

Inver Grove Heights City Council
Monday, February 10, 2020 at 7:00 p.m.

A G E N D A

1. Call to Order

2. Roll Call

3. Presentations

4. Consent Agenda

All items on the consent agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a 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 January 27, 2020 Town Hall Meeting.
- ii. Minutes from the January 27, 2020 Regular Council Meeting.
- B. Disbursements for Period Ending February 4, 2020.
- C. Consider Approval of Rental Licenses.
- D. Confirm and Approve Personnel Actions.
- E. Consider a Resolution filling Lieutenant Position.
- F. Consider Resolution Approving the Negotiated Settlement and release related to MDHR Charge No. 69011.
- G. Consider Pay Request #1 and Change Order #1 to General Sheetmetal LLC for the VMCC/Grove HVAC Project
- H. Consider a Resolution Receiving Revised Feasibility Report and Scheduling a Public Hearing for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail)
- I. Approve Information Technology Plan.

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. Consider a Resolution approving the application of Inver Grove Heights Baseball Association for a premises permit to conduct lawful purpose gambling operations at Celts Pub, 6559 Concord Blvd.
- B. Consider a Resolution approving the application of Saint Thomas Academy Alumni Association for a premises permit to conduct lawful purpose gambling operations at Mallards Restaurant, 5681 Blaine Ave.

7. Regular

Community Development

A. Outfront Media, LLC – Consider the following actions:

1. the First Reading of an Ordinance Amendment to expand the geographic area of the Dynamic Display Billboard Overlay District.
2. an Ordinance Amendment to Rezone to Dynamic Display Billboard Overlay District an area on the north side of Hwy I-494.

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

C. Consider Third Reading of Massage Licensing Requirements

8. Executive Session

9. Mayor and Council Comments

10. Adjourn

This document is available upon a three (3) business day request in alternate formats such as braille, large print, audio recording, etc. Please contact Rebecca Kiernan, City Clerk, at 651.450.2513 or rkiernan@invergroveheights.org.

**INVER GROVE HEIGHTS CITY COUNCIL SPECIAL SESSION
MONDAY, JANUARY 27, 2020 6:00 P.M. - 8150 BARBARA AVENUE**

A. Call to Order: The City Council of Inver Grove Heights met in a Special Session on Monday, January 27th, 2020 in the City Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m.

Roll Call: Present were Mayor Tourville; Council Members Piekarski-Krech, Perry, Bartholomew and Dietrich.

Staff: City Administrator Joe Lynch, City Attorney Tim Kuntz, City Clerk Rebecca Kiernan, Public Works Director Scott Thureen, Parks & Recreation Director Eric Carlson, Human Resources Manager Janet Shefchik, Fire Chief Judy Thill and Assistant Fire Chief Eric Bergum.

City Administrator Lynch thanked the Mayor for the introduction of the topic, a Town Hall meeting and overview of the Administration Department. Lynch introduced all staff in attendance for the audience.

Lynch gave a Power Point presentation overviewing the Administration department, the services provided, staff employed and serving in the various divisions within Administration and gave examples of questions staff has received based upon the need for service in their respective areas.

After completion of the presentation, Lynch asked if there were any questions.

The Mayor stated that this would be an ongoing series of meetings given on the 4th Monday of each month, immediately preceding the Regular City Council meeting.

Council Member Bartholomew asked about the importance of the Credit rating for the city and the financial impact for the city. Lynch responded that it is very important because it helps to lower the cost of bonds and therefore the payments for debt. This would lower the taxes collected to repay the debt. The financial stability of a city is incredibly important not only for debt and bond ratings but for financial security and surety of payments and repayments.

The meeting was adjourned at 6:24 p.m.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, JANUARY 27, 2020 - 7:00 P.M. - 8150 BARBARA AVENUE.**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, January 27, 2020, 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 Lynch, City Attorney Kuntz, Public Works Director Thureen, Community Development Director Rand, and City Clerk Kiernan.

Mayor Tourville stated Kim Madigan, from School District 199, lost her battle with cancer last week. Many events have been planned in honor of her. He stated the family has been very involved with the City of Inver Grove Heights and the School District. Thoughts and prayers go out to the family.

3. PRESENTATIONS:

There were no presentations.

4. CONSENT AGENDA:

- A. i.** Minutes from the January 6, 2020 Council Work Session.
- ii.** Minutes from the January 13, 2020 Regular Council Meeting.
- B.** Disbursements for Period Ending January 22, 2020. **Resolution 2020-11.**
- C.** Consider Approval of Rental Licenses.
- D.** Consider **Resolution 2020-12** Designating Deputy Clerks to serve on AB Board.
- E.** Consider **Resolution 2020-13** Appointing Election Judges for the Presidential Nomination Primary, March 3, 2020.
- F.** Adopt a **Resolution 2020-14** Approving the Application for Fiscal Year 2020 Dakota County Community Development Block Grant Funding.
- G.** Confirm and approve personnel actions.
- H.** Consider **Resolution 2020-15** Calling for Hearing on Proposed Assessments and Declaring Costs to be Assessed and Ordering Preparation of Proposed Assessments for Nuisance Abatement 2019. **Resolution 2020-16.**
- I.** Consider Change Order No. 2, Change Order No. 3, Change Order No. 4, Change Order No. 5, Change Order No. 6 and Pay Voucher No. 6 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.
- J.** Consider Final Compensating Change Order No. 4, Final Pay Voucher No. 8, Engineer's final Report, and **Resolution 2020-17** Accepting Work for City Project No. 2016-09E – Bancroft Way Area Reconstruction.
- K.** Consider Pay Voucher No. 11 for City Project No. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street.
- L.** Consider Final Pay Voucher No. 6, Engineer's Final Report, and **Resolution 2020-18** Accepting Work for City Project No. 2018-13 – Public Works Maintenance Facility HVAC Improvements.
- M.** Approve Custom Grading Agreement, Storm Water Facilities Maintenance Agreement and Permanent Utility and Drainage Easement for 3 High Road (S ½ of the SW ¼ of Section 32, Township 28, Range 22, Dakota County, Minnesota).

- N.** Amend Assessment Roll for 2019 Pavement Management Program, City Project No. 201809F – 55th Street Court and 55th Street Reconstruction for the Residential Driveway Restoration Program Participation. **Resolution 2020-19.**
- O.** Consider Pay Voucher No. 14 for City Project No. 2015-09D – Broderick Boulevard Reconstruction, City Project No. 2017-21 – VMCC/Golf Course Parking Lots, City Project No. 2018-08 – Fire Station No. 2 Sewer and Water Improvements, and City Project No. 2018-11- Fire Station No. 2 Fiber Optic Improvements.
- P.** Consider Rejection of Bids for VMCC Grove Aquatic Facility Filtration Project. **Resolution 2020-20.**
- Q.** Approve the Law Firm of Zimmerman Reed as Local Counsel for the Coal Tar Litigation (Federal Court Case No. 18-CV-3495). **Resolution 2020-21.**
- R.** Approve **Resolution 2020-22** Memorializing The Findings Of Fact And Reasons For Denial Relating To The Requests Of Adams French LLC For A Conditional Use Permit To Allow A Mini-Storage Facility And For A Conditional Use Permit To Allow Impervious Surface To Exceed 25% Within The Shoreland Overlay District Of Simley Lake (City Planning Case No. 19-45C).

Motion by Bartholomew second by Perry to approve all items on the Consent Agenda.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC COMMENT:

There was no public comment.

6. PUBLIC HEARING:

7. REGULAR AGENDA:

ADMINISTRATION:

A. Resolution Declaring that No Factual Basis Exists with Respect to Allegations Against City Administrator Joe Lynch. Resolution 2020-23.

Mayor Tourville stated this item involved dealing with a personnel matter and was held in Executive Session.

Motion by Bartholomew second by Piekarski Krech to approve a Resolution 2020-23 Declaring that No Factual Basis Exists with Respect to Allegations Against City Administrator Joe Lynch.

Ayes: 4

Nays: 1 (Dietrich) Motion carried.

8. EXECUTIVE SESSION:

A. Closed Session pursuant to Minn. Stat. §13D.05, subd. 3(b), pursuant to the attorney-client privilege for discussion of pending/threatened litigation involving Minnesota Department of Human Rights File No. 69011 and related claims asserted by the claimant.

City Attorney Tim Kuntz stated the Open Meeting Law provides numerous exceptions which allow the Council to meet in a closed-door Executive Session. One of them is for the Council to be able to confer with its Attorney under the attorney-client privilege in a confidential manner dealing with pending

litigation. That exception is recognized in Minn. Stat. §13D.05, subd. 3(b), and the Common Law Doctrine of the attorney-client privilege with respect to pending or imminently threatened litigation. He stated in this instance the litigation involves a claim filed with the Minnesota Department of Human Rights under File Number 69011 and related claims made by the claimant. He stated under the Statute identified for the purpose stated, the Council make a motion to move to Executive closed-door session to discuss that litigation with respect to the Human Rights claim under File Number 69011 and related claims.

Motion by Piekarski Krech second by Perry to move to Closed Session pursuant to Minn. Stat. §13D.05, subd. 3(b), pursuant to the attorney-client privilege for discussion of pending/threatened litigation involving Minnesota Department of Human Rights File No. 69011 and related claims asserted by the claimant.

Ayes: 5

Nays: 0 Motion carried.

City Attorney Kuntz stated it was not expected that the Council would return to public session as there are no other Agenda items scheduled.

9. MAYOR AND COUNCIL COMMENTS:

10. ADJOURN:

The regular City Council meeting adjourned at 7:06 p.m.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: February 10, 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 January 23, 2020 to February 4, 2020.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending February 4, 2020. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$560,318.26
Debt Service & Capital Projects	4,260,805.73
Enterprise & Internal Service	146,942.17
Escrows	18,729.93
Grand Total for All Funds	<u><u>\$4,986,796.09</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 January 23, 2020 to February 4, 2020 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING February 4, 2020**

WHEREAS, a list of disbursements for the period ending February 4, 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	\$560,318.26
Debt Service & Capital Projects	4,260,805.73
Enterprise & Internal Service	146,942.17
Escrows	18,729.93
Grand Total for All Funds	<u><u>\$4,986,796.09</u></u>

Adopted by the City Council of Inver Grove Heights this 10th day of February, 2020.

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, Deputy Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 01/23/2020 - 02/04/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
A-7 AUSTIN, LTD	33387	12/31/2019	12/24/19	101.41.2000.415.50030	356.37
ASPEN MILLS	250854	01/28/2020	55077IGHPD	101.42.4000.421.60045	166.34
ASPEN MILLS	250890	01/23/2020	55077I	101.42.4200.423.30700	91.63
ASPEN MILLS	251323	01/29/2020	55077IGHPD	101.42.4000.421.60045	76.00
ASPEN MILLS	251324	01/29/2020	55077IGHPD	101.42.4000.421.60045	33.70
ASPEN MILLS	251493	02/04/2020	55077IGHPD	101.42.4000.421.60045	149.95
AXON ENTERPRISES, INC.	SI-1637388	02/04/2020	115181	101.42.4000.421.70501	46,272.00
AXON ENTERPRISES, INC.	SI-1637389	02/04/2020	115181	101.42.4000.421.70501	19,822.00
B&B ELECTRIC INC.	11553	12/31/2019	26128	101.44.6000.451.40047	10,950.00
BARNA, GUZY, & STEFFEN LTD	212123	12/31/2019	General Labor	101.41.1100.413.30430	1,703.00
BARNA, GUZY, & STEFFEN LTD	212124	12/31/2019	Fire Department Organizing	101.41.1100.413.30430	2,852.64
BARR ENGINEERING COMPANY	23190328.19-10	12/31/2019	12/20/19	101.43.5100.442.30300	50.00
BAYCOM INC	EQUIPINV_024296	12/31/2019	40691	101.42.4000.421.40044	7,596.00
BITUMINOUS ROADWAYS, INC.	28912	12/31/2019	35265	101.43.5200.443.60016	192.58
BJORKLUND COMPENSATION CONSULTING, LLC	00004114	02/04/2020	Professional services	101.42.4000.421.30700	145.00
CAPITAL CITY FIREFIGHTERS ASSOC	101	02/04/2020	2020 MEMBERSHIP DUES	101.42.4200.423.50070	50.00
CDW GOVERNMENT INC	WJL2036	01/23/2020	2394832	101.47.1400.413.60041	543.85
CDW GOVERNMENT INC	WNV8220	02/03/2020	2394832	101.47.1400.413.60041	435.08
CENTRAIRE HEATING & A/C	205975B	12/31/2019	35367	101.42.4200.423.40040	545.00
CENTURY COLLEGE	625102	02/04/2020	1/28/20	101.42.4200.423.50080	790.00
CENTURY LINK	1/19/20	01/29/2020	651-455-9072	101.42.4200.423.50020	42.20
CITY OF BLOOMINGTON	17730	01/28/2020	12877	101.42.4000.421.70501	765.00
EFTPS	INV0095578	01/21/2020	FEDERAL WITHHOLDING	101.203.2030200	65.76
EFTPS	INV0095580	01/21/2020	MEDICARE WITHHOLDING	101.203.2030500	41.34
EFTPS	INV0095594	01/22/2020	FEDERAL WITHHOLDING	101.203.2030200	539.99
EFTPS	INV0095596	01/22/2020	MEDICARE WITHHOLDING	101.203.2030500	129.14
EFTPS	INV0095597	01/22/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	552.18
EFTPS	INV0096565	01/31/2020	FEDERAL WITHHOLDING	101.203.2030200	55,339.83
EFTPS	INV0096567	01/31/2020	MEDICARE WITHHOLDING	101.203.2030500	15,743.60
EFTPS	INV0096568	01/31/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	45,067.40
EHLERS AND ASSOCIATES, INC.	PFS20-012020-0190	02/03/2020	PCNDZ5HK74M	101.41.2000.415.50080	767.00
EMERGENCY RESPONSE SOLUTIONS	14470	12/31/2019	Fire Hose	101.42.4200.423.60040	8,463.57
EMERGENCY RESPONSE SOLUTIONS	14464	01/23/2020	1/14/20	101.42.4200.423.40042	96.07
EMMONS & OLIVIER RESOURCES	00095-0062-5	12/31/2019	Argenta Hills check-in	101.43.5100.442.30300	205.00
ESRI INC	93759810	01/23/2020	338896	101.47.1400.413.40035	35,000.00
FIRSTSCRIBE	250074	01/27/2020	ROWay Web Application	101.43.5100.442.40044	250.00
GAGLIANO, ANNE - SAVED FROM THE FLAME	12/2/19	12/31/2019	SPEAKER FEES	101.42.4200.423.50080	7,500.00
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0096548	01/31/2020	HSA ELECTION-FAMILY	101.203.2032500	2,926.78
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0096549	01/31/2020	HSA ELECTION-SINGLE	101.203.2032500	5,199.69
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	101.42.4200.423.40020	649.11
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	101.43.5200.443.40020	57.60
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	101.43.5400.445.40020	526.27
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	101.44.6000.451.40020	587.59
HILLYARD INC	603721054	01/23/2020	274086	101.42.4200.423.60011	67.07
ICMA RETIREMENT TRUST - 457	INV0096541	01/31/2020	457 - ROTH AGE 50+	101.203.2031400	140.00
ICMA RETIREMENT TRUST - 457	INV0096542	01/31/2020	457 - ROTH AGE 50+	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0096550	01/31/2020	ICMA-AGE <49 %	101.203.2031400	8,166.93
ICMA RETIREMENT TRUST - 457	INV0096551	01/31/2020	ICMA-AGE <49	101.203.2031400	3,015.00
ICMA RETIREMENT TRUST - 457	INV0096552	01/31/2020	ICMA-AGE 50+ %	101.203.2031400	984.01
ICMA RETIREMENT TRUST - 457	INV0096553	01/31/2020	ICMA-AGE 50+	101.203.2031400	7,234.04
ICMA RETIREMENT TRUST - 457	INV0096554	01/31/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0096562	01/31/2020	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,576.52
ICMA RETIREMENT TRUST - 457	INV0096563	01/31/2020	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,163.23
ICMA RETIREMENT TRUST - 457	INV0096564	01/31/2020	ROTH-AGE <49 %	101.203.2032400	45.92
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	101.41.1100.413.60070	6.44
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	101.41.2000.415.60010	265.71
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	101.41.2000.415.60070	145.07
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	101.43.5100.442.60040	2.39
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	101.45.3300.419.60040	35.02
INTOXIMETERS	647877	01/28/2020	C000MNV0	101.42.4000.421.60065	95.00
KIMLEY-HORN & ASSOCIATES, INC.	15600872	12/31/2019	160509038.3	101.45.3200.419.30600	19,847.49
LEAGUE OF MN CITIES	313956	02/03/2020	1/10/20	101.42.4000.421.50070	3,600.00
LIFE SAFETY SYSTEMS, INC.	83101	12/31/2019	WORK ORDER 83101	101.42.4200.423.30700	325.00
LOUIS D BEDOR III	105	12/31/2019	2019 Marketing Comm Coordination Desi	101.41.1300.413.30700	1,365.00
LOUIS D BEDOR III	105B	01/30/2020	2020 Marketing Comm Coordination Desi	101.41.1300.413.30700	1,785.00
LYNN CARD COMPANY	2200120-005	12/28/2020	138396	101.42.4000.421.50030	304.00
MACQUEEN EMERGENCY GROUP	G00091	12/31/2019	INVER003	101.42.4200.423.40041	3,633.51
MACQUEEN EMERGENCY GROUP	G00092	12/31/2019	G00092	101.42.4200.423.40041	3,037.58
MAINSTREET DESIGNS, INC.	29749	01/23/2020	1/15/20	101.42.4200.423.60065	490.00
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	101.43.5200.443.60016	87.25
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	101.44.6000.451.40040	60.75

METROPOLITAN AREA MGMT ASSOC.	1/24/20	01/29/2020	2020 Membership	101.41.1100.413.50070	45.00
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0096544	01/31/2020	JOEL JACKSON FEIN/TAXPAYER ID: 4	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0096545	01/31/2020	JOSH PARROW ORDER- 0015633635 C	101.203.2032100	427.31
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0096546	01/31/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 4	101.203.2032100	178.58
MN DEPT OF AGRICULTURE	1/15/20	01/27/2020	License 20179603	101.44.6000.451.50070	10.00
MN DEPT OF NATURAL RESOURCES	8100157	12/31/2019	Order# 14945	101.44.6000.451.60065	23.09
MN DEPT OF REVENUE	INV0095579	01/21/2020	STATE WITHHOLDING	101.203.2030300	35.91
MN DEPT OF REVENUE	INV0095595	01/22/2020	STATE WITHHOLDING	101.203.2030300	240.04
MN DEPT OF REVENUE	INV0096555	01/31/2020	LEVY - ANDREW BRAVO	101.203.2031900	123.45
MN DEPT OF REVENUE	INV0096566	01/31/2020	STATE WITHHOLDING	101.203.2030300	24,073.52
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	101.207.2070300	0.94
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	101.207.2070300	126.90
MN GLOVE & SAFETY, INC.	320849	01/28/2020	BRAZEAU BLUE & BLUE LTHR PALM	101.43.5200.443.60045	23.94
MN LIFE INSURANCE CO	FEBRUARY 2020	01/28/2020	POLICY #0027324	101.203.2030900	3,756.20
MN LIFE INSURANCE CO	FEBRUARY 2020	01/28/2020	POLICY #0027324	101.42.4000.421.20620	55.23
MN NCPERS LIFE INSURANCE	542000012020	01/29/2020	Feb 2020 Premium	101.203.2031600	256.00
MRPA	9915	01/30/2020	Job Posting	101.41.1100.413.30500	125.00
MTD COMMUNICATIONS, INC.	9600	01/30/2020	Microtel Hotel Advertisement	101.41.1300.413.50025	399.00
NATURE CALLS, INC.	26568	12/31/2019	12/31/19	101.44.6000.451.40065	480.00
NEOGOV	INV-12649	12/31/2019	SUBSCRIPTION FEE & SOFTWARE SE	101.41.1100.413.30500	14,433.50
NET TRANSCRIPTS, INC.	0029745-IN	01/28/2020	20-IGHPD	101.42.4000.421.30700	33.83
NORTHLAND RECREATION LLC	1977	12/31/2019	1/14/20	101.44.6000.451.60065	12,504.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103121846	02/04/2020	N26-1351004654	101.41.1100.413.30500	141.00
OKER INVESTMENTS	000216	02/03/2020	1/31/20	101.45.3000.419.30700	134.00
PERA	INV0095592	01/22/2020	PERA COORDINATED PLAN	101.203.2030600	578.90
PERA	INV0095593	01/22/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	44.53
PERA	INV0096556	01/31/2020	PERA COORDINATED PLAN	101.203.2030600	44,452.00
PERA	INV0096557	01/31/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,419.32
PERA	INV0096558	01/31/2020	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0096559	01/31/2020	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	53.46
PERA	INV0096560	01/31/2020	PERA POLICE & FIRE PLAN	101.203.2030600	21,009.00
PERA	INV0096561	01/31/2020	EMPLOYER SHARE (POLICE & FIRE PL	101.203.2030600	31,513.44
PETTY CASH	1/21/20	01/23/2020	DEBBIE PAWLENTY	101.45.3300.419.60010	20.26
RENEE DUBS ELLENA	19-4872	12/31/2019	1/16/20	101.41.1300.413.30700	2,065.00
SKILLSOFT CORPORATION	0000218995	01/30/2020	CUS020273	101.41.1100.413.30700	6,109.33
SOUTH METRO SWAT	IGHPD2020	01/28/2020	2020 SWAT Dues	101.42.4000.421.50070	8,300.00
ST. PAUL PIONEER PRESS	1219572521	12/31/2019	6432000157	101.41.1100.413.50025	632.10
ST. PAUL PIONEER PRESS	1219572521	12/31/2019	6432000157	101.41.2000.415.50025	240.80
ST. PAUL PIONEER PRESS	1219572521	12/31/2019	6432000157	101.44.6000.451.50025	117.39
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1690380	12/31/2019	4606-0575-9714	101.42.4000.421.30550	43.48
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1697089	12/31/2019	4606-0575-9714	101.42.4000.421.30550	40.00
TDS METROCOM	11AB-A41B-2522	01/23/2020	651-457-7490	101.47.1400.413.50020	174.68
TEXAS STATE DISBURSEMENT UNIT	INV0096543	01/31/2020	ANDREW BRAVO FEIN/TAXPAYER ID:	101.203.2032100	401.13
TOTAL CONSTRUCTION & EQUIP.	15540	01/28/2020	CHRISTMAS LIGHT OUT	101.43.5400.445.40042	2,057.11
TYLER TECHNOLOGIES, INC	025-285148	02/03/2020	41443	101.47.1400.413.40035	438.00
UNIFIRST CORPORATION	0900532351	01/29/2020	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	0900532351	01/29/2020	1051948	101.44.6000.451.60045	25.05
UNIFIRST CORPORATION	0900533733	01/29/2020	1051948	101.43.5200.443.60045	45.99
UNIFIRST CORPORATION	0900533733	01/29/2020	1051948	101.44.6000.451.60045	25.05
VERIFIED CREDENTIALS, INC.	303342	02/03/2020	1/31/20	101.41.1100.413.30500	292.50
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0096547	01/31/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 4	101.203.2032100	336.74
WORKS COMPUTING, INC.	15000547	01/28/2020	PROFESSIONAL SERVICES	101.47.1400.413.30700	390.00
Fund: 101 - GENERAL FUND					512,938.48
RIVER HEIGHTS CHAMBER OF COMMERCE	10543	01/29/2020	1/27/20	201.44.1600.465.30700	6,115.82
ST PAUL ARENA COMPANY, LLC	SPAC0003102	12/31/2019	Dec 2019 ONLINE ADVERTISING	201.44.1600.465.50025	200.00
STACY ANN BROOKS	295	01/29/2020	Feb Blog Post	201.44.1600.465.50025	205.00
Fund: 201 - C.V.B. FUND					6,520.82
BENJAMIN GERALD BIGELOW	893B	01/27/2020	1/20/20	204.44.6100.452.30700	385.00
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	204.44.6100.452.60040	161.28
JESSICA SHORT	1/20/20	12/31/2019	FALL 2019 SESSIONS	204.44.6100.452.30700	704.00
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	204.207.2070300	414.40
MN LIFE INSURANCE CO	FEBRUARY 2020	01/28/2020	POLICY #0027324	204.44.6100.452.20620	3.50
ZERO GRAVITY ENTERTAINMENT	1/21/20	01/27/2020	240132	204.44.6100.452.30700	300.00
Fund: 204 - RECREATION FUND					1,968.18
AEP ONSITE PARTNERS, LLC	419-21229123	12/31/2019	1/7/20	205.44.6200.453.40020	15.97
AEP ONSITE PARTNERS, LLC	419-21229123	12/31/2019	1/7/20	205.44.6200.453.40020	38.70
AQUA LOGIC, INC.	49646	12/31/2019	12/13/20	205.44.6200.453.40040	4,025.00
BUILDING MATERIAL SUPPLY, INC.	49919	01/28/2020	FRAMES P LAM LOCKERS	205.44.6200.453.40040	2,094.39
CAROL GARBER	12-30-19	12/31/2019	12/30/19	205.44.6200.453.40040	400.00
DIVERSIFIED CONSTRUCTION	18728	12/31/2019	Men's sauna project	205.44.6200.453.80200	11,000.00
EDDY, NATHAN	1/15/20	01/27/2020	Event payment 2020 3AA girls final	205.44.6200.453.30700	45.00
HUEBSCH SERVICES	4433135	01/27/2020	92965	205.44.6200.453.40040	69.37
HUEBSCH SERVICES	4433135	01/27/2020	92965	205.44.6200.453.40040	277.48
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	205.44.6200.453.60065	(60.42)
KIM THOMAS	2025	12/31/2019	10/25/19 - 11/22/19 SUP series	205.44.6200.453.30700	461.25
MASS/MRPA	1/15/20	01/27/2020	2020 membership	205.44.6200.453.50070	25.00
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	205.44.6200.453.50055	205.25
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	205.44.6200.453.50055	205.25
MEDICINE LAKE TOURS	1/8/20	01/27/2020	THE LOONEY LUTHERANS 1/29/20	205.44.6200.453.50090	2,948.00
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	205.207.2070300	7,785.39

