



Inver Grove Heights City Council
Monday, February 27, 2023 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, February 27, 2023, will be provided to the Council at or before the February 27, 2023 meeting.

NOTICE of REMOTE ATTENDANCE: Mayor Brenda Dietrich is expected to attend the meeting remotely from the following location: 1957 Allison Ave, Panama City Beach, FL, 32407.

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.** Approve minutes from the January 23, 2023 City Council meeting
- B.** Approve minutes from the February 2, 2023 City Council Retreat
- C.** Approve minutes from the February 6, 2023 City Council Work Session
- D.** Approval of Disbursements
- E.** Personnel Actions
- F.** Resolution Approving Dakota County Service Agreement for Right of Way Permitting Software
- G.** Approve Creation of New Public Safety Small Equipment Fund, Authorize Transfer to the Fund and Adoption of 2023 Fund Budget
- H.** Resolution Approving 2022 Budget Carryovers
- I.** Resolution Adopting Written Findings of Fact Regarding Denial of Application for Comprehensive Plan Amendment
- J.** Resolution to Approve 2022 Budget Adjustment for Fire Class A Uniform Purchases
- K.** Resolution Accepting Contract Work and Approving Final Contractor Payment for City Project No. 2022-09E, 2022-09F, and 2022-09G

- L. Resolution Accepting Contract Work and Approving Final Contractor Payment for City Project No. 2022-09K
- M. Resolution Approving Joint Powers Agreement between Dakota County and the City of Inver Grove Heights for Emergency Management Services
- N. Resolution Approving Participation in EV Smart and Submittal of Letter of Commitment
- O. Resolution Accepting \$2,000 in Donations for Fire & Police Departments
- P. Letter of Support for Dakota County Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application.
- Q. Authorization to Enter into 2023-2025 Labor Agreement with Law Enforcement Labor Services, Local 84

5. **Public Hearing**

- A. 2023 Liquor License Renewal for Speedway #4548 and Approval of New Manager
- B. Public Hearing for 117th Street Reconstruction (City Project 2016-17) and Consider Resolution Accepting the Feasibility Report and Ordering the Project

6. **Regular Business**

- A. Rental Housing Licenses
- B. Resolution to Approve 2022 Transfers to the Community Center Fund

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.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, JANUARY 23, 2023 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, January 23, 2023, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited by Boy Scout Troop #507 from Inver Grove Heights.

2. ROLL CALL:

Present In-Person: Mayor Dietrich, Council Members: Murphy, Gliva, T’Kach, Scales; City Administrator Wilson, City Clerk Kiernan, City Engineer Merchlewicz, Information Technology Manager Gade, Communications Manager Looze, Parks and Recreation Director Lares, Public Works Director Connolly, Finance Director Hove, Community Development Director Rand
Present Remotely: City Attorney McCauley Nason

3. PRESENTATIONS:

4. CONSENT AGENDA:

- A.** Minutes of the December 5, 2022 City Council Special Meeting
- B.** Approval of Disbursements. **Resolution 2023-012**
- C.** Personnel Actions
- D.** Joint Powers Agreement for the Pharmaceutical Drug Disposal Program
- E.** Authorization to Apply for Federal Assistance to Firefighters Grant. **Resolution 2023-13**
- F. Resolution 2023-014** Accepting \$15,000 Donation for Veteran's Memorial Community Center
- G.** Scheduling a Public Hearing for the 117th Street Reconstruction Project (City Project No. 2016-17). **Resolution 2023-015**
- H.** Approval of Final Plans and Specifications and Authorize Advertisement for Bids for City Project Nos. 2022-09 I, J and L. **Resolution 2023-016**
- I.** Approve Delegated Contracting Process Agreement with MnDOT. **Resolution 2023-017**
- J.** Contract with Consolidated Communications, Inc. for SIP PRI Phone Service
- K.** Final Closeout of City Project No. 2022-05 – Pool Filter Replacement Project. **Resolution 2023-018**
- L. Resolution 2023-019** Amending 2023 Budget for Administration and Finance Departments
- M.** Authorization to Enter into 2023-2024 Labor Agreement with AFSCME, Local 1065
- N.** 2023 Legislative Positions & Priorities

Motion by T’Kach, second by Scales, to approve the Consent Agenda as presented.

Ayes: 5

Nays: 0 Motion carried.

5. PUBLIC HEARING:

6. REGULAR BUSINESS:

A. Rental Housing Licenses

Community Development Director Heather Rand presented Rental Housing Licenses for approval. The applications have been reviewed by the community development department and the police department. Everything was found to be in order. Staff recommends approval of the following:

- 7075 Cleve Ave E - Leah Frenning
- 7928 Barbara Ave - Leah Frenning

- 8744 Callahan Trl- Leah Frenning
- 7463 Dickman Trl - John & Cassie Stiles
- 8857 Brunswick Path - Lucia Juenemann
- 8821 Brunell Way - Richard Larson

Councilmember Murphy mentioned three of the license requests have the same name listed. He asked if it was an individual or a company.

