

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, SEPTEMBER 26, 2022 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, September 26, 2022, in person. Mayor Bartholomew called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Bartholomew, Council Members: Piekarski Krech, Dietrich, Murphy, Gliva; City Attorney McCauley Nason, City Administrator Wilson, City Clerk Kiernan, Police Chief Chiodo, Public Works Director Connolly, Community Development Director Rand.

3. PRESENTATIONS:

4. CONSENT AGENDA:

- A.** Approval of Disbursements. **Resolution 2022-201**
- B.** Approve Personnel Actions
- C.** Resolution Authorizing Summary Publication of Ordinance #1432, Amending Title 5, Chapter 6, Sections 1(c) and 1(d) Related to the Discharge of Bows and Arrows **Resolution 2022-202**
- D.** Change Order No. 1 for City Project No. 2022-09K – Akron Ave and 50th Street Rehabilitation
- E.** Schedule Public Hearings for 2023 Pavement Management Projects 2022-09 I, J and L
Resolutions 2022-203, 2022-204, 2022-205
- F.** Approval of Charitable Gambling Raffles by Spartan End Zone Club and Pinnacle Athletic Club
Resolution 2022-206
- G.** Sign Variance for 5590 Babcock Trail **Resolution 2022-207**
- H.** Appointing Additional Election Judges for the 2022 General Election and Additional Election Judges to Serve on the Absentee Ballot Board **Resolutions 2022-208 and 2022-209**
- I.** Renewal of Life and Long-Term Disability Insurance Policies for City Employees

Motion by Murphy, second by Dietrich, to approve the Consent Agenda

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC HEARING:

6. REGULAR AGENDA:

A. 2nd Reading of Ordinance Amending City Code Title 4, Chapter 13 Related to Rental Licenses

City Administrator Kris Wilson stated that she discussed the following:

Background:

- Rental Licensing was adopted into City Code in the fall of 2016.

Issues raised:

- No language addressing short-term rentals
- No definition of a family
- Waiting period for reapplication of a rental license for a property
- Clarification of rental license fees
- Should Accessory Dwelling Units be required to have rental licenses with the property owner required to live at either the ADU or the main structure?

Mayor Bartholomew asked what the intent of the definition of a dwelling to be equitable and intentional? Does staff have a recommendation? City Attorney Bridget Nason stated that the zoning code definition doesn't translate cohesively with the rental license ordinance. The idea is to connect the

license to ownership. If a single entity owns one unit in an entire building, then that would be licensed as a single-family dwelling whereas, if a single entity owns the building, then rents out units in that building that would be licensed under the multi-family dwelling.

Council Member John Murphy asked what are other cities in proximity doing with their short-term rental licensing? Administrator Wilson replied that looking into what other cities were doing was investigated when writing the ordinance for length of lease terms for short term rental licenses. A few other cities are allowing 30-day rentals, some require that the property is homesteaded meaning the owner lives there primarily but rents it out periodically and some cities don't regulate rental licensing at all. A clearer list can be provided to the council at the time of the 3rd reading if they so wish.

Lisa Slama, 9185 Inver Grove Trail, would like clarification on the owner-occupied piece of the rental licensing. Short-term rental licensing should be allowed for responsible owners. Airbnb platform for short-term rentals does have it in their rules and regulations to prohibit party houses and properties to be used as gathering places for those circumstances. Short-term rental property owners are not always only in it to make money but for the love of hosting. She encourages the council to not ban short term rental entirely.

David Kappel, 9272 Tyne Lane, would like the council to understand that the ban on short term rental would punish the city's responsible short term rental property owners because of one bad player in the community.

Stephen Dick, 1630 52nd St E, stated 80% of the families that book his properties are just looking for a place to gather for different reasons. Short-term rentals bring in tourism money from the people that rent the properties and then spend money in the community. 59 out of 69 cities in the metro area allow short-term rental. Allowing short-term rental licensing with parameters would be better than going from no regulations to an all-out ban.