PERFECTION PLUS, INC	113012	12/31/2019	DEC 2019 CLEANING	205.44.6200.453.40040	6,326.10
PETTY CASH - TERI O'CONNOR	1/23/20	01/27/2020	Change for ticket sales high school sectio	205.100.1010400	2,500.00
RAYTHECOMPUTERGUY.COM, INC.	327	12/31/2019	NOV 2019 MUSIC & MOVIE STREAMING	205.44.6200.453.30700	140.00
RICE, TIM	1/15/20	01/27/2020	Event payment 2020 3AA girls final	205.44.6200.453.30700	45.00
ST. PAUL PIONEER PRESS	1219572521	12/31/2019	572521	205.44.6200.453.50025	180.60
SWEENEY, BRIAN	1/15/20	01/27/2020	Event payment 2020 3AA girls final	205.44.6200.453.30700	45.00
TOTAL CONSTRUCTION & EQUIP.	15493	12/31/2019	40191152	205.44.6200.453.40040	118.45
Fund: 205 - COMMUNITY CENTER					38,890.78
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	355.57.9000.570.90100	365,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	355.57.9000.570.90200	35,728.13
Fund: 355 - G.O. IMPR BONDS 2010B					400,728.13
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	361.57.9000.570.90100	380,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	361.57.9000.570.90200	12,000.00
Fund: 361 - WATER REV REF 2012A					392,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	363.57.9000.570.90100	350,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	363.57.9000.570.90200	48,393.75
Fund: 363 - G.O. SEWER REFUND 2014B					398,393.75
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	364.57.9000.570.90100	235,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	364.57.9000.570.90200	2,350.00
Fund: 364 - G.O. IMPR REFUND 14B (08A)					237,350.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	365.57.9000.570.90100	485,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	365.57.9000.570.90200	91,025.00
Fund: 365 - G.O. IMPR BONDS 2015A					576,025.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	366.57.9000.570.90100	240,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	366.57.9000.570.90200	61,550.00
Fund: 366 - GO SEWER REVENUE BONDS, 2015B					301,550.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	367.57.9000.570.90100	350,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	367.57.9000.570.90200	118,468.75
Fund: 367 - G.O. CAPITAL IMPR REF BONDS, 2016A					468,468.75
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	368.57.9000.570.90100	260,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	368.57.9000.570.90200	79,912.50
Fund: 368 - G.O. SEWER REVENUE REFUND 2017A					339,912.50
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	369.57.9000.570.90100	240,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	369.57.9000.570.90200	47,668.76
Fund: 369 - G.O. IMPR BONDS 2017B					287,668.76
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	392.57.9000.570.90100	115,000.00
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	392.57.9000.570.90200	184,167.50
Fund: 392 - G.O. CAP IMPR BONDS 2018A					299,167.50
EHLERS AND ASSOCIATES, INC.	2020 BOND PAYMENT	01/30/2020	2020 BOND PAYMENT	393.57.9000.570.90200	42,850.00
Fund: 393 - G.O. CAP IMPR BONDS 2019A					42,850.00
2ND WIND EXERCISE, INC.	22-033837	12/31/2019	22026515	434.42.4200.423.60065	28,479.57
ACME TOOLS	7221321	01/29/2020	13903	434.42.4200.423.60040	88.98
ACME TOOLS	7247641	01/29/2020	13903	434.42.4200.423.60040	3,099.97
ANCOM COMMUNICATIONS, INC.	92898	01/23/2020	809	434.42.4200.423.80800	26,213.50
COST, PLANNING AND MANAGEMENT INTERNA	17663	12/31/2019	PROJECT #18208	434.42.4200.423.30700	3,968.40
EMERGENCY RESPONSE SOLUTIONS	13980	12/31/2019	10/28/2019	434.42.4200.423.60065	16,976.00
FOUR FIELD FURNITURE COMPANY	107	12/31/2019	IGHFD208	434.42.4200.423.60065	800.00
Pro-Tech Design Inc.	94535	12/31/2019	12/10/19	434.42.4200.423.80610	10,000.00
RACOM CORPORATION	20INV0077	01/29/2020	2091	434.42.4200.423.60065	13,815.00
TOTAL TOOL SUPPLY, INC	77120951	01/29/2020	025633	434.42.4200.423.80800	3,646.20
Fund: 434 - 2014 IMPROVEMENT FUND					107,087.62
MCNAMARA CONTRACTING INC	Pay Voucher No. 14	12/31/2019	City Project No. 2015-09D- Broderick Blv	437.44.5900.737.80300	6,234.21
WSB & ASSOCIATES, INC.	R-013050-000-15	12/31/2019	1/20/20	437.44.5900.737.30700	933.75
WSB & ASSOCIATES, INC.	R-014704-000-4	12/31/2019	1/20/20	437.44.5900.737.30700	1,617.75
Fund: 437 - 2017 IMPROVEMENT FUND					8,785.71
DAKOTA CTY FINANCIAL SVCS	00037225 & 226	12/31/2019	P0001753	438.42.4200.423.30700	4,042.50
GRENDahl MECHANICAL, LLC.	Final Pay Voucher No. 6	12/31/2019	City Project No. 2018-13	438.73.5900.738.80200	8,743.90
MCNAMARA CONTRACTING INC	Pay Voucher No. 14	12/31/2019	City Project No. 2015-09D- Broderick Blv	438.42.4200.423.80300	232.24
SRF CONSULTING GROUP, INC	10970.01-17	12/31/2019	12/3119	438.42.4200.423.30300	89.12
Fund: 438 - 2018 IMPROVEMENT FUND					13,107.76
INSPEC INC	214892-2	12/31/2019	Cold Storage Bldg 214892	439.73.5900.739.30300	2,400.00
Fund: 439 - 2019 IMPROVEMENT FUND					2,400.00

BOLTON & MENK, INC.	0244315	12/31/2019	12/31/19	440.74.5900.740.30300	20,898.00
DCA TITLE	49630	12/31/2019	Title Fee	440.74.5900.740.30700	575.00
ELEMENT MATERIALS TECHNOLOGY ST. PAUL,	ESP0161501IN	12/31/2019	00006343	440.74.5900.740.30340	92,951.00
FINANCE & COMMERCE, INC.	744587927	01/27/2020	10025798	440.74.5900.740.50025	182.20
FINANCE & COMMERCE, INC.	744587928	01/27/2020	10025798	440.74.5900.740.50025	210.25
MCNAMARA CONTRACTING INC	Final Pay Voucher No. 8	12/31/2019	City Project No. 2016-09E	440.74.5900.740.80300	12,008.51
MCNAMARA CONTRACTING INC	Pay Voucher No. 14	12/31/2019	City Project No. 2015-09D- Broderick Blv	440.74.5900.740.80300	24,891.72
Fund: 440 - PAVEMENT MANAGEMENT PROJ					151,716.68
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	441.74.5900.741.40020	326.32
Fund: 441 - STORM WATER MANAGEMENT					326.32
HOISINGTON KOEGLER GROUP INC.	019-036-6	01/27/2020	1/13/20	444.74.5900.744.30700	4,212.50
Fund: 444 - PARK CAPITAL REPLACEMENT					4,212.50
DANNER INC	Pay Voucher No. 6	12/31/2019	City Project No. 2018-03	446.74.5900.746.80300	112,766.40
DANNER INC	Pay Voucher No. 6	12/31/2019	City Project No. 2018-03	446.74.5900.746.80300	12,899.44
MAX STEININGER, INC.	Pay Voucher No. 11	12/31/2019	City Project Nos. 2017-03 & 2017-24	446.74.5900.746.80300	93,567.41
WSB & ASSOCIATES, INC.	R-014154-000-8	12/31/2019	1/17/20	446.74.5900.746.30300	8,821.50
Fund: 446 - NW AREA					228,054.75
JOEL CARLSON	1/15/20	01/28/2020	FEBRUARY 2020 SERVICES	451.75.5900.751.30700	1,000.00
Fund: 451 - HOST COMMUNITY FUND					1,000.00
DALCO CORPORATION	3548605	01/28/2020	SPEC CPS303716N, Foam&Natural Mult	501.50.7100.512.60011	275.14
FRESH BLAST INC	200309-01	01/28/2020	Prep & Paint Well Motor	501.50.7100.512.40040	1,500.00
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	501.50.7100.512.40020	7,999.12
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	501.50.7100.512.40020	2,747.71
GRAINGER	9413142929	01/28/2020	SUPPLIE	501.50.7100.512.60016	53.44
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	501.50.7100.512.60016	87.50
METROPOLITAN COUNCIL	0001095820	12/31/2019	PERMIT FEE	501.50.7100.512.40040	475.00
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	501.207.2070200	1,561.31
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	501.207.2070300	52.92
MN GLOVE & SAFETY, INC.	320723B	01/28/2020	CTINVE	501.50.7100.512.60045	72.00
SUSA - SECRETARY/TREASURER	1/31/20	02/03/2020	DAN HELLING MEMBERSHIP FEE	501.50.7100.512.50080	125.00
TYLER TECHNOLOGIES, INC	025-283204	12/31/2019	41443	501.50.7100.512.70440	1,244.38
USABUEBOOK	113447	01/28/2020	Stripe Wand 33 & Magna-Trak 200 Ferro	501.50.7100.512.60040	794.88
VALLEY-RICH CO, INC	27950	12/31/2019	Equipment and Labor	501.50.7100.512.40046	6,757.87
WATER CONSERVATION SERVICES INC	10158	01/28/2020	REPAIR & MAINTIANACE	501.50.7100.512.40046	307.40
Fund: 501 - WATER UTILITY FUND					24,053.67
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	502.51.7200.514.40020	210.93
TYLER TECHNOLOGIES, INC	025-283204	12/31/2019	41443	502.51.7200.514.70440	1,244.37
Fund: 502 - SEWER UTILITY FUND					1,455.30
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	503.52.8600.527.40020	37.01
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	503.207.2070300	230.50
MN LIFE INSURANCE CO	FEBRUARY 2020	01/28/2020	POLICY #0027324	503.52.8000.521.20620	(3.88)
MN LIFE INSURANCE CO	FEBRUARY 2020	01/28/2020	POLICY #0027324	503.52.8600.527.20620	3.63
SOUTH BAY DESIGN	010120	01/23/2020	INVERWOOD	503.52.8500.526.50025	255.00
Fund: 503 - INVER WOOD GOLF COURSE					522.26
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	602.00.2100.415.40048	2.32
Fund: 602 - RISK MANAGEMENT					2.32
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004293023	01/28/2020	BRAKE PAD & ROTOR PAD	603.140.1450050	372.06
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004293093	01/28/2020	BRAKE PAD	603.140.1450050	72.46
ARROW MOWER, INC.	63088	12/31/2019	GROVINVE	603.00.5300.444.40041	34.90
FACTORY MOTOR PARTS COMPANY	1-Z20648	01/28/2020	PURCHASED CCAB50 RC150	603.140.1450050	254.14
FACTORY MOTOR PARTS COMPANY	1-Z20810	01/29/2020	10799	603.140.1450050	254.14
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12001	12/31/2019	INVRGRV-1	603.00.5300.444.40020	821.71
GOPHER BEARING - BDI	9501036689	01/29/2020	0001032969	603.00.5300.444.40041	300.75
GOPHER BEARING - BDI	9501036689	01/29/2020	0001032969	603.00.5300.444.40041	(150.37)
INVER GROVE FORD	5281835	01/29/2020	1/17/20	603.00.5300.444.40041	32.78
INVER GROVE FORD	5281991	01/29/2020	1/22/20	603.00.5300.444.40041	111.84
INVER GROVE FORD	5281992	01/29/2020	1/22/20	603.00.5300.444.60012	4.06
MACQUEEN EMERGENCY GROUP	W01996	01/29/2020	INVER003	603.00.5300.444.40041	1,136.18
MANSFIELD OIL COMPANY	721823	01/28/2020	FUEL (UNL W/10% ETH)	603.140.1450060	9,427.75
MANSFIELD OIL COMPANY	721836	01/28/2020	DYED DIESEL FUEL (ULS B5DY W/ADF	603.140.1450060	4,175.39
MANSFIELD OIL COMPANY	721839	01/28/2020	DYED DIESEL FUEL	603.140.1450060	2,248.24
MATTHEW D HENNING	1688	12/31/2019	FIRE EXTINGUISHER INVENTORY	603.00.5300.444.40042	135.00
MID CITY SERVICES, INC.	124107	01/29/2020	1/17/20	603.00.5300.444.40065	49.00
MILLS AFTERMARKET ACCESSORIES INC	OAK-1013408-01	01/29/2020	W05370	603.00.5300.444.40041	337.80
MN DEPT OF REVENUE	1/17/20	12/31/2019	Petroleum Tax	603.00.5300.444.60021	786.60
MN GLOVE & SAFETY, INC.	321024	01/29/2020	CTINVE	603.00.5300.444.60012	41.70
MTI DISTRIBUTING CO	1243014-00	01/29/2020	91180	603.00.5300.444.40041	566.61
MTI DISTRIBUTING CO	1243434-00	01/29/2020	91180	603.00.5300.444.40041	1,048.03
MTI DISTRIBUTING CO	1243462-00	01/29/2020	91180	603.00.5300.444.40041	(566.61)
NORTH AMERICAN TRAILER SALES	030004153725	01/29/2020	10095	603.00.5300.444.40041	357.00
NORTH AMERICAN TRAILER SALES	030004153727	01/29/2020	10095	603.140.1450050	15.90
NORTHERN SAFETY TECHNOLOGY INC	49696	01/29/2020	20639	603.00.5300.444.80700	4,797.94
NORTHERN SAFETY TECHNOLOGY INC	49709	01/29/2020	20640	603.00.5300.444.80700	5,109.61
O' REILLY AUTO PARTS	1767-449127	01/28/2020	OIL FILTER	603.140.1450050	23.62

O' REILLY AUTO PARTS	1767-449561	01/28/2020	FOG CAPULSE	603.140.1450050	6.81
O' REILLY AUTO PARTS	1767-449597	01/28/2020	MINI BULB	603.140.1450050	5.37
O' REILLY AUTO PARTS	1767-450081	01/29/2020	1578028	603.140.1450050	148.36
O' REILLY AUTO PARTS	1767-450269	01/29/2020	1578028	603.00.5300.444.40041	5.36
O' REILLY AUTO PARTS	1767-450305	01/29/2020	1578028	603.00.5300.444.40041	23.87
O' REILLY AUTO PARTS	1767-450389	01/29/2020	1578028	603.00.5300.444.40041	92.85
O' REILLY AUTO PARTS	1767-450890	01/29/2020	1578028	603.00.5300.444.60012	6.68
O' REILLY AUTO PARTS	1767-450902	01/29/2020	1578028	603.140.1450050	22.52
O' REILLY AUTO PARTS	1767-451122	01/29/2020	1578028	603.00.5300.444.40041	7.18
O' REILLY AUTO PARTS	1767-451240	01/29/2020	1578028	603.140.1450050	46.92
O' REILLY AUTO PARTS	1767-451891	01/29/2020	1578028	603.00.5300.444.40041	222.31
O' REILLY AUTO PARTS	1767-451903	01/29/2020	1578028	603.00.5300.444.40041	41.64
O' REILLY AUTO PARTS	1767-451913	01/29/2020	1578028	603.00.5300.444.40041	31.27
O' REILLY AUTO PARTS	1767-451925	01/29/2020	1578028	603.00.5300.444.40041	(166.46)
O' REILLY AUTO PARTS	1767-451959	01/29/2020	1578028	603.00.5300.444.60012	11.98
PERFECTION PLUS, INC	113012	12/31/2019	DEC 2019 CLEANING	603.00.5300.444.40040	477.36
POMP'S TIRE SERVICE, INC.	980066266	01/29/2020	4502557	603.00.5300.444.60014	584.00
TOTAL CONSTRUCTION & EQUIP.	15010	01/28/2020	REPAIR (MAINT GARAGE BAD BALLAS	603.00.5300.444.40040	7,881.65
TRI-STATE BOBCAT INC.	P27244	01/29/2020	16312	603.00.5300.444.40041	229.76
UNIFIRST CORPORATION	0900532351	01/29/2020	1051948	603.00.5300.444.40065	193.77
UNIFIRST CORPORATION	0900532351	01/29/2020	1051948	603.00.5300.444.60045	35.35
UNIFIRST CORPORATION	0900533733	01/29/2020	1051948	603.00.5300.444.40065	168.72
UNIFIRST CORPORATION	0900533733	01/29/2020	1051948	603.00.5300.444.60045	40.70
Fund: 603 - CENTRAL EQUIPMENT					41,916.20
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	604.00.2200.416.60005	291.68
INNOVATIVE OFFICE SOLUTIONS	SUM-051963	12/31/2019	S28777	604.00.2200.416.60010	2,942.29
Fund: 604 - CENTRAL STORES					3,233.97
AEP ONSITE PARTNERS, LLC	419-21229123	12/31/2019	1/7/20	605.00.7500.460.40020	28.74
CATHERINE M. PERME	1221	12/31/2019	1/9/20	605.00.7500.460.30700	5,000.00
HUEBSCH SERVICES	4433134	01/27/2020	100075	605.00.7500.460.40065	135.54
HUEBSCH SERVICES	4441660	01/27/2020	100075	605.00.7500.460.40065	135.54
MCKINSTRY ESSENTION LLC	20037301	12/31/2019	249290	605.00.7500.460.30700	9,500.00
NAC MECHANICAL & ELECTRICAL SERVICE	165926	12/31/2019	8712	605.00.7500.460.40040	669.50
PERFECTION PLUS, INC	113012	12/31/2019	DEC 2019 CLEANING	605.00.7500.460.40040	4,697.60
PETTY CASH	12/13/19	12/31/2019	POSTAGE	605.00.7500.460.50035	17.35
TOTAL CONSTRUCTION & EQUIP.	14368	12/31/2019	40191126	605.00.7500.460.40040	1,339.95
TOTAL CONSTRUCTION & EQUIP.	15493	12/31/2019	40191152	605.00.7500.460.40040	5,993.21
TOTAL CONSTRUCTION & EQUIP.	16633	12/31/2019	1/10/20	605.00.7500.460.40040	1,185.76
Fund: 605 - CITY FACILITIES					28,703.19
BAYCOM INC	EQUIPINV_024296	12/31/2019	40691	606.00.1400.413.60041	27,287.00
DAKOTA CTY FINANCIAL SVCS	00037225 & 226	12/31/2019	P0001753	606.00.1400.413.30700	11,879.34
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	606.00.1400.413.60040	0.11
MN DEPT OF REVENUE	Dec- 19	01/21/2020	Taxes	606.00.1400.413.60041	11.21
OFFICE OF MN. IT SERVICES	DV19100492	12/31/2019	200B00171	606.00.1400.413.30700	310.00
OFFICE OF MN. IT SERVICES	DV19120489	12/31/2019	200B00171	606.00.1400.413.30700	310.00
Pro-Tech Design Inc.	94510	12/31/2019	cityofinvergroveheights	606.00.1400.413.50070	7,257.60
Fund: 606 - TECHNOLOGY FUND					47,055.26
AMERICAN ACQUISITIONS	1/28/20	12/31/2019	ESCROW REFUND	702.229.2283103	5,974.12
BARR ENGINEERING COMPANY	23190328.18-20	12/31/2019	12/20/19	702.229.2306802	375.00
BARR ENGINEERING COMPANY	23190328.19-10	12/31/2019	12/20/19	702.229.2282803	1,830.02
BARR ENGINEERING COMPANY	23190328.19-10	12/31/2019	12/20/19	702.229.2283203	1,658.50
BARR ENGINEERING COMPANY	23190328.19-10	12/31/2019	12/20/19	702.229.2285902	822.00
BARR ENGINEERING COMPANY	23190328.19-10	12/31/2019	12/20/19	702.229.2288503	425.00
BOLTON & MENK, INC.	0244316	12/31/2019	12/31/19	702.229.2292502	455.00
EMMONS & OLIVIER RESOURCES	00095-0061-9	01/27/2020	1/20/20	702.229.2287302	2,919.40
EMMONS & OLIVIER RESOURCES	00095-0061-9	01/27/2020	1/20/20	702.229.2292502	312.50
EMMONS & OLIVIER RESOURCES	00095-0062-6	01/27/2020	1/20/20	702.229.2292502	153.75
JAEGER CONSTRUCTION	1/31/20	12/31/2019	ESCROW REFUND	702.229.2296802	867.87
JOHNSON, TIM AND AMY	1/3/20	01/23/2020	Escrow Closing	702.229.2308102	1,187.87
OLMSTED COUNTY	FA068965	01/29/2020	Antwon Terrell Baymon	702.229.2291000	500.00
WASHINGTON COUNTY COURT ADMIN	R00294465	02/03/2020	Warrant #120900245	702.229.2291000	300.00
WENCK ASSOCIATES, INC.	11909552	01/27/2020	Project B3619-0009	702.229.2283403	324.00
WENCK ASSOCIATES, INC.	11909553	01/27/2020	Project B3619-0010	702.229.2288703	624.90
Fund: 702 - ESCROW FUND					18,729.93
Grand Total					4,986,796.09

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: February 10, 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 ten (10) 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:

- **BENJAMIN JORDAN, MGR: 8851 BRODERICK BLVD – MONUMENT RIDGE**
- **JOHN SWENSON, MGR: 5470,5480 BLACKBERRY TRAIL – BLACKBERRY POINTE APTS**
- **LEO EXLEY: 5946 CONCORD BLVD**
- **DANIEL MARX: 5942 CONCORD BLVD**
- **JENNIFER SOBOTA: 8163 DARCY LANE**
- **KIMBERLE ROGERS: 3800 67TH STREET EAST**
- **HAR MATTAPARTI: 6975 ARCHER COURT**
- **HAR MATTAPARTI: 6973 ARCHER PLACE**
- **FRANK FRENCH: 6043 CANDACE AVE – PARKVIEW MANOR**
- **DEB NEWELL, MGR: 8911 COFFMAN PATH**

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

PERSONNEL ACTIONS

Meeting Date: February 10, 2020
 Item Type: Consent Agenda
 Contact &
 Reviewed by: Janet Shefchik, HR Manager
 Prepared by: Cora Bauer, HR Coordinator

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:

Sarah Urbas, Office Support PD

Temp/Seasonal Parks/Recreation/VMCC:

Deborah Van Doren, Fitness Instructor
 Drew Vandehoef, Outdoor Rink Attendant
 Ethan Sweet, Guest Service Worker
 Ian Anderson, Lifeguard
 Jiannah Bereuda, Skating Instructor
 Joshua Klint, Outdoor Rink Attendant
 Larissa Cook, Fitness Worker
 Yvonne Berry, Fitness Worker

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

RESOLUTION NO. _____

A RESOLUTION FILLING LIEUTENANT POSITION

WHEREAS, pursuant to that negotiated Settlement Agreement and Release of Claims previously approved by the Inver Grove Heights City Council, the City Council agreed to the appointment of John Daniels to a Lieutenant position within the City of Inver Grove Heights Police Department; and

WHEREAS, a revised job description for the Lieutenant position has been prepared and is on file with the City of Inver Grove Heights;

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

- 1.** John Daniels is appointed to the position of Lieutenant within the Inver Grove Heights Police Department effective on April 15, 2020, or on the date the City appoints an individual to fill Daniels' current sergeant position, whichever occurs first.
- 2.** John Daniels' probationary period as a Lieutenant will commence as of the date he is appointed to the position of Lieutenant.
- 3.** City Staff are hereby authorized to take such steps as may be necessary to effectuate this promotion.

