yes in 2015/2016. This project could not come to consensus and was tabled. He stated the policy update determined they needed petitions in neighborhoods in order to move projects forward. Mayor Tourville responded there was some angst about this, but if a project doesn't meet the 20% threshold, it can't be done under assessment policy.

City Attorney Kuntz asked the Assistant City Engineer to repeat what the estimated assessments were. Assistant City Engineer Dodge responded using the assessment cap, which is \$12,320, the assessments are at 26.6 percent of just the street and storm cost. Not the total project cost. This is just an estimate. Mayor Tourville stated 20% is the threshold, we are at 26%. Assistant City Engineer Dodge responded that was correct and stated Public Works wants it to stay at 25% or above because the project still needs to be bid, constructed, and if there were any contingencies.

John Sturner, 6070 Bacon Avenue, stated four years ago he was one that wanted the new road, but not the other items. The project didn't happen. He stated he called City staff earlier this year and asked what they needed to do as the street was declining further. He took a petition around, almost everyone signed it and agreed this needed to be done. He stated he and his wife support the project but would rather not spend that amount of money.

Jeff Kandt, 2028 62nd Street, agreed it needs to be fixed. He stated he was hopeful the amount could be decreased. He stated he was concerned about having access to their properties throughout construction because he runs a 24/7 business.

Mayor Tourville stated there have been competitive bids over the last few years, and hoped it continued here. Councilmember Bartholomew asked if they have considered the concerns of residents regarding the Sunday access and hours. Assistant City Engineer Dodge responded the secondary access allows people full access. He stated when a road is constructed half and half, residents still have access to their property during those hours. Full access will be provided in one direction or another for residents. After 7:00 p.m. the access would be closed but the road would be open. The only time access is limited is when there is construction right in front of their property. He stated when curb and gutter go in, they need several days to cure, letters will go out to residents, so they know when that period occurs.

Mayor Tourville asked if a website of this project would be set up with updates and contact information. Assistant City Engineer Dodge responded the website would have general information about the project but is not updated weekly. As needed updates are available on the Notify Me system on the website. Residents can enlist to be on the Notify Me system and will be notified by email or text.

Andy Petersen, 6125 Bacon Avenue East, stated the street needs to be improved. He stated four or five years ago, on National Night Out, when the Councilmembers and Mayor visited, he told the Mayor they didn't want curb and gutter. The response was if they didn't want curb and gutter, they didn't have to have it. He stated this has been a process of the City coming to residents and telling them what they want to do and then change them. He asked about the 20% minimum to have this move forward when they are at 26.6%. He felt there was more room for costs. He asked if there would be another meeting for assessments. Mayor Tourville responded yes and stated that many neighborhoods come forward and want some things done but don't want others. He stated without some curbing, that could create a stormwater issue. The engineers have decided that it needs to be done to ensure it lasts.

Gina Bukovich, 2201 62nd Street, stated she is in favor of the project going through without further delays. There are things they don't want, but the biggest issue was about the way assessments were meted out. She stated her concern was that further delays would delay whether they could receive bids on the project, and fewer contractors being interested in doing the street. She asked when they could speak about the actual assessed amounts. Assistant City Engineer Dodge responded the Assessment Hearing would take place on March 23rd. Mayor Tourville stated interest would also be set at that meeting.

Motion by Piekarski-Krech, seconded by Perry to close the Public Hearing at 8:29PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew, seconded by Perry to approve Consider a Resolution 19-225 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.

Ayes: 5

Nays: 0 Motion carried.

Mr. Sturner stated that Mr. Dodge and staff have done a great job working with residents, they are to be commended.

7. REGULAR AGENDA

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.

Item was tabled until December 9, 2019

Parks and Recreation

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

Parks and Recreation Director Carlson discussed the next phase of development at Heritage Village Park. He began by reviewing the City's Mission Statement that states "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".

He stated Heritage Village Park adopted the first Master Plan in 2004 and have been making improvements to the park since then. The site used to be a former contaminated railroad site and they worked with the MPCA to remediate the contamination and have successfully done that throughout the property. He stated the Mississippi River Regional Trail runs through the park and connects St. Paul to Hastings. In June the first off-leash dog park opened up in the area and has resulted in selling over 470 dog park passes, exceeding what was estimated. He stated they have graded, built another parking lot, connected trails, and connected Swing Bridge Park to Heritage Village Park.

He stated with Phase III they hope to build a picnic shelter, a bench shelter, restroom facility, inclusive playground, site improvements, and historical interpretation within the park itself. He discussed each project as follows:

- Picnic Shelter: Resembles a semi-circle and mimics the railroad maintenance building that was found on the site. There would be room for about 70-90 people underneath the shelter. In the center there would be historic displays and an opportunity to recognize donors who would donate to the project. There would be electricity and lighting under the shelter.
- Bench Shelter: Provide needed shade in the park. Located along the concrete sidewalk that would be finished similarly to railroad tracks. Interprets as a waiting area for a passenger train. Room for 60 to 70 people under the shelter. Would have lighting and electricity.
- Restroom Facility: Three unisex restrooms, handicapped accessible, open April/May through September/October. Open from 9:00 a.m. to 9:00 p.m. Sunday through Saturday.
- Inclusive Playground: An area for two to five-year olds with an old village theme around the playground equipment. There would be a fire station, old town hall, and an old schoolhouse. The entire playground would be surrounded by poured in place rubber. Different colors would denote streets and front yards. There would be a playground area for 6-12-year old's with a railroad and swing bridge theme. Poured in place rubber. The group All Can Play IGH, is trying to raise funds to support the zipline portion of the playground equipment.
- Site Improvements: Tables, benches, landscaping, required concrete sidewalks, security cameras, public Wi-Fi, restroom facility with keycard system similar to the keycard system at City Hall, and other City facilities.
- Historical Interpretation: There is a subcommittee of the Park and Recreation Commission working on finding artifacts and stories to use in the park regarding the history of the site and the City. The group met last week and are still evaluating. Diagrams of the areas and the layout of the buildings were shown.

Parks and Recreation Director Carlson stated anticipated funding and costs of the project would be \$2.3 million dollars. On December 3rd the Dakota County Board of Commissioners would be discussing the City's request for an ELF (Environmental Legacy Fund) Grant in the amount of \$950,000.

He stated, if able to make these improvements in 2020, other potential future improvements could include a splash pad, outdoor Amphitheatre, additional parking, shelters, and additional historical interpretation in the park. He stated the recommendation of the Parks and Recreation Commission is to continue to move forward directing the Architect from Alliance Architect and the Landscape Architect from WSB to develop plans and specifications and go out to bid for the projects. The anticipated schedule is as follows:

January/February – Bid Project
March – Reward Project
April/August – Construction
August/September – Ribbon Cutting

Councilmember Piekarski-Krech asked where the \$1 million dollar City contribution was coming from. Parks and Director Carlson responded that has not been determined yet. He stated he has spoken with the Mayor about knocking on the doors of corporate businesses in town to see if they would be interested in donating. Some contributions could also come from the Host Community Fund or the Park Acquisition Fund. He stated once the real numbers are in, this would be a Council decision.

Councilmember Piekarski-Krech stated that this is really nice for the area down there, but there are people in the northwest area, and she knows of the difficulty with obtaining land there, she felt that area needed to be a priority. She stated she was concerned about the cost of upkeep for this project. She asked if the sale of dog park passes would pay for the upkeep. Parks and

Recreation Director Carlson responded the Council expected the sale of the passes to cover the costs of maintaining and operating the dog park. It is exceeding it at this point. Once real numbers are in, there will be a better estimate to maintain and operate the proposed facilities.

Councilmember Piekarski-Krech asked if this would be done in pieces since the ELF Grant is unknown. She stated she wasn't willing to put \$1 million dollars of City money into this. Parks and Recreation Director Carlson responded if the Dakota County Board of Commissioners decided against awarding the ELF Grant, this project would be put on hold until proper funding is secured.

Councilmember Piekarski-Krech asked if they have looked into regional funding for the playground. Met Council, Dakota County Parks and Recreation, for example. Parks and Recreation Director Carlson responded they have not approached Met Council but have approached Dakota County. Councilmember Piekarski-Krech stated money should be coming in for having a landfill. Parks and Recreation Director Carlson responded the way they are trying to position the overall project is that it is a partnership project because the County has made significant investments in the area through the Regional Trail, improvements at Swing Bridge Park, and historical interpretation. These facilities have a regional draw.

Councilmember Piekarski-Krech asked if the ELF Grant had more to do with having a landfill. Parks and Recreation Director Carlson responded that is why and how the money exists. The County isn't required to grant the money here but are considering it. He said they would do the best they can to show the benefit to the County, region, and residents and how they tie together with what is existing in the area.

Councilmember Piekarski-Krech stated she would like to see the County and Met Council do the funding for the inclusive playground because it is a regional amenity. Mayor Tourville understood and commented that we are following the County's lead. Councilmember Piekarski-Krech asked if \$950,000 was the max they could ask for. She asked if anyone has spoken to the two Commissioners. Parks and Recreation Director Carlson responded the maximum was one million dollars, it was suggested asking for \$950,000. He responded that they have spoken to the Commissioners.

City Administrator Lynch stated there is \$3 million dollars allocated out of that fund split between five potential communities. It is competitive. Each community can determine the project and amount requested, but there is no award to any community greater than one million dollars. He stated they were advised to make application for \$950,000 for better success and with the thought that there is also a previous \$800,000 Grant from the same program. He stated it is money generated by Dakota County due to landfill fees charged. Councilmember Piekarski-Krech stated they should receive that money for the inclusive playground because it is a regional amenity, more money should be given as a result.

Councilmember Piekarski-Krech stated one of the Commissioners has already said how nice it would be to have an inclusive playground. She stated when giving benefit to the entire region, there should be more money given outside of that because it is a regional benefit.

Parks and Recreation Director Carlson stated he didn't have all of the information yet. The improvements made at Swing Bridge Park and Heritage Village Park, have financial commitments that are fairly minimal. He stated we should feel lucky the County is in a position to consider a request for \$950,000 that the City probably wouldn't be able to afford. Mayor Tourville commented we would not be where we are without the County's help. Councilmember

Piekarski-Krech stated the County has things here as well, such as the Regional Trail and the Swing Bridge, it is a regional amenity. She stated due to that, the bulk of cost should not be for just the residents of this community, it should be a regional cost.

Mayor Tourville stated he received a lot of comments about how the City needs to stop spending its dollars at Heritage Village Park to buy property. It was tax forfeited property. Dakota County gets first right or refusal. Dakota County said they didn't want it and asked the City of Inver Grove Heights if they did. He stated properties were bought with the help of other agencies.

City Attorney Kuntz asked when the bid package is put together, if there would be an opportunity to pick some items but not all items or if it would be a package of all or nothing. Parks and Recreation Director Carlson responded they have not made it to that level of detail with the bid package. Some of the architecture work would have to have some Add Alternates based on estimating that has been done. He stated they could do the landscaping and build the shelter and restroom facility and forgo the inclusive playground. Or build the inclusive playground and not the building and the restroom. They all somewhat support each other but don't need to be all tied together.

Councilmember Bartholomew asked if he is doing his diligence in trying to find other funding sources within the General Fund and other sources. Director Carlson responded he was. He stated for example, a current project is coming in approximately \$150,000 to \$200,000 under. Councilmember Bartholomew agreed with comments made by Councilmember Piekarski-Krech and stated he would like to see more outside funding.

Councilmember Dietrich asked what the five- to ten-year projections on maintenance would be for something like this. Parks and Recreation Director Carlson responded the maintenance on the playground itself is inspected regularly. From a replacement standpoint, it should be 20 years for the equipment, the poured in place rubber would have to be replaced in ten years. He was unsure if it was parts of the surface or the entirety in that timeframe but would get those questions answered and back to the Council once bids are available. Councilmember Dietrich stated that they need to take into account lawn mowing and other things. She requested a clear breakdown. Parks and Recreation Director Carlson responded that a breakdown was done for the dog park and would be done the same way for this.

Mayor Tourville stated it is the entire Council's priority to work with Dakota County and find a site in the northwest area. Parks and Recreation Director Carlson stated all of the Planning staff and Engineering staff know the next time a plat is out for discussion, Parks and Recreation will try to find space for a park in the development.

Councilmember Piekarski-Krech asked that the bids be broken down into different areas and have ideas about how much it would cost to replace the rubber, especially with Minnesota weather. Parks and Recreation Director Carlson agreed to have that information available. Mayor Tourville recommended the bids stay good for as long as possible to give additional time to groups to gather the information they are looking for.

Parks and Recreation Director Carlson stated they would send the project out to bid and bring the numbers back before the Council. Everything would go before the Parks Commission first and they would provide a recommendation to the City Council. Councilmember Piekarski-Krech asked if they would hear back about the ELF Grant by then. Parks and Recreation Director Carlson responded they may not have an answer on December 3rd. Councilmember Dietrich

stated it was hard to spend money on something that they don't know would come to fruition. Parks and Recreation Director Carlson responded they want to keep moving forward to get the bids at a good time.

City Attorney Kuntz asked if he would be bringing the final plans and specifications back before the Council before going out for bids. Parks and Recreation Director Carlson responded he was not planning to. Mayor Tourville suggested he bring that information back before Council. Mayor Tourville suggested going to the Parks Commission first and then have it come before the Council before it goes out to bid. Parks and Recreation Director Carlson stated money will be spent before then to pay the Architects to develop the plans and specifications.

Parks and Recreation Director Carlson clarified what is being requested stating that WSB and Alliance Architects would develop the specific plans and specifications. That information would be brought before the Parks and Recreation Commission and then the City Council to see the specifics. There would be refined cost estimates and more about the ELF Grant and possible potential donors. He stated if comfortable at that time, they could go out for bid and then come back with the bids to make a decision about awarding a contract or not.

Mayor Tourville stated by direction to take the final bid package before the Parks and Recreation Commission and then the City Council.

8. EXECUTIVE SESSION

9. MAYOR AND COUNCIL COMMENTS

City Administrator Lynch stated City Hall will be closed on Thursday November 28th, and Friday, November 29th for the Thanksgiving Holiday.

Mayor Tourville listed the following upcoming events:

- Worksession on December 2nd, 2019.
- Inver Grove Heights Tree Lighting will take place in front of the Community Center on Friday, December 6th, at 6:00 p.m.
- Friends of the Inver Glen Library are looking at marking the month of December for the Library's 20th Anniversary. Information about this would be coming out soon.

10. ADJOURN

Motion by Perry, seconded by Piekarski-Krech to adjourn the meeting at 9:07 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION MINUTES
MONDAY, DECEMBER 2, 2019 6:00 P.M.**

A. CALL TO ORDER

The City Council of Inver Grove Heights met in Work Session on Monday, December 2, 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.

B. ROLL CALL

Present were Mayor Tourville, Councilmembers 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, Customer Service Specialist Dana Lindsey, Office Support Specialist Robin Reitberger, and Interim Finance Director Shannon Battles.

1. Peer2Peer Culture

Community Development Director Heather Rand stated this group consists of a cross department committee of nine individuals. She introduced Dana Lindsey who works for Parks and Recreation and Robin Reitberger, who works with the Police Department. She stated department heads and employees worked to craft a Code of Conduct initiative, now newly named Peer2Peer Culture.

She stated earlier this year the City engaged with Consultants Perme & Peterson to conduct an organizational cultural inventory assessment with City employees. The purpose was to gather information about what was happening culturally at City Hall, and since then, expanded with other departments. She stated this can help employees improve the culture and organizational effectiveness based on the survey's results. The committee's focus has been about rewarding positive behaviors and adhering to them rather than simple stated rules.

She stated the group looked at the Code of Conduct in other organizations, cities, and counties. The takeaway was about positive peer reinforcement of good behaviors. Beginning in 2020, at the suggestion of the committee, are two areas of programming:

1. Engaging the employees.
2. Rewarding good behavior and acknowledging it.

She stated there was an employee survey that asked employees what words they would find most valuable in our culture to reinforce so their work with peers can be more effective and provide a healthy and productive culture. A word bubble was created of the words that people aspire to. In 2020 they are distributing office posters to re-engage employees on the word bubble and what they aspire to. T-shirts could be made and worn on a certain day of the week or year.

Community Development Director Rand discussed implementation of the Peer2Peer Culture Award Program stating the details have not been finalized yet as they are waiting for more input from peers. The rollout would take place at an all staff meeting on December 18th. She stated employees are nominated by their peers when they have gone above and beyond the call of duty and embracing the culture. Creative ways will be thought of to recognize those nominees. A traveling trophy was one idea.

Customer Service Specialist Dana Lindsey commented that Community Development Director Rand covered it well stating it is all about positive reinforcement and encouraging each other to be the best they can be.

Police Department Office Support Specialist Robin Reitberger agreed with both Community Development Director Rand and Customer Service Specialist Lindsey and stated as employees there is a lot to offer at the City and the focus going forward should be on the positive aspect.

Councilmember Piekarski-Krech asked if other places have done this professionally, she commented she was familiar with this being done at high schools and grade schools but not a professional group of people. She commented that she understood doing something that is rewarding, but wasn't sure t-shirts were the answer. Community Development Director Rand responded the t-shirt design could include the word bubble, or include the words "I work well with others". She stated the idea was about building camaraderie in an inexpensive way. It shows they are all a part of a team whether it be the public works department or police and fire.

Community Development Director Rand mentioned, in addition to herself, Dana Lindsey from Parks and Recreation, and Robin Reitberger from Police, the other committee members as follows: Shelley Calvert from Administration, Jeff Schadegg from Fire, Heather Botten from Community Development, Janet Shefchik from Administration, Mike Edwards from Public Works, and Stephanie Waegener from Administration. She stated the people in this group have met during the last five or six months to come up with what would motivate their peers in a positive way. They have heard that their peers do not want something punitive.

Councilmember Piekarski-Krech stated as a teacher, donuts were a big motivator. She thought it would be something tangible. It could be a breakfast week or they could make up mugs with the thought bubble on them. She commented t-shirts were overworked these days.

Mayor Tourville stated if employees get together and come up with ideas, you go with it and see how it goes. He asked the committee members what they thought of the program and what they have heard from their peers. Customer Service Specialist Lindsey responded people are excited about reinforcing positive behavior, this is just the beginning. Office Support Specialist Reitberger stated they want something tangible without great expense. Something people can take away when they go outside of work. She stated this was still in the planning process but they would speak to peers to find out additional ideas.

Councilmember Piekarski-Krech stated with donuts, people would come to work early and enjoy coffee and donuts and an employee of the month was announced. Office Support Specialist Reitberger responded they could bring that suggestion back to the committee and their peers.

Mayor Tourville stated this was a great beginning and that it was flexible. Office Support Specialist Reitberger agreed on the flexibility commenting that it would be easy to implement changes as people have ideas, and in the years to come.

Community Development Director Rand thanked the Council for the opportunity to present this item and stated the committee is fun and functional. Part of the excitement is that it is a working committee with cross departments and differing perspectives which is a good reason to move forward with the program.

2. **2020 Budget**

City Administrator Joe Lynch stated this is the last opportunity to review the budget before the City Council meeting next week. He gave the following update:

- Tax statements have come out. No emails or phone calls were received about them. Shannon Battles has not received any communication either.
- Tax levy remains as previously proposed at \$24,865,180. This is a 7% increase from 2019. The primary portions of that include:
 - \$500,000 for pavement management
 - \$307,000 for debt
 - \$267,000 for cost of living adjustments for Union and non-Union members
 - \$192,000 for priorities such as the Police Cadet Program, Systems Administrator, and a shared Parks Maintenance/Stormwater Maintenance position.
 - There is approximately \$117,500 in the proposed 2020 Budget that Council can discuss making changes to. This is the result of a decrease in an FTE to a .6, some duplication costs, overlap between temporary and full time staffing in community development, and a change in building inspection expenses. These are the following options:
 - Keep levy as proposed. There are decreases in some property taxes as a result of the tax capacity increasing. Two projects are coming up in 2020 where homeowners are not happy with the assessed amounts and Council may make adjustments.
 - Can reduce the levy by the full amount.
 - Reduce the levy by an amount less than the full amount. Recommending \$67,500 and leaving a smaller amount of \$50,000 as a contingency in case of unexpected or unanticipated expenses.
- He stated the draft numbers cover all expenditures and another covers the special taxing districts. He noted the tax capacity has gone up. There is a 6% overall market value increase, \$1.8 million dollars in tax capacity coming on the tax rolls in 2020 from TIF 4-1 which expires. The fiscal disparities for the City is approximately \$305,000 in 2020 than it was for 2019. He requested direction from the Council with what they would like to do about the General Fund, the levy, and if anything, on the \$117,500.

Councilmember Bartholomew asked for further information and where things stand with the .6 FTE. He asked if the Administrative Assistant was in the budget. City Administrator Lynch responded what is in the proposed budget and what currently exists in 2019 are different. He stated there are two positions in 2019, the 1 FTE Administrative Services Coordinator which was previously shared between Administration, the HR Manager, and the City Clerk with Elections. The second position is an FTE Management Analyst assisting a variety of departments. A decrease is proposed in 2020 with the FTE Administrative Services Coordinator position changing from 1 FTE to .6. The Management Analyst position would change to an Administrative Support position that would assist the City Administrator and assist the City Clerk with Elections. He stated that would be a change from a professional level position to a support level position and a Union position. The HR position would be hourly and non-Union.

Councilmember Bartholomew asked if the Management Analyst position would be gone. City Administrator Lynch responded it is removed with the budget, but the positions have not been approved yet. He stated at the last Council meeting it was directed to combine both the Administrative Support and the HR position which brings a challenge that has yet to be discussed with Council. Councilmember Bartholomew asked if the .6 FTE would be the non-Union position and

if the position would be available to help with other departments or Elections. City Administrator Lynch responded about the non-Union position stating they don't anticipate a .6 would have that capacity. The Administrative Support position would do both. He stated there are three Elections in 2020, the new City Clerk has vast Election experience.

Councilmember Bartholomew asked if the budget includes the IT Administrative position. City Administrator Lynch responded it does include the position in the technology budget but it has not been approved yet. Councilmember Bartholomew asked if there was a job description for the position and if it was an exempt or non-exempt proposal. He stated he had a conversation with Technology Manager Marc Gade and told him that he wanted the position to be exempt and that he would not support it in the budget if it wasn't. City Administrator Lynch responded the intention would be to have that as an exempt position.

Mayor Tourville stated the Council needs to make a decision about keeping the proposed levy, reduce the levy by the full amount, or look at less than the full amount. Councilmember Piekarski-Krech stated it should be done tonight. Councilmember Bartholomew stated they could adjust the Resolution that evening.

Councilmember Bartholomew stated his concern was that they received the 3rd Quarter report this evening and he has not had a chance to go through fund balances. He was in favor of anything that can be done to reduce the preliminary. He stated he was opposed to the 1 FTE and the .6 FTE last time it was up for discussion but wanted to hear what the rest of the Council had to say. He stated the reduction of \$67,000 is warranted, if they could go the full \$117,000, he would agree to that, but saw value in holding back \$50,000 on the assessments. He summarized his request stating he wanted to make sure they have an exempt position in IT, and hear and agree with what the rest of the Council has to say about the 1 FTE and .6 FTE in Administration, and see at a minimum, the \$67,500, or even \$117,000.

Mayor Tourville stated reducing it some would be great. He asked the City Administrator to evaluate the .6 FTE between Elections, HR help, and exempt and non-exempt and let the Council know the results. He stated one very dangerous precedent is to say that we are going to take a look at setting aside extra money for the two street projects. He stated in looking at the reduction, if more money would help, he would rather take it out of the Host Community Fund.

Councilmember Piekarski-Krech stated it needs to be \$117,000 plus. She commented this was the first time there has not been anything cut out of the budget. They need to be more fiscally responsible. She stated the IT position could be included, after speaking with the IT person it would be more efficient and effective. She stated the Police Cadets would provide efficiency for the Police Department, if not, the program needs to be removed if it doesn't provide a benefit to citizens. She stated she looks at providing and doing things for the residents of the community and what it gets them. She felt the other positions could be combined and shown later. She suggested the \$117,000 amount with additional coming from a few different places. She stated she could not support the budget as it currently stands.

Councilmember Perry stated she didn't agree with setting money aside for assessments. She agreed with the \$117,000 amount but was unsure where more could be cut. Councilmember Piekarski-Krech responded it would be the (1) position instead of having 1.6. That includes cutting out the Management Analyst position and still have the Administrative position. Councilmember

Bartholomew agreed with the Council's suggestions of \$117,000 and did not feel the \$50,000 was a good idea.

Councilmember Piekarski-Krech stated the current 2019 Budget has two positions. The Administrative position and the Management Analyst position. She stated she would eliminate one of them and could go with the .6 if they are eliminating the Management Analyst position, making it a 1.6 position instead of two. City Administrator Lynch responded that is what he is proposing in the 2020 Budget. Councilmember Bartholomew clarified what is being said stating the 1 FTE Management Analyst position would go away with the request of 1 FTE for Administrative Support and the .6 FTE for HR Support. City Administrator Lynch stated they go from two full time positions to 1.6 saving approximately \$32,000 in Administration which is in the proposed 2020 Budget.

Mayor Tourville asked if the \$117,000 amount was attainable and suggested not keeping the \$50,000 for contingency. Councilmember Piekarski-Krech responded that isn't how they fund things and that she could not support it. She stated it would set a disastrous precedence.

Councilmember Bartholomew stated he still needs to go through the fund balances but was concerned when he went through the 2nd Quarter, there were some large fund balances remaining. He would like time to review those balances.

Mayor Tourville asked Interim Finance Director Shannon Battles if anything stood out in the email that was sent out. Interim Finance Director Battles responded the 3rd Quarter report falls close in line to where you would expect it to be at the end of a 3rd Quarter.

City Administrator Lynch stated to prepare for Monday, December 9th, the General Fund Budget should be less \$117,500. Mayor Tourville stated this item will be back on the official Agenda on December 9, 2019.

3. Town Hall Meetings in 2020

City Administrator Joe Lynch stated direction was given at the Worksession to go back and work on an idea for Town Hall meetings. He stated he communicated with Councilmember Perry on this and suggested changes were made. He stated for consideration would be meetings every month, on every fourth Monday beginning at 5:00 p.m. and ending at 6:30 p.m. because regular City Council meetings begin at 7:00 p.m. This would allow the general public to come in and have a conversation and become informed. It would begin with a presentation by the various departments. The first half of the year would be an overview of the department, services provided, staff contained in the department, quick budget overview, and a FAQ about the department. It could take approximately 30 to 40 minutes for that segment with the remaining time for questions and answers of staff or Council. July through November, there would be no meeting in December, would be a topic or issue. He stated Councilmember Perry suggested Police and Fire be combined as one for the August meeting and to separate Administration and Community Development due to Administration being a time to discuss the budget.

He stated they are looking for comment and feedback. If this is something the Council wishes to do, they would propose this be a part of the Council calendar and schedule for 2020.

Councilmember Bartholomew asked if scheduled and put on the docket, what the requirements of the Council would be if they cannot make it. He asked if they are marked absent or if they need to

notify the City Administrator that they cannot attend. He was concerned about members that cannot make the meetings. He stated it would be difficult for him to make it to the meeting at 5:00. He asked if the meetings are posted and he isn't there and fails to notify of the absence, if an unexcused absence occurs. He stated if some Councilmembers are not able to make it on a regular basis, the appearance of that bothers him. He asked if there could be a consideration for any of these meetings to take place on a Saturday. He commented that he begins his workday at 6:30 a.m. and to have a meeting at 5:00 p.m. to midnight is a long day.

City Administrator Lynch responded it is not the intention that these are Council meetings where minutes are kept. It is an opportunity to have dialog. Councilmember Piekarski-Krech asked if they would be televised. She suggested they be untelevised. Councilmember Perry agreed with untelevised. City Administrator Lynch responded televising is yet to be determined. He stated because there would not be minutes and there would not be attendance taken. The reason to notify the public would be if there were three Councilmember that did attend, it becomes an official meeting of the City Council. He responded to Councilmember Bartholomew's concern stating it wouldn't count against the attendance of regular City Council meetings, these would be voluntary.

Assistant City Attorney Bridget McCauley Nason stated because it is anticipated there could be a quorum of Council present at any of these meetings they do need to be noticed as a Special Meeting, not a regular meeting. There would not be minutes kept. She stated attendance would not be a factor for the Special Meeting.

Councilmember Piekarski-Krech stated normally they cannot discuss something that is not on the Agenda. She asked if speaking about something that may come up for a vote, how that would be handled. Assistant City Attorney McCauley Nason responded when you have a Special Meeting you are constrained regarding actions that can be taken to what is on the noticed Agenda. The Agenda should state that no formal action would be taken at the meeting and to provide a broad description of the topics discussed.

Mayor Tourville suggested stating that individual topics would be discussed by the department, there would be no votes taken, or formal action, it is information only. Regarding participation on a Saturday, he didn't believe the public would attend.

Councilmember Bartholomew requested information about the State Statute on participation of Councilmembers. Councilmember Piekarski-Krech asked if they needed to be called a meeting or Town Hall. She asked if the meeting should start at 5:30 or 6:00. She commented that making it an hour long would not demand as much from staff.

Councilmember Dietrich asked for a copy of the State Statute. Assistant City Attorney McCauley Nason responded she would work with the City Administrator to provide the information about the notice requirements and the Statute.

City Administrator summarized what the Council was discussing stating they should consider a change of time to a 6:00 p.m. start instead of the 5:00 p.m. start with a 7:00 p.m. end time for the beginning of the Regular Council Meeting. He stated there will be a disclaimer that no formal action would be taken by the Council and have the items for discussion on the Agenda. The City Attorney would follow up with all Councilmembers on the State Statute and the opinion expressed by City Attorney Tim Kuntz in terms of attendance.

Councilmember Perry asked if non televised was the consensus. Mayor Tourville agreed that was fine. Councilmember Piekarski-Krech also agreed to not televise commenting this would be an informal setting. Mayor Tourville stated the timeframe would almost have to be 6:00 to 6:50 with a hard stop. Councilmember Perry suggested an option for the timeframe could be 5:30 to 6:30 with the half hour buffer. Councilmember Piekarski-Krech stated it could be started earlier if it becomes more popular.

Mayor Tourville asked what the start time should be for the first one beginning in January. Councilmember Dietrich suggested 6:00 stating it could always be extended if there would be favorable attendance.

Mayor Tourville stated the next agenda Item would be the contract updates and 2019 review. He asked the Assistant City Attorney if it could be done in Closed Session and stated that any finalized items become a part of public City Council updates in written form. Assistant City Attorney McCauley Nason responded they can meet in Closed Session. The Worksession needs to be adjourned and then convene the Special Meeting. Once in Special Meeting she would go through the agenda items.

C. ADJOURN

Motion by Bartholomew, seconded by Perry to adjourn the meeting at 6:56 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, DECEMBER 9, 2019 - 7:00 P.M. - 8150 BARBARA AVENUE.**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, December 9, 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, Public Works Director Thureen, Assistant City Engineer Dodge, Interim Finance Director Battles, Police Chief Chiodo, City Engineer Kaldunski, and Parks and Recreation Director Carlson.

3. PRESENTATIONS:

Declaration of 2020 as the Year of Inver Glen Library, Inver Grove Heights, MN.

Mayor Tourville stated this is regarding a Resolution to declare 2020 as the year of the Inver Glen Library in Inver Grove Heights. More than 20 years ago the community recognized the need for a Public Library in the City. The city was not scheduled to have a County Library until 2016. He stated The Friends of the Library group was formed and worked with leaders from Inver Grove Heights School District 199, Inver Hills Community College, and Dakota County to make the build of the Library possible. This is in recognition of those working together to accomplish a common goal and the positive influence Inver Glen Library has had, and continues to have, on the community of readers and learners.

He stated the following verbatim: "Be it resolved by the City Council of the City of Inver Grove Heights that in honor of Inver Glen Library, the City Council of Inver Grove Heights are proud and honored to declare 2020 as The Year of The Inver Glen Library. The City of Inver Grove Heights celebrates the Inver Glen Library 20 years of service. Signed this day, December 9, 2019".

Mayor Tourville stated the Friends of the Inver Glen Library had their annual meeting last Wednesday. The Library has been a very important part of the city, has already undergone renovations, and are proud to be a part of the Dakota County Library system.

Jan Anderson came forward to accept the Recognition of Declaration and stated she has lived in Inver Grove Heights since 1974. In 1983 she served on a task force along with Mayor Tourville to start exploring the need for a Library. Back then it showed the city was in dire need of a Library. She stated she was pleased and proud this has been supported. She stated the Proclamation will receive a special place in the Library.

Mayor Tourville stated the Library serves all ages and is a tremendous asset to the city. He thanked the Friends of the Inver Glen Library for all they do.

4. CONSENT AGENDA:

- A.
 - i. Minutes from the November 12, 2019 Regular Council Meeting.
 - ii. Minutes from the November 25, 2019 Special Council Meeting.
 - iii. Minutes from the December 2, 2019 Special Council Meeting.
- B. Disbursements for Period Ending December 4, 2019. **Resolution #19-237.**
- C. Request for Approval of Rental Housing Licenses.
- D. Consider Contract Extension for Custodial Services for City Facilities. **Resolution 19-226.**
- E. Consider Purchase Agreement for Property Adjacent to Seidl's Lake Park (PID 20-02810-80-010).

F. Consider approval of the Listed Purchases under Furniture, Fixtures and Equipment for Project 2014-10, Fire Station #2.

G. 1st Class Auto Sales – Case No. 19-47CV – Consider approval of the following Resolutions for property located at 6370 Concord Boulevard:

a) a Conditional Use Permit Amendment to amend the approved site plan to allow for an additional building for an auto sales business. **Resolution 19-227.**

b) a Variance to allow a structure within the rear yard setback. **Resolution 19-228.**

H. Approve Operating Manager Gregory Michael Zinnel for L.W.'s Bierstube at 6434 Cahill Avenue.

I. Consider Approval of 2020 City Council Meeting Schedules.

J. Consider Approval of 2020 Commission/Committee Meeting Schedules.

K. Dakota County Traffic Safety Project. **Resolution 19-229.**

L. Approve Job Descriptions for the Administrative Support Specialist and Human Resources Coordinator Positions for the Administration Department.

M. Personnel Actions.

Mayor Tourville requested pulling Agenda Item 4I.

Motion by Bartholomew second by Perry to approve the Consent Agenda with the exception of Agenda Item 4I.

Ayes: 5

Nays: 0 Motion carried.

Agenda Item 4I. Consider Approval of 2020 City Council Meeting Schedules.

City Attorney Tim Kuntz stated at the Work Session meeting there were questions about the application of the Open Meeting Law to the Town Hall concept. Agenda Item I is a listing of the upcoming Council Meetings in 2020 including Town Hall meetings. He stated the Open Meeting Law provides if a quorum of the Council is present and is receiving, discussing, or acting on information concerning the city, then a meeting is in existence and needs to comply with the Open Meeting Law. He stated the Open Meeting Law doesn't use terms like Town Hall or Work Session, it uses words like Regular or Special meeting which are two of the legal meetings. Regular meetings are the second and fourth meeting each month, specified by Ordinance in the City Code. Any meeting outside of those meetings are Special Meetings. He stated the Town Hall meetings will be treated as a Special meeting because a quorum could be present. In a Special meeting they need to identify the subject matter of the meeting.

He stated the recommendation is to allow as much flexibility as possible in a more open-ended way stating the special purpose of the meeting. For example, open discussion concerning city business. Mayor Tourville stated they would identify the topic of the Special meeting, such as Public Works, so people that want to attend for a certain topic can. City Attorney Kuntz stated notice of the meeting and the topic would be posted like every Special meeting, on the bulletin board, website, and notice going out to those who receive notice of Special meetings. He stated if someone wants to come and discuss another subject such as Parks, they would have to be told this was not the correct night for that discussion.

Mayor Tourville stated there would be no voting at those meeting. City Attorney Kuntz responded there has been discussion of no voting or action taken by Council. He suggested as a part of the notice, those words be stated so people understand it is a discussion, opinion, and comment type forum rather than Council taking action. He stated the Council would be limited by those words and not take action or vote at a Town Hall meeting.

Mayor Tourville questioned if three Council Members were at the Special meeting, if attendance would have to be reported and summary minutes would have to be taken. City Attorney Kuntz responded once the event gets triggered to become a meeting because a quorum is present, they are required to take minutes of the meeting. Minutes could be in summary form identifying people and the topic and would be

up to the minute taker, the Clerk. If a quorum is not in attendance that evening, by definition they are not holding a meeting and would not have to have minutes.

City Attorney Kuntz summarized stating the Town Hall meeting is a Special Council Meeting under the Open Meeting Law and should be noticed, along with the topic and be limited to the topic. He suggested the notice state no voting and no action would to be taken. Meeting minutes would be taken if a quorum is present and posted on the bulletin board, the website, and to the list of those who requested notice of Special meetings.

Councilmember Piekarski Krech asked when there is an event and more than two Council Members are going to attend, if they would announce that as a Special meeting because she does not recall approving minutes and attendance for any events or occurrences. City Attorney Kuntz responded those occurrences are social or celebratory events where no information is given. He stated they have been over cautious in saying a quorum may be present. When a meeting is held and has longer discussion, it is suggested it be subject to the minute's requirement.

Councilmember Piekarski Krech asked for clarification because there have been events, they have attended such as a ground breaking or a tour and was noticed as a meeting but minutes and attendance were not taken. City Attorney Kuntz responded the conservative approach would be to do minutes of those meetings notwithstanding that they are celebratory. He suggested this subject be addressed in 2020. City Attorney Kuntz stated the Statute states if there is a meeting you need minutes of the meeting. A meeting is a gathering of a quorum (three) City Council Members where you are either accepting information concerning, discussing, or voting on information about the city.

Mayor Tourville stated with the Open Meeting Law for example, a Flag raising or ribbon cutting would not involve voting. Councilmember Piekarski Krech stated people discuss items with Council Members at some of those events. She stated they have been very careful when attending functions, if there are three Council Members present, they make sure they are never together at the same time. She stated the Town Hall isn't something they want to do formal minutes of, that would lose the idea of coming to share and have conversation.

Councilmember Perry asked if they would have to be minutes similar to those taken at City Council meetings, or if they could be a summary of minutes similar to those taken at strategic planning sessions. City Attorney Kuntz responded there would have to be minutes, but not as detailed as they are for Council meetings. He stated he envisioned them consisting of those in attendance, Council and citizen names, and the item they are discussing such as Public Works. Councilmember Piekarski Krech asked if people had to be named if speaking. City Attorney Kuntz responded yes, those would be a valid and substantial part of the minutes.

Mayor Tourville stated they are discussing trying to have a department on the Agenda on the fourth Monday of the month. The first meeting would discuss Administration and would be an overview and summary of what Administration does. This would be done with other departments such as Community Development, Administration, Public Works, Parks and Recreation, and Police and Fire. Citizens could come and learn and listen about information regarding the various departments. He stated action could not be taken at the meeting. This would help be more transparent and have citizens learn about what is going on at City Hall. He stated they would give this a try and see how things proceed.

Councilmember Bartholomew stated the rules would be the same as they are for a Work Session with attendance, minutes, and city business discussions. City Attorney Kuntz responded it would be along those lines but the direction given is that the minutes do not need to be as detailed. There would not be any Motions at the meeting. It is about who is in attendance and who spoke.

Councilmember Dietrich stated that the goal of the meeting is that residents can come and talk to Department staff, not necessarily to the Council, which they could call and email, but they could get

information from staff. City Attorney Kuntz responded that is the direction that is being taken and why a department per meeting has been identified. Mayor Tourville stated they need to figure out a time and have it published. The location has not been determined yet.

Councilmember Piekarski Krech stated during a previous discussion it was decided to start at 6:00 p.m. If that wasn't enough time it could always be extended to begin earlier. Mayor Tourville stated that left 45 to 50 minutes of information beginning with an overview of the department and then Questions and Answers.

City Attorney Kuntz asked if the Council was in agreement that the notice would contain the language no action will be taken and no vote would be taken. Council agreed.

Motion by Piekarski Krech second by Perry to approve the scheduled dates for Agenda Item 4I. Consider Approval of 2020 City Council Meeting Schedules.

Mayor Tourville stated the first meeting would take place at 6:00 p.m. on January 27, 2020 to discuss Administration.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

Mayor Tourville stated Agenda Item's 7B and 7C under Police, will be tabled. City Administrator Joe Lynch stated the Police Department will bring those items back for the January 13, 2020 City Council meeting.

Mayor Tourville stated the Community Development Agenda Item 7F would also be tabled. The developers are experiencing a flight delay and will not be available this evening.

Motion by Piekarski Krech second by Perry to table Agenda Items 7B, 7C, and 7F until the January 13, 2019 City Council Meeting as follows:

7B. 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.

7C. Consider Second Reading of Massage Licensing Amendments.

7F. Adams French Property, LLC – Consider the following Resolutions for property located at 7855 Cahill Avenue:

a) a Conditional Use Permit to allow for a mini-storage facility;

b) a Conditional Use Permit to allow impervious surface to exceed 25% within the Shoreland Overlay District of Simley Lake.

Ayes: 5

Nays: 0 Motion carried.

6. PUBLIC HEARING:

A. Public Hearing to Consider Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, and Authorizing Preparation of Plans and Specifications for the 2020 Pavement Management Program, City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail). Resolution 19-230.

Assistant City Engineer Steve Dodge stated the properties affected are from Concord Boulevard to Inver Grove Trail, involving Cafferty Court and about 400 feet of Old Concord Boulevard. The proposed conditions are to put new pavement over the street in the new section. The recommendation came from the 2018 Braun Intertec Geotechnical report. He stated the budget for the project is \$586,183 consisting of Streets at \$460,834, Storm at \$81,280, and Water and Sewer at \$44,069. The total project would be

funded through the Pavement Management Fund at \$287,170 (49%), Assessments \$254,944 (43%), and the Water and Sewer Fund \$44,069 (8%). He stated for special assessments they are using the Independent Appraiser Benefit Analysis at \$1.00 per square foot with a total of \$254.944. The proposed term would be five years.

He stated Addendum No. 1 is for the Mississippi River Greenway Trail that runs through the project. There are pedestrian ramps that would be funded by Dakota County. This is contingent on Dakota County funding otherwise it would just be done with mill and overlay and not the pedestrian overlays. Mayor Tourville asked if there was a chance that wouldn't happen. Assistant City Engineer Dodge responded yes; this was added as an Addendum because there were two separate projects. The County was looking at updating the trail, there were cost constraint's, so it was added to this project in the event the other project does not move forward.

Assistant City Engineer Dodge discussed the project schedule as follows:

- December 9, 2019: Improvement Hearing.
- Order plans and specifications.
- January 13, 2020: Approve plans and go out to bid.
- March 23, 2020: Assessment Hearing, Award Project.
- Summer construction project.

He stated the recommendation is to have a Motion to accept Addendum No. 1 to the Feasibility Report, hold the Public Hearing, and close the Public Hearing, and then Adopt a Resolution to Order Project 2019-09C.

Councilmember Piekarski Krech asked why Old Concord wasn't included since it is in close proximity and is also in bad condition. Assistant City Engineer Dodge responded Old Concord was not part of this feasibility study and is in a different condition. He stated it is being reviewed in this year's geotechnical report. Further recommendations would come back.

Councilmember Bartholomew asked if there was no chance Old Concord would be a mill and overlay. Assistant City Engineer Dodge responded Old Concord has a concrete base below it. The geotechnical firm would test and come up with a feasible way to move that project forward. Mayor Tourville agreed it was in very poor condition and hoped to get it on the schedule for next year. Assistant City Engineer Dodge responded that would be taken into consideration when they get the geotechnical results back.

Motion by Bartholomew second by Perry to approve accepting Addendum No. 1 to the Feasibility Report.

Ayes: 5

Nays: 0 Motion carried.

Motion by Perry second by Dietrich to close the Public Hearing at 7:37PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew second by Perry to approve Public Hearing to Consider Resolution 19-230 Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, and Authorizing Preparation of Plans and Specifications for the 2020 Pavement Management Program, City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail).

Ayes: 5

Nays: 0 Motion carried.

B. Public Hearing to Consider a Resolution Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, and Authorizing Preparation of Plans and Specifications for the 2020 Pavement Management Program, City Project No. 2019-09F – Carter Path and Carter Court Mill and Overlay. Resolution 19-231.

Assistant City Engineer Dodge stated that Carter Path mill and overlay project located off of Cahill Avenue consists of single-family homes and one park parcel. The proposed conditions suggest edge mill and overlay. He stated this came out of the 2018 geotechnical study with Braun Intertec. The budget for the project is \$196,500 with Streets at \$160,810, Storm \$24,310, and Water and Sewer at \$11,440. Project funding would be with the Pavement Management Fund at \$54,203 (27%), Assessments of \$130,917 (67%), and the Water and Sewer Fund at \$11,440 (6%). He stated that an Independent Appraiser did a Special Benefit Analysis and came up with an assessment cap of \$4,000. The proposed assessments are estimated at \$3,800. This would be a five-year payment term.

He stated there is an Addendum No. 1 for this project that involves Carter Court which has a median in the center of the cul de sac. There have been discussions about whether to keep or remove the median. He stated they entertained that conversation, the addendum with contingencies is that median is known as an outlot. In that case it would have to be deeded to the city in order to pave it and would have to agree to share part of the cost for the project. The estimated cost, just for the median, is \$34,597. \$24,587 would be the cul de sac reconstruction and \$10,010 is the relocation of a street light.

He discussed funding stating the HOA would have \$8,600 for the street portion, \$10,010 for streetlight portion, and the Pavement Management Fund for \$15,982. He stated feedback was received about the median both for and against. The median is private. Public Works and Engineering is willing to work with them if they want to move the project forward. He stated the city wouldn't do anything unless it is at the request of Arbor Knolls. He stated they would include the addendum with the contingencies in the Resolution and only move forward at their request.

Councilmember Bartholomew asked about the funding methodology and if they wanted the city to do it, why the costs are not split. Assistant City Engineer responded they feel there is a mutual benefit to paving the median. Councilmember Bartholomew asked what the benefit was. Assistant City Engineer Dodge responded the benefit would be for snow removal and maintenance purposes.

Assistant City Engineer Dodge listed the following project schedule:

- January 13, 2020: Come back for approval of the plans and specifications and authorize bidding.
- March 2020: Have an Assessment Hearing.

He stated the recommendation would be to accept the Addendum to the Feasibility Report, hold and close the Public Hearing, and adopt the Resolution ordering Project No. 2019-09F. That includes approving the preparation of plans and specifications and other items relating to the Resolution to move forward with the project.

Motion by Perry second by Bartholomew to approve accepting Addendum No. 1 to the Feasibility Report.

Ayes: 5

Nays: 0 Motion carried.

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

Ayes: 5

Nays: 0 Motion carried.

Motion by Perry second by Piekarski Krech to approve Public Hearing to Consider a Resolution 19-231 Ordering Project, Accepting Addendum No. 1 to the Feasibility Report, and Authorizing Preparation of Plans and Specifications for the 2020 Pavement Management Program, City Project No. 2019-09F – Carter Path and Carter Court Mill and Overlay.

Ayes: 5

Nays: 0 Motion carried.

C. Public Hearing to Consider New Corporate Officers for Outback Steakhouse of Florida LLC, dba Outback Steakhouse.

City Administrator Lynch stated this is for consideration to allow a change in Corporate Officers for Outback Steakhouse located at 5723 Bishop Avenue. The new Corporate Officers are Christopher Adkins Meyer and Kelly Marie Lefferts. The Applicants have paid the fees as required by Code. He stated the Police Department has conducted a background investigation and found no basis for denial. City Staff recommends approval of the change of Officers.

Motion by Dietrich second by Perry to close the Public Hearing at 7:49PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Dietrich second by Perry to approve to Consider the New Corporate Officers for Outback Steakhouse of Florida LLC, dba Outback Steakhouse.

Ayes: 5

Nays: 0 Motion carried.

D. Public Hearing to Consider Approval of Therapeutic Massage Business License at 2898 Upper 55th Street, Suite B.

City Administrator Lynch stated this item is for the approval of an application for a Therapeutic Massage Business License for Destination Massage dba as Elevated Massage & Wellness located at 2898 Upper 55th Street, Suite B. Jennifer Miller has applied for the license, submitted the appropriate fees, insurance is in order, and all other information as required by City Code has been received. He stated the background information shows no basis for denial. Staff recommends approval.

Jennifer Miller introduced herself.

Motion by Perry second by Piekarski Krech to close the Public Hearing at 7:52PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Bartholomew second by Piekarski Krech to approve Public Hearing to Consider Approval of Therapeutic Massage Business License at 2898 Upper 55th Street, Suite B.

Ayes: 5

Nays: 0 Motion carried.

E. Consider Approval of Renewal Applications for Liquor Licenses for the 2020 Calendar Year.

City Administrator Lynch stated this is for consideration for Liquor Licenses for the 2020 calendar year. Public Notice was posted on November 27, 2019 in the new paper, the Pioneer Press. He stated each

renewal application includes license fees, liability insurance certificates, and background investigations that were completed. Four establishments had changes in Officers or Managers. Moose Lodge failed to submit the required paperwork, but there have been extenuating circumstances. He stated they have been contacted, have not returned information but are aware they need to complete the information so they can have a Liquor License for 2020.

He stated there has been an emphasis on completing alcohol server training to be in compliance with proof that they have received training and are current in the last 24 months. There were six establishments. Iwa Sushi has completed theirs and Arbor Pointe Golf Club and Trail Liquor have not submitted their renewal compliance training. As of December 4, 2019, both have been contacted regarding the missing information.

City Administrator Lynch stated the Council may conditionally approve the licenses contingent upon receiving the information by the applicants by a specific date. He suggested December 20, 2019 as the deadline by 4:30 p.m. If failing to provide the missing information they would not be issued a license in order to be open January 1, 2020. The earliest they would be able to return, if there is not a Special Meeting, would be January 13, 2020.

Mayor Tourville stated there were four highlighted in the memo and asked about the fourth listed. City Administrator Lynch responded the Moose Lodge has had a change in Officers and the city has not been notified or received the application for that yet. Arbor Pointe Golf Club and Trail Liquor have not supplied their alcohol server training compliance proof information.

Councilmember Dietrich asked if they would receive a final written notice if the information has not been received yet. City Administrator Lynch responded they would attempt to reach them by email. Councilmember Dietrich asked who would send the email. City Administrator Lynch responded the Management Analyst Michelle Calvert and/or the new City Clerk.

Councilmember Piekarski Krech stated Arbor Pointe Golf Club is not open this time of year. City Administrator Lynch responded that one was not as time sensitive. She asked if they would have to reapply if they do not do this. City Administrator Lynch responded another meeting would have to be held and they would come back with the completed information to approve the license. The establishments would not be able to be open after midnight December 31, 2019.

Councilmember Bartholomew asked what they were waiting for from Moose Lodge. City Administrator Lynch responded it was the Corporate paperwork.

Motion by Piekarski Krech second by Perry to close the Public Hearing at 7:59PM.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech second by Perry to Approve the Renewal Applications for Liquor Licenses for the 2020 Calendar Year for Arbor Pointe Golf Course, with the provision that those that are not compliant at this point must be compliant by December 20, 2019 at 4:30 p.m. or they will not have a license for 2020 until they reapply with the necessary information. Those locations are Arbor Pointe Golf Course, Moose Lodge, and Trail Liquor.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR AGENDA:

FINANCE:

A. Approve 2020 Budget and Tax Levies. Resolutions 19-232, 19-233. 19-234.

Councilmember Bartholomew asked if the County has notified the city of any errors. He asked if there have been any contested statements from the County regarding resident or business tax statements. He asked if there has been any contact from local residents. Interim Finance Director Shannon Battles responded she has not received any information from the County. She stated there was a typo on the preliminary levy of one of the Resolutions, which has been corrected. She responded there has not been any contact from residents.

Interim Finance Director Battles discussed 2020 Tax Levies and Budgets as follows:

- Preliminary levies were approved on September 9, 2019.
- Dakota County mailed out the tax notices on November 18, 2019.
- No Public Hearing is needed for discussion of the final budget. The public should have the opportunity to speak.
- Final budgets and levies must be certified to Dakota County on or before December 27, 2019.
- The 2020 Expenditure Budgets for the General Fund went up from 2018, with over \$1.4 million dollars or a 6% increase. This was due to the increase in pavement management, debt service funds, cost of living increases for salaries, and the new positions.
- The 2020 Enterprise Fund showed slight increases with water, sewer, and the Golf Course. The total budget went up \$38,900, which is under 1% increase from the 2019 approved budget.
- The General Fund Operating Levy increased \$1.2 million dollars from the 2019 Budget, but went down over \$133,000 from the proposed budget in September. That resulted in a tax rate decrease of 5.03%.
- The Net Tax Capacity has been increasing compared to the Net Tax Levy.
- The 2020 General Fund Revenues have the largest portion from property taxes. This is consistent with previous years with over \$22 million dollars.
- 2020 Expenditures are coming in at \$25,900. Public Safety makes up the largest portion with \$12 million dollars.
- Impact on Mean and Median Residential Properties. Mean Value Property was up in value by 5.11%. The net result tax was an increase of .44% or \$6.21.

Councilmember Bartholomew asked if that included the new tax levy amount and the reduction. Interim Finance Director Battles responded yes.

- Median Value Home went up 6%. The taxes went up 1.75% or \$22.00.
- Impact on Selected Business Properties. The first business value went up 2.3%, taxes went down 1.1%, and a decrease of \$40.00. For the second business the value increased by 7.35%, the tax rate increased by 6.4% or \$1,200.

Councilmember Bartholomew asked if the County provides the information on the fiscal disparities for those properties. Interim Finance Director Battles responded yes.

Interim Finance Director Battles stated when the budget is adopted this evening, she would get the books together and distributed before the end of the year. They would be sent to the County, the Office of the State Auditor, and published per State requirements.

Mayor Tourville stated the process began in March with the preliminary having to be done in September, tonight is the final. He stated some changes were made to bring the levy down. He stated he had not heard of anyone in the County that had their market value reduced. He commented he had some phone calls that said the market value was too high. He stated the market value is close within most Counties in the metro area. He stated one of the items they have pushed and want to do a better job with is pavement management.

Councilmember Bartholomew asked if the CIP would come before the Council in January. City Administrator Lynch responded yes. Councilmember Bartholomew thanked Interim Finance Director Battles for all the information and appreciated the thorough conversation from Staff and Council. Mayor Tourville stated that Shannon Battles has been serving as the cities Interim Finance Director and thanked her, they are all appreciative of the time and effort she has put into this.

Motion by Bartholomew second by Perry to approve the 2020 Budget and Tax Levies. Resolutions 19-232, 19-233, 19-234.

Mayor Tourville stated valuations have gone up and there is growth in the city. They have budgeted conservatively on the number of housing units and commercial. He thanked the entire Finance Department.

Ayes: 5

Nays: 0 Motion carried.

POLICE:**B. 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.**

This item has been tabled until January 13, 2019.

C. Consider Second Reading of Massage Licensing Amendments.

This item has been tabled until January 13, 2019.

D. Consider Application of Chunyan Fu for Individual Massage Therapist License. Resolution 19-235.

Police Chief Melissa Chiodo requested denial of the individual Therapeutic Massage License Application of Ms. Fu. She stated Ordinance Title 4, Chapter 8, Article D, Section 2 requires applicants for individual Therapeutic Massage Licenses complete and submit an application and meet certain criteria for the license to be issued. She stated that on October 29, 2019, Ms. Fu submitted an application for an Individual Therapeutic Massage License to work at Beauty Life LLC, dba Life Massage & Spa located at 9086 Buchanan Trail. After she reviewed the Investigators background of Ms. Fu, there were several omissions of employment and residences on the application. Investigators checked the phone number listed for the place of current employment for Ms. Fu that she failed to list in her application. The phone number was found to have over 200 postings on websites that are used for sex trafficking and human trafficking. She stated right in the application, which Ms. Fu completed and signed, the following is stated: "I hereby certify or declare under penalty of perjury under the laws of the State of Minnesota that I have read and understand every question in this application and that the answer to every question and in all supplemental documents submitted on behalf of this application, regardless of when it is discovered, and or the failure to give required pertinent information constitutes cause for the immediate revocation of any and all licenses and/or permits issued hereunder and may be grounds for prosecution for perjury. All information given is subject to verification by the State of Minnesota".

Police Chief Chiodo discussed concerns stating that one of the businesses was not listed as a place of employment for her. After the Investigator spoke to her several times, she finally admitted she worked at the place of employment but said it was a previous employer. She stated after checking with the employer they discovered that she currently works for them on weekends and it was after a third interview with the Investigator that she responded she still works there. That is the same business they ran the phone number through databases that investigate human and sex trafficking. The business came up with several hundred ads on the previous website that was shut down for human and sex trafficking and for having a current database.

