



Inver Grove Heights City Council
Monday, November 28, 2022 at 6:00 PM
8150 Barbara Avenue, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, November 28, 2022, will be provided to the Council at or before the November 28, 2022 meeting.

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. Approval of Disbursements

B. Personnel Actions

C. Change in Pay Grade for Fire Inspector Position

D. Revised ADA Plan for City Facilities

E. Resolution Approving the 2023-2027 Public Works Capital Improvement Plan (CIP)

F. Resolution Accepting Consultant Proposal and Authorizing Project Surveying for Bolland Trail and 62nd Street Area Rehabilitation, City Project 2022-09L

G. Vista Pines Trail Connections – Authorization to Proceed to Final Design and Preparation of Plans and Specifications.

H. Authorization to Place 2023 Equipment Orders for Golf Course

I. Lobbyist Contract for 2023 Legislative Session

5. Public Hearing

A. Public Hearing for 2023 Liquor License Renewal Applications and change in manager approvals

B. Public Hearing and 2nd Reading of Ordinance Amending Development Fees and Utility Connection Fees

6. Regular Business

A. Rental Housing Licenses

- B. Final Plat for Peltier Reserve 2nd Addition and related land use actions for the Peltier Reserve, located at Agate Trail and 70th Street
 - C. 1st Reading of Ordinance Regulating the Sale of Legal Products Containing THC
 - D. Resolution Establishing 2023 Water and Sanitary Sewer Utility Rates
 - E. City Administrator Performance Evaluation (Pursuant to Minnesota Statute Chapter 13D.05, subd. 3, this portion of the meeting may be closed to the public.)
7. **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.
8. **Mayor and Council Comments**
9. **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@ighmn.gov.

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Ryan Albright, Accounting Technician, 651.450.2515

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving disbursements for the period of November 9 – November 22, 2022.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of November 9 – November 22, 2022. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$196,630.51
Special Revenue	52,003.63
Debt Service	-
Capital Projects	79,703.81
Enterprise	969,662.68
Internal Service	408,558.44
Escrows	96,548.82
Total - All Funds	\$1,803,107.89

FISCAL IMPACT

The disbursements are within adopted budgets for the associated funds or have otherwise been approved by Council.

RECOMMENDATION

Staff recommends approval of the disbursements as presented.

ATTACHMENTS

1. Resolution
2. Disbursements (11.9.2022 - 11.22.2022)

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

RESOLUTION NO. _____

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF

November 9 – November 22, 2022

WHEREAS a detailed listing of disbursements for the period of November 9 – November 22, 2022, was presented to the council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that payment of the disbursements for the following fund types are approved:

Fund Type	Amount
General Fund	\$196,630.51
Special Revenue	52,003.63
Debt Service	-
Capital Projects	79,703.81
Enterprise	969,662.68
Internal Service	408,558.44
Escrows	96,548.82
Total - All Funds	\$1,803,107.89

Adopted this 28th day of November 2022 by the City Council of Inver Grove Heights, MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Payment Dates 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
EHLERS AND ASSOCIATES, INC.	92035	11/17/2022	Plan It Implementation 9.2022	101.41.2000.415.30700	520.00
JR'S APPLIANCE DISPOSAL	108545	11/17/2022	City Clean up day	101.45.3000.420.40025	3,287.10
AMERICAN PLANNING ASSOCIA...	099679-22102	11/10/2022	A. Hunting APA Membership	101.45.3200.419.50070	473.00
TDS METROCOM	10/13/2022	11/10/2022	PRI - Phone lines	101.47.1400.413.50020	172.43
CDW GOVERNMENT INC	DL07408	11/10/2022	Replacement monitor	101.47.1400.413.60041	260.54
BOLTON & MENK, INC.	299153	11/10/2022	Engineering Staff Augmentation	101.43.5100.442.30700	15,375.00
ASPEN MILLS	302176	11/10/2022	Reserve- Page	101.42.4000.421.60045	99.90
ALLSTREAM BUSINESS US, INC.	18886031	11/10/2022	PRI - Phone lines	101.47.1400.413.50020	1,428.50
PINE BEND PAVING, INC.	22-3067	11/10/2022	Asphalt	101.43.5200.443.60016	11,272.53
M & J SERVICES, LLC	2645	11/10/2022	curb replacement	101.43.5200.443.40046	2,635.00
ACTIVE NETWORK, LLC	4100175616	11/17/2022	annual software fee	101.44.6100.459.50072	5,400.00
FAHRNER ASPHALT SEALERS LLC	8300014348	11/17/2022	Infrared patching	101.43.5200.443.40046	1,400.00
SHRED-N-GO, INC.	141876	11/10/2022	Shredding Election Documents	101.41.1200.414.60065	49.50
GRAINGER	9487390131	11/10/2022	light bulbs	101.44.6000.451.40040	72.48
GRAINGER	9487390149	11/10/2022	Tamperproof screwdriver	101.44.6000.451.60040	32.68
GRAINGER	9487658297	11/10/2022	fuses & light bulbs	101.44.6000.451.40040	385.38
CENTURY LINK	6514574184746 10/22/2022	11/10/2022	Analog phone	101.47.1400.413.50020	70.95
CENTURY LINK	6514574602745 10/22/2022	11/10/2022	Analog lines	101.47.1400.413.50020	100.70
CENTURY LINK	6514575524959 10/22/2022	11/10/2022	Analog lines	101.47.1400.413.50020	80.94
CENTURY LINK	6514576070069 10/22/2022	11/10/2022	Analog lines	101.47.1400.413.50020	260.23
ALLSTREAM BUSINESS US, INC.	18897751	11/17/2022	PRI phone lines	101.47.1400.413.50020	3,034.61
M & J SERVICES, LLC	2651	11/10/2022	Street sweeping	101.43.5200.443.40046	1,650.00
REPUBLIC SERVICES, INC.	0894-005963499	11/17/2022	city clean up day	101.45.3000.420.40025	802.50
AT&T MOBILITY	28729707874X11032022	11/10/2022	Cell phones	101.47.1400.413.50020	946.30
AT&T MOBILITY	287298708193X11032022	11/10/2022	Cell phones	101.47.1400.413.50020	2,763.10
AT&T MOBILITY	287299110577X11032022	11/10/2022	Cell phones	101.47.1400.413.50020	2,801.64
GERTENS	140541/1	11/10/2022	bale of straw	101.44.6000.451.60065	79.50
L.T.G. POWER EQUIPMENT	272415	11/17/2022	blower	101.44.6000.451.60040	249.99
US INTERNET	3527540	11/10/2022	Mail filtering service	101.47.1400.413.40035	230.00
ASPEN MILLS	CM4727	11/17/2022	Narvaez uniform	101.42.4000.421.60045	-159.85
HEALTHEAST MEDICAL TRANSP...	10/30/2022	11/17/2022	Blood Draw- CN 22-58152 L.Ivy	101.42.4000.421.30700	88.40
KENISON, TERRI	10/31/2022	11/10/2022	cleaning stations 1, 2, 3	101.42.4200.423.30700	1,600.00
LANGUAGE LINE SERVICES	10667312	11/17/2022	Phone interpretations	101.42.4000.421.30700	88.54
PRO-TEC DESIGN INC.	107208	11/10/2022	FS3 door panel	101.47.1400.413.30700	1,261.06
CULLIGAN	157985524824X10312022	11/10/2022	RV water svc	101.44.6000.451.40050	11.30
PRECISE MRM	200-1039517	11/10/2022	Truck GPS Data Collection Servi...	101.43.5200.443.30700	110.00
M & J SERVICES, LLC	2654	11/17/2022	Street sweeping	101.43.5200.443.40046	4,500.00
M & J SERVICES, LLC	2655	11/10/2022	removed & replaced entrance p...	101.44.6000.451.40046	1,755.00
ASPEN MILLS	303068	11/10/2022	Cadet- Martinez	101.42.4000.421.60045	100.95
BERGERSON-CASWELL INC	31974	11/17/2022	Skyview Park winterization	101.44.6000.451.40065	1,375.00
BERGERSON-CASWELL INC	31975	11/17/2022	RV winterization	101.44.6000.451.40065	2,887.50
OXYGEN SERVICE COMPANY, INC	3536900	11/10/2022	Oxygen Service	101.42.4000.421.60065	70.37
BIG TOP RENTAL, INC.	71288	11/17/2022	City parks port a potties 10.2022	101.44.6000.451.40065	2,800.00
SPOK, INC.	F0317493W	11/10/2022	Translation Services	101.47.1400.413.40035	4.81
ENTERPRISE FM TRUST	IN320724	11/10/2022	GO9 Verizon	101.42.4000.421.70501	264.18
INNOVATIVE OFFICE SOLUTIONS	SUM-070511	11/17/2022	Wireless keyboards & mice	101.42.4000.421.60010	218.24
INNOVATIVE OFFICE SOLUTIONS	SUM-070511	11/17/2022	Dymo Printer	101.45.3200.419.60010	139.53
WI SCTF (WI SUPPORT COLLECT...	INV0151307	11/04/2022	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IUOE	INV0151311	11/04/2022	UNION DUES IUOE	101.203.2031000	1,627.00
LELS SERGEANTS	INV0151326	11/04/2022	UNION DUES (LELS SGT)	101.203.2031000	455.00
MN DEPT OF PUBLIC SAFETY DR...	10/1/2022	11/10/2022	Registration for unmarked	101.42.4000.421.80700	99.25
METROPOLITAN COUNCIL	11/3/2022	11/10/2022	Other charges	101.41.0000.3414000	-298.20
METRO GAS INSTALLERS	11/3/2022	11/10/2022	Refund permit #PRMH2022003...	101.45.0000.3224000	65.60

Expense Approval Report

Payment Dates: 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ANCOM TECHNICAL CENTER	111409	11/10/2022	repair pager	101.42.4200.423.40042	120.00
ANCOM TECHNICAL CENTER	111410	11/10/2022	repair pager	101.42.4200.423.40042	120.00
ANCOM TECHNICAL CENTER	111411	11/10/2022	repair pager	101.42.4200.423.40042	120.00
ANCOM TECHNICAL CENTER	111412	11/10/2022	repair pager	101.42.4200.423.40042	120.00
ANCOM TECHNICAL CENTER	111413	11/10/2022	repairs to pager	101.42.4200.423.40042	140.00
DANNER LANDSCAPING	18305	11/10/2022	Dirt	101.43.5200.443.60016	1,928.00
ALLSTREAM BUSINESS US, INC.	18808183	11/10/2022	PRI - Phone lines	101.47.1400.413.50020	1,509.63
DAKOTA CTY FIRE CHIEFS ASSN	2/17/2022	11/10/2022	2022 annual dues	101.42.4200.423.50070	100.00
PAPCO, INC.	226887	11/10/2022	cleaning supplies	101.44.6000.451.60011	1,079.63
TAHO SPORTSWEAR	22TS4778	11/10/2022	Youth VB tees	101.44.6100.454.60045	270.00
M & J SERVICES, LLC	2578	11/10/2022	Salem Hills pad for port a potty	101.44.6000.451.30700	1,500.00
GOPHER LAWN AND SNOW SE...	2712	11/10/2022	ditch mowing	101.44.6000.451.30700	125.00
GOPHER LAWN AND SNOW SE...	2713	11/10/2022	cemetery lawn care	101.44.6000.451.30700	130.00
ASPEN MILLS	301516	11/10/2022	Clothing/Uniforms reserve- Orn	101.42.4000.421.60045	58.99
MN GLOVE & SAFETY, INC.	337941	11/10/2022	winter work wear	101.44.6000.451.60045	219.94
DAKOTA CTY FINANCIAL SVCS	45314	11/10/2022	Fiber managment	101.47.1400.413.40035	5,375.00
LOCAL GOVERNMENT INFORM...	52768	11/10/2022	Network Services	101.47.1400.413.40035	1,896.00
ROBERT HALF INTERNATIONAL ...	60981818	11/10/2022	Services through 10.28.2022	101.41.2000.415.30700	3,346.50
BIG TOP RENTAL, INC.	71074	11/10/2022	Park restrooms 9.2022	101.44.6000.451.40065	3,324.50
EXPERT TREE AND SERVICE AND...	8649	11/10/2022	remove 3 oak at Pinkerton Trl	101.44.6000.451.30700	1,600.00
ROBERT HALF INTERNATIONAL ...	61067553	11/17/2022	Services thru 11.11.2022	101.41.2000.415.30700	3,055.50
BEACON ATHLETICS	0559413-IN	11/17/2022	streamliner refurbish kit	101.44.6000.451.60065	501.00
BEACON ATHLETICS	0559452-IN	11/17/2022	in ground double first bases	101.44.6000.451.60065	350.00
OCCUPATIONAL HEALTH CENTE...	103669918	11/17/2022	PD preemployment physicals	101.41.1100.413.30500	1,000.00
PETTY CASH	11/2/2022	11/17/2022	Dakota county meeting	101.45.3300.419.50075	11.25
PETTY CASH	11/2/2022 Jeremiah	11/17/2022	Dakota county meeting	101.45.3300.419.50075	13.66
PETTY CASH	11/2/2022 Luke	11/17/2022	Dakota county meeting	101.45.3300.419.50070	11.25
BLACKTOP PROS, LLC	11/7/2022	11/17/2022	Driveway section repair	101.43.5200.443.40046	2,000.00
FIRE PROTECTION SERVICES, INC.	1790	11/17/2022	plan review	101.42.4200.423.30700	67.00
M & J SERVICES, LLC	2666	11/17/2022	Street sweeping	101.43.5200.443.40046	3,650.00
ASPEN MILLS	303442	11/17/2022	Name embroidery - Narvaez	101.42.4000.421.60045	462.68
MN GLOVE & SAFETY, INC.	337924	11/17/2022	safety gear	101.44.6000.451.60045	109.73
MN GLOVE & SAFETY, INC.	337960	11/17/2022	winter gear	101.44.6000.451.60045	409.93
BJORKLUND COMPENSATION C...	4439	11/17/2022	Job evaluation	101.41.1100.413.30500	145.00
MID MN REAL ESTATE CONSULT...	5021	11/17/2022	eview type 4 SSTs design, Final ...	101.45.3300.419.30700	700.00
LOCAL GOVERNMENT INFORM...	52859	11/17/2022	LOGIS fee invoice	101.42.4200.423.30700	526.00
ROBERT HALF INTERNATIONAL ...	61018611	11/17/2022	Services through 11.4.2022	101.41.2000.415.30700	3,637.50
BIG TOP RENTAL, INC.	69622	11/17/2022	City parks port a potties 6.2022	101.44.6000.451.40065	3,492.00
DAKOTA AGGREGATES, LLC.	7036243	11/17/2022	Sand for Safety Grit and Main B...	101.43.5200.443.60016	1,584.77
DAKOTA AGGREGATES, LLC.	7040169	11/17/2022	Aggregate	101.43.5200.443.60016	2,110.58
BIG TOP RENTAL, INC.	70522	11/17/2022	City parks port a potties 8.2022	101.44.6000.451.40065	3,658.00
SHRED-IT	8002366676	11/17/2022	Monthly shredding 9.2022	101.42.4000.421.30700	170.53
COMCAST	8772105910359526 11/5/2022	11/17/2022	cable for St 1	101.42.4200.423.30700	33.28
REPUBLIC SERVICES, INC.	9/29/2021B	11/17/2022	Document shredding	101.41.1100.413.30700	392.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.01	11/17/2022	Council Meetings	101.41.1000.413.30401	336.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.01	11/17/2022	Mayor/Council	101.41.1000.413.30420	7,016.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.06	11/17/2022	Misc. Planning Charges	101.45.3200.419.30420	204.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	Mauer Remnant Acquisition	101.45.3200.419.30420	811.50
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	Ace in the Hole Southern Parcel...	101.45.3200.419.30420	752.00
EHLERS AND ASSOCIATES, INC.	92314	11/17/2022	Plan It Implementation 10.2022	101.41.2000.415.30700	2,210.00
ESS BROTHERS & SONS INC	CC10066	11/17/2022	Concrete Patch Material	101.44.6000.451.60016	2,156.00
ENTERPRISE FM TRUST	FBN4601534	11/17/2022	Monthly lease 11.2022	101.42.4000.421.70300	14,433.70
DAKOTA 911	IG2022-12	11/17/2022	monthly DCC 911 fee 12.2022	101.42.4000.421.70502	36,731.70
DAKOTA 911	IG2022-12	11/17/2022	monthly DCC 911 fee 12.2022	101.42.4200.423.70502	4,081.30
GOPHER SPORT	IN235652	11/17/2022	tennis nets & straps	101.44.6000.451.60065	692.05
VERIZON WIRELESS	9918934079	11/10/2022	Cell phones	101.47.1400.413.50020	600.17
Fund 101 - GENERAL FUND Total:					196,630.51

Fund: 201 - C.V.B. FUND

ENSEMBLE CREATIVE & MARKET..	IGH102622	11/10/2022	Digital Ad - Winter Campaign	201.44.1600.465.50025	450.00
LIME VALLEY ADVERTISING, INC.	22011.1	11/10/2022	Programming Services - Back up...	201.44.1600.465.50025	115.00

Expense Approval Report

Payment Dates: 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
RIVER HEIGHTS CHAMBER OF C...	11368	11/10/2022	Monthly Office Rent - 11.2022	201.44.1600.465.30700	600.00
ERIC SATRE	10/3/2022	11/17/2022	Mileage Reimbursement	201.44.1600.465.50065	176.67
				Fund 201 - C.V.B. FUND Total:	1,341.67
Fund: 205 - COMMUNITY CENTER					
TOTAL CONSTRUCTION & EQUIP.	34561	11/17/2022	install flood lts at VMCC playgr...	205.44.6200.453.40047	3,233.76
TOTAL CONSTRUCTION & EQUIP.	34566	11/10/2022	LED replacements at VMCC	205.44.6200.453.80200	14,086.34
ACTIVE NETWORK, LLC	4100175616	11/17/2022	annual software fee	205.44.6200.453.50072	8,100.00
JAYTECH, INC.	223183	11/10/2022	chemicals for replacement in ar...	205.44.6200.453.80200	6,947.90
TWIN SOURCE SUPPLY	500774	11/10/2022	cleaning supplies	205.44.6200.453.60011	675.31
TWIN SOURCE SUPPLY	500774	11/10/2022	cleaning supplies	205.44.6200.453.60011	675.30
INNOVATIVE OFFICE SOLUTIONS	SUM-070511	11/17/2022	Business card holder	205.44.6200.453.60065	18.97
TOTAL CONSTRUCTION & EQUIP.	11/8/2022	11/10/2022	refund to Total Constr for cancel...	205.207.2070300	51.21
TOTAL CONSTRUCTION & EQUIP.	11/8/2022	11/10/2022	refund to Total Constr for cancel...	205.44.0000.3492500	2,206.29
HUEBSCH SERVICES	20184825	11/10/2022	lobby mats	205.44.6200.453.40065	78.31
HUEBSCH SERVICES	20184825	11/10/2022	lobby mats	205.44.6200.453.40065	313.18
AEP ONSITE PARTNERS, LLC	419-21400587	11/10/2022	Oct 2022 solar panels	205.44.6200.453.40020	3,697.15
AEP ONSITE PARTNERS, LLC	419-21400587	11/10/2022	Oct 2022 solar panels	205.44.6200.453.40020	3,494.53
TWIN SOURCE SUPPLY	500571	11/10/2022	cleaning supply	205.44.6200.453.60011	35.37
TWIN SOURCE SUPPLY	500571	11/10/2022	cleaning supply	205.44.6200.453.60011	35.37
TWIN SOURCE SUPPLY	500957	11/17/2022	cleaning supplies	205.44.6200.453.60011	258.81
TWIN SOURCE SUPPLY	500957	11/17/2022	cleaning supplies	205.44.6200.453.60011	258.81
HAWKINS, INC.	6329168	11/10/2022	pool chemicals	205.44.6200.453.60024	4,613.24
HAWKINS, INC.	6330095	11/10/2022	pool chemicals	205.44.6200.453.60024	117.04
SHERWIN-WILLIAMS CO.	6334-4	11/10/2022	paint for CR's re-do	205.44.6200.453.80200	283.84
CDW GOVERNMENT INC	DH24166	11/10/2022	radio equipment west rink	205.44.6200.453.60040	424.18
OWENS COMPANIES	31986	11/17/2022	boiler tune-ups	205.44.6200.453.40040	1,027.50
INNOVATIVE OFFICE SOLUTIONS	SUM-069462	11/17/2022	Mag board & scissors	205.44.6200.453.60065	29.55
				Fund 205 - COMMUNITY CENTER Total:	50,661.96
Fund: 402 - PARK ACQ. & DEV. FUND					
MN POLLUTION CONTROL AGE...	10000148712	11/10/2022	HVP RAP/RA	402.44.6000.451.30700	831.65
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.01	11/17/2022	Ebert Construction Withdrawal	402.44.6000.451.30420	499.50
				Fund 402 - PARK ACQ. & DEV. FUND Total:	1,331.15
Fund: 404 - SEWER CAPITAL-CONNECTION FUND					
METROPOLITAN COUNCIL	11/3/2022	11/10/2022	Monthly SAC fees 10.2022	404.217.2170000	29,820.00
				Fund 404 - SEWER CAPITAL-CONNECTION FUND Total:	29,820.00
Fund: 425 - CONCORD BLVD FLOODPLAIN					
DAKOTA CTY PROP TAXATION &...	11/2/2022	11/10/2022	Property Tax Due on 6460 Doffi...	425.72.5900.725.80100	1,173.96
				Fund 425 - CONCORD BLVD FLOODPLAIN Total:	1,173.96
Fund: 436 - 117TH STREET RECONSTRUCTION					
KIMLEY-HORN & ASSOCIATES, I...	22663583	11/10/2022	San Sewer Analysis and Tech M...	436.73.5900.736.30300	3,413.19
				Fund 436 - 117TH STREET RECONSTRUCTION Total:	3,413.19
Fund: 439 - 2019 IMPROVEMENT FUND					
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.14	11/17/2022	LGM Schaaf inverse comdemnat...	439.73.5900.739.30420	116.72
				Fund 439 - 2019 IMPROVEMENT FUND Total:	116.72
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
WSB & ASSOCIATES, INC.	R-019066-000-10	11/10/2022	Feasibility Report	440.74.5900.740.30300	68.50
WSB & ASSOCIATES, INC.	R-019067-000-12	11/10/2022	Preconstruction and Constructi...	440.74.5900.740.30300	1,949.50
ROBERT AND KAREN HANSON	11/1/2022	11/17/2022	Refund SA #709 2022 installme...	440.43.0000.3703000	1,262.40
SUSAN T ROWELL	11/1/2022	11/17/2022	Refund SA#698 2021 installment	440.43.0000.3703000	1,296.14
WENDELL AND ANN BUYSMAN	11/1/2022	11/17/2022	Refund SA #709 2022 installme...	440.43.0000.3703000	1,262.40
KIMLEY-HORN & ASSOCIATES, I...	22437051	11/17/2022	Consulting services Cahill Trunk...	440.74.5900.740.30300	3,049.00
SHORT ELLIOTT HENDRICKSON, ...	435907	11/17/2022	Cheney Trail/Coffman Path Reh...	440.74.5900.740.30300	4,331.38
SHORT ELLIOTT HENDRICKSON, ...	435908	11/17/2022	62nd and Boland Trail Feasibili...	440.74.5900.740.30300	3,874.97
BUILDER'S LOT GROUP, LLC.	9/12/2022	11/17/2022	Cul-de-sac Removal Reimburse...	440.74.5900.740.30700	16,040.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.09	11/17/2022	Assessment Appeal Inquiry for ...	440.74.5900.740.30420	351.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.09	11/17/2022	LGM 16-09F sewer backup revi...	440.74.5900.740.30420	1,228.50
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.09	11/17/2022	Title Work	440.74.5900.740.30420	84.00
				Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:	34,797.79

Expense Approval Report

Payment Dates: 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 441 - STORM WATER OPERATING					
M & J SERVICES, LLC	2667	11/17/2022	Storm sewer patch and repairs	441.74.5900.741.40066	3,675.00
M & J SERVICES, LLC	2668	11/17/2022	Storm sewer patch/repairs	441.74.5900.741.40066	2,700.00
Fund 441 - STORM WATER OPERATING Total:					6,375.00
Fund: 448 - STORM WATER CAPITAL-NWA					
KIMLEY-HORN & ASSOCIATES, I...	22901860	11/17/2022	Argenta Trail Drainage Construc...	448.74.5900.748.30300	7,685.00
WATERMARK PROPERTIES, LLC	11/2/2022	11/10/2022	NWA storm water improvement	448.74.5900.748.80300	183,938.58
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.09	11/17/2022	Easement Recording	448.74.5900.748.30420	108.00
Fund 448 - STORM WATER CAPITAL-NWA Total:					191,731.58
Fund: 450 - EMERALD ASH BORER					
EXPERT TREE AND SERVICE AND...	8636	11/10/2022	EAB tree removal	450.75.5900.750.40047	6,249.50
Fund 450 - EMERALD ASH BORER Total:					6,249.50
Fund: 451 - HOST COMMUNITY FUND					
BARR ENGINEERING COMPANY	23190218.00-309	11/17/2022	PINE BEND LANDFILL TECHNICA...	451.75.5900.751.30700	2,801.50
Fund 451 - HOST COMMUNITY FUND Total:					2,801.50
Fund: 501 - WATER OPERATING FUND					
GRAINGER	9481377308	11/10/2022	WTP parts	501.50.7100.512.40043	23.15
GRAINGER	9481377316	11/10/2022	WTP parts	501.50.7100.512.40043	281.17
HAWKINS, INC.	6321534	11/17/2022	Chemicals	501.50.7100.512.60019	3,690.50
CITY OF BLOOMINGTON	21390	11/10/2022	Water samples 9.2022	501.50.7100.512.30700	451.00
GRAINGER	9490822450	11/10/2022	air filter at WTP	501.50.7100.512.40043	85.92
BAUER SERVICES OF WELCH LLC	10272022-3005	11/17/2022	Watermain break repairs - 7136...	501.50.7100.512.40046	5,350.00
GOPHER STATE ONE-CALL	2100489	11/10/2022	locate tickets	501.50.7100.512.30700	643.95
SAFE-FAST, INC.	INV268235	11/10/2022	Calibration	501.50.7100.512.40042	198.00
ELECTRIC PUMP INC	0074334-IN	11/10/2022	Repair pump at WTP	501.50.7100.512.40042	4,537.50
LONE OAK COMPANIES	11/1/2022	11/10/2022	Utility bill postage (50%) 11.2022	501.50.7100.512.50035	694.42
LONE OAK COMPANIES	11/1/2022	11/10/2022	Reminder notice postage (50%)...	501.50.7100.512.50035	344.25
GARDNER BUILDERS	11/10/2022	11/17/2022	Less: hydrant sales tax permit #...	501.207.2070300	-23.90
GARDNER BUILDERS	11/10/2022	11/17/2022	Refund hydrant permit #2212	501.227.2270100	1,500.00
GARDNER BUILDERS	11/10/2022	11/17/2022	Less; hydrant usage permit #22...	501.50.0000.3813000	-335.54
WATER CONSERVATION SERVIC...	12722	11/17/2022	Leak detection	501.50.7100.512.40043	326.25
OPTION ONE MECHANICAL LLC	2679	11/10/2022	AC repair at WTP	501.50.7100.512.40040	256.50
OPTION ONE MECHANICAL LLC	2797	11/10/2022	Dehumidifier at WTP	501.50.7100.512.40040	3,420.50
MINGER CONSTRUCTION	6/28/2022	11/10/2022	Less; sales tax permit 2208	501.207.2070300	-27.79
MINGER CONSTRUCTION	6/28/2022	11/10/2022	Refund hydrant permit 2208	501.227.2270100	1,500.00
MINGER CONSTRUCTION	6/28/2022	11/10/2022	Less: hydrant usage permit 2208	501.50.0000.3813000	-390.06
GRAINGER	9469555974	11/10/2022	WTP Parts	501.50.7100.512.40043	22.89
CORE & MAIN LP	Q919926	11/10/2022	water meters	501.50.7100.512.75500	11,017.83
CORE & MAIN LP	R883489	11/10/2022	Meters	501.50.7100.512.75500	656.53
OPTION ONE MECHANICAL LLC	2583	11/17/2022	Repair copper pipping at WTP	501.50.7100.512.40040	908.00
OPTION ONE MECHANICAL LLC	2795	11/17/2022	Repair copper line at WTP	501.50.7100.512.40040	706.50
GRAINGER	9504963670	11/17/2022	WTP parts	501.50.7100.512.40043	21.61
GRAINGER	9505866955	11/17/2022	Air filter for WTP	501.50.7100.512.40043	77.77
GRAINGER	9505866963	11/17/2022	Air filter for WTP	501.50.7100.512.40043	95.28
GRAINGER	9505866971	11/17/2022	Air filter for WTP	501.50.7100.512.40043	31.55
CORE & MAIN LP	R624625	11/17/2022	Meters	501.50.7100.512.75500	29,760.00
CORE & MAIN LP	R914455	11/17/2022	Meter couplings	501.50.7100.512.75500	1,461.30
Fund 501 - WATER OPERATING FUND Total:					67,285.08
Fund: 502 - SEWER OPERATING FUND					
ELROY'S ELECTRIC SERVICE	7860	11/10/2022	Lift station part	502.51.7200.514.40042	15.00
METROPOLITAN COUNCIL	0001142646	11/10/2022	Waste water services	502.51.7200.514.40015	170,759.93
METROPOLITAN COUNCIL	0001147202	11/10/2022	Waste water services	502.51.7200.514.40015	170,759.93
LONE OAK COMPANIES	11/1/2022	11/10/2022	Reminder notice postage (50%)...	502.51.7200.514.50035	344.25
LONE OAK COMPANIES	11/1/2022	11/10/2022	Utility bill postage (50%) 11.2022	502.51.7200.514.50035	694.43
METROPOLITAN COUNCIL	1147784	11/10/2022	Waste water services	502.51.7200.514.40015	170,759.93
Fund 502 - SEWER OPERATING FUND Total:					513,333.47
Fund: 503 - INVER WOOD GOLF COURSE					
NAPA OF INVER GROVE HEIGHTS	33895	11/10/2022	equipment repair	503.52.8600.527.40042	819.60

Expense Approval Report

Payment Dates: 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DENNY'S 5TH AVENUE BAKERY	10/31/2022	11/10/2022	bakery for food resale	503.52.8300.524.76050	925.85
PLAISTED COMPANIES, INC.	57062	11/10/2022	supplies top dressings range sa...	503.52.8600.527.60020	1,364.82
DRAFT TECHNOLOGIES	11072208	11/10/2022	beer line cleanings	503.52.8300.524.40042	65.00
COCA COLA BOTTLING COMPA...	3607215067	11/10/2022	water & pop for resale	503.52.8300.524.76100	368.78
COCA COLA BOTTLING COMPA...	3607215246	11/10/2022	water & pop for resale	503.52.8300.524.76100	916.76
MANSFIELD OIL COMPANY	23764120	11/17/2022	Cart fuels	503.52.8400.525.60021	1,539.10
MTI DISTRIBUTING CO	1363384-00	11/17/2022	equipment repair	503.52.8600.527.40042	265.98
DENNY'S 5TH AVENUE BAKERY	843655	11/17/2022	Nov 2022 bread order	503.52.8300.524.76050	85.95
UNIFIRST CORPORATION	90072967	11/17/2022	uniforms towels	503.52.8600.527.60045	144.71
Fund 503 - INVER WOOD GOLF COURSE Total:					6,496.55

Fund: 511 - WATER CAPITAL FUND-NWA

WATERMARK PROPERTIES, LLC	11/2/2022	11/10/2022	NWA trunk water improvement	511.50.7100.512.80900	54,993.00
Fund 511 - WATER CAPITAL FUND-NWA Total:					54,993.00

Fund: 512 - SEWER CAPITAL FUND-NWA

WATERMARK PROPERTIES, LLC	11/2/2022	11/10/2022	NWA trunk sewer improvement	512.51.7200.514.80900	129,448.00
Fund 512 - SEWER CAPITAL FUND-NWA Total:					129,448.00

Fund: 602 - RISK MANAGEMENT

LEAGUE OF MN CITIES INS TRUST	11/4/2022 1322	11/10/2022	Worker Comp Quarterly Premi...	602.00.2100.415.50009	187,631.00
Fund 602 - RISK MANAGEMENT Total:					187,631.00

Fund: 603 - CENTRAL EQUIPMENT

ARROW PEST CONTROL	10/11/2022	11/17/2022	Pest control services	603.00.5300.444.40040	48.21
FACTORY MOTOR PARTS COMP... 1-230677		11/10/2022	Stock Battery	603.140.1450050	187.16
NUSS TRUCK AND EQUIPMENT	2452	11/10/2022	333 New Volvo Loader	603.00.5300.444.80400	162,243.00
MIDWEST LIFT WORKS LLC	2995	11/17/2022	Shop lift repair	603.00.5300.444.40040	2,622.34
FACTORY MOTOR PARTS COMP... 1-230765		11/17/2022	Stock Battery	603.140.1450050	187.16
FACTORY MOTOR PARTS COMP... 41-587458		11/17/2022	Stock Filter	603.140.1450050	45.12
ZIEGLER INC	SI000246155	11/17/2022	City Hall Generator	603.00.5300.444.40042	2,122.97
INVER GROVE FORD	5321935	11/17/2022	Fire Dept vehicle parts	603.00.5300.444.40041	44.16
ASPEN EQUIPMENT	185823	11/17/2022	Air Compressor	603.00.5300.444.40042	1,259.92
INVER GROVE FORD	5321951	11/17/2022	2022 Squad car	603.00.5300.444.40041	385.14
KIMBALL MIDWEST	100446401	11/10/2022	Shop supplies	603.00.5300.444.60012	171.60
INVER GROVE FORD	5322020	11/17/2022	2022 Squad car	603.00.5300.444.40041	76.18
BIG TOP RENTAL, INC.	71073	11/10/2022	Porta potty	603.00.5300.444.40040	140.00
ABM EQUIPMENT & SUPPLY	0171579-IN	11/10/2022	Installation of Patcher Unit #342..	603.00.5300.444.80800	16,210.00
FACTORY MOTOR PARTS COMP... 1-8043888		11/10/2022	Stock Filter	603.140.1450050	68.92
MANSFIELD OIL COMPANY	23725149	11/10/2022	Unleaded gas	603.140.1450060	13,857.38
BIG TOP RENTAL, INC.	71072	11/10/2022	Porta potty	603.00.5300.444.40040	140.00
POMP'S TIRE SERVICE, INC.	980099770	11/10/2022	Stock Squad tires	603.140.1450050	1,834.92
ABM EQUIPMENT & SUPPLY	0172357-IN	11/17/2022	Blacktop truck	603.00.5300.444.40041	2,765.33
METRO JANITORIAL SUPPLY INC	11015805	11/17/2022	Janitorial supplies	603.00.5300.444.60011	1,186.69
CUSTOM HOSE TECH	113852	11/17/2022	Volvo Loader parts	603.00.5300.444.40042	59.38
MTI DISTRIBUTING CO	1360011-00	11/17/2022	Lawn mower parts	603.00.5300.444.40042	98.98
FACTORY MOTOR PARTS COMP... 1-8130725		11/17/2022	Stock Filters	603.140.1450050	124.30
MANSFIELD OIL COMPANY	23725150	11/17/2022	Diesel Fuel	603.140.1450060	7,299.35
FACTORY MOTOR PARTS COMP... 2-5989188		11/17/2022	Stock Filter	603.140.1450050	11.08
C.J. SPRAY, INC.	3223406	11/17/2022	Painter repair kit	603.00.5300.444.40042	720.00
INVER GROVE FORD	6378497	11/17/2022	Unmarked squad	603.00.5300.444.40041	129.99
HANCO CORPORATION	640730	11/17/2022	Parks Dept tires	603.00.5300.444.60014	939.84
POMP'S TIRE SERVICE, INC.	980099853	11/17/2022	Trailer tires	603.00.5300.444.60014	840.00
Fund 603 - CENTRAL EQUIPMENT Total:					215,819.12

Fund: 604 - CENTRAL STORES

INNOVATIVE OFFICE SOLUTIONS	SUM-070511	11/17/2022	Copy supplies	604.00.2200.416.60005	85.44
INNOVATIVE OFFICE SOLUTIONS	SUM-070511	11/17/2022	Office supplies 10.2022	604.00.2200.416.60010	956.73
INNOVATIVE OFFICE SOLUTIONS	SUM-069462	11/17/2022	Copy supplies	604.00.2200.416.60005	26.66
INNOVATIVE OFFICE SOLUTIONS	SUM-069462	11/17/2022	Office supplies 8.2022	604.00.2200.416.60010	1,083.71
Fund 604 - CENTRAL STORES Total:					2,152.54

Fund: 605 - CITY FACILITIES

OTIS ELEVATOR COMPANY	F10000023087	11/10/2022	WTP elevator contract	605.00.7500.460.40040	125.00
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Expense Approval Report

Payment Dates: 11/9/2022 - 11/22/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPT OF LABOR & INDUSTRY	ABR0294377X	11/17/2022	CH boilers	605.00.7500.460.40040	20.00
MN DEPT OF LABOR & INDUSTRY	ALR0140251X	11/17/2022	FS #2 elevator	605.00.7500.460.40040	100.00
HUEBSCH SERVICES	20184815	11/10/2022	lobby mats	605.00.7500.460.40065	171.57
AEP ONSITE PARTNERS, LLC	419-21400587	11/10/2022	Oct 2022 solar panels	605.00.7500.460.40020	1,940.63
ASSA ABLOY ENTRANCE SYSTE...	84067	11/10/2022	CH main door repair	605.00.7500.460.40040	180.00
GRAINGER	9504963688	11/17/2022	cleaning pads	605.00.7500.460.60011	8.58
TWIN CITY GARAGE DOOR	Z224531	11/17/2022	repair PD evidence door eye	605.00.7500.460.40040	310.00
MN DEPT OF LABOR & INDUSTRY	ALR0139339X	11/17/2022	CH elevator	605.00.7500.460.40040	100.00
Fund 605 - CITY FACILITIES Total:					2,955.78

Fund: 702 - ESCROW FUND

EMMONS & OLIVIER RESOURCES	00095-0080-8	11/10/2022	Erosion and Sediment Control I...	702.229.2297103	685.00
EMMONS & OLIVIER RESOURCES	00095-0080-8	11/10/2022	Stormwater Basin Pre-construct...	702.229.2308903	2,218.51
BOLTON & MENK, INC.	299321	11/10/2022	Construction Services	702.229.2304103	13,554.00
M/I HOMES, INC.	10/20/2022	11/10/2022	Escrow Release - M/I Homes 21...	702.229.2293603	3,026.99
M/I HOMES, INC.	10/20/2022	11/10/2022	Escrow Release - M/I Homes (IS...	702.229.2298803	1,864.54
AT HOME APARTMENTS, LLC	10/20/2022	11/10/2022	Escrow Release - At Home Apar...	702.229.2300803	2,422.74
M/I HOMES, INC.	10/20/2022	11/10/2022	Escrow Release - M/I Homes 22...	702.229.2305303	5,000.00
DASHFIRE LLC	10/20/2022	11/10/2022	Escrow Release - Dashfire 22-2...	702.229.2306203	425.80
EMMONS & OLIVIER RESOURCES	00095-0073-15	11/17/2022	Development design review of s...	702.229.2304103	1,380.75
EMMONS & OLIVIER RESOURCES	00095-0073-14	11/10/2022	Review Irrigation Plan	702.229.2302402	334.00
EMMONS & OLIVIER RESOURCES	00095-0073-14	11/10/2022	Drainage and Erosion Analysis	702.229.2304103	2,973.25
EMMONS & OLIVIER RESOURCES	00095-0079-3	11/10/2022	Drainage and Erosion Control	702.229.2308903	2,703.75
MCDONALD REMODELING, INC.	11/1/2022	11/10/2022	Escrow Release - 7880 Boyd Ave..	702.229.2301303	1,294.00
MCDONALD REMODELING, INC.	11/1/2022	11/10/2022	Escrow / LOC Reduction - 7880 ...	702.229.2301403	9,000.00
KIMLEY-HORN & ASSOCIATES, I...	22515531	11/10/2022	Construction Observation	702.229.2288102	31,602.50
KIMLEY-HORN & ASSOCIATES, I...	22515531	11/10/2022	Expenses	702.229.2288102	1,896.09
BARR ENGINEERING COMPANY	23190218.00-309	11/17/2022	BITUMINOUS ROADWAYS	702.229.2307003	4,902.50
BARR ENGINEERING COMPANY	23190328.22-8	11/17/2022	Silver Star Car Wash Stormwate...	702.229.2306303	1,343.00
BARR ENGINEERING COMPANY	23190328.22-8	11/17/2022	Roberts Curve 4th Addition Sto...	702.229.2307703	1,475.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.06	11/17/2022	Pine Bend Landfill Expansion	702.229.2293002	84.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	Peltier Reserve Plat/Builder Lot...	702.229.2296703	329.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	Highlands at Settlers Ridge	702.229.2301503	1,623.20
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	Silverstar Carwash PUD Amend...	702.229.2305903	1,222.00
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.13	11/17/2022	InverPoint Business Park 3rd Ad...	702.229.2306003	2,938.70
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.14	11/17/2022	LGM Salem Hills Elementary par...	702.229.2287503	1,215.60
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.14	11/17/2022	LGM Settlers Ridge gap parcel c...	702.229.2302402	638.90
LEVANDER, GILLEN & MILLER P....	9/30/2022 81.14	11/17/2022	LGM SWFMA for 6556 Arlene A...	702.229.2307303	395.00
Fund 702 - ESCROW FUND Total:					96,548.82

Grand Total: 1,803,107.89



Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: November 28, 2022
ITEM TYPE: Consent Agenda
CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

The Council is asked to confirm and approve the personnel actions listed below.