Anthony Verch owns 7008 River Road; the ordinance change has brought the short-term rental community together and would like to come to a compromise with the city instead of enacting a 30-day minimum to the rental license ordinance. Property owners of short-term rentals pulled police records for their properties, and no one had any records. It's thought that short-term rental property owners are taking away properties from potential homestead owners, but the short-term rental owners have often done major remodels on their properties. Councilmember Dietrich asked what platform Mr. Verch is advertising on. He stated he is a Preferred Host on VRBO and a Super host on Airbnb which takes multiple factors to maintain those titles.

John Stiles, 7473 Dickman Trail, owns a duplex and long-term rents out the other unit, recently has thought about going to short-term renting as there is greater revenue from the turnover and offers a work-from-home opportunity for his wife. During COVID-19, he transitioned his property into the long-term rental, but likes the flexibility of having the option to go back to short-term.

Mayor Bartholomew asked Police Chief Melissa Chiodo to elaborate on the history of police calls to these properties with either long-term or short-term rentals. Not all rental properties are registered with the city. To know when a call comes in what kind of property it may be. Not every complaint call has resulted in a police report. Properties are usually the same handful of properties, and they seem to be when there has been a larger gathering at the property. Councilmember Murphy asked how many owners are there that have repeating issues? Chiodo stated 1 or 2 owners.

Mayor Bartholomew states that there are businesses in residential areas, and they regulate those businesses that are strict especially about vehicles parked at the property. Mayor would like to have the discussion of allowing for short term rentals in residential areas.

Jerry Slama, 9185 Inver Grove Trail, asked if the Chief could distinguish in her response to Councilmember Murphy what percentage of the properties are short-term vs long-term rentals. Mayor Bartholomew stated that as the Chief said there is often no report from the call or whether the property was a long-term or short-term rental. Chief Chiodo stated that knowing long-term rental properties in Inver Grove Heights is regulated whereas knowing short-term rentals might not have a rental license through the city.

Mayor Bartholomew suggested tabling the 2nd reading of the ordinance when more information has been gathered about short-term rental licensing. The commercial and residential aspects do not mix well together.

Councilmember Piekarski Krech stated she would like the fee schedule to clearly reflect the difference in fees for both licenses.

Councilmember Gliva agrees with making sure the fee schedule reflects the cost and the proposed fee doesn't put enough on the line for rental property owners to follow regulation. She stated that she would like to see a compromise rather than the 30-day minimum on rental licenses.

Mayor Bartholomew stated his main concerns are parking, noise-levels, capacity, and zoning.

Councilmember Murphy stated he has learned a lot more after talking with residents about short term rentals. He would like to see a compromise and not to punish the majority of good short-term property owners for the few that are having issues. He would like to see more standards on the regulation and violations if compliance is not met.

Councilmember Dietrich wants to acknowledge that short-term rentals are another way to bring business into the community and help other businesses as well when those customers go out into the community. Having open and honest conversations about how property owners have handled problem situations at their property is a good way to learn from each other.

Administrator Wilson stated she hears that the direction from council is for staff to go back and look at the ordinance and policy and work with property owners to create a short-term rental licensing program. Mayor Bartholomew would like to see more about parking capacity and issues pertaining to mixing commercial and residential together. Councilmember Murphy would like to see a little more to enter into a license. Councilmember Dietrich would like to see stronger penalties for properties that have license violations. Councilmember Piekarski Krech would like to see some regulation on how many can be in an area also so whole communities don't become short-term rentals.

Administrator Wilson asked what the desired timeline for this item would be. Mayor Bartholomew stated it would be ideal to get the item resolved within the calendar year with the current council.

Motion by Gliva, second by Piekarski Krech, to table the 2nd reading of the rental license ordinance

Ayes: 5

Nays: 0

Motion Carried.

