

Inver Grove Heights City Council
Monday, March 23, 2020 at 7:00 p.m.

A G E N D A

NOTICE TO RESIDENTS: If you are interested in participating on **Item 5. Public Comment**, please contact Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@invergroveheights.org) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@invergroveheights.com). Comments received prior to 4:00 p.m. on Monday, March 23, 2020, will be provided to the Council at or before the March 23, 2020 meeting. To reach this meeting : Phone number 763-230-7456 Access Code 998 599 067

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 February 24, 2020 Special Town Hall Session.
- ii.** Minutes from the March 2, 2020 City Council Work Session.
- B.** Disbursements for Period Ending March 17, 2020.
- C.** Consider Approval of Rental Licenses.
- D.** Confirm and Approve Personnel Actions.
- E.** Adopt Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code.
- F.** Consider Resolution Supporting MN DNR Outdoor Recreation Grant for South Valley Park Improvements.
- G.** Consider Approval of Agreement with HKGI for Comprehensive Park, Recreation, Trail and Facility Plan Assistance.
- H.** Adopt Temporary staff pay plan.
- I.** Adopt 2020 Communications Plan.
- J.** Call Special Meetings on March 30th and April 20th.
- K.** Resolution Authorizing Carryover of Unused Budget Appropriations.
- L.** Consider a Resolution approving a Conditional Use Permit Amendment for a contractor's yard with outdoor storage for property located at 6265 Carmen Avenue (Innovative Basement Authority - Case No. 20-06CA).
- M.** Consider a Resolution Approving a Small Wireless Facility Collocation Agreement with Cellco Partnership dba Verizon Wireless.
- N.** Consider a Resolution Receiving Bids and Awarding Contract for the Public Works Maintenance Facility and Cold Storage Buildings Roof Replacement.

- O.** Consider a Resolution Approving MnDOT Access Agreement and MnDOT Limited Use Permit for City Project No. 2016-09G - 60th Street, 62nd Street and Bacon Avenue Improvements.
- P.** Consider a Resolution approving grant of easement to Flint Hills Resources Pine Bend, LLC over portion of Outlot A, Southern Lakes 4th Addition and Outlot A, Southern Lakes 5th Addition for pipeline purposes.
- Q.** Resolution Receiving Feasibility Report and Scheduling a Public Hearing for the 2016 Improvement Program, City Project No. 2015-08 - 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 - Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail.

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 - to be postponed

- A.** Assessment Hearing to Consider Resolution Adopting Final Assessment Roll for the 2019 Pavement Management Program, City Project No. 2016-09G - 60th Street, 62nd Street and Bacon Avenue Improvements.
- B.** Assessment Hearing to Consider Resolution Adopting Final Assessment Roll for the 2019 Pavement Management Program, City Project No. 2019-09D - 64th Street Area Improvements

7. Regular

8. Executive Session

- A.** Pursuant to Minn. Stat. § 13D.05, Subd. 3(b) and pursuant to the attorney-client privilege, a closed door Executive Session for discussion with the attorneys representing the City relating to the threat of imminent litigation concerning the application of Adams French Property, LLC for a Conditional Use Permit for property located at 7855 Cahill Avenue.
- B.** Pursuant to Minn. Stat. § 13D.05, Subd. 3(b) and pursuant to the attorney-client privilege, a closed door Executive Session for discussion with the attorneys representing the City relating to the pending litigation matter of City of Inver Grove Heights vs. GS Truck & Trailer Repair LLC and GS Transport Express LLC, Dakota County District Court File No. 19HA-CV-18-2111.

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, FEBRUARY 24, 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, February 24th, 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, Community Development Director Heather Rand, Parks & Recreation Director Eric Carlson, Fire Chief Judy Thill, Clerk Rebecca Kiernan.

Community Development Director Heather Rand introduced the topic, a Town Hall meeting and overview of the Community Development Department and Services.

Rand gave a Power Point presentation overviewing the Community Development Department, the services provided, staff employed and serving in the various divisions and gave examples of work being done by staff in their respective areas.

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

A member of the audience asked about the recent signage that went up indicating a closure of a business. The gentlemen expressed concern about the message such signage and actions gave in the community. Rand explained about the signage and reasons for notification of the public, for the information and protection. Rand assured the audience that the city does as much as it can to work cooperatively with our local businesses and shutting them down is an action of last resort

The meeting was Adjourned at 6:40 p.m.

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, MARCH 2, 2020. 6:00 PM - 8150 BARBARA AVENUE**

A. CALL TO ORDER: The City Council of Inver Grove Heights met in Work Session on Monday, March 2, 2020, in the City Council Chambers. Mayor George Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present were Mayor Tourville; Council Members Piekarski Krech, Perry, Bartholomew, and Dietrich. Staff: City Administrator Joe Lynch, City Attorney Tim Kuntz, Public Works Director Scott Thureen, Community Development Director Heather Rand, Communications Manager Amy Looze, Parks and Recreation Director Eric Carlson.

5) Noise Wall Discussion:

Public Works Director Scott Thureen discussed a part of the project to expand 70th Street from two lanes to four lanes from Highway 52 to Highway 3, and the realignment of Argenta Trail. Due to Federal funding, the process involves looking into the impacts of noise with the project. He stated sound testing is done along the entire length of the project and the County has identified segments where walls need to be considered. Both roads would have trails on either side. A trail is considered a park and needs to be on the backside of the wall. The owner of the trail, Dakota County, has votes as they are adjacent to the wall itself. Additional properties, due to decibel levels, have a lesser vote. He stated benefitted receptors were identified along the project corridors. Letters went out to all, including the city.

He stated things have changed going from four votes to two votes and two trail segments, for a total of six points. Under discussion is the wall segment between realigned Argenta Trail and Archer Trail. He referenced a map of all benefitted receptors and trails stating there would be an underpass. The trail currently stops on the north and south side. That involves the two votes. He stated when looking at the total number of receptors and votes, the County has the majority of votes. He stated he was not at the neighborhood meeting on February 25th, but City Engineer Tom Kaldunski was. There were 50 people in attendance. He stated he spoke with County Staff regarding input from residents, the majority of people don't want a wall. Homes were purchased because they liked the rolling vistas and feel the wall would spoil that for them.

He stated one area they thought would be interested in the wall was the Blackstone Ponds townhomes because they are closer and have a larger number of votes. The comments from people there were that they did not care for a wall on the north side. He stated that votes will be tallied after March 5th or 11th. The cost for the walls is considered an add-on and was not included, so any wall that ends approved via vote is an additional cost to the project. He stated funding would be between Legislative Bonding for \$6.1 million, the balance of the estimate cost would be \$8.3 million dollars using Municipal State Aid. Adding on wall projects would result in looking elsewhere for additional funds.

Public Works Director Thureen stated his recommendation was if they are going to vote, to vote no. Based on what was heard at the meeting there wasn't a great deal of interest in walls. He stated there are six segments identified along the project, five of the six would not have been eligible if the trail were not there. Residents alone with no trail would not have met criteria. He stated that all six segments will be voted on.

Mayor Tourville asked if the criteria is only on State, Federal, or County roads if Federal money was involved. Public Works Director Thureen responded if applying for Federal money on a project they would have to go through this process. Mayor Tourville asked if they have to vote. Public Works Director Thureen responded they do not have to vote, they can abstain, then it shifts the percentage between the rest of the parties. Mayor Tourville asked how many votes the County has. Public Works Director Thureen responded he didn't know the

exact total, but estimated they had a percentage of over 53% of the votes. Mayor Tourville asked if the County's position came out. Public Works Director Thureen responded he assumed they were against the wall based on the cost share. The estimated cost would be \$1.27 million with the County paying 75% and the city 25% equaling approximately \$317,000. Councilmember Piekarski Krech asked what type of wall, if they were to take homes, and how far away from the road the wall would have to be. Public Works Director Thureen responded the wall would fit in the existing right of way and was unaware of how far off the road the wall would need to be. They would need room for snow storage. The right of way is 150 feet total.

City Administrator Lynch asked if not voting counted as a "yes" vote. Public Works Director Thureen responded no.

Councilmember Perry asked if a wall wasn't built and years from now residents complain it's too loud, what would happen if they ask for a wall. Public Works Director Thureen responded there are two different types of programs, Federal, which is what this one is, and MnDOT's Stand Alone Program. Once development goes in and people are concerned about noise, they would make the request, MnDOT does the analysis, it is ranked among others who have also made requests. Councilmember Perry stated residents in the area should be made aware of this. Public Works Director Thureen responded they don't like the idea of a trail behind the wall, the wall is 20 feet tall.

Mayor Tourville asked if there was a County Road in Dakota County with a wall. Public Works Director Thureen responded Cedar Avenue in Apple Valley. Most sound walls are along State Highways or Interstates.

City Attorney Kuntz asked if they vote by segment or vote total package. Public Works Director Thureen responded it was by segment. Councilmember Piekarski Krech asked if they had any votes on the north side. Public Works Thureen responded no. She suggested voting no on the south side. Mayor Tourville stated they didn't have any money to pay for it, he would rather pay for a street in the city.

Public Works Director stated the Standalone program only gets so much money each year. He commented that our highest ranked segment was 116. The process changed two years ago, each year you can apply and see where you fall.

Councilmember Bartholomew asked if the memo referenced was the same as the one via email. Public Works Director Thureen responded it was the same memo. Councilmember Bartholomew stated he saw no need to vote yes on this. The bigger concern would be on the north side. Councilmember Piekarski Krech stated if they did have the money, aesthetically it would be really ugly.

Mayor Tourville asked the Council if they were all in agreement to say no. All Councilmembers agreed to say no.

Public Works Director Thureen suggested they receive the memo with ballot. Mayor Tourville asked if this item should be placed on a regular Agenda to vote. City Attorney Kuntz responded it should be voted on at a regular meeting. Councilmember Piekarski Krech suggested putting it on the Consent Agenda. City Attorney Kuntz stated placing the item on the Consent Agenda would be a Resolution directing no.

1) Communications Plan:

City Administrator Lynch stated in 2018 the City authorized and budgeted for a Communications Manager position and created a Communications Division as part of the Administration Department. Tasks of the division was to craft a Communications Plan for the City. He stated this item will be placed on a regular Agenda in the future to be presented and adopted. This covers a Communications Plan for the City from 2020 to 2024.

Amy Looze, Communications Manager, stated she is new to the position. When she first came on board, she did a thorough needs analysis to determine what was needed within communications. This plan is the first of its kind for the city. She discussed an overview of the Communications Plan as follows:

Approach:

- Spoke with Department Heads - Needs
- Met with Council Members - Expectations
- Reached out to other Cities - Best Practices
- Drew upon her own knowledge and experience and identified the need for a comprehensive plan and vision for communications.

The vision for the department would be to support and enhance the Cities Vision as follows:

- Positioning the City as a place you want to be because of all that we offer.
- Defining a City brand that builds pride and unity and attracts others to our community.
- Creating revenue opportunities for the City through increased investment and engagement in City activities.

Plan Objectives:

- List all communications resources and channels and define how they are utilized.
- Describe standard operating procedures, systems, and guidelines for communications.
- Propose an approach to design, social media management, branding, and messaging strategy.
- Define communications strategies and key messages.
- Explore communications challenges and how we will approach them.
- Simplicity, standardization, and transparency as guiding principles.

Mayor Tourville stated there are a few words that are different from what the Councilmembers received in their packets and asked which was current. Communications Manager Looze responded she had not made any changes to the plan the Council received last week. Mayor Tourville stated under their copies, Plan Objectives: Audit Current Communications, her version says List. She responded that she uses the term List and Audit synonymously. She commented she reviewed other City Communications Plans to prepare and Burnsville, for example, did an audit of all communications channels.

Communications Manager Looze discussed how Communications Serve the City:

- Communications Leadership: Examples would be talking with the Pioneer Press, coming up with new ideas for social media, overhauling city-wide publications, positioning herself as a resource for departments in regard to communications, helping as a resource for publicizing events, meetings, and initiatives.

Councilmember Bartholomew asked what type of discussions were had with the Pioneer Press. Communications Manager Looze responded that she reached out to Nick Ferraro's Editor about some of the factual inconsistencies in the article about the STOR Facility.

- Design and Social Media Management: The rollout of a platform called Hootsuite, a comprehensive means of managing social media across channels. Every department has access. Proposing new letterhead and business card templates for the City.
- Marketing: Branding, promotion, and advertising needs. The focus is on finding and using consistent design elements in all promotion materials. Specifically, the VMCC.
- Community Engagement and Education: Focus on relationship management, City calendar of events, information and key messages to the public about the value of our City and services. Examples of this so far include: Networking with area Cities, setting up a City calendar, working with the Community Development Department, working with the River Heights Chamber, creating a handout around the housing fees for the Minnesota Legislative Council. She stated she is also adding useful information on

the website and using that information on social media to establish themselves as a reliable source. One example would be working with the Police Department to write an FAQ about Animals within the City. That information would be put on social media and neighborhood chat.

Councilmember Bartholomew asked if Hootsuite was inhouse or a purchased item, what the cost was, if it was a long-term contract, and if other Cities were using it. Communications Manager Looze responded it was purchased out of the IT Budget as a social media management tool. The cost is broken down by license. She stated she would verify the cost for the Council but felt it was roughly \$400.00 per month. She stated the tool has been around for a while and is an industry standard for social media management. Other cities are using it. She stated there are free versions, but there was a need for an enterprise solution here.

Councilmember Perry asked if other platforms were looked into. Communications Manager Looze responded she did look into others. Hootsuite was one she used before, was familiar with, and knew it did what was needed here.

Communications Manager Looze discussed the first section of the plan that involves a List of all Communication Channels such as:

- Print
- Email
- Website
- Social Media
- Advertising and Marketing
- Customer-facing messages (including person to person)
- Signs (new sign at the VMCC)
- Press and Media, including Town Square TV
- Events

5 Goals Outlined in the Communications Plan:

Goal 1. Establish standard procedures for communications.

Building as much infrastructure as she could around supporting communications. There is a high volume of marketing and communications requests. She stated currently there is one email address: Communications@invergroveheights.org, that all departments can use to reach communications. She hopes to automate it similarly to how the IT Department works. She stated communications automatically creates a poster, flyer, Facebook post, and VMCC sign element for every class, event, and program, over at the VMCC. Staff can request other strategies be added.

Goal 2. Establish more robust social media standards and best practices.

Focuses on increasing our engagement on social media more effectively and decreasing the risk that goes along with interaction via social media. An example of increased engagement: Snowplowing within the City and the introduction of the "In the Snow" Facebook campaign. This gives tips about how to make snowplowing more effective, and updates about when the plows go out.

She stated there was also a Valentine's exchange between West St. Paul and Inver Grove Heights.

She stated that engagement is all about providing valuable information to residents and reinforcing it. Using it as a means to create community and reach out to our neighbors through Social Media.

Decreasing the risk: Scheduling posts in advance mitigates risk. She stated of the biggest risks is if one of the Facebook pages gets hacked. She trained with the Police Sergeants, via Hootsuite, all Sergeants are notified if there is a post made to one of the Police Facebook or Twitter pages so they can see what the post is and pull it down quickly if it shouldn't be out there.

Councilmember Perry asked if there was a schedule for how often passwords are changed. Communications Manager Looze responded she has been speaking with Technology Manager Marc Gade about this to make sure there is two factor authentication for logging in, especially within the Police Department as many have access to that page. She stated she would follow up on this item further so she can discuss additionally with Marc.

Communications Manager Looze discussed strategies for Social Media:

- Best practices while posting on behalf of the City. How to make posts more effective using tagging, optimizing time posted, use of Hashtags, and response to users' comments.
- Standardizing Facebook Third-Party Content Policy.
- Setting parameters around how and what we post.
- Social Media engagement strategies. Gaining likes, tracking what contact is most relative and engaging, capitalizing on that, being responsive via Messenger, and planning and coordinating Social Media.

She stated that she has been working with Assistant City Attorney Bridget McCauley Nason to update the Social Media Policy. This will be discussed further at another time.

Goal 3. Define and grow the Inver Grove Heights Brand.

She stated when she started with the City, she noticed there are a lot of different business cards and letterhead. It doesn't project professionalism and reliability; they can do a better job of representing. One logo translates to reliability, trustworthiness, and consistency which translates to the work done with and for the community. She suggested branding the shopping districts, like Arbor Pointe, to draw more attention and revenue to those areas.

Councilmember Piekarski Krech asked if the City brands those or if it would be the private sector.

Communications Manager Looze responded it could be a partnership. She stated she has been discussing this with Community Development Director Rand.

Communications Manager Looze discussed the first part of strategies around growing the City brand as follows:
Establishing Brand Standardization:

- Style Guide (consistent font, colors, and logos).
- Consistent business card and letterhead templates for each department: Economies of scale in ordering materials. She stated she is in the process of setting some templates for design and rolling out a system called Canva, which is a graphic design function. This is not difficult or expensive to do.
- Consistent design elements for promotional materials so that people identify events and activities clearly as City-related.
- The use of one system for designing promotional materials across all departments, so that we are coordinating and sharing information. She stated she is in the process of seeking one vendor for all business cards and letterhead. If one company owns that process, it ensures the same paper stock, colors, font, and gives a scale. She stated that combining the "Scoop" publication into the Summer Parks and Recreation Brochure is saving the City close to \$20,000 this year.

Councilmember Piekarski Krech asked if the same audiences would be reached this way. Communications Manager Looze responded it would be a bigger audience. There is a call out on the cover of the summer brochure for a broader reach. Councilmember Piekarski Krech asked how a vendor was determined.

Communications Manager Looze responded they may have to go through an RFP (Request for Proposal) process. She stated she would need to get an idea of what the quantities are that each department orders and determine the process from there.

Communications Manager Looze discussed a Logo Refresh:

- The new proposed logo would be a part of the plan.

- A logo that translates outside of the immediate area. She stated the current logo says "IGH". Attracting a new business or residents from outside the area may not know what IGH is. Incorporating the name, Inver Grove Heights, into the logo builds recognizability.
- Addressing and fixing the "wave" scalloped edge which sometimes transfers differently on different mediums. Changing it to have an association with the water and proximity to the Mississippi River. This would include hard signage at the VMCC. The use of a blue color replicates the water waves of the River. She stated there would be no additional costs with re-branding. They would be using the new logo as things need to be re-ordered, such as a vehicle or letterhead.

Councilmember Bartholomew asked when they would be proposing the new logo. Communications Manager Looze responded it was in the plan, department heads had feedback and chose one they liked. She wanted the Council to add their thoughts. City Administrator Lynch stated this would likely be 2021 replacements as 2020 pieces of equipment have already been ordered. Letterhead and business cards will be after the adoption of this plan, when there is a need to reorder, and could be at the end of March or in April.

Councilmember Bartholomew commented that approving this plan changes the logo. He stated the Council should have a consensus on changing the logo. Councilmember Piekarski Krech stated the last time they discussed changing the logo it was still not done five years later. Councilmember Perry asked if they could vote on the plan and exclude the logo. Mayor Tourville agreed separating the logo from the plan may be the better option. He stated discussion of the logo needs to be had apart from the plan.

Goal 4. Identify and begin to use clear, cohesive, proactive key messages that stem from our core values. This focuses on proactively influencing the narrative as a City from outside and inside. Strategies to support this include:

- Website overhaul: There is a lot of redundancy on the website and outdated information that needs to be cleared up.

Councilmember Piekarski Krech stated there a lot of links that do not work. Communications Manager Looze responded that is an item she would be addressing. Google Analytics were done to determine what pages people look at.

- Social Media Management to coordinate messages.
- City calendar of events and an editorial calendar. The editorial calendar states what they would be talking about and when.
- Defining our audience and key messages.

Communications Manager Looze discussed Key Messages stating it is an integral part of the strategy to attract interest to the area, continuing to build trust and reliability with residents and potential investors in the community. The guiding principles should be that everything we do is tied to the core values as follows:

- Excellence - Inver Grove Heights is a place you want to be because we set high standards and exceed expectations. Asking what kind of stories, we want to tell around excellence. It could be our award-winning financial management and the excellent and amazing VMCC.
- Engagement - We are all in this together, so we work with residents to deliver collaborative results. Examples would be Inspectors working closely with new businesses, the Public Works Department being transparent and as responsive as possible to our maintenance needs and drawing Entrepreneurs into our City.
- Ethics - We want the best for our community, so we make decisions based on doing the right thing. For example, welcoming diversity into our community.

Goal 5. Identify potential communications challenges and begin to plan a coordinated, proactive approach to managing these. Identifying these within the plan involve:

- Identifying challenges. Identify what communications challenges they have coming up in the next year or two. Asking what kind of messages, they want to get out about challenges that are arising within the community.

Councilmember Bartholomew asked if current challenges have been determined. He stated he was thinking baseline communications, for example, two residents did not know they had a stormwater bill. He commented he has noticed disconnects and wanted to be sure we do not lose sight of those. Communications Manager Looze responded she has begun the process of identifying communication challenges. She stated the development on Cahill may be a communications challenge within the next year. She responded the billing issue is about education. She stated she is hoping to expand on the input and feedback they are receiving from the community. She stated she is looking at overhauling the City Survey, ways they get feedback on the website, and putting more content on the website to educate and get people involved. She commented it was about creating more educational opportunities for residents, so they know what is being done in the community.

Mayor Tourville stated a lot of people would rather look for answers before they call. For example, the stormwater bill. If someone moves to Inver Grove Heights from a City that doesn't have stormwater billing, there is no mechanism to inform them beforehand. He stated they have said they tried to find out, but nobody seemed to know. He suggested being able to bring up stormwater billing and have it state that it happens at this time, what the bill is for, how much it's for, and how being in different parts of town affect billing. Communications Manager Looze responded she understood and stated they need to better their search functionality on the website. She stated some of it is bound to CivicPlus and what they provide as a platform. She stated she could discuss better search functionality with CivicPlus.

Communications Manager Looze stated she met with Assistant City Engineer Steve Dodge and his team about the annual stormwater meeting. She stated they are coming up with different methods of outreach to involve others more, it will be publicized. Councilmember Piekarski Krech stated the annual meeting is different than stormwater fees. Communications Manager Looze responded she thought there would be an educational component to it. Councilmember Bartholomew stated with stormwater, the challenge is there are a dozen things they could list that is having a disconnect with the public. Communications Manager Looze stated she would be interested in meeting with Councilmember Bartholomew to discuss his concerns further. He agreed.

Councilmember Perry suggested pushing out the educational portion of stormwater or the dog license/leash information once a year, on a semi regular basis, on Social Media or every three years on Insights as a refresher, and for new residents. Communications Manager Looze agreed.

Communications Manager Looze continued with Goal 5 and Planning for Communications Challenges stating:

- Planning for reputational crises. For example, the City is accused of wrongdoing. How to be proactive around the messaging.
- Getting tools in place. Asking the questions such as, do we have a holding statement, a press release template, and systems on how to hold a press conference and who is in charge.

She stated the plan is a journey, the document will evolve as needs change and we grow as a city. She stated she hopes beginning now, they will be purposeful in communications and use this plan as a guide to point us in the right direction.

Councilmember Bartholomew referenced Page 16 of the draft, Standardization of Facebook Usage, and stated under "seeking legal clarification", one item is highlighted. He asked what the issue was. Communications Manager Looze responded that it currently says on the Police Department page that Chiefs can block individuals from posting on Facebook. Legal Counsel has advised not blocking anyone ever because it is a First Amendment Infringement. She stated because we have created a limited public forum on the Facebook page is essentially the

same as not allowing someone into a Council meeting. There are some problematic users and would need to be done on a case by case basis. Mayor Tourville suggested finding out and commented that other cities have had people post things on Facebook that are illegal. He stated he didn't want to be accommodating to anybody and everything if they are doing illegal things. Communications Manager Looze responded that the Assistant City Attorney will be speaking more about this, but the recommendation is to delete comments instead of blocking anyone. There may be situational issues where maybe they would want to block someone. They need to be systematic, thoughtful, and document it when it's done as there have been lawsuits in other States from being blocked on Facebook pages.

Mayor Tourville suggested having a discussion with the League of Minnesota Cities about policies and procedures. Communications Manager Looze responded she has spoken to them and had a lengthy conversation with the Social Media Manager there. She stated she felt they were closely aligned with what they recommend. Some of the newest recommendations are already included in the plan.

Communications Manager Looze referenced another item seeking legal clarification, the "is off subject or out of context", which is a hot button issue because it's nebulous. Councilmember Bartholomew asked why they would want to be involved in third party content. He asked if there were any cities that state as policy, they do not allow third party content. Communications Manager Looze responded she was unsure how they could do that without infringing upon First Amendment rights. The Facebook pages already exist, it could be a problem limiting third parties from commenting in a limited public forum. Mayor Tourville stated we are a Municipality, there could be other information surrounding that. He suggested following the League as they are the insurance carrier and doing what they suggest. Communications Manager Looze responded she would like the Assistant City Attorney to weigh in on this. People tend to sue over being blocked, because it is a judgement call, out of context or not, and choosing to delete something.

Councilmember Piekarski Krech asked about photo releases. For example, taking a photo of a child playing on the playground and putting it on Facebook. Communications Manager Looze responded information about that is in the plan and states anytime you are photographing a minor, you want to get parental permission. She quoted Page 15, stating "Do not accompany a picture of a minor with their full name without permission of a parent or guardian, if you do not have permission use the first name only. You may include names with a group photo only if the average reader cannot easily match names to faces". She stated this is evolving. Facebook can match a face to a name due to facial recognition. She stated the assumption is that it is public, you are at a public event. She stated as a best practice for Social Media, don't have someone's address appear if you are taking a picture in the front yard, or have a license plate visible.

Councilmember Perry asked about Page 17, under the creation or deletion of accounts or pages, and stated it says, "no social media account representing or associated with the City shall be deleted without approval of the Communications Manager". She suggested having a secondary person, such as the Council or Administrator. Communications Manager Looze agreed. She didn't want anyone unilaterally deleting one of the city Facebook pages without herself, or someone else weighing in.

Mayor Tourville stated Facebook Administrators should always try to respond to Facebook questions within a certain amount of time. He suggested this be addressed further as a city, such as who should be answering the questions being asked. Councilmember Piekarski Krech stated on Page 17 there is also Facebook Messenger. Mayor Tourville questioned if this would be directed to one platform and stated this plan would have to be updated every year. Communications Manager Looze asked who the Council saw as being the best person to answer questions. Mayor Tourville responded it could be the department heads. The problem would be to say there would be a response to a Facebook question within 72 hours. City Administrator Lynch responded the

easiest answer would be to give a response so that people don't sit and wait. They could come up with a generic response that says it includes policy and budget decisions, someone else would get back to them with a more detailed explanation, or to contact the City at a specified email address. Communications Manager Looze responded 72 hours was the goal for direct messages, sometimes comments are different. She agreed with the City Administrators suggestion of having a standard message, internally there should be a system for escalation. She stated if there is a hot button issue in Facebook comments, thank them for the comment, and take some of the discussion offline. She stated one example from the Parks and Recreation Facebook page had a comment about someone who felt they were discriminated against at the VMCC. Her public response was that they want everyone to feel welcome and would have the Parks Director follow up directly. She asked that they provide an email address and provided them with the general communications email.

Councilmember Piekarski Krech asked if they should state answer or reply. Councilmember Perry suggested respond. Mayor Tourville suggested wording say "should attempt to answer questions with the goal of responding". He also agreed with trying to take the conversation offline. Councilmember Piekarski Krech suggested it say, "a response within so many hours". Communications Manager Looze commented if promising a response, we are automatically making good on that because when people direct message, they get an automatic response from any of the pages.

Councilmember Dietrich stated she appreciated the in-depth research that went into this document. Communications Manager Looze responded she tried to make it as tangible as possible to measure success. She stated if effectively communicating the value of staff, services, and all the city has to offer it will play out positively within the community.

City Administrator Lynch summarized what the Council was requesting as follows:

- Further information will be returning to the Council.
- Cost information will be given to Councilmember Bartholomew.
- Two factor authentication information will be given to Councilmember Perry.
- The logo and design will be a separate conversation. It will be left off the plan for now and brought back for a separate discussion.
- The secondary source on approval for the site, the policy, funding, and response will be put together in a memo and given to the Council soon.

He stated this would be back to the Council for consideration at a future City Council meeting for adoption, less the logo. Communications Manager Looze commented they could do a two-color variation of the logo for consideration, and other iterations as well. Mayor Tourville stated he had no problem looking at options.

2) Parks Master Plan:

Parks and Recreation Director Eric Carlson discussed updating the Comprehensive Park Plan stating it was last adopted by the City in 2009. They would like to engage the public in the process to find out what is wanted out of the park and trail system. To accomplish this there will be an online Survey Monkey Survey, a social pinpoint site, meeting with different user groups, and visiting every park in the system and allowing residents to meet staff there. He stated this would be to gain information and feedback about what people like, don't like, and what they feel is missing from the system. Information would be gathered and turned into a vision for what the park system would be in the future and turned into a plan to know what to accomplish within the parks system in the next five to ten years. He stated they are beginning to advertise and market this, it will be in the next Insights issue, and the Park and Recreation brochure, that points people to the website for more information.

Councilmember Bartholomew commented about the logo used on the memo and stated he has not seen it before and that it took him awhile to figure out what it was. Parks and Recreation Director Carlson responded it is brand new and supposed to represent the Rock Island Swing Bridge.

Councilmember Piekarski Krech asked what would be done to see how much engagement is received. The last time this was done there were few community participants. Parks and Recreation Director Carlson responded he would be attending most, if not all, of the park visits, so he would see how many people attend. People will have a chance to sign in and fill out a comment card, the survey counts how many have taken it, the social pinpoint is counted, and how many people visit the site and make comments. He stated when meeting with user groups they will see how many attends. By going to parks, they are going to people, not expecting people to come to us. He stated meetings will be held in April and May, some may have to be cancelled due to weather. A phone number will be provided for those interested to call so they know whether a meeting will be held in a park or not and if there would be a change in the location such as at City Hall or the Community Center.

Mayor Tourville asked for more information about the survey. Parks and Recreation Director Carlson responded the survey would have questions related to parks, parks and trails, recreation programs, the golf course, and the community center. One survey has logic in it and can take a user to topics that pertain to a person or their interests. There will be demographic questions. Mayor Tourville asked if they are close to a draft of the survey. He requested the City Council be able to look at a draft of the survey before it goes live.

Councilmember Dietrich asked about the meetings for the park and trail system and if it was possible to get it into the Insights. Parks and Recreation Director Carlson responded there is an article that discusses the planning process and asks people to visit the website for specific details. He stated he didn't want to put the schedule into Insights yet because it may change.

3) South Valley Park Plan:

Parks and Recreation Director Carlson discussed the South Valley Park Master Plan stating they hired HKGI in June 2019 to put together schematic designs for South Valley Park. The Parks Commission put together a subcommittee that consists of Commissioner's Eiden, Freer, Sethre, and Stone to develop this draft plan. The area includes an active area, parking lot, future archery range, trails around the wetland that do not exist today, the sliding hill, a future community garden at the top of the hill, and a lookout tower to climb up and see over the valley.

He stated the current playground equipment is 25 years old along with the building and shelter and are no longer meeting needs. There have been numerous requests for a larger shelter. He stated there would be new playground equipment, rerouting of the trail around the active area to provide for ADA Accessibility, a larger building to hold 100 people that have garage doors on the side that can be closed or open. The space would not be heated. There would be restrooms. He stated there would be a kitchen type area to set up potluck events.

Councilmember Piekarski Krech asked if there would be electricity and water and what they were doing for parking with expanded use. Director Carlson responded there would be electricity and water. Parking would be expanded further toward the wellhouse with 25 - 30 additional stalls. They are planning to move the four-disc golf holes on the south side to the north side.

Councilmember Dietrich asked if people currently have to make reservations to use the shelter area and if it would continue in the same manner. Parks and Recreation Director Carlson responded the shelter is open for the general public to use, a private party can reserve the shelter and would be closed to the public and available just for the private party. He responded that method of reserving would continue as it is now, but accommodate larger groups.

Councilmember Perry asked if they would be incorporating WIFI. Parks and Recreation Director Carlson responded there is fiber in the area and they would want to connect the building to technology. This includes

cameras, doors on a keycard system, and Wi-Fi___33. Mayor Tourville commented that renting gives them the shelter but doesn't give private use to the playground equipment. Parks and Recreation Director Carlson responded that issue has been addressed. Mayor Tourville stated most cities don't allow for electricity use and water unless it is rented for various reasons.

Parks and Recreation Director Carlson stated they are planning to apply for a Minnesota Department of Natural Resources Outdoor Recreation Grant that is due at the end of March. If successful in getting a Grant, the Grant could be for as much as \$250,000 with two years to utilize the funds to help make some of the improvements. It requires a one to one match using non-State dollars. He stated there is funding in the Park Capital Replacement Fund for replacing existing amenities. If the Council is comfortable with the plan, it would be brought to a City Council meeting on March 9th or the 23rd for approval. Applying for a Grant would require the Council to pass a Resolution of support on the March 23rd Council Agenda due to the Grant being due Friday, the 27th.

Councilmember Dietrich asked what date this went before the Park and Recreation Commission so she could view it. Parks and Recreation Director Carlson responded it went before the Commission on Wednesday, February 12. Councilmember Piekarski Krech stated her concern was that there would be enough parking and that the spaces were wide, not narrow. As the population ages, there is a need for additional handicapped parking. Parks and Recreation Director Carlson stated they are trying to maximize as much parking on site as possible.

City Administrator Lynch stated there was discussion about the use of the kitchen. He asked if Parks Director Carlson needed to find a way to limit it only to users who reserve it, or available at any time. Parks and Recreation Director Carlson responded the Swing Bridge has a large concrete countertop with electricity that is available to anyone that is there. The kitchen area at South Valley would be closed off and locked when not reserved. There are outlets the public would still have access to.

Councilmember Perry stated she liked the site plan but was concerned about the location of the gardens. Councilmember Piekarski Krech stated there is no room for parking where the gardens would be located. Parks and Recreation Director Carlson responded there is no off-street parking, just on street parking. Councilmember Dietrich appreciated the Community Garden's collaboration with residents. Councilmember Piekarski Krech asked how many gardens there were at Salem Hills and if there were any other areas, they could have them. Parks and Recreation Director Carlson responded there are 20-25 plots at Salem Hills that are sold out with a waiting list. He responded there were no other areas with them in the parks system. He stated the South Valley area is centrally located but could look into other locations. Mayor Tourville stated at the open house in the park, residents from the area thought it was a great idea, those around the gardens were not for it. Councilmember Perry stated she views the road and area as a potential concern for sight reasons.

Parks and Recreation Director Carlson stated one of the questions in the Survey Monkey Survey speaks about community gardens and will determine the need or lack of need for them. Councilmember Piekarski Krech suggested looking into where community gardens are most feasible and where they would be able to grow. She stated that a 20-foot fence may need to be put around the garden because there are always deer running through. Mayor Tourville stated that Salem Hills works because of parking, fencing was put up there.

Councilmember Perry asked if made more sense to put gardens out by Seidl's Lake where there is a huge townhome population and no access to a backyard for a garden.

Parks and Recreation Director Carlson stated this would be on the next City Council Meeting Agenda either on the 9th or 23rd with a Resolution supporting a Grant Application on March 23rd.

4) Strategic Plan:

City Administrator Joe Lynch discussed the 2020-2024 Strategic Plan stating there have been several meetings. They have adopted the Vision Statement, agreed on the Purpose Statement, Guiding Principles and Goals, and feedback was received on the objectives and strategies. He stated tonight they will be discussing the Action Plans. Working with department heads they tried to come up with statements that tied back to each of the strategic objectives. He stated they are looking for the Council's feedback and comments on the action plans related to the strategic objectives.

Mayor Tourville suggested discussing Action Plans Culture and Recreation. Councilmember Bartholomew wanted to make sure this is fluid enough in the event something needs to be added, it could. He commented that Quality & Sustainable Infrastructure had quite a few bullet points. He liked where they are headed with this and commented this is a living document that would be looked at on a regular basis. He suggested taking out the bullet points they have addressed and adding others. He stated he liked the idea of dealing with five bullet points versus one dozen.

Mayor Tourville agreed with Councilmember Bartholomew's comment about being fluid enough to add or subtract. He suggested setting a time to do this on an annual basis or twice a year. Councilmember Piekarski Krech stated this is supposed to be the document they are working with. When things come before them, it's because it is a part of the plan.

City Administrator Lynch stated there are two different opportunities, one is through the budget process that begins in May. He stated the Council requested establishing quarterly meetings. There would be an opportunity to discuss this and be able to remove things completed, accomplished, or irrelevant, and add things that have changed or come up. It could be adjusted and re-adopted. Councilmember Dietrich asked if they could receive quarterly feedback from the specific department heads on what they have done that relates to the appropriate bullet point.

Mayor Tourville stated this would be looked at quarterly. There are items that will be on every quarter for as long as we are a city. They would look at the updates that go along with it from department heads and administration. The Council agreed to discuss this every quarter.

Councilmember Piekarski Krech asked if they agreed with the document as it is, or approve it and it's no longer a draft. She approves how it is now. City Administrator Lynch responded the caveat is that it's specified as a dynamic living document and adjusted quarterly. He stated he would make sure it is in correct form and placed on Monday's meeting for approval. Mayor Tourville asked if other items need to be added to it as time goes on. Councilmember Bartholomew stated the updates come as an update; they don't need to pollute the document further. Councilmember Piekarski Krech agreed they didn't need to add more to the document, it needs to stay clean.

City Administrator Lynch stated he would look through the dates that were suggested and get back to the Council so they can establish it as a meeting.

B. ADJOURN:

Councilmember Dietrich asked Communications Manager Looze if she could receive a hard copy of the Communications Plan.

City Administrator Lynch stated the Corona Virus has been in the news frequently. Several years ago, when there was another potential pandemic, they had to do pandemic planning. The Police and Fire Departments are pulling that plan out, bringing it up to date, and will discuss what to do from a local perspective. He stated the community would look to the City on how to hold public meetings if there is a quarantine situation, social isolation, and how to function if 50% or more of the staff is sick and unable to work.

He stated he has discussed with some of the Councilmembers, about the possible legalization of marijuana and what it means for the community, how to deal with it, prepare for it, what role the city plays, and what the impact is to the employees. He stated another aspect of this would be if they would allow it to be grown and if we get applications for having it grown in the city, what they do for land use, and an overview perspective.

Councilmember Dietrich asked how city staffing currently was as February was a month with the most Influenza cases. City Administrator Lynch responded today they received word that three employees had confirmed cases of Influenza A. As a result, a communication was sent out this afternoon with a safety reminder that if you are sick, to stay home, wash your hands, and cover your cough.

City Administrator Lynch stated he sent out an email about the invite to Mallards Soft Opening.

Councilmember Dietrich suggested getting out to vote because tomorrow is Super Tuesday.

Motion by Piekarski Krech second by Perry to adjourn the meeting at 8:10 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: March 23, 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 March 5, 2020 to March 17, 2020.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending March 17, 2020. The detail of these disbursements is attached to this memo.

General & Special Revenue	\$435,769.71
Debt Service & Capital Projects	151,189.02
Enterprise & Internal Service	254,706.13
Escrows	15,288.42
Grand Total for All Funds	<u><u>\$856,953.28</u></u>

If you have any questions about any of the disbursements on the list, please call Amy Hove, Finance Director 651-450-2521.

Attached to this summary for your action is a resolution approving the disbursements for the period March 5, 2020 to March 17, 2020 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING March 17, 2020**

WHEREAS, a list of disbursements for the period ending March 17, 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	\$435,769.71
Debt Service & Capital Projects	151,189.02
Enterprise & Internal Service	254,706.13
Escrows	15,288.42
 Grand Total for All Funds	 <u><u>\$856,953.28</u></u>

Adopted by the City Council of Inver Grove Heights this 23rd day of March, 2020.

Ayes:

Nays:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, Deputy Clerk



City of Inver Grove Heights

Expense Approval Report

By Fund

Payment Dates 03/05/2020 - 03/17/2020

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ACME TOOLS	7272569	03/10/2020	13903	101.42.4200.423.60040	575.00
ADVANCED SPORTSWEAR, INC.	69216	03/17/2020	8022953	101.45.3300.419.60045	18.00
AFSCME COUNCIL 5	INV0097444	02/28/2020	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	901.95
AFSCME COUNCIL 5	INV0097445	02/28/2020	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	77.32
AFSCME COUNCIL 5	INV0097855	03/13/2020	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	901.95
AFSCME COUNCIL 5	INV0097856	03/13/2020	UNION DUES (AFSCME FULL SHARE-PT)	101.203.2031000	77.32
AMERICAN PLANNING ASSOCIATION	099679-19106	03/10/2020	099679	101.45.3200.419.50070	648.00
ASPEN MILLS	252913	03/10/2020	55077IGHPD	101.42.4000.421.60045	444.00
ASPEN MILLS	252914	03/10/2020	55077IGHPD	101.42.4000.421.60045	304.92
ASPEN MILLS	253241	03/10/2020	387.28	101.42.4000.421.60045	387.28
ASPEN MILLS	253398	03/10/2020	55077IGHPD	101.42.4000.421.60045	515.64
ASPEN MILLS	253400	03/10/2020	55077IGHPD	101.42.4000.421.60045	462.68
ASPEN MILLS	253401	03/10/2020	55077IGHPD	101.42.4000.421.60045	13.98
ASPEN MILLS	253402	03/10/2020	55077IGHPD	101.42.4000.421.60045	566.60
ASPEN MILLS	253403	03/10/2020	55077IGHPD	101.42.4000.421.60045	428.77
ASPEN MILLS	92344	03/10/2020	55077IGHPD	101.42.4000.421.60045	364.25
ASPEN MILLS	253669	03/10/2020	55077IGHPD	101.42.4000.421.60045	475.00
ASPEN MILLS	253787	03/17/2020	55077IGHPD	101.42.4000.421.60045	11.65
ASPEN MILLS	253788	03/17/2020	55077IGHPD	101.42.4000.421.60045	125.00
ASPEN MILLS	253828	03/10/2020	55077IGHPD	101.42.4000.421.60045	329.55
ASPEN MILLS	253829	03/10/2020	55077IGHPD	101.42.4000.421.60045	34.99
BARR ENGINEERING COMPANY	23190328.19-11	03/10/2020	01/27/2020	101.43.5100.442.30300	737.50
BARR ENGINEERING COMPANY	23190328.19-12	03/10/2020	02/21/2020	101.43.5100.442.30300	91.00
CATHERINE M. PERME	1225	03/17/2020	Fire depart culture assessment	101.42.4200.423.30700	3,632.50
CENTURY LINK	02/22/2020	03/17/2020	651-457-6070	101.47.1400.413.50020	257.29
CULLIGAN	02/29/20	03/17/2020	157-98603467-4	101.42.4200.423.60065	145.26
CULLIGAN	02/29/2020	03/17/2020	157-98459100-6	101.42.4200.423.60065	60.21
CULLIGAN	2/29/2020	03/17/2020	157-98459118-3	101.42.4200.423.60065	122.25
DAJ ENTERPRISES LLC (ECO WORKS)	8113	03/17/2020	2/27/2020	101.44.6000.451.60065	1,590.00
DAKOTA COMMUNICATIONS CENTER	IG2020-04	03/17/2020	April fee	101.42.4000.421.70502	57,135.00
DAKOTA COMMUNICATIONS CENTER	IG2020-04	03/17/2020	April fee	101.42.4200.423.70502	7,575.00
DAKOTA CTY SOIL & WATER	2959	03/10/2020	Oct-Dec	101.43.5100.442.30300	400.00
EFTPS	INV0097881	03/13/2020	FEDERAL WITHHOLDING	101.203.2030200	55,638.83
EFTPS	INV0097883	03/13/2020	MEDICARE WITHHOLDING	101.203.2030500	15,680.22
EFTPS	INV0097884	03/13/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	43,428.06
EMERGENCY RESPONSE SOLUTIONS	14791	03/17/2020	03/05/2020	101.42.4200.423.40042	263.35
EMERGENCY RESPONSE SOLUTIONS	14810	03/17/2020	03/05/2020	101.42.4200.423.40042	96.07
ERICKA MARIE HAKANSON	R00284714	03/17/2020	Massage license refund	101.41.0000.3217500	50.00
ERICKA MARIE HAKANSON	R00284714	03/17/2020	Massage license refund	101.42.0000.3422000	50.00
FIRSTSCRIBE	250431	03/10/2020	02/01/2020	101.43.5100.442.40044	250.00
FIRSTSCRIBE	250696	03/10/2020	03/01/2020	101.43.5100.442.40044	250.00
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0097862	03/13/2020	HSA ELECTION-FAMILY	101.203.2032500	3,051.78
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0097863	03/13/2020	HSA ELECTION-SINGLE	101.203.2032500	5,159.99
ICMA RETIREMENT TRUST - 457	INV0097853	03/13/2020	457 - ROTH AGE 50+	101.203.2031400	140.00
ICMA RETIREMENT TRUST - 457	INV0097854	03/13/2020	457 - ROTH AGE 50+	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0097864	03/13/2020	ICMA-AGE <49 %	101.203.2031400	8,486.70
ICMA RETIREMENT TRUST - 457	INV0097865	03/13/2020	ICMA-AGE <49	101.203.2031400	3,075.00
ICMA RETIREMENT TRUST - 457	INV0097866	03/13/2020	ICMA-AGE 50+ %	101.203.2031400	1,261.82
ICMA RETIREMENT TRUST - 457	INV0097867	03/13/2020	ICMA-AGE 50+	101.203.2031400	7,334.04
ICMA RETIREMENT TRUST - 457	INV0097868	03/13/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0097877	03/13/2020	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,911.52
ICMA RETIREMENT TRUST - 457	INV0097878	03/13/2020	ROTH IRA (AGE 50 & OVER)	101.203.2032400	1,163.23
ICMA RETIREMENT TRUST - 457	INV0097879	03/13/2020	ROTH-AGE <49 %	101.203.2032400	46.47
INNOVATIVE OFFICE SOLUTIONS	SUM-053246	03/17/2020	S28777	101.44.6000.451.50030	14.93
INNOVATIVE OFFICE SOLUTIONS	SUM-053246	03/17/2020	S28777	101.45.3300.419.60040	8.49
INSIGHT EDGE	1643	03/17/2020	02/13/2020	101.41.1100.413.30700	855.00
INVER GROVE HEIGHTS ANIMAL HOSPITAL	722442	03/10/2020	25529	101.42.4000.421.60013	388.19
IUOE	INV0097869	03/13/2020	UNION DUES IUOE	101.203.2031000	1,143.42
JASON THOMAS CARDINAL	IGHPD2020-1	03/10/2020	EMPLOYMENT BACKGROUNDS	101.42.4000.421.30701	1,937.40
KENISON, TERRI	Feb 2020	03/10/2020	February cleaning	101.42.4200.423.30700	1,600.00
LEAGUE OF MN CITIES	318071	03/17/2020	03/09/2020	101.41.1100.413.50080	520.00
LELS	INV0097870	03/13/2020	UNION DUES (LELS)	101.203.2031000	2,059.00
LELS SERGEANTS	INV0097468	02/28/2020	UNION DUES (LELS SGT)	101.203.2031000	66.00
LELS SERGEANTS	INV0097880	03/13/2020	UNION DUES (LELS SGT)	101.203.2031000	372.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L	48426	03/10/2020	1985	101.42.4000.421.70501	1,985.00
LOCAL GOVERNMENT INFORMATION SYSTEM (L	48434	03/10/2020	111541	101.42.4200.423.30700	491.00
LONE OAK GRAPHICS INC	36191	03/10/2020	8150	101.41.1100.413.60065	37.17
MINNEAPOLIS OXYGEN CO.	00055790	03/17/2020	01910	101.42.4200.423.30700	93.38
MINNEAPOLIS OXYGEN CO.	00055791	03/17/2020	01915	101.42.4200.423.30700	73.37
MINNEAPOLIS OXYGEN CO.	20141144	03/17/2020	01915	101.42.4200.423.40042	214.06
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0097858	03/13/2020	JOEL JACKSON FEIN/TAXPAYER ID: 4160	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0097859	03/13/2020	JOSH PARROW ORDER- 0015633635 CAS	101.203.2032100	427.31
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0097860	03/13/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 4160	101.203.2032100	178.58

MIRJANA'S TAILOR SHOPPE	03/03/2020	03/17/2020	29" inseam	101.42.4200.423.30700	26.00
MN DEPT OF REVENUE	INV0097882	03/13/2020	STATE WITHHOLDING	101.203.2030300	24,021.72
MN GLOVE & SAFETY, INC.	321537	03/10/2020	CTINVE	101.43.5200.443.60045	89.98
MN GLOVE & SAFETY, INC.	321538	03/10/2020	CTINVE	101.43.5200.443.60045	89.99
MN GLOVE & SAFETY, INC.	321716	03/17/2020	CTINVE	101.43.5200.443.60045	204.87
MSFCA	2020 COMAND OFFICER	03/10/2020	COMMAND OFFICER MEMBERSHIP	101.42.4200.423.50070	60.00
MSFCA	2020 LINE OFFICER	03/10/2020	2020 LINE OFFICER MEMBERSHIP	101.42.4200.423.50070	60.00
MSFCA	2020 LINE OFFICER B	03/10/2020	LINE OFFICER MEMBERSHIP #2	101.42.4200.423.50070	60.00
MSFCA	2020 LINE OFFICER C	03/10/2020	LINE OFFICER MEMBERSHIP #3	101.42.4200.423.50070	60.00
MSFCA	2020 membership	03/10/2020	2020 Membership	101.42.4200.423.50070	110.00
MSFCA	2020 OFFICER MEMBER	03/10/2020	2020 OFFICER MEMBERSHIP	101.42.4200.423.50070	60.00
NET TRANSCRIPTS, INC.	0030563-IN	03/10/2020	20-IGHPD	101.42.4000.421.30700	75.62
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103134964	03/10/2020	N26-1351004654	101.41.1100.413.30500	282.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103147649	03/17/2020	N26-1351004654	101.41.1100.413.30500	141.00
OFFICE OF MN. IT SERVICES	DV20020491	03/17/2020	200B00171	101.47.1400.413.40035	310.00
OXYGEN SERVICE COMPANY, INC	03459426	03/17/2020	04394	101.42.4000.421.60065	50.52
PERA	INV0097871	03/13/2020	PERA COORDINATED PLAN	101.203.2030600	43,236.08
PERA	INV0097872	03/13/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,325.85
PERA	INV0097873	03/13/2020	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0097874	03/13/2020	EMPLOYER SHARE (PERA DEFINED PLAN)	101.203.2030600	53.46
PERA	INV0097875	03/13/2020	PERA POLICE & FIRE PLAN	101.203.2030600	22,255.46
PERA	INV0097876	03/13/2020	EMPLOYER SHARE (POLICE & FIRE PLAN)	101.203.2030600	33,383.25
PERSONNEL EVALUATION, Inc. (PEI)	36041	03/17/2020	INVERGHPD	101.42.4000.421.60018	360.00
PETTY CASH	1/31/2020	03/10/2020	Notary stamp	101.43.5100.442.60010	20.00
PETTY CASH	3/4/2020	03/10/2020	County building officials meeting	101.45.3300.419.50075	11.56
PETTY CASH	3/4/2020 B	03/10/2020	N.D.C.B.O. MEETING	101.45.3300.419.50075	11.09
PETTY CASH	3/4/2020 C	03/10/2020	Employee Recognition Tablecloth	101.41.1100.413.50075	10.71
PETTY CASH - POLICE	2/5/20	03/10/2020	Meeting	101.42.4000.421.60065	16.68
PRECISE MRM	200-1024750	03/10/2020	000208	101.43.5200.443.30700	344.87
SHORT ELLIOTT HENDRICKSON, INC.	380765	03/10/2020	4340	101.43.5100.442.30300	472.10
SOUTH ST PAUL, CITY OF	2/10/2020	03/17/2020	0027950	101.207.2070900	45.00
TDS METROCOM	03/13/2020	03/17/2020	03/13/2020	101.47.1400.413.50020	349.36
TEAM LABORATORY CHEMICAL, LLC	INV0019505	03/10/2020	231940	101.43.5200.443.60016	678.50
TEAM LABORATORY CHEMICAL, LLC	INV0019555	03/10/2020	231940	101.43.5200.443.60016	6,675.00
TEXAS STATE DISBURSEMENT UNIT	INV0097857	03/13/2020	ANDREW BRAVO FEIN/TAXPAYER ID: 4160	101.203.2032100	401.13
TOM BARTHOLOMEW	03/16/20	03/17/2020	Parking ticket	101.41.1000.413.50065	21.00
TOTAL CONSTRUCTION & EQUIP.	16325	03/17/2020	40201005	101.44.6000.451.40047	374.14
UNIFIRST CORPORATION	0900539285	03/10/2020	1051948	101.43.5200.443.60045	48.71
UNIFIRST CORPORATION	0900539285	03/10/2020	1051948	101.44.6000.451.60045	26.52
UNIFIRST CORPORATION	090054063	03/10/2020	1051948	101.43.5200.443.60045	48.71
UNIFIRST CORPORATION	090054063	03/10/2020	1051948	101.44.6000.451.60045	26.52
UNIFIRST CORPORATION	0900542032	03/17/2020	1051948	101.43.5200.443.60045	48.71
UNIFIRST CORPORATION	0900542032	03/17/2020	1051948	101.44.6000.451.60045	26.52
UPS	000027914A030	03/10/2020	27914A	101.43.5200.443.60016	4.44
US POSTMASTER - EAGAN	03/16/2020	03/17/2020	April-June newsletter	101.41.1100.413.50035	2,500.00
VERIFIED CREDENTIALS, INC.	304443	03/10/2020	02/29/2020	101.41.1100.413.30500	152.50
VERIZON WIRELESS	9846972783	03/17/2020	642017074-00001	101.47.1400.413.50020	4,822.10
VERIZON WIRELESS	9849044375	03/17/2020	642017074-00001	101.47.1400.413.50020	4,924.86
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0097450	02/28/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 4160	101.203.2032100	433.06
WI SCTF (WI SUPPORT COLLECTIONS TRUST FUND)	INV0097861	03/13/2020	NEAL ST. ONGE FEIN/TAXPAYER ID: 4160	101.203.2032100	433.06

Fund: 101 - GENERAL FUND

392,080.49

GLOBE PUBLISHING CO	76292D	03/10/2020	CIT222	201.44.1600.465.50025	158.00
MALL OF AMERICA ENTERTAINMENT COMPANY	005421	03/10/2020	000000002012	201.44.1600.465.50025	100.00
MINNESOTA TOURISM CONNECTION	23	03/10/2020	2020 ANNUAL MEMBERSHIP	201.44.1600.465.50070	600.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10567	03/10/2020	02/26/2020	201.44.1600.465.30700	6,115.82
STACY ANN BROOKS	301	03/10/2020	MARCH BLOG	201.44.1600.465.50025	205.00

Fund: 201 - C.V.B. FUND

7,178.82

FIRST IMPRESSION GROUP, THE	103924-P	03/17/2020	02/21/2020	204.44.6100.452.50035	700.00
IGH SENIOR CLUB	03/05/2020	03/17/2020	February 2020 events	204.227.2271000	783.00
INNOVATIVE OFFICE SOLUTIONS	SUM-053246	03/17/2020	S28777	204.44.6100.452.60009	44.34

Fund: 204 - RECREATION FUND

1,527.34

AEP ONSITE PARTNERS, LLC	419-21240381	03/17/2020	INGH2	205.44.6200.453.40020	1,389.36
AEP ONSITE PARTNERS, LLC	419-21240381	03/17/2020	INGH2	205.44.6200.453.40020	1,582.47
AQUA LOGIC, INC.	49800	03/17/2020	02/28/2020	205.44.6200.453.40040	891.84
FIRST IMPRESSION GROUP, THE	103924-P	03/17/2020	02/21/2020	205.44.6200.453.50035	457.00
FIRST IMPRESSION GROUP, THE	103924-P	03/17/2020	02/21/2020	205.44.6200.453.50035	1,483.00
HUEBSCH SERVICES	4467660	03/17/2020	92965	205.44.6200.453.40040	277.48
HUEBSCH SERVICES	4467660	03/17/2020	92965	205.44.6200.453.40040	69.37
INNOVATIVE OFFICE SOLUTIONS	SUM-053246	03/17/2020	S28777	205.44.6200.453.60040	46.44
O'CONNOR, MOLLIE	02/28/2020	03/17/2020	PERSONAL TRAINING REFUND	205.44.0000.3493501	500.00
PERFECTION PLUS, INC	113080	03/17/2020	03/01/2020	205.44.6200.453.40040	6,326.10
SALLY MEKHAIL	151761	03/17/2020	Swim lessons refund	205.44.0000.3493501	120.00
USAQUATICS, INC	16763	03/17/2020	01/23/2020	205.44.6200.453.80200	21,840.00

Fund: 205 - COMMUNITY CENTER

34,983.06

HOISINGTON KOEGLER GROUP INC.	019-036-7	03/17/2020	019-036	437.44.5900.737.30700	5,118.75
-------------------------------	-----------	------------	---------	-----------------------	----------

Fund: 437 - 2017 IMPROVEMENT FUND

5,118.75

SRF CONSULTING GROUP, INC	10970.01-18	03/17/2020	01/31/2020	438.42.4200.423.30300	1,956.94
SRF CONSULTING GROUP, INC	10970.01-13	03/17/2020	08/31/2019	438.42.4200.423.30300	499.04
SRF CONSULTING GROUP, INC	10970.01-14	03/17/2020	11/30/19	438.42.4200.423.30300	374.28

Fund: 438 - 2018 IMPROVEMENT FUND					2,830.26
BOLTON & MENK, INC.	0245585	03/10/2020	Project #T18.119578	440.74.5900.740.30300	27,882.00
ELEMENT MATERIALS TECHNOLOGY ST. PAUL, INC.	ESP0162560IN	03/10/2020	00006343	440.74.5900.740.30340	15,225.00
FINANCE & COMMERCE, INC.	744642952	03/10/2020	10025798	440.74.5900.740.50030	246.20
FINANCE & COMMERCE, INC.	744642953	03/10/2020	10025798	440.74.5900.740.50030	241.35
KIMLEY-HORN & ASSOCIATES, INC.	15741375	03/10/2020	CP 2016-09G	440.74.5900.740.30300	40,421.75
KIMLEY-HORN & ASSOCIATES, INC.	15546698	03/10/2020	CP 2016-09G	440.74.5900.740.30300	56,045.27
Fund: 440 - PAVEMENT MANAGEMENT PROJ					140,061.57
SOUTH ST PAUL, CITY OF	2/10/2020	03/17/2020	0027950	441.74.5900.741.40030	76.44
Fund: 441 - STORM WATER MANAGEMENT					76.44
WSB & ASSOCIATES, INC.	R-014154-000-9	03/10/2020	02/12/2020	446.74.5900.746.30300	3,102.00
Fund: 446 - NW AREA					3,102.00
CITY OF BLOOMINGTON	2000031	03/10/2020	bacterial	501.50.7100.512.30700	420.00
CORE & MAIN LP	L982298	03/17/2020	099872	501.50.7100.512.40043	955.17
GOPHER STATE ONE-CALL	0020481	03/10/2020	MN00435	501.50.7100.512.30700	140.40
MET COUNCIL FOR INDEPENDENT LIVING	0001107855	03/17/2020	W030	501.50.7100.512.40040	723.17
MID CITY SERVICES, INC.	124459	03/10/2020	55.2	501.50.7100.512.40040	55.20
MN AWWA	7001770283	03/17/2020	00139413	501.50.7100.512.50070	2,054.00
SOUTH ST PAUL, CITY OF	2/10/2020	03/17/2020	0027950	501.50.7100.512.40005	249.40
VAG USA, LLC	439036609	03/17/2020	1004648	501.50.7100.512.40040	886.37
VESSCO INC	79265	03/10/2020	13641	501.50.7100.512.40042	1,324.06
Fund: 501 - WATER UTILITY FUND					6,807.77
METROPOLITAN COUNCIL	0001107588	03/17/2020	5084	502.51.7200.514.40015	169,432.94
SOUTH ST PAUL, CITY OF	2/10/2020	03/17/2020	0027950	502.51.7200.514.40015	573.66
Fund: 502 - SEWER UTILITY FUND					170,006.60
ADIDAS AMERICA INC.	6150013443	03/17/2020	32354000	503.52.8200.523.76250	68.53
ADIDAS AMERICA INC.	6150045266	03/17/2020	32354000	503.52.8200.523.76200	39.83
CLEVELAND GOLF/SRIXON	5903166 SO	03/17/2020	10971	503.52.8200.523.76250	1,440.85
MTI DISTRIBUTING CO	1244985-00	03/10/2020	402307	503.52.8600.527.40042	897.20
MTI DISTRIBUTING CO	1244987-00	03/10/2020	402307	503.52.8600.527.60014	506.88
MTI DISTRIBUTING CO	1245358-00	03/10/2020	402307	503.52.8600.527.40042	431.09
MTI DISTRIBUTING CO	1246656-00	03/10/2020	402307	503.52.8600.527.40042	642.95
SOUTH BAY DESIGN	030120	03/17/2020	Monthly site updates	503.52.8500.526.50025	2,100.00
Fund: 503 - INVER WOOD GOLF COURSE					6,127.33
CATHERINE M. PERME	1225	03/17/2020	Fire depart culture assessment	602.00.2100.415.30700	145.33
LEAGUE OF MN CITIES INS TRUST	02/26/2020	03/17/2020	40001254	602.00.2100.415.50011	2,772.00
LEAGUE OF MN CITIES INS TRUST	5658	03/17/2020	Claim #000000060979	602.00.2100.415.70200	13,804.55
LEAGUE OF MN CITIES INS TRUST	5672	03/17/2020	Claim #000000103036	602.00.2100.415.70200	302.50
Fund: 602 - RISK MANAGEMENT					17,024.38
ABM EQUIPMENT & SUPPLY	0162754-IN	03/10/2020	0126850	603.00.5300.444.40041	29.90
ABM EQUIPMENT & SUPPLY	0162855-IN	03/10/2020	0126850	603.00.5300.444.40041	56.36
ABM EQUIPMENT & SUPPLY	0162878-IN	03/17/2020	0126850	603.00.5300.444.40041	927.85
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004302011	03/17/2020	14649	603.140.1450050	84.29
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004304597	03/17/2020	14649	603.140.1450050	120.52
ALLSTATE PETERBILT OF SOUTH ST. PAUL	3004306120	03/17/2020	14649	603.00.5300.444.40041	29.18
COMO LUBE & SUPPLIES	664323	03/17/2020	100395	603.00.5300.444.40025	140.00
CUSTOM HOSE TECH	100510	03/10/2020	3/3/2020	603.00.5300.444.40041	298.29
EMERGENCY APPARATUS MAINTENANCE	110735	03/10/2020	02/26/2020	603.00.5300.444.40041	1,895.53
EMERGENCY AUTOMOTIVE TECHNOLOGIES	TW020520-2	03/10/2020	2/6/2020	603.00.5300.444.40041	1,195.38
FACTORY MOTOR PARTS COMPANY	1-Z21201	03/16/2020	10799	603.00.5300.444.40041	24.00
FERRELLGAS	1110887552	03/17/2020	7754787	603.00.5300.444.40041	53.00
FORCE AMERICA, INC.	001-1419498	03/10/2020	366100	603.140.1450050	263.56
GRAINGER	9441750941	03/10/2020	806460150	603.00.5300.444.40041	28.08
GYRO-TRAC CORPORATION	26730	03/10/2020	I-MN2000	603.00.5300.444.40041	511.98
HOSE / CONVEYORS INC	00085449	03/17/2020	CIT300	603.00.5300.444.40041	24.75
LITESYS INC	16029	03/17/2020	02/28/2020	603.00.5300.444.80800	9,630.97
MACQUEEN EMERGENCY GROUP	P02993	03/10/2020	INVER003	603.00.5300.444.40041	455.04
MANSFIELD OIL COMPANY	783966	03/17/2020	23866-02-783966	603.140.1450060	6,340.59
MANSFIELD OIL COMPANY	783969	03/17/2020	23866-01-783969	603.140.1450060	5,786.57
MANSFIELD OIL COMPANY	783970	03/17/2020	23866-01-783970	603.140.1450060	2,734.90
METRO JANITORIAL SUPPLY INC	11015250	03/10/2020	2/22/2020	603.00.5300.444.60012	190.75
METRO JANITORIAL SUPPLY INC	11015251	03/10/2020	2/22/2020	603.00.5300.444.60011	251.83
MID CITY SERVICES, INC.	124460	03/10/2020	2/28/2020	603.00.5300.444.40065	49.00
MTI DISTRIBUTING CO	1245588-00	03/10/2020	91180	603.00.5300.444.40041	187.50
MTI DISTRIBUTING CO	1246869-00	03/17/2020	91180	603.00.5300.444.40041	259.46
MTI DISTRIBUTING CO	1246891-00	03/17/2020	91180	603.00.5300.444.40041	102.15
NORTH AMERICAN TRAILER SALES	030004155271	03/10/2020	10095	603.00.5300.444.40041	34.13
NORTHERN SAFETY TECHNOLOGY INC	49715	03/10/2020	01/28/2020	603.00.5300.444.80700	350.00
O' REILLY AUTO PARTS	1767-455909	03/10/2020	62588	603.00.5300.444.60012	6.99
O' REILLY AUTO PARTS	1767-455978	03/10/2020	62588	603.00.5300.444.40041	2.19
O' REILLY AUTO PARTS	1767-455068	02/21/2020	62588	603.00.5300.444.40041	(136.56)
O' REILLY AUTO PARTS	1767-456054	03/10/2020	62588	603.00.5300.444.40041	136.56
O' REILLY AUTO PARTS	1767-456685	03/10/2020	62588	603.00.5300.444.40041	54.26
O' REILLY AUTO PARTS	1767-456825	03/10/2020	62588	603.00.5300.444.40041	12.35
O' REILLY AUTO PARTS	1767-456832	03/10/2020	62588	603.00.5300.444.40041	27.54
O' REILLY AUTO PARTS	1767-457143	03/10/2020	62588	603.140.1450050	97.74

O' REILLY AUTO PARTS	1767-457206	03/10/2020	62588	603.140.1450050	50.47
O' REILLY AUTO PARTS	1767-457379	03/10/2020	62588	603.00.5300.444.60012	7.99
O' REILLY AUTO PARTS	1767-457877	03/10/2020	62588	603.140.1450050	48.58
O' REILLY AUTO PARTS	1767-457917	03/17/2020	1578028	603.00.5300.444.40041	13.86
O' REILLY AUTO PARTS	1767-457948	03/10/2020	62588	603.140.1450050	16.85
O' REILLY AUTO PARTS	1767-458044	03/10/2020	62588	603.140.1450050	47.40
O' REILLY AUTO PARTS	1767-458262	03/17/2020	1578028	603.00.5300.444.40041	32.42
O' REILLY AUTO PARTS	1767-458425	03/17/2020	1578028	603.00.5300.444.40041	87.62
O' REILLY AUTO PARTS	1767-458426	03/17/2020	1578028	603.140.1450050	19.84
O' REILLY AUTO PARTS	1767-458518	03/17/2020	1578028	603.140.1450050	103.45
O' REILLY AUTO PARTS	1767-458666	03/17/2020	1578028	603.00.5300.444.40041	35.08
O' REILLY AUTO PARTS	1767-459286	03/17/2020	1578028	603.00.5300.444.40041	52.38
OVERHEAD DOOR CO OF THE NORTHLAND	115025	03/10/2020	1/29/2020	603.00.5300.444.40040	1,519.85
PERFECTION PLUS, INC	113080	03/17/2020	03/01/2020	603.00.5300.444.40040	477.36
POMP'S TIRE SERVICE, INC.	980066677	03/17/2020	4502557	603.00.5300.444.60014	628.00
POMP'S TIRE SERVICE, INC.	980066957	03/10/2020	4502557	603.140.1450050	1,199.00
PUMP AND METER SERVICE INC	111514	03/10/2020	494500	603.00.5300.444.40040	1,498.08
SHEL'S AUTO ELECTRIC	16812	03/10/2020	02/27/2020	603.00.5300.444.40041	72.00
TOWMASTER TRAILERS INC	423969	03/10/2020	2946	603.140.1450050	344.50
TOWMASTER TRAILERS INC	425143	03/17/2020	2946	603.00.5300.444.40041	184.97
TRENCHERS PLUS, INC.	IT97457	03/10/2020	R03634	603.00.5300.444.40041	60.49
UNIFIRST CORPORATION	0900539285	03/10/2020	1051948	603.00.5300.444.40065	193.12
UNIFIRST CORPORATION	0900539285	03/10/2020	1051948	603.00.5300.444.60045	35.55
UNIFIRST CORPORATION	090054063	03/10/2020	1051948	603.00.5300.444.40065	193.12
UNIFIRST CORPORATION	090054063	03/10/2020	1051948	603.00.5300.444.60045	35.55
UNIFIRST CORPORATION	0900542032	03/17/2020	1051948	603.00.5300.444.40065	193.12
UNIFIRST CORPORATION	0900542032	03/17/2020	1051948	603.00.5300.444.60045	35.55
ZIEGLER INC	PC002131384	03/10/2020	4069900	603.00.5300.444.40041	201.86
ZIEGLER INC	PC002132368	03/10/2020	4069900	603.00.5300.444.40041	15.24
ZIEGLER INC	PC002133993	03/17/2020	4069900	603.00.5300.444.40041	869.86
Fund: 603 - CENTRAL EQUIPMENT					40,529.79
INNOVATIVE OFFICE SOLUTIONS	SUM-053246	03/17/2020	S28777	604.00.2200.416.60010	1,488.05
US BANK EQUIPMENT FINANCE, INC.	408326684	03/10/2020	923425	604.00.2200.416.40050	2,555.00
Fund: 604 - CENTRAL STORES					4,043.05
AEP ONSITE PARTNERS, LLC	419-21240381	03/17/2020	INGH2	605.00.7500.460.40020	1,211.52
HUEBSCH SERVICES	4467659	03/17/2020	100075	605.00.7500.460.40065	135.54
HUEBSCH SERVICES	4477028	03/17/2020	100075	605.00.7500.460.40065	137.57
LONE OAK COMPANIES	84889	03/17/2020	03/02/2020	605.00.7500.460.50035	356.88
LONE OAK COMPANIES	03/16/2020	03/16/2020	03/16/2020	605.00.7500.460.50035	1,550.00
PERFECTION PLUS, INC	113080	03/17/2020	03/01/2020	605.00.7500.460.40040	4,697.60
TOTAL CONSTRUCTION & EQUIP.	16724	03/17/2020	40201015	605.00.7500.460.40040	927.62
TOTAL CONSTRUCTION & EQUIP.	17009	03/21/2020	40201003	605.00.7500.460.40040	317.43
TOTAL CONSTRUCTION & EQUIP.	17062	03/17/2020	40201030	605.00.7500.460.40040	109.35
Fund: 605 - CITY FACILITIES					9,443.51
CDW GOVERNMENT INC	WXL4867	03/17/2020	2394832	606.00.1400.413.80610	482.46
CDW GOVERNMENT INC	WZK0826	03/17/2020	2394832	606.00.1400.413.80610	241.24
Fund: 606 - TECHNOLOGY FUND					723.70
BARR ENGINEERING COMPANY	23190328.19-11	03/10/2020	01/27/2020	702.229.2282803	1,139.16
BARR ENGINEERING COMPANY	23190328.19-11	03/10/2020	01/27/2020	702.229.2283203	237.50
BARR ENGINEERING COMPANY	23190328.19-11	03/10/2020	01/27/2020	702.229.2288503	491.00
BARR ENGINEERING COMPANY	23190328.19-12	03/10/2020	02/21/2020	702.229.2282803	491.00
BARR ENGINEERING COMPANY	23190328.19-12	03/10/2020	02/21/2020	702.229.2283203	533.00
BARR ENGINEERING COMPANY	23190328.19-12	03/10/2020	02/21/2020	702.229.2288303	1,079.00
BARR ENGINEERING COMPANY	23190328.19-12	03/10/2020	02/21/2020	702.229.2288503	325.00
BOLTON & MENK, INC.	0245586	03/10/2020	Project #T18.116815	702.229.2292502	130.00
BOLTON & MENK, INC.	0245587	03/10/2020	Project #T18.118702	702.229.2282602	750.00
DAKOTA CTY	02/02/2020	03/17/2020	Escrow Closing	702.229.2286403	1,289.51
EMMONS & OLIVIER RESOURCES	00095-0063-6	03/10/2020	02/16/2020	702.229.2282602	8,496.25
PETTY CASH - POLICE	12/4/19	03/10/2020	Forfeitures	702.229.2291000	27.00
STEARNS COUNTY DISTRICT COURT	CR183015	03/17/2020	Jasmine Hoskins	702.229.2291000	300.00
Fund: 702 - ESCROW FUND					15,288.42
Grand Total					856,953.28

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: March 23, 2020

Item Type: Consent

Contact: Nicole Cook: 651-450-2491

Prepared by: Nicole Cook, Rental and Code
Compliance Coordinator

Reviewed by: Heather Rand, Community
Development Director

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

The City Council is to consider approval of eight (8) rental licenses.