She stated Ms. Fu also failed to list that she lived in the State of California and presented a California Driver's License when she applied for the Massage Therapy License. Upon questioning she said she only lived in California for two weeks. Ms. Fu said she came to Minnesota in 2017 yet had a California Driver's License that was valid until 2020. Police Chief Chiodo stated she discovered that Ms. Fu applied for a

Massage Therapy License in the State of Florida in 2019 and listed the State of California as her address. Yet when she applied here, she stated she only lived in California for two weeks.

Police Chief Chiodo stated there are some snapshots from ads included in the Council packets that turned up for the massage business Ms. Fu currently works at and failed to disclose. When confronted, she said she no longer worked there, then admitted that she does work there. The ads they discovered talk about young girls, unique massages, and fantasy's in our hands. She stated that is cause for concern that she wants to get a Massage License in this City and are highlights of the reasons they are recommending denial for an Individual Massage Therapy License.

Mayor Tourville stated this was very thorough. The recommendation is to look at denying the application.

City Attorney Kuntz stated there are a number of items the Police Chief has submitted and listed on Page 3 of the proposed findings. They include the License Application, Investigative report, City of Maplewood Report Case File, the printout from the Florida Department of Health, and other documents that are a part of the packet. He asked the Council to make a Motion to accept those items.

Motion by Piekarski Krech second by Perry to receive the documents and items such as the License Application, Investigative report, the City of Maplewood Report Case File, the printout from the Florida Department of Health, and other documents that are a part of the packet.

Ayes: 5

Nays: 0 Motion carried.

The Interpreter for Ms. Chunyan Fu stated the California Driver's License had something to do about asylum with the Immigration Office in Los Angeles. She stated with the address she worked at before in Circle Pines, she had made a mistake but there was no space underneath that she could include the information. She stated that she did not know anything about her former boss putting an Ad on a website. She applied for a license in Florida because she was trying to find work there, she changed her plan and decided to remain in Minnesota, she did not go to Florida even though she received the License.

Mayor Tourville stated he was confused about California where the license is valid until 2020 when said she was there for only two weeks. Ms. Fu responded via Interpreter that she didn't receive the License from California the first time. The second time she sent an email to them and asked them what happened and they sent it to her. She stated it looks like the License can last for four years.

Mayor Tourville stated she worked for a place that was advertising about illegal activities. Ms. Fu responded she didn't know that her boss put an ad on the websites. She stated the ads look like they are from March or April 2018. She stated she went to work at that business at the end of August 2018. She commented the boss put those ads on the website, didn't tell her, and she didn't know anything about it.

City Attorney Kuntz asked why she didn't list working for Circle Pines in her application. Ms. Fu responded there was no other space on the application to list it. She only worked at the location part time, but admitted she was wrong in those circumstances.

Mayor Tourville asked if she had an Interpreter with her when she put in her application with the City of Inver Grove Heights. Ms. Fu responded no. Mayor Tourville asked how she was able to communicate. Ms. Fu responded she understood some of what was discussed, but maybe not all which is why there was some misunderstanding.

Mayor Tourville stated there were gaps in her work history and the application included places they do not want that type of activity to happen. He stated they are currently updating the Massage License Ordinance. Without having the proper information, they would not be able to take a look at allowing a license in the city. Ms. Fu responded she made a mistake, it was not done intentionally and she has

never committed any type of crime, she is a law-abiding resident. She stated the form was filled out by herself, she had to use her cell phone for translation, but it was not good enough, that's why there is some misunderstanding in those forms when trying to fill it out.

Mayor Tourville asked where she is living. Ms. Fu responded she lives in St. Paul/Maplewood, her address is 2590 Germain Street in Maplewood/St. Paul.

Mayor Tourville stated the Police Department has done their due diligence, there have been gaps, and the possibility of working at a place that has advertising for activity that will not be allowed. He stated they could deny, approve, or have the applicant come back in with an Interpreter and answer questions with the Police Department. He stated the Council is trying to be fair, but with the way the application is filled out there is no way this is going to be approved.

Councilmember Piekarski Krech stated the Police Officer noted conversations with Ms. Fu on the telephone, and asked if she understood the conversation. Ms. Fu responded that she understands simple sentences. Councilmember Piekarski Krech stated she was concerned the application was terribly incorrect and cannot be approved because they do not know what information was there or not, and if it is correct or not, especially if Ms. Fu didn't understand what she was doing or answering.

Police Chief Chiodo stated when the Investigator spoke to Ms. Fu on three different occasions, there was no request for an Interpreter. She stated the incomplete information goes beyond this city, it goes to when she applied for the Massage License in Florida, which was applied for in 2019. The application listed California as her address and where she lived in 2019. She stated Ms. Fu has said that she has lived here since 2017, but there have been so many discrepancies that is why they are not recommending.

Ms. Fu stated she never lived in California in 2019. She went to California in 2017 to do something but never lived there.

Mayor Tourville stated he was confused and could see why the Police made their recommendation. He suggested if Ms. Fu wanted to straighten things out, she could come in with an Interpreter. He stated if they can't confirm where she lived and when, she would not get approved. Mayor Tourville stated they could table this item. Councilmember Piekarski Krech stated they needed to turn down the application because there are too many discrepancies and too many questions. She stated if she chooses to appeal, that is within her right. She stated Ms. Fu signed a document that stated she understood it, and now she is saying she didn't understand it. Councilmember Bartholomew agreed there were too many discrepancies and stated he would not approve.

Motion by Piekarski Krech second by Bartholomew to deny the Application of Chunyan Fu for Individual Massage Therapist License. Resolution 19-235.

City Attorney Kuntz stated as a part of the packet there is a proposed Resolution denying with findings. He asked if that was what they were moving and if the seconder of the Motion agreed. Councilmember Piekarski Krech agreed and responded correct. Councilmember Bartholomew also agreed that was correct.

Mayor Tourville stated they are recommending denial due to the discrepancies in the application of where she worked and when, where she lived, and where she didn't.

Ms. Fu stated that she lived in three places. The first city she lived in was in Texas from November 2014 until July 2015. She lived in Colorado from August 2015 to March 2017. She lives in Maplewood from March 2017 to present. Councilmember Piekarski Krech stated that makes the discrepancies even worse because California is her Driver's License and her legal place of residence. She stated that doesn't change her mind and still stands with the Motion.

Mayor Tourville suggested that if Ms. Fu fills out applications in the future to do not do them over the telephone and have an Interpreter present to assist.

City Attorney Kuntz suggested getting the Interpreter's name for the record. John Choy stated he is a qualified Interpreter. Mayor Tourville thanked him for being in attendance.

Ms. Fu asked if she could resubmit her application again after the Council has denied it. Mayor Tourville responded that he didn't think it was against the law but that she should get help filling out the application. He stated if it still has the gaps that it does and a Driver's License from another State, it would not bode well. Ms. Fu stated her case was in California, that is why she got the License from there. She stated she did not live in California for a long period of time, she went there to do things and then came back.

Ayes: 5

Nays: 0 Motion carried.

PUBLIC WORKS:

E. Consider Approval of Land Alteration Permit No. C-100-19 for Flint Hills Resources Grading Activity.

City Engineer Tom Kaldunski displayed a map of the location and stated Flint Hills is planning to put in a four-inch gas pipeline from the refinery to the Wescott Tank Farm site located off Trunk Highway 3 – South Robert Trail. He stated this is for consideration for application for a Land Alteration Permit (LAP). This would be five miles long of pipeline that disturbs 18.5 acres of land. There would be 21,000 cubic yards of dirt that is removed, and then placed back in the same general location. He stated whenever it exceeds 10,000 cubic yards of material, which is the amount he can approve as the City Engineer, it would come before the City Council for consideration.

He stated there is a dual process through the Public Utilities Commission (PUC) for the pipeline alignment, notifications related to that, and action at the PUC which allows the Flint Hills Refinery to advance various permits. He stated Section 9-5 is the City Code that speaks about the process of land alteration relating to digging dirt, changing vegetation, and going into wetlands.

He stated they have received various permits, including one from the MPCA to help manage erosion control. There would be some tree removal on Flint Hills or Bituminous Roadways property. He stated they have received concurrence from the City Planner that what is being proposed meets the Tree Ordinance. He stated the alignment was picked because the majority of the land is on public easements or land that Flint Hills already has access to. Flint Hills would need various permits from the City and Dakota County where they do not have easements.

City Engineer Kaldunski stated a question that came up at the Environmental Commission was about notifying people. The Codes on Land Alteration Permits do not require notification up front. As a condition of the Permit it is suggested before digging to let neighbors know and give them a number they can call if questions arise. He stated another question that arose was about the Cliff Road area. The County is reviewing anything to do with Highways and Permits.

He stated the cities Environmental Committee recommended approval of this Permit by a 4/3 vote in favor. There are several conditions listed that are related to fees, erosion control requirements, and the need to get various permits and easements. He stated the recommendation is to approve the Land Alteration Permit as presented.

Councilmember Piekarski Krech asked about the proximity to residential areas. City Engineer Kaldunski responded the only location it gets close to is from Cliff Road north where there is a bituminous trail along the pipelines. That trail is on the alignment. There are conditions that state any damage to the trail would be repaired. This would be going through wide open spaces.

Jake Reint, Flint Hills Resources, stated this would be for LPG (Liquified Petroleum Gas) which allows them to manage the inventories during the winter months when products are at a higher demand. He stated they recently acquired the Westcott Terminal where LPG is being produced. The pipeline would allow them to connect from Westcott to the Refinery. He stated they are one of the larger producers and suppliers of propane and LPG. They are one of the safest and cleanest refineries in the Country. He stated they have a habitat management program, Pine Bend Bluffs being one of them. They are always a safe and environmentally responsible producer of these products.

Mayor Tourville stated there were 30 conditions associated with this and asked if there were any questions.

Eric Dominiack, Environmental Manager at Flint Hills Resources, stated one condition they have discussed internally was Condition #25 that limits the maximum amount of open trench at any time to 400 linear feet. He stated from a project execution standpoint, Flint Hills Resources would like to request a large volume based on the number of linear feet they can execute on a given day.

Councilmember Piekarski Krech asked if there was a rationale for the 400 feet. City Engineer Kaldunski responded typical city engineering is the length of a city block, they don't like to have projects open for miles. He stated he did not have a problem with something longer than 400 feet, it could be doubled.

Mayor Tourville asked if Flint Hills would want to come up with a number tonight, if not, they could give direction to work with the City Engineer on what would be acceptable. Mr. Reint agreed with the suggestion.

City Attorney Kuntz asked if the number of feet would be set by City Engineer Kaldunski. City Engineer Kaldunski responded he would discuss and look over information along with Flint Hills and issue a memo stating the length they agreed upon.

Councilmember Bartholomew questioned Condition #30 where the Engineer reserves the right to apply additional Conditions. He asked how that worked. City Engineer Kaldunski responded that is a catch all if they are out there in the middle of construction and see a concern, he could take note of it.

City Attorney Kuntz asked when they get to the residential portion, if they have adopted a protocol for contacting people. He stated Flint Hills is supposed to prepare a written document that goes to all adjacent property owners that state timeframe, what it is, the alignment, informing them of the project, the length of time, and a contact phone number. Mr. Reint responded they tend to go beyond what is required when it comes to notifications.

Mr. Reint stated if able to proceed, the expectation is to begin some of the construction work early first quarter next year.

Motion by Piekarski Krech second by Bartholomew to approve the Land Alteration Permit No. C-100-19 for Flint Hills Resources Grading Activity.

City Administrator Lynch stated that the conditions are changed so that the distance open on the trench would be agreed to by the two parties. Council Member's Piekarski Krech and Bartholomew agreed.

Ayes: 5

Nays: 0 Motion carried.

COMMUNITY DEVELOPMENT:

F. Adams French Property, LLC – Consider the following Resolutions for property located at 7855 Cahill Avenue:

a) a Conditional Use Permit to allow for a mini-storage facility;

b) a Conditional Use Permit to allow impervious surface to exceed 25% within the Shoreland Overlay District of Simley Lake.

This item has been tabled to January 13, 2019.

G. Consider Resolution Approving Amendment No. 1 to Improvement Agreement for 9725 South Robert Trail (STOR).

Community Development Director Heather Rand stated the request is for a two-part Resolution pertaining to the STOR Development. Staff became aware this afternoon that the Developer still had concerns regarding the documents and requested additional time to continue to have discussions with the three most heavily impacted residences. She stated if this item is tabled, they would bring it before the City Council on January 27, 2020. She stated the Developer's, Brian and Shawn Briggs are in attendance as well as Mr. Robbins from Tyne Lane.

Grant Robbins, 9432 Tyne Lane, stated he is in attendance on behalf of the three most affected properties on Tyne Lane. He gave the following update on what they are pursuing:

- Installation of an 8-foot cedar fence along the east side of the roadway providing full screening of the roadway on site to the residents on Tyne Lane. The effective screening of the fence is over 7 feet in most cases and effective for headlights. There is an agreement for a 35-foot opening in the fence that would be usable for future development.
- There would be 10 tree varieties planted slightly below the fence.
- The third part of the agreement was the removal of the planned chain link fence with slats that was visible from neighborhood property and wouldn't provide security for anything on site. The plan is when future development comes to the area there would be discussion about what additional site security might be required.

He stated at the last Council meeting there was a question about the conservation easement line location. The conservation easement line has been adjusted farther up the hill toward the future development location and includes trees that would be planted in the area. The agreement states no future snow removal or storage into the conservation easement area. He stated the downslope from the future development location would be planted with 18 Conifer trees, approximately 8 feet tall, and would provide screening of the future development location. On the west and north side of the pond there are 12 Deciduous trees plans for future site screening.

Brian Briggs, Developer, 9725 South Robert Trail, stated he is happy to report they have been able to have good discussions and preliminary agreements with some items still under discussion. He stated in the last few days they have had information come to pass that is a substantial encumbrance on this property looking forward. He stated they satisfy the neighbors and provide screening, but they would not like to have something that is going to encumber the property for the future and is not workable. He asked to have something they can work with that the neighbors and Council can agree with.

Councilmember Piekarski Krech asked what the encumbrance was. Mr. Brian Briggs stated the fence and trees would be there in perpetuity, which is not an acceptable encumbrance on this property. He was unsure how long he would own the site and stated someday someone else would and may not want a fence down the middle of the property that they would be unable to get around.

Mayor Tourville asked if Mr. Briggs was suggesting they could work it out in the next few days. Mr. Brian Briggs responded that was the desire. He stated the posts have been placed for the fence, but would like to have some ability to make something sensible for the long-term application.

Mayor Tourville suggested if they are still at an impasse the week before the City Council's meeting in January, to come back and the Council may get involved. Councilmember Piekarski Krech commented the fence would still be there, it is question of having a time set on the fence or if it was there in perpetuity.

She stated that could be something the City Council would have to decide. Councilmember Piekarski Krech stated she appreciated all of the work they have been doing.

Mr. Robbins stated they are in agreement that a fence along the roadway is a good idea to screen road traffic. There could be questions about what would happen if the road isn't there in the future, needs to be somewhere else, or another change that may need to happen. He stated the residents are committed to working with Brian and Shawn over the next few weeks before the next meeting and see what they can come up with.

He discussed what residents are doing on the other side of the property line stating there has been no tree removal on the north side of the property lines since he owned the property in 2003. Of concern was the proximity of the pond to resident property and the differing levels of it in different rain events. He stated the location of the stormwater pond up to resident property was approved by City Engineering staff right from the beginning. He questioned the judgement in that approval stating there is 5.5-foot water pond seven feet from resident property which presents a danger to their properties. The neighbors want to have the pond secured and doesn't see this as the responsibility of the developer.

Mr. Robbins stated the three impacted property owners have come to an agreement on how they would secure the site. He stated with the help of a contractor, an approximately 130-foot fence would be centered on the three properties. The fence would be placed one foot from the property line. In addition to that, they would plant trees around the fence. He stated this was something that residents would like to do. He stated in the agreement they have a \$5,000 allotment; they intend to release the developer as a part of this agreement once reached from liability claims from the project to date. He stated the current \$5,000 amount is not sufficient to put something like this in place. He stated this is a safety hazard for the residents of Inver Grove Heights and are intent on trying to close it as much as possible, the agreement with the city doesn't allow that to happen in full. Not having a setback from an industrial stormwater pond from resident property should not have happened.

Mayor Tourville stated this isn't the first holding pond in the city. Some are fenced, but not all. Public Works Director Scott Thureen responded the city does not fence any of the ponds because it makes it difficult for emergency personnel to get in. Public Works Director Thureen stated he has different numbers, but the side slope is gentler now and has lower water surface elevations. He stated he could discuss this information with Mr. Robbins further. Mr. Robbins stated he would be open to additional conversation with the Public Works Director. Councilmember Dietrich thanked Mr. Robbins for his thoroughness.

Mr. Robbins stated they as neighbors have experienced things for the first time and have opinions about things that could have gone differently over time. He stated he has confidence they will come to an agreement. He asked to discuss some of the process to the Council and provide feedback. Councilmember Piekarski Krech suggested he attend a Town Hall meeting.

Mayor Tourville stated to clarify what is being requested, fencing and screening in the area that lost trees and look at the neighborhood and the pond. The second issue was the fence and how long it would be there and what may trigger a change. He asked Community Development Director Rand that if something were to happen with the other piece of property, it would require the developer to come back to the City for conditional use and other items. Community Development Director Rand responded that if they had taken up the agreements in front of the Council this evening, one of the attachments is a December 5th, 2019 overall landscape plan that denotes the landscape changes that would state they are back in compliance with the CUP. She stated whatever submitted as the attachment, those elements are being approved, if they are being changed, the Council would have to approve those changes. Mayor Tourville agreed. He stated any future development would have to go through Planning, Staff, and the Council. Mr. Robbins agreed that was the residents understanding.

Motion by Piekarski Krech second by Perry to Table Consider Resolution Approving Amendment No. 1 to Improvement Agreement for 9725 South Robert Trail (STOR) until January 27, 2020 at the latest.

Mr. Robbins stated the residents support that recommendation.

Ayes: 5

Nays: 0 Motion carried.

ADMINISTRATION:

H. Consider Resolution Adopting the 2020 Fee Schedule. Resolution 19-236.

City Administrator Lynch stated the Council is being asked to adopt and approve the 2020 Fee Schedule. These are normal fees, different than development fees. Changes were made to incorporate the increased cost of service, for example, the massage therapy businesses, inspections, and Building Codes. He stated staff recommends approval of the 2020 Fee Schedule.

Councilmember Piekarski Krech asked about the new alarm fees. City Administrator Lynch responded those have not come back yet and are not included.

Councilmember Bartholomew asked about the golf course fees that are up slightly by \$1.00 and wanted to make sure that was correct. Parks and Recreation Director Eric Carlson responded a few of the golf course fees are up with a majority of them staying the same as they were in 2019. Rounds of golf have a \$1.00 increase in some categories but not all, the highlighted areas include the change. Councilmember Bartholomew asked if they are in agreement that those are appropriate and adequate increases, or if it should be more. Parks and Recreation Director Carlson responded this keeps them in a position in the market that they have tried to place Inver Wood from a marketing and profitability standpoint.

Councilmember Piekarski Krech asked about the reduction for Police Squad fees and if that was correct. Police Chief Chiodo responded yes.

Motion by Piekarski Krech second by Perry to approve Consider Resolution 19-236 Adopting the 2020 Fee Schedule.

Ayes: 5

Nays: 0 Motion carried.

I. Third and Final Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-42-2- and 3-4-2-3, and 10-3-8 Adjusting Development Fees for 2020. Ordinance 1376.

City Administrator Lynch stated they are considering adjusting fees for the water/sanitary sewer connection related to economic development. He stated a financial analysis was done, primarily in the northwest area, and recommends increasing between 3.5 to 5% for those costs. He stated they have received a letter from the River Heights Chamber of Commerce stating they have looked at other city charges and are in an acceptable range and propose a partnership, which would be explored with the Chamber going forward. Staff recommends approval of the Third Reading.

Mayor Tourville asked if the information from the Chamber of Commerce was already a part of the file. City Administrator Lynch responded it is not a part of the file and should be via Motion.

Motion by Piekarski Krech second by Perry to accept the information from the Chamber of Commerce dated November 21, 2019.

Ayes: 5

Nays: 0 Motion carried.

Motion by Piekarski Krech second by Perry to approve the Third and Final Reading of an Ordinance Amending City Code Title 3, Chapter 4, Sections 3-42-2- and 3-4-2-3, and 10-3-8 Adjusting Development Fees for 2020. Ordinance 1376.

Ayes: 4

Nays: 1 (Dietrich) Motion carried.

8. EXECUTIVE SESSION:

9. MAYOR AND COUNCIL COMMENTS:

City Administrator Lynch stated Wednesday December 11th, is the Annual Employee Recognition Luncheon.

Public Works Director Thureen stated he sent the City Council an email late today that consisted of a copy of the post card sent out to 500 property owners in the City inviting them to an Open House that the County, Inver Grove Heights, and the City of Eagan are hosting on December 18th at the Community Center. This would be to discuss the expansion of 70th Street/Lone Oak between Trunk Highway 149 and 55, to Trunk Highway 3 and the continued realignment of Argenta Trail. It would take place from 5:00 to 7:00 p.m. in Community Room 3.

Councilmember Piekarski Krech asked what area was used. Public Works Director responded he received the list that encompasses everything in the Lennar Developments, it was a very sizable area with a majority living in Inver Grove Heights.

Mayor Tourville stated the tree lighting took place and Council Member's Perry and Dietrich were there. There were a lot of families swimming in the Community Center. A lot of first timers also attended. He thanked those that attended. He stated the South St. Paul Carolettes did some Christmas caroling there.

Councilmember Dietrich stated there will be a Ribbon Cutting Ceremony taking place at Inver Grove Brewing tomorrow at 4:00 p.m.

10. ADJOURN:

Motion by Piekarski Krech second by Bartholomew to adjourn the meeting at 9:32 p.m.

Ayes: 5

Nays: 0

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Amy Hove 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of December 5, 2020 to January 8, 2020.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending January 8, 2020. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$1,457,220.14
Debt Service & Capital Projects	848,669.85
Enterprise & Internal Service	2,451,119.07
Escrows	104,780.42
Grand Total for All Funds	<u><u>\$4,861,789.48</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 December 5, 2020 to January 8, 2020 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING January 8, 2020**

WHEREAS, a list of disbursements for the period ending January 8, 2020 was presented to the City Council for approval;

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

General & Special Revenue	\$1,457,220.14
Debt Service & Capital Projects	848,669.85
Enterprise & Internal Service	2,451,119.07
Escrows	104,780.42
 Grand Total for All Funds	 <u><u>\$4,861,789.48</u></u>

Adopted by the City Council of Inver Grove Heights this 13th day of January, 2020.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, Deputy Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 12/05/2019 - 01/08/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANCED GRAPHIX, INC.	203160	12/19/2019	12/6/19	101.42.4000.421.80700	1,384.00
ADVANCED GRAPHIX, INC.	202948	12/31/2019	10/25/19	101.42.4000.421.30700	405.00
AFSCME COUNCIL 5	INV0093674	12/06/2019	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	903.24
AFSCME COUNCIL 5	INV0093675	12/06/2019	UNION DUES (AFSCME FULL SHARE-P	101.203.2031000	112.92
AFSCME COUNCIL 5	INV0094079	12/20/2019	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	903.24
AFSCME COUNCIL 5	INV0094080	12/20/2019	UNION DUES (AFSCME FULL SHARE-P	101.203.2031000	112.92
AFSCME COUNCIL 5	INV0095089	01/03/2020	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	876.18
AFSCME COUNCIL 5	INV0095090	01/03/2020	UNION DUES (AFSCME FULL SHARE-P	101.203.2031000	115.98
ASPEN MILLS	248590	12/19/2019	55077IGHPD	101.42.4000.421.60045	339.96
ASPEN MILLS	249415	12/30/2019	550771	101.42.4200.423.60045	902.80
ASPEN MILLS	249132	12/31/2019	55077IGHPD	101.42.4000.421.30700	569.20
ASPEN MILLS	249897	12/31/2019	55077IGHPD	101.42.4000.421.50078	834.00
AXON ENTERPRISES, INC.	SI-1630328	01/07/2020	MAINTENANCE/LICENSE AGREEMENT	101.42.4000.421.70501	6,640.00
BARNA, GUZY, & STEFFEN LTD	210948	12/30/2019	50003-005	101.41.1100.413.30430	845.00
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND ST	101.43.5100.442.30300	340.50
BJORKLUND COMPENSATION CONSULTING, LLC	00004101	12/19/2019	12/3/19	101.42.4000.421.30700	145.00
BJORKLUND COMPENSATION CONSULTING, LLC	00004105	12/30/2019	12/30/19 Systems Admin Evaluation	101.41.1100.413.30500	210.00
BLADES GROUP, LLC.	18007379	12/10/2019	11/18/19	101.43.5200.443.60016	960.00
BW FRAMING	12/4/19	12/10/2019	12/4/19	101.42.4000.421.60065	110.00
CENTURY COLLEGE	599242	12/19/2019	CLASS REGISTRATION	101.42.4200.423.50080	480.00
CENTURY LINK	11/19/19 651 455 9072 782	12/10/2019	651 455 9072 782	101.42.4200.423.50020	85.00
CENTURY LINK	12/30/19	12/30/2019	651-455-9072 782	101.42.4200.423.50020	42.50
CLAREY'S SAFETY EQUIPMENT	185934	12/26/2019	090500	101.42.4200.423.60040	4,700.00
CLAREY'S SAFETY EQUIPMENT	185935	12/26/2019	090500	101.42.4200.423.60040	4,097.50
CLAREY'S SAFETY EQUIPMENT	186198	12/31/2019	090500	101.42.4200.423.60040	1,947.50
COLLINS ELECTRICAL CONST.	1933473.01	12/10/2019	12/2/19	101.43.5200.443.40046	189.20
COLLINS ELECTRICAL CONST.	1933474.01	12/10/2019	12/2/19	101.43.5200.443.40046	279.20
COLLINS ELECTRICAL CONST.	1934259.01	12/30/2019	12/30/19 1934259.01	101.43.5200.443.40046	312.80
COMCAST	12/5/19 8772 10 591 0359526	12/19/2019	8772 10 591 0359526	101.42.4200.423.30700	10.52
CULLIGAN	11/30/19	12/19/2019	157-98459118-8	101.42.4200.423.60065	61.85
CULLIGAN	11/30/19 157-98459100-6	12/19/2019	157-98459100-6	101.42.4200.423.60065	103.63
DAJ ENTERPRISES LLC	2032	12/30/2019	11/25/19	101.44.6000.451.60030	811.60
DAJ ENTERPRISES LLC	2033	12/30/2019	12/5/19	101.44.6000.451.60030	1,041.05
DAJ ENTERPRISES LLC	5339	12/30/2019	12/5/19	101.44.6000.451.60030	10,722.00
DAKOTA COMMUNICATIONS CENTER	IG2020-02	01/07/2020	FEBRUARY 2020	101.42.4000.421.70502	57,135.00
DAKOTA COMMUNICATIONS CENTER	IG2020-02	01/07/2020	FEBRUARY 2020	101.42.4200.423.70502	7,575.00
DAKOTA COMMUNICATIONS CENTER	IG2020-01	01/07/2020	JANUARY 2020	101.42.4200.423.70502	57,135.00
DAKOTA COMMUNICATIONS CENTER	IG2020-01	01/07/2020	JANUARY 2020	101.42.4200.423.70502	7,575.00
DAKOTA CTY FINANCIAL SVCS	00037194	12/31/2019	NOV 2019 MHZ SUBSCRIBER FEE	101.42.4000.421.30700	1,633.10
DAKOTA CTY FINANCIAL SVCS	00037194	12/31/2019	NOV 2019 MHZ SUBSCRIBER FEE	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00037194	12/31/2019	NOV 2019 MHZ SUBSCRIBER FEE	101.43.5200.443.30700	46.66
DAKOTA CTY FINANCIAL SVCS	00037195	12/31/2019	DEC 2019 MHZ SUBSCRIBER FEE	101.42.4000.421.30700	1,633.10
DAKOTA CTY FINANCIAL SVCS	00037195	12/31/2019	DEC 2019 MHZ SUBSCRIBER FEE	101.42.4200.423.30700	1,703.09
DAKOTA CTY FINANCIAL SVCS	00037195	12/31/2019	DEC 2019 MHZ SUBSCRIBER FEE	101.43.5200.443.30700	46.66
DAKOTA CTY PROP TAXATION & RECORDS	12/2/19	12/10/2019	11/6/19 P635311/635394	101.45.0000.3413000	230.00
DAKOTA ELECTRIC ASSN	246837-9 12/19	12/20/2019	Electric	101.44.6000.451.40020	345.08
DAKOTA ELECTRIC ASSN	250165-8 12/19	12/20/2019	Electric	101.44.6000.451.40020	375.49
DAKOTA ELECTRIC ASSN	393563-2 12/19	12/20/2019	Electric	101.44.6000.451.40020	204.04
DAKOTA ELECTRIC ASSN	426713-4 12/19	12/20/2019	Electric	101.43.5400.445.40020	47.81
DAKOTA ELECTRIC ASSN	443054-2 12/19	12/20/2019	Electric	101.44.6000.451.40020	16.89
DAKOTA ELECTRIC ASSN	109394-7 12/19	12/20/2019	Electric	101.43.5400.445.40020	1,188.49
David Wicklund	R00283475	12/30/2019	12/30/19 Application Fee Reimburs	101.45.0000.3413000	246.00
EFTPS	INV0093670	12/06/2019	FEDERAL WITHHOLDING	101.203.2030200	1,022.38
EFTPS	INV0093672	12/06/2019	MEDICARE WITHHOLDING	101.203.2030500	206.22
EFTPS	INV0093700	12/06/2019	FEDERAL WITHHOLDING	101.203.2030200	57,256.22
EFTPS	INV0093702	12/06/2019	MEDICARE WITHHOLDING	101.203.2030500	15,691.02
EFTPS	INV0093703	12/06/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	40,711.18
EFTPS	INV0093706	12/06/2019	FEDERAL WITHHOLDING	101.203.2030200	210.39
EFTPS	INV0093708	12/06/2019	MEDICARE WITHHOLDING	101.203.2030500	85.80
EFTPS	INV0093709	12/06/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	366.90
EFTPS	INV0094102	12/20/2019	FEDERAL WITHHOLDING	101.203.2030200	55,988.92
EFTPS	INV0094104	12/20/2019	MEDICARE WITHHOLDING	101.203.2030500	16,110.90
EFTPS	INV0094105	12/20/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	45,505.60
EFTPS	INV0094106	12/20/2019	FEDERAL WITHHOLDING	101.203.2030200	158.99
EFTPS	INV0094108	12/20/2019	MEDICARE WITHHOLDING	101.203.2030500	55.18
EFTPS	INV0094109	12/20/2019	SOCIAL SECURITY WITHHOLDING	101.203.2030400	235.98
EFTPS	INV0095116	01/03/2020	FEDERAL WITHHOLDING	101.203.2030200	55,431.14
EFTPS	INV0095118	01/03/2020	MEDICARE WITHHOLDING	101.203.2030500	15,391.70
EFTPS	INV0095119	01/03/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	41,752.26
EFTPS	INV0095120	01/03/2020	FEDERAL WITHHOLDING	101.203.2030200	106.88
EFTPS	INV0095122	01/03/2020	MEDICARE WITHHOLDING	101.203.2030500	36.56
EFTPS	INV0095123	01/03/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	156.30
EHLERS AND ASSOCIATES, INC.	2/6/20	01/07/2020	REGISTRATION - H. RAND	101.45.3000.419.50080	295.00
EMERGENCY RESPONSE SOLUTIONS	14303	12/30/2019	12/30/19 Smart Charge	101.42.4200.423.60040	2,103.71
EMMONS & OLIVIER RESOURCES	00095-0060-9	12/30/2019	12/30/19 Schaaf Drainage Study	101.43.5100.442.30300	7,499.20
EYEMED	164125483	12/19/2019	DECEMBER 2019	101.203.2032700	223.64
FARMINGTON FIREFIGHTERS RELIEF ASSOCIATIO	12/9/19	12/19/2019	REGISTRATION STRATEGIES AND TAC	101.42.4200.423.50080	2,000.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FERRELLGAS	RNT8059340	12/30/2019	7754787	101.42.4200.423.30700	12.00
FIRST IMPRESSION GROUP, THE	94276	12/26/2019	4363	101.44.6000.451.50030	306.88
FIRSTSCRIBE	2491726	12/30/2019	12/30/19 ROWay Web Application	101.43.5100.442.40044	250.00
FURLONG FARMS	8	12/10/2019	11/1/19	101.44.6000.451.60030	1,568.96
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0093680	12/06/2019	HSA ELECTION-FAMILY	101.203.2032500	2,787.18
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0093681	12/06/2019	HSA ELECTION-SINGLE	101.203.2032500	4,877.99
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0094085	12/20/2019	HSA ELECTION-FAMILY	101.203.2032500	2,786.50
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0094086	12/20/2019	HSA ELECTION-SINGLE	101.203.2032500	4,874.27
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0095096	01/03/2020	HSA ELECTION-FAMILY	101.203.2032500	2,876.78
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0095097	01/03/2020	HSA ELECTION-SINGLE	101.203.2032500	5,009.47
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.41.1100.413.30550	(10.30)
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.41.1300.413.30550	10.10
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.41.2000.415.30550	87.34
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.42.4000.421.30550	322.53
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.42.4200.423.30550	44.70
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.43.5000.441.30550	15.35
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.43.5100.442.30550	72.23
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.43.5200.443.30550	41.59
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.44.6000.451.30550	58.47
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.45.3000.419.30550	16.09
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.45.3200.419.30550	23.41
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	101.45.3300.419.30550	34.20
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.41.1100.413.30550	15.40
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.41.1300.413.30550	7.70
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.41.2000.415.30550	80.26
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.42.4000.421.30550	281.73
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.42.4200.423.30550	39.90
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.43.5000.441.30550	12.95
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.43.5100.442.30550	60.26
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.43.5200.443.30550	39.20
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.44.6000.451.30550	51.67
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.45.3000.419.30550	13.93
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.45.3200.419.30550	23.41
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	101.45.3300.419.30550	32.90
GENESIS EMPLOYEE BENEFITS, INC	IN1667148	12/30/2019	4606-0575-9714	101.42.4000.421.30550	43.48
GERTENS	26524	12/26/2019	103566	101.44.6000.451.60035	3,642.50
GERTENS	3307/12	12/10/2019	103566	101.44.6000.451.60035	3,642.50
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	101.42.4200.423.40020	1,504.17
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	101.43.5200.443.40020	62.54
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	101.43.5400.445.40020	570.83
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	101.44.6000.451.40020	735.72
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	101.42.4200.423.40020	1,285.50
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	101.43.5200.443.40020	108.32
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	101.43.5400.445.40020	988.69
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	101.44.6000.451.40020	1,111.00
GLENN LAWN CARE	2275	12/26/2019	0181	101.44.6000.451.30700	230.00
HEALTHEAST MEDICAL TRANSPORTATION	19-50572	12/10/2019	11/10/19	101.42.4000.421.30700	88.40
HOISINGTON KOEGLER GROUP INC.	016-062-21	12/30/2019	12/30/19 Prepare Plan Document	101.45.3200.419.30600	6.11
HOISINGTON KOEGLER GROUP INC.	016-062-21	12/30/2019	12/30/19 Prepare Plan Document	101.45.3200.419.50080	1,431.00
HOISINGTON KOEGLER GROUP INC.	019-059-1	12/30/2019	12/30/19 Pinkville Small Area Plan	101.45.3200.419.30600	1,345.00
IAFC MEMBERSHIP	2020 MEMBERSHIP - J. SCHADE	12/31/2019	000056729	101.42.4200.423.50070	240.00
ICMA RETIREMENT TRUST - 457	INV0093667	12/06/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	106.62
ICMA RETIREMENT TRUST - 457	INV0093673	12/06/2019	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0093682	12/06/2019	ICMA-AGE <49 %	101.203.2031400	8,325.81
ICMA RETIREMENT TRUST - 457	INV0093683	12/06/2019	ICMA-AGE <49	101.203.2031400	2,855.00
ICMA RETIREMENT TRUST - 457	INV0093684	12/06/2019	ICMA-AGE 50+ %	101.203.2031400	887.54
ICMA RETIREMENT TRUST - 457	INV0093685	12/06/2019	ICMA-AGE 50+	101.203.2031400	6,953.78
ICMA RETIREMENT TRUST - 457	INV0093686	12/06/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0093696	12/06/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,351.52
ICMA RETIREMENT TRUST - 457	INV0093697	12/06/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,084.00
ICMA RETIREMENT TRUST - 457	INV0093698	12/06/2019	ROTH-AGE <49 %	101.203.2032400	49.89
ICMA RETIREMENT TRUST - 457	INV0094078	12/20/2019	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0094087	12/20/2019	ICMA-AGE <49 %	101.203.2031400	7,187.45
ICMA RETIREMENT TRUST - 457	INV0094088	12/20/2019	ICMA-AGE <49	101.203.2031400	2,855.00
ICMA RETIREMENT TRUST - 457	INV0094089	12/20/2019	ICMA-AGE 50+ %	101.203.2031400	870.76
ICMA RETIREMENT TRUST - 457	INV0094090	12/20/2019	ICMA-AGE 50+	101.203.2031400	6,953.78
ICMA RETIREMENT TRUST - 457	INV0094091	12/20/2019	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0094099	12/20/2019	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,351.52
ICMA RETIREMENT TRUST - 457	INV0094100	12/20/2019	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,084.00
ICMA RETIREMENT TRUST - 457	INV0094101	12/20/2019	ROTH-AGE <49 %	101.203.2032400	39.74
ICMA RETIREMENT TRUST - 457	INV0095087	01/03/2020	457 - ROTH AGE 50+	101.203.2031400	140.00
ICMA RETIREMENT TRUST - 457	INV0095088	01/03/2020	457 - ROTH AGE 50+	101.203.2031400	125.00
ICMA RETIREMENT TRUST - 457	INV0095098	01/03/2020	ICMA-AGE <49 %	101.203.2031400	8,244.86
ICMA RETIREMENT TRUST - 457	INV0095099	01/03/2020	ICMA-AGE <49	101.203.2031400	2,815.00
ICMA RETIREMENT TRUST - 457	INV0095100	01/03/2020	ICMA-AGE 50+ %	101.203.2031400	1,093.33
ICMA RETIREMENT TRUST - 457	INV0095101	01/03/2020	ICMA-AGE 50+	101.203.2031400	7,034.04
ICMA RETIREMENT TRUST - 457	INV0095102	01/03/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0095112	01/03/2020	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,421.52
ICMA RETIREMENT TRUST - 457	INV0095113	01/03/2020	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,084.00
ICMA RETIREMENT TRUST - 457	INV0095114	01/03/2020	ROTH-AGE <49 %	101.203.2032400	48.50
ING DIRECT	INV0093710	12/06/2019	MSRS-HCSP	101.203.2032200	268.24
ING DIRECT	INV0093866	12/13/2019	MSRS-HCSP	101.203.2032200	116,588.51
INNOVATIVE OFFICE SOLUTIONS	SUM-051335	12/30/2019	S28777	101.45.3300.419.60040	10.28
INVER GROVE HEIGHTS ANIMAL HOSPITAL	156902	12/10/2019	25529	101.42.4000.421.60013	59.56
IUOE	INV0093687	12/06/2019	UNION DUES IUOE	101.203.2031000	1,143.42
IUOE	INV0095103	01/03/2020	UNION DUES IUOE	101.203.2031000	1,143.42
JONES & BARTLETT PUBLISHERS, INC.	4202124	12/30/2019	874138	101.42.4200.423.60018	167.21

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KENISON, TERRI	NOV 2019	12/10/2019	942147853-00001	101.42.4200.423.30700	850.00
KENISON, TERRI	DECEMBER 2019	12/31/2019	DECEMBER 2019	101.42.4200.423.30700	850.00
KENNEDY & GRAVEN	151975	12/19/2019	NV125-00001	101.43.5000.441.30420	312.50
KENNEDY & GRAVEN	12/30/19	12/30/2019	12/30/19 Telephine Conference	101.45.3000.419.30420	150.00
K-TECH SPECIALTY COATINGS INC	201911-K0145	12/26/2019	414029	101.43.5200.443.60016	2,538.24
K-TECH SPECIALTY COATINGS INC	201912-K0082	12/30/2019	414029	101.43.5200.443.60016	2,569.38
LAURENTINA DEJONG	12/3/19	12/26/2019	12/26/19 Mr. Eric Larson	101.44.6000.451.30700	1,057.50
LEADSONLINE LLC	253974	01/07/2020	2020 SERVICE PACKAGE	101.42.4000.421.30700	3,227.00
LELS	INV0093688	12/06/2019	UNION DUES (LELS)	101.203.2031000	1,800.00
LELS	INV0095104	01/03/2020	UNION DUES (LELS)	101.203.2031000	2,130.00
LELS SERGEANTS	INV0093699	12/06/2019	UNION DUES (LELS SGT)	101.203.2031000	306.00
LELS SERGEANTS	INV0095115	01/03/2020	UNION DUES (LELS SGT)	101.203.2031000	306.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOC 46797		12/26/2019	111541	101.42.4000.421.70501	620.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOC 47895		12/10/2019	106325	101.42.4000.421.70501	1,923.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOC 47904		12/10/2019	111541	101.42.4200.423.30700	469.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOC 48095		01/07/2020	111541	101.42.4200.423.30700	491.00
LOUIS D BEDOR III	1003	12/12/2019	11/22/19	101.41.1300.413.30700	720.00
LOUIS D BEDOR III	1004	12/30/2019	11/22/19	101.41.1300.413.30700	240.00
LOUIS D BEDOR III	103	12/12/2019	11/22/19	101.41.1300.413.30700	2,100.00
LOUIS D BEDOR III	104	12/30/2019	11/22/19	101.41.1300.413.30700	2,590.00
LVC COMPANIES, INC.	24672	12/19/2019	101199	101.42.4200.423.40040	545.00
LVC COMPANIES, INC.	25356	12/19/2019	101199	101.41.1100.413.60065	318.00
M & J SERVICES, LLC	2123	12/10/2019	11/26/19	101.43.5200.443.40046	3,825.00
M & J SERVICES, LLC	2124	12/10/2019	11/26/19	101.43.5200.443.40046	4,037.50
MADISON NATIONAL LIFE INSURANCE COMPANY	1368930	12/30/2019	DECEMBER 2019 GROUP # 012439	101.203.2031700	2,749.80
MADISON NATIONAL LIFE INSURANCE COMPANY	1374965	12/31/2019	January 2020	101.203.2031700	2,836.63
MED COMPASS	36776	12/19/2019	11/21/19	101.42.4000.421.50080	600.00
MED COMPASS	36776	12/19/2019	11/21/19	101.43.5200.443.30700	210.00
METROPOLITAN COUNCIL	NOVEMBER 2019	12/09/2019	NOVEMBER 2019	101.41.0000.3414000	(323.05)
MILLER'S ELECTRIC	768	12/30/2019	12/30/19 Ceiling Fan Replacement	101.42.4200.423.40040	1,407.82
MINNEAPOLIS OXYGEN CO.	00051530	12/19/2019	01910	101.42.4200.423.30700	96.60
MINNEAPOLIS OXYGEN CO.	00051531	12/19/2019	01915	101.42.4200.423.30700	75.90
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0093677	12/06/2019	JOEL JACKSON FEIN/TAXPAYER ID: 41	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0093678	12/06/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	178.58
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0094082	12/20/2019	JOEL JACKSON FEIN/TAXPAYER ID: 41	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0094083	12/20/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	178.58
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0095092	01/03/2020	JOEL JACKSON FEIN/TAXPAYER ID: 41	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0095093	01/03/2020	JOSH PARROW ORDER- 0015633635 C	101.203.2032100	427.31
MINNESOTA DEPARTMENT OF HUMAN SERVICES	INV0095094	01/03/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	178.58
MN CHIEFS OF POLICE ASSOCIATION	10072	01/07/2020	MEMBERSHIP RENWAL 2020	101.42.4000.421.50070	351.00
MN CHIEFS OF POLICE ASSOCIATION	10155	01/07/2020	MEMBERSHIP RENEWAL 2020	101.42.4000.421.50070	157.00
MN CHIEFS OF POLICE ASSOCIATION	10220	01/07/2020	2020 MEMBERSHIP RENEWAL	101.42.4000.421.50070	157.00
MN CRIME PREVENTION ASSOCIATION	5/11/20-5/15/20	12/31/2019	40 HOURS CPTD REGISTRATION - N.	101.45.3000.419.50080	475.00
MN DEPT OF REVENUE	INV0093671	12/06/2019	STATE WITHHOLDING	101.203.2030300	395.11
MN DEPT OF REVENUE	INV0093689	12/06/2019	LEVY - ANDREW BRAVO	101.203.2031900	102.27
MN DEPT OF REVENUE	INV0093701	12/06/2019	STATE WITHHOLDING	101.203.2030300	24,393.73
MN DEPT OF REVENUE	INV0093707	12/06/2019	STATE WITHHOLDING	101.203.2030300	101.84
MN DEPT OF REVENUE	INV0094092	12/20/2019	LEVY - ANDREW BRAVO	101.203.2031900	27.79
MN DEPT OF REVENUE	INV0094103	12/20/2019	STATE WITHHOLDING	101.203.2030300	24,007.68
MN DEPT OF REVENUE	INV0094107	12/20/2019	STATE WITHHOLDING	101.203.2030300	77.84
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	101.207.2070300	0.37
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	101.207.2070300	92.48
MN DEPT OF REVENUE	INV0095105	01/03/2020	LEVY - ANDREW BRAVO	101.203.2031900	68.07
MN DEPT OF REVENUE	INV0095117	01/03/2020	STATE WITHHOLDING	101.203.2030300	23,733.51
MN DEPT OF REVENUE	INV0095121	01/03/2020	STATE WITHHOLDING	101.203.2030300	51.08
MN GLOVE & SAFETY, INC.	319283	12/10/2019	CINVE	101.43.5200.443.60045	96.84
MN GLOVE & SAFETY, INC.	319284	12/10/2019	CTINVE	101.43.5200.443.60045	89.87
MN LIFE INSURANCE CO	DECEMBER 2019	12/19/2019	POLICY #0027324	101.203.2030900	3,590.04
MN NCPERS LIFE INSURANCE	DECEMBER 2019	12/10/2019	DECEMBER 2019 PREMIUM	101.203.2031600	272.00
MN NCPERS LIFE INSURANCE	12/24/2019	12/31/2019	January 2020	101.203.2031600	272.00
MN SECRETARY OF STATE - NOTARY	12/10/19	12/19/2019	NOTARY RENEWAL - K. FISCHER	101.43.5100.442.50070	120.00
MN SECRETARY OF STATE - NOTARY	12/18/19 RENEWAL - K. FOX	12/19/2019	KIM FOX	101.45.3000.419.50070	120.00
MN STATE FIRE DEPT ASSOC	12/30/19	12/30/2019	12/30/19 Papers	101.42.4200.423.50070	105.00
MOTOROLA SOLUTIONS, INC.	943564	12/10/2019	QUOTE 943564	101.42.4000.421.50020	5,076.75
MOTOROLA SOLUTIONS, INC.	943592	12/10/2019	QUOTE 943592	101.42.4000.421.50020	5,076.75
MTI DISTRIBUTING CO	1241599-00	12/26/2019	91180	101.44.6000.451.40047	4,000.19
NATURE CALLS, INC.	26499	12/10/2019	10/31/19	101.44.6000.451.40065	975.00
NATURE CALLS, INC.	26540	12/26/2019	12/26/19 26540	101.44.6000.451.40065	540.00
NDC4	4-2019 (11)	12/30/2019	12/18/19 Staff Meeting	101.41.1300.413.60071	99.00
NET TRANSCRIPTS, INC.	0029198-IN	12/31/2019	20-IGHPD	101.42.4000.421.30700	216.42
NEWMAN SIGNS INC	TRFINV017493	12/26/2019	INV-03-001	101.43.5200.443.60016	713.25
NORTHWEST LASERS, INC.	11674	12/30/2019	12/30/19 25FT ROD SVR STYLE	101.43.5100.442.60040	462.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103088442	12/10/2019	N26-1351004654	101.41.1100.413.30500	135.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103096459	12/26/2019	N26-1351004654	101.41.1100.413.30500	135.00
OMG MIDWEST, INC.	1555865	12/10/2019	116137	101.43.5200.443.60016	2,375.00
OXYGEN SERVICE COMPANY, INC	03452156	12/19/2019	04394	101.42.4000.421.60065	49.14
PERA	INV0093668	12/06/2019	PERA COORDINATED PLAN	101.203.2030600	910.56
PERA	INV0093669	12/06/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	70.04
PERA	INV0093690	12/06/2019	PERA COORDINATED PLAN	101.203.2030600	42,010.56
PERA	INV0093691	12/06/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,231.58
PERA	INV0093692	12/06/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0093693	12/06/2019	EMPLOYER SHARE (PERA DEFINED PI	101.203.2030600	53.46
PERA	INV0093694	12/06/2019	PERA POLICE & FIRE PLAN	101.203.2030600	22,554.63
PERA	INV0093695	12/06/2019	EMPLOYER SHARE (POLICE & FIRE PL	101.203.2030600	33,831.97
PERA	INV0093704	12/06/2019	PERA COORDINATED PLAN	101.203.2030600	195.62
PERA	INV0093705	12/06/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	15.05
PERA	INV0094093	12/20/2019	PERA COORDINATED PLAN	101.203.2030600	43,051.28

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PERA	INV0094094	12/20/2019	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,311.65
PERA	INV0094095	12/20/2019	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0094096	12/20/2019	EMPLOYER SHARE (PERA DEFINED PI	101.203.2030600	53.46
PERA	INV0094097	12/20/2019	PERA POLICE & FIRE PLAN	101.203.2030600	19,087.73
PERA	INV0094098	12/20/2019	EMPLOYER SHARE (POLICE & FIRE PL	101.203.2030600	28,631.62
PERA	INV0095106	01/03/2020	PERA COORDINATED PLAN	101.203.2030600	41,462.76
PERA	INV0095107	01/03/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,189.48
PERA	INV0095108	01/03/2020	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0095109	01/03/2020	EMPLOYER SHARE (PERA DEFINED PI	101.203.2030600	53.46
PERA	INV0095110	01/03/2020	PERA POLICE & FIRE PLAN	101.203.2030600	22,705.90
PERA	INV0095111	01/03/2020	EMPLOYER SHARE (POLICE & FIRE PL	101.203.2030600	34,058.84
PERFORMANCE PLUS LLC	5918	12/19/2019	NOVEMBER 2019	101.42.4200.423.30700	4,550.00
PETTY CASH	12/10/19	12/10/2019	PETTY CASH REQUEST	101.45.3300.419.50075	46.92
PETTY CASH - WF PURCHASE CARD FEES	BRANDON KELTING WF OOP 11	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	101.42.4000.421.60045	179.28
PETTY CASH - WF PURCHASE CARD FEES	BRANDON KELTING WF OOP 11	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	101.42.4000.421.60045	198.80
PETTY CASH - WF PURCHASE CARD FEES	KIM FOX WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	101.45.3200.419.50075	19.66
PETTY CASH - WF PURCHASE CARD FEES	MONICA CHIDO WF OOP 11/15	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	101.42.4200.423.60045	79.99
PETTY CASH - WF PURCHASE CARD FEES	WILLIAM SCHROEPFER WF OO	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	101.41.2000.415.50065	33.18
PETTY CASH - WF PURCHASE CARD FEES	Nov 2019	12/30/2019	Nov 2019 Fees	101.41.2000.415.70440	143.83
PIONEER PRESS	1019572521	12/10/2019	572521	101.41.1100.413.50025	59.86
PIONEER PRESS	1019572521	12/10/2019	572521	101.41.1100.413.50025	91.59
PIONEER PRESS	1019572521	12/10/2019	572521	101.41.1100.413.50025	15.48
PIONEER PRESS	1019572521	12/10/2019	572521	101.45.3200.419.50025	48.93
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	18.49
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	326.37
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	12.47
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	12.90
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	189.20
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	114.38
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.41.1100.413.50025	17.63
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	101.45.3200.419.50025	39.56
PLUNKETT'S PEST CONTROL	6486979	12/31/2019	2073675 2020 CONTRACT	101.42.4200.423.30700	288.54
PRAETORIAN GROUP INC.	65082 REV. 1	12/31/2019	TASWER CEW INSTRUCTOR CERT.	101.42.4000.421.50080	990.00
PRECISE MRM	200-1023468	12/10/2019	000208	101.43.5200.443.30700	38.14
PUBLIC SAFETY EQUIPMENT, LLC.	7652	12/26/2019	12/26/19 7652	101.42.4000.421.60065	65.00
RENEE DUBS ELLENA	19-4906	01/07/2020	INSIGHTS AND WINTER CALENDAR 20	101.41.1300.413.30700	2,765.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10300	01/07/2020	2020 MEMBERSHIP INVESTMENT	101.42.4000.421.50070	211.00
SAFETYFIRST PLAYGROUND SURFACING, LLC	6998	12/10/2019	11/18/19	101.44.6000.451.40047	6,175.00
SAND CREEK GROUP LTD	SDC852-IN	12/30/2019	9409502	101.41.1100.413.30500	1,940.00
SAND CREEK GROUP LTD	SDC852-IN	12/30/2019	9409502	101.42.4000.421.30700	1,000.00
SAND CREEK GROUP LTD	SDC852-IN	12/30/2019	9409502	101.42.4200.423.30700	1,400.00
SENSIBLE LAND USE COALITION	00062	12/31/2019	REGISTRATION - A. HUNTING	101.45.3000.419.50080	48.00
SENSIBLE LAND USE COALITION	00062	12/31/2019	REGISTRATION - A. HUNTING	101.45.3200.419.50080	96.00
SHORT ELLIOTT HENDRICKSON, INC.	378019	12/30/2019	117543	101.43.5100.442.30300	1,368.97
SHRED-IT	8128786660	12/31/2019	15212695	101.42.4000.421.30700	138.50
SHRED-N-GO, INC.	99693	12/10/2019	11/30/19	101.42.4200.423.30700	31.96
SOUTH METRO SWAT	11/13/19	12/10/2019	2019 FEES	101.42.4000.421.50080	593.62
SOUTH ST PAUL ANIMAL HOSPITAL	NOVEMBER 2019	12/31/2019	NOVEMBER 2019	101.42.4000.421.50070	1,311.46
STREAMLINE DESIGN INC	39798	12/30/2019	12/30/19 Shirt Name	101.42.4200.423.30700	21.00
STREET FLEET	458831	12/19/2019	17498	101.45.3000.419.60065	25.93
T. A. SCHIFSKY & SONS, INC.	65504	12/10/2019	11/25/19	101.43.5200.443.60016	4,106.85
TEXAS STATE DISBURSEMENT UNIT	INV0093676	12/06/2019	ANDREW BRAVO FEIN/TAXPAYER ID: 4	101.203.2032100	401.13
TEXAS STATE DISBURSEMENT UNIT	INV0094081	12/20/2019	ANDREW BRAVO FEIN/TAXPAYER ID: 4	101.203.2032100	401.13
TEXAS STATE DISBURSEMENT UNIT	INV0095091	01/03/2020	ANDREW BRAVO FEIN/TAXPAYER ID: 4	101.203.2032100	401.13
TOTAL CONSTRUCTION & EQUIP.	13637	12/10/2019	40191092	101.44.6000.451.40040	923.23
TOTAL CONSTRUCTION & EQUIP.	13901	12/10/2019	40191103	101.44.6000.451.40040	1,026.05
TOTAL CONSTRUCTION & EQUIP.	14216	12/10/2019	40191112	101.44.6000.451.60066	2,306.93
TOTAL CONSTRUCTION & EQUIP.	14297	12/10/2019	40191119	101.44.6000.451.60066	348.38
TRACKER PRODUCTS LLC	TPINV-002509	01/07/2020	ANNUAL SAFE PROFESSIONAL	101.42.4000.421.60065	2,470.00
TRI-COUNTY LAW ENFORCEMENT ASSC	ANNUAL DUES	01/07/2020	ANNUAL DUES 2020	101.42.4000.421.50070	75.00
TYLER TECHNOLOGIES, INC	025-279095	12/10/2019	41443	101.41.2000.415.40044	438.00
UNIFIRST CORPORATION	090 0521031	12/10/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0521031	12/10/2019	1051948	101.44.6000.451.60045	25.05
UNIFIRST CORPORATION	090 0522421	12/30/2019	1051948	101.43.5200.443.60045	51.04
UNIFIRST CORPORATION	090 0522421	12/30/2019	1051948	101.44.6000.451.60045	25.05
UNIFIRST CORPORATION	090 0523861	12/19/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0523861	12/19/2019	1051948	101.44.6000.451.60045	25.05
UNIFIRST CORPORATION	090 0525254	12/30/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090 0525254	12/30/2019	1051948	101.44.6000.451.60045	25.05
UNIFIRST CORPORATION	090052610	12/30/2019	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	090052610	12/30/2019	1051948	101.44.6000.451.60045	25.05
UNITED STATES TREASURY	12/6/19	12/19/2019	ANDREW BRAVO - LEVY PROCEEDS	101.203.2031900	125.00
UNITED STATES TREASURY	12/20/19	12/30/2019	ANDREW BRAVO - LEVY PROCEEDS	101.203.2031900	125.00
US POSTMASTER - EAGAN	JAN-MAR 2020	12/31/2019	INSIGHTS JAN-MAR 2020	101.41.1100.413.50035	2,500.00
VERIFIED CREDENTIALS, INC.	301231	12/10/2019	11/30/19	101.41.1100.413.30500	406.00
VERIFIED CREDENTIALS, INC.	302295	12/31/2019	12/31/19	101.41.1100.413.30500	316.25
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.41.1000.413.50020	180.05
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.41.1100.413.50020	85.74
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.42.4000.421.50020	1,382.58
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.42.4200.423.50020	772.95
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.43.5100.442.50020	332.24
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.43.5200.443.50020	403.53
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.44.6000.451.50020	313.08
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.45.3000.419.50020	42.87
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	101.45.3300.419.50020	356.52
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.41.1000.413.50020	180.05
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.41.1100.413.50020	85.74