B. Approval of Rental Housing Licenses

Community Development Director Heather Rand asked council to approve four properties for rental licenses. Applicants have successfully passed a background check with the Inver Grove Heights Police Department and staff recommends approving the following properties for rental licenses:

- 7701 Barbara Ave - SFR Acquisitions 3 LLC
- 1435 56th Street - SFR Acquisitions 3 LLC
- 8819 Branson Drive - Paul Tiemann
- 8828 Coffman Path - Ming Chen

Motion by Dietrich, second by Gliva, to approve the rental housing licenses.

Ayes: 5

Nays: 0

Motion Carried.

C. Special Ordinance Temporarily Allowing Non-Metered Residential Water Connections to City Water System

Public Works Director Brian Connolly presenting on the special ordinance allowing non-metered residential water connections to City water system.

Background Information

- City Ordinance Title 8, Chapter 2
 - Requires properties connected to City Water system must be metered
 - City provides meters to new water customers (i.e., new homes, businesses, etc.)
- Supply Chain issues with 3/4" Residential meters
 - City has 300 meters on back order since May 2022
 - Procuring and borrowing meters from neighboring communities
 - Overall supply exhausted, down to 2 meters in inventory
- Impacts only single-family residential properties (3/4" meter connections)
- Impacts primarily new home construction
 - Over 300 active building permits
 - Estimated 100+ properties will request water connection prior to end of 2022
- Options considered
 - Utilize different type/brand/size of meter
 - Halt residential water connections
 - Allow unmetered connections
- City provides "straight pipe" connection in lieu of a water meter
- Building inspection staff track unmetered connections through issuance of Temporary Certificates of Occupancy (TCO)
 - Provisions to allow City to install permanent water meter a requirement for final Certificate of Occupancy
 - Builder and-or homeowner information available for City to coordinate meter installation when available

Councilmember Piekarski Krech asked if a Temporary Certificate of Occupancy interferes with their mortgage. Director Connolly said it should not. It would if they didn't have water or the certificate.

- City utility staff will contact and schedule final meter installation when they become available
 - Staff will make 3 attempts to schedule with the builder and/or homeowner
 - Following third attempt, if builder and/or homeowner do not respond or is unwilling to cooperate, staff will send a mailed notice of need to comply with this ordinance, or water shutoff will occur (10 days)

- Final Certificate of Occupancy will be withheld until a meter is installed.
- New Properties lack historical billing data
- Estimated billing method
 - Utilize lump sum base rate for single-family residential dwellings (6,000 gal/quarter)
 - Applies to water and sewer rates
- Limited fiscal impact to the city
 - Some reduced water and sewer fee collected
 - Winter timeframe eliminates high-water usage months (summer) for irrigation needs
 - For 100 homes, a doubling of estimated rate (6,000 gal/quarter to 12,000 gal/quarter would result in the following decreases in revenue collections:
 - Water \$1,700 or 0.06% of total estimated 2022 water revenue
 - Sanitary: \$4,200 (NWA rates) or 0.10% of total estimated 2022 sewer revenue
 - Within contingency tolerance (+/- 5%) of budget estimates
- Once meters available and installed, provision of the current/in-place Ordinance will govern
- Temporary Ordinance has a sunset date of May 15, 2023
- If Shortage continues into 2023
 - Ordinance structured to keep water and sewer rate based on 6,000 gal/quarter
 - Staff will review options for extension of the ordinance, if necessary
 - Staff will continue to work with our neighboring communities and suppliers to address the ongoing shortage

The request for council is to waive the requirement for three reading and approve the temporary ordinance.

Mayor Bartholomew asked if putting in the short pipe will have any water hammering and a lot of protest. Director Connolly doesn't expect it because the pipe doesn't have any sort of arresting system. Bartholomew also asked will this cover existing residential properties if something were to happen to those meters. Connolly stated yes it would be covered under this temporary ordinance. Councilmember Dietrich asked if existing meters aren't working for some reason, would they be rehabbed and used and if the residents and builders are not complying with the installation of the water meter what will happen then. Connolly stated results in a water shut-off.