BACKGROUND

Full-time Employment:

None

Seasonal/Temporary Employment:

Jenna McGowan, Skate Instructor
Scarlett Johanson, Birthday Party Host
Rachel Ernst, Child Care Worker

Voluntary Resignations, Retirements and/or Terminations:

Geri House, Guest Services Worker
Matt Willig, Golf Course Concessionaire
Scott Cocchiarella, Golf Course Cashier
Josalynn Abbott, Golf Course Instructor
Sam Applebaum, Golf Course Laborer
Jacob Barstad, Golf Course Laborer
Katherine Beekman, Golf Course Laborer
Arden Bolland, Golf Course Laborer
Marvin Bolles, Golf Course Laborer
Chad Brooks, Golf Course Laborer
Robert Cocchiarella, Golf Course Laborer
Travis Conoryea, Golf Course Laborer
Timothy Fronk , Golf Course Laborer
Nicholas Henseler, Golf Course Laborer
Joshua Hernandez, Golf Course Laborer
Steven Kron, Golf Course Laborer
Jacob Kuntz, Golf Course Laborer
Maxwell Kutz, Golf Course Laborer
Mason Melendez, Golf Course Laborer
Max Neitz, Golf Course Laborer
Kaden Schindeldecker, Golf Course Laborer
Daryl Swenson, Golf Course Laborer
Joseph Urick, Golf Course Laborer

Billy Wilmes, Golf Course Laborer
Keely Ashton, Golf Course Concessionaire
Talia Bergerson, Golf Course Concessionaire
Catherine Eckstrom, Golf Course Concessionaire
Mia Greengard, Golf Course Concessionaire
Natalie Hager, Golf Course Concessionaire
Barbara Hoots, Golf Course Concessionaire
Christine Huerta, Golf Course Concessionaire
Stephanie Jensen, Golf Course Concessionaire
Grace Johnston, Golf Course Concessionaire
Jaclyn Joseph, Golf Course Concessionaire
Lyle Knutson, Golf Course Concessionaire
Anna Miller, Golf Course Concessionaire
Jack Mitchell-Peterson, Golf Course Concessionaire
Abbey O'Brien, Golf Course Concessionaire
Julian Olson, Golf Course Concessionaire
Alexandrya Paulson, Golf Course Concessionaire
Shane Peterson, Golf Course Concessionaire
Ashley Ries, Golf Course Concessionaire
Carlos Rodriguez, Golf Course Concessionaire
Paul Sherburne, Golf Course Concessionaire
Joyce Wilmes, Golf Course Concessionaire
Kevin Balm, Golf Course Ranger
Thomas Barrett, Golf Course Ranger
Jerry Fechner, Golf Course Ranger
Paul Garcia, Golf Course Ranger
Charles Hayes, Golf Course Ranger
Joseph Kordosky, Golf Course Ranger
Jon Lessard, Golf Course Ranger
Richard Lough, Golf Course Ranger
Dale Runkle, Golf Course Ranger
George Tourville, Golf Course Ranger
Hunter Collins, Golf Course Outside Services
Alexandra Fredeen, Golf Course Ranger
Dylan Hanzel, Golf Course Outside Services
Claire Hart, Golf Course Outside Services
Grace Mansur, Golf Course Outside Services
Jake Maurer, Golf Course Outside Services
Morgan McConnell, Golf Course Outside Services
William Niedorf, Golf Course Outside Services
Heide O'Donnell, Golf Course Outside Services
Keaton Orrey, Golf Course Outside Services
Joshua Rolling , Golf Course Outside Services
Brett Videen, Golf Course Outside Services

FISCAL IMPACT

All positions to be filled are funded within the adopted City budget.

RECOMMENDATION

Staff recommends approval of the above-listed personnel actions.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Change in Pay Grade for Fire Inspector Position

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to approve a change in pay grade for the position of Firefighter/Fire Inspector from Grade 16 to Grade 17.

BACKGROUND

The City maintains a Council-approved Classification/Compensation Policy and Plan as required for compliance with Minnesota Pay Equity Laws. When new positions are created or existing positions undergo significant changes, their job descriptions are sent to the City's Classification Consultant for evaluation and grading. The Classification Consultant rates the position, determining job points and a grade assignment. They then forward their recommendation to the City Administrator for review, and to ensure alignment with internal equity and external market factors.

The position description for the City's Fire Inspector position was recently updated to better reflect its role within the Fire Department structure, and in light of the need for additional emergency response capabilities. The amended position description has the title of Firefighter / Fire Inspector, to reflect the need to use this staff person in a dual capacity. The Classification Consultant has recommended that the revised position description be moved up one pay level from its current grade, to Grade 17. The City Administrator has reviewed the Consultant's recommendation and concurs.

The position is currently vacant and being prepared for posting. With Council's approval of the recommended pay grade, HR staff will proceed to advertise for applicants.

FISCAL IMPACT

The change in pay grade has a modest cost to the City that can be accommodated within the proposed 2023 budget for the Fire Department. Additionally, as a dual role Firefighter / Fire Inspector position, the position is expected to qualify for the PERA Police and Fire pension as opposed to the PERA Coordinate Plan. Again, this cost increase can be accommodated within the proposed 2023 budget for the Fire Department.

RECOMMENDATION

Staff recommends approval of the change in pay grade.

ATTACHMENTS

1. IGH FT Fire Inspector Job Description 2022 (final)



CITY OF INVER GROVE HEIGHTS

JOB DESCRIPTION

Job Title: Firefighter / Fire Inspector

Revision Date: November 2022

Last Classification Review: May 2019

Exempt Status: Non-Exempt

Department: Fire Department

Reports To: Assistant Chief - Fire Marshal

Job Summary:

Responds to emergency calls for service, as assigned, to provide fire suppression, emergency medical and search and rescue services.

Under the direction of the Assistant Chief - Fire Marshal, the Firefighter / Fire Inspector is also responsible for providing fire and life safety community risk reduction, through inspecting, investigating, educating and informing property owners, contractors and the general public. The Inspector coordinates and carries-out a program of inspections for existing multi-family residential, commercial, industrial, and retail properties, ensuring federal, state and local fire and life safety codes are being complied with.

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

Supervisory Responsibilities:

Direct Supervision: None

Indirect Supervision: Duty crews performing fire inspections

Essential Duties and Responsibilities:

Responds to emergency calls for service, as assigned, and functions as a firefighter or fire officer.

- Actively participates in IGHFD training to maintain skills and help educate fellow fire personnel.
- Responds to calls for service within scheduled working hours as well as nights, weekends and holidays as assigned and in rotation with other Department staff.

Leads and coordinates the fire inspection program for existing multi-family residential, commercial, industrial and retail properties in the city, identifying required corrective actions to bring properties into compliance with applicable fire codes.

- In coordination with the Assistant Chief-Fire Marshal, establishes a schedule of needed inspections. Prioritizes order and frequency of inspections based on occupancy type, risk and seriousness of hazards.
- Conducts inspections of fire protection systems, including sprinkler, standpipe, smoke control, various suppression agents, explosion control, and fire pump systems in each facility.
- Performs inspections of building services and systems to include electrical equipment and wiring hazards, heating and fuel systems, emergency and standby power systems, and commercial kitchen cooking and hoods.

- Inspects and evaluates hazardous materials storage and use to include chemicals with varying properties such as cryogenics, gases, oxidizers, toxins, radiological, and pyrophorics.
- Conducts inspections of fire alarm detection systems to include alarm control panels, smoke/heat/flame detection systems, pull stations and alarm devices.
- Informs building owners/managers of results, either in writing or verbally, and establishes timelines for compliance.
- Conducts re-inspections as warranted and works with building owners/managers and tenants to follow up on violations and hazards found during inspections to ensure proper corrections and compliance.
- Issues orders and citations for correction after reviewing findings with property owners and managers to ensure compliance with fire codes.
- When necessary, testifies in court to achieve compliance with those who are unwilling to comply with orders voluntarily.

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

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

Assists with investigations to determine the origin and cause of fires, as assigned or in the absence of the Assistant Chief-Fire Marshal. Coordinates with IGH Police Department investigators and members of other organizations, including the State Fire Marshal's Office and Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

- Interviews witnesses, occupants, and arson suspects.
- Collects and preserves evidence.
- Documents fire scenes through written reports and photographic evidence.
- Prepares cases for presentation to prosecutors in coordination with the IGH Police Department.
- Testifies in court as needed.
- Assists with arson prevention program.

Assists with the creation and implementation of a Community Risk Reduction Program.

- Assists the Assistant Chief-Fire Marshal in identifying risks in the community.
- Coordinates activities with suppression personnel as established by the Assistant Chief – Fire Marshal.
- Plans, develops and initiates community outreach and education programs.
- Initiates processes and programs for Youth Firesetter Intervention program.
- Coordinates outreach and education programs for community groups.
- Implements, leads and coordinates pre-incident planning surveys.
- Implements, leads and coordinates lock box program for commercial, industrial, retail and multi-family residential buildings.

Keeps the Assistant Chief - Fire Marshal informed of significant issues or challenges impacting areas of responsibility.

Attends relevant and assigned trainings, seminars and conferences. Participates in professional associations to stay up-to-date in the field of fire prevention, education, inspection and investigation.

Works days, nights, weekends and occasional holidays as assigned to ensure service to the public and the Department.

Performs other related duties as apparent or assigned.

Minimum Qualifications:

- High school diploma or equivalent
- Valid and unrestricted driver's license with a clean driving record.
- Must reside within a 15-minute response time to one of the three IGH Fire Stations within 6 months of hire and maintain such residency for duration of employment.
- Licensed Firefighter in the State of Minnesota, or ability to obtain within 3 months.
- Meet all minimum requirements for the position of IGH Firefighter.
- At least two years' experience as a paid-on-call Firefighter with the IGH FD and successfully passed probation (internal) *OR* two years' experience as a Firefighter (external)
- At least two years' experience with fire inspections, fire investigations and/or public outreach related to the fire service.
- Nationally Registered Emergency Medical Technician
- IFSAC or Pro-Board accredited Firefighter I and II certifications
- IFSAC or Pro-Board accredited Hazardous Materials Operations certification in 472 or 1072
- IFSAC or Pro-Board Fire Apparatus Operator (FAO) III
- IFSAC or Pro-Board accredited Fire Inspector I
- National Incident Management Systems (NIMS) 100, 200, 700
- Upon hire, and as time and schedule permits, will be required to pass the Minnesota State Fire Marshal Fire Investigation Series, NFPA compliant and IFSAC accredited Fire Inspector 2 and Instructor 1, and MN State Youth Fire Prevention training.

Desirable Qualifications:

- Additional experience as a Firefighter
- Experience as an EMT or Paramedic
- Post-secondary degree in Fire Science or closely related field
- Experience with fire and building codes
- IFSAC accredited Fire Inspector 2 and/or Instructor 1 at time of application
- Fluency in Spanish, Hmong, or other non-English languages prevalent in the city of Inver Grove Heights.

Knowledge, Skills and Abilities Required:

- Knowledge of modern principles, practices, trends, best practices and procedures of firefighting, rescue, medical, hazardous materials, fire investigations, and emergency response.
- Thorough knowledge of local, state, and federal fire codes, fire prevention practices, and fire department regulations and the principles and practices of enforcement.
- Knowledge of fire prevention methods, building codes, construction, construction types, electrical systems, industrial processes, and mechanical systems.
- Thorough understanding of and the ability to assess mechanical, sprinkler and fire alarm plans, specifications and calculations; water supply systems, and the operation of various fire protection systems.
- Knowledge of hazardous materials, chemical reactions, liquids and gases, underground storage tanks, and materials used in construction.
- Sources and types of fire hazards, fire prevention devices, and fire protection systems and equipment.
- Safe storage practices, ignition factors, smoke removal and fire prevention practices.
- Technical knowledge in determining the origin and cause of fires and investigative techniques, rules of gathering evidence, rules of evidence preservation, legal system procedures/processes, report writing, and documentation.
- Arson statutes and requirements to prove arson.
- Knowledge of the geography of the City, including the local street and highway system, location of significant hazards, and areas requiring special emergency response equipment and capabilities.
- Ability to read and interpret building plans, blueprints, and schematics and recognize deviations from such plans.
- Ability to identify hazardous conditions and apply, interpret and enforce fire codes and regulations firmly, tactfully, and impartially.
- Ability to organize, develop, and present age-appropriate educational talks and outreach programs.
- Ability to establish and maintain positive, professional working relationships with fellow employees, city officials, public agencies, property owners, developers, and contractors, business organizations, community institutions, and the public.
- Strong oral and written communication skills, and the ability to communicate effectively and respectfully with a wide-variety of audiences.
- Ability to consistently and accurately interpret and apply relevant policies, procedures, laws and standards.
- Ability to apply good judgment, appropriate discretion, and logical decision-making skills to a wide variety of emergency response, fire investigation and code enforcement situations.
- Ability to work independently and as part of a team.
- Ability to effectively and efficiently manage time and prioritize tasks in accordance with Departmental priorities and supervisor directions.
- Knowledge of and ability to effectively operate office and computer equipment/systems and software applications utilized by the City and/or Department and necessary to perform job, including specialized software, computers, MDC's, iPads, etc.
- Knowledge of City administrative policies, procedures, and practices.

Work Environment:

The work environment for this position varies significantly, including active emergency scenes (fire, medical, traffic accident, search and rescue, hazmat) as well as construction sites and office settings. Standard work week is five 8-hour days, Monday – Friday, with potential for some nights and weekends.

Works under time pressure constraints, stress and risks associated with potential life-threatening situations and service calls. Drives fire apparatus in emergency situations and in extreme weather conditions. Occasionally works near/on moving equipment, mechanical parts, live electricity, wet/damp/ slippery/uneven surfaces, and from unprotected heights.

May come into contact and/or work with hazardous materials, vibration, temperature extremes, unsafe situations, confined spaces, in and around burning/smoke filled structures, infectious diseases, lung/skin

irritants, and high noise. Work requires constant attention to safety and health procedures and proper fire/rescue/EMS techniques.

Physical Requirements of the Position:

Must be able to do the following with and without up to 60 pounds of weighted gear:

- reach and extend hands and arms in any direction,
- ascend and descend multiple flights of stairs and 45 foot ladders while carrying heavy loads,
- balance and possess the ability to steady oneself and keep from falling when walking, standing, crouching, crawling on narrow, slippery, or erratically moving surfaces
- assist in carrying and lifting a stretcher with a patient
- climb up and on the top of a fire truck and balance self
- lift or carry equipment from floor to overhead
- walk and crawl long distances while carrying, dragging or lifting
- push/pull objects using total body movements
- walk long distances
- enter into confined spaces and work from heights

Must possess:

- good grip strength with gloves to handle tools requiring torquing, pounding, and jerky motions with hands
- excellent driving skills
- general mechanical ability/knowledge of engines and power equipment
- good visual acuity to read gauges
- good auditory and comprehension skills to follow directions
- good verbal skills to relay information
- quick reflexes

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head Signature

Date

The duties listed above are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment of the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

The City of Inver Grove Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Request for Council Action

SUBJECT: **Revised ADA Plan for City Facilities**

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Phil Stier, Operations & Maintenance Supervisor, 651.450.2469
Adam Lares, Parks & Recreation Director, 651.450.2587
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a revised ADA Implementation Plan and closing the ADA Fund (Fund 447), transferring those resources to the City Facilities Fund (Fund 605) for future ADA improvements.

BACKGROUND

In February of 2011, the City hired ADA Consultant Julee Quarve-Peterson, Inc. (JQP) to evaluate the city's park and recreation facilities in response to revisions to the Americans with Disabilities Act (ADA) and provide the City with a transition plan to accommodate any improvements needed within those spaces. At the March 28, 2011 meeting, the City Council modified that contract to include all other city facilities.

On August 13, 2012, Council accepted JQP's ADA Self-Evaluation and Transition Plan (Plan). The Plan, which is attached, outlined recommendations as to how the City might provide better accessibility to its programs, services, and facilities. Each recommendation was assigned a priority level (1-highest priority through 3-lowest priority) and a cost estimate. The estimated cost to implement all recommendations was \$313,616.

Following the City's approval of the Plan, the ADA Fund (Fund 447) was created. 2013-2019 budgets and activities reflected annual transfers to the ADA Fund to pay for recommended improvements. Total funding of \$308,400 was received via transfers from the following funds: Host Community Fund (\$139,700), City Facilities (\$150,900), and Water Fund (\$17,800).

As a result of the regular review of city funds in 2020/2021, Finance staff noticed that very little of the \$308,400 in funding had been spent. Recognizing that there are no existing staff in place who were involved in the original plan implementation, the City's Operation and Maintenance Supervisor, Phil Stier, was asked to review the original plan to determine which items had been completed and which remained incomplete and then provide recommendations for completing the work.

Based on Mr. Stier's review, it is apparent that some progress was made on the list of ADA recommendations but many items remained incomplete.

Therefore, staff is proposing a revised plan that reflects:

- An inventory of all of the original recommendations by location; updated to reflect whether that item is complete or not,
- A proposed order of project completion prioritizing public-facing spaces,
- Updated cost estimates,
- Identification of larger ADA projects that would require significant construction to complete (the intent would be for these needs to be considered during other larger city facility projects).

The following is an overview of the Revised ADA Implementation Plan. (Please see the attached plan for a more detailed listing of priority items.)

Facility Priority Order	Cost Estimate	Items
City Hall	\$10,130	Update signage, grab bars, listening devices, and benches in showers.
VMCC	\$5,120	Install drinking fountains, update locks/ locking mechanisms, relocate hand driers and shelving.
Golf Course	\$1,830	Update signage, shelving, and handles.
Public Works	\$10,655	Update signage, insulate pipes, locks and locking mechanisms.
Water Treatment	\$9,115	Update signage, insulate pipes, locks and locking mechanisms.
Fire Station # 1	\$8,155	Update signage, install grab bars, locks and locking mechanisms, install bottle filler in drinking fountain.
Fire Station # 2	\$12,090	Update signage, install grab bars, locks and locking mechanisms, install bottle filler in drinking fountain.
Total	\$57,095	

Timeline

The revised plan would be completed by the end of 2023, with the exception of the larger construction items.

FISCAL IMPACT

The ADA Fund (Fund 447) currently has a balance of \$226,709. The revised ADA plan, less those larger ADA construction projects, carries a total cost estimate of \$57,095.

It is important to note that at the time of the original plan, the City did not have a City Facilities Maintenance Worker so the assumption was that this work would be contracted out. Given the addition of this position in 2022, the City is now able to complete much of that work in-house. There will still be the need to contract with vendors to install door openers, provide electrical and plumbing work, and to purchase signage, but the costs are significantly less.

After the \$57,095 is spent, there would be an estimated balance of \$169,614 remaining, which would

be available either to complete larger construction projects or new ADA needs that have surfaced since the original plan.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the revised ADA Implementation Plan and closing the ADA Fund (Fund 447), transferring those resources to the City Facilities Fund (Fund 605) for future ADA improvements.

ATTACHMENTS

1. RESOLUTION - REVISED ADA IMPLEMENTATION PLAN AND CLOSURE OF ADA FUND (FUND 447)
2. 2022 Revised ADA Implementation Plan

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING A REVISED ADA IMPLEMENTATION PLAN AND
CLOSURE OF THE ADA FUND, TRANSFERRING ANY RESIDUAL RESOURCES TO
THE CITY FACILITIES FOR FUTURE ADA IMPROVEMENTS**

WHEREAS, in 2011, the City hired ADA Consultant Julee Quarve-Peterson, Inc. to assist the City in preparation of an ADA Self-Evaluation and Transition Plan (Plan) for facility improvements in response to revisions to the Americans with Disabilities Act (ADA); and

WHEREAS, on August 13, 2012, Council approved the Plan with an estimated cost of \$313,616 to implement all of the recommendations found in the Plan; and

WHEREAS, following the City's approval of the Plan, the ADA Fund (Fund 447) was created and in years 2013-2019, \$308,400 in funding was transferred into that fund from other city funds for the purpose of financing ADA improvements; and

WHEREAS, as of October 2022 there remained a balance of \$226,709 in the ADA Fund and staff have determined that many of the recommendations in the original Plan remain incomplete; and

WHEREAS, staff have prepared an updated ADA Plan, which includes a significant decrease to the cost due to the hiring of a full-time maintenance worker who is able to perform much of the work in-house as well as updates on which improvements were completed and which improvements remained incomplete; and

WHEREAS, staff recommendation is to transfer remaining ADA Funds to the City Facilities Fund (Fund 605) where they can be incorporated into future ADA improvements throughout all city facilities.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, approve the revised ADA Implementation Plan and close the ADA Fund, transferring any remaining balances to the City Facilities Fund for future ADA improvements.

Adopted this 28th day of November 2022 by the City Council of Inver Grove Heights,
MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

2022 Revised ADA Implementation Plan Summary

2022 Estimated Costs for Each Facility - Minus Construction Projects								
	City Hall	VMCC	Inver Wood	Public Works	Water Treatment	Fire Station #1	Fire Station # 3	Total
Priority 1	-	-	-	-	-	-	\$650	\$650
Priority 2	\$885	-	\$1,265	\$2,495	-	\$65	-	\$4,710
Priority 3	\$4,690	\$5,120	\$565	\$5,695	\$5,115	\$6,290	\$9,360	\$36,835
Priority 4	\$4,555	-	-	\$2,465	\$4,000	\$1,800	\$2,080	\$14,900
Total	\$10,130	\$5,120	\$1,830	\$10,655	\$9,115	\$8,155	\$12,090	\$57,095

Priority 1 - recommendations are issued for upgrade or highest priority.

Barrier to reach a program
 Element or location that receives high public use
 Safety concern
 Programmatic fix

Priority 2 - recommendations continue to provide greater levels of program accessibility.

Barrier to significant number of individuals with disabilities
 Barrier that would create major inconvenience to a person with a disability
 Element that supports a program (drinking fountain, signage, specific design of an elevator, etc)

Priority 3 - recommendations to provide convenience of accessibility, such as additional locations of drinking fountains, toilet rooms, entrances, etc.

Barrier to a fewer number of individuals with disabilities
 Barrier that creates a minor inconvenience to a person with disability
 Duplicated element or program

Priority 4 - recommendations are design elements which would be required for new construction.

Recommendations are design elements which would be required for new construction, but in existing buildings do not critically affect the impact on program accessibility and are recommended to be improved at such time the space undergoes repair, replacement or remodeling.

Facility Completion Priority Order	
City Hall	Update signage, grab bars, listening devices, and benches in showers
VMCC	Install drinking fountains, update locks/ locking mechanisms, relocate hand driers and shelving
Inver Wood	Update signage, shelving, and handles
Public Works	Update signage, insulate pipes, locks and locking mechanisms
Water Treatment	Update signage, insulate pipes, locks and locking mechanisms
Fire Station # 1	Update signage, install grab bars, locks and locking mechanisms, install bottle filler in drinking fountain
Fire Station # 3	Update signage, install grab bars, locks and locking mechanisms, install bottle filler in drinking fountain

2022 Revised ADA Implementation Plan

City Hall

Items to Complete

Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Men's Toilet Room (Single User)- City Hall Lower Level	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	2	
Men's Toilet Room- City Hall (Lower Level)	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	2	
Women's Toilet Room (Single User)- City Hall Lower Level	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	2	
	22K (MN)	Install compliant grab bars on the side and rear walls of the water closet. MN 1341 604.5.1 ANSI 604.5.2	1	400	400	625	2	
Women's Toilet Room- City Hall (Lower Level)	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	2	
City Council Chambers	26B	Provide a portable assistive listening system with signage. IBC 1108.2.6	1	1200	1,200	4,500	3	
Conference Room- Police (Upper Level)	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3	<i>The conference room in the southwest corner of the police department does not currently have a raised and Braille sign.</i>
Holding Cells- Visitor			1	100	100	125	3	<i>There is a room that allows for visitor communication. A bench on the secure side of the window is anchored in the middle of the room, obstructing the clear floor space for a wheelchair. Relocate the bench to 1 side to provide clear floor space(30"x48") f</i>
City Hall- Lower Level	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	4	250	1,000	2,500	4	
Holding Cells			1				4	<i>There are 6 holding/intake cells. Currently 2 of the cells provide toilets with features of accessibility such as grab bars- #1 is an intake cell with a shower, #6 is a group cell with cubbies instead of a bed. Cells 2-5 have a toilet that does not provide</i>
Men's Locker Room- Police	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	325	4	<i>The bench in the shower room does not currently provide a clear floor space adjacent to the end of the bench.</i>
	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	325	4	<i>The benches positioned in front of the lockers are not currently accessible.</i>
Men's Toilet Room- Police (Upper Level)	22U	Relocate the existing soap dispenser so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	4	<i>The soap dispenser is currently mounted behind the lavatory counter at 47", lower to 44" maximum.</i>
Women's Locker Room- Police	24I (MN)	Install compliant shower grab bars. ICC / ANSI 608.3.1	1	400	400	625	4	<i>Relocate (or add) a vertical grab bar.</i>
	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	325	4	<i>The bench in the shower room does not currently provide a clear floor space adjacent to the end of the bench.</i>

	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	325	4	<i>The benches positioned in front of the lockers are not currently accessible.</i>
Women's Toilet Room- Police (Upper Level)			1	0	-		4	<i>Movable storage containers are currently positioned below the sink in the employee toilet room. Relocate the containers to provide knee and toe clearance below 1 sink to accommodate employees as requested. Photo 12.</i>
	22U	Relocate the existing soap dispenser so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	4	<i>The soap dispenser is currently mounted behind the lavatory counter at 47", lower to 44" maximum.</i>
		Priority 1			-	-		
		Priority 2			\$580	\$885		
		Priority 3			\$1,345	\$4,690		
		Priority 4			\$2,300	\$4,555		
		Total			\$4,225	\$10,130		
Construction Required								
Break Room- City Hall	30A5	Modify to provide a roll under section of counter in the kitchen. ANSI 804.3, 902	1	0	-			<i>Provide a section of work surface with knee and toe clearance or remove the range.</i>
Break Room- Police	30A5	Modify to provide a roll under section of counter in the kitchen. ANSI 804.3, 902	1	0	-			<i>Provide a section of work surface with knee and toe clearance or remove the range.</i>
Women's Locker Room- Police	24C1	Modify to provide compliant clear floor space at the entrance to the shower. ICC / ANSI 608.1	1	0	-			<i>The transfer shower does not currently provide correct clear floor space. Reversing the seat and control wall would provide the required clear floor space.</i>
Women's Toilet Room- City Hall (Lower Level)	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			
Unisex Toilet Room- Police (Upper Level)	22C6 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 60" clearance around the water closet, measured perpendicular from the side wall. ANSI 604.3.2	1	0	-			<i>The single user toilet room in the lobby of the police department currently provides 53" clearance on the back wall of the toilet.</i>
Private Office- City Hall (Upper Level)	20B	Re-hinge / relocate door to provide needed maneuvering clearance on the latch pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			<i>The corner office in the upper level of the city hall (southwest corner of city hall area) currently provides 14" on the pull side of the door (18" minimum required).</i>
Men's Toilet Room (Single User)- City Hall Lower Level	22C6 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 60" clearance around the water closet, measured perpendicular from the side wall. ANSI 604.3.2	1	0	-			<i>The urinal currently obstructs the clear floor space at the toilet.</i>
Men's Toilet Room- City Hall (Lower Level)	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			
Men's Toilet Room- City Hall (Upper Level Lobby)	20B3	Relocate object to achieve needed maneuvering clearance on the pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			<i>The movable trash can obstructs the maneuvering clearance at the door. Relocate the trash can to below the towel dispenser.</i>
Women's Toilet Room- City Hall (Upper Level Lobby)	20B3	Relocate object to achieve needed maneuvering clearance on the pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			<i>The movable trash can obstructs the maneuvering clearance at the door. Relocate the trash can to below the towel dispenser.</i>
Parking	05A	Stripe an appropriate number of accessible parking stalls and provide appropriate permanent signage. IBC 1106.1	1	0	-			<i>Based on the total number of parking spaces in the east parking lots, 5 accessible parking spaces are required. Currently 4 accessible parking spaces are required.</i>
	05N	Alter the slope of the accessible parking stall and / or access aisle to be no greater than 1:48 (2%) in any direction. ICC / ANSI 502.5	1	0	-			<i>The cross slope of the accessible parking spaces currently exceeds 2%. Consider relocating the accessible parking spaces to the north portion of the parking area and add an accessible route to the entry.</i>

Parking- Curb Cut	07D1	Modify curb cut / ramp to provide a maximum 1:50 (2%) cross slope. ICC / ANSI 406.1	2	0	-				The curb cuts create cross slope along the accessible route from parking.
Veterans Memorial Community Center									
Items to Complete									
Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes	
Corridor- Outside Brightside Room	14G2	Remove, relocate or replace object so it is not a protruding object for persons with visual impairments. ICC / ANSI 307.1	1	100	100	125	3	The "ATM" sign currently protrudes 12" at a height of 74 1/2".	
Drinking Fountains	41A1	Provide a minimum of one drinking fountain that has a 36" spout height accessible for persons using wheelchairs and one standard height drinking fountain with a spout height 38" minimum and 43" maximum for persons who have difficulty bending or stooping.	2	1500	3,000	3,100	3	There are currently an equal number of high and low drinking fountains in the fitness center portion of the building. The community center side currently has 10 "low" drinking fountains (some of which do not provide knee clearance for a forward approach).	
Fitness Center- 2nd Floor	22T	Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3	The towel dispenser (for wiping down equipment after use) is currently at 57".	
Fitness Center- 2nd Floor Studio	22T	Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3		
Fitness Center- Child Care	22T	Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3	The towel dispenser (for wiping down equipment after use) is currently at 52".	
Fitness Center- Equipment Floor	22T	Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3	Currently at 50".	
Fitness Center- Paradise Island	22U	Relocate the existing soap dispenser so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3	Currently at 50".	
	26J	Provide a moveable table with knee clearance below, a minimum 27" high by 30" wide by 19" deep. MN1341 1108.2.8.1, 902	1	200	200	325	3	The tables do not currently provide an integrated position with knee and toe clearance. It may be possible for a wheelchair at the end of the existing tables.	
	22-14G	Eliminate protruding hazard by positioning an object below to direct a person with a visual impairment, using proper cane technique, around the potential hazard. ICC / ANSI 307.1	2	50	100	350	3	The hand/hair dryers currently protrude 10" at a height of 64" in the locker area and 10" at a height of 35" in the sink area.	
Fitness Center- Team Locker Room	22-14G	Eliminate protruding hazard by positioning an object below to direct a person with a visual impairment, using proper cane technique, around the potential hazard. ICC / ANSI 307.1	5	50	250	350	3	The hand/hair dryers currently protrude 10" at a height of 59" in the locker area and 10" at a height of 37 1/2" in the sink area. The sanitary product dispenser currently protrudes 5 1/2" at a height of 37 1/2".	
Fitness Center- Women's Locker Room	22-14G	Eliminate protruding hazard by positioning an object below to direct a person with a visual impairment, using proper cane technique, around the potential hazard. ICC / ANSI 307.1	1	50	50	350	3	The hand dryer currently protrudes 10" at a height of 36".	
Men's Toilet Room- Fitness Center			1	50	50	65	3	Relocate the changing table that is currently in the accessible stall. It is within the required clearance zone of the toilet and obstructs use of the rear grab bar.	
Women's Toilet Room- Adjacent to Community Room 3			1	50	50	65	3	Relocate the changing table that is currently in the accessible stall. It is within the required clearance zone of the toilet and obstructs use of the rear grab bar.	

Fitness Center- Men's Locker Room	22T	Lower the towel dispenser/dryer so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	3	
		Priority 1			-	-		
		Priority 2			-	-		
		Priority 3			\$4,050	\$5,120		
		Priority 4			-	-		
					Total	\$4,050	\$5,120	
Completed								
Gymnastics / Star Fish Pass	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	15	0	-			
Hockey Locker Rooms	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	0	-			
Men's Toilet Room- Rink 1	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	0	-			
Men's Toilet Room- Rink 2	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	0	-			
Toilet Room- 027 (Rink 2)	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	0	-			
Women's Toilet Room- Rink 1	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	0	-			
Women's Toilet Room- Rink 2	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Youth Room	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	3	0	-			
Zamboni Area	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	1	150	150		4	There are currently 6 designated accessible parking spaces near the Community Center / Ice Area entry; 4 of the spaces are served by 5' wide access aisles. At such time the parking lot is re-striped, provide all 8' wide access aisles. Photo 15.
Parking- Community Center	20A	Widen door opening to provide a minimum 32" clear opening. ICC / ANSI 404.2.2	1	1500	1,500		4	The door openings on to the ice currently provide a 30" clear opening and have a 2 1/2" lip. An accessible route on to the ice is possible through the door used by the zamboni. Photo 20.
Rink 1	15P	Modify ramp to provide a compliant intermediate landing where ramp changes direction. ICC / ANSI 405.7	1	6	6		4	The position of the railing reduces the turning space where the ramp changes direction to 55 1/2". Reposition the railing.
Rink 1- Route to Locker Rooms	20A	Widen door opening to provide a minimum 32" clear opening. ICC / ANSI 404.2.2	1	1500	1,500		4	The door openings on to the ice currently provide a 30" clear opening and have a 2 1/2" lip. An accessible route on to the ice is possible through the door used by the zamboni.
Rink 2	20A1	Modify widths of double doors (1 large/1small) to provide a single leaf with a minimum 32" clear opening. ICC / ANSI 404.2.2	1	1500	1,500		4	
Storage 116 (Adjacent to Youth Room)	22B1	Relocate compliant sign to the wall adjacent to latch side of door, 48" minimum to the baseline of the lowest Braille characters and 60" maximum to the baseline of the highest tactile character. ICC/ANSI 703.3.10, 703.4.5	1	40	40		4	
Women's Toilet Room- Adjacent to Community Room 2	22G (MN)	Modify to provide a minimum clearance of 48" in front of the water closet. MN 1341 604.3.1	1	1000	1,000		4	Currently 59" deep overall.
Women's Toilet Room- Adjacent to Parks and Recreation Office	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			

American Legion	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Community Room 1	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Community Room 2	07G	Patch lip at the base of the curb cut / ramp so there is no abrupt rise greater than 1/2". MN1341 302, 303	1	0	-			
Exterior Route- Fitness Center Entry	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- 124 Kitchen	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- Castaway Cover	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- Coconut Hut	40A	Provide compliant directional signage. Minimum character height is 5/8" for signs 40"-70" above the floor (measured to the baseline of the highest character); 2" minimum character height for signs 70"-120" above the floor. ANSI Table 703.2.4	1	0	-			Post a sign near the stairs indicating the location and availability of an elevator.
Fitness Center Lobby- Stairs to Upper Level	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- Paradise Island	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- Staff Office	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	-			
Fitness Center- The Grove Room	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50		4	
Fitness Center- Team Locker Room	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200		4	
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50		4	Relocate the sanitary waste in the 5' stall.
	24B	Modify to provide a compliant roll-in shower, a minimum 30" x 60". ICC / ANSI 608.2	1	1000	1,000		4	Features of accessibility such as size, grab bars, hand shower wand and a bench are currently provided, however they do not comply with the current design guidelines.
	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200		4	
	22Y	Lower urinal so the lip is no higher than 17" above the floor. ICC / ANSI 605.2	1	650	650		4	Currently at 17 1/2".
	24B	Modify to provide a compliant roll-in shower, a minimum 30" x 60". ICC / ANSI 608.2	1	1000	1,000		4	Features of accessibility such as size, grab bars, hand shower wand and a bench are currently provided, however they do not comply with the current design guidelines.