Community Development Director Rand replied she did not have that information with her. She would look up the information and contact him.

Motion by Scales, second by Murphy, to approve the Rental Housing Licenses as presented.

Ayes: 5

Nays: 0 Motion carried.

B. Ordinance Amending and Extending Existing Interim Ordinance Prohibiting the Establishment of New Uses or the Expansion of Existing Uses Related to the Sale, Testing, Manufacturing, and Distribution of THC Products (Edible Cannabinoid Products). Resolution 2023-020

City Attorney Bridget McCauley Nason presented the following background information:

- Edible cannabinoid products were made legal by the legislature at the last legislative session.
- In 2022 the Minnesota Legislature legalized certain edible cannabinoid products.
 - In response to this action, the city adopted a 6-month moratorium in August 2022.
 - The purpose of the moratorium was to provide staff the time to study the issue and prepare a draft licensing ordinance and any zoning ordinance amendments that the Council may wish to consider responding to new legalized products related to retailers selling THC products.
- A city licensing ordinance was drafted and introduced for a First Reading in November 2022.
- The Second Reading of the ordinance took place on January 9, 2023.
- In the 2023 Legislative Session the legislature introduced a House File and a Senate File, which would address, legislate, and regulate edible cannabinoid products but would also legalize adult use recreational marijuana.
- The proposed legislation includes a state wide licensing structure and limited local control.
 - Due to this change, the Council directed staff at the last City Council meeting to prepare an extension of the existing moratorium. This provided enough time for the city to wait and see what the legislature does this year with respect to edible cannabinoid products and make any suggested city ordinance revisions in light of any future changes to state law.

Requested Council Action:

- Draft Ordinance that would amend and extend the existing interim ordinance to August 2023.
- Summary publication resolution authorizing the summary publication of the ordinance instead of publishing the ordinance in its entirety.

The Council is requested to take the following three actions:

1. Consider a motion to suspend the three-reading requirement for all ordinances.
 - Requires unanimous vote of the City Council
 - If passes, would allow the adoption of Ordinance 1443 in one reading
2. Consider approval of Ordinance 1443 which would amend and extend the existing interim ordinance through August 2023.
 - Requires a majority vote of the Council
3. Consider approval of the Summary Publication Resolution authorizing summary publication of Ordinance 1443.

- Requires a 4/5 vote of the Council

Mayor Dietrich requested clarification on taking Item 1 independently, if Items 2 & 3 could be passed in one motion, or if all needed to be independent.

City Attorney McCauley Nason replied Item #1 can be taken independently. Items 2 & 3 could be taken in one motion.

Councilmember T'Kach asked if suspending the three-reading requirement was only for Ordinance 1443.

City Attorney McCauley Nason replied that was correct.

Motion by Murphy, second by Gliva, to suspend the three-reading requirement for all ordinances and adopt Ordinance 1443 in one reading.

Ayes: 5

Nays: 0 Motion carried.

Motion by Gliva, second by Scales, to approve Ordinance 1443 which would amend and extend the existing interim ordinance through August 2023 and approve the Summary Publication Resolution 2023-020 authorizing the summary publication of Ordinance 1443.

Ayes: 5

Nays: 0 Motion carried.

C. Appointment of Resident Representative to NDC4 Cable Commission

City Administrator Kris Wilson stated this item has returned after making appointments for Councilmembers to serve as representatives on various commissions. There was an opportunity to fill a resident seat on the NDC4 Cable Commission (Northern Dakota County Cable Commission). This is a joint powers association of seven cities in northern Dakota County that join together to negotiate a cable franchise and operate government and public access television channels. Each city has one elected official and one resident representative on the board. The Council appointed Councilmember T'Kach to be the elected representative and asked staff to advertise the opportunity for a resident representative and see who might be interested. This was advertised through the city website and social media from January 6th through the 19th. Three letters of interest were received and provided to Council via email on Friday. The three individuals expressing interest in being appointed are:

George Tourville, Incumbent appointee

Regina Barr

Greg Doyle

Next steps would be Council discussion and then a motion to appoint a person to fill the seat. The term is not set in stone. She mentioned after speaking with the Executive Director of NDC4 it was stated people were typically appointed to a 2-year term. The Council can determine a different term length.

Councilmember T'Kach was glad the position was opened to residents to be able to receive additional input. She said that she would generally look at an incumbent having been in the position for quite some time and think it may be time for new people. Having looked at the three resumes received; she believes that George Tourville would serve the interest of the city the best. He was very well versed in what the issues of the board were. She said it would help her bridge the gap with the learning curve.