Motion by Murphy, second by Gliva, to waive the requirement of three readings of the temporary ordinance.

Ayes: 5

Nays: 0

Motion Carried.

Motion by Gliva, second by Piekarski Krech, to approve the special ordinance for temporarily allowing non-metered residential water connections to city water system.

Ayes: 5

Nays: 0

Motion Carried.

D. 1st Reading of Ordinance Increasing Lodging Tax

Administrator Wilson discussed the 1st reading of the lodging tax increase. The ordinance was presented to the council at the September 19, 2022 work session.

Minnesota Statute 469.190 authorizes cities to impose a lodging tax of not more than 3%. The Statute requires that 95% of the tax proceeds be used "to fund a local convention or tourism bureau for the purpose of marketing and promoting the city or town as a tourist or convention center."

Current City Code Title 4 - Chapter 10 - Section 3:

- Imposition and collection of tax: at the time the lodging fee is paid, all operators shall impose and collect a tax of two percent (2%) on the gross receipts from the furnishing of lodging. The amount of tax shall be separately stated from the lodging charges. The lodging operator shall hold in trust for the city all taxes collected hereunder.

The request from the Convention and Visitors Bureau is to amend the City Code to impose a 3% tax rather than a 2% tax and to take effect January 1, 2023.

Councilmember Murphy stated he wouldn't want to waive the other readings because he doesn't see the value in raising the tax. He would like to give time for people to respond to the change. Councilmember Piekarski Krech asked what Councilmember Murphy would like to see for data about what value it would add. Murphy would like to know what measures success. He isn't necessarily opposed to the change just waiving the other readings of the ordinance change.

Motion by Piekarski, second by Piekarski Krech, to approve the first reading of the ordinance increasing lodging tax.

Ayes: 5

Nays: 0

Motion Carried.

Councilmember Dietrich asked when the 2nd reading is scheduled for. Administrator Wilson replied that the 2nd reading will be on October 10th.

E. 1st Reading of Ordinance Amending City Code Title 9, Chapter 5 Related to Stormwater Management

Brian Connolly apologizes as there were revisions made and a revised version was sent out and is provided to council.

Assistant City Engineer Steve Dodge presents on the 1st reading of the ordinance.

Background Information:

- MS4 Permit Re-issues by MPCA
 - Municipal Separate Storm Sewer System
 - October of 2021 - New Permit Coverage
 - 12 months for cities to make updates
- Updates to complete
 - Stormwater Ordinance
 - Operation Procedures (SOPs)
 - Salt Operations
 - Staff Responsibilities List
 - Construction Stormwater Inspections Priorities (NPDES)
 - Educational Outreach

Mayor Bartholomew asked what NPDES stands for. Assistant Engineer Dodge stated it stands for National Pollution Discharge Elimination Systems.

- Landlock Basin Study Recommendations
 - Easement dedication for the basin overflow or future piping
 - Updated Rules & Regulations pending for Waterland Management Organizations (WMO)
- Updated Rules & Regulation pending for Waterland Management Organizations
 - Lower Mississippi River (LMRWMO)
 - Eagan-Inver Grove Heights (E-IGHWMO)

City Code – Stormwater Management

- Code Section 9-5
- Title 9 Focuses on Building & Development
- Chapter 5 is the Stormwater Management Section
 - Purpose: Set forth minimum requirements for managing the quantity and quality of stormwater runoff from all types of land uses
 - Minimize Flooding Risk
 - Limit Erosion and Sedimentation
 - Define Stormwater Treatment and Infiltration Standards
 - Regulate Land Disturbing Activities
 - Protect Natural Resources