Fitness Center- Men's Locker Room	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	4	
	40D	Provide signage locating the TTY device (Text Telephone). MN1341 1110.7.2	1	30	30	4	<i>Or remove the phone.</i>
Fitness Center- Public Phone	42F	Provide a telephone with a volume control device. ICC / ANIS 704.3	1	50	50	4	<i>Or remove the phone.</i>
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50	3	
Women's Toilet Room- Rink 3	20C	Relocate door and frame to provide needed maneuvering clearance at the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	1500	1,500	4	<i>The door to the employee break room currently provides 16" on the pull side.</i>
Fitness Center- Employee Break Room	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	4	
	24B	Modify to provide a compliant roll-in shower, a minimum 30" x 60". ICC / ANSI 608.2	1	1000	1,000	4	<i>Features of accessibility such as size, grab bars, hand shower wand and a bench are currently provided, however they do not comply with the current design guidelines.</i>
Fitness Center- Family Locker Room	26C1	Provide a 4-legged, Parson-style table that is sturdy to provide support for individuals who use the table edge for balance when standing or sitting. MN1341 1108.2.8.1, 902	1	400	400	4	
Community Room 2	22F7 (MN)	In the ambulatory accessible toilet stall (36" wide), install compliant vertical grab bars on both side walls of the water closet. MN 1341.0460, Subpart 4, Figure 29b	1	400	400	3	<i>In the ambulatory (36") stall.</i>
Women's Toilet Room- Fitness Center	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	3	<i>In the ambulatory (36") stall.</i>
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	3	<i>In the 5' stall.</i>
	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	500	500	3	<i>The lavatory counter is currently at 35".</i>
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50	3	<i>In the 5' stall.</i>
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50	3	
Women's Toilet Room- Rink 1			1	0	-	1	<i>A movable pool lift is currently available. Ensure that the lift is in working order and that staff is trained in its use.</i>
Fitness Center- Pools and Spa							

	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	2	<i>The TV currently protrudes 73 1/2" at a height of 26".</i>
Fitness Center Lobby- Adjacent to Pool Entry							
	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	2	<i>The underside of the stairs currently creates a protruding hazard. Position an object below the stairs (possibly trash/recycling or lost and found table) to direct around the stairs.</i>
Fitness Center Lobby- Stairs to Upper Level							
	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	2	<i>The underside of the stairs in the pool area are currently a protruding hazard.</i>
Fitness Center- Pool							
	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	2	<i>The first aid box currently protrudes 7" at a height of 45 1/2". The trash is positioned below the first aid box. Ensure the trash (or some other object) remains below the first aid box.</i>
Fitness Center- Staff Office							
			1	0	-	2	<i>The space used for gymnastics was packed with stuff at the time of site inspection. There was no circulation space. Work with participants (or parents/guardians) to rearrange equipment to provide circulation routes.</i>
Gymnastics / Star Fish Pass							
	26B	Provide a portable assistive listening system with signage. IBC 1108.2.6	1	1200	1,200	2	
Rink 1- Spectator Seating							
	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	1000	1,000	3	<i>The concession counter is currently at 37 1/2".</i>
Arena Lobby- Concession Counter	66B	Identify accessible viewing positions on the pool deck. IBC 1108.2	1	0	-	3	<i>Identify wheelchair viewing positions that provide companion seating.</i>
Fitness Center- 2nd Floor Pool Viewing	35D	In the changin/locker room, provide a bench, 20"-24" deep x 48" long, fixed to the wall or with a back along the longer dimension. The bench is to be mounted 17"-19" above the floor at the accessible dressing room and provide clear floor space at the end	1	200	200	3	<i>Photo 13. Update: New benches have been provided, they provide the proper depth but they are positioned in the middle of the room and do not have backs.</i>
Fitness Center- Family Locker Room	22-14G	Eliminate protruding hazard by positioning an object below to direct a person with a visual impairment, using proper cane technique, around the potential hazard. ICC / ANSI 307.1	1	50	50	3	<i>The hand/hair dryers currently protrude 10" at heights of 59" and 66".</i>
Fitness Center- Men's Locker Room	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	3	<i>In the accessible shower stall.</i>
	22F4	At the ambulatory accessible toilet stall (36" wide), re-hinge the accessible stall door to swing "out" of the toilet stall. ICC / ANSI 604.9.3	1	50	50	3	
Fitness Center- Women's Locker Room	22F7 (MN)	In the ambulatory accessible toilet stall (36" wide), install compliant vertical grab bars on both side walls of the water closet. MN 1341.0460, Subpart 4, Figure 29b	1	400	400	3	

	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	<i>In the accessible shower stall.</i>
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	<i>In the 5' stall.</i>
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50		3	<i>Relocate the toilet paper dispenser to below the horizontal grab bar in the ambulatory (36") accessible stall.</i>
	24E	Provide a compliant hand-held shower unit. ICC / ANSI 608.5, 608.6	1	475	475		3	<i>Repair the damaged hand held shower wand.</i>
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
Men's Toilet Room- Adjacent to Community Room 2	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50		3	
	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
Men's Toilet Room- Adjacent to Parks and Recreation Office	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50		3	
Women's Toilet Room- Adjacent to Parks and Recreation	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
Women's Toilet Room- Adjacent to Community Room 2	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50		3	
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50		3	
	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	

	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341.6	1	50	50		3	
Toilet Room- 027 (Rink 2)	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
Fitness Center- Team Locker Room	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	500	500		3	<i>The lavatory counter is currently at 35", the rim of the sink is above the counter at 36".</i>
	22U	Relocate the existing soap dispenser so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50		3	
	24E	Provide a compliant hand-held shower unit. ICC / ANSI 608.5, 608.6	1	475	475		3	<i>Replace the missing hand held shower wand.</i>
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341.6	1	50	50		3	
Men's Toilet Room- Rink 2	24.1	Provide a fully compliant shower room. IBC 1109.2	1	5000	5,000		3	<i>Add a bench and a hand held shower wand to create an accessible transfer shower.</i>
Officials Room	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	1000	1,000		3	<i>The counter is currently at 38".</i>
Parks and Recreation Office	26K	Provide companion seating adjacent to each accessible viewing position. Ensure companion seating is located to provide shoulder alignment with the wheelchair space occupant. ANSI 802.7	1	500	500		3	<i>There is currently space for wheelchair viewing positions at the glass, but companion seating is not provided.</i>
Rink 1- Spectator Seating	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341.6	1	50	50		3	
Men's Toilet Room- Rink 1	22F2 (MN)	As the fixture count in the male companion toilet room is greater than or equal to six (combination of stalls and urinals), the female toilet room must also provide an ambulatory accessible toilet stall, even if the fixture count in the female toilet room	1	1350	1,350		3	
Men's Toilet Room- Fitness Center	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	500	500		3	<i>The lavatory counter is currently at 35".</i>
	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	
Construction Required - Incomplete								
Men's Toilet Room- Rink 1	22C2 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 42" between the lavatory and the center of the water closet. ANSI 604.3.2	1	0	-			<i>Currently provides 26".</i>
Men's Toilet Room- Rink 2	22C2 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 42" between the lavatory and the center of the water closet. ANSI 604.3.2	1	0	-			<i>The urinal currently overlaps the clearance for the toilet.</i>

Toilet Room- 027 (Rink 2)	22C2 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 42" between the lavatory and the center of the water closet. ANSI 604.3.2	1	0	-			The urinal currently overlaps the clearance for the toilet.
Women's Toilet Room- Rink 1	22C2 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 42" between the lavatory and the center of the water closet. ANSI 604.3.2	1	0	-			Currently provides 26".
Women's Toilet Room- Rink 2	22G (MN)	Modify to provide a minimum clearance of 48" in front of the water closet. MN 1341 604.3.1	1	0	-			
Women's Toilet Room- Adjacent to Community Room 2			2	0	-			The men's and women's locker rooms each provide a sauna. At such time the sauna is modified, provide a turning space (60" circle or T-turn) and an accessible bench.
Fitness Center- Sauna	22G (MN)	Modify to provide a minimum clearance of 48" in front of the water closet. MN 1341 604.3.1	1	0	-			Currently 59" deep overall. Photo 22.
Men's Toilet Room- Adjacent to Parks and Recreation Office	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	0	-			The lavatory counter is currently at 35", the rim of the sink is above the counter at 36". Photo 12. Update: 1 of the sinks currently provided at 34".
Fitness Center- Child Care	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	500	500		3	The lavatory counter is currently at 35".
Women's Toilet Room- Adjacent to Parks and Recreation Office	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	1000	1,000		4	The counter is currently at 42". A clip board is currently available.
Fitness Center- Women's Locker Room	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
National Guard Armory - Incomplete								
Men's Toilet Room- Armory	22K3 (MN)	Install a compliant rear wall grab bar. MN 1341 604.5.2	1	200	200		3	Replace the rear wall grab bar with one that is 36" minimum.
	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	
Women's Toilet Room- Armory	22J	Provide stall door hardware that does not require grasping, pinching or twisting to operate. ICC ANSI 309.4	1	50	50		3	
	22K3 (MN)	Install a compliant rear wall grab bar. MN 1341 604.5.2	1	200	200		3	Replace the rear wall grab bar with one that is 36" minimum.
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50		3	
	22Z	Provide a coat hook positioned so the highest operable part is no higher than 48". ICC / ANSI 604.11	1	50	50		3	
	14G2	Remove, relocate or replace object so it is not a protruding object for persons with visual impairments. ICC / ANSI 307.1	1	100	100		3	The coat rack currently protrudes 15" at a height of 64".
Armory- Corridor	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	1	150	150		4	There are currently 5 designated accessible parking spaces near the Armory entry; none of the spaces currently provides an 8' wide access aisles (2 served by 6' aisle, 3 served by 5' aisle).
Parking- Armory	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	1000	1,000		4	The counter is currently at 40". Verify if used.

Armory- 128	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	0	0			
Inver Wood Golf Course								
Items to Complete								
Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Concession Counter	25C	Modify the self-service shelves and dispensing devices for dishes, condiments, food and beverages to be within reach ranges. ANSI 904.5	1	500	500	1,200	2	The dispenser for fountain pop is currently at 55". Until such time the dispenser is lowered, provide service.
East Entry	11B	Provide signage directing persons to and identifying the accessible entrance. IBC 1110.6	1	30	30	65	2	Currently an 8" rise at this entry.
Handicap Registration Station	29A	Provide a minimum of one computer station on an accessible permanent or movable table / counter. The top height of the surface is to be 28"-34" above the floor, with knee clearance a minimum 27" high by 30" wide x 19" deep. ICC / ANSI 902.2	1	200	200	650	3	The Handicap Registration Station (computer) is currently at 43".
Women's Toilet Room	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	150	3	
	22J	Provide stall door hardware that does not require grasping, pinching or twisting to operate. ICC ANSI 309.4	1	50	50	350	3	
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50	65	3	
		Priority 1			-	-		
		Priority 2			\$530	\$1,265		
		Priority 3			\$350	\$565		
		Priority 4			-	-		
		Total			\$880	\$1,830		
Completed								
Driving Range			1	0	-		2	The range balls are distributed through a vending machine. Currently the highest operable part on the vending machine is at 52". Negotiate with the vending machine provider for a machine with operable parts no higher than 48".
Main Entry	08B	Modify walkway to provide a maximum 1:20 (5%) slope. MN 1341 403.5.3	1	10000	10,000		2	The slope leading up to the main entry is currently 9.1%.
Parking- Clubhouse	05E	Provide a permanent, upright sign identifying each designated accessible parking stall, centered at the head end of the parking space and mounted 60"-66" above the floor (measured to the bottom of the sign). MN1341 502.7	2	250	500		2	Currently 2 of the accessible spaces do not have a sign.
	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	1	150	150		2	There are currently 3 spaces designated as accessible near the clubhouse. Each of the spaces is 8' wide with an adjacent 5' wide access aisle.
Main Entry	08A1 (MN)	Widen walkway to provide a minimum width of 48". MN 1341 403.5.3	1	500	500		3	The bollards positioned on the sidewalk connecting the main entry to the cart pick-up reduces the clear width to 26". OR remove the bollard.
Men's Toilet Room	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50		3	

	22J	Provide stall door hardware that does not require grasping, pinching or twisting to operate. ICC ANSI 309.4	1	50	50		3	
Parking- Driving Range	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	1	150	150		3	<i>There are currently 3 spaces designated as accessible near the driving range. Each of the spaces is 12' wide. One space has an adjacent access aisle.</i>
Corridor to Locker Rooms	20C3	Relocate object to achieve needed maneuvering clearance on the push side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-		4	<i>The trash can currently obstructs the clearance on the push side of the door. The door is currently propped in the "open" position.</i>
Parking	05A	Stripe an appropriate number of accessible parking stalls and provide appropriate permanent signage. IBC 1106.1	1	400	400		4	<i>Based on the total number of parking spaces (268, including accessible parking) 7 accessible parking spaces are required. Currently 6 accessible parking spaces are provided.</i>
Women's Locker Room			1	0	-		4	<i>Create an accessible changing room, including turning space and an accessible bench. Based on the size of the room, providing an accessible changing room is technically infeasible.</i>
Construction Required - Incomplete								
Men's Locker Room			1	0	-			<i>Create an accessible changing room, including turning space and an accessible bench. Based on the size of the room, providing an accessible changing room is technically infeasible.</i>
Men's Toilet Room	22E1	Enlarge to provide a fully compliant 60" minimum wide toilet stall. (Currently an alternate stall is provided). MN 1341 604.3.1	1	0	-			<i>There are only 2 fixtures in this toilet room. It is not technically feasible to create a 5' stall at this location.</i>
Women's Toilet Room	22E1	Enlarge to provide a fully compliant 60" minimum wide toilet stall. (Currently an alternate stall is provided). MN 1341 604.3.1	1	0	-			<i>There are only 2 fixtures in this toilet room. It is not technically feasible to create a 5' stall at this location.</i>
Concession Counter	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	0	-			<i>The counter is currently at 37".</i>
Pro Shop	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	0	-			<i>The counter is currently at 48".</i>
Cart Pick-up	07E	Modify curb cut / ramp to provide a minimum width of 36". MN1341 406.4	1	0	-			<i>The bollard in the curb cut reduces the clear width to 29".</i>
	08G	Provide an accessible route to an entry. Provide a fully compliant ramp. IBC 1104.1 and 1104.2	1	0	-			<i>There are currently 5 exterior stairs between the pro shop and the cart pick-up.</i>
Public Works								
Items to Complete								
Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Men's Toilet Room- 1st Floor	22A3	Remove the sign displaying the International Symbol of Accessibility as this toilet room is NOT accessible, or is not fully accessible. Install directional signage identifying the location of the nearest accessible toilet room. MN 1341 1110.2	1	50	50	65	2	<i>Note: there is not currently an accessible toilet room in this building.</i>
	22D	Remove interior partitions to create a single use toilet room. It is recommended that a privacy lock be installed. ICC / ANSI 603.2	1	1500	1,500	1,500	2	<i>This location currently provides an alternate (36") stall with "L" grab bars. If the stall partition was removed, this could become a single-user, accessible toilet room.</i>
	22Q	Insulate or otherwise protect exposed pipes at lavatory. ICC / ANSI 606.6	1	50	50	125	2	
Women's Toilet Room- 1st Floor	22-20B1	Remove / relocate / replace moveable object to provide needed maneuvering clearance on the pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	50	50	100	2	<i>The vanity currently obstructs the pull approach.</i>

		Remove the sign displaying the International Symbol of Accessibility as this toilet room is NOT accessible, or is not fully accessible. Install directional signage identifying the location of the nearest accessible toilet room.							
	22A3	MN 1341 1110.2	1	50	50	65	2	<i>Note: there is not currently an accessible toilet room in this building.</i>	
	22Q	Insulate or otherwise protect exposed pipes at lavatory. ICC / ANSI 606.6	1	50	50	125	2		
	22U	Relocate the existing soap dispenser so the highest operable part is no higher than 48" (44" maximum if located above lavatory or counter). ANSI 308	1	50	50	65	2	<i>Currently at 52".</i>	
	22V	Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor. MN 1341 603.3	1	300	300	450	2	<i>Currently at 41 1/2".</i>	
1st Floor- Stairwell	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	175	3	<i>The underside of the stairs currently creates a protruding hazard.</i>	
Janitor's Closet- 1st Floor	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Lunch Room- 2nd Floor	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Men's Toilet Room- 2nd Floor	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	3	<i>Note: there is not currently an accessible toilet room in this building.</i>	
	22S	Modify the foot activated wash basin to provide hand operated controls, automatic sensor, or replace with or add a wall hung fully compliant lavatory. ICC / ANSI 309.4, 606.4	1	450	450	1,200	3		
Meter Shop	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Parts Department	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	3		
	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Private Offices	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	4	250	1,000	2,500	3		
Sign Shop	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	3		
	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Storage- 2nd Floor (In Lunch Room)	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		
Wood Shop	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3		

Drinking Fountains	41A1	Provide a minimum of one drinking fountain that has a 36" spout height accessible for persons using wheelchairs and one standard height drinking fountain with a spout height 38" minimum and 43" maximum for persons who have difficulty bending or stooping.	1	1500	1,500	1,750	4	
Lunch Room- 2nd Floor	20B1	Relocate object to achieve needed maneuvering clearance on the pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	50	50	65	4	The drinking fountain currently obstructs the pull side maneuvering clearance.
Storage- 2nd Floor (In Lunch Room)	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	4	
		Priority 1			-	-		
		Priority 2			\$2,100	\$2,495		
		Priority 3			\$2,365	\$5,695		
		Priority 4			\$1,800	\$2,465		
		Total			\$6,265	\$10,655		
Construction Required - Incomplete								
2nd Floor	14D2	Relocate program as necessary to an accessible location to provide program access. MN 1341 1104.4	1	0	-			There is not currently an accessible route to the 2nd floor. Relocate all activities scheduled to take place on 2nd floor to an accessible location.
1st Floor- Route to stairs / toilet rooms	20B	Re-hinge / relocate door to provide needed maneuvering clearance on the latch pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			Currently provides 10". There is an alternate route, through the garage, available.
Reception Desk	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	0	-			The reception desk (furnishing, not built in) is currently at 43".
Lunch Room- 2nd Floor	25J9	Create an accessible kitchen, including: roll under work surface, roll under sink, range with front or side controls, and compliant clearances. ANSI 804	1	0	-			
Parking	05E	Provide a permanent, upright sign identifying each designated accessible parking stall, centered at the head end of the parking space and mounted 60"-66" above the floor (measured to the bottom of the sign). MN1341 502.7	2	0	-			
	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	2	0	-			There are currently 2 designated accessible parking spaces. The spaces are 10' wide and 9' wide and neither has an adjacent access aisle. Based on the total quantity of parking provided, a total of 2 accessible spaces are required (they can share a 8' wid
Men's Toilet Room- 2nd Floor	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			There is not currently a men's shower on 1st floor.
Women's Toilet Room- 1st Floor	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			
Women's Toilet Room- 1st Floor	22E	Enlarge to provide a fully compliant 60" minimum wide toilet stall. MN 1341 604.3.1	1	0	-			The room currently provides an alternate (36") stall with "L" grab bars. There is also a shower in the room that is not currently accessible. In order to provide an accessible toilet facility and accessible shower facility, this would likely need to becom
	22P5	Lower lavatory so top edge is no higher than 34" AFF. ICC / ANSI 606.3	1	0	-			The rim of the sink is currently at 34 1/2".
Meter Shop	27A	Provide clear floor space at sink. Ensure clear floor space is centered on sink. ICC / ANSI 606.2	1	350	350		4	The utility sink is not currently accessible; it is too high and located in the corner so a parallel approach is not possible.
Water Treatment								
Items to Complete								

Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Conference Room- 320	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	1	45	45	65	3	2nd entry, there is a sign at the primary entry.
Corridor 202 (Adjacent to Fluoride Room 204)	14G1	Eliminate protruding hazard by installing end panels or other object to direct a person with visual impairments using proper cane technique around the potential hazard. ICC / ANSI 307.1	1	200	200	350	3	The shelf and phone currently protrude 11" at a height of 48".
Men's Toilet Room- Upper Level 309	22D	Remove interior partitions to create a single use toilet room. It is recommended that a privacy lock be installed. ICC / ANSI 603.2	1	1500	1,500	1,500	3	If the interior stall partition was removed, this would be an accessible toilet room location. Directional signs to an accessible toilet room are currently posted.
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	350	3	
	22K6 (MN)	Remove the existing grab bar configuration and replace with a compliant grab bar configuration. MN 1341 604.5.1 ANSI 604.5.2	1	400	400	650	3	The side horizontal grab bar is currently 4 1/2" from the side wall.
Unisex Toilet Room- Main Level 216	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	350	3	
Women's Toilet Room- Upper Level 318	22D	Remove interior partitions to create a single use toilet room. It is recommended that a privacy lock be installed. ICC / ANSI 603.2	1	1500	1,500	1,500	3	If the interior stall partition was removed, this would be an accessible toilet room location. Directional signs to an accessible toilet room are currently posted.
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	350	3	
Conference Room- 319	26B	Provide a portable assistive listening system with signage. IBC 1108.2.6	1	1200	1,200	2,500	4	The existing audio amplification system is not currently used.
Intercom System @ Entry	47B	Replace and/or reposition the system's control mechanism to be mounted no higher than 48" above the floor. ICC/ANSI 308.2, 308.3	1	150	150	750	4	The intercom is currently at 52".
Unisex Toilet Room- Main Level 216	22V	Install a full-height mirror or provide a mirror where the bottom of the reflective surface is no higher than 40" above the floor. MN 1341 603.3	1	300	300	750	4	Currently at 41".
		Priority 1			-	-		
		Priority 2			-	-		
		Priority 3			\$3,795	\$5,115		
		Priority 4			\$1,650	\$4,000		
		Total			\$5,445	\$9,115		
Construction Required - Incomplete								
Chlorinator Room- 209	20P	Lower the window in the door (or the sidelite) so the bottom is at 43" maximum. ICC / ANSI 404.2.10	1	0	-			The glass in the door is currently at 48". It is possible to view from the exterior.
Pipe Room- 213	20P	Lower the window in the door (or the sidelite) so the bottom is at 43" maximum. ICC / ANSI 404.2.10	1	0	-			The glass in the door is currently at 49 1/2". The doors can be propped open for tours.
Polymer Room- 212	20P	Lower the window in the door (or the sidelite) so the bottom is at 43" maximum. ICC / ANSI 404.2.10	1	0	-			The glass in the door is currently at 49 1/2". The doors can be propped open for tours.
Potassium Room- 211	20P	Lower the window in the door (or the sidelite) so the bottom is at 43" maximum. ICC / ANSI 404.2.10	1	0	-			The glass in the door is currently at 49 1/2". The doors can be propped open for tours.
Meter Room- 214	20P	Lower the window in the door (or the sidelite) so the bottom is at 43" maximum. ICC / ANSI 404.2.10	1	0	-			The glass in the door is currently at 49 1/2". The doors can be propped open for tours.

Splitter Room- 310			1	0	-			There is not currently an accessible route to view the splitter on a guided tour. Consider adding mirrors to allow for viewing from an accessible location.
Blower Mechanical Room- 203	14E1	Remove / relocate / modify object to provide a minimum clear width of 36". ICC / ANSI 403.5	1	0	-			The clear width is reduced to 25" by the equipment.
Conference Room- 319	27B	Modify / replace sink and / or counter so rim is no higher than 34". ICC / ANSI 606.3	1	1000	1,000		3	The sink is currently at 36".
Lunch Room- 320	25J9	Create an accessible kitchen, including: roll under work surface, roll under sink, range with front or side controls, and compliant clearances. ANSI 804	1	7000	7,000		3	
Parking	05H	Stripe to provide an accessible parking stall that is 8' wide with an adjacent 8' access aisle. It is preferred that the access aisle be located on the passenger side of the vehicle. MN 1341 502.4.2	1	150	150		4	There is currently 1 designated accessible parking space. The space is 10' wide with an adjacent 5'-9" wide access aisle. Re-stripe to provide an 8' wide minimum space with an 8' wide minimum access aisle.
Fire Station #1								
Items to Complete								
Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Unisex Toilet Room- 2nd Floor	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	2	
2nd Floor- Enclosed Stairwells	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	2	250	500	1,500	3	
	40H	At exit stairway, provide a sign raised and Braille characters with the word "EXIT". IBC 1011.3	2	30	60	65	3	
Corridor- 2nd Floor	14G	Eliminate protruding hazard by positioning an object below. This will create a detectable object to direct a person with a visual impairment using proper cane technique around the protruding object. ICC / ANSI 307.1	1	50	50	100	3	The coat rack currently protrudes 14 1/2" at a height of 60".
Emergency Phone	42B	Relocate the existing telephone to a location where clear floor space is available or remove obstruction that obstructs the clear floor space at the telephone. ICC / ANSI 604.2.1	1	100	100	300	3	The exterior emergency phone is currently at 52" and not located on an accessible route.
Hose Tower	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	3	
Men's Toilet Room	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	3	Ensure the new sign is located on the wall, adjacent to the latch side of the door.
	22H1	Provide staple style pulls on both sides of the accessible stall door near the latch. ANSI 604.8.3	1	50	50	300	3	
	22Q	Insulate or otherwise protect exposed pipes at lavatory. ICC / ANSI 606.6	1	50	50	250	3	
Offices	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	14	250	3,500	650	3	
	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	12	45	540	850	3	

Unisex Toilet Room- 2nd Floor	22-20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever, push pull, etc. ICC / ANSI 404.2.6	1	250	250	650	3	
Women's Toilet Room			1	0	-		3	Consider designating this location a unisex accessible toilet room and leaving the companion men's toilet room 'as is'.
Women's Toilet Room	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	3	Ensure the new sign is located on the wall, adjacent to the latch side of the door.
	22K6 (MN)	Remove the existing grab bar configuration and replace with a compliant grab bar configuration. MN 1341 604.5.1 ANSI 604.5.2	1	400	400	650	3	
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50	65	3	
	22Q	Insulate or otherwise protect exposed pipes at lavatory. ICC / ANSI 606.6	1	50	50	65	3	
	22W2	Relocate the sanitary product receptacle in the accessible stall. The sanitary product receptacle should be located 1 1/2" minimum below the horizontal grab bar and 18" minimum above the floor and 12"-40" from the rear wall. MN 1341 604.7	1	50	50	65	3	
Drinking Fountains	41A1	Provide a minimum of one drinking fountain that has a 36" spout height accessible for persons using wheelchairs and one standard height drinking fountain with a spout height 38" minimum and 43" maximum for persons who have difficulty bending or stooping.	1	1500	1,500	1,800	4	There is 1 drinking fountain on the 1st floor at 33" with a parallel approach. There is 1 drinking fountain on the 2nd floor at 42".
		Priority 1			-	-		
		Priority 2			\$50	\$65		
		Priority 3			\$5,980	\$6,290		
		Priority 4			\$1,500	\$1,800		
		Total			\$7,530	\$8,155		
Completed								
Parking	05A	Stripe an appropriate number of accessible parking stalls and provide appropriate permanent signage. IBC 1106.1	1	400	400		2	There are currently 20 parking spaces, there are no spaces designated as accessible.
Construction Required - Incomplete								
Unisex Toilet Room- 2nd Floor	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
To Apparatus Area	14M1	Modify interior route to provide a maximum slope of 1:20 (5%) ADAAG 4.3.7	1	0	-			
	20B	Re-hinge / relocate door to provide needed maneuvering clearance on the latch pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			The door between the lobby and the apparatus area does not currently provide maneuvering clearance on the pull side.
Resource Library	20C3	Relocate object to achieve needed maneuvering clearance on the push side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			
	27B	Modify / replace sink and / or counter so rim is no higher than 34". ICC / ANSI 606.3	1	0	-			Currently at 36".f
Hose Tower	14D4	Provide a compliant ramp at change in level. MN 1341 402.2	1	0	-			

Corridor (to rear entry vestibule)	20B	Re-hinge / relocate door to provide needed maneuvering clearance on the latch pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			
Women's Toilet Room	22C2 (MN)	Relocate the lavatory or enlarge the room to provide a minimum 42" between the lavatory and the center of the water closet. ANSI 604.3.2	1	0	-			Currently provides 29".
Men's Toilet Room	22-20B	Re-hinge / relocate door to provide needed maneuvering clearance on the latch pull side of the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			
	22E	Enlarge to provide a fully compliant 60" minimum wide toilet stall. MN 1341 604.3.1	1	0	-			Currently has an ambulatory (36") stall with "L" grab bars.
Lobby / Secretary	21A1	Lower a minimum 36" wide section of counter to a maximum height of 36" above the floor. ICC ANSI 904.3	1	0	-			Currently at 42 1/2" (furnishing, not built in).
2nd Floor	14D2	Relocate program as necessary to an accessible location to provide program access. MN 1341 1104.4	1	0	-			There is not currently an accessible route to the 2nd floor.
Kitchen	25J9	Create an accessible kitchen, including: roll under work surface, roll under sink, range with front or side controls, and compliant clearances. ANSI 804	1	0	-			

Fire Station #3

Items to Complete

Location	Keynote #	Solution	Quantity	Unit Cost	2011 Cost Estimate	2022 Cost Estimate	Priority Level	Notes
Entry	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	1	This is not the main/public entry, but it is the location with the keypad/lock.
Interior Doors	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	13	250	3,250	8,600	3	
	40B	Provide compliant raised and Braille permanent room identification signage. MN 1341 1110.2	7	45	315	500	3	
Unisex Toilet Room- 2	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	3	
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50	65	3	
Unisex Toilet Room- 3	22B	Install signage with appropriate raised and Braille lettering. MN 1341 1110.2	1	40	40	65	3	
	22L (MN)	Reposition the toilet paper dispenser so it is located below the horizontal grab bar. Operable parts should be located within an area 12" -40" from the rear wall, and 18" minimum above the floor and 1 1/2" minimum below the horizontal grab bar. MN 1341 6	1	50	50	65	3	
Meeting Room- Storage	20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever. ICC / ANSI 404.2.6	1	250	250	650	4	

Men's Bathroom- Lower Level	22-20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever, push pull, etc. ICC / ANSI 404.2.6	1	250	250	650	4	
	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	4	
Women's Bathroom- Lower Level	22-20D	Provide door hardware that does not require grasping, pinching or twisting to operate, such as lever, push pull, etc. ICC / ANSI 404.2.6	1	250	250	650	4	
	22A2	Install directional signage to the nearest accessible toilet room. MN 1341 1110.2, 1113.10.3.3	1	50	50	65	4	
		Priority 1			\$250	\$650		
		Priority 2			-	-		
		Priority 3			\$3,745	\$9,360		
		Priority 4			\$850	\$2,080		
		Total			\$4,845	\$12,090		
Construction Required - Incomplete								
Men's Bathroom- Lower Level	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
	22-20A	Widen door opening to provide a minimum 32" clear opening. ICC / ANSI 404.2.2	1	0	-			
Men's Bathroom- Lower Level	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			<i>There are currently 2 shower stalls.</i>
To Apparatus Area	14M1	Modify interior route to provide a maximum slope of 1:20 (5%) ADAAG 4.3.7	1	0	-			
Unisex Toilet Room- 1	22Y	Lower urinal so the lip is no higher than 17" above the floor. ICC / ANSI 605.2	1	0	-			<i>The urinal is currently at 25". Because there is only 1 other fixture, the urinal is not required to be accessible.</i>
Women's Bathroom- Lower Level	22.1	Upgrade toilet room to be fully accessible. IBC 1109.2	1	0	-			
	22-20A	Widen door opening to provide a minimum 32" clear opening. ICC / ANSI 404.2.2	1	0	-			
	24.1	Provide a fully compliant shower room. IBC 1109.2	1	0	-			<i>There is currently 1 shower stall. Photo 7.</i>
Unisex Toilet Room- 2	22-20C	Relocate door and frame to provide needed maneuvering clearance at the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			<i>The door currently has 42" dept on the pull side (54" minimum required).</i>
Unisex Toilet Room- 1	22-20C	Relocate door and frame to provide needed maneuvering clearance at the door. ICC / ANSI 404.2.3, Table 404.2.3.1	1	0	-			<i>The door currently has 42" dept on the pull side (54" minimum required).</i>
Meeting Room	25J9	Create an accessible kitchen, including: roll under work surface, roll under sink, range with front or side controls, and compliant clearances. ANSI 804	1	0	-			
Dispatch	14D4	Provide a compliant ramp at change in level. MN 1341 402.2	1	0	-			<i>There is currently a 6" step in to the dispatch room.</i>
Lower Level	14D2	Relocate program as necessary to an accessible location to provide program access. MN 1341 1104.4	1	0	-			<i>There is not currently an accessible route to the lower level weight room and bathrooms (includes showers).</i>
Upper Level	14D2	Relocate program as necessary to an accessible location to provide program access. MN 1341 1104.4	1	0	-			<i>There is not currently an accessible route to the upper level lounge area.</i>

Request for Council Action

SUBJECT: **Resolution Approving the 2023-2027 Public Works Capital Improvement Plan (CIP)**

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the 2023-2027 Public Works Capital Improvement Plan (CIP).

BACKGROUND

The 2023-2027 Public Works Capital Improvement Plan (CIP) serves as a finance planning document for the City and guides capital investment in the community. The Council received an overview of the proposed Public Works CIP projects for 2023-2027 at two separate meetings over the past two months. At the September 19 Council work session, the proposed CIP street projects were presented and discussed. At the October 24 Council meeting, projects related to the City's water, sanitary sewer, and stormwater utilities were presented and discussed. Additionally, at the November 14 City Council meeting, the Council approved a resolution supporting the Draft 2023-2027 Dakota County CIP, which has been correlated with the City's CIP for partner projects between Dakota County and the City of Inver Grove Heights.

A few minor adjustments to the CIP have been made since the draft CIP was first presented on September 19 to correlate project costs, funding sources, and programmed project years with the Dakota County CIP, feasibility reports that have been received and adopted for the 2023 Pavement Initiative Projects, and the City's final budgets for 2023. These adjustments include:

- Reduction in the anticipated City cost share responsibility for Dakota County scoping studies involving 70th Street (TH 3 to Babcock Trail) (2023) and 80th Street (Babcock Trail to Bowman) (2024).
- Addition of Preliminary Engineering in partnership with Dakota County for the Argenta/I-494 Interchange (2023) and Argenta/TH 55 Interchange (2026).
- Shifting the Babcock Trail Safe Routes to School project (2023-2025) to the "Unprogrammed" category due to postponement/removal from Dakota County's CIP.
- Adjustment of costs for 2023 Pavement Management Initiative projects based on recently adopted feasibility report cost estimates, and inclusion of South St. Paul as a funding source.
- Shifting of costs previously listed under the "Pavement Management Fund" to "Unfunded Costs" associated with the 117th Street reconstruction project.
- Adjustment of Babcock Trail (Upper 55th St. to I-494) trail/sidewalk installation project from 2026-2027 to 2024-2025, due to pending advancement of Regional Solicitation grant funding.

- Addition of fund numbers to the Funding Source breakdown tabulations.

The 2023-2027 Public Works CIP was presented to the Planning Commission at their November 15 meeting, and a Resolution finding it in compliance with the City's Comprehensive Plan was adopted, as is required per Minnesota Statute Section 462.356. A copy of this resolution is attached for reference.

FISCAL IMPACT

As proposed, the project costs shown in the 2023-2027 Public Works CIP have been accounted for in 2023 budgeting efforts associated with the Pavement Management Funds and all Utility Funds (water, sanitary sewer, and stormwater capital funds). Approval of the 2023-2027 Public Works CIP will allow staff to finalize these budgets for final Council review and consideration at the December 5 Council work session and December 12 Council meeting.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, adopting the 2023-2027 Public Works Capital Improvement Plan.

ATTACHMENTS

1. Resolution - Public Works CIP (2023-2027)
2. FINAL Public Works CIP (2023-2027)
3. Planning Commission Resolution (PC 2022-02)

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND ADOPTING THE 2023 – 2027 PUBLIC WORKS
CAPITAL IMPROVEMENT PLAN (CIP)**

WHEREAS, City Public Works Staff have prepared a five-year Public Works Capital Improvement Plan (CIP) for the period of 2023-2027; and

WHEREAS, the Council received an overview of the proposed five-year Public Works CIP at the September 19, 2022 Council work session and October 24 Council meeting; and

WHEREAS, staff have accounted for the project costs and funding sources as provided for in the five-year Public Works CIP in budgeting efforts for the 2023 budget associated with pavement management, water utility, sanitary sewer utility, and stormwater utility funds; and

WHEREAS, pursuant to the provisions of Minn. Stat. Sec. 462.356, subd. 2, no capital improvement may be authorized by the City until after the City's planning agency has reviewed the proposed capital improvement and reported in writing to the governing body its findings as to compliance of the proposed improvement with the City's Comprehensive Plan; and

WHEREAS, the Planning Commission received the proposed five-year Public Works CIP for the period of 2023-2027 at its meeting on November 15, 2022, and has found it to be consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan

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

1. The City Council hereby receives and accepts Planning Commission Resolution 2022-02, finding that the proposed five-year Public Works Capital Improvement Plan for the period of 2023-2027 is consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan.
2. The City Council hereby approves and adopts the five-year Public Works Capital Improvement Plan for the period of 2023-2027.

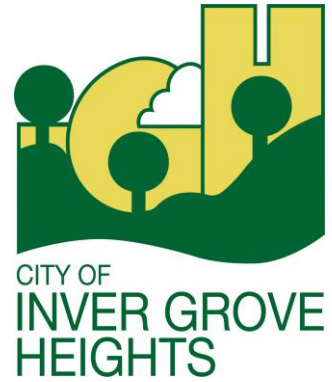
Adopted by the City Council of the City of Inver Grove Heights this 28th day of November 2022.

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Memo



TO: City Council
FROM: Brian Connolly, Public Works Director
CC: Kris Wilson, City Administrator
Amy Hove, Finance Director
DATE: November 28, 2022
RE: **FINAL VERSION FOR ADOPTION**
Public Works Five-Year Capital Improvement Plan (2023-2027)

Introduction

The City of Inver Grove Heights Public Works staff have prepared this Capital Improvement Plan (CIP) to help guide capital improvement decisions brought before the City Council in conjunction with annual budget discussions. This version of the CIP is focused on capital improvements associated primarily with the Public Works Department (Engineering, Streets, and Utilities) for the years 2023 through 2027. City staff recommend continued refinement in future years to include capital improvements associated with other departments, including Parks and Recreation, Police, and Fire.

The CIP is an important part of the implementation of specific projects. The CIP is a key document in developing budgets, utility rates, and fees defined within City Code. Prior to implementing projects, the City Council will be asked to consider individual project details and funding sources. Official Council actions to approve specific projects are required through annual budget appropriations or projects as governed by the City's procurement policies and State Statutes.

Purpose

This CIP includes the scheduling of public improvements for the community over a five-year period, taking into consideration the community's financial capabilities as well as its goals and priorities. The CIP is consistent with the City's Comprehensive Plan, and endeavors to include projects with City funding participation associated with the five-year CIP of Dakota County's Transportation Department, project priorities set forth by MnDOT and other state agencies within the community, as well as State bonding and various grant opportunities pursued by the City at the Council's authorization. The primary objective of this CIP is to integrate the specific goals, policies, and Council recommendations with the City's capability to pay for and maintain capital investments.

The demand for services and the cost of building and maintaining the City's infrastructure continues to increase. This CIP attempts to prioritize improvements to the City's infrastructure so Inver Grove Heights continues to be a community with an infrastructure system that provides high quality service to the City's businesses and residents.

Costs

The costs provided for in the CIP are based on several key factors, including project size and scope, historical construction cost data, the City's special assessment policy, and existing and projected fund balances. The cost estimates provided consist of both construction costs as well as costs for

legal, engineering, administration, and finance needs (LEAF), and have included accommodations for inflationary cost values over time.

As part of the annual budget process, the City Council is asked to evaluate the proposed CIP and decide on project prioritization, funding source acceptability, and acceptable final impact to the City's tax levy, debt, and utility rate levels.

Format of CIP

The CIP presents projects and costs in two formats:

- 1) **Project Type & Category** – This format includes projects listed by primary project type (sanitary sewer, water main, storm sewer, street, etc.) and category (Dakota County, MnDOT, City, etc.). This format breaks out each project by funding source, with the total project cost shown. This format is useful to view the entire cost of a project, and the various contributing funding sources.
- 2) **Funding Source** – This format details projects by their specific funding source. This format is useful in understanding the funding source needs on a year-to-year basis for all projects drawing from a specific fund.