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.42.4000.421.50020	775.48
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.42.4200.423.50020	772.95
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.43.5100.442.50020	332.24
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.43.5200.443.50020	403.53
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.44.6000.451.50020	313.08
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.45.3000.419.50020	42.87
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	101.45.3300.419.50020	329.05
VERIZON WIRELESS	9844026994	12/31/2019	842016728-00021	101.42.4000.421.50020	53.54
VICTORY CORPS	1815692	12/30/2019	A42596	101.42.4200.423.60065	1,283.82
WAKOTA MUTUAL FIREMANS AID ASSOC	2019 DUES	12/30/2019	2019 DUES	101.42.4200.423.50070	50.00
WELLS FARGO CREDIT CARD ACH	Int In Metro Janitori WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60011	92.27
WELLS FARGO CREDIT CARD ACH	Sherwin Williams 70309 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60066	102.00
WELLS FARGO CREDIT CARD ACH	Athletica Sport System WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40047	360.00
WELLS FARGO CREDIT CARD ACH	Beacon Athletics, Llc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	207.00
WELLS FARGO CREDIT CARD ACH	Ciox Health WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.30700	36.30
WELLS FARGO CREDIT CARD ACH	Minnesota Glove & Sa WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60045	72.93
WELLS FARGO CREDIT CARD ACH	Minnesota Glove & Sa WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60045	104.97
WELLS FARGO CREDIT CARD ACH	Sp Maverickdrone.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60040	3,850.00
WELLS FARGO CREDIT CARD ACH	U Of M Contleaming WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5000.441.50080	255.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ab8qe9py3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	727.00
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	108.79
WELLS FARGO CREDIT CARD ACH	Sams Club #4738 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60065	160.79
WELLS FARGO CREDIT CARD ACH	Sams Club #4738 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60065	100.00
WELLS FARGO CREDIT CARD ACH	Cub Foods #1639 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60065	32.14
WELLS FARGO CREDIT CARD ACH	Old World Pizza WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50075	202.40
WELLS FARGO CREDIT CARD ACH	Old World Pizza WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50075	38.32
WELLS FARGO CREDIT CARD ACH	Uspcs.Com Postal Store WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50035	301.80
WELLS FARGO CREDIT CARD ACH	Vistapr Vistaprint.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.50030	30.23
WELLS FARGO CREDIT CARD ACH	Vistapr Vistaprint.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.60065	6.81
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Cm6a984q3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5200.443.50020	83.95
WELLS FARGO CREDIT CARD ACH	Totallypromotional.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.60065	145.58
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ml8mv1za0 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.45.3000.419.60040	17.99
WELLS FARGO CREDIT CARD ACH	Cell Shield WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	20.00
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50065	32.31
WELLS FARGO CREDIT CARD ACH	Holiday Stations 0479 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50065	35.19
WELLS FARGO CREDIT CARD ACH	Totally Promotional WF 11/19 CR	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.60065	(10.37)
WELLS FARGO CREDIT CARD ACH	Bca Training Education WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50080	1,500.00
WELLS FARGO CREDIT CARD ACH	The Home Depot 2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60018	322.23
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60018	199.93
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5200.443.60016	10.28
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	52.96
WELLS FARGO CREDIT CARD ACH	Amazon.Com O02nw6wb3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	14.99
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ht1yz8oq3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	599.02
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50020	95.70
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50020	84.93
WELLS FARGO CREDIT CARD ACH	Centurylink/Speedpay WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50020	74.94
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60016	74.33
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60016	8.99
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40040	25.88
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60016	23.92
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	11.94
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	23.97
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60066	7.98
WELLS FARGO CREDIT CARD ACH	Advance Sportswear WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60045	216.00
WELLS FARGO CREDIT CARD ACH	Aed Superstore WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60065	796.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 515mu41o3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	29.69
WELLS FARGO CREDIT CARD ACH	Dog Waste Depot WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60016	579.30
WELLS FARGO CREDIT CARD ACH	Petco 1652 63516520 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60013	19.99
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us M06q378u3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60045	23.98
WELLS FARGO CREDIT CARD ACH	Paypal Mpstma WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50080	40.00
WELLS FARGO CREDIT CARD ACH	Salsbury Industries WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60065	601.38
WELLS FARGO CREDIT CARD ACH	Hobby-Lobby #753 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60065	74.27
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 459qe6yg3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	32.97
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ep2h69bj3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.60040	22.87
WELLS FARGO CREDIT CARD ACH	Culligan Water Of Igh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40050	10.55
WELLS FARGO CREDIT CARD ACH	Dept Of Natural Resour WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.50070	371.65
WELLS FARGO CREDIT CARD ACH	Int In Twin Cities Fo WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40047	2,340.00
WELLS FARGO CREDIT CARD ACH	Parkink WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60065	192.96
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Gu3u650a3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60016	25.99
WELLS FARGO CREDIT CARD ACH	Minnesota State Colleg WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.50080	125.00
WELLS FARGO CREDIT CARD ACH	Miracle Recreation WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40047	1,685.00
WELLS FARGO CREDIT CARD ACH	Miracle Recreation WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60016	1,052.00
WELLS FARGO CREDIT CARD ACH	Personalization Mall WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.50075	568.48
WELLS FARGO CREDIT CARD ACH	Personalization Mall WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.60065	536.96
WELLS FARGO CREDIT CARD ACH	Pioneer Press Circ WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1300.413.50070	0.99
WELLS FARGO CREDIT CARD ACH	Prairie Moon WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60016	614.46
WELLS FARGO CREDIT CARD ACH	Sq Sq Expert Tree Se WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40046	3,750.00
WELLS FARGO CREDIT CARD ACH	Winfield Solutions Eco WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60030	2,691.75
WELLS FARGO CREDIT CARD ACH	B & B Electric WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40047	5,000.00
WELLS FARGO CREDIT CARD ACH	Paypal Upsca Reg18 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60013	50.00
WELLS FARGO CREDIT CARD ACH	Personalization Mall WF 11/19 CR	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.60065	(536.96)
WELLS FARGO CREDIT CARD ACH	Blauer Manufacturing WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.30700	324.96
WELLS FARGO CREDIT CARD ACH	Olsen Fire Protection WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.40040	1,517.00
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.50075	153.20
WELLS FARGO CREDIT CARD ACH	Fedex Offic6200006205 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.30700	32.94
WELLS FARGO CREDIT CARD ACH	Galls WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.60045	133.50
WELLS FARGO CREDIT CARD ACH	Homedepot.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	247.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	Inver Grove Brewing Co WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.30700	30.00
WELLS FARGO CREDIT CARD ACH	Shell Oil 12464164008 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50065	29.01
WELLS FARGO CREDIT CARD ACH	At&T Bill Payment WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.43.5100.442.50020	87.00
WELLS FARGO CREDIT CARD ACH	Turittos Pizza WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1000.413.50075	99.20
WELLS FARGO CREDIT CARD ACH	Dakota Awards And Engr WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.30700	30.00
WELLS FARGO CREDIT CARD ACH	Minnesota Sheriffs Ass WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4000.421.50080	50.00
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.40040	116.44
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60011	148.85
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.42.4200.423.60018	170.10
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60012	41.10
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	8.98
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	115.86
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60040	129.00
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.41.1100.413.30700	140.00
WELLS FARGO CREDIT CARD ACH	Trugreen Lp 5025 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	101.44.6000.451.60030	428.48
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0093679	12/06/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	336.74
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0094084	12/20/2019	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	336.74
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0095095	01/03/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 41	101.203.2032100	336.74
XCEL ENERGY	663810694	12/19/2019	Gas & Electric	101.43.5200.443.40020	21.85
XCEL ENERGY	663810694	12/19/2019	Gas & Electric	101.43.5400.445.40020	8,090.52
XCEL ENERGY	665169455	12/19/2019	Gas & Electric	101.44.6000.451.40010	523.72
XCEL ENERGY	665169455	12/19/2019	Gas & Electric	101.44.6000.451.40020	195.23

Fund: 101 - GENERAL FUND
1,305,491.22

ENSEMBLE CREATIVE & MARKETING	IGH111219	12/10/2019	11/12/19	201.44.1600.465.50025	1,431.06
LIME VALLEY ADVERTISING, INC.	19014.10	12/31/2019	11/25/19	201.44.1600.465.50025	100.00
MN ASSOC OF CONVENTION & VISITORS	349	12/31/2019	2020 MEMBERSHIP RENEWAL	201.44.1600.465.50070	425.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10187	12/10/2019	10/14/19	201.44.1600.465.50080	150.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10443	12/10/2019	NOVEMBER 2019	201.44.1600.465.30700	333.33
RIVER HEIGHTS CHAMBER OF COMMERCE	10443	12/10/2019	NOVEMBER 2019	201.44.1600.465.30700	143.33
RIVER HEIGHTS CHAMBER OF COMMERCE	10443	12/10/2019	NOVEMBER 2019	201.44.1600.465.30700	5,174.16
RIVER HEIGHTS CHAMBER OF COMMERCE	10443	12/10/2019	NOVEMBER 2019	201.44.1600.465.40065	250.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10448	12/31/2019	DECEMBER 2019	201.44.1600.465.30700	5,900.82
ST PAUL ARENA COMPANY, LLC	SPAC0003054	12/10/2019	OCOTBER 2019	201.44.1600.465.50025	200.00
STACY ANN BROOKS	287	12/10/2019	DECEMBER 2019 BLOG POSTS	201.44.1600.465.50025	195.00
STAR TRIBUNE	10/31/19 1000361111	12/10/2019	1000361111	201.44.1600.465.50025	6,750.00
WELLS FARGO CREDIT CARD ACH	Google Gsuite Visitigh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50070	18.00
WELLS FARGO CREDIT CARD ACH	Drkula'S 32 Bowl WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	25.00
WELLS FARGO CREDIT CARD ACH	Jerseys Bar & Grill WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	25.00
WELLS FARGO CREDIT CARD ACH	Mississippi Pub WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	25.00
WELLS FARGO CREDIT CARD ACH	Hy-Vee Cottage Grove 1 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	79.96
WELLS FARGO CREDIT CARD ACH	Facebk Bg4nkpelp2 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	10.00
WELLS FARGO CREDIT CARD ACH	Peterson Popcorn WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	10.71
WELLS FARGO CREDIT CARD ACH	Explore Mn Sales And A WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	450.00
WELLS FARGO CREDIT CARD ACH	Pioneer Press Adv WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50025	5,000.00
WELLS FARGO CREDIT CARD ACH	Google Ads8715259637 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	201.44.1600.465.50070	46.04

Fund: 201 - C.V.B. FUND
26,742.41

DAWN LANNING - HHH RANCH	19-55	12/26/2019	12/26/19 19-55	204.44.6100.452.30700	2,520.00
FIRST IMPRESSION GROUP, THE	94276	12/26/2019	4363	204.44.6100.452.50030	3,912.66
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	204.44.6100.452.30550	27.68
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	204.44.6100.452.30550	25.00
IGH SENIOR CLUB	NOVEMBER 2019	12/30/2019	NOVEMBER 2019	204.227.2271000	405.00
INNOVATIVE OFFICE SOLUTIONS	SUM-051335	12/30/2019	S28777	204.44.6100.452.60009	249.03
MADISON NATIONAL LIFE INSURANCE COMPANY	1368930	12/30/2019	DECEMBER 2019 GROUP # 012439	204.44.6100.452.20630	(7.31)
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	204.207.2070300	240.32
MN LIFE INSURANCE CO	DECEMBER 2019	12/19/2019	POLICY #0027324	204.44.6100.452.20620	(18.26)
REVOLUTIONARY SPORTS, LLC	1948	12/26/2019	12/26/19 1948	204.44.6100.452.30700	742.40
WELLS FARGO CREDIT CARD ACH	Soccer Shots Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.30700	2,592.00
WELLS FARGO CREDIT CARD ACH	Old World Pizza WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.50075	38.32
WELLS FARGO CREDIT CARD ACH	Vistapr Vistaprint.Co WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.60010	31.72
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.40065	288.23
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.60045	56.00
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.60045	1,054.20
WELLS FARGO CREDIT CARD ACH	Fun Express WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.60009	223.01
WELLS FARGO CREDIT CARD ACH	Pickleballcentral WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.60009	139.98
WELLS FARGO CREDIT CARD ACH	Squ Sq Usta Northern WF 11/19	12/21/2019	Wells Fargo Purchase Cards	204.44.6100.452.30700	641.25

Fund: 204 - RECREATION FUND
13,161.23

AEP ONSITE PARTNERS, LLC	419-21223217	12/26/2019	12/26/19 419-21223217	205.44.6200.453.40020	1,284.97
AEP ONSITE PARTNERS, LLC	419-21223217	12/26/2019	12/26/19 419-21223217	205.44.6200.453.40020	1,368.90
AQUA LOGIC, INC.	49523	12/19/2019	11/21/19	205.44.6200.453.40040	1,778.84
BIEBERT, CLAUDIA	12/30/19	12/30/2019	12/30/19 CPR Tuition Reimburs	205.44.6200.453.60018	50.00
BOECKMAN, SHARI	12/30/19	12/30/2019	12/30/19 Yoga Tuition Reimburs	205.44.6200.453.60018	96.23
CHEYKA, JOANNA	12/30/19	12/30/2019	12/30/19 SSF Tuition Reimburs	205.44.6200.453.60018	65.00
FIRST IMPRESSION GROUP, THE	94276	12/26/2019	4363	205.44.6200.453.50030	8,482.02
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	205.44.6200.453.30550	15.55
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	205.44.6200.453.30550	13.59
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	205.44.6200.453.30550	15.55
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	205.44.6200.453.30550	43.42
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	205.44.6200.453.30550	14.35
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	205.44.6200.453.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	205.44.6200.453.30550	46.20
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	205.44.6200.453.30550	14.35
HOLMES DESIGN, INC.	5219	12/30/2019	404-01-19	205.44.6200.453.30700	4,750.00
HUEBSCH SERVICES	4415649	12/26/2019	92965	205.44.6200.453.40040	277.48

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HUEBSCH SERVICES	4415649	12/26/2019	92965	205.44.6200.453.40040	69.37
INNOVATIVE OFFICE SOLUTIONS	SUM-051335	12/30/2019	S28777	205.44.6200.453.60065	138.15
JEFFREY M SCHUPPE	10641	12/26/2019	12/26/19 10641	205.44.6200.453.80300	17,356.26
KELLER, TOM	12/30/19	12/30/2019	12/30/19 Yoga Tuition Reimburs	205.44.6200.453.60018	41.00
KURANISHI, MARIE	12/30/19	12/30/2019	12/30/19 Tuition Reimburs	205.44.6200.453.60018	23.78
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	205.207.2070300	5,821.18
NETA	908340	12/30/2019	12/30/19 Tuition Reimburs	205.44.6200.453.60018	25.95
PERFECTION PLUS, INC	08282030	12/26/2019	12/26/19 08282030	205.44.6200.453.40040	6,326.10
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.40040	39.70
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	9.28
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	7.37
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	5.22
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	5.22
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	3.48
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	17.40
PETTY CASH - WF PURCHASE CARD FEES	RICK ROACH WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	205.44.6200.453.50065	5.22
PIERSON, DARCI	11/27/19	12/10/2019	REIMBURSE LATE FEE	205.44.0000.3493501	5.00
SCP DISTRIBUTORS	23513549	12/10/2019	AQ101619	205.44.6200.453.80200	6,141.91
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	205.44.6200.453.50020	60.40
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	205.44.6200.453.50020	76.17
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	205.44.6200.453.50020	76.17
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	205.44.6200.453.50020	76.17
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	205.44.6200.453.50020	60.40
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	205.44.6200.453.50020	(23.40)
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	205.44.6200.453.50020	76.17
WELLS FARGO CREDIT CARD ACH	Hunt Electric Corporat WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40040	2,564.37
WELLS FARGO CREDIT CARD ACH	Canva 02494-18185870 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50030	1.00
WELLS FARGO CREDIT CARD ACH	Sams Club #4736 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	42.78
WELLS FARGO CREDIT CARD ACH	Sams Club #4736 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	50.96
WELLS FARGO CREDIT CARD ACH	Sams Club #4736 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	82.60
WELLS FARGO CREDIT CARD ACH	Target 00022293 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	41.74
WELLS FARGO CREDIT CARD ACH	Adobe Id Creative Cld WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	169.95
WELLS FARGO CREDIT CARD ACH	Frattalone'S Dawnway WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.30700	60.00
WELLS FARGO CREDIT CARD ACH	Frattalone'S Dawnway WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.30700	60.00
WELLS FARGO CREDIT CARD ACH	The Metro Group Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	1,876.50
WELLS FARGO CREDIT CARD ACH	Horizon Commercial Poo WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	180.52
WELLS FARGO CREDIT CARD ACH	Horizon Commercial Poo WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	361.82
WELLS FARGO CREDIT CARD ACH	Old World Pizza WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50075	38.36
WELLS FARGO CREDIT CARD ACH	Heartsmart.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	159.00
WELLS FARGO CREDIT CARD ACH	Comcast Cable Comm WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	190.98
WELLS FARGO CREDIT CARD ACH	The Home Depot 2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	42.03
WELLS FARGO CREDIT CARD ACH	The Home Depot 2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	42.03
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 5v9gl9yh3 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	(6.45)
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	16.76
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	38.97
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	13.98
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	13.98
WELLS FARGO CREDIT CARD ACH	Samsclub.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	699.00
WELLS FARGO CREDIT CARD ACH	Canva 02508-19529312 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	113.93
WELLS FARGO CREDIT CARD ACH	Canva 02508-19531133 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	113.92
WELLS FARGO CREDIT CARD ACH	Facebk 92mztprnm2 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50025	10.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 5v9gl9yh3 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	12.18
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 5v9gl9yh3 WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	12.18
WELLS FARGO CREDIT CARD ACH	Central Turf & Irrigat WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	63.75
WELLS FARGO CREDIT CARD ACH	Central Turf & Irrigat WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	63.75
WELLS FARGO CREDIT CARD ACH	Culligan Water Of lgh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	99.08
WELLS FARGO CREDIT CARD ACH	Culligan Water Of lgh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	24.77
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	45.19
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	72.25
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	93.27
WELLS FARGO CREDIT CARD ACH	Grainger WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	231.80
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	522.04
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	522.03
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	458.31
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60011	458.30
WELLS FARGO CREDIT CARD ACH	Parkink WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	21.44
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60045	115.92
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60045	650.05
WELLS FARGO CREDIT CARD ACH	Taho Sportswear Fridle WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	302.00
WELLS FARGO CREDIT CARD ACH	Gartner Refrigeration WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40040	2,223.85
WELLS FARGO CREDIT CARD ACH	Gopher Plumbing Supply WF 11/1	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	103.18
WELLS FARGO CREDIT CARD ACH	Hawkins Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60024	3,463.70
WELLS FARGO CREDIT CARD ACH	Supreme Audio WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40042	459.98
WELLS FARGO CREDIT CARD ACH	Lincoln Marketing Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50025	1,698.00
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.30700	1,350.00
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40042	37.50
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40042	37.50
WELLS FARGO CREDIT CARD ACH	R&R Specialties Of Wis WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	1,051.00
WELLS FARGO CREDIT CARD ACH	Swimoutlet.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	78.63
WELLS FARGO CREDIT CARD ACH	The First Impression G WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50030	2,995.00
WELLS FARGO CREDIT CARD ACH	Zumba Fitness WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	35.00
WELLS FARGO CREDIT CARD ACH	Goodwill WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	9.27
WELLS FARGO CREDIT CARD ACH	Nihca WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	399.00
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.40040	11.54
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	9.97
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	10.48
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60016	43.86

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/11	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	10.99
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/11	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	33.91
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/11	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60040	10.98
WELLS FARGO CREDIT CARD ACH	Department Of Labor An WF 11/11	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.50070	100.00
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	205.44.6200.453.60065	60.00
WRIGHT, JANICE	11/25/19	12/10/2019	REFUND	205.44.0000.3493501	30.00
XCEL ENERGY	665169455	12/19/2019	Gas & Electric	205.44.6200.453.40010	7,105.71
XCEL ENERGY	665169455	12/19/2019	Gas & Electric	205.44.6200.453.40010	8,697.13
XCEL ENERGY	665169455	12/19/2019	Gas & Electric	205.44.6200.453.40020	9,230.53
XCEL ENERGY	665359859	12/19/2019	Gas & Electric	205.44.6200.453.40010	12.63
Fund: 205 - COMMUNITY CENTER					104,823.50
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	290.45.3000.419.30550	1.01
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	290.45.3000.419.30550	0.77
PROGRESS PLUS	300	12/31/2019	2020 AGREEMENT	290.45.3000.419.50070	7,000.00
Fund: 290 - EDA OPERATING					7,001.78
LENNAR CORPORATION - U.S. HOME CORP.	12/3/19	12/12/2019	BLACKSTONE POND TRAIL	402.44.6000.451.30700	198,692.82
Fund: 402 - PARK ACQ. & DEV. FUND					198,692.82
METROPOLITAN COUNCIL	NOVEMBER 2019	12/09/2019	NOVEMBER 2019	404.217.2170000	32,305.00
Fund: 404 - SEWER CONNECTION FUND					32,305.00
ALEX AIR APPARATUS, INC.	INV-40590	12/30/2019	12/30/19 Installation	434.42.4200.423.80800	29,540.00
ALL, INC.	S1458950.002	12/10/2019	92225	434.42.4200.423.80500	9,945.00
ALL, INC.	S1458950.003	12/10/2019	92225	434.42.4200.423.80500	1,000.00
COST, PLANNING AND MANAGEMENT INTERNATIO	7566	12/10/2019	18208	434.42.4200.423.30700	5,380.60
COST, PLANNING AND MANAGEMENT INTERNATIO	7612	12/26/2019	18208 Project	434.42.4200.423.30700	5,203.10
EXCEL AV GROUP	138570	12/30/2019	Fire Station #2 Audio Video Euiq & Install	434.42.4200.423.80610	27,808.37
HOTSY EQUIPMENT OF MINNESOTA	65364	12/10/2019	IG07557	434.42.4200.423.80800	13,204.60
HOTSY EQUIPMENT OF MINNESOTA	65365	12/10/2019	IG07557	434.42.4200.423.80800	6,535.25
HOTSY EQUIPMENT OF MINNESOTA	65484	12/10/2019	IG07557	434.42.4200.423.80800	309.00
LAURIE ZADRA	002IGHFSF	12/26/2019	12/26/19 002IGHFSF	434.42.4200.423.30700	265.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOC	47842	12/10/2019	111541	434.42.4200.423.30700	1,625.00
LVC COMPANIES, INC.	23180	12/26/2019	12/26/19 23180	434.42.4200.423.30700	13,840.75
MUSKA ELCTRIC CO.	26198	12/30/2019	16758	434.42.4200.423.80610	7,525.00
OFFISOURCE INC.	N121930	12/31/2019	12/30/19	434.42.4200.423.30700	2,360.00
US DIGITAL DESIGNS, INC.	8980	12/10/2019	IGHFD214	434.42.4200.423.30700	95.50
WENDEL ADG, LLC	200383	12/10/2019	600801	434.42.4200.423.30200	3,253.50
WENDEL ADG, LLC	500372	12/26/2019	600801	434.42.4200.423.30200	1,428.48
Fund: 434 - 2014 IMPROVEMENT FUND					129,319.15
DAKOTA CTY FINANCIAL SVCS	00037001	12/10/2019	P0001752	437.44.5900.737.80300	42,000.00
WELLS FARGO CREDIT CARD ACH	Braun Intertec Corp WF 11/19	12/21/2019	Wells Fargo Purchase Cards	437.44.5900.737.30300	584.25
WSB & ASSOCIATES, INC.	R-013050-000-13	12/10/2019	11/25/19	437.44.5900.737.30700	6,949.25
WSB & ASSOCIATES, INC.	R-014704-000-2	12/10/2019	11/25/19	437.44.5900.737.30700	3,800.00
WSB & ASSOCIATES, INC.	R-011626-000-21	12/30/2019	12/30/19 Construction Services	437.44.5900.737.30700	41.00
WSB & ASSOCIATES, INC.	R-013050-000-14	12/30/2019	12/30/19 Project Management	437.44.5900.737.30700	3,298.25
WSB & ASSOCIATES, INC.	R-014704-000-3	12/30/2019	12/30/19	437.44.5900.737.30700	1,617.75
Fund: 437 - 2017 IMPROVEMENT FUND					58,290.50
SRF CONSULTING GROUP, INC	10970.01-15	12/30/2019	12/30/19 Monitoring	438.42.4200.423.30300	738.16
SRF CONSULTING GROUP, INC	10970.01-16	12/30/2019	12/30/19 Monitoring	438.42.4200.423.30300	481.22
Fund: 438 - 2018 IMPROVEMENT FUND					1,219.38
BRUCE NELSON PLUMBING AND HEATING SERVICE	80686	12/19/2019	12/9/19	439.43.5500.446.60040	1,900.00
DCA TITLE	49328	12/30/2019	11/21/19 Commitment Fee	439.73.5900.739.30700	575.00
DCA TITLE	49334	12/30/2019	11/21/19 Commitment Fee	439.73.5900.739.30700	575.00
DCA TITLE	49338	12/30/2019	11/22/19 Commitment Fee	439.73.5900.739.30700	575.00
DCA TITLE	49342	12/30/2019	11/22/19 Commitment Fee	439.73.5900.739.30700	575.00
ECOSAFE ZERO WASTE USA INC.	14557	12/19/2019	12/12/19	439.43.5500.446.60065	500.00
JONES & BARTLETT PUBLISHERS, INC.	4201066	12/31/2019	874138	439.42.4200.423.60018	3,411.19
REPUBLIC SERVICES	0923-004117599	12/19/2019	3-0923-0064826	439.43.5500.446.40025	3,006.54
WELLS FARGO CREDIT CARD ACH	Totallypromotional.Com WF 11/19	12/21/2019	Wells Fargo Purchase Cards	439.43.5500.446.60065	145.59
WELLS FARGO CREDIT CARD ACH	Totally Promotional WF 11/19 CR	12/21/2019	Wells Fargo Purchase Cards	439.43.5500.446.60065	(10.38)
Fund: 439 - 2019 IMPROVEMENT FUND					11,252.94
BOLTON & MENK, INC.	0242788	12/30/2019	12/30/19 Aug-Nov Services	440.74.5900.740.30300	675.00
BOLTON & MENK, INC.	0242789	12/30/2019	12/30/19 Sept-Nov Services	440.74.5900.740.30300	24,079.50
DCA TITLE	49229	12/10/2019	20-39750-01-010	440.74.5900.740.30700	575.00
DCA TITLE	49289	12/10/2019	20-39750-01-020	440.74.5900.740.30700	575.00
DCA TITLE	49340	12/30/2019	12/30/19 Title Fee	440.74.5900.740.30700	575.00
ELEMENT MATERIALS TECHNOLOGY ST. PAUL, INC	ESP0159378IN	12/10/2019	11/1/19	440.74.5900.740.30340	125,900.00
GOODPOINTE TECHNOLOGY, INC.	4020	12/30/2019	12/30/19 ICON	440.74.5900.740.30340	2,740.00
GOODPOINTE TECHNOLOGY, INC.	4038	12/30/2019	12/30/19 Pavement Survey	440.74.5900.740.30340	11,857.00
KIMLEY-HORN & ASSOCIATES, INC.	15174260	12/30/2019	CP 2016-09G	440.74.5900.740.30300	27,781.48
KIMLEY-HORN & ASSOCIATES, INC.	15306227	12/30/2019	CP 2016-09G	440.74.5900.740.30300	40,208.25
METZEN REALTY, INC.	#144	12/30/2019	12/30/19 Benefit Analysis Report	440.74.5900.740.30700	6,000.00
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	440.74.5900.740.50025	459.20
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	440.74.5900.740.50025	459.20
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	440.74.5900.740.50025	401.80
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	440.74.5900.740.50025	344.40
SHORT ELLIOTT HENDRICKSON, INC.	376310	12/30/2019	4340	440.74.5900.740.30300	1,872.65
VISU-SEWER CLEAN & SEAL INC	30725	12/30/2019	12/30/19 Cleaning	440.74.5900.740.30300	13,563.20
Fund: 440 - PAVEMENT MANAGEMENT PROJ					258,066.68

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	441.74.5900.741.30550	5.05
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	441.74.5900.741.30550	3.85
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	441.74.5900.741.40020	354.30
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	441.74.5900.741.40020	613.66
M & J SERVICES, LLC	2101	12/10/2019	10/8/19	441.74.5900.741.40066	965.00
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	441.74.5900.741.40066	108.45
XCEL ENERGY	663810694 CR	12/19/2019	Gas & Electric	441.74.5900.741.40020	(327.59)
Fund: 441 - STORM WATER MANAGEMENT					1,722.72
HOISINGTON KOEGLER GROUP INC.	019-036-4	12/26/2019	12/26/19 019-036-4	444.74.5900.744.30700	12,879.78
HOISINGTON KOEGLER GROUP INC.	019-036-5	12/26/2019	12/26/19 019-036-5	444.74.5900.744.30700	1,330.00
NORTHERN TECHNOLOGIES, LLC	33227	12/26/2019	12/26/19 33227	444.74.5900.744.30700	3,400.00
Fund: 444 - PARK CAPITAL REPLACEMENT					17,609.78
BOLTON & MENK, INC.	0242790	12/30/2019	12/30/19 Services through Nov	446.74.5900.746.30300	2,664.00
BRIAN JAMES TAURINSKAS	12/12/19	12/12/2019	18HA-CV-16-235	446.74.5900.746.30700	1,246.00
BRIAN JAMES TAURINSKAS	12/19/19	12/30/2019	19HA-CV-16-235	446.74.5900.746.30700	1,246.00
BRKW APPRAISALS, INC.	7447.3	12/10/2019	11/21/19	446.74.5900.746.30700	7,250.00
LINDA LUCILLE FLANNERY	12/11/19	12/12/2019	SETTLEMENT AGRMNT & AWARD OF C	446.74.5900.746.80100	60,000.00
MN DEPT OF TRANSPORTATION	P00011036	12/30/2019	0000001298	446.74.5900.746.30300	502.48
WATER CONSERVATION SERVICES INC	9497	12/30/2019	12/30/19 April 3rd Leak Locate	446.74.5900.746.30300	291.80
WSB & ASSOCIATES, INC.	R-014154-000-6	12/30/2019	12/30/19 Project Management	446.74.5900.746.30300	16,561.25
WSB & ASSOCIATES, INC.	0-001702-270-12	12/19/2019	10/1/19-10/31/19	446.74.5900.746.30300	14,520.25
WSB & ASSOCIATES, INC.	R-012429-000-17	12/26/2019	12/26/19 R-012429-000-17	446.74.5900.746.30300	1,702.00
WSB & ASSOCIATES, INC.	R-014154-000-7	12/30/2019	12/30/19 Project Management	446.74.5900.746.30300	16,528.00
WSB & ASSOCIATES, INC.	0-001702-270-13	12/30/2019	65th Street Improvements	446.74.5900.746.30300	2,143.50
Fund: 446 - NW AREA					124,655.28
WELLS FARGO CREDIT CARD ACH	Sq Sq Expert Tree Se WF 11/19	12/21/2019	Wells Fargo Purchase Cards	450.75.5900.750.40047	1,571.60
Fund: 450 - COMMUNITY PROJECTS FUND					1,571.60
BARR ENGINEERING COMPANY	23190218.00-283	12/19/2019	12/3/19	451.75.5900.751.30700	6,731.00
BRUCE NELSON PLUMBING AND HEATING SERVICE	80803	12/30/2019	23972	451.45.3000.419.60065	1,900.00
JOEL CARLSON	11/15/19	12/10/2019	DECEMBER 2019	451.75.5900.751.30700	1,000.00
JOEL CARLSON	12/30/19	12/31/2019	12/30/19 PrePaid January	451.75.5900.751.30700	1,000.00
MESSERLI & KRAMER, P.A.	374203	12/10/2019	22369-00004	451.75.5900.751.30700	3,333.00
Fund: 451 - HOST COMMUNITY FUND					13,964.00
AUTOMATIC SYSTEMS CO.	34728	12/30/2019	INVE01	501.50.7100.512.40040	1,786.15
CITY OF BLOOMINGTON	1900346	12/10/2019	12/2/19	501.50.7100.512.30700	420.00
CITY OF BLOOMINGTON	1900376	12/31/2019	12/31/19	501.50.7100.512.30700	420.00
CORE & MAIN LP	L564396	12/10/2019	099872	501.50.7100.512.40043	3,174.90
CORE & MAIN LP	L683563	12/30/2019	099872	501.50.7100.512.40043	142.61
CORE & MAIN LP	L678365	12/31/2019	099872	501.50.7100.512.60016	1,478.35
DAKOTA AGGREGATES, LLC.	A6125471	12/26/2019	9021	501.50.7100.512.60016	352.97
ELECTRIC FIRE & SECURITY	19801	12/31/2019	CIT800	501.50.7100.512.40040	652.50
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	501.50.7100.512.30550	51.38
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	501.50.7100.512.30550	44.00
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	501.50.7100.512.40020	15,711.03
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-21911	12/10/2019	INVRGRV-2	501.50.7100.512.40020	6,692.49
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	501.50.7100.512.40020	6,035.78
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	501.50.7100.512.40020	15,824.18
GOPHER STATE ONE-CALL	9110481	12/10/2019	MN00435	501.50.7100.512.30700	383.40
GOPHER STATE ONE-CALL	9120482	12/31/2019	MN00435	501.50.7100.512.30700	147.15
HAWKINS, INC.	4633446	12/30/2019	108816	501.50.7100.512.60019	639.80
HYDRODESIGNS, INC	0055224-IN	12/10/2019	INVERGR	501.50.7100.512.30700	1,247.25
HYDRODESIGNS, INC	0055591-IN	12/31/2019	INVERGR	501.50.7100.512.30700	1,247.25
JR'S APPLIANCE DISPOSAL	12/30/19	12/30/2019	12/30/19 Refund Hydrant Permit	501.207.2070300	(32.73)
JR'S APPLIANCE DISPOSAL	12/30/19	12/30/2019	12/30/19 Refund Hydrant Permit	501.50.0000.3813000	(459.33)
MCGOUGH CONSTRUCTION	12/30/19	12/30/2019	12/30/19 Hydrant Permit Refund	501.207.2070300	(20.19)
MCGOUGH CONSTRUCTION	12/30/19	12/30/2019	12/30/19 Hydrant Permit Refund	501.50.0000.3813000	(283.33)
MID CITY SERVICES, INC.	110417	12/19/2019	12/6/19	501.50.7100.512.40040	54.20
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	501.207.2070200	1,604.91
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	501.207.2070300	135.76
NORTHWESTERN POWER EQUIPMENT CO.	190452DJ	12/10/2019	11/20/19	501.50.7100.512.40040	2,230.10
SHAPCO PRINTING	249464	12/19/2019	0585	501.50.7100.512.50030	385.00
SHERWIN-WILLIAMS	7090-3	12/10/2019	6682-5453-5	501.50.7100.512.60016	34.46
SHERWIN-WILLIAMS	7035-6	12/10/2019	6682-5453-5	501.50.7100.512.60016	43.87
SHERWIN-WILLIAMS	7328-7	12/19/2019	6682-5453-5	501.50.7100.512.60016	90.03
SHERWIN-WILLIAMS	7180-0	12/19/2019	6682-5453-5	501.50.7100.512.60016	156.80
SHERWIN-WILLIAMS	7613-2	12/26/2019	6682-5453-5	501.50.7100.512.60016	172.41
SHERWIN-WILLIAMS	7972-2	12/31/2019	6682-5453-5	501.50.7100.512.60016	60.09
TODD DOUGLAS EDINGER - RMR SERVICES LLC	2019367	12/10/2019	NOVEMBER 2019	501.50.7100.512.30700	1,530.00
TOTAL CONSTRUCTION & EQUIP.	15533	12/31/2019	40191156	501.50.7100.512.40040	109.35
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	501.50.7100.512.50020	423.56
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	501.50.7100.512.50020	423.56
VIKING INDUSTRIAL CENTER	3182828	12/30/2019	12/30/19 ON 1191118	501.50.7100.512.60016	313.79
WELLS FARGO CREDIT CARD ACH	Northern Tool Equip-Mn WF 11/19	12/21/2019	Wells Fargo Purchase Cards	501.50.7100.512.40040	405.99
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	501.50.7100.512.60016	37.15
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	501.50.7100.512.40040	52.19
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	501.50.7100.512.60040	43.66
WOLSELEY INVESTMENTS, INC.	0154715-1	12/26/2019	54323	501.50.7100.512.60065	80.78
Fund: 501 - WATER UTILITY FUND					64,043.27

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	502.51.7200.514.30550	28.20
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	502.51.7200.514.30550	23.56
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	502.51.7200.514.40020	229.02
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	502.51.7200.514.40020	396.67
METROPOLITAN COUNCIL	0001104540	12/10/2019	5084	502.51.7200.514.40015	169,432.94
TEAM LABORATORY CHEMICAL, LLC	INV0018883	12/30/2019	231940	502.51.7200.514.40043	1,574.50
WELLS FARGO CREDIT CARD ACH	Pc Good Guys WF 11/19	12/21/2019	Wells Fargo Purchase Cards	502.51.7200.514.40042	610.94
WOLSELEY INVESTMENTS, INC.	0154715	12/19/2019	54323	502.51.7200.514.40042	521.40
Fund: 502 - SEWER UTILITY FUND					172,817.23
DAKOTA ELECTRIC ASSN	201360-5 12/19	12/20/2019	Electric	503.52.8600.527.40020	248.96
FIRST IMPRESSION GROUP, THE	94276	12/26/2019	4363	503.52.8500.526.50025	153.44
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	503.52.8000.521.30550	13.59
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	503.52.8500.526.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	503.52.8600.527.30550	30.68
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	503.52.8000.521.30550	11.20
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	503.52.8500.526.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	503.52.8600.527.30550	25.90
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	503.52.8600.527.40020	39.80
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	503.52.8600.527.40020	68.94
MADISON NATIONAL LIFE INSURANCE COMPANY	1368930	12/30/2019	DECEMBER 2019 GROUP # 012439	503.52.8000.521.20630	15.02
MADISON NATIONAL LIFE INSURANCE COMPANY	1374965	12/31/2019	January 2020	503.52.8000.521.20630	15.02
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	503.207.2070300	63.04
MN LIFE INSURANCE CO	DECEMBER 2019	12/19/2019	POLICY #0027324	503.52.8000.521.20620	32.92
NATURE CALLS, INC.	26484	12/10/2019	10/31/19	503.52.8600.527.40065	77.62
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	503.52.8500.526.50020	111.96
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	503.52.8500.526.50020	198.70
WELLS FARGO CREDIT CARD ACH	P & W Golf Supply Llc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60040	86.75
WELLS FARGO CREDIT CARD ACH	Plaisted Companies Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60020	1,905.92
WELLS FARGO CREDIT CARD ACH	Menards West St Paul M WF 11/1	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60012	133.85
WELLS FARGO CREDIT CARD ACH	Denny'S 5th Ave Bakery WF 11/1	12/21/2019	Wells Fargo Purchase Cards	503.52.8300.524.76050	60.99
WELLS FARGO CREDIT CARD ACH	Shamrock Group WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8300.524.76100	104.18
WELLS FARGO CREDIT CARD ACH	Umn-Extension WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.50070	585.00
WELLS FARGO CREDIT CARD ACH	Savatree - Tree & L WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.50045	454.21
WELLS FARGO CREDIT CARD ACH	Winfield Solutions Eco WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60035	12,372.23
WELLS FARGO CREDIT CARD ACH	Winfield Solutions Eco WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60035	47.23
WELLS FARGO CREDIT CARD ACH	Napa Store 3279003 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.40042	32.86
WELLS FARGO CREDIT CARD ACH	Napa Store 3279003 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.40042	343.64
WELLS FARGO CREDIT CARD ACH	Officemax/Depot 6302 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8000.521.60010	57.69
WELLS FARGO CREDIT CARD ACH	Puffy Cream Donuts WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8300.524.76050	75.00
WELLS FARGO CREDIT CARD ACH	Puffy Cream Donuts WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8300.524.76050	97.50
WELLS FARGO CREDIT CARD ACH	South Suburban Rental WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.40065	137.85
WELLS FARGO CREDIT CARD ACH	Twin City Saw & Servic WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60040	50.49
WELLS FARGO CREDIT CARD ACH	Bergerson Caswell, Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.40050	1,850.00
WELLS FARGO CREDIT CARD ACH	Unifirst Corporation WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60045	333.67
WELLS FARGO CREDIT CARD ACH	Unifirst Corporation WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8600.527.60045	248.56
WELLS FARGO CREDIT CARD ACH	Target 00025197 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	503.52.8300.524.60065	9.21
XCEL ENERGY	663624401	12/19/2019	Gas & Electric	503.52.8500.526.40010	113.13
XCEL ENERGY	663624401	12/19/2019	Gas & Electric	503.52.8500.526.40020	474.44
XCEL ENERGY	663624401	12/19/2019	Gas & Electric	503.52.8600.527.40010	357.86
XCEL ENERGY	663624401	12/19/2019	Gas & Electric	503.52.8600.527.40020	453.50
Fund: 503 - INVER WOOD GOLF COURSE					21,499.55
CATHERINE M. PERME	1218	12/30/2019	12/30/19 Culture Assessment	602.00.2100.415.30700	2,855.00
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	602.00.2100.415.30550	1.79
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	602.00.2100.415.30550	1.67
LAW OFFICES OF JAMES F DUNN P.A.	12/21/19	12/23/2019	ASELESON SETTLEMENT	602.00.2100.415.70600	2,250.00
LEAGUE OF MN CITIES INS TRUST	5453	12/31/2019	LMC CA 000000086227	602.00.2100.415.70200	750.00
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	602.00.2100.415.40048	14.66
Fund: 602 - RISK MANAGEMENT					5,873.12
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004285509	12/30/2019	14649	603.140.1450050	95.52
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004288940	12/30/2019	14649	603.140.1450050	95.52
CAT-PERSONAL SAFETY TRAINING	IGH-1212	12/26/2019	12/26/19 IGH-1212	603.00.5300.444.60045	159.00
CENTENNIAL GLASS	100009509	12/26/2019	12/26/19 100009509	603.00.5300.444.40041	295.00
CUSTOM HOSE TECH	99584	12/26/2019	12/26/19 99584	603.00.5300.444.40041	128.96
EMERGENCY APPARATUS MAINTENANCE	108243	12/10/2019	10/1/19	603.00.5300.444.40041	2,038.93
FACTORY MOTOR PARTS COMPANY	1-z20297	12/26/2019	10799	603.00.5300.444.40041	250.54
FACTORY MOTOR PARTS COMPANY	1-Z20298	12/30/2019	10799	603.140.1450050	125.27
FERRELLGAS	1109462307	12/30/2019	7754787	603.00.5300.444.40041	53.00
FLEETPRIDE	41113730	12/26/2019	501278	603.00.5300.444.40041	382.79
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	603.00.5300.444.30550	11.83
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	603.00.5300.444.30550	9.44
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVR-11911	12/10/2019	INVRGRV-1	603.00.5300.444.40020	1,881.69
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-11912	12/30/2019	INVRGRV-1	603.00.5300.444.40020	1,612.52
H&L MESABI	05065	12/30/2019	514	603.140.1450050	2,850.54
HANCO CORPORATION	499994	12/26/2019	332660	603.00.5300.444.60014	276.03
HOSE / CONVEYORS INC	00083887	12/10/2019	CIT300	603.00.5300.444.40041	51.44
HOSE / CONVEYORS INC	00084220	12/26/2019	CIT300	603.00.5300.444.40041	122.86
HOTSY EQUIPMENT OF MINNESOTA	65478	12/26/2019	1074.80	603.00.5300.444.40040	1,074.80
HOTSY EQUIPMENT OF MINNESOTA	65490	12/26/2019	IG07557	603.00.5300.444.40040	120.85
INSPEC INC	214892-1	12/10/2019	214892	603.00.5300.444.40040	1,000.00
INSPEC INC	214893-1	12/10/2019	214893	603.00.5300.444.40040	1,000.00
INVER GROVE FORD	6296954/1	12/30/2019	8/2119	603.00.5300.444.40041	199.99
INVER GROVE FORD	6305030/1	12/10/2019	11/18/19	603.00.5300.444.40041	310.97
INVER GROVE FORD	5279495	12/10/2019	11/20/19	603.00.5300.444.40041	223.68
INVER GROVE FORD	5279557	12/10/2019	11/21/19	603.00.5300.444.40041	52.89

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INVER GROVE FORD	5279710	12/10/2019	11/25/19	603.00.5300.444.40041	75.39
INVER GROVE FORD	5279715	12/26/2019	12/26/19 5279715	603.00.5300.444.40041	21.91
INVER GROVE FORD	5279801	12/10/2019	11/26/19	603.00.5300.444.40041	2.58
INVER GROVE FORD	5280127	12/26/2019	12/26/19	603.00.5300.444.40041	92.18
INVER GROVE FORD	5280159	12/26/2019	12/26/19 5280159	603.00.5300.444.40041	107.02
INVER GROVE FORD	5280272	12/26/2019	12/26/19 5280272	603.00.5300.444.40041	24.27
INVER GROVE FORD	5280377	12/26/2019	12/26/19 5280377	603.00.5300.444.40041	81.88
INVER GROVE FORD	5280379	12/26/2019	12/26/19 5280379	603.00.5300.444.40041	53.12
INVER GROVE FORD	5280426	12/26/2019	12/26/19 5280426	603.00.5300.444.40041	12.60
INVER GROVE FORD	5280550	12/26/2019	12/26/19 5280550	603.00.5300.444.40041	292.37
INVER GROVE FORD	5280584	12/26/2019	12/26/19 5280584	603.00.5300.444.40041	359.98
INVER GROVE FORD	5280634	12/26/2019	12/26/19 5280634	603.00.5300.444.40041	81.90
I-STATE TRUCK CENTER	C242622295:01	12/10/2019	13468	603.00.5300.444.40041	17.41
I-STATE TRUCK CENTER	C242626916:01	12/26/2019	13468	603.00.5300.444.40041	26.94
KIMBALL MIDWEST	7555225	12/10/2019	222006	603.00.5300.444.60012	316.42
KIMBALL MIDWEST	7585224	12/26/2019	222006	603.00.5300.444.60012	265.10
KREMER SERVICES LLC	66073	12/10/2019	97272	603.00.5300.444.40041	277.88
KREMER SERVICES LLC	66239	12/26/2019	12/26/19 66239	603.00.5300.444.40041	2,492.89
KREMER SERVICES LLC	66297	12/30/2019	12/30/19 WO 97515	603.00.5300.444.40041	2,487.16
KREMER SERVICES LLC	66362	12/26/2019	12/26/19 66362	603.00.5300.444.40041	2,543.90
LAURENTINA DEJONG	12/3/19	12/26/2019	12/26/19 Mr. Eric Larson	603.00.5300.444.30700	303.33
MACQUEEN EMERGENCY GROUP	P02706	12/10/2019	INVER003	603.00.5300.444.40041	434.25
MACQUEEN EMERGENCY GROUP	P02710	12/10/2019	INVER003	603.00.5300.444.40041	27.30
MACQUEEN EMERGENCY GROUP	W01821	12/26/2019	INVER003	603.00.5300.444.40041	945.12
MACQUEEN EMERGENCY GROUP	W01879	12/26/2019	INVER003	603.00.5300.444.40041	389.45
MACQUEEN EMERGENCY GROUP	W01830	12/26/2019	INVER003	603.00.5300.444.40041	2,027.34
MACQUEEN EMERGENCY GROUP	PIERCE AERIAL ARROW XT 100	12/31/2019	PIERCE AERIAL ARROW XT 100' ASCE	603.00.5300.444.80700	1,270,560.00
MACQUEEN EMERGENCY GROUP	PIERCE VELOCITY HEAVY DUTY	12/31/2019	PIERCE VELOCITY HEAVY DUTY RESC	603.00.5300.444.80700	620,956.00
MANSFIELD OIL COMPANY	21566329	12/10/2019	23866	603.140.1450060	2,761.23
MANSFIELD OIL COMPANY	691511	12/30/2019	23866-02-691511	603.140.1450060	9,425.65
MANSFIELD OIL COMPANY	694776	12/30/2019	23866-01-694776	603.140.1450060	4,485.57
MANSFIELD OIL COMPANY	694777	12/30/2019	23866-01-694777	603.140.1450060	1,925.44
METRO JANITORIAL SUPPLY INC	11015177	12/10/2019	11/18/19	603.00.5300.444.60012	561.67
MID CITY SERVICES, INC.	111807	12/10/2019	11/22/19	603.00.5300.444.40065	48.00
MID CITY SERVICES, INC.	110418	12/19/2019	12/6/19	603.00.5300.444.40065	48.00
MID CITY SERVICES, INC.	123137	12/30/2019	12/30/19 Dust Mat	603.00.5300.444.40065	48.00
MN DEPT OF REVENUE	11/30/19	12/23/2019	NOV 2019 PETRO TAX	603.00.5300.444.60021	574.85
NORTH AMERICAN TRAILER SALES	030004151673	12/26/2019	10095	603.00.5300.444.40041	168.38
NORTH AMERICAN TRAILER SALES	030004151674	12/26/2019	10095	603.00.5300.444.40041	183.87
NORTH AMERICAN TRAILER SALES	030004151928	12/06/2019	10095	603.00.5300.444.40041	(83.57)
NORTH AMERICAN TRAILER SALES	030004152182	12/26/2019	10095	603.00.5300.444.40041	3.84
NORTHLAND CHEMICAL CORP	4461	12/26/2019	12/26/19	603.00.5300.444.60012	232.68
NUSS TRUCK AND EQUIPMENT	18551	12/10/2019	29170	603.00.5300.444.80700	124,717.55
NUSS TRUCK AND EQUIPMENT	4019081	12/10/2019	38679B	603.00.5300.444.40041	2,394.95
NUSS TRUCK AND EQUIPMENT	4019253	12/10/2019	38679B	603.00.5300.444.40041	5,460.47
NUSS TRUCK AND EQUIPMENT	4613851P	12/10/2019	38679B	603.140.1450050	110.16
NUSS TRUCK AND EQUIPMENT	4019346	12/26/2019	38679B	603.00.5300.444.40041	337.32
NUSS TRUCK AND EQUIPMENT	4019356	12/26/2019	38679B	603.00.5300.444.40041	7,683.89
NUSS TRUCK AND EQUIPMENT	4019450	12/26/2019	38679B	603.00.5300.444.40041	223.95
NUSS TRUCK AND EQUIPMENT	4615998P	12/26/2019	12/26/19	603.00.5300.444.40041	135.25
O' REILLY AUTO PARTS	1767-440257	12/10/2019	1578028	603.140.1450050	86.10
O' REILLY AUTO PARTS	1767-440559	12/10/2019	1578028	603.00.5300.444.40040	654.12
O' REILLY AUTO PARTS	1767-440689	12/10/2019	1578028	603.00.5300.444.40040	658.20
O' REILLY AUTO PARTS	1767-440689 B	12/19/2019	REMAINING AMOUNT DUE	603.00.5300.444.40040	27.00
O' REILLY AUTO PARTS	1767-441668	12/10/2019	1578028	603.140.1450050	17.80
O' REILLY AUTO PARTS	1767-441695	12/10/2019	1578028	603.00.5300.444.60012	35.97
O' REILLY AUTO PARTS	1767-441701	12/10/2019	1578028	603.140.1450050	17.35
O' REILLY AUTO PARTS	1767-441704	12/10/2019	1578028	603.140.1450050	45.24
O' REILLY AUTO PARTS	1767-441962	12/10/2019	1578028	603.00.5300.444.60012	23.96
O' REILLY AUTO PARTS	1767-442856	12/30/2019	1578028	603.140.1450050	148.68
O' REILLY AUTO PARTS	1767-443060	12/26/2019	1578028	603.00.5300.444.60040	40.58
O' REILLY AUTO PARTS	1767-443250	12/30/2019	1578028	603.140.1450050	1.57
O' REILLY AUTO PARTS	1767-443301	12/26/2019	1578028	603.00.5300.444.40041	44.90
O' REILLY AUTO PARTS	1767-443423	12/24/2019	1578028	603.00.5300.444.40041	6.99
O' REILLY AUTO PARTS	1767-443957	12/30/2019	1578028	603.140.1450050	47.40
O' REILLY AUTO PARTS	1767-440507	12/10/2019	1578028	603.00.5300.444.60012	17.10
O' REILLY AUTO PARTS	1767-444502	12/26/2019	1578028	603.00.5300.444.40041	8.18
O' REILLY AUTO PARTS	1767-444529	12/30/2019	1578028	603.140.1450050	65.25
O' REILLY AUTO PARTS	1767-444710	12/30/2019	1578028	603.140.1450050	6.54
O' REILLY AUTO PARTS	1767-445312	12/30/2019	1578028	603.140.1450050	331.84
O' REILLY AUTO PARTS	1767-445373	12/26/2019	1578028	603.00.5300.444.60012	83.94
O' REILLY AUTO PARTS	1767-445508	12/26/2019	1578028	603.00.5300.444.60012	15.48
O' REILLY AUTO PARTS	1767-445710	12/30/2019	1578028	603.140.1450050	3.15
O' REILLY AUTO PARTS	1767-446355	12/30/2019	1578028	603.00.5300.444.40041	272.45
O' REILLY AUTO PARTS	1767-446367	12/30/2019	1578028	603.00.5300.444.40041	12.07
O' REILLY AUTO PARTS	1767-446372	12/30/2019	1578028	603.00.5300.444.40041	119.99
O' REILLY AUTO PARTS	1767-446494	12/30/2019	1578028	603.00.5300.444.40041	(60.00)
P.Q.L. INC.	29665130-01	12/10/2019	459287	603.00.5300.444.40040	390.29
PERFECTION PLUS, INC	08282030	12/26/2019	12/26/19 08282030	603.00.5300.444.40040	477.36
POMP'S TIRE SERVICE, INC.	980064867	12/26/2019	4502557	603.00.5300.444.40041	188.50
POMP'S TIRE SERVICE, INC.	980065350	12/31/2019	4502557	603.00.5300.444.60014	637.00
POMP'S TIRE SERVICE, INC.	980065363	12/26/2019	4502557	603.00.5300.444.60014	315.00
POMP'S TIRE SERVICE, INC.	980065473	12/30/2019	4502557	603.140.1450050	1,620.00
PUMP AND METER SERVICE INC	108131	12/10/2019	494500	603.00.5300.444.40040	1,585.36
SCHLOMKA'S VAC TRUCK SERVICE, INC.	9373	12/19/2019	12/2/19	603.00.5300.444.40040	700.00
SNAP-ON INDUSTRIAL	ARV/42180032	12/26/2019	12/26/19 ARV/42180032	603.00.5300.444.60040	4,384.28
SOUTH ST PAUL STEEL SUPPLY CO	01157677	12/26/2019	0100202	603.00.5300.444.60012	594.60