Proposed Code Amendments to Code Section 9-5-4: Definitions

- Add Definitions
 - Emergency Response Area (ERA) – For wellhead protection ties
 - Fully Reconstructed – For delineating between partially reconstructed and fully reconstructed project features
 - Linear Projects – To define typical street projects
 - Permits – To clarify reference to types of City permits
- Modify definitions
 - Buffer – Clarify vegetative requirements
 - Land Disturbing Activity – Clarify definition for pavement rehabilitation projects
 - Redevelopment – Clarify and define development in relation to zoning, land disturbance, and impervious surface

Proposed Code Amendments to Code Section 9-5-5: Scope & Compliance

- Current Applicable Thresholds:
 - Erosion & Sediment Control Plan
 - 1,000 sq ft or 50 cubic yards of material impacted
 - Stormwater Management Plan
 - 5,000sq ft or 100 cubic yards of material impacted
- Proposed Thresholds
 - Erosion & Sediment Control Plan
 - 5,000 sq ft threshold (no volume threshold)
 - Stormwater Management Plan
 - ½ acre (21,780sq ft) or
 - Addition of 5,000 sq ft of new impervious surface allowed in Title 10 – Zoning Regulations

Councilmember Gliva asked if this is making it easier if a homeowner is just adding onto their property. Connolly stated that this will help typical homeowners have less hoops to jump through.

Councilmember Murphy asked if this is more for redevelopment and development but is each property in the development held to this standard. Connolly stated that would be considered a common plan for development and the development in a whole would have to adhere to certain standards and is not including in these changes.

Proposed Code Amendments for Code Section 9-5-6: Application Procedures

- Clarify plan vs. permit approvals
 - Erosion and Sediment Control Plan Submittals
 - Stormwater Management Plan Applications
 - SWPPP (Stormwater Pollution Prevention Plan)
 - Stormwater Facilities Maintenance Agreements
 - Responsibilities of City and Developer

Proposed Code Amendments for Code Section 9-5-7: Erosion & Sediment Control Plans

- Clarify Approval Requirements
 - Allows for reduced plan submittal items to accommodate smaller site work (i.e., single lot, small parcel, building rehabilitation item, etc.)
- Revises Inspection Requirements
 - Brings inspection training requirements into conformance with current MPCA NPDES Construction Stormwater Permit requirements

Councilmember Murphy asked how the developers report to staff. Assistant City Engineer Dodge stated that progress and standards are inspected and monitored through the MPDS permit. Inspections are done every week and when there is a half-inch of rainfall or more with a report taken each time. Councilmember Murphy asked if there are a number of normal reports that would trigger anything from staff. Dodge replied that staff will still go out and inspect the site when time allows and verify reports match, but the responsibility is put more on the developer and the contractor. Councilmember Murphy asked if the contractor has a specific employee to do this work. Dodge stated the contractor will employ someone with erosion control certification to monitor the site. Councilmember Murphy asked if city staff has experience with the erosion control contractor. Dodge stated they do and there are companies who are erosion control experts that are subcontracted through the general contractor.

Proposed Code Amendments for Code Section 9-5-8: Stormwater Management Plans

- Clarify Infiltration System Location Prohibitions
 - Update and redefine prohibited locations based on MPCA recommendations
- Clarify Stormwater Management Minimum Requirements for water quality volume
 - Separates and clarifies Northwest Area Criteria from remainder of City
 - Clarifies water quality volume calculations for fully reconstructed areas (with revised definition)
 - Clarifies water quality volume calculation for linear projects based on MPCA MS4 permit requirements
- Clarify Landlocked Basin Easement Requirements
 - Update to include basin overflow paths to downstream storm sewer structures or basins during platting process.

Proposed Code Amendments for Code Section 9-5-14: Salt Storage (New)

- Add section regarding salt storage requirements
 - Storage area must be covered or indoors
 - Outdoor storage must be on an impervious surface
 - Define containment and "good housekeeping" requirements for deicing materials

Mayor Bartholomew asked where else in the city is there another salt storage. Connolly stated the city only has one storage area, but other large businesses may have their own salt storage, and this covers everyone. Mayor asked how staff will monitor others. Connolly stated that because of staff levels at this point staff will inspect if there is a report of a violation.