BACKGROUND

The City Council adopted a rental licensing ordinance that requires all rental property owners to obtain a rental license every two years. The purpose of the ordinance is to assure proper maintenance of structures to preserve neighborhood stability, protect the quality of existing rental housing stock, and maintain property values. The ordinance provides for basic safety and living standards for rentals.

ANALYSIS

The following rental license applications have been submitted:

- **BARBARA WICKSTRAND: 6830-6832 CRAIG COURT**
- **ADAM SCHENCK: 7686 ADDISEN PATH**
- **ADAM SCHENCK: 8974 COFFMAN PATH**
- **ADAM SCHENCK: 7481 CLOMAN WAY**
- **ADAM SCHENCK: 6326 BAILEY TRAIL**
- **ADAM SCHENCK: 7512 BANNING WAY**
- **ADAM SCHENCK: 7652 ADDISEN PATH**
- **BRANDT UTHUS: 4899 BITTERMAN 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: March 23, 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 (note: start dates likely to be delayed)

Full-Time Employment:

Joseph DeRosier, Police Officer
 Tristan Jakobson, Police Officer

Temp/Seasonal Employment:

Betz Jacob, Streets Helper
 Chue Vang, Police Cadet
 Engwer Ben, Park Maintenance Worker
 Eschbach Sarina, Intern
 Jeffrey Yau, Police Cadet
 Kuefler Erika, Park Maintenance Worker
 Mansur Sabrina, Kids Rock Coordinator
 Ritt Brock, Streets Helper
 Scheuble Jacob, Park Maintenance Worker
 Thomas Schiltz, Police Cadet

AGENDA ITEM _____**CITY OF INVER GROVE HEIGHTS****REQUEST FOR COUNCIL ACTION**

Adopt Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code

Meeting Date: March 23, 2020
 Item Type: Consent
 Contact: Amy Hove 651-450-2521
 Prepared by: Amy Hove, Finance Director
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Adopt Resolution Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations under the Internal Revenue Code

SUMMARY

When cities plan to sell bonds for capital projects an issue can arise with the timing between when the first project expenditure occurs and when the city bonds for the project. The city can "reimburse" itself from bond proceeds but only if certain IRS regulations (Reimbursement Rules) have been met.

Reimbursement Rules require a "declaration" of "official intent" to reimburse an expenditure with bond proceeds. This declaration may be made up to 60 days after the expenditure is made and may be in any reasonable form, by the city council or any person authorized by the council to make the declaration on behalf of the city.

In the past, the city has authorized the finance director to make these declarations as needed and report back to the council. Since the city has hired a new finance director, bond counsel thought it appropriate to renew this delegation of authority to the finance director.

A sample form of the declaration (Exhibit A) is attached to the resolution as reference.

CITY OF INVER GROVE HEIGHTS

RESOLUTION NO. 20-

RESOLUTION ESTABLISHING PROCEDURES
RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND
REGULATIONS UNDER THE INTERNAL REVENUE CODE

WHEREAS:

(a) The Internal Revenue Service has issued Treasury Regulations, Section 1.150-2 (as the same may be amended or supplemented, the "Regulations"), dealing with "reimbursement bond" proceeds, being proceeds of bonds used to reimburse the City of Inver Grove Heights, Minnesota (the "City") for any project expenditure paid by the City prior to the time of the issuance of those bonds;

(b) The Regulations generally require that the City (as the issuer of or the primary obligor under the bonds) make a declaration of intent to reimburse itself (the "Declaration") for such prior expenditures out of the proceeds of subsequently issued bonds, that such declaration be made not later than 60 days after the expenditure is actually paid, and that the bonding occur and the written reimbursement allocation be made from the proceeds of such bonds within 18 months after the later of (1) the date of payment of the expenditure or (2) the date the project is placed in service (but in no event more than 3 years after actual payment);

(c) The City's bond counsel has advised the City that this Resolution applies only to project costs paid by the City prior to the issuance of bonds.

BE IT RESOLVED by the City Council of the City of Inver Grove Heights, Minnesota (the "Council"), as follows:

The Council hereby authorizes the City Finance Director to make the City's Declarations and subsequent "reimbursement allocations" with respect to Council authorized expenditures, or to delegate from time to time that responsibility to other appropriate City employees. Each Declaration shall be made in a format that complies with the Internal Revenue Code and the Treasury Regulations such as the sample form attached as **Exhibit A** hereto.

Adopted this 23rd day of March, 2020, by the Inver Grove Heights City Council.

CERTIFICATION

The undersigned, being the duly qualified and acting Clerk of the City of Inver Grove Heights, Minnesota, hereby certifies the following:

The foregoing is true and correct copy of a Resolution on file and of official, publicly available record in the offices of the City, which Resolution relates to procedures of the City for compliance with certain IRS Regulations on reimbursement bonds. Said resolution was duly adopted by the governing body of the City (the "Council") at its meeting of the Council held on March 23, 2020. Said meeting was duly called, regularly held, open to the public, and held at the place at which meetings of the Council are regularly held. Council member _____ moved the adoption of the Resolution, which motion was seconded by Council member _____. A vote being taken on the motion, the following members of the Council voted in favor of the motion to adopt the Resolution:

and the following voted against the same:

Whereupon said Resolution was declared duly passed and adopted. The Resolution is in full force and effect and no action has been taken by the Council, which would in any way alter or amend the Resolution.

WITNESS MY HAND officially as the Clerk of the City of Inver Grove Heights, Minnesota, this 23rd day of March, 2020.

Rebecca Kiernan, City Clerk
City of Inver Grove Heights, Minnesota

EXHIBIT A
FORM OF

DECLARATION OF OFFICIAL INTENT TO REIMBURSE CERTAIN EXPENDITURES
FROM THE PROCEEDS OF TAX-EXEMPT BONDS

The undersigned, being the duly appointed and acting Finance Director of the City of Inver Grove Heights, Minnesota (the "City"), hereby states and certifies on behalf of the City as follows:

1. The undersigned has been and is on the date hereof duly authorized by the Inver Grove Heights City Council to make and execute this Declaration of Official Intent (the "Declaration") for and on behalf of the City and intends to declare such official intent under U.S. Treasury Regulations, Section 1.150-2 (the "Regulations"), under the Internal Revenue Code of 1986.

2. This Declaration relates to the following project, property or program (the "Project") and the costs thereof to be paid temporarily from sources other than the proceeds of tax-exempt bonds:

3. The City reasonably expects to reimburse itself for the payment of certain costs of the Project out of the proceeds of a bond issue or similar borrowing (the "Bonds") to be issued, subject to Council approval, after the date of payment of such costs. As of the date hereof, the City reasonably expects that \$_____ is the maximum principal amount of the bonds, which will be issued to finance the Project.

4. Each expenditure reimbursed from the Bonds, is or will be a capital expenditure or a cost of issuance, or any of the other types of expenditures as described in Section 1.150-2(d)(3) of the Regulations.

5. This Declaration is an expression of the reasonable expectations of the Issuer based on the facts and circumstances known to the Issuer as of the date hereof. The anticipated original expenditures for the Project are consistent with the Issuer's budgetary and financial circumstances. No sources other than proceeds of the Bonds are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the Issuer's budget or financial policies to pay such original expenditures for the Project.

6. This Declaration is made not later than 60 days after payment of any original expenditure for the Project to be subject to a "reimbursement allocation" (as such term is defined in the Reimbursement Regulations) with respect to the proceeds of the Bonds.

7. All reimbursement allocations with respect to the Bonds will be made not later than 18 months after the later of: (i) the date the original expenditure is paid; or (ii) the date the Project is placed in service or abandoned, but in no event more than 3 years after the original expenditure is paid for a specific item of Project. If the Bonds are eligible for the \$5,000,000 "small issuer" exception from arbitrage rebate, the "18 months" limitation is extended to "3 years" and the "3 years" maximum reimbursement period is not applicable.

8. The limitations set forth in paragraphs 6 and 7 of this Declaration do not apply to: (i) the costs of issuance of the Bonds; (ii) an amount not in excess of the lesser of \$100,000 or 5% of the proceeds of the Bonds; or (iii) preliminary expenditures up to an amount not in excess of 20% of the aggregate issue price of the Bonds that finance or are reasonably expected by the City to finance the Project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, reimbursement bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of the Project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

Date: _____, 20____

Finance Director
City of Inver Grove Heights, Minnesota

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of MN Outdoor Recreation Grant for South Valley Park

Meeting Date: March 23, 2020
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

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

PURPOSE/ACTION REQUESTED

Approve the submittal of a MN Outdoor Recreation Grant for South Valley Park and approve the attached resolution as required by the grant.

SUMMARY

The City has updated and adopted the Master Plan for North/South Valley Parks (see attached plan). In 2019 we completed a first phase of the master plan by constructing pickleball courts.

In April of 2019 the Commission reviewed and approved an RFP that has assisted the City in developing a South Valley Park Master Plan with the intentions of writing a MN DNR Outdoor Recreation Grant.

A subcommittee of the Park Commission consisting of Commissioners Eiden, Freer, Sethre, and Stone were involved in the development of the plan and a public meeting was held in January to gather public feedback all of which has been positive.

Generally, the plan outlines the following:

- Picnic Shelter/Restrooms/Utilities
- Playground (potentially Nature Based)
- Parking Lot Resurfacing/Addition
- Park Furnishings/Amenities/Signage
- Natural Trail Loops/Boardwalk
- Relocating Disc Golf Holes
- Archery Range
- Pedestrian Park Access
- Community Garden
- Connecting Trails
- Performance Area
- Lookout tower

Staff has been working with HKGI on writing a grant request for the 2020 MN DNR Outdoor Recreation Grant in the amount of \$250,000 to help with future improvements. The grant is due by March 27th and recipients are notified in the fall of 2020. Once a grant agreement is executed, we would have 2-years to complete any projects funded by the grant (anticipate fall of 2022). The grant requires a 1:1 non-state match. The recommended improvements are identified as Phase 1 and Phases 2 and 3 would follow in subsequent years. The Park and Recreation Commission reviewed this at their March 11th meeting and is recommending approval.

Phase 1: Activity Area

Parking Lot extension

Shelter

Playground

Performance Area

All associated trail connections and amenities associated with the new Activity Area

Phase 2: Archery and Trail Loop

Natural surface trail loop

Boardwalk connections

Retaining wall

Interpretive signage

Archery range

Phase 3: Western Bluff Area

Community Garden

Lookout Tower

Trail Link

Connection to the 2020-2024 Strategic Plan

One of our action plans in the 2020-2024 Strategic Plan recently adopted by the City Council related to Culture and Recreation is to:

- Implement the South Valley Park Master Plan.

Applying for this grant is a step towards being able to secure funding to begin the implementation of phase I of the South Valley Park Master Plan.

SOUTH VALLEY PARK PARK MASTER PLAN

CONCEPT SITE PLAN



CONCEPT SITE PLAN: ACTIVITY AREA



PARKING LOT
EXTENSION +
RESTRIPE
ADDITION OF 28 STALLS FOR
TOTAL OF 68 STALLS

CONCRETE PERIMETER
WALK
SEATING, LIGHTING, CANOPY TREES
THROUGHOUT

NATURE-THEMED
PLAYGROUND
ENGINEERED WOOD FIBER SURFACE
NATURE-THEMED EQUIPMENT

PICNIC SHELTER
75-100 PERSON CAPACITY
2,300 SF
(2) UNIVERSAL RESTROOMS
MECHANICAL ROOM
KITCHEN
MECHANICAL BIFOLD DOORS:
OPTION FOR OPEN OR
ENCLOSED SHELTER

PATIO
MOVABLE FURNITURE
PICNIC TABLES
GRILL
FIREPIT

PERFORMANCE/
OUTDOOR
CLASSROOM
MULTI-PURPOSE
PERMEABLE PAVEMENT SURFACE
WITH STONE SEAT WALL
APPROX. 2,700 SF

CONCEPT IMAGES



VIEW FROM PARKING LOT LOOKING SOUTH



VIEW OF STAIRWAY FROM PARKING LOT



INFO KIOSK W/ PLAYGROUND, PERFORMANCE SPACE BEYOND



VIEW OF PERFORMANCE SPACE, LOOKING SOUTH



VIEW OF SHELTER WITH PATIO / FIREPIT AREA



VIEW OF SHELTER FROM NORTH SIDE



PLAYGROUND, LOOKING NORTH



VIEW FROM EXISTING TRAIL, LOOKING NORTH

SHELTER CONCEPT



SHELTER, VIEW FROM SOUTHWEST



SHELTER, VIEW FROM NORTHEAST



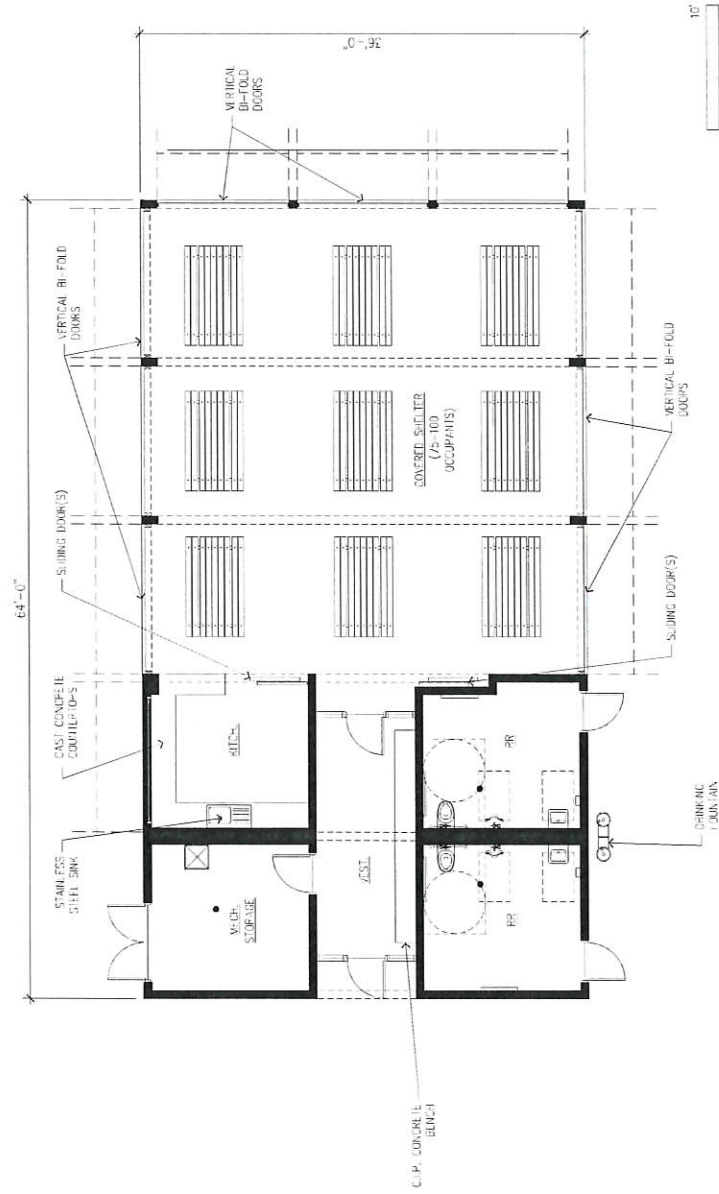
COVERED AREA WITH FOLDING DOORS OPEN



VIEW FROM INSIDE SHELTER TOWARDS RESTROOMS



KITCHEN AREA



CONCEPT E PLAYGROUND EQUIPMENT

5-12 PLAY AREA



PLAYBOOSTER STRUCTURE



DISCOVERY TREE CLIMB



ADVENTURE SCAPE



GEOPLEX TOWER



TREE STUMP TRANSFER



WOOD PLANK
WIGGLY LADDER



CORKSCREW CLIMBER



SLIDE WINDER

FREE-STANDING PLAY



LOG BALANCE



OMNISPINNER



MUSHROOM
JUMPER



LOG CRAWL TUNNEL

SWINGS



3-BAY SWING SET



ARCH TIRE SWING



BUCKET SEAT FOR 2-5 AND 5-12 Y.O.

2-5 PLAY AREA



PLAYSHAPE STRUCTURE



LOG STEPPER



THUNDERHEAD CLIMBER



SPYROSLIDE



LOG STACK



BONGO PANEL



RAIN SOUND WHEEL

MN DNR OUTDOOR RECREATION GRANT RESOLUTION

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

RESOLUTION NO. _____

**RESOLUTION SUPPORTING MN DNR OUTDOOR RECREATION GRANT
SOUTH VALLEY PARK IMPROVEMENTS**

BE IT RESOLVED that the City of Inver Grove Heights act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on March 27, 2020 and that Eric Carlson - Parks & Recreation Director is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of the City of Inver Grove Heights.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has not incurred any development costs described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, the City of Inver Grove Heights may enter into an agreement with the State for the above-referenced project, and that the City of Inver Grove Heights certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that Eric Carlson – Parks & Recreation Director is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the City Council of the City of Inver Grove Heights on Monday, March 23, 2020.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(George Tourville, Mayor) (Date)

(Rebecca Kiernan, City Clerk) (Date)

**MN DNR OUTDOOR RECREATION GRANT
APPLICATION**

2020 Grant Application
Outdoor Recreation Grant Program
Submission Deadline: March 27, 2020

Before completing this application please read the [2020 Outdoor Recreation Program Manual](#) for further program information. Only one park may be included in an application. Applicants are eligible to submit more than one application and receive more than one grant.

This program is very competitive. Staff members are available to discuss your project or review application materials. You are encouraged to submit any draft application or materials by March 6th if you would like staff to provide comments. Be sure to allow enough time to complete the Applicant Resolution and any appraisals (if your project includes land acquisition). Only completed applications submitted by the deadline will be considered.

Applications are to be submitted electronically in a “.pdf” format by the due date above. Please format the entire application, including all attachments, as one pdf. Use the form provided for each item or reproduce it in the same format. Use [Item 1 – Application Summary](#) as your cover sheet. To submit the application, email a pdf version of the application and attachments to Parkgrants.DNR@state.mn.us.

Paper submission of applications will no longer be accepted unless arranged in advance of the due date with program staff. After submission, make sure you have received a confirmation email that your application has arrived in a useable form by the due date. Applications submitted in an unusable format will not be considered for funding.

Timeline: 2020 Grant Round

- Application materials become available.....December 2019
- Submission deadlineMarch 27, 2020
- Awards announcedJune 2020
- Agreements are signed – project may beginSeptember-October 2020
- Grants expire – projects must be completedJune 30, 2022

For assistance, please contact

- Mai Neng Moua, 651-259-5638, mai.n.moua@state.mn.us
- Audrey Mularie, 651-259-5549, audrey.mularie@state.mn.us
- DNR Information Center, 1-888-646-6367

TABLE OF CONTENTS

Required for all projects:

- Item 1: Application Summary
- Item 2: Project Relation to SCORP
- Item 3: Cost Breakdown
- Item 4: Project Site Evaluation
- Item 5: Community Involvement
- Item 6: Availability for Public Use
- Item 7: Statement of Accessibility
- Item 8: Projected Operation and Maintenance Costs

Attachments:

Required for all Projects:

- Attachment A: Applicant Resolution
- Attachment B: Location Map
- Attachment C: Recreational Site Plan
- Attachment D: Photos

Required if applicable to your project:

- Attachment E: Plans
- Attachment F: Appraisal(s) – Required for all land acquisition projects

ITEM 1 - APPLICATION SUMMARY -2020 APPLICATION

Applicant Information

Name of applicant: City of Inver Grove Heights
Name and title of contact: **Eric Carlson, Parks and Recreation Director**
Address: 8055 Barbara Ave
City: Inver Grove Heights State: **MN** Zip Code: 55077
Phone: 651-450-2587 Email: ecarlson@invergroveheights.org

Park Information

Park Name: South Valley Park
Park Address: 2810 70th St E
City: Inver Grove Heights
County: Dakota
Existing Park Acres: 93 acres

Nine Digit Zip Code: 55076-

Commented [JR1]: Need additional 4 digits

Project Information

Type (Check all that apply to this project):

- ☐ Acquisition: Acres to be purchased: **Click to enter amount.**
- ☒ New Development/Construction
- ☒ Redevelopment/ Rehabilitation
- ☒ Replacement/ Demolition

Commented [JR1]: Acquisition is not a new development

Commented [JR1]:

Description: Provide a short narrative (less than 50 words) of your project proposal. You will describe the merits of your project in Item 2 and the detailed costs/dimensions in Item 3 below. Include only items that will be accomplished with this project. Do not include work to be accomplished in future phases.

South Valley Park Renovation Project (Phase 1) will involve reconstruction of the activity area, including replacement of the existing playground, replacement of the existing picnic shelter, construction of a performance space, parking lot extension, reconstruction of trails and sidewalks for ADA accessibility and installation of lighting and site furniture.

Financial Information

The Applicant must provide a non-state match of at least 50% of the total cost. This match may consist of cash or the value of materials, labor and equipment usage by the local sponsor or donations or any combination of these. Applicants that provide at least 20% of the match from their own resources will receive additional consideration in the review criteria. The total cost shown below must equal the total costs shown in Item 3 – Cost Breakdown.

Total Project Cost: \$1,827,597
Grant Request: **\$250,000**
Match Amount: \$1,577,597

Match Description: Provide source and type of match. Note if it is committed or pending.
The City of Inver Grove Heights will provide matching funds through a commitment from the Park Capital Replacement Fund and the Pavement Management Fund.

November 2019

ITEM 2 - PROJECT RELATION TO SCORP

Discuss any of the following topics from the Statewide Comprehensive Outdoor Recreation Plan (SCORP) that apply to your project. *The SCORP is available at this [link](#).*

Does the project connect people to the outdoors?

1. Does the proposed project design and redevelop outdoor recreation facilities so that they can accommodate varying forms of transportation to sites (e.g., driving, walking, biking)? *The South Valley Park Renovation Project will improve multi-modal access to the park for drivers, bicyclists and pedestrians, as well as for other users of non-motorized transportation. The project includes the addition of bike racks at the park entry, as well as a low-slope (ADA) accessible trail from the parking area and main entry connecting to the existing primary multi-use trail and renovated activity area. The project also includes the expansion of the existing parking lot to accommodate an additional 28 parking stalls (total 68) for large events and gatherings.*
2. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people with all abilities?
The proposed project encourages use of South Valley Park by people of all abilities by renovating and re-designing existing park facilities to be accessed by low-slope (5% grade), paved paths with direct access to the parking lot, with marked ADA accessible parking stalls. Phase 1 improvements are designed to allow access to all Activity Area facilities via a continuous paved surface with seating and places to rest. Two restrooms and a kitchen area are included in the picnic shelter design, all of which are designed to accommodate people with disabilities. The playground equipment, access, and surfacing has also been designed to provide full access to children with a wide variety of abilities and inclinations, including addressing a variety of sensory experiences.
3. Does the proposed project design, develop, rehabilitate and manage outdoor recreation facilities to encourage use by people of diverse backgrounds and experience?
The proposed project responds to a need for a wider variety of gathering spaces to accommodate larger family gatherings and events, as well as provide a place for people to cook and serve food. The design of the picnic shelter includes a large multi-use covered space (large enough for 100 people) that includes a kitchen and open serving area. The shelter also opens directly to an outdoor barbecue area for expanded options for community and family gathering events. The performance area was designed to accommodate a wide variety of events, from weddings to music events to community education classes (outdoor yoga, for example). The design of both the shelter and the performance area stresses flexible programming options to encourage use of the spaces by people of diverse backgrounds and future event programming to meet the needs of the community.
4. Does the proposed project provide high-quality experiences to visitors through thoughtful design, programming, and interpretation?
The South Valley Park Renovation Project has been carefully designed to address the following topics, which were identified in a previous master planning effort (2017) and through concept design (2019-2020): a) Sight Lines--the redesign of the activity area is intended to open up sight lines across the park to allow families and children to engage in multiple activities while maintaining visual sight lines across the park to enhance a

sense of safety and comfort; b) Natural Theme—the playground equipment, shade trees, landscaping, surface material choices and cladding of the picnic shelter are intended to reference and compliment the surrounding ‘natural’ landscape of the valley and park setting; c) Design for Many Uses—the re-organization of the spaces within the activity area with open circulation allows for families, groups, and individuals to utilize the common spaces of the park in a variety of ways simultaneously; and d) Interpretation—both Phase 1 and Phase 2 of the project include new interpretive panels and an interactive kiosk to share information about upcoming events and provide interpretive information to educate park users about the history of the park, hydrology, ecology or other community-identified topics.

Does the project acquire land and/or create opportunities?

Acquisition:

1. Does the proposed project accelerate the acquisition of private in-holdings and add lands to existing parks to enhance resource protection and recreational opportunities?
The project does not require land acquisition.
2. Does the proposed project acquire exceptional one-time opportunities of unique, high-quality natural resources that meet critical needs outside of regional centers?
The project does not require land acquisition.
3. Does the proposed project acquire land to connect protected and high-quality natural resource corridors?
The project does not require land acquisition.
4. Does the proposed project acquire land that protects important water resources including lakes, rivers, wetlands, shoreline, and critical watersheds?
The project does not require land acquisition.

Development/Redevelopment:

5. Does the proposed project design, develop, and/or redevelop facilities that meet the differing outdoor recreation needs for people of all abilities?
People of a variety of abilities will be able to enjoy outdoor recreation through the completed South Valley Park Renovation Project. Both Phase 1 and Phase 2 address passive recreation opportunities for people who may or may not use a mobility device, people who have challenges traversing steep slopes or uneven terrain, people who may have sensory sensitivities with quiet spaces, and people who feel more comfortable in an environment with open and clear sight lines. The new design and redevelopment of facilities in South Valley Park will enhance the experience of people seeking gathering or picnicking, playground use, taking advantage of trails and observation of natural areas and wildlife, as well as interpreting the history and ecology of the park. Phase 2 will also include an accessible archery range.
6. Does the proposed project create an accessible environment that is open and flexible to accommodate new and emerging nature-based recreation uses?
New and emerging nature-based recreation uses, such as group wildlife walks, presentations and educational programming will be facilitated by redeveloped and new features in the park, such as the performance space (multi-purpose area with smooth surface paving), the picnic shelter (with two universal restrooms and accessible kitchen area). The natural surface trail (Phase 2) will facilitate wildlife observation and provide access to the stormwater basin with boardwalk segments.

7. Does the proposed project develop infrastructure and amenities that meet the needs and interests of future generations and diverse communities?
The design concept for South Valley Park Renovation Project focuses on creating multi-purpose spaces and developing facilities that can be used for a wide variety of events for large groups, smaller family gatherings and individuals. As demographics shift in Inver Grove Heights, South Valley Park will serve a larger role in accommodating family events such as weddings, graduation parties, and holiday celebrations, that will require variations in space and amenities. By providing electrical connections throughout the park, opening up sight lines, and creating a continuous path connecting gathering and seating spaces with the picnic shelter, performance space and playground, the activity area can accommodate events that are popular today (such as Music-In-the-Park) while demonstrating flexibility for future uses.
8. Is the proposed project designed and constructed with sustainable and resilient infrastructure, (rely on up-to-date green infrastructure and best practice designs)?
The proposed concept design for South Valley Park includes the following considerations for resilient and sustainable infrastructure: a) connection to city sanitary sewer to replace existing septic system; b) incorporation of permeable surfaces (performance space, playground to have permeable surfaces such as permeable paving and engineered wood fiber) to increase infiltration of stormwater throughout the developed area; c) integrated design of rain gardens and vegetated swales to slow and filter surface runoff from the parking area and activity area; d) hardy, native species or native cultivars to be incorporated into the landscape design to lower maintenance costs and attract pollinator species; e) natural surface loop trail (Phase 2) to be designed with best practices in sustainable trail design as guided by MnDNR. The final trail layout will focus on minimizing tree removal and grading, as well as incorporate low-impact boardwalk design for areas prone to flooding.

Does the project take care of what we have?

1. Does the proposed project result in redevelopment, renovation or rehabilitation of existing infrastructure to ensure high-quality and safe experiences for the public?
While the current playground and picnic shelter at South Valley Park are very popular and well-used, the structures are dated and showing wear beyond their lifespan. Also, neither facility is ADA accessible. The installation of the proposed playground equipment and construction of a picnic shelter with ADA restrooms, all accessed by low-sloped paved path and open sight lines, along with shaded seating throughout will provide a better experience for children of different age groups, while creating an inclusive experience for people of all ages and abilities. Material choices will reflect the natural value of the surrounding park while maintain durability over the next 20-30 years.
2. Does the project sponsor maintain a capital asset management plan to ensure protection and full utilization of the proposed facilities?
Click here to enter text.
3. Does the proposed project preserve existing high-quality natural areas and water resources?
Phase 1 of the South Valley Park Renovation Project is part of a larger plan to address active living principles with a long-term goal of preserving the natural habitat and ecological function of South Valley Park. The renovated activity area will be constructed on the site of the current playground, picnic shelter, and ballfield area, with minimal

Commented [JR4]: Verify with Eric

disturbance to surrounding natural areas. Tree removal for Phase 1 will be minimal, with the only planned tree removal to include 3-5 existing Ash trees (summer 2020). All applicable erosion control measures will be implemented during the construction process to ensure surface runoff from the construction area is limited. The parking lot extension, performance space, picnic shelter and playground area will have a larger footprint than the current developed area of the park, which will be offset by additional infiltration and stormwater management best practices. The existing ball field aglime will be removed and the ballfield surface will be converted to a turf lawn, seeded with a pollinator-friendly mix. This will increase wildlife habitat potential as well as increase stormwater infiltration in this area.

4. Does the proposed project restore and reconstruct natural communities that have been degraded or lost due to agriculture or development?

A portion of South Valley Park southeast of the proposed project area was used as a farmstead from approximately 1868 through the early 20th century. The remainder of the parkland remained undeveloped through the settlement of Inver Grove Heights. The City of Inver Grove Heights obtained the land for the park in 1967 and 1978, and was developed as parkland beginning in 1980. The project will not impose additional disturbance to natural communities within the park, as development will occur in areas that have been previously developed for park facilities and infrastructure.

ITEM 3 - COST BREAKDOWN

Development (see Program Manual for eligibility) Contingency costs are not eligible.
Design/Engineering costs in excess of 10% of the total project construction cost are not eligible.
Enter information in the table(s) below. *See Attachment for Full Estimate of Costs*

Facility (e.g. picnic area, campground, walkway, shelter, restroom)	Description (linear feet, dimensions, material used, number of components, etc.)	Estimated Cost	Expected Completion Date
<i>Site and Utility Work (entire project area, Items 1-4, 7 in cost estimate)</i>	<i>Includes site preparation (including mobilization), erosion control, survey and staking, construction fencing/entrances. Also includes removals of existing playground, pavements, curbs, shelter and warming hut, ballfield aglime, trees (Ash). Includes establishing utility connections and stormwater infrastructure, as well as grading for parking and activity area. Utility work to be completed by contracted professionals.</i>	\$355,788	December 2021
<i>Picnic Shelter (Item 8)</i>	<i>Includes construction of foundation, framing, cladding, fenestration, roofing, and all interior finishing of ___ SF picnic shelter with (2) ADA accessible universal style restrooms, a mechanical room, a storage room and a kitchen/food preparation area.</i>	\$803,000	December 2021
<i>Playground (Item 9)</i>	<i>Includes construction of ___ SF playground with engineered wood fiber surfacing, thickened concrete footing at perimeter walk, inclusive play equipment to be of nature-based theme, and any custom or site-built wood playground components. See playground plans.</i>	\$190,224	December 2021
<i>Performance Area (Item 10)</i>	<i>Includes 2,880 SF area of permeable paving and integrated infiltration bed, and 24 LF of a cast-in-place seat wall with integrated power source.</i>	\$122,400	December 2021
<i>Site Furnishings (throughout project area, Item 11)</i>	<i>Includes (5) benches, (11) picnic tables, (2) trash/recycling receptacles, (4) bike racks, (1) multi-faced kiosk, (1) outdoor grill, (1) firepit</i>	\$56,000	December 2021

<i>Parking Lot Extension (Items 5.01-5.04)</i>	<i>Includes installation of striping, curb and gutter, bituminous surface (5,700 SF), (2) curb ramps and crosswalk striping at trail crossing.</i>	<i>\$68,901</i>	<i>December 2021</i>
<i>Trail and concrete walk connections (throughout project area, Items 5.05 – 5.07)</i>	<i>Includes installation of 8ft bituminous trail connection from the parking area to connect to existing trail south of activity area (465 LF); concrete for walk, bench pads, bike parking, kiosk pads (8650 SF), and concrete stair (64 LF of treads)</i>	<i>\$124,875</i>	<i>December 2021</i>
<i>Landscaping (throughout project area, Item 6)</i>	<i>Includes turf restoration (pollinator lawn mix), landscape plants (5-gal native grasses and forbs) for plant beds, shade tree allowance (approx. 20 trees), edging and mulch (9,000 SF) and tree grates (6)</i>	<i>\$125,000</i>	<i>December 2021</i>
Total		<i>\$1,827,597</i>	

Land Acquisition (if applicable)

Parcel Identification Number or location	Acres	Appraised Value	Expected Acquisition Date
Total			

ITEM 4 - PROJECT SITE EVALUATION

All applicants must prepare and submit a Project Site Evaluation using the format shown below. The project site evaluation will provide information necessary to determine the impacts of the project, if any, on the environmental and cultural resources of the area. The following sources of information may be helpful in completing the evaluation:

Endangered Species:

Information on animals and plants that are endangered, threatened or merit special consideration or management is available from the Minnesota Natural Heritage Program/Nongame Wildlife Program, Section of Wildlife, Department of Natural Resources (DNR). A booklet entitled Minnesota's List of Endangered and Threatened Animal Species, that includes a list of all species of Minnesota's animals and plants listed under the provisions of the Federal Endangered Species Act of 1973, Public Law 93-205, and/or Minnesota Statute 84.0895, is available from the DNR by calling (651) 296-6157 or (888) 646-6367 or at the DNR website Minnesota's Endangered, Threatened, and Special Concern Species.

Additional information may be obtained by calling the Division of Ecological Resources information number at (651) 259-5100. The DNR is also developing biological surveys on a county-by-county basis on sensitive natural habitats and rare plant and animal species. Several publications are available which provide detailed information on these subjects. Additional information about county biological surveys is available at Minnesota Biological Survey.

Wetlands:

Minnesota has adopted a "no-net-loss" wetlands policy. Each state agency must ensure that its activities, including state sponsored, financed or assisted projects, do not contribute to the loss or diminishment of the many important values of wetlands. Unavoidable impacts must be minimized and compensatory mitigation must be provided for all values that have been lost or diminished. It is very important, therefore, that the project site evaluation identify all possible wetlands impacts of the proposed project. This will help in determining whether any changes in project scope or design may be required or whether mitigation measures must be undertaken. The basic reference for wetland determination will be the National Wetlands Inventory produced by the U. S. Fish and Wildlife Service and available at the DNR. Questions regarding implementation of the "no-net-loss" policy and identification of wetlands may be directed to the Ecological Resources Division, DNR at (651) 259-5100.

PROJECT SITE EVALUATION - FORMAT

Please prepare a project site evaluation using the following format and subject categories. Address all of the points covered under each category and be specific. It is important that the project site evaluation be a complete and accurate assessment of the natural and/or scenic characteristics of the area and the likely impacts of the project, either positive or negative, on those characteristics.

Project Site Evaluation:

Part 1 - Description of the Environment and Environmental Impact of the Proposed Project

- A. Present Land Use: Describe the present land use of the proposed project site. State the applicant's ownership (fee title, easement, etc.). If the property is to be acquired, will it be a high priority inholding or addition crucial to the use of, ecological integrity of, or access to an existing natural or scenic area? Address any other impacts the proposed project may have on the present land use of the project site or adjacent lands.

Presently, the property is owned by the City of Inver Grove Heights and is designated as parkland. There are no plans or indication that the status of the current land use will change. According to the 2040 Comprehensive Plan for the City of Inver Grove Heights, the park is currently guided to remain as parkland. South Valley Park is adjacent to North Valley Park, connected via a pedestrian-bicycle tunnel with limited maintenance vehicle access. North Valley Park is also owned by the City of Inver Grove Heights, is designated as parkland, and will remain as such. The South Valley Park Renovation Project will occur entirely within the boundary of South Valley Park.

- B. Environmental Intrusions: Describe all man-made developments on, above, below or adjacent to the proposed project site, including buildings, utility poles and lines, roads, driveways, pipelines, sewer and water lines, fences, ditches, bridges, billboards, railroad tracks, and related structures or facilities. Explain how these intrusions, if any, might affect the use, protection, and enjoyment of the proposed project site and what measures will be taken to minimize any adverse impacts. All existing and future overhead power lines serving the park must be placed underground. The cost of placing the power lines underground can be included in this application.

South Valley Park is bounded on the north by 70th Street, a Dakota County roadway. The main vehicular entry is from 70th Street, as a paved drive to the parking area within the project area. Along the northwest and eastern edges, South Valley Park is adjacent to private residential properties. The southern edge of South Valley Park is bounded by 80th St, a local collector roadway, with a trail connection into the park from 80th Street. Simley High School and Inver Grove Heights Middle School are located almost directly across 80th Street. City sanitary sewer lines have recently (within the last 2 years) been extended to the northwest corner of the park's property line, providing an opportunity for the future park facilities to connect to the City Sewer system. The existing septic system will be capped as part of the scope of work, and likely a pump station will need to be installed at the northwest corner of the park to address grade change at the sewer connections. Existing power lines cross into South Valley Park from the main entry at 70th Street, with a power pole along the entry drive. From here, power is connected to the existing facilities underground. The proposed project will connect to the existing power (underground). A well house exists on east side of the existing parking lot, and water will continue to be supplied to the proposed building site as is today. All utility and site work will be done in coordination with the City of Inver Grove Heights and all applicable utility companies to ensure best practices and efficient site coordination. The existing picnic shelter, warming house, bituminous pavement (within the project area) and the existing playground will be demolished to construct the proposed project. There are no other buildings, roads, driveways, fences, ditches, bridges, billboards, railroad

tracks or any other related structures or facilities that will be impacted as a result of the South Valley Park Renovation Project. Conversely, the project will not be impacted by any man-made developments on, above, below, or adjacent to the project site.

- C. Fish and Wildlife: Indicate whether the proposed project site is on or adjacent to, a national, state or local wildlife management area, park or natural area. Describe the known fish and wildlife species common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the likely impacts of the proposed project on habitat, population levels, and any other factors related to the fish and wildlife resources.

The proposed project site is not on or adjacent to any national, state, or local wildlife management area, park or natural area. South Valley Park is located within the St. Paul Baldwin Plains and Moraines Ecological Subsection. Known mammal species common to this area are: White-tailed deer, Red Fox, Eastern Gray Squirrel, Common Raccoon, American Red Squirrel, Eastern Cottontail, Virginia Opossum, and Fox Squirrels. Known bird species common to this area are: Wild Turkeys, Northern Cardinal, American Robin, Black-capped Chickadee, Red-tailed Hawk, Red-winged Blackbird, Red-bellied woodpecker, Great Blue Heron, American Goldfinch, and Clay-colored Sparrows. South Valley Park is within a migratory flyway for migrating birds, and the dense canopy of the forested area, along with the pond provide nesting and habitat opportunities for both migratory and non-migratory birds. Known butterfly and insect species common to this area are: Monarch butterflies, Eastern Tiger Swallowtail, Common Eastern Bumble Bee, Painted Lady, Red Admirals, Eastern Tailed Blue, Red-winged Meadowhawk, and Great Spangled Fritillary. There are 149 Species in Greatest Conservation Need (SGCN) that are known or predicted to occur within the St. Paul Baldwin Plains and Moraines, which is the second most of all subsections in Minnesota. These SGCN include 74 species that are federal or state endangered, threatened or of special concern. Within the surrounding township, there are 16-20 known number of SGCN, which rely most heavily on Grasslands, Upland Deciduous (Hardwood and Aspen-Oak) Forests, Wetlands, Oak Savanna, Shallow Lakes, Prairie, Shoreline dunes, and Riverine habitats. South Valley Park contains Upland Deciduous Hardwood Forests, Wetlands, Shallow Lakes, and Grasslands. Negative impacts to existing wildlife habitat and population levels are anticipated to be minimal or unlikely, as the proposed development area is within an existing developed area of the park. With the re-seeding of the former ballfield and turf area with pollinator lawn mix, there may be additional habitat value introduced into the park for bees, butterflies, and other pollinator species.

- D. Vegetation: Describe the major plant species and communities common to the project site and any known species that are listed as endangered, threatened or of special concern. Describe the distribution of major plant communities or types on the site. Indicate the extent of cutting, clearing, removal or other disturbance that will result from the proposed project, as well as any restoration and/or protection activities planned as part of the project.

According to the Minnesota County Biological Survey, there are no known rare or protected plant species located within South Valley Park. South Valley Park is located within the St. Paul Baldwin Plains and Moraines Ecological Subsection, and contains Upland Hardwood Forest, Wetlands, Shallow Lakes, and some areas of Grassland. The Ecological Class that fits South Valley Park closest appears to be Southern Mesic Maple-

November 2019

Basswood Forest. Plant species commonly found in this class include: Ground-layer cover species (Virginia waterleaf, bloodroot, yellow violet, large flowered bellwort, wild leek, blue cohosh, and early meadow rue), and Canopy species (sugar maple, basswood, northern red oak, red elm, American elm and bur oak). The proposed project area is within an existing cleared area, comprised of turf lawn with little to no canopy cover. The surrounding woodland and wetland areas will not be impacted by the completed project. Protective measures such as erosion control, tree protection, and proper staging of materials will ensure that any existing vegetated areas will not be impacted negatively during construction.

- E. Water Resources: Describe any existing wetland areas on or adjacent to the proposed project site. Indicate any likely physical disturbances of these wetlands, including (but not limited to) draining and filling that would result from the proposed project. Describe any other potential impacts to wetlands, such as water level fluctuations or water pollution that may result from the proposed project. Discuss possible alternatives that would avoid or minimize negative wetland impacts. Also describe any other water resources on or adjacent to the site, proposed uses of surface or groundwater, and any possible impacts on these resources, including depletion or pollution, resulting from the proposed project. Explain how the proposed project would help to protect water quality on or adjacent to the site.

The National Wetlands Inventory classifies the water body to the southeast of the project area to be a 0.86 Freshwater Pond. Characteristics of this wetland include small footprints (less than 20 acres), lack of rock formations, shallow water depth (less than 8.2ft at low water), low salinity, low vegetative cover, and is permanently flooded. Surrounding the Freshwater Pond on the eastern and southern sides is a 0.57acre Freshwater Emergent Wetland, which is characterized as a non-tidal wetland dominated by perennial trees, shrubs, emergent grasses, mosses and lichens that experiences temporary flooding during seasonal wet periods. The proposed project area drains to a stormwater system that empties into the pond. The proposed project will be designed and engineered to have little impact on the pond, with infiltration and rain garden basins included as best management practices to capture and filter most, if not all, of surface runoff during a design storm event. The project site sits within a deep valley, much lower in elevation than surrounding properties, and will have little to no effect on water quality adjacent to the park. With the upgraded connection to city sanitary sewer, and the capping of the existing septic system will decrease risk of groundwater contamination at the site.

- F. Geologic and Physiographic Features: Describe any interesting, unique or fragile geologic and/or physiographic features on the proposed project site and any likely impacts on these features that would result from the proposed project. Also describe any proposed protection activities or measures to provide public education, interpretation and enjoyment of these resources.

There are no known unique or fragile geologic features within the project area for the South Valley Park Renovation Project. No significant geologic or physiographic impacts are anticipated. From a geomorphological perspective, the history of the valley and bluff formation that surround the project area are interesting and unique, as this landform is not recognizable outside of the park due to development. The history of glacial movement specific to Inver Grove Heights is a potential topic for interpretation at the community kiosk or at interpretive panels planned within the Phase 2 scope.

- G. Air Quality/Noise: Describe any temporary or permanent air or noise pollution that will result from the development and use of the site and the impacts on adjacent land uses or land owners.

South Valley Park Renovation Project is not expected to produce any temporary or permanent air pollution. Temporary noise pollution may be expected during the construction and installation of the project; however, these activities will be limited to standard construction hours set by the City, and adjacent landowners will be notified of such activities beforehand. The long-term impacts of the project will potentially include noise produced by an increased number of users at the playground area, especially children, who will be using the facility. Other programmed events, such as musical performances in the activity area will produce additional sound. Nearby property owners will be notified of event schedules and the City of Inver Grove Heights will work with property owners and nearby residents to address any noise complaints associated with new programming or events at the park. None of the anticipated noise increases are expected to exceed the City noise ordinance standards.

- H. Archeology/ Ground Disturbances: Provide a description of current and previous land use and ground disturbances. Include available information concerning known or suspected archaeological resources within the park. Indicate if an archaeological survey has been previously completed for the park and when it was done.

The area surrounding South Valley Park sustained Euro American settlement beginning in 1852. Prior to this, the park and the surrounding areas were undeveloped with no known structures or history of agriculture. The area grew with German, Irish, English and French settlers who primarily used the land for agriculture. Visual inspection of historic aerial photos show that some portions of South Valley Park was at one time dedicated to farmland, specifically the area around the existing parking lot and proposed activity area. An 1896 plat map shows the location of the L. Cordes farmstead, west of Cahill, within the existing boundaries of South Valley Park. This area served as an active farmstead through the early 20th century. An archaeological study was completed in 2015 to explore and document the remnant foundations of the Cordes farm. A total of 12 features were identified, including two house depressions, a road remnant, day lily plantings and several outbuildings and related farm features. A limited artifact surface collection was completed as part of this study, which resulted in finding ceramic, glass and metal artifacts dating around the turn of the 20th century. Information about the Cordes family farm and the history of how these early farmsteads functioned is a unique story to tell through the proposed interpretation at the community kiosk or interpretive panels proposed for Phase 2. The Cordes family farmstead is located to the southeast of the project area for both Phase 1 and 2 of the South Valley Park Renovation Project. No known archaeological resources will be disturbed during construction or after the project is completed.

- I. Historic Structures: List known historic buildings or structures located within the project area (i.e., individual properties or districts which are listed in the National Register or which meet the criteria for listing in the National Register).

There are no known historic buildings or extant structures located within the project area that are listed with the National Register or meet the criteria of a listing in the National Register of Historic Places. There are archaeological remnants of previous foundation

walls located within South Valley Park, as studied in the Archaeological Reconnaissance of the Cordes Family Farmstead (2015). These remnants will remain within the park and will not be disturbed or impacted by the South Valley Park Renovation Project.

Part 2 - Environmental Screening Form (ESF): For each environmental resource topic, choose an impact estimate level (none, negligible, minor, exceeds minor) that describes the degree of potential negative impact for each listed resource that may occur directly, indirectly and cumulatively as a result of approval of your proposal. For each impacted resource provide a brief explanation of how the resource might be affected, how the impact level was determined, and why the chosen impact level is appropriate. Complete and sign the Environmental Reviewers form.

Click here to enter text for each impacted resource from the ESF: Yet to be completed

A. ENVIRONMENTAL RESOURCES Indicate potential for adverse impacts.	Not Applicable - Resource does not exist	No/Negligible Impacts - Exists but no or negligible impacts	Minor Impacts	Impacts Exceed Minor	More Data Needed to Determine Degree of Impact
1. Geological resources: soils, bedrock, slopes, streambeds, landforms, etc.			x		
2. Air quality		x			
3. Sound (noise impacts)			x		
4. Water quality/quantity			x		
5. Stream flow characteristics		x			
6. Marine/estuarine		x			
7. Floodplains/wetlands		x			
8. Land use/ownership patterns; property values; community livability		x			
9. Circulation, transportation		x			
10. Plant/animal/fish species of special concern and habitat; state/federal listed or proposed for listing		x			
11. Unique ecosystems, such as biosphere reserves, World Heritage sites, old growth forests, etc.		x			
12. Unique or important wildlife/ wildlife habitat		x			
13. Unique or important fish/habitat		x			
14. Introduce or promote invasive species (plant or animal)		x			
15. Recreation resources, land, parks, open space, conservation areas, rec. trails, facilities, services, opportunities, public access, etc.		x			
16. Accessibility for populations with disabilities		x			
17. Overall aesthetics, special characteristics/ features		x			
18. Historical/cultural resources, including landscapes, ethnographic, archeological, structures, etc.		x			
19. Socioeconomics, including employment, occupation, income changes, tax base, infrastructure		x			
20. Minority and low-income populations		x			
21. Energy resources (geothermal, fossil fuels, etc.)		x			
22. Other agency or tribal land use plans or policies		x			
23. Land/structures with history of contamination/hazardous materials even if remediated		x			
24. Other important environmental resources to address.		x			

Environmental Reviewers
The following individual(s) provided input in completing the environmental screening form. List all reviewers including name, title, agency, field of expertise. Keep all environmental review records and data on this proposal on file for any future program review and/or audit.
1. 2. 3. The following individuals conducted a site inspection to verify field conditions. <i>List name of inspector(s), title, agency, and date(s) of inspection.</i> 1. 2. 3. Signature of applicant here: Date:

ITEM 5 – COMMUNITY INVOLVEMENT

Address the following questions regarding community involvement, planning process and how this project will increase outdoor recreation participation.

1. What efforts were made to get input from members of the community that will be affected by this project? For example, public meeting(s), notification of adjoining property owners, etc.

To date, the following are the community engagement activities that have been employed to gather feedback from park users and neighbors to the park: a) a community open house, b) a community walk audit in the park, c) an online, map-based survey, d) and pop-up community meetings were held at the existing picnic shelter at South Valley Park. As the site concepts were developed further in the fall and winter of 2019-2020, the Parks and Recreation Department used social media to share concept development and gather input. A community open house was held in January 2020 to share and gather input on the final concept design, which was attended primarily by neighbors of the park. Comment cards were collected, as well as follow-up email comments to the Parks and Recreation Department. As the detailed design and engineering is completed in preparation for construction activities, changes will be communicated to the public through social media and the Parks and Recreation Department website. If major changes to programmatic or facilities arise, the Parks and Recreation Department is prepared to engage community members to determine the best path forward.

2. What community planning process was used to show a need for this project and to define its scope?

The South Valley Park Renovation project was identified as a priority project during the planning process to complete the North and South Valley Park Active Living Plan in 2017. This process included examining the circulation, wayfinding, recreation and programming in the park, with an emphasis on finding creative and relevant ways to promote active living principles (integrating physical activity into daily routines). Through the planning process, which included community input gathered (see question above for methods of engagement), the following issues and opportunities were identified: a) need for bike racks and trailhead facilities at the parking area for trail users, b) need for larger picnic shelter to accommodate larger family groups and support more flexibility in programming, c) a need to upgrade the existing playground with inclusive playground equipment that supports intergenerational play, d) need for landscaping design to be low maintenance and include native plants and pollinator species, e) need for more open lawn for pick-up games and informal activities and play, d) need for a multi-use performance space, to be used for musical performances, for teaching classes, or for celebrations or weddings, and e) a need to provide trail access to the eastern part of the park with integrated nature-based facilities for wildlife viewing and archery. The ideas and principles defined during the 2017 Active Living Master Plan have been re-presented during the concept design phase to both the broader community and with the Parks and Recreation Advisory Committee to ensure that the community vision is being carried through the concept design.

3. How do you expect this project to increase outdoor recreation participation?

With the completed renovations of South Valley Park, we expect the project to increase outdoor recreation participation by making it more comfortable and accessible for people of all ages and abilities to spend more time outdoors. The new accessible restrooms, which will be open to the public during park hours, will overcome a significant barrier that exists today, keeping families and individuals from enjoying the park amenities for more than a short period of time. The trailhead amenities (bike parking, seating, drinking fountain, restrooms, wayfinding, and lighting) will increase the availability of trail use (both paved and natural surface trail use) for hiking, dog-walking, biking, rollerblading, and winter use. The larger and re-designed picnic shelter, along with grilling area and kitchen/serving area will extend park use for families looking to cook and serve meals in an outdoor, natural setting. The integration of the picnic shelter with the performance and playground area, along with opened up sight lines, will draw families and community groups to take advantage of a variety of spaces simultaneously. The firepit and informal gathering areas throughout the activity area encourage smaller group interactions. Participation in outdoor recreation at South Valley Park by seniors, people with disabilities, families with young children, teenagers and youth groups, as well as local businesses is anticipated to increase with the completion of the project.

ITEM 6 – AVAILABILITY FOR PUBLIC USE

All facilities within the park must be designed and available for general public use and open during typical park hours. This includes restrooms, picnic shelters, campgrounds, playgrounds and other structures. For parks that include marina or campground facilities, a minimum of 50% of the berths/campground spaces must be available for short-term rental and an equitable method of allocating long-term rentals shall be used. All personal property must be removed at the end of each use season.

State the specific hours of operation and any current or anticipated programmed use for the facilities proposed to be funded with this application. Saying the park will be open during normal park hours is not specific. Also describe any arrangements with schools, local organizations, clubs or city programs for the use of the facilities. Explain how this may impact facility availability to the general public.

Describe what fees, if any, will be charged for use of the park facilities and/or access to the park?

Click here to enter text.

ITEM 7 - STATEMENT OF ACCESSIBILITY

All facilities improved with this grant project must meet current Americans with Disabilities (ADA) standards and all critical components of the park listed below, must be accessible to persons with disabilities.

Critical components include:

- Accessible parking spaces serving each area of the park.
- Accessible restrooms, if restrooms are provided.
- Accessible drinking water, if drinking water is provided.
- Access routes to all critical components and recreation facilities provided in the park. For this program, an access route must be a minimum of 5 feet wide, slip resistant, firm and stable.

If a grant is awarded, part of the grant will be withheld pending verification of ADA compliance by an on-site final inspection.

The following guidelines will help you design your facilities. Copies can be ordered from the U.S. Access Board at (800) 872-2253, or downloaded from their website at [United States Access Board](https://www.access-board.gov/).

1. ADA Accessibility Standards for Buildings and Facilities

(For buildings and certain recreation facilities including playgrounds, recreational boating facilities, and fishing piers)

2. Final Accessibility Guidelines for Outdoor Developed Areas September 26, 2013

(For outdoor developed areas such as campgrounds, picnic areas, trails, and beaches. These guidelines, developed for federal facilities subject to the Architectural Barriers Act, are to be used for facilities improved by this Outdoor Recreation Grant Program.)

Applicants must state that they have reviewed and understand the ADA standards, final accessibility guidelines and our program requirements, stated above, and agree to comply with these requirements.

The elements of the South Valley Park Renovation Project include construction of two age-separated play areas, an ADA accessible trail connection, a picnic shelter with (2) ADA accessible restrooms and paved surface connections at all new features to meet current ADA Accessibility Standards. The Landscape Structures playground system, as shown in the playground plans, meet all current ADA requirements for ages 2-12 years old. The safety zones surrounding the new play structures will be surfaced with engineered wood fiber, which is ADA compliant, and contained within a concrete walk with a thickened edge. All path and concrete pad slopes will comply with ADA requirements for slope, width, and surfacing. Upon review of the requirements listed by the United States Access Board for Play Areas and for Play Surfaces, the South Valley Park Renovation Project meets or exceeds standards for accessibility.

ITEM 8 - PROJECTED OPERATION AND MAINTENANCE COSTS

Estimate the projected operations and maintenance costs for each facility to be developed or improved by this grant, including routine costs (such as labor, materials, utility costs and equipment costs), and planned major repairs or preventive maintenance (such as seal coating or replacement of plumbing, lighting, aglime, turf, etc.).