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STANTEC CONSULTING SERVICES INC.	1585939	12/19/2019	92607	603.00.5300.444.40040	8,686.61
SYN-TECH SYSTEMS	199048	12/10/2019	INVGRO	603.00.5300.444.40042	1,275.00
TOWMASTER TRAILERS INC	422566	12/30/2019	2946	603.140.1450050	341.07
TOWMASTER TRAILERS INC	422617	12/26/2019	2946	603.00.5300.444.40041	846.34
TRUCK UTILITIES, INC.	5345794	12/30/2019	000154	603.00.5300.444.80700	15,647.00
UNIFIRST CORPORATION	090 0521031	12/10/2019	1051948	603.00.5300.444.40065	168.72
UNIFIRST CORPORATION	090 0521031	12/10/2019	1051948	603.00.5300.444.60045	42.55
UNIFIRST CORPORATION	090 0522421	12/30/2019	1051948	603.00.5300.444.40065	168.72
UNIFIRST CORPORATION	090 0522421	12/30/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0523861	12/19/2019	1051948	603.00.5300.444.40065	172.89
UNIFIRST CORPORATION	090 0523861	12/19/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090 0525254	12/30/2019	1051948	603.00.5300.444.40065	168.72
UNIFIRST CORPORATION	090 0525254	12/30/2019	1051948	603.00.5300.444.60045	33.50
UNIFIRST CORPORATION	090052610	12/30/2019	1051948	603.00.5300.444.40065	168.72
UNIFIRST CORPORATION	090052610	12/30/2019	1051948	603.00.5300.444.60045	35.35
UNITED FARMS COOP	79323	12/10/2019	958425	603.00.5300.444.40041	41.00
UNITED FARMS COOP	79326	12/30/2019	958425	603.00.5300.444.40041	64.55
UNITED FARMS COOP	79339	12/26/2019	958425	603.00.5300.444.40041	436.25
VERIZON WIRELESS	9840770737	12/13/2019	Telephone	603.00.5300.444.50020	125.71
VERIZON WIRELESS	9842823489	12/13/2019	Telephone	603.00.5300.444.50020	125.46
WASTE OIL HEATERS, INC.	11/24/19	12/30/2019	HT-C5780	603.00.5300.444.40040	810.00
WELLS FARGO CREDIT CARD ACH	Pomp S Tire #98 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.40041	55.00
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.40040	292.80
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.60040	34.99
WELLS FARGO CREDIT CARD ACH	Tractor-Supply-Co #019 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.60040	44.98
WELLS FARGO CREDIT CARD ACH	Inver Grove Heights Ac WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.40040	25.70
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 769t196z3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.50020	5.97
WELLS FARGO CREDIT CARD ACH	Gophermods-Eagan WF 11/19	12/21/2019	Wells Fargo Purchase Cards	603.00.5300.444.50020	19.00
WORLD FUEL SERVICES	138102574874-41801	12/10/2019	112741	603.00.5300.444.40041	138.10
WORLD FUEL SERVICES	138102574874-41801	12/10/2019	112741	603.140.1450050	681.99
WORLD FUEL SERVICES	141781865880-41801	12/30/2019	112741	603.00.5300.444.40041	276.20
WORLD FUEL SERVICES	142058906286-41801	12/30/2019	112741	603.140.1450050	1,624.72
WORLD FUEL SERVICES	143378493483-41801	12/30/2019	112741	603.140.1450050	614.90
XCEL ENERGY	663810694	12/19/2019	Gas & Electric	603.00.5300.444.40010	687.42
XCEL ENERGY	663810694 CR	12/19/2019	Gas & Electric	603.00.5300.444.40020	(163.54)
Fund: 603 - CENTRAL EQUIPMENT					2,128,534.53
INNOVATIVE OFFICE SOLUTIONS	SUM-051335	12/30/2019	S28777	604.00.2200.416.60005	15.98
INNOVATIVE OFFICE SOLUTIONS	SUM-051335	12/30/2019	S28777	604.00.2200.416.60010	1,565.55
NEOPOST USA INC	15928642	12/30/2019	52240662-711508	604.00.2200.416.60010	195.00
US BANK EQUIPMENT FINANCE, INC.	401019443	12/19/2019	923425	604.00.2200.416.40050	2,555.00
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Zy3i96n43 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	604.00.2200.416.60010	30.58
WELLS FARGO CREDIT CARD ACH	Amazon.Com H93519lg3 A WF 11/19	12/21/2019	Wells Fargo Purchase Cards	604.00.2200.416.60010	19.37
WELLS FARGO CREDIT CARD ACH	Coordinated Business WF 11/19	12/21/2019	Wells Fargo Purchase Cards	604.00.2200.416.40050	4,123.38
Fund: 604 - CENTRAL STORES					8,504.86
AEP ONSITE PARTNERS, LLC	419-21223217	12/26/2019	12/26/19 419-21223217	605.00.7500.460.40020	734.68
ECOSAFE ZERO WASTE USA INC.	14557	12/19/2019	12/12/19	605.00.7500.460.60011	20.68
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	605.00.7500.460.30550	3.50
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	605.00.7500.460.30550	3.50
HUEBSCH SERVICES	4389038 B	12/10/2019	UNDERPAYMENT	605.00.7500.460.40065	6.22
HUEBSCH SERVICES	4415648	12/26/2019	100075	605.00.7500.460.40065	135.54
HUEBSCH SERVICES	4424128	12/30/2019	100075	605.00.7500.460.40065	135.54
J H LARSON CO	S102139216.001	12/30/2019	29039	605.00.7500.460.60016	11.72
LAURENTINA DEJONG	12/3/19	12/26/2019	12/26/19 Mr. Eric Larson	605.00.7500.460.30700	1,349.17
LONE OAK COMPANIES	83841	12/10/2019	UTILITY BILLS	605.00.7500.460.50035	357.50
MAILFINANCE	N8073208	12/30/2019	001156	605.00.7500.460.40044	825.00
MCCABE HARDWARE INC.	2068	12/30/2019	12/10/19	605.00.7500.460.40047	280.00
NEOPOST USA INC	12/30/19	12/26/2019	12/30/19 Postage	605.00.7500.460.50035	6,019.50
PERFECTION PLUS, INC	08282030	12/26/2019	12/26/19 08282030	605.00.7500.460.40040	4,697.60
SEACOLE	193637	12/26/2019	INV105	605.00.7500.460.60016	4,070.00
WELLS FARGO CREDIT CARD ACH	Zee Medical Service WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60065	302.45
WELLS FARGO CREDIT CARD ACH	Mei Total Elevator Sol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.40040	267.82
WELLS FARGO CREDIT CARD ACH	Levolor Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.40040	52.12
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 1v0zr49s3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60011	9.53
WELLS FARGO CREDIT CARD ACH	Culligan Water Of lgh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60016	75.90
WELLS FARGO CREDIT CARD ACH	Hillyard Inc Minneapol WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60011	479.29
WELLS FARGO CREDIT CARD ACH	B And B Sheetmetal And WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.40040	654.50
WELLS FARGO CREDIT CARD ACH	J H Larson Electrical WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60016	412.70
WELLS FARGO CREDIT CARD ACH	P & D Mechanical Contr WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.40040	715.00
WELLS FARGO CREDIT CARD ACH	Kendell Doors & Hardwa WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60016	8.40
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.40040	3.90
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60016	13.94
WELLS FARGO CREDIT CARD ACH	The Home Depot #2843 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.60016	57.94
WELLS FARGO CREDIT CARD ACH	Department Of Labor An WF 11/19	12/21/2019	Wells Fargo Purchase Cards	605.00.7500.460.50070	100.00
XCEL ENERGY	663810694	12/19/2019	Gas & Electric	605.00.7500.460.40020	4,334.02
Fund: 605 - CITY FACILITIES					26,137.66
CDW GOVERNMENT INC	WJ8399	12/19/2019	2394832	606.00.1400.413.60041	175.00
DELL MARKETING	10348453609	12/19/2019	19368783	606.00.1400.413.60041	6,477.50
GENESIS EMPLOYEE BENEFITS, INC	IN1624044	12/12/2019	Payroll	606.00.1400.413.30550	34.00
GENESIS EMPLOYEE BENEFITS, INC	IN1664400	12/30/2019	Payroll	606.00.1400.413.30550	28.00
HOOTSUITE INC.	INV-2010169533	12/19/2019	2020 BUSINESS PLAN	606.00.1400.413.50070	1,680.00
LOCAL GOVERNMENT INFORMATION SYSTEM (LOCAL)	47947	12/19/2019	106325	606.00.1400.413.40049	2,486.62
MN DEPT OF REVENUE	Nov- 19	12/20/2019	Taxes	606.00.1400.413.60041	16.28
MN LIFE INSURANCE CO	DECEMBER 2019	12/19/2019	POLICY #0027324	606.00.1400.413.20620	(7.80)
OFFICE OF MN. IT SERVICES	DV19110488	12/19/2019	200B00171	606.00.1400.413.30700	310.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	6.96
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	6.96
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	33.06
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
PETTY CASH - WF PURCHASE CARD FEES	MARC GADE WF OOP 11/19	12/15/2019	Wells Fargo Out of Pocket Reimbursemer	606.00.1400.413.50065	15.66
WELLS FARGO CREDIT CARD ACH	U.S.Internet Corp WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.30700	220.00
WELLS FARGO CREDIT CARD ACH	Gts Educational Events WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50080	1,275.00
WELLS FARGO CREDIT CARD ACH	Spok Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.30700	4.61
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Wv4zp4bo3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.60041	22.98
WELLS FARGO CREDIT CARD ACH	Nli Sharefile WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50070	2,635.20
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,402.04
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,139.95
WELLS FARGO CREDIT CARD ACH	Allstream WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50020	1,160.05
WELLS FARGO CREDIT CARD ACH	Nli Sharefile WF 11/19 CR	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50070	(2,635.20)
WELLS FARGO CREDIT CARD ACH	Goldcom Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.60041	89.60
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us C91oz0ln3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.60040	53.59
WELLS FARGO CREDIT CARD ACH	Icon Enterprises Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.30700	3,176.11
WELLS FARGO CREDIT CARD ACH	Icon Enterprises Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.50070	41.35
WELLS FARGO CREDIT CARD ACH	Matrix Communications WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.30700	821.75
WELLS FARGO CREDIT CARD ACH	Matrix Communications WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.30700	821.75
WELLS FARGO CREDIT CARD ACH	Amazon.Com R47h040f3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	606.00.1400.413.60041	83.97
WORKS COMPUTING, INC.	32021	12/19/2019	INVER	606.00.1400.413.30700	1,950.00
Fund: 606 - TECHNOLOGY FUND					23,708.85
ABRAHAMSON, DANA	12/11/19	12/23/2019	2ND PLACE LIGHTS	702.229.2307200	100.00
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND STI	702.229.2282803	421.00
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND STI	702.229.2283203	647.50
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND STI	702.229.2283203	1,129.50
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND STI	702.229.2285902	175.00
BARR ENGINEERING COMPANY	23190328.19-9 B	12/31/2019	IGH 2019 PROJECT REVIEWS AND STI	702.229.2288503	3,142.00
BOLTON & MENK, INC.	0242791	12/30/2019	12/30/19 Aug-Nov Services	702.229.2292502	4,925.00
BWBR ARCHITECTS	12/30/19	12/30/2019	12/30/19 Escrow Refund	702.229.2297701	2,485.24
CHISAGO COUNTY SHERIFF'S OFFICE	2019000461	12/12/2019	MATTHEW CHARLES CALMES	702.229.2291000	500.00
DAHN CONSTRUCTION	12/30/19	12/30/2019	Demolition	702.229.2284203	1,500.00
EMMONS & OLIVIER RESOURCES	00095-0063-5	12/30/2019	12/30/19 Stormwater Review	702.229.2282003	14,408.95
EMMONS & OLIVIER RESOURCES	00095-0061-8	12/30/2019	12/30/19 Stormwater BMP Monitoring	702.229.2287302	937.50
EMMONS & OLIVIER RESOURCES	00095-0060-10	12/30/2019	12/30/19 Development and Monitoring	702.229.2287302	3,486.25
FRATTALONE COMPANIES INC	6015	12/19/2019	6015	702.229.2304102	34,931.00
GUTZMAN, SARAH	12/11/19	12/23/2019	3RD PLACE LIGHTS	702.229.2307200	50.00
HENNEPIN COUNTY DISTRICT COURT	11403374	12/13/2019	ELIZABETH KATHLEEN JASMEN	702.229.2291000	100.00
HENNEPIN COUNTY DISTRICT COURT	19431286	01/07/2020	CORDELL DERRICK BROWN	702.229.2291000	500.00
JR'S APPLIANCE DISPOSAL	12/30/19	12/30/2019	12/30/19 Refund Hydrant Permit	702.229.2294300	1,500.00
KANDIYOHI COUNTY SHERIFF'S DEPT	1911251028	12/30/2019	NICOLE JOHNSON	702.229.2291000	100.00
KATH FUEL SERVICE CO.	12/30/19	12/30/2019	12/30/19 Refund	702.229.2293402	12,995.06
KRECH, KYLE	11/21/19	12/10/2019	ESCROW RELEASE 6163 CAHILL AVE	702.229.2291501	533.63
LUNDELL, DANYELL	12/11/19	12/23/2019	1ST PLACE LIGHTS	702.229.2307200	150.00
MCGOUGH CONSTRUCTION	12/30/19	12/30/2019	12/30/19 Hydrant Permit Refund	702.229.2294300	1,500.00
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	702.229.2301602	27.09
PIONEER PRESS	11/30/2019 1119572521	12/23/2019	Advertising/Publishing	702.229.2307002	40.42
PROGRESSIVE CONSTRUCTION HOMEBUILDING IN	12/4/19	12/19/2019	ESCROW RELEASE - 5869 BABCOCK T	702.229.2307802	1,500.00
ROBERT BEALKE INDUSTRIES	11/25/19	12/10/2019	VINGO	702.229.2307200	500.00
SHORT ELLIOTT HENDRICKSON, INC.	379008	12/26/2019	4340	702.229.2285403	905.39
WELLS FARGO CREDIT CARD ACH	Amazon.Com Yx50I0rx3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	32.64
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ml8ms1vx1 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	54.40
WELLS FARGO CREDIT CARD ACH	Fun Jumps Entertainmen WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	155.00
WELLS FARGO CREDIT CARD ACH	Culligan Water Of Igh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2286300	45.05
WELLS FARGO CREDIT CARD ACH	Radarsign WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2291000	6,213.00
WELLS FARGO CREDIT CARD ACH	Int In Budget Sign Sh WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	96.00
WELLS FARGO CREDIT CARD ACH	Sams Club #4738 WF 11/19 CR	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	(74.88)
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	74.88
WELLS FARGO CREDIT CARD ACH	Samsclub #4738 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	697.69
WELLS FARGO CREDIT CARD ACH	Wal-Mart #1786 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	1,025.65
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us 9b7pd1i03 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	95.92
WELLS FARGO CREDIT CARD ACH	Balloon Connection Inc WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	369.99
WELLS FARGO CREDIT CARD ACH	Galls WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2287502	406.94
WELLS FARGO CREDIT CARD ACH	Amzn Mktp Us Ro2yt4ip3 WF 11/19	12/21/2019	Wells Fargo Purchase Cards	702.229.2307200	13.95
WENCK ASSOCIATES, INC.	11908428	12/30/2019	12/30/19 Holiday Pond Inspection	702.229.2283403	4,011.86
WENCK ASSOCIATES, INC.	11908436	12/30/2019	12/30/19 Review Application	702.229.2288703	2,371.80
Fund: 702 - ESCROW FUND					104,780.42
Grand Total					4,861,789.48

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: January 13, 2020
 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 eight (8) 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:

- **REAL TIME LEASING PROPERTY MGMT: 7046 ARCHER TRAIL**
- **REAL TIME LEASING PROPERTY MGMT: 9629 RICH VALLEY BLVD**
- **REAL TIME LEASING PROPERTY MGMT: 9925 ALAUREATE TRL CIRCLE**
- **RONALD RICHINS, PROPERTY MGR: 2111 78TH CT E**
- **NICK HUBERS, PROPERTY MGR: 8819 BRANSON DR**
- **JAMES HARTMAN: 7408 BRADY PATH**
- **JULIE NELSON: 1455 UPPER 55TH ST; SALEM GREEN APTS**
- **RODGER ESPESETH: 1181 80TH ST**

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: January 13, 2020
Item Type: Consent
Contact: 651-450-2513
Prepared by: Rebecca Kiernan, City Clerk
Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider Appointing a Councilmember to serve as Acting Mayor for 2020.

SUMMARY

The Acting Mayor presides over Council Meetings at which the Mayor is absent. Council should designate a councilmember to serve in that capacity for the entire year.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Official Depositories for 2020

Meeting Date: January 13, 2020
Item Type: Regular
Contact: Amy Hove, Finance Director
651-450-2521
Prepared by: Shannon Battles, Sr. Acct
Reviewed by: N/A

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

PURPOSE/ACTION REQUESTED

Approve official depositories for 2020.

SUMMARY

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

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

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Electronic Fund Transfers for 2020

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Amy Hove, Finance Director
 651-450-2521
 Prepared by: Shannon Battles, Sr. Acct.
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Resolution Authorizing Electronic Fund Transfers for 2020

SUMMARY

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

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

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ELECTRONIC FUND TRANSFERS FOR 2020

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

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

Adopted by the City of Inver Grove Heights this 13th day of January 2020.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Designate Official Newspaper for 2020

Meeting Date: January 13, 2020
Item Type: Regular
Contact: 651-450-2513
Prepared by: Rebecca Kiernan, City Clerk
Reviewed by:

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

PURPOSE/ACTION REQUESTED

Consider designation of the official newspaper serving Inver Grove Heights for 2020.

SUMMARY

The City Council designates the official city newspaper for publication of legal notices annually. The Pioneer Press is the current official newspaper.

In 2019, South-West Review decided to no longer officer legal publications in October.

The Pioneer Press has submitted a bid to the city's official designated paper. Their circulation for Sunday full run is 170,663, the everyday circulation of Dakota county is 52,621. Inver Grove Heights circulation is 14,637. The Pioneer Press proposed rate for one-time publication is \$6.00 per column inch.

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

It is staff's recommendation to consider designating the Pioneer Press as the City's Official newspaper for 2020.

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION**

Meeting Date: January 13, 2020
Item Type: Consent
Contact: 651-450-2513
Prepared by: Rebeca Kiernan, City Clerk
Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Appoint City Employee Brian Swoboda to serve as Deputy Weed Inspector for 2020.

SUMMARY

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager David Scott Faulhaber for Cub Foods at 7850 Cahill Ave.

Meeting Date: January 13, 2020
 Item Type: Consent
 Prepared by: Rebecca Kiernan
 Reviewed by: Joe Lynch
 Contact: 651-450-2513

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 Operating Manager David Scott Faulhaber for Cub Foods at 7850 Cahill Ave.

SUMMARY:

Cub Foods is adding Operating Manager David Scott Faulhaber for their location at 7850 Cahill Ave. The applicant paid the appropriate fee and underwent a background check by the Police Department. The Police Department completed their investigation and found nothing to exclude David Scott Faulhaber from being named Operating Manager.

Staff recommends approval of David Scott Faulhaber as Operating Manager at Cub Foods.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Managers Kevin Gwaltney Wills and Aaron Axel Anderson for Pilot Travel Center at 11650 Courthouse Blvd

Meeting Date: January 13, 2020

Item Type: Consent

Prepared by: Rebecca Kiernan

Reviewed by: Joe Lynch

Contact: 651-450-2513

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 Operating Manager Kevin Gwaltney Wills and Aaron Axel Anderson for Pilot Travel Center at 11650 Courthouse Blvd.

SUMMARY:

Pilot Travel Center is adding Operating Managers Kevin Gwaltney Wills and Aaron Axel Anderson for their location at 11650 Courthouse Blvd. The applicants paid the appropriate fees and underwent background checks by the Police Department. The Police Department completed their investigation and found nothing to exclude Kevin Gwaltney Wills and Aaron Axel Anderson from being named Operating Managers.

Staff recommends approval of Kevin Gwaltney Wills and Aaron Axel Anderson as Operating Managers at Pilot Travel Center.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Robert Garagiola for Speedway #4411 at 7501 Concord Blvd.

Meeting Date: January 13, 2020

Item Type: Consent

Prepared by: Rebecca Kiernan

Reviewed by: Joe Lynch

Contact: 651-450-2513

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 Operating Manager Robert Garagiola for Speedway #4411, 7501 Concord Blvd.

SUMMARY:

Speedway #4411 is adding Operating Manager Robert Garagiola for their location at 7501 Concord Blvd. The applicant paid the appropriate fee and underwent a background check by the Police Department. The Police Department completed their investigation and found nothing to exclude Robert Garagiola from being named Operating Manager.

Staff recommends approval of Robert Garagiola as Operating Manager at Speedway #4411.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Antonio Vashawn Bennett for Speedway #4548 at 5728 Bishop Ave.

Meeting Date: January 13, 2020
 Item Type: Consent
 Prepared by: Rebecca Kiernan
 Reviewed by: Joe Lynch
 Contact: 651-450-2513

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 Operating Manager Antonio Vashawn Bennett for Speedway #4548, 5728 Bishop Ave.

SUMMARY:

Speedway #4548 is adding Operating Manager Antonio Vashawn Bennett for their location at 5728 Bishop Ave. The applicant paid the appropriate fee and underwent a background check by the Police Department. The Police Department completed their investigation and found noting to exclude Robert Garagiola from being named Liquor Manager.

Staff recommends approval of Antonio Vashawn Bennett as Operating Manager at Speedway #4548.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Steven Arndt Morris for Speedway store #4411 at 7501 Concord Blvd and store #4548 at 5728 Bishop Ave.

Meeting Date: January 13, 2020

Item Type: Consent

Prepared by: Rebecca Kiernan

Reviewed by: Joe Lynch

Contact: 651-450-2513

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 Operating Manager Steven Arndt Morris for Speedway store #4411 at 7501 Concord Blvd and store #4548 at 5728 Bishop Ave.

SUMMARY:

Speedway #4411 & #4548 is adding Operating Manager Steven Arndt Morris for their location at 7501 Concord Blvd and 5728 Bishop Ave. The applicant paid the appropriate fee and underwent a background check by the Police Department. The Police Department completed their investigation and found nothing to exclude Steven Arndt Morris from being named Operating Manager for both stores.

Staff recommends approval of Steven Arndt Morris as Operating Manager at Speedway #4411 & #4548.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Individual Massage Therapist License for Jonathan Barkalow at Inver Grove Chiropractic, 2940 65th Street E.

Meeting Date: January 13, 2020
Item Type: Consent
Prepared by: Rebecca Kiernan
Reviewed by: Joe Lynch
Contact: 651-450-2513

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Consider approval of an individual massage therapist license for Jennifer Miller at Inver Grove Chiropractic, 2940 65th Street E.

SUMMARY:

An application has been submitted by Jonathan Barkalow for an individual therapeutic massage license.

Mr. Barkalow paid the appropriate fees and provided insurance documentation as required by City Code. Mr. Barkalow completed the required number of hours of therapeutic massage training, provided an insurance certificate, and is a member in good standing of a recognized professional therapeutic massage organization.

A background investigation on the applicant revealed no basis for the denial of the request.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: January 13, 2020
 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:

Rachel Mikel, Recreation Coordinator

Temp/Seasonal Parks/Recreation/VMCC:

Daniel Betz, Park Maintenance Helper
 Jackson Henk, Operations Helper
 Jadelyn Yang, Outdoor Rink Attendant
 James Schmotter, Outdoor Rink Attendant
 Jeffrey Trog, Streets Helper
 Jill Wilhelmson, Lifeguard
 Louis Schoen, Lifeguard
 Matthew Akemann, Operations Helper
 Norah Larson, Child Care Worker
 Rheanna Deal, Lifeguard
 Sydney St. Jacques, Childcare Worker

Voluntary Resignations and/or Terminations:

Cameron Mulvihill, Child Care Worker
 Gary Harker, Ticket Sales
 Joanna Cheyka, Fitness Instructor
 Lucas Atzmilller, Police Officer
 Rachael Melzer, Child Care Worker
 Taylor Gilomen, Child Care Worker
 Yengistic Frances', Firefighter

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact:
 Prepared by: Joe Lynch, City Administrator
 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

Council is asked to approve the appointment of Kathy Fischer to the position of Administrative Support Specialist. This position was approved by Council in December of 2019 and is included in the 2020 budget.

This position was advertised internally per contract requirements for time specified per contract. We received five (5) applications for the position. Of those five, two (2) met the minimum qualifications. Those qualifications were 3 years of experience, preferred government experience, and an Associate's Degree or a combination of both.

A panel of four individuals (City Administrator, City Clerk, Senior Office Support for the Police Chief, and Public Works Support Specialist) interviewed the two candidates and after completion of interviews determined that Ms. Fischer was the top candidate.

I recommend that Kathy Fischer be appointed as the Administrative Support Specialist. This is a lateral promotion. This amount is budgeted in the 2020 budget and within the projected estimate per my earlier Memo's from 2019.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact: Janet Shefchik, H.R. Manager
 Prepared by: Janet Shefchik
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Council is asked to approve the promotional offer of Cora Bauer Henkemeyer to the part-time (.6FTE) H.R. Coordinator position that was approved for the 2020 budget.

SUMMARY

A promotional offer has been extended to Cora Bauer Henkemeyer for the position of H.R. Coordinator (60% time/.6FTE). Cora has been with the City of Inver Grove since 2006, holding a variety of positions at the Community Center prior to being hired as the Account Payable Technician in Finance in 2011. Cora obtained her Bachelor's Degree in Human Resource Management in 2010, and subsequently completed an internship in the Administration department doing H.R. and Elections work. While working in the Finance Department, Cora has also covered the payroll accountant position during several leaves, and most recently completed an 8-month out-of-class-assignment assisting the H.R. Manager with posting jobs, processing new-hires, wages, and benefits, etc. Cora is also an advocate for and Chair of the City's Wellness Committee. Cora was one of 2 well-qualified internal candidates for the position and was interviewed by a panel of staff representing various departments. In keeping with the advancement of our organizational culture goals, we're excited to have this opportunity to show we value and award staff when possible. Cora will be available to assist the Finance Department in transitioning to a new Accounts Payable Technician. I therefore recommend Council approval of this promotional offer to Cora Henkemeyer.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Final 2019 Donations & Grants for Various Parks and Recreation Programs

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact: Julie Dorshak-651.450.2588
 Prepared by: Julie Dorshak
 Reviewed by: Eric Carlson

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Accept final 2019 donations/sponsorships/grants totaling \$21,270 for various parks and recreation programs/events from July 1, 2019-December 31, 2019.

SUMMARY

The Parks and Recreation Department receives various donations, sponsorships and grants from businesses and other organizations to support and enhance recreation programs and events. See attached detail for specific contributors.

Business/Organization	Amount/Value	Purpose
Dairy Queen	\$250	Boo Bash Sponsor
Med Express	\$250	IGH Days Sponsor
Various Businesses (37 local businesses provided cash sponsorships; 3 businesses provided in-kind donations)	\$11,600	Holidays in the Heights *escrow account separate from Recreation budget/administered by Recreation
MN Youth Soccer Association (In-kind Donation)	\$4,400	4 Soccer Goals
Heritage Village Dog Park	\$4,770	Heritage Village Dog Park
TOTAL	\$ 21,270	

Jul-Dec 2019 P&R Donations			
Company	Amount		
Holidays in the Heights			
Total Construction & Equipment	\$1,000	Title	
Integrity Woven Wire	\$1,000	Title	
Frattalone's Dawnway Landfill	\$1,000	Title	
SKB Environmental	\$1,000	Title	
Sanimax USA LLA	\$750	Platinum	
Convention & Visitors Center	\$500	Gold	
Key Community Bank - Inver Grove	\$500	Gold	
Bituminous Roadways Inc	\$350	Silver	
J.R.'s Advanced Recyclers	\$300	Silver	
Volkswagen of Inver Grove Heights	\$250	Silver	
Twin City Tanning Co	\$250	Silver	
Kaposia Club	\$250	Silver	
Heppner's Auto Body	\$250	Silver	
I State Truck Center	\$250	Silver	
B-52 Burger & Brew	\$250	Silver	
Therapy OPS	\$250	Silver	
VFW Post 295 & Auxiliary	\$250	Silver	
Metzen Realty & Associates	\$250	Silver	
Heartland Credit Union	\$250	Silver	(2)volunteers for breakfast w/santa
LeVander, Gillen & Miller PA	\$200	Bronze	
Dakota Electric Association	\$200	Bronze	
Arbor Pointe Holiday	\$100	Bronze	
Equi-Tax	\$100	Bronze	
City Auto Glass	\$100	Bronze	
Evergreen Industries	\$100	Bronze	
Nelson CPAs LLC	\$100	Bronze	
Kane Transport	\$100	Bronze	
Edward Jones	\$100	Bronze	
Pine Bend Paving	\$100	Bronze	
S.K. Income Tax & Accounting	\$100	Bronze	
Inver Grove Ford Lincoln	\$100	Bronze	
Inver Grove Hyundai & Genesis of Inver Grove	\$100	Bronze	
Deerwood Bank	\$100	Bronze	
Culligan Milbert Company	\$100	Bronze	
Roberts Funeral Home	\$100	Bronze	
Sportsman's Guide	\$100	Bronze	
Red Ladder Inc	\$25	Bronze	
	\$10,825		
Holidays in the Heights- In-kind			
Dairy Queen	\$125	Bronze	In Kind Donation - Dilly Bars for Candy Cane Hunt
Dairy Queen	\$125	Bronze	New Year's Eve Party- Dilly Bar Reduced Cost
Gertens	\$275	Silver	Flower inkind
Kwik Trip	\$250	Silver	Cookies donated
	\$775		
Holidays in the Heights Total	\$11,600		
HVP Dog Park			
Toro Company	\$1,000		Photo shoot at park
B52's	\$1,770		Sponsor night at B52's
CHS	\$2,000		parking spots for summer/fall 2019
	\$4,770		
Miscellaneous- In Kind			
Minnesota Youth Soccer Association	\$4,400		Donation of four soccer goals
Miscellaneous			
Dairy Queen	\$250		Boo Bash Donation
MedExpress Urgent Care	\$250		Bike the Bridges
	\$500		
Total Donations - July-December 2019	\$21,270		

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of American with Disabilities Policies

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Janet Shefchik
 Amy Looze

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

The Council is asked to review and approve the following Public Notice Policy related to the American with Disabilities Act:

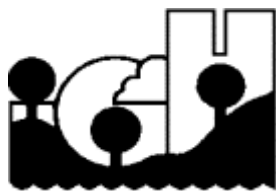
SUMMARY

Public Notice

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

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

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



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

Purpose

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

Objectives

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

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

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

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

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

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

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

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

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

Procedure

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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

UNITED PROPERTIES

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve Resolution approving an amendment to the development contract for plat of Inverpoint Business Park

SUMMARY

On August 26th, 2019, the City Council approved changes to the conditions of approval relating to hours of operation for the Inverpoint Business Park. The development contract also needed to be amended to reflect the same changes.

A revised development contract has been prepared to reflect the changes that were reflected in the approved resolution 19-147. The changes to the development contract require Council approval.

RECOMMENDATION

Staff recommends approval of the changes made to the development contract.

Attachments: Resolution approving the Development Contract Amendment
 Development Contract

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 20- _____

RESOLUTION APPROVING AN AMENDMENT TO THE DEVELOPMENT CONTRACT
FOR PLAT OF INVERPOINT BUSINESS PARK
DAKOTA COUNTY, MINNESOTA

WHEREAS, the City of Inver Grove Heights ("City") and Inverwood Business Park LLC ("Owner") entered into a Development Contract for Plat of Inverpoint Business Park dated August 11, 2008 and recorded on April 1, 2009 as Dakota County Document No. 2647200 ("Development Contract").

WHEREAS, the Development Contract relates to the Property described on the attached Exhibit A ("Property").

WHEREAS, the Development Contract imposed a number of conditions on the Property including Exhibit E paragraph 5 subparts (d), (e), (f) and (g) relating to hours of operation on the Property and the use of the Property.

WHEREAS, Owner is the current fee owner of the Property.

WHEREAS, the Property is subject to the recorded Development Contract.

WHEREAS, Owner has submitted an application to the City which consists of an amended preliminary and final Planned Unit Development ("PUD") plan for the Property. The PUD amendment addressed a request by the Owner to alter the conditions relating to allowed hours of operation.

WHEREAS, by Resolution No. 19-147 dated August 26, 2019, the City Council approved changes to the Development Contract relating to hours of operation on the Property and the use of the Property in connection with the PUD amendment application.

WHEREAS, the parties desire to amend the Development Contract as identified in Resolution No. 19-147 by entering into the attached Amendment which identifies the changes set forth in Resolution No. 19-147.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS DOES HEREBY RESOLVE AS FOLLOWS:

1. The Council hereby approves the attached *Amendment to the Development Contract for Plat of Inverpoint Business Park*.

2. The Council hereby authorizes the Mayor and City Clerk to execute the attached Amendment.
3. The City or Owner may record the attached Amendment with the Dakota County Recorder.

Passed this 13th day of January, 2020.

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A
LEGAL DESCRIPTION OF PROPERTY

Real Property located in the City of Inver Grove Heights, Dakota County, Minnesota, described as follows:

Lot 1, Block 1, Inverpoint Business Park, Dakota County, Minnesota; and

Outlot A, Inverpoint Business Park, Dakota County, Minnesota; and

Outlot B, Inverpoint Business Park, Dakota County, Minnesota.

AMENDMENT TO DEVELOPMENT CONTRACT FOR PLAT OF
INVERPOINT BUSINESS PARK
DAKOTA COUNTY, MINNESOTA

THIS AMENDMENT TO DEVELOPMENT CONTRACT FOR PLAT OF INVERPOINT BUSINESS PARK (Amendment) is made, entered into and effective this 13th day of January, 2020, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as “City”) and Inverwood Business Park LLC, a Delaware limited liability company (hereafter referred to as “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:

WHEREAS, the City and Owner entered into a Development Contract for Plat of Inverpoint Business Park dated August 11, 2008 and recorded on April 1, 2009 as Dakota County Document No. 2647200 (“Development Contract”).

WHEREAS, the Development Contract relates to the Property described on the attached Exhibit A (“Property”).

WHEREAS, the Development Contract imposed a number of conditions on the Property including Exhibit E paragraph 5 subparts (d), (e), (f) and (g) relating to hours of operation on the Property and the use of the Property.

WHEREAS, Owner is the current fee owner of the Property.

WHEREAS, the Property is subject to the recorded Development Contract.

WHEREAS, Owner has submitted an application to the City which consists of an amended preliminary and final Planned Unit Development (PUD) plan for the Property. The PUD amendment addressed a request by the Owner to alter the conditions relating to allowed hours of operation.

WHEREAS, by Resolution No. 19-147 dated August 26, 2019, the City Council approved changes to the Development Contract relating to hours of operation on the Property and the use of the Property in connection with the PUD amendment application.

WHEREAS, the parties desire to amend the Development Contract as identified in Resolution No. 19-147.

NOW, THEREFORE, the parties to this Amendment hereto state, acknowledge and agree as follows:

Section 1. Incorporation of Amendment into the Development Contract. This Amendment is hereby incorporated into and made a part of the Development Contract.

Section 2. Amendments to Development Contract. Exhibit E, paragraph 5, subparts (d), (e), (f) and (g) of the Development Contract are hereby amended to read as follows:

5.) **OPERATING RESTRICTIONS.** The land uses, businesses, and property within the PLAT are subject to the following restrictions and requirements. The OWNER and DEVELOPER must comply with such restrictions and requirements.

d.) **RESTRICTIONS REGARDING IDLING.** Between the hours of ~~8:00 p.m. and 7:00 a.m.~~ 10:00 p.m. and 6:00 a.m., trucks and trailers shall not be allowed to idle their engines on the property and trucks and trailers shall not be allowed to stop or park on the property with engines, air- conditioning units or refrigeration units running except for a fifteen (15) minute interval when initially arriving and parking at the parking lots or docks. The word “truck” shall have the same meaning as defined in Minn. Stat. § 169.01, subd. 49; *i.e.* a truck means every motor vehicle designed, used or maintained primarily for the transportation of property. The Owner or tenant on the property shall post signage that states such restrictions. The Owner of the property is responsible to enforce such restrictions.

e.) **RESTRICTIONS REGARDING DELIVERIES.** Between the hours of ~~8:00 p.m. and 7:00 a.m.~~ 10:00 p.m. and 6:00 a.m., there shall be no deliveries by trucks and trailers and there shall be no loading or unloading of trucks and trailers. The word “truck” shall have the same meaning as defined in Minn. Stat. § 169.01, subd. 49; *i.e.* a truck means every motor vehicle designed, used or maintained primarily for the transportation of property. The Owner or tenant on the property shall post signage stating that no deliveries by truck will be accepted or will occur and that no loading or unloading will occur between the hours of ~~8:00 p.m. and 7:00 a.m.~~ 10:00 p.m. and 6:00 a.m. The Owner of the property is responsible to enforce such restrictions.

f.) **RESTRICTIONS REGARDING HOURS OF OPERATION.** ~~Between the hours of 11:00 p.m. and 7:00 a.m. , the businesses on the property shall not be in operation, except for building interior maintenance, security monitoring, and employee office use; in no event shall product and material distribution, warehousing, loading and unloading, deliveries or operation of warehouse equipment and machinery take place between 8:00 p.m. and 7:00 a.m. The Owner of the property is responsible to enforce such restrictions.~~

- g.) **RESTRICTIONS REGARDING TRUCKS.** No ~~over the road trucking or shipping operations and no-truck terminals, as defined as a specialized distribution building for redistributing goods from one truck to another, serving an intermediate transfer point, and used primarily for staging loads (rather than long-term storage),~~ shall be allowed to operate from the property.

Section 3. Continuing Effect. The other terms and conditions of the Development Contract, including, but not limited to, Exhibit E, paragraph 5, subparts (a), (b), (c) and (h), remain in full force and effect.

Section 4. Recording of Amendment. This Amendment may be recorded by the City or the Owner against the Property.

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

IN WITNESS WHEREOF Owner and the City have entered into this Amendment on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this 13th day of January, 2020, before me a Notary Public within and for said County, personally appeared George Tourville and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

**OWNER:
INVERWOOD BUSINESS PARK LLC**

By: United Properties Investment LLC,
Its Manager

By: _____
Name: William P. Katter
Its: Chief Manager

By: _____
Name: Brandon Champeau
Its: Senior Vice President

STATE OF MINNESOTA)
) ss.
COUNTY OF _____)

On this _____ day of January, 2020, before me a Notary Public within and for said County, personally appeared William P. Katter and Brandon Champeau, each to me personally known, who being by me duly sworn, did say that they are the Chief Manager and Senior Vice President, respectively, of United Properties Investment LLC, a Minnesota limited liability company, and that United Properties Investment LLC is the Manager of Inverwood Business Park LLC, a Delaware limited liability company, the limited liability company named in the foregoing instrument, and that said instrument was signed on behalf of Inverwood Business Park LLC by authority of its Manager and Members and that the signing of the instrument by United Properties Investment LLC as Manager was authorized by the Members of United Properties Investment LLC and said William P. Katter and Brandon Champeau acknowledged said instrument to be the free act and deed of Inverwood Business Park LLC.

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 PROPERTY

Real Property located in the City of Inver Grove Heights, Dakota County, Minnesota, described as follows:

Lot 1, Block 1, Inverpoint Business Park, Dakota County, Minnesota; and

Outlot A, Inverpoint Business Park, Dakota County, Minnesota; and

Outlot B, Inverpoint Business Park, Dakota County, Minnesota.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of 2020 Sentence to Serve Contract

Meeting Date: January 13, 2020
 Item Type: Consent Agenda
 Contact: Brian Swoboda – 651-450-2582
 Prepared by: Brian Swoboda
 Reviewed by: Eric Carlson

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 2020 Contract with Dakota County for Sentence to Service Program Work Crews (STS). The contract will not exceed \$28,860 and is for minimum of 60 crew days of service. Each crew day will consist of 5-10 members working 6.5 hour days.

SUMMARY

The approved 2020 Budget anticipates expenditure in the Parks Division budget for Sentence to Service Work Crews. The expenditure guarantees minimum of 60 crew work days for the City. STS usually provides extra crew days at no additional charge. In 2019 STS provided a total of 70+ work crew days, 60 days which were contracted and paid for.

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

Examples of work projects include: spring clean up of trash and debris in parks, along Cahill Ave., trails, sidewalks and in boulevards; painting trash containers, picnic tables, signs, benches bleachers, tunnels and the interior and exterior of buildings; landscaping, rain garden and erosion control projects; removal of invasive plant species; trimming and chipping brush and trees; cutting back along trails; mulching trees and trails; placing engineered wood fiber in playgrounds; preparation and assistance for special projects and community events like Inver Grove Heights Days; equipment and infrastructure assembly.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 Item Type: Consent

Prepared by: Commander Dennis Haugland
 (651) 450-2460

Reviewed by: Chief Melissa Chiodo
 (651) 450-2526

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 a renewed Joint Powers Agreement which articulates a contractual agreement between the City and Dakota County for Emergency Management Services.

SUMMARY:

Emergency Management Services currently fall within the responsibility of the police department and include conforming to required and on-going changes to preparedness plans, completing training requirements, conducting disaster exercises, documentation of preparedness efforts, keeping resource databases current, as well as numerous other tasks. The cities of Inver Grove Heights, Mendota Heights, South St. Paul and West St. Paul wish to continue their partnership with Dakota County and contract with them for Emergency Management Services.

The attached JPA outlines the arrangement between the City and Dakota County for Emergency Management Services. This JPA was reviewed and approved by both the County Attorney's Office as well as our City Attorney.

ATTACHMENTS:

1.2020-2022 JPA for Emergency Management Services

**JOINT POWERS AGREEMENT BETWEEN
DAKOTA COUNTY AND THE CITY OF INVER GROVE HEIGHTS
FOR EMERGENCY MANAGEMENT SERVICES**

This Agreement is made and entered into by and between the County of Dakota, by and through the Dakota County Sheriff's Office, ("County") and the City of Inver Grove Heights, ("City"); and

WHEREAS, the County and City are governmental units as that term is defined in Minn. Stat. § 471.59; and

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

WHEREAS, the City desires to retain and compensate a qualified party to provide Emergency Management Services as more fully described herein; and

WHEREAS, the County desires and is qualified to provide Emergency Management Services as more fully described herein; and

WHEREAS, the County understands and agrees that:

1. The County is not an agent, servant, or employee of the City and shall not make any such representations nor hold itself out as such; and
2. The County shall have no authority to bind the City for the performance of any services or to otherwise obligate the City, authority being specifically limited to the duties assigned under this Agreement; and
3. The County employees performing under this Agreement shall not accrue any continuing contract rights for the services performed pursuant to this Agreement, including but not limited to those afforded by Minn. Stat. § 122A.40, and the County specifically waives any and all rights thereto; and

WHEREAS, the Dakota County Board of Commissioners authorized the County to enter into an agreement with the City for the provision of Emergency Management Services; and

WHEREAS, the City is willing to retain the County to provide Emergency Management Services.

ACCORDINGLY, the parties agree:

1. **PURPOSE.** The purpose of this Agreement is to set out the respective duties and responsibilities of the County and the City for the provision of Emergency Management Services.
2. **SCOPE OF SERVICE:** The County will provide services and training in accordance with the annual MNWALK requirements for each respective calendar year throughout the term of this Agreement. MNWALK requirements are determined by the Minnesota Homeland Security and Emergency Management (HSEM) division of the Minnesota Department of Public Safety. The Scope of Service is further described in Exhibit 1, which is incorporated in this Agreement.

3. **TERM.** This Agreement is effective January 1, 2020 and shall remain in effect through December 31, 2022, or until completion by the parties of their respective obligations under this Agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement. This Agreement may be terminated with or without cause, by either party upon thirty (30) days written notice.
4. **DISPUTE RESOLUTION.** The County and the City agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.
5. **COMPENSATION.**

5.1 Total Compensation. The City agrees to pay the County for the Emergency Management Services in an amount for each calendar year as follows:

- January 1, 2020 to December 31, 2020: \$40/hr, not to exceed \$5,720 (\$40 x 143 hours);
- January 1, 2021 to December 31, 2021: \$41/hr, not to exceed \$5,863 (\$41 x 143 hours);
- January 1, 2022 to December 31, 2022: \$42/hr, not to exceed \$6,006 (\$42 x 143 hours).

During the Term of the Agreement, if the County or the City receives a grant or other funding to offset the costs of providing Emergency Management Services covered by this Agreement, the amount invoiced to the City will be adjusted downward accordingly.

- 5.2 Time of Payment. The County shall invoice the City on a quarterly basis for hours of Emergency Management Services rendered during the previous quarter. Such invoicing shall continue until one of the following occurs:
- a. The completion of the Work Plan; or
 - b. Expiration of the Term of the Agreement; or
 - c. Early termination under the terms of the Agreement pursuant to Section 2 of this Agreement; or
 - d. The City completes payment in full.

The City shall pay such invoices within thirty (30) days after their receipt.

- 5.3 Payment Upon Early Termination. If the Agreement is terminated prior to completion of the Work Plan, the City shall pay for satisfactory services performed by the County through the effective date of termination.

6. **LIABLE FOR OWN ACTS.** Each party to this Agreement shall be liable for the acts of their own agents, volunteers or employees and results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, agents, volunteers or employees.

It is understood and agreed that the provisions of the Minn. Stat. § 471.59, the Municipal Tort Claims Act, Minn. Ch. 466 and other applicable laws govern liability arising from the parties' acts or omissions. Each party warrants that they are able to comply with the aforementioned indemnity requirements through an insurance or self-insurance program and that each has minimum coverage consistent with the liability limits contained in Minn. Stat. Ch. 466.

The provisions of Article 7 shall survive the expiration or termination of this Agreement.

7. **INDEPENDENT CONTRACTOR.** The County is and shall remain an independent contractor with respect to any and all work performed under this Agreement. The County on behalf of its employees and agents shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

The County acknowledges and agrees that the County on behalf of its employees and agents is not entitled to receive any of the benefits received by City employees and is not eligible for workers' or unemployment compensation benefits under the City. The County also acknowledges and agrees that no withholding or deduction for state or federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the County and that it is the County's sole obligation to comply with the applicable provisions of all federal and state tax laws.

8. **GENERAL.**

8.1. Notices. The City or County may, by giving written notice to the other party, designate any address or addresses to which notices or other communications to them shall be sent when required by or related to this Agreement. Until otherwise provided by the respective parties, all notices or communications shall be addressed as follows:

To the City:

City of Inver Grove Heights
Melissa Chiodo- Chief of Police
8150 Barbara Ave.
Inver Grove Heights, MN 55077
Telephone: 651-450-2526

To the County:

Jim Iliff
Emergency Preparedness Coordinator
1580 Highway 55
Hastings, MN 55033
Telephone: 651-438-4703

- 8.2. Amendments. No amendments or variations of the terms and conditions of this Agreement shall be valid unless in writing and signed by the parties.
- 8.3. Severability. All terms and covenants contained in this Agreement are severable. In the event any provision of this Agreement shall be held invalid by any court of competent jurisdiction, this Agreement shall be interpreted as if such invalid terms or covenants were not contained in the Agreement and that such holding shall not invalidate or render unenforceable any other provision.
- 8.4. Choice of Law. The laws of the state of Minnesota shall govern as to the interpretation, validity, and effect of this Agreement. The captions and headings of the provisions under this Agreement are for convenience only and shall not be considered or referred to concerning questions of interpretation or construction.
- 8.5. Data Privacy. The parties agree that any information and data received from the other party during the term of this Agreement shall be treated and maintained in accordance with all applicable federal, state, and local laws, rules and regulations governing same,

including but not limited to the provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13 and the Minnesota rules implementing the Act now in force or hereafter adopted. The County and the City agree to provide to each other data which is reasonably necessary to fulfill the purpose of this Agreement, provided such sharing of data is done in accordance with the Minnesota Government Data Practices Act and other state and federal law regulating the dissemination of data.

- 8.6. Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or that party's right to enforce it.
- 8.7. Non-Appropriation. Notwithstanding any provision of this Agreement to the contrary, this Agreement may be terminated by either party in the event sufficient funds from the County, City, State, Federal or other sources are not appropriated, obtained and continued at least at the level relied on for the performance of this Agreement and the non-appropriation of funds did not result from any act of bad faith on the part of the terminating party.
- 8.8. Entire Agreement. This Agreement is the entire agreement for the provision of the Emergency Management Services between the City and the County and it supersedes all prior written or oral agreements on this program. There are no covenants, promises, undertakings, or understandings outside of this Agreement other than those as specifically set forth. Any term, condition, prior course of dealing, course of performance, usage of trade, understanding, or agreement purporting to modify, vary, supplement, or explain any provision of this Agreement is null and void and of no effect unless in writing and signed by representatives of both parties authorized to amend this Agreement.

IN WITNESS WHEREOF, this Agreement was entered into on the date(s) set forth below and the undersigned, by execution hereof, represent that they are authorized to enter into this Agreement on behalf of the respective parties and state that this Agreement has been read by them and that the undersigned understand and fully agree to every provision, and hereby acknowledge receipt of a copy.

Approved by Dakota County Board
Resolution No.

COUNTY OF DAKOTA

By _____
Joseph Leko, Chief Deputy
Dakota County Sheriff's Office
1580 Highway 55
Hastings, MN 55033

Date of Signature: _____

Approved as to form:

Assistant County Attorney/Date
County Attorney File No.

CITY OF INVER GROVE HEIGHTS

Date of signature: _____

We represent and warrant that we are authorized by law to execute this Agreement and legally bind the City.

EXHIBIT 1

WORK PLAN, PROJECT DETAILS and TIME ESTIMATES FOR EACH PROSPECTIVE CALENDAR YEAR DURING THE TERM OF THE AGREEMENT

1.	EOP	<u>Hours</u>
	○ Individual City meetings with EM	10
	○ Update of City Emergency Operations Plan (EOP)	20
	○ Update of City Continuity of Operations Plan (COOP)	40
	○ Meeting with EM to discuss gaps / update needs	10
	○ Meeting with each City to present updated EOP and COOP	10
	Estimated Hours	90
2.	Exercises	
	○ EOC or COOP Tabletop or Functional Exercise and Development	53
	Estimated Hours	53
Total Projected Total Estimated Hours for each Project Year		143 Hours

Unknowns and intangibles

Scheduling conflicts with City staff could delay processes.
Follow through by City staff with deliverables could delay processes.
Real Events/Disasters could delay processes.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 Item Type: Consent

Prepared by: Commander Dennis Haugland
 (651) 450-2460

Reviewed by: Chief Melissa Chiodo
 (651) 450-2526

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:

Recognize the plan **update** of the City of Inver Grove Heights Emergency Operation Plan (EOP).

SUMMARY:

Minnesota Statutes, Section 299K.05 stipulate that “Political subdivisions should prepare emergency plans that adequately address the requirements contained in section 11003 of the federal act. The emergency plan may be a part of a plan prepared by a political subdivision in accordance with chapter 12. The ‘federal act’ is the Emergency Planning and Community Right to Know Act, otherwise known as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986. SARA Title III includes several requirements regarding the developments, exercising, and updating of a local emergency plan. The Federal Emergency Management Agency (FEMA) has developed a Comprehensive Preparedness Guide (CPG) 101 to provide recommendations on developing EOPs. The CPG promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to make the planning process routine across all phases of emergency management and for all homeland security mission areas. Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) has also developed a local EOP crosswalk known as the MNWALK that is used by HSEM and Dakota County to evaluate the completeness of local EOP’s.

Inver Grove Heights updated EOP has been deemed MNWALK compliant by the Dakota County Emergency Preparedness Coordinator.

The recommendation under SARA Title III is to have a plan **update** every two years to maintain accuracy.

Once the verification of plan approval has been signed by the Mayor, updated Emergency Operation Plans will be distributed to the City Council and Department Heads.

VERIFICATION OF PLAN APPROVAL

The City of Inver Grove Heights Emergency Operations Plan has been reviewed and approved by the Mayor and by the Inver Grove Heights Emergency Preparedness Coordinator this date.

Mayor

Date

Emergency Preparedness
Coordinator

Date

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

RESOLUTION NO.

**RESOLUTION TO ADOPT THE 2020 INVER GROVE HEIGHTS EMERGENCY OPERATIONS
PLAN**

WHEREAS, the City of Inver Grove Heights desires to follow Minnesota State Statute 12, "Emergency Management," and

WHEREAS, requires that the governing bodies plan and prepare to deal with disasters; and

WHEREAS, the city adopts plans specific to the situations that may arise within the geographical area and plans covering all hazards; and

WHEREAS, the city must train and practice on written plans; and

WHEREAS, the city must review for compliance and submit for review to the Dakota County Emergency Manager who will then forward to the State of Minnesota the plan for review and approval; and

WHEREAS, the City Council of the City of Inver Grove Heights believes that adopting a plan and updating the plan will enhance the safety and security of the citizens of the City of Inver Grove Heights.

NOW, THEREFORE BE IT HEREBY RESOLVED that the City Council of the City of Inver Grove Heights adopts by a resolution the 2020 Inver Grove Heights Emergency Operations Plan.

Adopted by the City Council of the City of Inver Grove Heights on January 13, 2020.

Ayes:

Nays:

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 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 #18 for \$12,342.00, Change Order #19 for \$12,536.00, Change Order #20 for \$10,935.00, and Change Order #21 for \$14,350.00 for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

Change Order #18 for \$12,342.00 includes adding gutters to the towers and miscellaneous electrical. Change Order #19 for \$12,536.00 includes shoreline power to the apparatus bay, apron revisions to the driveway, and work on the furring wall in the workroom.

Change Order #20 for \$10,935.00 is for drainage rock at the bottom of the hillside, miscellaneous electrical, pressure washer plumbing connection, smoke detectors in the stairway, a transaction sill in the receptionist area and landscape and paint credits. Change Order #21 for \$14,350.00 is for hydro mulch on the hillside, spray foam in the tower and sills on the windows in the apparatus bays.

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 #18 for \$12,342.00, Change Order #19 for \$12,536.00, Change Order #20 for \$10,935.00, and Change Order #21 for \$14,350.00 for Project 2014-10 Fire Station #2 New Construction for a total of \$50,163.00 and a revised contract amount of \$9,000,644.00.

Attachments: Change Orders #18, #19, #20, #21



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 018	OWNER: ☒
Inver Grove Heights Fire Station No. 2	DATE: 11/06/2019	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	\$ 285,481.00
The Contract Sum prior to this Change Order was	\$ 8,950,481.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,342.00
The new Contract Sum including this Change Order will be	\$ 8,962,823.00

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)
NICKISHA BENJAMIN		
(Typed name)	(Typed name)	(Typed name)
11.6.19		
DATE	DATE	DATE



Date: 11/04/19
Project: Inver Grove Heights Fire Station No. 2

Comm. No.: 600801
Subject: Change Order No. 018 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-041A	Tower Gutters – Sheet Metal	\$8,611.00
PR-041B	Tower Gutters – Electrical	\$11,840.00
-	Stair Tread Credit from Distinctive Iron	-\$10,500.00
PR-042	L-1 MOD	\$1,309.00
GCPR-010	Wiring to Pumps	\$1,082.00
	Change Order No. 018 Total	\$12,342.00

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Change Order

PROJECT (Name and address): Inver Grove Heights Fire Station No. 2 Inver Grove Heights, MN	CHANGE ORDER NUMBER: 019 DATE: 11/06/2019	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.

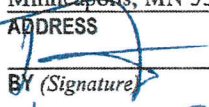
The original Contract Sum was	\$ 8,665,000.00
The net change by previously authorized Change Orders	\$ 297,823.00
The Contract Sum prior to this Change Order was	\$ 8,962,823.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 12,536.00
The new Contract Sum including this Change Order will be	\$ 8,975,359.00

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 2 nd Avenue N, #206 Minneapolis, MN 55401 ADDRESS  BY (Signature) NICKISHA BENJAMIN (Typed name) 11.6.19 DATE	Jorgenson Construction, Inc. CONTRACTOR (Firm name) 9255 East River Road NW Coon Rapids, MN 55433 ADDRESS BY (Signature) (Typed name) DATE	City of Inver Grove Heights OWNER (Firm name) 8150 Barbara Avenue East, Inver Grove Heights, MN 55077 ADDRESS BY (Signature) (Typed name) DATE
---	---	---



Date: 11/04/19
Project: Inver Grove Heights Fire Station No. 2

Comm. No.: 600801
Subject: Change Order No. 019 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-043R1	Shoreline Power at Apparatus Bay	\$7,934.00
PR-032	Work Room Furring Wall	\$1,400.00
GCPR-012	Curb/Apron Revision at Driveways	\$3,202.00
Change Order No. 019 Total		\$12,536.00



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 020	OWNER: ☒
Inver Grove Heights Fire Station No. 2	DATE: 12/06/2019	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	\$	310,359.00
The Contract Sum prior to this Change Order was	\$	8,975,359.00
The Contract Sum will be increased by this Change Order in the amount of	\$	10,935.00
The new Contract Sum including this Change Order will be	\$	8,986,294.00

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)

(Typed name)

DATE

Jorgenson Construction, Inc.