Passed this 10th day of February 2020.

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE NEGOTIATED SETTLEMENT AND RELEASE
RELATED TO MDHR CHARGE NO. 69011**

WHEREAS, in 2018, a discrimination charge was filed with the Minnesota Department of Human Rights ("MDHR"), Charge No. 69011, which was also cross-filed with the Equal Employment Opportunity Commission ("EEOC"), Charge No. 26E.2019-00105 (together, the "Charges"); and

WHEREAS, the City has denied any liability or wrongdoing related to the allegations in these charges; and

WHEREAS, following mediation by the parties regarding the Charges, and in order to avoid the expense and uncertainty of continued litigation, the parties desire to mutually resolve and settle all disputes among them, known and unknown, in accordance with the terms and conditions of the Settlement Agreement and Release of Claims attached hereto as Exhibit 1.

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

- 1.** The Settlement Agreement and Release of Claims attached hereto as Exhibit 1 is hereby approved.
- 2.** The Mayor and City Clerk are authorized to execute the Settlement Agreement and Release of Claims attached hereto as Exhibit 1.
- 3.** City Staff are hereby authorized to take such steps as may be necessary to effectuate the terms of the Settlement Agreement and Release of Claims attached hereto as Exhibit 1.

Passed this 10th day of February 2020.

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request #1 and Change Order #1 to – General Sheet Metal Company, LLC for the VMCC/Grove HVAC Project

Meeting Date: February 10, 2020
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Todd Fredrickson
 Shannon Battles

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

PURPOSE/ACTION REQUESTED

The Council is asked to approve Pay Request #1 to General Sheet Metal Company, LLC in an amount of \$9,500.00 and approval of change order #1.

SUMMARY

The City awarded a contract to General Sheet Metal Company, LLC on July 22, 2019 in the amount of \$378,000.00. The project is funded by the VMCC/Grove Capital Improvement Budget.

The contract with General Sheet Metal Company, LLC is as follows:

General Sheet Metal Company, LLC	\$378,000.00
Change Order #1	\$ 3,245.00
Total	\$381,245.00

The overall project costs are as follows:

MEI – Preparation of Plans & Specifications	\$ 19,750	Design and Engineering
Contract with General Sheet Metal Company, LLC	\$378,000	Construction Contract
Change Order #1	\$ 3,245	Drain Relocation
Total	\$400,995	

APPLICATION AND CERTIFICATE FOR PAYMENT AIA DOCUMENT G702

PAGE ONE OF 1 PAGES

TO OWNER: CITY OF INVER GROVE HTS
8150 BARBARA AVE
INVER GROVE HTS MN 550773412

PROJECT #:

FROM CONTRACTOR: GENERAL SHEET METAL
2330 Louisiana Ave. N.
Minneapolis, MN 55427

VIA ARCHITECT:

CONTRACT FOR: 196745 CITY OF IGH-LAP POOL

APPLICATION NO: 00001 Distribution to:
PERIOD TO: 01/22/2020 ☐ OWNER
PROJECT NOS: ☐ ARCHITECT
☐ CONTRACTOR
CONTRACT DATE: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	378,000.00
2. Net change by Change Orders	-00
3. CONTRACT SUM TO DATE (Line 1 + 2)	378,000.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	10,000.00
5. RETAINAGE:	
a. % of Completed Work (Columns D + E on G703)	500.00
b. % of Stored Material (Column F on G703)	
Total Retainage (Line 5a + 5b or Total in Column I of G703)	500.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	9,500.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	.00
8. CURRENT PAYMENT DUE	9,500.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	368,500.00

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

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: *[Signature]* Date: 1-23-20

By: *[Signature]*

State of: MINNESOTA

County of: HENNEPIN

Subscribed and sworn to before me this 23rd day of January 2020

[Signature] Notary Public

My Commission expires: 1/31/21



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$

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

ARCHITECT: *[Signature]* Date: *[Signature]*

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 DOCUMENT G703

APPLICATION NUMBER:

01/22/2020

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE
			FROM PREVIOUS APPLICATION (D + E)	WORK COMPLETED THIS PERIOD						
00001	AIR HANDLER REPLCMT	378000	0	10000			0	10000	368000	500
		378000	0	10000			0	10000	368000	500



General Sheet Metal Company, LLC

2330 LOUISIANA AVE. NORTH
MINNEAPOLIS, MINNESOTA 55427
PHONE 763-544-8747 FAX 763-544-6580
• HEATING • AIR CONDITIONING
• VENTILATION • ENERGY RECOVERY
• GENERAL & SPECIALTY SHEETMETAL FABRICATION

Project: IGH Lap Pool Replacement Number: 19-6745

Change Order Requested By: M & E Engineering Date: 1/24/2020

Owners &/or Architect/Engineer Change Order Request#: Re-Locate floor drain in Mech room

Equipment			\$0.00	
Material			\$0.00	
Sales Tax			\$0.00	
	Material Subtotal			\$0.00
Field Labor	0 Man Hrs @ \$	\$95.00 Per Hr.	\$0.00	
Shop Labor	0 Man Hrs @ \$	\$76.00 Per Hr.	\$0.00	
Planning	0 Man Hrs @ \$	\$115.00 Per Hr.	\$0.00	
Truck Chg	0 Hrs	\$60.00 Per Hr.	\$0.00	
Labor Insurance & Taxes @		23%	\$0.00	
Testing & Clean-up				
Tool Replacement@		5%	\$0.00	
Parking-Travel time-Subsistence				
	Labor Subtotal			\$0.00
Equipment Rental				\$0.00
Subcontracts				
- Davis Mechanical Syst			\$2,950.00	
-			\$0.00	
-				
	Subcontracts Subtotal			\$2,950.00
Permits & Fees				
	Change Order Subtotal Costs			\$2,950.00
This proposal may be withdrawn by us if not accepted within days.	Credits			
	Overhead	5 %		\$0.00
	Subtotal			
	Margin	10 %		\$295.00
Time extension required: days.	Subtotal			
	Bond Premium			
Number of prints required:	TOTAL PRICE OF CHANGE			\$3,245.00
Submitted By: <u>Jerrick Jenson</u>	Date: <u>1/24/2020</u>			
Approved By: _____	Date: _____			



DAVIS
MECHANICAL
SYSTEMS

7872 12th Ave South
Bloomington, MN 55425

Office • 952-854-3654 Fax • 952-854-3656

CHANGE REQUEST #:

1

Date:

09-Jan-20

To: General Sheetmetal

Project: AHU Replacment Invergrove

Change order description:
Add floor drain and cap off one

Materials
Labor

\$990

\$2,000

Change Order Total Cost:

\$2,950

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider a Resolution Receiving Revised Feasibility Report and Scheduling a Public Hearing for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail)

Meeting Date: February 10, 2020
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Jacob Moser, Civil 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

Consider a resolution receiving Revised Feasibility report and scheduling a public hearing for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail).

SUMMARY

On December 9, 2019, Council received the feasibility report, ordered the project, and authorized preparation of plans and specifications for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail). The final design cost estimate was much higher than the feasibility estimate. The higher estimate is a result of adjusting quantities to address potential increases due to unknown site conditions and some calculation errors.

Staff recommends restarting the public improvement process based on the Revised Feasibility Report that reflects the higher estimated project cost. An engineer's bid estimate based on the final design has resulted in estimated project costs significantly higher than the original feasibility estimate. Staff has updated the project schedule to hold the assessment hearing after the project is constructed so the actual final costs of the project are used in the final assessment process. Staff has completed a Revised Feasibility Report which recommends a mill and overlay project with spot curb replacement (attached).

The total estimated project cost is \$951,067 with \$394,398 in estimated assessments for street and storm water improvements (42% of the total project costs), for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail). The proposed revised assessments are approximately 55% higher than the original feasibility report. A multi-faceted funding package has been prepared in the feasibility report which includes the pavement management fund, franchise fee funds, sewer and water funds, and special assessments.

A preliminary assessment roll has been prepared per City policy. The per-policy assessment amount of \$71.83/front foot for a non-single-family parcel averages \$0.15/square-foot (ranging from \$0.06-\$0.52/square-foot) for street and storm water facility improvements. The independent appraiser's special benefit analysis recommended an assessment cap of \$1.00/square-foot of non-single-family parcel for street and storm water improvements. The proposed assessments are the lower amount between the per policy and assessment cap.

Staff will hold an informational meeting to present the Revised Feasibility Report and assessment amounts to property owners.

I recommend passage of the resolution receiving the Revised Feasibility report and scheduling a public hearing on March 9, 2020 for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail).

SWD/jm

Attachments: Resolution
 Project Area Map
 Revised Preliminary Assessment Roll
 Revised Feasibility Report

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

**CONSIDER RESOLUTION RECEIVING REVISED FEASIBILITY REPORT AND SCHEDULING A PUBLIC
HEARING FOR CITY PROJECT NO. 2019-09C – CAHILL AVENUE MILL AND OVERLAY (CONCORD
BOULEVARD TO INVER GROVE TRAIL)**

RESOLUTION NO. _____

WHEREAS, On April 8, 2019 Council ordered a feasibility report for City Project No. 2019-09C – Cahill Avenue Mill and Overlay (Concord Boulevard to Inver Grove Trail),

WHEREAS, On December 9, 2019 Council received the original feasibility report and ordered the project authorizing preparation of plans and specifications,

WHEREAS, And Engineer's bid estimate based on final design has resulted in significantly higher project costs and resulted in a proposed 55% increase in assessments,

WHEREAS, A Revised Feasibility Report has been prepared reflecting the revised preliminary assessment roll with higher assessment amounts; and

<u>Project No.</u>	<u>Improvements</u>
2019-09C	Roadway improvements (bituminous removal, and bituminous pavement), milling, spot concrete curb and gutter removal and replacement, spot full depth pavement replacement, spot subgrade correction, bituminous trail, pedestrian ramp improvement, storm sewer casting adjustments and chimney repair, sanitary sewer casting adjustments and chimney improvements, water main casting adjustments, bituminous trail, pedestrian ramp improvement, appurtenances and restoration on the following streets: Cahill Avenue from Concord Boulevard to Inver Grove Trail, Cafferty Court from Cahill Avenue to its west terminus, and Old Concord Boulevard from Cahill Avenue to 400-feet east of Cahill Avenue.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS THAT:
Said Revised report is hereby received by the City Council of the City of Inver Grove Heights on January 27, 2020.

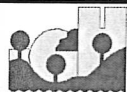
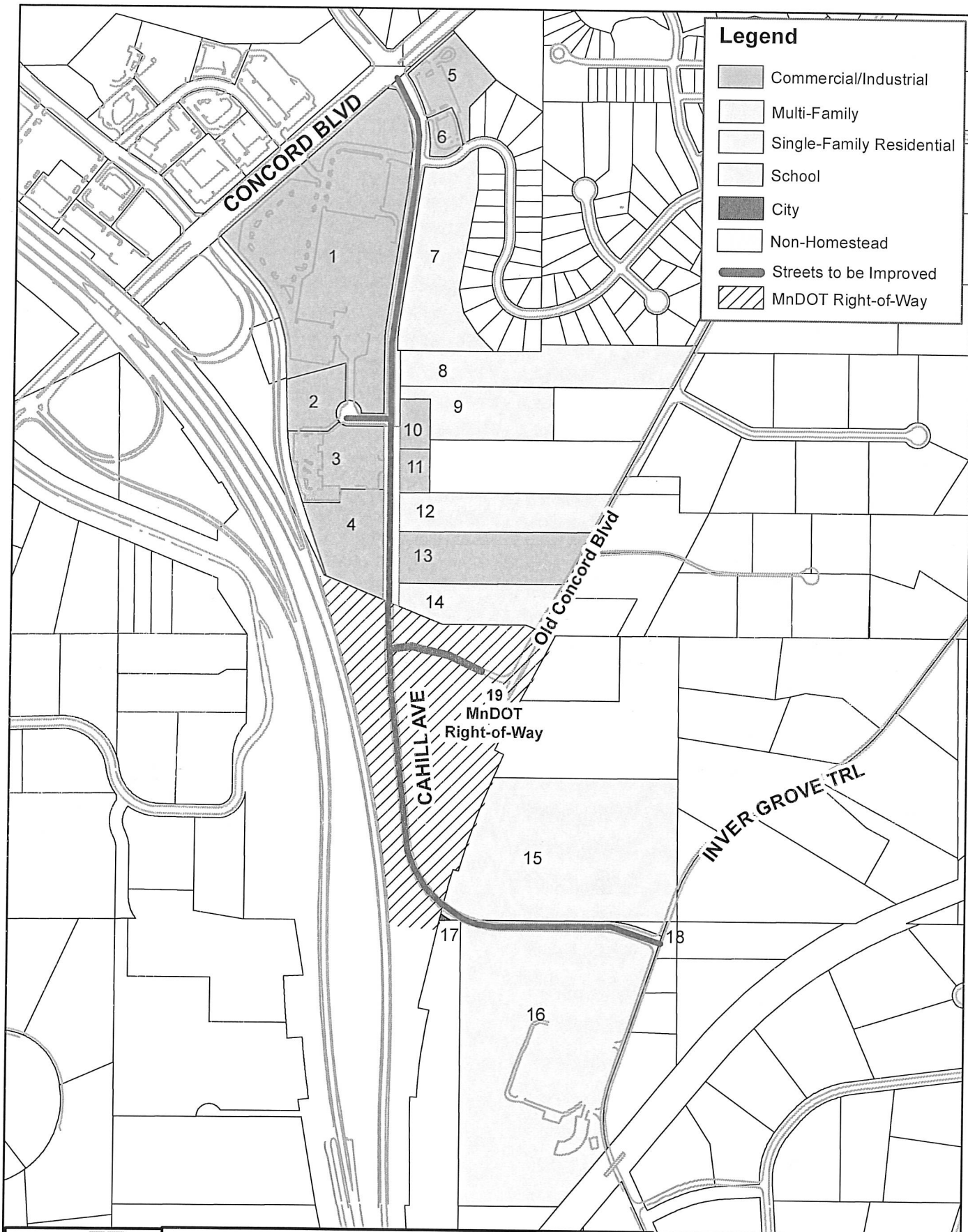
1. The City Council will consider the above-mentioned improvements in accordance with the report and assess, or tax, the abutting properties for all or a portion of the cost of the improvements, pursuant to Chapter 429 of the Minnesota Statutes at an estimated cost of \$951,067.
2. A public hearing will be held on such improvements at 7:00 p.m. on Monday, March 9, 2020 in the City Council Chambers at 8150 Barbara Avenue and the City Clerk shall give mailed and published notice of such hearing and improvements as required by law.
3. The final assessment hearing is proposed to be held after the project is constructed so the final assessment roll reflects the final costs instead of estimated costs.

Adopted by the City Council of Inver Grove Heights this 10th day of February 2020.

ATTEST:

George Tourville, Mayor

Rebecca Kiernan, City Clerk



11/4/19

City Project No. 2019-09C
Mill and Overlay - Cahill Avenue
(Concord Blvd. to Inver Grove Trl.)
Preliminary Assessment Map

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

**CITY PROJECT NO. 2019-09C - CAHILL MILL AND OVERLAY
(CONCORD BLVD. TO INVER GROVE TRL)**

REVISED PRELIMINARY ASSESSMENT ROLL 2-10-2020

PID NO.	MAP NO.	PROPERTY TYPE	NAME	HOUSE NO.	STREET NAME	PRELIMINARY 11-12-2019 ASSESSMENT	PER POLICY ASSESSMENT	ESTIMATED BENEFIT CAP	PROPOSED ASSESSMENT
201190001010	1	COMM	WAL-MART STORES INC	9165	CAHILL AVE	\$76,294.44	\$118,027.42	\$731,364.84	\$118,027.42
201190000010	2	COMM	WAL-MART STORES INC			\$5,555.46	\$8,594.30	\$70,783.66	\$8,594.30
201190101010	3	COMM	9273 CAHILL AVE LLC	9273	CAFFERTY CT	\$17,419.96	\$26,948.68	\$134,449.83	\$26,948.68
201100001010	4	INDUSTRIAL	HALLBLADE PROPERTIES LLC	9485	CAHILL AVE	\$23,727.14	\$36,705.88	\$137,039.82	\$36,705.88
201831001010	5	COMM	CONCORD CROSSROADS 2004 LLC	9008--72	CAHILL	\$10,231.52	\$15,828.16	\$98,411.50	\$15,828.16
201831001020	6	COMM	RIVER COUNTRY COOPERATIVE	9072	CAHILL AVE	\$8,327.38	\$12,882.47	\$27,697.18	\$12,882.47
201177601010	7	MFR	DAKOTA COUNTY CDA	9170	CAHILL AVE	\$38,429.06	\$59,449.71	\$248,321.79	\$59,449.71
200220027010	8	SFR	RONALD & SUE ANN MIKLYA	9253	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
206777501010	9	SFR	CHRIS SHORT	9295	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
206777501020	10	COMM	SHORT PROPERTIES LLC	9332	CAHILL AVE	\$10,793.80	\$16,698.01	\$32,400.20	\$16,698.01
206777500010	11	COMM	CHRIS SHORT			\$9,451.48	\$14,621.44	\$28,285.45	\$14,621.44
200220027030	12	SFR	MICHAEL E CASSIDY	9395	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
200220027040	13	COMM	MICHAEL E CASSIDY	9431	OLD CONCORD BLVD	\$11,143.42	\$17,238.88	\$202,589.04	\$17,238.88
200220027070	14	SFR	MICHAEL E CASSIDY	9475	OLD CONCORD BLVD	\$0.00	\$0.00	\$130,373.11	\$0.00
200220054011	15	SFR	NATIONSTAR MORTGAGE LLC	9697	INVER GROVE TRL	\$0.00	\$0.00	\$0.00	\$0.00
200220055011	16	SCHOOL	INDEPENDENT SCHOOL DIST 199	9875	INVER GROVE TRL	\$40,953.04	\$63,354.31	\$980,467.86	\$63,354.31
200220054012	17	CITY	CITY OF INVER GROVE HEIGHTS			\$2,617.30	\$4,048.98	\$806.41	\$4,048.98
200220055012	18	NON-HOMESTEAD	SUSAN LORENTZ			\$0.00	\$0.00	\$7,457.63	\$0.00
ROW	19	STATE	MnDOT			\$0.00	\$264,042.15	N/A	\$0.00
						\$254,944.00	\$658,440.39		\$394,398.24

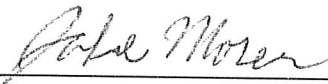
CITY OF INVER GROVE HEIGHTS

2020 PAVEMENT MANAGEMENT PROGRAM

CITY PROJECT 2019-09C
CAHILL AVENUE MILL AND OVERLAY
(CONCORD BOULEVARD TO INVER GROVE TRAIL)

REVISED
FEASIBILITY REPORT

I hereby certify that this feasibility report was prepared by me or under my direct supervision and I am a duly Registered Engineer under the laws of the State of Minnesota.



Jacob Moser, P.E.
Registration No. 53088

February 10, 2020

REVISED FEASIBILITY REPORT

2020 PAVEMENT MANAGEMENT PROGRAM INVER GROVE HEIGHTS, MINNESOTA

PROJECT NO. 2019-09C CAHILL AVENUE MILL AND OVERLAY (CONCORD BOULEVARD TO INVER GROVE TRAIL) MILL AND OVERLAY

- LOCATION:** Refer to Location Map in Appendix A.
Cahill Avenue from Concord Blvd. to Inver Grove Trail and Cafferty Court,
Inver Grove Heights
- Areas:
Mill and Overlay: Cahill Avenue (Concord Blvd. to Inver Grove Trail)
Cafferty Court
Overlay Only: Old Concord Boulevard (Cahill Ave. to 400' East of
Cahill Ave.)
- IMPROVEMENT:** The bituminous mill and overlay of Cahill Avenue and Cafferty Court will include full-width and edge milling, street and subgrade corrections, crack repair, bituminous patching, bituminous pavement, miscellaneous curb replacement, bituminous trail, pedestrian ramp improvements, storm sewer casting adjustments and chimney repair, raingardens, sanitary sewer casting adjustments and chimney improvements, water main casting adjustments, turf restoration and appurtenances.
- INITIATION:** City Council (Annual Pavement Management Program)
(2018 Geotechnical Study: Mill and Overlay Project Candidate)
- PARCELS AFFECTED:** Refer to Assessment Map in Appendix C.
There are 18 parcels and approximately 3000' of MnDOT Right-of-Way frontage on the project as planned.
- REVISION:** This Revised Feasibility Report is to replace all previous reports and addendums. During the process of final design, the bid estimate was much higher than the feasibility estimate. The higher estimate is a result of the complexity of the project, adding contingencies related to construction, and is a more in-depth estimate based on bid quantities from the final plans and design process.
- Staff recommends restarting the public improvement process based on the Revised Feasibility Report that reflects the higher estimated project cost. Staff has updated the project schedule to hold the assessment hearing after the project is constructed so the final estimates reflect the actual final costs of the project and is not based off estimates.