Funding sources have been updated from draft versions of the CIP to label and identify fund numbers for various City funds, based on budget presentations and standardized naming nomenclature. The following City funds are referenced in the CIP:

- Fund 403 Water Capital – Connection Fund
- Fund 404 Sewer Capital – Connection Fund
- Fund 440 Pavement Management – Local Streets
- Fund 448 Northwest Area Stormwater Capital Fund
- Fund 490 Pavement Management – Partnership Projects
- Fund 511 Northwest Area Water Capital Fund
- Fund 512 Northwest Area Sewer Capital Fund
- Fund 531 Stormwater Capital Fund

Additional funding sources do not have a specified fund number, as they represent external funding that will be collected and hosted in a project host fund (most commonly in Fund 440 – Pavement Management Program). These funding sources include:

- Special Assessments
- Municipal State Aid Street (MSAS) Funding
- Partner Agency Funding
 - MnDOT Funding
 - Dakota County Funding
 - Neighboring City Funding
- Grant Funding
 - Minnesota Highway Freight Program
 - Transportation Advisory Board

Project initiatives that are unfunded (funding source not confirmed nor finalized) have been listed as “Unfunded” in the funding breakdown, as a placeholder for project funding that has not yet been fully identified.

Project Narratives

Dakota County Roadway Projects

Dakota County roadway projects are found within the Draft 2023-2027 Dakota County Transportation CIP, which received a letter of support from the City Council on June 27, 2022. These projects also include regular maintenance project that have some form of city funding share in accordance with the Dakota County Transportation Plan.

70th Street/Argenta Trail - This project includes the City of Inver Grove Heights share of local improvement costs associated with project components anticipated to be constructed in 2023, including watermain relocation and installation costs, as well as costs associated with intersection street lighting and local roadway improvements.

County Road Overlays - When Dakota County resurfaces its highways, it is the best time for the City to improve its utility structures within the roadway. While the County pays 100% of the costs for pavement resurfacing, concrete replacement, and signing and striping costs, cities are responsible for costs associated with local utilities such as watermain, sanitary sewer, and storm sewer, mainly in the form of casting adjustments, replacements, or minor rehabilitation. While Dakota County has indicated that portions of Concord Blvd. will be rehabilitated in 2023, future budget allotments have been programed in the CIP in order to accommodate yet-to-be programed overlay efforts in future years.

Various Preliminary Scoping Studies - Dakota County has indicated the desire to advance four preliminary engineering scoping studies associated with county roads within the City of Inver Grove Heights between 2023 and 2025. These studies are intended to define the scope and cost of future design and construction of potential improvements. At the present time, only one project (80th Street (CSAH 28) - CSAH 73 to Bowman - 3-Lane Reduction) has been programed by the County for potential advancement in the next five years, and is reflected as such in the City's CIP.

Interchange Preliminary Engineering - Dakota County has been working with City staff to identify prioritization of scoping studies associated with Argenta Trail interchanges at I-494 and TH 55. Due to the need to identify right-of-way needs and interchange configuration options, the Argenta/I-494 interchange preliminary engineering effort was prioritized and recommended for initiation in 2023, while preliminary engineering for the Argenta/TH 55 interchange is proposed in 2026. Both have been programed accordingly in the County's CIP.

MnDOT Projects

70th Street at TH 52 - West Ramp Improvements - MnDOT has indicated that an upgrade to the west-side (southbound) ramp intersection at 70th Street and TH 52 is within the five-year time horizon in their transportation planning efforts. While 70th Street is a Dakota County road, there are anticipated City cost sharing for portions of the street work, as well as utility relocation needs.

Barbara Ave Soundwall - The City applied for and was granted a project by MnDOT as part of their Metro Highway Noise Abatement Program. MnDOT will design and perform the sound wall installation, while the City of Inver Grove Heights will be responsible for matching costs, eligible to be paid through the City's Municipal State Aid Street funding.

Sanitary Sewer System Projects

Lift Station Rehabilitation – The City of Inver Grove Heights owns and maintains 11 sanitary sewer lift stations throughout the community, and schedules preventative maintenance activities on a rotating basis. This includes the repair or replacement of lift station pumps, electrical service panels, and emergency generators. The intent of this program is to reduce the number of emergency failures and backups within the system.

Sanitary Sewer Rehabilitation – This program is to rehabilitate sanitary sewer lines in known trouble spots and areas where root intrusion or pipe degradation can cause extensive maintenance (cleaning) needs or sewer backups. Rehabilitation includes root removal, lining of sewer pipe, or spot pipe repair, generally associated with street reconstruction or rehabilitation projects.

Sanitary Sewer Televising – A recent inquiry with the League of Minnesota Cities indicated that our past efforts to self-televise sanitary sewer documentation does not meet the requirements for additional insurance coverage related to sanitary sewer backups or failures. This project effort endeavors to visually document and televise all sanitary sewer mainline pipe within the City on a rotating, six-year basis, starting in 2023.

Stormwater Management Projects

Minor Drainage Improvements – This project effort sets aside money to improve smaller, local drainage issues that are reported by maintenance staff or property owners, that can be addressed with limited design or contracting costs.

Pond Cleanout/Outfall Improvement Program – This is program Public Works staff would like to implement starting in 2026 to focus on removal of sediment that has accumulated in the over 200 stormwater ponds that the City actively manages and maintains, as well as address operation deficiencies in pond inlet and outlet structures.

MS4 Program Implementation Efforts – The City is required to review and update its Municipal Separate Storm Sewer System (MS4) program on a five-year rotating basis. The review and approval generally takes two years, and will be due for its next review starting in 2026.

Storm Sewer Televising – This project effort endeavors to visually document pipe deficiencies in the City's stormwater system. The focus on of this televising effort is recommended on pipes with known or likely maintenance deficiencies or deterioration (corrugated metal piping and concrete pipe over 50 years old), followed by larger pipe located in critical locations throughout the City (pond outlets, outlets to the Mississippi River, or pipe beneath critical infrastructure such as railroads, county roads, and state highways).

Groundwater Monitoring (Landlocked Basins) – A recommendation from the Landlocked Basin study completed in 2022, this project is intended to drill and install groundwater monitoring wells within the Rich Valley Drainage Basin to document groundwater fluctuations over an extended period (10+ years).

Water Resource Management Plan Update – The Water Resource Management Plan guides and helps plan for water resource management activities within the City. The Water Resource Management Plan is required to be updated periodically and approved by the applicable watersheds and the Metropolitan Council. The last minor revision was performed in 2018,

although the Northwest Area Stormwater Management Plan, which is a key accompanying reference document, has not been updated since 2006.

Street Projects

Annual Pavement Management Initiative (PMI) – This project includes the annual program to rehabilitate or reconstruct the City’s 150 miles of paved roadways. These projects consist of three primary pavement rehabilitation types: mill and overlay, reclamation, or full reconstruction.

Included with the CIP is a copy of the City’s 2023-2027 PMI proposed project area map. Selection of street segments is based upon the City’s Pavement Management Initiative program and engineering/maintenance staff’s recommendations. Streets typically rehabilitated are more than 20 years old and need attention due to deteriorating pavement condition and increased maintenance costs. Funding for this program is based on the City’s Special Assessment Policy, and assumes that anywhere from 35% to 80% of the project costs will be assessed to benefiting properties, based on the rehabilitation method proposed. The remaining costs (20%-65%) are paid through a variety of City funds, including the pavement management fund and utility funds.

Broad Area Patching – The City’s street replacement/maintenance program has included the overlay and patching of large areas of roadways by city maintenance staff since 2013. This effort, known as “broad area patching”, has addressed significant pavement deficiencies on approximately 70% of rural roadways within the community. This annual effort has been a critical component of extending the life of pavements that have deteriorated to a point beyond typical maintenance repair, while extending the life of these roadways for 10-15 years until a more thorough pavement rehabilitation project can be completed. Public Works staff are recommending this program continue as a non-assessed maintenance tool until further analysis as to the viability of ending or transitioning this effort can be fully vetted, or all rural city streets have received this maintenance treatment.

Crack Sealing, Sealcoating & Microsurfacing – This annual maintenance treatment endeavors to focus primarily on crack sealing of roadways, and alternative preventative maintenance treatments such as sealcoating, microsurfacing, and fog sealing to extend pavement life and prevent deterioration.

Traffic Calming & Safety Improvements – As part of the establishment of a Traffic Control Committee, staff have identified localize projects that could be performed independently of PMI projects, either by maintenance staff or via small contracts, that may warrant consideration for implementation. This project effort sets aside money to address these potential project items with limited design or contracting costs.

117th Street – This project, led by the City of Inver Grove Heights, is a cooperative project effort with Dakota County to upgrade 117th Street between US 52 and Rich Valley Blvd (CSAH 71) from a two-lane rural section roadway to a median-divided urban roadway with turn lanes, truck acceleration lanes, and two improved railroad crossings. Supplemented with an \$8 million federal freight grant, this project is anticipated to advance to final design in early-2023, pending securing of project funding, with construction in 2024 and 2025.

Sidewalk, Trail, & Parks Projects

Babcock Trail (CSAH 73) – Upper 55th Street to I-494 – This project includes the installation of an off-road trail along the east side of Babcock Trail, to provide local connectivity between adjacent properties in an area that has been noted the top-priority trail gap by both the City of

Inver Grove Heights and Dakota County. This project has been proposed since 2018, and advancement of the project remains dependent on receiving grant funding to be fiscally viable for the City.

ADA Intersection Improvements – This project consists of the upgrade of 30 pedestrian curb ramps at 13 select intersections across the City. This effort has received regional solicitation grant funding in 2020 (with a required city match in funding) and is proposed for construction in 2025.

Parks Pavement Projects (Trails & Parking Lots) – Historically, the City of Inver Grove Heights Parks Department has been allotted \$250,000 in funds from the Pavement Management Fund annually to perform pavement replacement efforts in parks throughout the community. This has historically included parking lot overlays or rehabilitations, trail overlays or replacements, and select other city facility parking lot improvements. This contribution is anticipated to occur in the future but may be re-appropriated under a separate fund and/or the Parks Department CIP.

South Valley Park Improvements – This approved park project includes costs to relocate existing raw water main connecting to one of the City's groundwater wells. This relocation cost is being shared between existing Park funding and the water utility fund, and is allotted for funding in 2023 due to the anticipated construction schedule.

Water System Projects

Well Pump & Service Rehabilitation – The City of Inver Grove Heights owns and maintains seven (7) groundwater wells, and schedules preventative maintenance activities on a rotating basis. This includes the rehabilitation and replacement of pumps, motors, well cavities, well piping and valves, well houses, and electrical panel components.

Northside Water Tower Painting – This project includes the regularly-scheduled painting of the exterior and interior surfaces of the north side water tower. Complete water tower painting of this nature generally occurs on a 20-25 year cycle.

North Booster Station Pump Rehab – Booster pumps assist with maintaining the water level in the City's water towers and storage reservoirs. This is a preventative maintenance activity to rehabilitate the pump motors and electrical and mechanical components.

Water Treatment Plant Booster Station Inspection – This is an engineering review of the condition and recommended maintenance activities for the booster pumps at the Water Treatment Plant. This is necessary to determine if rehabilitation or pump replacement will be necessary in the coming years due to pump age and usage cycles.

Water Treatment Plant Repair & Rehabilitation – This project is intended to review and replace several aged components in the Water Treatment Plant, to ensure continued operation and treatment efficiency. This project is expected to include a combination of internal piping and pump rehabilitation and upgrade of filter media to address removal of radium and PFAS ("forever chemicals") contamination in conformance with MnPCA regulations.

Automated Meter Infrastructure – This project includes water meter replacements and advanced metering infrastructure that collects the water usage data from city-supplied water meters to assist with billing, conservation, leak detection, and customer service initiatives.

Watermain Breaks & Street Patching – This project includes the emergency repair and rehabilitation of watermain not scheduled to be replaced as part of the City's Pavement Management Initiative or other scheduled street and utility projects. This effort also includes the necessary surface restoration activities that occur following emergency watermain repairs.

Water System Management Plan & Studies – This effort includes the regular review and update of the City's comprehensive water supply and wellhead protection plans, in conjunction with the City's next comprehensive plan update.

SCADA System Upgrades – This project includes upgrades to the City's supervisory control and data acquisition (SCADA) system as it relates to monitoring and operation of remote water infrastructure, including wells, water towers, booster stations, and the Water Treatment Plant.

Unprogrammed Projects

These projects include known projects or infrastructure needs that remain unprogrammed (i.e., not scheduled) in the Public Works five-year CIP. These projects are items that may be advanced in the current or future CIP for a multitude of reasons, including financing availability, direction of City Council regarding specific project initiatives, land development activities, or advancement of programmed funding or cost sharing by partner agencies such as Dakota County or MnDOT. These projects are shown mainly to provide for an understanding of future project needs that will be required at some time, but may have current flexibility in their scheduling. Not all future projects are listed; only those where cost estimate information could be generated based on past study or engineering review efforts are shown. Costs shown are in 2023 dollars.

Akron Avenue (Rosemount to Cliff Road (CSAH 32)) – This project was proposed by Dakota County in 2018, and subsequently not advanced by the City of Inver Grove Heights due to a combination of resident opposition and the Dakota County cost sharing arrangements. Dakota County has indicated this project remains "shovel ready" and is willing to continue to engage with the City should the Council decide to revisit this project.

Babcock Trail (CSAH 73) - 65th Street to Upper 55th Street - Safe Routes to School – Dakota County is currently finalizing a scoping study associated with a potential trail installation along Babcock Trail (CSAH 73) adjacent to the Salem Hills Elementary School as part of a potential future Safe Routes to School project. Due to the needed right-of-way and easement, along with roadway geometric configuration complexities, Dakota County has recommended postponement of the project until further analysis and potential upgrades to Babcock Trail can be discussed with the City and re-scheduled for a future year in respective CIP's.

B-Line Sanitary Sewer Lift Station & Force Main – This project is necessary to serve future development in the northeast portion of the Northwest Area, primarily north of 65th Street and between TH 3 and Babcock Trail. Driven by development needs, sewer studies have been completed in this area and have determined the estimated cost for design, easement acquisition, and construction.

Future Trunk Storm Sewer Outfalls & Basin Connections (NWA) – This effort includes a series of individual projects to interconnect stormwater basins within the Northwest Area as development occurs.

Unprogrammed Stormwater CIP Projects – This includes a compilation of over 275 individual storm sewer system deficiencies that have been documented and tracked by Public Works staff

starting in 2018, primarily in areas of the City outside the Northwest Area. These deficiencies run the gamut of infrastructure needs: damaged or deteriorated pipe; blocked, damaged or missing pond outfall structures and erosion issues; slope stabilization around ditches, ponds, and ravines; and raingarden and infiltration basin repair or rehabilitation needs.

65th Street Extension - This project includes the extension of 65th Street from TH 3 to Babcock Trail. This project has an outstanding feasibility study that has been completed but has not advanced pending future development activity in the Northwest Area.

**Public Works 5-Year CIP
(2023-2027)**
Project Type Category

Department	2023	2024	2025	2026	2027	TOTAL
Dakota County Roadway Projects						
70th Street (CSAH 26)/Argenta Trail	591,500					591,500
<i>MSAS Funds</i>	16,500					16,500
<i>Pavement Management - Partnership Projects</i>	200,000					200,000
<i>NWA Water Capital Fund</i>	375,000					375,000
County Road Overlays	245,000		100,000	107,000	114,000	566,000
<i>Stormwater Capital Fund</i>	175,000		65,000	68,000	70,000	378,000
<i>Water Capital - Connection Fund</i>	30,000		15,000	17,000	20,000	82,000
<i>Sewer Capital - Connection Fund</i>	40,000		20,000	22,000	24,000	106,000
70th Street (CSAH 26) - TH 3 to CSAH 73 - Scoping Study	45,000					45,000
<i>Pavement Management - Partnership Projects</i>	45,000					45,000
70th Street (CSAH 26) -CSAH 73 - Cahill - 3-Lane Reduction Scoping St	15,000					15,000
<i>Pavement Management - Partnership Projects</i>	5,000					5,000
<i>Stormwater Capital Fund</i>	6,500					6,500
<i>Water Capital - Connection Fund</i>	1,750					1,750
<i>Sewer Capital - Connection Fund</i>	1,750					1,750
80th Street (CSAH 28) -CSAH 73 - Bowman - 3-Lane Reduction	15,000	45,000				60,000
<i>Pavement Management - Partnership Projects</i>	5,000					5,000
<i>Stormwater Capital Fund</i>	6,500	30,000				36,500
<i>Water Capital - Connection Fund</i>	1,750	9,000				10,750
<i>Sewer Capital - Connection Fund</i>	1,750	6,000				7,750
80th Street (CSAH 28) - TH 3 to CSAH 73 - Scoping Study			67,500			67,500
<i>Pavement Management - Partnership Projects</i>			20,000			20,000
<i>NWA Stormwater Capital Fund</i>			31,000			31,000
<i>NWA Water Capital Fund</i>			9,500			9,500
<i>NWA Sewer Capital Fund</i>			7,000			7,000
Argenta/I-494 Interchange - Preliminary Engineering	100,000					100,000
<i>Pavement Management - Partnership Projects</i>	100,000					100,000
Argenta/TH 55 Interchange - Preliminary Engineering				37,500		37,500
<i>Pavement Management - Partnership Projects</i>				37,500		37,500
Dakota County Roadway Projects	1,011,500	45,000	167,500	144,500	114,000	1,482,500
MnDOT Projects						
70th Street at TH 52 - West Ramp Improvement				210,000		210,000
<i>Pavement Management - Partnership Projects</i>				63,000		63,000
<i>MSAS Fund</i>						
<i>Stormwater Capital Fund</i>				96,000		96,000
<i>Water Capital - Connection Fund</i>				30,000		30,000
<i>Sewer Capital - Connection Fund</i>				21,000		21,000
Barbara Ave Soundwall (TH 52)			400,000	1,270,000		1,670,000
<i>MSAS Funding</i>			100,000	200,000		300,000
<i>MnDOT Funding</i>			300,000	1,070,000		1,370,000
MnDOT Projects			400,000	1,480,000		1,880,000

**Public Works 5-Year CIP
(2023-2027)**

Project Type Category

Department	2023	2024	2025	2026	2027	TOTAL
Sanitary Sewer System Projects						
Lift Station Rehabilitation		100,000		100,000		200,000
<i>Sewer Capital - Connection Fund</i>		<i>100,000</i>		<i>100,000</i>		<i>200,000</i>
Sanitary Sewer Rehabilitation	200,000	240,000	270,000	300,000	330,000	1,340,000
<i>Sewer Capital - Connection Fund</i>	<i>200,000</i>	<i>240,000</i>	<i>270,000</i>	<i>300,000</i>	<i>330,000</i>	<i>1,340,000</i>
Sanitary Sewer Cleaning & Televising	200,000	210,000	220,000	235,000	245,000	1,110,000
<i>Sewer Capital - Connection Fund</i>	<i>200,000</i>	<i>210,000</i>	<i>220,000</i>	<i>235,000</i>	<i>245,000</i>	<i>1,110,000</i>
Sanitary Sewer System Projects	400,000	550,000	490,000	635,000	575,000	2,650,000
Stormwater Management Projects						
Minor Drainage Improvements	15,000	15,000	15,000	15,000	15,000	75,000
<i>Stormwater Capital Fund</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>15,000</i>	<i>75,000</i>
Pond Cleanout/Outfall Improvement Program		20,000		250,000	600,000	870,000
<i>Stormwater Capital Fund</i>		<i>20,000</i>		<i>250,000</i>	<i>600,000</i>	<i>870,000</i>
MS4 Program Implementation Efforts				20,000	30,000	50,000
<i>Stormwater Capital Fund</i>				<i>10,000</i>	<i>15,000</i>	<i>25,000</i>
<i>NWA Stormwater Capital Fund</i>				<i>10,000</i>	<i>15,000</i>	<i>25,000</i>
Storm Sewer Televising	30,000	30,000	40,000	50,000	60,000	210,000
<i>Stormwater Capital Fund</i>	<i>30,000</i>	<i>30,000</i>	<i>40,000</i>	<i>50,000</i>	<i>60,000</i>	<i>210,000</i>
Groundwater Monitoring (Landlocked Basins)	20,000					20,000
<i>Stormwater Capital Fund</i>	<i>20,000</i>					<i>20,000</i>
Water Resource Management Plan Update		90,000				90,000
<i>Stormwater Capital Fund</i>		<i>45,000</i>				<i>45,000</i>
<i>NWA Stormwater Capital Fund</i>		<i>45,000</i>				<i>45,000</i>
Stormwater Management Projects	65,000	155,000	55,000	335,000	705,000	1,315,000
Street Projects						
Annual Pavement Management Initiative (PMI) Projects	12,435,000	11,610,000	15,643,000	14,688,000	13,942,000	68,318,000
<i>Pavement Management - Local Streets</i>	<i>3,855,000</i>	<i>4,100,000</i>	<i>5,405,000</i>	<i>5,261,000</i>	<i>5,932,000</i>	<i>24,553,000</i>
<i>MSAS Funds</i>	<i>250,000</i>	<i>1,000,000</i>	<i>1,300,000</i>	<i>540,000</i>		<i>3,090,000</i>
<i>Special Assessments</i>	<i>6,000,000</i>	<i>5,300,000</i>	<i>5,890,000</i>	<i>6,812,000</i>	<i>6,300,000</i>	<i>30,302,000</i>
<i>Stormwater Capital Fund</i>	<i>440,000</i>	<i>440,000</i>	<i>962,000</i>	<i>1,025,000</i>	<i>424,000</i>	<i>3,291,000</i>
<i>Sewer Capital - Connection Fund</i>	<i>550,000</i>	<i>160,000</i>	<i>735,000</i>	<i>300,000</i>	<i>424,000</i>	<i>2,169,000</i>
<i>Water Capital - Connection Fund</i>	<i>900,000</i>	<i>610,000</i>	<i>1,351,000</i>	<i>750,000</i>	<i>862,000</i>	<i>4,473,000</i>
<i>South St. Paul</i>	<i>440,000</i>					<i>440,000</i>
Broad Area Patching	210,000	220,000	230,000	240,000	250,000	1,150,000
<i>Pavement Management - Local Streets</i>	<i>210,000</i>	<i>220,000</i>	<i>230,000</i>	<i>240,000</i>	<i>250,000</i>	<i>1,150,000</i>
Crack Sealing, Sealcoating, & Microsurfacing	355,000	360,000	365,000	370,000	375,000	1,825,000
<i>Pavement Management - Local Streets</i>	<i>355,000</i>	<i>360,000</i>	<i>365,000</i>	<i>370,000</i>	<i>375,000</i>	<i>1,825,000</i>
Traffic Calming & Safety Improvements		25,000	30,000	35,000	40,000	130,000
<i>Pavement Management - Local Streets</i>		<i>25,000</i>	<i>30,000</i>	<i>35,000</i>	<i>40,000</i>	<i>130,000</i>
117th Street	4,600,000	15,467,000	4,250,000			24,317,000
<i>Minnesota Highway Freight Grant Program</i>		<i>8,000,000</i>				<i>8,000,000</i>
<i>Dakota County Cost Sharing</i>	<i>2,400,000</i>	<i>4,717,000</i>				<i>7,117,000</i>
<i>Unfunded Costs</i>	<i>2,200,000</i>	<i>2,250,000</i>				<i>4,450,000</i>
<i>Special Assessments</i>			<i>4,200,000</i>			<i>4,200,000</i>
<i>Sewer Capital - Connection Fund</i>		<i>50,000</i>	<i>50,000</i>			<i>100,000</i>
<i>Water Capital - Connection Fund</i>		<i>450,000</i>				<i>450,000</i>
Street Projects	17,600,000	27,682,000	20,518,000	15,333,000	14,607,000	95,740,000

Public Works 5-Year CIP
(2023-2027)
Project Type Category

Department	2023	2024	2025	2026	2027	TOTAL
Sidewalk, Trail, and Parks Projects						
Babcock Trail (CSAH 73) - U. 55th St. to I-494		105,000	845,000			950,000
<i>Federal (TAB Regional Soliciation)</i>			415,000			415,000
<i>Dakota County Funding</i>		85,000	425,000			510,000
<i>Pavement Management - Local Streets</i>		20,000	5,000			25,000
ADA Intersection Improvements	50,000	337,824				387,824
<i>Federal (TAB Regional Soliciation)</i>		250,240				250,240
<i>Pavement Management - Local Streets</i>	50,000	87,584				137,584
Seidl's Lake Shoreland Restoration	50,000					50,000
<i>Stormwater Capital Fund</i>	50,000					50,000
Parks Pavement Projects (Trails & Parking Lots)	250,000	250,000	250,000	250,000	250,000	1,250,000
<i>Pavement Management - Local Streets</i>	250,000	250,000	250,000	250,000	250,000	1,250,000
South Valley Park Improvements	100,000					100,000
<i>Water Capital - Connection Fund</i>	100,000					100,000
Sidewalk, Trail, and Parks Projects	450,000	692,824	1,095,000	250,000	250,000	2,737,824
Water System Projects						
Well Pump & Service Rehabilitation (Pumps & VFD's)	125,000	130,000	135,000	140,000	150,000	680,000
<i>Water Capital - Connection Fund</i>	125,000	130,000	135,000	140,000	150,000	680,000
Northside Water Tower Painting					950,000	950,000
<i>Water Capital - Connection Fund</i>					950,000	950,000
North Booster Station Pump Rehab (2 Pumps)	75,000					75,000
<i>Water Capital - Connection Fund</i>	75,000					75,000
Water Treatment Plant Booster Station Inspection	25,000					25,000
<i>Water Capital - Connection Fund</i>	25,000					25,000
Water Treatment Plant Repair & Rehabilitation	300,000	2,500,000				2,800,000
<i>Water Capital - Connection Fund</i>	300,000	2,500,000				2,800,000
Automated Meter Infrastructure	200,000	1,600,000	1,600,000	1,600,000		5,000,000
<i>Water Capital - Connection Fund</i>	200,000	1,600,000	1,600,000	1,600,000		5,000,000
Watermain Breaks & Street Patching	90,000	100,000	125,000	140,000	155,000	610,000
<i>Water Capital - Connection Fund</i>	90,000	100,000	125,000	140,000	155,000	610,000
Water System Management Plan & Studies					70,000	70,000
<i>Water Capital - Connection Fund</i>					35,000	35,000
<i>NWA Water Capital Fund</i>					35,000	35,000
SCADA System Upgrade					100,000	100,000
<i>Water Capital - Connection Fund</i>					100,000	100,000
Water System Projects	815,000	4,330,000	1,860,000	1,880,000	1,425,000	10,310,000
TOTAL PUBLIC WORKS CIP	20,341,500	33,454,824	24,585,500	20,057,500	17,676,000	116,115,324

Public Works 5-Year CIP
(2023-2027)
Funding Source Category

Funding Source	2023	2024	2025	2026	2027	TOTAL
Sewer Capital - Connection Fund (Fund 404)						
County Road Overlays	40,000		20,000	22,000	24,000	106,000
70th Street (CSAH 26) -CSAH 73 - Cahill - 3-Lane Reduction Scoping Study	1,750					1,750
80th Street (CSAH 28) -CSAH 73 - Bowman - 3-Lane Reduction	1,750	6,000				7,750
70th Street at TH 52 - West Ramp Improvement				21,000		21,000
Lift Station Rehabilitation		100,000		100,000		200,000
Sanitary Sewer Rehabilitation	200,000	240,000	270,000	300,000	330,000	1,340,000
Sanitary Sewer Cleaning & Televising	200,000	210,000	220,000	235,000	245,000	1,110,000
Annual Pavement Management Initiative (PMI) Projects	550,000	160,000	735,000	300,000	424,000	2,169,000
117th Street		50,000	50,000			100,000
Sewer Capital - Connection Fund (Fund 404)	993,500	766,000	1,295,000	978,000	1,023,000	5,055,500
Stormwater Capital Fund (Fund 531)						
County Road Overlays	175,000		65,000	68,000	70,000	378,000
70th Street (CSAH 26) -CSAH 73 - Cahill - 3-Lane Reduction Scoping Study	6,500					6,500
80th Street (CSAH 28) -CSAH 73 - Bowman - 3-Lane Reduction	6,500	30,000				36,500
70th Street at TH 52 - West Ramp Improvement				96,000		96,000
Minor Drainage Improvements	15,000	15,000	15,000	15,000	15,000	75,000
Pond Cleanout/Outfall Improvement Program		20,000		250,000	600,000	870,000
MS4 Program Implementation Efforts				10,000	15,000	25,000
Storm Sewer Televising	30,000	30,000	40,000	50,000	60,000	210,000
Groundwater Monitoring (Landlocked Basins)	20,000					20,000
Water Resource Management Plan Update		45,000				45,000
Annual Pavement Management Initiative (PMI) Projects	440,000	440,000	962,000	1,025,000	424,000	3,291,000
Seidl's Lake Shoreland Restoration	50,000					50,000
Stormwater Capital Fund (Fund 531)	743,000	580,000	1,082,000	1,514,000	1,184,000	5,103,000
Water Capital - Connection Fund (Fund 403)						
County Road Overlays	30,000		15,000	17,000	20,000	82,000
70th Street (CSAH 26) -CSAH 73 - Cahill - 3-Lane Reduction Scoping Study	1,750					1,750
80th Street (CSAH 28) -CSAH 73 - Bowman - 3-Lane Reduction	1,750	9,000				10,750
70th Street at TH 52 - West Ramp Improvement				30,000		30,000
Annual Pavement Management Initiative (PMI) Projects	900,000	610,000	1,351,000	750,000	862,000	4,473,000
117th Street		450,000				450,000
South Valley Park Improvements	100,000					100,000
Well Pump & Service Rehabilitation (Pumps & VFD's)	125,000	130,000	135,000	140,000	150,000	680,000
Northside Water Tower Painting					950,000	950,000
North Booster Station Pump Rehab (2 Pumps)	75,000					75,000
Water Treatment Plant Booster Station Inspection	25,000					25,000
Water Treatment Plant Repair & Rehabilitation	300,000	2,500,000				2,800,000
Automated Meter Infrastructure	200,000	1,600,000	1,600,000	1,600,000		5,000,000
Watermain Breaks & Street Patching	90,000	100,000	125,000	140,000	155,000	610,000
Water System Management Plan & Studies					35,000	35,000
SCADA System Upgrade					100,000	100,000
Water Capital - Connection Fund (Fund 403)	1,848,500	5,399,000	3,226,000	2,677,000	2,272,000	15,422,500
Northwest Area Sewer Capital Fund (Fund 512)						
80th Street (CSAH 28) - TH 3 to CSAH 73 - Scoping Study			7,000			7,000
Northwest Area Sewer Capital Fund (Fund 512)			7,000			7,000
Northwest Area Stormwater Capital Fund (Fund 448)						
80th Street (CSAH 28) - TH 3 to CSAH 73 - Scoping Study			31,000			31,000
MS4 Program Implementation Efforts				10,000	15,000	25,000
Water Resource Management Plan Update		45,000				45,000
Northwest Area Stormwater Capital Fund (Fund 448)		45,000	31,000	10,000	15,000	101,000
Northwest Area Water Capital Fund (Fund 511)						
70th Street (CSAH 26)/Argenta Trail	375,000					375,000
80th Street (CSAH 28) - TH 3 to CSAH 73 - Scoping Study			9,500			9,500
Water System Management Plan & Studies					35,000	35,000
Northwest Area Water Capital Fund (Fund 511)	375,000		9,500		35,000	419,500
TOTAL UTILITY FUNDS	3,960,000	6,790,000	5,650,500	5,179,000	4,529,000	26,108,500

Public Works 5-Year CIP

(2023-2027)

Funding Source Category

Funding Source	2023	2024	2025	2026	2027	TOTAL
Pavement Management (Funds 440 & 490)						
70th Street (CSAH 26)/Argenta Trail	200,000					200,000
70th Street (CSAH 26) - TH 3 to CSAH 73 - Scoping Study	45,000					45,000
70th Street (CSAH 26) -CSAH 73 - Cahill - 3-Lane Reduction Scoping St	5,000					5,000
80th Street (CSAH 28) -CSAH 73 - Bowman - 3-Lane Reduction	5,000					5,000
80th Street (CSAH 28) - TH 3 to CSAH 73 - Scoping Study			20,000			20,000
Argenta/I-494 Interchange - Preliminary Engineering	100,000					100,000
Argenta/TH 55 Interchange - Preliminary Engineering				37,500		37,500
70th Street at TH 52 - West Ramp Improvement				63,000		63,000
Annual Pavement Management Initiative (PMI) Projects	3,855,000	4,100,000	5,405,000	5,261,000	5,932,000	24,553,000
Broad Area Patching	210,000	220,000	230,000	240,000	250,000	1,150,000
Crack Sealing, Sealcoating, & Microsurfacing	355,000	360,000	365,000	370,000	375,000	1,825,000
Traffic Calming & Safety Improvements		25,000	30,000	35,000	40,000	130,000
Babcock Trail (CSAH 73) - U. 55th St. to I-494		20,000	5,000			25,000
ADA Intersection Improvements	50,000	87,584				137,584
Parks Pavement Projects (Trails & Parking Lots)	250,000	250,000	250,000	250,000	250,000	1,250,000
Pavement Management (Funds 440 & 490)	5,075,000	5,062,584	6,305,000	6,256,500	6,847,000	29,546,084
Special Assessments						
Annual Pavement Management Initiative (PMI) Projects	6,000,000	5,300,000	5,890,000	6,812,000	6,300,000	30,302,000
117th Street			4,200,000			4,200,000
Special Assessments	6,000,000	5,300,000	10,090,000	6,812,000	6,300,000	34,502,000
Municipal State Aid Street (MSAS) Funding						
70th Street (CSAH 26)/Argenta Trail	16,500					16,500
70th Street at TH 52 - West Ramp Improvement						
Annual Pavement Management Initiative (PMI) Projects	250,000	1,000,000	1,300,000	540,000		3,090,000
Barbara Ave Soundwall (TH 52)			100,000	200,000		300,000
Municipal State Aid Street (MSAS) Funding	266,500	1,000,000	1,400,000	740,000		3,406,500
MnDOT Funding						
Barbara Ave Soundwall (TH 52)			300,000	1,070,000		1,370,000
MnDOT Funding			300,000	1,070,000		1,370,000
Dakota County Funding						
117th Street	2,400,000	4,717,000				7,117,000
Babcock Trail (CSAH 73) - U. 55th St. to I-494		85,000	425,000			510,000
Dakota County Funding	2,400,000	4,802,000	425,000			7,627,000
Minnesota Highway Freight Program Grant Funding						
117th Street		8,000,000				8,000,000
Minnesota Highway Freight Program Grant Funding		8,000,000				8,000,000
Transportation Advisory Board (TAB) Funding						
Babcock Trail (CSAH 73) - U. 55th St. to I-494			415,000			415,000
ADA Intersection Improvements		250,240				250,240
Transportation Advisory Board (TAB) Funding		250,240	415,000			665,240
South St. Paul Funding						
Annual Pavement Management Initiative (PMI) Projects	440,000					440,000
South St. Paul Funding	440,000					440,000
Unfunded						
117th Street	2,200,000	2,250,000				4,450,000
Unfunded	2,200,000	2,250,000				4,450,000
TOTAL STREET & OTHER FUNDS	16,381,500	26,664,824	18,935,000	14,878,500	13,147,000	90,006,824

Public Works 5-Year CIP
(2023-2027)
Unprogrammed Projects

Department	Est. Cost (2023 Dollars)
Dakota County Roadway Projects	
Akron Ave - Rosemount to CSAH 32	500,000
<i>MSAS Funds</i>	<i>425,000</i>
<i>Stormwater Capital Fund</i>	<i>75,000</i>
Dakota County Roadway Projects	500,000
Dakota County Trail Projects	
Babcock Trail (CSAH 73) - 65th St. to U. 55th St (SRTS)	125,000
<i>Pavement Management - Partner Projects</i>	<i>125,000</i>
Dakota County Trail Projects	125,000
Sanitary Sewer System Projects	
B-Line Lift Station & Force Main	5,200,000
<i>NWA Sewer Capital Fund</i>	<i>5,200,000</i>
Sanitary Sewer System Projects	5,200,000
Stormwater Management Projects	
Future Trunk Storm Sewer Outfalls & Basin Connections (NWA)	9,500,000
<i>NWA Stormwater Capital Fund</i>	<i>9,500,000</i>
Unprogrammed Stormwater CIP Projects	23,200,000
<i>Stormwater Capital Fund</i>	<i>23,200,000</i>
Stormwater Management Projects	32,700,000
Street Projects	
65th Street Extension (TH 3 to West Plat Line of Inver Grove Acres)	8,746,000
<i>Pavement Management - Local Streets</i>	<i>500,000</i>
<i>MSAS Funds</i>	<i>2,000,000</i>
<i>Special Assessments</i>	<i>5,150,000</i>
<i>NWA Stormwater Capital Fund</i>	<i>275,000</i>
<i>NWA Sewer Capital Fund</i>	<i>50,000</i>
<i>NWA Water Capital Fund</i>	<i>771,000</i>
Street Projects	8,746,000
TOTAL UNPROGRAMMED	47,271,000

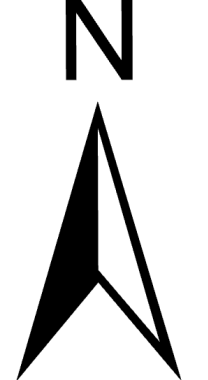
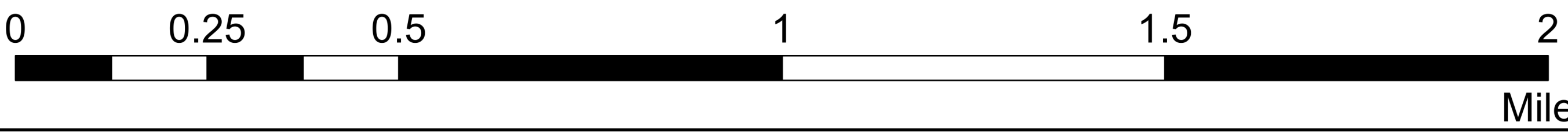
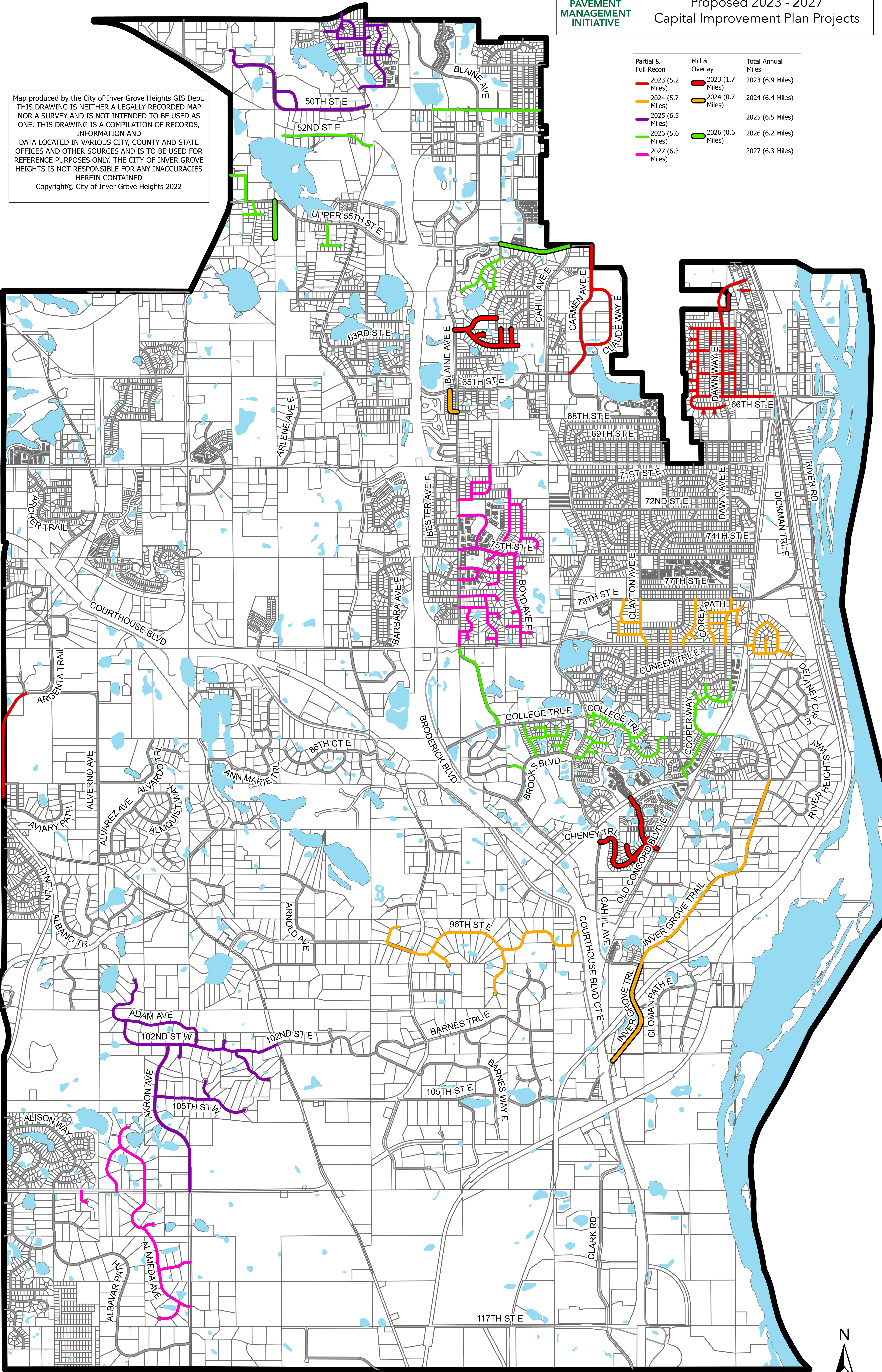


City of Inver Grove Heights

Pavement Management Initiative
Proposed 2023 - 2027
Capital Improvement Plan Projects

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Partial & Full Recon	Mill & Overlay	Total Annual Miles
2023 (5.2 Miles)	2023 (1.7 Miles)	2023 (6.9 Miles)
2024 (5.7 Miles)	2024 (0.7 Miles)	2024 (6.4 Miles)
2025 (6.5 Miles)		2025 (6.5 Miles)
2026 (5.6 Miles)	2026 (0.6 Miles)	2026 (6.2 Miles)
2027 (6.3 Miles)		2027 (6.3 Miles)



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

RESOLUTION NO. PC 2022-02

**A RESOLUTION FINDING THE PROPOSED FIVE-YEAR PUBLIC WORKS CAPITAL
IMPROVEMENT PLAN CONSISTANT WITH THE CITY OF INVER GROVE HEIGHTS'
2040 COMPREHENSIVE PLAN.**

WHEREAS, City Public Works Staff have prepared a five-year Public Works Capital Improvement Plan (CIP) for the period of 2023-2027; and

WHEREAS, pursuant to the provisions of Minn. Stat. Sec. 462.356, subd. 2, no capital improvement may be authorized by the City until after the City's planning agency has reviewed the proposed capital improvement and reported in writing to the governing body its findings as to compliance of the proposed improvement with the City's Comprehensive Plan; and

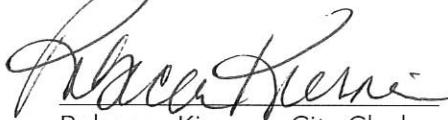
WHEREAS, the Planning Commission has received the proposed five-year Public Works CIP for the period of 2023-2027 and has found it to be consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan.