The projected operations and maintenance tasks for the South Valley Park Renovation Project are as follow: monthly raking of playground surface during spring/summer/fall months, seasonal addition of playground surface material, regular cleaning and replacement of playground parts, regular cleaning and maintenance of facilities within the picnic shelter, and utility costs. The total annual maintenance cost of the Project is anticipated to be _____, which includes labor and materials. The playground equipment is anticipated to have a life-span of twenty years, at which time replacement costs will be considered by the City of Inver Grove Heights Parks and Recreation Department, in accordance with the current playground replacement plan.

ATTACHMENT A - APPLICANT'S RESOLUTION

A copy of this approved resolution, with no wording changes, must be included with the application.

BE IT RESOLVED that <APPLICANT> act as legal sponsor for the project contained in the Outdoor Recreation grant application to be submitted on <DAY / MONTH / YEAR> and that <APPLICANT's REPRESENTATIVE> is hereby authorized to apply to the Department of Natural Resources for funding of this project on behalf of <APPLICANT>.

BE IT FURTHER RESOLVED that the applicant has read the Conflict of Interest Policy contained in the Outdoor Recreation Grant Program Manual and certifies it will report any actual, potential, perceived or organizational conflicts of interest upon discovery to the related to the application or a grant award to the State.

BE IT FURTHER RESOLVED that <APPLICANT> has the legal authority to apply for financial assistance, and financial capability to meet the match requirement (if any) and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

BE IT FURTHER RESOLVED that <APPLICANT> has not incurred any development costs and has not entered into a written purchase agreement to acquire the property described in the Cost Breakdown section on this application.

BE IT FURTHER RESOLVED that <APPLICANT> has or will acquire fee title or permanent easement over the land described in the site plan included in the application.

BE IT FURTHER RESOLVED that, upon approval of its application by the State, <APPLICANT> may enter into an agreement with the State for the above-referenced project, and that <APPLICANT> certifies that it will comply with all applicable laws and regulations as stated in the grant agreement including dedicating the park property for uses consistent with the funding grant program into perpetuity.

NOW, THEREFORE BE IT RESOLVED that <TITLE OF AUTHORIZED OFFICIAL> is hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant.

I CERTIFY THAT the above resolution was adopted by the < City Council, County Board, etc.> of <APPLICANT> on <DAY / MONTH / YEAR>.

SIGNED:

WITNESSED:

(Signature)

(Signature)

(Title)

(Date)

(Title)

(Date)

November 2019

ATTACHMENT B - LOCATION MAP

Provide a map that shows the location of the park within your community. The map should identify the main roads in the community to access the park.

Commented [JR5]: Formatting in-progress

ATTACHMENT C - RECREATIONAL SITE PLAN

This site plan must be drawn to scale, show the existing park boundary, all facilities now in the park and all acquisition and/or development listed in the Cost Breakdown. All facilities must be identified with legible labels.

Commented [JR6]: Formatting in-progress

Include the following:

- Title "Recreation Site Plan" and the project name.
- Draw and label the complete park boundary. This boundary must include all contiguous lands currently owned by the applicant and managed for public recreation and any additional land to be acquired with this grant.
- Entrance to the park and location of existing or proposed public parking facilities. (Parking facilities must be developed to serve newly acquired areas within 12 months).
- Location of all existing and planned recreation and support facilities such as restrooms, shelters, and potable water.
- Indicate any rights-of-ways, easements, reversionary interests, etc. to the park area including overhead utility lines.
- Geographic reference point such as a section corner or designated road intersection.
- All lakes, rivers, streams and wetlands and adjacent land uses.
- Acreage of the park and/or each parcel to be acquired.
- Signed and dated by the applicant.
- North arrow and Graphic Bar Scale using the example below:



A Text Scale such as 1" = 500' is not acceptable.

Color Coding

- Red Park boundary.
- Green Existing facilities that will remain.
- Yellow Acquisition and/or development accomplished with this grant

ATTACHMENT D – PHOTOS

Please insert photos of all existing recreational facilities/structures and all buildings. Indicate below each photo the year the facility/building was constructed and if it will remain as is, be renovated or be removed.

See attached.

Commented [JR7]: Need years verified by IGH

ATTACHMENT E – PLANS

Please submit all applicable plan(s) according to the directions provided.

Building Plans

All buildings constructed with grant funds must meet the State Building Code. Building plans are required for all proposed facilities to ensure the development addresses accessibility and design priorities. Plans must include the following:

1. Front and side views.
2. A floor plan with all dimensions.

Commented [JR8]: Completed

Trail Plans

Trail plans are required for projects that include the development of any type of trail and should include the following:

1. A typical cross section of the trail.
2. The trail width, surfacing and base materials.

Commented [JR9]: Completed

For the purposes of this grant program, a multi-purpose trail should be designed to a minimum 8' width. In some cases this minimum width may not be adequate and a width of 10' or more may be appropriate. All access routes connecting park facilities and parking lots must be a minimum of 5 feet wide. All trails and access routes must be firm and stable.

Playground Plans

Priority will be given to playground designs that provide a high degree of safety and accessibility. The facility should be designed to provide an integrated play setting for both children and parents/care providers of all abilities. The playground must be built according to the plan provided if a grant is awarded.

Playground facilities should be designed using the [ADA Accessibility Guidelines, Chapter 10, 1008 Play Areas](#). Applications that do not include enough information to determine the degree of accessibility and safety typically do not rank high enough for funding.

The plan must legible and:

1. Show all the proposed playground components and all existing components that will remain. Label each component with its name and the height of its useable surfaces.
2. Indicate which components are ground level and which are elevated.
3. Highlight in yellow all accessible components.
4. Identify all type(s), depth(s) and location(s) of the fall-protection surfacing.
5. Highlight in green all accessible surface areas.

Commented [JR10]: Draft completed from Flagship/LS. Needs revision before final submission.

Fishing Pier Plans

Fishing pier plans must show the dimensions of the pier, height(s) of the railings and edge protection all in accordance with ADA Standards.

ATTACHMENT F – APPRAISAL(S) <<Only for proposals to acquire land>>

The application must include an appraisal report by a general real property appraiser licensed by the State of MN and meet the Uniform Appraisal Standards for Federal Land Acquisition (UASFLA). The appraisal must include the DNR and the National Park Service as intended users and the landowner or designated representative must be given an opportunity to accompany the appraiser during the inspection of the property. Appraisals must have an effective date within 13 months of the application deadline.

To ensure the appraiser understands the appraisal requirements, we suggest using the sample engagement letter provided.

If your application is selected for funding, you may be required to submit a technical review of the appraisal report conducted by an appraiser who is not associated with the original appraiser and who is qualified to perform technical reviews under the UASFLA and 49 CFR Part 24.104. See UASFLA Section C-1 for further guidance on technical reviews.

Sample Appraiser Engagement Letter

<<Date>>

<<Appraiser Name>>

<<Appraiser Address>>

Re: <<Title of Acquisition>>

Dear <<Appraiser Name>>:

<<Applicant Name>> is pleased to submit to you this letter of engagement. It outlines our understanding regarding the terms and conditions under which you are directed to complete a fair market value appraisal of the <<Title of Acquisition>>, containing approximately <<___>> acres located in <<County>> County, Minnesota, with an address of <<address>>.

The appraisal will establish the fair market value of the land together with improvements of contributory value, if any. The estate to be appraised is Fee Simple Title. The appraisal will be performed in accordance with the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA). In addition to <<Applicant Name>>, the State of Minnesota and the National Park Service must be named as intended users. Any technical corrections to the appraisal report required by <<Applicant Name>> and/or the State in the course of their review and acceptance will be performed within the fee set forth below. You will provide <<___>> copies of the appraisal report and an electronic file of the report in PDF format that will be submitted to the DNR. The appraisal will be completed on or before <<Completion Date>>. The cost of the appraisal will not exceed <<Appraisal Cost>>, including expenses. Payment in full will be made by <<Applicant Name>> subject to receipt of an invoice from you.

Please indicate your acceptance of this engagement by a signature in the space provided at the bottom of this letter and return a copy to me. I will contact you regarding notice to proceed.

Sincerely,

<<Applicant Contact>>

<<Applicant Name>>

<<Accepted this <<Acceptance Date>>

<<Appraiser Name>>

<<Appraiser's Business Name >>

By: _____

Its: _____

Master Plan Concept

- The Master Plan Concept for North and South Valley Parks was developed to include the following elements:
- » North Valley Park is to remain focused on active recreation, with disc golf and pickleball, as well as the ball fields to serve as the main activities, with trails serving as secondary connections between activity spaces
 - » South Valley Park is more focused on passive recreation, with trails and nature observation or interpretation as the main activity
 - » The open area of the north side of South Valley Park is to be dedicated to community gathering and multi-purpose spaces, such as picnicking, playground use, and events
 - » Along the eastern side of the parks at Cahill Ave and nearby intersections, the focus is on creating safe and convenient ways for pedestrians to access trails and park entrances, as well as increasing visibility of the parks
 - » Along the western boundaries of the park, the focus is to enhance visibility of existing park entrances
 - » Overall, the future of North and South Valley Parks will include considerations for creating more accessibility for people of all ages and abilities, as well as finding ways for more people in the community to become stewards of the parks

Comprehensive Plan Coordination

- This Master Plan was created in coordination with the 2040 Comprehensive Plan Update for Inver Grove Heights. The following are development concepts that work in tandem with the 2040 Comprehensive Plan:
- » Focus on Cahill Ave streetscape improvements to improve the conditions for pedestrian connections
 - » Create better connections to Hilltop Elementary School and future development sites near the intersection of 65th Street and Cahill Ave.
 - » Focus on programming in the park to address a desire from the community for more food related options and destinations

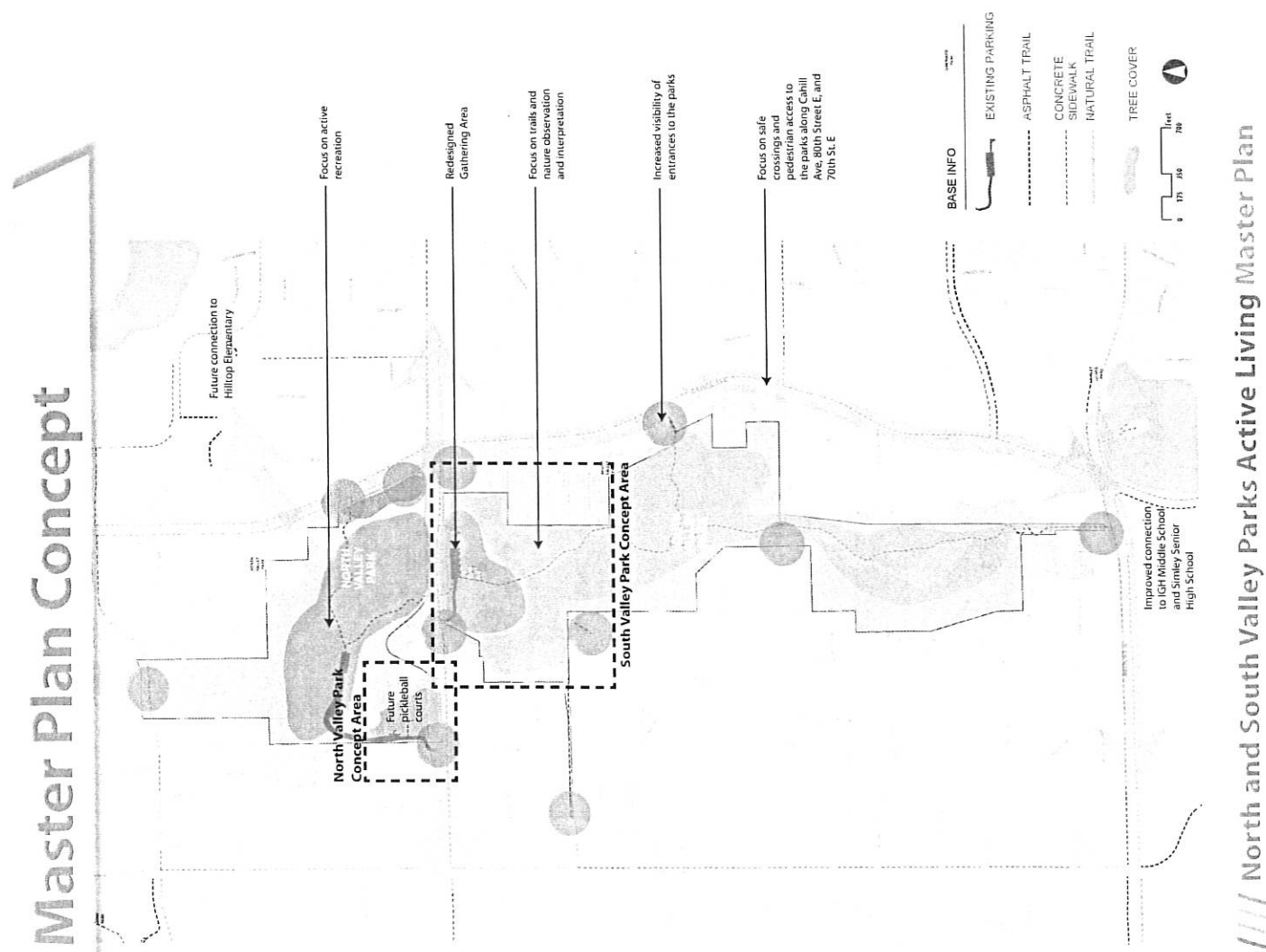
Organization of Plan

Master Plan elements were formed in coordination with each area of focus identified during the analysis of issues and opportunities. The following materials were then created to help us understand where future investments and projects have been identified:

- » **Future Improvements Map**
 - The physical placement and location of future improvements are shown on a Future Improvements Map
- » **Goals**
 - Goals were developed to help drive future actions, as well as to help understand the context of future actions
- » **Near-Term Considerations**
 - Near-term considerations were identified that support each goal. These are actions or considerations that are prioritized and will be implemented over the next 0-5 years.
- » **Long-Term Considerations**
 - Long-term considerations were identified, which also support each goal. These considerations may not be a priority in the first few years of implementation of this master plan, but may play a more important role as short-term actions are completed or as conditions change in the future.

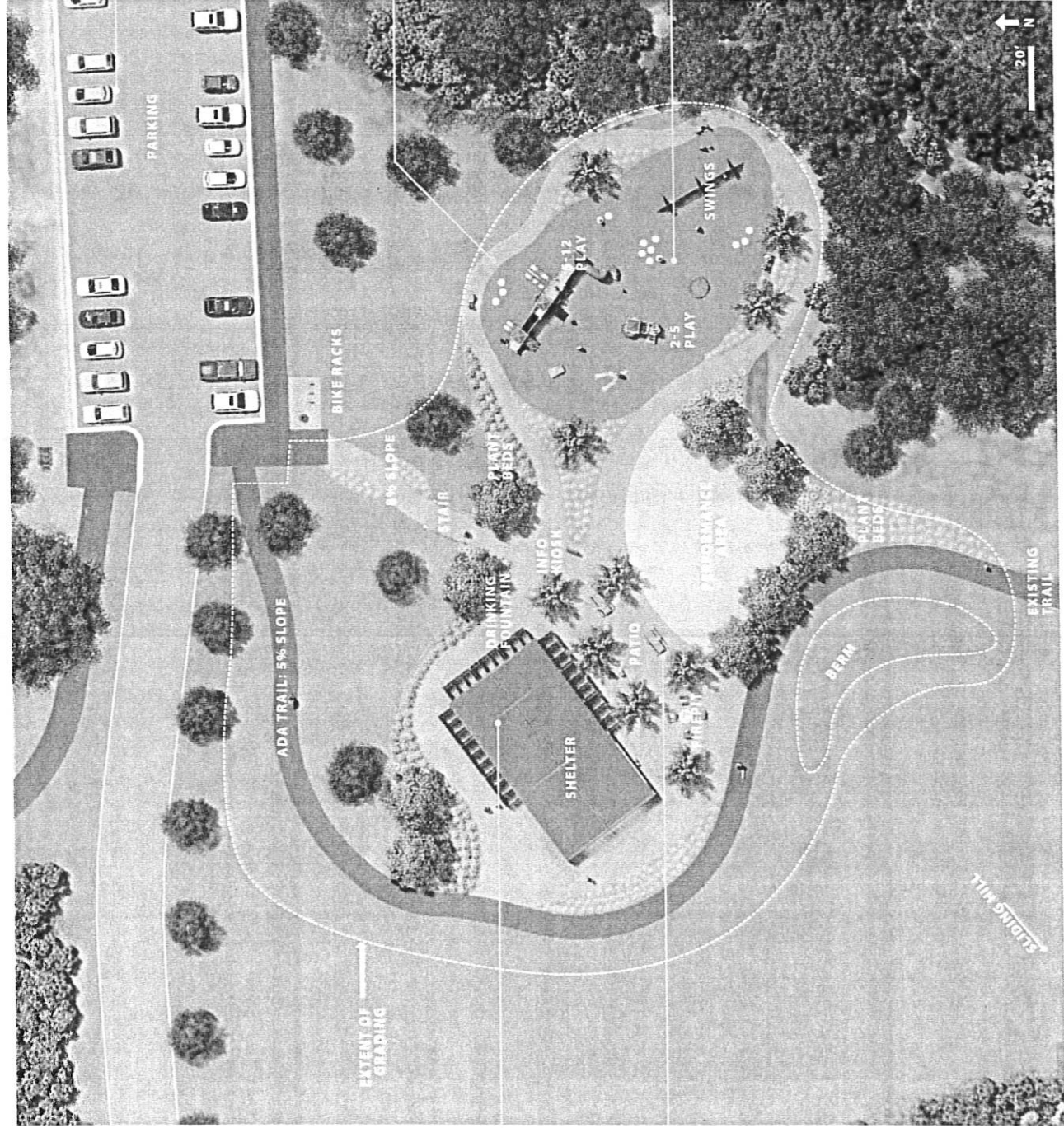
» Precedent Imagery

- Images that help us to understand what future improvements may look like in the future



North and South Valley Parks Active Living Master Plan

CONCEPT SITE PLAN: ACTIVITY AREA



PICNIC SHELTER
75-100 PERSON CAPACITY
2,300 SF
(2) UNIVERSAL RESTROOMS
MECHANICAL ROOM
KITCHEN
MECHANICAL BIFOLD DOORS:
OPTION FOR OPEN OR
ENCLOSED SHELTER

PATIO
MOVABLE FURNITURE
PICNIC TABLES
GRILL
FIREPIT

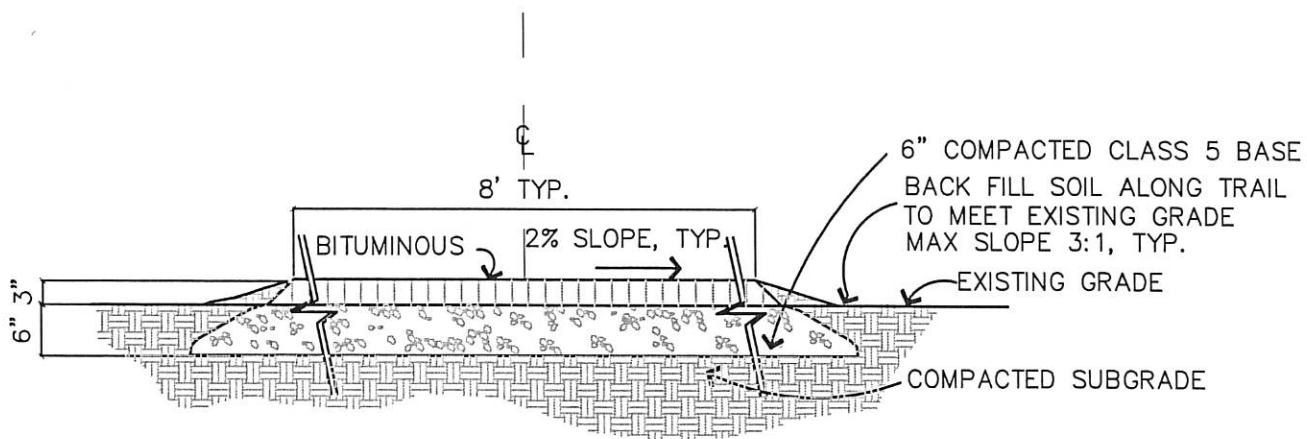
**PERFORMANCE/
OUTDOOR
CLASSROOM**
MULTI-PURPOSE
PERMEABLE PAVEMENT SURFACE
WITH STONE SEAT WALL
APPROX. 2,700 SF

**PARKING LOT
EXTENSION +
RESTRIPE**
ADDITION OF 28 STALLS FOR
TOTAL OF 68 STALLS

**CONCRETE PERIMETER
WALK**
SEATING, LIGHTING, CANOPY TREES
THROUGHOUT

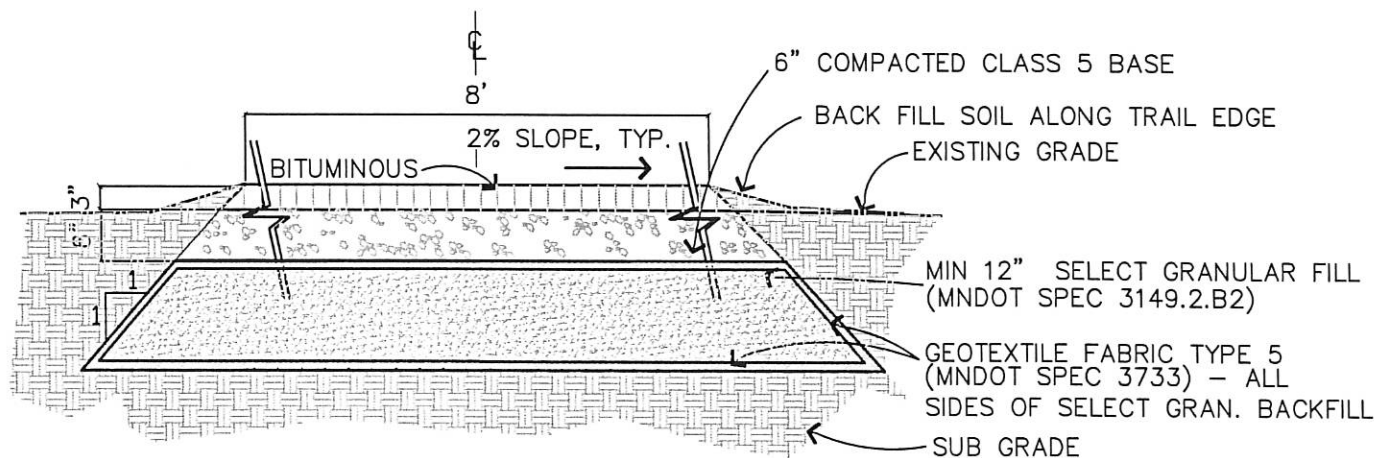
**NATURE-THEMED
PLAYGROUND**
ENGINEERED WOOD FIBER SURFACE
NATURE-THEMED EQUIPMENT





1 BITUMINOUS TRAIL - TYPE 1

NTS



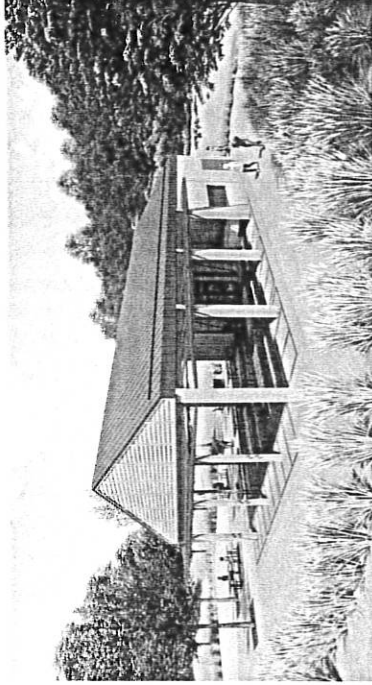
2 BITUMINOUS TRAIL - TYPE 2

NTS

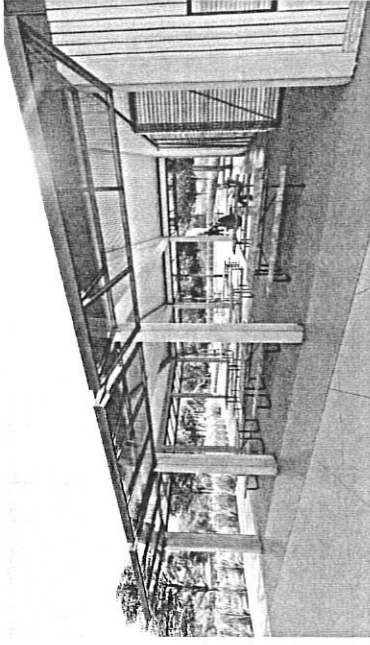
SHELTER CONCEPT



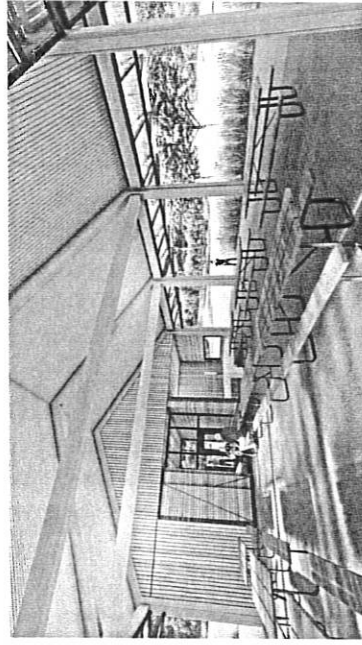
SHELTER, VIEW FROM SOUTHWEST



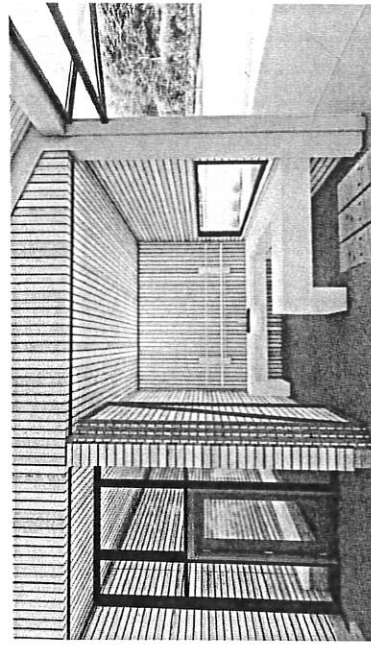
SHELTER, VIEW FROM NORTHEAST



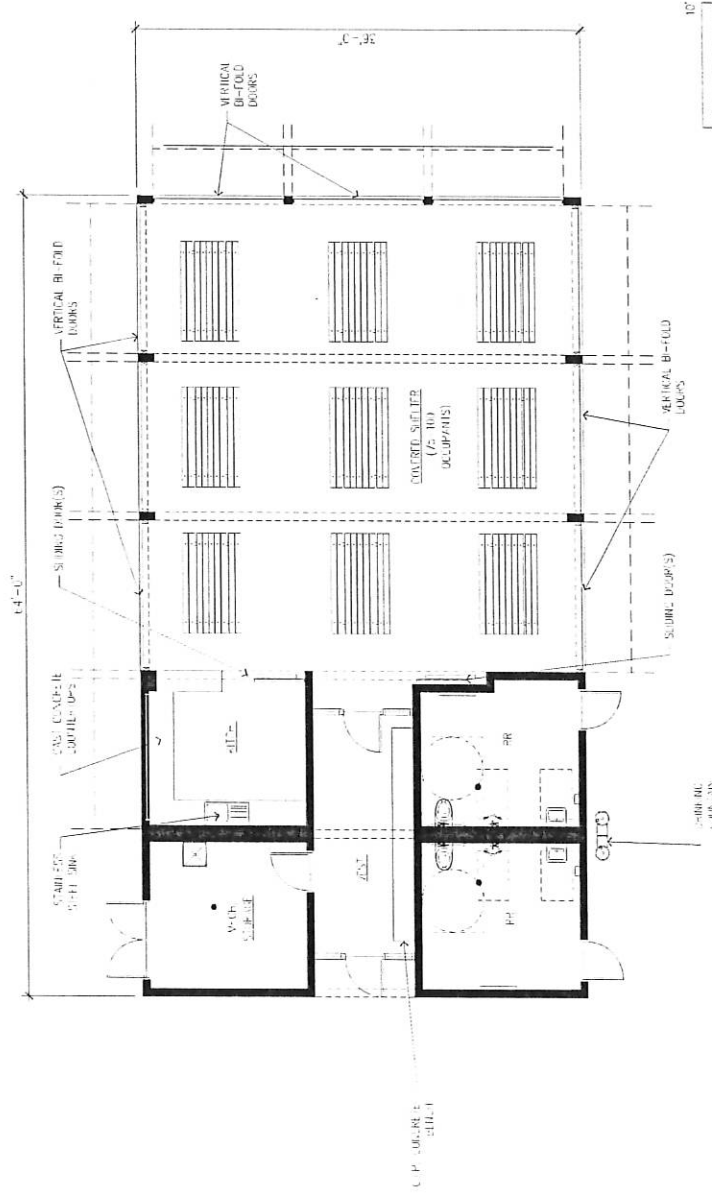
COVERED AREA WITH FOLDING DOORS OPEN



VIEW FROM INSIDE SHELTER TOWARDS RESTROOMS



KITCHEN AREA



South Valley Park_Inver Grove Heights

3.5.2020 COST ESTIMATE PER CONCEPT DESIGN

PHASE 1: ACTIVITY AREA

ITEM	ITEM DESCRIPTIONS	EST QTY	UNIT	UNIT COST	TOTAL	NOTES
1. SITE PREP						
1.01	EROSION CONTROL - SILT FENCE	1,600	LF	\$ 4	\$ 6,400	
1.02	TREE PROTECTION FENCING	1	LS	\$ 2,000	\$ 2,000	
1.03	SURVEY AND STAKING	1	LS	\$ 10,000	\$ 10,000	
1.04	CONSTRUCTION FENCING	1,600	LF	\$ 5	\$ 8,000	
1.05	CONSTRUCTION ENTRANCES	1	EA	\$ 3,000	\$ 3,000	
	<i>Subtotal</i>				\$ 29,400	
2. REMOVALS						
2.01	REMOVE PLAYGROUND, PAVEMENTS, CURBS	1	LS	\$ 12,000	\$ 12,000	
2.02	REMOVE SHELTER AND WARMING HUT	1	LS	\$ 15,000	\$ 15,000	
2.03	REMOVE BALL FIELD AGLIME	296	CY	\$ 20	\$ 5,920	ASSUMES 8" DEPTH
2.04	REMOVE TREES	5	EA	\$ 500	\$ 2,500	
	<i>Subtotal</i>				\$ 35,420	
3. STORMWATER						
3.01	STORMWATER INFRASTRUCTURE	1	LS	\$ 35,000	\$ 35,000	ASSUMES TIE INTO EXISTING LINE, DRAIN TILE, RAINGARDEN OR INFILTRATION BED
	<i>Subtotal</i>				\$ 35,000	
4. EARTHWORKS						
4.01	GRADING - PARKING	1	LS	\$ 12,000	\$ 12,000	INCLUDES STRIPPING, SHAPING, PLACING FIELD TOPSOIL FOR PARKING LOT
4.02	GRADING - ACTIVITY AREA	1	LS	\$ 40,000	\$ 40,000	INCLUDES STRIPPING, SHAPING, PLACING FIELD TOPSOIL FOR ACTIVITY AREA, TRAIL CONNECTIONS
	<i>Subtotal</i>				\$ 52,000	
5. SURFACING						
5.01	BITUMINOUS DRIVE - PARKING LOT	5,700	SF	\$ 8	\$ 45,600	INCLUDES AGGREGATE, SURFACE FOR ADDITION AREA
5.02	CURB AND GUTTER - PARKING LOT	240	LF	\$ 45	\$ 10,800	INCLUDES ADDITION AREA
5.03	STRIPING - PARKING LOT	1	LS	\$ 4,501	\$ 4,501	INCLUDES RESTRIPIING OF ENTIRE LOT
5.04	TRAIL CROSSING - CURB RAMP + STRIPING	1	LS	\$ 8,000	\$ 8,000	250 SF WITH (2) PED RAMPS
5.05	8FT BITUMINOUS TRAIL	465	LF	\$ 55	\$ 25,575	8" WIDE ADA TRAIL ALONG PARKING LOT TO EXISTING PARK TRAIL, INCLUDES AGGREGATE BASE
5.06	CONCRETE WALK, BENCH PADS, BIKE PARKING, KIOSK PADS	8,650	SF	\$ 10	\$ 86,500	5" DEPTH, INCLUDES AGGREGATE BASE
5.07	CONCRETE STAIR	64	LF	\$ 200	\$ 12,800	
	<i>Subtotal</i>				\$ 193,776	
6. LANDSCAPING						
6.01	TURF SEED RESTORATION	1	LS	\$ 3,000	\$ 3,000	POLLINATOR LAWN MIX: WHITE CLOVER
6.02	LANDSCAPE PLANTS	1	LS	\$ 25,000	\$ 25,000	5-GAL NATIVE GRASSES AND FORBS
6.03	SHADE TREE ALLOWANCE	20	EA	\$ 500	\$ 10,000	
6.04	EDGING + MULCH	9,000	SF	\$ 8	\$ 72,000	
6.05	TREE GRATES	6	EA	\$ 2,500	\$ 15,000	ASSUMES THICKENED CONCRETE EDGE AT PLANTER BASE
	<i>Subtotal</i>				\$ 125,000	
7. UTILITIES						
7.01	ELECTRICAL CONNECTION TO SHELTER, PERFORMANCE AREA	100	LF	\$ 50	\$ 5,000	ASSUMES REPURPOSE OF EXISTING ELECTRICAL CONNECTION
7.02	PED LIGHTS AND BASE, PERFORMANCE AREA RECPTACLES	8	EA	\$ 6,500	\$ 52,000	
7.03	CONNECTION TO CITY SEWER (TO SHELTER)	400	LF	\$ 60	\$ 24,000	ASSUMES GRAVITY FED LINE
7.04	CONNECTION TO CITY WATER (TO SHELTER)	100	LF	\$ 40	\$ 4,000	ASSUMES REPURPOSE OF EXISTING WATER LINE
	<i>Subtotal</i>				\$ 85,000	
8. SHELTER						
8.01	BUILDING PER FINAL CONCEPT DESIGN	1	LS	\$ 803,000	\$ 803,000	2300 SF SHELTER WITH (2) UNIVERSAL RESTROOMS, KITCHEN, STORAGE AREA. INCLUDES EXCAVATION FOR FOOTINGS, MEP SERVICE AT BUILDING.
	<i>Subtotal</i>				\$ 803,000	
9. PLAYGROUND						
9.01	PLAYGROUND EQUIPMENT	1	LS	\$ 170,724	\$ 170,724	PER FLAGSHIP/LSI 3.3.20. INCLUDES INSTALLATION, FOOTINGS, MOBILIZATION, DELIVERY, DUMPSTER
9.02	THICKENED CONCRETE FOOTING AT PERIMETER WALK	300	LF	\$ 5	\$ 1,500	
9.03	ENGINEERED WOOD FIBER	296	CY	\$ 50	\$ 14,800	12" DEPTH WITH AGGREGATE BASE, DRAIN TILE, GEOTEXTILE FABRIC
9.04	DRAINAGE AGGREGATE - PEA ROCK	80	TONS	\$ 40	\$ 3,200	PER FLAGSHIP/LSI 3.3.20. INCLUDES INSTALLATION
	<i>Subtotal</i>				\$ 190,224	
10. PERFORMANCE AREA						
10.01	PERMEABLE PAVING	2,880	SF	\$ 40	\$ 115,200	
10.02	CAST-IN-PLACE SEAT WALL	24	LF	\$ 300	\$ 7,200	
	<i>Subtotal</i>				\$ 122,400	
11. SITE FURNISHINGS / AMENITIES						
11.01	BENCHES	5	EA	\$ 600	\$ 3,000	
11.02	PICNIC TABLES	11	EA	\$ 1,500	\$ 16,500	
11.03	TRASH/RECYCLING RECEPTACLES	2	LS	\$ 1,500	\$ 3,000	
11.04	BIKE RACKS	4	EA	\$ 1,000	\$ 4,000	
11.05	KIOSK	1	EA	\$ 15,000	\$ 15,000	
11.06	OUTDOOR GRILL	1	EA	\$ 1,500	\$ 1,500	
11.07	FIRE PIT	1	EA	\$ 3,000	\$ 3,000	
11.08	DRINKING FOUNTAIN	1	EA	\$ 10,000	\$ 10,000	
	<i>Subtotal</i>				\$ 56,000	
	<i>Subtotal</i>				\$ 1,692,220	
	Mobilization (8%)		0.08		\$ 135,378	MOBILIZATION, PERMITTING, ETC.
	Phase 1 Subtotal				\$ 1,827,597	
PROJECT COSTS INELIGIBLE FOR GRANT FUNDING						
	Design + Engineering (18%)		0.18		\$ 304,600	DESIGN DEVELOPMENT, CONST. DOCUMENTS, ENGINEERING CALCULATIONS, CONST. ADMIN
	Contingency (10%)		0.1		\$ 169,222	UNFORSEEN COSTS
	PHASE 1 TOTAL				\$ 2,301,419	

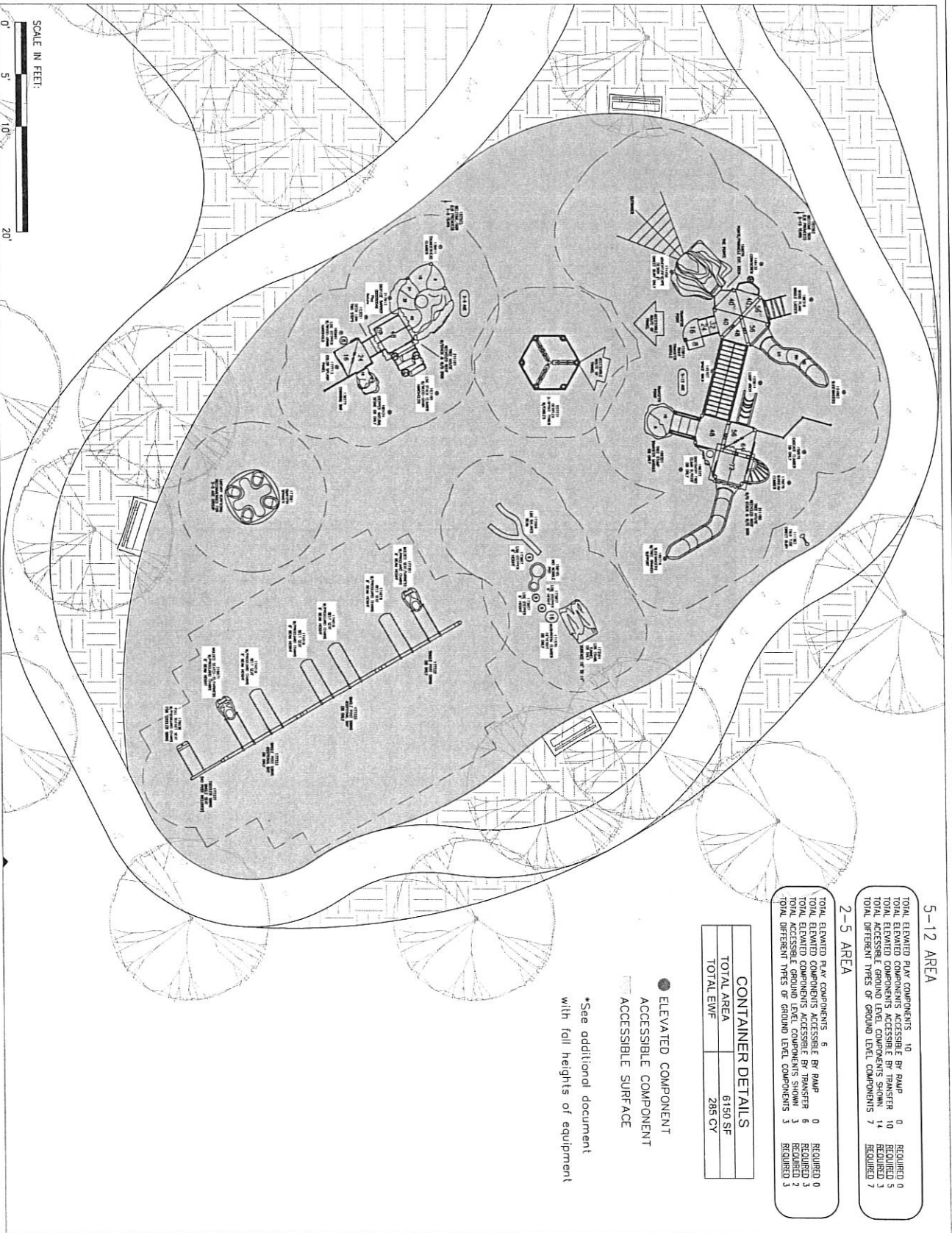
SOUTH VALLEY PARK - INVER GROVE HEIGHTS

PRELIMINARY DESIGN 02-26-20
EQUIPMENT FALL HEIGHTS

5-12 EQUIPMENT			
QTY	NO	DESCRIPTION	FALL HEIGHT
	1 111812A	Headform Set	x
	1 156070A	Pinnacle Ext Deck	40"
	1 169318D	Wood Plank Wiggle Ladder 56"Deck w/Recycled Wood-Grain Handholds DB	56"
	1 169322A	Discovery Tree Climb w/Aluminum Post w/Roof DB Only	72"
	1 174450A	AdventureScapes Design 1 DB Only	56"
	1 122914B	Loop Arch 56"Dk DB	56"
	1 145107A	SpaceWalk Climber	48"
	1 148432A	Corkscrew Perm Handholds 40"Dk DB	40"
	1 150975B	Cascade Climber 64"Dk DB Only	64"
	1 176079A	Sunbeam Climber	72"
	2 111228A	Square Tenderdeck	listed on plan
	3 111231A	Triangular Tenderdeck	listed on plan
	3 119646A	Tri-Deck Extension	listed on plan
	4 121948A	Kick Plate 8"Rise	x
	1 121949A	Tri-Deck Kick Plate 8"Rise	x
	2 122197A	90* Triangular Tenderdeck	listed on plan
	1 152911B	Curved Transfer Module Right 40"Dk DB	40"
	1 169321A	Tree Stump Transfer Module 48"Dk (DB Only)	48"
	1 222231A	GeoPlex 3-Spoke Tower w/Cables Steel Post Included DB	112"
	1 111362A	Talk Tube 40' Tubing Kit PB	0"
	1 111363A	Talk Tube At Grade Mounted DB Only	0"
	2 111403A	182"Alum Post For Roof DB	x
	1 111404I	84"Alum Post DB	x
	2 111404E	116"Alum Post DB	x
	2 111404D	124"Alum Post DB	x
	5 111404C	132"Alum Post DB	x
	1 111404B	140"Alum Post DB	x
	1 211190D	Tree House Roof w/o Stack and w/o Kids Only sign	x
	1 124863D	SlideWinder2 56"Dk DB 1 Right 1 Left	56"
	1 169316A	SlideWinder2 w/Tree Branch Support 72"Dk DB	72"
	1 171570A	Mushroom Stepper 16"Height DB Only	16"
	3 173907A	Log Stepper 8"Height DB Only	8"
	1 158105A	Wobble Pod DB Only	16"
	1 173594A	Log Crawl Tunnel DB Only	41"
	1 173596A	Log Balance Beam DB	12"
	4 174018A	Belt Seat ProGuard Chains for 8' Beam Height	96"
	1 176038G	Full Bucket Seat ProGuard Chains for Toddler Swing	96"
	1 177332A	Single Post Swing Frame 8' Beam Height Only	x
	2 177333A	Single Post Swing Frame Additional Bay 8' Beam Height Only	x
	1 177337A	Toddler Swing Add-On Beam	x
	1 177351A	Molded Bucket Seat (5-12 yrs) w/Harness ProGuard Chains for 8' Beam Height	96"
	1 218671C	Molded Bucket Seat (2-5 yrs) w/Harness ProGuard Chains for 8' Beam Height	96"
	1 182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	x

2-5 EQUIPMENT			
QTY	NO	DESCRIPTION	FALL HEIGHT
	1 139911A	Thunderhead Climber DB	48"
	1 153021B	Deck Link 2 Steps	48"
	1 160424A	The Stepper Rock Climber DB Only	24"
	1 183195A	Log Stack Climber 48"Deck w/Wood-Grain Handholds DB	48"
	1 185861A	Log Stepper 16"Deck w/1 Recycled Wood-Grain Handhold Right Handhold	16"
	1 111237A	Square Tenderdeck	listed on plan
	2 117495A	Triangular Tenderdeck	listed on plan
	1 179362A	Tri-Deck Kick Plate 8"Rise	x
	1 177713A	Color Splash Panel Above Deck	x
	1 217913A	DigiFuse Barrier Panel Above Deck	x
	1 139272A	Chinning Bar	46"
	4 111396B	137"Post For Roof DB	x
	2 111397F	82"Post DB	x
	1 111397E	90"Post DB	x
	2 111397D	98"Post DB	x
	1 211191B	Tree House Roof w/Stack and w/o Kids Only sign	x
	1 173591A	OmniSpin Spinner Surface Mount	16"
	1 182503A	Welcome Sign (LSI Provided) Ages 2-5 years Direct Bury	x

SCALE IN FEET:
0 5 10 20



5-12 AREA

TOTAL ELEVATED PLAY COMPONENTS 10
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER 10
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN 14
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS 7
REQUIRED 0
REQUIRED 5
REQUIRED 3
REQUIRED 7

2-5 AREA

TOTAL ELEVATED PLAY COMPONENTS 5
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY RAMP 0
TOTAL ELEVATED COMPONENTS ACCESSIBLE BY TRANSFER 5
TOTAL ACCESSIBLE GROUND LEVEL COMPONENTS SHOWN 3
TOTAL DIFFERENT TYPES OF GROUND LEVEL COMPONENTS 3
REQUIRED 0
REQUIRED 5
REQUIRED 2
REQUIRED 3

CONTAINER DETAILS	
TOTAL AREA	6150 SF
TOTAL EWF	285 CY

- ELEVATED COMPONENT
- ACCESSIBLE COMPONENT
- ACCESSIBLE SURFACE

*See additional document
with full heights of equipment



FLAGSHIP RECREATION
11123 UPPER 33RD ST
N
LAKE ELMO, MN 55082
763-550-7860
FLAGSHIPPLAY.COM
@FLAGSHIPPLAY

We
landscape
structures

THIS PLAY AREA & PLAY EQUIPMENT
WAS DESIGNED BY FLAGSHIP RECREATION
NOTED ON PLAN.

SOUTH VALLEY PARK

2810 70th St E
Inver Grove Heights, MN 55076

SALES
REPRESENTATIVE:
Chad Smith

DESIGNED BY:
JLT
2/27/20

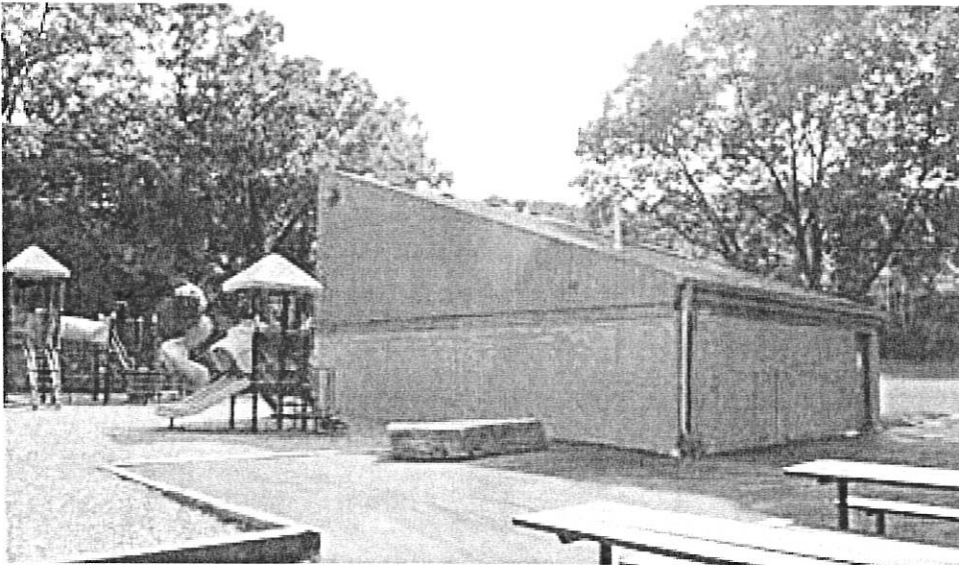
© 2020 Flagship Recreation, Inc. All Rights Reserved. Flagship Recreation, Inc. is a registered trademark of Flagship Recreation, Inc. All other trademarks are the property of their respective owners.

$\frac{3}{16}'' = 1''$

SHEET
LS101



Existing Playground
Year constructed:
To be removed and replaced
in a new location



Existing Warming House
Year constructed:
To be removed. New picnic
shelter to have storage and
restrooms.



Existing Picnic Shelter
Year constructed:
To be removed and replaced
in a new location.



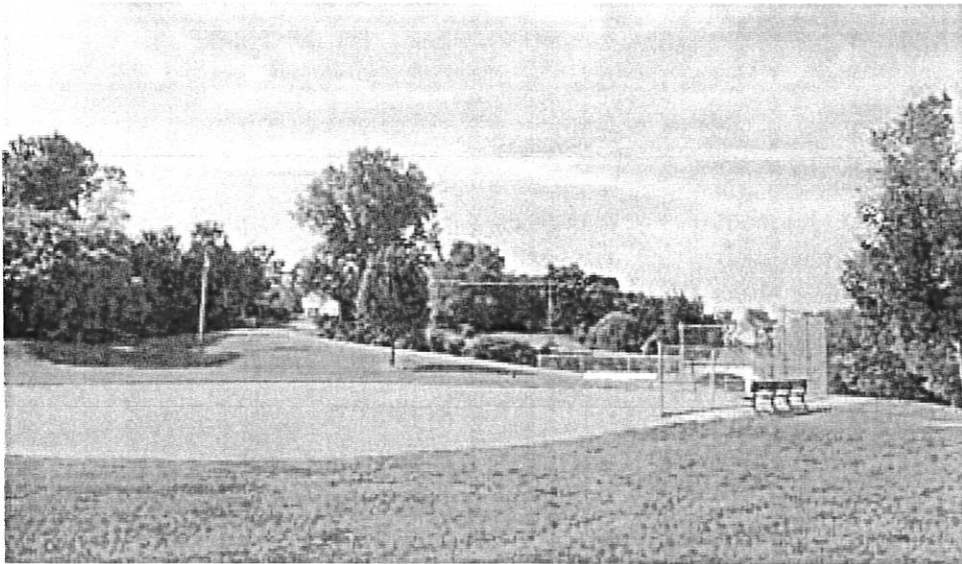
Existing Parking Lot
Year constructed:
To remain with new striping,
extension to add 22 spaces.



Existing Trailhead Area
Year constructed:
Area to continue serving as
trailhead with new concrete
pad, wayfinding, trash/re-
cycling receptacle and bike
racks. Portable toilet area
to be removed--permanent
restrooms to be constructed
within new picnic shelter.



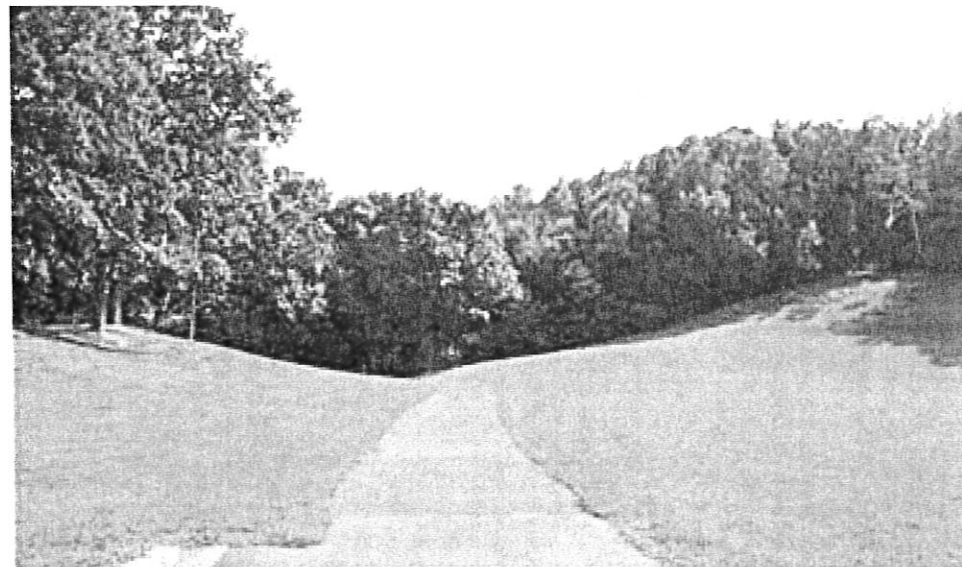
Existing Tunnel, Raingarden,
and Disc Golf Hole
Year constructed:
Area to continue as stormwa-
ter drainage with raingarden.
Tunnel to remain as-is. Disc
golf holes to be re-organized
for full course to be contained
within North Valley Park.



Existing Ballfield
Year constructed:
Fencing, aglime, bench to be removed. Area to be converted to pollinator lawn and regraded for the picnic shelter and performance area.



Existing Trail Connection to Parking Lot
Year constructed:
Trail to be removed and reconstructed in a new location to meet ADA accessible standards. Area to be graded as level surface for picnic shelter, performance space and playground.



Existing Trail (South of Project Area)
Year constructed:
Trail to remain as-is with connection to new bituminous trail circling around the west side of the activity area.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Proposal from HKGI to Assist with the Comprehensive Park, Recreation, Trail, and Facilities Plan

Meeting Date: March 23, 2020
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider approval of a proposal from HKGI to assist the City with the Comprehensive Park, Recreation, Trail, and Facilities Plan. The project would be funded from the Park Maintenance Professional Services Budget.

SUMMARY

The Park and Recreation Department is working to update the 10-year old park plan and will need some assistance from a firm such as HKGI to assist city staff as we collect, analyze information and develop a 10-20 year vision for the park and recreation system.

At the request of staff, HKGI has developed a list of services they will assist the City with throughout the process. HKGI is proposing an hourly fee not to exceed \$20,000. Since we are taking on significant portion of the work via the community engagement process, staff feels the work HKGI will assist with is necessary and appropriate. The Park and Recreation Commission reviewed this at their March 11th meeting and is recommending approval. A typical consultant engagement in creating a park plan may cost a community in excess of \$100K.

Connection to the 2020-2024 Strategic Plan

One of our action plans in the 2020-2024 Strategic Plan recently adopted by the City Council related to Culture and Recreation is to:

- Update the Comprehensive Park Plan and Development Guide

Approving this contract will assist staff in the successful completion of this part of our action plan.



Creating Places that Enrich People's Lives

March 6, 2020

Eric Carlson
City of Inver Grove Heights
Parks and Recreation Director
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Parks and Recreation Park System Plan Assistance

Dear Eric:

On behalf of HKGi, I want to thank you for the opportunity to work with the City of Inver Grove Heights to assist your department to create a Parks and Recreation System Plan. As you know, we are familiar with many of the issues and opportunities facing Inver Grove Heights from our work on the recent 2040 Comprehensive Plan, and work on South Valley Park, as well as previous work on the 2010 Trail Gap Study and the 2030 Comprehensive Park Plan and Development Guide. Additionally, we have over 25 years of experience preparing park master plans and systemwide plans for over 50 cities in the Midwest. This letter serves as a proposal for scope and fees to provide assistance with park system planning services in coordination with a City-led process for completing a Parks and Recreation System Plan.

Project Team

Paul Paige will serve as the Principal-In-Charge for the project. He will oversee administrative and quality control/quality assurance with review of project deliverables and materials.

Jody Rader will serve as the Project Manager for the project. She will maintain day-to-day communications with Inver Grove Heights staff as well as manage tasks and deliverables completed by HKGi staff. Jody will assist with development, outreach, monitoring and summary of online community engagement and provide mapping and analysis services.

Gabrielle Grinde will provide data collection and analysis services for park trends. Gabrielle has managed and completed many park system plans for similar communities throughout the Twin Cities and has extensive knowledge on current park trends and methodology for analysis.

Jesse Thorsen will provide GIS and census data collection and analysis services. Jesse worked closely with Inver Grove Heights staff to complete the 2040 Comprehensive Plan and has extensive experience collecting demographic and community characteristic data. Jesse will also assist with online community engagement and graphic representation.

Inver Grove Heights Park System Plan Assistance

The following tasks outline typical tasks and deliverables for park system planning during the data collection/existing conditions analysis phase, which apply to this project. Items in *italics* note where information or content has already been gathered or created from past planning efforts, to be integrated into deliverables for this project.

123 North Third Street, Suite 100, Minneapolis, MN 55401-1659
Ph (612) 338-0800 Fx (612) 338-6838

The intention is to gather the appropriate information on the existing park system through mapping analysis, demographic analysis, and analysis of feedback gathered through online engagement to set a baseline foundation for the subsequent phase of system-wide planning efforts (vision/goal setting, identification of priority or capital improvement projects, developing cost estimates and creating an implementation plan, development of maintenance/operations plans).

A typical park system plan process will include a robust in-person community engagement effort, involving one-on-one or small group meetings with athletics associations, schools, community education leaders, and other local stakeholder and user groups. Information gathered through these meetings will supplement information gathered through online community engagement. It is assumed that the City of Inver Grove Heights will take the lead on in-person community engagement efforts.

Park System Plan Assistance: Anticipated Tasks and Deliverables

1. Demographic/Population Analysis

- Assist with gathering current and projected relevant demographic information to inform park system planning (*update from Comp Plan*)

2. Community Engagement

- Assist with development, launch and monitoring of Social Pinpoint website at city-wide scale
 - Markers to include: Like it, Needs Repair/Replacement, New Idea
- Assist with development of community-wide survey and survey logic (*combine and revise draft surveys completed by Inver Grove Heights Park and Recreation Department*) on Parks, Recreation, Veterans Memorial Community Center, and Inver Woods Golf Course.
- Coordinate survey efforts with in-person community engagement timeline
- Summarize community survey and social pinpoint results into graphic format

3. Inventory/Analysis of Existing Parks and Recreation System

- Assist with updating table of existing parks and amenities at each location (*update from Comp Plan*)
- Assist with development of maps of existing park facilities with gap analysis
 - Fields
 - Courts
 - Picnic Areas
 - Playgrounds
 - Special Facilities (skate parks, community gardens, etc.)
- Assist with development of table of Park Classification System (*update from Comp Plan*)
- Assist with development of map of park service areas with gap analysis (*update from Comp Plan*)
- Assist with development of needs/gap analysis (based on community survey results and map analysis)

4. Inventory/Analysis of Existing Trail System

- Assist with development of table of existing trail types (sidewalks/trails/natural surfaces, etc.) (*update from Comp Plan*)
- Assist with development of map of existing trails (*update from Comp Plan*) with included gap analysis
- Assist with development of table of Trail Classification System (*update from Comp Plan*)
- Assist with development of needs/gaps analysis (based on community survey results)

5. Inventory/Analysis of Existing Recreation Programs

- Format table of existing recreation programs (*content provided by IGH*)
- Assist with development of needs/gaps analysis (based on community survey results)

6. Inventory/Analysis of VMCC and Inver Wood Golf Course

- Assist with development of table of existing facilities at VMCC (*content provided by IGH*)
- Assist with development of table of Existing facilities at Inver Wood Golf Course (*content provided by IGH*)
- Assist with development of needs/gaps analysis (based on community survey results)

7. Trends/Peer Analysis

- Review and format peer comparison table (*content provided by Eric*), provide analysis
- Conduct NRPA Metric Analysis
- Develop current parks and recreation trend summary (based on regional/local information)

Project Schedule and Project Management

The project schedule will be dependent on the project schedule and pace as determined by Inver Grove Heights Parks and Recreation Department. Jody Rader will maintain weekly check-in calls or emails with Eric Carlson to determine upcoming tasks and deadlines. The development of online community engagement tasks will coincide with in-person community engagement events scheduled beginning April 9, continuing through the Summer of 2020. Tasks related to mapping, existing conditions analysis, trends and needs analysis will commence in March 2020 per guidance provided by Inver Grove Heights Parks and Recreation Department.

Professional Fees

HKGi proposes to conduct the work outlined above for hourly rates to complete the work, not to exceed \$20,000. We will track our costs and when the costs are approaching \$10,000, we will notify you if there is reason for an additional contract amendment.

City of Inver Grove Heights Responsibilities

- Respond to clarifying questions regarding data collection or analysis
- Provide mapping, community survey, or other existing data as it pertains to completing the project tasks.

Please contact me you have any questions or need additional information.

Sincerely,



Paul Paige
President, HKGi

Authorization to Proceed:

Eric Carlson, Parks and Recreation Director

Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: March 23, 2020
 Item Type: Consent Agenda
 Contact: Janet Shefchik, H.R. Manager
 Prepared by: Janet Shefchik
 Reviewed by: Joe Lynch, City Administrator

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve the revised 2020 Seasonal/Temporary Pay Plan

SUMMARY

Last year the City Council approved the 2020 Seasonal/Temporary Pay Plan that has been in effect since the beginning of this year. As Council is aware, City positions and seasonal/temporary positions in particular, have become harder and harder to fill over the last few years. In addition, as a result of the tight job market, supervisors can no longer count on staff to return from year to year.

Inconsistencies in the way staff are paid by various supervisors and departments have also caused some staff to voice concerns over feeling stagnated or left behind when it comes to pay increases. Unfortunately, this has resulted in the City losing some of its most experienced staff to other employers. While these are seasonal and temporary staff, they are critical to the success of City operations and account for the largest number of City employees.

As a majority of the seasonal and temporary staff work in the Parks and Recreation Department, Eric Carlson took on the task of reviewing the seasonal/temporary pay plan to correct for these issues. He researched market rates, grouped positions together in tiers by relative worth, and proposed a pay plan that allows staff to progress through steps based on experience. He has also incorporated a referral program for hard to fill positions, which will help with attraction and retention, and reduce the cost of advertising and retraining associated with turnover. Eric then shared the proposed plan with his own supervisors and other City Department Heads to receive feedback and make adjustments. The attached pay plan is the final draft resulting from these efforts.

Although seasonal/temporary positions are not subject to the MN Pay Equity Act and the City's classification/compensation plan, their pay plan has historically been approved by City Council. As the proposed pay plan seeks to help the City attract and retain quality employees, staff recommends approval of the attached 2020 Seasonal/Temporary Pay Plan, effective beginning 4/1/2020, through 12/31/2020.