ISSUES:Existing Conditions:

Cahill Avenue is classified as a neighborhood collector street and is a MnDOT Municipal State Aid Street. The adjacent properties with assessable frontage are primarily commercial. The existing curb is barrier style B-curb. The existing width varies from 58-feet wide to 33-feet wide, measured from curb back to back.

The construction of Cahill Avenue from Concord to Old Concord (aka Courthouse Blvd.) was complete in June of 1994. The construction was initiated as part of City Improvement Project No. 1993-29 - East Frontage Road.

The construction of Cahill Avenue from Old Concord to Inver Grove Trail was completed in Fall of 2007 as part of City Project No. 2005-22 – Cahill South Sanitary Lift Station.

The construction of Cafferty Court was constructed in September of 2003 as part of the Walmart development improvements. Turn lane expansions on Cahill avenue between Concord Blvd and Cheney Trail were completed in 2003 with the development improvements.

Review & Recommendations:

Refer to Project Area Summary Map in Appendix A. The pavement conditions have been analyzed utilizing ICON data from Goodpointe Technology. Braun Intertec performed street borings, ground penetrating radar, and bituminous cores in the project areas, analyzed them, and reported back to the City with recommendations. In addition, City Engineering Staff drove the streets to visually inspect their condition. Pictures, logs and supporting data from the report are available and on file with the Engineering Division.

Cahill Avenue and Cafferty Court were found to be mill and overlay candidates. Braun Intertec recommends a 2-inch edge mill and overlay to enhance the strength of the pavement and extend the life of the road. Staff concurs with these recommendations. Reflective cracking of major and minor cracks is anticipated and will be sealed the following year. Table 1 summarizes the existing conditions and recommendations for each pavement section.

Table 1: Summary of Existing Conditions and Recommendations

<u>Street</u>	<u>Age</u>	<u>Surface Distress</u>	<u>Existing Bituminous</u>	<u>Sub-Base</u>	<u>Subgrade</u>	<u>Proposed Improvement</u>
Cahill Ave (Concord to Old Concord)	25 years (1994)	Severe	5" – 9"	6" – 11" Gravel	Silty-Sand Fill; Clayey Sand Fill	Full-Width Mill 2"-Overlay
Cahill Ave (Old Concord to I.G. Trail)	12 years (2007)	Moderate	4" – 5"	5" - 6" Gravel	Silty-Sand Fill; Clayey Sand Fill	Edge-Mill 2" Overlay Raise Crown
Cafferty Court	16 Years (2003)	Moderate	4" - 5"	6" Gravel	Silty-Sand Fill; Clayey Sand Fill	Edge-Mill 2" Overlay Raise Crown

Cahill Avenue from Concord to Old Concord (aka Courthouse Blvd.) is 25-years old. The existing bituminous thickness is 5-inches to 9-inches; the existing gravel base is 6-inches to 11-inches. The subgrade soils are silty and clayey-sand. Due to the existing surface distress and the existing bituminous thickness, a 2-inch depth full-width mill is recommended to remove the existing 2-inch wear course bituminous.

Review & Recommendations (cont.):

A full width mill and overlay in this section will maintain the 6" minimum bituminous thickness standard for collector street pavements.

The construction of Cahill Avenue from Old Concord to Inver Grove Trail, including a segment of Old Concord Blvd., is 12-years old. The existing bituminous thickness is 4-inches to 5-inches; the existing gravel base is 5-inches to 6-inches. The subgrade soils are silty and clayey-sand. Due to the existing surface cracking, crown slope and the bituminous thickness: an edge mill is recommended. The edge mill with a full width 2-inch overlay will increase road strength by increasing the bituminous thickness, raising the crown, and improving surface drainage.

The construction of Cafferty Court is 16-years old. The existing bituminous thickness is 4-inches to 5-inches; the existing gravel base is 6-inches. The subgrade soils are silty and clayey-sand. Due to the existing surface cracking and the bituminous thickness: an edge mill is recommended. The edge mill with a full width 2-inch overlay will increase road strength by increasing the bituminous thickness, raising the crown, and improving surface drainage.

Bituminous Mix Design

Staff recommends specifying SPWEA440C wearing course bituminous mix design for overlay paving on Cahill Avenue, Cafferty Court and Old Concord Boulevard. The maximum aggregate size should be ½" (Type SP 9.5) to allow the mix to be used for all 2" overlay lifts, and a minimum overlay thickness of 1.5" at the thinnest area of the wearing course when paving over the grade change resulting from the edge mill..

Dakota County MRG Trail and Pedestrian Ramps

There are seven additional pedestrian ramps on Cahill Avenue that need reconstruction for compliance with the City policy described in the City of Inver Grove Heights Americans with Disabilities Act (ADA) Transition Plan for Transportation Infrastructure dated April 2017. The pedestrian ramps are for access to the Dakota County Mississippi River Greenway (MRG), located at public street crossings adjacent to Cahill Avenue.

The cost of replacing pedestrian ramps for the MRG trail is estimated at \$105,296. The Feasibility Report dated November 25, 2019 did not include the pedestrian ramps because they were included in City Project 2019-19 Cahill Avenue MRG Trail Improvements. On December 2, 2019 Dakota County informed City staff that the MRG project could not be funded to move the project forward.

On December 16, 2019 Dakota County informed City staff that the MRG pedestrian ramps should not be bid as part of the City project, and the ramps would be reconstructed with a future County project.

City Bituminous Trail & Cahill Median and Crosswalk at Concord Boulevard

Staff recommends replacement of the existing City owned bituminous trail pavement located in the west boulevard of Cahill Avenue from Concord Blvd. to the Walmart driveway. Per City policy, no ramp is required at the Walmart driveway. The existing trail is located partially outside of the right-of way, but within a drainage and utility easement. A title search found no existing trail easements recorded to the Cahill Ave side of the Walmart property. Prescriptive rights have been established due to the City's maintenance of the existing trail for over 15-years.

City Bituminous Trail & Cahill Median and Crosswalk at Concord Boulevard (cont.):

The pedestrian ramp at the Cahill Ave. and Concord Blvd. intersection that accesses the City trail will require replacement to comply with ADA requirements. Staff recommends replacing the ramp, but not correcting the crosswalk. The existing crosswalk across the south leg of the Cahill Ave and Concord Blvd. intersection is not compliant with current ADA requirements. The crosswalk is painted with a change in direction, due to the center curbed median in Cahill Avenue.

Re-aligning the crosswalk will require removing a portion of the Cahill Avenue median, relocating the stop line, relocating traffic signal loops and signal handholes. This major intersection adjustment is determined to be outside the scope for this mill and overlay project. The re-alignment of the crosswalk should be addressed in a future project which can evaluate the overall intersection layout, geometry and traffic control system.

Sanitary Sewer Inflow and Infiltration (I & I) Reduction

Staff is proposing installing external chimney seals on all sanitary sewer manholes. The existing castings and rings will need to be removed and replaced and installed with an external chimney seal to prevent inflow and infiltration of surface stormwater into the sanitary sewer system.

External chimney seals are the preferred inflow and infiltration reduction method of the City Utility Superintendent and Utility Division Staff.

Storm Sewer Adjustments and I & I Reduction

Staff recommends replacing the rings and castings on storm sewer catch basins and manholes which have deteriorated mortar and rings in the structure's chimney section. The existing castings and rings will need to be removed and replaced per City standards.

Staff is recommending specifying an internal adjusting ring sealant be installed in the new catch basin chimney sections to protect the chimney from rapid deterioration due to the use of road salt with City snow removal operations.

RIGHT-OF-WAY: The existing right-of-way is adequate.

EASEMENTS: None are required.

PUBLIC INVOLVEMENT: A public open house was held on October 30th, 2019.

One resident attended the meeting. The resident was one of four single-family properties that have rear-frontage on Cahill Avenue with driveway access from Old Concord Blvd. The resident expressed frustration that Cahill Avenue was proposed for mill and overlay but Old Concord Blvd., a 50-year-old county turn-back road, was not considered. The resident commented that a portion of Old Concord was reconstructed with Cahill Ave in 2008 and should be included in the project. Staff explained the benefits of mill and overlay for maintaining pavement structure and extending the life cycle of the street. The resident agreed and then expressed support for the Cahill Avenue mill and overlay. Staff further reviewed the segment of Old Concord Blvd., from Cahill Avenue to 400-feet east, and recommend it be included in the proposed mill and overlay project. The Old Concord Blvd. turn-back street, utilities, and drainage issues will need to be evaluated as part of the Pavement Management Program and initiated as future project by Council or Petition.

FEASIBILITY: The improvement project as proposed is necessary, cost-effective, and technically feasible. The project and its elements should be implemented as proposed in this study. The improvements, once completed, will be a benefit to the properties served.

SCHEDULE:

Public Information Meeting for Feasibility ReportOct. 30, 2019

Council receives feasibility report, authorizes
preparation of plans and specifications and
schedules public improvement hearingNov. 12, 2019

Planning Commission Meeting for Compliance
with Comprehensive PlanNov. 19, 2019

Public Information Meeting for Improvement HearingNov. 26, 2019

Public improvement hearing, Council orders
public improvement projectDec. 9, 2019

Council receives **Revised** Feasibility report and
Schedules public improvement hearing Feb 10, 2020

Public Information Meeting for Improvement HearingFeb. 26, 2020

Public improvement hearing,
Council orders public improvement project,
Authorizes plans and specifications,
Approves plans and specifications,
and Authorizes advertisement for bid Mar. 9, 2020

Advertisement for Bids.....Mar. 13, 2020

Bid OpeningApril 9, 2020

Council Receives Bids, Award ContractApril 27, 2020

Public Information Meeting for Construction..... May 7, 2020

Earliest Start Construction..... May 11, 2020

Substantial Completion.....August 29, 2020

Schedule Assessment Hearing.....September 2020

Public Assessment Hearing October 2020

Final Completion October 10, 2020

FINANCING:Estimated Costs (2019-09C)

Total Construction	\$748,871
Construction Contingency	\$74,887
Resident Engineering	\$112,331
Fiscal	\$7,489
Legal	\$7,489

Total Estimated Project Cost \$951,067

A REVISED preliminary cost estimate is included in Appendix B. The total project cost includes the following items at a percentage of the construction cost: 10% construction contingency, 15% resident engineering, 1% fiscal, and 1% legal. There will be no consulting engineering or capitalized interest; the total contingency is at 27% (Refer to Table above)

PROJECT FUNDING:

The project will be funded from special assessments, Pavement Management Fund* (440) and the Sewer and Water Funds. (* Franchise Fee Fund included)

The special assessments occur to the benefited properties in accordance with Minnesota Statutes Chapter 429. Under the approved funding policy for the PMP, the City portion of the cost consists of at least 20 percent of the assessable project cost and adding in the cost of items that are paid for in full by the City, such as pedestrian walks, trails and pedestrian curb ramps.

STREET AND STORM SEWER ASSESSMENTS

Estimated Street & Storm Project Cost (\$679,221 x 1.27)	\$862,611
City Contribution – Non-Assessed (\$31,150 x 1.27)	- \$39,561
(Includes: ADA Ramps, Sidewalk, Bit. Trail)	\$823,050
20 Percent City contribution (\$129,614 x 1.27)	- \$164,610
ESTIMATED STREET AND STORM ASSESSMENTS	\$658,440

The "Adjusted Front Footage" method of assessment was utilized to calculate the assessment rates. No single-family properties have current driveway access to Cahill and were excluded from the rate calculation. The MnDOT frontage was included in the assessment rate calculation but is proposed to be paid by the City PMP fund.

NON-SINGLE-FAMILY ASSESSMENT RATE**\$71.83/FF**

PROJECT FUNDING (CONT):

The proposed funding allocation is:

Special Assessments (Per Policy):	\$658,440
-MnDOT R/W Assessment (Paid by City)	-\$264,042
Special Assessments (Proposed):	<u>\$394,398 (42%)</u>
Utility Fund (Sewer & Water)	<u>\$88,456 (9%)</u>
Pavement Management Fund*	<u>+ \$468,213 (49%)</u>
TOTAL	\$951,067 (100%)

Individual parcel assessments are determined using the City's PMP Funding Policy. (* Franchise Fee Fund included)

BENEFIT ANALYSIS:

A benefit analysis has been completed by an independent appraiser, Metzen Appraisals. The report is available for public viewing at the Engineering Division at City Hall. The independent appraiser has reviewed the project and the affected parcels are determined to receive up to a \$1.00 per square foot of parcel benefit to each parcel as a result of this improvement project.

The benefit analysis is a recommendation by an independent appraiser for consideration by the Council. The preliminary assessment analysis will be completed per policy; however, the recommended assessment "caps" will be considered for Council action only during the final assessment hearing.

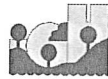
If the \$1.00 per square foot of parcel "cap" were used, as recommended by the independent appraiser, only the City owned parcel (Map No. 17) proposed assessment is reduced by the cap.

PROJECT BIDDING:

The project is expected to be packaged in the same contract with other City public street improvement projects to benefit from the economy of scale.

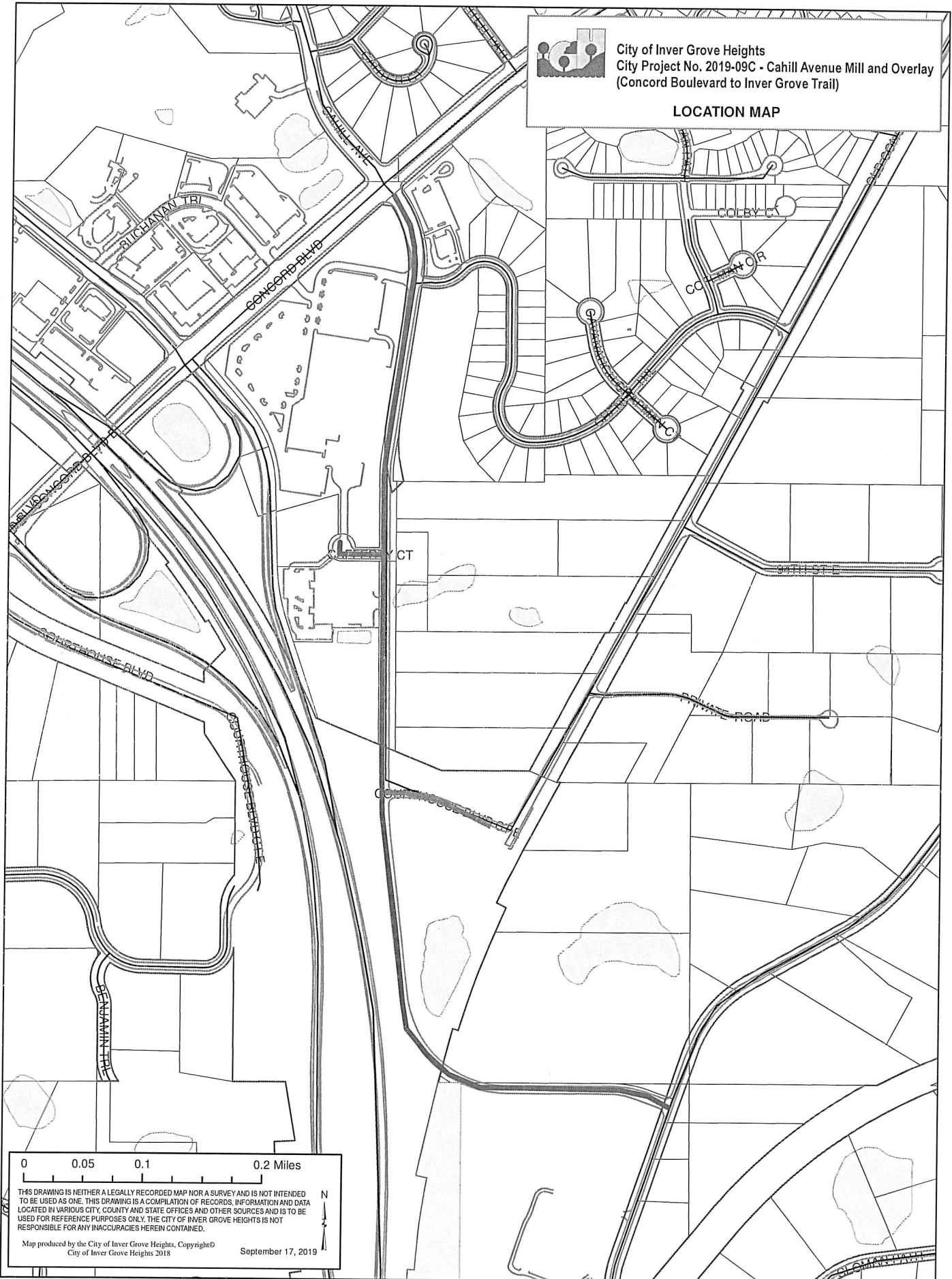
Additional projects the City is considering for 2020 construction are:
2019-09F – Carter Path and Carter Court Mill and Overlay

APPENDIX A: FIGURES



City of Inver Grove Heights
City Project No. 2019-09C - Cahill Avenue Mill and Overlay
(Concord Boulevard to Inver Grove Trail)

LOCATION MAP

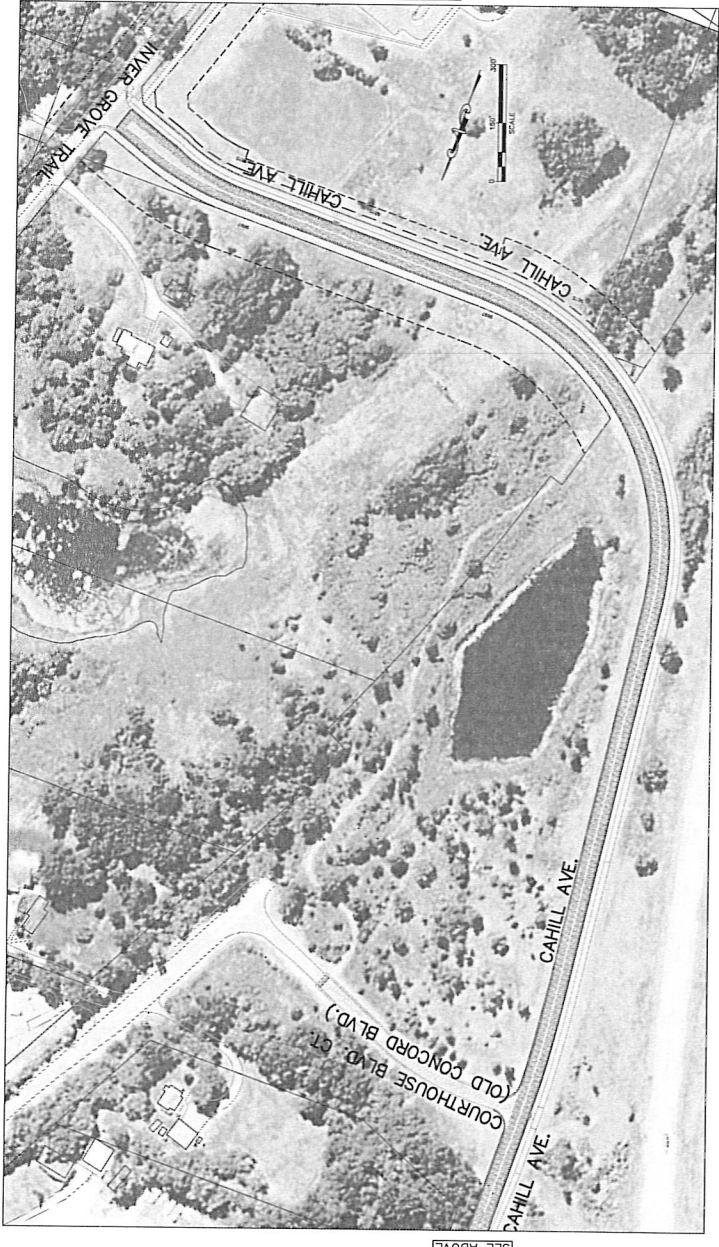
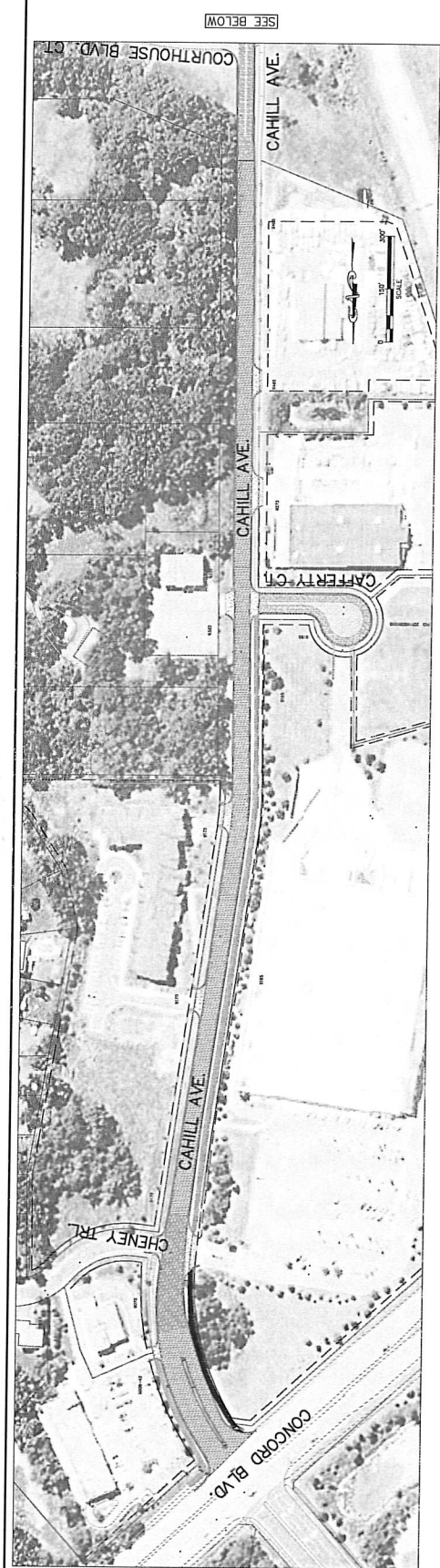


0 0.05 0.1 0.2 Miles

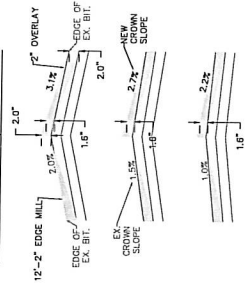
THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE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