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

1. The Planning Commission has reviewed the proposed five-year Public Works Capital Improvement Plan for the period of 2023-2027 and finds that is consistent with the City's Comprehensive Plan.

Adopted by the Planning Commission of the City of Inver Grove Heights this 15th day of November, 2022.

ATTEST:


Rebecca Kiernan, City Clerk


Elizabeth Niemioja, Chair

Request for Council Action

SUBJECT: **Resolution Accepting Consultant Proposal and
Authorizing Project Surveying for Bolland Trail and
62nd Street Area Rehabilitation, City Project 2022-09L**

MEETING DATE: November 28, 2022
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting the proposal from and authorizing a contract with Bolton & Menk, Inc. for the survey of topographic and existing project elements for the Bolland and 62nd Street Rehabilitation project.

BACKGROUND

The Bolland Trail and 62nd project was identified as a pavement rehabilitation / pavement improvement project with little impact outside or below the existing pavement structure and, as a result, did not originally include or anticipate the need for surveying. Through the feasibility study phase and during outreach with adjacent residents in the rural segment of the project, it was identified that considerations should be made for current or future extension of sanitary sewer utilities to serve residential parcels along 62nd Street that are currently utilizing private septic systems. The attached proposal is for survey work that will help City staff adequately analyze, estimate, and scope the correct solution for this project.

FISCAL IMPACT

Costs for the survey of topography, existing features, and construction staking are as follows:

Topographic Survey and Existing Conditions	\$5,500
Construction Staking	\$3,400

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Approving Survey Contract - 2022-09L
2. Survey Proposal Letter - 2022-09L

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING CONSULTANT SERVICES PROPOSAL FROM BOLTON & MENK,
INC., AND AUTHORIZING PROJECT SURVEYING FOR THE 2022 PAVEMENT MANAGEMENT
PROGRAM, CITY PROJECT NO. 2022-09L – BOLLAND TRAIL AND 62ND STREET AREA
REHABILITATION**

WHEREAS, On November 14, 2022, City Council received the feasibility report and authorized the preparation of final plans on the proposed improvement project, 2022 Pavement Management Program, for City Project No. 2022-09L – Bolland Trail and 62nd Street Area Rehabilitation; and

WHEREAS, the Bolland Trail and 62nd Street Rehabilitation project was primarily planned to be a pavement improvement and rehabilitation project with little impact outside of curb lines and existing facilities. Due to the original scope of work, feasibility study efforts did not include surveys; and

WHEREAS, design options to extend utilities to a reasonable location accommodating future improvements while minimizing or eliminating impacts to work performed with the project is desirable; and

WHEREAS, current project budgets are planned for the review and design of utility options with the preparation of final plans using Inver Grove Heights staff, which do not have survey capabilities; and

WHEREAS, additional survey is needed to determine full scope and impacts resulting from the identification and incorporation of any additional utility options for the optimization of project and program objectives, and

WHEREAS, Bolton & Menk, Inc. has provided a cost proposal for survey work associated with the capture of topographic features, existing conditions, and staking during construction, to supplement the work performed by internal staff

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

1. Topographic, existing condition surveys, and construction staking services are authorized for Bolton & Menk in accordance with the approved proposal for \$8,900.
2. The work is within scope for the engineering design costs associated with the project, as presented in the Feasibility Report adopted by the City Council on November 14, 2022.

Adopted by the City Council of Inver Grove Heights this 28th day of November 2022.

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Real People. Real Solutions.

12224 Nicollet Avenue
Burnsville, MN 55337-1649

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

November 16, 2022

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

Re: Bolland Trail and 62nd Street Area Rehabilitation
City Project No. 2023-09L
Professional Services Proposal

Dear Mr. Merchlewicz:

Thank you for the opportunity to submit this proposal to complete survey services for the Bolland Trail and 62nd Street Area Rehabilitation – City Project No. 2023-09L. This project will address aging pavements and extend sanitary sewer to be available to serve the rural residents of 62nd Street in the future.

Based on conversations with City staff and our understanding of the project, we have assembled a work plan that will include topographical survey within the sanitary sewer extension area, construction staking, and as-built information.

Topographic Survey & Existing Conditions

Work under this task includes gathering pertinent field information on city infrastructure, contours, and private small utilities. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Manhole reports will also be completed for located manholes and catch basins. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from the city. Work under this task will include:

- Existing plat and parcel research
- Gopher state one-call (field marking locates plus mapping)
- Horizontal control
- Vertical control
- Topographic survey
- Drafting
- Right-of-way and easement determination

Construction Staking

Our survey team will set or re-establish necessary control points within the project area for use during construction. Construction staking requests are accommodated during the construction season within 48 hours of the request. For this project, we anticipate the following items requiring construction stakes:

- Storm Sewer Structure and Pipe Replacement
- Sanitary Sewer Structure and Pipe Installation
- Concrete Curb and Gutter

Name: Paul Merchlewicz
Date: November 16, 2022
Page: 2

In addition to these items, as-built survey information will be provided to City staff upon completion of the project.

Proposed Fee

In accordance with the City of Inver Grove Heights' project requirements, Bolton & Menk proposes to complete the scope of work as described above for a not-to-exceed hourly fee of **\$8,900**. A detailed fee breakdown as well as a fee summary can be provided upon request. Generally, the fee estimate can be broken down into design and construction as follows:

- | | |
|------------------------|---------|
| • Topographical Survey | \$5,500 |
| • Construction Staking | \$3,400 |

Thank you for inviting Bolton & Menk to offer you this proposal, as well as your continued consideration of our services to the City of Inver Grove Heights. We look forward to working with you and the City on this project. If you have any questions regarding our proposal, please do not hesitate to call us.

Sincerely,

Bolton & Menk, Inc.



Eric Seaburg, P.E.
Principal Engineer

City Representative
City of Inver Grove Heights

Request for Council Action

SUBJECT: **Vista Pines Trail Connections – Authorization to Proceed to Final Design and Preparation of Plans and Specifications.**

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to authorize proceeding to final design and preparation of plans and specifications for Vista Pines Park trail connections.

BACKGROUND

The City recently completed construction on the new Vista Pines Park located west of the new CSAH 63 (Argenta Trail) roadway alignment and east of Argenta Court. The park will serve as an amenity for the recent and future residential development in the surrounding area. Vista Pines contains multiple paved and natural surface trails but does not include a direct trail connection from the park to the new multi-use trail along Argenta Trail. However, in the overall park design, there was a trail in concept connecting the new County trail to the park's trail system. The intent was to revisit these trail connections after the completion of the park and in concert with approved Argenta Trail improvements.

Now that both the park and portions of Argenta Trail are complete, there was a need to investigate the feasibility of connecting a safe and logical trail system along Argenta Trail to the trails within the park. Staff proposed to Council utilizing Kimley Horn (KH) for the design effort given their historical knowledge of the 70th St/Argenta Trail project. KH was best suited to be able to take the current topographic information and proposed alignment information for the County's project and integrate that into a design to connect to Vista Pines in the most efficient manner, while also gaining direct feedback from Dakota County to coordinate the work within the County's right-of-way.

At its August 22, 2022 meeting, Council approved the hire of Kimley-Horn to complete a Trail Connection Design for Vista Pines Park. As a result, trail concept plans have been developed by Kimley-Horn and they are ready to prepare final plans and specifications for two trails entering the park on the northeast and southeast side of the park. Attached is a visual of the preliminarily designed trail connections. The north trail will meet ADA requirements, but the south trail would not.

FISCAL IMPACT

At this time, there is no additional fiscal impact in preparing the plans and specifications for the trail as this work was included in the original contract.

The cost estimate to construct both trails is currently \$207,000. (See attached)

Funding for the trail construction would come from the City's Park Acquisition and Development Fund (Fund 402). The chart below shows the current balance of the Fund, as well as very high-level estimates of allocations for other park needs and projects on the horizon. In summary, it shows that funds are available to proceed with the Vista Pines Trail connections, and also develop the other identified parks in the City's northwest area (NWA), Heritage Village Park Phase 4, and maintain a healthy balance in the Fund for future needs and opportunities.

Project List	Balance	Year to Complete
Fund 402 Balance as of 6/30/22	\$4,761,413	
Remaining Expenses Vista Pines Park	-\$88,780	2022
Vista Pines Trail Connection Design Services - Kimley Horn	-\$52,900	2022/2023
Vista Pines Trail Construction (estimated)	-\$200,000	2022/2023
NWA - Peltier Pocket Park Development - (estimated)	-\$500,000	2022/2023
NWA - Highlands Pocket Park Development - (estimated)	-\$500,000	2022/2023
NWA - WSB Park Design (Highlands & Peltier)	-\$61,300	2022/2023
NWA - Park #4 - (estimated)	-\$1,000,000	TBD
Heritage Village Park – Phase 4 (estimated after DNR Grant)	-\$1,390,000	2023
HVP-Phase 4 5% Construction Contingency, Site Amenities, Construction Administration (estimated)	-\$179,500	2023
Seidles Lake Park Trail Connection (South St. Paul / DNR Grant)	-\$175,000	2023/2024
DEED Reimbursement (Vista Pines)	\$415,000	2022/2023
Total	\$1,028,933	

RECOMMENDATION

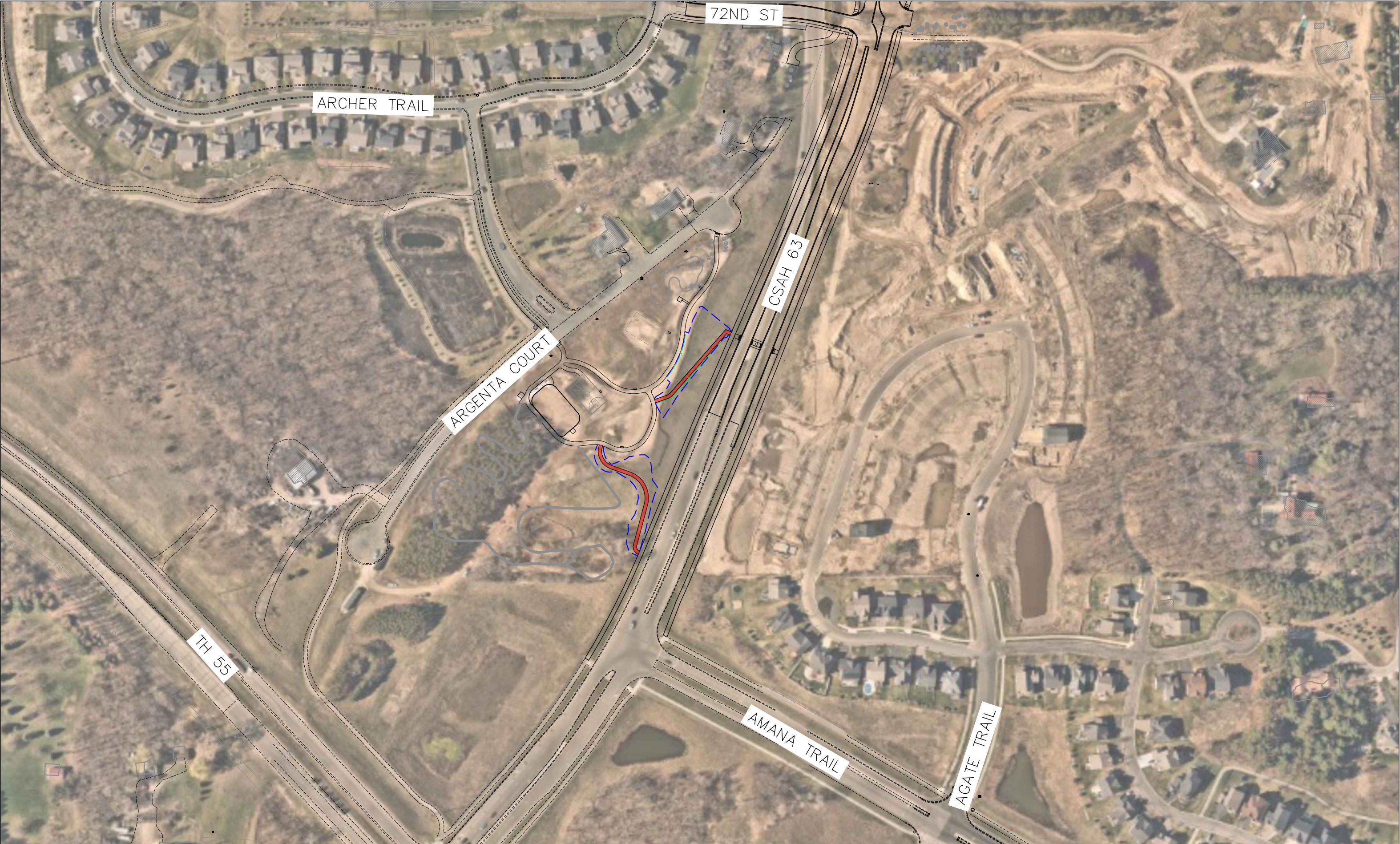
Staff recommends Council authorize staff to proceed to final design and preparation of plans and specifications for Vista Pines Park trail connections.

At its November 9, 2022 meeting, the Park and Recreation Advisory Commission unanimously voted to recommend to Council to proceed to final design and preparation of plans and specifications for Vista Pines Park trail connections.

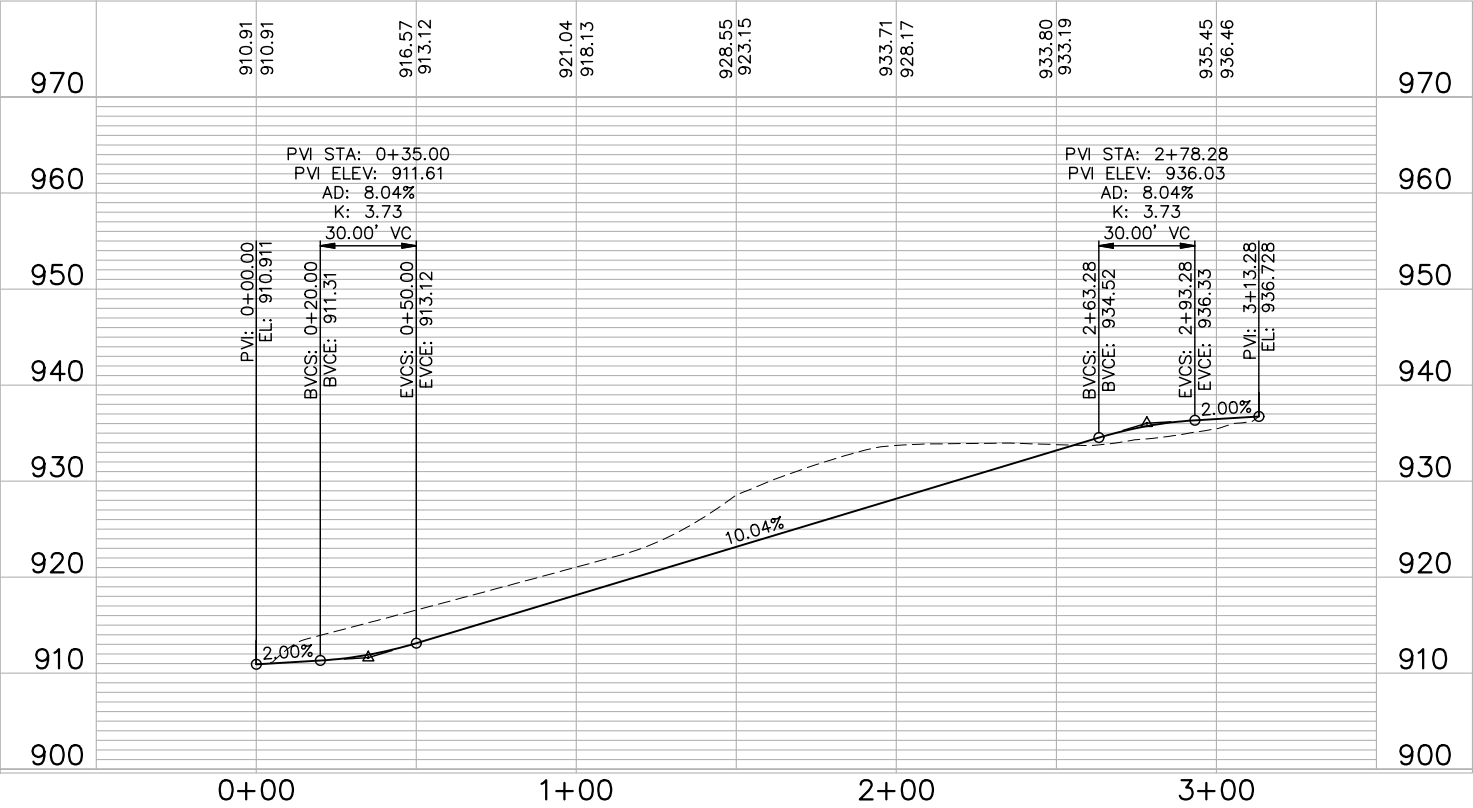
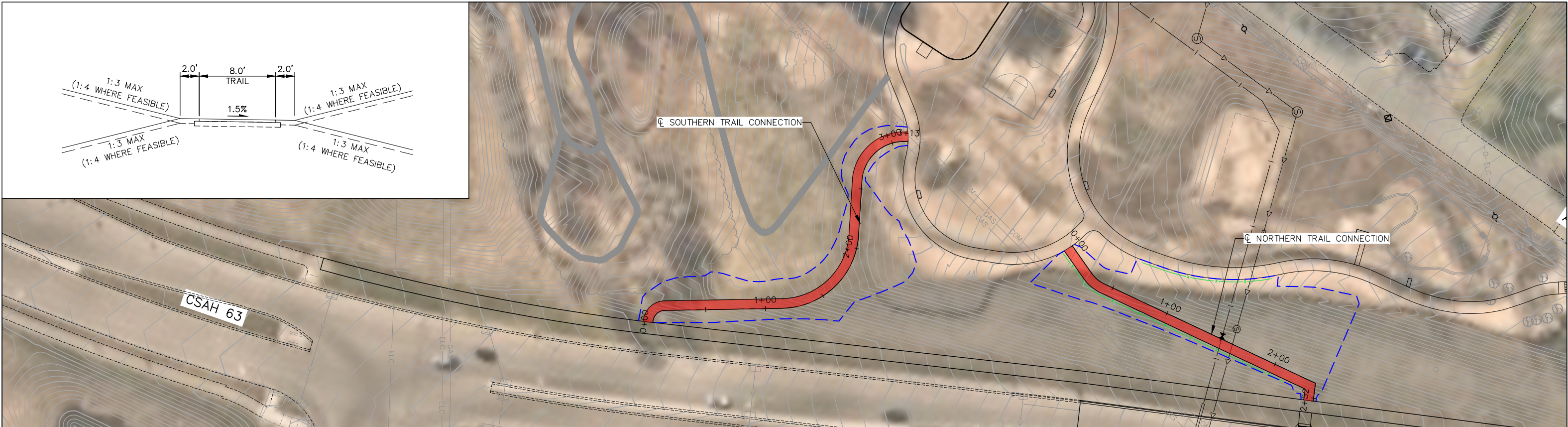
ATTACHMENTS

1. Vista Pines Trail Exhibits
2. 2022.10.04 Vista Pines Trail Cost Estimate

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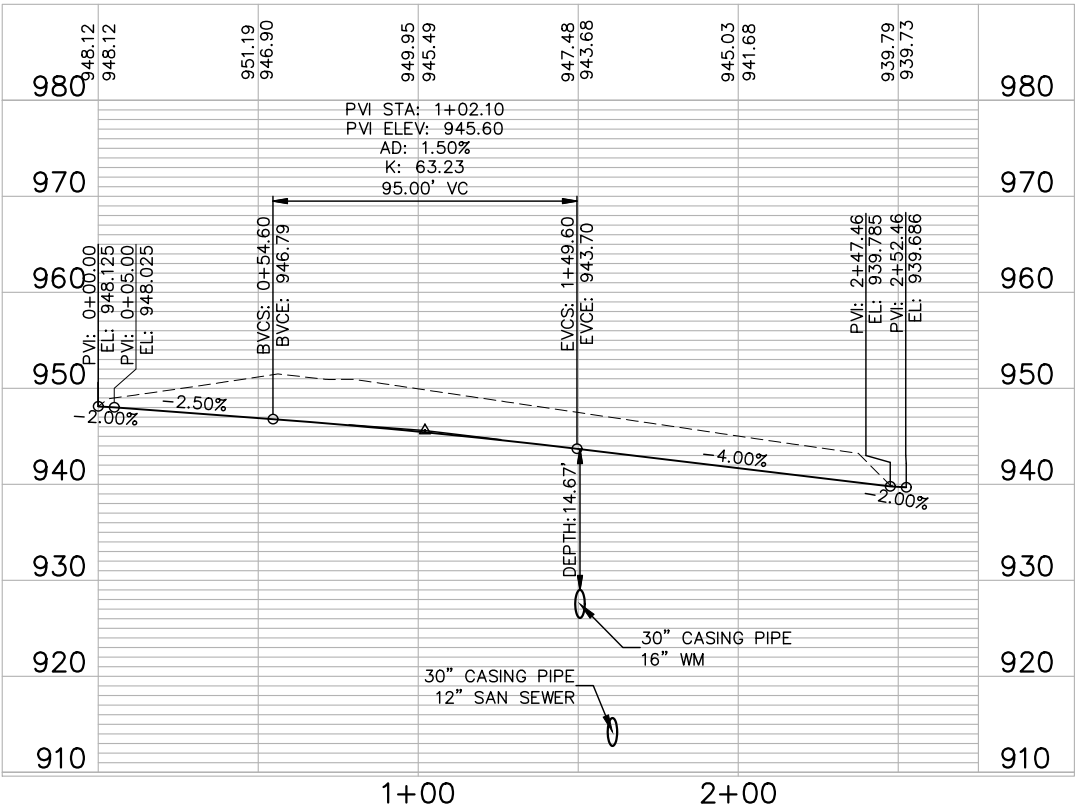
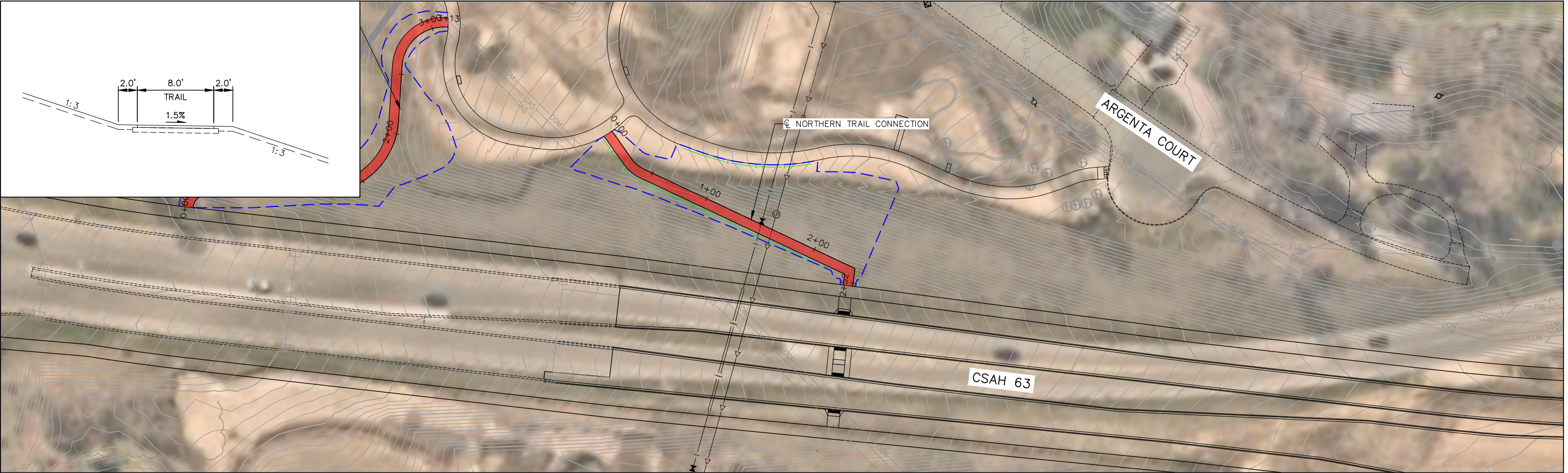


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- LEGEND**
- BITUMINOUS TRAIL
 - PROPOSED FENCE
 - CONSTRUCTION LIMITS

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- LEGEND
- BITUMINOUS TRAIL
 - PROPOSED FENCE
 - CONSTRUCTION LIMITS

FIGURE 1

**CITY OF INVER GROVE HEIGHTS
VISTA PINES TRAIL**

ESTIMATED COSTS

SOUTH SEGMENT

<u>Item No.</u>	<u>Item</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	MOBILIZATION	LS	1	\$ 4,000.00	\$ 4,000
2	CLEARING AND GRUBBING	ACRE	0.20	\$ 20,000.00	\$ 4,000
3	COMMON EXCAVATION	CY	1,900	\$ 20.00	\$ 38,000
4	CLASS 5 AGGREGATE BASE	CY	55	\$ 35.00	\$ 1,925
5	3" BITUMINOUS WALK	SF	2,900	\$ 4.00	\$ 11,600
6	SEEDING	ACRE	0.40	\$ 8,000.00	\$ 3,200
7	TOPSOIL BORROW (6")	CY	215	\$ 60.00	\$ 12,900
8	RAPID STABILIZATION METHOD 2	SY	1,250	\$ 2.00	\$ 2,500
9	ROLLED EROSION PREVENTION CATEGORY 20N	SY	1,250	\$ 2.00	\$ 2,500
10	SILT FENCE	LF	400	\$ 3.00	\$ 1,200
11	STORM DRAIN INLET PROTECTION	EA	5	\$ 250.00	\$ 1,250
Subtotal					\$ 83,075
10% Construction Contingency					\$ 8,308
Total South Segment Construction Cost					\$ 92,000

NORTH SEGMENT

<u>Item No.</u>	<u>Item</u>	<u>Units</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Amount</u>
1	MOBILIZATION	LS	1	\$ 5,000.00	\$ 5,000
2	COMMON EXCAVATION	CY	1,785	\$ 20.00	\$ 35,700
3	CLASS 5 AGGREGATE BASE	CY	40	\$ 35.00	\$ 1,400
4	3" BITUMINOUS WALK	SF	2,200	\$ 4.00	\$ 8,800
5	SEEDING	ACRE	0.50	\$ 8,000.00	\$ 4,000
6	TOPSOIL BORROW (6")	CY	250	\$ 60.00	\$ 15,000
7	ADJUST GATE VALVE & BOX	EA	1	\$ 2,000.00	\$ 2,000
8	RECONSTRUCT DRAINAGE STRUCTURE (48" MH)	EA	1	\$ 4,000.00	\$ 4,000
9	FENCING	LF	330	\$ 60.00	\$ 19,800
10	RAPID STABILIZATION METHOD 2	SY	1,600	\$ 2.00	\$ 3,200
11	ROLLED EROSION PREVENTION CATEGORY 20N	SY	1,600	\$ 2.00	\$ 3,200
12	SILT FENCE	LF	645	\$ 3.00	\$ 1,935
13	STORM DRAIN INLET PROTECTION	EA	1	\$ 250.00	\$ 250
Subtotal					\$ 104,285
10% Construction Contingency					\$ 10,429
Total North Segment Construction Cost					\$ 115,000
Total Construction Cost					\$ 207,000



Request for Council Action

SUBJECT: **Authorization to Place 2023 Equipment Orders for Golf Course**

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Joel Metz, Golf Course Superintendent, 651.554.0132
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to approve the purchase of new maintenance equipment and the trading in of aging equipment for Inver Wood Golf Course.

BACKGROUND

The recommended 2023 equipment replacements for the Golf Course were presented to the Council at the October 3, 2022 work session. With an aging fleet of maintenance equipment, staff identified the need to replace several pieces of equipment and to purchase certain new equipment to improve efficiency and effectiveness for 2023. Staff are requesting to trade in three Toro Greensmaster R3150's that are beyond their life cycles and to purchase a new Groundmaster 3500-D, Reelmaster 3100-D, ProCore 648, and two Groundmaster 3150-Q's. These changes and additions will provide a higher quality of turf for guests and improve operating efficiency.

Given ongoing supply chain issues facing many equipment manufacturers, there is a good chance that these pieces of equipment may not be available in 2022 or early 2023. Additionally, vendors have indicated there would be a 4-6% price increase on these items in 2023. However, as noted in the October presentation, if the City places its orders before the end of 2022, we would be locked in for 2022 pricing even if the equipment is not available for delivery until some time later.

FISCAL IMPACT

The Golf Course Fund is anticipated to have an available cash balance of approximately \$2 million at the end of 2022. The total acquisition cost for this equipment is estimated at \$236,480.76.

Below is a chart of trade-ins and purchases with prices that reflect state contract pricing.

Equipment	Cost
Turfco - Vendor	
Turfco - Topdresser	\$15,290.00
Tax	\$1,089.41

Subtotal	\$16,379.41
MTI Distributing - Vendor	
Toro - Pro Core 648	\$43,994.00
Toro - Groundsmaster 3500-D	\$40,904.76
Toro - Reelmaster 3100-D	\$40,941.11
Toro - Green Mowers 3150-Q (x 2)	\$99,622.30
Tax	\$14,639.18
Subtotal	\$240,101.35
Trade-In	
Toro - GR 3150 3WD	-\$11,500
Toro - GR 3150	-\$4,000
Toro - GR 3150	-\$4,500
Subtotal	-\$20,000
Total	\$236,480.76

RECOMMENDATION

Staff recommends adoption of the attached Resolution, declaring the equipment to be traded in as surplus property, and approval of the equipment purchases outlined above.

ATTACHMENTS

1. Resolution - Declaring Golf Course Maintenance Equipment Surplus
2. Inverwood Golf Course 9.26.2022.2
3. Inverwood Quote (002)

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

RESOLUTION NO. _____

**A RESOLUTION DECLARING CERTAIN GOLF COURSE MAINTENANCE
EQUIPMENT SURPLUS PROPERTY AND AUTHORIZING ITS TRADE-IN TOWARD
THE PURCHASE OF NEW MAINTENANCE EQUIPMENT**

WHEREAS, the City of Inver Grove Heights is in possession of the following equipment or property which is no longer needed for public service and can be offered for sale, disposal, or donation pursuant to the terms of Minnesota Statutes, Sections 471.345, 471.64, and 471.3459:

- (2) Toro GR 3150
- (1) Toro GR 3150 3wd

NOW, THEREFORE, be it resolved by the City Council of the City of Inver Grove Heights, Minnesota, that the equipment or property listed above is hereby declared surplus and is authorized to be traded into MTI Distributing for a credit of \$20,000 toward the purchase of new maintenance equipment.

Adopted this 28th day of November 2022 by the City Council of Inver Grove Heights,
MN

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Inverwood Golf Course
Joel Metz

Quote Expiration Date: 12/1/2022

Qty	Model Number	Description	Quote Price Each	Quote Price Extended
1	30807	Groundsmaster 3500-D	\$39,930.54	\$39,930.54
1	31692	LED Work Light Kit	\$280.80	\$280.80
1	30629	Deluxe Suspension Seat Kit	\$693.42	\$693.42
1	03170	Reelmaster 3100-D	\$25,087.92	\$25,087.92
3	03189	27 Inch 8 Blade (RR) Radial Reel EdgeSeries	\$4,047.42	\$12,142.26
1	03172	27 Inch Lift Arm Kit	\$1,170.78	\$1,170.78
1	119-0635	DPA CU Tipper Kit (For Reelmaster 3100 Series)	\$59.75	\$59.75
3	03243	27 Inch Powered Rear Roller Brush For Cutting Units Without Groomers (Kit Of	\$733.20	\$2,199.60
1	31692	LED Work Light Kit	\$280.80	\$280.80
1	09960	ProCore 648s	\$41,421.00	\$41,421.00
3	09736	Mini-tine Head Set (2 rows of 5)	\$271.00	\$813.00
3	09796	4 Tine 3/4 Inch Head Set	\$277.00	\$831.00
24	108-9141	Titan Max Hollow 3/4 Inch (4.75 Inch X .580 Inch)	\$13.27	\$318.48
24	108-9214	Titan Solid Round 3/4 Inch (6.50 Inch X .600 Inch)	\$7.45	\$178.80
2	120-1045	Guard-Turf, 4 Tine, Short	\$54.06	\$108.12
1	120-1046	Guard-Turf, 4 Tine, Long	\$83.04	\$83.04
2	120-1047	Guard-Turf, Mini Tine, Short	\$75.37	\$150.74
1	120-1052	Guard-Turf, Mini Tine, Long	\$89.82	\$89.82
2	04358	Greensmaster 3150-Q	\$28,826.46	\$57,652.92
6	04654	11 Blade Cutting Unit	\$2,694.12	\$16,164.72
6	04255	Narrow Wiehle Roller (One roller)	\$316.68	\$1,900.08
6	04648	Universal Groomer Drive	\$1,819.74	\$10,918.44
6	04802	Twin Tip Groomer Blade Assembly (21 Inch)	\$722.28	\$4,333.68
2	138-4976	Pull Link Kit (Set Of 3)	\$698.93	\$1,397.85
6	04650	Universal Rear Rotating Brush	\$964.08	\$5,784.48
2	04554	Light Kit - LED	\$605.28	\$1,210.56
2	139-8580	Light Kit Brackets	\$129.78	\$259.57
1	xx-ue	Less trade in Toro GR 3150 3wd 04357-3110001096	-\$11,500.00	(\$11,500.00)
1	xx-ue	Less trade in Toro GR 3150 04357-24000727	-\$4,000.00	(\$4,000.00)
1	xx-ue	Less trade in Toro GR 3150 04357-28000075	-\$4,500.00	(\$4,500.00)
			Subtotal	\$205,462.17
			Sales Tax 7.125%	\$14,639.18
			Total	\$220,101.35

Quote validity: As a result of supply chain disruptions effecting availability and pricing, the pricing above cannot be guaranteed. Should you commit to a non-binding purchase commitment, a firm quote including finance rates will be provided when product becomes available.

Quote is valid for 30 days; pending product availability

Net 30 Terms with qualified credit

New Toro commercial equipment comes with a two-year manufacturer warranty

Equipment delivery and set-up at no additional charge

All commercial products purchased by a credit card will be subject to a 2.5% service fee.

Thank you for the opportunity to submit this quote. If you have any questions, please do not hesitate in contacting us.

Bob Frank
Commercial Sales Rep
612-877-0837

Mandi Prinsen
Inside Sales Representative
763-592-5641

MTI Distributing, Inc. • 4830 Azelia Ave N • Brooklyn Center, MN

I commit to the purchase as detailed on quote above. I reserve the right to opt out of intended purchase at any time prior to scheduled delivery. I understand that the quoted pricing above is not guaranteed and that I will be provided a new proposal when product becomes available.

Name:

Signature:

Date:



11/21/2022

Joel Metz
Inverwood Golf Course

Turfco 1550 truck Mounted topdresser

List Price

\$14,604.00

Toro Workman Mounting Kit ** (See Note Below)**

\$1,448.00

Top Dresser Storage Stand Kit

\$936.00

\$16,988.00

Inverwood Golf Course Purchase Price - \$ 15,290.00 *

****7.125% MN State Tax***

\$ 1,089.41

Total Purchase Amount

\$ 16,379.41

3 Year Warranty

Topdresser to be installed by Turfco at our facility

***** Toro Workman - required remote Hi Flow hydraulic accessory.***

Turfco will train Inverwood golf course staff on operation.

Price Quote is Valid until March 1 2023

Respectfully submitted to Inverwood Golf course for consideration by Gregory Brodd, Turfco Manufacturing.