**City of Inver Grove Heights 2020 Seasonal/Temporary Pay Plan
Effective April 1, 2020**

		Step										
			1	2	3	4	5	6	7	8	9	10
1	Cart Person	Golf Course	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Range Picker	Golf Course	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Ranger	Golf Course	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Starter	Golf Course	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Recreation Assistant	Recreation	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Skating Rink Attendant	Recreation	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Special Events Attendant	Recreation	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Pool Attendant	VMCC - Aquatics	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Fitness Worker	VMCC - Fitness	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Birthday Party Host	VMCC - Guest Service	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Child Care Worker	VMCC - Guest Service	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Gym/Facility Attendant	VMCC - Guest Service	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Open Skate Guard	VMCC - Guest Service	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Ticket Seller/Taker	VMCC - Guest Service	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
1	Kids ROCK Assistant	VMCC - Kids ROCK	\$ 10.00	\$ 10.50	\$ 11.03	\$ 11.58	\$ 12.16	\$ 12.76	\$ 13.40	\$ 14.07	\$ 14.77	\$ 15.51
2	Recording Secretary	Administration	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Golf Course Concessionaire	Golf Course	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Golf Course F & B Concessionaire	Golf Course	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Golf Maintenance Helper/Laborer	Golf Course	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Park Maintenance Helper	Parks	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Street Maintenance Helper	Public Works - Streets	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Utility Maintenance Helper	Public Works - Utilities	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Recreation Instructor I	Recreation	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Lifeguard	VMCC - Aquatics	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Non-Certified Swim Instructor	VMCC - Aquatics	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	Guest Service Worker	VMCC - Guest Service	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
2	VMCC Operations Helper	VMCC - Operations	\$ 11.25	\$ 11.81	\$ 12.40	\$ 13.02	\$ 13.67	\$ 14.36	\$ 15.08	\$ 15.83	\$ 16.62	\$ 17.45
3	On-Call Clerk	Finance	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Recreation Instructor II	Recreation	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Recreation Leader	Recreation	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Any City Intern	Various	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Lead Lifeguard	VMCC - Aquatics	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Water Safety Instructor	VMCC - Aquatics	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
3	Kids ROCK Leader	VMCC - Kids ROCK	\$ 12.50	\$ 13.13	\$ 13.78	\$ 14.47	\$ 15.19	\$ 15.95	\$ 16.75	\$ 17.59	\$ 18.47	\$ 19.39
4	Recreation Official	Recreation	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
4	Recreation Program Assistant	Recreation	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
4	Swim Lesson Manager	VMCC - Aquatics	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
4	Manager on Duty	VMCC - Guest Service	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
4	Kids Rock Coordinator	VMCC - Kids ROCK	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
4	Skate Instructor	VMCC - LTS	\$ 13.50	\$ 14.18	\$ 14.88	\$ 15.63	\$ 16.41	\$ 17.23	\$ 18.09	\$ 19.00	\$ 19.95	\$ 20.94
5	Instructor Trainer	Recreation	\$ 19.00	\$ 19.95	\$ 20.95	\$ 21.99	\$ 23.09	\$ 24.25	\$ 25.46	\$ 26.73	\$ 28.07	\$ 29.48
5	Fitness Instructor - Lessons	VMCC - Fitness	\$ 19.00	\$ 19.95	\$ 20.95	\$ 21.99	\$ 23.09	\$ 24.25	\$ 25.46	\$ 26.73	\$ 28.07	\$ 29.48
5	Ice Programs Coordinator	VMCC - LTS	\$ 19.00	\$ 19.95	\$ 20.95	\$ 21.99	\$ 23.09	\$ 24.25	\$ 25.46	\$ 26.73	\$ 28.07	\$ 29.48
6	Fitness Instructor - Personal Training	VMCC - Fitness	\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.12	\$ 27.42	\$ 28.79	\$ 30.23	\$ 31.74	\$ 33.33	\$ 35.00
6	Fitness Instructor - Specialty Classes	VMCC - Fitness	\$ 22.56	\$ 23.69	\$ 24.87	\$ 26.12	\$ 27.42	\$ 28.79	\$ 30.23	\$ 31.74	\$ 33.33	\$ 35.00
-	Head Election Judges	Administration	\$14.00									
-	Student/Election Judges	Administration	\$12.00									
-	Fire Academy Instructors	Fire	\$13.50	\$ 18.00								
-	Police Laborer	Police	\$15.00									

Supervisor has discretion to start a new employee in Steps based on previous experience, job market, and department needs and move Steps based on performance (performance evaluation forms are not required to be completed for Seasonal/Temporary employees).

Mid-year modifications to this plan may be made as necessary to ensure market viability, as approved by the City Administrator and implemented by H.R.

Steps for future pay plans will receive a COLA increase based on market demands as a part of the annual budget process and changes in the minimum wage.

Referrals: Upon approval of the Department Head, Supervisors may request that certain hard to fill positions be designated as eligible for the referral award program. For those position postings indicated as Referral Award Eligible, the following applies: A current Seasonal/Temporary employee that refers a new (first time) Seasonal/Temporary employee will be eligible for a *one time* \$100 lump sum, if the referred employee works 200 hours in a 6-month period. The new employee must indicate "Employee Referral" in response to Question 10 on their initial employment application, and indicate the name of the referring employee in response to Question 11. In addition, the referring employee must complete a referral award request form in order to be considered for processing.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Adoption of 2020 Communications Plan

Meeting Date: March 23, 2020
 Item Type: Consent Agenda
 Contact: 651-450-2494
 Prepared by: Amy Looze, Communications 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 2020 Communications Plan

SUMMARY

The 2020 Communication Plan was brought to the March 2nd Council work session for guidance from the City Council. There were changes made to that document which is attached. Noted changes are: 1. Removal of proposed logo, color palette, and business card template; replaced with "pending." Changed language in document that refers to Appendix so that it is noted that these items are subject to change. 2. Noted in the Appendix that the Insights masthead and logo that appears on it are subject to change. 3. The asterisk notes on bottom of pages 16 and 17 to say, "Subject to legal review."

A memo was sent to Joe Lynch by Amy Looze to address questions from Council that came out of the work session discussion.

The City of Inver Grove Heights Communications Plan Objectives are to audit current communications resources and channels and define how they are utilized; describe standard operating procedures, systems and guidelines for communications; define communications strategies and key messages for community outreach and education; define and grow the Inver Grove Heights brand; develop communications templates; explore future communications needs and challenges; and encourage simplicity, standardization and transparency as guiding principles for communications at the City of Inver Grove Heights

Staff recommends approval of the 2020 Communications plan.

Inver Grove Heights Communications Plan 2020

MARCH 19

**City of Inver Grove Heights
Author: Amy Looze,
Communications Manager**



Table of Contents

Contents	Page
Vision & Objectives	4
Current Department Overview	5
Purposes and Role of Communications Department	5-6
Channels Audit - List	7-11
Goal 1: Standard Procedures for Communications	12-14
1.1 Marketing	12
1.2 Website	13
1.3 Email	13
1.4 Printing	14
Goal 2: Social Media Standards and Best Practices	15-23
2.1 Best Practices	15-16
2.2 Facebook Page Usage Policies	16-19
2.3 Tone and Recommendations on Content	20-22
2.4 Engagement Strategies and Best Practices	22-23
Goal 3 - Begin to Grow the IGH City Brand	24-28
3.1 Establishing the Importance of an IGH City Brand	24-25
3.2 Logo Refresh and Brand Style Guide	25-26
3.3 Use of Templates	27
3.4 Create and Reinforce Design Standards	27-28
Goal 4 - Clear, Cohesive, Proactive Messages	29-36
4.1 City Website Overhaul	29
4.2 Social Media Management	30
4.3 City Calendar	30-31
4.4 Editorial Calendar	31
4.5 Identify Key Audiences and Messages	31-36

Contents	Page
Goal 5 - Plan for Communications Challenges	36-37
5.1 Identifying Communications Challenges	36
5.2 Planning Reputational Crises	37-38
Communications: Looking Forward	38
Budgetary Considerations	38
Measuring Success	38
Appendices	39-67
A.1. Marketing Request Form - Parks and Rec	40
A.2. Marketing Request Form - General	41
B. Facebook Responses	42
C. How to Invite to Like on Facebook	43
D. Refreshed Logo Looks	44-46
E. Font Recommendations	47-48
F. Standardized Color Palette	49
G. Proposed Letterhead/Envelope Templates	TBD 50-54
H. Proposed Business Card Templates	TBD 55-56
I. Overview of Templates/Standardization	57-58
J. Proofing Checklist for Marketing Materials	59
K. Redesigned Brochure Covers - Parks and Rec	60
L. Redesigned Insights Newsletter Masthead	61
M. Design Template - Parks and Rec Flyer	62
N. Design Template - VMCC Event	63
O. Design Template - Example Fire Dept. Event	64
P. Brand Kit Example for Flyer Design	65
Q. On-Message Phrases for Communications	66

COMMUNICATIONS PLAN 2020

Vision Statements

The City's Vision

A welcoming community on the river, with varied landscapes, that provides a safe environment, quality-built and sustainable infrastructure, supports local businesses, a variety of housing and promotes culture and recreation.

Communications will support and enhance the City's vision through:

- 1. Moving the city forward by consistently positioning IGH as a place you want to be—to live, spend, work and play.**
- 2. Defining, clearly communicating and living a City brand that builds pride, confidence and unity within IGH, and attracts others to our community.**
- 3. Creating revenue opportunities for IGH through a greater tax base, more investment opportunities and greater participation in recreational activities.**

Plan Objectives

- Audit current communications resources and channels, and define how they are utilized
- Describe standard operating procedures, systems and guidelines for communications
- Define communications strategies and key messages
- Explore future communications needs
- Simplicity, standardization and transparency

Current Department Overview

The Inver Grove Heights
Communications Department
currently includes:

Communications Manager - FTE
Communications Specialist - FTE



Primary Purposes of Communications Department

Communications Leadership

1. Provide accurate, timely, factual information to residents and media, including correction of inaccuracies on City social media pages and in the press.
2. Primary point of contact for media, for issues not related to public safety, including inquiries, pitching stories, press releases, and the creation and management of a media list.
3. Serve as a resource for City departments in times of crisis and emergency.
4. Create and manage relevant content for all internal and external City communications channels. The Police Department's internal newsletter will remain independently managed by the Police Department.
5. Develop, with Department Heads, and help to communicate key messages each department can use in communications, which are aligned with departmental goals and the City's vision.
6. Develop and maintain a tone and identity that is consistent across City social media channels.
7. Serve as a resource to Mayor, Council and Department Heads on media interaction, public speaking, talking points, FAQs, crisis communications and community outreach.
8. Develop, with Department Heads, stories and images about the City, its departments and staff for use across channels.

Design and Technology Management

9. Proactive management of City website, including e-mail and SMS notifications.
10. Proactive and coordinated management of City social media platforms.
11. Administration of social media and design technologies (Hootsuite, Canva).
12. Take, store and catalogue photos and video of City staff, dignitaries, visitors and events.

Marketing Functions

13. Purchase and help create City advertising.
14. Create, maintain, and enforce consistent use of City logo, fonts, brand and design templates, for use on all printed marketing materials.
15. Coordinate with Department Heads to support design and implementation of printed and online marketing materials.
16. Management of print and design vendor relationships.
17. Create marketing for and promote revenue-generating Parks and Recreation programs and City events.

Community Engagement

18. Management of inter-agency communications relationships (Examples: county, state, League of Minnesota Cities, other area cities, East Metro Communicators group, PR firms.)
19. Develop and maintain citywide meeting, event and social media editorial calendar.
20. Make recommendations about all public-facing customer service messages (CityView outbound messages, emails, permits, forms, digital screens, recorded greetings) to ensure that they reflect City brand and are customer-oriented.
21. Highlight economic and housing development across channels.
22. Inform residents of City projects (e.g. road construction, public works) across channels.
23. Develop and administer annual Inver Grove Heights City Survey, which is separate from the Police Department's annual survey.

Role of Communications for Internal Clients

Communications supports the communications efforts of City departments and serves as a resource to Department Heads, staff, and Council Members in disseminating information, preserving the City brand, communicating effectively with media, and creating and sharing messages to residents. Communications partners with and supports internal clients (City Council and departments) in the following ways:

- Makes recommendations on communicating for public presentations.
- Makes recommendations for public-facing messages to promote City departments and their missions, via *Insights*, internal staff newsletter, website, email, social media and special events.
- Makes recommendations on "customer-friendly" and effective communications.
- Makes recommendations on tactics; how to reach our audience.
- Makes recommendations regarding managing communications risks.
- Makes recommendations about community outreach, advertising and marketing.

Communications Channels

A List of Available City Communications Channels

Public Information

The Communications department will position the City of IGH as the authoritative source for accurate information about City news and functions. We will strive to be open and transparent in all public communications. Significant City projects affecting residents, businesses and community organizations will be handled by the appropriate department, with support and assistance from Communications. We will use personnel, print media, the City website and social media channels to communicate about projects in the following steps:

- Notification
- Periodic Updates
- Invitation for feedback from the public when project is complete

Individual departments are responsible for their area(s) of expertise in answering questions about projects, which may be submitted by the public through the City website (Request Tracker), or via social media direct message. This will be coordinated by Communications, and all parties will maintain a high level of customer service when interacting with the public.

When necessary, Communications will provide requested public information to members of the public or the media in a timely fashion. However, large public information or data requests that require considerable staff resources, and which do not pertain to law enforcement or other public safety inquiries, must be coordinated through the City Clerk's office (Minnesota Data Practices Act).

List of Publications

1. *Insights Newsletter*: Every IGH household (quantity of approximately 15,500), receives this newsletter quarterly (Jan., Apr, Jul., Oct.). It contains required project messages from Public Works and required clean water and recycling messaging, along with public safety news, city departmental news, community development news and timely seasonal information from all departments. Issues are available in print and are posted online at www.invergroveheights.org. Communications oversees the content, layout and printing of *Insights*, working with design and printing vendors. In addition, individual City Departments are responsible for providing content and photos for *Insights* in time for deadlines set by Communications. The Communications Department makes recommendations on the content and space allotments for and works with Department Heads to finalize copy in each issue of *Insights*.

-
2. *Scoop*: News for seniors in IGH. Highlights programs available at Veteran Memorial Community Center (VMCC) for seniors. Please note that this publication's content will be combined with and included in a section of the Parks and Recreation brochure. Communications oversees the collection of content, with input required from Parks and Recreation senior/active aging coordinator.
 3. *Parks and Recreation Brochure*: Mailed three times per year (Winter/Spring, Summer, Fall) to every IGH household. Promotes classes, programs, swimming, skating, events at VMCC, along with sports and leagues available through Parks and Recreation, and space rental information. The brochure contains detailed schedules, class descriptions, and registration information. The brochure is available in print and is posted online at www.invergroveheights.org. Communications oversees the layout and printing of the Brochure, coordinating closely with design and printing vendors. Communications will make recommendations as to layout and verbiage. However, Parks and Recreation staff make the final determination as to what information is included in each Brochure and are wholly responsible for the content.
 4. *Annual Community Development Report*: Distributed to City Council and community annually.

List of Electronic Communications

1. Communications manages a general email inbox: Communications@invergroveheights.org.
The primary purposes of this inbox are the following:
 - a. Can display this address publicly when use of an employee's individual e-mail address is undesirable.
 - b. Submission of website updates, social media content requests and other communications needs by City departments.
 - c. Submission of design requests by other City departments for creation of flyers, posters, social media posts and other marketing requirements.

List of Internal Messages

1. Friday E-News: Sent from City Administrator to Mayor, Council, Department Heads and Administrative Department staff. A collection of news from each department, this is currently collated by the City Administrator. This responsibility will be migrating to Communications. Communications will be responsible for collecting information from Department Heads each week for inclusion in E-News. Communications will eventually place the content into a predesigned e-mail template that reflects the City brand. The City Administrator will then approve content before distribution. The Friday E-News e-mail will then be sent from the Communications general email box.

-
2. City Internal Newsletter (email): Employee news, collated by Communications and a committee of staff members, sent on a regular basis to all employees. Communications will oversee the collection of content for the employee newsletter, place into a template and e-mail the newsletter to all City staff via the general Communications email box.

List of Printed Marketing Materials

1. Flyers promoting public events, displayed at City Hall and other department front desks.
2. Flyers promoting internal events, displayed on employee message boards.
3. Annual reports (City, Police, Fire, Public Works, Inver Wood Golf Course).
4. Flyers, posters and postcards hung and distributed at VMCC, and informational flyers in local elementary school folders (three times per year: February/March, May, November). These pieces promote fitness classes, programs, swimming, skating and events at VMCC, along with sports and leagues available through Parks and Recreation.
5. *The City does not create but provides content for the following: Tri-District Catalog, Tri-District Community Education Newsletter (Quarterly), River Heights Chamber of Commerce - South Metro Living Guide, Dakota County Resident Guide and Map, ECFE/IGH Early Learning Catalog.

List of Web and Social Media Channels

Communications is responsible for and oversees the creation of images and content for our City website and City social media accounts. The Communications general e-mail box (Communications@invergroveheights.org) is used for submission of website and social media content requests by other City departments. The Communications department, or other authorized administrators designated by Communications, are the only staff who make changes to the City website.

A list of website and social media channels is as follows:

1. **City website:** www.invergroveheights.org
 - Newsflash, for important updates on homepage
 - Notify Me email alerts, which residents opt in for based on topic
 - Request Tracker, through which residents submit questions and concerns to each department
2. **Facebook pages**
 - City
 - Fire
 - Police
 - Parks and Recreation
 - Inver Wood Golf Course

3. **Twitter pages**

- City
- Police
- Parks and Recreation

4. **Instagram pages**

- City
- Parks and Recreation

5. **Nextdoor social network**

- City

6. **YouTube channel**

- City

Software Apps

1. Group EX Pro: An app that communicates messages and schedules to all Grove members if they download the app, available through Apple and Google app stores.

Advertising

1. River Heights Chamber listings – South Metro Living Guide
2. Facebook Boosts
3. Other publications as chosen by Parks and Recreation (Example: Microtel guide)

Customer-facing messages

1. Everything from front desk staff
2. CityView outbound messages
3. Permit templates
4. Recorded phone greetings – these should be standardized if line is a main number for City, VMCC, Police, Fire, etc. We may want to collaborate on a standard for these messages and have them professionally recorded.

Signage

1. Max Galaxy screens – inside VMCC and the Grove
2. VMCC Sign – outside VMCC, with digital display
3. Hwy 52 billboard
4. Monitors in City Hall lobby

Press and Media

1. Event press releases

-
2. City news press releases
 3. Notifications in Pioneer Press
 4. Reporter – Pioneer Press, Dakota County beat
 5. Reporter – Star Tribune
 6. Editor, Pioneer Press, local news
 7. Media List – Communications will need to create a media list and grow relationships with reporters, via press release, phone calls and by following reporters on Twitter
 8. Town Square TV – PSAs, news and meeting coverage, Community Parks Connection

Events and Community Outreach*

1. Food Trucks – throughout summer
2. Night to Unite – August
3. Annual Clean Up – September
4. Fire Station Open House – October
5. Holidays in the Heights – December
6. VMCC Open House – December
7. Gramercy Community Outreach
8. Music in the Park
9. IGH Annual Garage Sale (not City-sponsored)
10. Inver Grove Heights Day (not City-sponsored)
11. May Day 5K (not City-sponsored)
12. National Police Week – second week of May
13. State Veterans Day celebration

*Additional events will be added

Goal 1 – Develop Standard Procedures for Communications

Strategy 1.1 Marketing Requests

Because of the volume of graphic design, printing and social media requests made of Communications, the Communications Manager quickly identified a need to streamline, organize and manage a system whereby City departments can initiate marketing requests. Communications worked with departments to develop a system by which requests for marketing materials can be submitted to Communications. Communications then builds flyers, posters, signage and social media posts based on these requests. We plan to introduce a process for requesting marketing materials citywide, with small changes to forms and file storage to make the process relevant to each department. Eventually, this process will be adopted electronically through a helpdesk-like software system to manage marketing requests, such as Spiceworks, with the goal of creating and tracking a deadline-driven queue of requests for hardcopy and web-based marketing.

The turnaround time for marketing requests will vary, depending upon the complexity of the project. Here are some guidelines for what to expect given current staff levels:

- Three business days for website content updates; building a new page will take longer.
- Five to ten business days for design of a flyer, poster, sign or social media post.
- Plan to meet with Communications staff at least a month in advance for more complex campaigns requiring varied channels and outreach strategies, such as a campaign for recruitment of volunteers via website, *Insights*, social media, flyers and signage.

Implementation: Marketing Request Process

The current process for marketing materials/social media post creation is outlined as follows:

A. Complete a Marketing Request Form (see Appendix A for examples of this fillable PDF)

1. **Parks & Rec:** S:\Rec Front Desk\marketing\Request Form and References

Other departments: Y:\Communications_Marketing request form

2. Open the master document and SAVE AS immediately on your own desktop

B. Submit the Request

1. Create an email to Communications@invergroveheights.org with “Marketing Request” and the name of the event or program in the subject line.

2. Include the completed Marketing Request Form as an attachment, which should clearly state a deadline as to when a completed piece is needed.

3. Include any applicable supplemental materials, such as photos, as an attachment. If difficulties arise in sending large attachments via email, contact Communications.

C. Communications provides the following once a Marketing Request Form is received:

1. Receipt of request
2. Communications creates the piece(s) requested and coordinates the proofing process with the initiator of the request until we have an approved document. The goal is to keep the number of proofs and changes to a minimum, with a maximum of three proofs.
3. Final files (PDF and JPEG/PNG) are sent via email to whoever made the marketing requesting to use at their discretion. They are also archived in S:\Rec Front Desk\marketing\ (or the applicable department file folder).

Strategy 1.2 Website Requests

The Communications Department will be a centralized point for requesting and coordinating changes to the City's website if a department designee does not have website editing permissions.

Implementation: Website Request Process

Email Communications@invergroveheights.org with "Web request" in the subject line.

1. Include text, any attachments, posting dates (beginning and end dates), the **link** to where you would like the info posted or if it is a Newsflash posting (the newsfeed on the homepage), and a brief description. Please note whether we are updating an existing page or creating something new.
2. Communications will review and offer suggestions as needed to copy, graphics, photos, etc.
3. Communications will coordinate with staff member or department who made the initial request if any significant changes need to be made.
4. Please allow for a three-day window for posting to website, and expect a three-day turnaround time for content creation, unless the post is an emergency message (snow, weather, community alert). Allow for more time and coordination if we are creating a new web page, versus just making an update to an existing page.
5. Communications will confirm that your submission has been posted.
6. Note: posting to website in Newsflash automatically triggers a "Notify Me" email from the City to any residents who have opted into City email alerts.

Strategy 1.3 Email Requests

The Communications Department will review and coordinate requests for content to be emailed to all City employees, via the general "Communications" email inbox, such as:

- Personnel announcements
- Employee events and activities
- Fundraising initiatives

Example: You want to send an announcement to all City employees about a fundraiser. Communications can coordinate that for you if you send us information.

Implementation: Email Requests

All staff should email Communications@invergroveheights.org with these requests. The Communications Manager may review and edit content and images sent to all employees.

Strategy 1.4 Printing Requests - External

In order to ensure accurate and appropriate use of the City brand and logo, as well as a review to see that we are not using images in our designs that we as a City do not have the right to reproduce (e.g. images off the internet), anything sent out for professional printing (printed “externally”) requires review by the Communications Department before it can be printed or distributed to the public digitally or physically. This includes but is not limited to forms, invitations, programs, letters, passes, signs, apparel, banners, flyers and posters. If Communications developed the item being printed, the approval for printing is complete. Once the approval process is complete, Communications should be notified if our assistance is required for professional “external” printing needs. Otherwise, we assume the applicable department will be responsible for printing on its own. If Communications is asked to coordinate professional printing (i.e., postcards, invitations), we will work with the applicable department and printing vendor on procuring quotes, in accordance with policy, and coding and payment of the printing invoice.

Implementation: Printing Requests - External

If Communications is not a part of the design process for printed material, please email your design to Communications@invergroveheights.org with the subject line: For Print Approval, so that we can check logo usage and style. Also email Communications@invergroveheights.org if you need us to coordinate a print job that is being sent out to a vendor.

Strategy 1.5 Printing Requests - Internal

This applies to high-volume, or large-format color print jobs sent to the IT department for print. Assumption by IT is that print jobs sent to IT staff will have already been reviewed by Communications. *See note above about review of printed materials.*

Implementation: Printing Requests - Internal

The current process for printing internally (through IT Department) is outlined as follows:

- A. Place the file in a folder called “_TO PRINT,” which lives in Y:\Communications
- B. Once file is moved to “_TO PRINT” folder, staff will email IT staff with the following details:
Name of the PDF; quantity of copies needed; size of copies needed; deadline
- C. IT will print the file and then move the file to a folder called “_PRINTED” in the same location
- D. IT will send an email to the person who made the printing request, coordinating pick-up
- E. Staff will remove file from “_PRINTED” to signal the process is complete

Goal 2 – Further Develop Social Media Standards and Best Practices

Strategy 2.1 Standardization of Best Practices for Social Media

Currently, the City has an Adopted Social Media Policy, which is presented to individuals by HR upon hire date. Because social media is always evolving, Communications has identified that there is a need for a more robust approach. Below are some social media best practices, similar to those adopted by ISD 199, which the City should adopt.

Implementation: Social Media Best Practices While Acting on Behalf of City

When creating content for the City on social media, consider the following:

- Choose a theme or focus. Think about what group (segment) you want to reach and keep your focus relevant to that group. The more directly relevant a post is, the more likely someone is to like or share a post or follow a page. If planning a live interaction on social media (e.g. Facebook Live or an “Ask Me Anything”- like approach, limit to one topic and be specific to keep interactions guided and on track.
- Include links. Don’t state it all in the post. Link to more information. This is especially useful on Twitter, when characters are at a premium.
- Tell stories. Find a great story from our community and tell it through a residents’ eyes. City staff can be involved, but we aren’t the stars, we are the supporting characters.
- Include visuals, photos, infographics, or videos. A note about pictures of people: Do not accompany a picture of a minor with their full name without the permission of a parent or guardian. If you do not have permission, use a first name only. You may include names with a group photo only if the average reader cannot reasonably match names to faces.
- Consider the use of hashtags. It’s important that we do not tacitly endorse private entities through hashtags. Use the City’s hashtag: #myigh
- Don’t post something that could have a lasting negative effect. When responding to a negative comment, remember that you create searchable content that will always be linked to the City. Sometimes it is best to use strategic silence, especially if third parties provide accurate info in the City’s defense. However, some comments, such as strong complaints, or those suggesting discrimination, demand a response. When responding, be polite and personal. Use words like “we, you, I, please, thank you.” Provide information or a link to information on our website to address a complaint if you feel it will help resolve it. When in doubt about how to respond because the complaint poses a significant reputational risk to the City, or involves an ongoing investigation, lawsuit, personnel issue, or similar high-risk subject, consult the City Administrator or the City Attorney before responding.

-
- Should a third party post a negative comment to one of our Facebook pages that is complicated, or that might need to be looked into or escalated to a Department Head before a response, it can be beneficial to acknowledge it publicly in Facebook comments, and then try to politely obtain contact info so that the issue can be resolved offline. See Appendix B1.
 - Facebook followers who contact any of our pages through Facebook Messenger currently receive automated responses. Departments should coordinate to standardize automated responses across pages. See Appendix B2 for the City's automated response.
 - Facebook page administrators should attempt to answer questions sent by followers via Facebook Messenger and address followers' needs and concerns, with a goal of responding personally within 72 hours. For an example of a response to a question received via Messenger, see Appendix B3.

Strategy 2.2 Standardization of Facebook Page Usage Policies

Using the Inver Grove Heights Police Department Facebook page policy as a template, the following standards are adopted and applied across all City social media channels. These will be implemented in addition to the City's Adopted Social Media Policy.

Implementation: Standardization of Policies for Acceptable Use and Moderation of Third-Party Content on City Facebook pages

The following will be posted on each City Facebook page:

ACCEPTABLE USE

This is the official page/account of the Inver Grove Heights (Name of Department). This page exists to provide access to information about the Department, its programs and activities and provide a platform for interaction with the Department according to the guidelines outlined herewith. Posting on this page constitutes acceptance of these terms:

- In case of emergency, please call 911.
- Do not use this page to report a crime. To report a crime, please call 911.
- "Friending" or "following" or "liking" of an individual citizen or of content posted by a citizen by a Department officer or staff member does not indicate an endorsement of that citizen's actions or comments.
- Comments posted by others on this page are not to be considered the opinion of the City of Inver Grove or a City Department; nor does the City or Department endorse any third-party commenters on this page.
- The City and Department reserve the right to remove and/or block anyone who posts inappropriate material as determined by the Chief of Police (Fire) or Administrator of the site.*

**Subject to legal review*

MODERATION OF THIRD-PARTY CONTENT:

This Department social media site serves as a limited public forum and all content published is subject to monitoring. User-generated posts will be rejected or removed when the content:

- is off-subject or out of context*
- contains obscenity or material that appeals to the prurient interest
- contains personal identifying information or sensitive personal information
- contains offensive terms that target protected classes
- is threatening, harassing or discriminatory
- incites or promotes violence or illegal activities
- contains information that reasonably could compromise individual or public safety
- advertises or promotes a commercial product or service, or any entity or individual
- promotes or endorses political campaigns or candidate
- An addition to this list from League of Minnesota Cities: Hyperlinks to material that falls into at least one of the foregoing categories

Implementation: Standardization of Policy for Creation and Deletion of Content on City Facebook Pages

In addition to the standards outlined above, the following policies will apply across all City social media accounts:

CREATION OR DELETION OF ACCOUNTS OR PAGES

No social media account representing or associated with the City is to be **deleted** without approval from the Communications Manager, and no new social media account representing or associated with the City is to be **created** without approval from the Communications Manager.

DELETION OF CONTENT POSTED BY STAFF TO CITY SOCIAL MEDIA PAGES

A post to a City social media page should be deleted by an administrator or Department Head if it:

- Portrays the City or one of its departments or staff members in a negative light
- Discloses personal or private information about a staff member or citizen
- Comments on an ongoing investigation by Fire, Police or any City Department
- Falls outside of the usage policies that we apply to third parties. (Example: contains profanity)
- Has a tone that is deemed inappropriate by the City Administrator or a Department Head. (Tone is further discussed in Strategy 2.3 found on page 20.)

**Subject to legal review*

DELETION OF COMMENTS POSTED BY THIRD PARTIES

The default position across all social media channels is to never delete anything posted by a citizen to City social media pages if it does not fall into a category listed in the moderation of third-party content guidelines outlined above. This protects the city from potential claims by citizens of infringing upon First Amendment rights to free speech by individuals within a potential limited public forum. If a posted comment is to be removed, it should be deleted, versus hidden, from the page.

Examples of comments that should be deleted:

"What do you expect from a (insert racial slur)?!?"

"Just call him at home: (posts phone number)"

"Vote (insert candidate)!"

Examples of comments that should **not** be deleted:

"Your city is racist"

"Your city is the worst"

"Lies are typical of this city's leadership"

We put the City at risk of legal action by individuals whose comments we delete, if (a) the comments are later deemed to be legally within the parameters of acceptable use or (b) deleting a comment is deemed to infringe upon an individual's right to free speech within a limited public forum. Essentially, if someone is legally allowed to say something at a City Council meeting, they can say the same thing without recourse on our social media pages. If we must remove a comment, only the following individuals may delete comments:

- City Administrator
- Department Heads
- Communications Manager

STEPS TO FOLLOW & ISSUES TO CONSIDER WHEN DELETING CONTENT POSTED BY THIRD PARTIES, BASED UPON LEGAL REVIEW & OPINION

1. Ensure that a comment falls outside of our third-party moderation policy. If this is in question, consult with the City Attorney or Communications Manager before deleting. Consider carefully whether it is best to just ignore the comment, rather than delete it and pose potential risk to the City by deleting it. Please note that content-based speech restrictions, such as something being off-topic---not those containing blatant violations like profanity--are the most suspect and riskiest to remove legally.

-
2. Respond directly under the comment before deleting. Here is an example response:
"This comment is being removed because it violates the third-party moderation policy governing this site, specifically the use of profanity (or insert another specific reason, such as discriminatory language)."
 3. Take a screen shot of the comment(s) you are about to delete.
 4. Delete the comment.
 5. Save the screen shot of the comment to the H drive of your City-issued laptop or PC in a folder labelled "Social Media" or email the deleted comment to the Communications Manager.

THE BLOCKING OF FOLLOWERS & COMMENTORS ON OUR SOCIAL MEDIA PAGES

It is recommended by our legal counsel that we do not block anyone from our social media sites.

LIMITING THE SCOPE OF OUR LIABILITY ON SOCIAL MEDIA

It is recommended that we add the following language to all of our social media pages, in order to spell out which pages are under the City's purview and fall under our policy guide lines:

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of _____. The City's social media accounts are exclusively the following:

1. City of _____ Facebook account at [link].
2. City of _____ Twitter account at [link].
- [3. Others]

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to (insert page administrator contact information).

Implementation: Standardization of Policy for Endorsements

ENDORSEMENTS OF THIRD PARTIES ON CITY SOCIAL MEDIA PAGES

No social media account representing or associated with the City will advertise or promote a commercial product or service, or any entity or individual. Given that, there are exceptions to this when a company or organization has a partnership with the City or is participating in a City-affiliated fundraiser or event. Examples of this include but are not limited to:

- Nonprofits, such as Neighbors. Inc, or the Red Cross, which we may partner with for food and blood drives and similar events promoted on our website and social media pages.
- Food Truck vendors, which we may mention on our website and social media pages in the context of promoting a City-sponsored Food Truck event
- Highlights of new businesses opening in our community on social media or in the *Insights* newsletter. These mentions cannot include direct calls to action.
- The promotion of events that our nonprofit or municipal partners are sponsoring. Examples: Dakota County events, River Heights Chamber events or events in neighboring municipalities.

-
- Local companies that create a product in honor of the City or one of its departments. Example: Beers created by a local brewery in honor of our Fire Department. In this case, it is OK to thank and acknowledge a company that does this, if we do not post a direct call to action to patronize their business.

Strategy 2.3 Recommendations for Social Media Communications; Tone, How We Post and What We Post to City Social Media Pages

TONE

It is beneficial to the City's image to consider the tone in which something is communicated via social media or other means. Often in communications, *how* something is said is more important than *what* is being said. Another adage is to pay attention to what is *not* being said explicitly but is still being communicated through images and tone. In communications, tone can be defined as the attitude an author has toward the subject they are writing about.

Here is an example of the use of tone in communicating essentially the same information:

1. The Girl Scout Troop was honored at the awards banquet last night. Troop leaders and parents were present.
2. We honored the girls in local Girl Scout Troop ABC, who consistently demonstrate selflessness and service, last night at the awards banquet, while their proud parents looked on. Special thanks to Troop leaders, too, who devote their time and energy to leading. You go girls!

Regarding tone, when posting to social media, or writing anything public facing on behalf of the City, writers should ask themselves not only what they are trying to communicate, but also:

- Does the content and tone of my post reinforce a positive image of my department and of the City?
- Does the content and tone of my post convey that I have a positive attitude toward my department, toward the City I work for and toward the residents I serve?
- Does my message reinforce the values associated with my department: reliability, empathy, service, integrity, mutual respect, friendliness, effectiveness, community, safety, fun?
- When you capture and post event photos, think about how you will use an image and accompanying message to reinforce your department's priorities. *Example: Instead of just capturing a photo at a Parks and Recreation event, try to capture a photo of staff opening the door to the event for VMCC members, leading them in an exercise, or helping a kid put their skates on, and post that instead. Always think about showing connections between City staff and the community we serve.*

PARAMETERS AROUND *HOW* WE, AS STAFF MEMBERS REPRESENTING THE CITY, POST TO CITY SOCIAL MEDIA PAGES

Our goal will be to schedule ahead of time the majority of our social media posts, instead of posting in real time. The benefits of this approach are:

- Improved accuracy - fewer typos and bad links
- Improved tagging - (Example: @riverheightschamber. These tags can be found on our partners' home pages. We should tag other sites whenever possible to increase engagement.)
- Allows for another set of eyes to review a post before it's live
- Allows for coordinated, consistent messaging across channels
- Optimization - planning a time when posts will get the most views

Exceptions to scheduling are:

- Public safety or community alerts
- Lost kids who need to be located (Amber Alerts)
- Weather or natural disaster emergencies
- Live events that someone is posting from in real time (plan engaging photo ideas in advance)
- Re-posts and shares of public safety messages

Please note: It might be important to reschedule a post if tragedy or other unforeseen circumstances strike and renders a post inappropriate. We appear out of touch if we post as planned. Scheduled posts must be monitored for these rare but significant potential risks.

PARAMETERS AROUND *WHAT* WE, AS STAFF MEMBERS REPRESENTING THE CITY, CHOOSE TO POST ON CITY SOCIAL MEDIA PAGES

The Communications Department, along with Department Heads and those designated as administrators by Department Heads or approved by Communications, may post to City-affiliated social media sites. Apart from the City's official social media channels, which are the responsibility of the Communications Manager, the Communications Manager may offer recommendations about the content posted to Fire Department, Police Department and Parks and Recreation social media sites. However, the content posted to the Fire Department and Police Department pages will ultimately be the responsibility of the Fire Chief and Police Chief, respectively, or a department staff member acting directly on their behalf. Any content posted to a City social media site must be reviewed by either the Communications Department, a Department Head as listed above or a police sergeant or a fire officer before it is posted. The goal of posting anything on our City social media pages, whether City, Police, Fire, or Parks and Recreation is to:

- Increase engagement with the community by sharing relevant, informative content that reinforces our City's mission, vision and core values
- Define, communicate and reinforce the vision, mission and image of a department

-
- Generate revenue for the City or a department, such as by promoting Parks and Recreation membership drives
 - Define our leadership, Council and Department Heads, and portray them in a positive light
 - Celebrate our residents and successes within our City

Before posting anything to a City social media site, consider the following questions:

- How could this be misinterpreted?
- How will this resonate with community, staff, Council, commissioners, other stakeholders?
- Could there be unintended consequences?

Before posting anything to a City social media site, be cognizant of whether the post provides any of the following benefits to our constituents. Does it:

- Protect
- Delight
- Inform
- Serve
- Lead
- Inspire
- Honor
- Thank
- Acknowledge
- Celebrate

Be a servant leader to our community! Servant leadership is a philosophy in which the main goal of leaders is to serve. When we are speaking on behalf of the City, whether in person, online or in print, please consider this tenet. Are you demonstrating service and leadership in your message?

Strategy 2.4 Using Social Media Engagement Best Practices

SOCIAL MEDIA ENGAGEMENT STRATEGIES

Facebook is currently our most-followed social media channel, and it provides us with the best opportunity for conversational, direct, immediate engagement with our community.

Our Facebook engagement goals are to:

- Increase our number of likes, shares, and followers
- Increase positive online sentiment
- Increase accuracy and relevance of content
- Improve timing and frequency of posts
- Clearly communicate and reinforce that important messages are getting out

Implementation: Social Media Engagement Best Practices

The first set of tactics (in 2020) that Facebook page administrators will employ consistently, across pages, to work toward our Facebook engagement goals are:

- Respond in a timely manner (within 72 hours) to questions sent to via Facebook Messenger
- Build a social media calendar and work toward daily posts
- When asked a question in comments, respond directly with accurate and timely information
- Respond proactively to negative reviews on our Facebook pages
- Invite “likes” of our pages when we get likes of our posts on Facebook. (Do this by viewing all “Likes” for a post and manually clicking the “Invite” to like your page. Do this for every post. If multiple page administrators do this, it increases the number of followers who will accept.) For instructions, see Appendix C.

Goal 3 – Begin to Grow the IGH City Brand

Strategy 3.1 Establishing the Importance of an IGH City Brand

If we do not clearly communicate and reinforce our identity, it will be defined for us.

Need

There is an inconsistent use of logos, and a jumble of branding that makes the City's departments and services appear disconnected and inconsistent. In particular:

- Disparate versions of the City logo being used throughout City departments
- Inconsistent design elements on flyers, posters, brochures and social media posts throughout City departments
- The use of department and venue logos (Fire, Police, Grove, VMCC, Inver Wood Golf Course) without the City logo included
- Inconsistent letterhead and business cards across departments

Opportunity

Refresh and re-define our brand so that it is aligned with and reflects our City's mission and values, in short: quality, responsibility and excellence.

The Importance of Branding to IGH

Building connections: Brands stand for something. Our City brand represents who we are. Brands create relationship, and we want our residents and businesses to have a positive relationship with our City, and to have positive associations with what our City stands for.

Consistency and reliability: A cohesive brand makes each interaction with the City more consistent. It reinforces the idea that our City is reliable and unified in purpose. We are working *together* to enhance the quality of life for our residents.

Pride of place: All of our departments are part of the City. Having disparate brands and logos communicates disassociation with the City we serve. One brand, or the use of co-branding, communicates that we are proud of the City we serve, and this in turn influences how residents feel about IGH. We as staff serve as role models and need to demonstrate the pride we feel about working here. Pride of place also attracts new residents, businesses and revenue.

Value of services: Being “on the same page” through a cohesive brand reinforces the value of City services in the community through conveying competence; this builds trust in our services. We want our customers to recognize and be aware of our brand each time they are interacting with us.

Professionalism: One and only one polished brand communicates professionalism. We are paying attention to the details and we care. We want to build trust and communicate that IGH is a great place to live, work and open a business.

Identity: We want IGH to be recognizable within the community and throughout the state, as we grow, develop, plan, and attract new businesses and residents. Our logo should include our City’s name, as well as reflecting some defining features of the area.

Job Seekers: We want potential employees to know that the City of IGH is all one employer with many opportunities for growth. A consistent brand helps recruit the best talent for all departments.

Benefits to IGH from Improved Branding Initiatives

- Reinforce the value of City staff and services to the community
 - Create goodwill, satisfaction and trust within the community
 - Attract and increase engagement with City communications channels and services
 - Win new businesses and residents as we build a better image
 - Increase memberships and program participation (City departments, VMCC, Inver Wood Golf Course)
 - Project a positive, forward-thinking, capable, business-friendly image for the City
-

Strategy 3.2 Logo Refresh and Brand Style Guide

LOGO REFRESH

Logos convey much more than just a shape or name. The elements that make up a logo, along with how they are used, convey more subliminal yet powerful messages. If you consider one of the most successful brands in the world (Apple, for example), its logo stands for more than what is immediately apparent (innovation, curiosity, simplicity, attractiveness, decency). With a shared commitment to what a logo signifies, it is possible to “live a brand,” and be guided by a set of values and priorities represented by a logo. The IGH logo should serve as a reminder of what we stand for and what makes our City unique. With this in mind, we will address the following:

- Update our City logo colors to convey modernity and optimism. The colors will not be a huge departure from our current colors.

-
- Standardize a wave (water) element in our logo to match the wave element in VMCC signage and convey our proximity to the Mississippi, as we develop opportunities to leverage this.
 - Implement the use of a type treatment of the City name in our logo with a modern, uncomplicated sans serif (straight) font. The use of the full City name, instead of the “IGH,” abbreviation that appears in the logo currently, ensures that “Inver Grove Heights” is more recognizable in statewide and regional promotion of our City. “IGH” is recognizable only within our immediate area. We need a logo that can grow with us and attract new interest to our area.
 - Standardize the use of sans serif (straight, not loopy) fonts on our printed materials, logo and signage. Sans serif fonts tend to look sleeker, simpler and more modern, and match the modern architectural style of our City Hall and the letters on the building itself. This approach has already been applied to our new VMCC sign. Sans serif fonts also communicate clarity, trust, transparency, straightforwardness and are compliant with ADA standards.
 - Create letterhead and business card templates that are cobranded, so that each City department’s stationary looks consistent and like it is part of the same “family.”

BRAND STYLE GUIDE

The City will invest in a professional brand style guide and adhere to its recommendations around usage and implementation of standardized logos, fonts, colors and templates. This includes new applications of the brand, such as a redesign of our *Insights* newsletter, new email templates, a press release with a City boiler plate, new PowerPoint templates, consistent standards for branding in email signatures, consistency in letterhead and business cards, consistency in social media profile pages, and consistency of branding on vehicles, forms and applications.

Years of inconsistency in the use of our logo has led to dilution of our brand. There are many logo versions and color versions currently in use. This problem goes deeper than just what is printed. It subliminally communicates that our City and its departments are not “on the same page,” are not coordinated and do not pay attention to detail, which detracts from communicating our commitment to excellence (a core value of our mission) and the good work we do.

Our goal is to eventually achieve standardization in our branding, so that all uses of our logo are consistent, clear and accurate. The City will not incur significant additional costs associated with refreshed branding. Instead, we will “draw a line in the sand” and adopt the new standards as things are reprinted, recreated and replaced. For example, whenever new letterhead needs to be ordered, we will order it with a new masthead and phase out the old. When items that represent a larger capital outlay, such as vehicles and water towers, need to be replaced or repainted, we will implement the new branding at that time.

When the City’s refreshed logo concepts, font and color recommendations are finalized, these will be added to Appendix D, E and F.

Strategy 3.3 Use of Consistent Design Elements

STANDARDIZATION OF TEMPLATES FOR USE BY ALL DEPARTMENTS

To work toward standardization of our City brand, Communications will begin the following processes:

- Creation of new templates and consistent design elements for marketing materials—printed and digital—on which our logo appears.
- Creation of new letterhead, business card and stationery templates.
- The use of one point of contact on City staff--and one print vendor--for ordering and sourcing all letterhead, business cards and stationery for all City departments.

Communications will collaborate with Department Heads to develop business card and stationery templates for use by City staff. Once these designs are agreed upon, they will be added to Appendix G and H of this document for reference. Once we have an agreed-upon, refreshed logo and approved direction, templates and/or brand standards and guidelines will eventually be developed and housed in Shared Drives, so that all employees have access to them and can adhere to them for everyday use. For a list of elements to be standardized, see Appendix I.

Strategy 3.4 Create and Reinforce Design Standards

CREATE DESIGN STANDARDS

Communications will create design standards for all flyers, posters and brochures created for and issued by the City. (Example: a wave band across the top of the flyer with the name of the department sponsoring the event, and a band at the bottom which contains the City logo.) Design standards will include the following:

- Incorporate use of City logo into all marketing materials, with a type treatment or co-branding with City department, so that it's clear that all services and programming are associated with and provided by the City.
- Use minimal text, whitespace, bright color and an image on all marketing materials, so that passersby notice posters and flyers and engage with them. (Example: flyers displayed in the VMCC.)
- Make designs age- and audience-appropriate, i.e. attractive to teenagers or seniors, respectively, depending on programming.
- Incorporate the wave element that is on the physical signage in VMCC into all Parks and Recreation and VMCC marketing materials to reinforce and remind that all programs happen under the same roof and are all part of VMCC/Grove.
- Standardize the sizes of vertical flyers at 8.5" x 11", and posters at 24" x 36" or 18" x 24".

-
- Improve the online versions of brochures by incorporating live links to registration pages.
 - Make registration processes and survey participation as clear as possible, on brochures, flyers and in newsletters. Incorporate QR codes that take users directly to registration pages via their phones. Drive to the City website whenever possible.
 - Adhere to Associated Press (AP) style for grammar and usage (this applies to all departments).
 - Create a checklist of essential elements that should be included in all marketing and promotional materials for events and programs. (See Appendix J for an example checklist.)

USE OF GRAPHICS STAFF AND CONTRACTORS

When possible, we will shift away from staff-designed marketing materials to marketing materials that are requested of and designed by graphics staff, under Communications. This includes:

- Engaging a graphic designer to address layout of the Parks and Recreation brochure to make it more concise, accessible and user-friendly. (See Appendix K for new brochure cover looks.)
- Engaging a designer for *Insights* newsletter redesign, focusing on our City brand, highlighting new businesses, services and staff, and including a City calendar. (See Appendix L)
- Marketing package design – This will release non-Communications staff from designing their own marketing campaigns by creating marketing packages for events and programs. The goal is to free-up staff time for word-of-mouth, community outreach and engagement, event attendance, member services and other direct marketing efforts within their areas of expertise.
- Creation of a City marketing portfolio – photography, video and story creation to market IGH to potential developers, investors, tourists and those relocating to the Twin Cities.
- Flyers created by Communications for every department when requested.

Implementation: Create and Reinforce Design Standards for Staff

All City graphic designs will be created and housed in one enterprise-wide design platform. Licenses for this shared software will be purchased for and used by each department for all design needs. Training will be provided by Communications staff. Benefits of using a single design platform include:

- **Cost savings**
- **Ease of use**
- **Templates:** We will house templates that each department may use to design their own flyers and social media posts. Flyers and posts can be downloaded and stored for future use. (For examples of flyer templates and designs see Appendix M, N and O).
- **Consistent design elements across departments.** We recognize that, due to resource constraints, it might not always be possible for Communications to complete all requests for marketing materials. When departments create their own flyers, consistent design standards and elements will be used and adhered to by using templates, design elements and materials saved to a shared platform. An example of a brand kit, which provides basic guidelines about colors, photos, logos and fonts for anyone designing flyers, can be found in Appendix H.

Goal 4 – Clear, Cohesive, Proactive Messages

An overarching goal is to shift from piecemeal, dissimilar, reactive communications into a mindset of proactive, planned, considered, cohesive, and coordinated messages from the City. Because this hasn't been the approach in the past, it is understood by Communications that shifting to this mindset will take considerable time and a shared commitment by each department to collaborating, coordinated and sharing information with the common goals of:

- Reinforcing the value of the services we provide in the minds of our residents
- Improving the quality and relevance of information we provide to residents
- Attracting developers, residents, businesses, investment and revenue sources to our City
- Projecting a unified image

Strategy 4.1 City Website Overhaul

In mid-2020, the City will redesign the City's website. IT and Communications will collaborate to run this project. Objectives include:

- Clarity and ease of navigation
- Update photos and bios for leadership and Council Members; update the Mayor's greeting
- Focus on relevance: provide timely info that cuts down on phone calls to the City
- "Digital by default:" start embracing a strategy whereby we consider all communications from a digital (versus print) perspective *first*. This includes improving the online version of our newsletter, brochure and all public information, with the eventual goal of phasing out paper-based communications for cost savings, environmental sustainability, and to reach people by the means they prefer. (Example: according to the Pew Research Institute, 92% of all U.S. adults go online daily; 67% of seniors use the internet; 34% of seniors use social media. These statistics indicate that we as a City can reach the majority of our residents digitally.)
- Use drone footage to highlight City sights
- Provide more data for residents via GIS/maps
- Use video to educate the public on City issues. (Example: biweekly video from City)
- Streamline City staff directory and list contact info in one place
- Create department homepage template
- Prioritize top ten things for homepage
- Optimize use of CityView Online Portal
- Identify a representative from each department, who is trained to make simple updates to the website, until we have a dedicated website administrator
- Improve navigation, search functionality and clickable links.
- Change our domain name, which affects our URL and email addresses (ighmn.gov). "Gov" is a suffix specific to government agencies.

Strategy 4.2 Social Media Management

A social media management tool has already been purchased and is being rolled out for use by City, Parks and Recreation, Fire, Police, and Community Development staff. Goals of using the tool include:

- Planning and scheduling social media posts in advance, so that we are considering tone, content and intention of the post before it is live.
- Designing and making our social media posts more polished, using quality images, thereby increasing likes, shares and engagement.
- Coordinating and standardizing certain posts between departments for messages including but not limited to holiday greetings, memorials or memorial dates, office closures, employee recognitions, co-sponsored events and initiatives, official City statements and announcements, and community alerts, so that we appear to residents as “on the same page” across departments.
- Providing an opportunity for another set of eyes (Department Heads, Chiefs, Commanders, designated administrators) to see social media posts before they are live, thus preventing the number of posts that might need to be amended or deleted after the fact, a communications risk we should actively try to avoid.
- Increase page security by providing an easy way to monitor posts and comments.
- Monitoring mentions of the City across all social media channels and measuring and monitoring positive and negative online sentiment.
- Post consistently to all channels at the same time (Facebook, Twitter, and Instagram), so that we reach a broader demographic.
- Establish baseline metrics and then measure the effectiveness of and engagement with our posts as we grow our social media engagement strategy, defining what content our audience values the most.

Implementation: Social Media Management

IT and Communications will initiate a social media management training for City social media users, who will have different levels of responsibility. Because of the way our social media pages are managed and structured, leadership from each department will be responsible for posting to, managing and monitoring their social media pages.

Strategy 4.3 City Calendar

Communications has initiated the collation and creation of a citywide shared calendar of events, meetings and announcements, contributed to by all departments, which will be shared/housed:

- On the City website (www.invergroveheights.org), for residents and staff to see
- In *Insights* newsletter, on a quarterly basis, for residents and staff to see

-
- As part of an internal newsletter to employees, which will also include internal news from each department (births, promotions, events, etc.)
 - In Hootsuite, as part of a social media editorial calendar

Strategy 4.4 Editorial Calendar

The distinction between the editorial calendar and the City calendar is that the City calendar is public facing, whereas the editorial calendar is not. The editorial calendar will include public events and initiatives, but also City priorities, messages and communications strategies before they are shared publicly or included in Council agendas.

Communications will begin compiling an editorial calendar, which will shape our social media and community engagement strategy with the goal of scheduling posts to be shared daily. There will be exceptions to scheduling (community alerts, snow events, etc.), but the editorial calendar will allow us to plan and coordinate appropriate posts at optimal times. This calendar will be planned in advance quarterly, to coincide with the City Calendar published quarterly in *Insights* and will evolve as needs arise. All departments should contribute to and view the editorial calendar in Hootsuite, so that each department can see what is planned for social posts each day. This avoids conflicts, redundancies and inconsistent messages. It also allows for cross-promotion both on social media, and in our newsletters. We should proactively look for opportunities to collaborate in our communications, and the role of the Communications Department will be to find opportunities and make recommendations about how to capitalize on them. Making these connections and communicating jointly accomplishes three things:

- Improves our image as a City with a shared commitment to our residents, across departments.
- Highlights the intersections and engagement between our staff and community.
- Provides content to residents that is engaging, valuable, timely and sharable.

Strategy 4.5 Identify Key Audiences and Messages

Building proactive communications will require a fundamental shift in thinking about what we want to say about our City and how we say it. We should work to define and segment our audience and align our messages with the City's Vision Statement.

Identifying our target audience:

Primary

Community: the residents and business community of IGH

Secondary

Neighbors: the residents and business community in and around IGH, visitors and future residents.

Tertiary

Partners: municipalities, organizations, commissioners, and businesses statewide and regionally

Internal

Family: IGH employees, City Council

Aligning communications with City vision, mission and values:

City Vision Statement:

A welcoming community on the river, with varied landscapes, that provides a safe environment, quality-built and sustainable infrastructure, supports local businesses, a variety of housing and promotes culture and recreation.

Mission Statement:

The mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant community.

Values:

Ethical – doing the right thing

Engaged – delivering collaborative results

Excellence – setting high standards and exceeding expectations

Identifying and Communicating Key Messages Stemming from our Values

KEY MESSAGES BASED ON OUR CORE VALUES

Excellence -- ***IGH is a place you want to be*** (because we set high standards and exceed expectations)

Engagement -- ***We are all in this together*** (so we work with residents to deliver collaborative results)

Ethics -- ***We want the best for our community*** (so we make decisions based on doing the right thing)

When we tell stories about our City on social media, when we lead events, or when we are quoted in the press or in newsletter stories, we should consider how we can reinforce these messages. As we develop an editorial calendar, the content we create should reflect these messages. These themes can be extended to key messages for each department. (Please note that messages and tactics outlined in the following pages are just ideas to begin a conversation; we can develop the ones that interest us.)

Ideas for Values-Based Key Messages and Tactics to Use in Communications, Broken Down by Department:

Administration and Finance

Key Messages

- *Your priorities are our priorities*
- *Contact us for straightforward answers*
- *Award-winning fiscal management benefits our residents*
- *Well-run cities thrive*
- *We help to educate you, and we want you to get involved. It's your government!*

Tactics to Deliver Key Messages

- Biweekly or monthly video "fireside chat" with City Administrator
- Council and Department Head Town Halls
- Letter from City Administrator in *Insights* newsletter
- Monthly press releases on positive City news
- Create "City Ambassadors" focus group of engaged residents, nominated by peers, that meets in an advisory capacity
- Advertise the use of local vendors by the City at all opportunities
- Revamp our community survey to include questions about residents' priorities
- Campaign to get more residents to sign up for email/text updates from the City
- How to get something on the Council agenda – instructions for residents
- Avoid acronyms and jargon

Public Works

Key Messages

- *IGH is a safe place to drive, walk and bike (Pedestrian safety campaign)*
- *We are responsible, responsive and concerned about quality (Pavement Management)*
- *We are the source to keep you informed (Construction and Engineering projects)*
- *We are innovative and forward-thinking (Stormwater Management)*
- *Quality infrastructure = brighter future and enriched lives*
- *We pave the way for the future*
- *We manage effectively*

Tactics to Deliver Key Messages

- Pedestrian Safety Campaign (coordinate with Safe Routes to School), partnership with Police
- Biking Safety Campaign
- Co-sponsored event with Bike King (part of Bicycle Safety Campaign), partnership with Police
- Construction and roads updates via website

-
- Messages to residents about success over the last 5 years with low-impact development and Stormwater Management
 - Messages to residents around proposed projects
 - Messages to residents around Pavement Management progress
 - Improve Pavement Management messaging on website
 - Riverfront updates via newsletter and website (2021) as they develop
 - Avoid acronyms and jargon

Parks and Recreation

Key Messages

- *Our programs offer great value for money*
- *Our programs, classes, activities, trails and parks enrich your life*
- *We are family, not a franchise*
- *We're your local source for affordable fitness*
- *We care about and invest in the health of our community*
- *Come in and learn something new!*
- *Healthy communities thrive*
- *Sports build self-esteem and support mental health for kids and adults*
- *We are a great source of information and resources for living a healthy lifestyle*

Tactics to Deliver Key Messages

- Video contest open to residents – favorite parks and activities
- Photo contest for residents – favorite parks and activities
- Messaging around Heritage Park, South Valley Park, and Parks Plan – We want your input!
- Marketing birthday parties and rentals to residents and neighbors
- Marketing of programs with a focus on data: P&L, intersection of member interests
- Marketing mailing to Mendota Heights and WSP YMCA visitors
- Host a Build-a-Bike event
- Marketing around childcare resources
- Marketing around the cost differences between VMCC membership and gym membership

Community Development

Key Messages

- *We lead smart growth*
- *We are friendly to business*
- *We educate on issues relevant to the IGH community*
- *We plan responsibly*
- *We welcome and foster diversity*
- *Diverse communities thrive (diverse in business, housing, economics and demographics)*

-
- *We are committed to workforce housing*
 - *Every proposal is considered*
 - *We encourage and embrace sustainable development and environmentally responsible living*

Tactics to Deliver Key Messages

- Facebook/*Insights* spotlight on nicely updated/improved homes in older neighborhoods
- Community Development scholarship for a Simley senior upon graduation
- Advertise the use of local vendors at all events
- *Minnesota Monthly*, MPR and regional trade publication placements
- Community Development Activity Report
- Video contest open to residents – marketing, highlighting, featuring IGH
- Census Complete Count Committee outreach
- Host a Small Business Resource Workshop with area Chamber
- Messaging around affordable housing opportunities when they arise
- Build Facebook presence for Community Development Department: Messaging around entrepreneurship, innovation, development and where we are headed as a City
- Letters from the Community Development Director in *Insights*
- Inver Grove Green Steps campaign
- Launch annual Inver Grove Innovators/Incubators event (2022-23)
- Creation and use of City Marketing Package (2022-2023)
- Branding of Arbor Pointe, Argenta Trail and other shopping districts (2023)

Police

Key Messages

- *We are your partners, and we care about the people we serve*
- *We trust you; you trust us*
- *We are your best source for safety information*
- *We are people, too, and we care about the health of our officers*
- *Let's build a safer community together by looking out for each other*
- *Get to know us!*
- *We will keep the city safe as it grows*
- *Safe communities thrive*
- *We want every IGH kid to have every opportunity to succeed*
- *IGH is a safe place to drive, walk and bike (Pedestrian safety campaign), partner with Public Works*

Tactics to Deliver Key Messages

- Monthly Facebook live Q&A with an officer; a new topic each month
- Workshops on how to protect oneself from fraud, identity theft and predatory marketing
- Messaging around community policing/looking out for each other - Facebook and *Insights*
- Messaging around empathy for mental health issues and where to get help

- Messaging around domestic abuse awareness and where to get help (360 Communities)
- Workshops and/or messaging on managing stress (a shared risk for police and civilians)
- Letters from the Chief of Police in *Insights* newsletter
- “Ask Kato” feature in *Insights* newsletter

Fire

Key Messages

- *We do high-risk work*
- *We are your best source for fire safety information*
- *We value and protect our employees and our paid-on-call firefighters*
- *Investment in public safety and training has long-term benefits for our community*
- *Fire safety lowers insurance rates and costs*
- *Safe communities thrive*

Tactics to Deliver Messages

- Facebook video series – what do to when ____ happens. (Emergency response tactics)
- Highlight community involvement on Facebook
- Community Education – What are the risks to firefighters?
- Community Education – Health and your Heart clinic
- Community Education – Develop Fire Department workout, co-sponsored with VMCC
- First-time mom safety class at VMCC
- Babysitting safety clinic at VMCC

See Appendix Q for key words to use City in messaging

Goal 5 – Plan for Communications Challenges

Strategy 5.1 Identifying Communications Challenges

This plan focusses on developing stronger relationships with local media around positive news from IGH, and proactively highlighting the “wins” for our City in all communications channels. There will also be communications challenges to be addressed in 2020 and the coming years. Communications looks for input from Department Heads on potential communications challenges for the City:

- Future transportation needs, including transit and others
- Housing diversity
- Diversification of our population
- Communications and notifications to property owners around land use
- Communications and notification to residents around policy changes
- Communications around licenses and land use permit availability

Strategy 5.2 Planning for How We Communicate During Reputational Crises

In 2020, Communications will collaborate with the City Administrator and Department Heads to establish a shared set of parameters and an approach to how we will respond to the public and media during crises. Please note that this will differ from the approach taken during a catastrophic event or natural disaster. Instead, this will apply to less extreme crises, such as reputational crises, allegations made toward the City or a City staff member by residents or the media, high-profile crimes, mistakes made by staff that affect residents, accidents and issues of public safety. This set of parameters will align with the League of Minnesota Cities (LMC) recommendations on Crisis Communications. A framework to work from is below (from LMC). We should develop and agree upon the following:

- Write a holding statement that can be modified slightly in different crisis scenarios
- Identify who will write and distribute press releases
- Who will be the media contact for which scenarios
- Protocol for holding a news conference
- Identify which individuals should be kept informed of crises and by whom
- Identify protocol around developing and sharing key messages about a crisis

Implementation: Tools that the City should Create and Leverage

- Holding statement: Acknowledge that you are aware that something of concern has happened; express empathy for anyone negatively affected; indicate that you are working on resolving or addressing the situation; identify when the next update will be made.
- Press statement: Paragraphs stating basic facts, who to contact or where to locate answers.
- Press/news release: Unlike a press statement, a press release serves a narrative function, telling a more complete story and including a formal quote. Like a statement, in addition to distribution to media contacts, news releases can also be posted on the City's website and shared via social media platforms or during a press conference.
- Press/news conference: A press conference can be an effective tool if the City has inquiries from several media outlets, and when information about a crisis is being updated frequently. The press conference spokesperson should be prepared to acknowledge what information is or is not or not yet known, without speculating, and convey key messages.
- Media interviews: Prepare for media calls and identify a spokesperson.
- Website homepage: Posting official statements and important information on our website homepage can help people find the answers they are looking for.
- Website dedicated page: We can outline this ahead of time and call upon it if needed.
- Phone calls to stakeholders in event of emergency: Who will make them and to whom?
- Text alert systems: Should we have one for urgent issues, such as closures and internet outages, which are not public safety-related?

Communications: Looking Forward

Budgetary considerations:

In order to execute this plan, increase the effectiveness of City communications and achieve results, the City will need to choose to further fund the capacity of the Communications Department.

How we will measure success in Communications:

- Increased likes, shares, and follows on social media (increased engagement with our content)
- Positive online sentiment and comments on social media
- Increased visits to our website, particularly our home page, CityView Online Portal, Parks and Recreation registration page, Police and Fire pages, election pages and video content views
- Increased attendance and constructive, respectful discussion at Council meetings
- Higher number of survey responses
- Increased satisfaction on City survey. If we are effectively communicating the value of our staff and services to our community, residents should feel higher satisfaction levels.
- Increased revenue and increased number of participants for Parks and Recreation programs and events
- Increased number of new businesses and developments in IGH, as we effectively market IGH
- Increased attendance at City events
- Higher number of volunteers
- Higher number of permit applications, as we continue to position IGH as friendly to developers, businesses and entrepreneurs
- Positive word-of-mouth from residents
- Proactive coverage in the press

APPENDICES

APPENDIX A, 1 of 2 MARKETING REQUEST FORM - PARKS AND RECREATION

Parks & Recreation - Marketing Request Form

The purpose of this form is to gather accurate information to update current collateral or create new materials, to define marketing needs, as well as track and complete production requests within a specified timeframe. Submit this form and supplemental materials to Communications@invergroveheights.org.

Date Request submitted: Deadline:

Name of Program/Event: Date of Program:

Staff Contact:

What are the Day of Program/Event Signage needs:

Other programs to include:

Additional Notes:

Check which marketing tools you'd like to use for your program. Attach copy of current brochure with program details or previous flyer with updated information provided on it.