Map produced by the City of Inver Grove Heights, Copyright©
City of Inver Grove Heights 2018

September 17, 2019



12'-2" EDGE MILL 2" OVERLAY



2019-09C: EDGE MILL & OVERLAY DETAIL
TYPICAL FOR CAHILL AVE. (29' MAT)
(SCALE: 10V: 1H)

- LEGEND (2019-09C)**
- 2" WEARING COURSE (SPWE4440C)
 - 2" EDGE MILL (SEE DETAIL)
 - 2" FULL WIDTH MILL
 - 2" MILL W/ SPOT CORRECTIONS

PROJECT AREA SUMMARY MAP 2019-09C - CAHILL AVENUE AREA MILL AND OVERLAY		SHEET NO. 0.1	
City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 56077 (651) 458-2570 Fax (651) 450-2802		DATE: 1/17/20	
DESIGN FILE: 2019-09C		DESIGN BY: JLM	
CHECKED BY: JLM		DATE: 2019-09C	
DRAWN BY: JLM		DATE: 2019-09C	
DESIGN FILE: 2019-09C		DATE: 2019-09C	
DESCRIPTION: 2019-09C		DATE: 2019-09C	

APPENDIX B: REVISED PRELIMINARY COST ESTIMATE

ENGINEER'S ESTIMATE

DATE / BY: 1/17/2020 JDM

Contract: CP 2019-09C
 Owner: City of Inver Grove Heights
 Projects: 2019-09C - Cahill Avenue Area Mill and Overlay (Concord Blvd. to Inver Grove Trail)

Schedule: 1
 Part: 1
 Description: CP 2019-09C Street Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2021.601	MOBILIZATION	LUMP SUM	1.00	\$ 10,000.00	\$ 10,000.00
2	2104.503	REMOVE CURB & GUTTER	LIN FT	1350.00	\$ 4.00	\$ 5,400.00
3	2104.518	REMOVE CONCRETE VALLEY GUTTER	SQ FT	100.00	\$ 2.50	\$ 250.00
4	2104.518	REMOVE CONCRETE WING APRON	SQ FT	150.00	\$ 2.50	\$ 375.00
5	2105.507	COMMON EXCAVATION (P)	CU YD	200.00	\$ 20.00	\$ 4,000.00
6	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	30.00	\$ 150.00	\$ 4,500.00
7	2130.523	WATER	M GAL	20.00	\$ 50.00	\$ 1,000.00
8	2211.509	AGGREGATE BASE CLASS 5	TON	50.00	\$ 18.00	\$ 900.00
9	2211.509	SHOULDER BASE AGGREGATE CLASS 1	TON	50.00	\$ 35.00	\$ 1,750.00
10	2232.604	MILL BITUMINOUS SURFACE (2", FULL WIDTH)	SQ YD	10000.00	\$ 4.00	\$ 40,000.00
11	2232.604	MILL BITUMINOUS SURFACE (2", EDGE MILL)	SQ YD	7800.00	\$ 5.00	\$ 39,000.00
12	2301.607	HIGH EARLY STRENGTH CONCRETE SURCHARGE	CU YD	11.00	\$ 25.00	\$ 275.00
13	2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	11000.00	\$ 1.00	\$ 11,000.00
14	2357.506	BITUMINOUS TACK COAT	GAL	2450.00	\$ 3.00	\$ 7,350.00
15	2360.604	TYPE SP 9.5 WEARING COURSE MIX (4,C) - 2"	TON	2500.00	\$ 85.00	\$ 212,500.00
16	2360.602	MILL AND PATCH TRANSVERSE CRACKS	LIN FT	300.00	\$ 10.00	\$ 3,000.00
17	2531.504	8" WING APRON	SQ FT	150.00	\$ 15.00	\$ 2,250.00
18	2531.503	8" VALLEY GUTTER	LIN FT	26.00	\$ 110.00	\$ 2,860.00
19	2531.603	CONCRETE CURB & GUTTER (SPOT REPAIR, MATCH EXISTING)	LIN FT	1350.00	\$ 30.00	\$ 40,500.00
20	SPECIAL	LANDSCAPE RESTORATION ALLOWANCE	LUMP SUM	1.00	\$ 10,000.00	\$ 10,000.00
21	2550.602	ADJUST HANDHOLE	EACH	1.00	\$ 750.00	\$ 750.00
22	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$ 15,000.00	\$ 15,000.00
23	2563.618	CONSTRUCTION SIGNS-SPECIAL	SQ FT	40.00	\$ 35.00	\$ 1,400.00
24	2564.518	SIGN PANELS TYPE C	SQ FT	7.25	\$ 65.00	\$ 471.25
25	2564.602	8" PVC SIGN INSTALLATION SLEEVE	EACH	1.00	\$ 100.00	\$ 100.00
26	2573.502	STORM DRAIN INLET PROTECTION	EACH	44.00	\$ 200.00	\$ 8,800.00
27	2573.603	SEDIMENT CONTROL LOG, TYPE COMPOST	LIN FT	1400.00	\$ 2.00	\$ 2,800.00
28	2574.507	BOULEVARD TOPSOIL BORROW (LV)	CU YD	120.00	\$ 36.00	\$ 4,320.00
29	2575.608	FUTERRA FIBER MAT, SEED, FERTILIZER	SQ YD	600.00	\$ 6.00	\$ 3,600.00
30	2582.518	PAVT MSSG PAINT	SQ FT	60.00	\$ 12.00	\$ 720.00
31	2582.503	4" SOLID LINE WHITE - PAINT	LIN FT	650.00	\$ 0.20	\$ 130.00
32	2582.503	4" SOLID LINE YELLOW - PAINT	LIN FT	200.00	\$ 0.20	\$ 40.00
33	2582.503	12" SOLID LINE WHITE - PAINT	LIN FT	220.00	\$ 4.00	\$ 880.00
34	2582.503	24" SOLID LINE WHITE - PAINT	LIN FT	120.00	\$ 8.00	\$ 960.00
35	2582.503	4" DOUBLE SOLID LINE YELLOW - PAINT	LIN FT	4850.00	\$ 0.40	\$ 1,940.00

Part 1 Subtotal: \$ 438,821.25

Schedule: 1
 Part: 2
 Description: CP 2019-09C Spot Full Depth Correction Area

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2021.601	MOBILIZATION	LUMP SUM	1.00	\$ 5,000.00	\$ 5,000.00
2	2104.604	REMOVE BITUMINOUS PAVEMENT (FULL DEPTH)	SQ YD	1200.00	\$ 10.00	\$ 12,000.00
3	2105.607	SUBGRADE EXCAVATION (EV)	CU YD	800.00	\$ 20.00	\$ 16,000.00
4	2105.509	STABILIZING AGGREGATE	TON	400.00	\$ 30.00	\$ 12,000.00
5	2211.509	AGGREGATE BASE CLASS 5	TON	400.00	\$ 18.00	\$ 7,200.00
6	2360.604	TYPE SP 12.5 NON WEAR COURSE MIX (4,C) - PATCHING	TON	365.00	\$ 160.00	\$ 58,400.00
7	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$ 10,000.00	\$ 10,000.00

Part 2 Subtotal: \$ 120,600.00

Schedule: 1
Part: 3
Description: CP 2019-09C Bituminous Trail and Ramp Replacement

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2104.503	REMOVE CURB & GUTTER	LIN FT	50.00	\$ 4.00	\$ 200.00
2	2104.504	REMOVE BITUMINOUS WALK	SQ YD	410.00	\$ 7.00	\$ 2,870.00
3	2104.504	REMOVE CONCRETE WALK	SQ YD	30.00	\$ 20.00	\$ 600.00
4	2104.502	SALVAGE SIGN (TYPE C)	EACH	2.00	\$ 50.00	\$ 100.00
5	2105.507	COMMON EXCAVATION (P)	CU YD	200.00	\$ 20.00	\$ 4,000.00
6	2211.509	AGGREGATE BASE CLASS 5	TON	200.00	\$ 18.00	\$ 3,600.00
7	2360.604	TYPE SP 9.5 WEARING COURSE MIX (2, E), 3" - TRAIL	TON	60.00	\$ 160.00	\$ 9,600.00
8	2521.518	6" CONCRETE SIDEWALK	SQ FT	240.00	\$ 8.00	\$ 1,920.00
9	2531.602	PEDESTRIAN CURB RAMP	EACH	1.00	\$ 2,000.00	\$ 2,000.00
10	2531.603	CONCRETE CURB & GUTTER (SPOT REPAIR, MATCH EXISTING)	LIN FT	50.00	\$ 30.00	\$ 1,500.00
11	2573.603	SEDIMENT CONTROL LOG, TYPE COMPOST	LIN FT	400.00	\$ 2.00	\$ 800.00
12	2574.507	BOULEVARD TOPSOIL BORROW (LV)	CU YD	60.00	\$ 36.00	\$ 2,160.00
13	2575.608	FUTERRA FIBER MAT, SEED, FERTILIZER	SQ YD	300.00	\$ 6.00	\$ 1,800.00

Part 3 Subtotal: \$ 31,150.00

Schedule: 1
Part: 4
Description: CP 2019-09C Storm Sewer Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2104.602	REMOVE DRAINAGE STRUCTURE	EACH	2.00	\$ 600.00	\$ 1,200.00
2	2104.602	REMOVE CASTING AND RINGS (STORM)	EACH	39.00	\$ 150.00	\$ 5,850.00
3	2503.602	CONSTRUCT BULKHEAD	EACH	1.00	\$ 300.00	\$ 300.00
4	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	4.00	\$ 1,000.00	\$ 4,000.00
5	2503.602	REMOVE AND RE-POUR DRAINAGE STRUCTURE INVERT	EACH	4.00	\$ 500.00	\$ 2,000.00
6	2506.502	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	1.00	\$ 4,000.00	\$ 4,000.00
7	2506.602	INSTALL NEW RINGS AND CASTING (STORM)	EACH	39.00	\$ 1,200.00	\$ 46,800.00
8	2506.602	CONST DRAINAGE STRUCTURE DES 2'X3' CB	EACH	1.00	\$ 3,000.00	\$ 3,000.00
9	SPECIAL	INSTALL INTERNAL ADJUSTING RING SEALANT	EACH	43.00	\$ 500.00	\$ 21,500.00

Part 4 Subtotal: \$ 88,650.00

Schedule: 1
Part: 5
Description: CP 2019-09C Water Main Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2104.602	SALVAGE CASTING AND RINGS (WATERMAIN)	EACH	2.00	\$ 150.00	\$ 300.00
2	2506.602	INSTALL NEW RINGS AND CASTING (WATER MANHOLE)	EACH	2.00	\$ 1,200.00	\$ 2,400.00
3	2504.602	ADJUST GATE VALVE	EACH	16.00	\$ 500.00	\$ 8,000.00
4	2504.602	REMOVE AND REPLACE GATE VALVE BOX	EACH	9.00	\$ 1,200.00	\$ 10,800.00

Part 5 Subtotal: \$ 21,500.00

Schedule: 1
Part: 6
Description: CP 2019-09C Sanitary Sewer Improvements

Item No.	Mn/DOT No.	Item Description	Unit	Estimated Quantity	Estimated Unit Price	Total Estimated Cost
1	2104.502	REMOVE CASTING AND RINGS (SANITARY)	EACH	21.00	\$ 150.00	\$ 3,150.00
2	2506.602	INSTALL NEW RINGS AND CASTING (SANITARY)	EACH	21.00	\$ 1,200.00	\$ 25,200.00
3	2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	23.00	\$ 600.00	\$ 13,800.00
4	2506.602	RECONSTRUCT SANITARY SEWER MANHOLE	EACH	2.00	\$ 3,000.00	\$ 6,000.00

Part 6 Subtotal: \$ 48,150.00

COST SUMMARY

Contract: CP 2019-09C
 Owner: City of Inver Grove Heights
 Project: Cahill Avenue Area Mill and Overlay

Total Construction Cost Summary

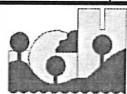
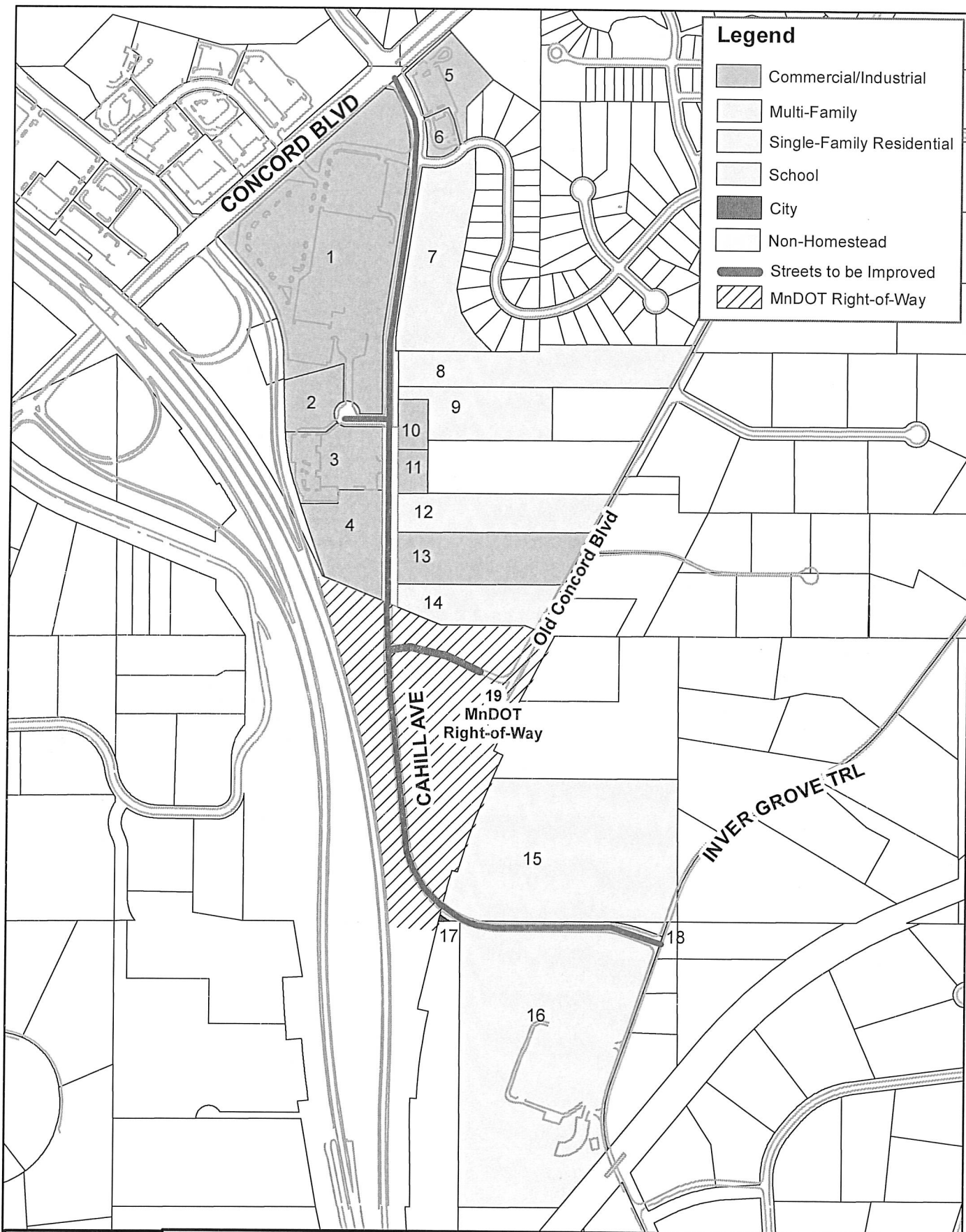
Schedule	Part	Description	Total Estimated Cost
1	1	CP 2019-09C Street Improvements	\$ 438,821.25
1	2	CP 2019-09C Spot Full Depth Correction Area	\$ 120,600.00
1	3	CP 2019-09C Bituminous Trail and Ramp Replacement	\$ 31,150.00
1	4	CP 2019-09C Storm Sewer Improvements	\$ 88,650.00
1	5	CP 2019-09C Water Main Improvements	\$ 21,500.00
1	6	CP 2019-09C Sanitary Sewer Improvements	\$ 48,150.00
1	SUBTOTAL	CP 2019-09C CONSTRUCTION SUBTOTAL	\$ 748,871.25

Total Project Cost Summary

Total Contingency (% of Construction Costs) = 27%

Schedule	Part	Description	Total Estimated Cost
1	1	CP 2019-09C Street Improvements	\$ 557,302.99
1	2	CP 2019-09C Spot Full Depth Correction Area	\$ 153,162.00
1	3	CP 2019-09C Bituminous Trail and Ramp Replacement	\$ 39,560.50
1	4	CP 2019-09C Storm Sewer Improvements	\$ 112,585.50
1	5	CP 2019-09C Water Main Improvements	\$ 27,305.00
1	6	CP 2019-09C Sanitary Sewer Improvements	\$ 61,150.50
1	SUBTOTAL	CP 2019-09C PROJECT TOTAL	\$ 951,066.49

APPENDIX C: PRELIMINARY ASSESSMENT ROLL



11/4/19

City Project No. 2019-09C
 Mill and Overlay - Cahill Avenue
 (Concord Blvd. to Inver Grove Trl.)
 Preliminary Assessment Map

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

**CITY PROJECT NO. 2019-09C - CAHILL MILL AND OVERLAY
(CONCORD BLVD. TO INVER GROVE TRL)**

REVISED PRELIMINARY ASSESSMENT ROLL 2-10-2020

PID NO.	MAP NO.	PROPERTY TYPE	NAME	HOUSE NO.	STREET NAME	PRELIMINARY 11-12-2019 ASSESSMENT	PER POLICY ASSESSMENT	ESTIMATED BENEFIT CAP	PROPOSED ASSESSMENT
201190001010	1	COMM	WAL-MART STORES INC	9165	CAHILL AVE	\$76,294.44	\$118,027.42	\$731,364.84	\$118,027.42
201190000010	2	COMM	WAL-MART STORES INC			\$5,555.46	\$8,594.30	\$70,783.66	\$8,594.30
201190101010	3	COMM	9273 CAHILL AVE LLC	9273	CAFFERTY CT	\$17,419.96	\$26,948.68	\$134,449.83	\$26,948.68
201100001010	4	INDUSTRIAL	HALLBLADE PROPERTIES LLC	9485	CAHILL AVE	\$23,727.14	\$36,705.88	\$137,039.82	\$36,705.88
201831001010	5	COMM	CONCORD CROSSROADS 2004 LLC	9008-72	CAHILL	\$10,231.52	\$15,828.16	\$98,411.50	\$15,828.16
201831001020	6	COMM	RIVER COUNTRY COOPERATIVE	9072	CAHILL AVE	\$8,327.38	\$12,882.47	\$27,697.18	\$12,882.47
201177601010	7	MFR	DAKOTA COUNTY CDA	9170	CAHILL AVE	\$38,429.06	\$59,449.71	\$248,321.79	\$59,449.71
200220027010	8	SFR	RONALD & SUE ANN MIKLYA	9253	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
206777501010	9	SFR	CHRIS SHORT	9295	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
206777501020	10	COMM	SHORT PROPERTIES LLC	9332	CAHILL AVE	\$10,793.80	\$16,698.01	\$32,400.20	\$16,698.01
206777500010	11	COMM	CHRIS SHORT			\$9,451.48	\$14,621.44	\$28,285.45	\$14,621.44
200220027030	12	SFR	MICHAEL E CASSIDY	9395	OLD CONCORD BLVD	\$0.00	\$0.00	\$4,000.00	\$0.00
200220027040	13	COMM	MICHAEL E CASSIDY	9431	OLD CONCORD BLVD	\$11,143.42	\$17,238.88	\$202,589.04	\$17,238.88
200220027070	14	SFR	MICHAEL E CASSIDY	9475	OLD CONCORD BLVD	\$0.00	\$0.00	\$130,373.11	\$0.00
200220054011	15	SFR	NATIONSTAR MORTGAGE LLC	9697	INVER GROVE TRL	\$0.00	\$0.00	\$0.00	\$0.00
200220055011	16	SCHOOL	INDEPENDENT SCHOOL DIST 199	9875	INVER GROVE TRL	\$40,953.04	\$63,354.31	\$980,467.86	\$63,354.31
200220054012	17	CITY	CITY OF INVER GROVE HEIGHTS			\$2,617.30	\$4,048.98	\$806.41	\$4,048.98
200220055012	18	NON-HOMESTEAD	SUSAN LORENTZ			\$0.00	\$0.00	\$7,457.63	\$0.00
ROW	19	STATE	MnDOT			\$0.00	\$264,042.15	N/A	\$0.00
						\$254,944.00	\$658,440.39		\$394,398.24

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION****Consider Adoption of Information Technology Strategic Plan**

Meeting Date: February 10, 2020
 Item Type: Consent Agenda
 Contact: 651-450-2576
 Prepared by: Marc Gade, Technology Manager
 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 Adoption of the Information Technology Strategic Plan

SUMMARY

The City of Inver Grove Heights IT Strategic Plan will outline the critical goals, strategies and initiatives to deliver quality service and solutions to our customer base. Technology is woven into all aspects of our business and daily lives; this plan will provide greater alignment between our customers and the IT division to solidify our approach to the management of Information Technology.



City of Inver Grove Heights Information Technology Strategic Plan

Prepared by Marc Gade
Information Technology Manger
February 2020



Introduction

The Information Technology (IT) division is responsible for support, management, and securing of information technology systems, software, hardware and telecommunications systems. The division is also responsible for the City's Geographic Information System (GIS) which is a framework used to gather, manage and analyze data. The Information Technology division consists of six full time employees, an IT Manager, Systems Administrator, two IT Specialists, GIS Specialist and a GIS Technician. We support all departments of the City of Inver Grove Heights; over 200 workstations, Citywide WIFI, printing-copying, cellular, servers, video cameras, network infrastructure, server infrastructure, core applications and personal productivity applications to facilitate the work of Inver Grove Heights employees.

The City of Inver Grove Heights IT Strategic Plan will outline the critical goals, strategies and initiatives to deliver quality service and solutions to our customer base. Technology is woven into all aspects of our business and daily lives; this plan will provide greater alignment between our customers and the IT division to solidify our approach to the management of Information Technology.





Vision

Our vision statement represents a broad scope of what we are trying to achieve. We operate in a collaborative manner partnering with other departments and our Community to achieve technology goals which our Vision statement reflects.

Provide technology leadership to foster effective innovative solutions that deliver information to people when they need it.

Mission

The Information Technology Mission statement is the purpose of the division and created to reflect the city's own Mission Statement.

The City of Inver Grove Heights & Information Technology will provide secure, reliable, and cost-effective services and solutions that enhance the quality of life in our vibrant community.