Please contact Greg Brodd @ Turfco with questions

gbrodd@turfco.com

763.785.1000 Office

612.889.1719 Cell



Request for Council Action

SUBJECT: **Lobbyist Contract for 2023 Legislative Session**

MEETING DATE: November 28, 2022

ITEM TYPE: Consent Agenda

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into the attached contract with Messerli & Kramer, for government relations services during the 2023 calendar year.

BACKGROUND

For several years the City has contracted with Messerli & Kramer, and specifically Katy Sen, to provide government relations services to help advance the legislative priorities of the City. Attached is the proposed contract for 2023, which is identical to the 2022 contract with the exception of a price increase from \$41,000 per year to \$43,000 per year.

FISCAL IMPACT

Funding for this contract is included in the proposed 2023 budget for the Mayor and City Council.

RECOMMENDATION

I recommend approval of the contract.

ATTACHMENTS

1. 2023 Messerli Kramer Contract for Lobbying Services

MESSERLI & KRAMER, P.A.
and
CITY OF INVER GROVE HEIGHTS

Contract for Government Relations Services
2023 Legislative Session Representation

This contract for the provision of government relations services is entered into between Messerli & Kramer P.A. and the City of Inver Grove Heights.

SERVICES TO BE PROVIDED

During the period January 1, 2023 through December 31, 2023, Messerli and Kramer will provide government affairs services on behalf of the City of Inver Grover Heights for items included on the City's 2023 Legislative Platform. Katy Sen will be lead lobbyist from Messerli and Kramer.

LEGISLATIVE SERVICES TO BE PROVIDED

Lobbying. Messerli & Kramer will provide legislative lobbying for the City of Inver Grove Heights on items included on the City's Legislative Platform. This includes monitoring bill introductions; monitoring hearings of interest to the City; drafting of bills; requesting bill hearings; lobbying key legislators and executive branch staff. The Firm will provide advice on strategy and process to represent the interests of the City at the Legislature.

Liaison with State Government Officials. Messerli and Kramer will facilitate meetings with the Governor's Office and other members of the executive branch as needed.

BUDGET

For legislative services as outlined above related to the City of Inver Grove Heights, for the term of the contract, Messerli & Kramer will charge a retainer of \$43,000. Invoices will be sent quarterly in January, April, July, and October in the amount of \$10,750. Invoices will be due upon receipt.

CONFLICTS OF INTEREST

Together with this contract we have included a copy of Messerli & Kramer's Conflict of Interest policy and a list of current governmental relations clients. Included are the procedures that will follow should a conflict of interest arise.

AMENDMENTS

Amendments to this contract may be made upon the request of either party and upon their mutual consent of the same.

TERMINATION

This contract may be terminated by either party upon 30 days written notice to the other party.

This contract is entered into on the _____ day of _____ 2022 by

Katy Sen
Chair, Government Relations
Messerli & Kramer, P.A.

Kris Wilson
City Manager
City of Inver Grove Heights

MESSERLI | KRAMER

Messerli & Kramer P.A. is aware that conflicts between clients can negatively impact their legislative programs. We assume the responsibility to examine the issues presented by any potential client for conflict with existing client legislative initiatives. To that end, we have developed a Conflicts of Interest Policy which we include as part of all client representation agreements. It is our belief that most conflicts can be avoided through a commitment to early identification of issues and by notification of clients.

Conflicts of Interest Policy

Messerli & Kramer P.A. has an affirmative obligation to promptly detect and immediately report any potential conflict between the legislative objectives of its clients. Legislative clients also have an affirmative responsibility to detect potential conflicts and notify Messerli & Kramer P.A. regarding them. A conflict of interest will be deemed to exist whenever either a legislative client or the firm determines there is a conflict. Prospective clients are advised to review the aforementioned firm profile of current clients.

We make every attempt to identify any potential conflict of interest with existing clients prior to being retained by a new legislative client. This process includes a full discussion within our Government Relations Department and disclosure of the potential conflict issues to existing legislative clients who may be affected. If any significant conflict becomes apparent that cannot be resolved at this stage, the firm will decline the new representation absent client consent.

If a conflict of interest arises between two or more existing legislative clients, the following guidelines will apply:

1. An attempt will be made to resolve or compromise the conflict between the clients. A compromise must be agreed to by all affected clients.
2. If a client elects to withdraw the conflicting issue from its legislative program, the conflict of interest will be considered resolved.
3. If the conflict is not resolved by a client's withdrawal of the issue or mutual compromise of the conflicting points of view, Messerli & Kramer P.A. must withdraw from representation of all clients on that particular legislative issue. Messerli & Kramer P.A. will contact appropriate parties to explain the conflict and the firm's withdrawal from the issue.
4. The client, with the firm's assistance, will be responsible for making their own arrangements for legislative representation on the issue giving rise to the conflict and withdrawal. Messerli & Kramer P.A. will renegotiate any retainer or contract agreement with an affected client to reflect the withdrawal.
5. If a pattern of conflicts develops between legislative clients, the Firm will evaluate the situation with the affected clients. The Firm will cease representation as necessary to eliminate any continuing conflict of interest and will explain the withdrawal to all affected parties.

Request for Council Action

SUBJECT: Public Hearing for 2023 Liquor License Renewal Applications and change in manager approvals

MEETING DATE: November 28, 2022
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to conduct a public hearing and consider approval of renewal applications for liquor licenses for the 2023 calendar year along with approval of two new managers..

BACKGROUND

There are currently a total of 32 active liquor licenses issued by the City, all with an expiration date of December 31, 2022. At this time, the City has received complete applications for the renewal of 20 of these licenses. These licenses, which are being brought forward for a public hearing and Council consideration at this time are as follows:

1.	Arbor Pointe Golf Club	3.2 On-Sale & Sunday
2.	Inver Grove Brewing Company	Brew Pub Off-Sale
3.	Arbor Pointe Liquors	Off-Sale
4.	Cub Wine & Spirits #1584	Off-Sale
5.	Gold Palace Liquor	Off-Sale
6.	Market Liquor	Off-Sale
7.	Trail Liquor	Off-Sale
8.	King of Diamonds	On-Sale (No Sunday)
9.	AMC Theatres	On-Sale & Sunday
10.	Applebee's Neighborhood Grill & Bar	On-Sale & Sunday
11.	B-52 Burgers and Brew	On-Sale & Sunday
12.	Celts Pub	On-Sale & Sunday
13.	Drkula 32 Bowl	On-Sale & Sunday
14.	Inver Grove Brewing company	On-Sale & Sunday
15.	IWA Sushi	On-Sale & Sunday
16.	Jersey's Bar & Grill	On-Sale & Sunday
17.	L.W.'s Bierstube	On-Sale & Sunday
18.	Mallards Restaurant	On-Sale & Sunday
19.	Mississippi Pub	On-Sale & Sunday
20.	Overboard Bar & Grill	On-Sale & Sunday

Each renewal application was accompanied by the necessary license fees and certificates of liability insurance. All background investigations were completed by the Police Department.

Of the above listed establishments, there were two that have had changes in officers or managers.

- B-52's has added a new manager, Amy Holum. She went through a full background investigation. The city received her personal history statement back from her on November 1, 2022 and it has been approved by Chief Chiodo.
- Cub Wine and Spirits has added a new manager, Michael Rietz. He went through a full background investigation. The city received his personal history statement back from him on October 26, 2022 and it has been approved by Chief Chiodo. Information regarding completion of alcohol-server training was also provided with each application to verify that all employees in the serving/selling of alcohol within the last 36 months.

City staff expects to bring forward the remaining license renewals for public hearing and Council consideration at the December 12 City Council meeting, pending receipt of all necessary application materials and completion of all required background checks prior to that date.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends holding a public hearing and approving the liquor license renewals and manager changes that have been completed and processed to date.

ATTACHMENTS

None



Request for Council Action

**SUBJECT: Public Hearing and 2nd Reading of Ordinance
 Amending Development Fees and Utility Connection
 Fees**

MEETING DATE: November 28, 2022
ITEM TYPE: Public Hearing
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to hold a public hearing and then approve the second reading of the attached ordinance, which establishes planning and development-related fees, including utility connection fees, for calendar year 2023.

BACKGROUND

Minnesota Statute requires that certain land use planning and development related fees be established by ordinance following a public hearing. This is an annual item that comes before the City Council and encompasses both fees for various land-use applications, such as a preliminary or final plat, rezoning, conditional use permit or variance application, and also connection fees for the City's three utility systems (water, sewer and stormwater), which are paid as part of the development process.

For background information and detail, the staff presentation from the November 14 first reading of the ordinance is attached.

The following changes have been made to the proposed ordinance since its first reading was approved:

1. In Section 4 of the ordinance, the proposed per acre assessment amounts for water and sewer trunk line area benefit have been changed from \$5,285 per acre for water and \$5,440 per acre to \$5,418 per acre for each.
2. In Section 6, the fee for "Determination of Substantially Similar Use" has been added. This fee exists currently and was inadvertently dropped from the list in the version presented for the first reading. The proposed amount of the fee for 2023 is unchanged from 2022.
3. The order of Sections 5 and 6 have been reversed and the sections renumbered, so that the flow of the ordinance is consistent with the title of the ordinance.
4. Various minor grammatical and technical edits identified by the City Attorney have been made throughout the document.

Additionally, in the presentation given at the first reading, staff outlined two possible options for the water and sewer plat connection fees. The option contained in the ordinance reflected a few small adjustments to the current fee structure, such as calculating fees based on net developable acres rather than total acres; but was otherwise largely an inflationary increase to the current plat connection fees.

The alternative discussed in the first reading presentation was a structure that reflected a more significant change from current practice. In the time since the first reading, staff has calculated the impacts of this alternative structure on some recent developments, had they come through the approval process under this alternative structure. Highlands at Settlers Ridge was used as an example of a single-family development, the Crossings apartment development as an example of multi-family, and buildings four and five of the InverWood Business Park as an example of industrial. The resulting impacts were extreme (see attached "Plat Connection Fee Scenarios"), leading staff to recommend that the alternative rate structure be dropped from consideration. Additional work to refine the plate connection fee will continue and may influence recommendations brought forward for this fee in 2024 and beyond.

FISCAL IMPACT

The proposed fees contained in the second reading of the ordinance would be expected to yield a modest increase in revenue (in the neighborhood of 5% all combined) if the City were to see similar development activity and mix in 2023 as it has in recent years. That, however, will depend substantially on broader economic and development trends and conditions.

RECOMMENDATION

Staff recommends approval of the second reading.

ATTACHMENTS

1. 2nd Rdg Development and Connection Fee Ordinance for 2023 (Nov 28 2022)
2. Staff Presentation from 1st Reading of Utility Connection Fee Ordinance
3. Plat Connection Fee Scenarios

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 3,
CHAPTER 4, SECTIONS (2) and (3) RELATED TO WATER, SANITARY SEWER, AND
STORMWATER SYSTEM CONNECTION FEES AND SANITARY SEWER AND
WATER TRUNK AREA ASSESSMENTS; SECTION 8-7-4 RELATED TO
STORMWATER SYSTEM RATES AND CHARGES; AND SECTION 10-3-8 RELATED
TO LAND USE APPROVAL FEES AND DEPOSITS**

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

Section One. Amendment. Sections 3-4-2-2(C) and (E) of the Inver Grove Heights City Code are hereby repealed and replaced in its entirety as follows:

C. Connection Fees for Water Utility System. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA) and for land located within the Northwest Area. Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as noted in Table 3-4-2-2(C)(1). Fees required to be paid at time of plat must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Table 3-4-2-2(C)(1)

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee*	\$1,720.00 multiplied by a density factor of 3.5 multiplied by net developable acres
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$1,010.00 per SAC unit
Water Treatment Plant Fee	\$900.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,120.00
1 ½ inch	\$4,230.00

2 inch	\$6,760.00
3 inch	\$13,520.00
4 inch	\$21,120.00
6 inch	\$42,230.00
8 inch (or larger)	\$67,580.00
Land Inside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee * (By Zoning District)	
R-1 and R-2	\$1,435.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$1,435.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$1,435.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$1,435.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,435.00.
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet

	to arrive at density units. Then multiply the density units by \$1,435.00.
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,435.00.
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,435.00.
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$3,900.00 per SAC unit
Water Treatment Plant Fee	\$900.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,120.00
1 ½ inch	\$4,230.00
2 inch	\$6,760.00
3 inch	\$13,520.00
4 inch	\$21,120.00

6 inch	\$42,230.00
8 inch (or larger)	\$67,580.00

* This connection fee is not required if the property has been previously specially assessed on an area basis for a trunk water line.

**Payable when property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. In the Northwest Area, no fee is required if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

*** Payable at time of issuance of building permit or when connection is made to the municipal water system, whichever occurs first.

Section Two. Amendment. Sections 3-4-2-2(D) and (F) of the Inver Grove Heights City Code are hereby repealed and replaced in its entirety as follows:

D. Connection Fees for Sanitary Sewer Utility System. The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA) and land located within the Northwest Area. Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as noted in Table 3-4-2-2(D)(1). Fees required to be paid at time of plat must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. Fees required to be paid when a building permit is obtained or a when connection is made to the municipal sanitary sewer system, whichever occurs first. Sanitary sewer plat connection fees for property within the Northwest Area are not required to be paid if the property is being platted as an agricultural planned unit development with no connection to the municipal sewer system.

Table 3-4-2-2(D)(1)

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Sanitary Sewer Plat Connection Fee*	\$1,720.00 multiplied by a density factor of 3.5 multiplied by net developable acres
<i>Fees due at time of building permit or connection to sanitary sewer system ***</i>	
Sanitary Sewer Building Permit Connection Unit Fee	\$580.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit

B-Line Special Connection Charge (applicable only to the B-Line area)****	\$1,465.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$700.00
1 ½ inch	\$1,390.00
2 inch	\$2,210.00
3 inch	\$4,420.00
4 inch	\$6,910.00
6 inch	\$13,810.00
8 inch (or larger)	\$22,090.00
Land Inside the Northwest Area	
<i>Fees due at time of plat ****</i>	
Sanitary Sewer Plat Connection Fee (By Zoning District)	
R-1 and R-2	\$2,580.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$2,580.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$2,580.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$2,580.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$2,580.00.
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR

	required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$2,580.00.
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$2,580.00.
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$2,580.00.
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee,
<i>Fees due at time of building permit or connection to water system ***</i>	
Sanitary Sewer Building Permit Connection Fee***	\$6,960.00 per SAC unit

MCES SAC Unit Fee	\$2,485.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller and sewer-only services)	\$700.00
1 ½ inch	\$1,390.00
2 inch	\$2,210.00
3 inch	\$4,420.00
4 inch	\$6,910.00
6 inch	\$13,810.00
8 inch (or larger)	\$22,090.00

*The connection fee is not required if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.

**Payable when a building permit is issued or when connection is made to the municipal sanitary sewer system, whichever occurs first.

*** The B-line special connection charge only applies to that area of the City served by the B-line sanitary system; for properties in the B-line area, the B-line special connection charge is payable in addition to the other fees set forth in Table 3-4-2-2(D)(1).

**** Payable when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first.

Section Three. Amendment. Section 3-4-2-2(G) of the Inver Grove Heights City Code is hereby repealed and replaced in its entirety as follows:

G. Connection Fees for Stormwater System. The following connection fees for the stormwater system, also known as the stormwater utility system, are hereby imposed and required to be paid with respect to land outside of the Northwest Area and for land located within the Northwest Area. The following fees must be paid by the landowner when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first. The fees are not required to be paid for outlots if the property is being platted as an agricultural planned unit development in the Northwest Area.

Land Outside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	\$6,840.00 per net developable acre
	R-3A, R-3B and R-3C	\$8,892.00 per net developable acre

	All Other Zoning Districts (B, I and P)	\$15,732.00 per net developable acre
	Mixed Use Zoning Districts	Pro-rated
Land Inside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	\$14,070.00 per net developable acre
	R-3A, R-3B and R-3C	\$16,122.00 per net developable acre
	All Other Zoning Districts (B, I and P)	\$22,962.00 per net developable acre
	Mixed Use Zoning Districts	Pro-rated

Section Four. Amendment. The table establishing the per acre assessment amounts for trunk line area benefit found in Section 3-4-2-3 of the Inver Grove Heights City Code is hereby repealed and replaced as follows:

For water trunk line area benefit	\$5,285.00 <u>\$5,418</u> per acre
For sanitary sewer trunk line area benefit	\$5,440.00 <u>\$5,418</u> per acre

Section Six Five. Amendment. Section 8-7-4 of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck out~~ text shows the deleted language, and the underlined text shows new language:

A. ~~Northwest Area~~ Connection Fees: The city may impose a connection fee ~~within the northwest area~~, based on: 1) the square footage of the property to be charged, adjusted for a reasonable calculation of stormwater runoff, 2) a reasonable classification of the types of premises to which service is furnished, 3) by reference to the quantity, pollution qualities, and difficulty of disposal of stormwater runoff produced, or 4) any other equitable basis, including any combination of the basis described in items 1) through 3) of this subsection, but excluding any reference to the amount of water consumed. The connection fee must be a fair and equitable share of the amount reasonably calculated to pay total projected capital costs of the ~~northwest area~~ stormwater system ~~constructed as part of the stormwater system within the northwest area~~, including the cost of debt service and related financing costs in connection with obligations issued by the city to finance such improvements, depreciation, a reasonable reserve for capital replacement, and the costs of obtaining and complying with permits required by law. In determining the connection fee, the city may give consideration to all costs of establishing the system, and of

improvements, enlargements and extensions necessary to serve adequately the northwest area. The connection fee, including timing and manner of payment, shall be specified in subsection 3-4-2-2(G) of this code, as amended from time to time.

Section Five Six. Amendment. The table listing base fees, other fees, and escrow amounts found in Section 10-3-8 of the Inver Grove Heights City Code is hereby repealed and replaced in its entirety as follows:

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*
Administrative Subdivision	\$200		\$25/lot	
Comprehensive Plan Amendment	\$500		\$50	\$2,500
Comprehensive Plan Amendment - minor	\$200			\$250
Conditional Use Permit	\$500	\$52		\$6,000
Conditional Use Permit - amendment	\$150	\$52		\$1,000
Conditional Use Permit, single-family residential	\$250	\$52		
<u>Determination of Substantially Similar Use</u>	<u>\$200</u>			<u>\$200</u>
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000
Final Plat - other (i.e. Commercial or Industrial)	\$200	\$52	\$100/acre	\$6,000
Interim Use Permit	\$500	\$52		\$1,250
Major Site Plan Review	\$500			\$6,000
Non-Conforming Use Certificate	\$500	\$52		\$1,250
Northwest Area Environmental Studies Fee (paid with Final Plat/PUD in NWA)	\$80/gross acre			
Northwest Area Sketch Plan Review				\$1,000

Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000
Planned Unit Development - Amendment	\$250	\$52		\$2,000
Preliminary Plat	\$500 + \$5 per lot			\$6,000
Rezoning	\$500		\$50	\$500
Street Dedication	\$150	\$52	\$50	
Street/Easement Vacation	\$150	\$52	\$50	\$500
Variance	\$200	\$52		
Waiver of Plat	\$300	\$52	\$25	
Wetland Replacement Plan	\$200		\$100/acre	\$2,500
Zoning Code Amendment	\$500			\$500
Zoning Code Amendment - minor	\$100			\$250
Zoning Interpretation Appeal	\$500			\$1,000

Section Seven. Effective Date. This Ordinance shall be in full force and effect beginning January 1, 2023.

Passed in regular session of the City Council of the City of Inver Grove Heights on the ____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

By: _____

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

1st Reading of Ordinance Amending Development Fees

*Kris Wilson, City Administrator
November 14, 2022*



DEPARTMENT NAME

www.ighmn.gov

Process

- Annual action of the City Council
- Required by state statute to be accomplished via ordinance
- Ordinances require 3 readings in IGH

Scope of Proposed Ordinance

Amends 3 Sections of City Code:

1. Title 3, Chapter 4, Sections 2 and 3

- Water, Sewer and Stormwater Connection Fees
- Sanitary Sewer and Water Trunk Area Assessments

2. Title 8, Chapter 7, Section 4

- Stormwater System Rates & Charges

3. Title 10, Chapter 3, Section 8

- Land Use Approval Fees & Deposits

Sections of Proposed Ordinance

Section 1: Connection Fees for Water Utility System

Section 2: Connection Fees for Sanitary Sewer Utility System

Section 3: Connection Fees for Stormwater System

Section 4: Trunk Line Assessments for Water & Sewer

Section 5: Land Use Approval Fees & Deposits

Section 6: Authorizes Stormwater Connection Fees Citywide

Section 7: Effective Date (January 1, 2023)

Related to Utility Rate Study

Section 1: **Connection Fees for Water Utility System**

Section 2: **Connection Fees for Sanitary Sewer Utility System**

Section 3: **Connection Fees for Stormwater System**

Section 4: Trunk Line Assessments for Water & Sewer

Section 5: Land Use Approval Fees & Deposits

Section 6: **Authorizes Stormwater Connection Fees Citywide**

Section 7: Effective Date (January 1, 2023)

Water Connection Fees



Section 1 – Water Connection Fees

Proposed to continue unique rates for NWA & Non-NWA

#1 Water Plat Connection Fee

#2 Water Building Permit Connection Fee

Proposed to establish a single rate City-wide

#3 Water Treatment Plant Fee

#4 Water Core Connection Fee

Unique Rates for NWA & Non-NWA

#1 Water Plat Connection Fee - CURRENT

Outside the NWA	Any zoning	\$1,480 x 3.5 x gross acres
Inside the NWA	R-1 and R-2	\$1,370 x 2.0 x net developable acres
	R-3A	\$1,370 x 4.0 x net developable acres
	R-3B	\$1,370 x 6.5 x net developable acres
	R-3C	\$1,370 x 12.0 x net developable acres
	B-1 and Office Park	
	B-2, B-3 and B-4	
	I-1 and I-2	
	P-Institutional	
	Mixed Use	

Unique Rates for NWA & Non-NWA

#1 Water Plat Connection Fee - 1st Reading

Outside the NWA	Any zoning	\$1,720 x 3.5 x net developable acres
Inside the NWA	R-1 and R-2	\$1,720 <u>\$1,435</u> x 2.0 x net dev. acres
	R-3A	\$1,720 <u>\$1,435</u> x 4.0 x net dev. acres
	R-3B	\$1,720 <u>\$1,435</u> x 6.5 x net dev. acres
	R-3C	\$1,720 <u>\$1,435</u> x 12.0 x net dev. acres
	B-1 and Office Park	
	B-2, B-3 and B-4	
	I-1 and I-2	
	P-Institutional	
	Mixed Use	

Unique Rates for NWA & Non-NWA

Water Plat Connection Fee

Decision Points:

1. Same for all zoning classifications? If not, how many zoning groups should there be?
2. How different should NWA rate be from non-NWA rate?
3. How much change do we want to make in one year?

Unique Rates for NWA & Non-NWA

#1 Water Plat Connection Fee – *Alternative*

Outside the NWA	R-1 and R-2	\$6,010 x net developable acres
	R-3A, R-3B & R-3C	\$12,020 x net developable acres
	All Other	\$9,020 x net developable acres
Inside the NWA	R-1 and R-2	\$7,520 x net developable acres
	R-3A, R-3B & R-3C	\$15,030 x net developable acres
	All Other	\$11,280 x net developable acres

Unique Rates for NWA & Non-NWA

#2 Water Building Permit Connection Fee

	Current (per SAC Unit)	Proposed (per SAC unit)
Outside the NWA	\$980	\$1,010
Inside the NWA	\$3,780	\$3,900

Proposed for a Single Rate City Wide

#3 Water Treatment Plant

	Current (per SAC Unit)	Proposed (per SAC unit)
Outside the NWA	\$870	\$900
Inside the NWA	\$810	

Proposed for a Single Rate City Wide

#4 Water Core Connection Fee

Based on Water Service Size	Outside the NWA (Currently)	Inside the NWA (Currently)	Based on Water Meter Size	Proposed
1 inch	\$2,050	\$2,000	1 inch (or smaller)	\$2,120
1 ½ inch	\$4,590	\$4,490	1 ½ inch	\$4,230
2 inch	\$8,140	\$7,980	2 inch	\$6,760
3 inch	\$19,300	\$17,930	3 inch	\$13,520
4 inch	\$32,570	\$31,910	4 inch	\$21,120
6 inch (or larger)	\$76,350	\$74,790	6 inch	\$42,230
			8 inch (or larger)	\$67,580

Sanitary Sewer Connection Fees



Section 2 – Sanitary Sewer Connection Fees

Proposed to continue unique rates for NWA & Non-NWA

#5 Sanitary Sewer Plat Connection Fee

#6 Sanitary Sewer Building Permit Connection Fee

Proposed to establish a single rate City-wide

#7 Sewer Core Connection Fee

Proposed to continue current single rate City-wide

- MCES SAC Unit Fee – *no change for 2023*
- B-Line Special Connection Charge – *flat 3% increase*

Unique Rates for NWA & Non-NWA

#5 Sanitary Sewer Plat Connection Fee - CURRENT

Outside the NWA	Any zoning	\$1,520 x 3.5 x gross acres
Inside the NWA	R-1 and R-2	\$2,460 x 2.0 x net developable acres
	R-3A	\$2,460 x 4.0 x net developable acres
	R-3B	\$2,460 x 6.5 x net developable acres
	R-3C	\$2,460 x 12.0 x net developable acres
	B-1 and Office Park	
	B-2, B-3 and B-4	
	I-1 and I-2	
	P-Institutional	
	Mixed Use	

Unique Rates for NWA & Non-NWA

#5 Sanitary Sewer Plat Connection Fee - **1st Reading**

Outside the NWA	Any zoning	\$1,720 x 3.5 x net developable acres
Inside the NWA	R-1 and R-2	\$2,580 x 2.0 x net developable acres
	R-3A	\$2,580 x 4.0 x net developable acres
	R-3B	\$2,580 x 6.5 x net developable acres
	R-3C	\$2,580 x 12.0 x net developable acres
	B-1 and Office Park	
	B-2, B-3 and B-4	
	I-1 and I-2	
	P-Institutional	
	Mixed Use	

Unique Rates for NWA & Non-NWA

Sanitary Sewer Plat Connection Fee

Decision Points:

1. Same for all zoning classifications? If not, how many zoning groups should there be?
2. How different should NWA rate be from non-NWA rate?
3. How much change to we want to make in one year?

Unique Rates for NWA & Non-NWA

#5 Sanitary Sewer Plat Connection Fee - *Alternative*

Outside the NWA	R-1 and R-2	\$6,010 x net developable acres
	R-3A, R-3B & R-3C	\$12,020 x net developable acres
	All Other	\$9,020 x net developable acres
Inside the NWA	R-1 and R-2	\$9,020 x net developable acres
	R-3A, R-3B & R-3C	\$18,030 x net developable acres
	All Other	\$13,530 x net developable acres

Unique Rates for NWA & Non-NWA

#6 Sanitary Sewer Building Permit Connection Fee

	Current (per SAC Unit)	Proposed (per SAC unit)
Outside the NWA	\$560	\$580
Inside the NWA	\$6,750	\$6,960

Proposed for a Single Rate City Wide

#7 Sewer Core Connection Fee

Based on Sewer Service Size	Outside the NWA (Currently)	Inside the NWA (Currently)	Based on Water Meter Size	Proposed
4 inch	\$670	\$670	1 inch (or smaller)	\$700
6 inch	\$1140	\$1120	1 ½ inch	\$1,390
8 inch	\$2030	\$2020	2 inch	\$2,210
10 inch	\$3150	\$3160	3 inch	\$4,420
12 inch	\$4570	\$4540	4 inch	\$6,910
			6 inch	\$13,810
			8 inch (or larger)	\$22,090

Stormwater Connection Fees



Section 3 & 6 of Proposed Ordinance Stormwater Connection Fees

- Section 6 amends establishing language to authorize stormwater connection fee city-wide
- Section 3 sets the fee amounts for 2023

Section 3 & 6 – Stormwater Connection Fees

Current Fees (charged in NWA only)

Zoning District	Fee per Net Developable Acre
R-1, R-2 and R-3A	\$16,050
R-3B and R-3C	\$16,050
B-1 and Office Park	\$18,450
B-2, B-3 and B-4	\$17,940
I-1, I-2 and I-Office Park	\$17,440
P Institutional	\$16,440
Mixed Use - Residential	\$16,440
Mixed Use - Commercial	\$17,440

Proposed Stormwater Connection Fees

Zoning District	Fee per Net Developable Acre	
	Outside the NWA	Inside the NWA
R-1 and R-2	\$6,840	\$14,070
R-3A, R-3B and R-3C	\$8,892	\$16,122
All Other Zoning Districts (B, I and P)	\$15,732	\$22,962
Mixed Use Zoning Districts	Pro-rated	Pro-rated

- Starting point is the R-1 and R-2 outside the NWA, based on data from comparable cities.
- Relationship between zoning classes is the result of different impervious surface maximums in the City's zoning code for different types of land uses.
- NWA fee is proposed at \$7,230 more than non-NWA;
\$ amount comes from original NWA utility work.

Section 4 – Trunk Line Assessments for Water & Sewer

- No notable changes – not examined in detail as part of study
- 1st Reading – proposes a 3% increase for 2023

	Current	Proposed
Water Trunk Line	\$5,130	\$5,285
Sewer Trunk Line	\$5,280	\$5,440

- 2nd Reading – *may* suggest making the two rates uniform (water amount equal to sewer amount)

Land Use Application Fees & Deposits



Section 5 – Land Use Application Fees & Deposits

- Proposed fee changes shown in red in the draft ordinance.
- Only one City fee proposed to be increased
- Only one new fee proposed to be added
- Change in how the Abstract Fee is listed – and proposed increase in \$ amount to cover filing fees.
- Increases proposed for several escrow amounts based on previous charges incurred.

Section 6 - Effective Date

- January 1, 2023

Next Steps

- 2nd Reading & Public Hearing:
Monday, November 28 @ 6:00 p.m. in Council Chambers
- 3rd Reading
Monday, December 12

Requested Action

Move to approve the 1st Reading of the Ordinance, with an amended Water Plat Connection Fee of \$1,435 for land inside the Northwest Area, and to set a Public Hearing on the proposed ordinance for Monday, November 28 at 6:00 p.m.

WATER & SEWER PLAT CONNECTION FEE SCENARIOS	Recommended for 2023			Continue to Evaluate - Possibility for 2024 & Beyond
	Option A - Inflation Increase	Option B - New Structure	Option C1 - Simple Structure	Option C2 - Simple Structure
Highlands @ Settler's Ridge single family 26.43 acres	\$212,233	\$437,152	\$299,716	\$318,217
Crossings multi-family 6.3 acres	\$303,534	\$208,278	\$71,442	\$75,852
InverWood Business Park industrial 18.3 acres	\$114,305	\$454,023	\$207,522	\$220,332
	\$630,072	\$1,099,453	\$578,680	\$614,401
(All Examples in the NWA)	current structure in the NWA with density factor by zoning classification 4.74% rate increase for water (\$1,370 to \$1,435) 4.88% rate increase for sewer (\$2,460 to \$2,580)	WATER net developable acres multiplied by		
			Non-NWA	In NWA
		Single Fam	\$6,010	\$7,520
		Multi - Fam	\$12,020	\$15,030
		All Other	\$9,020	\$11,280
		SEWER net developable acres multiplied by		
			Non-NWA	In NWA
Single Fam	\$6,010	\$9,020		
Multi - Fam	\$12,020	\$18,030		
All Other	\$9,020	\$13,530		
			net developable acres multiplied by \$6,020 for water \$5,320 for sewer	net developable acres multiplied by \$6,020 for water \$6,020 for sewer
			no difference between inside and outside the NWA	no difference between inside and outside the NWA
			no difference based on zoning classification	no difference based on zoning classification
				no difference between water & sewer rate



Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: November 28, 2022

ITEM TYPE: Regular Business

CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

The Council is asked to consider approval of rental housing 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.

The following rental license applications have been submitted:

8905 Brunswick Path - Maverick Tom Perry

8832 Brunswick Path - Michael Reed

8213 Cloman Ave - Matthew Olson

3604 77th St E - Jesse Mausser

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

FISCAL IMPACT

None

RECOMMENDATION

Community Development and Police Department staff recommend approval of the licenses listed above.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **Final Plat for Peltier Reserve 2nd Addition and related land use actions for the Peltier Reserve, located at Agate Trail and 70th Street**

MEETING DATE: November 28, 2022

ITEM TYPE: Regular Business

CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to approve the following related to the Peltier Reserve located along Agate Trail at 70th Street (Peltier Reserve - Case No. 22-46PUD):

1. Resolution approving the Final Plat for Peltier Reserve 2nd Addition
2. Resolution approving an Amendment to the Planned Unit Development to change front yard setbacks
3. Resolution approving an Amendment to the Development Contract

-Requires 3/5ths vote

-60 day deadline: December 11, 2022

BACKGROUND

The Peltier Reserve development was approved with a land dedication for a city park. To facilitate this, the parcel is being re-platted from an outlet to a buildable lot that will be deeded to the City.

Secondly, the Applicant is requesting an amendment to the PUD plans to allow a front yard setback of 20 feet. The original plans were approved with a 25 foot setback as requested by the land owner. The developer has now found that some of the porches on the building plans would encroach into the approved setback. The Northwest Area Overlay District Ordinance sets the standard minimum setback at 20 feet, so the requested change still complies with City Code. The applicant is requesting the change to the allowed 20 feet so there will be no encroachments for any homes that may have front porches.

Lastly, amendments to the Development Agreement relating to the timing of public improvements around the city park land are being requested to extend to spring of 2023. The applicant has indicated there were delays in construction of the sanitary sewer and water line over the Magellan pipeline that runs through the property. There have also been supply chain delays in getting materials to install the public utilities in the road beds. Some of the work was to be completed by October 1, 2022 so there would be access to the City's new park land. At this time, the gravel base has been installed in the road beds around the park so there is access for park improvements to begin, but the road has not been paved. The curbing and bituminous road base would be installed

next spring.

The development included an underground storm water storage facility on Outlot K. The developer has requested and City Engineering staff are supportive of a revised stormwater system for Outlot K which includes an above-ground stormwater pond. The pond would be located on Outlot K as well as Lots 1, 2, and 3, Block 12. The developer is required to convey those three lots to the City so that the stormwaterpond is located on property owned by the City. Because these three lots were platted as buildable lots, revisions to a number of existing agreements are required to reflect the City ownership of these lots and their use for stormwater purposes.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the three resolutions as presented.

ATTACHMENTS

1. Preliminary Final plat resolution
2. PUD amendment resolution
3. Resolution Approving Amendment Number 1 to Development Contract
4. Final Plat Peltier Reserve 2nd Addition
5. Planning Report
6. Email from developer on construction delays
7. Setback encroachment example
8. Amendment No . 1 to Development Contract

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PRELIMINARY AND FINAL PLAT FOR THE PLAT OF
PELTIER RESERVE SECOND ADDITION**

**CASE NO. 22-46PUD
(Builders Lot Group)**

WHEREAS, a Preliminary and Final Plat application has been submitted to the City for property legally described as;

Outlot L, PELTIER RESERVE, according to the recorded plat thereof, Dakota County, Minnesota

WHEREAS, a public hearing concerning the Preliminary Plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on November 1, 2022;

WHEREAS, the preliminary and final plat application conforms to all applicable zoning and subdivision regulations (City Code Sections 10-13A and 11-1) and other standards applied by the City in the platting of property;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Preliminary and Final Plat, for the plat of Peltier Reserve Second Addition is hereby approved.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL, that the Mayor and Deputy Clerk are hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Passed this 28th day of November, 2022.

AYES:
NAYS:

ATTEST:

Tom Bartholomew, Mayor

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING AN AMENDMENT TO THE PLANNED UNIT DEVELOPMENT
OF PELTIER RESERVE RELATED TO FRONT YARD SETBACKS**

**CASE NO. 22-46PUD
(Builders Lot Group)**

WHEREAS, a Planned Unit Development Amendment application has been submitted to the City for property legally described as;

Peltier Reserve, Dakota County, Minnesota, according to the recorded plat thereof

WHEREAS, a public hearing concerning the Preliminary Plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on November 1, 2022;

WHEREAS, the front yard setback was originally approved at 25 feet;

WHEREAS, the applicant is requesting the setback be reduced to 20 feet which is the minimum allowed by the Northwest Area Overlay District;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Planned Unit Development for Peltier Reserve is hereby approved subject to the following condition:

1. The project shall be developed in substantial conformance with the setbacks shown on the PUD Applied Standards Plan dated 10-19-2022.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL, that the Mayor and Deputy Clerk are hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Passed this 28th day of November, 2022.

AYES:

NAYS:

ATTEST:

Tom Bartholomew, Mayor

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING AMENDMENT TO DEVELOPMENT CONTRACT FOR
PLAT OF PELTIER RESERVE**

WHEREAS, the Development Contract for the Plat of Peltier Reserve required that the Developer complete certain actions related to the replatting and conveyance of Outlot L to the City in satisfaction of a portion of its park dedication requirements, as well as completion of the first lift of bituminous on those portions of Agate Trail and Alvina Avenue, which Developer will not be able to complete until early summer 2023; and

WHEREAS, Developer has determined that a redesign of the stormwater facilities to be located on Outlot K is necessary, and the City's Director of Public Works has approved the redesigned stormwater facilities, provided that the Developer conveys to the City the three lots adjacent to Outlot K on which a portion of those stormwater facilities will be located; and

WHEREAS, the Development Contract between the City and the Developer provides that it may be modified by written agreement of the City and Developer and Developer and City wish to amend the Development Contract with respect to the items identified above.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Inver Grove Heights as follows:

1. Amendment Number 1 to the Development Contract for Plat of Peltier Reserve is hereby approved, subject to minor modifications approved by the City Attorney, and the Council hereby dispenses of the requirements of Minn. Stat. § 462.356, subd. 2 pursuant to a vote of at least 2/3 of the Council as it finds that the proposed conveyance of Lots 1, 2, and 3, Block 12, PELTIER RESERVE has no relationship to the City's comprehensive municipal plan.
2. The Mayor and City Clerk are authorized to execute the attached Amendment Number 1 to the Development Contract.
3. The Amendment shall be recorded with the Dakota County Recorder.

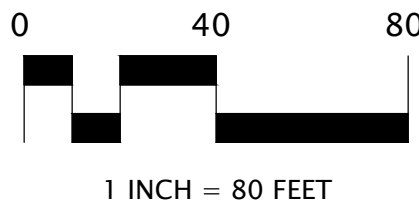
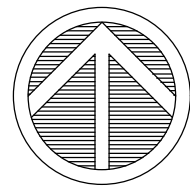
Passed this 28th day of November, 2022.