For Parks & Rec	For Communications Use ONLY
☐ Flyer: ☐ One-sided ☐ Two-sided ☐ Vertical (8.5x11) ☐ Horizontal (11x8.5)	☐ Flyer ☐ Poster
☐ Poster Size:	☐ Postcard
☐ Postcard Size:	☐ Mailing and ☐ Printing
☐ Mailing?	☐ Spent:
☐ E-mail message graphic for Max	☐ E-mail message graphic for Max
☐ Website mention on Parks & Rec page	Link to Shared Drive:
☐ Website News Flash Feature (sends an email)	☐ Website mention on Parks & Rec page
☐ Social media post	☐ Link:
☐ Facebook Event Page	☐ Website News Flash Feature
☐ Facebook boost (dollars added to post)	☐ Link:
☐ VMCC Member newsletter mention monthly	☐ Social media post
☐ City INSIGHTS Resident newsletter mention (quarterly)	☐ Facebook Event Page
☐ Calendar mention	☐ Link:
☐ Community Parks Connection feature (Town Square TV – Cable Network) (quarterly)	☐ Facebook boost
☐ Elementary School Flyer (three/year)	☐ Spent:
☐ Message on VMCC Sign	☐ VMCC Member newsletter mention
☐ Press Release	☐ Edition:
☐ Grammercy outreach	☐ City INSIGHTS Resident newsletter mention
☐ Billboard on Hwy 52	☐ Edition:
☐ Additional external paid advertising – discuss with Communications	☐ Calendar mention
☐ Need additional marketing for your program? Contact Communications Team	☐ Community Parks Connection feature
	☐ Edition:
	☐ Elementary School Flyer
	☐ Edition:
	☐ Message on VMCC Sign
	☐ Run Dates:
	☐ Press Release
	☐ Sent:
	☐ Grammercy outreach
	☐ Where:
	☐ Billboard on Hwy 52
	☐ Run Dates:
	☐ Additional marketing efforts:
	☐ What:
	☐ When:
	☐ Spent:

APPENDIX A, 2 of 2

MARKETING REQUEST FORM - GENERAL

Marketing Request Form

The purpose of this form is to gather accurate information to update current collateral or create new materials, to define marketing needs, as well as track and complete production requests within a specified timeframe. Submit this form and supplemental materials to Communications@invergroveheights.org.

Date Request submitted: Deadline:

Name of Program/Event: Date of Program:

Staff Contact:

Any Signage needs:

Additional Notes:

Check which marketing tools you'd like to use. Attach any documents, information and photos you would like included.

Request	For Communications Use ONLY
☐ Flyer: ☐ One-sided ☐ Two-sided	☐ Flyer ☐ Poster
☐ Vertical (8.5x11) ☐ Horizontal (11x8.5)	☐ Postcard
☐ Poster Size:	☐ Mailing and ☐ Printing
☐ Postcard Size:	☐ Spent:
☐ Mailing?	☐ E-mail message graphic for Max
☐ E-mail message graphic for Max	Link to Shared Drive:
☐ Website mention on this page	☐ Website mention on Parks & Rec page
☐ Website News Flash Feature (sends an email)	☐ Link:
☐ Social media post	☐ Website News Flash Feature
☐ Facebook Event Page	☐ Link:
☐ Facebook boost (dollars added to post)	☐ Social media post
☐ City INSIGHTS Resident newsletter mention (quarterly)	☐ Facebook Event Page
☐ City Calendar mention	☐ Link:
☐ Community Parks Connection feature (Town Square TV – Cable Network) (quarterly)	☐ Facebook boost
☐ Message on VMCC Sign (144 px x 72 px)	☐ Spent:
☐ Press Release	☐ City INSIGHTS Resident newsletter mention
☐ Grammercy outreach	☐ Edition:
☐ Billboard on Hwy 52	☐ Calendar mention
☐ Additional external paid advertising – discuss with Communications	☐ Community Parks Connection feature
☐ Need additional marketing for your program? Contact Communications Team	☐ Edition:
	☐ Elementary School Flyer
	☐ Edition:
	☐ Message on VMCC Sign
	☐ Run Dates:
	☐ Press Release
	☐ Sent:
	☐ Grammercy outreach
	☐ Where:
	☐ Billboard on Hwy 52
	☐ Run Dates:
	☐ Additional marketing efforts:
	☐ What:
	☐ When:
	☐ Spent:

APPENDIX B

1. Example response to public complaint on Facebook page



2. City's Facebook auto-response

Thanks for your message. Please note we don't monitor this page 24/7.

If this is an emergency, call 9-1-1.

If you are wondering the status of a City-sponsored event, program or activity, call our Weather Line at 651-450-2595 for the most up-to-date status.

You may call the City during business hours between 8 a.m.-4:30 p.m., Mon.-Fri. at 651-450-2500.

3. Example Facebook Messenger response

I'm curious what is going on in Dehrer Park? Recently all of the trees were cut down and now there are a bunch of stakes in the ground. Being a neighbor to the park in very curious what the activity is, but cannot seem to find anything noted on the city's website. Are you able to share our point me to something on the city's website? Thanks!

Thanks for your message. Please note we don't monitor this page 24/7.

If this is an emergency, call 9-1-1.

If you are wondering the status of a city-led event, program or activity, call our Weather Line at 651-450-2595 for the most up-to-date status.

You may call the City during business hours between 8 a.m.-4:30 p.m., Mon.-Fri. at 651-450-2500.

OCT 9, 2019, 9:45 AM

Hi Andrew. Thank you for reaching out! I'm looking into this for you.



OCT 9, 2019, 11:54 AM

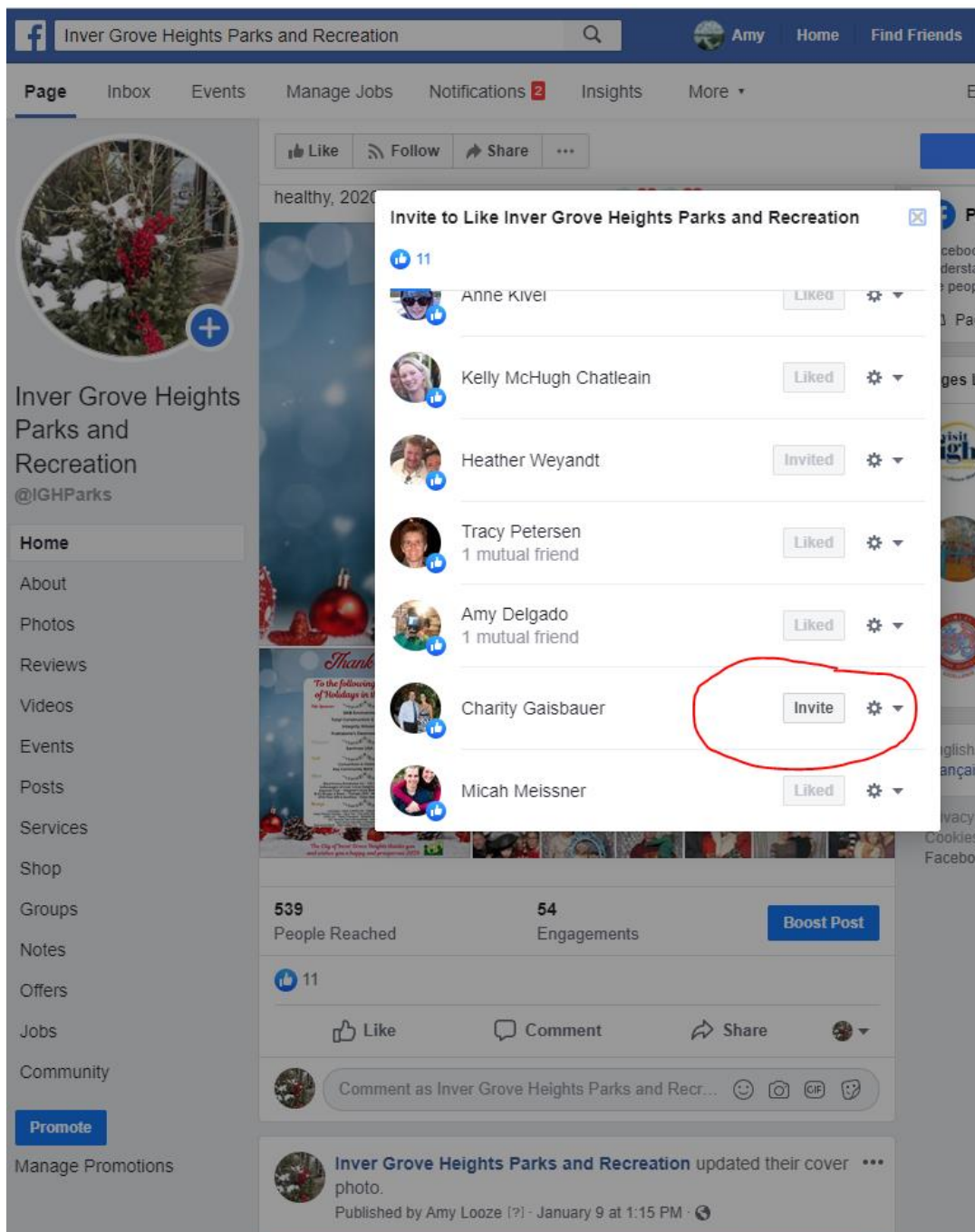
Hi Andrew. We have removed a few ash trees from Dehrer Park consistent with our Emerald Ash Borer Management Plan. The orange stakes represent locations in which we will be planting new trees. 🌳

Thanks again for your question and have a great day!

APPENDIX C

How to Invite to “Like” a page on Facebook:

Click on “Invite” within the list of individual “Likes” for a post:



APPENDIX D

Refreshed IGH Logo Looks; four-color

PENDING

APPENDIX D (continued)

Refreshed IGH Logo Looks; black and white

PENDING

APPENDIX D (continued)

Refreshed IGH Logo; black, white + one color

PENDING

APPENDIX E

Standardized Sans Serif Font Recommendations

AVENIR BOOK FONT (Body Copy)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

AVENIR ROMAN FONT (Body Copy if point size is less than 10pt)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

AVENIR MEDIUM FONT

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

AVENIR MEDIUM with BOLD applied

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

APPENDIX E (continued)

Standardized Sans Serif Font Recommendations

AVENIR BOOK FONT

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

NUNITO REGULAR FONT (GOOGLE FONT)

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

CALIBRI REGULAR FONT

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

ARIAL REGULAR FONT

ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890

APPENDIX F

Standardized Color Palette for City Logo and Printed Materials, such as Insights Newsletter

PENDING

APPENDIX G

Proposed Letterhead Templates

PENDING

APPENDIX G (continued)

Proposed Letterhead Templates

PENDING

APPENDIX G (continued)

Proposed Letterhead Templates

PENDING

APPENDIX G (continued)

Proposed Letterhead Templates

PENDING

APPENDIX G (continued)

Proposed Envelope Templates

PENDING

APPENDIX H

Proposed Business Card Template for City Departments

PENDING

APPENDIX H (continued)

Proposed Business Card Template for Police and Fire Departments

PENDING

APPENDIX I

OVERVIEW OF TEMPLATES & STANDARDIZATION

Logos to be refreshed or created:

City
Community Development (new)
Green Steps
Public Works (new)
City Council (new)

Cobranding:

Fire
Police
VMCC/The Grove
Inverwood Golf Course

Standard Fonts:

Avenir
Arial
Calibri

Standard City Logo Colors:

PMS 349
PMS 458
PMS 11

Standard Templates:

Press releases for City, Fire, Police, Public works, Parks and Recreation

Facebook posts

Twitter posts

Instagram

Flyers

Posters

Election and other pamphlets

Postcards

APPENDIX I (continued)

OVERVIEW OF TEMPLATES & STANDARDIZATION

Email Messages (Internal and External)

- Construction project updates
- Parks and Recreation/VMCC/The Grove member news
- Senior Center Club emails
- Max Galaxy - Parks & Rec messages
- Programs
- Leagues

PowerPoints for City and Police Department

Business Cards

Envelopes

Stationery

Invitations for City Events

Water Quality Report

Annual Report

Permits

Forms and applications

Parks and Recreation membership newsletter

Usage and style guide will also apply to:

City vehicles (Streets and Public Works), apparel, water towers, city facilities, golf carts, park buildings and shelters, signs throughout the City, flags, placards, garbage bins.

City press release templates will be developed for use when release does not pertain to public safety or law enforcement issues.

APPENDIX J

Proofing Checklist for Marketing Materials

Parks and Recreation



Brochure & Marketing Content Proofing Checklist

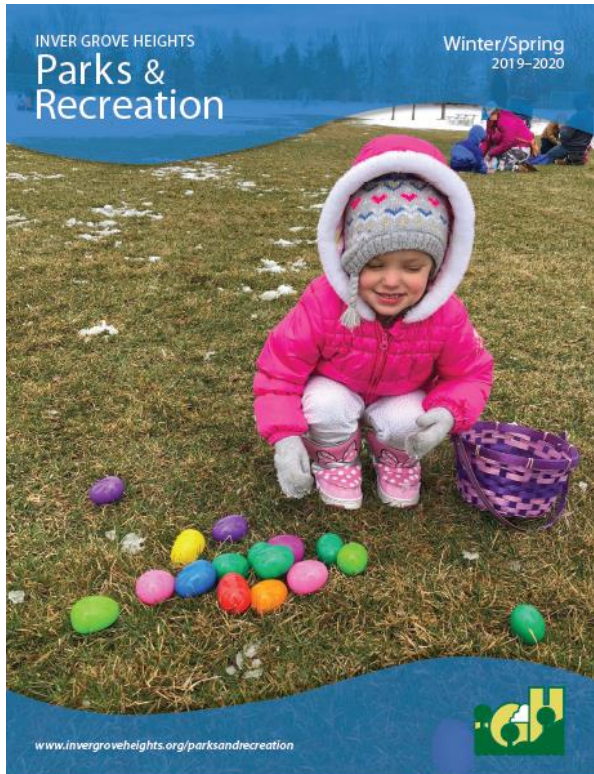
This list will help you double-check that you have all necessary details included in your marketing materials. The goal is to reduce errors, omissions, number of proofs, and phone calls from the public requesting more info.

When reviewing content in marketing materials, or when updating brochure content, *please* make sure that your program, class or event content includes the following items:

- **Title of program/event**
- **Brief description of program/activity**
- **Month**
- **Day(s)**
- **Date(s)**
- **Ages/Grades**
- **Time** (start and end times, if applicable)
- **Fee** (member and non-member, if applicable)
- **How to register** (*phone, in-person, online; code available?*)
- **Register by date**
- **Location** (include room, if known, and address, if outside of VMCC)
- **Phone Number** (if applicable)
- **Link to website** (if applicable)
- **Call-out for Volunteer Coaches** (if applicable)
- **Photo** (*the photo should be hi-res and acceptable for professional printing*)



APPENDIX K - Redesigned Parks and Rec Brochure



Winter/Spring

December 1, 2019-April 30, 2020

Veterans Memorial Community Center	
Admission Rates and Open Hours	4
Building and Holiday Hours	3
Children's Center	5
Community Center Facility Rentals	38
Holiday Break Calendar	back cover
Membership	5
Aquatics	
Indoor Pools Information	11
Lifeguard Training	12
Pools Specials & Classes	12
Swimming Lessons	13-17
Fitness	
Drop-In Fitness Classes	8
Fitness Center, Programs and Events	6-7
Personal Training	10
Specialty Fitness Classes	9
Ice Skating	
Learn to Skate Program	26-27
Outdoor Ice Rinks and Sledding Hill	35
Adult and Active Adults SS+	
Active Adults SS+ Day Trips	19
Active Adults SS+ Programs	20-21
Adult Sports	18
Family/Youth Activities and Events	
Egg Hunts	23
Holidays in the Heights	22
New Year's Eve and Pool Birthday Parties	23
Programs	24
VMCC Family Fit-Says	25
Preschool	
Preschool Sports and Programs	28-29
Youth	
Camp/activities - Blue Elk Academy	34
Kids R.O.C.K.	25
Youth Leagues	32-33
Youth Sports	30-31
Parks, Facilities and City Golf Course	
Inver Wood Golf Course	36
Parks and Facilities Guide	37
Park Shelter Reservations	35
Special Events	39

REQUEST AN ACCOMMODATION
The City of Inver Grove Heights is willing to provide reasonable accommodations to allow effective communication and participation in programs and activities. If you would like to request an accommodation for a program, please contact the Parks & Recreation Office at 651-450-2585.



Dear Valued Participants,

Welcome to a new season in Inver Grove Heights Parks & Recreation. We are excited to show you our newest brochure, filled with fun activities, fitness classes, and so many opportunities to learn something new. Veterans Memorial Community Center is your place to participate, celebrate, and stay up-to-date on all that Parks & Recreation has to offer you—our community. Please check us out on-line or connect with us on Facebook, Twitter, and Instagram.

Here's to a happy, healthy 2020!

Eric Carlson, Parks and Recreation Director

PARKS & RECREATION OFFICE HOURS* (located in the VMCC - Door E)

Monday-Thursday 9 a.m.-5:30 p.m.	PARKS & RECREATION HOLIDAY HOURS* Christmas Eve - Tuesday, December 24 - 9 a.m.-12 p.m. Christmas Day - Wednesday, December 25 - Closed New Year's Day - Wednesday, January 1 - Closed Martin Luther King Day - Monday, January 20 - Closed Presidents Day - Monday, February 17 - Closed Good Friday - Friday, April 11 - 9 a.m.-1 p.m.
--	---

*Please note these hours differ from the VMCC building hours. See page 3 for VMCC hours.

www.invergroveheights.org/parksandrecreation

Community Special Events — See back inside cover for details.

DIRECTORY

Advertising/Marketing	651-450-2508
Birthday Parties	651-554-2423
Class Registrations	651-450-2585
Fitness Center	651-554-3420
Guest Services	651-450-2480
Ice/Turf Rental	651-450-2458
Parks & Recreation Office	651-450-2585
VMCC Facility Rentals	651-450-2458
Summer Kids R.O.C.K.	651-450-2585
*Weather Line	651-450-2595

REGISTER FOR PROGRAMS AND EVENTS
Just scan the QR Code



Like Us on Facebook!

Get updates on upcoming programs, events, local happenings and more on Facebook! Search for Inver Grove Heights Parks and Recreation.

Holidays in the Heights
Celebrate the holidays with us!

EVENTS INCLUDE:
Outdoor TREE LIGHTING,
Breakfast with SANTA,
SKATE with Santa,
Holiday VINO,
Holiday Lights Contest,
Holiday COOKIES & CANVAS class,
CANDY CANE HUNT and more!

For details, see page 22 and follow us on social media

Learn more about our local sponsors who make Holidays in the Heights happen at:
www.invergroveheights.org/holidaysintheheights/sponsors

Get ready for the VMCC Open House!
MONDAY, DECEMBER 30 | 5 A.M.-10 P.M.

Join and pay only \$19 enrollment fee!

Experience all that the Community Center has to offer FOR FREE!

FITNESS CENTER • OPEN 4:30-7:00 • WATER PARK • LAP POOL • DIVE WELL • OPEN GYM



Follow us on Social Media



City of Inver Grove Heights

Mayor: George Tournville

City Council Members:

Tom Bartholomew

Brenda Dietrich

Kara Perry

Rosemary Zakariuk-Kirsch

This brochure is available in an alternate format upon 3-day business request. Examples of alternate formats may include large print, Braille, audio cassette.

NEW DECIDE, NEW CHURCH The Inver Grove Heights Parks & Recreation brochure has made it one step closer towards its new look—but we're not finished yet! It will provide all the same excellent content about all things happening in YOUR Parks & Recreation Department—and watch for even more great changes coming this summer!

HOLIDAY BREAK FUN AT THE VMCC! MAKE IT A BREAK TO REMEMBER!

Saturday Dec. 21 *Morning Open Swim Water Park 12-4:30 p.m. Open Skate 11 a.m.-1 p.m. Open Gym 4:30-6 p.m. Lap & Dive Pool 12-4:30 p.m. Open Hockey Ages 13-17 3-6:10 p.m.	Sunday Dec. 22 Open Swim Water Park, Lap & Dive Pool 12-4:30 p.m. Open Gym 4:30-6 p.m. Open Skate 4:30-6 p.m. OPEN HOUSE! Monday Dec. 30 Open Skate 11 a.m.-1 p.m. Open Swim Water Park, Lap & Dive Pool 12-4:30 p.m. Open Gym 4:30-6 p.m. Lap & Dive Pool 12-4:30 p.m. Open Hockey Ages 13-17 3-6:10 p.m. Open Hockey Ages 6-12 3:30-4:50 p.m. Open Gym 5-7 p.m.	Monday Dec. 23 Open Swim Water Park, Lap & Dive Pool 12-4:30 p.m. Open Skate 11 a.m.-1 p.m. Open Hockey Ages 6-12 10:30-12 p.m. Open Hockey Ages 13-17 12:10-1:40 p.m. Open Gym 5-7 p.m.	Tuesday Dec. 24 Open Skate 11 a.m.-1 p.m. Wednesday Dec. 25 VMCC CLOSED Enjoy the holiday! Tuesday Dec. 31 Open Skate 11 a.m.-2:50 p.m. FAMILY NEW YEAR'S PARTY! 12-3:30 p.m. Open Hockey Ages 6-12 2:50-4:20 p.m.	Thursday Dec. 26 *Morning Open Swim Water Park 12-4:30 p.m. Open Skate 11 a.m.-1 p.m. Friday Dec. 27 Lap & Dive Pool 12-4:30 p.m. Open Skate 11 a.m.-1 p.m. Open Hockey Ages 13-17 2:50-4:10 p.m. Open Hockey Ages 6-12 3:30-4:50 p.m. Open Gym 5-7 p.m.	Saturday Dec. 28 *Morning Open Swim Water Park 12-4:30 p.m. Open Skate 11 a.m.-1 p.m. Open Swim Water Park, Lap & Dive Pool 12-4:30 p.m. Open Skate 6:30-8 p.m. Wednesday Jan. 1 Happy New Year! Open Skate 11 a.m.-1 p.m. Open Swim Water Park, Lap & Dive Pool 12-4 p.m.
--	--	--	--	--	---

BLACK LIGHT DODGEBALL NIGHT
• FRIDAY, JANUARY 31 • 6:30-9 P.M. • \$10/person •
• VMCC Gym • 18+ Youth • Register by Friday, Jan. 25 •
Ages 12 & up • Two sessions: teen & adult • 6-10 players/team

NEW!
Join us for a great night of black light-fueled fun! Teams will be organized the night of the event. Wear white or neon to glow! Snacks will be served. We hope to see you there!

HEALTHY LIVING FAIR
Wednesday, April 22 | 9 a.m.-12 p.m.
VETERANS MEMORIAL COMMUNITY CENTER

Vendor booths with information on adult health, wellness, housing transitions, financial planning and more!

Interested in SPONSORING an IGH Parks & Rec event?
Sponsoring an event or program hosted by Inver Grove Heights Parks & Recreation allows your business to connect with the City's residents in a unique and beneficial way.

We would love to partner with you. Please contact Julia Dorzhak at jldorzhak@invergroveheights.org or 651-450-2588 to discuss how we can build a stronger community—together!



APPENDIX L

Proposed Redesigned Insights Newsletter Masthead (Logo subject to change)



Plowing Through Challenges

Jeff Lengsfeld grew up on a farm not far from the Inver Grove Heights Public Works facilities, where he has worked full-time for thirty-four years. At sixteen, he says, he “walked up the street” to get a job with the city of IGH. That was 1977, and Jeff started part-time with the Parks department, mostly mowing and maintaining hockey rinks.

Now a year from retirement, he leads a team of seven full-time employees in the Streets Division of Public Works dedicated to street maintenance, tree trimming, de-icing, plowing public sidewalks and clearing the city’s eight plow routes. Jeff also leads up to twenty additional full-time maintenance employees from Parks, Utilities and Central Equipment, who assist the Street Maintenance Division with snow removal duties.

Jeff has seen his share of bad storms and long, cold winters. The worst he remembers was a double snowstorm over Halloween in 1991, a three-day snowstorm, which began just a few hours before trick-or-treaters started making their rounds on Oct. 31, and dumped more than twenty-eight inches of snow on the city. The Halloween blizzard still holds the record for highest snowfall total of any single storm and highest snowfall total in a twenty-four-hour period, according to the University of Minnesota. “We worked insane



hours, around the clock,” remembers Jeff. His boss, Street Maintenance Superintendent Barry Underdahl, remembers it, too, partly because of how difficult it was for equipment to move that much snow, and partly because he couldn’t take his three-year-old son trick-or-treating. The crew worked a twenty-two-hour shift during the storm, but laws have since changed, and employees are now limited to working sixteen hours straight.

Whenever possible, plowing starts between midnight and 3 a.m., before the morning commute, with priority given to fire stations and police parking lots, then roads and residential streets, then cul-de-sacs and sidewalks. If a plow

truck breaks down, it can set things back considerably because the team is not only down a vehicle, but also down the worker who is fixing it. The “Old Village” area of IGH, hilly neighborhoods and cul-de-sacs, which are plentiful in IGH, are particularly challenging. “Courts and cul-de-sacs take a great amount of time to do correctly, so that we don’t leave any more snow in driveways than we have to. We don’t want to plow anybody into their driveway. That’s a fallacy. I always think about how I would like the street plowed if I lived there,” says Jeff. In addition to street plowing, Jeff’s team also provides a service that is rare in Minnesota communities — sidewalk snow clearing.

In This Issue

Tips on Helping Plows Be More Effective on Your Street
2

Winter Heating Safety Tips
3

Protecting Our Water Supply
4

Top 7 Headaches for Recycling Facilities
5

360 Communities Can Help
6

Community Development News
7

APPENDIX M Design Template Examples

Flyers



Learn more and register
by phone 651-450-1234 or
online: www.invergroveheights.org/fire



Learn more and register
by phone 651-450-1234 or
online: www.invergroveheights.org/fire



Let us know your thoughts
on future park improvements



Two meetings - one night

Both meetings will be held at City Hall in the Council Chambers
8150 Barbara Avenue

Salem Hills Neighborhood Meeting -
Tennis and Basketball Courts Proposal
5:30 p.m.

Heritage Village Park Public Meeting -
Historic Contribution Input
7 p.m.

Can't make a meeting?
Send your comments to: ecarlson@invergroveheights.org
www.invergroveheights.org/parksandrecreation



APPENDIX N Design Template Examples

INVER GROVE HEIGHTS
PARKS & RECREATION

MITE CO-ED BASKETBALL LEAGUE

GRADES 1-2

**BASICS OF BASKETBALL
IN TEAM ENVIRONMENT**

**JAN. 13-MAR. 16
MONDAYS AND SOME
WEDNESDAYS
FEE \$52
CODE: YL-W100**

**PRACTICES LEADING UP TO SCRIMMAGES
REGISTER BY DEC. 20**

LOCATION: ELEMENTARY SCHOOL GYMS, TBD

REGISTER BY PHONE: 651-450-2585 OR
ONLINE: INVERGROVEHEIGHTS.ORG/REGISTER



INVER GROVE HEIGHTS
PARKS AND RECREATION

VMCC OPEN HOUSE!

**MONDAY, DECEMBER 30
ALL DAY**

Check out all the VMCC has to offer

FOR FREE

If you want to enroll for a membership
on this day its only \$19!

Amenities include: a fitness center, ice arenas, lap
pool/dive well, water park and gymnasium

Veterans Memorial Community Center

VMCC
VETERANS MEMORIAL COMMUNITY CENTER

651-450-2480
invergroveheights.org/communitycenter



INVER GROVE HEIGHTS
PARKS & RECREATION

KIDS ROCK

RECREATIONAL OPPORTUNITIES CATERED TO KIDS
MAKE IT A MEMORABLE SUMMER!

**2020
SUMMER CAMP
FOR KIDS
JUNE 8-AUG 28**

**AGES
5-12**

PAY BY THE WEEK OR FOR THE ENTIRE SUMMER!
*LIMITED AVAILABILITY FOR THE FINAL WEEK AUG. 24-28



VETERANS MEMORIAL COMMUNITY CENTER
GET ALL THE DETAILS:
INVERGROVEHEIGHTS.ORG/KIDSROCK



LIGHT UP THE HEIGHTS

CONTEST FOR THE BEST RESIDENT LIGHT DISPLAY IN
THE CITY! SHOW OFF YOUR HOLIDAYS LIGHTS AND
SPREAD THE HOLIDAY CHEER!

1ST PRIZE: \$150
2ND PRIZE: \$100
3RD PRIZE: \$50

Register your home by December 5

Everyone can (and should) register to be on the 2019 map.
Previous 1st Place winners not eligible for prize

A map to tour all entries will be available Dec. 12

Prizes provided by
Inver Grove Heights Convention and Visitor's Bureau.

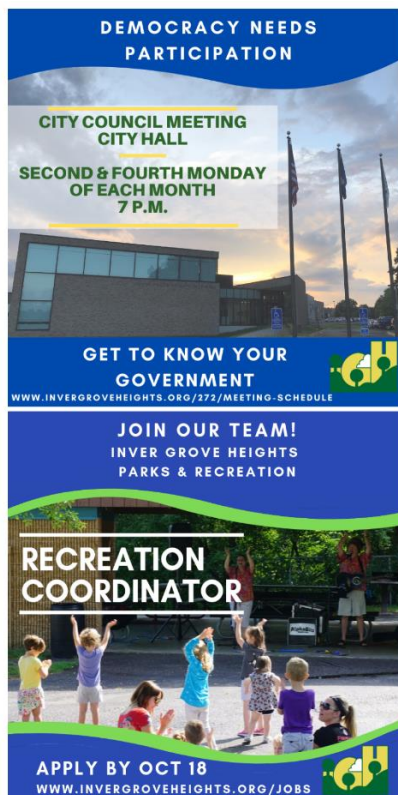
Questions? Call 651-450-2580.
www.invergroveheights.org/register





APPENDIX O Design Template Examples

Banners



Social Media and Web



APPENDIX P

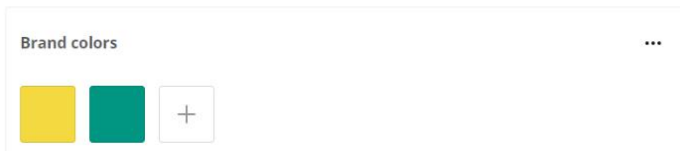
Brand Kit Example for Flyer Design

Brand Kit

Brand logos



Brand colors



Brand fonts

Headings, Open Sans Extra Bold, 31.5

Subheadings, Open Sans, 18

Body, Open Sans Light, 12

APPENDIX Q

Key On-Message Phrases for Communications

Public-facing messages from the City, and any interaction with our residents, should include at least one of these on-message, on-brand words and phrases:

collaborative, commitment, conduct, consistent, creating opportunity,
dignity, diversity, dynamic, education, effective, empathy, enriching,
enhance, engaging, ethical, experience,
fair, fitness, friendly, grace, growing, growth, healthy, honesty,
innovation, integrity, moving forward, proactive, quality, planning,
professional,
reliable, responsible, respect, responsive, safe, safety, service, smart,
support, sustainable, transparency, unique, variety, value,
values, welcoming.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: March 23, 2020
 Item Type: Consent Agenda
 Contact:
 Prepared by: Joe Lynch, City Administrator
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Council is asked to set two (2) Special Meeting dates to consider a discussion about the Culture Assessment project that has been ongoing since late 2019 and for the first Quarterly meeting with the City Administrator and department heads.

I recommend that the City Council establish Monday, March 30th, 6:00 p.m. as the meeting date and time for discussion of the City-wide culture assessment project. I further recommend that the City Council establish, Monday, April 20th, 6:00 p.m. as the date and time for the first 2020 quarterly meeting with the City Administrator and department heads.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Authorizing Carryover of Unused Budget Appropriations

Meeting Date: March 23, 2020
 Item Type: Consent
 Contact: Amy Hove 651-450-2521
 Prepared by: Amy Hove, Finance Director
 Reviewed by: Joe Lynch, City Administrator
 Eric Carlson, P&R Director
 Scott Thureen, PW Director
 Heather Rand, CD Director
 Judy Thill, Fire Chief
 Melissa Chiodo, Police Chief

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Authorize the Carryover of Unused Budget Appropriations from the 2019 Budget to the 2020 Budget.

SUMMARY

Appropriations for the 2019 Budget expired on December 31, 2019. As in past years some items were not completed in 2019 and we are requesting carryover of unused 2019 appropriations to the 2020 Budget. Requests are as follows:

General Fund

• Elections	Non-Election Year Carryover	\$ 50,000
• Finance	Regular-Full Time	51,000
• Finance	Other Professional Services	10,000
• Communications	Other Professional Services	27,380
• Parks	Repair & Maintenance – Roads	9,000
• Inspections	Regular-Full Time	25,000
• Inspections	Supplies – Training	11,400
• Inspections	Misc-Computer Software	15,000
• Police	Telephone	896
• Police	Supplies – Other	10,786
• Police	Supplies & Training	8,220
• Police	Uniforms	9,916
• Police	Regular-Full Time	56,832
• Fire	Temporary Wages	40,000
• Fire	Repair & Maintenance – Vehicles	31,000
• Fire	Repair & Maintenance – Buildings	28,000
• Fire	Supplies – Other	91,500
• Fire	Uniforms	8,000
• Fire	Utility – Gas	4,000
• Fire	Utility – Electrirc	4,000
• Fire	Public Education Supplies	<u>8,500</u>
	Total General Fund	\$ 500,430

Community Center

• Buildings	\$ 601,500	
• Improvements	61,600	
• Other Equipment	<u>6,600</u>	
	\$ 669,700	<i>funded by the Host Community Fund (transfers)</i>

Inver wood Golf Course

• Repair & Maintenance – Buildings	\$ 10,000
------------------------------------	-----------

City Facilities

• Other Professional Service	\$ 75,000
• Repair & Maintenance – Building	<u>75,000</u>
	\$ 150,000

Central Equipment

• Repair & Maintenance – Building	\$ 870,000
-----------------------------------	------------

We are requesting the following transfers for 2019:

- From the Host Community Fund to the Community Center Fund – up to \$669,700 to cover the above carryover request for Community Center capital outlay.

The 2019 General Fund Amended budget anticipated using \$88,300 of fund balance. For 2019 the General Fund has an estimated surplus in excess of \$1,008,000 which is largely attributed to revenues exceeding budgetary amounts and Elections, Finance, Communications, Parks, Inspections, Police and Fire Department expenditures under budget. The fund balance impact before carryovers is \$1,096,300 (surplus plus anticipated use of fund balance) and \$595,870 after carryovers and transfers.

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

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF 2019
BUDGET APPROPRIATIONS BY AMENDING THE 2020 BUDGET**

WHEREAS, there are a number of items that were appropriated for in the 2019 Budget which were not accomplished during the fiscal year, and

WHEREAS, it is desirable that these items be accomplished during 2020 and there needs to be budget appropriations in the 2020 Budget for these items.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the 2020 Budgets are hereby amended as follows:

General Fund:

Elections	Various Accounts	Increase	\$50,000
Finance	101.41.2000.415.10100	Increase	51,000
Finance	101.41.2000.415.30700	Increase	10,000
Communications	101.41.1300.413.30700	Increase	27,380
Parks	101.44.6000.451.40046	Increase	9,000
Inspections	101.45.3300.419.10100	Increase	25,000
Inspections	101.45.3300.419.60018	Increase	11,400
Inspections	101.45.3300.419.60042	Increase	15,000
Police	101.42.4000.421.50020	Increase	896
Police	101.42.4000.421.60065	Increase	10,786
Police	101.42.4000.421.60018	Increase	8,220
Police	101.42.4000.421.60045	Increase	9,916
Police	101.42.4000.421.10100	Increase	56,832
Fire	101.42.4200.423.10300	Increase	40,000
Fire	101.42.4200.423.40041	Increase	31,000
Fire	101.42.4200.423.40075	Increase	28,000
Fire	101.42.4200.423.60065	Increase	91,500
Fire	101.42.4200.423.60045	Increase	8,000
Fire	101.42.4200.423.40010	Increase	4,000
Fire	101.42.4200.423.40020	Increase	4,000
Fire	101.42.4200.423.60006	Increase	8,500

Community Center Fund:

205.44.6200.453.80200	Increase	601,500
205.44.6200.453.80300	Increase	61,600
205.44.6200.453.80800	Increase	6,600

Inver wood Golf Course

503.52.8500.526.40040	Increase	10,000
-----------------------	----------	--------

City Facilities Fund:	605.00.7500.460.30700	Increase	75,000
	605.00.7500.460.40040	Increase	75,000

Central Equipment:	603.00.5300.444.40040	Increase	870,000
--------------------	-----------------------	----------	---------

BE IT FUTHER RESOLVED: that the following transfers are authorized in 2020:

From:	Host Community Fund	451.57.9200.590.91100	Max. 669,700
To:	Community Center Fund	205.59.0000.3911000	Max. 669,700

Adopted by the City of Inver Grove Heights this 23rd day of March 2020.

Ayes:
Nays:

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Amy Hove

From: Amy Hove
Sent: Wednesday, March 18, 2020 3:22 PM
To: Amy Hove
Subject: FW: 2019 Budget Carryovers

From: Joe Lynch <jlynch@invergroveheights.org>
Sent: Tuesday, March 3, 2020 2:08 PM
To: Amy Hove <ahove@invergroveheights.org>; Rebecca Kiernan <rkiernan@invergroveheights.org>
Subject: RE: 2019 Budget Carryovers

Amy/Becky,

We set the 2020 Elections budget to have a \$50,000 carryover. This was to even out the budgets over time so there wasn't huge swing in them in non-election years. We should plan to do the same for 2021 – carryover approximately \$50K.

From: Amy Hove <ahove@invergroveheights.org>
Sent: Tuesday, March 3, 2020 2:03 PM
To: Rebecca Kiernan <rkiernan@invergroveheights.org>
Cc: Joe Lynch <jlynch@invergroveheights.org>
Subject: FW: 2019 Budget Carryovers

Hi Becky,

Just wanted to reach out and inquire as to whether or not you intend to carryover any of the 2019 election budget? Reviewing the 2018 budget, it appears that the 2020 budget was set at ~\$30,000 over what was spent in 2018. Knowing that 2018 was not a presidential election year and you have an additional presidential primary in 2020, I wasn't sure on your comfort level with the 2020 election budget as it sits.

For reference, the 2019 election budget had ~\$58,500 remaining at year-end.

If you've got questions or want to review this information in person, just let me know.

Thanks,

Amy

Amy Hove

From: Joe Lynch
Sent: Thursday, March 5, 2020 3:35 PM
To: Amy Hove
Subject: RE: 2019 Budget Carryover-Finance

Amy,

Thank you for your email and explanation of the situation with our Finance Department. I agree with your assessment and approve your request. Please add this to the list of items to present to the City Council for 2019 Carryovers, along with the listing from each department.

From: Amy Hove <ahove@invergroveheights.org>
Sent: Thursday, March 5, 2020 3:09 PM
To: Joe Lynch <jlynch@invergroveheights.org>
Subject: 2019 Budget Carryover-Finance

Joe,

As you are aware, the department's Accounts Payable Accounting Technician accepted a promotional opportunity within Administration (HR Division) in late January. In the interim, we have utilized an existing paid intern to perform those duties to give me time to review the position. Since then, I have discussed our accounts payable process with both finance staff and other departments and have come to the conclusion that we need to make some changes.

For an organization our size, an essential requirement for an effective accounts payable process is having a full-time presence in the office – to return vendor calls, handle departmental questions, research billing issues, etc. In 2013, the City reduced the number of hours for the Accounts Payable Technician from 40 hours to 24 hours a week. While this arrangement was acceptable to the previous incumbent, it has not lead to a very effective accounts payable process. In 2019, the Finance Department issued over 3,500 checks and was responsible for maintaining approximately 5,200 vendor accounts. An accounts payable process needs full-time attention and given the existing arrangement that just isn't possible.

Having reviewed the 2019 budget, I believe we have an opportunity to transition this position back to full-time so we can finally start improving upon the accounts payable process. The balance remaining in the Finance Department's 2019 budget is \$75,834 and the savings is mostly related to personnel. The cost for replacing our part-time accounts payable position with a full-time accounts payable position is estimated at \$23,000 annually.

I would also request an additional \$28,000 to cover personnel items that were either underestimated and/or unplanned when setting the 2020 budget plus \$10,000 to set aside for software and process improvements. The majority of the additional personnel items are needed so the department can catch up on work that fell behind during 2019 when the office was down one full-time person.

Total Requests:

Personnel	\$51,000
Other Professional Services	<u>10,000</u>
	\$61,000

I believe this will have a positive impact on our operations and appreciate your consideration and support for these requests.

Amy



Memo

To: Amy Hove
From: Amy Looze
cc: Joe Lynch
Date: March 18, 2020
Re: Carry over of Communications budget funds from 2019 to 2020

The 2019 Communications budget for the City ended the year under budget by \$27,380, due in large part to the role of Communications Manager being vacant for half the year. Because of this vacancy, account number 101.41.1300.413.10100 (REGULAR FULL TIME) was under budget.

I would like to carry this amount over into the 2020 Communications budget to be used for 2020 Communications goals, such as creating a style guide for the City and furthering our community outreach and education efforts. Please apply the carry over amount to 101.41.1300.413.30700 OTHER PROFESSIONAL SERVICES.

Thank you for your consideration.

Amy Hove

From: Eric Carlson
Sent: Friday, March 6, 2020 2:21 PM
To: Amy Hove
Cc: Julie Dorshak; Tammy Abrahamson; Todd Fredrickson; Brian Swoboda; Joel Metz; Matt Moynihan; Teri O'Connor
Subject: 2019 Carryovers

Amy

Parks and Recreation requests the following money be carried over from 2019 to 2020:

VMCC/Grove	Budget Code	Amount
Spa Tile Work	205.44.6200.453.80300	\$11,000
Auto Scrubber	205.44.6200.453.80800	\$6,600
Lap Pool HVAC	205.44.6200.453.80200	\$456,000
West/East Scoreboards	205.44.6200.453.80200	\$40,000
Rear Stairs	205.44.6200.453.80200	\$33,000
Fitness Storage Cubby	205.44.6200.453.80300	\$12,000
Basketball Hoops NG Gym	205.44.6200.453.80200	\$22,500
Various Doors/Frames	205.44.6200.453.80200	\$20,000
Gym Partition NG Gym	205.44.6200.453.80300	\$38,600
Birthday Party Room	205.44.6200.453.80200	\$30,000
Total		\$669,700

Inver wood Golf Course	Budget Code	Amount
Comfort Station Roof Replacement	503.52.8500.526.40040	\$10,000
Total		\$10,000

Parks Maintenance	Budget Code	Amount
Sleepy Hollow Trail Work	101.44.6000.451.40046	\$9,000
Total		\$9,000

City Facilities	Budget Code	Amount
Process Training/Work Order Software	605.00.7500.460.30700	\$75,000
Office Furniture and Sound Attenuation	605.00.7500.460.40040	\$75,000
Total		\$150,000

Please let me know if you have any questions.

Thanks!

Eric

RE: FY 2019 budget transfer to FY 2020



Steve Johnson

To Amy Hove

Cc Heather Rand; Triina Barr

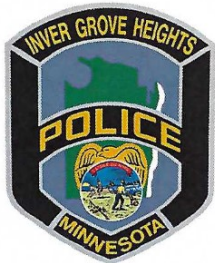


2020 Budget Request.docx

18 KB

Here you go.

- 1) \$25,000 to Labor account code 101.45.3300.419.10100 FY 2019 to FY 2020
Reason: The testing and implementation of the remaining CV modules and the portions of modules not currently utilized as part of the contract signed between the City of IGH and CityView on 12Apr2017 to include- Portal, Rental Housing, Code Compliance, Cashiering, Reporting, Outlook Add-In.
The previous Community Development and Inspections Department leadership lacked the requisite experience and knowledge to fully understand the staff time commitment required for successful implementation. For example, the City of Bloomington Building Inspection Permit Supervisor had \$25,000 in overtime during the Portal rollout alone. It's a much larger project than originally thought, and not simply "plug and play" as the previous Community Development leadership had communicated.
- 2) \$11,400 to Supplies-Training account code 101.45.3300.419.60018
Reason: \$3000 toward the purchase of new code books (9 books/inspector times 4 inspectors), illustrated training manuals and code referenced standards for administration of the 2020 Minnesota State Building Code. The new Building Code goes into effect on March 31, 2020. The code book price averages around \$100 each. \$8,400 for 4 days of extensive CityView training on current modules; thus, allowing staff the ability to configure the software independent of CityView and maximize the return on investment.
- 3) \$15,000 to Misc-Software Account Code 101.45.3300.419.60042
Purchase of CityView modules: Contractor Licensing, Exchange, GIS Integration
These modules will allow staff to reduce inefficient redundant processes allowing better use of the current CityView software and align with the CityView Best Practices protocol. The original 2017 implementation was not thoroughly vetted during the quotation process.



City of Inver Grove Heights Police Department

8150 Barbara Ave, Inver Grove Heights, MN 55077

(651) 450-2525

Fax (651) 450-2543

March 6, 2020

Amy,

I respectfully request the remaining 2019 Police Department Budget funds be carried over from the 2019 budget to be utilized in the Police Department's 2020 Budget:

2019 Approved Budget	\$ 8,659,900
2019 Budget Used	<u>8,573,250</u>
Total Budget Remaining	<u>\$ 86,650</u>

101.42.4000.421.50020 Telephone \$896

Roll into 101.42.4000.421.50020 Telephones for 2020. We will be purchasing new phones on the First Net system for all officers.

101.42.4000.421.50080 Conference & Seminars \$10,786

Roll into 101.42.4000.421.60065 Supplies other, to be used towards our new wellness initiative.

101.42.4000.421.60018 Supplies & Training \$2,404

101.42.4000.421.60065 Supplies Other 5,816
\$8,220

Roll both into 101.42.4000.421.60018 Supplies & Training, to be used for Training and Leadership initiatives that resulted from the 2019 Culture Assessment, Total amount is \$8,220

101.42.4000.421.60045 Uniforms & Clothing \$9,916

Roll into 2020 Uniform & Clothing account 101.42.4000.421.60045, per contract officers carry the unused balance over into the next year.

There is a remainder of \$56,832 from salaries, insurance and other savings. I ask that all of it roll over into 101.42.4000.421.10100 Regular Full-Time, to help cover the cost of the new Lieutenants position for 2020.

Impact to 2020 Accounts:

101.42.4000.421.50020 Telephone	\$ 896
101.42.4000.421.60065 Supplies-Other	10,786
101.42.4000.421.60018 Supplies & Training	8,220
101.42.4000.421.60045 Uniforms	9,916
101.42.4000.421.10100 Regular Full-Time	<u>56,832</u>
Total Carryover's Requested	<u>\$ 86,650</u>

I respectfully ask that these funds be carried over into 2020 to further our operations, training and initiatives in the Police Department.

Respectfully,

Chief Melissa Chiodo

TO: Amy Hove, Finance Director
FROM: Judy Thill, Fire Chief
SUBJECT: Budget carryover 2019 to 2020
DATE: March 23, 2020

I would like to request carryover of the following 2019 Fire Department funds to 2020 (\$215,000):

Temporary Wages

101.42.4200.423.10300 - \$40,000

- In 2019, we were over by \$12,000 because of the required callbacks, which was only a half year. In addition, the total number of calls in 2019 were at a record high and are expected to continue to increase in 2020.

Repair and Maintenance Vehicles

101.42.4200.423.40041 - \$31,000

- \$16,000 SCBA Air fill station for new Rescue Truck had been planned to be added after delivery.
- \$15,000 Safety and technological changes to the new Ladder truck that were not available at the time of original purchase.

Supplies Other

101.42.4200.423.60065 - \$91,500

- This is for some of the equipment that was requested in 2019/2020 budget that was not funded. Includes: Rescue bags for our new SCBA, Replacement Extrication Tool, Air Quality Monitors we do not have, Replacement Thermal Imaging Camera, 4 Replacement Mobile Data Computers for the fire trucks that were received with a grant in 2011, Rescue Rope for basic rescue, and Standpipe Kits for hooking hoses to standpipes.

Uniforms

101.42.4200.423.60045 - \$8,000

- This is to replace our duty crew uniforms that were purchased in 2016. We have no annual uniform replacement allocation and have only been able to replace parts of individual uniforms piecemeal.

Utility Gas

101.42.4200.423.40010 - \$4,000

- Although we added more funds to take care of the new station utilities, we do not yet have a full year of operating costs.

Utility Electric

101.42.4200.423.40020 - \$4,000

- Although we added more funds to take care of the new station utilities, we do not yet have a full year of operating costs.

Public Education Supplies

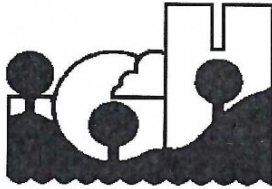
101.42.4200.423.60006 - \$8,500

- This was for a Public Education Robot from money that was received as a donation. The company was not able to complete the project in 2019.

Repair and Maintenance Buildings

101.42.4200.423.40075 - \$28,000

- \$8,000 This is to complete adding the new carpet in station 1. This carpet is as old as the building (over 30 years old) and with previous funds, we were only able to replace half.
- \$20,000 Still have concrete grates that need repaired at station 3. When started this project, did not have enough funds to complete project. Grates and surrounding concrete are a safety hazard and need replaced.



City of Inver Grove Heights
Streets and Central Equipment

MEMORANDUM

TO: Scott Thureen, Public Works Director
FROM: Barry Underdahl, Street Superintendent
DATE: January 7, 2020
SUBJECT: Budget Carryover

Department 5300 – Central Equipment

Two thousand nineteen was an extreme weather year that included record snowfall and flooding. Coupling the weather extremes with unprecedented pavement maintenance needs, due to asphalt deterioration, made it a very busy year for maintenance. Building maintenance work, budgeted in 2019, became delayed which left us without enough time to get through the process within the year.

In the calendar year 2019, Stantec Architecture Inc. was hired as a consultant to provide the City with design, bidding, and construction phase services for the replacement of the roof systems on both buildings. INSPEC was hired as a consultant to provide design, bidding, and construction phase services for the exterior wall rehabilitation of both buildings. These services are underway and partially paid for in 2019.

I respectfully request the carryover of \$870,000.00 from the Central Equipment Division's remaining 2019 budget in line item 603.00.5300.444.40040 to be made available for expenditure in 2020 for the repair and maintenance of the Public Works Maintenance Building and the Cold Storage Building. Both buildings need roof replacement and exterior envelope repairs to prevent water intrusion and further deterioration of our aging maintenance buildings.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Innovative Basement Authority – Case No. 20-06CA

Meeting Date: March 23, 2020

Item Type: Consent

Contact:  Heather Botten 651.450.2569Prepared by:  Heather Botten, Associate Planner

Reviewed by:

Fiscal/FTE Impact:☒

None

☐

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Conditional Use Permit Amendment to operate a contractor's yard with outdoor storage on the property located at 6265 Carmen Avenue.

- Requires a 4/5th's vote.
- 60-day deadline: March 16, 2015 (first 60-days)

SUMMARY

The applicant is requesting a conditional use permit amendment to operate a contractor's yard with outdoor storage. The applicant's business specializes in basement waterproofing and foundation repair. Most of the material they use would be stored inside of the building, but there would be equipment, vehicles, and some material stored outside, triggering the need for the conditional use permit amendment.

The proposed request meets the CUP criteria relating to the Comprehensive Plan and zoning consistency, compatibility with land uses, environmental impacts, and public health and safety impacts. There would be no additional impervious surface added to the property and the access would not be changing. The request meets the screening and landscaping requirements for the City.

Planning Staff: Based on the information provided and the conditions listed in the attached resolution, staff is recommending **approval** of the conditional use permit amendment to operate a contractor's yard with outdoor storage.

Planning Commission: Recommended **approval** of the request at their March 17, 2020 meeting with the conditions listed in the attached resolution (6-1). The applicant was in attendance at the public hearing; no neighbors attended the hearing.

Attachments: CUP Resolution
Planning staff report
Neighbor comment

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT AMENDMENT FOR A
CONTRACTOR'S YARD WITH OUTDOOR STORAGE**

**Innovative Basement Authority
Case No. 20-06CA**

WHEREAS, an application for Conditional Use Permit Amendment has been submitted for property located at 6265 Carmen Avenue and legally described as the following;

Lot 2, Block 1, Southeast Metro Industrial Park, Dakota County, MN

WHEREAS, the aforescribed property is currently zoned I-1, Limited Industrial;

WHEREAS, a contractors yard with outdoor storage is listed as a conditional use within the I-1, Limited Industrial zoning district;

WHEREAS, the request has been reviewed against Title 10, Chapter 3, Article A, Section 10-3A-5 regarding the criterion for a Conditional Use Permit such as consistency with the Comprehensive Plan, conformity with the Zoning Ordinance and compatibility with adjacent properties, among other criteria, the request meets all of the minimum standards;

WHEREAS, a public hearing concerning the conditional use permit was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on March 17, 2020;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Conditional Use Permit Amendment to allow a contractor's yard with outdoor storage is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the site plan dated 02/19/20 on file with the Planning Department except as may be modified herein.
2. The outside storage area shall be kept in a neat and orderly manner. All licensable equipment and vehicles must have a current license and be in operable condition.
3. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
4. All parking lot and building lighting shall be of a shoe-box style with all lighting being diffused or direct away from all property lines and public right-of-ways. The direct source of the light shall not be visible from any abutting property lines and public right-of-ways.
5. The wood fence is a screening requirement and must be maintained. i.e. kept straight and plumb, fix any broken boards, remove graffiti, etc.
6. All signs for the site require a separate sign permit and shall conform to the sign requirements of the I-1 zoning district.
7. Erosion and sediment control practices shall be used while stockpiling material outside of the building. Erosion and sediment control practices include stockpile perimeter erosion control, storm drain inlet protection, and lot sweeping.

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

Adopted by the City Council of Inver Grove Heights this 23rd day of March, 2020.

AYES:

NAYS:

ATTEST:

George Tourville, Mayor

Rebecca Kiernan, City Clerk

**PLANNING REPORT
CITY OF INVER GROVE HEIGHTS**

HEARING DATE: March 17, 2020

CASE NO.: 20-06CA

APPLICANT: Innovative Basement Authority

PROPERTY OWNER: Lakeview Industrial Park

REQUEST: Conditional Use Permit for a contractor's yard with outside storage

LOCATION: 6265 Carmen Avenue

COMPREHENSIVE PLAN: IOP, Industrial Office Park

ZONING: I-1, Limited Industrial

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner



BACKGROUND

The applicant has submitted a request for a conditional use permit amendment to allow a contractor's yard with outdoor storage to be operated on the existing improved property. The applicant's business specializes in basement waterproofing and foundation repair. Most of the material would be stored inside the building but company vehicles along with a skid loader, excavator and an onsite dumpster would be stored outside. The applicant is also designating a holding space for rock and gravel in case it is needed.

The lot is 2.5 acres in size and zoned Industrial. There will be no additional impervious surface added to the property and no changes to the exterior of the building.

The specific request consists of the following:

- A.) A **Conditional Use Permit Amendment** to allow a contractor's yard – with outside storage but enclosed with a fence.

EVALUATION OF REQUEST

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

North	Multiple Family; Zoned R-3C; Guided Medium Density Residential
East	Industrial; Zoned I-1, Limited Industrial; Guided Industrial Office Park
West	Single Family; Zoned R-1C, Single-family; Guided Low Density Residential
South	Mini Storage; Zoned I-1, Limited Industrial; Guided Industrial Office Park

SITE PLAN REVIEW

Setbacks. No changes are being proposed to the existing parking lot or building.

Parking/Storage. All employee parking and storage of material and equipment would be within the fenced area. The zoning code does not have any specific parking requirements for a contractor's yard. Staff reviewed the parking based on the applicants need; staff is comfortable with the designated parking areas provided.

Screening/Landscaping. Landscaping was installed with the Simon Delivers request; no additional landscaping is required with the proposed request. Screening the outdoor storage is required from residential uses and right-of-way. The north and west property lines have existing solid screening. The easterly part of the property has a fence with a mesh cover to screen from Carmen Avenue, complying with code requirements.

Access. Access to the site it not changing; there are two access points from Carmen Avenue.

Lighting. No changes to the lighting are proposed at this time. All parking lot lighting and building lighting shall be designed so as to deflect light away from the public street. The source of light shall be hooded, recessed, or controlled in some manner so as not to be visible from adjacent property or streets.

Signage. No signs are proposed at this time. All signs for the site require a separate sign permit and shall conform to the sign requirements of the I-1 zoning district.

Engineering. No additional impervious surface would be added to the property at this time. The City Engineering Department has reviewed the plans and takes no exception with the proposed request.

GENERAL CONDITIONAL USE PERMIT REVIEW

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

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

This criterion is met. The Comprehensive Plan recognizes the proposed area as Industrial. A contractor's yard with outdoor storage is consistent with uses in the industrial area and with the long range plan for the area.

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

The I-1 district is intended for the continued operation of light manufacturing, warehousing, and wholesaling businesses. The proposed use of a contractor's yard with outdoor storage is a conditional use in the I-1 district. With approval of the CUP, the request would be consistent with the zoning requirements.

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

The use proposed does not appear to be materially injurious to existing or planned properties or improvements to the vicinity.

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

This criterion is met; the proposed request does not appear to have any negative effects on City facilities or services.

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

i. Aesthetics/exterior appearance

No changes are proposed to the existing structure. Outside storage is not uncommon in industrial areas and will be screened from the residential properties and right-of-way.

ii. Noise

The noise from a contractors' yard is not out of the ordinary for the I-1 zoning district.

iii. Fencing, landscaping and buffering

The property is meeting the City's landscaping and screening requirements.

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

The lot is about 2.5 acres in size. Contractor's yards are typically found in industrial areas; the proposed use is appropriate for the zoning, location, and the size of the lot.

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

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

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

The proposed use would not have any direct impacts on the environment. No additional impervious surface would be added to the site.

ALTERNATIVES

The Planning Commission has the following alternatives available for the proposed request:

A. Approval If the Planning Commission finds the application acceptable, the Commission should recommend approval of the Conditional Use Permit Amendment with the following conditions:

1. The site shall be developed in substantial conformance with the site plan dated 02/19/20 on file with the Planning Department except as may be modified herein.
2. The outside storage area shall be kept in a neat and orderly manner. All licensable equipment and vehicles must have a current license and be in operable condition.
3. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
4. All parking lot and building lighting shall be of a shoe-box style with all lighting being diffused or direct away from all property lines and public right-of-ways. The direct source of the light shall not be visible from any abutting property lines and public right-of-ways.
5. The wood fence is a screening requirement and must be maintained. i.e. kept straight and plumb, fix any broken boards, remove graffiti, etc.
6. All signs for the site require a separate sign permit and shall conform to the sign requirements of the I-1 zoning district.
7. Erosion and sediment control practices shall be used while stockpiling material outside of the building. Erosion and sediment control practices include stockpile perimeter erosion control, storm drain inlet protection, and lot sweeping.

B. Denial If the Planning Commission finds that the proposed request is not in the best interest of the physical development of the City, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

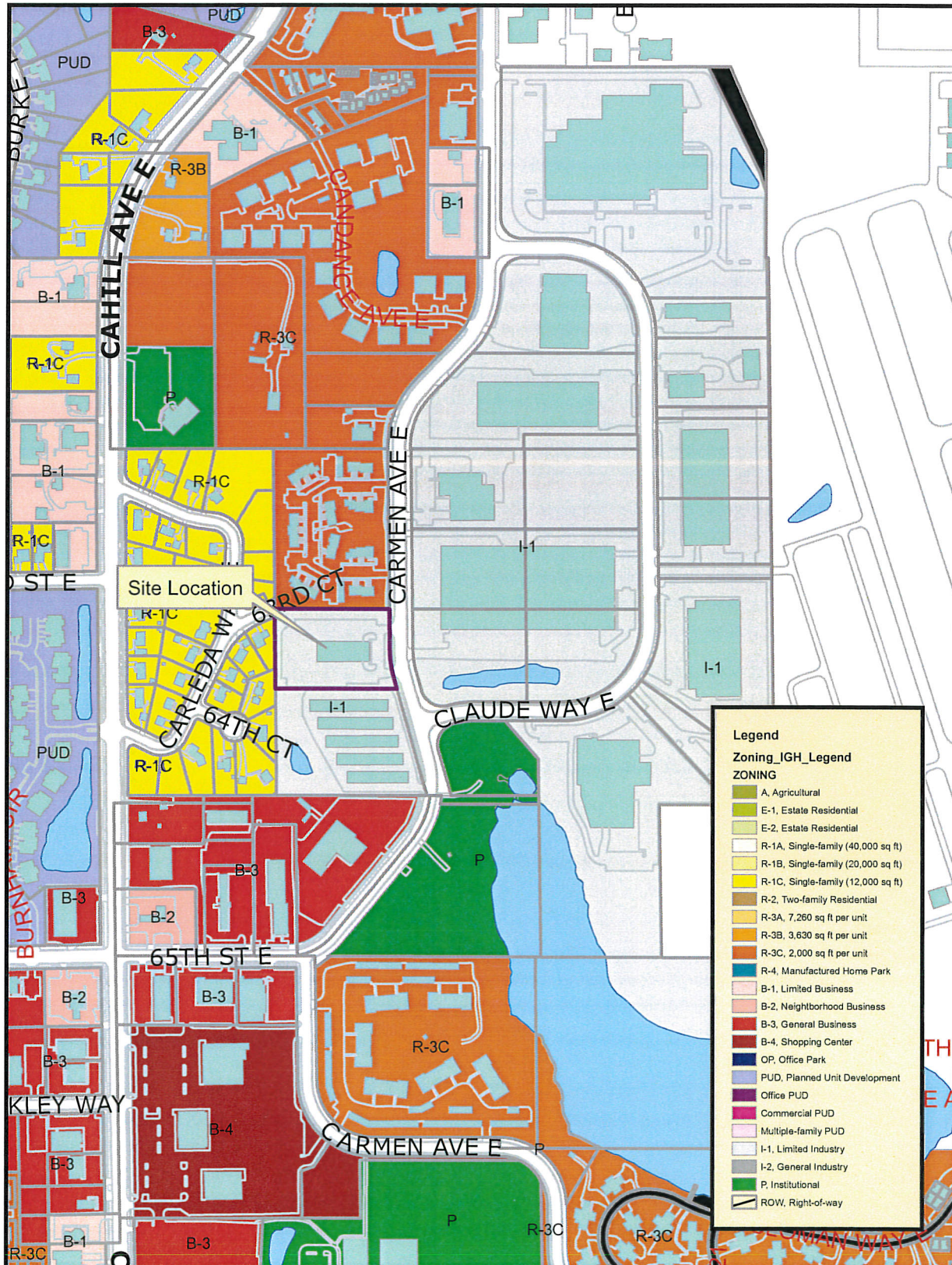
RECOMMENDATION

Based on the preceding report, Staff recommends **approval** of the request with the conditions listed in Alternative A.

Attachments: Exhibit A – Location and Zoning Map
Exhibit B – Narrative
Exhibit C – Site Plan



6265 Carmen Avenue Case No. 20-06CA



THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED.
Map produced by the City of Inver Grove Heights GIS Dept.
Copyright© City of Inver Grove Heights 2020

Exhibit A
Zoning and Location Map

Map not to scale

Innovative Basement Authority – A Veteran Founded Company

About

In business since 2005, Innovative Basement Authority specializes in basement waterproofing, foundation repair, and other services to give you a safer, drier home. Our top priority is completing top-quality work to ensure your home is in the best possible condition. With fully trained technicians and industry-leading products, we're ready to restore your basement, foundation, or crawl space.

<https://innovativebasementauthority.com/>

Hours of Operation

General Hours are 6am – 6pm

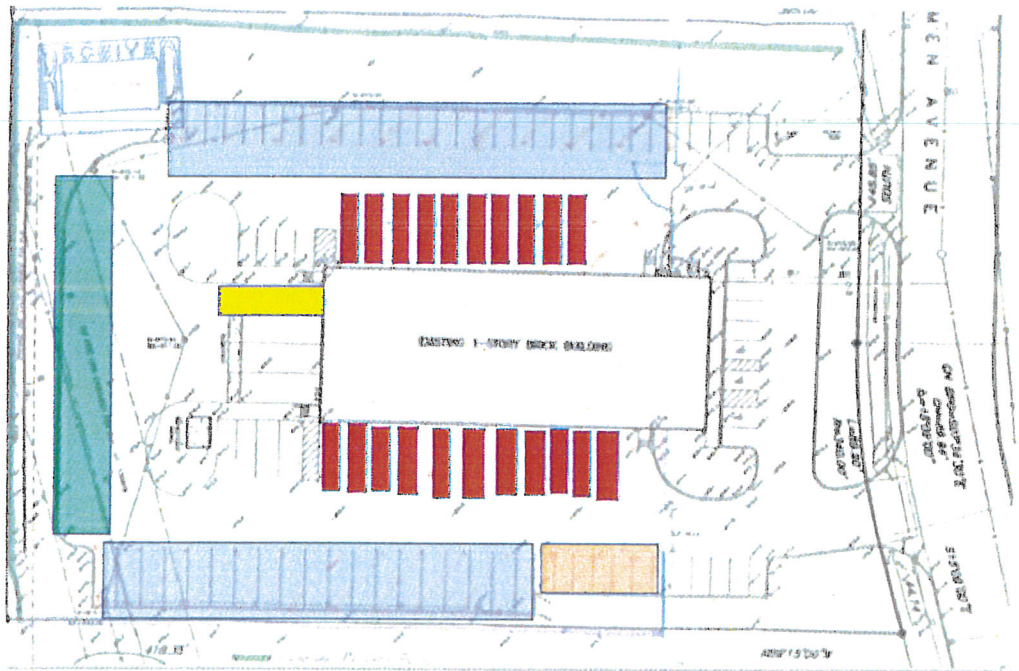
Crews arrive in the morning, prepare the trucks, and leave for the day. Trucks arrive back at the end of the day and are parked overnight. Occasionally, a crew will return after general hours.