Councilmember Gliva believed that continuity in a position like this adds value. She liked when new members of the community step forward. There were two other candidates that would do well in the

position given their backgrounds. She said she was leaning toward Regina Barr given her prior board work and the local community television work she has done.

Councilmember Murphy mentioned that Mr. Tourville has a lot of experience. Given the growing community, he thought it was best to get new people involved when having the opportunity. He said this was put out for a possible change, that is where he was leaning.

Councilmember Scales shared that he would also lean towards someone new. He said he would back Regina Barr with her experience.

Mayor Dietrich stated by way of transparency and diversity, it was important to welcome the two new applicants who applied. She would support either of the new applicants.

**Motion by T’Kach to appoint George Tourville to the NDC4 Cable Commission.
Motion fails for lack of a second.**

City Attorney McCauley Nason stated because there was a motion with no second made, the motion fails for lack of a second. A new motion may be made.

Motion by Gliva, second by Scales, to appoint Regina Barr to the NDC4 Cable Commission.

Ayes: 4

Nays: 1 (T’Kach) Motion carried.

D. Approval of Community Recognition Coin

City Administrator Wilson stated this item was discussed by the Council at the December 12th City Council meeting. This proposal would be to have a more formal way of recognizing people who make remarkable contributions to the community. A written form for occasions was requested to be brought back to the Council for approval of the expenditure. She shared that Councilmember Murphy has been a leading champion of this idea.

Councilmember Murphy stated this has been a long process with a lot of people providing input. He believes this helps build the culture of the city. There would be a formalized way of recognizing those in the community that have given back; such as kids who listen to instructions from the police and fire departments on what to do in an emergency. He was looking for a way to recognize that in the community. He thanked everyone for their input; he is excited to have the opportunity.

Mayor Dietrich thanked both Councilmember Murphy and Communications Director Amy Looze for working so hard on this.

Motion by Scales, second by Gliva, to approve the ordering of the City Branded Recognition Coin.

Councilmember T’Kach mentioned this was a great program that could build a lot of community engagement. She wanted to make sure to have a program that would continue to evolve and be represented in the city as decisions are made. She said she was unclear if staff was recommending people or if anyone could recommend anyone in the city. She suggested creating parameters and framework. She wanted the recognition piece to reflect the community. She said it was mentioned the coin itself was nickel plated. She commented that nickel has environmental issues associated with it.

She recommends looking at that as a GreenStep City. She shared that she has assurances from staff that it would be looked at. She asked Councilmember Murphy if he would be open as well.

Councilmember Murphy replied that he had made his comments.

Ayes: 5

Nays: 0 Motion carried.

E. Discussion of Planning Commission Vacancy

Mayor Dietrich stated Councilmember Scales was elected to the City Council, there is now a Planning Commission vacancy.

City Administrator Wilson agreed, stating by City Code there is currently a nine-member Commission. They are currently working with eight people. The appointment process typically runs in the spring with the Council accepting applications from late March through early May and interviewing candidates in mid-May for terms that begin June 1st. For Council consideration:

- Decide if making the appointment to fill the vacancy prior to June 1st.
- If not, follow the normal process and fill the seat along with any others that are coming open for appointment through the typical process.
- If wanting to fill the seat in a faster timeframe:
 - Staff can provide Council the applications for those that applied to be on the Planning Commission last year and were not selected. A number of well qualified candidates were interviewed.
 - Direct staff to re-advertise for a couple of weeks and receive additional applicants.
 - There is no formal process that must be followed.

Councilmember Murphy questioned if they need to stay at nine members as stated by Code.

City Administrator Wilson replied the Council could choose to amend the City Code and change the number of members on the Planning Commission. She said the city isn't alone in having nine members but is on the larger side; 5-7 members is fairly common. If the Council wanted to make that change it would be an ordinance amendment.

Councilmember Scales mentioned that he was on the Planning Commission for a long time. He valued the nine members, there were disagreements but he learned a lot. Having the nine voices helped point him in right direction. He prefers the opinions and walked away with very different ideas than what he came with. He was unsure of what the gain would be in going to a lesser number. He said he didn't really have an option about whether it should be filled immediately or to wait for its timeframe. He felt there was value in keeping it at nine. He did not see it as a savings or value to the city to have less citizens involved in the process; the more citizens involved, the better we are.

Mayor Dietrich referenced Councilmember Scales years of service on the Planning Commission and asked if all seats were filled, how many people were absent, and if they were usually utilizing nine seats.

Councilmember Scales replied someone was usually gone at some point. He said he was there for 15 years and most of that time there was full membership.