Goal 1 Service

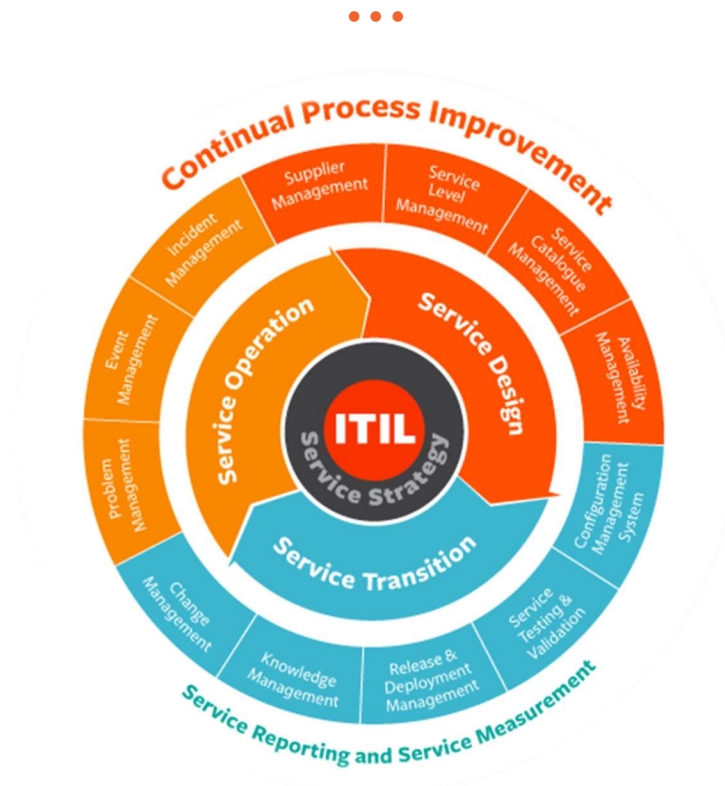
Service is the cornerstone of the Information Technology division. Our goal is to provide outstanding support and customer experience to internal and external customers.



Strategy 1.1 Provide Exceptional Service to internal customers

Customers satisfaction is a direct reflection of the service the IT division provides. Focusing on how we can meet the needs and increase the efficiencies within Information Technology will ensure we meet these expectations.

- I. Have an accurate inventory of hot swap spare parts when it is economically feasible.
- II. Develop and implement geospatial mobile solutions to field staff to optimize efficiency and access to data.
- III. Implement a single Helpdesk solution to consolidate multiple Helpdesk software across departments.
- IV. Create a Capital Replacement Schedule and full funding.
- V. Create an annual Customer Satisfaction Survey.
- VI. Standardize as many IT resources as possible to provide better manageability and service.
- VII. Work with departments to schedule optimal times to perform maintenance and other recurring project work.
- VIII. Structure our division after the Information Technology Infrastructure Library (ITIL) model.



Strategy 1.2 Provide Exceptional Customer Service to external customers

The citizens of Inver Grove Heights are referred to as our "external customers". Providing service to these customers differs as their needs are different. To ensure they have an exceptional customer experience it is important to recognize external customers primarily want access to information.

- I. Working with Communications to redesign the Website with an emphasis on easily providing information.
- II. Implement a documenting imaging system that will be utilized to archive and publish public documents which will be searchable.
- III. Complete Cityview Portals implementation for online permitting and code enforcement.
- IV. Provide 24/7 support with on call rotation.

Strategy 1.3 Train internal customers and IT Staff

With the City's constantly evolving technology needs we will emphasize educating our customers and staff in order to fully utilize the technology solutions that are implemented.

- I. Quarterly Lunch & Learn will be led by the IT Staff on a variety of technology topics.
- II. Helpdesk Knowledge Base will be created to allow customers to resolve common issues.

- III. IT Internal documentation will be structured and accurate.
- IV. Identify and train GIS advocates to help departments better utilize GIS resources.
- V. Work with IT Staff to identify and outline technology training needs.

Goal 2 Effective Information Technology

Evaluating business processes and business needs is crucial to ensuring effective technology services. The city has experienced a series of software implementations where solutions are not being fully utilized or working as intended due to lack of oversight during implementation. Addressing these pain points with the stakeholders and re-evaluating the business process or workflow will move us towards fully utilizing these tools.

It is also important to identify internal and external collaboration opportunities to streamline workflows and reduce redundancy. Successful technology solutions will reduce manual processes, duplication and error.



Strategy 2.1 Software and Hardware Project Management

The Information Technology division recognizes the need to provide leadership with product evaluation and implementation. Thoughtful consideration needs to be given to all software solutions to ensure they are successful.

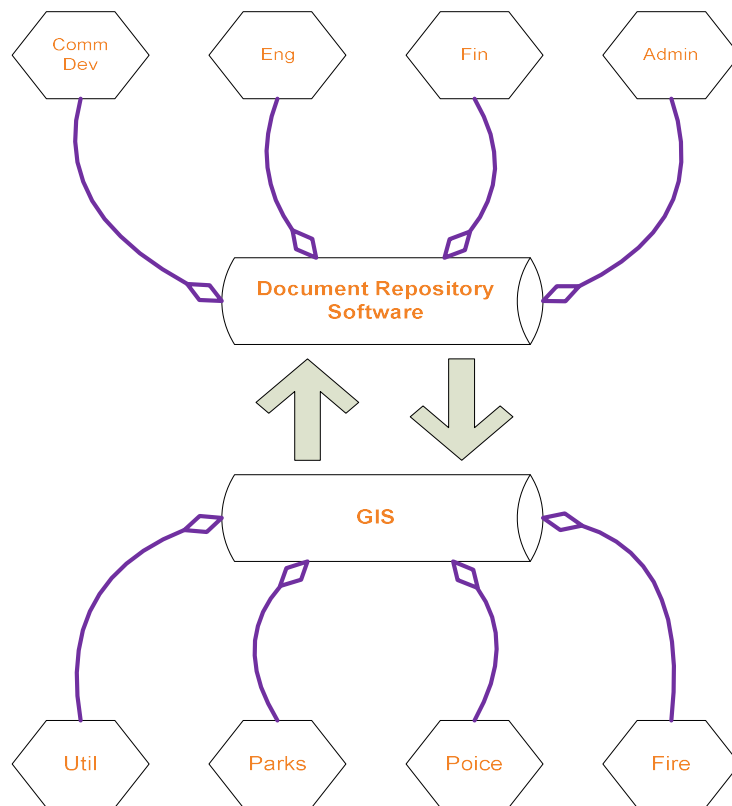
- I. Lead software implementation by working with stakeholders to identify needs and properly vet vendors to meet our requirements.
- II. Identify business process and workflow improvements.

- III. Evaluate current software capabilities to take advantage of opportunities to improve on utilization and workflow.

Strategy 2.2 Collaboration

Technology has the ability to bring ideas, people and work together to achieve goals. Taking advantage of mutually beneficial collaboration opportunities will contribute to our success.

- I. Meet with department staff to ensure Technology resources are maximized to improve productivity, workflow, data management, and accessibility.
- II. Move towards building our fiber network and fiber independence by utilizing IGH investment and the Dakota Broadband Board (DBB).
- III. Engage with County and City partners to participate in shared services when available.
- IV. Consolidate siloed data utilizing Document Imaging Software and GIS to improve access to staff and the Public.



- V. Use GIS and a document imaging system to consolidate data from multiple sources and serve as the hub for analysis and better-informed decision making.



- VI. Fully implement Office365 taking advantage of the many collaborative opportunities this solution presents.
- VII. Strengthen relationships between IT and the departments we support.

Strategy 2.3 Standardization and Efficiency

Standardization is key for manageability and providing exceptional customer service as limiting variables assists with efficient troubleshooting, replacement or implementation.

- I. Standardize the City's technology and configurations wherever possible.
- II. Understand the needs of our customers and provide software solutions that facilitate multiple challenges.
- III. Consolidate vendor resources when applicable
- IV. Replace network infrastructure appliances with standardized devices
- V. Standardize, organize, and document Technology resources to ensure manageability and cohesiveness. (ie. Squad Computers, GIS Repositories, Inventory)

Goal 3 Security

A comprehensive layered approach to security is necessary to protect our resources and assets. This encompasses a variety of measures all while trying to limit the impact on our end users.



Strategy 3.1 Compliance

By the nature of the data IGH facilitates, we are required to be in compliance with a variety of organizations security policies. These polices are a foundation to "best practices" and are a useful tool to increase our overall security.

- I. Ensure compliance with CJIN, LOGIS, and PCI policies



Strategy 3.2 Audit

Creating a baseline to build our foundation allows us to accurately address vulnerabilities and problems.

- I. Participate in external audits
- II. Accurately audit all physical and logical assets at IGH
- III. Routinely update applications and servers
- IV. Monitor and update geospatial data to improve the accuracy and information associated with City assets
- V. Audit and enforce GIS security to provide appropriate editing rights to maintain data integrity.

Strategy 3.3 Training

The final security measure for any organization is the end user. Proper training and education will decrease our vulnerabilities to provide a more secure environment.

- I. Conduct "Lunch & Learns" focusing on security
- II. Utilize software to test and train on phishing attacks
- III. Include security articles in the monthly GIS email update

Strategy 3.4 Physical Security

One aspect of physical security is the use of a comprehensive video surveillance system. Security cameras can provide real time feedback during an incident, act as a deterrent and assists Police in their investigations.

- I. Increase the camera footprint for IGH buildings
- II. Provide effective camera viewing screens
- III. Migrate camera system to a more effective solution
- IV. Migrate card access management to Information Technology

Goal 4 Innovation

The constantly changing landscape of Information Technology forces us to consistently evaluate the needs of the city and of our citizens. New technology creates an opportunity to provide information and services to people when they need it. Evolving technology also challenges the City to adapt in order for innovation to take place.



Strategy 4.1 Agility

A proactive vs reactive approach to IT will provide flexibility to incorporate new technology into our environment.

- I. Simplify technology when applicable
- II. Create a "fiber backbone" to accommodate future needs
- III. Contribute to evaluating the City's workflow and processes
- IV. Provide technology solutions to departments to remove obstacles within their job duties.

Strategy 4.2 Data Analytics

Data analytics identifies metrics to gauge progress, forecast based on previous experience and allows us to interpret data in innovative ways.

- I. Gathering and integrating siloed department data to enhance decision making through data visibility and analytics.
- II. Consolidate all City documents into a comprehensive Records Management System (RMS).
- III. Expand GIS data collection throughout the City.
- IV. Improve access to City data for staff and public to view and analyze.
- V. Provide dashboards to monitor data and productivity.
- VI. Improve departments access to data with reporting and search capabilities.

Strategy 4.3 Citizen Engagement

Expand the opportunities to engage with the Citizens of Inver Grove Heights. Create technology avenues for departments to listen, work and connect with the public.



- I. Work with Communications to redesign the current website to offer a more engaging, informative and easier to navigate experience.
- II. Implement solutions to manage, coordinate, and respond to Social Media
- III. Utilize GIS applications to interact and gather input from the public.
- IV. Utilize current software to create forms and surveys to better serve our citizens
- V. Create informative and engaging public facing story maps
- VI. Improve communications regarding data availability and transparency.

Strategy 4.4 Trending Technology

It is difficult to predict what new technology will disrupt the current model and become interwoven within our community. The Information Technology division has a responsibility to evaluate the benefits, risks and implications associated with this innovation. We recognize the following technologies as possible disrupters to the status quo and will monitor for potential opportunities or impact.

- I. Driverless Cars
- II. Blockchain Technology
- III. Internet of Things and Big Data
- IV. Drones
- V. Artificial Intelligence
- VI. Mobile Technology

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

Consider a Resolution approving the application of Inver Grove Heights Baseball Association for a premises permit to conduct lawful purpose gambling operations at Celts Pub, 6559 Concord Blvd.

Meeting Date: February 10, 2020
 Item Type: Public Hearing
 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 a Resolution approving the application of Inver Grove Heights Baseball Association for a premises permit to conduct lawful purpose gambling operations at Celts Pub, 6559 Concord Blvd.

SUMMARY:

The Inver Grove Heights Baseball Association has submitted an application for a premises permit to conduct lawful purpose gambling operations at Celts effective upon State Charitable Gambling Board and Council approval. The organization's gambling manager, Tabitha Kae Alberghetti has reviewed the City's local gambling ordinance and believes their organization would fulfill the intent of the ordinance which is to maintain the use of the proceeds within the City and defined trade area.

An investigation of Tabitha Alberghetti, Gambling Manager, was completed by the Police Department and the investigation was approved by the Police Chief.

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

RESOLUTION NO.

**RESOLUTION APPROVING THE APPLICATION OF
INVER GROVE HEIGHTS BASEBALL ASSOCIATION
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT
CELTS PUB
LOCATED AT
6559 CONCORD BLVD, INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

WHEREAS, The Inver Grove Heights Baseball Association has submitted an application Lawful Gambling Premises Permit at Celts Pub, 6559 Concord Blvd Inver Grove Heights, and

WHEREAS, the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

THEREFORE, BE IT RESOLVED, By the City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of The Inver Grove Heights Baseball Association for a lawful gambling premises permit at Celts Pub, 6559 Concord Blvd, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling and requests waiver of the 30- day waiting period.

FURTHER, to direct staff to forward a copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 10th day February 2020.

Ayes:

Nays:

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

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

Consider a Resolution approving the application of Saint Thomas Academy Alumni Association for a premises permit to conduct lawful purpose gambling operations at Mallards Restaurant, 5681 Blaine Ave

Meeting Date: February 10, 2020
 Item Type: Public Hearing
 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 a Resolution approving the application of Saint Thomas Academy Alumni Association for a premises permit to conduct lawful purpose gambling operations at Mallards Restaurant, 5681 Blaine Ave.

SUMMARY:

The Saint Thomas Academy Alumni Association has submitted an application for a premises permit to conduct lawful purpose gambling operations at Mallards Restaurant effective upon State Charitable Gambling Board and Council approval. The organization's gambling manager, John Sturner has reviewed the City's local gambling ordinance and believes their organization would fulfill the intent of the ordinance which is to maintain the use of the proceeds within the City and defined trade area.

An investigation of John Sturner, Gambling Manager, was completed by the Police Department and the investigation was approved by the Police Chief.

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

RESOLUTION NO.

**RESOLUTION APPROVING THE APPLICATION OF
SAINT THOMAS ACADEMY ALUMNI ASSOCIATION
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT
MALLARDS RESTAURANT
LOCATED AT
5681 BLAINE AVE, INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

WHEREAS, The Saint Thomas Academy Alumni Association has submitted an application Lawful Gambling Premises Permit at Mallards Restaurant, 5681 Blaine Ave, Inver Grove Heights, and

WHEREAS, the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

THEREFORE, BE IT RESOLVED, By the City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of Saint Thomas Academy Alumni Association for a lawful gambling premises permit at Mallards Restaurant, 5681 Blaine Ave, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling.

FURTHER, to direct staff to forward a copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 10th day February 2020.

Ayes:

Nays:

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

OUTFRONT MEDIA, LLC - Case No. 20-01ZA

Meeting Date: February 10, 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
☐	Other

PURPOSE/ACTION REQUESTED

Consider the following requests:

- a) the First Reading of an **Ordinance Amendment** to expand the geographic area of the Dynamic Display Billboard Overlay District.
 - Requires a 3/5th's vote.
- b) an **Ordinance Amendment** to Rezone to Dynamic Display Billboard Overlay District an area on the north side of Hwy I-494.
 - Requires a 3/5th's vote.
 - 60-day deadline: February 21, 2020 (first 60 days)

SUMMARY

The applicant owns two billboards on the north side of I-494 on the new mini-storage property just east of Highway 52. They are proposing to convert the westerly most sign into a dynamic display billboard. The proposed display would be placed on the existing signpost, same location, same size as existing.

For a billboard along I-494 to be converted to dynamic display requires an ordinance amendment to expand the dynamic display billboard overlay district. All billboards and dynamic display are allowed only along Hwy 52/55 in the southernmost part of the City. The applicant is requesting an amendment to the overlay district which would zone the property for dynamic display billboard.

ANALYSIS

The City has adopted ordinances to regulate the location for both regular and dynamic display (electronic billboard). No new billboards are allowed along I-494.

The performance standards of the billboard overlay district require a spacing of 800 feet between signs and 500 feet spacing on opposite side of highway. The proposed sign would be the only one allowed. The other existing billboard is approximately 500 feet away on the same side of the highway.

The Planning Commission was concerned about the possibility of driver distraction especially with the location proposed. Commissioner Niemioja referenced a recent article in the Pioneer Press from January 12, 2020 regarding a similar proposal in St. Paul. There was a study cited in the article that was done in 2018 noting that the signs could be tolerated by experienced drivers but the driver distraction risk increased with more demanding road, traffic and weather conditions and increased speeds.

RECOMMENDATION

Planning Staff: Staff has prepared an ordinance that would expand the overlay district to a small area on the north side of Hwy I-494 and would allow this sign only. This is the first reading of the ordinance. Staff would recommend that the rezoning to overlay district be tabled to the final reading and Council take action at that time should the ordinance amendment be approved.

Planning Commission: The Commission raised concerns about dynamic display being a possible distraction to drivers and a safety concern noting I-494 can be congested during rush hour. The Commission recommended approval of the two part request (6-3).

Attachments: Ordinance Amending the Overlay District Text
Ordinance Amending the overlay district boundary
Updated Overlay District Boundary Maps
Article from Pioneer Press discussing recent billboard discussion in St. Paul
Planning Commission Recommendation
Planning Staff Report

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 10, (ZONING ORDINANCE) REGARDING EXPANDING THE GEOGRAPHIC
AREA OF THE DYNAMIC DISPLAY BILLBOARD OVERLAY DISTRICT**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 10, Chapter 15E-6 , BILLBOARDS of the Inver Grove Heights City Code is hereby amended to read as follows:

I. Dynamic Display Billboards:

5. Rezoning Of Property: Contemporaneous with the enactment of this subsection, the city has rezoned certain property within the city to the billboard overlay district ~~by ordinance 1229~~. The area rezoned to the billboard overlay district is the only appropriate area in the city for dynamic display billboards ~~because the city adopted an ordinance in 1993 regulating the location of billboards to an area along Highway 52/55 in Sections 27 and 34, Township 27, Range 22~~. Supreme court decisions and results from numerous safety studies have indicated that dynamic display billboards and other forms of outdoor signage are intended to divert, and do divert, a driver's attention from the roadway. Dynamic display billboards have been considered a form of visual pollution that can detract from the positive features of a community.

The property located within the city of Inver Grove Heights which has been rezoned to be located in the dynamic display billboard overlay district is as follows: All of sections 27 and 34, Township 27N, Range 22W, and the north half of Section 33, Township 28N, Range 22W, lying north of I-494 between Hwy 52 and Blaine Avenue, Dakota County, Minnesota.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its 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:

Rebecca Kiernan, City Clerk

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 10,
CHAPTER 13, SPECIAL USE DISTRICTS, ARTICLE K, DYNAMIC DISPLAY
BILLBOARD OVERLAY DISTRICT**

CASE NO. 20-01ZA
(City of Inver Grove Heights)

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended to rezone the following described property located within the City of Inver Grove Heights to Dynamic Display Billboard Overlay District to wit:

**The North half of Section 33, Township 28N, Range 22W, lying north of I-494 between
Hwy 52 and Blaine Avenue, Dakota County, Minnesota**

SECTION II. The Zoning Map of the City of Inver Grove Heights referred to and described in said Ordinance No. 1190 as that certain map entitled "Inver Grove Heights Zoning Map, June 24, 2002", together with all amendments thereto, hereinafter referred to as the "zoning map", shall not be republished to show the aforesaid rezoning, but the Clerk shall appropriately mark the said zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance and all of the notations, references and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

SECTION III. This Ordinance shall be in full force and effect from and after its publication according to law.

Ordinance No. _____
Page 2

Enacted and ordained into an Ordinance this _____ day of _____, 2020.

Ayes:

Nays:

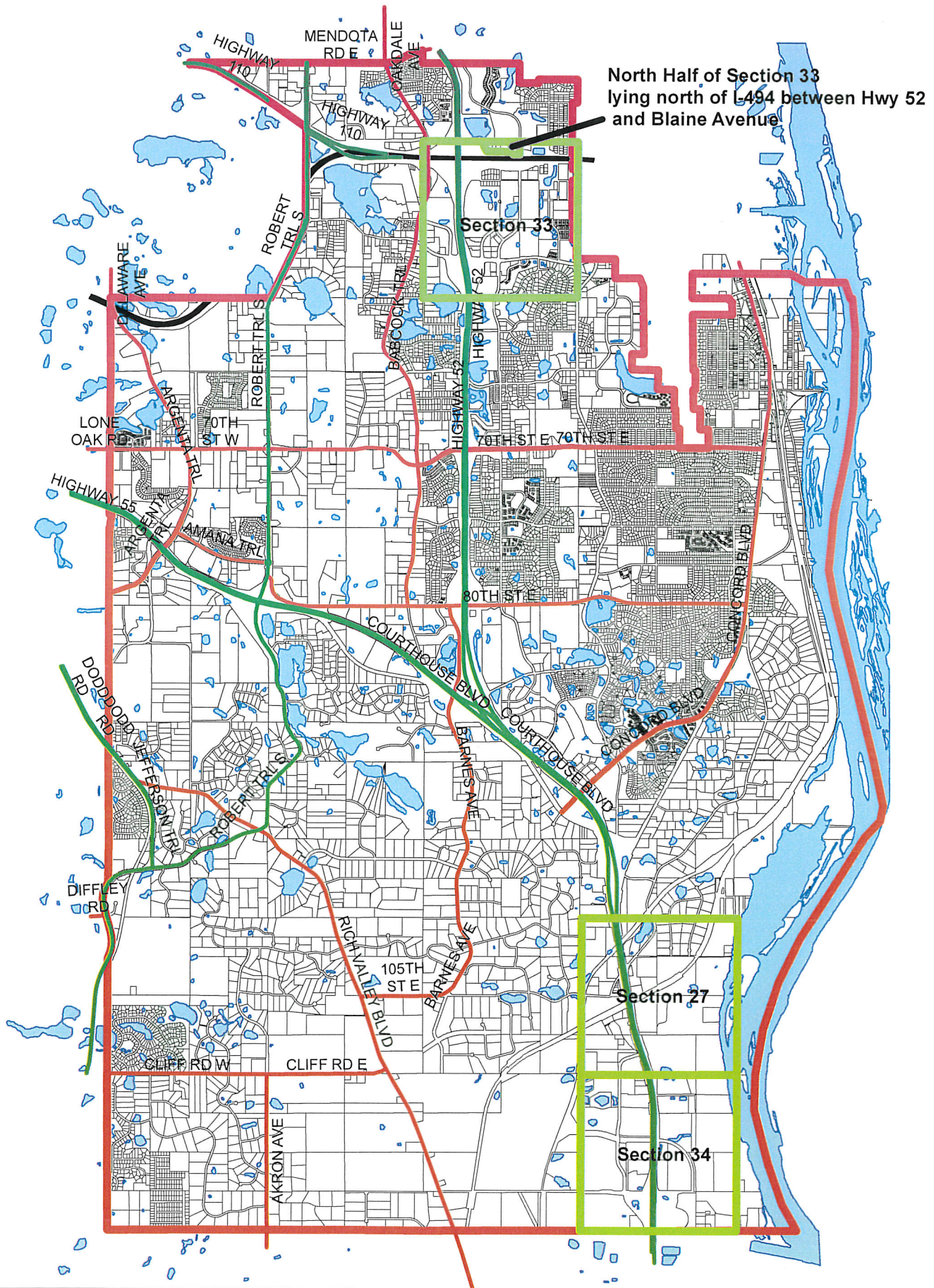
George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