"B"

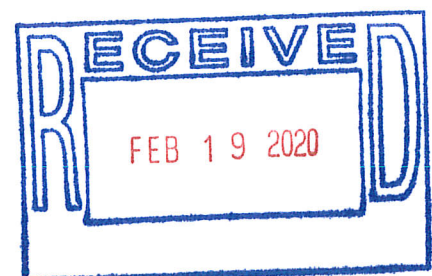
Innovative Basement Authority is applying for an amendment to a Conditional Use Permit (Resolution No 15-27 & Case No 15-03C) for property located at 6265 Carmen Ave and legally described as the following:

Lot 2, Block 1, Southeast Metro Industrial Park, Dakota County, MN

We are proposing the following:



1. Innovative is looking to have permission to park company vehicles along the sides of the building, these vehicles would be left overnight and on weekends (These positions are marked in **red** on the diagram).
2. Employee parking available along the perimeter of the property (These positions are marked in **blue** on the diagram).
3. Having a position marked for an onsite dumpster (Marked in **orange** on diagram).
4. A parking position for excavator, skid loader, etc. (Marked in **yellow** on the diagram).
5. Lastly an area at the back of the property a potential area for holding rock and gravel (Marked in **green** on the diagram).



** Add to Item 3.01*

From: Debra Palmquist <dpalmquist@tchdc.org>
Sent: Tuesday, March 17, 2020 1:16 PM
To: Heather Botten <hbotten@invergroveheights.org>
Cc: Ken Isaacson <kisaacson@tchdc.org>
Subject: Innovative Basement Authority - Case # 20-06CA - Conditional Use Permit

Dear Ms. Botten,

I work for Twin Cities Housing Development Corporation, and we oversee the 40-unit rental property known as Prairie Estates, just north of 6265 Carmen Avenue.

Our only concern regarding the conditional use permit under review is that the stated hours of operation begin at 6:00 a.m.

If trucks are loading gravel and rock at that time in the morning, the sound of heavy equipment loading this material and backing up with piercing beep-beep-beeps would create an early-morning disturbance for, at a minimum, the nine families who live on the southern end of our site.

Can any such material movement/loading, or any other use of heavy equipment in the yard, be limited to begin no earlier than 7:00 a.m.?

Thank you for your consideration,

Debra Palmquist

Senior Asset Manager
Twin Cities Housing Development Corporation
400 Selby Avenue, Suite "C"
St. Paul, MN 55102
Tel: 651-292-0211 ext. 224

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Approving a Small Wireless Facility Collocation Agreement with Cellco Partnership d/b/a Verizon Wireless

Meeting Date: March 23, 2020
 Item Type: Consent
 Contact: Scott D. Thureen, 651-450-2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SST*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution approving a Small Wireless Facility Collocation Agreement with Cellco Partnership d/b/a Verizon Wireless.

SUMMARY

On December 11, 2017, the City Council adopted a Standard Small Wireless Collocation Agreement. The cover memo from the City Attorney concerning that item is attached. It provides a brief background of the matter.

City staff and the City Attorney's office have been in negotiation with Verizon Wireless since early 2019 to produce a collocation agreement that is specific to Verizon's small wireless facilities. That document has been executed by Verizon. Staff recommends adoption of the resolution approving the agreement.

SDT/kf

Attachments: December 11, 2017 City Attorney's memo
 Resolution
 Small Wireless Facility Collocation Agreement between Inver Grove Heights and
 Cellco Partnership d/b/a Verizon Wireless

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

ATTORNEYS AT LAW

TIMOTHY J. KUNTZ
DANIEL J. BEESON
*KENNETH J. ROHLF
*STEPHEN H. FOCHLER
*JAY P. KARLOVICH
ANGELA M. LUTZ AMANN
*KORINE L. LAND
ANN C. O'REILLY
*DONALD L. HOEFT
DARCY M. ERICKSON
DAVID S. KENDALL
BRIDGET McCAULEY NASON
DAVID B. GATES
•
HAROLD LEVANDER
1910-1992
•
ARTHUR GILLEN
1919-2005
•
• ROGER C. MILLER
1924-2009

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

MEMO

TO: Mayor and Councilmembers
FROM: Timothy J. Kuntz, City Attorney
DATE: December 5, 2017
**RE: Adoption of Standard Small Wireless Collocation Agreement –
December 11, 2017 City Council Meeting**

Section 1. Background. The Minnesota Legislature passed legislation earlier this year that recognizes wireless service providers as “telecommunications right of way users” and requires cities to permit them to install small wireless facilities in the public rights-of-way. Moreover, it requires cities to allow installation of small wireless facilities on City-owned small wireless structures in the public rights-of-way. With respect to this collocation, the legislation also places caps on fees that cities may charge the wireless service providers and requires that cities either include the terms of collocation either in their ordinances or adopt a standard collocation agreement that complies with the legislation for use with the wireless service providers. To that end, the League of Minnesota Cities has prepared a Standard Small Wireless Communications Collocation Agreement (the “Collocation Agreement”) that incorporates the requirements of the new legislation.

Given the ever evolving nature of telecommunications, Staff recommends that the City Council adopt the Collocation Agreement rather than putting the terms of that collocation into City Code. The advantage is the flexibility and ease of changing the Collocation Agreement as needed over time.

Section 2. Council Action. The Council is asked to consider the attached Collocation Agreement. The Collocation Agreement has been prepared by the League of Minnesota Cities and provided to member cities as the model to be used to ensure compliance with the new telecommunications right of way user legislation that now recognizes wireless service providers as “telecommunications right of way users” and requires cities to allow small wireless facilities to be collocated on city-owned small wireless structures in the public rights-of-way. City staff recommends that the Collocation Agreement be adopted at the December 11, 2017 City Council

meeting and authorize its use with wireless service providers seeking collocation of small wireless facilities on City-owned wireless support structures in the public rights-of-way.

Attachment

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

**RESOLUTION ADOPTING A SMALL WIRELESS FACILITIES COLLOCATION AGREEMENT
WITH CELLCO PARTNERSHIP D/B/A VERIZON WIRELESS**

RESOLUTION NO. _____

WHEREAS, the Minnesota Legislature amended Minnesota Statutes Chapter 237 in 2017 to include wireless service providers within the definition of “telecommunications right-of-way user” and, as such, permit such wireless services providers to place their small wireless facilities in the public rights-of-way; and

WHEREAS, the 2017 legislative amendments require municipalities, including the City of Inver Grove Heights (the “City”), to permit wireless service providers to install, mount, maintain, modify, operate or replace their small wireless facilities on City-owned wireless support structures in the public rights-of-way, as well as requires that the standards for such collocation be set forth in either the City Code or be provided to wireless service providers in the form of a standard collocation agreement; and

WHEREAS, the City determined that the use of a standard collocation agreement rather amendment of the City Code is the preferred method of memorializing the terms and conditions that will govern the wireless service provider’s installation of small wireless facilities on City-owned wireless support structures in the public rights-of-way; and

WHEREAS, on December 11, 2017, the City adopted the League of Minnesota Cities model Standard Small Wireless Facility Collocation Agreement, which incorporates the new statutory provisions that govern placement of small wireless facilities in the public rights-of-way and terms that the City may impose upon the wireless service providers for collocation pursuant to the new legislation for use by its members, including the City; and

WHEREAS, in early 2019, Verizon Wireless approached the City to discuss its small wireless facility deployment plans; and

WHEREAS, Verizon Wireless and the City entered into negotiations for a Small Wireless Facilities Collocation Agreement that is based on the City’s standard agreement; and

WHEREAS, the parties have reached agreement on the final form of that document.

NOW, THEREFORE, BE IT RESOLVED, the City Council of the City of Inver Grove Heights does hereby:

1. Adopts the Small Wireless Facility Collocation Agreement with Cellco Partnership, d/b/a Verizon Wireless attached hereto as Exhibit A.

Passed and duly adopted by the City Council of Inver Grove Heights this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

City of Inver Grove Heights, Minnesota
Small Wireless Facility Collocation Agreement

This Small Wireless Facility Collocation Agreement (the "Agreement") is made this _____ day of _____, 20__, between the City of Inver Grove Heights, a Minnesota municipal corporation, with its principal offices located at 8150 Barbara Avenue in Inver Grove Heights, Minnesota 55077, ("City") and Celco Partnership d/b/a Verizon Wireless, with its principal offices located at One Verizon Way, Mail Stop 4AW100 Basking Ridge in New Jersey 07920 ("Tenant"). City and Tenant are collectively referred to as the "Parties" or individually as a "Party."

WHEREAS, the Federal Communications Act of 1934, as amended, authorizes City to manage and control access to and use of public rights-of-way within city limits; and

WHEREAS, City has elected to manage its rights-of-way as authorized by Minnesota Statutes, Sections 237.162-.163 and the Inver Grove Heights City Code (the "Code"); and

WHEREAS, this Agreement shall apply to the Collocation of Small Wireless Facilities on, under, within, or adjacent to an existing Wireless Support Structure that is owned by City; and

WHEREAS, City owns or controls existing Wireless Support Structures, which are located within the geographic area of a license held by Tenant to provide wireless services; and

WHEREAS, City has elected to set forth the terms and conditions of Collocation on its Wireless Support Structures, and Tenant desires to install, maintain and operate Small Wireless Facilities on City's Wireless Support Structures; and

WHEREAS, City and Tenant desire to enter into this Agreement to define the general terms and conditions which will govern their relationship with respect to the particular sites at which Tenant will Collocate its Small Wireless Facilities on City's Wireless Support Structures; and

WHEREAS, Tenant shall pay an Annual Rent for the Collocation of Small Wireless Facilities on City's Wireless Support Structure; and

WHEREAS, City and Tenant acknowledge that in conjunction with entering into this Agreement, the Parties will enter into a Supplement agreement for each particular Wireless Support Structure on which Tenant will Collocate; and

WHEREAS, this Agreement is not exclusive and City reserves the right to grant permission to other eligible and qualified entities to collocate Small Wireless Facilities in City's rights-of-way.

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

DEFINITIONS

“Antenna Space” means the space on the Wireless Support Structure sufficient for the installation, operation and maintenance of antennas, radios, electric meters, and other equipment.

“Cabling Space,” notwithstanding anything in the Supplement to the contrary, means the portion of the Premises defined in each Supplement that includes such space necessary for the installation, operation and maintenance of wires, cables, conduits, and pipes running between and among, for example, the Antenna Space, Equipment Space, and Wireless Support Structure to all necessary electrical and telephone utility, cable, and fiber sources located on, under and through the Property.

“City Code” or “Code” means the Inver Grove Heights City Code.

“Collocate” or “Collocation” means to install, mount, maintain, modify, operate, or replace a small wireless facility on, under, within, or adjacent to an existing Wireless Support Structure that is owned by the City.

“Communications Equipment” means the Small Wireless Facilities and related equipment.

“Effective Date” means the date of approval of this Agreement by the City.

“Equipment Space” means the underground space within the Premises that is necessary for the utilities, cable and fiber serving Tenant’s Communication Equipment.

“Government Approvals” means all of the certificates, permits and other approvals that may be required by Federal, State or local governmental units

“Laws” means any and all laws, regulations, ordinances, resolutions, judicial decisions, rules, permits and approvals applicable to the subject of this Agreement or Tenant’s use that are in force during the term of this Agreement, as lawfully amended including, without limitation, the City Code and the rules, regulations and orders of the Federal Communications Commission (the “FCC”), including but not limited to FCC 18-133 issued by the Federal Communications Commission adopted September 26, 2018 and released September 27, 2018 (the “FCC Order”) or as amended.

“Make Ready Work” means all work that is reasonably required to accommodate Tenant’s equipment on the Property and/or comply with applicable construction standards. Such work includes, but is not limited to, removal of any existing wireless support structure; the rearrangement and/or transfer of City’s existing attachments; site engineering; wireless support structure procurement and installation; utility coordination and installation; tree trimming (other than tree trimming performed for normal maintenance purposes); clearing; and right-of-way restoration.

“Premises” means the space the City agrees to lease to Tenant as more specifically described in the applicable Supplement, and which may include the Equipment Space, Antenna Space and Cabling Space.

“Property” collectively means the City’s Wireless Support Structure, personal property, public right-of-way and adjacent real property that is used for the installation, operation and maintenance of Small Wireless Facilities and related equipment.

“Public Works Director” or “Director” means the Inver Grove Heights Public Works Director or the Director’s designee.

“Reconditioning Work” means painting, reconditioning, improving, repairing or replacing the City’s Wireless Support Structure.

“Replacement Wireless Support Structure” means a Wireless Support Structure installed or proposed to be installed to support Tenant’s Communications Equipment that replaces an existing Wireless Support Structure.

“Removal Period” means ninety (90) days after expiration of the Term, or any earlier termination of a Supplement, or an abandonment of its facilities.

“Small Wireless Facility” means: (1) a wireless facility, as defined by Minnesota Statutes, Section 237.162, subd. 13, that meets both of the following qualifications: (i) each antenna is located inside an enclosure of no more than six cubic feet in volume or, in the case of an antenna that has exposed elements, the antenna and all its exposed elements could fit within an enclosure of no more than six cubic feet; and (ii) all other wireless equipment associated with the small wireless facility, excluding electric meters, concealment elements, telecommunications demarcation boxes, battery backup power systems, grounding equipment, power transfer switches, cutoff switches, cable, conduit, vertical cable runs for the connection of power and other services, and any equipment concealed from public view within or behind an existing structure or concealment, is in aggregate no more than 28 cubic feet in volume; or (2) a micro wireless facility as defined by Minnesota Statutes, Section 237.162, subd. 14

“Supplement” or “Supplement agreement” means an agreement in substantially the form attached hereto as Exhibit A, with respect to each particular Wireless Support Structure on which Tenant will Collocate. A separate Supplement is required for each Wireless Support Structure location.

“Term” means the period of time beginning on the first day of the month following the date that Tenant commences installation of its equipment on a Premises pursuant to a Supplement (the “Commencement Date”) and continuing for the length of time that each Small Wireless Facility is in use on the Wireless Support Structure.

“Wireless Support Structure” means an existing or replacement City-owned or controlled structure in the public right-of-way that is designed to support or reasonably determined by City as capable of supporting a Small Wireless Facility.

TERMS AND CONDITIONS

1. PREMISES. Pursuant to all of the terms and conditions of this Agreement and the applicable Supplement, City agrees to lease the Premises to Tenant as specifically described in the applicable Supplement upon City's Wireless Support Structure for the installation, operation and maintenance of Small Wireless Facilities and related equipment; together with the non-exclusive right of ingress and egress seven (7) days a week, twenty four (24) hours a day, over, under and through the Property to and from the Premises for the purpose of installation, operation and maintenance of Tenant's Small Wireless Facilities. If there are insufficient electric and telephone utility, cable, or fiber sources located on the Property, City agrees to grant Tenant, or the local utility, or fiber or cable provider, upon Tenant's approval, the right to install any utilities, cable, and fiber on, through, over, and under other properties owned or controlled by City necessary for Tenant to operate its Communications Equipment, provided the location of those utilities, cable, and fiber shall be approved by City, which approval shall not be unreasonably withheld or conditioned.

2. RIGHT-OF-WAY PERMIT AND SUBMITTALS. Before receiving approval from Public Works Director to install a Small Wireless Facility on City's Wireless Support Structures, Tenant shall apply for a right-of-way permit accompanied by detailed construction plans and drawings for each individual location, together with maps, showing specifically the Wireless Support Structures to be used, the number and character of the attachments to be placed on such Wireless Support Structures, equipment necessary for the use, proposed replacement of existing Wireless Support Structures, if any, and any new installations for transmission conduit, pull boxes, and related appurtenances. The detailed construction plans and drawings and maps that Tenant submits for each location must include the proposed Communications Equipment, Antenna Space, Cabling Space and Equipment Space. Each application may request up to 15 Small Wireless Facility, or a greater number if agreed to by the City, provided that the Small Wireless Facility meet all of the requirements set forth in Minnesota Statutes, Section 237.163. Tenant shall pay the City upon Tenant's execution of the right-of-way permit application, the following non-recurring fees, which the parties agree are a reasonable approximation of the City's costs to manage the public rights-of-way pursuant to Minnesota Statutes, Sections 237.162-.163 and federal law, and provided that the fees themselves are non-discriminatory: (a) \$500 for non-recurring fees for the installation of up to five small wireless facilities and any associated wireless support structure(s) with an additional \$100 for each installation beyond five. Such one-time, non-recurring fees shall cover any fees reasonably related to the placement, construction, maintenance, repair, movement, modification, upgrade, replacement, or removal of Tenant's small wireless facilities, and any application or permit fees. The Director's determination of whether to grant or deny Tenant's right-of-way permit for any application the Director receives shall be made within sixty (60) days of receipt of Tenant's Application for a collocation and ninety (90) days for a new pole. If the Director does not approve Tenant's Application, it will provide a written explanation to Tenant of the basis for the rejection within the same sixty (60) day period for a collocation and ninety (90) days for a new pole. Any plans and drawings that do not comply with Laws shall be rejected. Tenant shall perform all work at its own expense and make attachments in such manner as to not interfere with the services of City.

A. Additional submittals that are required before approval of the right-of-way permit include the following:

- (i) A completely executed copy of this Agreement;
- (ii) A structural engineering study as required by Paragraph 3;
- (iii) An interference study if required by Paragraph 14;
- (iv) The City's engineering costs if required by Paragraph 8 to compensate the City for Make Ready Work, including initial engineering and preparatory construction work, associated with Tenant's proposed Collocation; and
- (v) Security in the form of a performance bond as required by Paragraph 8.

B. Following approval of a right-of-way permit, the Public Works Director shall prepare the appropriate Supplement(s) based on the submitted plan and drawings showing the exact location of the Premises for each Small Wireless Facility, including the exact location of any Antenna Space, Cabling Space and Equipment Space. Any initial Supplement and additional Supplement agreements may be approved administratively and executed by the Public Works Director.

3. CONDITION OF PROPERTY; STRUCTURAL ENGINEERING STUDY. Any expenses necessary to make the Premises ready for Tenant's construction of its Small Wireless Facilities and related appurtenances shall be the responsibility of Tenant. In conjunction with the right-of-way permit and as part of the Government Approvals, Tenant must obtain and submit to City a structural engineering study carried out by a qualified structural engineer showing either the existing Wireless Support Structure and foundation is able to support the proposed Small Wireless Facility, or the proposed Replacement Wireless Support Structure and foundation is able to support the proposed Small Wireless Facility. CITY MAKES NO WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR USE REGARDING THE WIRELESS SUPPORT STRUCTURE, EXCEPT THOSE EXPRESSLY SET FORTH IN THIS AGREEMENT.

4. USE OF PUBLIC RIGHTS-OF-WAY.

A. Upon approval of the right-of-way permit, City hereby grants to Tenant the right to use the City's public right- of- way for the installation, maintenance and operation of Tenant's Communications Equipment in and on the Wireless Support Structure located within the public right- of- way, pursuant to this Agreement, unless the City vacates the right-of-way and the vacation requires the relocation of existing facilities or the reservation of Tenant's right to use the right-of-way is not in the public interest.

B. All Communications Equipment shall be installed in accordance with applicable Laws and Tenant shall comply with all applicable laws, ordinances, rules and regulations adopted by City. Within the public rights- of- way, the location of the Communications Equipment shall be subject to the reasonable and proper regulation, direction and control of the City. Tenant shall have no ownership interest in any Wireless Support Structure owned by City.

C. After this Agreement has been approved by the City, and the right-of-way permit has been approved by the Public Works Director, Tenant and its authorized contractors shall give City at least 72-hours' notice of the dates, location, and nature of all construction and major maintenance work to be performed on its Communications Equipment that requires excavation or obstruction within the public rights- of- way. This Agreement shall allow Tenant to perform all work on Tenant's Communications Equipment within the public rights- of- way when necessary for the installation, replacement, abandonment, operation or maintenance of Tenant's Communications Equipment, without applying for new right-of-way permits. Following completion of work in the public rights- of- way, Tenant shall repair any affected public rights- of- way as required by the City's right-of-way ordinance, City Code Section 7-3-1 – 7-3-27. No street, alley, highway, or public place shall be encumbered for a longer period than shall be reasonably necessary to execute the work authorized by the applicable Supplement and this Agreement.

D. Any damages to City's Wireless Support Structures, equipment thereon or other infrastructure caused by Tenant's installation or operations shall be repaired or replaced to City's reasonable satisfaction at Tenant's sole cost.

5. STRUCTURE RECONDITIONING, REPAIR, REPLACEMENT, RELOCATION.

A. From time to time, if City conducts Reconditioning Work, City shall reasonably cooperate with Tenant to carry out Reconditioning Work activities in a manner that minimizes interference with Tenant's approved use of the Premises.

B. Except in cases of emergency, in which case the City shall make a good faith effort to notify Tenant, prior to commencing Reconditioning Work, City shall provide Tenant with not less than ninety (90) days' prior written notice. Upon receiving that notice, it shall be Tenant's sole responsibility to provide adequate measures to cover or otherwise protect Tenant's Communications Equipment from the consequences of the Reconditioning Work, including but not limited to paint and debris fallout. City reserves the right to require Tenant to remove all of Tenant's Communications Equipment from the Wireless Support Structure and Premises during Reconditioning Work at Tenant's sole expense, provided the requirement to remove Tenant's equipment is contained in the written notice required by this Paragraph.

C. During City's Reconditioning Work, Tenant may maintain a temporary location for its Communications Equipment on the Property, or after approval by City, on

any land owned or controlled by City in the vicinity of the Property. If the Property will not accommodate Tenant's temporary Communications Equipment, or if the Parties cannot agree on a temporary location, or if the Wireless Support Structure cannot be repaired or replaced within thirty (30) days, then Tenant, at its sole option, shall have the right to terminate the applicable Supplement upon thirty (30) days written notice to City.

D. If City intends to conduct emergency Reconditioning Work, City shall notify Tenant to remove its equipment immediately. City shall contact Tenant by telephone to Tenant's Network Operations Center at (800) 264-6620 prior to removing Tenant's Equipment. Once the Wireless Support Structure has been replaced or repaired, City will promptly notify Tenant it can reinstall its equipment. However, at Tenant's sole option, within thirty (30) days after the Reconditioning Work, City must provide Tenant with a replacement Supplement to lease space at a new location upon which the Parties mutually agree. The monthly rental payable under the new replacement Supplement will not be greater than the monthly rental payable under the terminated Supplement.

E. If Tenant chooses to install a Replacement Wireless Support Structure, such Replacement Wireless Support Structure must be approved by the City and installed at Tenant's sole cost. A Replacement Wireless Support Structure will be approved as long as it complies with generally applicable health, safety, and welfare regulations. Following completion of the installation of the Replacement Wireless Support Structure, it shall be deemed to be a fixture on the Property and shall be and remain the Property of the City, without further consideration to or from Tenant. The City shall thereafter be responsible for any and all costs relating to the operation, maintenance, and repair and disposal of the Replacement Wireless Support Structure, except to the extent such costs are due to the improper or negligent removal or installation by Tenant or any contractor hired by Tenant.

F. If City decides to abandon any Wireless Support Structure, then City shall give Tenant ninety (90) days' prior written notice of City's intent to abandon the Wireless Support Structure. Within such time, Tenant may (a) remove or otherwise dispose of its Small Wireless Facilities, at which time the Supplement shall automatically terminate without further liability to Tenant, or (b) elect to acquire title to the Wireless Support Structure at no cost to Tenant in "as is, where is" condition. If Tenant elects to acquire title, then City shall promptly execute and deliver a bill of sale and assignment transferring the Wireless Support Structure to Tenant in "as is, where is" condition subject only to City's representation and warranty that City is the sole owner, and City owns the Wireless Support Structure free and clear of any liens, leases, licenses or other third-party rights or encumbrances. Tenant shall be under no obligation to provide, maintain or repair lighting or any other public service on any Wireless Support Structure which Tenant may elect to acquire title from City. In the event that Tenant elects to remove its Communications Equipment, City shall provide a new Supplement to lease space at a new Premises mutually agreed to by the Parties. The Annual Rent payable under the new Supplement will not be greater than the Annual Rent payable under the terminated Supplement.

6. TERM; RENTAL. Each Supplement shall be effective as of the date of execution by both Parties. On the Commencement Date rental payments shall commence and be due for an

Annual Rent of \$175.00 (the "Annual Rent"), representing \$150.00 per year for rent to occupy space on a Wireless Support Structure, \$25.00 per year for maintenance associated with the space occupied on a Wireless Support Structure. The Term for each Supplement shall be equal to the length of time that the Small Wireless Facility is in use on that Wireless Support Structure, until the Supplement is terminated pursuant to this Agreement. The Annual Rent for each Supplement shall be set forth in the Supplement. City and Tenant shall acknowledge in writing the Commencement Date of each Supplement. Tenant shall pay the initial Annual Rent for each Supplement within ninety (90) days after Tenant's receipt of the acknowledgment of the Commencement Date for the Supplement. The Annual Rent for each Supplement during any subsequent year of the Term shall be due and payable on January 1 of that year. Upon agreement of the Parties, Tenant may pay rent by electronic funds transfer. City hereby agrees to provide to Tenant the reasonable documentation required for Tenant to pay all rent payments due to City, including a completed, most current version of Internal Revenue Service Form W-9. Annual Rent shall accrue in accordance with this Agreement, but Tenant may not deliver rental payments for up to ninety (90) days after the requested documentation has been received by Tenant.

7. ELECTRICAL. Tenant may purchase electricity directly from a utility provider. As provided by Minnesota Statutes Sections 237.162-.163, unless otherwise amended, in which case, the new rates shall be automatically adjusted, an annual fee for electricity used to operate the Small Wireless Facility, if not purchased directly from a utility, shall be paid to the City with the Annual Rent due under each Supplement at the rate of:

- A. \$876.00 per year per radio node less than or equal to 100 max watts;
- B. \$2,184.00 per year per radio node over 100 max watts;
- C. The actual costs of electricity, if the actual costs exceed the amount in item (A) or (B); or
- D. As agreed between Tenant and City.

The amount of any such annual electrical fee shall be set forth in each Supplement.

Tenant shall be permitted at any time during the Term of each Supplement, to install, maintain, and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source and a temporary installation of any other services and equipment required to keep Tenant's Communications Equipment operational, along with all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by City. Tenant shall have the right to install conduits connecting the temporary power source, and the temporary installation of any other services and equipment required to keep Tenant's Communications Equipment operational, and related appurtenances to the Premises.

8. ENGINEERING COSTS AND PERFORMANCE BOND.

A. ENGINEERING COSTS. The Parties acknowledge and agree that, pursuant to Minnesota Statutes, Sections 237.162-.163, City may charge the actual costs of Make Ready Work associated with Tenant's Collocation in the form of a onetime, nonrecurring, commercially reasonable, nondiscriminatory, and competitively neutral charge. Tenant shall pay Make Ready Costs within sixty (60) days of receipt of an invoice itemizing the City's actual expected costs. Any unused amount shall be returned to the Tenant upon completion of the Make Ready Work. Notwithstanding the foregoing, if the actual Make Ready Work costs exceed the initial invoice, Tenant shall pay any additional reasonable costs within sixty (60) days of receipt of an invoice that itemizes the additional costs.

B. PERFORMANCE BOND. With the initial right-of-way permit application submitted pursuant to this Agreement, and only the initial application, Tenant will deliver to City a performance bond in the amount of \$5,000 ("Bond") to secure Tenant's obligation to remove its Communications Equipment upon termination of a Supplement. In the event that Tenant fails to remove its Communications Equipment and restore the Property, reasonable wear and tear and casualty damage excepted, City may do so. Tenant shall reimburse City for all reasonable costs incurred by City in removing the Communications Equipment and restoring the Property. City may utilize the Bond in an amount that will reimburse City for its actual and reasonable costs. If the Bond is insufficient to cover the City's costs Tenant shall promptly pay to City the deficiency and deliver a new Bond in the event that Tenant continues to have its Communications Equipment within the City's public rights-of-way.

9. USE. Tenant shall use the Premises for the purpose of constructing, maintaining, repairing and operating Small Wireless Facilities and uses incidental thereto. As long as the modified installation meets the definition of a Small Wireless Facility, Tenant shall have the right, without any increase in rent, to replace, repair or otherwise modify its utilities, fiber or cable, equipment, antennas and/or conduits or any portion thereof, and the frequencies over which the equipment operates. Tenant may perform routine maintenance and repairs, or replace any part of the Small Wireless Facility on the Premises with a facility or component that is substantially similar or smaller in size, weight and height without further approval of City, except for any obstruction or building permits that are required by the City. Any additions shall require City's written approval, which shall not be unreasonably withheld, conditioned or delayed, and may be subject to an increase in Annual Rent if allowed by Law.

10. GOVERNMENTAL APPROVALS; PERMITS. It is understood and agreed that Tenant's ability to use the Premises is contingent upon Tenant obtaining all Government Approvals, including the satisfactory structural analysis that will permit Tenant use of the Premises as required in Paragraph 3 and an interference study if required by Paragraph 14 of this Agreement. City shall cooperate with Tenant in its effort to obtain the Governmental Approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by Tenant. Tenant shall have the right to terminate the applicable Supplement if: (i) any of the applications for Governmental Approvals is finally rejected; (ii) any Governmental Approval issued to Tenant is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) Tenant determines that the Governmental Approvals may not be obtained in a timely manner; (iv) Tenant determines that the Premises is no longer technically

compatible for its use; or (v) Tenant, in its sole discretion, determines that the use of the Premises is obsolete or unnecessary. Notice of Tenant's exercise of its right to terminate shall be given to City in accordance with the notice provisions set forth in Paragraph 18 and shall be effective upon the mailing of that notice by Tenant, or upon such later date as designated by Tenant. All rent paid to the termination date shall be retained by City. Upon such termination, the applicable Supplement shall be of no further force or effect except to the extent of the representations, warranties, and indemnities made by each Party to the other thereunder. Otherwise, the Tenant shall have no further obligations for the payment of rent to City for the terminated Supplement.

11. INDEMNIFICATION. Subject to Minn. R. 7819.1250, and to the fullest extent permitted by law, Tenant agrees to defend, indemnify and hold harmless City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of Tenant's negligence, misconduct, or Tenant's failure to perform its obligations under this Agreement, except to the extent such claims or liability results from the negligence or willful misconduct of the City, and its employees, officials, and agents.. Tenant's indemnification obligation shall apply to Tenant's contractors, subcontractors, or anyone directly or indirectly employed or hired by Tenant, or anyone for whose acts Tenant may be liable. City will provide Tenant with prompt, written notice of any written claim covered by this indemnification provision; provided that any failure of City to provide any such notice, or to provide it promptly, shall not relieve Tenant from its indemnification obligations in respect of such claim, except to the extent Tenant can establish actual prejudice and direct damages as a result thereof. City will cooperate with Tenant in connection with Tenant's defense of such claim. Tenant shall not settle or compromise any such claim or consent to the entry of any judgment without the prior written consent of City and without an unconditional release of all claims by each claimant or plaintiff in favor of City. The indemnity obligation shall survive the completion or termination of this Agreement.

12. INSURANCE.

A. Waiver of Subrogation. To the extent allowed by law, each party hereby waives and release any and all rights of action for negligence against the other party which may hereafter arise on account of damage to property, resulting from any fire, or other casualty of the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by either party. This waiver and release shall apply between the Parties and shall also apply to any claim asserted as a right of subrogation. All such policies of insurance obtained by Tenant concerning its property shall waive the insurer's right of subrogation against City.

B. General Liability. Tenant agrees that at its own cost and expense, it will maintain commercial general liability insurance per ISO CGL form or equivalent with limits of \$2,000,000 per occurrence for bodily injury or property damage and \$4,000,000 general aggregate including premises-operations, products-completed operations, personal injury and advertising injury, and contractual liability coverage. . Tenant shall include the City as an additional insured as its interest may appear under this Agreement.

C. Automobile Liability. Tenant shall maintain commercial automobile liability insurance, covering all owned, hired, and non-owned automobiles, with a combined single liability limit of \$2,000,000 each accident for bodily injury and property damage.

D. Workers' Compensation. Tenant agrees to provide workers' compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota and employers' liability insurance with limits as follows: \$500,000 for bodily injury by disease per employee; \$500,000 aggregate for bodily injury by disease; and \$500,000 for bodily injury by accident.

E. Additional Insurance Conditions.

(i) Tenant shall deliver to City a certificate of insurance as evidence that the above coverages are in full force and effect.

(ii) Tenant's policies required pursuant to this Agreement shall be primary insurance and non-contributory to any other valid and collectible insurance available to City with respect to any claim arising under this Agreement.

(iii) Upon receipt of notice from its insurer(s), Tenant shall provide the City with least thirty (30) days' advanced written notice of cancellation of any required policies.

(iv) Tenant may meet the required insurance coverage and limits with any combination of primary and umbrella/excess liability insurance.

13. LIMITATION OF LIABILITY. Except for indemnification obligations pursuant to Paragraph 11, neither Party shall be liable to the other, or any of their respective agents, representatives, or employees, or to any customer or purchaser of such party, or to any other person for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special, exemplary or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise. Tenant shall not be liable for or responsible for addressing environmental conditions that do not result from the activities of Tenant.

14. INTERFERENCE. If there are any current communications facilities that are located on or near a Wireless Support Structure, and at City's written request, Tenant shall obtain a radio frequency interference study carried out by a professional radio frequency engineer showing that Tenant's intended use will not interfere with any current communication facilities which are located on or near a Wireless Support Structure. Tenant shall not transmit or receive radio waves at the Premises until such evaluation has been satisfactorily completed and approved by City, which approval shall not be unreasonably withheld, conditioned or delayed. Tenant agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of City or other tenants of the Property which existed on the Property prior to the date the applicable Supplement is executed by the Parties. In the event any after-installed Tenant's equipment causes interference

in excess of industry standards, and after City has notified Tenant of such interference by a written communication and a call to Lessee's Network Operations Center at (800) 624-6620, Tenant will take all commercially reasonable steps necessary to correct and eliminate the interference to within industry standards, including but not limited to, at Tenant's option, powering down such interfering equipment and later powering up such interfering equipment for intermittent testing. If the interference continues to exceed industry standards for a period in excess of 48 hours following such notification, City shall have the right to require Tenant to reduce power, and/or cease operations until such time Tenant can make repairs to the interfering equipment. In no event will City be entitled to terminate a Supplement or relocate the equipment as long as Tenant is making a good faith effort to remedy the interference issue. City agrees that City and/or any other users of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of Tenant. If Tenant determines, in its reasonable discretion, that City's equipment or any other user's equipment permitted by City is causing interference, City shall, upon written communication from Tenant to City take all reasonable steps necessary to correct and eliminate the interference, including causing other users causing such interference to correct and eliminate the interference. If the interference continues for a period in excess of 48 hours following the notification, City shall, or shall require any other user to, reduce power and/or cease operations until such time as City, or the other user, can make repairs to the interfering equipment. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance. City will endeavor to promptly notify Tenant if a third party applies for access to a Wireless Support Structure to which Tenant has attached facilities. City will not grant after the date of this Agreement a permit, license or any other right to any third party if, prior to such grant, Tenant notifies the City in writing that such third party's use may materially interfere with the Tenant's existing equipment, Tenant's use and operation of its facilities, or Tenant's ability to comply with the terms and conditions of this Agreement

15. REMOVAL. Tenant shall, within the Removal Period, remove its equipment, conduits, fixtures and all personal property and restore the Premises to its original condition, reasonable wear and tear excepted, at Tenant's sole cost and expense. City agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of Tenant shall remain the personal property of Tenant unless abandoned, as determined by Tenant, and Tenant shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws. If the time for removal causes Tenant to remain on the Premises after termination of the Supplement, Tenant shall pay rent at the then-existing monthly rate, until such time as the removal of the equipment, fixtures and all personal property are completed or the Removal Period has lapsed. If Tenant fails to remove its facilities within the Removal Period, City reserves the right to remove the facilities and charge Tenant for the full cost of the removal, storage and disposal charges.

16. QUIET ENJOYMENT AND REPRESENTATIONS. City covenants that Tenant, on paying the Annual Rent and performing the covenants herein and in a Supplement, shall peaceably and quietly have, hold and enjoy the Premises. City represents and warrants to Tenant

as of the execution date of each Supplement, and covenants during the Term, that City has good and sufficient title and interest to the Property and has full authority to enter into and execute the Supplement. City further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting City's title to the same and that there are no covenants, easements or restrictions that prevent or adversely affect the use or occupancy of the Premises by Tenant as provided in this Agreement and in the applicable Supplement(s).

17. ASSIGNMENT. Tenant shall notify the City upon any sale, assignment or transfer of the Small Wireless Facilities. Although this Agreement and each Supplement under it may be sold, assigned or transferred by Tenant without any approval or consent of the City, so long as such sale, assignment or transfer is to Tenant's principal, affiliates, subsidiaries of its principal, or to any entity that acquires all or substantially all of Tenant's stock or assets in the market defined by the FCC in which the Property is located by reason of a merger, acquisition or other business reorganization, as to other parties, this Agreement and each Supplement may not be sold, assigned or transferred without the written consent of the City, which consent will not be unreasonably withheld, delayed or conditioned.

18. NOTICES. All notices hereunder must be in writing and are validly given if sent by certified mail, return receipt requested, or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows or to any other address that the Party to be notified may have designated:

City: City of Inver Grove Heights
Attention: City Administrator
8150 Barbara Avenue
Inver Grove Heights, Minnesota 55077

Tenant: Cellco Partnership
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, NJ 07921
Attention: Network Real Estate

Contact Number for day to day operations:

City: 651-450-2500
Tenant: 1-800-638-2822

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

19. DEFAULT. If there is a breach by a Party with respect to any of the provisions of this Agreement, or under the provisions of an individual Supplement, the non-breaching Party shall give the breaching Party written notice of that breach. After receipt of the written notice, the breaching Party shall have thirty (30) days in which to cure the breach, provided the breaching Party shall have such extended period as may be required beyond the thirty (30) days if the

breaching Party commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion, but in no event more than ninety (90) calendar days after receipt of written notice. The non-breaching Party may not maintain any action or effect any remedies for default against the breaching Party unless and until the breaching Party has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement, or under an individual Supplement if City fails, within five (5) days after receipt of written notice of such breach, to perform an obligation required to be performed by City, and if the failure to perform that obligation interferes with Tenant's ability to conduct its business in the Premises; provided, however, that if the nature of City's obligation is such that more than five (5) days after notice is reasonably required for its performance, then it shall not be a default under this Agreement or the applicable Supplement if performance is commenced within such five (5) day period and thereafter diligently pursued to completion, but in no event more than fifteen (15) calendar days after receipt of written notice. City and Tenant agree that a default under an individual Supplement does not constitute a default under this Agreement.

20. DISPUTE RESOLUTION. The Parties shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The Parties agree to act in good faith to undertake resolution of disputes, in an equitable and timely manner and in accordance with the provisions of this Agreement. Except for interference issues pursuant to paragraph 14, If disputes cannot be resolved informally by the Parties, the following procedures shall be used:

A. Whenever there is a failure between the Parties to resolve a dispute on their own, the Parties shall first attempt to mediate the dispute. The parties shall agree upon a mediator, or if they cannot agree, shall obtain a list of court-approved mediators from the Dakota County District Court Administrator and select a mediator by alternately striking names until one remains. City shall strike the first name followed by Tenant, and shall continue in that order until one name remains.

B. If the dispute is not resolved within thirty (30) days after the end of mediation proceedings, the Parties may pursue any legal or equitable remedy.

21. CASUALTY. In the event of damage by fire or other casualty to the Property that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt Tenant's operations at the Premises for more than forty-five (45) days, then Tenant may, at any time following such fire or other casualty, provided City has not completed the restoration required to permit Tenant to resume its operation at the Premises: (i) terminate the Supplement upon fifteen (15) days' prior written notice to Lessor, (ii) place a temporary facility, with the City's written permission, at a location equivalent to Tenant's current use of the Wireless Support Structure until such time as the Wireless Support Structure is fully restored to accommodate Tenant's Small Wireless Facility; or (iii) apply for a new permit for an alternate location equivalent to Tenant's current use of the Wireless Support Structure, and City shall waive the application fee so long as such relocation was due to a casualty event not caused by Tenant. Any such notice of termination shall cause the Supplement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of the Supplement and

the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due under the Supplement. Notwithstanding the foregoing, the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which Tenant's use of the Premises is impaired.

22. APPLICABLE LAWS. Tenant and City shall comply with all applicable Laws. This Agreement does not limit any rights Tenant may have in accordance with Laws to install its own poles in the right of way or to attach Tenant's equipment to third-party poles located in the right of way. This Agreement shall in no way limit or waive either Party's present or future rights under the Laws. If, after the date of this Agreement, the rights or obligations of either Party are materially altered, preempted, or superseded by changes in the Laws, the Parties agree to amend the Agreement and/or Supplement to reflect the change in Laws.

23. GOVERNMENT DATA. The Parties acknowledge and agree that this Agreement is considered public data not on individuals and is accessible to the public under Minnesota Statutes, Section 13.03. Tenant and City agrees to abide by the applicable provisions of the Minnesota Government Data Practice Act, Minnesota Statutes, Chapter 13, and all other applicable state or federal rules, regulations or orders pertaining to privacy or confidentiality.

24. PROMPT BILLING. Any charges payable by Tenant under this Agreement other than permit fees and Annual Rent shall be billed by City within one (1) year from the end of the calendar year in which the charges were incurred; any charges beyond such period shall not be billed by City, and shall not be payable by Tenant.

25. GENERAL PROVISIONS.

A. Entire Agreement. This Agreement and any associated Supplement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Parties and contains the entire agreement.

B. Captions. Captions contained in this Agreement are for reference only, and therefore, have no effect in construing this Agreement.

C. Ambiguities. If any term of this Agreement is ambiguous, it shall not be construed for or against any Party on the basis that the Party did or did not write it.

D. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both Parties.

E. Third Party Rights. This Agreement is not a third-party beneficiary contract and shall not in any respect whatsoever create any rights on behalf of any person or entity not expressly a party to this Agreement.

F. Nondiscrimination. In the hiring of employees or contractors to perform work under this Agreement, Lessee shall not discriminate against any person by reason of any characteristic or classification protected by State or Federal law.

G. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota. The venue for all proceedings related to this Agreement shall be in Dakota County, Minnesota.

H. Waiver. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or the waiver by either Party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

I. Force Majeure. Except for payment of sums due, neither Party shall be liable to the other or deemed in default under this Agreement, if and to the extent that a Party's performance is prevented by reason of force majeure. "Force majeure" includes war, an act of terrorism, fire, earthquake, flood and other circumstances which are beyond the control and without the fault or negligence of the Party affected and which by the exercise of reasonable diligence the Party affected was unable to prevent.

J. Further Assurances. From and after the execution of this Agreement, the Parties shall fully cooperate with each other and perform any further act(s) and execute and delivers any further documents which may be necessary in order to carry out the purposes and intentions of this Agreement.

K. Savings Clause. If any court finds any portion of this Agreement to be contrary to law, invalid, or unenforceable, the remainder of the Agreement will remain in full force and effect.

L. Counterparts. This Agreement may be signed in counterparts, each of which shall be deemed an original, and which taken together shall be deemed to be one and the same document.

M. Conflicts. In the event of a conflict between the terms of this Agreement and the Code, the terms of this Agreement shall control.

The remainder of this page was intentionally left blank.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City:
City of Inver Grove Heights

By: _____

Name: George Tourville
Its: Mayor

Date: _____

Attest:

By: _____

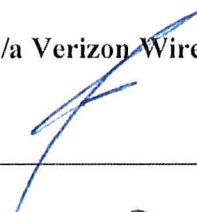
Name: Joe Lynch
Its: City Administrator

Date: _____

Tenant:

Cellco Partnership d/b/a Verizon Wireless

Signature



Rommel Z. Angeles
Director - Network Field Engineering

Name

Title

Date

02/24/2020

EXHIBIT A
COLLOCATION AGREEMENT
SUPPLEMENT NO. _____

This Collocation Agreement Supplement ("Supplement"), is made this _____ day of _____, 20__ between the City of Inver Grove Heights, a Minnesota municipal corporation, with its principal offices located at 8150 Barbara Avenue in Inver Grove Heights, Minnesota 55077 ("City") and Cellco Partnership d/b/a Verizon Wireless, with its principal offices located at One Verizon Way, Mail Stop 4AW100 Basking Ridge, in New Jersey 07920 ("Tenant").

1. SMALL WIRELESS FACILITY COLLOCATION AGREEMENT. This Supplement is a Supplement as referenced in that certain Small Wireless Facility Collocation Agreement between the City of Inver Grove Heights and Cellco Partnership d/b/a Verizon Wireless, dated _____, 20__, (the "Agreement"). All of the terms and conditions of the Agreement are incorporated herein by reference and made a part hereof without the necessity of repeating or attaching the Agreement. In the event of a contradiction, modification or inconsistency between the terms of the Agreement and this Supplement, the terms of this Supplement shall govern. Capitalized terms used in this Supplement shall have the same meaning described for them in the Agreement unless otherwise indicated herein.

2. PREMISES. City hereby leases to Tenant certain spaces on and within City's Property located at _____, including the location of the Wireless Support Structure on the Property as shown on Exhibit 1 attached hereto and made a part hereof. The Equipment Space, Antenna Space and Cabling Space are as shown on Exhibit 2, attached hereto and made a part hereof.

3. TERM. The Commencement Date and the Term of this Supplement shall be as set forth in the Agreement.

4. CONSIDERATION. Rent under this Supplement shall be \$175.00 per year, payable to the City of _____ at _____ as set forth in Paragraph 6 of the Agreement

If City is providing electricity pursuant to Paragraph 7 of the Agreement, an annual electrical service fee shall be added to the Annual Rent due under this Supplement. *[if applicable: As consideration for electrical service, Tenant shall pay \$ _____ per year with the Rent due under this Supplement.]*

5. SITE SPECIFIC TERMS.

[In this section identify any site-specific terms, including whether Tenant will be installing a Replacement Wireless Support Structure, length of time for construction, installation and work in the right-of-way.]

The remainder of this page was intentionally left blank.

IN WITNESS WHEREOF, the Parties, have caused this Agreement to be approved on the date above.

City:
City of Inver Grove Heights

By: _____

Name: George Tourville
Its: Mayor

Date: _____

Attest:

By: _____

Name: Joe Lynch
Its: City Administrator

Date: _____

Tenant:

Cellco Partnership d/b/a Verizon Wireless

Signature

Name

Title

Date

SUPPLEMENT NO. _____

EXHIBIT 1

Site Plan of Property

SUPPLEMENT NO. _____

EXHIBIT 2

Equipment Space (if any), Antenna Space and Cabling Space

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Receiving Bids and Awarding Contract for the Public Works Maintenance and Cold Storage Buildings Roof Replacement

Meeting Date: March 23, 2020
 Item Type: Consent
 Contact: Scott D. Thureen, 651.450.2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: *SST*

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution receiving bids and awarding contract for the Public Works Maintenance and Cold Storage Buildings Roof Replacement.

SUMMARY

Bids were opened at 2:00 p.m. on March 12, 2020 for the subject project. Four contractors submitted bids. One bid was determined to be unresponsive due to not using the Revised Bid Form issued by Addendum 3. The low bid was submitted by Jackson & Associates LLC in the amount of \$289,700.00. The project funding is provided from the Central Equipment Fund.

Bidder	5% Bid Bond	Addenda Acknowledged	Total Base Bid Amount
Jackson & Associates, LLC	Yes	Yes	\$289,700.00
Central Roofing Company	Yes	Yes	\$308,195.00
BL Dalsin Roofing	Yes	Yes	\$405,634.00

It is recommended that the City Council adopt the attached resolution awarding the contract for the Public Works Maintenance and Cold Storage Buildings Roof Replacement to Jackson & Associates, LLC in the amount of \$289,700.00.

SDT/kf

Attachments: Resolution
 Stantec Recommendation of Award and Bid Tabulation

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**RESOLUTION ACCEPTING BIDS AND AWARDING CONTRACT FOR THE PUBLIC WORKS
MAINTENANCE AND COLD STORAGE BUILDINGS ROOF REPLACEMENT**

RESOLUTION NO. _____

WHEREAS, pursuant to an advertisement for bids for the Public Works Maintenance and Cold Storage Buildings Roof Replacement, bids were received, opened, read aloud, and tabulated according to law. The following bids were received complying with the advertisement and submission of a 5% bid bond.

Bidder	5% Bid Bond	Addenda Acknowledged	Total Base Bid Amount
Jackson & Associates, LLC	Yes	Yes	\$289,700.00
Central Roofing Company	Yes	Yes	\$308,195.00
BL Dalsin Roofing	Yes	Yes	\$405,634.00

WHEREAS, Jackson & Associates, LLC is the lowest responsible bidder for a total contract amount of \$289,700.00.

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

1. The Mayor and Clerk are hereby authorized and directed to enter into a contract with Jackson & Associates, LLC in the name of the City of Inver Grove Heights for the Public Works Maintenance and Cold Storage Buildings Roof Replacement according to plans and specifications therefore approved by the Council and on file at the Office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposit of the successful bidder and the next lowest bidder shall be retained until the contract has been signed.
3. The project will be funded through the Central Equipment Fund.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Stantec Architecture Inc.
733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

March 17, 2020

City Council Members
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, Minnesota 55077

Re: Inver Grove Heights Public Works Maintenance and Cold Storage Buildings Roof
Replacement Project
Stantec Project No. 193804854
Bid Results

Dear City Council Members:

Bids were opened for the **Inver Grove Heights Public Works Maintenance and Cold Storage Buildings Roof Replacement Project** on March 12, 2020. Transmitted herewith is a copy of the Bid Tabulation for your information and file. Copies will also be distributed to each Bidder once the Project has been awarded.

There was a total of 4 Bids received with one of the Bids considered non-responsive as they did not use the Revised Bid Form issued by Addendum 3. The following summarizes the results of the Responsive Bids received:

	<u>Contractor</u>	<u>Total Base Bid</u>	<u>Total Alt. #1</u>
Low	Jackson & Associates LLC	\$289,700.00	\$296,100.00
#2	Central Roofing Company	\$308,195.00	\$305,310.00
#3	BL Dalsin Roofing	\$405,634.00	\$370,129.00

Alternate No. 1 includes Materials and labor necessary to provide a mechanically attached TPO roofing system in lieu of the base bid thermoplastic PVC membrane roofing system.

The low Bidder on the Project was Jackson & Associates LLC with a Total Base Bid Amount of \$289,700.00. The Bids have been reviewed and found to be in order.

It is recommended that the City of Inver Grove Heights award the Project to the low bidder **Jackson & Associates LLC**, based on the Total Base Bid in the amount of **\$289,700.00**.

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

Sincerely,

STANTEC ARCHITECTURE INC.

Bruce P. Paulson, RA
Senior Project Manager/Architect
Phone: (612) 712-2108
Cell: (651) 492-9089

Enclosure

copy: Scott Thureen, Barry Underdahl, Todd Fredrickson, File




Bruce P. Paulson, RA

over

Owner: City of Inver

Minnesota License No.: 20910

NON-RESPONSIVE BID

BID TABULATION			Jackson & Associates LLC				Central Roofing Company				BL Dalsin Roofing				Fischer Companies, Inc.			
Item Num	Item	Units	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	Unit Price	Total	
1-1.	PART 1 - BASE BID: MATERIALS AND LABOR NECESSARY TO COMPLETE THE SCOPE OF WORK DEFINED ON THE PROJECT DRAWINGS AND IN THE PROJECT MANUAL	LS	1	\$289,700.00	\$289,700.00	\$308,195.00	\$308,195.00	\$405,634.00	\$405,634.00	\$398,860.00	\$398,860.00							
TOTAL BASE BID					\$289,700.00		\$308,195.00		\$405,634.00		\$398,860.00							
PART 2 - ALTERNATES (SEE SECTION 01 20 00 FOR DESCRIPTIONS):																		
2-1.	ALTERNATE NO. 1: MATERIALS AND LABOR NECESSARY TO PROVIDE A MECHANICALLY ATTACHED TPO ROOFING SYSTEM IN LIEU OF THE BASE BID THERMOPLASTIC PVC MEMBRANE ROOFING SYSTEM	LS	1	\$296,100.00	\$296,100.00	\$305,310.00	\$305,310.00	\$370,129.00	\$370,129.00	NO BID	NO BID							
TOTAL ALTERNATE NO. 1					\$296,100.00		\$305,310.00		\$370,129.00		NO BID							
PART 3 - BID UNIT PRICES (SEE SECTION 01 20 00 FOR DESCRIPTIONS):																		
3-1.	MATERIALS AND LABOR NECESSARY TO REPLACE A 36" x 72" SECTION OF METAL ROOF DECKING WITH NEW 1-1/2" Z2 GAUGE GALVANIZED METAL ROOF DECKING WITH PROFILE TO MATCH EXISTING	LS	1	\$500.00	\$500.00	\$200.00	\$200.00	\$450.00	\$450.00	\$350.00	\$350.00							
3-2.	MATERIALS AND LABOR NECESSARY TO REPLACE A 48" x 48" SECTION OF DAMAGED 2" RIGID FLAT ROOF INSULATION WITH A NEW SECTION OF 2" RIGID FLAT ROOF INSULATION TO MATCH THE EXISTING INSULATION TYPE	LS	1	\$50.00	\$50.00	\$48.00	\$48.00	\$91.00	\$91.00	NO BID	NO BID							
3-3.	MATERIALS AND LABOR NECESSARY TO REPLACE A 48" x 48" SECTION OF DAMAGED TAPERED ROOF INSULATION WITH A NEW 48" x 48" SECTION OF TAPERED ROOF INSULATION TO MATCH THE EXISTING THICKNESS AND SLOPE	LS	1	\$50.00	\$50.00	\$64.00	\$64.00	\$183.00	\$183.00	NO BID	NO BID							
		Contractor Name and Address:				Central Roofing Company				BL Dalsin Roofing				Fischer Companies, Inc.				
		1817 Buerkle Road				4550 Main Street NE				9201 52nd Avenue N				N5802 County Road O				
		White Bear Lake, MN 55110				Minneapolis, MN 55421				Minneapolis, MN 55428				Ellsworth, WI 54011				
		Phone: (507) 273-8400				(763) 572-0640				(952) 881-7663				(715) 273-5100				
		Email: mike@jacarooling.com				mbarlau@centralroofing.com				dhouse@bldalsinroofing.com				sheila@800a1roofs.com				
		Signed By: Mike Rude				Jason Stock				Donald House, Jr.				Sheila Fischer				
		Title: Project Manager				CFO/Vice President				President				Vice President				
		Bid Security: Yes				Yes				Yes				Yes				
		Addenda Acknowledged: 1, 2, 3, 4				1, 2, 3, 4				1, 2, 3, 4				1, 2, 3, 4				
		Responsible Contractor: Yes				Yes				Yes				Yes				

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Approving MnDOT Access Agreement and MnDOT Limited Use Permit for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements

Meeting Date: March 23, 2020

Item Type: Consent

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

Prepared by: Steven W. Dodge, Assistant City Engineer

Reviewed by: Scott D. Thureen, Public Works Director

SDT

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider resolution approving MnDOT Access Agreement and MnDOT Limited Use Permit for City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SUMMARY

The City will be constructing City Project No. 2016-09G, which includes the full reconstruction of 60th Street E., 62nd Street E., and Bacon Avenue E, all east of Babcock Trail. As a part of the project, the City is proposing to utilize the existing McGroarty Park trail along TH 52 for temporary gravel road use to allow residential and emergency vehicle access between 63rd Street E. and 62nd Street E. during construction. Once completed, a paved trail will remain for pedestrian use and an alternate emergency vehicle access route for the neighborhood.

Residential and emergency vehicle access through the construction zone cannot be safely provided to the neighborhood without allowing for two entrance points to the neighborhood. As a result, the City has entered into an Access Agreement with MnDOT so that the City will be allowed temporary use of the trail area (which is temporarily converted to a two-way gravel road) between 63rd Street E. and 62nd Street E. for residential vehicle access, emergency vehicle access, and contractor vehicle access for trail maintenance purposes (see Exhibit A, page 1 of 2)

The City will also need a Limited Use Permit (LUP) for the area within the right-of-way of T.H. 52 for permanent use of the paved trail for pedestrians and emergency vehicle access from 65th Street E. to 70th Street E. (see Exhibit A, page 2 of 2).

I recommend adoption of the resolution approving MnDOT Access Agreement #1036598 and MnDOT Limited Use Permit #1928-0102 in conjunction with City Project No. 2016-09G – 60 Street, 62nd Street, and Bacon Avenue Improvements.

SWD/kf

Attachments: Resolution

Exhibit A (1 of 2)

Exhibit A (2 of 2)

Access Agreement MnDOT Contract #1036598

Limited Use Permit #1928-0102

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

**CONSIDER RESOLUTION APPROVING MNDOT ACCESS AGREEMENT #1036598 AND
MNDOT LIMITED USE PERMIT #1928-0102 FOR CITY PROJECT NO. 2016-09G – 60TH
STREET, 62ND STREET AND BACON AVENUE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, the City of Inver Grove Heights is a political subdivision, organized and existing under the laws of the State of Minnesota; and

WHEREAS, the City Council of the City of Inver Grove Heights has approved a plan for improvements on 60th Street, 62nd Street and Bacon Avenue; and

WHEREAS, the State of Minnesota, Department of Transportation, requires an Access Agreement for the City to use of the existing McGroarty Park trail along T.H. 52 between 63rd Street E. and 62nd Street E. area as a temporary two-way gravel road for residential vehicle access, emergency vehicle access, and contractor vehicle access for trail maintenance purposes; and

WHEREAS, the State of Minnesota, Department of Transportation, requires a Limited Use Permit for the area within the right-of-way of T.H. 52 for permanent use of the paved trail for pedestrians and emergency vehicle access from 65th Street E. to 70th Street E.; and

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

1. The City of Inver Grove Heights enter into temporary Access Agreement #1036598 and permanent Limited Use Permit #1928-0102 in conjunction with City Project No. 2016-09G – 60 Street, 62nd Street, and Bacon Avenue Improvements. The City of Inver Grove Heights shall operate and maintain access and construction operations in accordance with said agreements.

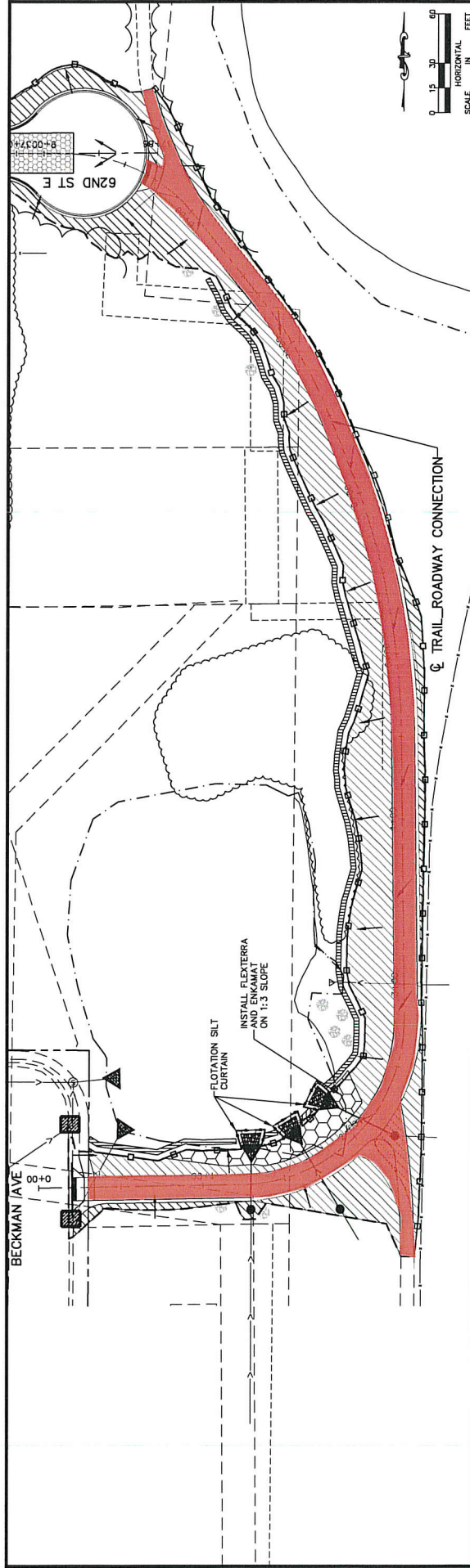
BE IT IS FURTHER RESOLVED that the Mayor and the City Engineer are authorized to execute the Agreement and any amendments to the Agreement.

Adopted by the City Council of Inver Grove Heights this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



- LEGEND**
- SEEDING - HYDROSEED METHOD WITH 4" BOULEVARD TOPSOIL BORROW
 - SEED MIX - MHOOT NO. 25-151 @ 61 LBS/ACRE
 - FERTILIZER - TYPE 3, 22-5-10 @ 300 LBS/ACRE
 - HARROWED OR RAKED FOLLOWING SEEDING
 - MULCH MATERIAL TYPE 1 @ 2 TONS/ACRE
 - HYDRAULIC SOIL STABILIZER, TYPE SPECIAL @ 3,500 LBS/ACRE
 - SEEDING - HYDROSEED METHOD WITH 4" BOULEVARD TOPSOIL BORROW
 - SEED MIX - MHOOT NO. 25-151 @ 61 LBS/ACRE
 - FERTILIZER - TYPE 3, 22-5-10 @ 300 LBS/ACRE
 - HARROWED OR RAKED AND THEN CULTIVATED
 - MULCH MATERIAL TYPE 1 @ 2 TONS/ACRE
 - HYDRAULIC SOIL STABILIZER, TYPE SPECIAL @ 3,500 LBS/ACRE
 - ROCK ENTRANCE

- RIPPRAP TO BE PLACED WITHIN 24 HOURS OF STORM SEWER PLACEMENT
- STORM DRAIN
- STORM SEWER MANHOLES
- CULVERT END CONTROLS
- SILT FENCE, TYPE MS
- CONSTRUCTION LIMITS
- SEDIMENT CONTROL LOG TYPE COMPOST
- FLOW DIRECTION ARROW

TEMPORARY EROSION CONTROL NOTES:

- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL REMAIN CLEAN AND PASSABLE AT ALL TIMES. ALL SEDIMENT AND DEBRIS SHALL BE REMOVED WITHIN 24 HOURS OF DEPOSITION. PROVIDE PUBLIC SAFETY AND AS STREET SWEEPER (WITH PICKUP BROOM)
- INLET PROTECTION SHALL BE PROVIDED AT ALL CATCH BASINS WITHIN THE PROJECT AREA PER THE STANDARD DETAILS.
- ALL AREAS TEMPORARILY DISTURBED SHALL BE STABILIZED TEMPORARILY WITH HYDRAULIC NATURAL FACHNER (INCIDENTAL).
- THE CONTRACTOR SHALL PROVIDE APPROPRIATE EROSION CONTROL DEVICES FOR STOCKPILES (INCIDENTAL).
- SILT FENCE SHALL FOLLOW AS CLOSE AS POSSIBLE, TO A SINGLE CONTOUR LINE.
- WHEN SEDIMENT DEPOSITS IN A WATER OF THE STATE ARE EXPOSED, THE MATERIAL MUST BE REMOVED WITHIN 7 DAYS.
- ONE ROW OF SILT FENCE AND ONE ROW OF SEDIMENT CONTROL LOG WITH 5' FOOT SPACING AND CONSTRUCTION LIMITS ADJACENT TO WETLANDS.