CONTRACTOR (Firm name)

9255 East River Road NW
Coon Rapids, MN 55433

ADDRESS

BY (Signature)

(Typed name)

DATE

City of Inver Grove Heights

OWNER (Firm name)

8150 Barbara Avenue East,
Inver Grove Heights, MN 55077

ADDRESS

BY (Signature)

(Typed name)

DATE



Date: 12/05/19
Project: Inver Grove Heights Fire Station No. 2

Comm. No.: 600801
Subject: Change Order No. 020 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-034B	Final Connection for Pressure Washer	\$1,511.00
PR-039AR1	Revisions to Finishes – 225 Day Room Paint	-(\$575.00)
PR-044	Landscaping Revisions – Hydromulch	-(\$1,433.00)
PR-045C	South Shed Drainage Rock	\$5,246.00
PR-046	Transaction Window Sill	908.00
PR-049	Misc Electrical	\$1,212.00
PR-050	Exterior Light at Apparatus Bay	777.00
GCPR-013	Temp controls to FCU-1	\$3,055.00
GCPR-016	Light Switches at Toilets 104/106	\$439.00
GCPR-017	Stair B OHCD Smoke Detector	\$1,637.00
GCPR-018	Receptacle at 003 Mech	\$391.00
Change Order No. 020 Total		\$13,168.00



AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 021	OWNER: ☒
Inver Grove Heights Fire Station No. 2	DATE: 12/11/2019	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	\$ 321,294.00
The Contract Sum prior to this Change Order was	\$ 8,986,294.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,350.00
The new Contract Sum including this Change Order will be	\$ 9,000,644.00

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)

NICKELIA BERGMAN
(Typed name)

DATE

12/11/19

Jorgenson Construction, Inc.

CONTRACTOR (Firm name)

9255 East River Road NW
Coon Rapids, MN 55433

ADDRESS

BY (Signature)

SWAYNE KANNE
(Typed name)

DATE

12/11/19

City of Inver Grove Heights

OWNER (Firm name)

8150 Barbara Avenue East,
Inver Grove Heights, MN 55077

ADDRESS

BY (Signature)

(Typed name)

DATE



Date: 12/11/19
Project: Inver Grove Heights Fire Station No. 2

Comm. No.: 600801
Subject: Change Order No. 021 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-015	Hydromulch at Pond	\$4,735.00
GCPR-019	K13 At Day Room Ceiling	\$8,156.00
GCPR-023	Apparatus Bay Window Sills	\$1,459.00
Change Order No. 021 Total		\$14,350.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 13, 2020
 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 #13 for \$359,214.04 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 #13 in the amount of \$359,214.04 for work completed through November 30, 2019, including a reduction in retainage from 5.0% to 2.5%

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 \$224,234.96.

Staff recommends payment of Pay Application #13 for the amount of \$359,214.04 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

Attachment: Pay Voucher #13

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

ESTIMATE NO: 13 (Thirteen)
DATE: January 13, 2020
PERIOD ENDING: November 30, 2019
PROJECT NO: 2014-10 Fire Station #2 New Construction

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

Original Contract Amount\$8,665,000.00
Total Addition (Change Orders No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14,\$335,644.00
15, 16, 17, 18, 19, 20, 21)
Total Contract Amount.....\$9,000,644.00
Total Value of Work to Date.....\$8,999,394.00
Less Retained (2.5%)\$224,984.96
Less Previous Payment.....\$8,415,195.00
Total Approved for Payment this Voucher.....\$359,214.04
Total Payments including this Voucher\$8,774,409.04

Approvals:

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

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

Signed by: _____
Jorgenson Construction Date _____

Signed by: _____
George Tourville, Mayor Date _____



INVOICE NO. 1630

BILL TO:

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

VIA:

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

INVOICE DATE	INVOICE NO.	PAYMENT TERMS	PO NUMBER
12/11/19	1630	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER THIRTEEN (INCLUDES REDUCTION OF
RETAINAGE TO 2.5% - CONSENT OF SURETY TO REDUCTION IN
RETAINAGE ALSO ATTACHED)

\$359,214.04

AMOUNT NOW DUE: \$359,214.04

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: 13
PERIOD TO: 12/11/2019

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. 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	335,644.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	9,000,644.00
4. TOTAL COMPLETED AND STORED TO DATE	8,999,394.00

5. RETAINAGE:

a. 2.50 % of Completed Work	\$ 224,984.96
b. 0.00 % of Stored Material	\$ 0.00

Total retainage (Line 5a + 5b) \$ 224,984.96

6. TOTAL EARNED LESS RETAINAGE	\$ 8,774,409.04
(Line 4 less Line 5 Total)	

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 8,415,195.00

8. CURRENT PAYMENT DUE	\$ 359,214.04
------------------------	---------------

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 226,234.96

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	285,481.00	0.00
Total approved this Month	50,163.00	0.00
TOTALS	335,644.00	0.00
NET CHANGES by Change Order	335,644.00	

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 Kanfie / Vice President Date: 12/12/19

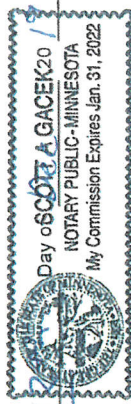
State of: MN

County of: Anoka

Subscribed and Sworn to before me this 12th day of December, 2019

Notary Public: Scott A. Gacek NOTARY PUBLIC-MINNESOTA

My Commission Expires: 1/31/22 My Commission Expires Jan. 31, 2022



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 \$

(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.)

ARCHITECT:

By: _____ Date: _____

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: 13 PERIOD TO: 12/11/2019	DISTRIBUTION TO: - OWNER - ARCHITECT - CONTRACTOR
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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
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CONTRACT DATE: 9/12/2018

CONTRACT FOR: Inver Grove Heights Fire Station No.

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	125.00
2	Bonds	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00	0.00	2,750.00
3	Surveying	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	237.50
4	Supervision	120,000.00	118,700.00	1,300.00	0.00	120,000.00	100.00	0.00	3,000.00
5	Project Closeout Documents	2,500.00	0.00	1,250.00	0.00	1,250.00	50.00	1,250.00	31.25
6	Dumpsters	12,000.00	11,500.00	500.00	0.00	12,000.00	100.00	0.00	300.00
7	Construction Cleanup	6,500.00	6,000.00	500.00	0.00	6,500.00	100.00	0.00	162.50
8	Final Cleaning	9,000.00	4,500.00	4,500.00	0.00	9,000.00	100.00	0.00	225.00
9	Safety-Exterior	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00	0.00	70.00
10	Safety-Interior	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00	0.00	55.00
11	Temp. Water	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00	0.00	52.50
12	Temp. Electric	5,000.00	4,930.00	70.00	0.00	5,000.00	100.00	0.00	125.00
13	Temp. Natural Gas	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00	0.00	350.00
14	Construction Toilet	3,500.00	3,425.00	75.00	0.00	3,500.00	100.00	0.00	87.50
15	Job Trailer (Moving/Pickup)	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00	0.00	25.00
16	Storage Container	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00	0.00	30.00
17	Phone	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	37.50
18	Truck/Fuel	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	100.00
19	Equipment/Diesel	5,500.00	5,450.00	50.00	0.00	5,500.00	100.00	0.00	137.50
20	Entrance Gates/Fence	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	37.50
21	Temp. Site Signage	850.00	850.00	0.00	0.00	850.00	100.00	0.00	21.25

AIA Type Document
Application and Certification for Payment

Page 3 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: 13 PERIOD TO: 12/11/2019	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	287.50
23	Tools/Fasteners	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00	0.00	57.50
24	Propane/Heaters	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	100.00
25	Building Natural Gas	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00	0.00	437.50
26	Street Cleaning/Snow Removal	3,750.00	3,750.00	0.00	0.00	3,750.00	100.00	0.00	93.75
27	Earthwork/Site Clearing/Erosion Control	426,414.00	426,414.00	0.00	0.00	426,414.00	100.00	0.00	10,660.35
28	Site Utilities	149,182.00	149,182.00	0.00	0.00	149,182.00	100.00	0.00	3,729.55
29	Asphalt Paving	101,360.00	101,360.00	0.00	0.00	101,360.00	100.00	0.00	2,534.00
30	Unit Paving	4,500.00	2,300.00	2,200.00	0.00	4,500.00	100.00	0.00	112.50
31	Chain Link Fences & Gates	7,026.00	7,026.00	0.00	0.00	7,026.00	100.00	0.00	175.65
32	Retaining Wall	38,880.00	38,880.00	0.00	0.00	38,880.00	100.00	0.00	972.00
33	Landscaping-Plants/Grass	57,194.00	51,474.00	5,720.00	0.00	57,194.00	100.00	0.00	1,429.85
34	Landscaping-Irrigation	14,522.00	14,522.00	0.00	0.00	14,522.00	100.00	0.00	363.05
35	Site Concrete-Walks/Paving/Trench Drains	217,000.00	217,000.00	0.00	0.00	217,000.00	100.00	0.00	5,425.00
36	Site Concrete- Curb & Gutter	40,550.00	40,550.00	0.00	0.00	40,550.00	100.00	0.00	1,013.75
37	Concrete	544,200.00	544,200.00	0.00	0.00	544,200.00	100.00	0.00	13,605.00
38	Concrete-Winter Conditions	58,900.00	58,900.00	0.00	0.00	58,900.00	100.00	0.00	1,472.50
39	Precast Concrete Plank-Shop Drawings/Eng.	6,644.00	6,644.00	0.00	0.00	6,644.00	100.00	0.00	166.10
40	Precast Concrete Plank	159,471.00	159,471.00	0.00	0.00	159,471.00	100.00	0.00	3,986.78
41	Masonry/Brick	775,103.00	775,103.00	0.00	0.00	775,103.00	100.00	0.00	19,377.58

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 13 PERIOD TO: 12/11/2019	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	5,650.00
43	Masonry-Winter Conditions	69,000.00	69,000.00	0.00	0.00	69,000.00	100.00	0.00	1,725.00
44	Steel/Stairs/Railings-Engineering	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	625.00
45	Steel/Stairs/Railings/Misc-Material	453,020.00	453,020.00	0.00	0.00	453,020.00	100.00	0.00	11,325.50
46	Steel/Stairs/Railings/Misc-Erection	149,980.00	149,980.00	0.00	0.00	149,980.00	100.00	0.00	3,749.50
47	Rough Carpentry/Wood Blocking	81,523.00	81,523.00	0.00	0.00	81,523.00	100.00	0.00	2,038.08
48	Finish Carpentry	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	550.00
49	Waterproofing	41,945.00	41,945.00	0.00	0.00	41,945.00	100.00	0.00	1,048.63
50	Thermal Insulation	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	162.50
51	Insulation-Spray Foam	51,831.00	51,831.00	0.00	0.00	51,831.00	100.00	0.00	1,295.78
52	Fluid Applied Air Barrier	47,235.00	47,235.00	0.00	0.00	47,235.00	100.00	0.00	1,180.88
53	Standing Seam Roof Panels/Mtl Wall Panels/Snow Guards	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00	0.00	3,550.00
54	Roofing-EPDM	275,000.00	275,000.00	0.00	0.00	275,000.00	100.00	0.00	6,875.00
55	Sheet Metal Flashing/Trim	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00	0.00	525.00
56	Joint Sealants	22,348.00	21,000.00	1,348.00	0.00	22,348.00	100.00	0.00	558.70
57	Steel Doors & Frames	45,970.00	45,970.00	0.00	0.00	45,970.00	100.00	0.00	1,149.25
58	Wood Doors	12,284.00	12,284.00	0.00	0.00	12,284.00	100.00	0.00	307.10
59	Finished Hardware	33,430.00	33,430.00	0.00	0.00	33,430.00	100.00	0.00	835.75
60	Sectional Doors	61,190.00	61,190.00	0.00	0.00	61,190.00	100.00	0.00	1,529.75
61	Four Fold Metal Doors (Alternate)	105,000.00	105,000.00	0.00	0.00	105,000.00	100.00	0.00	2,625.00

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077			PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077			APPLICATION NO: 13 PERIOD TO: 12/11/2019			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	11,900.00	0.00	0.00	11,900.00	100.00	0.00	297.50			
63	Alum Entrances/Windows-Engineering	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	275.00			
64	Alum Entrances/Windows/Glazing	298,890.00	298,890.00	0.00	0.00	298,890.00	100.00	0.00	7,472.25			
65	Alum Entrance Hardware	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	300.00			
66	Auto Operators	6,080.00	6,080.00	0.00	0.00	6,080.00	100.00	0.00	152.00			
67	Drywall/Framing/Sheathing	282,000.00	282,000.00	0.00	0.00	282,000.00	100.00	0.00	7,050.00			
68	Ceramic Tile	54,453.00	54,453.00	0.00	0.00	54,453.00	100.00	0.00	1,361.33			
69	Acoustical Ceilings/Treatments/Linear Poly Ceilings	63,700.00	63,700.00	0.00	0.00	63,700.00	100.00	0.00	1,592.50			
70	Resilient Floors & Tile/Base	18,597.00	18,597.00	0.00	0.00	18,597.00	100.00	0.00	464.93			
71	Resinous Floors	8,950.00	8,950.00	0.00	0.00	8,950.00	100.00	0.00	223.75			
72	Carpet (Tile and Sheet)	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00	0.00	1,150.00			
73	Paint/VWC	96,276.00	91,776.00	4,500.00	0.00	96,276.00	100.00	0.00	2,406.90			
74	Signs	19,991.00	0.00	19,991.00	0.00	19,991.00	100.00	0.00	499.75			
75	Toilet Compartments	3,670.00	3,670.00	0.00	0.00	3,670.00	100.00	0.00	91.75			
76	Toilet Accessories	8,456.00	8,456.00	0.00	0.00	8,456.00	100.00	0.00	211.40			
77	Wire Mesh Partitions	5,164.00	4,648.00	516.00	0.00	5,164.00	100.00	0.00	129.10			
78	Flagpole	7,218.00	7,218.00	0.00	0.00	7,218.00	100.00	0.00	180.40			
79	Fire Extinguishers	657.00	657.00	0.00	0.00	657.00	100.00	0.00	16.40			
80	Wall Protection	2,316.00	1,500.00	816.00	0.00	2,316.00	100.00	0.00	57.90			
81	Window Roller Shades	6,796.00	5,500.00	1,296.00	0.00	6,796.00	100.00	0.00	169.90			

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 13 PERIOD TO: 12/11/2019
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801

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	19,460.00	0.00	0.00	19,460.00	100.00	0.00	486.50
83	P Lam Casework/Solid Surface & Quartz Tops	88,967.00	74,967.00	14,000.00	0.00	88,967.00	100.00	0.00	2,224.18
84	Elevator-Engineering	27,300.00	27,300.00	0.00	0.00	27,300.00	100.00	0.00	682.50
85	Elevator	50,700.00	50,700.00	0.00	0.00	50,700.00	100.00	0.00	1,267.50
86	Fire Sprinkling	57,962.00	57,962.00	0.00	0.00	57,962.00	100.00	0.00	1,449.05
MECHANICAL - HVAC									
87	Mobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	150.00
88	Piping Specialties	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	300.00
89	Valves	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	150.00
90	Hangers & Supports	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	300.00
91	TAB	11,000.00	0.00	11,000.00	0.00	11,000.00	100.00	0.00	275.00
92	Insulation	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00	0.00	1,875.00
93	Controls	120,000.00	116,284.00	3,716.00	0.00	120,000.00	100.00	0.00	3,000.00
94	Hydronic Piping	145,000.00	141,346.00	3,654.00	0.00	145,000.00	100.00	0.00	3,625.00
95	Pumps	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	625.00
96	Water Treatment	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	100.00
97	Ducts	149,500.00	142,932.00	6,568.00	0.00	149,500.00	100.00	0.00	3,737.50
98	Air Duct Accessories	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00	0.00	175.00
99	Fans	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00	0.00	1,000.00
100	Air Terminal Units	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00	0.00	175.00
101	GRD's	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	125.00

DISTRIBUTION TO:
 - OWNER
 - ARCHITECT
 - CONTRACTOR

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077		PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077		APPLICATION NO: 13 PERIOD TO: 12/11/2019	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.

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	250.00
103	Boilers	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00	0.00	1,250.00
104	Unit Heaters	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00	0.00	262.50
105	AHU	115,000.00	115,000.00	0.00	0.00	115,000.00	100.00	0.00	2,875.00
106	Heat/Cool Terminal Units	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	125.00
107	Radiation Hydronic Work	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00	0.00	2,125.00
MECHANICAL - PLUMBING									
108	Specialties	101,500.00	101,500.00	0.00	0.00	101,500.00	100.00	0.00	2,537.50
109	Insulation	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00	0.00	1,500.00
110	Facility Fuel Piping	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00	0.00	525.00
111	Water Distribution	73,000.00	73,000.00	0.00	0.00	73,000.00	100.00	0.00	1,825.00
112	Sanitary Sewage	72,000.00	72,000.00	0.00	0.00	72,000.00	100.00	0.00	1,800.00
113	Storm Drainage	57,000.00	57,000.00	0.00	0.00	57,000.00	100.00	0.00	1,425.00
114	Compressed Air	16,500.00	15,500.00	1,000.00	0.00	16,500.00	100.00	0.00	412.50
115	Equipment	48,000.00	48,000.00	0.00	0.00	48,000.00	100.00	0.00	1,200.00
116	Fixtures	81,000.00	79,000.00	2,000.00	0.00	81,000.00	100.00	0.00	2,025.00
ELECTRICAL									
117	Dakota Electric Service	44,775.00	44,775.00	0.00	0.00	44,775.00	100.00	0.00	1,119.38
118	Temp. Electric	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	162.50
119	General RI (M)	116,100.00	116,100.00	0.00	0.00	116,100.00	100.00	0.00	2,902.50
120	General RI (L)	90,343.00	90,343.00	0.00	0.00	90,343.00	100.00	0.00	2,258.58

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

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

APPLICATION NO: 13
PERIOD TO: 12/11/2019

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
121	Light Fixtures (M)	108,500.00	108,500.00	0.00	0.00	108,500.00	100.00	0.00	2,712.50
122	Light Fixtures (L)	60,736.00	60,736.00	0.00	0.00	60,736.00	100.00	0.00	1,518.40
123	Switch Gears (M)	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00	0.00	722.50
124	Switch Gears (L)	37,960.00	37,960.00	0.00	0.00	37,960.00	100.00	0.00	949.00
125	Generator (M)	141,270.00	141,270.00	0.00	0.00	141,270.00	100.00	0.00	3,531.75
126	Generator (L)	7,592.00	7,592.00	0.00	0.00	7,592.00	100.00	0.00	189.80
127	Div. 27-Communications (M)	19,500.00	19,500.00	0.00	0.00	19,500.00	100.00	0.00	487.50
128	Div. 27-Communications (L)	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00	0.00	1,125.00
129	Div. 28-Fire Alarms (M)	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	250.00
130	Div. 28-Fire Alarms (L)	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	250.00
131	PROFIT & OVERHEAD	447,419.00	442,858.00	4,561.00	0.00	447,419.00	100.00	0.00	11,185.48
132	Change Order #001	2,558.00	2,558.00	0.00	0.00	2,558.00	100.00	0.00	63.95
133	Change Order #002	11,998.00	11,998.00	0.00	0.00	11,998.00	100.00	0.00	299.95
134	Change Order #003	13,451.00	13,451.00	0.00	0.00	13,451.00	100.00	0.00	336.28
135	Change Order #004	14,217.00	14,217.00	0.00	0.00	14,217.00	100.00	0.00	355.43
136	Change Order #005	14,110.00	14,110.00	0.00	0.00	14,110.00	100.00	0.00	352.75
137	Change Order #006	14,577.00	14,577.00	0.00	0.00	14,577.00	100.00	0.00	364.43
138	Change Order #007	14,420.00	14,420.00	0.00	0.00	14,420.00	100.00	0.00	360.50
139	Change Order #008	13,821.00	13,821.00	0.00	0.00	13,821.00	100.00	0.00	345.53
140	Change Order #009	12,048.00	12,048.00	0.00	0.00	12,048.00	100.00	0.00	301.20
141	Change Order #010	85,693.00	85,693.00	0.00	0.00	85,693.00	100.00	0.00	2,142.33

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Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 13 PERIOD TO: 12/11/2019 ARCHITECT'S PROJECT NO: 600801
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	

DISTRIBUTION TO:
 _ OWNER
 _ ARCHITECT
 _ CONTRACTOR

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	337.95
143	Change Order #012	14,863.00	14,863.00	0.00	0.00	14,863.00	100.00	0.00	371.58
144	Change Order #013	12,600.00	12,600.00	0.00	0.00	12,600.00	100.00	0.00	315.00
145	Change Order #014	12,655.00	12,655.00	0.00	0.00	12,655.00	100.00	0.00	316.38
146	Change Order #015	7,578.00	7,578.00	0.00	0.00	7,578.00	100.00	0.00	189.45
147	Change Order #016	14,616.00	14,616.00	0.00	0.00	14,616.00	100.00	0.00	365.40
148	Change Order #017	12,758.00	12,758.00	0.00	0.00	12,758.00	100.00	0.00	318.95
149	Change Order #018	12,342.00	0.00	12,342.00	0.00	12,342.00	100.00	0.00	308.55
150	Change Order #019	12,536.00	0.00	12,536.00	0.00	12,536.00	100.00	0.00	313.40
151	Change Order #020	10,935.00	0.00	10,935.00	0.00	10,935.00	100.00	0.00	273.38
152	Change Order #021	14,350.00	0.00	14,350.00	0.00	14,350.00	100.00	0.00	358.75
REPORT TOTALS		\$9,000,644.00	\$8,858,100.00	\$141,294.00	\$0.00	\$8,999,394.00	99.99	\$1,250.00	\$224,984.96

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Disposal of City-Owned Assets

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Barry Underdahl, 651-450-2556
 Prepared by: Barry Underdahl, Street Superintendent
 Reviewed by: Scott D. Thureen, Public Works Director

SDT

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

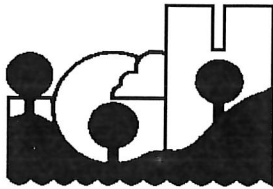
Consider approval and acceptance of bid for 1988 portable generator.

SUMMARY

The attached memo from Barry Underdahl, the Street Maintenance Superintendent, provides the background for this request. I recommend approval of the sealed bid for the sale and disposal of the 1988 portable generator.

SDT/kf

Attachments: Memo



City of Inver Grove Heights
Streets/Central Equipment

MEMORANDUM

TO: Scott Thureen, Public Works Director
FROM: Barry Underdahl, Street Superintendent
SUBJECT: Capital Equipment Disposal
DATE: January 6, 2020

The approved 2019 Capital Equipment purchases included a portable generator for the Utilities Division. A new Caterpillar generator was ordered and received. The old 1988 generator is of no value to the vendor Ziegler Power Systems so they would not take it in trade.

The old generator #412, a 1988 Cummins MG-8313 Portable Generator Set, was posted on the League of Minnesota Cities web site soliciting sealed bids. Only one bid was received.

I respectfully request City Council approval to accept the sealed bid of \$500.00 for the sale and disposal of the 1988 Cummins MG-8313 Portable Generator Set.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting a Professional Services Proposal for the Ace in the Hole Sanitary Sewer Study

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director



Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: NWA Sanitary Sewer Fund (512)

PURPOSE/ACTION REQUESTED

Consider resolution accepting a professional services proposal for the Ace in the Hole Sanitary Sewer Study.

SUMMARY

In 2019, the City entered into an agreement with Ace in the Hole as part of the right-of-way acquisition associated with the 65th Street Roadway and Drainage Utility Improvements. Article 3 of the Settlement Agreement with Ace in the Hole requires that the City complete a sanitary sewer study.

Bolton & Menk, as part of the engineering consultant pool, was asked to submit a professional services proposal for Ace in the Hole. Due to the amount and complexity of work involved with this project, City staff is not available to complete this work in-house. Bolton & Menk was selected from the consultant pool because they have been assisting the City since 2005 with the development of the City's Northwest Area infrastructure.

Attached is the proposal submitted from Bolton & Menk. The total estimated cost for the stormwater plan review services is \$19,500. The funding source for these services will be from the City's NWA Sanitary Sewer Fund (512).

Staff recommends that the Council adopt the resolution accepting the proposal from Bolton & Menk in the amount of \$19,500 for a professional services proposal for the Ace in the Hole Sanitary Sewer Study.

TJK/kf

Attachment: Resolution
 Proposal
 Study area map

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**CONSIDER RESOLUTION ACCEPTING A PROFESSIONAL SERVICES PROPOSAL FOR
THE ACE IN THE HOLD SANITARY SEWER STUDY**

RESOLUTION NO. _____

WHEREAS, in 2019, the City entered into an agreement with Ace in the Hole as part of the right-of-way acquisition associated with the 65th Street Roadway, Drainage, and Utility Improvements (City Project Nos. 2015-03 and 2018-03); and

WHEREAS, as part of Article 3, Settlement Agreement with Ace in the Hole, the City is required to complete a sanitary sewer study; and

WHEREAS, City staff requested, and received, a proposal from Bolton & Menk for a professional services proposal; and

WHEREAS, based on the experience of the firm, the scope and associated fee for the proposed services, it was decided that Bolton & Menk be selected from the City's engineering consultant pool as the consulting firm for professional services for a sanitary sewer study.

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

1. The proposal from Bolton & Menk is accepted and staff is authorized to enter into a contract in the amount of \$19,500 for a professional services proposal for a sanitary sewer study as defined in their December 31, 2019 proposal.
2. Funding is provided through the City's NWA Sanitary Sewer Fund (512).

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

December 31, 2019

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

Re: Ace in the Hole Sanitary Sewer Study
Professional Services Proposal

Dear Mr. Kaldunski:

Thank you for the opportunity to submit this proposal to complete a detailed sanitary sewer study for the portion of the Northwest Area owned by Ace in the Hole. As you are aware, Bolton & Menk has been assisting the City since 2006 with the development of the City's Northwest Area infrastructure. Our work has included reviewing prior studies and reports, completion of additional studies and reports, the design and construction of trunk sewer and lift station infrastructure, and the review of individual developments with respect to the comprehensive sewer plan.

Background

In 2019, the City entered into an agreement with Ace in the Hole as part of the right-of-way acquisition associated with the 65th Street Roadway and Drainage and Utility Improvements Project (C.P. 2015-03). Article 3 of the Settlement Agreement requires that the City complete a sanitary sewer study to examine the following:

- The depth and capacity of extensions
- Whether a portion of the Development Land can be served with utilities from the City of Eagan
- Whether lateral line extensions rather than trunk line extensions can be used in certain instances
- The location of the trunk sanitary sewer lines
- An evaluation as to whether lift stations need to be used or can be eliminated
- The relationship of the Joint Powers Agreement with the City of Eagan to the utility requirements of the Development Land

Ace in the Hole Sewer Study

We understand the importance of working with project partners and stakeholders to achieve a successful project. Bolton & Menk will ensure a high level of collaboration between the City of Inver Grove Heights, Dakota County, MnDOT, City of Eagan, and Ace in the Hole during the review of this sewershed. Several proposed and future road projects transect the study area and will require consideration during the analysis of future trunk and lateral sanitary sewer lines.

Our work with the City of Eagan will include an analysis of available sewer capacity within their system, a summary of fees or charges that the City would impose on flows from the City of Inver Grove Heights, and any amendments or restrictions that would be required through the Inver Grove Heights – Eagan Joint Powers Agreement (JPA).

Name: Tom Kaldunski, P.E.
Date: August 20, 2019
Page: 2

Our analysis of the sewershed(s) within the Ace in the Hole parcels will help further define the serviceability of the area to the existing Argenta trunk sewer system. The Ace in the Hole properties were previously studied by Bolton & Menk in 2014 as part of the Deanovic Development Study. The 2014 model will be updated with as-built data from the existing trunk lines. The proposed Ace in the Hole development properties will be split to the various connection points and the downstream sewers will be analyzed for capacity. Regional topography will be analyzed to determine the economical extents of sewer serviceability via gravity flow and where a lift station could ultimately be required.

Trunk and lateral sewer alternatives will be evaluated in order to determine the most economical and chronological manner to serve the area. This analysis will include an evaluation of likely construction costs in order to help prioritize alternatives and also to help the City and landowner budget for upcoming infrastructure expenses.

Project Schedule

We are committed to following a Project Schedule that meets and exceeds the City's expectations. Our proposed schedule will approximately be as follows:

Contract Authorization	January 2019
Data Collection, Stakeholder Meetings, Sewer Modeling	February-March 2019
Submit Report for Review	April 2019
Report Received by City Council	May 2019

Proposed Fee

In accordance with the City of Inver Grove Heights' project requirements, Bolton & Menk proposes to complete the scope of work as described above for a not-to-exceed hourly fee of **19,500**.

Thank you 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.

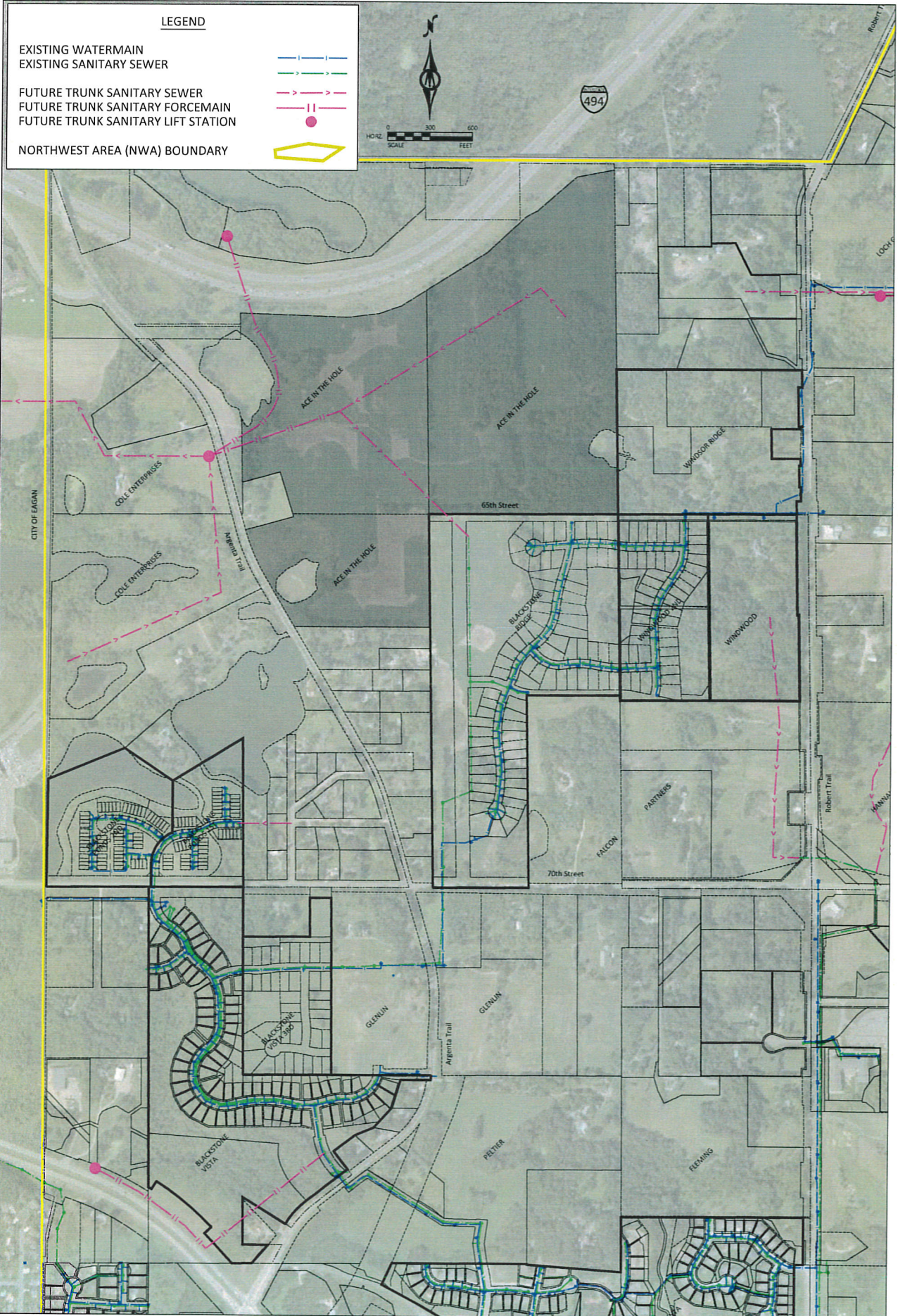


Eric Seaburg, P.E.
Project Manager



Brian Hilgardner, P.E.
Principal

City Representative
City of Inver Grove Heights



Note: *If the Council considers moving this item from the consent agenda for discussion, the City Attorney recommends it be added to the Executive Session agenda for January 13, 2020 because of the potential litigation that may occur with land acquisition.*

AGENDA ITEM 4BB

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting a Proposal for Conceptual Engineering and Planning Services for Property at the Northeast Quadrant of 65th Street and T.H. 3

Meeting Date: January 13, 2020
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

[Signature]

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution accepting a proposal for Conceptual Engineering and Planning Services for Property at the Northeast Quadrant of 65th Street and T.H. 3. The property consists of three parcels (PID No. 20-00500-010-32, 20-00500-010-31, 20-00500-020-31).

SUMMARY

The scope of work is to prepare conceptual residential development plans for the Nichols property before and after a potential easement acquisition. The plans will be consistent with the current zoning for the land, open space requirements, the Northwest Area stormwater regulations and the comprehensive plan. The concept plans will be used to conduct an appraisal. Negotiations for easement acquisitions are in process.

Westwood was asked to submit a proposal for conceptual engineering and planning services for the property. Due to the amount and complexity of work involved with this project, City staff is not available to complete this work in-house. Westwood was selected because they have knowledge and experience in assembling development concepts in the City's Northwest Area, consistent with City standards.

Attached is the December 31, 2019 proposal submitted from Westwood. The total estimated cost for the professional engineering services is \$15,200. The funding source for these services will be from the Northwest Area Storm Water Fund.

Staff recommends that the Council adopt the resolution accepting the proposal from Westwood in the amount of \$15,200 for a proposal for conceptual engineering and planning services for the property in the NE quadrant of 65th Street and T.H. 3.

TJK/kf

Attachment: Resolution
Proposal
Map

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**CONSIDER RESOLUTION ACCEPTING A PROPOSAL FOR CONCEPTUAL ENGINEERING
AND PLANNING SERVICES FOR PROPERTY AT THE NORTHEAST QUADRANT OF 65TH
STREET AND T.H. 3**

RESOLUTION NO. _____

WHEREAS, the City Council has initiated land acquisition of property located in the Northeast Quadrant of T.H. 3 and 65th Street following an executive session on June 24, 2010; and

WHEREAS, the City has initiated a land appraisal of the property at its September 9, 2019 meeting; and

WHEREAS, City staff requested, and received, a proposal from Westwood for a proposal for conceptual engineering and planning services for the property at the northeast quadrant of 65th Street and T.H. 3; and

WHEREAS, based on the experience of the firm, the scope and associated fee for the proposed services, it was decided that Westwood be selected as the consulting firm for professional services for a conceptual development plan to allow for the appraisal.

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

1. The proposal from Westwood is accepted and staff is authorized to enter into a contract in the amount of \$15,200 for a proposal for conceptual engineering and planning services for property located in the northeast quadrant of 65th Street and T.H. 3.
2. Funding is provided through the City's NWA Storm Water Fund.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



12701 Whitewater Drive, Suite 300
Minnetonka, MN 55343

Main (952) 937-5150
Fax (952) 937-5822

westwoodps.com
(888) 937-5150

December 31, 2019

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

**Re: Proposal for Conceptual Engineering and Planning Services
for the Nichols Property at the northeast quadrant of 65th Street and Hwy 3**

Dear Thomas;

Thank you for the opportunity to provide this fee proposal for conceptual planning and engineering of the Nichols property at the northeast quadrant of Hwy 3 and 65th Street. Our fee proposal is based on the request for proposal information provided to Westwood on 12/23/19 and 12/30/19.

The scope of work is to prepare a conceptual residential development plan for the Nichols property that is consistent with the current zoning for the land, open space requirements, the Northwest Area stormwater regulations and the comprehensive plan. Special consideration should be made for the Manage 1 upland area onsite. As discussed, the site will not be required to extend trunk sewer to neighboring properties, however public street connections to adjacent properties will be required. For the purpose of this concept, we will assume the future trunk sanitary sewer that will extend from 70th Street to the site will be available at the south boundary of the site. Additionally, it is anticipated that no street connections to Hwy 3 will be permitted by Mn/DOT; all street access should connect to 65th Street. We understand one meeting with City Staff will be held as a kick-off of the project. The approximate timeline for completing the conceptual plans is two weeks after the authorization to begin work.

Based on this scope of work, we have prepared the following estimated fees. We will invoice our work on an hourly basis.

Task 1 – Kick-off Meeting with Staff (4 hrs)	\$ 700
Task 2 – Conceptual Plan	\$ 3,500
Task 3 – Conceptual Stormwater Management	\$ 4,000
Task 4 – Conceptual Grading Design	\$ 5,000
Task 5 – Conceptual Utility Design	\$ 2,000
Total:	\$ 15,200

Work beyond this scope will be invoiced as additional services on an hourly basis. Possible additional services include but are not limited to:

- Construction cost estimates
- Utility or street profiles
- Earthwork analysis
- Concept landscape plan, tree inventory and/or tree replacement calculations
- Meetings with Nichols or his representatives

December 31, 2019

Page 2

Thank you again for the opportunity to submit this proposal. Feel free to contact us if you have any questions or comments at 952-937-5150 or john.bender@westwoodps.com.

Sincerely,

WESTWOOD PROFESSIONAL SERVICES

A handwritten signature in black ink, appearing to read "John Bender", with a stylized, flowing script.

John Bender, P.E.
Senior Project Manager



City of
Inver Grove Heights
Proposed Easement for Nichols
and Tiemann Properties

Key Features

— Roads/Driveways

Buildings

Existing Ponds

Pond

Existing Wetland

Parcel Boundary

Property Line

Storm Events

Sediment Impact - Fall 2018

Inundation Area - Spring 2019

Easement

Proposed Drainage
and Utility Easement

Proposed Drainage and Utility Easement

Proposed Drainage and Utility Easement	Acres
NICHOLS North Property	1.95
NICHOLS South Property	3.27
TIEMANN Property	0.63
Total Acres	5.85

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
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AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposal for Stormwater Plan Review Services from Barr Engineering Co. for a Housing Development Project at 9697 Inver Grove Trail

Meeting Date: January 13, 2020

Item Type: Consent

Contact: Thomas J. Kaldunski, 651.450.2572

Prepared by: Steve W. Dodge, Assistant City Engineer

Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Developer-provided engineering escrow account

PURPOSE/ACTION REQUESTED

Consider resolution accepting proposal for stormwater plan review services from Barr Engineering Co. for a Housing Development Project at 9697 Inver Grove Trail.

SUMMARY

A potential housing development at 9697 Inver Grove Trail would consist of clearing and regrading parts of an approximately 14.9-acre parcel. The parcel lies mostly within the Inver Grove Trail drainage basin of Inver Grove Heights, with a small portion of the western part of the parcel lying in the Pine Bend drainage basin. Currently, the parcel has no known constructed stormwater management facilities. Stormwater runoff drains to a low area wetland in the southern part of the parcel or to a DNR pond/wetland on the north portion of the parcel. Ultimately, the emergency overflow conveyance from the DNR pond is across Inver Grove Trail.

Barr Engineering Co., as part of the engineering consultant pool, has submitted a proposal in the amount of \$10,500 for preliminary/final stormwater management development review (\$4,500) and preliminary/final watershed modeling and updates (\$6,000). The scope of work includes stormwater management plan review, watershed modeling and meetings with stakeholders. Due to the amount and complexity of work involved with this project, City staff is not available to complete this work in-house. Barr Engineering Co. was selected by staff due to their familiarity of the hydrologic area. The funding source for these services will be from the escrow fund provided by the developer.

Staff recommends that the Council adopt the resolution accepting the proposal from Barr Engineering Co. in the amount of \$10,500 for stormwater management plan review services for a housing development project at 9697 Inver Grove Trail.

SWD/kf

Attachment: Resolution
Proposal
Map

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**CONSIDER RESOLUTION ACCEPTING PROPOSAL FOR STORMWATER PLAN REVIEW
SERVICES FROM BARR ENGINEERING CO. FOR A HOUSING DEVELOPMENT PROJECT
AT 9697 INVER GROVE TRAIL**

RESOLUTION NO. _____

WHEREAS, the proposed development project at 9697 Inver Grove Trail would consist of clearing and regrading parts of an approximately 14.9-acre parcel with a small portion of the western part of the parcel lying in the Pine Bend drainage basin; and

WHEREAS, in order to complete stormwater plan review services in a timely manner for the proposed development at 9697 Inver Grove Trail, assistance of a consulting engineering firm is required; and

WHEREAS, City staff requested, and received, a proposal from Barr Engineer Co. for stormwater plan review services; and

WHEREAS, based on the experience of the firm, the scope and associated fee for the proposed services, it was decided that Barr Engineering Co. be selected from the City's engineering consultant pool as the consulting firm for stormwater review services for a proposed housing development at 9697 Inver Grove Trail.

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

1. The proposal from Barr Engineering Co. is accepted and staff is authorized to enter into a contract in the amount of \$10,500 for stormwater plan review services as outlined in their January 7, 2020 proposal.
2. Funding is provided through the escrow account provided by the developer in accordance with the development documents.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



January 7, 2020

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

Re: Stormwater review for 9697 Inver Grove Trail Housing Development project

Dear Mr. Kaldunski:

Thank you for your request for a proposal to provide stormwater review for the proposed housing development project located at 9697 Inver Grove Trail in the City of Inver Grove Heights, and watershed model updates for the Inver Grove Trail drainage area. Attached for your review is our proposed Work Order for the referenced project. Please contact Greg Fransen (gfransen@barr.com, 952-832-2626), or me (kchandler@barr.com, 952-832-2813), regarding any question on this scope of services. If the Work Order is acceptable please sign it and return it to us.

Sincerely,

A handwritten signature in black ink that reads "Karen L. Chandler". The script is fluid and cursive.

Karen Chandler, P.E.
Vice President

A handwritten signature in black ink that reads "Greg Fransen". The script is fluid and cursive.

Greg Fransen
Water Resource Scientist

**Work Order For:
Stormwater Review for 9697 Inver Grove Trail Housing Development Project**

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

between

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

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

Designated Representative:

Karen Chandler, PE

Designated Representative:

Tom Kaldunski, PE

I. Scope Language

We understand that the proposed development project (Project) would consist of clearing and re-grading parts of an approximately 14.9-acre parcel located at 9697 Inver Grove Trail, northwest of the intersection of Cahill Avenue and Inver Grove Trail in Inver Grove Heights. The parcel lies mostly within the Inver Grove Trail drainage basin of Inver Grove Heights, with a small portion of the western part of the parcel lying in the Pine Bend drainage basin. The proposed Project would construct 18 single family homes along with associated streets and utilities on approximately 12.5 acres of the parcel, resulting in approximately 1.4 additional impervious acres.

Currently the parcel has no known stormwater utilities; stormwater runoff drains to a low area adjacent to Cahill Avenue in the southern part of the parcel or a wetland that straddles the northern parcel boundary. Most of the Project impervious area is proposed to drain through private storm sewer utilities to two newly constructed stormwater ponds, which would overflow to the large wetland in the northern part of the parcel. We understand that the City has previously received reports of flooding on Cahill Road and at properties adjacent to the project site, and that the City is requesting a study of a larger watershed area that includes the Project to assess Project impacts on existing stormwater management issues.

The scope of work includes stormwater modeling, stormwater management plan review, and meetings with stakeholders and is divided into the following tasks:

1. Watershed modeling: Barr will use the existing conditions stormwater (H&H) model for the Inver Grove Trail Drainage Basin as the basis for watershed modeling. Barr will make model revisions as needed to appropriately model pre-Project and post-Project conditions, including the upstream watershed area contributing to the basins on the Project site and infrastructure immediately downstream of the Project area. These revisions will likely include but may not be limited to:
 - a. Updating subwatershed divides
 - b. Updating hydrologic parameters to simulate summer design events as well as snowmelt design events

- c. Updating hydraulic parameters to account for changes in storm sewer pipe and overland flow path routing that may have occurred since the last model revision, incorporating recent City survey data where available.
2. Meetings: Barr will attend two (2) meetings with City staff and the applicant at City offices.
3. Plan review: Barr will review the preliminary plan sheets and the stormwater management report provided by the applicant for compliance with City stormwater requirements. Barr will review up to two (2) revisions of the plan set and stormwater management report.
4. Preliminary review memo: Barr will provide comments summarizing the initial stormwater plan review in a preliminary memo to City staff and the applicant.
5. Final review memo: Barr will provide comments summarizing Barr's review of the final stormwater plan revisions in a final memo to City staff and the applicant.
6. Draft watershed modeling technical memo: Barr will summarize modeling methodology, simulation results, and recommendations for future infrastructure modifications (if applicable).
7. Final watershed modeling technical memo: Barr will incorporate responses to one round of City comments
8. GIS updates: Barr will update the special studies GIS map layers to include the approved Project watershed boundaries and watershed boundaries that were revised during the stormwater modeling task.
9. Communications: Barr will communicate with the applicant and city staff via phone and email as needed throughout the review.

Deliverables

Barr will provide the City with the following deliverables:

1. Preliminary review memo
2. Final review memo
3. Draft watershed modeling technical memo
4. Final watershed modeling technical memo
5. Updated pre-project and post-project model files
6. GIS map update

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

For the services referenced above, you will pay us for time and expenses not to exceed the total amount shown in Section III below without prior approval, in accordance with the referenced Master Service Agreement. The scope of services assumes the following:

1. The applicant will provide existing conditions hydrologic and hydraulic information; proposed conditions hydrologic and hydraulic information, and a proposed grading plan; and existing and proposed conditions water quality models if applicable.
2. The City will provide storm sewer record plans as needed to update the watershed model.
3. City staff or a subcontractor hired by the City will collect survey data as needed to update the watershed model and/or define the low-floor elevations of potentially flood-impacted structures.
4. Watershed model calibration is not included in this scope of work.

5. Review and modeling of more than two (2) additional plan revisions is not included in this scope of work.

III. Schedule and Budget

Project Milestone	Schedule	Budget
Preliminary Review Memo	Within five (5) business days of receiving notice to proceed	\$4,500
Final Review Memo	Within five (5) business days of receiving final revisions of the stormwater management report and Project plans	
Preliminary Watershed Modeling Memo	February 7, 2020 ¹	\$6,000
Final Watershed Modeling Memo	Within ten (10) business days of receiving City comments	
Total		\$10,500

1) Assumes notice to proceed will be provided by January 14, 2020

ACCEPTED AND AGREED TO:

BARR ENGINEERING CO.

City of Inver Grove Heights

By:

Karen L. Chandler

By:

Title: Vice President

Title:

Date: January 7, 2020

Date:



- City Storm Sewer
- 9796 Inver Grove Trail Parcel Boundary
- Wetlands
- Drainage_Basins



0 500
Feet

PROJECT AREA
9697 Inver Grove Trail
Stormwater Review
City of Inver Grove Heights

FIGURE 1

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2020 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SST

Fiscal/FTE Impact:

☐	☐	None
☐	☐	Amount included in current budget
☐	☐	Budget amendment requested
☐	☐	FTE included in current complement
☐	☐	New FTE requested – N/A
☐	☒	Other: Pavement Management Fund, Franchise Fee Funds, Sewer Fund, Water Fund, Storm Water Utility Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Consider a resolution approving final plans and specifications and authorizing advertisement for bids for the 2020 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.

SUMMARY

On November 25, 2019 Council ordered the project and authorized preparation of plans and specifications for City Project No. 2019-09D – 64th Street Area Improvements.

The final plans and specifications have been prepared by Bolton & Menk and are available for viewing at the City Engineering Office. The bid opening is tentatively scheduled for February 13, 2020 in order for Council to receive bids on February 24, 2020 and schedule an assessment hearing.

Staff recommends that Council approve the resolution approving final plans and specifications and authorizing advertisement for bids for the 2020 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.

SWD/kf

Attachment: Resolution
 Plan Title Sheet

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE 2020 PAVEMENT MANAGEMENT PROGRAM, CITY
PROJECT NO. 2019-09D – 64TH STREET AREA IMPROVEMENTS**

RESOLUTION NO. _____

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 Project No. 2019-09D – 64th Street Area Improvements was ordered by City Council on November 25, 2019.

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

1. The plans and specifications for City Project No. 2019-09D are hereby approved.
2. The City Engineer is designated as the engineer for this improvements project and is hereby authorized to advertise for bids with respect to City Project No. 2019-09D.
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 no later than two years after the adopting of the resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:
NAYS:

George Tourville, Mayor

ATTEST

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Accepting Proposal for Geotechnical Services from American Engineering Testing, Inc. (AET) for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works
 Director 

Fiscal/FTE Impact:	
☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Pavement Management Fund, Franchise Fee Funds, Sewer Fund, Water Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Resolution accepting Proposal for Geotechnical Services from American Engineering Testing, Inc. for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SUMMARY

On November 25, 2019 Council ordered the project and authorized preparation of plans and specifications for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

As part of final design, City staff has requested, and received, a proposal for geotechnical services related to road slope stability analysis near the two DNR Pond locations with steep slopes near the water: 60th Street and Bacon Avenue low points. Attached is an AET proposal, January 7, 2020, for the geotechnical services in the amount of \$4,906.50. Staff is requesting an additional \$2,093.50 be added to the contract, for a total of \$7000, for additional analysis or geotechnical field work necessary for final design of the road low points with known utilities: sewer, water and storm. The proposal will be paid for with Pavement Management Fund, Franchise Fee Funds, Utility Funds and special assessments.

The Engineering Division recommends that the proposal from be accepted based on being selected from the consultant engineering pool, their project approach, understanding of the project scope of work, the expertise of their project team, the proposed cost of their services and their knowledge of the City's street standards.

Staff recommends that the City Council adopt the resolution accepting the proposal for Geotechnical Services from American Engineering Testing, Inc. and additional work for a total contract amount of \$7000.00 for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SWD/kf
 Attachments: Resolution
 Proposal

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

**RESOLUTION RECEIVING PROPOSAL FOR GEOTECHNICAL ENGINEERING SERVICES FROM
AMERICAN ENGINEERING TESTING, INC. (AET) FOR CITY PROJECT NO. 2016-09G – 60TH
STREET, 62ND STREET AND BACON AVENUE IMPROVEMENTS.**

RESOLUTION NO. _____

WHEREAS, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue was ordered, and preparation of plans and specifications was authorized by City Council on November 25, 2019; and

WHEREAS, the final plans and specifications have been prepared by Kimley-Horn and Associates, Inc.; and

WHEREAS, City staff requested professional geotechnical services to complete a road slope stability analysis at two locations: low points of Bacon Avenue and 60th Street E. near the DNR lake for City Project No. 2016-09G; and

WHEREAS, the proposal from AET in the amount of \$4,906.50 provided a strong project approach, a thorough understanding of the required scope of work, presented a project team with the appropriate expertise that has done similar projects in the City; and

WHEREAS, staff has identified additional geotechnical services in the amount of \$2093.50 to review utility impacts and complete any additional field testing as needed to complete the slope and stability analysis, for a total contract of \$7,000.00.

NOW, THEREFORE, BE IT RESOLVED that City Council of Inver Grove Heights receives and accepts the proposal from Kimley-Horn & Associates, Inc. and authorizes staff to execute an agreement in accordance with the professional engineering services proposal dated January 7, 2020 and additional services as identified to complete the work for a total contract of \$7,000.00.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:

NAYS:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Fee Schedule - AET Proposal 28-01070.5**January 7, 2020****Scope of Services:**

Engineer site visit, slope stability analysis, & geotechnical report including utility installation, pavement section/curb support, and utility backfill recommendations.

Project:

60th Street & Utility Reconstruction
3H:1V Slope Adjacent to Pond
Inver Grove Heights, MN

Hourly Breakdown:	Units	Rate	Total
Principal Engineer	8 hours	\$205.00	\$1,640.00
Senior Engineer	12 hours	\$169.00	\$2,028.00
Engineer II	8 hours	\$152.00	\$1,216.00
Engineer I	0 hours	\$132.00	\$0.00
Engineering Assistant	0 hours	\$119.00	\$0.00
Senior Engineering Technician	0 hours	\$110.00	\$0.00
Drill/Geo Lab Technician	0 hours	\$102.00	\$0.00
Word Processing Specialist	0 hours	\$70.00	\$0.00
Subtotal =			\$4,884.00
Equipment Rental/Mileage:	Units	Rate	Total
Personal Vehicle Mileage	30 miles	\$0.75	\$22.50
Private Utility Locator	0 trip	\$250.00	\$0.00
Subtotal =			\$22.50
Soil Laboratory Testing:	Units	Rate	Total
Drained Direct Shear Test	0 point	\$300.00	\$0.00
Direct Simple Shear Test	0 point	\$600.00	\$0.00
Subtotal =			\$0.00
Estimate =			\$4,906.50

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Approving Final Plans and Specifications and Authorizing Advertisement for Bids for the 2020 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SWD
SAT

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 approving final plans and specifications and authorizing advertisement for bids for the 2020 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SUMMARY

On November 25, 2019 Council ordered the project and authorized preparation of plans and specifications for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

The final plans and specifications have been prepared by Kimley-Horn and Associates, Inc. and are available for viewing at the City Engineering Office. The bid opening is tentatively scheduled for February 13, 2020 in order for Council to receive bids on February 24, 2020 and schedule an assessment hearing.

Staff recommends that Council approve the resolution approving final plans and specifications and authorizing advertisement for bids for the 2020 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SWD/kf

Attachment: Resolution
 Plan Title Sheet

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE 2020 PAVEMENT MANAGEMENT PROGRAM, CITY
PROJECT NO. 2016-09G – 60TH STREET, 62ND STREET AND BACON AVENUE
IMPROVEMENTS**

RESOLUTION NO. _____

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 Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue was ordered by City Council on November 25, 2019.

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

1. The plans and specifications for City Project No. 2016-09G are hereby approved.
2. The City Engineer is designated as the engineer for this improvements project and is hereby authorized to advertise for bids with respect to City Project No. 2016-09G.
3. The contract for these improvements shall be no later than two years after the adopting of the resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this 13th day of January 2020

AYES:
NAYS:

George Tourville, Mayor

ATTEST

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

60TH STREET E, 62ND STREET E, AND BACON AVENUE E. IMPROVEMENTS

CITY PROJECT NO. 2016-09G

CONSTRUCTION PLANS FOR GRADING, AGGREGATE BASE, BITUMINOUS SURFACING, CONCRETE CURB AND GUTTER,

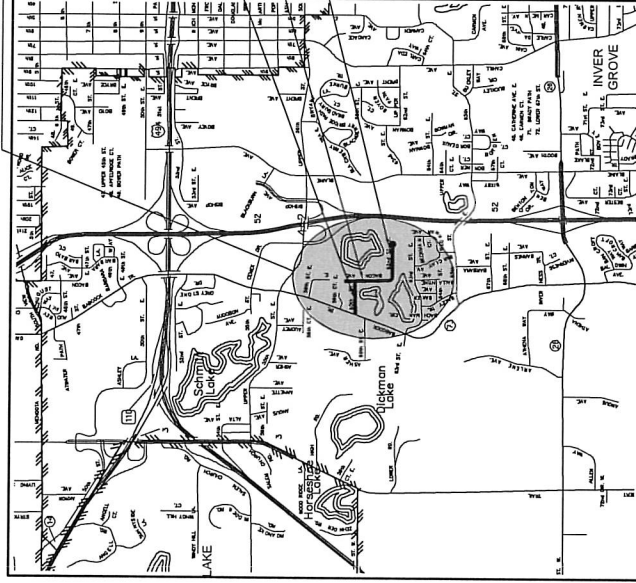
STORM SEWER, AND UTILITY IMPROVEMENTS

LOCATED ON: 60TH STREET FROM BACOCK TRAIL TO BACON AVENUE
LOCATED ON: BACON AVENUE FROM NORTH END TO 62ND STREET
LOCATED ON: 62ND STREET FROM BACON AVENUE TO EAST END

LEGEND

- EXISTING GATE VALVE
- EXISTING HYDRANT
- EXISTING CURB BOX
- EXISTING WATERMAIN MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- EXISTING GAS VALVE
- EXISTING CABLE TV BOX
- EXISTING TELEPHONE BOX
- EXISTING POWER POLE
- EXISTING ELECTRICAL MANHOLE
- EXISTING LIGHT POLE
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING GAS MAIN
- EXISTING CABLE TV
- EXISTING UNDERGROUND TELEPHONE LINE
- EXISTING UNDERGROUND POWER
- EXISTING OVERHEAD POWER
- EXISTING CURB AND GUTTER
- EXISTING FENCE
- EXISTING RIGHT-OF-WAY
- EXISTING MAILBOX
- EXISTING SOIL BORING
- EXISTING STREET SIGN
- EXISTING TREE
- EXISTING TREE LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED CURB AND GUTTER

PROJECT AREA



PLAN SET SCALES

LOCATION MAP 0 750 1500 3000
ALIGNMENT 0 25 50 100
PLAN 0 15 30 60
PROFILE 0 5 10 20
CROSS-SECTIONS 0 5 10 20

PROJECT LOCATION
DAKOTA COUNTY

NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN
IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL
WAS DETERMINED ACCORDING TO THE GUIDELINES OF
THE AASHTO 1992, ENTITLED, "STANDARD GUIDELINES FOR
THE FIELD COLLECTION AND PRESENTATION OF EXISTING
SUBSURFACE UTILITY DATA".