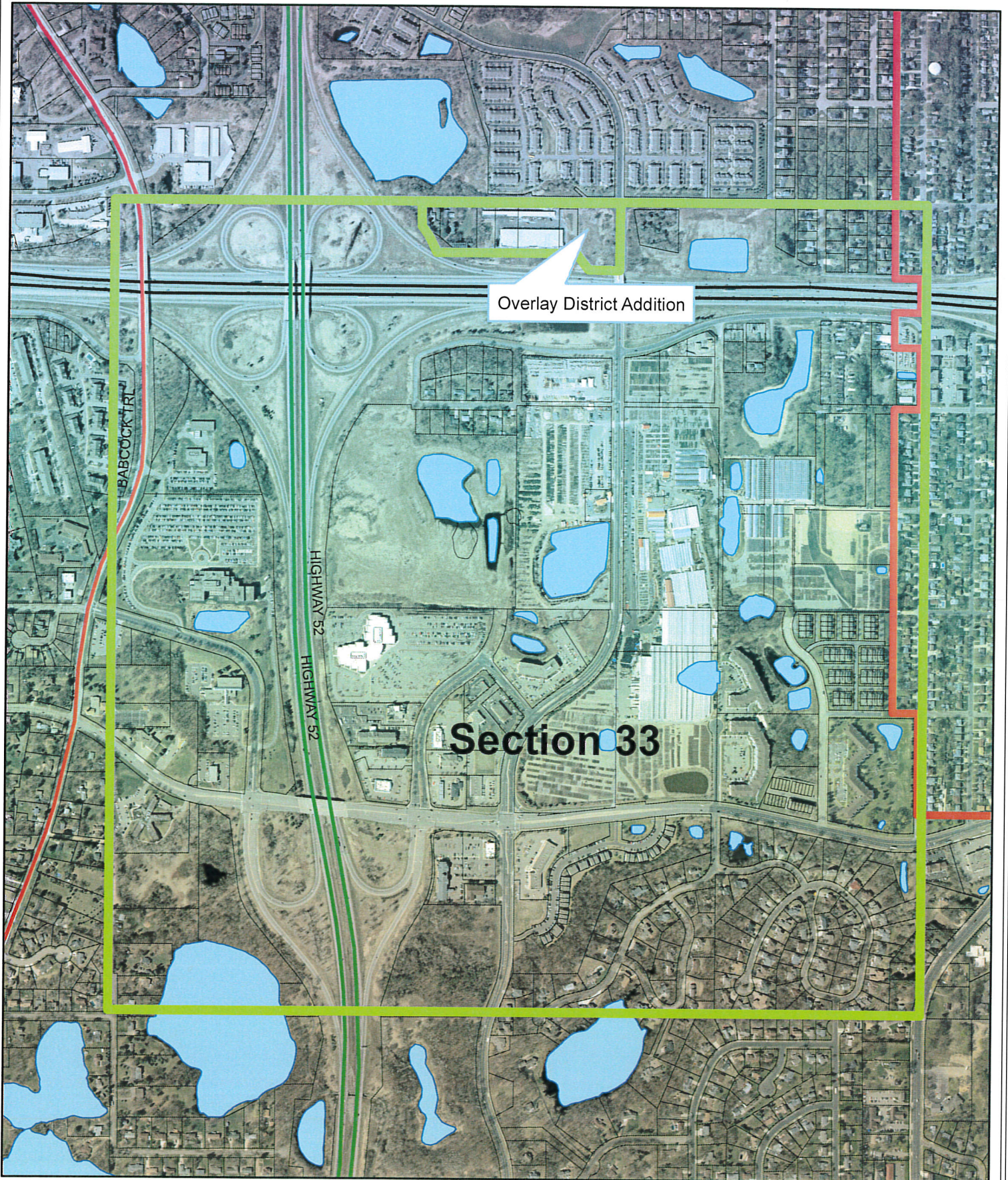


Dynamic Display Billboard Overlay District





Enlargement of Proposed Expanded Dynamic Display Overlay District



NEWS > BUSINESS

Trade-off would allow digital billboard at I-94 and MN 280, remove up to 30 elsewhere.



Traffic backs up on I-94 near Minnesota 280 in St. Paul during a winter storm. OutFront Media is asking the city for permission to install a digital billboard overlooking the westbound lanes of 94 at 280 in exchange for removing as many as 30 static billboards of varying sizes elsewhere in the city. (Scott Takushi / Pioneer Press)

By **FREDERICK MELO** | fmelo@pioneerpress.com | Pioneer Press

PUBLISHED: January 12, 2020 at 11:44 pm | UPDATED: January 13, 2020 at 10:29 am

In St. Paul, city officials are being asked to make a flashy, 5,000-square-foot trade-off, one that would be written in large digital letters across the capital city's sky and

A billboard company is asking the city for permission to install a “dynamic display” — a digital billboard 14 feet tall by 48 feet wide — overlooking the westbound lanes of Interstate 94 at Minnesota 280.

In exchange, St. Paul — which has taken pains to regulate billboards and eliminate them wherever possible — would make sizable progress in that regard when OutFront Media removes as many as 30 static billboards of varying sizes elsewhere in the city. Switching out multiple standard billboards in exchange for a single digital display is allowed under a process spelled out by the city’s sign code.

The removal of billboards that had avoided city regulation through grandfathering rights would be a major coup for anti-billboard advocates. But Vegas-style advertising greeting westbound drivers along I-94? The prospect has pit billboard detractor against billboard detractor.

OutFront Media’s billboard proposal won the unanimous approval of the St. Paul Planning Commission on Dec. 20 but now faces an appeal from Chelmsford Street resident Keith Hovland, who worked closely with Scenic St. Paul. An appeal hearing before the city council has yet to be scheduled but could take place by the end of the month.

“We’re spending huge amounts of taxpayer money and law enforcement efforts to reduce texting while driving, but yet we’re encouraging distracted driving by putting a dynamic billboard at this intersection,” said Hovland, who lives roughly a mile from the site. “To me, it’s mainly a safety concern. It’s a dangerous intersection already, and to add one more distraction on the intersection, I just don’t think is prudent.”

In his appeal, Hovland pointed to a growing body of research that indicates seniors and particularly young drivers are the most likely to be distracted by variable message signs, and even experienced drivers may be susceptible as road conditions deteriorate due to weather, traffic or road design.

Kathryn Murray, executive director of the St. Anthony Park Community Council, said her organization submitted a letter of support for Hovland’s appeal. “We’re looking at it as a safety and an equity issue,” Murray said. “They’re proposing ...

"I think there's significant research out there that shows it's not good for the environment and not good for traffic safety," Murray added. "We're opposed to it."

A media representative from OutFront Media's New York offices said Thursday she would seek an official comment.

In their 19-page application to the city, company officials noted that the nearest residential apartment building is nearly 1,100 feet from the sign and protected from its illumination by a warehouse that sits in between. They also pointed out they are in keeping with state law, which allows digital signs to change their face as quickly as every six seconds.

The new billboard would replace an existing one, which is also brightly lit. On Dec. 20, the Planning Commission granted OutFront Media's application for a variance to alter the billboard angle, a decision that was supported by city staff. Planning Commission Chair Betsy Reveal said she was sympathetic to community concerns about the existing conditions at the busy intersection but saw no evidence the billboard would have a serious safety impact.

"The variance will not created a hazard," reads the application. "The digital dynamic sign is replacing an existing illuminated sign face."

Tags: Business St. Paul St. Paul City Council
St. Paul development Transportation



Frederick Melo

Frederick Melo was once sued by a reader for \$2 million but kept on writing. He came to the Pioneer Press in 2005 and brings a testy East Coast attitude to St. Paul beat reporting. He spent nearly six years covering crime in the Dakota County courts before switching focus to the St. Paul mayor's office, city council, and all things neighborhood-related, from the city's churches to its parks and light rail. A resident of Hamline-Midway, he is married to a Frogtown woman. He Tweets with manic intensity at

As you comment, please be respectful of other commenters and other viewpoints. Our goal with article comments is to provide a space for civil, informative and constructive conversations. We reserve the right to remove any comment we deem to be defamatory, rude, insulting to others, hateful, off-topic or reckless to the community. See our full terms of use [here](#).

VIEW COMMENTS

SPONSORED CONTENT

Take a Wild Guess at What You Think “Young Luxury” Actually Is [Watch] [🔗](#)

Old Luxury had a long run.
Welcome to the new era of Young
Luxury.

By



**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: January 21, 2020

SUBJECT: **OUTFRONT MEDIA LLC – CASE NO. 20-01ZA**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request to amend the billboard overlay district by rezoning the north half of Section 33, Township 28N, Range 22W, north of I-494 to dynamic display billboard overlay district, and to amend Title 10-15E-6 to expand the dynamic display billboard overlay district to include the north half of Section 33, Township 28N, Range 22W, north of I-494. No notices were mailed.

Presentation of Request

Allan Hunting, City Planner, explained the request as detailed in the report. He advised that the applicant owns two billboards on the north side of I-494 just east of Highway 52. They are proposing to convert the westerly most sign from a general static into a dynamic display billboard. Mr. Hunting advised that in 1993 the sign ordinance was amended to allow new billboards only along Highway 52/55 in the southern end of the city. In 2011 the City amended the code again by creating an overlay district limiting location to the same geographic area where standard billboards are allowed. For a billboard along I-494 to be converted to dynamic display requires an ordinance amendment to expand the overlay district to include the portion of Section 33 listed above. The basis for the dynamic display overlay ordinance was to address concerns such as traffic, driver distraction, and light pollution. The applicant has provided letters from other cities stating they have not experienced issues with dynamic display billboards in their cities. Mr. Hunting also checked with the IGH police department and they are not aware of any issues or traffic problems caused by the City's only dynamic display billboard on southbound Highway 52/55. If this would be allowed there could be no more dynamic displays possible on I-494 because of spacing requirements and because no new billboards are allowed along I-494. The code requires the owner to enter into an agreement with the city to provide no less than five hours per month of display for community and public service messages. The City takes advantage of that benefit with the Highway 52/55 sign which hits traffic on the southern half of the city. Allowing a dynamic display on I-494 would increase the audience regarding posting informational messages. The Planning Commission is asked to provide a recommendation to the City Council.

Chair Maggi asked Mr. Hunting if there were any billboards along Highway 52 in Section 33.

Mr. Hunting replied that he did not believe so.

Chair Maggi asked if any new billboards would be allowed in that area.

Mr. Hunting replied that any new billboards along Highway 52 would only be allowed in Sections 27 and 34 in the southern portion of the City.

Commissioner Simon asked if he was referring to all billboards or just dynamic display billboards.

Mr. Hunting replied both.

Chair Maggi asked if staff knew of any statewide research that had been done regarding potential impacts of dynamic display billboards.

Mr. Hunting replied that he was not aware of any such information.

Commissioner Kramer questioned why the proposed overlay district went so far east if no new billboards could be built along I-494.

Mr. Hunting replied they could narrow the overlay district down to have an eastern boundary of Blaine Avenue.

Commissioner Niemioja asked if the applicants were proposing a height increase from the existing billboard.

Mr. Hunting replied that his understanding is there would be no changes in sign size and height.

Opening of Public Hearing

John Bodger, Outfront Media, Minneapolis, advised he was available to answer any questions.

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

Mr. Bodger replied in the affirmative. He advised that a Federal Highway Administration study showed no accident increase from digital signs. He added that the light from digital signs projects forward and is typically less bright than a standard LED front lit sign.

Commissioner Weber asked if the billboard would remain in a 'V' configuration which would direct the light towards the highway.

Mr. Bodger replied in the affirmative.

Commissioner Weber asked if the proposed sign would be .3-foot candles at 250 feet.

Mr. Bodger replied in the affirmative. He noted there was 500 feet between the two billboards.

Commissioner Weber noted that the sign is less than 100 feet from the residential property line to the west.

Mr. Bodger stated the billboard has been there for 30 years and the neighbor would likely not see it because of the sign angle.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Niemioja advised that she did some research to supplement the anecdotal evidence provided by the applicant from four other cities. She referenced a recent article in the *Pioneer Press* and a report called *The Compendium of Recent Research Studies on Distraction from Commercial Electronic Variable Message Signs*. One of their findings was that outdoor advertising signs attract drivers' attention. They state that experienced drivers can tolerate this if the billboard is in a low risk, low cognitive demand driving situation. Her concern with this particular area is that it is not a low cognitive need area; rather drivers need to be well aware of what is going on around them. According to the *Compendium* the risk increased when such signs competed for drivers' visual attention with more demanding traffic and/or unanticipated events. She requested that staff include the article from the *Pioneer Press* in the Council packet and look at the *Compendium* as she has concerns about the request.

Commissioner Robertson had concerns about adding a potential for distraction in an area that was so highly traveled.

Commissioner Scales supported the request, stating that trying to legislate a distraction-free world was impossible and it was up to drivers to keep their eyes on the road.

Chair Maggi stated she was conflicted because the Planning Commission recently approved without hesitation the request for a larger electronic sign at The Grove; however, she noted that area had much less traffic than the I-494 location being discussed.

Commissioner Robertson stated her main concern was adding a distraction to a highly dense traffic area, especially since recent laws were aimed at reducing driver distractions.

Commissioner Lissarrague stated he supported the request but understood the concerns.

Commissioner Weber asked the applicant if he would be changing the sign angles, to which Mr. Bodger replied the angles would remain the same.

Commissioner Lissarrague asked if they had ever placed signs in areas where they received neighbor complaints about their signs.

At Chair Maggi's request, Mr. Hunting provided an aerial showing where the multi-family neighborhood to the north and two single-family homes to the west were located.

Chair Maggi noted that the sign was angled away from the residential neighborhood.

Planning Commission Recommendation

Motion by Commissioner Weber, second by Commissioner Kramer, to approve the request to amend the billboard overlay district by rezoning the north half of Section 33, Township 28N, Range 22W, north of I-494 to dynamic display billboard overlay district, and to amend Title 10-15E-6 to expand the dynamic display billboard overlay district to include the north half of Section 33, Township 28N, Range 22W, north of I-494, with the overlay district being changed to depict Blaine Avenue as the eastern boundary.

Motion carried (6/3 – Niemioja, Simon, Robertson). This item goes to the City Council on February 10, 2020.

Recommendation to City Council

Outfront Media, LLC

Page 4

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

CASE NO.: 20-01ZA

HEARING DATE: January 21, 2020

APPLICANT & PROPERTY OWNER: Outfront Media, LLC

REQUEST: Ordinance Amendment and Rezoning

LOCATION: 2500 50th Street E

COMP PLAN: Community Commercial

ZONING: B-3, General Business District

REVIEWING DIVISIONS: Planning

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant owns the two billboards on the north side of I-494 on the new mini-storage property just east of Highway 52. They are proposing to convert the westerly most sign into a dynamic display billboard. The proposed display would be placed on the existing signpost, same location, same size as existing.

The City has two regulations governing the placement of billboards. In 1993 the code was amended to regulate the number and placement of billboards by allowing new billboards only along Highway 52/55 in the southern end of the city with spacing regulations. All existing billboards are now legal non-conforming. In 2011, the City amended to code again to regulate the location of dynamic display billboards by creating an overlay district to establish a geographic area. Dynamic display billboards are also only allowed in the southern portion of the city along Highway 52/55 with additional spacing requirements.

For a billboard along I-494 to be converted to dynamic display requires an ordinance amendment to expand the overlay district. The applicant is requesting an amendment to the overlay district which would zone the property for dynamic display billboard.

SPECIFIC REQUEST

The following specific application is being requested:

- A.) Amend the Dynamic Display Billboard Overlay District by Rezoning the north half of Section 33, Township 28N, Range 22W, north of I-494 and east of Hwy 52 to Dynamic Display Billboard Overlay District.

- B.) Amend Title 10-15E-6 to expand the dynamic display billboard overlay district text to include the north half of Section 33, Township 28N, Range 22W, north of I-494 and east of Hwy 52 to Dynamic Display Billboard Overlay District.

SURROUNDING USES: The subject site is surrounded by the following uses:

North – Multiple family residential, zoned R-3C; guided HDR
East – Commercial, zoned B-3; guided Community Commercial
West – Residential, zoned Office Park; guided Community Commercial
South – I-494

EVALUATION OF REQUEST:

Billboard Regulations

In 1993, regulations were adopted to restrict new billboards to the southern portion the city along Hwy 52/55. All existing billboards located elsewhere became legal non-conforming.

In 2011, regulations were adopted allowing dynamic display billboards. A dynamic display overlay district was created limiting location to the same geographic area where standard billboards are allowed.

Each type of billboard has their own spacing standards:

- allowed in within the B-3, B-4, I-1 and I-2 zoning districts along Trunk Hwy 52/55 within Sections 27 and 34, Twp 27;
- must maintain a spacing of 1,500 feet between signs on the same side of highway and 300 feet between signs on opposite sides of highway;
- billboard size limited to maximum 672 square feet;
- shall not exceed 40 feet in height;
- setback minimum of 50 feet from right-of-way and all property lines;
- must be at least 500 feet from a park, rest area or historic site, 1000 feet from schools and churches and 300 feet from properties zoned A, E or R;

In addition, dynamic display billboards must also meet:

- maintain minimum spacing of 800 feet between billboards on same side of highway and 500 feet spacing on opposite side of highway.

The basis for the dynamic display overlay ordinance was to control some of the potential impacts of what were then new technology billboards such as; eliminating potential hazards and distractions to motorists using the highway, control nuisances, preserve and improve appearance of the city, eliminate confusing sign displays. The applicant has provided four letters from other cities noting they have not experienced issues with dynamic display billboards in their cities. I have check with our police department and they are not aware of any issues or traffic problems caused by our only dynamic display billboard on southbound Hwy 52/55.

Existing Billboard proposed to change to dynamic display

The proposed location is the westerly most billboard on the US Storage property along 50th Street. If this billboard is allowed to be converted to a dynamic display, it would be the only one allowed in the expansion area based on spacing requirements. The two billboards on the US Storage property are approximately 550 feet apart whereas 800 feet is the minimum separation. No new billboards are allowed along I-494 and therefore no new dynamic display billboards would be allowed either.

There is a benefit to the City in allowing dynamic display billboards. The code requires the owner to enter into an agreement with the city to provide no less than five hours per month of display time for community and public service messages. The applicant also owns the billboard on Hwy 52 and the city does utilize this billboard for city messages. Staff in the Parks Department contacts the billboard company and creates the design for the adds. The applicant has provided copies of the mock-ups of the adds that were shown on the billboard on Hwy 52/55. They are included with this report.

Allow a dynamic display on I-494 provides additional visibility and benefit for those that travel through the north end of town. The City would have access along the two most traveled highways in the city.

ALTERNATIVES

The Planning Commission has the following alternatives available for the requested action:

A. Approval If the Planning Commission finds the application acceptable, the Commission should make the following recommendations:

- Approval of an **Ordinance Amendment** expanding the geographic area of the Dynamic Display Billboard Overlay District to include the following expanded area: north half of Section 33, Township 28N, Range 22W, lying north of I-494 and east of Hwy 52.
- Approval of a **Rezoning** to Dynamic Display Billboard Overlay District the following area: north half of Section 33, Township 28N, Range 22W, lying north of I-494 and east of Hwy 52.

B. Denial If the Planning Commission does not favor the proposed requests, it should be recommended for denial. A basis for the denial must be provided with a denial recommendation.

RECOMMENDATION

Dynamic display billboards have become more common place and exist along major highways in all parts of the metro area. There is one existing dynamic display billboard in Inver Grove Heights along Hwy 52/55 in the southern portion of the city. The applicant has provided information from other cities stating their experience that these billboards do not appear to be the

traffic safety hazard or nuisance originally thought. Our police department has the similar experience. Technology improvements have reduced the concern about light pollution and glare. A dynamic display billboard along I-494 provides the City with a larger area to provide communication for city related events.

Attachments: Billboard location Map
Proposed Ordinance Amendment
Map of Proposed Expanded Overlay District
Enlargement Map of Expanded Area
Applicant Narrative
Letters from Other cities
Examples of Communication Displays Shown on Current Billboard