EXHIBIT A REALMS LUP # 1928-0102 (1 OF 2)

No.	Date	Revisions

Kimley»Horn

767 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
WWW.KIMLEY-HORN.COM

IN WISCONSIN, I, **LUKE E. MOREN, P.E.**, REGISTERED PROFESSIONAL ENGINEER, NO. 54180, CERTIFY THAT I AM THE DESIGNER OF THE REPORT PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

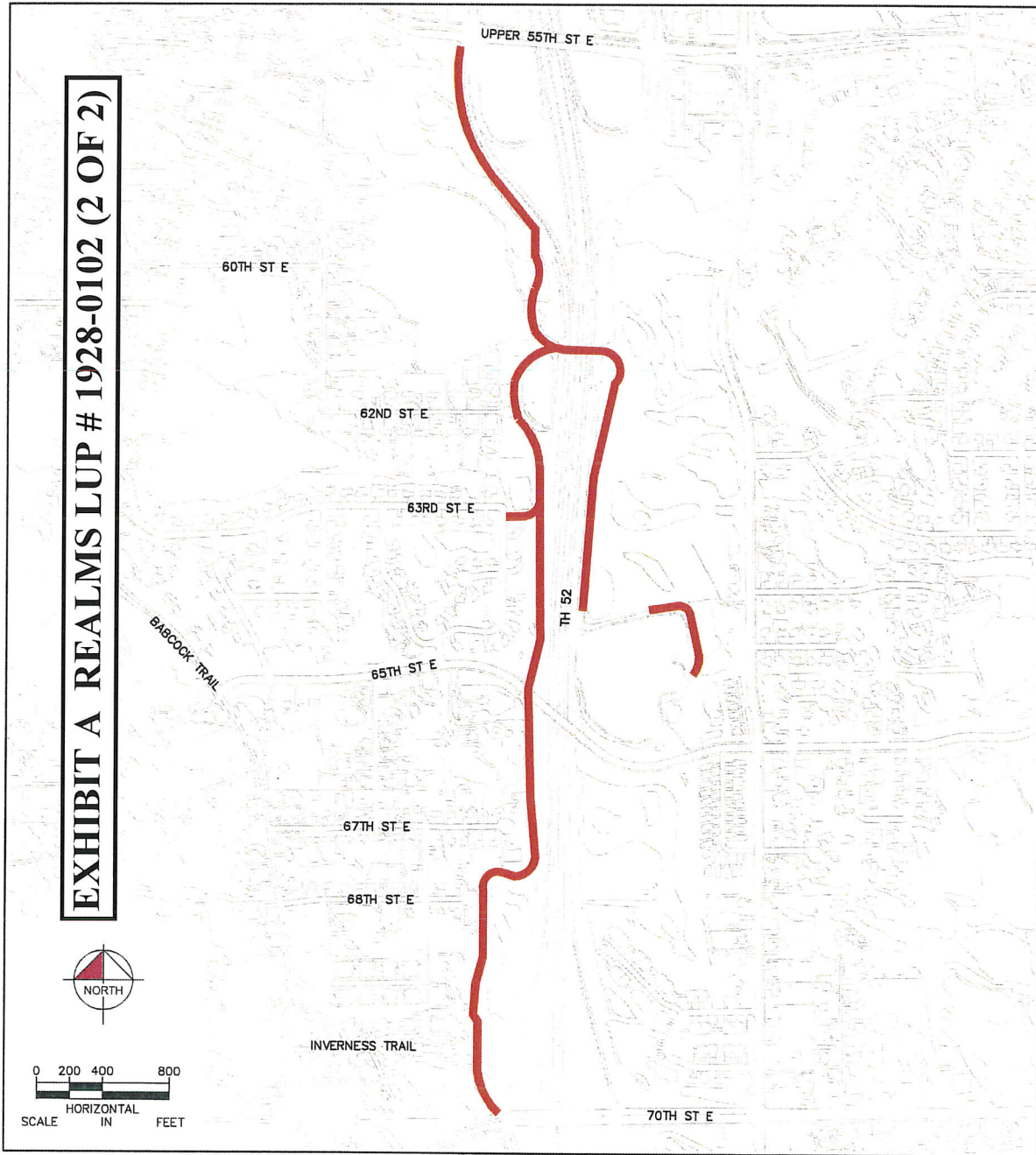
Luke E. Moren
LUKE E. MOREN, P.E.
DATE: 07/13/2020 MIN. LIC. NO. 54180

CITY OF INVER GROVE HEIGHTS
60TH STREET E, 62ND STREET E AND
BACON AVENUE E IMPROVEMENTS

TEMPORARY RESIDENTIAL ACCESS ROAD
TURF ESTABLISHMENT & EROSION CONTROL
STA. 0+00 TO STA. 8+75.88

CITY PROJECT	2016-09C	SHEET NO.	47
			89

EXHIBIT A REALMS LUP # 1928-0102 (2 OF 2)



City of
Inver Grove Heights
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077-3412



————— TRAIL CORRIDOR

EXHIBIT A

**ACCESS AGREEMENT BETWEEN
THE CITY OF INVER GROVE HEIGHTS
AND THE MINNESOTA
DEPARTMENT OF TRANSPORTATION**

City Project #: 2016-09G

Trunk Highway (TH) #: 52

Project Identification: Access Route for Residential and Emergency Vehicles Between 62nd St. E and 63rd St. E

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("MnDOT") and the City of Inver Grove Heights, acting through its City Council ("Local Government").

Recitals

1. Under Minnesota Statutes §471.59, subdivision 1, two governmental units may enter into an agreement to cooperatively exercise any power common to the contracting parties, and one of the participating governmental units may exercise one of its powers on behalf of the other governmental unit; and
2. Local Government will be constructing project number 2016-09G, which includes the full reconstruction of 60th Street E, Bacon Avenue E, and 62nd Street E all east of Babcock Trail. As a part of the project, the Local Government is proposing to utilize the existing trail route in McGroarty Park for temporary residential and emergency vehicle access between 63rd Street E and 62nd Street E during construction. Residential and emergency vehicle access through the construction zone cannot be safely provided to the neighborhood without allowing for two entrance points to the neighborhood; and
3. The parties have entered into this Agreement to set forth their respective rights and duties.

Contract

1. Term of Agreement; Survival of Terms; Incorporation of Exhibits

- 1.1. **Effective Date:** This Agreement will be effective on the date last signed by the parties, including all necessary MnDOT and State of Minnesota officials as required by Minnesota Statutes Section §16C.05, subdivision 2, or March 23, 2020, whichever is later.
- 1.2. **Expiration Date:** This Agreement will expire on October 16, 2020, or when construction of Local Government project number 2016-09G is complete, whichever occurs first, unless terminated earlier pursuant to Article 9.
- 1.3. **Survival of Terms:** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 5. Liability; 6. State Audits; 7. Government Data Practices; and 8. Venue.
- 1.4. **Exhibits:** Exhibit A, Local Government project number 2016-09G plans, and Exhibit B, Limited Use Permit (LUP) #1928-048, issued on 8/22/1997, are attached and incorporated into this Agreement.

2. Access Terms

- 2.1. In addition to the limited use permit and special provisions of LUP #1928-048, which shall remain in full force and effect, during the term of this Agreement the Local Government will complete the following, as detailed in Exhibit A:
 - 2.1.1. Local Government will remove the existing trail pavement and temporarily widen and surface the trail corridor with gravel.

- 2.1.2. Local Government may permit use of the trail for residential vehicle access, emergency vehicle access, and contractor vehicle access for trail maintenance purposes.
- 2.1.3. Local Government will ensure that the trail provides for two-way travel during construction and will close the trail every day after working hours. When the trail is closed, Local Government will reopen regular neighborhood access off Babcock Trail.
- 2.1.4. Local Government will close the trail to pedestrian and bike use during construction. Local Government will post barricades to prevent pedestrian and bike usage. Local Government will provide a detour route for pedestrian and bike users east of Trunk Highway 52, as shown in Exhibit A.
- 2.1.5. Following completion of the construction on Local Government project number 2016-09G, Local Government will pave a 14' wide trail along the new alignment of the corridor.
- 2.2. When construction of Local Government project 2016-09G is complete, this Agreement will terminate and the terms of LUP #1928-048, or any other limited use permit that may replace and supersede LUP 1928-048, will control.
- 2.3. This Agreement provides the Local Government with the right to work and provide access to the trail. This Agreement does not and will not be construed to grant Local Government an easement or any other property right.

3. Agreement Personnel

- 3.1. MnDOT's Project Manager will be:
 - Name: Dan Phelps, or successor.
 - Title: Engineering Specialist
 - Street Address: 1500 County Road B2 West
 - City, State, Zip: Roseville, MN 55113
 - Telephone: 651/234-7585
 - Email: dan.phelps@state.mn.us
- 3.2. Local Government's Project Manager will be:
 - Name: Steve Dodge, or successor.
 - Title: Assistant City Engineer
 - Street Address: 8150 Barbara Avenue
 - City, State, Zip: Inver Grove Heights, MN 55077
 - Telephone: 651/450-2541
 - Email: sdodge@invergroveheights.org

4. Assignment, Amendments, Waiver and Contract Complete

- 4.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 4.2. **Amendments.** Any Amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the Original Agreement, or their successors in office.
- 4.3. **Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.

- 4.4. **Contract Complete.** This Agreement contains all prior negotiations and agreements between MnDOT and the Local Government. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

5. Liability

- 5.1. Local Government shall indemnify, defend to the extent authorized by the Minnesota Attorney General's Office, hold harmless, and release the State of Minnesota, its Commissioner of Transportation and employees, and any successors and assigns of the foregoing, from and against:
- (a) all claims, demands, and causes of action for injury to or death of persons or loss of or damages to property (including Local Government's property) occurring or connected with Local Government's, or Local Government's agent's or employee's, performance under this Agreement, except when such injury, death, loss or damage is caused solely by the negligence of State of Minnesota, but including those instances where the State of Minnesota is deemed to be negligent because of its failure to supervise, inspect or control the operations of Local Government or otherwise discover or prevent actions or operations of Local Government giving rise to liability to any person;
 - (b) claims arising or resulting from the termination of this Agreement;
 - (c) claims resulting from temporary or permanent changes in drainage patterns resulting in flood damages;
 - (d) any laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever filed or maintained for or on account of any work done or materials furnished; and
 - (e) any damages, testing costs and clean-up costs arising from spillage of regulated materials attributable to the construction, maintenance or operation under this Agreement.

6. State Audits

- 6.1. Under Minnesota Statutes §16C.05, subdivision 5, the Local Government's books, records, documents and accounting procedures and practices relevant to this Agreement are subject to examination by MnDOT and the State Auditor and Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

7. Government Data Practices

- 7.1. The Local Government and MnDOT must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by MnDOT under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained or disseminated by the Local Government under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the Local Government or MnDOT.

8. Venue

- 8.1. Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

9. Termination

- 9.1. **Termination.** MnDOT or the Commissioner of Administration may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the Local Government.
- 9.2. **Termination by Agreement.** This Agreement may be terminated at any time by mutual agreement of the parties.

10. Additional Provisions

- 10.1. **Civil Rights.** The Local Government for itself, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event improvements are constructed,

maintained, or otherwise operated on the property described in this Agreement for a purpose for which a MnDOT activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Local Government will maintain and operate such improvements and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Federal Highway Administration, (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said improvements.

[THE BALANCE OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK]

LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable articles, bylaws, resolutions or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

MnDOT Contract Management

By: _____

Date: _____

COMMISSIONER OF TRANSPORTATION

Recommended for Approval:

By: _____

Title: _____

Date: _____

Approved:

By: _____

Title: _____

Date: _____

CITY OF INVER GROVE HEIGHTS

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

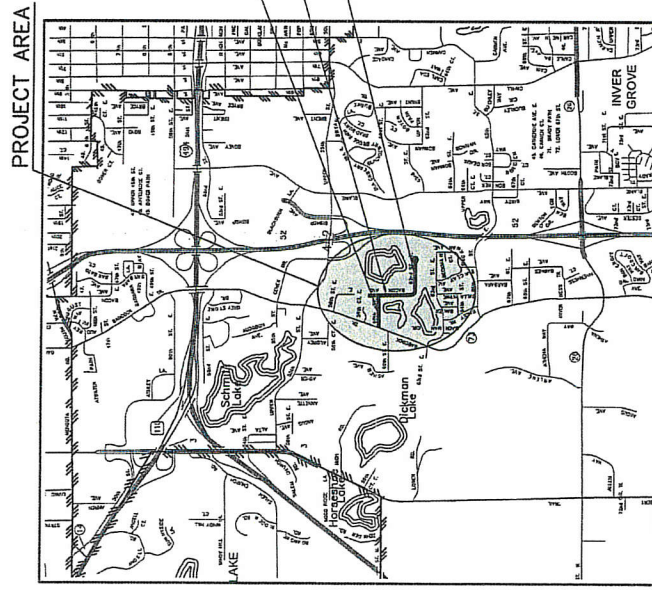
CITY PROJECT NO. 2016-09G

CONSTRUCTION PLANS FOR GRADING, AGGREGATE BASE, BITUMINOUS SURFACING, CONCRETE CURB AND GUTTER,
STORM SEWER, AND UTILITY IMPROVEMENTS

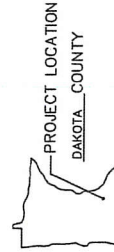
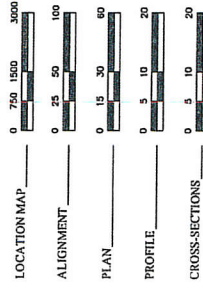
LOCATED ON: 60TH STREET FROM BACOCK TRAIL TO BACON AVENUE
LOCATED ON: BACON AVENUE FROM NORTH END TO 62ND STREET
LOCATED ON: 62ND STREET FROM BACON AVENUE TO EAST END

LEGEND

- EXISTING GATE VALVE
- EXISTING HYDRANT
- EXISTING CURB BOX
- EXISTING WATERMAN MANHOLE
- EXISTING SANITARY MANHOLE
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- EXISTING GAS VALVE
- EXISTING CABLE TV BOX
- EXISTING TELEPHONE BOX
- EXISTING POWER POLE
- EXISTING ELECTRICAL MANHOLE
- EXISTING ELECTRICAL TRANSFORMER
- EXISTING LIGHT POLE
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING GAS MAIN
- EXISTING CABLE TV
- EXISTING UNDERGROUND TELEPHONE LINE
- EXISTING UNDERGROUND POWER
- EXISTING OVERHEAD POWER
- EXISTING CURB AND GUTTER
- EXISTING FENCE
- EXISTING RIGHT-OF-WAY
- EXISTING WALDOX
- EXISTING SOIL BORING
- EXISTING STREET SIGN
- EXISTING TREE
- EXISTING TREE LINE
- EXISTING CONTOUR
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED CURB AND GUTTER



PLAN SET SCALES



NOTE:
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN
WAS DETERMINED BY THE CITY OF INVER GROVE HEIGHTS
C/ASSE 38-2, ENTITLED "STANDARD GUIDELINES FOR
THE COLLECTION AND DEPICTION OF EXISTING
SUBSURFACE UTILITY DATA."

EXHIBIT A: ACCESS AGREEMENT #1036598

2018 GOVERNING SPECIFICATIONS AS AMENDED
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
CONSTRUCTION SPECIFICATIONS FOR HIGHWAYS AND BRIDGES, INCLUDING
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
VERSION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL
ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2-3	STATEMENT OF ESTIMATED QUANTITIES
4-5	EARTHWORK TABULATION AND SUMMARY
6-7	TYPICAL SECTIONS
8	CONSTRUCTION NOTES, UTILITY CONTACTS AND STANDARD PLATES
9-12	CITY OF INVER GROVE HEIGHTS STANDARD PLATES
13-15	TREATMENT MANHOLE DETAILS
16-20	ALIGNMENT PLAN AND TABULATION
21-23	STAGING AND TRAFFIC CONTROL PLAN
24-30	REMOVAL PLAN
31-37	STREET AND STORM SEWER PLAN AND PROFILES
38-39	STORM SEWER LATERALS
40	DRAINAGE TABULATION
41-47	TURF ESTABLISHMENT & EROSION CONTROL
48-50	STORM WATER POLLUTION PREVENTION PLAN
51-55	INTERSECTION DETAIL PLAN
56-57	CURB PROFILES
58-61	UTILITY REPAIR PLANS
62-68	SIGNING PLAN
69-89	CROSS SECTIONS

THIS PLAN SET CONTAINS 89 SHEETS

Kimley»Horn

787 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-845-1187
WWW.KHOLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY
DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 01/13/2020 REG. NO. 54190

ENGINEER Luke Morn

LUKE B. MORAN, PE

APPROVED *Theresa Kallander* 1/13/2020
INVER GROVE HEIGHTS CITY ENGINEER

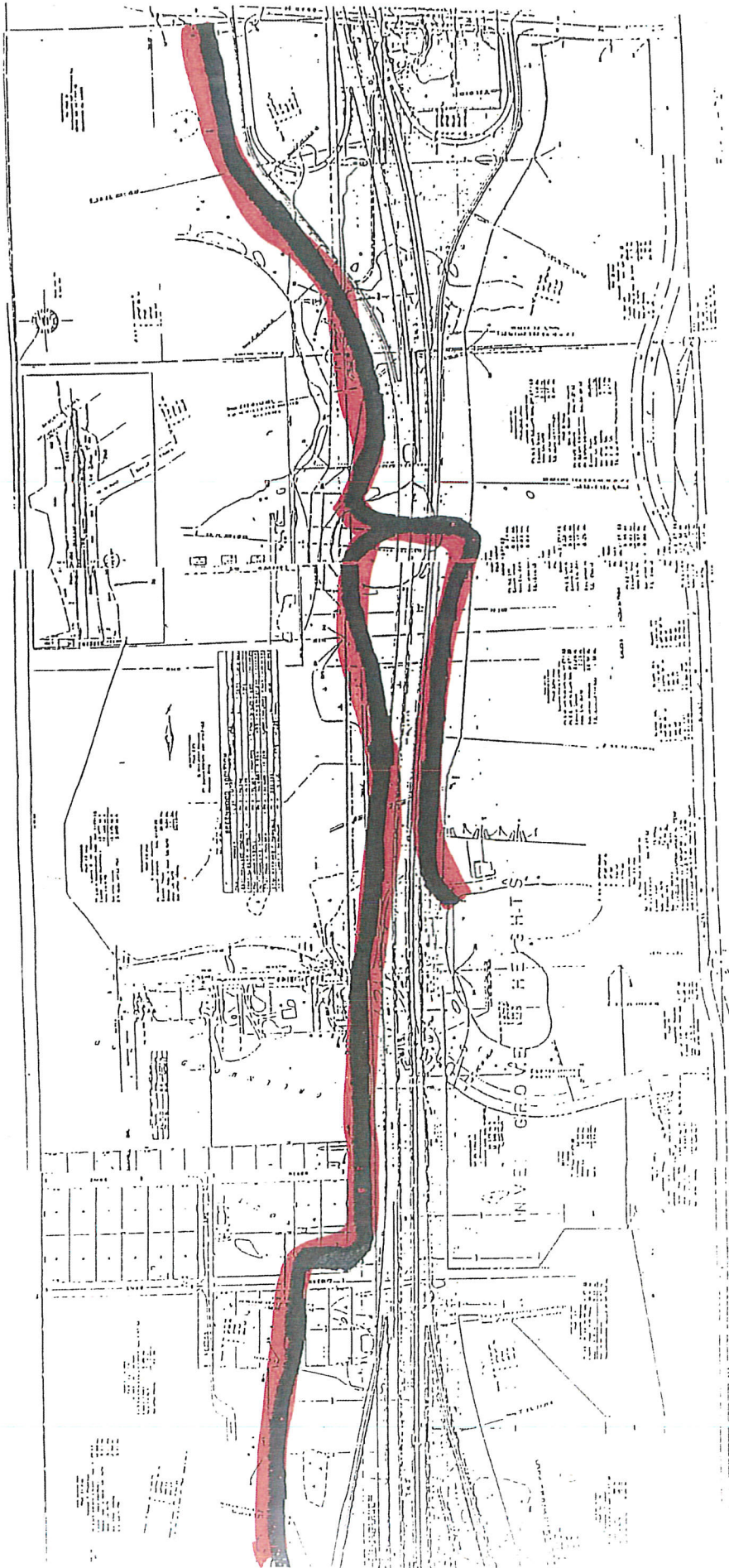
I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, OF THIS PLAN
WERE MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A
DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE
OF MINNESOTA.

DATE REG. NO.

CITY PROJ. NO. 2016-09G

SHEET NO. 1 OF 89 SHEETS

UPPER 55TH ST. E



70TH ST E

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION**

LIMITED USE PERMIT

C.S. 1928 (T.H. 52)
County of Dakota
LUP # 1928-0102
Permittee: City of Inver Grove
Heights
Expiration Date: 12/19/2029
MnDOT Contract # 1036598

In accordance with Minnesota Statutes Section 161.434, the State of Minnesota, through its Commissioner of Transportation, ("MnDOT"), hereby grants a Limited Use Permit (the "LUP") to City of Inver Grove Heights, ("Permittee"), to use the area within the right of way of Trunk Highway No. 52 as shown in red on Exhibit "A", (the "Area") attached hereto and incorporated herein by reference. This Limited Use Permit is executed by the Permittee pursuant to resolution, a certified copy of which is attached hereto as Exhibit B.

Non-Motorized Trail including Emergency Vehicle Route and Amenities

The Permittee's use of the Area is limited to only the constructing, maintaining and operating a nonmotorized trail including an emergency vehicle route between 62nd St E and 63rd St E and an amenity zone which includes the installation of benches, bike racks, trash receptacles and general landscaping, which may be placed and removed only by the permittee (all of the foregoing defined as the "Facility") and the use thereof may be further limited by 23 C.F.R. 652 also published as the Federal-Aid Policy Guide.

The permittee agrees that this permit totally replaces and supersedes the previously issued Limited Use permits affecting the Area, specifically: The first permit, # 1928-026 was issued on 1/28/1988. The second permit, # 1928-048, was issued on 8/22/1997 on CS 1928 (TH 3=115). Upon issuance of this permit the earlier issued permits are cancelled.

In addition, the following special provisions shall apply:

SPECIAL PROVISIONS

1. TERM. This LUP terminates at 11:59PM on 12/19/2029 ("Expiration Date") subject to the right of cancellation by MnDOT, with or without cause, by giving the Permittee ninety (90) days written notice of such cancellation. This LUP will not be renewed except as provided below.

Provided this LUP has not expired or terminated, MnDOT may renew this LUP for a period of up to ten (10) years, provided Permittee delivers to MnDOT, not later than ninety (90) days prior to the Expiration Date, a written request to extend the term. Any extension of the LUP term will be under the same terms and conditions in this LUP, provided:

- (a) At the time of renewal, MnDOT will review the Facility and Area to ensure the Facility and Area are compatible with the safe and efficient operation of the highway and the Facility and Area are in good condition and repair. If, in MnDOT's sole determination, modifications and repairs to the Facility and Area are needed, Permittee will perform such work as outlined in writing in an amendment of this LUP; and
- (b) Permittee will provide to MnDOT a certified copy of the resolution from the applicable governmental body authorizing the Permittee's use of the Facility and Area for the additional term.

If Permittee's written request to extend the term is not timely given, the LUP will expire on the Expiration Date.

Permittee hereby voluntarily releases and waives any and all claims and causes of action for damages, costs, expenses, losses, fees and compensation arising from or related to any cancellation or termination of this LUP by MnDOT. Permittee agrees that it will not make or assert any claims for damages, costs, expenses, losses, fees and compensation based upon the existence, cancellation or termination of the LUP. Permittee agrees not to sue or institute any legal action against MnDOT based upon any of the claims released in this paragraph.

2. **REMOVAL.** Upon the Expiration Date or earlier termination, at the Permittee's sole cost and expense Permittee will:

- (a) Remove the Facility and restore the Area to a condition satisfactory to the MnDOT District Engineer; and
- (b) Surrender possession of the Area to MnDOT.

If, without MnDOT's written consent, Permittee continues to occupy the Area after the Expiration Date or earlier termination, Permittee will remain subject to all conditions, provisions, and obligations of this LUP, and further, Permittee will pay all costs and expenses, including attorney's fees, in any action brought by MnDOT to remove the Facility and the Permittee from the Area.

3. **CONSTRUCTION.** The construction, maintenance, and supervision of the Facility shall be at no cost or expense to MnDOT.

Before construction of any kind, the plans for such construction shall be approved in writing by the MnDOT's District Engineer. Approval in writing from MnDOT District Engineer shall be required for any changes from the approved plan.

The Permittee will construct the Facility at the location shown in the attached Exhibit "A", and in accordance with MnDOT-approved plans and specifications. Further, Permittee will construct the Facility using construction procedures compatible with the safe and efficient operation of the highway.

Upon completion of the construction of the Facility, the Permittee shall restore all disturbed slopes and ditches in such manner that drainage, erosion control and aesthetics are perpetuated.

The Permittee shall preserve and protect all utilities located on the lands covered by this LUP at no expense to MnDOT and it shall be the responsibility of the Permittee to call the Gopher State One Call System at 1-800-252-1166 at least 48 hours prior to performing any excavation.

Any crossings of the Facility over the trunk highway shall be perpendicular to the centerline of the highway and shall provide and ensure reasonable and adequate stopping sight distance.

4. MAINTENANCE. Any and all maintenance of the Facility shall be provided by the Permittee at its sole cost and expense, including, but not limited to, plowing and removal of snow and installation and removal of regulatory signs. No signs shall be placed on any MnDOT or other governmental agency sign post within the Area. MnDOT will not mark obstacles for users on trunk highway right of way.
5. USE. Other than as identified and approved by MnDOT, no permanent structures or no advertising devices in any manner, form or size shall be allowed on the Area. No commercial activities shall be allowed to operate upon the Area.

Any use permitted by this LUP shall remain subordinate to the right of MnDOT to use the property for highway and transportation purposes. This LUP does not grant any interest whatsoever in land, nor does it establish a permanent park, recreation area or wildlife or waterfowl refuge. No rights to relocation benefits are established by this LUP.

This LUP is non-exclusive and is granted subject to the rights of others, including, but not limited to public utilities which may occupy the Area.

6. APPLICABLE LAWS. This LUP does not release the Permittee from any liability or obligation imposed by federal law, Minnesota Statutes, local ordinances, or other agency regulations relating thereto and any necessary permits relating thereto shall be applied for and obtained by the Permittee.

Permittee at its sole cost and expense, agrees to comply with, and provide and maintain the Area, Facilities in compliance with all applicable laws, rules, ordinances and regulations issued by any federal, state or local political subdivision having jurisdiction and authority in connection with said Area including the Americans with Disabilities Act ("ADA"). If the Area and Facilities

are not in compliance with the ADA or other applicable laws MnDOT may enter the Area and perform such obligation without liability to Permittee for any loss or damage to Permittee thereby incurred, and Permittee shall reimburse MnDOT for the cost thereof, plus 10% of such cost for overhead and supervision within 30 days of receipt of MnDOT's invoice.

7. CIVIL RIGHTS. The Permittee for itself, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree that in the event improvements are constructed, maintained, or otherwise operated on the Property described in this Limited Use Permit for a purpose for which a MnDOT activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the Permittee will maintain and operate such improvements and services in compliance with all requirements imposed by the Acts and Regulations relative to nondiscrimination in federally-assisted programs of the United States Department of Transportation, Federal Highway Administration, (as may be amended) such that no person on the grounds of race, color, national origin, sex, age, disability, income-level, or limited English proficiency will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said improvements.
8. SAFETY. MnDOT shall retain the right to limit and/or restrict any activity, including the parking of vehicles and assemblage of Facility users, on the highway right of way over which this LUP is granted, so as to maintain the safety of both the motoring public and Facility users.
9. ASSIGNMENT. No assignment of this LUP is allowed.
10. IN WRITING. Except for those which are set forth in this LUP, no representations, warranties, or agreements have been made by MnDOT or Permittee to one another with respect to this LUP.
11. ENVIRONMENTAL. The Permittee shall not dispose of any materials regulated by any governmental or regulatory agency onto the ground, or into any body of water, or into any container on the State's right of way. In the event of spillage of regulated materials, the Permittee shall notify in writing MnDOT's District Engineer and shall provide for cleanup of the spilled material and of materials contaminated by the spillage in accordance with all applicable federal, state and local laws and regulations, at the sole expense of the Permittee.
12. MECHANIC'S LIENS. The Permittee (for itself, its contractors, subcontractors, its materialmen, and all other persons acting for, through or under it or any of them), covenants that no laborers', mechanics', or materialmens' liens or other liens or claims of any kind whatsoever shall be filed or maintained by it or by any subcontractor, materialmen or other person or persons acting for, through or under it or any of them against the work and/or against said lands, for or on account of any work done or materials furnished by it or any of them under any agreement or any amendment or supplement thereto.

13. NOTICES. All notices which may be given, by either party to the other, will be deemed to have been fully given when served personally on MnDOT or Permittee or when made in writing addressed as follows: to Permittee at: and to MnDOT at:

Mayor
City Hall
8150 Barbara Ave
Inver Grove Heights, MN 55077

State of Minnesota
Department of Transportation
Metro District Right of Way
1500 W. County Road B2
Roseville, MN 55113

The address to which notices are mailed may be changed by written notice given by either party to the other.

14. INDEMNITY. Permittee shall indemnify, defend to the extent authorized by the Minnesota Attorney General's Office, hold harmless and release the State of Minnesota, its Commissioner of Transportation and employees and any successors and assigns of the foregoing, from and against:
- (a) all claims, demands, and causes of action for injury to or death of persons or loss of or damages to property (including Permittee's property) occurring on the Facility or connected with Permittee's use and occupancy of the Area, except when such injury, death, loss or damage is caused solely by the negligence of State of Minnesota, but including those instances where the State of Minnesota is deemed to be negligent because of its failure to supervise, inspect or control the operations of Permittee or otherwise discover or prevent actions or operations of Permittee giving rise to liability to any person;
 - (b) claims arising or resulting from the temporary or permanent termination of Facility user rights on any portion of highway right of way over which this LUP is granted;
 - (c) claims resulting from temporary or permanent changes in drainage patterns resulting in flood damages;
 - (d) any laborers', mechanics', or materialmen's liens or other liens or claims of any kind whatsoever filed or maintained for or on account of any work done or materials furnished; and
 - (e) any damages, testing costs and clean-up costs arising from spillage of regulated materials attributable to the construction, maintenance or operation of the Facility.

MINNESOTA DEPARTMENT
OF TRANSPORTATION

RECOMMENDED FOR APPROVAL

By: _____
District Engineer

Date _____

APPROVED BY:

COMMISSIONER OF TRANSPORTATION

By: _____
Director, Office of Land Management

Date _____

CITY OF INVER GROVE HEIGHTS

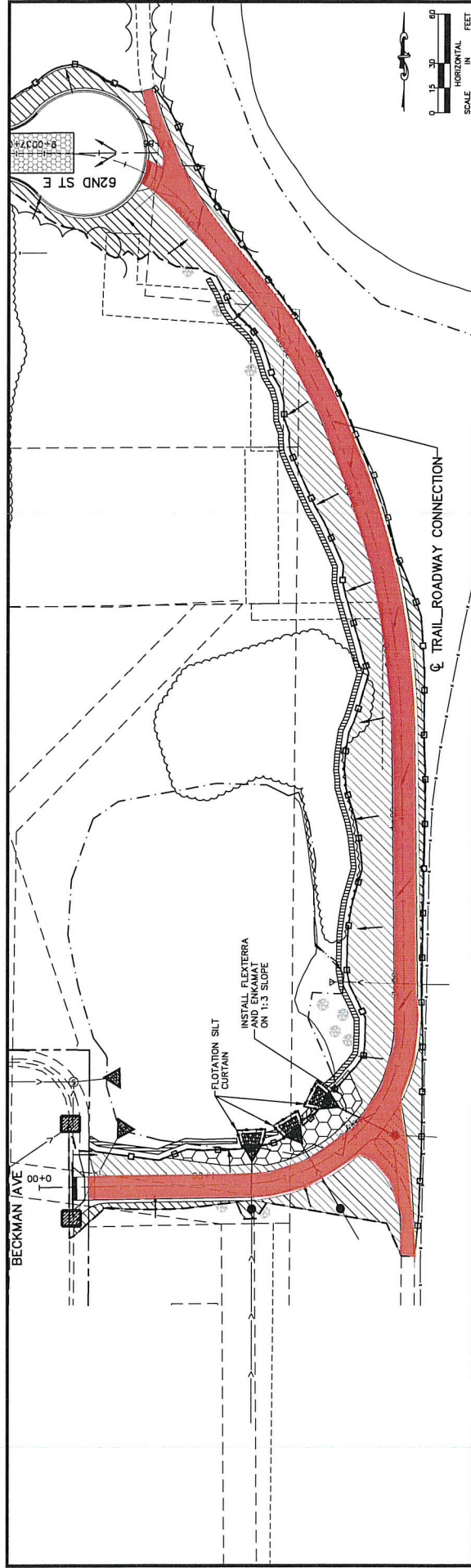
By _____
Its _____

Date _____

And _____
Its _____

Date _____

The Commissioner of Transportation
by the execution of this permit
certifies that this permit is
necessary in the public interest
and that the use intended is for
public purposes.



LEGEND

- SEEDING - HYDROSEED METHOD WITH 4" BOULEVARD TOPSOIL BORROW
SEED MIX - MIDOT NO. 25-151 @ 61 LBS/ACRE
FERTILIZER - TYPE 3, 22-5-10 @ 300 LBS/ACRE
HARROWED, CULTIVATED OR RAKED FOLLOWING SEEDING
MULCH MATERIAL TYPE 1 @ 2 TONS/ACRE
HYDRAULIC SOIL STABILIZER, TYPE SPECIAL @ 3,500 LBS/ACRE
- SEEDING - HYDROSEED METHOD WITH 4" BOULEVARD TOPSOIL BORROW
SEED MIX - MIDOT NO. 33-261 @ 53 LBS/ACRE
FERTILIZER - TYPE 3, 22-5-10 @ 300 LBS/ACRE
HARROWED, CULTIVATED OR RAKED FOLLOWING SEEDING
MULCH MATERIAL TYPE 1 @ 2 TONS/ACRE
HYDRAULIC SOIL STABILIZER, TYPE SPECIAL @ 3,500 LBS/ACRE
- ROCK ENTRANCE

- RIPRAP TO BE PLACED WITHIN 24 HOURS OF STORM SEWER PLACEMENT
- STORM DRAIN
- INLET PROTECTION
- STORM SEWER MANHOLES
- CULVERT END CONTROLS
- SILT FENCE, TYPE MS
- CONSTRUCTION LIMITS
- SEDIMENT CONTROL LOG TYPE COMPOST
- FLOW DIRECTION ARROW

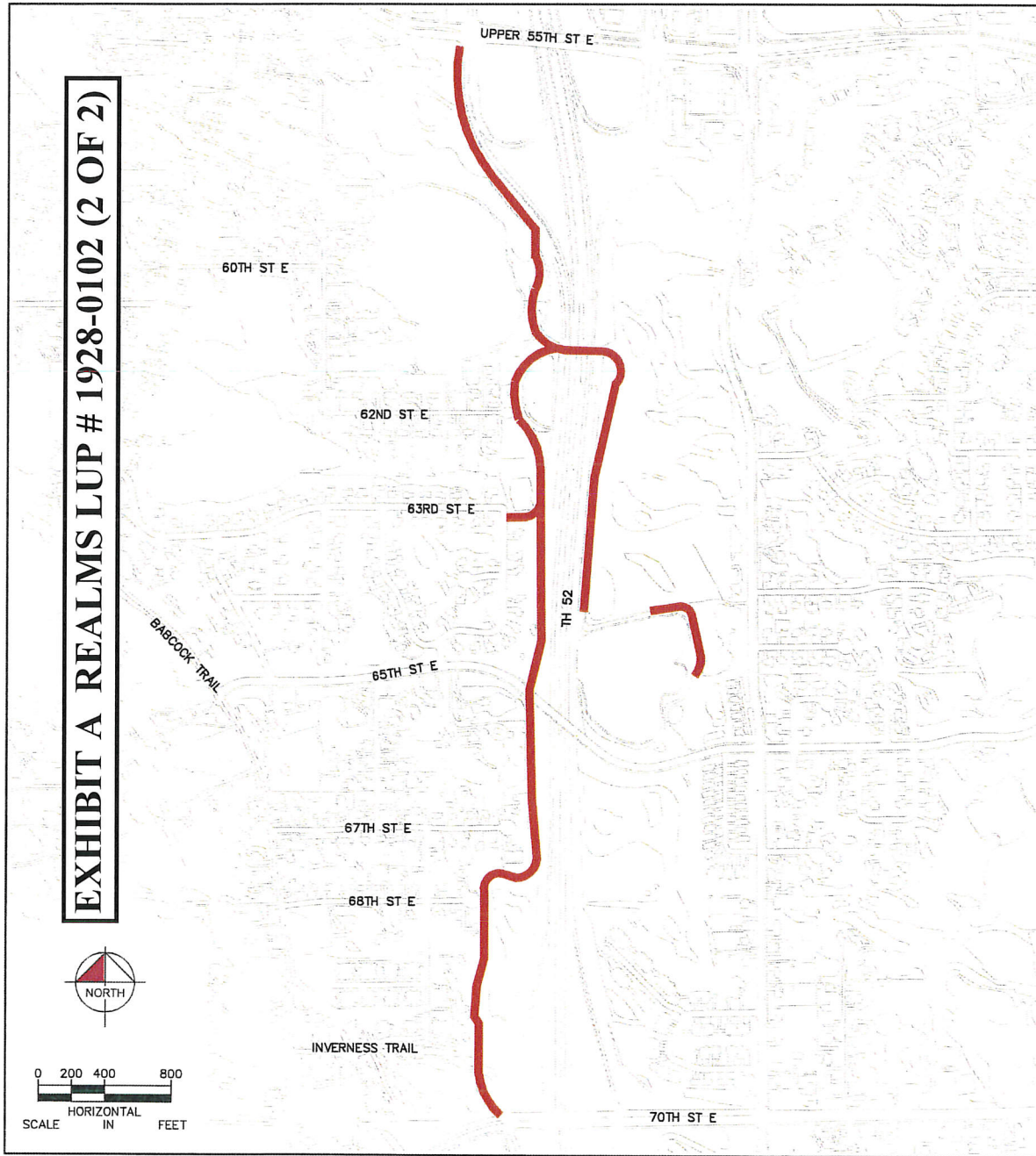
TEMPORARY EROSION CONTROL NOTES:

- ALL STREETS IN AND ADJACENT TO THE PROJECT SHALL BE PROTECTED FROM EROSION. ALL SEDIMENT AND DEBRIS SHALL BE REMOVED WITHIN 24 HOURS, OR AS OFTEN TO ENSURE PUBLIC SAFETY. PAID AS STREET SWEEPER (WITH PICKUP BROOM).
- INLET PROTECTION SHALL BE PROVIDED AT ALL CATCH BASINS WITHIN THE PROJECT AREA PER THE STANDARD DETAILS.
- ALL AREAS TEMPORARILY DISTURBED SHALL BE STABILIZED TEMPORARILY WITH HYDRAULIC NATURAL TACKLIFIER (INCIDENTAL).
- THE CONTRACTOR SHALL PROVIDE APPROPRIATE EROSION AND SEDIMENT CONTROL DEVICES FOR STOCKPILES (INCIDENTAL).
- SILT FENCE SHALL FOLLOW AS CLOSE AS POSSIBLE TO A SINGLE CONTOUR LINE.
- WHEN SEDIMENT DEPOSITS IN A WATER OF THE STATE THE MATERIAL MUST BE REMOVED WITHIN 7 DAYS.
- ONE ROW OF SILT FENCE AND ONE ROW OF SEDIMENT CONTROL SHALL BE PROVIDED TO SEPARATE CONSTRUCTION LIMITS ADJACENT TO WETLANDS.

EXHIBIT A REALMS LUP # 1928-0102 (1 OF 2)

No.	Date	Revisions	App.	DRAWING NAME	PROJECT NO.	CITY PROJECT	SHEET NO.
				160509037_TL_EROSION.dwg	160509037	2016-09C	47
				DESIGNED BY: RKM			
				DRAWN BY: RKM			
				CHECKED BY: LEM			
				DATE: 01/13/2020			
				PROJECT NO. 160509037			
				Kimley»Horn 787 EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114 PH: 651-201-1100 FAX: 651-201-1101 WWW.KIMLEY-HORN.COM			
				Inner Grove Heights CITY OF INNER GROVE HEIGHTS 60TH STREET E, 62ND STREET E AND BACON AVENUE E IMPROVEMENTS TEMPORARY RESIDENTIAL ACCESS ROAD TUFFEBSHAWE TO LEFROSC CONTROL STA 0+00 TO STA 8+75.88			
				DATE: 01/13/2020 MN LIC. NO. 54180 <i>Luke Horn</i> LUKE B. HORN, PE			
				89			

EXHIBIT A REALMS LUP # 1928-0102 (2 OF 2)



City of
Inver Grove Heights
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077-3412



 **TRAIL CORRIDOR**

EXHIBIT A

**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: Tim Kuntz and Bridget Nason, City Attorney's Office
DATE: March 18, 2020
RE: Flint Hills Pipeline Easement

Section 1. Background. Flint Hills Resources Pine Bend, LLC (Flint Hills) is in the process of a pipeline-related project which requires the installation of additional pipeline in newly-acquired easements in several areas of the City of Inver Grove Heights. A Land Alteration permit has previously been issued to Flint Hills for its upcoming work related to the pipeline installation. Flint Hills approached the City in order to purchase an easement for pipeline purposes under a portion of City-owned Outlot A, Southern Lakes 4th Addition and Outlot A, Southern Lakes 5th Addition. The City-owned property is currently encumbered by three existing easements, and a portion of the proposed easement area will run under an existing paved City trail. The proposed easement area is shown on the attached easement. City staff have reviewed the proposed easement and easement area, negotiated the purchase price for the easement with Flint Hills, and are recommending Council approval of the attached Resolution and Easement.

Section 2. Council Action. The Council is asked to consider approval of the attached Resolution and Easement at its March 23, 2020 Council Meeting.

Attachments

SPACE ABOVE FOR RECORDER'S USE

DRAFTED BY AND RECORDING REQUESTED BY:
FLINT HILLS RESOURCES, LC
3120 117th STREET EAST
INVER GROVE HEIGHTS, MN 55077
FOLLOWING RECORDING, RETURN TO:
FLINT HILLS RESOURCES, LC
SAME ADDRESS AS ABOVE
ATTENTION: ROW GROUP, NAB

EASEMENT AGREEMENT

STATE OF MINNESOTA §
 §
COUNTY OF DAKOTA §

KNOW ALL MEN BY THESE PRESENTS:

For and in consideration of the sum of **TEN AND NO/100 DOLLARS (\$10.00)** and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, **City of Inver Grove Heights, a municipal corporation under the laws of Minnesota ("Grantor")**, having offices at 8510 Barbara Avenue, Minneapolis, MN 55077, does hereby grant unto **FLINT HILLS RESOURCES PINE BEND, LLC, a Delaware Limited Liability Company ("Grantee")**, having an address of 4111 East 37th Street North, Wichita, Kansas 67220, its successors and assigns, a perpetual right of way and easement on the terms set forth in this Easement Agreement.

1. Grantor grants Grantee a right of way and easement to construct, maintain, operate, repair, replace, inspect, change the size of, protect, abandon, and remove one (1) pipeline for the transportation of oil, gas petroleum, or any other products, said right of way and easement being a width of fifty feet (50') only and more particularly identified and described in Exhibit "A," which exhibit is attached hereto and made a part hereof, together with the right to construct, operate, maintain, repair, replace, protect, and remove such valves, meters, fittings, corrosion coltrol devices, cathodic protection, wires, cables, and other equipment and appurtenances to the above described pipeline as may be necessary or convenient (such pipeline and appurtenances being hereinafter referred to as the "Facilities"), together with the right of ingress and egress to and from said Facilities along said right of way and easement (or other route approved in advance by Grantor) for the purpose herein granted, subject to the provisions hereof.

2. Grantee covenants and agrees that its use of the easement and its operations conducted thereon shall at all times comply with all applicable local, state and federal laws, orders, rules, regulations, standards, licensing and other legal requirements (the "Legal Requirements"). Grantee agrees to construct the Facilities in a prudent manner, in compliance with all Legal Requirements. Upon completion of the construction of the Facilities, Grantee shall provide a

copy to Grantor of the "as-built" survey showing the location of the Facilities. In the event that the actual location of the Facilities is, in Grantor's reasonable judgment, substantially different from the location of the Facilities as described on Exhibit A, Grantor and Grantee shall execute and file of record a "Correction Easement" that correctly shows the actual location of the completed Facilities.

3. Grantor shall not build, create or construct, nor permit to be built, created or constructed, any obstruction, building, improvement or other structure (including, but not limited to, concrete, wood, brick or stone fencing) within the right of way. Notwithstanding the foregoing, the existing trail within the right-of-way may remain in place and shall not be considered an obstruction, improvement or structure for purposes of this paragraph 3. Except for the purposes granted to Grantee, Grantor shall have the right to fully use and enjoy the surface of the easement in any manner that will not disturb, obstruct, endanger, or interfere with the use of the easement by Grantee. Grantee shall have the right at any time to clear and keep cleared said right of way of any trees, shrubs or brush and remit no compensation to Grantor for clearing within the right of way.

4. Grantee agrees that its right of ingress and egress is limited to the right of way and easement (or other route approved in advance by Grantor) and to existing public roadways intersecting said right of way and easement and that, for purposes of initial construction and subsequent repair of the Facilities, Grantee may use as working space such parts of Grantor's land adjacent to said right of way and easement as is reasonably necessary to effect such construction or repair, provided that the land is not occupied by substantial improvements. Grantee further agrees that the Facilities shall be designed, constructed, tested, and operated in accordance with applicable laws and regulations, and good industry practices.

5. Grantee agrees to indemnify, defend, and hold Grantor, its related companies and affiliates, and their officers, directors, employees, and agents (collectively referred to hereinafter as "Indemnitees"), harmless from and against any and all claims, strict liability claims, demands, and causes of action (collectively, "Claims") for damage to property or the environment or injury to or death of persons that may in any way result from, grow out of, or arise in connection with the exercise by Grantee of any of the rights herein granted, including Claims by existing third party easement holders, except to the extent that such Claims result from Indemnitees' negligence.

6. It is understood that this grant of a right of way and easement does not constitute a conveyance of the land described herein or of the minerals therein and thereunder but grants only the rights provided above.

7. After initial construction of the Facilities, Grantee may use such workspace alongside and adjacent to the Facilities as needed for the purposes of maintenance, repair, inspection, and replacement of the Facilities, if and only if such property is available and not already occupied by a building, obstruction, utility, facility, pipeline or other structure. In no event shall the workspace used by Grantee pursuant to this paragraph exceed fifty feet (50') in total width. Upon completion of any such construction, maintenance, repair, inspection, or replacement, Grantee shall restore Grantor's property to the condition existing immediately prior to Grantee's use.

8. The rights granted herein may be assigned by Grantee at Grantee's sole option.

9. The obligations undertaken by Grantee hereunder shall be deemed covenants running with the land.

[Signature Pages to Follow]

CITY OF INVER GROVE HEIGHTS, A MINUCIPAL CORPORATION UNDER THE LAWS OF MINNESOTA

By: _____

Printed Name: _____

Title: _____

STATE OF _____

§

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by

My appointment expires:

Notary Public

FLINT HILLS RESOURCES PINE BEND, LLC

By: _____

Printed Name: _____

Title: _____

STATE OF _____

§

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2020, by

My appointment expires:

Notary Public

A 50.00 foot wide Pipeline Easement over, under and across that part of the following described property in Dakota County, Minnesota:

OUTLOT A, SOUTHERN LAKES 4TH ADDITION, Dakota County, Minnesota.
AND
OUTLOT A, SOUTHERN LAKES 5TH ADDITION, Dakota County, Minnesota.

The center line of said 50.00 foot wide Pipeline Easement is described as follows:
Commencing at the South Quarter corner of Section 30, Township 27 North, Range 22 West, Dakota County, Minnesota; thence North 89 degrees 51 minutes 50 seconds West an assumed bearing along the south line of said Section 30 a distance of 91.88 feet to the point of beginning of the center line to be described; thence North 0 degrees 00 minutes 00 seconds East 105.65 feet; thence North 28 degrees 25 minutes 51 seconds East 137.47 feet; thence North 0 degrees 03 minutes 51 seconds East 451.16 feet; thence North 6 degrees 50 minutes 11 seconds West 238.49 feet; thence North 2 degrees 39 minutes 08 seconds West 83.70 feet; thence North 0 degrees 26 minutes 50 seconds East 235.49 feet; thence North 4 degrees 05 minutes 46 seconds East 96.25 feet; thence North 12 degrees 41 minutes 14 seconds East 79.96 feet; thence North 14 degrees 03 minutes 33 seconds West 911.01 feet, more or less, to the north line of said OUTLOT A, SOUTHERN LAKES 5TH ADDITION, also known as the south line of the north 350.00 feet of the Southwest Quarter of Section 30, Township 27 North, Range 22 West and there terminating.

The side lines of said easement are to be prolonged or shortened to terminate at the south line of OUTLOT A, SOUTHERN LAKES 4TH ADDITION and north line of OUTLOT A, SOUTHERN LAKES 5TH ADDITION, also known as the south line of the north 350.00 feet of the Southwest Quarter of Section 30, Township 27 North, Range 22 West.

AREA: 113,958 square feet = 2.616 acres. (50.00 foot wide Pipeline Easement).
EASEMENT CENTERLINE LENGTH: 2,279.16 linear feet.

Pipeline Easement is subject to the following Instruments:

That certain Grant of Easement unto Mid-American Pipeline Company, a Delaware corporation, dated May 16, 1963 and recorded July 2, 1971, as document number 385492 in the Office of Register of Deed of Dakota County Minnesota.

That certain Corrective Partial Release of Right of Way Agreement between Mid-American Pipeline Company, a Delaware corporation, and the City of Inver Grove Heights, a Minnesota Municipal Corporation, dated April 12, 1999 and recorded April 21, 1999, as document 397361 in the Office of Register of Deed of Dakota County Minnesota.

That certain Pipeline Agreement unto Northern States Power Company, a Minnesota corporation, dated July 31, 1970 and recorded August 18, 1970, as document number 375531 in the Office of Register of Deed of Dakota County Minnesota.

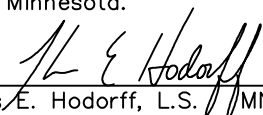
That certain Right of Way Grant unto Koch Refining Company, dated October 19, 1987 and recorded March 19, 1988, as document number 202513 in the Office of Register of Deed of Dakota County Minnesota.

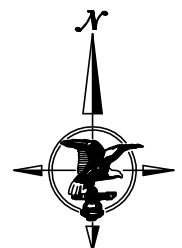
General Notes:

1. Bearings shown based on Dakota County Coordinate System.

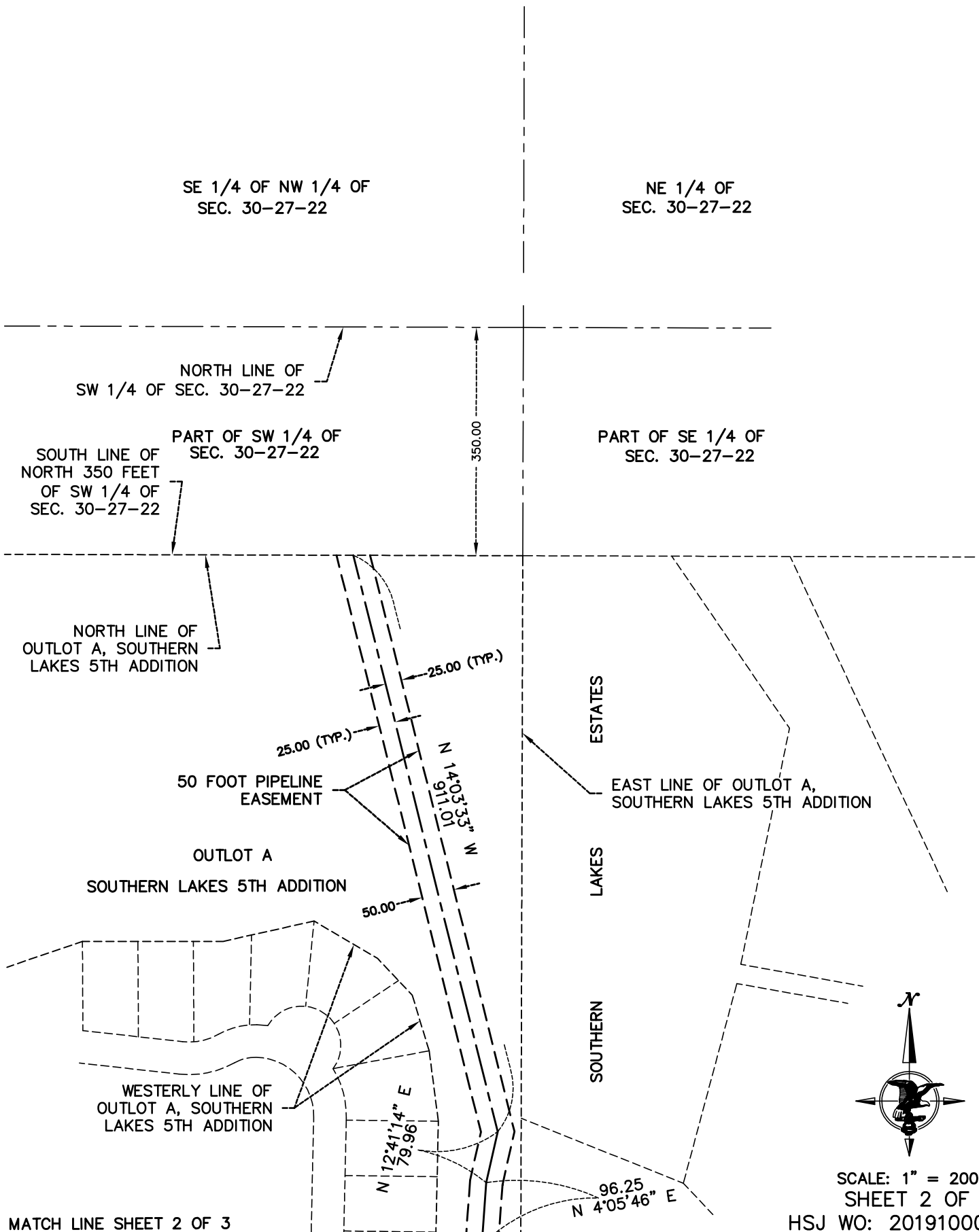
I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

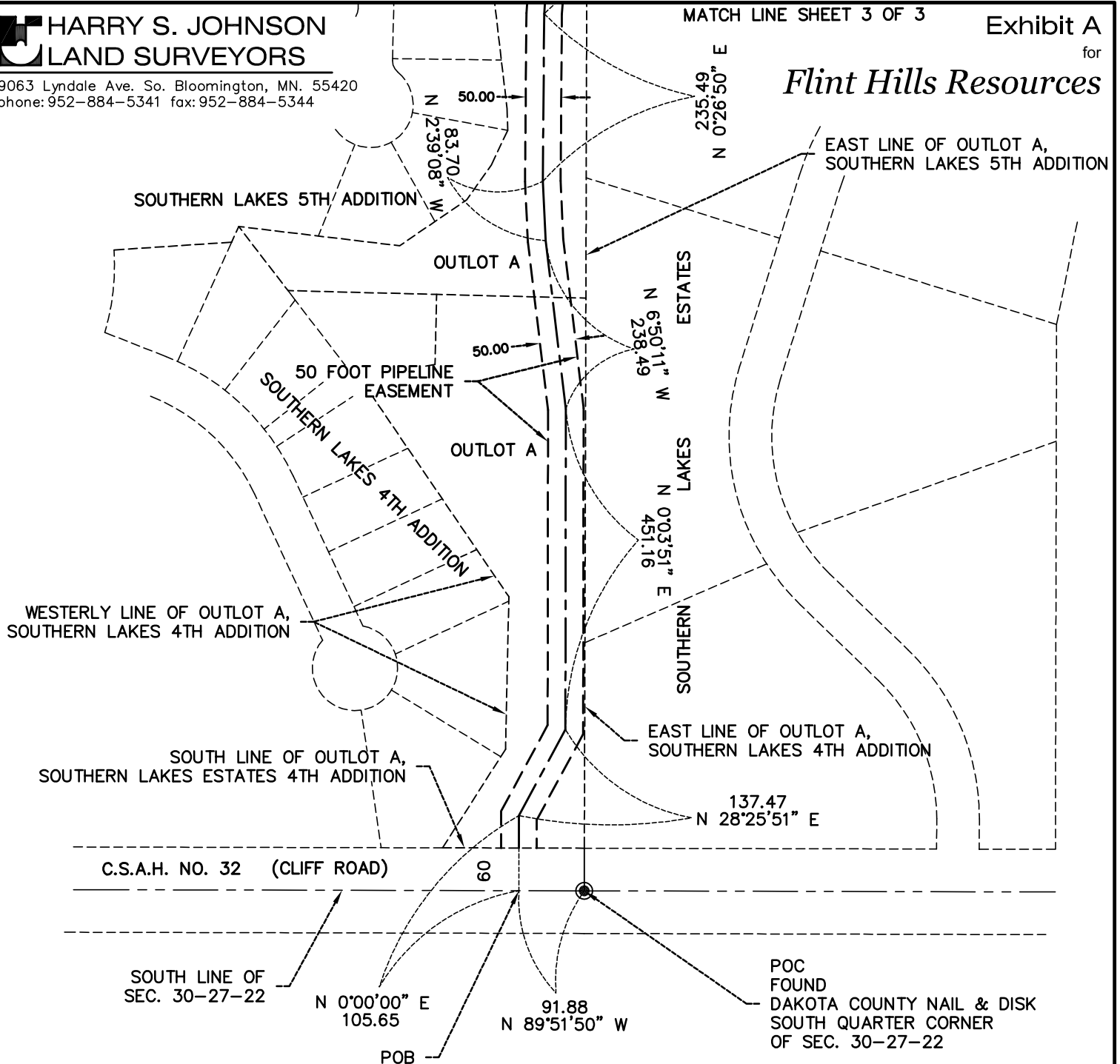
Date: February 20, 2020


Thomas E. Hodorff, L.S. MN Reg. No. 23677



SCALE: 1" = 200'
SHEET 1 OF 3
HSJ WO: 201910004





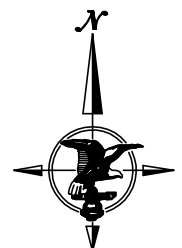
General Notes:

1. Bearings shown based on Dakota County Coordinate System.
2. Centerline length of 50 foot pipeline easement measured from the from the south line of OUTLOT A, SOUTHERN LAKES 4TH ADDITION to the north line of OUTLOT A, SOUTHERN LAKES 5TH ADDITION, also known as the south line of the north 350.00 feet of the Southwest Quarter of Section 30, Township 27 North, Range 22 West is 2,263.38 linear feet.

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Registered Land Surveyor under the laws of the State of Minnesota.

Date: February 20, 2020

Thomas E. Hodorff
Thomas E. Hodorff, L.S. MN Reg. No. 23677



SCALE: 1" = 200'
SHEET 3 OF 3
HSJ WO: 201910004

UPON COMPLETION RETURN TO:
FLINT HILLS RESOURCES, L.C.
3120 117th St. E
Inver Grove Heights, MN 55077
Attention: Right of Way Department

RECEIPT AND RELEASE

The undersigned, (“**Landowner**”) acknowledge the receipt of payment from FLINT HILLS RESOURCES PINE BEND, LLC (“**FHRPB**”) of **\$15,954.12** as payment for granting of the Easement and **\$15,954.12** as payment for reasonable and customary damages which may be caused to Landowner and/or Tenant, including the additional workspace adjacent to the property described below, by the construction of the pipeline, and **\$1,144.00** as reimbursement for attorney fees incurred by Landowner for the review of the Easement, together which equal the total amount of **\$33,052.24** (the “**Payment**”), as further indicated below. Landowners fully release FHRPB and its affiliated companies, and their respective members, managers, partners, officers, employees, contractors, and agents, from any claim for damages arising out of initial construction of the pipeline on the following parcels of property:

See Exhibit “A” attached hereto and made a part hereof.

The Payment shall be made by check payable to the Landowner, and mailed to the Landowner at the address below, after FHRPB’s receipt of both of the following: (i) an original of this Receipt and Release completely filled out and signed and (ii) a fully executed Form W-9 from the Landowner.

The Payment shall be deemed to have been made when received by the City. Landowners direct and agree that the Payment shall be made as follows:

\$33,052.24 – City of Inver Grove Heights

Address:

8150 Barbara Avenue

Inver Grove Heights, MN 55077

Phone Number:

(Signatures on Following Page)

IN WITNESS WHEREOF, the Landowner has affixed his/her signature this _____ day of _____, 2020.

Landowner: City of Inver Grove Heights

By: _____

Name: _____

Title: _____

EXHIBIT “A”

Parcel 1:

3.11 acres of land, being Outlot A in the Southern Lakes 4th Addition, Dakota County, Minnesota, and being described in that certain deed dated September 8, 1998, from Lyman Development Co., a corporation under the laws of Minnesota, to City of Inver Grove Heights, a municipal corporation under the laws of Minnesota, recorded under Document No. 382661 of the Official Public Records of Dakota County, Minnesota.

Parcel 2:

16.57 acres of land, being Outlot A in the Southern Lakes 5th Addition, Dakota County, Minnesota, and being described in that certain deed dated February 8, 1999, from Lyman Development Co, a Corporation under the laws of Minnesota, to City of Inver Grove Heights, a municipal corporation under the laws of Minnesota, recorded under Document No. 398618 of the Official Public Records of Dakota County, Minnesota.

÷

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

RESOLUTION NO. _____

**RESOLUTION APPROVING EASEMENT AGREEMENT WITH FLINT HILLS
RESOURCES PINE BEND, LLC**

WHEREAS, Flint Hills Resources Pine Bend, LLC (Flint Hills) has requested an easement for pipeline purposes over a portion of City-owned property, namely OUTLOT A, SOUTHERN LAKES 4TH ADDITION AND OUTLOT A, SOUTHERN LAKES 5TH ADDITION (City Property); and

WHEREAS, the City is willing to grant the pipeline easement to Flint Hills pursuant to the Easement Agreement attached hereto as Exhibit A and incorporated herein by reference, and to execute the Receipt and Release attached hereto as Exhibit B and incorporated herein by reference upon the occurrence of the events further detailed below.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inver Grove Heights:

1. The Council hereby approves the Easement Agreement attached hereto as Exhibit A and the Receipt and Release attached hereto as Exhibit B and authorizes execution of the same subject to the following conditions:
 - i. Receipt of payment in the amount of thirty-three thousand fifty-two dollars and twenty-four cents (\$33,052.24); and
 - ii. Receipt of written consent from each the three existing easement holders listed on Exhibit A to the Easement Agreement, in a form acceptable to City staff, consenting to the Easement Agreement.
2. The Council hereby determines that the Easement Agreement has no adverse relationship to the City's Comprehensive Plan and therefore the Council has dispensed with the requirements of Minnesota Statutes § 462.356, subd. 2, that may require the Inver Grove Heights Planning Commission to perform a Comprehensive Plan compliance review of said Easement Agreement that may constitute a disposal of an interest in real property pursuant to § 462.356, subd. 2.

Passed this 23rd day of March 2020.

George Tourville, Mayor

Attest:

Rebecca Kiernan, City Clerk

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Resolution Receiving Feasibility Report and Scheduling a Public Hearing for the 2016 Improvement Program, City Project No. 2015-08 – 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 – Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail

Meeting Date: March 23, 2020
 Item Type: Regular
 Contact: Scott D. Thureen, 651-450-2571
 Prepared by: Scott D. Thureen, Public Works Director
 Reviewed by: 

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Local Road Improvement Program Grant, Municipal State Aid Funds

PURPOSE/ACTION REQUESTED

Resolution receiving feasibility report and scheduling a public hearing for the 2016 Improvement Program, City Project No. 2015-08 – 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 – Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail.