Staff is requesting and recommending that council approve the first reading of the ordinance amending the City Code provisions related to Stormwater Management.

Mayor Bartholomew asked if staff is asking to waive other readings of the ordinance. Connolly stated he doesn't have a preference and most of the revisions to the code are clarifying and administrative.

Motion by Murphy, second by Gliva, to waive the requirement of three readings of the ordinance amendments.

Ayes: 5

Nays: 0

Motion Carried.

Motion by Gliva, second by Dietrich, to approve the ordinance amendments.

Ayes: 5

Nays: 0

Motion Carried.

F. Adoption of 2023 Preliminary Levy and Governmental Fund Budgets

Finance Director Amy Hove reminds the council of the previous budget discussions. August 1st Work session discussed initial introduction to departmental requests. Online presentations on September 1st and 9th discussed departmental presentations and budget reports released online for review. September 12th work session and council meeting discussed separate departments. September 19th Work session discussed the remaining departments.

Additional Needs and Challenges

- Staff Levels in many departments have not kept pace with the workload demands of a growing city
- Need to adjust part-time/temp/seasonal wages to attract employees in current job market
- Cost of goods and supplies have increased significantly
- City has deferred maintenance on both its facilities and infrastructure

The City Administrator's recommendations for 2023 Budget include staffing and benefit related. The levy summary increase would amount to 8.4% increase over 2022 Budget.

- The 8.4% increase would include:
 - larger increase to the Pavement Management levy (\$350,000 vs \$250,000)
 - 5.5 New FTE's plus 6 position reclassifications
 - Additional seasonal staff/wages for Streets & Parks
 - Education incentive for Police Command staff
- A 9% increase would include additional \$169,276 in resources to dedicate to Council priorities.

Councilmember Murphy would like clarification of the job duties for the Economic Development Coordinator. Administrator Wilson stated the Economic Developer would serve as the first point of contact for a person looking to put a business in Inver Grove Heights and help them navigate the city

processes. They would work with the Chamber of Commerce. They would handle the reporting for grants that come in for economic development. Murphy asked if the person would be proactively seeking out businesses to come to Inver Grove Heights. Wilson stated that would depend on the ebbs and flows of the economy and how many calls or meetings the person is working on at any given moment. Wilson wants to correct what was said that she didn't want to imply that Murphy was the only council member working to bring businesses to the city but that he was the most vocal about this becoming a position within the city. Murphy asked if the part-time position would be taxed with other job duties other than bringing business to the city. Wilson clarified that the person would be full-time, but half funded with a grant and half with the city funds. Draft descriptions of the position can be brought to council before any hiring happens. Keeping it in the preliminary budget will allow for further discussion about the position.

Council is asked that they pass a preliminary tax levy by September 30th. The final approval can be lower, but it cannot be higher and proposed tax levy letters will be going out to residents in November.

Mayor Bartholomew asked where the city is at with the Fiscal Disparities calculations. Finance Director Hove will send that out to the council. This number is what is sent to the State and what the state sends back. Councilmember Murphy asked if we are negative in our net finances. Director Hove stated we are net positive right now which hasn't always been the case.

The proposal is at 9% from the recommendation from the work session. Councilmember Dietrich stated that she likes the 9% but hopes they can get back down to 8.4%. Councilmember Gliva stated she feels that 9% is good for some wiggle room in the proposal and that 8.4% is thorough in what the city needs at this point. Administrator Wilson stated that the 8.4% does include funding for the Economic Development Coordinator FTE. The next year would need to fund the whole FTE. Councilmember Murphy wants to make less of a stretch to fund a whole other FTE for economic development in 2024. The Economic Development Coordinator job description would have ebbs and flows to it, and it would depend on the governing body to direct that person's work also. If the interest of the council is for this position to focus primarily on recruitment of businesses to the city, then there may be other options. Councilmember Dietrich asked how much a consultant would cost to do that kind of work. Administrator Wilson stated the Economic Development Coordinator position is budgeted at \$120,000 after wages and benefits, half of that is budgeted in the 8.4% the other half is funded through a grant. A consultant for this type of work would cost about the same. The job description is amenable still.