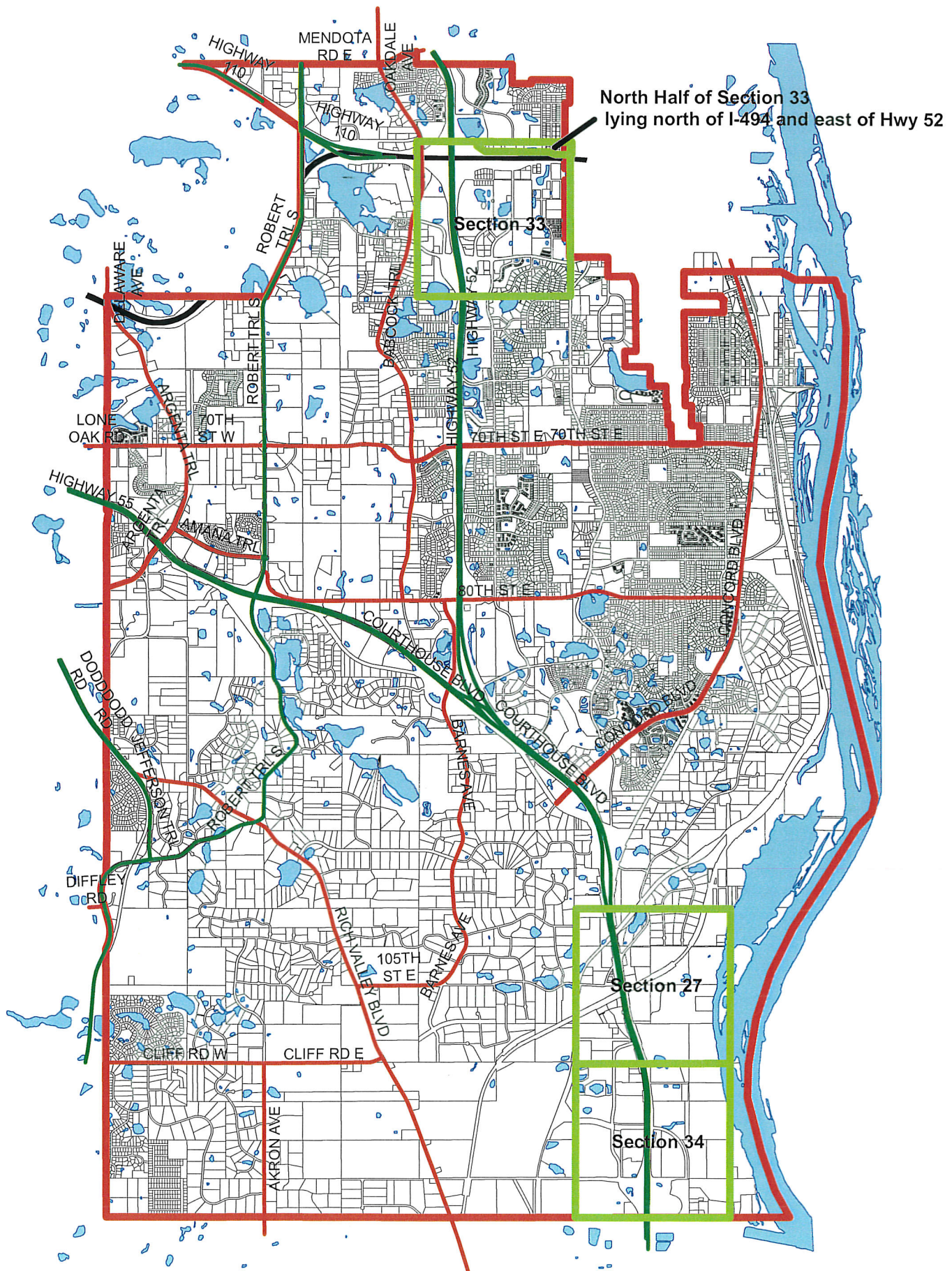


Billboard Location



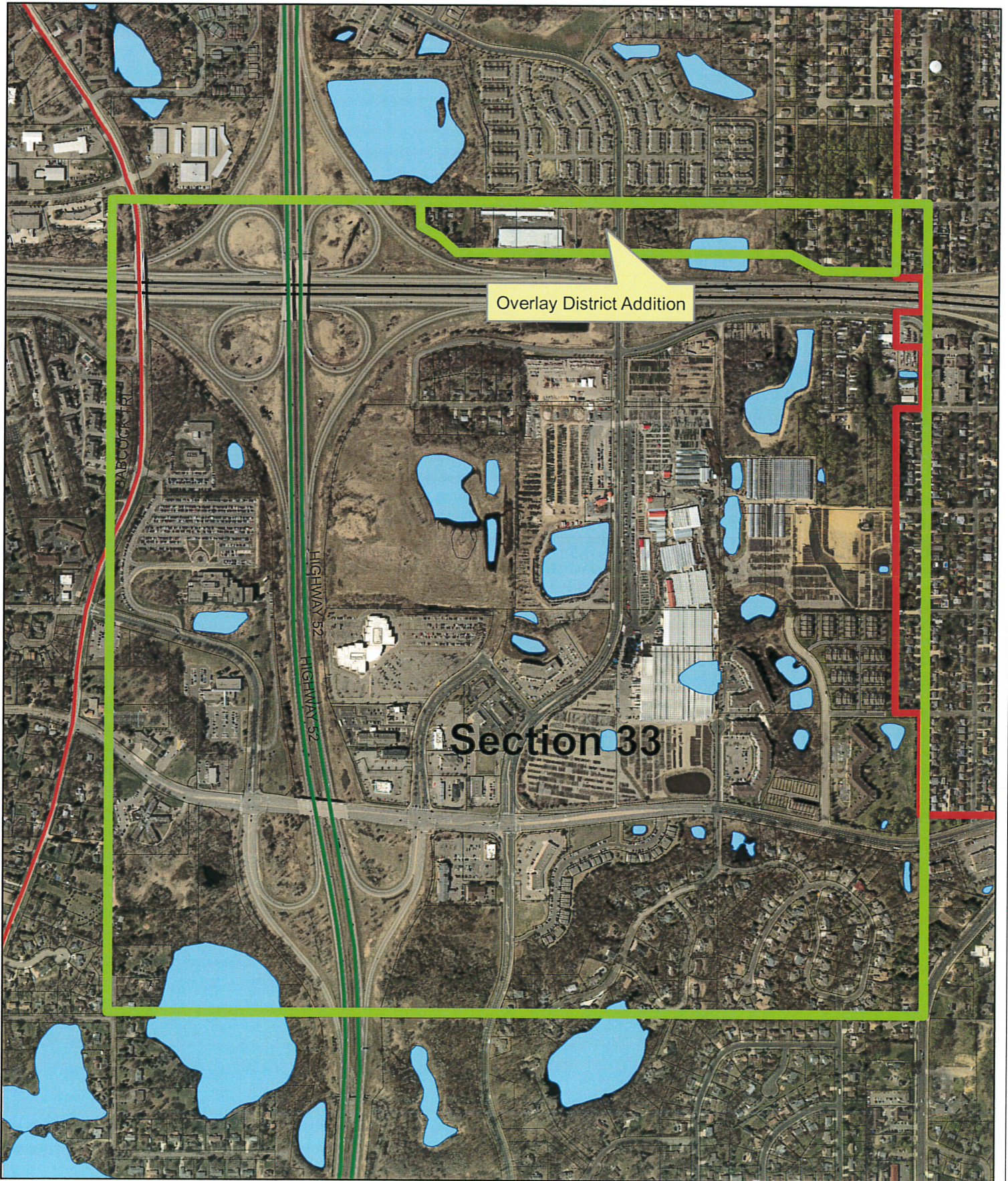


Dynamic Display Billboard Overlay District





Enlargement of Proposed Expanded Dynamic Display Overlay District



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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 10, (ZONING ORDINANCE) REGARDING EXPANDING THE GEOGRAPHIC
AREA OF THE DYNAMIC DISPLAY BILLBOARD OVERLAY DISTRICT**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 10, Chapter 15E-6 , BILLBOARDS of the Inver Grove Heights City Code is hereby amended to read as follows:

I. Dynamic Display Billboards:

5. Rezoning Of Property: Contemporaneous with the enactment of this subsection, the city has rezoned certain property within the city to the billboard overlay district ~~by ordinance 1229~~. The area rezoned to the billboard overlay district is the only appropriate area in the city for dynamic display billboards ~~because the city adopted an ordinance in 1993 regulating the location of billboards to an area along Highway 52/55 in Sections 27 and 34, Township 27, Range 22~~. Supreme court decisions and results from numerous safety studies have indicated that dynamic display billboards and other forms of outdoor signage are intended to divert, and do divert, a driver's attention from the roadway. Dynamic display billboards have been considered a form of visual pollution that can detract from the positive features of a community.

The property located within the city of Inver Grove Heights which has been rezoned to be located in the dynamic display billboard overlay district is as follows: All of sections 27 and 34, Township 27N, Range 22W, and the north half of Section 33, Township 28N, Range 22W, lying north of I-494 and east of Hwy 52, Dakota County, Minnesota.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its 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:

Rebecca Kiernan, City Clerk

OUTFRONT/

December 19, 2019

Mr. Allan Hunting
City Planner
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Zoning Code Amendment Application

Dear Mr. Hunting,

Please find attached a Planning Application Form for a Zoning Code Amendment to allow the conversion of an existing static billboard to a dynamic display billboard on north side of I-494 east of Highway 52.

Currently dynamic display billboards are allowed along Highway 52/55 in sections 27 and 34 in the southern part of the City, OUTFRONT Media LLC operates two digitals in this area. OUTFRONT has two static billboards in the City on I-494 east of Highway 52 in section 33 in the northern part of the City. OUTFRONT would like to add this area to the dynamic display sign district.

In the zoning code, 10-15E-6 Billboards: I. Dynamic Display Billboards: paragraph 5, we would like to add section 33 to the area for dynamic display billboards. In paragraph 5 after sections 27 and 34, adding "and the North half of Section 33, Township 28N, Range 22W in Dakota County" should work.

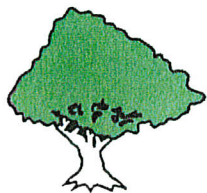
Included are 4 letters from other metro Cities that state no complaints or accidents were noted from our digital signs. Please contact me if you require more information for processing the application. Thank you for your time and consideration.

Sincerely, 

John Bodger

901 Marquette Avenue, Suite 600, MN 55402

T 763.251.1954 E John.Bodger@outfrontmedia.com W outfrontmedia.com



City of Eagan

POLICE DEPARTMENT

JAMES MCDONALD
Chief of Police

JEFFREY JOHNSON
Deputy Chief of Police

MIKE FINERAN
ROGER NEW
DUANE PIKE
Lieutenants

3830 Pilot Knob Road
Eagan, MN 55122-1897
Phone: 651.675.5700
Fax: 651.675.5707
TTY: 651.454.8535
www.cityofeagan.com

MIKE MAGUIRE
Mayor

PAUL BAKKEN
CYNDEE FIELDS
GARY HANSEN
MEG TILLEY
Council Members

DAVE OSBERG
City Administrator

THE LONE OAK TREE
The symbol of strength
and growth in our
community



March 29, 2016

John Bodger
Outfront Media
815 Highway 169 North
Minneapolis, MN 55441

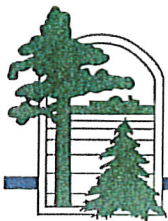
Dear Mr. Bodger,

Please accept my apologies for the delayed response. You had inquired if we have had any traffic complaints or incidences caused by the operation of a digital sign on 35E west of Highway 55. We did a check of our calls for service and did not locate any calls that mentioned a relation to the digital advertising sign.

If you have any further questions, please feel free to contact me.

Sincerely,

James S. McDonald
Chief of Police



City of Blaine

10801 Town Square Drive NE
Blaine, MN 55449-8101
www.ci.blaine.mn.us

February 25, 2016

Mr. John Bodger,
Real Estate Manager
Outfront Media
815 Highway 169 North
Minneapolis, MN 55441

Dear Mr. Bodger:

I have canvassed several departments within the City of Blaine and we have not received any traffic complaints or concerns related to the two digital advertising signs located within our City.

Sincerely,

Christopher Olson,
Police Chief/Safety Services Manager
City of Blaine Police Department
(763) 785-6196

CO:nn



PUBLIC WORKS DEPARTMENT

(763) 428-8580

22350 SOUTH DIAMOND LAKE ROAD • ROGERS, MINNESOTA 55374

February 5, 2016

Mayor Duane Poppe
Osseo City Council Members
City of Osseo
415 Central Avenue
Osseo, MN 55369

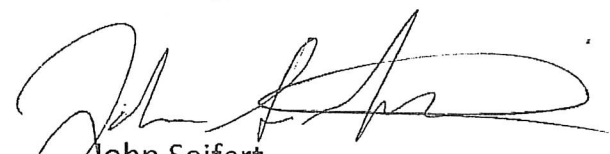
Re: Letter of Recommendation for Outfront Media

Dear Mayor and City Council Members of Osseo:

The City of Rogers has leased sign locations to Outfront Media, formerly CBS Outdoor, for over 20 years. Outfront Media has operated a digital advertising sign in the City of Rogers for the last 5 years, with no known complaints.

Through the years of leasing, CBS/Outfront Media has proven to be a community partner. Through public Information advertising spots in addition to the lease revenue for the parks system. With this past working relationship, I would have no problem recommending Outfront Media as a source for outdoor advertising.

Sincerely,



John Seifert
Public Works Superintendent

Bodger, John

From: Lori Brahs <lbrahs@slpmn.org>
Sent: Wednesday, February 24, 2016 12:44 PM
To: Bodger, John
Subject: sign

Good Afternoon John,

Chief Ebeltoft forwarded your letter to me so that I might research your request:

I queried all accidents for 2015 up to the present. At the area in question; west side of Highway 65 north of 81st Avenue, there were 10 accidents in 2015 and 3 so far in 2016. In reading each of the officer's narratives, the mention of the digital sign being a distraction was never mentioned. I hope this helps you. Thank you.

Lori Brahs - Records Technician
Spring Lake Park Police Department
763-792-7237
lbrahs@slpmn.org

Family Fri-YAYS @ VMCC

OCT. 11 - ALL AGES!!

**FREE for Members; Fee for Non-Members*
invergroveheights.org/communitycenter



Shoot Hoops
Play Games
5-7 pm

Splash in pools

Log Roll
5:30-8:30 pm



OUTFRONT

FREE IGH DAYS KICKOFF

✓ **FREE Burgers & Ice Cream**

✓ **FREE Live Music & Giveaways**



Thursday, Sept. 5 • 6-10pm • Drac's on Cahill

OUTFRONT

Grove Aquatic Center

Newly remodeled waterpark

Inver Grove Heights
HWY 52 ON 80TH ST EXIT



OUTFRONT

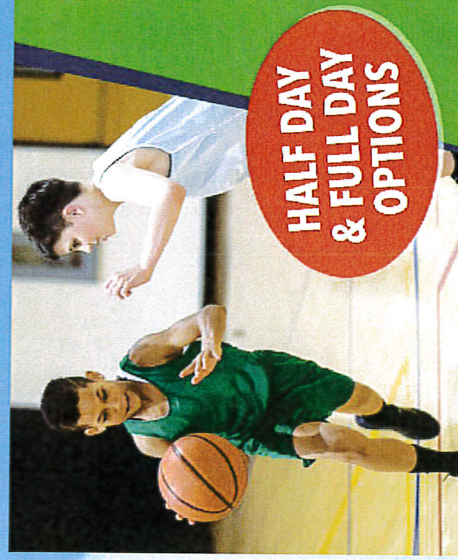
Inver Grove Heights Days

PARADE FOOD DRIVE

➤ Sept. 7 at 11AM



OUT FRONT



HALF DAY
& FULL DAY
OPTIONS

Summer Camps

IGH PARKS & RECREATION

*Basketball, Musical Theater, Safty Camp,
Fortnite, Skateboarding, + more*

InverGroveHeights.org/SummerCamps





Harmon Farms Trail Run
Sunday, September 15
5 & 10 Mile Trail Run
@ Salem Hills Park
REGISTER: InverGroveHeights.org





**Shopping · Fashion
FREE Fitness Classes**

WOMEN'S EXPO

SATURDAY

OCT 12, 8AM-1PM

Veterans Memorial Community Center

OUTFRONT



CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

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.

Meeting Date: February 10, 2020

Item Type: Police

Prepared by: Melissa Chiodo, Chief of Police

Reviewed by: Melissa Chiodo, Chief of Police

Contact: 651-450-2528

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Council is requested to approve the **third** reading of ordinance amending city code 4-1-19: Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations.

SUMMARY

Police Department staff have been collaborating on the following ordinance change:

- 1) **4-1-19 Civil Penalties and Sanctions:** The proposed ordinance intends to better define what is considered civil penalties and sanctions. The adoption of more clearly defined language provides Police a clearer determination of a violation of this section.

The ordinance draft was presented to the City Council during a work session discussion on October 7, 2019. The City Attorney was present at the work session discussion and found no issues with the final revisions and acceptance. The ordinance attached reflects the updated language.

A letter was sent to all liquor license holders November 25th, 2019 notifying them of the proposed changes, the date of the third reading of the ordinance and the proposed changes.

ATTACHMENTS

1. City Code Section 4-1-19 Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations with updated language changes underlined and deleted language struck through.
2. Ordinance Amending City Code Section 4-1-19 Civil Penalties and Sanctions of; Chapter 1 Alcoholic Beverages, of Title 4 Business Regulations

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. 2020-_____**

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1377
AMENDING TITLE 4, CHAPTER 1, SECTION 19 OF THE INVER GROVE HEIGHTS
CITY CODE RELATED TO CIVIL PENALTIES AND SANCTIONS FOR LIQUOR
LICENSE VIOLATIONS**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

WHEREAS, On February 10, 2020, at the regular Inver Grove Heights City Council meeting, by majority vote, the City Council adopted Ordinance No. 1377, adopting a text amendment to Title 4, Chapter 1, Section 19 of the City Code amending various provisions of Section 19 related to civil penalties and sanctions for liquor license violations; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. 1377 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance 1377 attached hereto as Exhibit A; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 1377.

NOW THEREFORE BE IT RESOLVED, by a vote of at least four-fifths of its members, the City Council for the Inver Grove Heights hereby:

1. Approves the text of the summary of Ordinance No. 1377 attached as Exhibit A and authorizes the publication of the summary shown in Exhibit A in lieu of publication of the entirety of Ordinance No. 1377 in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete copy of Ordinance 1377 is available for inspection during regular business hours at the office of the City Clerk, by standard mail, or by electronic mail.
3. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication.

Passed by a vote of _____ in regular session of the City Council on the 10th day of February, 2020.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville
Its: Mayor

Attested:

By: _____
Rebecca Kiernan
Its: City Clerk

(Published in the *St. Paul Pioneer Press* on _____, 2020.)

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

ORDINANCE NO.1377

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 1, SECTION 19, RELATED TO CIVIL PENALTIES AND SANCTIONS FOR LIQUOR LICENSE VIOLATIONS

The City Council of Inver Grove Heights does hereby ordain:

Section 1. Amendment. Inver Grove Heights City Code Title 4 Chapter 1, Section 19(A)(6) is hereby amended to read as follows. The struck-out text shows the deleted wording and the underlined text shows the language added to the code:

6- ~~Failed to conduct mandated alcohol server training as required by this Chapter; or~~

7. Failed to comply with any provisions of this chapter,

the council may revoke the license, suspend the license for up to sixty (60) days, impose a civil penalty of up to two thousand dollars (\$2,000.00) for each violation, or impose any combination of these sanctions. If the council imposes a suspension, the council shall set the dates relating to the suspension.

Section 2. Amendment. Inver Grove Heights City Code Title 4 Chapter 1, Section 19(B) is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

B. Minimum Penalties: The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity, and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council. Each violation of subsection A will be considered a separate violation subject to the penalties below.

1. First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
2. Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one-day license suspension. The Police Chief or his/her designee will recommend three (3) potential calendar dates for the suspension to the council who will select the suspension date.
3. Third violation within the last five (5) years: Two thousand-dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or

license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates to the council who will select three (3) days for the suspension.

4. More than three (3) violations in the last five (5) years: Two thousand-dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days ~~or the council shall revoke the license and/or license revocation. If it is determined that the license will be suspended and not revoked,~~ the Police Chief or his/her designee will recommend calendar dates for the suspension to the council which shall select the specific dates for the suspension.

Section 3. Effective Date. This Ordinance shall become effective and be in full force and effect after its adoption and publication as provided by law.

Passed in regular session of the City Council on the 10th day of February, 2020.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Third Reading of Massage Licensing Requirements

Meeting Date: February 10, 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 third 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 in October. The proposed changes and amendments have been on the regular council agenda in October, November and January. The proposed changes and amendments have been distributed to licensed massage business owners and individual massage therapist license holders to obtain any feedback or concerns.

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. Resolution authorizing summary publication of ordinance amendments
3. Memo from the City Attorney's Office

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

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCAULEY NASON
PETER J. MIKHAIL
TONA T. DOVE
AARON S. PRICE
DAVID L. SIENKO
CASSANDRA C. WOLFGAM
CASSANDRA BAUTISTA

MEMO

TO: Inver Grove Heights Mayor and Councilmembers
FROM: Bridget Nason, Assistant City Attorney
DATE: February 4, 2020
RE: Third 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 revisions requested by the Council during the second reading of the ordinance at the January 27th Council meeting, including the following:

- A. Posting Requirements. Massage therapy businesses are required to prominently post their licenses and rates on the premises of the business.
- B. Locked Doors. Doors may be locked during business hours in certain circumstances, but in any event must be able to be opened from the inside without a key. If exterior doors are locked during business hours, they must be unlocked to allow inspection by the police department/city staff.
- C. Minors Receiving Massages. Minors are only allowed to obtain massage services at a licensed massage business if they are accompanied by their parent or guardian.

- D. Temporary Massage Services. Temporary massage services, such as chair massages provided at a local business as part of an employee health and wellness program, are allowed up to twenty-four days a year without the business or massage therapist needing to be licensed by the City.

Section 3. Council Action. The Council will consider the third reading of the following Ordinance at the February 10, 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

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

ORDINANCE NO. 1378

**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 (5~~10~~) 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 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.

l. 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.

m. 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.

n. 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 on the business premises.

o. 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(l) 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:

l. 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. At any time when the licensed premises is open for business, if any exterior doors are locked, the license holder shall unlock such door upon request of city staff/the police department to enter the licensed premises in order to ensure compliance with the 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 amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

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, to obtain massage services at a massage business 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, and the door is able to be opened without a key from the inside by way of a crash bar or other opening mechanism that allows anyone to open the door without a key from the inside of the room where the door is located. ~~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 twenty-four (24) ~~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 10th day of February 2020.

CITY OF INVER GROVE HEIGHTS

By: _____
George Tourville, Mayor

ATTEST:

By: _____
Rebecca Kiernan, City Clerk

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. 2020-_____**

**A RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE
1378 AMENDING TITLE 4, CHAPTER 8 OF THE INVER GROVE HEIGHTS
CITY CODE RELATED TO MASSAGE BUSINESS AND MASSAGE THERAPIST
LICENSES**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

WHEREAS, On February 10, 2020, at the regular Inver Grove Heights City Council meeting, by majority vote, the City Council adopted Ordinance No. 1378, adopting a text amendment to Title 4, Chapter 8 of the City Code amending various provisions of Chapter 8 related to massage business and individual massage therapist licenses; and

WHEREAS, State law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. 1378 would clearly inform the public of the intent and effect of the Ordinance; and

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance 1378 attached hereto as Exhibit A; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that the text of the summary clearly informs the public of the intent and effect of Ordinance No. 1378.

NOW THEREFORE BE IT RESOLVED, by a vote of at least four-fifths of its members, the City Council for the Inver Grove Heights hereby:

1. Approves the text of the summary of Ordinance No. 1378 attached as Exhibit A and authorizes the publication of the summary shown in Exhibit A in lieu of publication of the entirety of Ordinance No. 1378 in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete copy of Ordinance 1378 is available for inspection during regular business

hours at the office of the City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance upon the books and records of the City along with proof of publication.

Passed by a vote of _____ in regular session of the City Council on the 10th day of February 2020.

CITY OF INVER GROVE HEIGHTS

By: _____

George Tourville

Its: Mayor

Attested:

By: _____

Rebecca Kiernan

Its: City Clerk

(Published in the *St. Paul Pioneer Press* on _____, 2020.)

EXHIBIT A

CITY OF INVER GROVE HEIGHTS, DAKOTA COUNTY, MINNESOTA, ORDINANCE NO. 1378 AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 8, RELATED TO MASSAGE BUSINESS AND MASSAGE THERAPIST LICENSES. On February 10, 2020, the City of Inver Grove Heights adopted Ordinance No. 1378 and pursuant to Resolution No. 1378 authorized summary publication of the ordinance. Ordinance No. 1378 makes the following changes to various provisions of Title 4, Chapter 8 of the Inver Grove Heights City Code including the following: requires additional information from license applicants related to previous adverse licensing actions and adds denial, recommendation of denial, revocation, suspension, or non-renewal of a massage therapist or business license within the past 10 years as grounds for denial of a massage business or therapist license application; requires massage therapist license holders and the managing partner or manager of a massage business license holder to reside within 150 miles of the licensed massage business where the licensee holds a business or massage therapist license; prohibits the transfer of licenses from any person or entity; prohibits sleeping quarters or living spaces for habitation on the licensed premises of a massage business other than a legal home occupation; prohibits 100% opaque window coverings during times business is open except in massage rooms and restrooms; requires massage services be provided on a raised massage therapy table, chair, or mat similar to those used in yoga, requires rates and licenses be prominently posted on the business premises; requires compliance with applicable building and fire codes; requires that at any time when the licensed premises is open for business, if any exterior doors are locked, the license holder shall unlock such door upon request of city staff/the police department to enter the licensed premises in order to ensure compliance with the provisions of this chapter; removes the requirement to make income tax and other business records available for inspection at any time; requires minors receiving massage services to be accompanied by a parent or guardian; permits the front door of any massage business and the doors to individual rooms where massage services are provided to 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, and the door is able to be opened without a key from the inside by way of a crash bar or other opening mechanism that allows anyone to open the door without a key from the inside of the room where the door is located; and allows temporary massage services to be provided at a place of business up to twenty-four (24) days per calendar year without a massage therapist or business license.

A printed copy of the full text of Ordinance 1378 is available for inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Ave., Inver Grove Heights, MN 55077.