SUMMARY

This project was initiated by the City Council as part of the City's Capital Improvement Program. The City approved a Joint Powers Agreement (JPA) with Dakota County and the City of Eagan for a feasibility study and preliminary design for the subject projects on August 28, 2017.

As the study proceeded, the cost estimate increased as the scope of the project was refined. Work was slowed due to funding concerns on the part of the City.

The City requested, and was granted, \$6,100,000 in Local Road Improvement Program funding for the project by the State Legislature in May 2018. That, coupled with a County cost-share policy revision that resulted in reduced cost to the City, addressed the City's funding concern.

On May 29, 2018, the City Council approved a joint powers agreement with Dakota County for advanced right-of-way acquisition for the reconstruction and expansion of 70th Street (for one parcel along the 70th Street alignment). That agreement included advance funding of the City's share of the cost and a reimbursement/repayment plan.

The County was awarded \$7,000,000 in federal funds for the project through the Regional Solicitation process. As a result of that award, the City returned to the State Legislature in 2019 with a request to modify its project description to align with that in the County's Regional Solicitation request. That request was approved.

On October 14, 2019, the Council approved a JPA with Dakota County to finish the preliminary design and to complete final design. The initial scope of the project included the expansion of 70th Street from two lanes to four lanes from the Eagan border to T.H. 3 (the City of Eagan was part of that JPA for the purpose of expanding Lone Oak Road (70th Street) from T.H. 55/149 to the Inver Grove Heights border), a determination of how to address the intersection of 70th Street and Argenta Trail and design options for the realignment of Argenta Trail to 65th Street.

The project will improve safety and operations by bringing 70th Street up to current County design standards and improve the Argenta Trail intersection. It will also provide capacity for future traffic consistent with the County's long-range plan and the City's Comprehensive Plan. Stormwater management needs will be addressed while minimizing the impact on regional basins and wetlands. The arterial road system improvements will provide opportunity for more land to develop.

Right-of-way (ROW) must be acquired for the project; six (6) parcels would be acquired in whole; two (2) parcels are under further evaluation for relocation on the property; one (1) parcel has a dwelling impact and partial property acquisition; ROW acquisition would be required on seventeen (17) additional parcels. Dakota County would be lead entity for the negotiation or condemnation of the right-of-way.

Temporary construction easements, affecting twenty-one (21) parcels, would be needed. Permanent easements, affecting seven (7) parcels, would be needed. Dakota County would be the lead entity for the negotiation or condemnation of the easements.

The improvement project as proposed is necessary, cost-effective and technically feasible. The project and the project easements should be implemented as proposed in this study.

The total estimated cost of the portion of the project located in Inver Grove Heights is \$28,856,345. The City's share (\$8,340,800) is proposed to be funded by the Local Road Improvement Program Grant (\$6,100,000) and Municipal State Aid funds (\$2,240,800).

I recommend passage of the resolution receiving the feasibility report and scheduling the public hearing for the 2016 Improvement Program, City Project No. 2015-08 – 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 – Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail.

SDT/kf

Attachments: Resolution
Feasibility Report

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

RESOLUTION NO. _____

**RESOLUTION RECEIVING FEASIBILITY REPORT AND SCHEDULING A PUBLIC HEARING FOR
THE 2016 IMPROVEMENT PROGRAM, CITY PROJECT NO. 2015-08 – 70TH STREET FROM THE
EAGAN BORDER TO T.H. 3 AND CITY PROJECT NO. 2018-19 – ARGENTA TRAIL FROM AMANA
TRAIL TO 70TH STREET (PREVIOUSLY CITY PROJECT NO. 2016-04), ARGENTA TRAIL FROM 70TH
STREET TO 65TH STREET (PREVIOUSLY CITY PROJECT NO. 2016-05), AND 65TH STREET FROM
NEW ARGENTA TRAIL TO EXISTING ARGENTA TRAIL**

WHEREAS, a feasibility report has been prepared by the Public Works Director with reference to the 2016 Improvement Program, City Project No. 2015-08 – 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 – Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail; and

WHEREAS, on August 28, 2017 the Council approved a Joint Powers Agreement (JPA) with Dakota County and the City of Eagan for a feasibility study and preliminary engineering for City Project No. 2015-08 – 70th Street from the Eagan border to T.H. 3; and

WHEREAS, on May 29, 2018 the Council approved a JPA with Dakota County for advanced right-of-way acquisition for said project; and

WHEREAS, on October 14, 2019 the Council approved a JPA with Dakota County and the City of Eagan for preliminary and final engineering for City Project No. 2015-08 – 70th Street from the Eagan Border to T.H. 3 and City Project No. 2018-19 – Argenta Trail from Amana Trail to 70th Street (previously City Project No. 2016-04), Argenta Trail from 70th Street to 65th Street (previously City Project No. 2016-05), and 65th Street from New Argenta Trail to Existing Argenta Trail; and

WHEREAS, for purposes of Municipal State Aid Fund project accounting, City Project Nos. 2016-04 and 2016-05 were combined and renumbered to City Project No. 2018-19.

<u>Project No.</u>	<u>Improvements</u>
2015-08	Grading, aggregate base, bituminous paving, concrete curb and gutter,
and	turn lanes, roundabout, storm sewer ponds and drainage improvements,
2018-19	streetlights, bituminous trail, concrete sidewalks, pedestrian tunnel, noise walls,
	restoration and appurtenances.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS
THAT said report is hereby received by the City Council of the City of Inver Grove heights on March 23, 2020.

1. The City Council shall consider the above-mentioned improvement in accordance with this report.
2. A public hearing will be held on such improvements at 7:00 p.m. on Monday, May 11, 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. Funding shall come from Local Road Improvement Program Funds and Municipal State Aid Funds.

Adopted by the City Council of Inver Grove Heights this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

FEASIBILITY REPORT

2016 IMPROVEMENT PROGRAM INVER GROVE HEIGHTS, MINNESOTA

CITY PROJECT NO. 2015-08 70TH STREET FROM THE EAGAN BORDER TO T.H. 3

CITY PROJECT NO. 2018-19 ARGENTA TRAIL FROM AMANA TRAIL TO 70TH STREET (Previously City Project No. 2016-04), ARGENTA TRAIL FROM 70TH STREET TO 65TH STREET (Previously City Project No. 2016-05) 65TH STREET FROM NEW ARGENTA TRAIL TO EXISTING ARGENTA TRAIL

LOCATION:	70 th Street from the Eagan border to Trunk Highway 3, Argenta Trail from Amana Trail to 70 th Street, Argenta Trail from 70 th Street to 65 th Street, and 65 th Street from new Argenta Trail to existing Argenta Trail.
IMPROVEMENTS:	Grading, aggregate base, bituminous paving, concrete curb and gutter, turn lanes, roundabout, storm sewer ponds and drainage improvements, streetlights, bituminous trail, concrete sidewalks, pedestrian tunnel, noise walls, restoration and appurtenances.
INITIATION:	Council initiated.
OWNERS ABUTTING:	Fifty three (53) abutting or affected parcels, including six (6) total acquisitions; two (2) properties under further evaluation for relocation on the property, one (1) property with a dwelling impact and partial property acquisition, ROW acquisition would be required on seventeen (17) additional parcels, seven (7) with permanent easement and twenty one (21) with temporary easement for construction (see Right-of-Way Map).
ISSUES:	The preliminary engineering and feasibility study for this joint project with Dakota County was initiated in the fall of 2017. On August 28, 2017, the City Council approved a joint powers agreement with Dakota County and the City of Eagan. The initial scope of the project included the expansion of 70th Street from two lanes to four lanes from the Eagan border to T.H. 3 (the City of Eagan was part of that JPA for the purpose of expanding Lone Oak Road (70th Street) from T.H. 55/149 to the Inver Grove Heights border), a determination of how to address the intersection of 70th Street and Argenta Trail and design options for the realignment of Argenta Trail to 65th Street. As the study proceeded, the cost estimate increased as the scope of the project was refined. Work was slowed due to funding concerns on the part of the City. The City requested, and was granted, \$6,100,000 in Local Road Improvement Program funding for the project by the State Legislature in May 2018. That, coupled with a County cost-share policy revision that resulted in reduced cost to the City, addressed the City's funding concern. On May 29, 2018, the City Council approved a joint powers agreement with Dakota County for advanced right-of-way acquisition for the reconstruction and expansion of 70th Street (for one parcel along the 70th Street alignment). That agreement included advance funding of the City's share of the cost and a reimbursement/repayment plan. The County was awarded \$7,000,000 in federal funds for the project through the Regional Solicitation process. As a result of that award, the City returned to the State Legislature in 2019 with a request to modify its project description to align with that in the County's Regional Solicitation request. That request was approved.

ISSUES (CONT.): A resolution approving a joint powers agreement for completion of preliminary engineering and for final design was approved by the City Council on October 14, 2019.

The project will improve safety and operations by bringing 70th Street up to current County design standards and improve the Argenta Trail intersection. It will also provide capacity for future traffic consistent with the County's long-range plan and the City's Comprehensive Plan. Stormwater management needs will be addressed while minimizing the impact on regional basins and wetlands. The arterial road system improvements will provide opportunity for more land to develop.

RIGHT-OF-WAY: Right-of-way (ROW) must be acquired for the project; six (6) parcels would be acquired in whole; two (2) parcels are under further evaluation for relocation on the property; one (1) parcel has a dwelling impact and partial property acquisition; ROW acquisition would be required on seventeen (17) additional parcels. Dakota County would be lead entity for the negotiation or condemnation of the right-of-way.

EASEMENTS: Temporary construction easements, affecting twenty one (21) parcels, would be needed. Permanent easements, affecting seven (7) parcels, would be needed. Dakota County would be the lead entity for the negotiation or condemnation of the easements.

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

SCHEDULE:

Council Receives Feasibility Report and Orders Public Improvement	
Hearing	March 23, 2020
Information Meeting.....	Week of March 30 – April 3, 2020
Public Improvement Hearing and Council Orders Public Improvement	
Project.....	May 11, 2020
Council Approves Joint Powers Agreement with Dakota County	
for Right-of-Way and Construction	TBD

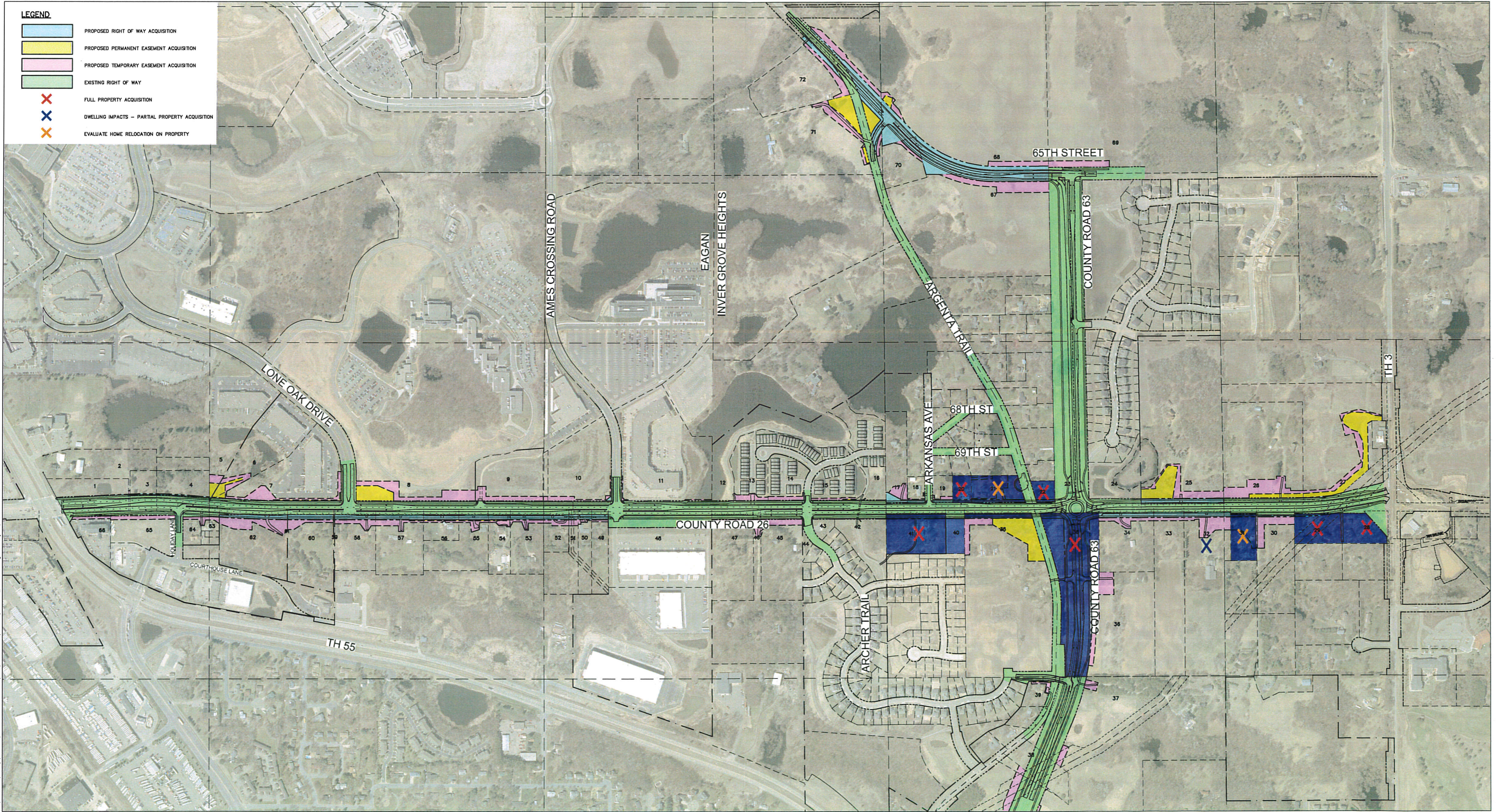
COST: Total Estimated Project Cost (for portions in IGH) \$28,856,345
(includes construction, construction contingency, right-of-way, easements, utility relocation and engineering)

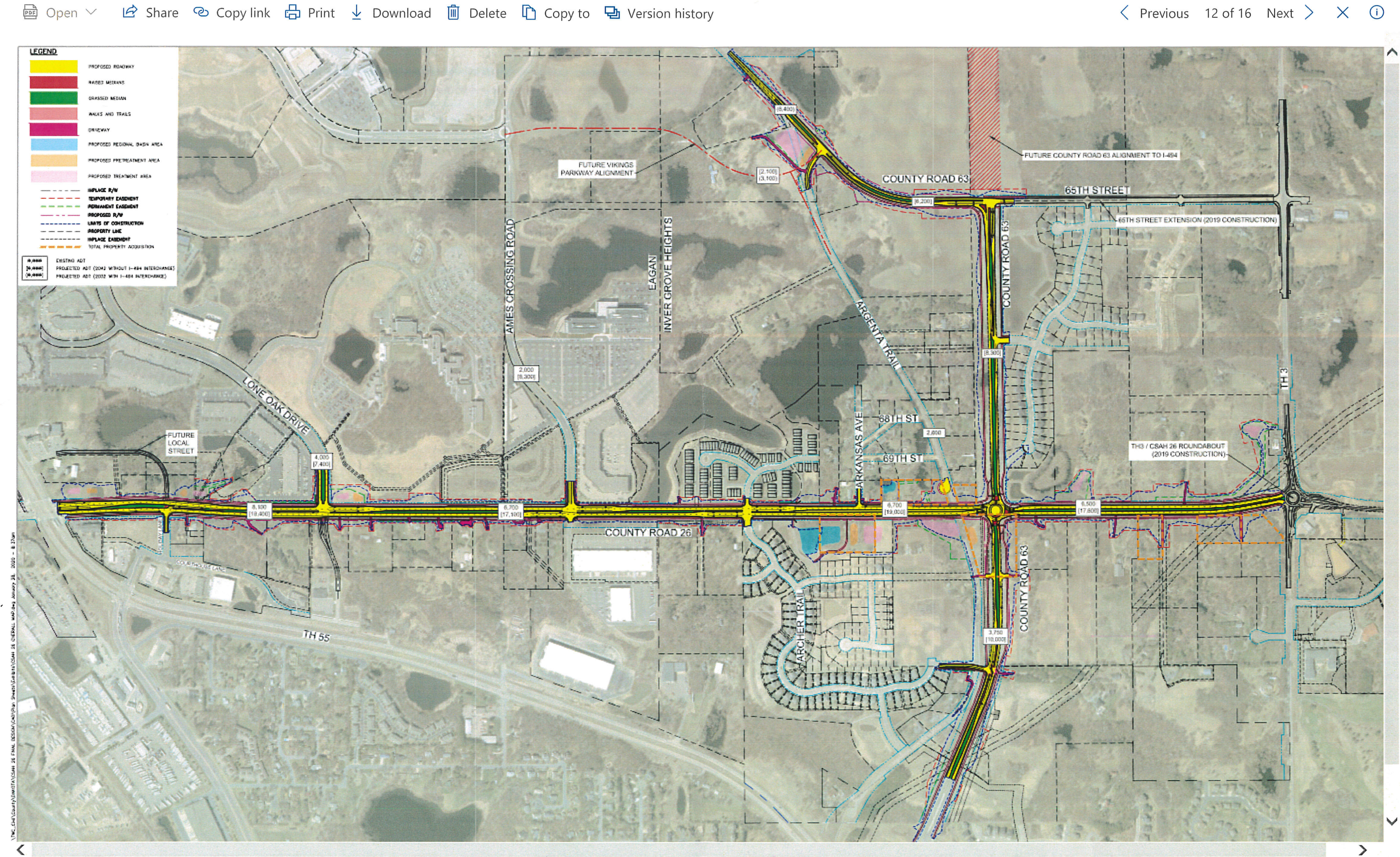
PROJECT FUNDING: The project will be funded by Dakota County and the City. The City's share of the cost is proposed to come from the Local Road Improvement Program Grant (\$6,100,000) and Municipal State Aid Funds (\$2,240,800). No special assessments are proposed.

Cost Contribution

Dakota County Contribution	\$20,515,545
Inver Grove Heights Contribution	\$ 8,340,800

K:\TWC_Civil\County\DAKOTA\CSAH 26 FINAL DESIGN\CAO\Plan Sheets\Exhibits\CSAH 26_ROW MAP.dwg February 07, 2020 - 10:23am





AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Assessment Hearing to Consider Resolution Adopting Final Assessment Roll for the 2019 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements

Meeting Date: March 23, 2020
 Item Type: Assessment Hearing
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director


Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Assessment Hearing to consider resolution adopting final assessment roll for the 2019 Pavement Management Program, City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue Improvements.

SUMMARY

The project consists of roadway improvements (bituminous removal, subgrade excavation/correction, grading, granular subgrade, aggregate base, and bituminous pavement), milling, new curb and gutter, storm sewer improvements, drainage improvements, slope and grading improvements, water quality improvements, sanitary sewer system repairs and adjustments, water main system repairs and adjustments, pedestrian trail improvements, appurtenances and restoration.

City Project No. 2016-09G was ordered on November 25, 2019, as part of the City's 2019 Pavement Management Program. Bids were received and opened on February 13, 2020 and the contract award is scheduled to be considered April 13, 2020. The project is scheduled to be constructed in summer of 2020. A benefit analysis was prepared by the appraiser, Metzen Appraisals.

Based on the apparent low bid, the estimated project cost for City Project No. 2016-09G is \$2,560,868.00 and the proposal final assessments are \$546,726.60. The total assessment amount is approximately 23.9 percent of the street and storm costs. Using the assessment cap, this correlates to a \$12,320.00 assessment per single-family residential property. Staff has prepared the final assessment roll based on the lowest responsible bidder plus estimated indirect costs and contingencies. The assessment interest rate is proposed at 3.15 percent with a ten-year term. The resolution is drafted so that interest will begin accruing on January 1, 2021.

An information meeting was held with affected property owners on March 4th with sixteen (16) residents attending. Staff presented the estimated project costs, proposed assessments, and addressed project related questions. Staff entertained construction related questions and held a break-out session. General questions related to the project were secondary access through Salem Hills, assessment hearing and bidding process, assessment amount compared to nearby projects in previous years and construction related topics.

Residents have been informed that obstructions in the right-of-way are their responsibility (irrigation, invisible fence, landscaping, private lighting and retaining walls). Staff will provide weekly updates by text or email for residents that sign up on the City's listserv communication services.

Staff and City Attorney have received easement agreements from affected property owners, that are necessary to construct the project.

The Residential Driveway Restoration Program will be implemented on the project. Once construction is complete staff will update the assessment roll to include any driveway "credits" for Council approval. The updated assessment roll will then be certified to the County.

Staff recommends adopting the resolution adopting the final assessment for the 2019 Pavement Management Program, City Project No. 2016-09G - 60th Street, 62nd Street and Bacon Avenue Improvements.

SWD/kf

Attachments: Resolution
Assessment Map
Final Assessment Roll
Metzen Appraisal letter
Objection Letter from 1929 60th Street (Thomas & Debra Teisberg)
Assessment Information Meeting Summary

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

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR THE 2019 PAVEMENT
MANAGEMENT PROGRAM, CITY PROJECT NO. 2016-09G – 60TH STREET, 62ND STREET,
AND BACON AVENUE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue improvements. The streets to be constructed include: 60th Street East from Babcock Trail to Bacon Avenue, Bacon Avenue from 62nd Street to its north terminus, 62nd Street East from Bacon Avenue to its east terminus.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2021 and shall bear interest at the rate of 3.15 percent per annum beginning January 1, 2021.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date determined by the Council). No interest accrual will occur in 2020.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR THE 2019 PAVEMENT
MANAGEMENT PROGRAM, CITY PROJECT NO. 2016-09G – 60TH STREET, 62ND STREET,
AND BACON AVENUE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2016-09G – 60th Street, 62nd Street and Bacon Avenue improvements. The streets to be constructed include: 60th Street East from Babcock Trail to Bacon Avenue, Bacon Avenue from 62nd Street to its north terminus, 62nd Street East from Bacon Avenue to its east terminus.

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

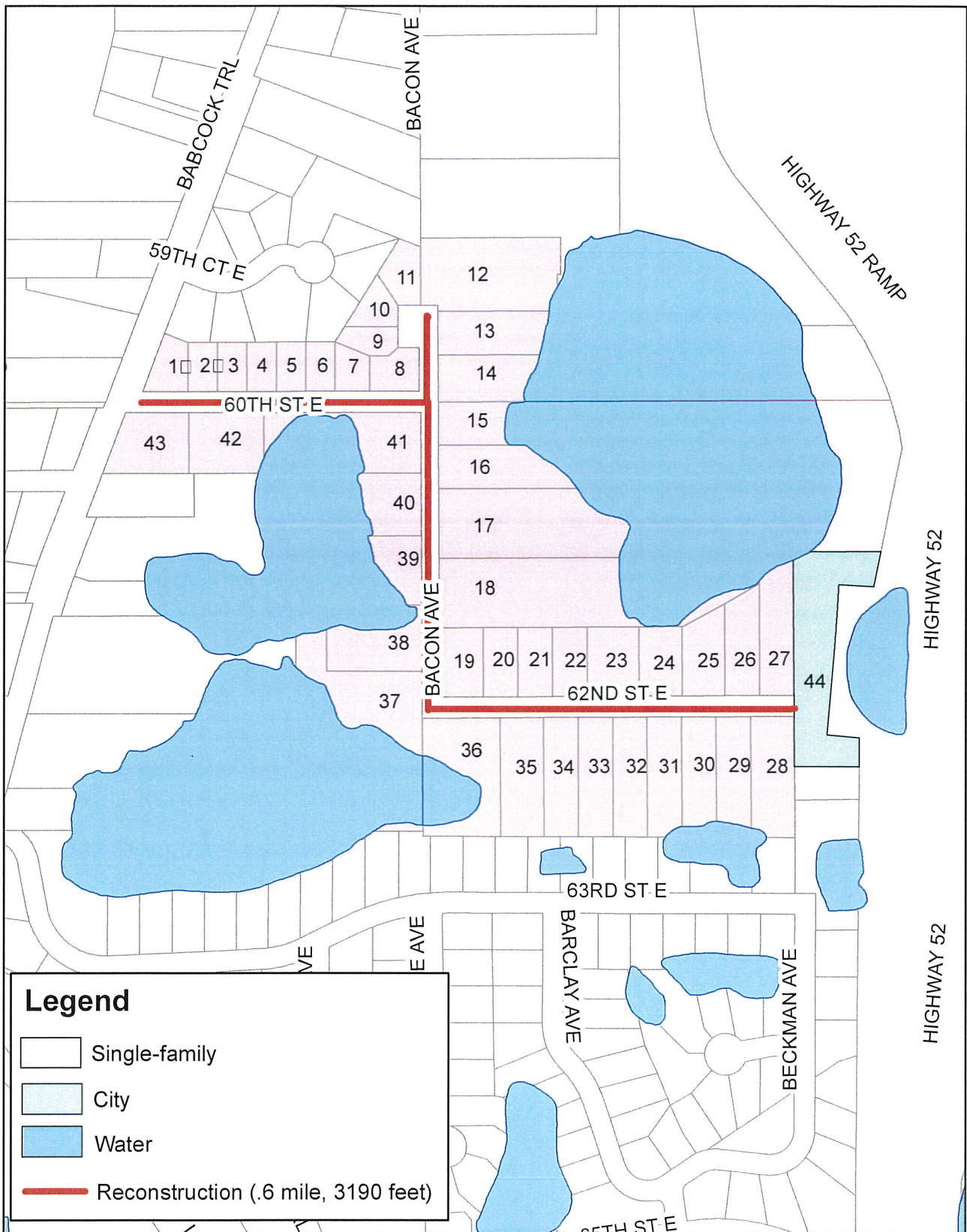
1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2021 and shall bear interest at the rate of 3.15 percent per annum beginning January 1, 2021.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date determined by the Council). No interest accrual will occur in 2020.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of March 2020

George Tourville, Mayor

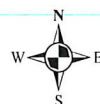
ATTEST:

Rebecca Kiernan, City Clerk



08/07/19

City Project No. 2016-09G
60th St., 62nd St., and Bacon Ave.
Improvements
Final 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. 2016-09G - 60TH STREET, 62ND STREET AND BACON AVENUE IMPROVEMENTS
ASSESSMENT TERM: 10 YEARS; INTEREST RATE 3.15% BEGINS ACCRUAL IN 2021

MAP NO.	PROPERTY TYPE	PID NO.	OWNER	OWNER ADDRESS	OWNER CITY, STATE, ZIP CODE	HOUSE NO.	STREET ADDRESS	FINAL ASSESSMENT
1	R	207245001120	KENNETH PETERSEN & LAUREN LEHMAN	1861 60TH ST E		1861	60TH ST E	\$ 12,320.00
2	R	207245001130	BRUCE J & JUDY K TIX	1879 60TH ST E		1879	60TH ST E	\$ 12,320.00
3	R	207245001140	RAYMOND J & MARGARET KNEER	1897 60TH AVE E		1897	60TH ST E	\$ 12,320.00
4	R	207245001150	THOMAS J & SUSAN M JUNTUNEN	1911 60TH ST E		1911	60TH ST E	\$ 12,320.00
5	R	207245001160	THOMAS D & DEBRA D L TEISBERG	1929 60TH ST E		1929	60TH ST E	\$ 12,320.00
6	R	207245001170	MATTHEW J & BETH HEISS	1945 60TH ST E		1945	60TH ST E	\$ 12,320.00
7	R	207245001180	RICHARD D & ANGELA M CASSIDY	1963 60TH ST E		1963	60TH ST E	\$ 12,320.00
8	R	207245001190	ROBERT & YVONNE M HAENGGI	5979 BACON AVE		5979	BACON AVE	\$ 12,320.00
9	R	207245001200	JACOB & SARA KUESTER	5967 BACON AVE		5967	BACON AVE	\$ 12,320.00
10	R	207245001210	JULIA K HAVENS	5953 BACON AVE		5953	BACON AVE	\$ 12,320.00
11	R	207245001220	JAMES R MARTIN	5943 BACON AVE E		5943	BACON AVE	\$ 12,320.00
12	R	200331052020	MATTHEW D & NICOLE SPERL	5922 BACON AVE		5922	BACON AVE	\$ 12,320.00
13	R	200331052030	JOANN P GRIEFNOW	5952 BACON AVE		5952	BACON AVE	\$ 12,320.00
14	R	200331052040	ANDREW & JENIFER GEORGE	5980 BACON AVE		5980	BACON AVE	\$ 12,320.00
15	R	200040027020	THOMAS & LORI TOBORG	6004 BACON AVE		6004	BACON AVE	\$ 12,320.00
16	R	200040027030	JEFFREY DIETL	6028 BACON AVE		6028	BACON AVE	\$ 12,320.00
17	R	200040027040	JOHN & MARY LEE STURNER	6070 BACON AVE		6070	BACON AVE	\$ 12,320.00
18	R	200040027050	RICHARD & KIMBERLY RINEHART	6098 BACON AVE		6098	BACON AVE	\$ 12,320.00
19	R	200040028010	MICHAEL P & DARLENE MCINERNY	2019 62ND ST E		2019	62ND ST E	\$ 12,320.00
20	R	200040028020	GEORGE F & LYNN M WATSON	2039 62ND ST E		2039	62ND ST E	\$ 12,320.00
21	R	200040028030	ROGER D ROTHSTEIN	2063 62ND ST E		2063	62ND ST E	\$ 12,320.00
22	R	200040028040	DAVID & SHARON D ESHELMAN	2085 62ND ST E		2085	62ND ST E	\$ 12,320.00
23	R	200040028050	SCOTT J & LYNNE M WELSH	2109 62ND ST E		2109	62ND ST E	\$ 12,320.00
24	R	200040028060	RONALD & MARY MINUCCI	2133 62ND ST E		2133	62ND ST E	\$ 12,320.00
25	R	200040028070	DARREL A & ETHEL E MATERNOWSKI	2159 62ND ST E		2159	62ND ST E	\$ 12,320.00
26	R	200040028080	TERRENCE A & JULIE L HEAVER	2181 62ND ST E		2181	62ND ST E	\$ 12,320.00
27	R	200040028090	ROBERT M & REGINA L BUKOVICH	2201 62ND ST E		2201	62ND ST E	\$ 12,320.00
28	R	200040029090	JULIO & RUTH ANN LLERANDI	2190 62ND ST E		2190	62ND ST E	\$ 12,320.00
29	R	200040029080	GARY J & ALICE H LESNEY	2180 62ND ST E		2180	62ND ST E	\$ 12,320.00
30	R	200040029070	LEONARD & SANDRA GERONIME	2160 62ND ST E		2160	62ND ST E	\$ 12,320.00
31	R	200040029060	PATRICK & COLLEEN MENS	2140 62ND ST E		2140	62ND ST E	\$ 12,320.00
32	R	200040029050	LONNIE W CORY	2132 62ND ST E		2132	62ND ST E	\$ 12,320.00
33	R	200040029040	JONATHAN G & CECILIA STONE	2106 62ND ST E		2106	62ND ST E	\$ 12,320.00
34	R	200040029030	DAVID J WATSON	2088 62ND ST E		2088	62ND ST E	\$ 12,320.00
35	R	200040029020	BARBARA SCHLOESSER & GARY KASPER	2060 62ND ST E		2060	62ND ST E	\$ 12,320.00
36	R	200040029010	JEFFREY KANDT	2028 62ND ST E		2028	62ND ST E	\$ 12,320.00
37	R	200050002070	JOSEPH A & ERICA CLARK	6155 BACON AVE E		6155	BACON AVE	\$ 12,320.00
38	R	200050002060	ANDERS & JULIE A PETERSEN	6125 BACON AVE E		6125	BACON AVE	\$ 12,320.00
39	R	200050002050	JACQUELINE J YUNKER	6093 BACON AVE		6093	BACON AVE	\$ 12,320.00
40	R	200050002040	PAMELA MAE E DECORSEY	6049 BACON AVE E		6049	BACON AVE	\$ 12,320.00
41	R	200050002030	JONATHAN & DONNA HARLEY	6013 BACON AVE		6013	BACON AVE	\$ 12,320.00
42	R	200050002020	ANTHONY & KRISTIN BORDSEN	1912 60TH ST E		1912	60TH ST E	\$ 12,320.00
43	R	200050002010	TIMOTHY & ABIGAIL WALSTEAD	7945 131st ST W	APPLE VALLEY, MN 55124	1820	60TH ST E	\$ 12,320.00
44	CITY	200040025015	CITY OF INVER GROVE HEIGHTS	8150 BARBARA AVE			8150 BARBARA AVE	\$ 16,966.60

TOTAL \$ 546,726.60



BENEFIT ANALYSIS REPORT

ON

**CITY PROJECT NO. 2016-09G
60TH STREET, 62ND STREET AND BACON AVENUE
IMPROVEMENTS**

FOR

**THOMAS J. KALDUNSKI, P.E.
CITY ENGINEER
INVER GROVE HEIGHTS, MN 55077**

Laurence M. Danich
Real Property Appraiser
Minnesota I.D. # 4000869

METZEN REALTY AND ASSOCIATES CO.

412 SOUTHVIEW BLVD. / SOUTH SAINT PAUL / MINNESOTA 55075 / PHONE: 651-455-2214 • FAX: 651-455-2729

www.MetzenRealty.com



September 30th, 2019

Thomas J. Kuldunski, P.E.
City Engineer
8150 Barbara Avenue,
Inver Grove Heights, MN 55077

RE: City Project 2016-09G
60th St., 62nd St. and Bacon Avenue
Improvements

Dear Mr. Kuldunski,

As per your request, I have completed a Benefit Analysis in an effort to determine benefit, if any, as a result of the above referenced project.

I have reviewed the Feasibility Report, and the Scope of Work prepared for the City of Inver Grove Heights, as well as, inspecting the area affected by this project on several occasions.

The project focuses on neighborhood improvements that include full street reconstruction, curb and gutter, watermain improvements, storm and sanitary sewer improvements, and other improvements accordance with the City's Comprehensive Plan.

The project affects forty-three single-family homes all fronting on 60th Street, 62nd Street, and Bacon Avenue.

METZEN REALTY AND ASSOCIATES CO.

412 SOUTHVIEW BLVD. / SOUTH SAINT PAUL / MINNESOTA 55075 / PHONE: 651-455-2214 • FAX: 651-455-2729

www.MetzenRealty.com

Thomas J. Kuldunski, P.E.,

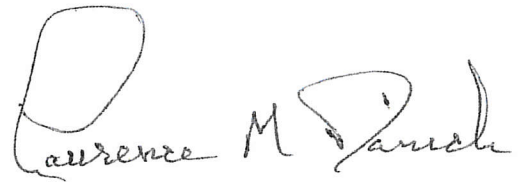
I have been instructed to provide a benefit analysis report of a complete street reconstruction, described later in this report.

As a result of my field inspection, research and comparable sales submitted, it is my opinion that the value-added benefit as a result of the projects is as follows:

Complete Street Reconstruction

Up to \$12,320.00 Per Single Family Home

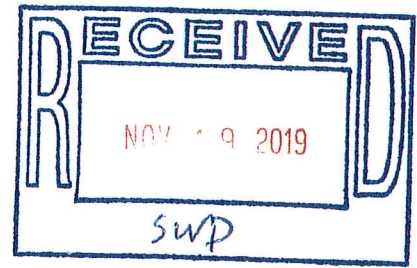
Twelve Thousand Three Hundred Twenty Dollars

A handwritten signature in black ink that reads "Laurence M. Danich". The signature is written in a cursive style with a large, looped initial "L" and a stylized "D".

Laurence M. Danich
Real Property Appraiser
Minnesota I.D. # 4000869

November 18, 2019

Thomas and Debra Teisberg
1929 60th St E
Inver Grove Heights, MN 55077



RE: Proposed: Street Storm Assessment for 207245001160, estimated at \$12,320.00

Hi Steve,

As per our conversation, I do not agree with the policy pertaining to the per household assessment when some household lots have up to eight times more street real estate as my lot, gain street parking and do not have fire hydrants in their yard that require "No Parking" street signs. In addition, trees that took decades to reach height and a beautiful canopy on my lot and along our street will be destroyed.

While I agree the street must be addressed, I find our lot is unique to most of the street assessments throughout Inver Grove Heights. We have a pond directly across the street from our home that prevents the street from being widened, so we will have no street parking. I believe there isn't another situation exactly like this with street repair assessments.

In addition, I do not believe we should pay the increase in the estimated assessment of \$12,320.00 when our neighborhood was previously grouped with two other neighborhood streets a couple of years ago, which would have significantly reduced the cost. After the initial meeting we were told another meeting would be scheduled. That never happened.

Our neighbor Gina Bucholz called City Hall repeatedly over several months to find out when the next meeting was scheduled, but was essentially stonewalled. Since then, we discovered we were no longer being considered a part of the street improvement. From what we have learned, the assessment for the project at that time was close to 38% less than the current assessment. This suggests that we could have shared significant savings on our street improvement, if we had been given the opportunity to participate.

Please share this with the policy makers so a fair estimate can be established for us.

Thank you for your time.

Kind regards,

Thomas and Debra Teisberg

Informational Meeting #3 Summary

City of Inver Grove Heights

CP 2016-09G

Street Reconstruction – 60th Street East, 62nd Street East and Bacon Avenue

Informational Meeting #3 – 03/04/2020

I. INTRODUCTION/ATTENDANCE LIST COMMENTS CARDS

A. A total of 13 properties attended the meeting with a total meeting attendance of approximately 16 total meeting attendees. It appears all meeting attendees signed in upon arrival.

B. One comment was received from the Salem Hills neighborhood regarding speeding issues along 63rd Street, an issue unrelated to the street reconstruction project.

II. SALEM HILLS SPECIFIC MEETING

- Multiple comments were received regarding concerns with speeds on 63rd Street. It was noted that residents should contact the police department for concerns with speeds.
- A resident noted his basement has flooded previously and had concerns about sediment plugging the City storm sewer and this happening again. It was noted that the Contractor is required to attain a MPCA construction stormwater permit that regulates erosion control on the project. Staff also noted an erosion control plan will be implemented with construction. The Contractor is also required to carry appropriate insurance for negligence like erosion issues.
- A question was asked why the temporary access cannot be paved during construction. It was noted that the intent was not to use temporary pavement and increase construction cost. The temporary access also requires 2-way travel and leaving a 20-foot wide trail looks too inviting for people to drive down.

III. PRESENTATION (received comments in red)

A. Project Overview

B. Proposed Improvements

- a. It was noted that the existing streets were 24-feet wide with 2-foot gravel shoulders that have been overgrown. The centerline for the new roadway would not be changing, and the increased paved area would be added by extending 2 feet on either side of the road.

- b. It was explained that areas where the roadway narrows at the lake, the curb line along the lake will be tapered in 4 feet with the opposite curb line remaining on its alignment.
- c. A question was asked how the roadway would be stabilized near the low point of 60th Street to protect the slope stability. It was noted that due to recommendations from a geotechnical firm, the area along 60th Street near the lake will receive stabilizing geotextile fabric, beneath the aggregate base.
- d. A question was asked how surmountable curb was decided upon. It was explained that the project was moving forward with surmountable curb and gutter due to feedback received at prior open houses. It was noted that barrier curb and gutter would still be installed at intersection radii, catch basins, and the lake-side curb lines along the 24-foot roadway sections.

C. No Parking Map

- a. It was asked how far apart no parking signs were to be installed. Staff explained that it is typical for there to be three signs per block. It was explained that no parking would be installed on the same side as the hydrants to maximize parking opportunities on the opposite side of the road. It was explained that in areas where the road narrows to 24-feet no parking would be allowed on either side of the road.
- b. A question was asked why no parking signs were needed since they are not posted today. It was noted that no parking signs were required to be posted on one side of the due to emergency vehicle access regulations and City fire code.

D. Project Update

- a. It was asked how many Contractors had bid on the project. Staff explained that eight bids were received, and the low bid by McNamara was chosen. Staff explained that there would be a meeting on March 23rd with City Council focusing on assessments for this project.
- b. It was asked if there was a final date for residents to officially oppose the project moving forward. It was explained that this meeting on the 23rd would be the way for residents to appeal their assessment, and that City Council is responsible for deciding to move the project forward after that date.
- c. Multiple questions were received regarding how to appeal an assessment and what the state statute 429 process was to do so. City staff explained the process and noted a written objection to the assessment must be submitted prior to, or at the assessment hearing.

E. Assessment Map and Preliminary Assessment Amount

- a. A question was asked if bids would change the assessment amounts. It was noted that the City policy is for City funds to cover 65% of the project cost and benefitting property owners pay 35% of the project cost through special assessments. An assessment cap was recommended by an appraiser lowering the assessment amount from \$18,433.03 to \$12,320. The assessment cap will reduce the property owners share from 35% to 23.9% of the project. 20% is the minimum assessment amount the City requires to bond for the project.
- b. It was asked why the assessment amount could not be set to the minimum of 20%. Staff explained that the extra percentage used for funding is put towards construction contingencies for situations that are presented during the construction process.
- c. Residents asked why nearby neighborhoods had gotten previous assessments reduced from \$9,000 to \$7,500. It was noted that the nearby neighborhood worked with Council to find ways to reduce project cost and were able to negotiate a lower assessment.
- d. Multiple questions were asked regarding how assessments are paid back. It was explained that at the time the assessment is due, it can be paid in full or over 10 years at an interest rate of 3.15%. Staff noted that this interest rate is locked in and will not be changing. Staff explained that policy has been developed so that interest on the assessment will not kick in until January 2021, so residents will not be charged interest on a project that has not been completed.
- e. A question was asked how to pay the City in full. It was noted that there are 30 days for payments to be made in full to the City after the assessment hearing, and that lump sum payments can be made to the County into mid-October.
- f. It was asked if there were grants or programs that had been applied for to reduce the overall project cost. It was explained that a grant had been applied for relating to the three stormwater hydrodynamic separators, but the overall cost for these structures totals to approximately \$36,000 and is minimal when compared to the overall project cost of \$2,500,000.

F. Residential Access During Construction

- a. A question was asked how to keep construction vehicles off the temporary access. It was noted that no construction vehicles will be allowed to use this residential access route, and there will be a \$1,000 fine per incident.

- b. Residents asked if the access route would be open all summer, including closure of the trail. It was noted that this access route would not be used during the entire summer, and that there was contract language created saying that the Contractor is to allow access through the neighborhood once excavation has been completed. It was explained that residents' access will vary based on the location of construction and will only have to use the temporary access route if construction activity is preventing them from accessing Babcock.
- c. Residents asked about safety on the temporary residential access route. It was noted that the temporary road will include a pull-off area in the event that two larger vehicles are using the road at the same time to allow for safe passing.

G. Removals and Boulevard Disturbance

- a. Residents asked if the project would replace/repair unpermitted ROW obstructions. It was noted that any private dog fence, lights, landscaping, etc. within the right of way and construction limits may be removed with construction and unpermitted items in the City right of way are the responsibility of the property owner to relocate at no cost to the City.
- b. Residents asked why some properties require easements and others do not. It was explained that there will be some disturbance within existing drainage easements in select front yards for storm sewer removal and realignment.
- c. It was noted that there is now proposed sanitary sewer improvements due to the existing shallow facilities near the lake. Staff determined roadway construction will impact the existing clay pipe and will be replacing sanitary sewer facilities with new PVC pipe.

H. Other Construction Considerations

- a. Residents asked about garbage collection. It was explained that the Contractor will be required to coordinate with collection companies to maintain regular service. Residents were also advised that personal deliveries such as Amazon, UPS, FedEx, etc. may be disrupted at times due to closed access off Babcock Trail.
- b. Residents were concerned with temporary mailboxes along Babcock Trail. It was noted that the Contractor will be required to establish temporary mailbox locations. The USPS ultimately determines the location of the temporary mailboxes with the Contractor.
- c. It was explained that during construction, mailboxes and mailbox supports will be removed and placed in front yards. Following

construction, mailboxes will be constructed per City of Inver Grove Height Standards. Decorative/landscaped mailboxes are the responsibility of the property owner to salvage ahead of construction if desired. Non-compliant US postal service mailboxes will be removed and replaced with standard mailboxes.

- d. The City Driveway Program was explained. It was noted that residents have the option to rebuild their own driveways in order to receive credits on their special assessment. It was explained that these credits typically range from \$200-\$500. Residents generally felt this was not enough money to cover the apron cost for concrete.

I. Schedule/Next Steps

- a. It was asked if there is a set amount of working days the Contractor is required to finish the project by. Staff explained that there is not a set amount of working days. There are two deadlines the Contractor needs to meet. The project must be substantially completed by mid-September, meaning all work but final paving and turf establishment. Then, the project must be fully completed by mid-October.

IV. OTHER COMMENTS (received comments in red)

- Who pays for the new sanitary sewer work? It was explained that sanitary sewer work added to the project that will be paid for out of the City utility funds.
- It was asked if residents would be without water or the ability to flush toilets for an extended period of time. Staff explained that water shut-offs are typically done after 8 a.m., and turned back on around 5 p.m., and that the watermain work to be done is minimal and will not require days of shut-offs. With the sanitary improvements, it will be a similar situation where residents may be asked to not flush toilets for an hour or so while the service connections are made.
- Residents asked if Xcel would bury the power as a part of this project. It was noted the City cannot direct Xcel to bury overhead power.
- The resident at 5922 Bacon Ave commented that radius of the proposed driveway looked difficult to navigate due to the shape of their driveway. Staff responded that they would be able to work with the homeowner to adjust the radius of their driveway.
- The resident at 5922 Bacon Ave commented that they have a large metal pole at the end of their driveway that has been hit by delivery drivers in the past. They were concerned with the location of the proposed hydrant as it may be difficult for drivers to see and avoid it.

- A comment was made regarding erosion occurring on the first few southern properties along 60th Street. It was noted that the proposed curb and gutter will capture the County roadway runoff and aid in minimizing erosion on private property.
- A comment was made regarding the TE and PE being bought at 6013 Bacon Avenue. It was explained that the owner of that property was being paid for the TE and PE because due to project impacts, construction activity would encroach onto their property.
- A comment was made about posting 30 MPH speed limit signs in the neighborhood.
- A question was asked what other private utility work would be needed for the project. It was noted Xcel gas will be installing dual mains along the project street segments. Other communication/cable companies will have minor work.

AGENDA ITEM _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Assessment Hearing to Consider Resolution Adopting Final Assessment Roll for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements

Meeting Date: March 23, 2020
 Item Type: Assessment Hearing
 Contact: Thomas J. Kaldunski, 651-450-2572
 Prepared by: Steve W. Dodge, Asst. City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

SA

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, Storm Water Utility Fund, Sewer Fund, Water Fund, Special Assessments

PURPOSE/ACTION REQUESTED

Assessment Hearing to consider resolution adopting final assessment roll for the 2019 Pavement Management Program, City Project No. 2019-09D – 64th Street Area Improvements.

SUMMARY

The project includes full-depth pavement replacement, subgrade corrections as-needed, spot curb replacement, storm water facility and water quality improvements, watermain system repairs and adjustments, sanitary sewer system repairs and adjustments, trunk storm sewer improvements, drainage improvements, sloping and grading improvements, restoration and appurtenances.

City Project No. 2019-09D was ordered on November 25, 2019, as part of the City's 2019 Pavement Management Program. Bids were received and opened on Thursday, February 13th, 2020. The contract award is scheduled to be considered at the April 13th, 2020 Council regular meeting. The project is scheduled to be constructed in summer of 2020. A benefit analysis was prepared by an independent appraiser, Metzen Appraisals.

Based on the apparent low bid, the estimated project cost for City Project No. 2019-09D is \$1,504,195.00 and the proposal final assessments are \$525,343. The total assessment amount is approximately 55% percent of the street and storm costs. Using the assessment cap, this correlates to a \$10,667.78 assessment per single-family residential property. Staff has prepared the final assessment roll based on the lowest responsible bidder plus estimated indirect costs and contingencies. The assessment interest rate is proposed at 3.15 percent with a ten-year term. The resolution is drafted so that interest will begin accruing on January 1, 2021.

An information meeting was held with affected property owners on March 12, 2020 with 7 (seven) residents attending. Staff presented the estimated project costs, proposed assessments, and addressed project related questions. General questions related to the project are attached in the meeting summary. The major question is related to assessment amount compared to other nearby projects.

Residents have been informed that obstructions in the right-of-way are their responsibility (irrigation, invisible fence, landscaping, private lighting and retaining walls). Staff will provide weekly updates by text or email for residents that sign up on the City's listserv communication services.

Staff and City Attorney have received easement agreements from affected property owners, that are necessary to construct the project.

The Residential Driveway Restoration Program will be implemented on the project. Once construction is complete staff will update the assessment roll to include any driveway "credits" for Council approval. The updated assessment roll will then be certified to the County.

Staff recommends adopting the resolution adopting the final assessment for the 2019 Pavement Management Program, City Project No. 2016-09D – 64th Street Area Improvements.

SWD/kf

Attachments: Resolution

Assessment Map

Final Assessment Roll

Metzen Appraisal letter dated September 30, 2019

Open House Summary dated March 12, 2020

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

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR THE 2019 PAVEMENT
MANAGEMENT PROGRAM, CITY PROJECT NO. 2019-09D – 64TH STREET AREA
IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2019-09D-09G – 64th Street E. from Blaine Avenue to its east terminus, Bowman Avenue from 64th Street E. to its north terminus, Bowman Circle from 64th Street E. to its south terminus, and Upper 64th Street Court E. from Blaine Avenue to its east terminus.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2021 and shall bear interest at the rate of 3.15 percent per annum beginning January 1, 2021.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date determined by the Council). No interest accrual will occur in 2020.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of March 2020

George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

**RESOLUTION ADOPTING FINAL ASSESSMENT ROLL FOR THE 2019 PAVEMENT
MANAGEMENT PROGRAM, CITY PROJECT NO. 2019-09D – 64TH STREET AREA
IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met, heard and passed upon all objections to the proposed assessment for the improvements on City Project No. 2019-09D-09G – 64th Street E. from Blaine Avenue to its east terminus, Bowman Avenue from 64th Street E. to its north terminus, Bowman Circle from 64th Street E. to its south terminus, and Upper 64th Street Court E. from Blaine Avenue to its east terminus.

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

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the lands herein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.
2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2021 and shall bear interest at the rate of 3.15 percent per annum beginning January 1, 2021.
3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date determined by the Council). No interest accrual will occur in 2020.
4. The Clerk, shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights, Minnesota this 23rd day of March 2020

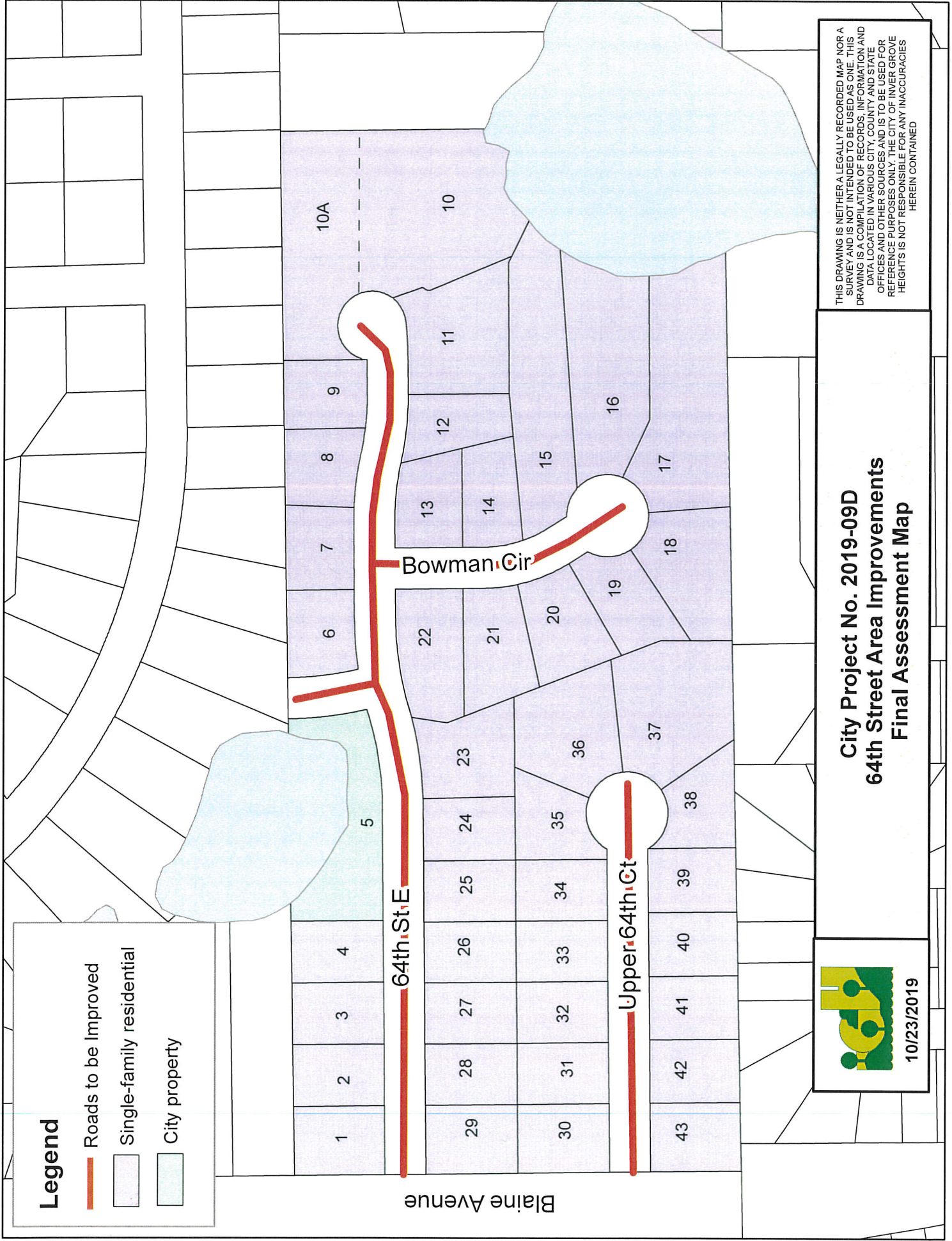
George Tourville, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Legend

-  Roads to be Improved
-  Single-family residential
-  City property



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

City Project No. 2019-09D 64th Street Area Improvements Final Assessment Map



10/23/2019

CITY PROJECT NO. 2019-09D - 64TH STREET AREA IMPROVEMENTS
ASSESSMENT TERM: 10 YEARS; INTEREST RATE 3.15% BEGINS ACCRUAL IN 2021

MAP NO.	PID NO.	OWNER	OWNER ADDRESS	FINAL ASSESSMENT	DEFERRED ASSESSMENT
1	204860201050	THOMAS J & ROBIN M MARTIAN	2509 64TH AVE E	\$10,667.78	
2	204860201040	SCOTT CLANCY & KATHERINE HANSEN	2527 64TH AVE	\$10,667.78	
3	204860201030	STEVE & ARDITH DENZER	2543 64TH AVE	\$10,667.78	
4	204860201020	ERIC & SHERYL MIELKE	2559 64TH AVE	\$10,667.78	
5	204860201010	CITY OF INVER GROVE HEIGHTS	8150 BARBARA AVE	\$66,628.42	
6	204860202010	GARY VOGT	2649 64TH AVE E	\$10,667.78	
7	204860202020	ERIC & DIANE A SWEARINGEN	2671 64TH AVE E	\$10,667.78	
8	204860202030	MOLLY AMUNDSON & DEREK VETSCH	2695 64TH AVE E	\$10,667.78	
9	204860202040	DONALD KUEHN	2713 64TH AVE E	\$10,667.78	
10	203975001020	AUSTEN & ALLISON FRANKLIN	2727 64TH AVE E	\$10,667.78	**\$10,667.78
11	203975001010	RONALD & DIANE STUDER	2720 64TH AVE E	\$10,667.78	
12	204860202060	JAMES & MARY BETH BACKSTROM	2706 64TH AVE E	\$10,667.78	
13	204860202070	NEALE & ANNE LEHMKUHL	6420 BOWMAN CIR	\$10,667.78	
14	204860202080	DOUGLAS & LYNNE SOVINSKI	6434 BOWMAN CIR	\$10,667.78	
15	204860202090	LINDA RIVARD	6452 BOWMAN CIR	\$10,667.78	
16	204860202100	GERALD & ELIZABETH LANG	6470 BOWMAN CIR	\$10,667.78	
17	204860202110	ROBERT & SANDRA LISSICK	6490 BOWMAN CIR	\$10,667.78	
18	204860202120	CHASE WHITE	6483 BOWMAN CIR	\$10,667.78	
19	204860202130	KATRINA THOMAS & ROBERT SCHOONOVER	6469 BOWMAN CIR	\$10,667.78	
20	204860202140	TIMOTHY & BARBARA HIGGINS	6453 BOWMAN CIR	\$10,667.78	
21	204860202150	DONOVAN & TEAL GRUEBELE	6437 BOWMAN CIR	\$10,667.78	
22	204860202160	AARON & HEIDI ORNELAS	6421 BOWMAN CIR	\$10,667.78	
23	204860202170	DAVID RUCKMAR	2612 64TH AVE E	\$10,667.78	
24	204860202180	PRESTON & KELSEY KACKMAN	2594 64TH AVE E	\$10,667.78	
25	204860202190	SCOTT & ROSE ELLIOTT	2578 64TH AVE E	\$10,667.78	
26	204860202200	LUCAS & RACHEL BOEHM	2560 64TH AVE E	\$10,667.78	
27	204860202210	TIMOTHY & SUSAN WANZEK	2544 64TH AVE E	\$10,667.78	
28	204860202220	WILLIAM SR & LINDA KRODEL	2528 64TH AVE E	\$10,667.78	
29	204860202230	RAY HUBER & JANE WEBER	2510 64TH AVE E	\$10,667.78	
30	204860202240	BRIAN & KATHLEEN SIMS	2511 UPPER 64TH CT E	\$10,667.78	
31	204860202250	ANNE TODD	2529 UPPER 64TH CT E	\$10,667.78	
32	204860202260	NICHOLAS MESENBURG	2545 UPPER 64TH CT E	\$10,667.78	
33	204860202270	CLARICE ROSEN	2561 UPPER 64TH CT E	\$10,667.78	
34	204860202280	GARY & MARY GARFIELD	2577 UPPER 64TH CT E	\$10,667.78	
35	204860202290	CHARLES ENGREM & ANNA HOFFMANN	2595 UPPER 64TH CT E	\$10,667.78	
36	204860202300	DANIEL & THERESA COLLINS	2611 UPPER 64TH CT E	\$10,667.78	
37	204860202310	BRADY MICHAEL & AMY MARIE PETERSON	2614 UPPER 64TH CT E	\$10,667.78	
38	204860202320	DAVID RAVN	2596 UPPER 64TH CT E	\$10,667.78	
39	204860202330	STEVEN & BARBARA DOMEIER	2580 UPPER 64TH CT E	\$10,667.78	
40	204860202340	LAURA & JOSEPH JANQUART	2562 UPPER 64TH CT E	\$10,667.78	
41	204860202350	RICHARD & SUSAN ROWELL	2546 UPPER 64TH CT E	\$10,667.78	
42	204860202360	JAMES & ANNETTE GERTEN	2530 UPPER 64TH CT E	\$10,667.78	
43	204860202370	LYDIA SANCHEZ	2512 UPPER 64TH CT E	\$10,667.78	
				\$514,675.18	\$10,667.78

** Deferred Assessment by agreement with owner. Large lot is possible to subdivide by waiver of plat.



BENEFIT ANALYSIS REPORT

ON

CITY PROJECT NO. 2019-09D
64TH STREET AREA IMPROVEMENTS

FOR

THOMAS J. KALDUNSKI, P.E.
CITY ENGINEER
INVER GROVE HEIGHTS, MN 55077

Laurence M. Danich
Real Property Appraiser
Minnesota I.D. # 4000869



September 30th, 2019

Thomas J. Kuldunski, P.E.
City Engineer
8150 Barbara Avenue,
Inver Grove Heights, MN 55077

RE: City Project 2019-09D
64th Street Area Improvements

Dear Mr. Kuldunski,

As per your request, I have completed a Benefit Analysis in an effort to determine benefit, if any, as a result of the above referenced project.

I have reviewed the Feasibility Report, and the Scope of Work prepared for the City of Inver Grove Heights, as well as, inspecting the area affected by this project on several occasions.

The project focuses on neighborhood improvements that include full street reconstruction, with replacement of curb and gutter, watermain improvements, storm and sanitary sewer improvements, and other improvements accordance with the City's Comprehensive Plan.

The project affects forty-two single-family homes all fronting on 64th Street East, Bowman Avenue, Bowman Circle, and Upper 64th Court East.

METZEN REALTY AND ASSOCIATES CO.

412 SOUTHVIEW BLVD. / SOUTH SAINT PAUL / MINNESOTA 55075 / PHONE: 651-455-2214 • FAX: 651-455-2729

www.MetzenRealty.com

Thomas J. Kuldunski, P.E.,

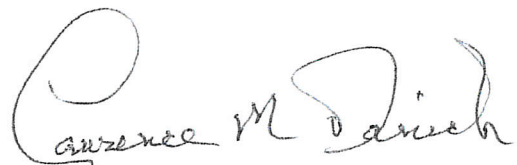
I have been instructed to provide a benefit analysis report of a complete street reconstruction, described later in this report.

As a result of my field inspection, research and comparable sales submitted, it is my opinion that the value-added benefit as a result of the projects is as follows:

Complete Street Reconstruction

Up to \$12,980.00 Per Single Family Home

Twelve Thousand Nine Hundred Eighty Dollars

A handwritten signature in black ink, appearing to read "Laurence M. Danich". The signature is stylized with a large, looping initial "L" and a cursive "Danich".

Laurence M. Danich
Real Property Appraiser
Minnesota I.D. # 4000869

Open House Summary of Major Comments
64th Street Area Assessment Meeting
March 12, 2020

- There were 7 people in attendance from 4 households.
 - Steve Dodge presented the project, bid costs, and post-bid assessment amounts.
 - The project received very competitive bids and the overall assessment amount decreased from previously proposed assessment amounts.
 - Assessments that go on tax roll will be assessed 10 years at 3.15% interest.
 - Residents in attendance generally shared their views that the assessment amount seemed high
-

QUESTION

Why does the project need to be assessed? What do my property taxes pay for?

ANSWER

Each project is funded by a combination of funds. A portion is assessed to benefitting properties with another portion being funded by the City's Pavement Management Fund (which is a product of the general tax levy). Without the special assessment method, everyone's taxes would go up annually. This is the City's policy for funding roadway infrastructure.

QUESTION

How do you determine the added value to my property?

ANSWER

An independent appraiser is hired by the City. The appraiser prepares a 'special benefit analysis' to determine the maximum amount the City can assess the properties based on the proposed improvement. This amount reflects the amount the appraiser feels the properties are benefited.

QUESTION

Will our property taxes increase as a result of the added benefit to our homes?

ANSWER

The tax valuation of your property is a separate process. The special benefit analysis performed by the City's independent appraiser is not used as part of the tax valuation. Questions about individual tax valuations should be directed to the County assessors.

QUESTION

Why are our assessments higher than the Dupont Area?

ANSWER

Assessments vary from neighborhood to neighborhood and depend largely on the size/scope of improvements and the size of lots. Construction pricing goes up every year and therefore assessment amounts continue to increase. The Dupont Area was constructed approximately 8 years ago when construction pricing was significantly lower.

QUESTION

How will access to our homes be impacted during construction?

ANSWER

Generally, access to your home will be maintained during working hours (7am – 7pm). There may be brief periods where you will need to wait for a truck or crew to move to allow you to pass. You will always have access to your home in the evenings. You can sign up for “Notify Me” on the City’s website to receive real-time construction updates.

QUESTION

How long will it take to complete the project?

ANSWER

We have provided a construction window of April – October. The actual construction will occur over a 3-month time period within that window.

QUESTION

Will water or internet service be impacted during construction?

ANSWER

There will be a handful of water shut-offs to accommodate hydrant replacements. Residents will be notified in advance with information regarding the water shut-off times. With construction, disruptions to cable or internet are always possible. Residents will be notified in advance of any planned disruptions.

QUESTION

We are having a gathering in October at our house. Will you be done by then?

ANSWER

The project should be complete by October. Please notify City staff of any gatherings you plan to have during the summer so we can work with the Contractor to minimize negative impacts to the extent possible.