Mayor Bartholomew stated that 8.4% is the bottom line for residents and 9% is the ceiling. Historically, council has come down from the preliminary percentage.

Motion by Bartholomew, second by Gliva, to approve the citywide tax levy at 8.4%.

Ayes: 5

Nays: 0

Motion Carried.

Finance Director Amy Hove stated that the second part of the preliminary budget discussion for tonight is for the Preliminary Governmental Funds Budget. The table in the packet and resolution is for the 9% and will need to be amended to reflect the 8.4% that was just approved. Funds that are included in this are: general, convention & visitor's bureau, community center, economic development authority debt services pavement management and host community.

Motion by Murphy, second by Gliva, to approve the amendment for the 8.4%

Ayes: 5

Nays: 0

Motion Carried.

The next approval needed is for the special taxing district preliminary levies. Council is required to pass a preliminary levy by September 30 each year; when the final levy is adopted in December, it may be lowered but cannot be higher than the preliminary levy.

Storm Water Special Taxing District Levy

- Established under MN Statute 444
- Used to fund trunk storm water sewer improvements installed in conjunction with the 70th Street East Reconstruction Project from Cahill Ave to Concord Blvd (City Project 2001-02)
 - Babcock Trail
 - South Grove
 - 70th Street
- Contains approximately 3,000 parcels
- 10-year Term (2018-2027)
- Annual Levy of \$79,394

Motion by Gliva, second by Piekarski Krech, to approve the Special Taxing District Preliminary Levy

Ayes: 5

Nays: 0

Motion Carried.

Final approval of the meeting is to set the date, time, and place for the statutorily required public meeting on the City's proposed budget and levy. The suggested time is Monday, December 5, 2022 at 6:00 p.m. in the Council Chambers, 8150 Barbara Ave, Inver Grove Heights.

Motion by Dietrich, second by Gliva, to approve the meeting time and place for the City's proposed budget and levy meeting.

Ayes: 5

Nays: 0

Motion Carried.

G. Reclassification of Fire Marshal Position

City Administrator Wilson discusses that reclassifications are typically handled on the consent agenda however with this position it is included in the 2023 budget. This position doesn't have a current occupant. The current Interim Fire Marshal is filling in following the retirement of long-term Fire Marshal. The city would like to post, recruit, interview, and fill the position on an ongoing basis and to advertise an accurate pay range. Positions are reviewed by an independent consultant. The consultant evaluates job duties, level of responsibility, supervisory status, minimum qualifications, working conditions, etc. The recommendation that was given is for Pay Grade 22 in the 2022 salary range of \$99,112-\$125,902. Some things that have changed for the position are the emergency response obligations, command officer status and responsibilities, salaried rather than hourly and PERA Police & Fire pension. The position is currently at a Pay Grade of 18 in the 2022 salary range of \$82,243-\$103,708.

Motion by Murphy, second by Piekarski Krech, to approve the recommended reclassification of the Fire Marshal position.

Ayes: 5

Nays: 0

Motion Carried.

7. No Public Comments

8. Mayor and Council Comments

Mayor Bartholomew asked how Clean-Up Day went. Director Heather Rand stated that it did go well and there will be an update in the upcoming Friday Update.

9. Adjournment

Motion by Gliva, second by Piekarski Krech, to adjourn the meeting.

Ayes: 5

Nays: 0

Motion Carried.

Minutes prepared by Deputy City Clerk Katie Malott