Thomas Bartholomew, Mayor

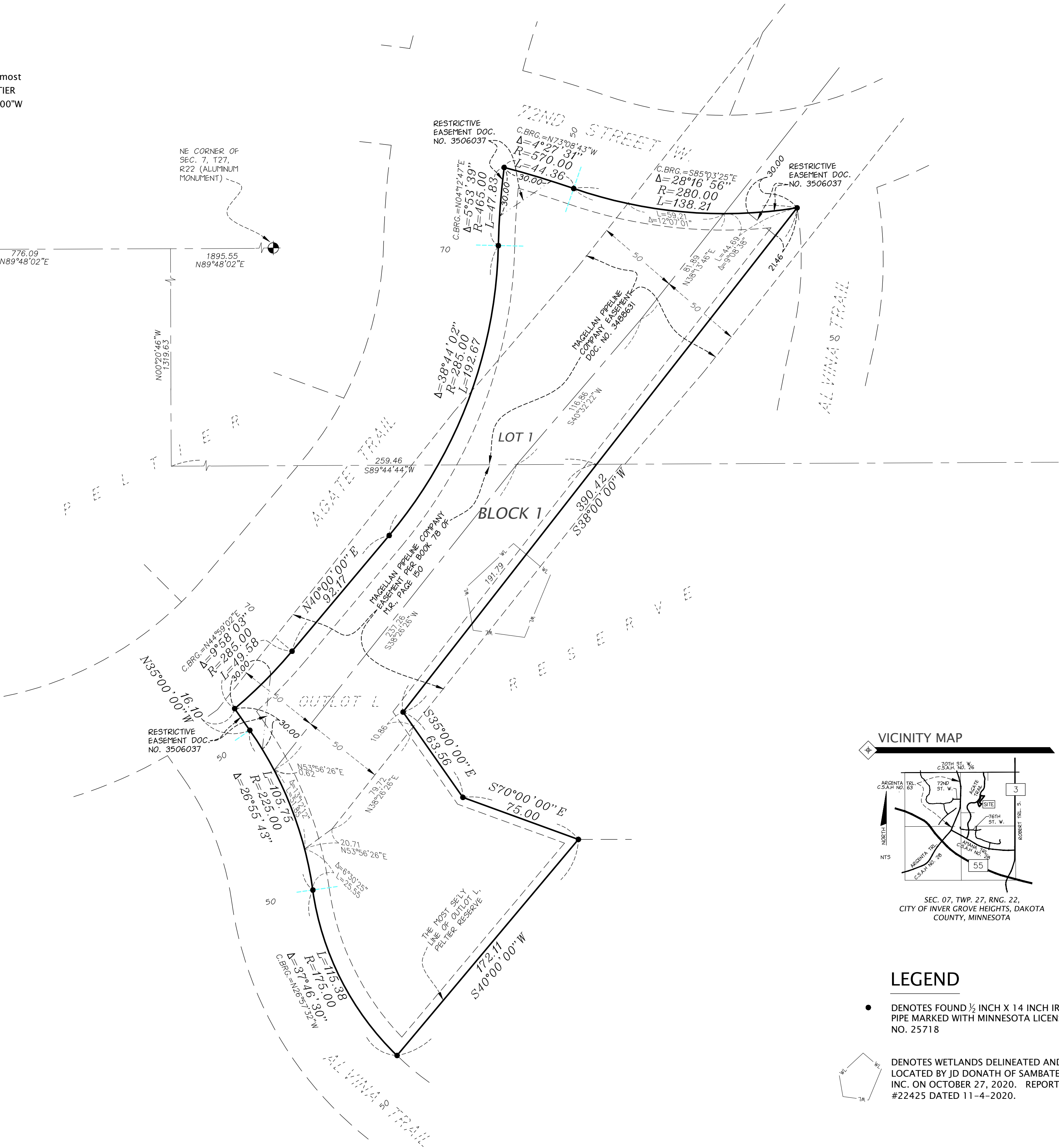
Attest:

Rebecca Kiernan, City Clerk

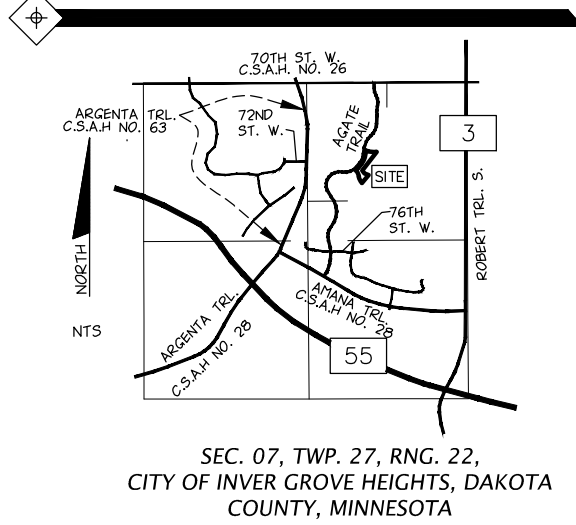
PELTIER RESERVE SECOND ADDITION



For the purposes of this survey the most southeasterly line of Outlot L, PELTIER RESERVE is assumed to bear S40°00'00"W

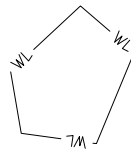


VICINITY MAP



LEGEND

- DENOTES FOUND 1/2 INCH X 1/4 INCH IRON PIPE MARKED WITH MINNESOTA LICENSE NO. 25718



DENOTES WETLANDS DELINEATED AND LOCATED BY JD DONATH OF SAMBATEK, INC. ON OCTOBER 27, 2020. REPORT #22425 DATED 11-4-2020.

KNOW ALL PERSONS BY THESE PRESENTS: That Builders Lot Group, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot L, PELTIER RESERVE, Dakota County, Minnesota.

Has caused the same to be surveyed and platted as PELTIER RESERVE SECOND ADDITION and does hereby dedicate to the public the easements for drainage and utility purposes as created by this plat.

In witness whereof said Builders Lot Group, LLC, a Minnesota limited liability company, has caused these presents to be signed this _____ day of _____, 20____.

SIGNED:

By: _____, Melvin Moore, chief manager.

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Melvin Moore, chief manager, Builders Lot Group, LLC, a Minnesota limited liability company on behalf of the limited liability company.

(Sign)

(Print)

Notary Public, _____ County, Minnesota
My Commission Expires _____

I Daniel L. Thurmes do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Daniel L. Thurmes, Licensed Land Surveyor
Minnesota License No. 25718

STATE OF MINNESOTA
COUNTY OF WASHINGTON
This instrument was acknowledged before me this _____ day of _____, 20____, by Daniel L. Thurmes, a Licensed Land Surveyor.

(Sign)

(Print)

Connie J. P. Villari
Notary Public, Dakota County, Minnesota
My Commission Expires January 31, 2025

PLANNING COMMISSION, INVER GROVE HEIGHTS, MINNESOTA
Approved by the Planning Commission of the City of Inver Grove Heights, Minnesota, this _____ day of _____, 20____.

By: _____, Chair

By: _____, Secretary

CITY COUNCIL, INVER GROVE HEIGHTS, MINNESOTA
This plat of PELTIER RESERVE SECOND ADDITION was approved and accepted by the City Council of the City of Inver Grove Heights, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor

Attest: _____, City Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
Todd B. Tollefson, Dakota County Surveyor

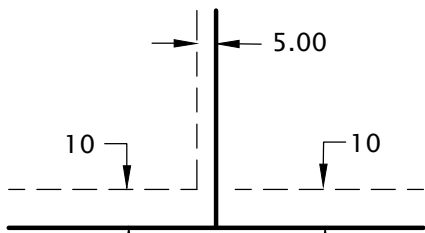
DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

By: _____
Amy A. Koethe, Director
Department of Property Taxation and Records

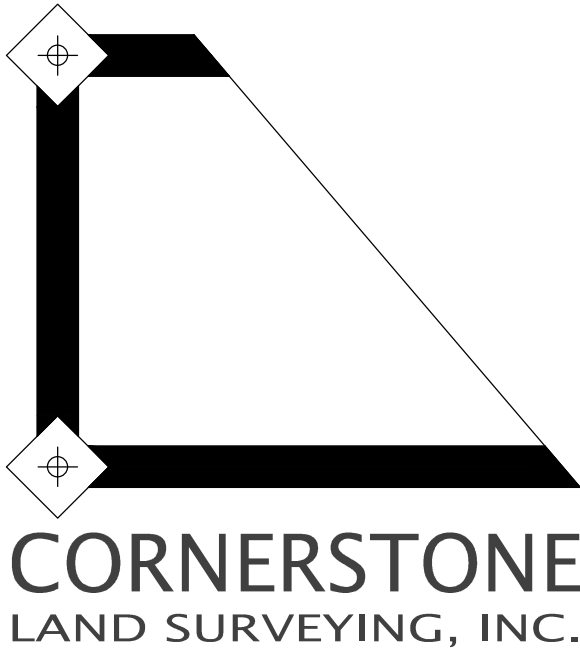
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that this plat PELTIER RESERVE SECOND ADDITION was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock _____ .M. and was duly filed in Book _____ of Plats, Page _____ as Document No. _____.

By: _____
Amy A. Koethe, County Recorder

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN AS THUS:
(NOT TO SCALE)



BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AND BEING 5.00 FEET IN WIDTH AND ADJOINING LOT LINES AND OUTLOT LINES UNLESS OTHERWISE SHOWN ON THE PLAT.





PLANNING REPORT

CASE NO.: 22-46PUD

APPLICANT: Builders Lot Group, LLC

PROPERTY OWNER: James Peltier

REQUEST: Preliminary, Final Plat and PUD Amendment

LOCATION: Agate Trail and 70th Street

HEARING DATE: November 1, 2022

COMPREHENSIVE PLAN: LDR, Low Density Residential

ZONING: Planned Unit Development

REVIEWING DIVISIONS: Planning

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant is proposing to replat Outlot L of Peltier Reserve into a one lot plat. This is the lot that is the future park in Peltier Reserve. At the time of platting, the area to be deeded to the city for park was shown as an outlot. The lot needs to be replatted since there could be a structure on this lot in the future. Buildings are not allowed on outlots.

The applicant is also requesting the front yard setback for the Peltier Reserve development be amended to allow a 20 foot setback whereas the plans were approved with a 25 foot setback.

REQUESTS

The specific requests for the project include the following:

1. Preliminary and Final Plat for a one lot plat to be known as Peltier Reserve Second Addition.
2. Planned Unit Development Amendment to change the front yard setbacks.

EVALUATION OF THE REQUEST

Preliminary/Final Plat

The applicant is replatting the outlot in Peltier Reserve that was approved by City Council to be deeded to the city for park land. Since there would be improvements and possible buildings in the future, the outlot must be replatted into a standard lot. The development agreement requires the developer to deed the lot once it is replatted to the city for park purposes.

The replat would have standard perimeter drainage and utility easements as required. By separate action, the lot will be rezoned to the Institutional District, so zoning is consistent with the use.

Planned Unit Development Amendment

The applicant is requesting an amendment to the approved PUD plans to allow for front yard setbacks for the homes to have a minimum 20 foot setback. The plans were approved with a 25 foot setback. The developer is now finding that based on the size and design of the homes being built, meeting the 25 feet causes some challenges on the lots where the road curves. The NWA Ordinance allows a setback of at least 20 feet, so the request is consistent with the code and no flexibility request is needed. The 20 foot setback would now be approved and identified on the setback table of the approved plans. Staff has no issues with this change.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed project:

A. Approval:

If the proposed requests are found to be acceptable, approval of the applicable following actions should be taken:

- Approval of the Preliminary and Final Plat of Peltier Reserve Second Addition.
- Approval of the Planned Unit Development Amendment to show a 20 foot minimum front setback as shown on the PUD Applied Standards plan dated 10-19-2022.

B. Denial:

Should the proposed request, or portions thereof, not be found to be acceptable, the appropriate requests described above should be denied. The basis for denial must be stated in any such motion.

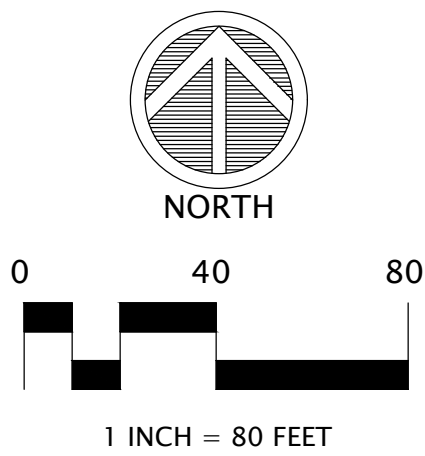
RECOMMENDATION

The platting is consistent with the condition of approval requiring the replat and the setback amendment is consistent with the NWA zoning code. Staff recommends approval of both requests.

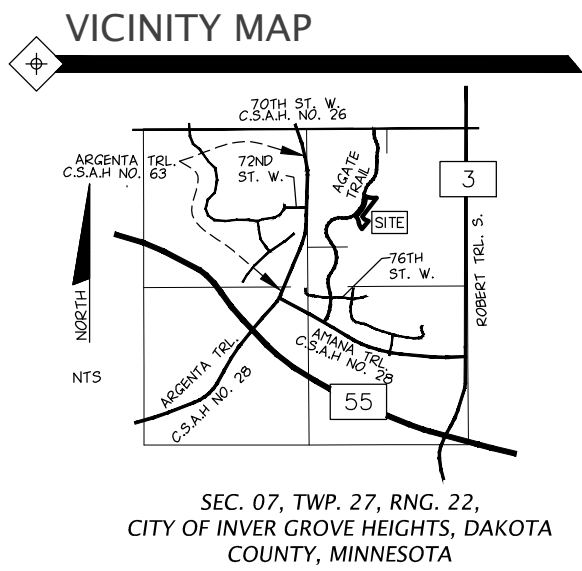
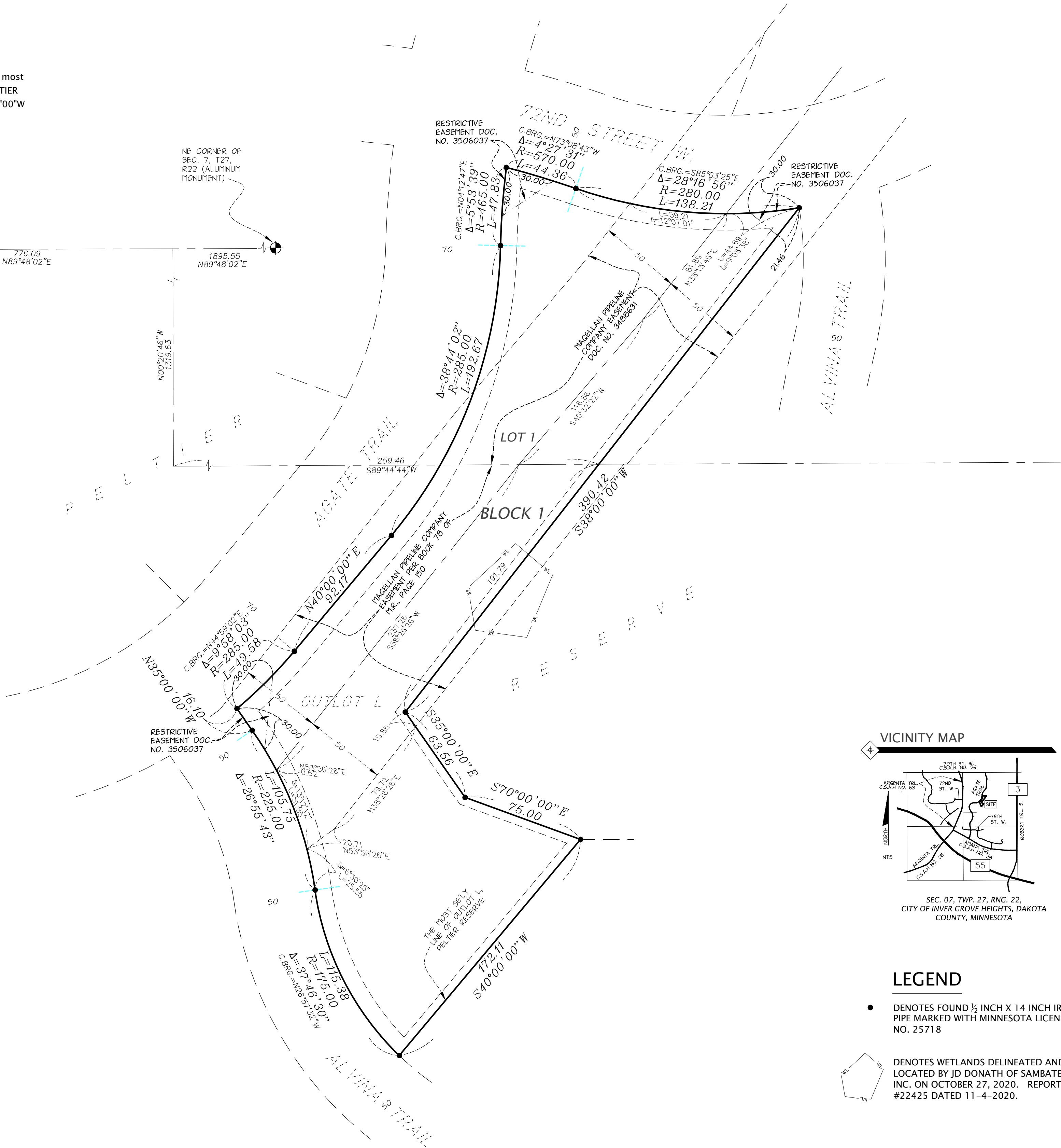
Attachments:

Location Map
Preliminary/Final Plat
Revised PUD Applied Standards Plan

PELTIER RESERVE SECOND ADDITION



For the purposes of this survey the most southeasterly line of Outlot L, PELTIER RESERVE is assumed to bear S40°00'00"W



LEGEND

- DENOTES FOUND 1/2 INCH X 14 INCH IRON PIPE MARKED WITH MINNESOTA LICENSE NO. 25718



DENOTES WETLANDS DELINEATED AND LOCATED BY JD DONATH OF SAMBATEK, INC. ON OCTOBER 27, 2020. REPORT #22425 DATED 11-4-2020.

KNOW ALL PERSONS BY THESE PRESENTS: That Builders Lot Group, LLC, a Minnesota limited liability company, owner of the following described property:

Outlot L, PELTIER RESERVE, Dakota County, Minnesota.

Has caused the same to be surveyed and platted as PELTIER RESERVE SECOND ADDITION and does hereby dedicate to the public the easements for drainage and utility purposes as created by this plat.

In witness whereof said Builders Lot Group, LLC, a Minnesota limited liability company, has caused these presents to be signed this _____ day of _____, 20____.

SIGNED:

By: _____, Melvin Moore, chief manager.

STATE OF _____
COUNTY OF _____

This instrument was acknowledged before me this _____ day of _____, 20____, by Melvin Moore, chief manager, Builders Lot Group, LLC, a Minnesota limited liability company on behalf of the limited liability company.

(Sign)

(Print)

Notary Public, _____ County, Minnesota
My Commission Expires _____

I Daniel L. Thurmes do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.

Dated this _____ day of _____, 20____.

Daniel L. Thurmes, Licensed Land Surveyor
Minnesota License No. 25718

STATE OF MINNESOTA
COUNTY OF WASHINGTON
This instrument was acknowledged before me this _____ day of _____, 20____, by Daniel L. Thurmes, a Licensed Land Surveyor.

(Sign)

(Print)

Connie J. P. Villari
Notary Public, Dakota County, Minnesota
My Commission Expires January 31, 2025

PLANNING COMMISSION, INVER GROVE HEIGHTS, MINNESOTA
Approved by the Planning Commission of the City of Inver Grove Heights, Minnesota, this _____ day of _____, 20____.

By: _____, Chair

By: _____, Secretary

CITY COUNCIL, INVER GROVE HEIGHTS, MINNESOTA
This plat of PELTIER RESERVE SECOND ADDITION was approved and accepted by the City Council of the City of Inver Grove Heights, Minnesota, at a regular meeting thereof held this _____ day of _____, 20____, and is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subd. 2.

By: _____, Mayor

Attest: _____, City Clerk

COUNTY SURVEYOR, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that in accordance with Minnesota Statutes, Section 505.021, Subd 11, this plat has been reviewed and approved this _____ day of _____, 20____.

By: _____
Todd B. Tollefson, Dakota County Surveyor

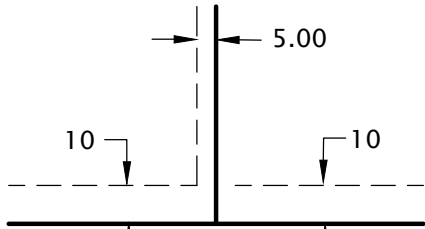
DEPARTMENT OF PROPERTY TAXATION AND RECORDS, COUNTY OF DAKOTA, STATE OF MINNESOTA
Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20____ on the land hereinbefore described have been paid. Also pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this _____ day of _____, 20____.

By: _____
Amy A. Koethe, Director
Department of Property Taxation and Records

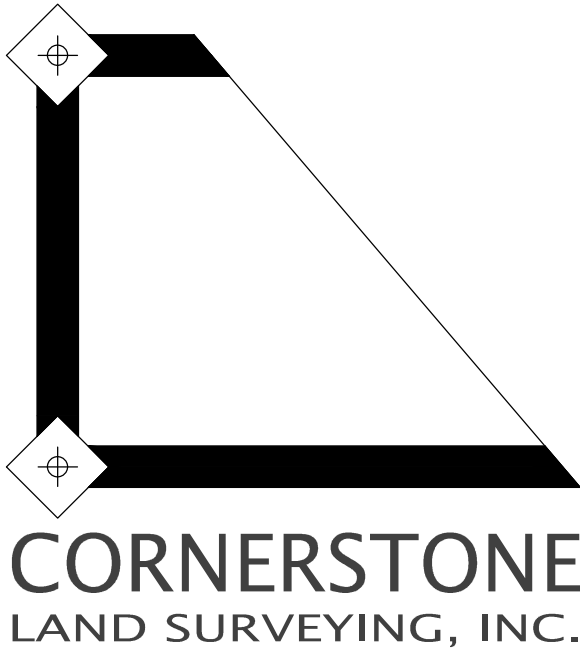
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that this plat PELTIER RESERVE SECOND ADDITION was filed in the office of the County Recorder for public record on this _____ day of _____, 20____, at _____ o'clock _____.M. and was duly filed in Book _____ of Plats, Page _____ as Document No. _____.

By: _____
Amy A. Koethe, County Recorder

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN AS THUS:
(NOT TO SCALE)



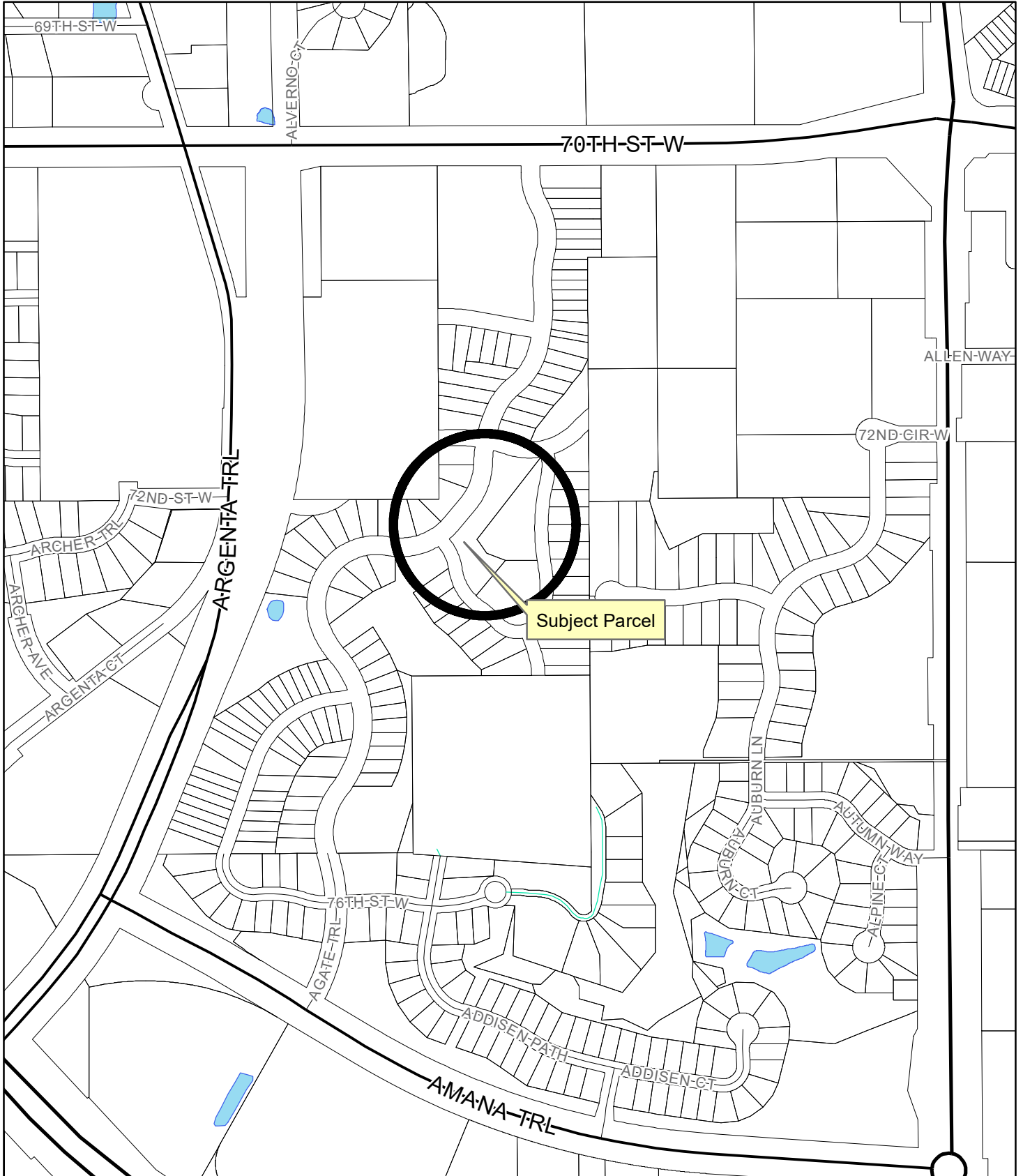
BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AND BEING 5.00 FEET IN WIDTH AND ADJOINING LOT LINES AND OUTLOT LINES UNLESS OTHERWISE SHOWN ON THE PLAT.



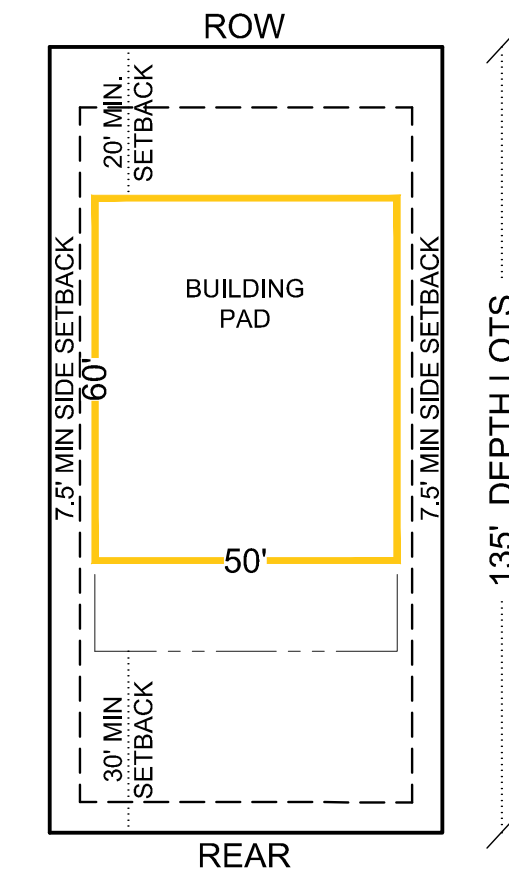
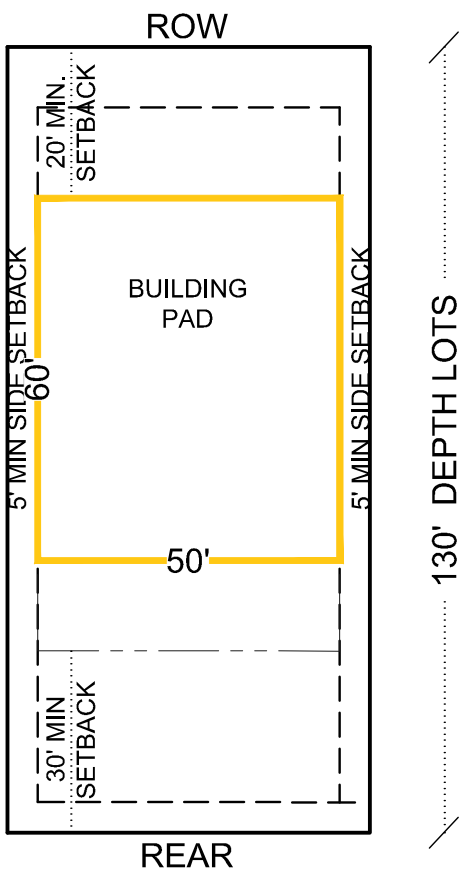
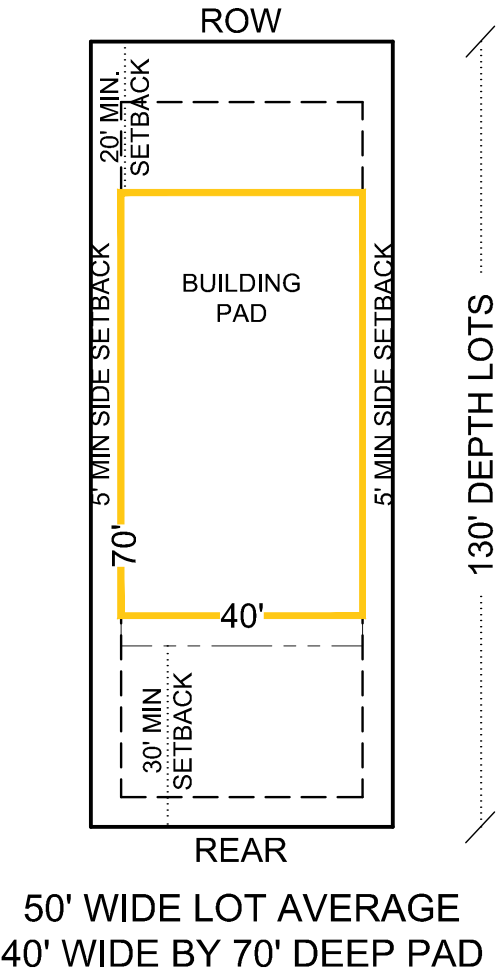
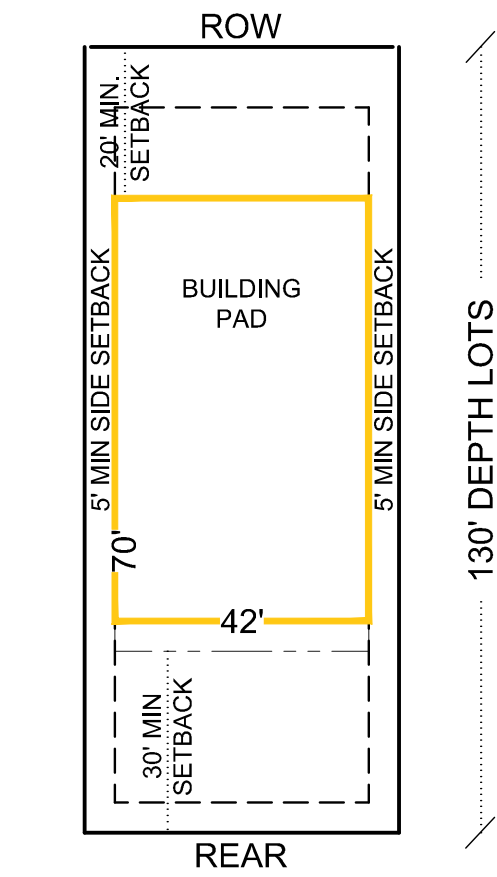
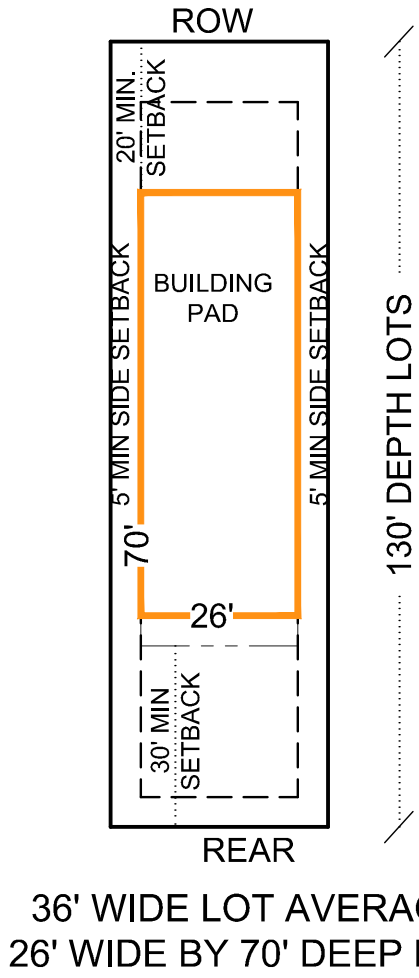
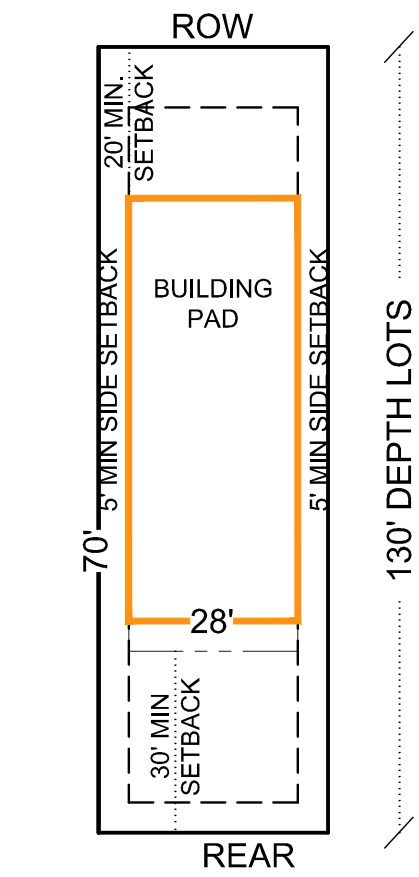


Location Map

Case No. 22-46PUD



	APPLIED & SUPPLEMENTAL PUD NEIGHBORHOOD DESIGN STANDARDS						
	Medium Density	Low Density	Low Density	Low Density	Multi Use	Existing House	TOTAL
Lot Requirements							
Lot Width	36'-38'	50'-52'	60'	65'			
Lot Depth	125'	130'	130'	135'			
Lot Size	4500-4750 SF	6500-6760 SF	7800 SF	8775 SF			
Pad Width	26'-28'	40'-42'	50'	50'			
Pad Depth	70'	70'	60'	60'			
Units	51	37	16	19	165		288 Units
Setbacks							
Front (From ROW)	20'	20'	20'	20'	40'		
Side (House & Garage)	5'	5'	5'	7.5'	40'		
Side (Corner)	15'	15'	15'	15'	40'		
Side (County Rd 70)	50'	50'	50'	50'	50'		
Rear	30'	30'	30'	30'	50'		
Rear (Argenta Trail)	50'	50'	50'	50'	50'		
Building Height	35'	35'	35'	35'			
Lot Coverage							
Building Pad	1,980 SF	2,800 SF	2,950 SF	3,000 SF	48,500 SF (25%)	0.57 AC	8.77 AC
Driveways & Walks	520 SF	775 SF	800 SF	900 SF	3,500 SF	0.76 AC	2.53 AC
Parking Lot					49,000 SF		1.12 AC
Lot Impervious (max.)	2,500 SF (55%)	3,575 SF (55%)	3,750 SF (48%)	3,900 SF (45%)	101,000 SF (52%)		
Total Impervious:						1.33 AC	12.42 AC
Vehicle Parking							
SF & Apartment	1 OFF-STREET	2 OFF-STREET	2 OFF-STREET	2 OFF-STREET	1 GAR.+0.5/UNIT		
Total Streets Impervious							5.77 AC





www.sambatek.com

12800 Whitewater Drive, Suite 300
Minnetonka, MN 55343

763.476.6010 telephone
763.476.8532 facsimile

Engineering | Surveying | Planning | Environmental

Client



Builders
LOT GROUP

Project

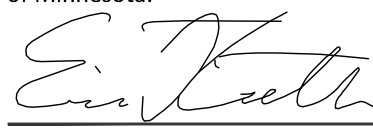
**PELTIER
RESERVE**

Location

**INVER GROVE
HEIGHTS, MN**

Certification

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional ENGINEER under the laws of the state of Minnesota.



Eric T. Luth
Registration No. 50475 Date: 09/03/2021

If applicable, contact us for a wet signed copy of this plan which is available upon request at Sambatek's, Minnetonka, MN office.

Summary

Designed: JEB Drawn: CIS
Approved: ETL Book / Page:
Phase: CONSTRUCTION Initial Issue: 09/03/2021

Revision History

No.	Date	By	Submittal / Revision
09/03/21			CONSTRUCTION DOCS
10/15/21			REVISION A
11/10/21			REVISION B
05/12/22			REVISION C - CITY COMMENTS
10/10/22			REVISION E - LOT SETBACK TO 20'
10/19/22			REVISION F - ENTRY PLANTS

Sheet Title

**PUD APPLIED
STANDARDS**

Sheet No. Revision

C3.05 F

Project No. 22425

From: [Nate Herman](#)
To: [Allan Hunting](#)
Cc: [Melvin Moore \(mlmoore00@yahoo.com\)](#); [Steve Soltau](#)
Subject: FW: Peltier Reserve - Construction Status, Construction Delays, House Fit Concerns
Date: Monday, November 14, 2022 12:52:14 PM
Attachments: [image001.png](#)
[DOC071922.pdf](#)
[20220606102029567.pdf](#)

Hi Allan, per our conversation with Melvin last week, below are responses to the inquiry about construction status and the delays encountered out at Peltier Reserve.

We also briefly talked about the geometry of some lots creating setback encroachments. Attached are two examples.