2018 GOVERNING SPECIFICATIONS AS AMENDED
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION SPECIFICATIONS FOR HIGHWAYS, BRIDGES, AND AIRPORTS
CONTROL, SIGNING AND DEVICES SHALL CONFORM TO THE LATEST EDITION OF
THE CURRENT VERSION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL
ZONE (MUTCD).

INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
4-5	STANDARD TABULATION AND SUMMARY
6-7	TYPICAL SECTIONS
8	CONSTRUCTION NOTES, UTILITY CONTACTS AND STANDARD PLATES
9-12	CITY OF INVER GROVE HEIGHTS STANDARD PLATES
13-15	TREATMENT MANHOLE DETAILS
16-20	ALIGNMENT PLAN AND TABULATION
21-23	STAGING AND TRAFFIC CONTROL PLAN
24-30	REMOVAL PLAN
31-37	STREET AND STORM SEWER PLAN AND PROFILES
38-39	STORM SEWER LATERALS
40	DRAINAGE TABULATION
41-47	TURF ESTABLISHMENT & EROSION CONTROL
48-50	STORM WATER POLLUTION PREVENTION PLAN
51-55	INTERSECTION DETAIL PLAN
56-57	CURB PROFILES
58-61	UTILITY REPAIR PLANS
62-67	SIGNING PLAN
68-88	CROSS SECTIONS

THIS PLAN SET CONTAINS 88 SHEETS

Kimley»Horn

767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-845-4177
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 01/13/2020 REG. NO. 54190
ENGINEER Luke Moran
LUKE B. MOREN, PE

APPROVED INVER GROVE HEIGHTS CITY ENGINEER 2020

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THIS PLAN
WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A
LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE
OF MINNESOTA.

DATE REG. NO.

CITY PROJ. NO. 2016-09G SHEET NO. 1 OF 88 SHEETS

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Accept Proposals and Award Contract for Resurfacing Floors in Three Areas of the Water Treatment Plant

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Dan Helling, 651-450-2565
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: Scott D. Thureen, Public Works Director

SDT

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Accept proposals and award contract for resurfacing floors in three areas of the Water Treatment Plant.

SUMMARY

The attached memo from Dan Helling, the Utilities Superintendent, provides details on the bids that were received to resurface the concrete floors in three areas of the Water Treatment Plant.

I recommend accepting the bids and awarding a contract to SwedeBro in the amount of \$23,750.00. Funding would come from the approved 2020 Water Budget.

SDT/kf

Attachments: Memo with proposals



MEMORANDUM

TO : Scott Thureen

FROM : Dan Helling

SUBJECT : **2020 Resurfacing Floors at Water Treatment Facility**

DATE : December 12, 2019

Attached are three proposals for the resurfacing of the filter bed area, high service pump room and main level hallway floors at the Water Treatment Facility. The resurfacing would be done on these polished concrete areas to prevent slips/falls under wet and humid conditions.

The contractor that is chosen will be required to mechanically grind the concrete, fill all cracks and then apply a ¼ inch non-slip epoxy coating, this is a five step process that would take approximately two weeks to complete. The Utility Department would like to get the work scheduled for early February when pumping levels and humidity are low.

Three proposals came that would meet these requirements. Concrete and Coatings, LLC with a proposed bid of \$36,460.00, GFC Industrial Floor Coatings with a proposed bid of \$31,250.00 and SwedeBro at a proposed bid of \$23,750.00. With your approval I would like to schedule the work with SwedeBro at the low bid of \$23,750.00. The cost for this project would be covered in the 2020 water fund 501.50.7100.512. 40040.



SwedeBro

1409 159th Ave. NE • Ham Lake, MN 55304

Office: 763-434-9237

www.swedebro.com

Fax: 763-434-8999

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

Date: 12/15/19

RE: Water Treatment –**Bid #1: Main Level Hallway**

Description:

Main Level Hallway

- Mechanically diamond grind concrete to profile and prepare.
- Fill all minor cracks, and minor defects. Apply epoxy primer.
- Apply ¼ inch vinyl chip system in a color blend TBD.
- Apply seal coat of 4686 ultra high solids urethane.

**Project is bid to be completed all at once and will require exclusive access for 2-3 days.
Everything must be off the floor prior to our arrival.
Owner to provide dumpster use.**

Pricing is based on the Cooperative Purchasing Connection through the Minnesota Service Cooperatives and the Metro ECSU

*Cement, acid, and stain colors cannot be precise;
therefore finished color and texture will vary from
any color charts or samples shown. All existing
expansion joints may be re-cut; cracks in base
substrata may reoccur.*

Bids and prices are valid for 90 days

Total Price

\$5,325.00

Deposit for Materials Required

NO

BALANCE DUE

\$5,325.00

Contract subject to terms/conditions listed. Unpaid balances after 60 days of completion may be sent to collections. Unpaid balances are assessed a 1.5% (18% APR) finance charge per month after 30 days. A mechanic's lien may be filed on any unpaid balances after 60 days.

Buyer's Signature

Date



SwedeBro

1409 159th Ave. NE • Ham Lake, MN 55304

Office: 763-434-9237

www.swedebro.com

Fax: 763-434-8999

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

Date: 12/15/19

RE: Water Treatment –**Bid #2: High Service Pump Room**

Description:

High Surface Pump Room

- Mechanically diamond grind concrete to profile and prepare.
- Fill all minor cracks, and minor defects. Apply epoxy primer.
- Apply 3746 epoxy in a solid color TBD and with a partial broadcast of ¼ inch vinyl chip blend for accent.
- Apply seal coat of 4686 ultra high solids urethane.

**Project is bid to be completed all at once and will require exclusive access for 2-3 days.
Everything must be off the floor prior to our arrival.
Owner to provide dumpster use.**

Pricing is based on the Cooperative Purchasing Connection through the Minnesota Service Cooperatives and the Metro ECSU

*Cement, acid, and stain colors cannot be precise;
therefore finished color and texture will vary from
any color charts or samples shown. All existing
expansion joints may be re-cut; cracks in base
substrata may reoccur.*

Bids and prices are valid for 90 days

Total Price

\$7,850.00

Deposit for Materials Required

NO

BALANCE DUE

\$7,850.00

Contract subject to terms/conditions listed. Unpaid balances after 60 days of completion may be sent to collections. Unpaid balances are assessed a 1.5% (18% APR) finance charge per month after 30 days. A mechanic's lien may be filed on any unpaid balances after 60 days.

Buyer's Signature

Date



SwedeBro

1409 159th Ave. NE • Ham Lake, MN 55304

Office: 763-434-9237

www.swedebro.com

Fax: 763-434-8999

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

Date: 12/15/19

RE: Water Treatment –**Bid #3: Filter Room**

Description:

Filter Room

- Mechanically diamond grind concrete to profile and prepare.
- Fill all minor cracks, and minor defects. Apply epoxy primer.
- Apply ¼ inch vinyl chip system in a color blend TBD.
- Apply seal coat of 4686 ultra high solids urethane.

**Project is bid to be completed all at once and will require exclusive access for 3 days.
Everything must be off the floor prior to our arrival.
Owner to provide dumpster use.**

Pricing is based on the Cooperative Purchasing Connection through the Minnesota Service Cooperatives and the Metro ECSU

Cement, acid, and stain colors cannot be precise; therefore finished color and texture will vary from any color charts or samples shown. All existing expansion joints may be re-cut; cracks in base substrata may reoccur.

Bids and prices are valid for 90 days

Total Price

\$10,575.00

Deposit for Materials Required

NO

BALANCE DUE

\$10,575.00

Contract subject to terms/conditions listed. Unpaid balances after 60 days of completion may be sent to collections. Unpaid balances are assessed a 1.5% (18% APR) finance charge per month after 30 days. A mechanic's lien may be filed on any unpaid balances after 60 days.

Buyer's Signature

Date

GFC Industrial Floor Coatings

Exclusive provider of Comfort Flex
A division of Garage Floor Coating of MN.Com

5100 US Hwy 169 N
New Hope, MN 55428
Phone: 763-559-8732
Fax: 763-559-8070
Email: info@gfcmn.com
www.GarageFloorCoatingofMN.com

City Of Inver Grove Heights
IGH Water Treatment - Clean Water Tank Rm
2015 75th St
Inver Grove Hts., MN
(651) 775-6282
(651) 587-6055

Bid Date: March 24, 2019

Sales Rep: Pete Slama

Coating Type: Interior Color Choice: Coating Color: Completed Floor Texture and Color may vary from Sample		Chip Type: 1/4 <i>**Additional Fee for 1/8" Chip</i> Moisture Testing Results:		
Job	Description	Size/Qty	Price Per Unit	Platinum Lifetime Warranty
Interior Access Fee		1	\$400.00	\$400.00
Other	Tape off and encapsulate clean water storage tanks with plastic	1	\$750.00	\$750.00
Diamond Grind (EC)		2404	\$1.25	\$3,005.00
Platinum System: 5-Step Process: Base Coat, Top Coat, Full Distribution of Vinyl Chip, Two Clear Coats		2404	\$4.95	\$11,899.80
SUBTOTAL				\$16,054.80
10% DISCOUNT (financed projects not eligible)				\$1,605.48
ADDITIONAL DISCOUNT				\$0.54
DISPOSAL FEE				\$361.22
FILTER BED ESTIMATE TOTAL				\$14,810.00
DEPOSIT DUE ()				\$7,405.00
BALANCE DUE UPON COMPLETION				\$7,405.00

Comments:

IMPERFECTIONS in floor may still be visible after coating is applied. Homeowner has been made aware of this. Unless indicated above, Stem Walls and Steps would be an additional fee as they are a line-item option. Only items listed above will be performed. Any additional tasks would be added with an additional charge upon the customer's approval.

CHANGE ORDER: Once project is started, there may be unforeseen circumstances that prevent a coating from being applied. Most common reason is concrete failure. If it is determined that the coating cannot be completed, customer will be contacted and alternative options will be discussed. Customer may be responsible for all labor and material fees performed up until production was ceased.

Finance projects not eligible for Cash Discount

HAZARDOUS DISPOSAL FEE: There will be a disposal fee of 2.5% added to the total bid.

WARRANTY: I agree to the conditions of the warranty offered with the system selected above.

FINANCIAL RESPONSIBILITY: I further agree to pay all finance charges, collection cost, attorney's fees, and any other cost that may be incurred to enforce collection of any amount outstanding. Per my cardholder agreement, I agree to pay any and all credit card fees in accordance with the terms of my cardholder agreement.

ACCEPTANCE: The above prices, specifications, and conditions are satisfactory and are hereby accepted, GarageFloorCoatingofMN.com is authorized to complete the contract as specified. I understand that a fifty dollar (\$50) surcharge will be accessed for any returned checks. If

GarageFloorCoatingofMN.com has not received payment in full after job is complete, a late payment charge of 10% monthly is applied when payment has not been received by the company within 30 days of completion.

CANCELLATION TERMS: Once a Job has been accepted and a deposit has been paid, any cancelled jobs will be subject to 20% administrative/restocking fee and will be deducted from down payment refund.

CONTRACTOR'S NOTICE TO OWNER:

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount due from us until 120 day after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material from the improvement and who gave you timely notice.

By signing this contract, I agree to, and understand the conditions and acceptance described on this contract, warranty, information forms, and the attached terms and conditions.

GFC Industrial Floor Coatings

Exclusive provider of Comfort Flex
A division of Garage Floor Coating of MN.Com

5100 US Hwy 169 N
New Hope, MN 55428
Phone: 763-559-8732
Fax: 763-559-8070
Email: info@gfcmn.com
www.GarageFloorCoatingofMN.com

City Of Inver Grove Heights
IGH Water Treatment Bldg - High Service Pump Rm
2015 75th St
Inver Grove Hts., MN
(651) 775-6282
(651) 587-6055

Bid Date: March 24, 2019
Sales Rep: Pete Slama

Coating Type: Interior Color Choice: Coating Color: Completed Floor Texture and Color may vary from Sample		Chip Type: 1/4 **Additional Fee for 1/8" Chip Moisture Testing Results:		
Job	Description	Size/Qty	Price Per Unit	Platinum Lifetime Warranty
Interior Access Fee		1	\$400.00	\$400.00
Diamond Grind (EC)		1820	\$1.25	\$2,275.00
Stem Walls - Over 12"	No Chips/Flakes on pump platform walls	184	\$4.90	\$901.60
Stem Walls - Up To 6"	Short platform walls - No chips/flakes	136	\$2.00	\$272.00
Platinum System: 5-Step Process: Base Coat, Top Coat, Full Distribution of Vinyl Chip, Two Clear Coats		1820	\$4.95	\$9,009.00
SUBTOTAL				\$12,857.60
10% DISCOUNT (financed projects not eligible)				\$1,285.76
ADDITIONAL DISCOUNT				\$1.11
DISPOSAL FEE				\$289.27
HIGH SERVICE PUMP ROOM ESTIMATE TOTAL				\$11,860.00
DEPOSIT DUE ()				\$5,930.00
BALANCE DUE UPON COMPLETION				\$5,930.00

Comments:

IMPERFECTIONS in floor may still be visible after coating is applied. Homeowner has been made aware of this. Unless indicated above, Stem Walls and Steps would be an additional fee as they are a line-item option. Only items listed above will be performed. Any additional tasks would be added with an additional charge upon the customer's approval.

CHANGE ORDER: Once project is started, there may be unforeseen circumstances that prevent a coating from being applied. Most common reason is concrete failure. If it is determined that the coating cannot be completed, customer will be contacted and alternative options will be discussed. Customer may be responsible for all labor and material fees performed up until production was ceased.

Finance projects not eligible for Cash Discount

HAZARDOUS DISPOSAL FEE: There will be a disposal fee of 2.5% added to the total bid.

WARRANTY: I agree to the conditions of the warranty offered with the system selected above.

FINANCIAL RESPONSIBILITY: I further agree to pay all finance charges, collection cost, attorney's fees, and any other cost that may be incurred to enforce collection of any amount outstanding. Per my cardholder agreement, I agree to pay any and all credit card fees in accordance with the terms of my cardholder agreement.

ACCEPTANCE: The above prices, specifications, and conditions are satisfactory and are hereby accepted, GarageFloorCoatingofMN.com is authorized to complete the contract as specified. I understand that a fifty dollar (\$50) surcharge will be accessed for any returned checks. If

GarageFloorCoatingofMN.com has not received payment in full after job is complete, a late payment charge of 10% monthly is applied when payment has not been received by the company within 30 days of completion.

CANCELLATION TERMS: Once a Job has been accepted and a deposit has been paid, any cancelled jobs will be subject to 20% administrative/restocking fee and will be deducted from down payment refund.

CONTRACTOR'S NOTICE TO OWNER:

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount due from us until 120 day after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material from the improvement and who gave you timely notice.

By signing this contract, I agree to, and understand the conditions and acceptance described on this contract, warranty, information forms, and the attached terms and conditions.

GFC Industrial Floor Coatings

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City Of Inver Grove Heights
IGH Water Treatment Bldg. - Main Level Hall
2015 75th St
Inver Grove Hts., MN
(651) 775-6282
(651) 587-6055

Bid Date: March 24, 2019
Sales Rep: Pete Slama

Coating Type: Interior Color Choice: Coating Color: Completed Floor Texture and Color may vary from Sample		Chip Type: 1/4 <i>**Additional Fee for 1/8" Chip</i> Moisture Testing Results:		
Job	Description	Size/Qty	Price Per Unit	Platinum Lifetime Warranty
Interior Access Fee		1	\$400.00	\$400.00
Diamond Grind (EC)		738	\$1.25	\$922.50
Platinum System: 5-Step Process: Base Coat, Top Coat, Full Distribution of Vinyl Chip, Two Clear Coats		738	\$4.95	\$3,653.10
SUBTOTAL				\$4,975.60
10% DISCOUNT (financed projects not eligible)				\$497.56
ADDITIONAL DISCOUNT				\$9.75
DISPOSAL FEE				\$111.71
ESTIMATE TOTAL				\$4,580.00
DEPOSIT DUE ()				\$2,290.00
BALANCE DUE UPON COMPLETION				\$2,290.00

Comments:

IMPERFECTIONS in floor may still be visible after coating is applied. Homeowner has been made aware of this. Unless indicated above, Stem Walls and Steps would be an additional fee as they are a line-item option. Only items listed above will be performed. Any additional tasks would be added with an additional charge upon the customer's approval.

CHANGE ORDER: Once project is started, there may be unforeseen circumstances that prevent a coating from being applied. Most common reason is concrete failure. If it is determined that the coating cannot be completed, customer will be contacted and alternative options will be discussed. Customer may be responsible for all labor and material fees performed up until production was ceased.

Finance projects not eligible for Cash Discount

HAZARDOUS DISPOSAL FEE: There will be a disposal fee of 2.5% added to the total bid.

WARRANTY: I agree to the conditions of the warranty offered with the system selected above.

FINANCIAL RESPONSIBILITY: I further agree to pay all finance charges, collection cost, attorney's fees, and any other cost that may be incurred to enforce collection of any amount outstanding. Per my cardholder agreement, I agree to pay any and all credit card fees in accordance with the terms of my cardholder agreement.

ACCEPTANCE: The above prices, specifications, and conditions are satisfactory and are hereby accepted, GarageFloorCoatingofMN.com is authorized to complete the contract as specified. I understand that a fifty dollar (\$50) surcharge will be accessed for any returned checks. If

GarageFloorCoatingofMN.com has not received payment in full after job is complete, a late payment charge of 10% monthly is applied when payment has not been received by the company within 30 days of completion.

CANCELLATION TERMS: Once a Job has been accepted and a deposit has been paid, any cancelled jobs will be subject to 20% administrative/restocking fee and will be deducted from down payment refund.

CONTRACTOR'S NOTICE TO OWNER:

- Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount due from us until 120 day after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material from the improvement and who gave you timely notice.

By signing this contract, I agree to, and understand the conditions and acceptance described on this contract, warranty, information forms, and the attached terms and conditions.

GFC INDUSTRIAL REP SIGNATURE
FULLY INSURED

DATE

CUSTOMER SIGNATURE
PRICE VALID THROUGH 05/24/2019

DATE



Concrete & Coatings, LLC
2900 Millard Ave
Hastings, MN 55033 US
651-263-8557
info@coatingcrew.com
www.coatingcrew.com

ESTIMATE

ADDRESS

City Of Inver Grove Heights
2015 75th St
Inver Grove Heights, MN 55076

SHIP TO

City Of Inver Grove Heights
2015 75th St
Inver Grove Heights, MN
55076

ESTIMATE # 17305

DATE 03/13/2019

SALES PERSON

Greg

DATE	ACTIVITY	AMOUNT
03/13/2019	Interior- 1/4" Full Chip Concrete Coating System High Service Pump Room Interior 1/4" Full Chip Concrete Coating System includes pads & and concrete columns Steps not included	18,293.00
03/13/2019	Interior- 1/4" Full Chip Concrete Coating System Main Level Hallway Interior 1/4" Full Chip Concrete Coating System	4,114.00
03/13/2019	Interior- 1/4" Full Chip Concrete Coating System Filter Bed Area Interior 1/4" Full Chip Concrete Coating System -floor only includes pads -no curbs or stemwalls	14,053.00

dust protection of tanks and equipment to be done by the city prior to our arrival.

We will use vac systems on all of our equipment to minimize dust.

Terms and Conditions:

TOTAL

\$36,460.00

* A down payment of 50% is due at scheduling with the remaining balance due upon completion. In the event any payments due become in default, the customer agrees that any and all such sums shall accrue Interest at the rate of 1.5% per month. A surcharge of \$100.00 will be accessed for any returned checks.

TOTAL

Accepted By

Accepted Date

* Customer will have the project site kept dry and free of all obstructions and available for Concrete & Coatings, LLC by 7 am at the agreed upon date.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Purchase of Capital Equipment

Meeting Date: January 13, 2020
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider approval of purchase of capital equipment included in the approved 2020 budget.

SUMMARY

The attached memo from the Street Maintenance Superintendent presents cost information for the replacement of six pieces of equipment approved for replacement in 2020. The attached proposal is based on the Minnesota State Cooperative Purchasing pricing. The prices shown include the trade-in value, sales tax and applicable fees.

I recommend approval of the capital equipment purchase that would be funded from the Central Equipment Fund.

SDT/kf
 Attachments: Memo

MEMO

CITY OF INVER GROVE HEIGHTS

TO: Scott Thureen, Public Works Director

FROM: Barry Underdahl, Street Superintendent

DATE: January 9, 2020

SUBJECT: 2020 Capital Equipment Purchases

The following equipment is proposed to be purchased in 2020 as previously discussed with the Mayor and City Council during the Study Session on November 4, 2019.

I respectfully request final approval to purchase the following vehicles and equipment in 2020.

The acquisition costs listed are based on current government contract prices and include trade-in values, taxes, fees, and registration costs where applicable.

Street Maintenance

		Allocation	Acquisition
#306	2006 Case Loader	\$223,849.00	\$179,382.00
#327	2007 Ford F-350 Paint Truck	\$58,734.00	\$55,560.00
#334	2012 Road Lazer Paint Striper	\$62,678.00	\$62,500.00
	Totals	\$345,261.00	\$297,442.00

Utilities Maintenance

#405	2008 Ford F-250 Pickup	\$39,267.00	\$39,194.91
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Park Maintenance

#544	2006 Felling Trailer	\$13,137.00	\$13,000.00
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Engineering

#702	2009 Ford F-150 Pickup	\$26,800.00	\$30,566.13
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Grand Totals	\$424,465.00	\$380,203.04
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Acquisition costs are based on current contract pricing, trade values, taxes and fees where applicable. Final costs could change depending on contract expiration dates, vehicle/equipment manufacturing cutoff dates, material cost increases, and any changes in taxes and/or fees at the time of delivery. Paint Truck #327 and Felling Trailer #544 final costs could fluctuate as they are custom builds. Any overruns would be covered by the allocation surplus remaining after the purchase of Loader #306. Police Interceptors will be leased in 2020. Fire Department equipment is not included in this acquisition.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Conduct Public Hearing to Consider New Club Officer Robert Wayne Currence Sr. for Moose Lodge #1088 at 5927 Concord Blvd.

Meeting Date: January 13, 2020
Item Type: Public Hearing
Prepared by: Rebecca Kiernan
Reviewed by: Joe Lynch
Contact: 651-450-2513

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 new corporate officer Robert Wayne Currence Sr. for Moose Lodge #1088 at 5927 Concord Blvd for Club On-Sale and Sunday Liquor Licenses.

SUMMARY:

Moose Lodge #1088 has requested a change to corporate officers which will amend their Club On-Sale and Sunday Liquor Licenses for the location at 5927 Concord Blvd. The applicant paid the appropriate fees required by City Code and provided all the necessary documentation required for the officer change.

The Police Department conducted a background investigation and found no basis for denial for the officer change.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider the application of an On-Sale, 2 am Liquor, and Sunday Liquor License for Mallards IGH LLC for the premises located at 5681 Blaine Ave Inver Grove Heights, MN 55076 (Located in Inver Grove Marketplace III).

Meeting Date: January 13, 2020
 Item Type: Public Hearing
 Prepared by: Rebecca Kiernan
 Reviewed by: Joe Lynch
 Contact: 651-450-2513

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 the application of an On-Sale, 2 am Liquor and Sunday Liquor License for Mallards IGH LLC for the premises located at 5681 Blaine Ave Inver Grove Heights, MN 55076 (Located in Inver Grove Marketplace III).

SUMMARY:

Mallards IGH LLC has applied for an On-Sale, 2 am Liquor and Sunday Liquor License for Mallards Restaurant for the premises located at 5681 Blaine Ave. The Police Department conducted the requisite background investigation on the applicants and found no basis for the denial of the request. The fees and certificate of insurance has been received. The public hearing was published in the January 12, 2020 issue of the Pioneer Press.

RECOMMENDATION:

Staff recommends approval of both licenses; however, actual issuance of the license(s) would be contingent upon fulfilling all requirements to hold an On-Sale, 2 am Liquor and Sunday Liquor License through the Minnesota Alcohol & Gambling Enforcement Division, and the satisfactory and inspections approvals from the Fire and Building Departments.

ACTION REQUIRED:

Conduct a public hearing and if Council concurs with the staff recommendation, they should pass a motion approving the Liquor License application for Mallards IGH LLC, dba Mallards Restaurant for an On-Sale, 2 am Liquor and Sunday Liquor license through the Minnesota Alcohol & Gambling Enforcement Division, and the satisfactory inspections and approvals from the Fire and Building Departments.

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION**

Consider the application of a Temporary 1 to 4 Day Liquor License for Church of St. Patrick for the premises located at 3535 72nd Street E, Inver Grove Heights, MN 55076.

Meeting Date: January 13, 2020
 Item Type: Regular
 Contact: 651-450-2513
 Prepared by: Rebecca Kiernan
 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

Consider the application of a Temporary 1 to 4 Day Liquor License for Church of St. Patrick for the premises located at 3535 72nd Street E, Inver Grove Heights, MN 55076.

SUMMARY

The Church of St. Patrick has applied for a Temporary 1 to 4 Day Liquor License for the premises located at 3535 72nd Street E. This application would cover the Best Foundation Charity Fundraiser, February 15, 2020. The public hearing notice was published in the January 5, 2020 Pioneer Press.

RECOMMENDATION:

Staff recommends approval however; the organization should work with the Police and Fire Departments for their event.

ACTION REQUIRED:

Conduct public hearing and if Council concurs with the staff recommendation, they should pass a motion approving the application the Church of St. Patrick and submit to the Minnesota Alcohol & Gambling Enforcement Division for approval.

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION****Second Reading of Massage Licensing Requirements**

Meeting Date: January 13, 2020
 Item Type: Regular Agenda
 Contact: Dennis Haugland
 Prepared by: Dennis Haugland
 Reviewed by: Melissa Chiodo

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 second reading of the recommended changes to the massage licensing ordinance (4-8-1). The request is to change existing language and add other amendments to enhance our existing ordinance.

SUMMARY

Police Department staff have been collaborating on the following ordinance change:

4-8-1 MASSAGE BUSINESS AND MASSAGE THERAPIST LICENSES: The proposed ordinance intends to better define massage business and massage therapist licenses.

The ordinance draft was presented to the City Council during a work session discussion on October 7, 2019 and was on the October 28, 2019 regular council meeting agenda. Since the October 28, 2019 meeting additional changes have been made and will be outlined during presentation and are attached for review.

ATTACHMENTS

1. City Code Section 4-8-1 **MASSAGE BUSINESS AND MASSAGE THERAPIST LICENSES** with updated language changes underlined and deleted language struck through.
2. Memo from the City Attorney's Office
3. Existing Provisions of Title 4, Chapter 8 with the proposed amendments into the full text of the ordinance

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 8, SECTION 1, RELATED TO MASSAGE BUSINESS AND MASSAGE
THERAPIST LICENSES**

The City Council of Inver Grove Heights does hereby ordain:

Section 1. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(F)(1)(a)(5) (4-8-1(F)(1)(a)(5)) 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:

(5) Whether the applicant has had an interest ~~in~~, as an individual or as part of a corporation, partnership, association, enterprise, business ~~or~~ firm, or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked, ~~or~~ suspended, or not renewed by the issuing authority within the last five ten (510) years from ~~of~~ the date the license application is submitted to the City issuing authority.

Section 2. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(F)(2)(d) (4-8-1(F)(2)(d)) 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:

(d) Whether the applicant has had an interest ~~in~~, as an individual or as part of a corporation, partnership, association, enterprise, entity, business ~~or~~ firm, or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked, ~~or~~ suspended, or not renewed by the issuing authority within the last five (5) ten (10) years from ~~of~~ the date the license application is submitted to the City issuing authority.

Section 3. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (J) (4-8-1(J)) is hereby amended to add the following language. The underlined text shows the language added to the code:

14. The applicant has had an interest in, as an individual or as part of a partnership, corporation, or other entity, a massage business or individual massage therapist license that was denied, revoked, suspended, recommended for denial, or not renewed by the issuing authority within ten (10) years from the date the license application was submitted to the City.

15. An applicant for or holder of a massage therapist license does not reside within one hundred and fifty (150) miles from the business premises where the massage therapist will be providing or provides therapeutic massage services.

16. An applicant for or holder of a therapeutic massage business license does not have a managing partner or manager of the massage business who resides within one hundred and fifty (150) miles from the location of the business premises.

17. An applicant for or holder of a therapeutic massage business license or their employees or agents refuse to allow an inspection of the massage business premises as authorized by this chapter.

Section 4. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (D) (4-8-1(D)) is hereby amended to add the following language. The underlined text shows the language added to the code:

3. License Transfers. No license may be transferred to another person or entity. Where the ownership of an entity holding a massage business license changes following the issuance of a massage business license, the new owners of the entity must apply for a new massage business license for the business.

Section 5. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (F)(1)(a) (4-8-1(F)(1)(a)) is hereby amended to add the following language. The underlined text shows the language added to the code:

(7) Proof of residency of the managing partner or manager of the massage business within one hundred fifty (150) miles from the location of the business premises.

Section 6. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (F)(2) (4-8-1(F)(2)) is hereby amended to add the following language. The underlined text shows the language added to the code:

k. Proof of residency within one hundred fifty (150) miles from the business premises where the massage therapist will be providing therapeutic massage services.

Section 7. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (K)(2) (4-8-1(K)(2)) is hereby amended to add the following language. The underlined text shows the language added to the code:

k. Restrictions on Food Preparation. Food preparation on-site shall only occur in locations specifically designed for that purpose for which a proper building permit has been obtained.

l. Restrictions on Habitation. The premises of a licensed massage business, other than a massage business legally conducted as a home occupation, shall not contain sleeping quarters or living spaces of any kind intended for habitation. In all massage businesses, including massage businesses legally conducted as a home occupation, no beds, cots, futons or mattresses shall be located in any area where massage services are provided.

m. Restrictions on Window Covering. The exterior windows of a premises where a massage business is located must not be one hundred percent (100%) opaque during hours that the licensed premises is open for business, except for windows in massage rooms and restrooms.

n. Equipment. All therapeutic massage services shall be provided on a raised massage therapy table or chair or on a mat similar to those used in yoga.

o. Posting of Rates and Licenses. Massage businesses shall post rates for all massage services offered at the business as well as the massage business license in a prominent location in the lobby of the business.

p. Compliance with Building and Fire Codes. Massage business premises shall comply with all applicable fire and building code requirements.

Section 8. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(I) is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording:

I. Inspections: In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public, city staff and/or the police department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this chapter. Any search of the licensed premises is subject to reasonableness standards as recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require consent, exigent circumstances, or a search warrant. ~~With reasonable notice, the business records of the licensee, including income tax returns, shall be available for inspection during the hours in which the licensed premises is open for business.~~

Section 9. Amendment. Inver Grove Heights City Code Title 4 Chapter 8, Section 1(K)(2)(j) is hereby deleted in its entirety. The ~~struck-out~~ text shows the deleted wording:

~~j. Restrictions Involving Minors: No person under the age of eighteen (18) shall be permitted at any time to be in or on the licensed premises as a customer, guest, or employee, unless accompanied by his/her parent or guardian.~~

Section 10. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (L)(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:

4. Door Latches And Locks: The front door of any massage business and the doors to individual rooms where massage services are provided shall remain unlocked during all hours of operation, except that interior and exterior doors may remain locked when the business is open if the only persons at the business are a single massage therapist providing massage services and customers receiving massages. ~~Doors on massage therapy rooms shall not be locked or capable of being locked. Locks, latches or other devices intended to secure a door so as to prevent it from being opened by any person from either side of the door with or without a key cannot be present on any doors of rooms intended for massage therapy.~~ (Ord. 1293, 5-26-2015)

Section 11. Amendment. Inver Grove Heights City Code Title 4 Chapter 8 Section 1 (E)(6)(c) 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:

c. Massages are offered at the location no more than twelve (12) ~~ten (10)~~ days per calendar year;

Section 12. 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 _____, 2020.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Rebecca Kiernan, City Clerk

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

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
KENNETH J. RÖHLF
STEPHEN H. FOCHLER
JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCAULEY NASON
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGAM

MEMO

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Bridget Nason, Assistant City Attorney
DATE: January 8, 2020
RE: Second Reading: Massage License Ordinance Revisions

Section 1. Background. Title 4, Chapter 8 of the Inver Grove Heights City Code (“Code”) contains a number of provisions related to the licensing of massage therapists and massage therapy businesses. While Chapter 8 was updated within the past few years, since it was last updated, a number of cities have seen challenges arise with massage business serving as a front for prostitution activities. The attached draft ordinance amends several provisions of Chapter 8 in order to ensure that the City’s code provisions related to the licensing of massage businesses and massage therapists are up to date and provide the City with all of the information necessary for it to make informed decisions related to the issuance of massage business and massage therapist licenses. Additionally, the attached draft amends various provisions of the existing city code which have been identified by existing and potential license holders and staff as requested areas of revision.

Section 2. Key Provisions of Draft Ordinance. The attached draft ordinance includes provisions related to the following key areas:

- A. Licensing History. All applicants are required to provide information regarding any proposed or actual adverse licensing action taken against an individual massage therapist or business license that the applicant has had an interest in within the past ten (10) years.
- B. License Transferability. Clarifies that massage business licenses are non-transferable, and that a change in ownership of the entity holding the license requires approval of a new license.
- C. Residency Requirement. Requires license holders to reside within one hundred fifty (150) miles of the massage business where massage services are provided (massage therapist) or where the business is located (massage business). Business owners may satisfy this

requirement by having an on-site manager who lives within one hundred fifty (150) miles of the licensed premises.

- D. Posting Requirements. Massage therapy businesses are required to prominently post their licenses and rates on the premises of the business.
- E. Increase in Temporary Massage Dates. The number of dates that temporary massage services may be offered at any one location is increased from 10 to 12, per staff request.
- F. Information Requirements. Existing requirements for the provision of certain business records, including tax returns, are eliminated.
- G. Door Locks. Language in the code which prohibits locks on doors to rooms or spaces where massage services are provided is eliminated based on feedback provided to the City from existing license holders.
- H. Age Restriction Removed. Language prohibiting persons who are under 18 from being on the premises of a massage business has been removed to ensure that businesses which provide massage services as well as other services, such as hair and nail services, are not precluded from having individuals under the age of 18 from being on the premises, per the request of a potential license applicant whose spa services will include all of the above services within the same business space.

Section 3. Council Action. The Council will consider the second reading of the following Ordinance at the January 13, 2020 Council meeting:

1. An Ordinance Amending Inver Grove Heights City Code Title 4, Chapter 8, Section 1, Related to Massage Business and Massage Therapist Licenses.

Attachments

INVER GROVE HEIGHTS CITY CODE
TITLE 4, CHAPTER 8
MASSAGE THERAPY

4-8-1: MASSAGE THERAPY REGULATIONS:

A. Purpose: The purpose of this chapter is to prohibit the operation of massage businesses and the offering of massage services to the public except by those licensed as therapeutic massage businesses and massage therapists pursuant to this section. The licensing regulations prescribed herein are necessary in order to protect businesses that are operating legitimate businesses, to prevent criminal activity and to protect the health and welfare of the community. The purpose of this section is not to impose restrictions or limitations on the freedom of protected speech or expression.

B. Findings Of The City Council: The city council makes the following findings regarding the need to license therapeutic massage businesses and massage therapists and to prohibit all other types of massage businesses and services to the public:

1. Persons who have bona fide and standardized training in therapeutic massage, health, and hygiene can provide a legitimate and necessary service to the general public.
2. Health and sanitation regulations governing therapeutic massage businesses and therapists can minimize the risk of the spread of communicable diseases and can promote overall health and sanitation.
3. Establishing license qualifications for therapeutic massage businesses and therapists can minimize the risk that such businesses and persons will facilitate prostitution and other criminal activity in the community.
4. Massage businesses which employ persons with no specialized and standardized training can tax law enforcement services because such businesses are more likely to be operated as fronts for prostitution and other criminal activity than operations established by persons with standardized training.
5. The training of professional massage therapists at accredited institutions is an important means of ensuring the fullest measure of protecting the public health, safety, and welfare.

C. Definitions: The following words and terms when used in this section shall have the following meanings unless the context clearly indicates otherwise:

ACCREDITED INSTITUTION: An educational institution holding accredited status with the United States department of education or Minnesota office of higher education.

ACCREDITED PROGRAM: A professional massage program accredited by the Commission

On Massage Therapy Accreditation (COMTA).

CLEAN: The absence of dirt, grease, rubbish, garbage, and other offensive, unsightly, or extraneous matter.

GOOD REPAIR: Free of corrosion, breaks, cracks, chips, pitting, excessive wear and tear, leaks, obstructions, and similar defects so as to constitute a good and sound condition.

ISSUING AUTHORITY: The city council.

MASSAGE: Any method of pressure on, or friction against, or the rubbing, stroking, kneading, tapping, pounding, vibrating, stimulating, or rolling of the external parts of the human body with the hands or with the aid of any mechanical or electrical apparatus, or other appliances or devices, with or without such supplementary aids as rubbing alcohol, liniment, antiseptic, oil, powder, cream, lotion, ointment, or other similar preparations.

MASSAGE THERAPIST: An individual who practices or administers massage to the public who can demonstrate to the issuing authority that he or she:

1. Has current insurance coverage of one million dollars (\$1,000,000.00) for professional liability in the practice of massage;
2. Is affiliated with, employed by, or owns a therapeutic massage business licensed by the city; and
3. Provides proof that the applicant has met the academic requirements of the issuing authority by providing both of the following:
 - a. A certified copy of a transcript of academic record from an accredited program or accredited institution that has been approved by the issuing authority; and
 - b. A copy of the diploma or certificate of graduation from an accredited program or accredited institution that has been approved by the issuing authority. The accredited program or accredited institution must confirm that the applicant has successfully completed at least five hundred (500) hours of certified therapeutic massage training with content that includes the subjects of anatomy, physiology, hygiene, ethics, massage theory and research, and massage practice from the same accredited program or accredited institution.
4. In lieu of the academic requirement in subsection 3 of this definition, the applicant may provide proof of passage of the national certification exam offered by the National Certification Board For Therapeutic Massage And Bodywork and a minimum of seven (7) years of full time work experience as a massage therapist within the United States. The applicant is still required to provide proof of subsections 1 and 2 of this definition.

OPERATE: To own, manage, or conduct, or to have control, charge, or custody over.

PERSON: Any individual, firm, entity, association, partnership, corporation, joint venture, or combination of individuals.

THERAPEUTIC MASSAGE BUSINESS: An entity which operates a business which hires only massage therapists licensed by the city to provide therapeutic massage to the public. The owner/operator of a therapeutic massage business need not be licensed as a therapeutic massage therapist if he or she does not at any time practice or administer massage to the public. A therapeutic massage business may employ other individuals such as cosmetologists and estheticians, and these individuals are not required to have a massage therapist license as long as they are not providing therapeutic massage to the public.

WITHIN THE CITY: Includes physical presence as well as telephone referrals such as phone-a-massage operations in which the business premises, although not physically located within the city, serves as a point of assignment of employees who respond to requests for the provision of massage services to various locations within the city.

D. License Required:

1. Therapeutic Massage Business License: It shall be unlawful for any person or entity to own, operate, engage in, or carry on, within the city, any type of massage services to the public for compensation without first having obtained a therapeutic massage business license from the city pursuant to this section.
2. Massage Therapist License: It shall be unlawful for any individual to practice, administer, or provide massage services to the public for compensation within the city without first having obtained a personal massage therapist license from the city pursuant to this section.
3. License Transfers. No license may be transferred to another person or entity. Where the ownership of an entity holding a massage business license changes following the issuance of a massage business license, the new owners of the entity must apply for a new massage business license for the business.

E. Exceptions: A therapeutic massage business or massage therapist license is not required for the following persons and places:

1. Persons duly licensed by this state to practice medicine, surgery, osteopathy, chiropractic, physical therapy, or podiatry, provided the massage is administered by the individual in the regular course of the medical business and not provided as part of a separate and distinct massage business.
2. Persons duly licensed by this state as beauty culturists or barbers, provided such persons do not hold themselves out as giving massage treatments and provided the massage by beauty culturists is limited to the head, hand, neck, and feet and the massage by barbers is limited to the head and neck.

3. Persons hired or employed by a person duly licensed by this state pursuant to Minnesota statutes chapters 147, 148, or a dental professional licensed under chapter 150A. Such persons shall only be authorized to provide massage services on the business premises of the employer.
4. Places duly licensed or operating as a hospital, nursing home, hospice, sanatorium, or group home established for the hospitalization or care of human beings.
5. Students of an accredited institution who are performing massage services in the course of a clinical component of an accredited program of study, provided that the students are performing the massage services at the location of the accredited institution and provided the students are identified to the public as students of massage therapy. Students of an accredited institution may perform massage services at clinics or other facilities located outside of the accredited institution provided that they have at least one hundred fifty (150) hours of certified therapeutic massage training at the accredited institution prior to performing the therapy outside of the institution, have proof of liability insurance, and are identified to the public as a student of massage therapy.
6. Persons or organizations providing temporary massage services such as "chair massages" provided the following requirements are met:
 - a. The massage is provided in a place of business where the massage can easily be seen by any employee or visitor on the premises;
 - b. The location does not hold a license to sell alcoholic beverages;
 - c. Massages are offered at the location no more than twelve (12) days per calendar year;
 - d. Each recipient of a massage remains in an upright position, either sitting or standing; and
 - e. Each recipient of a massage remains in the normal daytime attire worn when entering the business and does not remove any clothing except outerwear such as a coat or jacket.

F. License Application: All applicants shall complete and submit the requisite license application form provided by the city and provide all information required therein, as well as comply with providing the following information:

1. Therapeutic Massage Business License Application: An application for a therapeutic massage business license shall be made on a form supplied by the city clerk and shall request the following information:
 - a. All Applicants: For all applicants:
 - (1) The legal description of the premises to be licensed together with a plan of the area showing dimensions, location of buildings, street access, and parking facilities.

- (2) The floor number, street number, suite number(s) and rooms where the massage services are to be conducted.
- (3) Whenever the application is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed. If the plans for design are on file with the city's building and inspection department, no plans need be submitted to the issuing authority.
- (4) All applications for licenses, whether business or individual applications, shall be signed and notarized. If the application is that of a natural person, it shall be signed and notarized by such person; if by a corporation, by an officer thereof; if by an incorporated association, by the manager or officer thereof; if by a limited liability company (LLC), by a member thereof. Any falsification of information on the license application shall result in the denial, suspension or revocation of the license.
- (5) Whether the applicant has had an interest , as an individual or as part of a corporation, partnership, association, enterprise, business firm, or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked suspended, or not renewed by the issuing authority within the last ten (10) years from the date the license application is submitted to the City.
- (6) Such other information as city staff or the city council shall require.
- (7) Proof of residency of the managing partner or manager of the massage business within one hundred fifty (150) miles from the location of the business premises.

b. Individuals: For applicants who are individuals:

- (1) Proof of whether the applicant is a citizen of the United States or a resident alien or has the legal authority to work in the United States.
- (2) Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.
- (3) Names and addresses and contact information including phone numbers and e-mail addresses of the applicant's employers for the preceding five (5) years and dates for such employment.
- (4) Whether the applicant has ever been convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense. If so, the applicant shall furnish information as to the time, place and offense for each conviction.
- (5) Whether the applicant has ever been engaged in the operation of a massage business. If so, applicant shall furnish information as to the name, place and length of time of the involvement in such an establishment.

c. Partnerships: For applicants that are partnerships: the names and addresses of all general and limited partners and all information concerning each general partner as is required in subsection F1b of this section. The managing partners shall be designated and the interest of each general and limited partner in the business shall be disclosed. A true copy of the partnership agreement shall be submitted with the application, and if the partnership is required to file a certificate as to a trade name under Minnesota statutes section 333.02, a certified copy of such certificate shall be submitted. The license shall be issued in the name of the partnership.

d. Corporations And Other Organizations Or Entities: For applicants that are corporations or other types of organizations:

(1) The name of the organization, and if incorporated, the state of incorporation.

(2) A true copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minnesota statutes section 303.02.

(3) The name of the general manager, corporate officers, proprietor, and other person in charge of the premises to be licensed, and all the information about said persons as is required in subsection F1b of this section.

(4) A list of all persons who own or control an interest in the corporation or organization or who are officers of said corporation or organization, together with their addresses and all the information regarding such persons as is required in subsection F1b of this section.

2. Massage Therapist License Application: An application for a massage therapist license shall be made on a form supplied by the city clerk and shall request the following information:

a. The applicant's home telephone and cellphone number.

b. The applicant's physical description, including weight, height, color of eyes, and color of hair. The applicant shall provide a color photocopy of the applicant's driver's license or state issued ID front and back, or any other government issued ID.

c. Whether the applicant has ever been convicted of any felony, crime, or violation of any ordinance other than a minor traffic offense and, if so, the time, place, and offense for each conviction.

d. Whether the applicant has had an interest , as an individual or as part of a corporation, partnership, association, enterprise, entity, business firm or any other entity, in a massage therapist or massage business license that was denied, recommended for denial, revoked suspended, or not renewed by the issuing authority within the last ten (10) years from the date the license application is submitted to the City.

e. Three (3) names, residential and business addresses, and current contact information, including a phone number, for three (3) residents within the metropolitan area, of good moral character, not

related to the applicant or financially interested in the premises of the business, who may be referred to attest to the applicant's character.

- f. Proof of whether the applicant is a U.S. citizen or resident alien or has the legal authority to work in the United States.
- g. Proof that the applicant has met the definition of a massage therapist in this chapter.
- h. Whether the applicant is currently licensed in other communities to perform massage therapy, and if so, where.
- i. Whether the applicant has ever been engaged in the operation of massage services, and if so, information as to the name, place, dates and length of time of the involvement in such an establishment.
- j. Such other information as the city council shall require.
- k. Proof of residency within one hundred fifty (150) miles from the business premises where the massage therapist will be providing therapeutic massage services.

G. License Fee: The fees for therapeutic massage business and massage therapist licenses shall be as set forth by city council resolution. An investigation fee shall be charged for therapeutic massage business licenses and individual massage therapist license. Each application for a license shall be accompanied by payment in full of the required license and investigation fees. An application shall be deemed incomplete unless it is accompanied with the required fees, all documentation required by this chapter, and is completed in its entirety.

H. License Application Investigation: An investigation is required prior to the issuance of any license. No investigation fee in part or whole shall be refunded. Out of state investigations shall require the applicant to pay actual out of pocket expenses. A deposit for an out of state investigation shall be required in advance, pursuant to city council resolution and the applicant shall be refunded any unused deposit upon completion of the investigation. The city council may order and conduct such additional investigation as it deems necessary. Upon completion of the investigation by the police department, the council shall approve or deny the license.

I. Inspections: In light of the high risk of involvement with illegal conduct an establishment providing massage therapy poses to the general public, city staff and/or the police department shall have the right to enter, inspect, and search the licensed premises during the hours in which the licensed premises is open for business to ensure compliance with all provisions of this chapter. Any search of the licensed premises is subject to reasonableness standards as

recognized by the courts; search warrants will be secured when applicable. Any entry into a private residence will require consent, exigent circumstances, or a search warrant.

J. Denial, Suspension Or Revocation: In addition to the grounds found elsewhere in this code, the following reasons may be grounds for the denial, suspension, or revocation of an individual license or business license:

1. The applicant has been convicted of criminal prostitution, similar sex offenses, or other crimes directly related to the offering of massage therapy services or the running of a therapeutic massage business.
2. The applicant is a partnership, corporation, or other entity which has in its employ or is owned by any persons convicted of criminal prostitution, similar sex offenses, or other crimes directly related to the offering of massage therapy services or the running of a therapeutic massage business.
3. The owner, manager, lessee or any of the employees are found to be in control or possession of any alcoholic beverages, narcotic drugs or controlled substances, as defined by state statutes, on the premises.
4. If the holder of a business license fails to maintain with the issuing authority a current list of all employees of such licensed premises. The list shall include all massage therapists licensed under this chapter.
5. A material variance in the actual plan and design of the premises from the plans submitted.
6. There is any fraud, deception, or misstatement on the license application.
7. The owner, manager, lessee, or their employees or any massage therapist, are convicted of any ordinance violation or crime occurring on the licensed premises.
8. The licensed premises are not located in an approved zoning district or otherwise do not meet the health and safety standards found within this code for the licensed premises.
9. The applicant is delinquent upon its payment to the city of taxes, fines, or penalties assessed or imposed against the applicant.
10. The licensed activity is conducted in such a manner as to constitute a breach of the peace, a menace to the health, safety, or welfare of the public, or a disturbance of the peace or comfort of the residents of the city, upon recommendation of the police chief or an appropriate city official.
11. The licensee fails to continuously comply with all conditions required as precedent to approval of the license.

12. Based on the findings of a background investigation, granting a license would be a menace to the safety, health, morals, or welfare of the public.
13. The applicant or licensee is not of good moral character.
14. The applicant has had an interest in, as an individual or as part of a partnership, corporation, or other entity, a massage business or individual massage therapist license that was denied, revoked, suspended, recommended for denial, or not renewed by the issuing authority within ten (10) years from the date the license application was submitted to the City.
15. An applicant for or holder of a massage therapist license does not reside within one hundred and fifty (150) miles from the business premises where the massage therapist will be providing or provides therapeutic massage services.
16. An applicant for or holder of a therapeutic massage business license does not have a managing partner or manager of the massage business who resides within one hundred and fifty (150) miles from the location of the business premises.
17. An applicant for or holder of a therapeutic massage business license or their employees or agents refuse to allow an inspection of the massage business premises as authorized by this chapter.

K. License Restrictions:

1. Posting Of License:

- a. Business License: A therapeutic massage business license issued must be posted in a conspicuous place on the premises for which it is used.
- b. Personal Massage Therapist License: A person licensed as a massage therapist shall post the massage therapist license, along with a color photo, in a conspicuous place on the premises at which the therapist is associated. A massage therapist shall have readily available at all times that therapeutic massage services are rendered a government issued photo identification card.

2. Licensed Premises:

- a. Business License: A therapeutic massage business license is only effective for the compact and contiguous space specified in the approved license application. If, following issuance of the license, the licensed premises is enlarged, altered, or extended, the licensee shall inform the city clerk of the same within ten (10) business days of the enlargement, alteration, or extension. The licensee shall meet with designated city staff who shall confirm that the enlarged, altered, or expanded space is in full compliance with all city regulations, including the building code. If the enlarged, altered, or expanded space is in full compliance with all city regulations, the business license shall be amended to encompass the larger space.

- b. **Massage Therapist License:** A massage therapist license shall entitle the licensed therapist to perform on site massage at a business, public gathering, private home, or other site not on the therapeutic massage business premises. It shall be the continuing duty of each licensee to notify the city clerk, within ten (10) business days, of any change in the information or facts required to be furnished on the application for license and failure to comply with this section shall constitute cause for revocation or suspension of such license.
- c. **Affiliation With Business Required:** A massage therapist shall be employed by, affiliated with, or own a massage business licensed by the city, unless a person or place is specifically exempted from obtaining a therapeutic massage business license pursuant to this section.
- d. **Employment Of Unlicensed Massage Therapists Prohibited:** No therapeutic massage business shall employ or use any person to perform massage who is not licensed as a massage therapist under this section, unless the person is specifically exempted from obtaining a therapist license pursuant to this section.
- e. **Coverage Of Genitals During Massage:** The licensee shall require that the person who is receiving the massage shall at all times have his or her genitals covered with nontransparent material or clothing.
- f. **Therapist Dress Requirements:** Any therapist performing massage shall at all times be dressed professionally.
- g. **Massage Of Certain Body Parts Prohibited:** At no time shall the massage therapist intentionally massage or offer to massage the penis, scrotum, mons veneris, vulva, breasts, or vaginal area of a person.
- h. **Restrictions Regarding Hours Of Operation:** No therapeutic massage business shall be open for business, nor will any therapeutic massage therapist offer massage services, before eight o'clock (8:00) A.M. or after ten o'clock (10:00) P.M. any day of the week. No customers or patrons shall be allowed to remain upon the licensed premises after ten thirty o'clock (10:30) P.M. and before eight o'clock (8:00) A.M. daily. Support activities such as cleaning, maintenance and bookkeeping are allowed outside of business hours.
- i. **Illegal Activities:** In addition to the license restrictions set forth in this chapter, any advertising by a licensee of any potential unlawful or erotic conduct at the licensed establishment or by a licensed massage therapist shall be prohibited. A licensee under this chapter shall be strictly responsible for the conduct of the business being operated in compliance with all applicable laws and ordinances, including the actions of any employee or agent of the licensee on the licensed premises.
- j.
- k. **Restrictions on Food Preparation.** Food preparation on-site shall only occur in locations specifically designed for that purpose for which a proper building permit has been obtained.

- l. Restrictions on Habitation. The premises of a licensed massage business, other than a massage business legally conducted as a home occupation, shall not contain sleeping quarters or living spaces of any kind intended for habitation. In all massage businesses, including massage businesses legally conducted as a home occupation, no beds, cots, futons or mattresses shall be located in any area where massage services are provided.
- m. Restrictions on Window Covering. The exterior windows of a premises where a massage business is located must not be one hundred percent (100%) opaque during hours that the licensed premises is open for business, except for windows in massage rooms and restrooms.
- n. Equipment. All therapeutic massage services shall be provided on a raised massage therapy table or chair or on a mat similar to those used in yoga.
- o. Posting of Rates and Licenses. Massage businesses shall post rates for all massage services offered at the business as well as the massage business license in a prominent location in the lobby of the business.
- p. Compliance with Building and Fire Codes. Massage business premises shall comply with all applicable fire and building code requirements.
- L. Restrictions Regarding Sanitation, Health And Safety:

1. Toilet Room Requirements: A licensed therapeutic massage business shall be equipped with adequate and conveniently located toilet rooms for the accommodation of its employees and patrons. The toilet room shall be well ventilated by natural or mechanical methods and be enclosed with a door. The toilet room shall be kept clean and in good repair and shall be adequately lighted.
2. Paper/Linen Requirements: A licensed therapeutic massage business shall provide single service disposal paper or clean linens to cover the table, chair, furniture, or area on which the patron receives the massage; or in the alternative, if the table, chair, or furniture on which the patron receives the massage is made of material impervious to moisture, such table, chair, or furniture shall be properly sanitized after each massage.
3. Washing Of Hands Required: The licensed business premises shall contain an on site sink. The massage therapist shall wash his or her hands and arms with water and soap, antibacterial scrubs, alcohol, or other disinfectants prior to and following each massage service performed.
4. Door Latches And Locks: The front door of any massage business and the doors to individual rooms where massage services are provided shall remain unlocked during all hours of operation, except that interior and exterior doors may remain locked when the business is open if the only persons at the business are a single massage therapist providing massage services and customers receiving massages. Doors on massage therapy rooms shall not be locked or capable of being locked. Locks, latches or other devices intended to secure a door so as to prevent it from being opened by any person from either side of the door with or without a key cannot be present on any doors of rooms intended for massage therapy. (Ord. 1293, 5-26-2015)

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

ADAMS FRENCH, LLC – CASE NO. 19-45C

Meeting Date: January 13, 2020
 Item Type: Regular Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider the following requests for property located at 7855 Cahill Avenue;

- a) A Resolution relating to a Conditional Use Permit to allow a mini-storage facility.
- b) A Resolution relating to a Conditional Use Permit to allow impervious surface to exceed 25% within the Shoreland Overlay District of Simley Lake.
 - All Require 4/5th's vote.
 - 60-day deadline: February 20, 2020 (second 60 days)

SUMMARY

The applicant is proposing to develop a vacant 3.8 acre parcel with a climate controlled storage facility. The building would be 3 stories containing 105,600 square feet. The building footprint would be approximately 35,000 square feet. The property is located across from the Cahill Plaza. There would be one entrance point onto Cahill lined up directly across from the northly entrance to the Cahill Plaza. Main entrance would face Cahill. There would be a covered entry to the building on the north side and individual doors to units would face the west and south.

ANALYSIS

The property is zoned B-3, General Business and a mini-storage operation is a conditional use in that zoning district. All performance standards have been met.

The applicant has modified the exterior of the building since the Planning Commission meeting. The exterior now consists of metal panels, brick and glass on all four sides of the building. Colors are brown and gray earth tones with white accents. The architecture and color pallet have been changed since the public hearing to blend in more with the surrounding commercial area.