Construction Status:

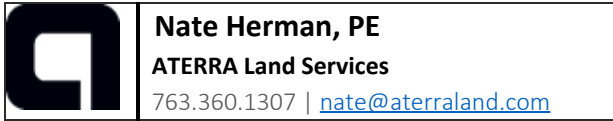
1. Phase 1A
 - Streets are paved
 - Homes under construction
2. Phase 1B & 2
 - All utilities installed
 - Street has sand and rock installed and ready for curb & gutter and paving
 - Access to city park via rock base on the streets
 - Retaining walls abutting park property are installed.
 - All retaining wall work to be completed this winter.
3. Phase 3
 - Grading is complete
 - Sanitary sewer is installed

Construction Delays:

1. In October of 2021, construction of sanitary sewer stopped abruptly at the two Magellan gas main crossings. Initial approval allowed for installing the sanitary sewer with an open cut trench. The gas company halted the project and required the two crossings be bored. This required additional time for plan revision and approval of the new crossing method. The contractor put this new method out for bid. Due to the limited number of contractors that complete this work, we were not able to start this work until May 2022. This delayed the project about 4 working months.
2. The supply chain to fabricate pre-treatment storm manholes also created a significant delay in the project. The production time of these structures reached 4 months, which is significantly longer than other structures. This delay did not allow street work to continue since the structures are in the curb line of the street.
3. Once street work progressed, there was another two-week delay in the streets crossing of the gas main. The gas company required a concrete pad be poured over the gas line as extra protection. Approval and contractor availability determined the length of this delay.
4. The final delay was the availability of the concrete contractor to pour the curb and gutter. Supply chain issues with Portland Cement have limited the amount of concrete mix the contractors can get each day. The contractors are not able to install as much concrete as they

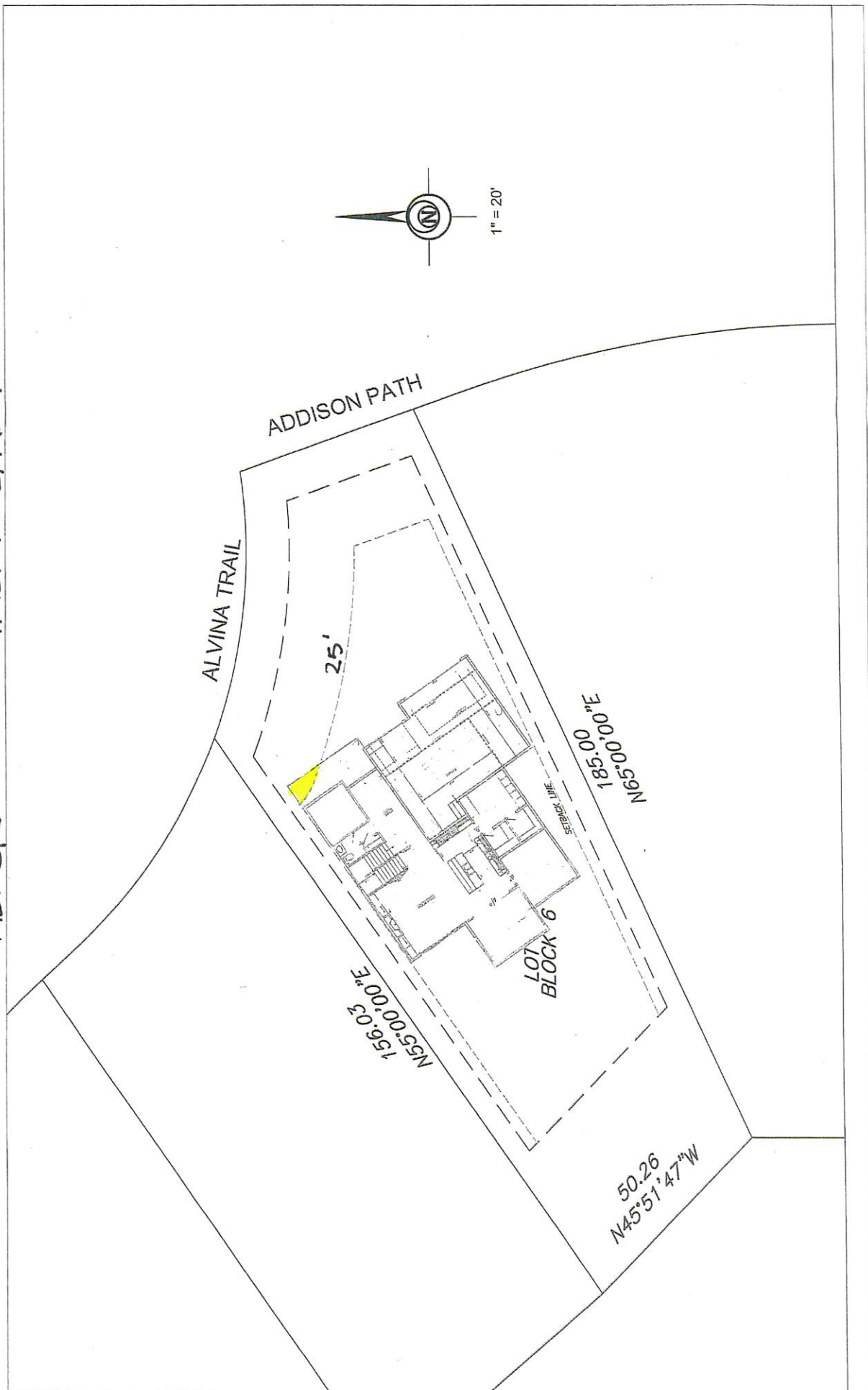
typically can in a day. The site was ready for curb two weeks ago. Due to the contractor availability and the unfortunate change in weather this week and next, we are not able to get the curb and gutter poured.

Thanks,
Nate



CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

SETBACK ENCRoACHMENT EXAMPLE



AMENDMENT NO. 1
TO DEVELOPMENT CONTRACT FOR PLAT OF PELTIER RESERVE

THIS AMENDMENT NO. 1 TO DEVELOPMENT CONTRACT FOR PLAT OF PELTIER RESERVE (Amendment No. 1) is made, entered into and effective this _____ day of November, 2022, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Builders Lot Group, LLC, a Minnesota limited liability company (hereafter referred to as Developer). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the Parties herein contained, the Parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

- 1.1 **Terms.** The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below. All terms defined in the Development Contract for Plat of Peltier Reserve shall have the meanings ascribed to them in the Development Contract for Plat of Peltier Reserve.
- 1.2 **City.** City means the City of Inver Grove Heights, a Minnesota municipal corporation.
- 1.3 **Developer.** Developer means Builders Lot Group, LLC, a Minnesota limited liability company and its successors and assigns.
- 1.4 **Development Contract for Plat of Peltier Reserve or Development Contract.** Development Contract for Plat of Peltier Reserve means that certain Development Contract for Plat of Peltier Reserve dated October 25, 2021, and recorded November 17, 2021, as Document No. 3506029 with the Dakota County Recorder.
- 1.5 **Parties.** Parties means the Developer and the City, and their successors and assigns.

ARTICLE 2 **RECITALS**

Recital No. 1. City and Developer, as defined in this Amendment No. 1, are the same entities respectively, as the City and Developer identified and defined in the Development Contract for the Plat of Peltier Reserve.

Recital No. 2. By this Amendment No. 1, the Parties desire to amend various provisions of the Development Contract.

Recital No. 3. Developer hereby warrants and represents that all Developer Warranties found in the Development Contract remain in full force and effect and that it has the right and authority to enter into this Amendment No. 1.

ARTICLE 3 **AMENDMENT**

3.1 Amendment. The Parties agree that the Development Contract for the Plat of Peltier Preserve shall be amended as follows to address the timing for completion of certain park dedication requirements and the approval of revised development plans related to stormwater management.

3.1.1 Amendment to Approved Development Plans. The list of approved Development Plans referenced in Exhibit B to the Development Contract shall be amended to include within the list of approved Development Plans the revised sheets related to the stormwater facilities to be installed on Outlot K and Lots 1, 2, and 3, Block 12, PELTIER RESERVE as approved in writing by the City Engineer or City Director of Public Works.

3.1.2 Revisions to Approved Stormwater Facilities. Developer has proposed revisions to the stormwater facilities intended to be constructed on Outlot K. The revisions will result in the creation of a stormwater pond on Outlot K, as well as on Lots 1, 2, and 3, Block 12, PELTIER RESERVE. The City hereby approves of the revisions to the stormwater facilities previously planned for OUTLOT K, subject to final approval of the stormwater facility plans and related plans by the City Engineer or Director of Public Works, provided the following occur:

- a. Developer shall convey fee title to Lots 1, 2, and 3, Block 12, PELTER RESERVE (the “Stormwater Pond Expansion Lots”) by warranty deed to the City. Developer shall pay for all costs associated with conveyance of the Stormwater Pond Expansion Lots to the City, including the City’s engineering and legal fees and all closing and recording fees.
- b. The Stormwater Pond Expansion Lots shall be conveyed free and clear of all liens or other encumbrances except those acceptable to the City in its sole discretion.
- c. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall obtain a recordable release of the Stormwater Pond Expansion Lots from the existing Declaration of Covenants, Conditions and Restrictions made on November 2, 2021 and

recorded as Document No. 3507952 on November 24, 2021 in the Dakota County Recorder's Office.

- d. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall secure the release of the Stormwater Pond Expansion Lots from the Stormwater Facilities Maintenance Agreement Relating to the Plat of Peltier Reserve dated October 1, 2021 and recorded on 11/17/2021 as Document No. 3506031 with the Dakota County Recorder's Office.
- e. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall secure the release of the Stormwater Pond Expansion Lots from the Irrigation Facilities Maintenance Agreement for Plat of Peltier Reserve dated October 1, 2021 and recorded on November 17, 2022 as Document No. 3506032 in the Dakota County Recorder's Office.
- f. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall secure the release of the Stormwater Pond Expansion Lots from the Residential Street Light Agreement for Plat of Peltier Reserve dated October 1, 2021 and recorded on November 17, 2022 as Document No. 3506036 in the Dakota County Recorder's Office.
- g. If required by the City, Developer shall replat Lots 1, 2, and 3, Block 12, PELTIER RESERVE prior to conveyance of the lots to the City.
- h. Conveyance of the Stormwater Pond Expansion Lots to the City shall be completed by March 1, 2023.

3.1.2 Revisions to Reference to Buildable Lots to Exclude Stormwater Pond Expansion Lots. Exhibit E, section 23 is hereby amended to read as follows:

23.) **STREET LIGHTING.** DEVELOPER at its own expense shall install street lights at the locations shown on the approved street plan. The location and number of street lights will be determined by the local electric company. DEVELOPER shall enter into a Street Light Agreement for the PLAT.

DEVELOPER shall pay for the energy costs for all the street lights in the PLAT for the first four calendar years of 2022, 2023, 2024 and 2025. Beginning with calendar year 2026, the energy costs for the street lights shall be paid by the owners of the buildable lots, excluding Lots 1, 2, and 3, Block 12, PELTIER RESERVE, within the PLAT.

The lots in the PLAT shall initially be charged a street light fee of \$4.00 per quarter. The Council has the authority to adjust this fee from time to time to reflect additional increases in electricity costs and administrative costs.

3.1.3 **Park Contribution Fee for the Plat.** Exhibit E, Section 11 and subsections 11(A), 11(B), and 11(B)(4) related to the Park Contribution Fee for the Plat shall be amended to read as follows:

- 11.) **PARK CONTRIBUTION FEE FOR THE PLAT.** The park contribution and dedication requirements for the entire PLAT shall be met by a combination of land dedication and cash contribution as detailed herein. Park dedication fees for the entire PLAT (except for Lot 1, Block 13, Peltier Reserve) shall be made by conveyance of the 1.31 acre replatted Outlot L to the City, which shall satisfy 6.5% of the DEVELOPER'S required park dedication for the entire PLAT (except for Lot 1, Block 13, Peltier Reserve) along with cash contribution for the remaining 93.5% of the park dedication requirement. Park dedication requirements for Lot 1, Block 13, Peltier Reserve, shall be met by cash in lieu of land dedication. DEVELOPER'S park dedication obligations for the entire PLAT shall be satisfied as detailed below.

- A. Land Dedication. DEVELOPER, at DEVELOPER'S sole expense, shall cause OUTLOT L to be platted into a Lot and shall convey the replatted OUTLOT L to the City via warranty deed. DEVELOPER shall convey replatted OUTLOT L to the City via warranty deed on or before February 1, 2023 or receipt of a building permit for any of the PHASE II LOTS, whichever occurs first. Prior to conveyance to the CITY of replatted OUTLOT L, DEVELOPER shall deliver to the CITY a title insurance commitment and a title insurance policy in favor of the CITY. Replatted OUTLOT L shall be conveyed to the CITY by warranty deed. Such title shall vest in the CITY good and marketable title, free and clear of any mortgages, liens, encumbrances, assessments and taxes. All taxes payable in 2023 shall be paid at closing by the DEVELOPER. The conveyance documents shall be in such form acceptable to the CITY. DEVELOPER shall pay for all closing costs and other costs related to conveyance of replatted OUTLOT L to the CITY.

Prior to conveyance to the CITY, DEVELOPER, at its sole expense, shall grade (provide finished grading) replatted OUTLOT L in accordance with the approved grading plans on file with the CITY. Prior to conveyance to the CITY, the DEVELOPER shall, at its sole expense, install the retaining wall shown on the approved DEVELOPMENT PLANS on replatted OUTLOT L. The retaining wall must be constructed to CITY specifications and requirements of the CITY ENGINEER. DEVELOPER shall, at DEVELOPER'S sole expense, remove any bituminous, concrete, or other unsuitable materials from replatted OUTLOT L prior to conveyance to the CITY. This includes all dead, diseased, or unwanted trees, shrubs, or other vegetation identified by City Staff for removal. On or before May 31, 2023, DEVELOPER shall also remove, at its sole expense, all dead and dying trees identified by City Staff located on replatted OUTLOT L after conveyance of replatted OUTLOT L to the City. DEVELOPER shall, at its sole expense, provide all ground cover on replatted OUTLOT L as identified on the approved DEVELOPMENT PLANS on or before June 1, 2023. Because ground cover was not established as of the time of this Amendment No. 1, any washout or grading changes that occur as a result of snow, rain, or activity by DEVELOPER on replatted OUTLOT L prior to establishment of ground cover on the lot shall be repaired at DEVELOPER'S sole expense prior to June 1, 2023.

Notwithstanding anything to the contrary in this AGREEMENT, DEVELOPER shall install curb and gutter and construct and pave with a first lift (base course) of bituminous on those portions of Agate Trail and Alvina Avenue adjacent to OUTLOT L on or before June 30, 2023. DEVELOPER acknowledges that the CITY is in the process of finalizing plans for construction of the public park to be constructed on replatted OUTLOT L, and that construction activities on the park property are expected to occur in May through July of 2023. Developer agrees that it will coordinate its paving of Agate Trail and Alvina Avenue with the City's Parks and Recreation Director so as not to interfere with the CITY's construction schedule for the park on replatted OUTLOT L.

DEVELOPER and CITY have determined that the total value of the park dedication fees met by this land dedication is \$30,549.30

- B. Payment of Cash Contribution (Park Dedication Fees) in Lieu of Land Dedication. DEVELOPER shall satisfy its park dedication requirement for the entire PLAT by paying the then-current Cash Contribution Fee Per Residential Unit for each of the 121 new lots containing new residential units created by this subdivision, less the value of the DEVELOPER'S Land Dedication. DEVELOPER acknowledges that the CITY'S Cash Contribution Fee Per Residential Unit may change over time, and that as a result of DEVELOPER paying the Cash Contribution Fee at various times over course of development of the PLAT, DEVELOPER may pay a higher rate for the Cash Contribution (Park Dedication) Fees than the current City Cash Contribution Fees.

4. Payment of Cash Contribution for PHASE 3 Lots-Excluding Apartment Building. DEVELOPER acknowledges that PHASE 3 contains 30 lots (Lots 1, 2, and 3, Block 12 which will be conveyed to the City are not included in the total number of lots for the purposes of calculating the required park dedication fees for the PHASE 3 Lots) containing 30 residential units, all zoned R-3B and that PHASE 3 also contains Lot 1, Block 13, which will be developed with an apartment building anticipated to contain 181 residential units, for a total of 31 lots. The Cash contribution required for the 31 PHASE 3 lots shall be the Cash Contribution Fee in effect at the time of DEVELOPER'S payment of the park dedication fees. DEVELOPER shall be required to pay the full park dedication fee in the amount of the then-current fee for all of the 30 PHASE 3 lots excluding Lot 1, Block 13, prior to obtaining building permits for any of the PHASE 3 lots, excluding Lot 1, Block 13.

3.1.4 Amendments to Existing Agreements. The Parties agree that they will execute such amendments to Stormwater Facilities Maintenance Agreement, Irrigation Facilities Maintenance Agreement, and Residential Street Light Agreement for Plat of Peltier Reserve as may be required by the City to effectuate the intent of this Amendment No. 1.

3.2 Continuing Effect. Except as amended by Section 3.1 hereof, all the other terms, provisions and conditions contained in the Development Contract shall remain in full force and effect and are not modified except as specifically amended herein.

ARTICLE 4
MISCELLANEOUS

4.1 Binding Agreement. The Parties mutually recognize and agree that all terms and conditions of this recordable Amendment No. 1 shall run with the property within the Plat (as defined in the Development Contract for Peltier Reserve) and shall be binding upon the Parties and the successors and assigns of the Parties.

4.2 Governing Law. This Amendment No. 1 shall be governed by and construed in accordance with the laws of the State of Minnesota.

4.3 Counterparts. This Amendment No. 1 may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

The remainder of this page has been intentionally left blank

IN WITNESS WHEREOF, City and Developer have executed this Amendment No. 1 on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Tom Bartholomew
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of November, 2022, before me a Notary Public within and for said County, personally appeared Tom Bartholomew and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said City Clerk acknowledged said instrument to be the free act and deed of said municipality.

Notary Public

DEVELOPER
BUILDERS LOT GROUP, LLC

By: _____
Melvin L. Moore
Its: Chief Executive Officer and Co-Chief Manager

By: _____
Steven Soltau
Its: Chief Financial Officer and Co-Chief Manager

STATE OF _____)
)
COUNTY OF _____) SS.

On this ____ day of _____, 2022, before me a Notary Public within and for said County, personally appeared Melvin L. Moore and Steven Soltau, to me personally known, who being by me duly sworn, did say that they are respectively the Chief Executive Officer and Co-Chief Manager and Chief Financial Officer and Co-Chief Manager of Builders Lot Group, LLC, a Minnesota limited liability company, and that the foregoing instrument was executed by Melvin L. Moore and Steven Soltau on behalf of Builders Lot Group, LLC by authority of the Board of Governors of Builders Lot Group, LLC.

Notary Public

This Instrument Was Drafted By:

Bridget Nason
LeVander, Gillen, & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831

After Recording Return This Instrument To:

Bridget Nason
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, #300
Eagan, MN 55121

(651) 451-1831



Request for Council Action

SUBJECT: 1st Reading of Ordinance Regulating the Sale of Legal Products Containing THC

MEETING DATE: November 28, 2022
ITEM TYPE: Regular Business
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider a first reading of the attached ordinance adding Chapter 16 to the City Code, regulating the sale of legal THC Products.

BACKGROUND

The Minnesota Legislature recently amended Minnesota Statutes, Section 151.72 relating to the sale of certain cannabinoid products. The new law permits the sale of edible cannabinoid products, provided that a product sold for human or animal consumption does not contain more than 0.3% of tetrahydrocannabinol and 50 milligrams of any tetrahydrocannabinol per package. These edible cannabinoid products, as that term is defined in Minn. Stat. Sec. 151.72 are referred to herein as "THC Products".

Sales of THC Products became legal in the state of Minnesota on July 1, 2022. The new law allows sales and establishes some labeling and testing requirements, but it does not establish any licensing criteria or parameters for compliance by retailers. The new law does not prohibit local regulation of the sale of THC Products, and a number of cities have adopted ordinances requiring a license for the sale of THC Products.

At its August 8 meeting, the City Council adopted an interim ordinance (moratorium) for a period of six months, prohibiting the establishment of new uses and expansion of existing uses involving the sale, testing, manufacturing, or distribution of THC products, and directed staff to conduct a study of the related issues in order to provide a recommendation to the Council about whether the City should amend its zoning, business-licensing, or other general code provisions related to these types of uses to better protect the residents of Inver Grove Heights.

Staff have studied the issue, including reviewing a number of licensing ordinances adopted by other cities. Following completion of this review, staff have prepared the attached licensing ordinance for Council consideration. The ordinance includes the following key provisions:

- Requires a license for the sale of THC Products, and establishes criteria for issuance of licenses;
- Establishes safeguards, including requirements for retailers to view valid government-issued identification prior to selling THC Products, and prohibiting the self-service of THC Products;

- Requires that retail establishments selling THC products be located at least 500 feet from the property line of properties with youth-oriented uses, including schools and parks.

The ordinance does not require a license for the sale of products containing cannabinoids that are not intended for human consumption, such as lotions or creams.

In addition to the licensing ordinance, the Council will be asked to provide direction at the time of the second reading of the ordinance regarding a related amendment to the City's zoning ordinance that would limit the location of retail establishments that sell THC Products to certain zoning districts.

The Council is asked to consider a first reading of the attached ordinance regulating the sale of THC Products.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends approval of the first reading of the attached ordinance related to the sale of legal THC products.

ATTACHMENTS

1. Ordinance Regulating the Sale of Legal Products Containing THC

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE FOUR, ADDING CHAPTER 16 RELATED TO THE SALE OF LEGAL THC
PRODUCTS**

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

Section One. Amendment. Title four of the Inver Grove Heights City Code is amended to add Chapter 16 as follows:

Chapter 16: Legal THC Products

4-16-1: Purpose and Intent. The purpose of this Chapter is to regulate the sale of legalized adult-use products that contains tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minnesota Statutes, section 151.72 ("THC Products") for the following reasons:

- a. The City recognizes that, based on the most reliable and up-to-date scientific evidence, the rapid introduction of newly legalized adult-use THC Products presents a potential threat to the public health, safety, and welfare of the residents of Inver Grove Heights, and particularly to youth.
- b. The City has the opportunity to be proactive and make decisions that will mitigate this threat and reduce exposure of young people to the products or to the marketing of these products and improve compliance among THC Product retailers with laws prohibiting the sale or marketing of THC Products to minors.
- c. A local regulatory system for THC Product retailers is appropriate to ensure that retailers comply with THC Product laws and business standards of the City to protect the health, safety, and welfare of our youth and most vulnerable residents.
- d. State law requires THC Product retailers to check the identification of purchasers to verify that they are at least 21 years of age (Minn. Stat. § 151.72, subd. 3(c)), comply with certain packaging and labeling requirements to protect children and youth (Id., subd. 5) and meet certain potency and serving size requirements (Id., subd. 5a).
- e. State law authorizes the Board of Pharmacy to adopt product and testing standards in part to curb the illegal sale and distribution of THC Products and ensure the safety and compliance of commercially available THC Products in the state of Minnesota.
- f. State law does not preempt the authority of a local jurisdiction to adopt and enforce local ordinances to regulate THC Product businesses including, but not limited to, local zoning and land use requirements and business license requirements.
- g. A requirement for a THC Product retailer license will not unduly burden legitimate

business activities of retailers who sell or distribute THC Products to adults but will allow the City to regulate the operation of lawful businesses to discourage violations of state and local THC Product-related laws.

In making these findings and enacting this ordinance, it is the intent of the Inver Grove Heights City Council to ensure responsible THC Product retailing, allowing legal sale and access without promoting increases in use, and to discourage violations of THC Product-related laws, especially those which prohibit or discourage the marketing, sale or distribution of THC Products to youth under 21 years of age.

4-16-2: Definitions.

Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The following words, terms, and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Compliance Checks. The system the City uses to investigate and ensure that those authorized to sell Licensed Products are following and complying with the requirements of this chapter. Compliance checks may also be conducted by the City or other units of government for educational, research, and training purposes, or for investigating or enforcing Federal, State, or local laws and regulations relating to Licensed Products.

Delivery Sale. The sale of any THC Product to any person for personal consumption and not for resale when the sale is conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery Sale includes, but is not limited to, the sale of any THC Product when the sale is conducted by telephone, other voice transmission, mail, the internet, or app-based service. Delivery sale includes delivery by licensees or third parties by any means, including curbside pick-up.

Exclusive Liquor Store. An establishment that meets the definition of exclusive liquor store in Minnesota Statutes, section 340A.101, subd. 10.

Licensed Product or THC Product. Any product that contains tetrahydrocannabinol and that meets the requirements to be sold for human or animal consumption under Minnesota Statutes, section 151.72.

Moveable Place of Business. Any form of business operated out of a kiosk, truck, van, automobile, or other type of vehicle or transportable shelter and not a fixed address storefront or other permanent type of structure authorized for sales transactions.

Retail Establishment. Any place of business where Licensed Products are available for sale to the general public, including, but not limited to, grocery stores, tobacco products shops, convenience stores, gasoline service stations, bars, and restaurants.

Sale. Any transfer of goods for money, trade, barter, or other consideration.

Self-Checkout. A checkout where customers scan, pack and pay for their goods in a store without being served by a sales associate.

Self-Service Merchandising. Open displays of Licensed Products in any manner where any person has access to the Licensed Products without the assistance or intervention of the licensee or the licensee's employee. Assistance or intervention means the actual physical exchange of the Licensed Product between the customer and the licensee or employee.

Vending Machine. Any mechanical, electric, or electronic, or other type of device that dispenses Licensed Products upon the insertion of money, tokens, or other form of payment directly into the machine by the person seeking to purchase the Licensed Product.

4-16-3: License.

(a). **License Required.** No person shall sell or offer to sell any THC Product without first having obtained a license to do so from the City. This licensing requirement does not apply to the sale of any non-intoxicating cannabidiol not containing tetrahydrocannabinol or to any product dispensed by a registered medical cannabis manufacturer pursuant to Minnesota Statutes, sections 152.22 to 152.37.

(b). **Application.** An application for a license to sell Licensed Products shall be made on a form provided by the City and filed, along with all required fees, including the background investigation fee, with the City Clerk. The application shall contain the full name of the applicant, the applicant's residential and business addresses and telephone numbers, the name of the business for which the license is sought, and any additional information the City deems necessary. If the City Clerk determines that an application is incomplete, they shall return the application to the applicant with notice of the information necessary to make the application complete. Upon receipt of a completed application, the City Clerk shall forward the application to the Police Department for a background investigation. Once the background investigation is complete, the application will be added to a council meeting agenda for consideration by the City Council.

A business applicant, at the time of application, shall furnish the City with a list of all persons that have an interest of five percent or more in the business. The list shall name all owners and show the interest held by each, either individually or beneficially for others. It is the duty of each business licensee to notify the City Clerk in writing of any change in ownership in the business.

Any time an additional investigation is required because of a change in ownership or control of a business, the licensee shall pay an additional investigation fee per the City's fee schedule. The City may at any reasonable time examine the transfer records and minute books of any business licensee to verify and identify the owners, and the City may examine the business records of any other licensee to the extent necessary to disclose the interest which persons other than the licensee have in the licensed business.

(c). **Action.** The City Council may either approve or deny the application for a license, or it may delay action for a reasonable period of time as necessary to complete any

investigation of the application or the applicant it deems necessary. If the City Council approves the license, the City Clerk shall issue the license to the applicant. If the City Council denies the license, notice of the denial shall be given to the applicant. The decision of the Council is final, subject to judicial appeal. If a license application is denied, the earliest an applicant may reapply is 12 months from the date the license is denied.

(d). **Term.** All licenses issued under this chapter shall expired on June 1st of each calendar year. The renewal of a license issued under this chapter shall be handled in the same manner as the original application. The request for a renewal shall be made at least 30 days but no more than 60 days before the expiration of the current license. Any existing business selling THC Products within the City as of the effective date of this Chapter shall have until March 1, 2023 to obtain a THC Products License from the City.

(e). **Revocation or Suspension.** Any license issued under this chapter may be revoked or suspended as provided in this Chapter and Section 3-2-10 of the City Code. The Council may revoke any license upon its determination that a change of ownership of a licensee has actually resulted in the change of control of the licensed business so as materially to affect the integrity and character of its management and its operation, but no such action shall be taken until after a hearing by the Council on notice to the licensee.

(f). **Transfers.** All licenses issued under this chapter shall be valid only on the premises for which the license was issued and only for the person or business to whom the license was issued and are non-transferable. Any change in the ownership or control of the business shall require the new owner(s) to obtain a new license prior to the change in ownership taking effect.

(g). **Display.** All licenses shall be posted and displayed in plain view of the general public on the licensed premises.

(h). **Issuance as Privilege and Not a Right.** The issuance of a license issued under this chapter is a privilege and does not entitle the license holder to automatic renewal of the license.

4-16-4: Fees.

No license shall be issued under this chapter until the appropriate fees are paid in full. The fee for a license under this chapter shall be established by the City Council and adopted in the City fee schedule, and may be amended from time to time.

4-16-5: Ineligibility for License; Other Grounds for Denial of License.

(a). *Ineligibility.*

(1). *Moveable Place of Business.* No license shall be issued to a moveable place of business. Only fixed location businesses shall be eligible to be licensed under this chapter.

- (2). *Home Business*. No license shall be issued to a home business.
- (3). *Exclusive Liquor Store*. No license shall be issued to an exclusive liquor store as defined in Minnesota Statutes, section 340A.101, subd. 10.
- (4). *Businesses located within 500 feet of youth-oriented uses*. Except for those businesses selling Licensed Products on or before August 19, 2022, no license shall be issued to any business whose principal building is located within 500 feet of the property line of property on which any school, park, or state-licensed child care center is located.
- (b). *Grounds for Denial*. Grounds for denying the issuance or renewal of a license under this chapter include, but are not limited to, the following:
- (1). The applicant is under the age of 21 years.
 - (2). The applicant is prohibited by Federal, State, or other local law, ordinance, or other regulation from holding a license.
 - (3). The applicant has been convicted within the past five years for any violation of a Federal, State, or local law, other ordinance, provision, or other regulation relating to the Licensed Products.
 - (4). Conviction for, or was charged with but convicted of a lesser charge of a crime, or is under a stay of adjudication from a charge involving a violation of any cannabinoid and/or tobacco related regulation in any jurisdiction, theft, felony drug offense, any crime of violence as defined by Minnesota Statutes, or any other similar crime or offense within five years of the date of application.
 - (5). The applicant was charged with a crime that if convicted would render them ineligible for a license under this chapter but entered into a plea agreement providing for the continuance of the charge for dismissal or other delayed disposition. In such case, the applicant shall be disqualified and ineligible for a license until such time as the charge is finally dismissed.
 - (6). The applicant has had a license to sell Licensed Products suspended, revoked, or denied during the 12 months preceding the date of application, or the applicant has or had an interest in another premises authorized to sell Licensed Products, whether in the City or in another jurisdiction, that has had a license to sell Licensed Products suspended or revoked during the same time period, provided the applicant had an interest in the premises at the time of the revocation or suspension, or at the time of the violation that led to the revocation or suspension.
 - (7). The applicant is a business that does not have an operating officer or manager who is eligible pursuant to the provisions of this chapter.
 - (8). The applicant is the spouse of a person ineligible for a license pursuant to the provision of Subsections (b)(2) and (3) of this section or who, in the judgement of the Council, is not the real party in interest or beneficial owner of the business to be operated, under the license.
 - (9). The applicant fails to provide any information required on the application, or provides false or misleading information. Any false statement on an application, or any willful omission of any information called for on such application form, shall cause an automatic refusal of license, or if already issued, shall render any license issued pursuant thereto void

and of no effect to protect the applicant from prosecution for violation of this chapter, or any part thereof.

(10). The proposed location does not comply with all city zoning and code requirements for the business or any applicable state statutes.

(11). Any of the grounds in Section 3-2-10 of the City Code exist.

(c). The City shall conduct a background investigation on all new applicants. The City may conduct a background investigation on an applicant for a renewal of a license if it is in the public interest to do so. If a license is mistakenly issued or renewed to a person, it shall be revoked upon the discovery that the person was ineligible for the license under this chapter.

(d). No license shall be granted or renewed for operation on any premises on which real estate taxes, assessments, or other financial claims of the City or of the State are due, delinquent, or unpaid. If an action has been commenced pursuant to the provisions of Minnesota Statutes, section 278, questioning the amount or validity of taxes, the Council may, on application by the licensee, waive strict compliance with this provision; no waiver may be granted, however, for taxes, or any portion thereof, which remain unpaid for a period exceeding one year after becoming due unless such one-year period is extended through no fault of the licensee.

4-16-6: Prohibited Acts.

(a). *In general.* No person shall sell or offer to sell any Licensed Product:

- (1). By means of any type of vending machine.
- (2). By means of self-service merchandising or self-checkout.
- (3). By means of a mobile business.
- (4). By delivery sale.
- (5). By an employee under the age of 18
- (6). To an obviously intoxicated person.
- (7). By any other means, to any other person, or in any other manner or form prohibited by state or other local law, ordinance provision, or other regulation.
- (8). Containing controlled substances as defined in Minnesota Statutes, Chapter 152.
- (9). In any manner that is not in compliance with applicable state statutes, including the provisions of Minnesota Statutes, section 151.72.

(b). *Legal Age.* No person shall sell any Licensed Product to any person under the age of 21.

(1). *Age verification.* Licensees shall verify by means of government issued photographic identification that the purchaser is at least 21 years of age.

(2). *Signage.* Notice of the legal sales age and age verification requirement must be posted prominently and in plain view at all times at each location where Licensed Products are offered for sale. The required signage must be posted in a manner that is clearly visible to anyone who is or is considering making a purchase.

- (c). *Samples Prohibited.* No person shall distribute samples of any Licensed Product free of charge or at a nominal cost.
- (d). *Self-Checkout Prohibited.* No sales of THC Products may be completed through self-checkout.
- (e). *Storage and Display.* All Licensed Products shall either be stored behind a counter or other area not freely accessible to customers, or in a case or other storage unit not left open and accessible to the general public.
- (f). *Training.* All employees or other individuals must complete underage sales prevention training prior to making any sales of Licensed Products. Training programs must be acceptable to the Inver Grove Heights Police Department and included in the list of acceptable training programs maintained by the City Clerk.

4-16-8: Responsibility.

All licensees are responsible for the actions of their employees and anyone else making a sale of a Licensed Product in regard to the sale, offer to sell, and furnishing of Licensed Products on the licensed premises. The sale, offer to sell, or furnishing of any Licensed Product by an employee or other person making a sale in a licensed premises shall be considered an act of the licensee.

4-16-9: Compliance Checks and Inspections.

All premises licensed under this subdivision shall be open to inspection by the City during regular business hours. From time to time, but at least once per year, the City's police department shall conduct compliance checks.

No person used in compliance checks shall attempt to use a false identification misrepresenting their age. Persons used for the purpose of compliance checks shall be supervised by law enforcement or other designated personnel. Nothing in this chapter shall prohibit compliance checks authorized by state or federal laws for educational, research, or training purposes, or required for the enforcement of a particular State or Federal law.

Additionally, from time to time, the City may conduct inspections to determine compliance with any or all other aspects of this ordinance.

4-16-10: Violations and Penalty.

(a). *Administrative Civil Penalties-Licensee.* If a licensee or an employee of a licensee or other person is found to have violated this chapter, the licensee shall be charged an administrative penalty as follows:

(1). *First Violation.* The Council shall impose a civil fine of \$750.00 and suspend the license for not less than 1 day.

(2). *Second Violation Within Five Years of First Violation.* The Council shall impose

a civil fine of \$1,000.00 and suspend the license for not less than 3 consecutive days.

(3). *Third Violation Within Five Years of First Violation.* The Council shall impose a civil fine of \$2,000.00 and suspend the license for not less than 10 consecutive days.

(4). *Fourth Violation Within Five Years of First Violation.* The Council shall revoke the license for at least one year.

(5). If one of the foregoing penalties is imposed by an action of the Council, no penalty shall take effect until the licensee or person has received notice (served personally or by mail) of the alleged violation and of the opportunity for a hearing before the Council pursuant to Section 3-2-10.

(a). *Misdemeanor Violation.* Any violation of this Chapter is a misdemeanor.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Passed in regular session of the City Council on the _____ day of _____, 2022.

CITY OF INVER GROVE HEIGHTS

By: _____
Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Establishing 2023 Water and Sanitary Sewer Utility Rates**

MEETING DATE: November 28, 2022

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, establishing water and sanitary sewer utility rates for 2023.

BACKGROUND

The attached Resolutions establish water and sanitary sewer utility rates for calendar year 2023. The proposed rates are one outcome of the utility rate study that has been underway for much of the year and the subject of several previous presentations to the City Council. The proposed rates reflect a restructuring of the City's current rate structures to separate the fixed charge - or base fee - from any volume charges for specific usage amounts. Previously, the City included the first 2,000 gallons per month or 6,000 gallons per quarter of water usage and/or estimated sewer flow within the base fee. The new approach being recommended reduces the base fee, but charges for each 1,000 gallons. Additionally, the rate structures for 2023 reflect a unique tier structure (i.e. the amount of water included at each price point) for residential vs. non-residential accounts, to better reflect the cost of service and typical usage of the different property types.

FISCAL IMPACT

The proposed water rates are anticipated to yield a 5% revenue increase and the proposed sewer rates are anticipated to yield a 6% revenue increase. Both are consistent with the proposed water and sewer operating budgets for 2023, which were presented to the Council during the November 7 work session and will be on the December 12 Council agenda for final adoption.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions.

ATTACHMENTS

1. Resolution Establishing 2023 Water Rates
2. Resolution Establishing 2023 Sewer Rates

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

RESOLUTION ESTABLISHING WATER UTILITY RATES EFFECTIVE JANUARY 1, 2023

RESOLUTION NO. _____

WHEREAS, Title 8, Chapter 2, Section 8-2-10A of the Inver Grove Heights City Code, states that the City Council shall determine water rates by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS THAT water utility rates, commencing January 1, 2023, for the first monthly or quarterly billing cycle that contains only 2023 usage, are established as follows:

Single Family Dwelling	
Base Fee – All Accounts	\$18.00 per quarter
0 to 6,000 gallons in a quarter	\$1.16 per 1,000 gallons
6,001 to 21,000 gallons in a quarter	\$2.90 per 1,000 gallons
21,001 to 39,000 gallons in a quarter	\$3.48 per 1,000 gallons
39,001 + gallons in a quarter	\$4.18 per 1,000 gallons

Multi-Family / Mobile Homes	
Base Fee – All Accounts	\$6.00 per unit / per month
0 to 6,000 gallons per unit per month	\$1.16 per 1,000 gallons
6,001 to 21,000 gallons per unit per month	\$2.90 per 1,000 gallons
21,001 to 39,000 gallons per unit per month	\$3.48 per 1,000 gallons
39,001 + gallons per unit per month	\$4.18 per 1,000 gallons

Commercial / Industrial / Institutional	
Base Fee – All Accounts	\$6.00 per month
0 to 7,000 gallons in a month	\$1.16 per 1,000 gallons
7,001 to 20,000 gallons in a month	\$2.90 per 1,000 gallons
20,001 to 80,000 gallons in a month	\$3.48 per 1,000 gallons
80,001 + gallons in a quarter	\$4.18 per 1,000 gallons

Adopted this 28th day of November 2022 by the City Council of the City of Inver Grove Heights, Minnesota

AYES:

NAYS:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION ESTABLISHING SEWER UTILITY RATES EFFECTIVE JANUARY 1, 2023

RESOLUTION NO. _____

WHEREAS, Title 8, Chapter 4, Section 8-4-6 of the Inver Grove Heights City Code, states that the City Council shall determine water rates by Resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS THAT sewer utility rates, commencing January 1, 2023, for the first monthly or quarterly billing cycle that contains only 2023 usage, are established as follows:

Single Family Dwelling	
Base Fee – All Accounts	\$20.70 per quarter
0 to 6,000 gallons in a quarter	\$4.85 per 1,000 gallons

Multi-Family / Mobile Homes	
Base Fee – All Accounts	\$6.90 per unit / per month
0 to 6,000 gallons per unit per month	\$4.85 per 1,000 gallons

Commercial / Industrial / Institutional	
Base Fee – All Accounts	\$6.90 per month
Volumetric Fee	\$4.85 per 1,000 gallons

Adopted this 28th day of November 2022 by the City Council of the City of Inver Grove Heights, Minnesota

AYES:

NAYS:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: City Administrator Performance Evaluation (Pursuant to Minnesota Statute Chapter 13D.05, subd. 3, this portion of the meeting may be closed to the public.)

MEETING DATE: November 28, 2022

ITEM TYPE: Regular Business

CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to go into a closed session to conduct a performance evaluation of the City Administrator.

BACKGROUND

The City Administrator's contract provides that the council shall perform an annual performance evaluation of the City Administrator.

If the hour becomes late, the Council has the option to move to continue this item to the December 5 meeting.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None