The property is located within the Shoreland Overlay District of Simley Lake. The ordinance limits impervious surface to 25% except that impervious surface can be exceed with a conditional use permit provided the local government has a storm water management plan in place. The proposed site coverage would be 41.7%. The site naturally drains westward down the hill to South Valley Park. No water heads toward Simley Lake. The DNR has reviewed the request and has no comment.

The Engineering Department has reviewed the plans and notes the proposed storm water drainage system meets city standards.

The City Council has approved CUP's for shoreland impervious many times in the past. The Cahill Plaza project and McDonalds have approximately 85-90% impervious coverage with approved CUP's. The Simley High School/Middle School campus has been granted impervious coverage CUP's over the years.

RECOMMENDATION

Planning Staff. Project meets performance standards of the B-3 district and complies with CUP criteria. Staff recommends approval of the project.

Planning Commission. The Commission had considerable discussion regarding the project (see minutes attached). They were concerned about the exterior of the building and did not feel this type of use was appropriate at this location. They wanted Council to have a discussion on mini-storage in general and if additional storage should be allowed. The Planning Commission recommended denial of both applications (6-0).

Attachments: Resolution Approving the Conditional Use Permits for both the mini-storage and impervious surface
Revised building elevation (2 sheets)
Additional information provided by the applicant
Planning Commission Recommendation
Planning Report
Letter from Resident

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A MINI-STORAGE
FACILITY AND TO EXCEED 25% IMPERVIOUS SURFACE WITHIN THE SHORELAND
OVERLAY DISTRICT OF SIMLEY LAKE**

Case No. 19-3345C
(Adams French, LLC)

WHEREAS, the request is for the property located at 7855 Cahill Avenue and legally described as:

**Lot 1, Krech's Valley View, according to the recorded plat, Dakota County,
Minnesota**

WHEREAS, the aforescribed property is zoned B-3, General Business District;

WHEREAS, mini-storage and exceeding 25% impervious surface in a shoreland overlay district are listed as a conditional uses within the B-3, General Business District;

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

WHEREAS, a public hearing concerning the conditional use permit amendment was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on November 6, 2019;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit for both a mini-storage facility and to exceed 25% 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 10/25/19
Grading Plan	dated 10/25/19
Utility Plan	dated 10/25/19
Tree Preservation Plan	dated 10/25/19
Landscape Plan	dated 10/25/19
Lighting/Illumination Plan (2 sheets)	dated 10/4/19
Exterior Elevations	dated 12/4/19

2. All parking lot lighting on site shall be a down cast "shoe-box" style and the bulb shall not be visible from property lines. Any wall lighting shall be directed such that the source of light is hooded, recessed or controlled in some manner so as not to be visible from streets.
3. 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.
4. All signage requires a separate sign permit and shall conform to the sign requirements of the B-3 zoning district.
5. Prior to issuance of building permits, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer. The developer shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence
6. Any roof top and/or ground utility equipment shall be substantially screened from public view.
7. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.

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

Adopted by the City Council of Inver Grove Heights this 13th day of January, 2020.

AYES:

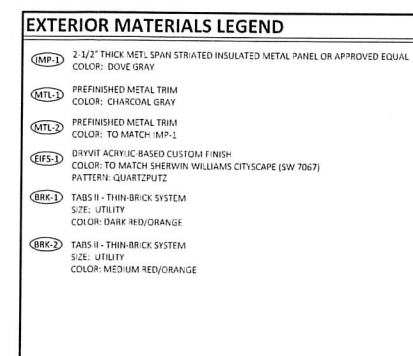
NAYS:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk





1 EAST ELEVATION
A300 1/8" = 1'-0"



C:\Users\Adams French Properties\Cahill Ave_19229\05_Dwg\Project1.M

7855 CAHILL AVE.
INVER GROVE HEIGHTS,
MN 55076

1

1



NOT FOR
CONSTRUCTION

THE ARCHITECT SHALL BE DEEMED THE AUTHORS AND OWNERS OF THEIR RESPECTIVE INSTRUMENTS OF SERVICE AND SHALL RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING COPYRIGHTS OF THE ATTACHED DOCUMENTS.

[illegible]

DRAWING INFORMATION

PROJECT NUMBER: 19229 SADA

DRAWN BY: Author

CHECKED BY: Checker

DATE: 10/01/2019

COMPUTER DIRECTORY:

Path

EXTERIOR BUILDING ELEVATIONS

CITY SUBMITTAL

A300

ADAMS FRENCH

PROPERTY

Project Narrative: 7855 Cahill Ave, Inver Grove Heights MN

Overview:

Adams French Property, LLC is proposing to develop the 3.79 (165,084 SF) parcel at 7855 Cahill Avenue in Inver Grove Heights, Minnesota. Adams French Property is seeking a Conditional Use Permit for the development of a class A, fully climate controlled self-storage facility to serve the residents and businesses of Inver Grove Heights. The site sits across the street to the west from Cahill Plaza. There is a landscaping company that borders the site to the south, with residential uses bordering the site to the north, and park land and a trail to the west.

The proposed facility will consist of a 3-story structure with a total building area of 105,600 GSF, that will yield roughly 77,000 rentable square feet of storage space. This will constitute a \$6+ million-dollar investment in the city of Inver Grove Heights, resulting in a significant increase to the overall tax base. The structure will include an office area of approximately 1,000 SF on the north east corner of the building. The building will be oriented facing Cahill Avenue and is expected to house upwards of 700 storage units that will be accessible via a fully enclosed drive-thru tunnel on the north end of the building. There will also be approximately 32 drive up units on the south and west sides of the building for customers who prefer drive up access.

The existing site is ungraded land which will require rather intensive site work before building construction is to commence following permit approval. The overall construction process would be expected to run 10-12 months with the facility being fully finished and operational within this timeframe. Construction would likely start in the spring of 2020.

The Site:

The site is vacant land that has proven challenging to market. Due to the significant changes in topography, there will be major site work to undertake in order to make this a viable commercial property. Furthermore, once graded, the site will sit below Cahill Avenue, limiting visibility from a retail standpoint. Through soils testing during due diligence, areas of contamination have been identified that must be dealt with and handled properly. Due to these reasons, this site has sat vacant for decades without a viable end user. Adams French Property, LLC has dealt with these challenges before and is willing and able to provide a solution to this challenged piece of ground.

The development of a self-storage use is ideal for this site. Self-storage facilities of the type proposed are viewed as destination uses that can take advantage of less than desirable retail site. As a destination use, location and visibility are less critical. This type of use then leverages the value of the site to its greatest extent under current market conditions and adds a service element to the mixed-use nature of the surrounding area. When compared to other possible users, the low traffic associated with storage will act as a successful buffer to the residential users to the north and west, while at the same time providing a needed service to an underserved community, and a use for the previously vacant land.

Our Customers; Supply and Demand Analysis

Our customers generally live or work within a 3 mile radius of the facility. We serve area residents and small businesses that need enclosed, climate-controlled storage to supplement what they have available at home or at their place of business.

The national supply/demand equilibrium for the self-storage industry is 7.5 square feet of storage per person in any given 3-mile ring. The current 3-mile supply for storage around 7855 Cahill Avenue sits at 3.6 square feet per capita. That is 134,172 square feet of current storage space serving 37,555 people according to the 2017 Census report. This market is currently underserved by 147,490 square feet of storage. The proposed project will provide approximately 77,000 square feet of fully climate controlled, class A storage space for the residents of Inver Grove Heights.

There is only one self-storage facility within 2 miles of the subject property, Greenwood Mini Storage. Located at 6311 Carmen Avenue East in Inver Grove Heights, Greenwood Mini Storage is a class C, non-climate controlled, drive up self-storage facility with multiple buildings representing approximately 45,000 rentable feet of storage in the market.



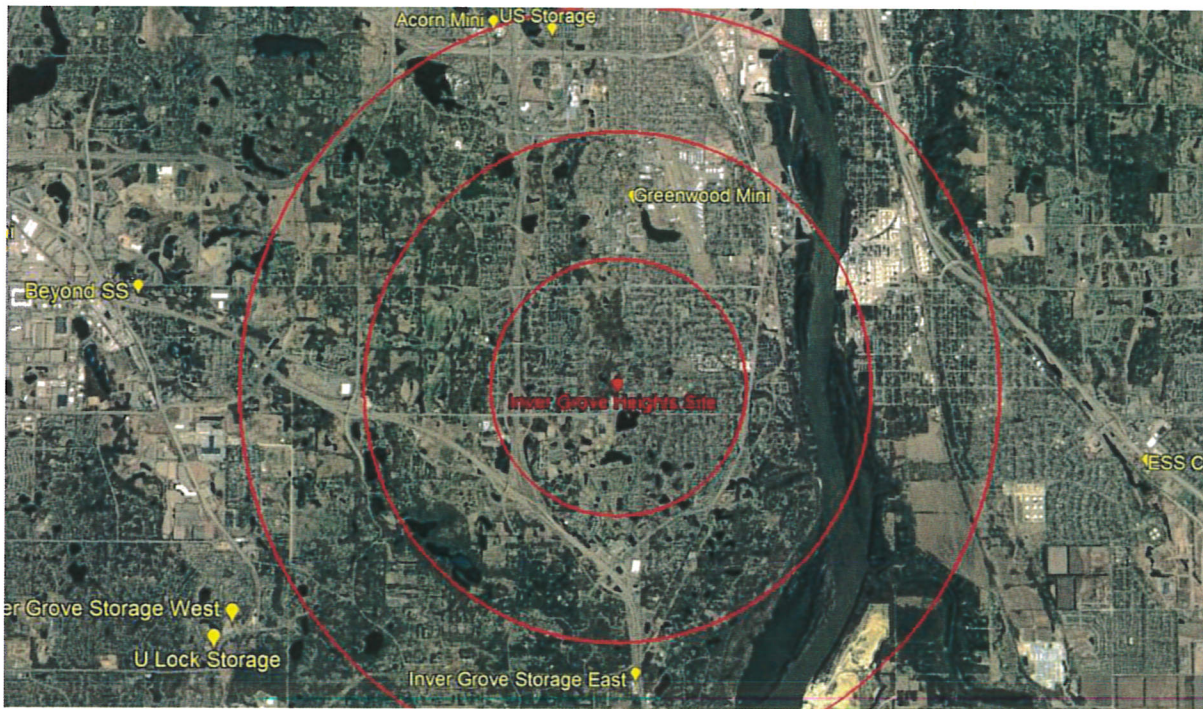
There are only two other facilities located within three miles of the subject property. Inver Grove Storage East is located 2.3 miles to the south of the subject property. Located at 10125 Courthouse Boulevard, Inver Grove Storage East is a class D, non-climate controlled self-storage facility with multiple drive up storage buildings representing approximately 9,500 square feet of rentable storage space in the market. Additionally, this property has approximately 1.6 acres of unpaved parking areas for cars, boats, and RV's as shown in the picture below.



The third storage facility located within 3 miles of the subject property is the US Storage Centers 2.9 miles to the north, located on the northern side of I-494 at 2500 50th Street East, Inver Grove Heights. This facility is the only class A competition in the market that includes climate-controlled storage space. US Storage Centers represents approximately 77,800 rentable square feet of storage in this market.



Self-storage Facilities Map (1, 2, and 3-mile rings)



Thus, there is a real need for a state of the art self-storage facility that we are proposing to serve the Inver Grove Heights community.

Access and Infrastructure:

Access to the property will come directly from Cahill Avenue. The proposed drive lane to the facility will match up to the existing access lane across the street to Cahill Plaza. Storage customers will have the option of right-in or left-in access off Cahill Avenue.

Existing road and utility infrastructure is sufficient to support the project with little modification. Sanitary sewer and water services will tap into the mains on Cahill Avenue. Water services will be separate domestic and fire suppression. A branch from the fire suppression line will service two hydrants on the site. A new hydrant lead is proposed to be tapped from the main. Storm sewer inlets will be placed around the site and convey storm water to the underground infiltration system. The system is designed to provide discharge rate control and volume/infiltration storage per city requirements. The system contains an overflow outlet which will discharge to the landlocked basin, replicating existing runoff patterns.

Building and Site Design

The modern approach for self-storage is starkly different from the storage facilities of the past. Specifically, the new type is fully enclosed in a heated and air-conditioned building that has a quality design and appearance that is intended to be cohesive with retail and office sites in the area. The facility will be state of the art and designed specifically for this site. The primary drive thru loading area will be fully covered and attached onto the north side of the structure. The maximum sized vehicle allowed within this loading area will be limited, by design, to a 40-foot box truck. The exterior of the building will have elements of brick with enhancements including glass and canopy elements along with a combination of EIFS and metal panelized exterior elements. These exterior features will include exterior materials and building articulation that comply with City code requirements.

The property will be further enhanced with landscaping and exterior lighting that will highlight selective areas of the site. The landscaped areas will include grass as well as a combination of shrubs and trees appropriate to the area and acting to screen and buffer the building in relation to adjacent properties. Existing mature trees will be protected and preserved on the west side on the site between the building and the trail and parkland.

Overall, the proposed development has been designed in a way that exceeds the typical standards of the modern storage industry and also makes every effort to enhance the City of Inver Grove. The proposed development will be an asset to the community and will fit in well with the aesthetic and mixed-uses surrounding Cahill Avenue.

Parking

The site will include 10 parking spaces, including one handicap accessible stall, directly off the Cahill Avenue access entryway. Based on industry customer traffic data and anticipated demands of this particular site, the proposed parking capacity will more than satisfy parking demands at any time during operation.

To expound, self-storage facilities are a low intensity use compared to alternative commercial uses. Based on previous studies, on average 40% of self-storage tenants visit their rental unit only a few times a year, 30% visit about once a month, 15% visit twice a month, 9% once a week, and 6% visit a few times a week. We intend to have approximately 700 units in total for rent, so given the percentages above we should average 51 vehicles a day and just shy of 4 per hour during the 15 hours that the facility is open. Of course, trips will not be so evenly dispersed and peak times for visits are expected to be greater, but not more than 7 vehicles at any one time, including employees. After a customer's first visit to their unit for initial unloading and storage, which can take an hour or longer, the length of time that customers are at the facility is generally brief, a half hour or less.

Self-storage properties encounter three types of vehicle flow. The first is employees. Most facilities utilize 2 management personnel on site and require 1 space of parking per employee. The second contributor to vehicle flow is customers of the transactional type. These are customers who are making either their initial visit to complete a new lease agreement or their final visit to close one out. The needs of these customers are satisfied with 3 to 5 standard parking spaces. Because the location of these parking spaces is usually kept close to the location of the on-site management office and are remote

from the actual storage units, customers using these spaces are discouraged from loading and unloading storage units while occupying one of these spaces. Instead, they generally complete their office needs and then relocate their vehicles into a designated loading zone. The third contributor to vehicle flow is currently contracted customers loading and unloading actual storage spaces. These customers load and unload from vehicles that are stopped in designated areas such as loading zones, covered access, etc. All their activity is completed within the footprint of the facility and/or designated loading areas.

Operations

Once completed, the facility will be professionally managed by Extra Space Storage, the top-ranked third-party manager in the public self-storage industry. The facility will have approximately three employees, with a maximum of two employees on site during office hours. Office hours are planned to be 9 AM to 6 PM, Monday through Saturday with building access from 6 AM to 10 PM, Monday through Sunday.

ADAMS FRENCH

P R O P E R T Y

7855 Cahill Ave, Inver Grove Heights MN

Proposed Class A Self Storage Facility

- Adams French Property, LLC is seeking a Conditional Use Permit for development of 7855 Cahill Avenue to build a 105,600 square foot, 3 story, fully climate controlled, state of the art self-storage facility
- The 3.79 acres at 7855 Cahill Avenue has been vacant for decades as a site challenged by topography, use, and environmental issues. Adams French Property is proposing a viable solution to the challenges facing this site
- Adams French Property is committed to investing over \$6M for the project, a significant investment that will increase the overall tax base
- The proposed self-storage facility will be a state-of-the-art facility, with a modern design that redefines expectations for self-storage facilities, and fits seamlessly within the community from use, service, and design standpoints.
- Self-Storage is an extremely low traffic operation, and a quiet use that acts as an ideal commercial buffer to nearby residential areas.
- A competitive study of the 3-mile ring around 7855 Cahill Avenue shows that the City of Inver Grove Heights is significantly undersupplied with only 3 facilities resulting in 3.6 square feet of storage per capita. The national supply/demand equilibrium for storage is 7.5 square feet per capita. Storage customers generally live or work within 3 miles of the facility.
- The existing supply of storage in Inver Grove Heights is significantly dated, providing extremely low-quality product to the residents and businesses of Inver Grove Heights.

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: November 6, 2019

SUBJECT: **ADAMS FRENCH PROPERTY, LLC – CASE NO. 19-45C**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a conditional use permit to exceed the 25% maximum impervious surface allowed in the shoreland district and a conditional use permit to allow a mini-storage facility to be constructed on the property located at 7855 Cahill Avenue. 87 notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the property is zoned B-3, General Business. The applicant is proposing to develop a 3.8-acre parcel with a three-story, 105,600 square foot climate-controlled storage facility, which is a conditional use in the B-3 zoning district. The property is contained within the Shoreland Overlay District of Simley Lake. Total impervious surface on the lot would exceed the maximum allowed; however, a conditional use permit may be issued if the City has a stormwater management plan in place, which it does. This site also naturally drains into South Valley Park and away from Simley Pond. Mr. Hunting showed a rendering of the proposed building which was a combination of metal, prefabricated brick, and block. The DNR reviewed the request and had no comments. Commissioners were given two emails from residents who had concerns with the project. Commissioners also received a traffic report showing that mini-storage facilities are low traffic generators. Staff recommends approval of the two requests.

Commissioner Robertson asked how long this property had been for sale.

Mr. Hunting was not sure of the exact amount of time, but believed it was quite a few years. The only application he recalled receiving for this property was approximately 15 years ago.

Commissioner Niemioja asked if the City Council had provided any opinions on allowing more storage facilities in response to the Planning Commission's concern about the number of units in the city.

Mr. Hunting replied that staff had not yet broached the subject to Council but would likely bring it to them at a work session in the coming winter months.

Commissioner Niemioja asked for clarification that there were 11 existing storage facilities in the city.

Mr. Hunting was not sure offhand of the exact number.

Opening of Public Hearing

Max French, Adams French Properties, advised he was available to answer any questions.

Commissioner Scales asked the applicant if he read and understood the staff report.

Mr. French replied in the affirmative.

Commissioner Simon asked how large the internal storage units would be.

Mr. French replied that the average unit would be 100 square feet, with some being larger and the smallest being 250 square feet. All units would be heated and air conditioned, but not refrigerated.

Commissioner Simon asked how items were transported to the upper floors.

Mr. French replied that they will provide a covered loading zone on the north side of the building that can accommodate a 40-foot box truck. Customers can unload their items at the sliding glass doors and move them to their unit using carts and a large hospital-sized elevator.

Commissioner Robertson noted that from Cahill Avenue people would see an industrial-looking building whereas some building fronts have a more aesthetically appealing view from the street with a front entry, etc.

Commissioner Weber noted that because the building would sit below street level, the building would likely look more like a two-story building.

Mr. French advised that the building would sit five feet below street level.

Commissioner Robertson replied that her concern was with the aesthetics of the building rather than the height.

Bill McLean, 7935 Boyd Avenue, suggested that rather than giving them a conditional use permit for impervious surface, the applicants should shrink the building, re-orient it, and make the front more aesthetically appealing with a brick façade. He did not believe the proposed building was a good fit for this neighborhood and asked for clarification on details of the stormwater management system.

Robbie Latta, Civil Site Group, advised that a large underground infiltration basin would be installed along the western drive aisle and would meet all City requirements.

Commissioner Scales closed the public hearing.

Planning Commission Discussion

Commissioner Robertson stated although the property had been for sale for a number of years and would generate minimal traffic, she struggled with approving the request because of the industrial look of the building and the image it would present along Cahill, the City's main corridor.

Commissioner Niemioja stated in her opinion the proposed building was aesthetically a mismatch for this neighborhood and was not a good fit next to the high school, residential

properties, park, etc. She would prefer something that would generate more traffic as it would help the businesses in the area, and she was not necessarily opposed to the conditional use permit request.

Commissioner Simon asked the developers if they would consider modifying the front façade.

Commissioner Scales stated that designing the building was not what Commissioners were being asked to do.

Commissioner Simon agreed, stating that was why she was asking the applicant if it was something they would consider. She asked staff for direction.

Mr. Hunting stated the Commission could suggest the request be tabled to allow time for the developer to redesign the front of the building, or they could make a recommendation tonight and move the request forward.

Commissioner Scales struggled with whether this was the right type of business for this area.

Commissioner Niemioja agreed that finding the right fit was important regardless of how long the property had been for sale.

Commissioner Kramer stated he struggled with this request because although it complied with zoning requirements, he did not think it was a good fit for the Cahill corridor and therefore he would likely vote against it. He would prefer to see an office building or multiple-family housing development that would benefit from the park setting to the west.

Planning Commission Recommendation

Motion by Commissioner Robertson to deny the request for a conditional use permit to exceed the 25% maximum impervious surface allowed in the shoreland district and a conditional use permit to allow a mini-storage facility to be constructed on the property located at 7855 Cahill Avenue.

Mr. Hunting advised that a basis for denial should be stated.

Commissioner Robertson added that her motion to deny was based upon the fact that the proposed storage facility was not a good fit for what is considered the City's main corridor.

Commissioner Weber questioned whether exceeding the impervious surface should be added as a basis for denial.

Commissioner Robertson replied that with the Cub center across the street she did not feel that was a valid basis.

Second by Commissioner Weber.

Motion carried (6/0).

PLANNING REPORT

CITY OF INVER GROVE HEIGHTS

CASE NO: 19-45C

APPLICANT: Adams French Property, LLC

PROPERTY OWNER: KTTN, LLC

REQUEST: Conditional Use Permit

HEARING DATE: November 6, 2019

LOCATION: 7855 Cahill Avenue

COMPREHENSIVE PLAN: CC, Community Commercial

ZONING: B-3, General Business

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant is proposing to develop an approximately 3.8 acre parcel with a climate controlled storage facility. The improvements consist of one three-story building of approximately 105,600 gross square feet. There is no outdoor storage proposed. There would be an enclosed entry/loading area on the north side of the building. There are individual exterior doors to individual units on the west and south sides of the building. There would be access circulation around the entire building and parking would be located on the east side.

The property is contained within the Shoreland Overlay District of Simley Lake. Total impervious surface on the lot would exceed the maximum allowed, except that a conditional use permit may be issued if the City has a storm water management system in place.

The specific requests consist of the following:

- a) A Conditional Use Permit for a Mini-storage Facility
- b) A Conditional Use Permit to exceed 25% impervious surface within the Shoreland Overlay District of Simley Lake.

EVALUATION OF THE REQUEST

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

North: Single family home; zoned R-1C; guided LDR

East: Commercial; zoned B-3/PUD; guided CC, Community Commercial

West: South Valley Park; zoned P; guided Public Open Space

South: Commercial; zoned B-3; guided CC

CONDITIONAL USE PERMIT FOR MINI-STORAGE

Setbacks. The proposed building meets all required setbacks including the 75 foot setback from residential along the north boundary.

The parking lot complies with all required setbacks.

Parking. Parking for the proposed site consists of 10 parking stalls located on the east side of the property. The zoning code does not have any specific parking requirements for ministorage facilities. Staff reviewed the parking based on the applicants need; the applicant stated there would typically be maximum two employees on site. Unless they are inquiring about the facility, customers are typically parked by the storage unit they are renting. Staff is comfortable with the parking provided.

Access. The project is proposed with one access point onto Cahill Avenue directly across the street from the northern entrance to Cahill Plaza on the east side of the street.

Landscaping/Tree Protection. The site is wooded and qualifies as a woodland. The ordinance allows up to 60% removal of significant trees before any reforestation is required. There will be some tree removal in the building pad area of the site. The majority of the trees are located along the steep slopes on the west side of the site and these will be retained. The plans identify only 33% of the significant trees would be removed.

Landscaping is proposed primarily along the front of the building and along the north boundary. There are some plantings located on the south boundary. Plantings contain a mix of deciduous and coniferous trees.

Building Materials. The proposed building consists of a mix of metal panels, cement siding panels and face brick. All materials proposed comply with ordinance standards. The building height to the top of parapet is 33.5 feet. Maximum height in the Shoreland District is 35 feet. Building complies with height restrictions.

Engineering. Engineering has reviewed plans and finds the design acceptable. There will still be some technical detail elements to be worked out before any permits can be issued.

Lighting. A lighting and illumination plan has been submitted which identifies all lighting will be using down cast style fixtures on the light poles and building. The illumination pattern complies with the zoning code maximums.

Roof Top Screening. The code requires all rooftop and ground mounted mechanical equipment to be screened 100% from view of the public. No screening details are provided with the building elevations as this type of detail is typically not worked out and designed until the building plans are ready to be submitted for permit review. A standard condition of approval is that the building design complies with the rooftop screening requirement.

General conditional use permit criteria review

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

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

The use is consistent with the goals, policies, and plans of the Comprehensive Plan. The future land use of this parcel is community commercial; mini-storage is consistent with the uses envisioned in this district.

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

The applicant's property is zoned B-3, General Business District. The land use of mini-storage is consistent with the intent of this commercial district.

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

The use would be low intensity and would not generate noise, odors, high traffic volumes, etc. that would have an impact on existing or planned properties.

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

The proposed improvements do not appear to have any negative effects on City facilities or services. Engineering, Fire, and Inspection Departments would review and approve plans for code compliance prior to any improvements being done on the property.

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

- i. *Aesthetics/exterior appearance*

The proposed building materials comply with code requirements.

ii. Noise

The proposed building would be a low noise generator.

iii. Fencing, landscaping and buffering

The applicant is providing landscaping and preserving existing trees to buffer the site.

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 layout appears to be laid out appropriately taking advantage of the buildable areas of the lot and retain vegetation on the undisturbed areas. The use would be a low traffic generator and general operating hours would not conflict with surrounding land uses.

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. Required erosion control plans and stormwater treatment plan will treat runoff from the property.

CONDITIONAL USE PERMIT TO EXCEED 25% IMPERVIOUS SURFACE

The site is within the shoreland overlay of Simley Lake or DNR Lake #19-34. Impervious surface coverage is limited to 25% of the lot. This may be increased by conditional use provided the City has approved and implemented a stormwater management plan affecting the subject site.

Proposed total impervious surface would equal to 41.7% of the site.

The DNR has reviewed the plans and they have no comment on the request.

The lot naturally all slopes to the west and so all the natural and proposed storm water would flow down to South Valley Park. None of the site drains towards Simley Lake, so there would be no impacts to the lake with the development of this site.

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:
- o Approval of a Conditional Use Permit for a 105,600 square foot mini-storage facility and to exceed 25% impervious surface in the Shoreland Overlay 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 10/25/19
Grading Plan	dated 10/25/19
Utility Plan	dated 10/25/19
Tree Preservation Plan	dated 10/25/19
Landscape Plan	dated 10/25/19
Lighting/Illumination Plan (2 sheets)	dated 10/4/19
Exterior Elevations & Floor Plans	dated 10/7/19
 - 2. All parking lot lighting on site shall be a down cast “shoe-box” style and the bulb shall not be visible from property lines. Any wall lighting shall be directed such that the source of light is hooded, recessed or controlled in some manner so as not to be visible from streets.
 - 3. 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.
 - 4. All signage requires a separate sign permit and shall conform to the sign requirements of the B-3 zoning district.
 - 5. Prior to issuance of building permits, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer. The developer shall meet the conditions outlined in the City Engineers review letters and subsequent correspondence
 - 6. Any roof top and/or ground utility equipment shall be substantially screened from public view.
 - 7. An improvement agreement, stormwater agreements, and other agreements related thereto, shall be required to be executed between the City and the developer. The

contract will address specific site improvements and parties responsible for improvements and will require financial surety for the landscaping and any other public improvements that may be necessary.

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

RECOMMENDATION

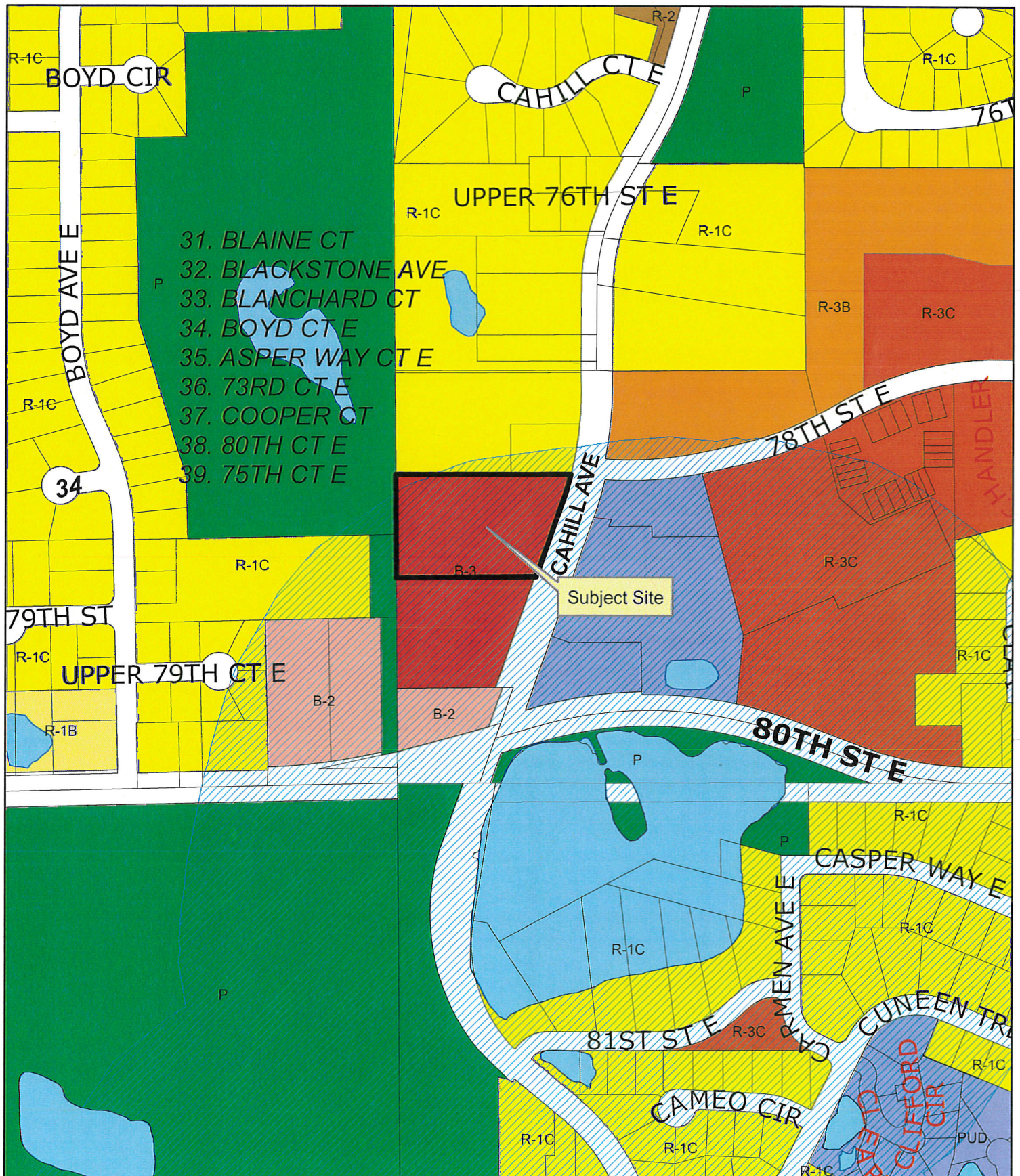
Staff recommends approval of the applications subject to the conditions listed in the report.

Attachments: Location Map
Applicant Narrative
Site Plan
Grading Plan
Utility Plan
Tree Preservation Plan
Landscape Plan
Lighting/Illumination Plan (2 sheets)
Exterior Elevation and Floor Plans



Location Map

Case No. 19-45C



Adams French Property, LLC

Project Narrative: 7855 Cahill Ave, Inver Grove Heights MN

Overview:

Adams French Property, LLC is proposing to develop the 3.79 (165,084 SF) parcel at 7855 Cahill Avenue in Inver Grove Heights, Minnesota, which is currently vacant land. Adams French Property is seeking a Conditional Use Permit and Major Site Plan Review for the development of a class A, fully climate controlled self-storage (ministorage) facility to serve the residents and businesses of Inver Grove Heights. A Conditional Use Permit is also requested to allow this development with more than 25% impervious surface within the Shoreland Management Overlay District. The site sits across the street to the west from Cahill Plaza. There is a landscaping company that borders the site to the south, with residential uses bordering the site to the north and park land and a trail to the west.

Site Improvements:

The proposed facility will consist of a 3-story structure with a total building area of 105,600 GSF. The structure will include an office area of approximately 1,000 SF on the north east corner of the building. The building will be oriented facing Cahill Avenue and is expected to house upwards of 700 storage units. Most of the units will be accessed via a fully enclosed drive-thru tunnel on the north end of the building. Individual drive-up storage units will line the west and south side of the building and be accessed via a driveway that will loop around the building.

Property Features/Enhancements:

Access to the property will come directly from Cahill Avenue. The proposed driveway into the site will align with the existing access point across the street to Cahill Plaza. Storage customers will have the option of right-in or left-in access off Cahill Avenue.

The new structure will include a state of the art, fully climate controlled, self-storage facility designed specifically for this site. The primary drive thru loading area will be fully covered and attached onto the north side of the structure. The maximum sized vehicle allowed within this loading area will be limited, by design, to a 40-foot box truck. The exterior of the building will have elements of brick with enhancements including glass and canopy elements, along with a combination of EIFS and metal panelized exterior elements. The exterior materials and building articulation will comply with City code requirements.

The property will be further enhanced with landscaping and exterior lighting that will highlight selective areas of the site. The landscaped areas will include grass as well as a combination of new shrubs and trees appropriate to the area that will screen and buffer the building in relation to adjacent properties. Existing mature trees will be protected and preserved on the west side of the site between the building and the trail and parkland.

Existing road and utility infrastructure is sufficient to support the project with little modification. Sanitary sewer and water services will tap into the mains on Cahill Avenue. Water services will be separate for domestic use and fire suppression. A branch from the fire suppression line will service two hydrants on the site. A new hydrant lead is proposed to be tapped from the main. Storm sewer inlets will be placed around the site and convey storm water to the underground infiltration system. The system is designed to provide discharge rate control and volume/infiltration storage per city requirements. The system contains an overflow outlet which will discharge to the landlocked basin, replicating existing runoff patterns. During construction, erosion control measures will include silt fence and storm sewer inlet protection at the site areas that receive runoff.

Operations

Once completed, the facility will be professionally managed by Extra Space Storage, the top-ranked third-party manager in the public self-storage industry. The facility will have approximately three employees, with a maximum of two employees on site during office hours. Office hours are planned to be 9 AM to 6 PM, Monday through Saturday with building access from 7 AM to 10 PM, Monday through Sunday.

Parking

The site will include 10 parking spaces, including one handicap accessible stall, directly off the Cahill Avenue access entryway. Based on industry customer traffic data and anticipated demands of this particular site, the proposed parking capacity will more than satisfy parking demands at any time during operation.

To expound, self-storage facilities are a low intensity use compared to alternative commercial uses. Based on previous studies, on average 40% of self-storage tenants visit their rental unit only a few times a year, 30% visit about once a month, 15% visit twice a month, 9% once a week, and 6% visit a few times a week. We intend to have approximately 700 units in total for rent, so given the percentages above we should average 51 vehicles a day and just shy of 4 per hour during the 15 hours that the facility is open. Of course, trips will not be so evenly dispersed and peak times for visits are expected to be greater, but rarely more than 7 vehicles at any one time, including employees. After a customer's first visit to their unit for initial unloading and storage, which can take an hour or longer, the length of time that customers are at the facility is generally brief, a half hour or less.

Self-storage properties encounter three types of vehicle flow. The first is employees. Most facilities utilize 2 management personnel on site and require 1 space of parking per employee. The second contributor to vehicle flow is customers of the transactional type. These are customers who are making either their initial visit to complete a new lease agreement or their final visit to close one out. The needs of these customers are satisfied with 3 to 5 standard parking spaces. Because the location of these parking spaces is usually kept close to the location of the on-site management office and are remote from the actual storage units, customers using these spaces are discouraged from loading and unloading storage units while occupying one of these spaces. Instead, they generally complete their office needs and then relocate their vehicles into a designated loading zone. The third contributor to vehicle flow is

currently contracted customers loading and unloading actual storage spaces. These customers load and unload from vehicles that are stopped in designated areas such as loading zones, covered access, in front of drive up units, etc. All their activity is completed within the footprint of the facility and/or designated loading areas.

Timing

The existing site is vacant (except for a small garage), ungraded land which will require rather intensive site work before building construction is to commence following permit approval. The overall construction process is expected to run 10-12 months, with the facility being fully finished and operational within this timeframe. Construction will likely start in the spring of 2020.

Public Benefit

The project will provide a needed service to the community that is currently underserved by self-storage in this area. Inclusion of these services on this site will allow the development to expand the overall tax base. Further, it will provide a viable use on a challenged and undeveloped site, which has been faced with a host of market related challenges in trying to secure a viable end user. A self-storage use is ideal for this site. When compared to other possible uses, the low traffic associated with storage will make it a good buffer to the residential users to the north, while at the same time providing a needed service to an underserved community, and a use for the currently vacant land.

Self-storage facilities of the type proposed are viewed as destination uses that can take advantage of less than desirable sites, when considered from a traditional retail perspective. As a destination use, location and visibility, which are not ideal for this site, are less critical. This type of use then leverages the value of the site to its greatest extent under current market conditions and adds a service element to the mixed-use nature of the surrounding area.

The modern approach for self-storage is starkly different from the storage facilities of the past. Specifically, the new type is fully enclosed in a heated and air-conditioned building that has a quality design and appearance that is designed to be cohesive with retail and office sites in the area. As proposed, the building materials and forms include brick cladding, accent elements, façade articulation and glazing that all relate to the adjacent developments. This modern type of storage provides a clean, safe and secure environment for customers.

Overall, the proposed development has been designed in a way that exceeds the typical standards of the modern storage industry. The proposed development will be an asset to the community and will fit in well with the aesthetic and mixed-uses surrounding Cahill Avenue.

PRELIMINARY:
NOT FOR
CONSTRUCTION

PROJECT CAHILL AVE STORAGE

7855 CAHILL AVE, INVER GROVE HEIGHTS, MN 55076

ADAMS-FRENCH PROPERTY, LLC.
EYESTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46204

I HEREBY CERTIFY THAT THIS PLAN,
SPECIFICATION, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY
LICENSED PROFESSIONAL ENGINEER
UNDER THE LAWS OF THE STATE OF
MINNESOTA.


Matthew R. Pavuk
DATE 10/07/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY	
DATE	DESCRIPTION
10/20/11	CITY SUBMITTAL
10/25/11	CITY RESUBMITTAL

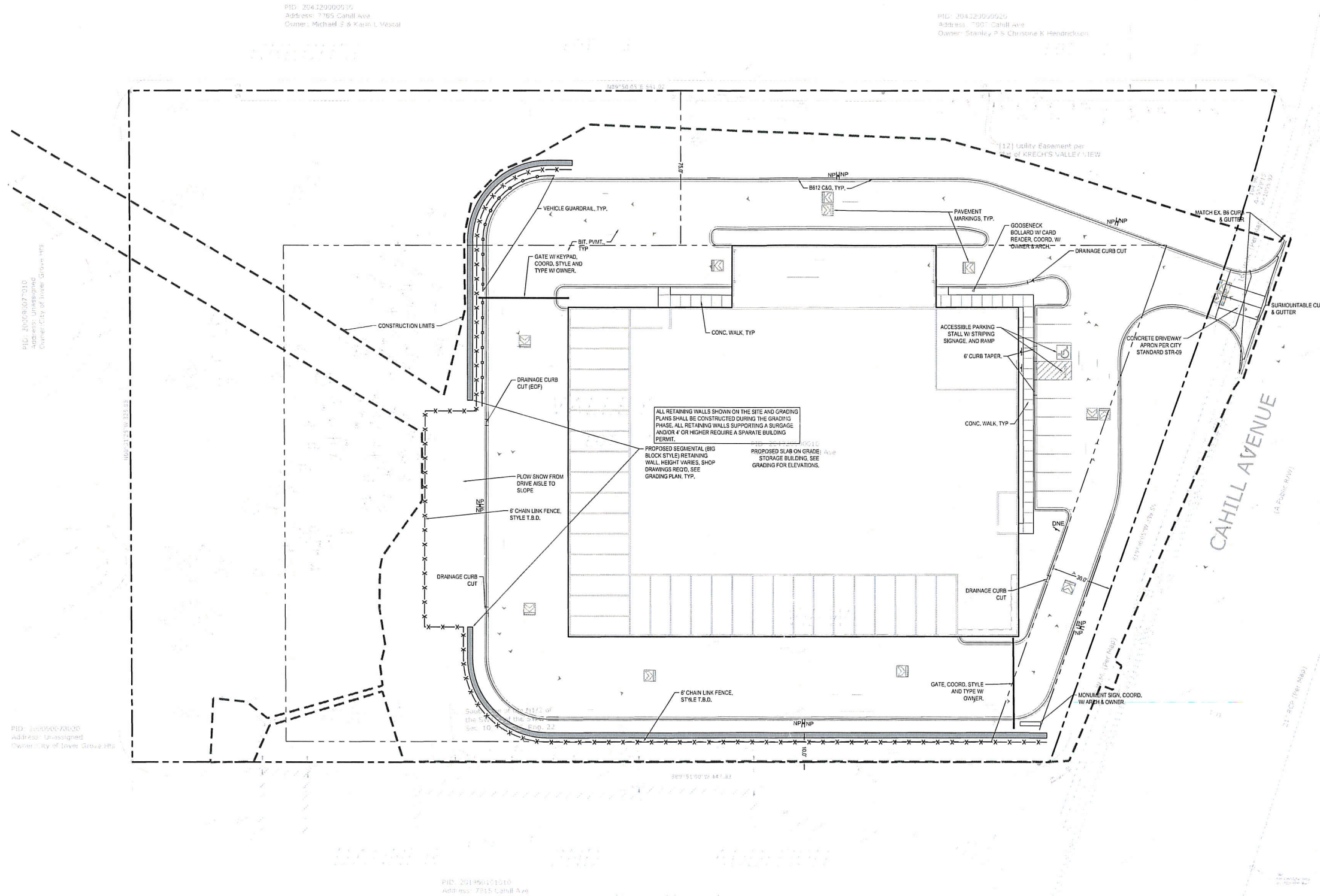
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SITE PLAN

C2.0

© COPYRIGHT CML SITE GROUP INC.



1. CONTRACTOR SHALL VERIFY LOCATIONS AND LAYOUT OF ALL SITE ELEMENTS PRIOR TO BEGINNING CONSTRUCTION, INCLUDING BUT NOT LIMITED TO, LOCATIONS OF EXISTING AND PROPOSED PROPERTY LINES, EASEMENTS, SETBACKS, UTILITIES, EROSION PREVENTION, AND CONTRACTOR IS RESPONSIBLE FOR FINAL LOCATIONS OF ALL ELEMENTS FOR THE SITE. ANY REVISIONS REQUIRED AFTER COMMENCEMENT OF CONSTRUCTION DUE TO DISCREPANCIES SHALL BE CORRECTED AT NO ADDITIONAL COST TO OWNER. ADJUSTMENTS TO THE LAYOUT SHALL BE APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF MATERIALS & STAKE LAYOUT FOR APPROVAL.
2. THE CONTRACTOR SHALL OBTAIN ALL NECESSARY PERMITS PRIOR TO CONSTRUCTION INCLUDING A RIGHT-OF-WAY AND STREET OPENING PERMIT.
3. THE CONTRACTOR SHALL VERIFY RECOMMENDATIONS NOTED IN THE GEO TECHNICAL REPORT PRIOR TO INSTALLATION OF SITE IMPROVEMENT MATERIALS.
4. CONTRACTOR SHALL FIELD VERIFY COORDINATES AND LOCATION DIVISIONS OF THE BUILDING AND STAKE FOR REVIEW AND APPROVAL BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO INSTALLATION OF FOOTING MATERIALS.
5. LOCATIONS OF STRUCTURES, ROADWAY PAVEMENTS, CURBS AND GUTTERS, BOLLARDS, AND WALKS ARE APPROXIMATE AND

SHALL BE STAKED IN THE FIELD, PRIOR TO INSTALLATION. FOR REVIEW AND APPROVAL, BY THE ENGINEER/LANDSCAPE ARCHITECT.

CURB DIMENSIONS SHOWN ARE TO FACE OF CURB. BUILDING DIMENSIONS ARE TO FACE OF CONCRETE FOUNDATION. LOCATION OF CURB IS TO BUILDING FOUNDATION AND SHALL BE AS SHOWN ON THE PLAN.

THE CONTRACTOR SHALL SUBMIT SHOP DRAWINGS OR SAMPLES AS SPECIFIED FOR REVIEW AND APPROVAL, BY THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO FABRICATION FOR ALL PREFABRICATED SITE IMPROVEMENT MATERIALS SUCH AS, BUT NOT LIMITED TO THE FOLLOWING: FURNISHINGS, PAVEMENTS, WALLS, RAILINGS, BENCHES, FLAGPOLES, LANDING PADS FOR CURB RAMPS, AND LIGHT AND POLES. THE OWNER RESERVES THE RIGHT TO REJECT INSTALLED MATERIALS NOT APPROVED BY THE ARCHITECT.

PEDESTRIAN CURB RAMPS SHALL BE CONSTRUCTED WITH TRUNCATED CONE LANDING AREAS IN ACCORDANCE WITH A.D.A. REQUIREMENTS-SEE DETAIL.

CROSSWALK STRIPING SHALL BE 24" WIDE WHITE PAINTED LINE, SPACED 48" ON CENTER PERPENDICULAR TO THE FLOW OF TRAFFIC. WIDTH OF CROSSWALK SHALL BE 5' WIDE. ALL OTHER TRAFFIC MARKINGS SHALL BE IN ACCORDANCE WITH A.D.A. REQUIREMENTS UNLESS OTHERWISE NOTED OR REQUIRED BY ADA OR LOCAL.

CURB TYPES-SEE DETAIL.

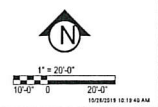
1. ALL CURB RADIi ARE MINIMUM 3' UNLESS OTHERWISE NOTED.
2. CONTRACTOR SHALL REFER TO FINAL PLAT FOR LOT BOUNDARIES, NUMBERS, AREAS AND DIMENSIONS PRIOR TO SITE IMPROVEMENTS.
3. FIELD VERIFY ALL EXISTING SITE CONDITIONS, DIMENSIONS.
4. PARKING IS TO BE SET PARALLEL OR PERPENDICULAR TO EXISTING BUILDING UNLESS NOTED OTHERWISE.
5. ALL PARKING LOT STRIP STRIPINGS TO BE WHITE, 4" WIDE TYPE.
6. BITUMINOUS PAVING TO BE "LIGHT DUTY" UNLESS OTHERWISE NOTED. SEE DETAIL SHEETS FOR PAVEMENT SECTIONS.
7. ALL TREES THAT ARE TO REMAIN ARE TO BE PROTECTED FROM DAMAGE WITH A CONSTRUCTION FENCE AT THE DRIP LINE. SEE LANDSCAPE DOCUMENTS.

1. RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

SITE AREA CALCULATIONS				
	EXISTING CONDITION		PROPOSED CONDITION	
BUILDING COVERAGE	1,222 SF	0.7%	38,200 SF	23.1%
ALL PAVEMENTS	3,654 SF	2.2%	39,556 SF	24.0%
ALL NON-PAVEMENTS	160,208 SF	97.0%	87,328 SF	52.9%
TOTAL SITE AREA	165,084 SF	100.0%	165,084 SF	100.0%
IMPERVIOUS SURFACE				
EXISTING CONDITION	4,876 SF	3.0%		
PROPOSED CONDITION	77,756 SF	47.1%		
DIFFERENCE (EX. VS PROP.)	72,880 SF	44.1%		

	LIGHT DUTY BITUMINOUS PAVEMENT. SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & WEAR COURSE DEPTH. SEE DETAIL.
	CONCRETE PAVEMENT AS SPECIFIED (PAD OR WALK) SEE GEOTECHNICAL REPORT FOR AGGREGATE BASE & CONCRETE DEPTHS. SEE DETAIL.
	PROPERTY LINE
	CONSTRUCTION LIMITS
	CURB AND GUTTER-SEE NOTES (T.O.) TIP OUT WHEREVER APPLICABLE-SEE PLAN

SIGN AND POST ASSEMBLY, SHOP DRAWINGS REQUIRED.
HC = ACCESSIBLE SIGN
NP = NO PARKING FIRE LANE
DNE=DO NOT ENTER



PRELIMINARY:
NOT FOR
CONSTRUCTION

PROJECT
CAHILL AVE STORAGE
7855 CAHILL AVE, INVER GROVE HEIGHTS, MN 55076
ADAMS-FRENCH PROPERTY, LLC.
9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

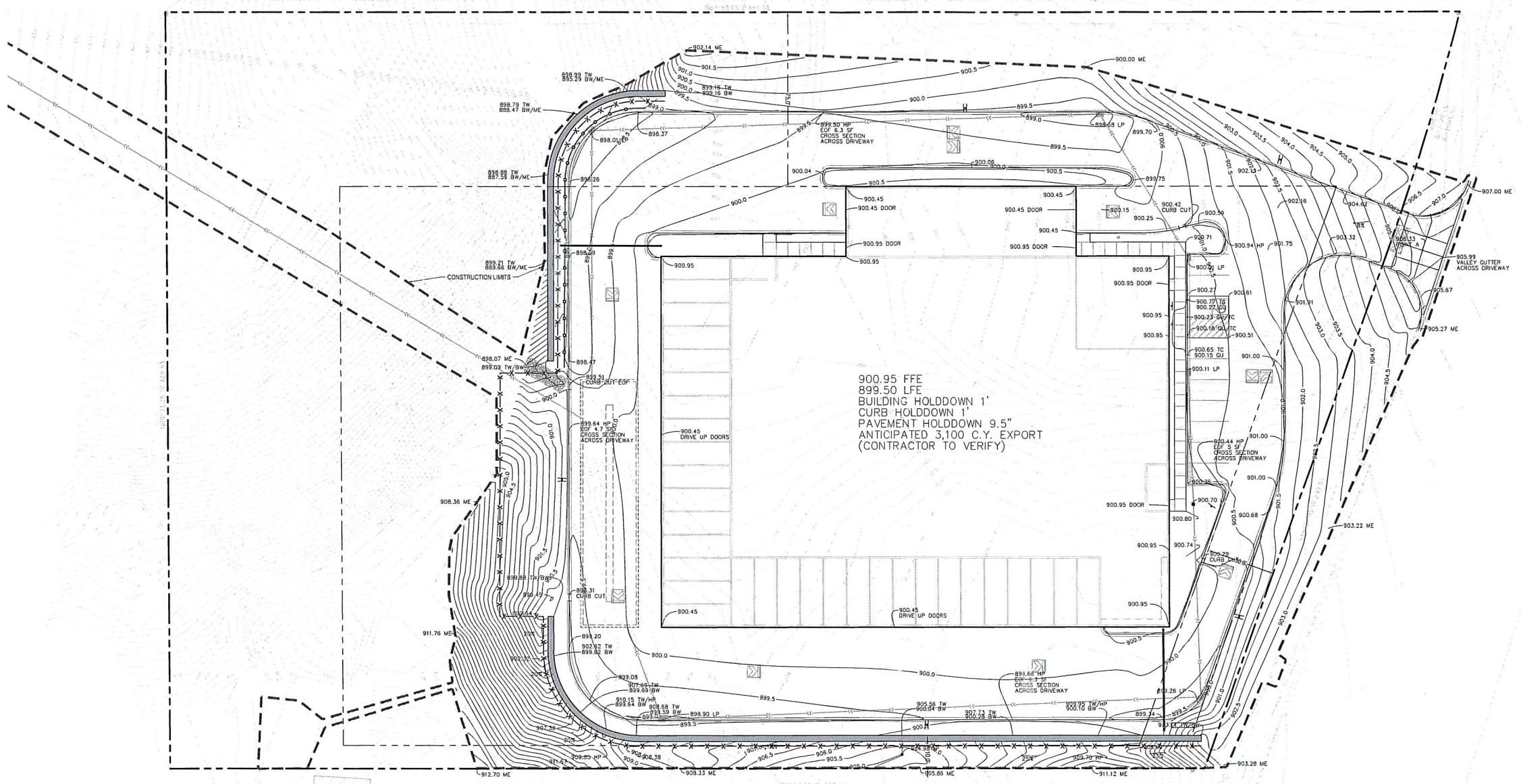
Matthew R. Peyer
DATE 10/07/19 LICENSE NO. 44263

ISSUE/SUBMITTAL SUMMARY
DATE DESCRIPTION
10/01/19 SUBMITTAL
10/01/19 CITY RETURN/REVISION

DRAWN BY RL REVIEWED BY MP
PROJECT NUMBER 19026
REVISION SUMMARY
DATE DESCRIPTION

GRADING PLAN

C3.0
10/06/2019 10:10:45 AM
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GENERAL GRADING NOTES:

- SEE SITE PLAN FOR HORIZONTAL LAYOUT & GENERAL GRADING NOTES.
- THE CONTRACTOR SHALL COMPLETE THE SITE GRADING CONSTRUCTION (INCLUDING BUT NOT LIMITED TO SITE PREPARATION, SOIL CORRECTION, EXCAVATION, EMBANKMENT, ETC.) IN ACCORDANCE WITH THE REQUIREMENTS OF THE OWNER'S SOILS ENGINEER. ALL SOIL TESTING SHALL BE COMPLETED BY THE OWNER'S SOILS ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATING ALL REQUIRED SOIL TESTS AND INSPECTIONS WITH THE SOILS ENGINEER.
- GRADING AND EXCAVATION ACTIVITIES SHALL BE PERFORMED IN ACCORDANCE WITH THE NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS & PERMIT REQUIREMENTS OF THE CITY.
- PROPOSED SPOT GRADES ARE FLOW-LINE FINISHED GRADE ELEVATIONS, UNLESS OTHERWISE NOTED.
- GRADES OF WALKS SHALL BE INSTALLED WITH 5% MAX. LONGITUDINAL SLOPE AND 1% MIN. AND 2% MAX. CROSS SLOPE, UNLESS OTHERWISE NOTED.
- PROPOSED SLOPES SHALL NOT EXCEED 3:1 UNLESS INDICATED OTHERWISE ON THE DRAWINGS. MAXIMUM SLOPES IN MAINTAINED AREAS IS 4:1
- PROPOSED RETAINING WALLS, FREESTANDING WALLS, OR COMBINATION OF WALL TYPES GREATER THAN 4' IN HEIGHT SHALL BE DESIGNED AND ENGINEERED BY A REGISTERED RETAINING

- WALL ENGINEER. DESIGN DRAWINGS SHALL BE SUBMITTED FOR REVIEW AND APPROVAL PRIOR TO CONSTRUCTION.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTENANCE OF GRADE STAKES THROUGHOUT THE DURATION OF CONSTRUCTION TO ESTABLISH PROPER GRADES. THE CONTRACTOR SHALL ALSO BE RESPONSIBLE FOR A FINAL FIELD CHECK OF FINISHED GRADES ACCEPTABLE TO THE ENGINEER/LANDSCAPE ARCHITECT PRIOR TO TOPSOIL AND SODDING ACTIVITIES.
- IF EXCESS OR SHORTAGE OF SOIL MATERIAL EXISTS, THE CONTRACTOR SHALL TRANSPORT ALL EXCESS SOIL MATERIAL OFF THE SITE TO AN AREA SELECTED BY THE CONTRACTOR, OR IMPORT SUITABLE MATERIAL TO THE SITE.
- EXCAVATE TOPSOIL FROM AREAS TO BE FURTHER EXCAVATED OR REGRADED AND STOCKPILE IN AREAS DESIGNATED ON THE SITE. THE CONTRACTOR SHALL SALVAGE ENOUGH TOPSOIL FOR RESPREADING ON THE SITE AS SPECIFIED. EXCESS TOPSOIL SHALL BE PLACED IN EMBANKMENT AREAS, OUTSIDE OF BUILDING PADS, ROADWAYS AND PARKING AREAS. THE CONTRACTOR SHALL SUBCUT CUT AREAS, WHERE TURF IS TO BE ESTABLISHED, TO A DEPTH OF 6 INCHES. RESPREAD TOPSOIL IN AREAS WHERE TURF IS TO BE ESTABLISHED TO A MINIMUM DEPTH OF 6 INCHES.
- FINISHED GRADING SHALL BE COMPLETED. THE CONTRACTOR SHALL UNIFORMLY GRADE AREAS WITHIN LIMITS OF GRADING, INCLUDING ADJACENT TRANSITION AREAS. PROVIDE A SMOOTH FINISHED SURFACE WITHIN SPECIFIED TOLERANCES, WITH UNIFORM LEVELS OR SLOPES BETWEEN POINTS WHERE ELEVATIONS ARE SHOWN, OR BETWEEN SUCH POINTS AND EXISTING

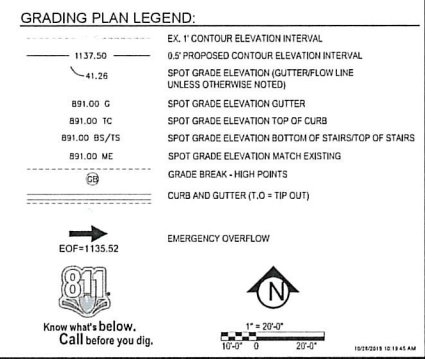
- GRADES, AREAS THAT HAVE BEEN FINISH GRADED SHALL BE PROTECTED FROM SUBSEQUENT CONSTRUCTION OPERATIONS. TRAFFIC AND EROSION. REPAIR ALL AREAS THAT HAVE BECOME RUTTED BY TRAFFIC OR ERODED BY WATER OR HAS SETTLED BELOW THE CORRECT GRADE. ALL AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS SHALL BE RESTORED TO EQUAL OR BETTER THAN ORIGINAL CONDITION OR TO THE REQUIREMENTS OF THE NEW WORK.
- PRIOR TO PLACEMENT OF THE AGGREGATE BASE, A TEST ROLL WILL BE REQUIRED ON THE STREET AND/OR PARKING AREA SUBGRADE. THE CONTRACTOR SHALL PROVIDE A LOADED TANDEM AXLE TRUCK WITH A GROSS WEIGHT OF 25 TONS. THE TEST ROLLING SHALL BE AT THE DIRECTION OF THE SOILS ENGINEER AND SHALL BE COMPLETED IN AREAS AS DIRECTED BY THE SOILS ENGINEER. THE SOILS ENGINEER SHALL DETERMINE WHICH SECTIONS OF THE STREET OR PARKING AREA ARE UNSTABLE. CORRECTION OF THE SUBGRADE SOILS SHALL BE COMPLETED IN ACCORDANCE WITH THE REQUIREMENTS OF THE SOILS ENGINEER. NO TEST ROLL SHALL OCCUR WITHIN 10' OF ANY UNDERGROUND STORM RETENTION/RETENTION SYSTEMS.
- TOLERANCES
 - THE BUILDING SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.30 FOOT ABOVE, OR 0.30 FOOT BELOW, THE PRESCRIBED ELEVATION AT ANY POINT WHERE MEASUREMENT IS MADE.
 - THE STREET OR PARKING AREA SUBGRADE FINISHED SURFACE ELEVATION SHALL NOT VARY BY MORE THAN 0.05 FOOT ABOVE, OR 0.10 FOOT BELOW, THE PRESCRIBED ELEVATION OF

- ANY POINT WHERE MEASUREMENT IS MADE.
- AREAS WHICH ARE TO RECEIVE TOPSOIL SHALL BE GRADED TO WITHIN 0.30 FOOT ABOVE OR BELOW THE REQUIRED ELEVATION, UNLESS DIRECTED OTHERWISE BY THE ENGINEER.
- TOPSOIL SHALL BE GRADED TO PLUS OR MINUS 1/2 INCH OF THE SPECIFIED THICKNESS.
- MAINTENANCE
 - THE CONTRACTOR SHALL PROTECT NEWLY GRADED AREAS FROM TRAFFIC AND EROSION, AND KEEP AREA FREE OF TRASH AND DEBRIS.
 - CONTRACTOR SHALL REPAIR AND REESTABLISH GRADES IN SETTLED, ERODED AND RUTTED AREAS TO SPECIFIED TOLERANCES. DURING THE CONSTRUCTION, IF REQUIRED, AND DURING THE WARRANTY PERIOD, ERODED AREAS WHERE TURF IS TO BE ESTABLISHED SHALL BE RESEEDING AND MULCHED.
 - WHERE COMPLETED COMPACTED AREAS ARE DISTURBED BY SUBSEQUENT CONSTRUCTION OPERATIONS OR ADVERSE WEATHER, CONTRACTOR SHALL SCARIFY, SURFACE, RESHAPE, AND COMPACT TO REQUIRED DENSITY PRIOR TO FURTHER CONSTRUCTION.

CITY OF INVER GROVE HEIGHTS GRADING NOTES:
1. ALL RETAINING WALLS SHOWN ON GRADING PLAN SHALL BE CONSTRUCTED DURING THE GRADING PHASE.
2. ALL RETAINING WALLS SUPPORTING A SURCHARGE AND/OR 4' OR HIGHER REQUIRE A SEPARATE BUILDING PERMIT.
3. UPON COMPLETION OF THE PROJECT, A CERTIFICATION LETTER AND AS-BUILT SURVEY, FROM A REGISTERED ENGINEER OR LAND SURVEYOR SHALL BE PROVIDED TO THE CITY THAT THE SITE GRADES ARE SHOWN.

EROSION CONTROL NOTES:
SEE SWPPP ON SHEETS SW1.0-SW1.5

GROUNDWATER INFORMATION:
GEOTECHNICAL REPORT IS FORTHCOMING.



PRELIMINARY:
NOT FOR
CONSTRUCTION

CAHILL AVE STORAGE
7855 CAHILL AVE. INVER GROVE HEIGHTS, MN 55076
ADAMS-FRENCH PROPERTY, LLC.
9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Matthew R. Pavik
DATE 10/07/19 LICENSE NO. 44293

ISSUE/SUBMITTAL SUMMARY

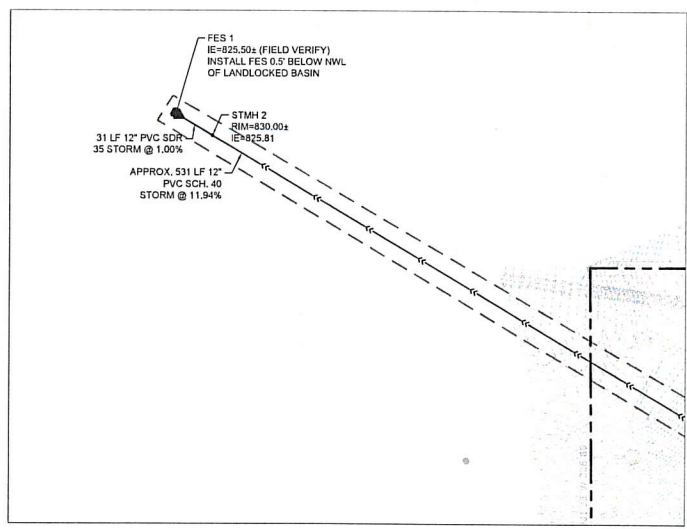
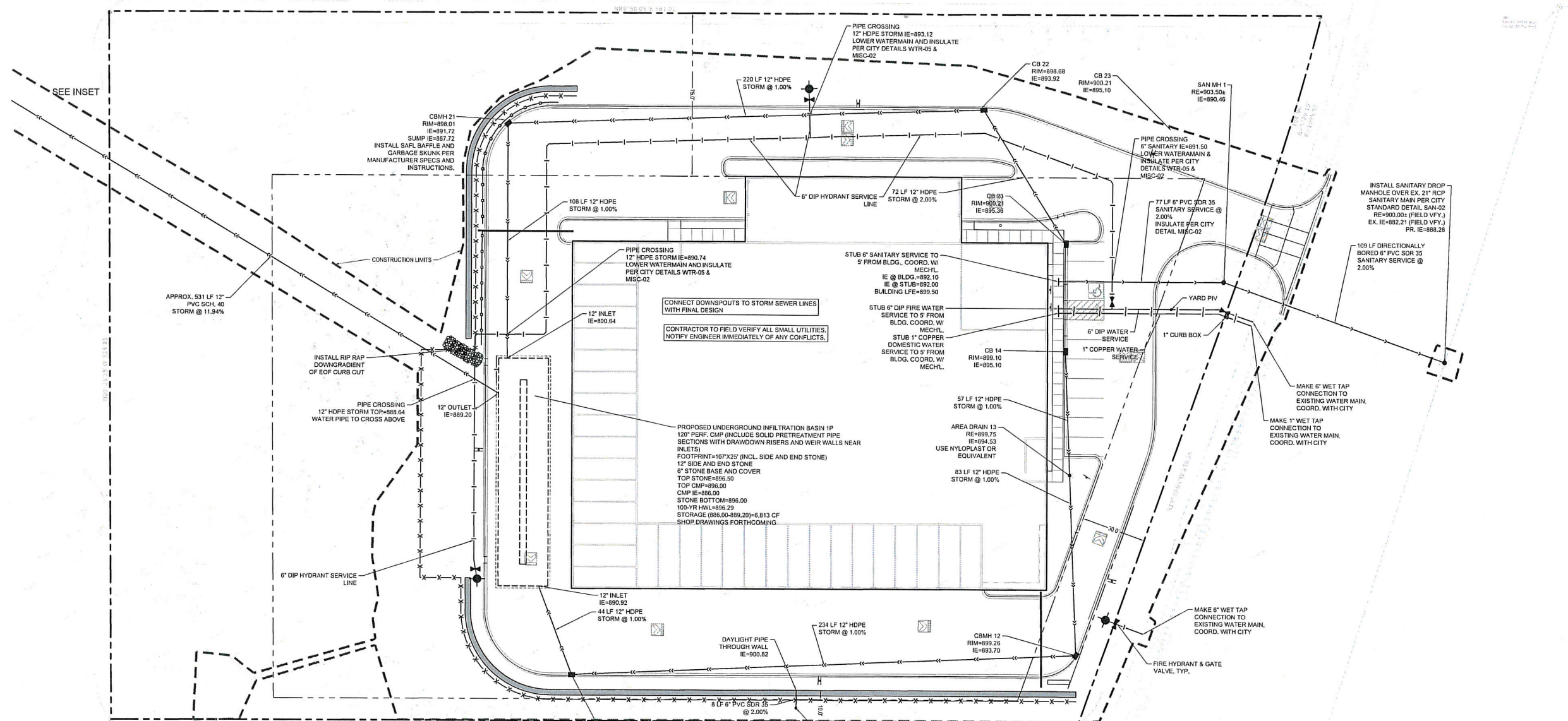
DATE DESCRIPTION
10/07/19 C4.0
10/07/19 PERMIT/PLAN

DRAWN BY: RL REVIEWED BY: MP
PROJECT NUMBER: 19306

REVISION SUMMARY
DATE DESCRIPTION

UTILITY PLAN

C4.0

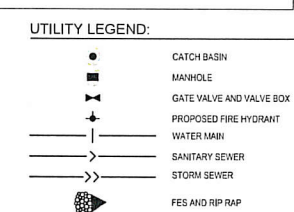


GENERAL UTILITY NOTES:

- SEE SITE PLAN FOR HORIZONTAL DIMENSIONS AND LAYOUT.
- CONTRACTOR SHALL FIELD VERIFY LOCATION AND ELEVATION OF EXISTING UTILITIES AND TOPOGRAPHIC FEATURES PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF DISCREPANCIES OR VARIATIONS FROM THE PLANS.
- ALL EXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE. CONTACT "Gopher State One Call" (888-454-0002 OR 800-252-1166) FOR UTILITY LOCATIONS. 48 HOURS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL REPAIR OR REPLACE ANY UTILITIES THAT ARE DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.
- UTILITY INSTALLATION SHALL CONFORM TO THE CURRENT EDITION OF "STANDARD SPECIFICATIONS FOR WATER MAIN AND SERVICE LINE INSTALLATION" AND "SANITARY SEWER AND STORM SEWER INSTALLATION" AS PREPARED BY THE CITY ENGINEERS ASSOCIATION OF MINNESOTA (CEAM), AND SHALL CONFORM WITH THE REQUIREMENTS OF THE CITY AND THE PROJECT SPECIFICATIONS.
- CASTINGS SHALL BE SALVAGED FROM STRUCTURE REMOVALS AND RE-USED OR PLACED AT THE DIRECTION OF THE OWNER.
- ALL WATER PIPE SHALL BE CLASS 52 DUCTILE IRON PIPE (DIP) AWWA C151, ASME B16.4, AWWA C110, AWWA C153 UNLESS OTHERWISE NOTED.
- ALL SANITARY SEWER SHALL BE SDR 26 POLYVINYL CHLORIDE (PVC) ASTM D3034 & F693, OR SCH 40 ASTM D1752, 2665, ASTM F714, 1660 UNLESS OTHERWISE NOTED.
- ALL STORM SEWER PIPE SHALL BE HOPE ASTM F714 & F2336 WITH ASTM D3212 SPEC FITTINGS UNLESS OTHERWISE NOTED.
- PIPE LENGTHS SHOWN ARE FROM CENTER TO CENTER OF STRUCTURE OR TO END OF FLARED END SECTION.
- UTILITIES ON THE PLAN ARE SHOWN TO WITHIN 5' OF THE BUILDING FOOTPRINT. THE CONTRACTOR IS ULTIMATELY RESPONSIBLE FOR THE FINAL CONNECTION TO BUILDING LINES. COORDINATE WITH ARCHITECTURAL AND MECHANICAL PLANS.
- CATCH BASINS AND MANHOLES IN PAVED AREAS SHALL BE SUMPED 0.04 FEET. ALL CATCH BASINS IN GUTTERS SHALL BE SUMPED 0.15 FEET PER DETAILS. RIM ELEVATIONS SHOWN ON THIS PLAN DO NOT REFLECT SUMP ELEVATIONS.
- ALL FIRE HYDRANTS SHALL BE LOCATED 5 FEET BEHIND BACK OF CURB UNLESS OTHERWISE NOTED.
- HYDRANT TYPE, VALVE, AND CONNECTION SHALL BE IN ACCORDANCE WITH CITY REQUIREMENTS. HYDRANT EXTENSIONS ARE INCIDENTAL.
- A MINIMUM OF 8 FEET OF COVER IS REQUIRED OVER ALL WATERMAIN, UNLESS OTHERWISE NOTED. EXTRA DEPTH MAY BE REQUIRED TO MAINTAIN A MINIMUM OF 18" VERTICAL SEPARATION TO SANITARY OR STORM SEWER LINES. EXTRA DEPTH WATERMAIN IS INCIDENTAL.
- A MINIMUM OF 18 INCHES OF VERTICAL SEPARATION AND 10 FEET OF HORIZONTAL SEPARATION IS REQUIRED FOR ALL UTILITIES, UNLESS OTHERWISE NOTED.
- ALL CONNECTIONS TO EXISTING UTILITIES SHALL BE IN ACCORDANCE WITH CITY STANDARDS AND COORDINATED WITH THE CITY PRIOR TO CONSTRUCTION.
- CONNECTIONS TO EXISTING STRUCTURES SHALL BE CORE-DRILLED.
- COORDINATE LOCATIONS AND SIZES OF SERVICE CONNECTIONS WITH THE MECHANICAL DRAWINGS.
- COORDINATE INSTALLATION AND SCHEDULING OF THE INSTALLATION OF UTILITIES WITH ADJACENT CONTRACTORS AND CITY STAFF.
- ALL STREET REPAIRS AND PATCHING SHALL BE PERFORMED PER THE REQUIREMENTS OF THE CITY. ALL PAVEMENT CONNECTIONS SHALL BE SHOWN. ALL TRAFFIC CONTROLS SHALL BE PROVIDED BY THE CONTRACTOR AND SHALL BE ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) AND THE CITY. THIS SHALL INCLUDE BUT NOT BE LIMITED TO: SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL BE OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- ALL STRUCTURES, PUBLIC AND PRIVATE, SHALL BE ADJUSTED TO PROPOSED GRADES WHERE REQUIRED. THE REQUIREMENTS OF ALL OWNERS MUST BE COMPLIED WITH. STRUCTURES BEING RESET TO PAVED AREAS MUST MEET OWNERS REQUIREMENTS FOR TRAFFIC LOADING.
- CONTRACTOR SHALL COORDINATE ALL WORK WITH PRIVATE UTILITY COMPANIES.
- CONTRACTOR SHALL COORDINATE CONNECTION OF IRRIGATION SERVICE TO UTILITIES. COORDINATE THE INSTALLATION OF IRRIGATION SLEEVES NECESSARY AS TO NOT IMPACT INSTALLATION OF UTILITIES.
- CONTRACTOR SHALL MAINTAIN AS-BUILT PLANS THROUGHOUT CONSTRUCTION AND SUBMIT THESE PLANS TO ENGINEER UPON COMPLETION OF WORK.
- ALL JOINTS AND CONNECTIONS IN STORM SEWER SYSTEM SHALL BE CASTGHT OR WATERTIGHT. APPROVED RESILIENT RUBBER JOINTS MUST BE USED TO MAKE WATERTIGHT CONNECTIONS TO MANHOLES, CATCHBASINS, OR OTHER STRUCTURES.
- ALL PORTIONS OF THE STORM SEWER SYSTEM LOCATED WITHIN 10 FEET OF THE BUILDING OR WATER SERVICE LINE MUST BE TESTED IN ACCORDANCE WITH MN RULES, CHAPTER 4114, SECTION 1109.0.

CITY OF INVER GROVE HEIGHTS UTILITY NOTES:

- SANITARY SEWER UMBRELLAS REQUIRED DURING CONSTRUCTION.
- CLASS 52 DIP IS REQUIRED ON ALL 6-INCH WATER LINES.
- MEGA-LUGS TO BE USED FOR JOINT RESTRAINTS. ALL WATER SYSTEM BOLTS SHALL BE CORE-BLUE.



REMOVAL NOTES:

- SEE STORM WATER POLLUTION PREVENTION PLAN (SWPPP) PLAN FOR CONSTRUCTION STORM WATER MANAGEMENT PLAN.
- REMOVAL OF MATERIALS NOTED ON THE DRAWINGS SHALL BE IN ACCORDANCE WITH MINN. STATE AND LOCAL REGULATIONS.
- REMOVAL OF PRIVATE UTILITIES SHALL BE COORDINATED WITH UTILITY OWNER PRIOR TO CONSTRUCTION ACTIVITIES.
- EXISTING PAVEMENTS SHALL BE SAWCUT IN LOCATIONS AS SHOWN ON THE DRAWINGS OR THE NEAREST JOINT FOR PROPOSED PAVEMENT CONNECTIONS.
- REMOVED MATERIALS SHALL BE DISPOSED OF TO A LEGAL OFF-SITE LOCATION AND IN ACCORDANCE WITH STATE AND LOCAL REGULATIONS.
- ABANDON REMOVAL, CONNECTION AND PROTECTION NOTES SHOWN ON THE DRAWINGS ARE APPROXIMATE. COORDINATE WITH PROPOSED PLANS.
- EXISTING ON-SITE FEATURES NOT NOTED FOR REMOVAL SHALL BE PROTECTED THROUGHOUT THE DURATION OF THE CONTRACT.
- PROPERTY LINES SHALL BE CONSIDERED GENERAL CONSTRUCTION LIMITS UNLESS OTHERWISE NOTED ON THE DRAWINGS. WORK WITHIN THE GENERAL CONSTRUCTION LIMITS SHALL INCLUDE STAGING, DEMOLITION AND CLEAN-UP OPERATIONS AS WELL AS CONSTRUCTION SHOWN ON THE DRAWINGS.
- WORK WORK OUTSIDE OF THE GENERAL CONSTRUCTION LIMITS SHALL BE ALLOWED AS SHOWN ON THE PLAN AND PER CITY REQUIREMENTS.
- DAMAGE BEYOND THE PROPERTY LIMITS CAUSED BY CONSTRUCTION ACTIVITY SHALL BE REPAIRED IN A MANNER APPROVED BY THE ENGINEER/LANDSCAPE ARCHITECT OR IN ACCORDANCE WITH THE CITY.
- PROPOSED WORK (BUILDING AND CIVIL) SHALL NOT DISTURB EXISTING UTILITIES UNLESS OTHERWISE SHOWN ON THE DRAWINGS AND APPROVED BY THE CITY PRIOR TO CONSTRUCTION.
- SITE SECURITY MAY BE NECESSARY AND PROVIDED IN A MANNER TO PROHIBIT VANDALISM, AND THEFT, DURING AND AFTER NORMAL WORK HOURS, THROUGHOUT THE DURATION OF THE CONTRACT. SECURITY MATERIALS SHALL BE IN ACCORDANCE WITH THE CITY.
- VEHICULAR ACCESS TO THE SITE SHALL BE MAINTAINED FOR DELIVERY AND INSPECTION ACCESS DURING NORMAL OPERATING HOURS. AT NO POINT THROUGHOUT THE DURATION OF THE CONTRACT SHALL CIRCULATION OF ADJACENT STREETS BE BLOCKED WITHOUT APPROVAL BY THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- ALL TRAFFIC CONTROLS SHALL BE PROVIDED AND ESTABLISHED PER THE REQUIREMENTS OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES IN MINN. AND THE CITY. THIS SHALL INCLUDE, BUT NOT BE LIMITED TO, SIGNAGE, BARRICADES, FLASHERS, AND FLAGGERS AS NEEDED. ALL PUBLIC STREETS SHALL REMAIN OPEN TO TRAFFIC AT ALL TIMES. NO ROAD CLOSURES SHALL BE PERMITTED WITHOUT APPROVAL BY THE CITY.
- STAGING FOR BUILDING EXCAVATION MAY BE USED AT THE DISCRETION OF THE CONTRACTOR AND AS APPROVED BY THE OWNERS REPRESENTATIVE AND THE CITY PRIOR TO CONSTRUCTION ACTIVITIES.
- STAGING, DEMOLITION AND CLEAN-UP AREAS SHALL BE WITHIN THE PROPERTY LIMITS AS SHOWN ON THE DRAWINGS AND MAINTAINED IN A MANNER AS REQUIRED BY THE CITY.

CITY OF INVER GROVE HEIGHTS REMOVAL NOTES:

- RESERVED FOR CITY SPECIFIC REMOVAL NOTES.

EROSION CONTROL NOTES:

SEE SWPPP ON SHEETS SW1A-SW1J

EXISTING TREE REMOVALS & PRESERVATION CALCULATIONS:

	CAL. IN.	
NUMBER OF EXISTING ON-SITE TREES	149	1889
NUMBER REMOVED	45	626
REMOVED PERCENT OF TOTAL	30.2%	33.1%
		<60% Threshold
NUMBER PRESERVED	104	1263
PRESERVED PERCENT OF TOTAL	69.8%	66.9%
		%
PRESERVED HERITAGE TREES	0	0
TOTAL HERITAGE TREES	0	0
		%
PRESERVED SIGNIFICANT TREES	80	976
REMOVED SIGNIFICANT TREES	32	475
TOTAL SIGNIFICANT TREES	112	1451
		Total Saved
		Total Cal. In.

PER CITY OF INVER GROVE HEIGHTS ZONING CODE:

EXISTING TREES: Healthy trees are those with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater. Trees with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater, are considered healthy trees. Trees with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater, are considered healthy trees. Trees with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater, are considered healthy trees.

- A healthy tree is one that is free from any disease, insect damage, or other factors that would cause it to die or become seriously damaged within a reasonable period of time.
- A healthy tree is one that is free from any disease, insect damage, or other factors that would cause it to die or become seriously damaged within a reasonable period of time.
- A healthy tree is one that is free from any disease, insect damage, or other factors that would cause it to die or become seriously damaged within a reasonable period of time.
- A healthy tree is one that is free from any disease, insect damage, or other factors that would cause it to die or become seriously damaged within a reasonable period of time.

REMOVAL THRESHOLD:

- Healthy trees are those with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater. Trees with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater, are considered healthy trees. Trees with a trunk diameter of 4 inches or greater, at a point 4.5 feet above ground level, and a crown spread of 10 feet or greater, are considered healthy trees.

Category	Count	Count
Category 1	149	1889
Category 2	45	626
Category 3	104	1263
Category 4	80	976
Category 5	32	475
Category 6	112	1451

ZONING DISTRICT = B-3

REMOVAL THRESHOLD = 60%

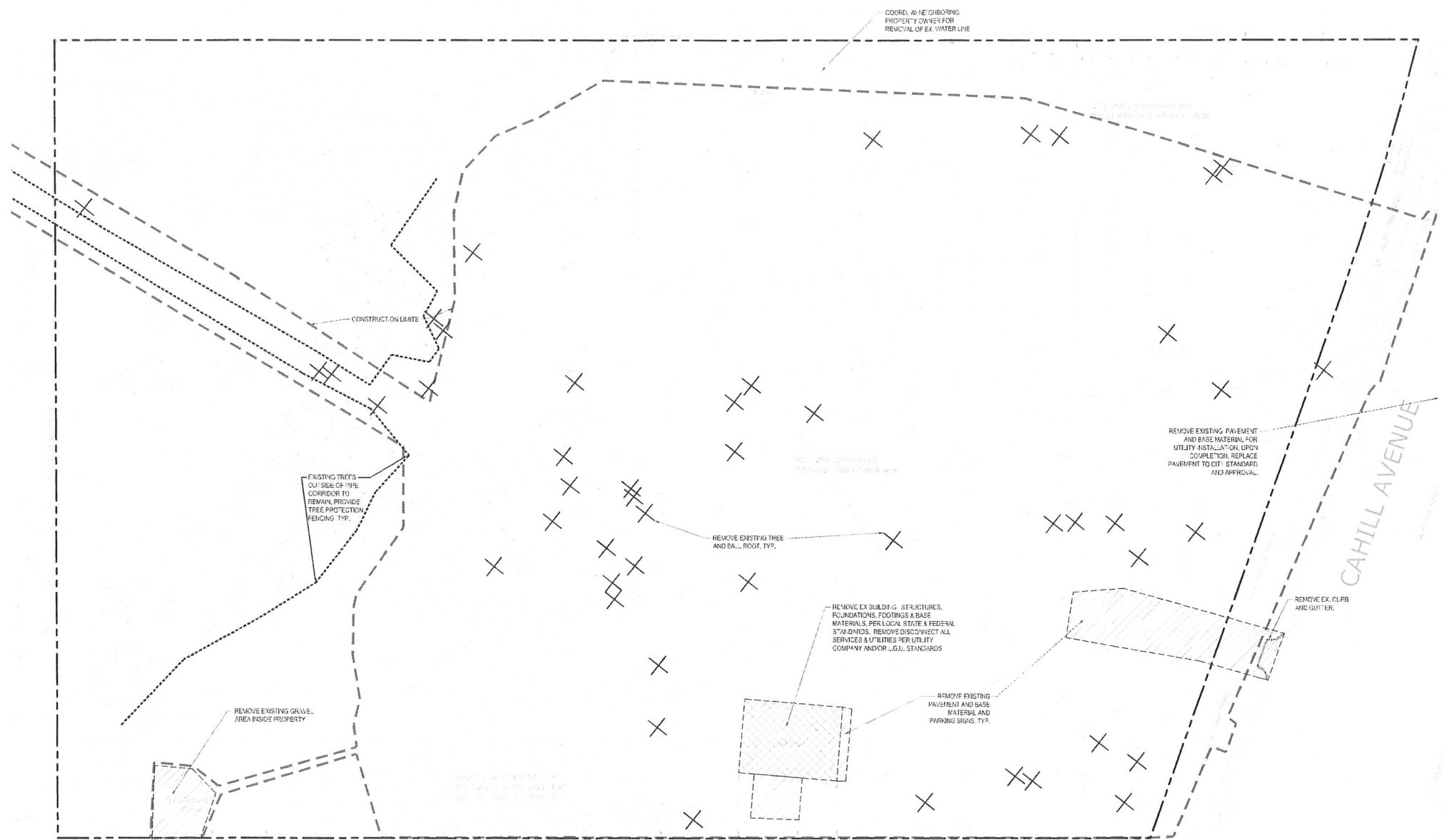
PER CITY OF INVER GROVE HEIGHTS ZONING CODE, THE PERCENTAGE OF REMOVED EXISTING TREES DOES NOT REACH THE ZONING DISTRICT REMOVAL THRESHOLD, THEREFORE NO TREE REPLACEMENT/RESTORATION IS REQUIRED. SEE CALCULATION AND THRESHOLD TABLE.

REMOVALS LEGEND:

- EX. 1' CONTOUR/ELEVATION INTERVAL
- REMOVAL OF PAVEMENT AND ALL BASE MATERIAL, INCLUDING BIT. CONC. AND GRAVEL PAVEMENTS.
- REMOVAL OF STRUCTURE INCLUDING ALL FOOTINGS AND FOUNDATIONS.
- REMOVE EX. CURB AND GUTTER, IF IN RIGHT-OF-WAY, COORDINATE WITH LOCAL GOVERNING UNIT.
- TREE PROTECTION
- TREE REMOVAL - INCLUDING ROOTS AND STUMPS



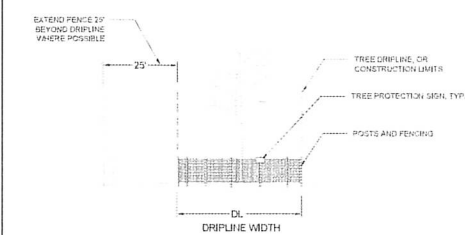
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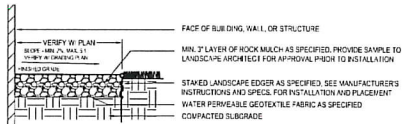
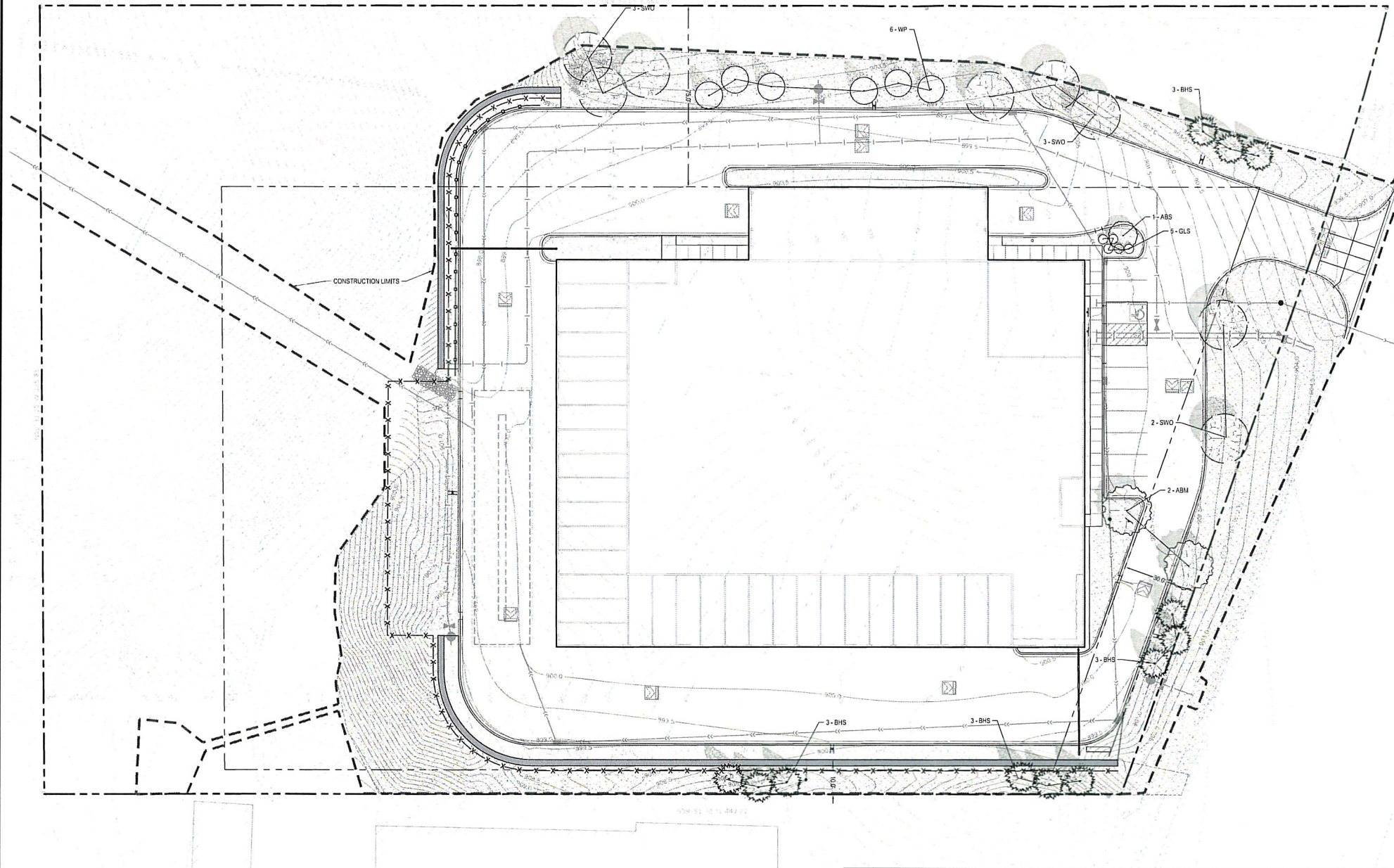
EXISTING TREE INVENTORY & REMOVALS CALCULATIONS:

NUMBER	CAL. IN.	SPECIES	REMOVED	TYPE	HERITAGE	SIGNIFICANT	NUMBER	CAL. IN.	SPECIES	REMOVED	TYPE	HERITAGE	SIGNIFICANT	NUMBER	CAL. IN.	SPECIES	REMOVED	TYPE	HERITAGE	SIGNIFICANT
1076	24	BOX ELDER	X	D			1277	10	PINE		C			1364	12	PINE		C		
1087	11	SPRUCE	X	C		X	1278	16	PINE		C			1365	10	PINE		C		
1088	11	MAPLE	X	D			1287	12	BOX ELDER		D			1366	10	PINE		C		X
1089	11	MAPLE	X	D			1288	24	OAK		D			1367	18	COTTONWOOD		D		
1090	11	SPRUCE	X	C		X	1290	18	CHESNUT	X	D			1368	12	COTTONWOOD		D		
1093	7	MAPLE	X	D			1320	14	PINE		C			1369	12	COTTONWOOD		D		
1094	11	MAPLE	X	D		X	1321	14	PINE	X	C			1370	18	OAK		D		X
1132	11	MAPLE	X	D			1322	8	PINE		C			1371	21	OAK		D		X
1141	12	ASH	X	D		X	1323	14	PINE	X	C			1372	11	BOX ELDER		D		
1144	26	MAPLE	X	D			1324	18	PINE		C			1373	24	OAK		D		X
1146	24	MAPLE	X	D			1325	9	OAK	X	D			1374	14	CHESNUT		D		X
1150	18	PINE	X	C		X	1326	10	PINE	X	C			1375	10	CHESNUT		D		X
1151	16	PINE	X	C			1329	15	PINE		C			1376	10	CHESNUT		D		X
1153	10	COTTONWOOD	X	D			1330	14	PINE		C			1377	12	CHESNUT		D		X
1154	10	COTTONWOOD	X	D			1331	12	PINE		C			1378	11	BOX ELDER		D		
1155	8	WALNUT	X	D		X	1332	14	ELM		D			1379	11	PINE		C		X
1156	14	WALNUT	X	D			1333	9	PINE		C			1380	9	COTTONWOOD	X	D		
1158	24	MAPLE	X	D			1334	12	PINE		C			1381	8	COTTONWOOD		D		
1174	9	SPRUCE		C		X	1335	16	PINE		C			1382	12	COTTONWOOD		D		
1176	19	MAPLE		D		X	1337	18	ASH		D			1383	12	COTTONWOOD		D		
1177	10	SPRUCE		C		X	1338	11	ASH		D			1384	12	COTTONWOOD		D		
1178	12	SPRUCE		C		X	1339	15	BOX ELDER		D			1389	14	COTTONWOOD		D		
1180	12	COTTONWOOD		D			1340	17	OAK		D			1412	12	COTTONWOOD	X	D		
1181	12	COTTONWOOD		D			1341	12	PINE		C			1413	12	COTTONWOOD		D		
1182	12	COTTONWOOD		D			1342	12	PINE		C			1414	11	COTTONWOOD	X	D		
1183	22	COTTONWOOD	X	D			1343	14	PINE		C			1417	9	BOX ELDER		D		
1184	12	COTTONWOOD		D			1344	15	PINE		C			1418	9	BOX ELDER		D		
1191	10	MULBERRY	X	D		X	1345	13	PINE		C			1419	12	COTTONWOOD	X	D		
1201	8	BOX ELDER		D			1346	10	PINE		C			1420	13	COTTONWOOD		D		
1211	10	CRABAPPLE		D		X	1347	12	PINE		C			1451	20	PINE		C		X
1212	10	CRABAPPLE		D		X	1348	12	PINE		C			1453	26	MAPLE		D		X
1215	10	CRABAPPLE		D			1349	12	PINE		C			1454	10	COTTONWOOD		D		
1235	10	ELM		D		X	1350	18	PINE		C			1455	8	COTTONWOOD	X	D		
1249	14	BOX ELDER		D			1351	10	PINE		C			1456	8	COTTONWOOD	X	D		
1251	10	OAK		D		X	1352	11	PINE		C			1457	12	PINE	X	C		X
1252	10	OAK		D		X	1353	11	PINE		C			1458	20	PINE	X	C		X
1253	10	OAK		D		X	1354	12	PINE		C			1459	12	PINE	X	C		X
1254	9	BOX ELDER		D			1355	12	PINE		C			1471	8	PINE		C		X
1258	14	BOX ELDER		D			1356	10	PINE		C			1472	8	PINE		C		X
1269	10	BOX ELDER		D			1357	8	PINE		C			1486	8	PINE		C		X
1270	13	ELM		D		X	1358	8	PINE		C			1487	8	PINE		C		X
1271	12	BOX ELDER		D			1359	12	PINE		C			1488	8	PINE		C		X
1273	15	CHESNUT		D		X	1360	13	PINE		C			1489	8	PINE		C		X
1274	15	CHESNUT		D		X	1361	12	PINE	X	C			1490	8	PINE		C		X
1275	10	ELM		D		X	1362	10	PINE		C			1491	8	PINE		C		X
1276	11	PINE		C		X	1363	10	PINE		C			1492	8	PINE		C		X
														1493	8	PINE		C		X

THIS SITE IS UNDER THE 60% REMOVAL THRESHOLD. REFER TO THE CITY OF INVER GROVE HEIGHTS TREE PRESERVATION WORKBOOK FOR THIS SITE'S COMPLETE TREE INVENTORY INCLUDING TREE CLASSES, VARIABLES AND TREE REPLACEMENT CALCULATIONS.



1 TREE PROTECTION
N.T.S.



1 AGGREGATE MAINTANENCE STRIP
NTS

LANDSCAPE NOTES:

- WHERE SHOWN, SHRUB & PERENNIAL BEDS SHALL BE MULCHED WITH 4" DEPTH (MINIMUM AFTER INSTALLATION AND/OR TOP DRESSING OPERATIONS) OF SHREDDED CYPRESS MULCH.
- ALL TREES SHALL BE MULCHED WITH SHREDDED CYPRESS MULCH TO OUTER EDGE OF SAUCER OR TO EDGE OF PLANTING BED, IF APPLICABLE. ALL MULCH SHALL BE KEPT WITHIN A MINIMUM OF 2" FROM TREE TRUNK.
- IF SHOWN ON PLAN, RANDOM SIZE Limestone BOULDERS COLOR AND SIZE TO COMPLEMENT NEW LANDSCAPING. OWNER TO APPROVE BOULDER SAMPLES PRIOR TO INSTALLATION.
- PLANT MATERIALS SHALL CONFORM WITH THE AMERICAN ASSOCIATION OF NURSERYMEN STANDARDS AND SHALL BE OF HARDY STOCK, FREE FROM DISEASE, DAMAGE AND DISFIGURATION. CONTRACTOR IS RESPONSIBLE FOR MAINTAINING PLUMPNESS OF PLANT MATERIAL FOR DURATION OF ACCEPTANCE PERIOD.
- UPON DISCOVERY OF A DISCREPANCY BETWEEN THE QUANTITY OF PLANTS SHOWN ON THE SCHEDULE AND THE QUANTITY SHOWN ON THE PLAN, THE PLAN SHALL GOVERN.
- CONDITION OF VEGETATION SHALL BE MONITORED BY THE LANDSCAPE ARCHITECT THROUGHOUT THE DURATION OF THE CONTRACT. LANDSCAPE MATERIALS PART OF THE CONTRACT SHALL BE WARRANTED FOR ONE (1) FULL GROWING SEASONS FROM SUBSTANTIAL COMPLETION DATE.
- ALL AREAS DISTURBED BY CONSTRUCTION ACTIVITIES SHALL RECEIVE 4" LAYER TOPSOIL AND SOD AS SPECIFIED UNLESS OTHERWISE NOTED ON THE DRAWINGS.
- COORDINATE LOCATION OF VEGETATION WITH UNDERGROUND AND OVERHEAD UTILITIES. LIGHTING FIXTURES, DOORS AND WINDOWS. CONTRACTOR SHALL STAKE IN THE FIELD FINAL LOCATION OF TREES AND SHRUBS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- ALL PLANT MATERIALS SHALL BE WATERED AND MAINTAINED UNTIL ACCEPTANCE.
- REPAIR AT NO COST TO OWNER ALL DAMAGE RESULTING FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- SWEEP AND MAINTAIN ALL PAVED SURFACES FREE OF DEBRIS GENERATED FROM LANDSCAPE CONTRACTOR'S ACTIVITIES.
- REPAIR AT NO COST TO THE OWNER IRRIGATION SYSTEM DAMAGED FROM LANDSCAPE CONSTRUCTION ACTIVITIES.
- PROVIDE SITE WIDE IRRIGATION SYSTEM DESIGN AND INSTALLATION. SYSTEM SHALL BE FULLY PROGRAMMABLE AND CAPABLE OF ALTERNATE DATE WATERING. THE SYSTEM SHALL PROVIDE HEAD TO HEAD OR DRIP COVERAGE AND BE CAPABLE OF DELIVERING ONE INCH OF PRECIPITATION PER WEEK. SYSTEM SHALL EXTEND INTO THE PUBLIC RIGHT-OF-WAY TO THE EDGE OF PAVEMENT/BACK OF CURB.
- CONTRACTOR SHALL SECURE APPROVAL OF PROPOSED IRRIGATION SYSTEM INCLUDING PRICING FROM OWNER PRIOR TO INSTALLATION.

PLANT SCHEDULE - ENTIRE SITE

SYM	QUANT.	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	COMMENTS
DECIDUOUS & CONIFEROUS TREES						
ABM	2	Autumn Blaze Maple	Acer x freemanii 'Jeffersred'	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SWO	3	Swamp White Oak	Quercus bicolor	2.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
BHS	12	Black Hills Spruce	Picea glauca 'Densata'	6" HT.	B&B	STRAIGHT LEADER, FULL FORM
WP	11	White Pine	Pinus strobus	6" HT.	B&B	STRAIGHT LEADER, FULL FORM
	28	TOTAL				
ORNAMENTAL TREES						
ABS	1	AUTUMN BRILLIANCE SERVICEBERRY	Amelanchier x grandiflora 'Autumn Brilliance (tree form)'	1.5" CAL.	B&B	STRAIGHT LEADER, FULL FORM
SHRUBS - CONIFEROUS & EVERGREEN						
GLS	5	Go-Low Fragrant Sumac	Rhus aromatica 'Go-Low'	36" HT.	CONT.	

PROPOSED LANDSCAPE REQUIREMENTS CALCULATIONS:

LANDSCAPE CALCULATIONS		
OVERSTORY (EVERGREEN) REQUIREMENTS		
PROVIDE THE GREATER OF THE TWO:		
1 TREE PER 1000 SF OF GSF OF BUILDING	SF OR LF	REQ. TREES
	108,600	109
OR		
1 TREE PER 50 LF OF SITE PERIMETER	1679	34
NUMBER OF SIGNIFICANT TREES PRESERVED		
		81
TREES REQUIRED		
		28

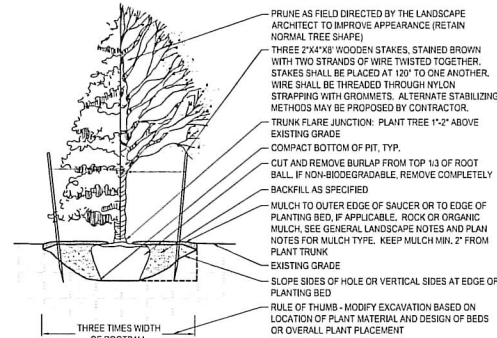
PER CITY OF INVER GROVE HEIGHTS ZONING CODE:

1. Minimum Requirements: 48 open space areas of a lot which are not used or improved for required parking areas, drives or storage available to landscape with a combination of overstory trees, ornamental trees, shrubs, flowers, ground cover, decorative walks, or other similar site design materials in a quantity and placement suitable for the site. A reasonable amount should be made to preserve as many existing trees as is practicable and to incorporate them into the development. For each as shown on the plan, one additional tree can be deducted from the minimum requirement.

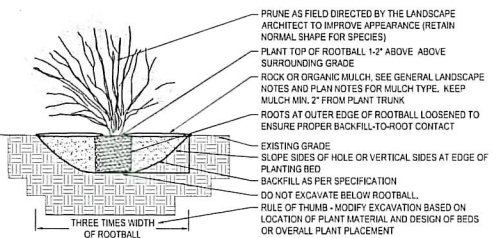
PER CITY OF INVER GROVE HEIGHTS ZONING CODE, PRESERVED SIGNIFICANT TREES REDUCE THE OVERALL OVERSTORY REQUIREMENT.

IRRIGATION NOTES:

- ENTIRE SITE SHALL BE FULLY IRRIGATED. THE CONTRACTOR SHALL SUBMIT IRRIGATION SHOP DRAWINGS FOR REVIEW AND APPROVAL BY THE LANDSCAPE ARCHITECT PRIOR TO INSTALLATION.
- SEE MECHANICAL AND ELECTRICAL PLANS AND SPECIFICATIONS FOR IRRIGATION WATER, METER, AND POWER CONNECTIONS.
- CONTRACTOR TO VERIFY LOCATION OF ALL UNDERGROUND/ABOVE GROUND FACILITIES PRIOR TO ANY EXCAVATION/INSTALLATION. ANY DAMAGE TO UNDERGROUND/ABOVE GROUND FACILITIES SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR AND COSTS ASSOCIATED WITH CORRECTING DAMAGES SHALL BE BORNE ENTIRELY BY THE CONTRACTOR.
- SERVICE EQUIPMENT AND INSTALLATION SHALL BE PER LOCAL UTILITY COMPANY STANDARDS AND SHALL BE PER NATIONAL AND LOCAL CODES. EXACT LOCATION OF SERVICE EQUIPMENT SHALL BE COORDINATED WITH THE LANDSCAPE ARCHITECT OR EQUIVALENT AT THE JOB SITE.
- CONTRACTOR SHALL COORDINATE WITH LOCAL UTILITY COMPANY FOR THE PROPOSED ELECTRICAL SERVICE AND METERING FACILITIES.
- IRRIGATION WATER LINE CONNECTION SIZE IS 1-1/2" AT BUILDING. VERIFY WITH MECHANICAL PLANS/COVAE.
- ALL MAIN LINES SHALL BE 16" BELOW FINISHED GRADE.
- ALL LATERAL LINES SHALL BE 12" BELOW FINISHED GRADE.
- ALL EXPOSED PVC RISERS, IF ANY, SHALL BE GRAY IN COLOR.
- CONTRACTOR SHALL LAY ALL SLEEVES AND CONDUIT AT 2'-0" BELOW THE FINISHED GRADE OF THE TOP OF PAVEMENT. EXTEND SLEEVES TO 2'-0" BEYOND PAVEMENT.
- CONTRACTOR SHALL MARK THE LOCATION OF ALL SLEEVES AND CONDUIT WITH THE SLEEVING MATERIAL "ELLED" TO 2'-0" ABOVE FINISHED GRADE AND CAPPED.
- FABRICATE ALL PIPE TO MANUFACTURER'S SPECIFICATIONS WITH CLEAN AND SQUARE CUT JOINTS. USE QUALITY GRADE PRIMER AND SOLVENT CEMENT FORMULATED FOR INTENDED TYPE OF CONNECTION.
- BACKFILL ALL TRENCHES WITH SOIL, FREE OF SHARP OBJECTS AND DEBRIS.
- ALL VALVE BOXES AND COVERS SHALL BE BLACK IN COLOR.
- GROUP VALVE BOXES TOGETHER FOR EASE WHEN SERVICE IS REQUIRED. LOCATE IN PLANT BED AREAS WHENEVER POSSIBLE.
- IRRIGATION CONTROLLER LOCATION SHALL BE VERIFIED ON-SITE WITH OWNER'S REPRESENTATIVE.
- CONTROL WIRES: 14 GAUGE DIRECT BURIAL, SOLID COPPER IRRIGATION WIRE. RUN UNDER MAIN LINE. USE MOISTURE-PROOF SPLICES AND SPLICE ONLY AT VALVES OR PULL BOXES. RUN SEPARATE HOT AND COMMON WIRE TO EACH VALVE AND ONE (1) SPARE WIRE AND GROUND TO FURTHEST VALVE FROM CONTROLLER. LABEL OR COLOR CODE ALL WIRES.
- AVOID OVER SPRAY ON BUILDINGS, PAVEMENT, WALLS AND ROADWAYS BY INDIVIDUALLY ADJUSTING RADIUS OR ARC ON SPRINKLER HEADS AND FLOW CONTROL ON AUTOMATIC VALVE.
- ADJUST PRESSURE REGULATING VALVES FOR OPTIMUM PRESSURE ON SITE.
- USE SCREENS ON ALL HEADS.
- A SET OF AS-BUILT DRAWINGS SHALL BE MAINTAINED ON-SITE AT ALL TIMES IN AN UPDATED CONDITION.
- ALL PIPE 3" AND OVER SHALL HAVE THRUST BLOCKING AT EACH TURN.
- ALL AUTOMATIC REMOTE CONTROL VALVES WILL HAVE 3" MINIMUM DEPTH OF 3/4" WASHED GRAVEL UNDERNEATH VALVE AND VALVE BOX. GRAVEL SHALL EXTEND 3' BEYOND PERIMETER OF VALVE BOX.
- THERE SHALL BE 3" MINIMUM SPACE BETWEEN BOTTOM OF VALVE BOX COVER AND TOP OF VALVE STRUCTURE.



2 DECIDUOUS & CONIFEROUS TREE PLANTING
NTS



3 DECIDUOUS & CONIFEROUS SHRUB PLANTING
NTS

LEGEND

- ROCK MULCH/WRAP-RAP. SAMPLES REQUIRED PROVIDE EDITING AS SHOWN ON PLAN
- LAWN - SEED MIX - BLUEGRASS BASED. INCLUDE COVER CROP. SEE & HYDRO-MULCH PER SUPPLIER'S SPEC. PROVIDE SHOP DRAWINGS

- PROPOSED CANOPY TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED EVERGREEN TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED ORNAMENTAL TREE SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED DECIDUOUS AND EVERGREEN SHRUB SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- PROPOSED PERENNIAL PLANT SYMBOLS - SEE PLANT SCHEDULE AND PLAN FOR SPECIES AND PLANTING SIZES
- EDGING
- DECORATIVE BOULDERS (ROUNDED & BLOCK STYLE) 18"-30" DIA.



PRELIMINARY:
NOT FOR
CONSTRUCTION

CAHILL AVE STORAGE
7855 CAHILL AVE. INVER GROVE HEIGHTS, MN 55076

ADAMS-FRENCH PROPERTY, LLC.
9000 KEYSTONE CROSSING, SUITE 2300, INDIANAPOLIS, IN 46240

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA.

Patrick J. Savier
DATE 10/07/19 LICENSE NO. 24504

ISSUE/SUBMITTAL SUMMARY

DATE DESCRIPTION
10/07/19 L1.0 SUBMITTAL
10/07/19 L1.0 REV. 01/10/2020

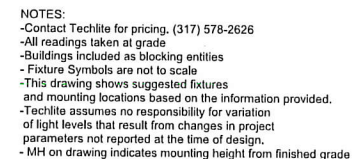
GRAPH BY RL REVIEWED BY MP
PROJECT NUMBER: 19305

REVISION SUMMARY

DATE DESCRIPTION
10/07/19 L1.0 SUBMITTAL
10/07/19 L1.0 REV. 01/10/2020

LANDSCAPE PLAN

L1.0



Calculation Summary						
Label	CalcType	Units	Avg	Max	Min	Avg/Min
ALL POINTS	Illuminance	Fc	0.34	3.3	0.0	N.A.
PARKING AND DRIVE	Illuminance	Fc	0.99	3.3	0.3	3.30

LT1.0

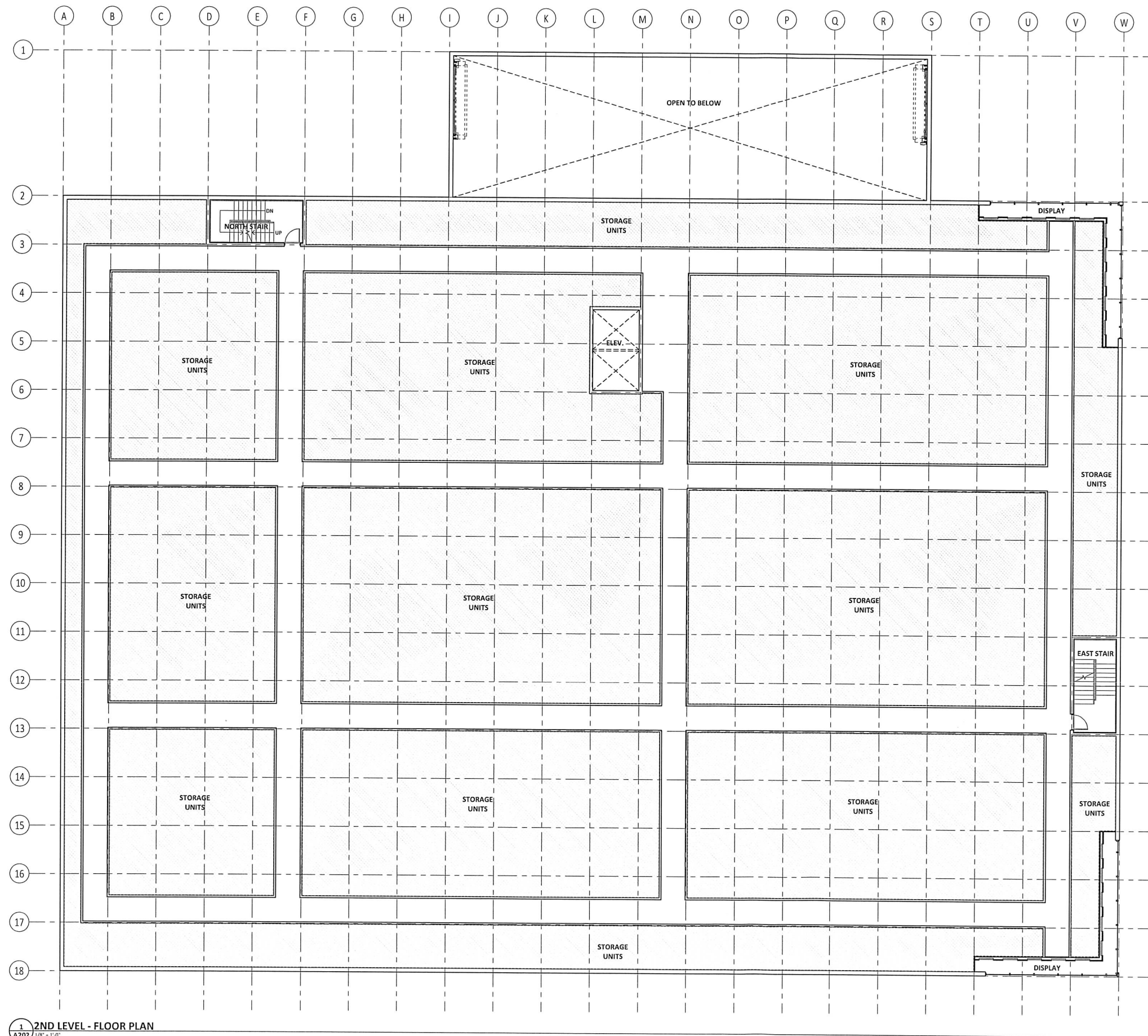
REVISION SUMMARY	
DATE	DESCRIPTION

LIGHTING PLAN CUT SHEETS

LT1.1


A300

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7800 Boyd Ave. E.
Inver Gr. Hghts., Mn

Dear Mayor Tourville and Council,

We are very much against the mini storage on Cahill Ave Please vote NO on this. Additional water run off into So. Valley Park is not good. At times the pond covers the trail as it is. There are residential homes to the north and a 3 story building does not fit.

We also support Bill McLean's statement to the planning commission.

Vote NO.

Jim & Sharon Mueller