Councilmember T'Kach stated everything said by Councilmember Scales resonated with her. She felt they need as many diverse opinions as they can get on that Commission. She has served in the past, there were common ideas across the Commission. She said the more that can be done in the community to engage people, the better. She supports keeping the Commission at nine members.

Councilmember T'Kach asked if staff has spoken with past applicants to see if they were still interested or available. She was open to filling or not filling the vacancy.

City Administrator Wilson replied she has not. That would be her first step tomorrow if that was what Council chose.

Councilmember Murphy said he made a few phone calls about this topic. He mentioned he could go either way on the decision. He said there was a lack of historical data but found since 2019 the average term for Commissioners was 3 years. It was noted in 2018 there were two changes, 2019 had two changes, 2020 one change, and in 2022 there was one. There was little change from 2003 to 2013. He has heard that it doesn't change that often even though it's a bigger Commission. He said people feel that a smaller number could accomplish the same thing and may be easier on developers and staff. He has also heard that the Planning Commission has a longer tenure than the Council. He shared that South St. Paul, Mendota Heights, Rosemount, Eagan, Apple Valley, and Lakeville all have seven members and Burnsville has five. He felt discussion was needed considering there is less land in town to be developed. He questioned if this was more about term limits at a Council and Commission level rather than the number of people.

Councilmember Gliva suggested notifying the public if there is an open seat. That provides full transparency. She agreed with contacting those that have applied in the past. She did not believe there was too much harm in waiting until May.

Mayor Dietrich questioned how to check this further in regard to the bylaws and a possible change.

City Administrator Wilson replied the Council has the discretion to determine term limits. She was unsure if that was done by ordinance or policy. Other cities she had worked for had term limits for Commission Members to generate the opportunity for different voices. The Council does not have discretion establishing the term limits for Council. The State of Minnesota does not allow that to take place for a statutory city. If Council was interested in term limits for Commissions, staff could bring information forward.

City Attorney McCauley Nason stated there are three, three-year terms for Planning Commission members. Every three years, three terms expire. If Council was thinking of moving forward with a plan to reduce the number of Planning Commission members, it would be beneficial to determine that before the expiration of the next term of three. Additional Code amendments would be made. For example: moving to a seven-member Planning Commission. As terms expire the positions would be eliminated and filled based on seven members instead of nine.

Mayor Dietrich questioned if there would be time to do term limits before appointing Commissions in the spring.

City Attorney McCauley Nason replied there should be time before the May process.

Councilmember Scales said he finds the issue of term limits disingenuous because they do not need anyone to tell them that they are not going to appoint somebody. He said if he wasn't willing to put term limits on himself he was unsure why he would put them on someone else. With his experience on the Planning Commission, he felt there was always a good mix of people coming on and people who had been there a long time. That helped with having the history. He said he grew up in Inver Grove Heights and found that background valuable. Those that are new to the city and go onto the Commission had a fresh perspective that was valuable to him. Putting the two together is where he thought growth came from. He said there has been a lot of change in the Council in the last couple of years. Citizens are looking for more involvement and can see the city turning and getting better. He likes the idea of getting as many people involved as they can. He suggested discussing the number on Commissions in a couple of years. He shared that as he was walking around campaigning, he heard a lot of people say they didn't feel the city was listening to them. Now it is feeling like the city is starting to

listen. He commented that he didn't want to do anything that makes anyone feel they are limiting resident participation in the city.

Councilmember Murphy suggested filling the seat and having further discussion about the size of the Commission sometime this year. He was unsure of his decision with the timeline be it now or in the spring.

Councilmember T'Kach shared she would like to ask staff to go back to the applicant pool we have. She felt that method would be faster. They could choose from those unless there was a reason why they should not.

Councilmember Gliva asked how appointing someone works with the term limit.

Councilmember Scales replied in the past they finished out the remaining term.

City Administrator Wilson said from her records, Planning Commissioner Scales was scheduled to serve a term through the end of May 2024. There are approximately 16 months left on that term. If filling at the February meeting, they would serve the remaining term of 15-16 months. If holding off and appointing during the normal cycle, they would serve a one-year term.

She mentioned there were eight applicants for the Planning Commission last spring, three appointments were made leaving five potential candidates for consideration.

Councilmember Murphy said he did not have any issues using the current pool if the Council wanted to fill immediately.

Councilmember Scales suggested filling the position because it was a shorter term.

Motion by T'Kach, second by Murphy, to go to the existing Planning Commission applicant pool and appointing someone as soon as practical.

Ayes: 4

Nays: 1 (Gliva) Motion carried.

7. PUBLIC COMMENT:

Joe Atkins, 2463 78th Street, said he wanted to take the time to congratulate Mayor Dietrich and Councilmembers T'Kach and Scales. He thanked Councilmember's Murphy and Gliva for their continued service. He said if there were any County issues, he welcomes the input.

He thanked staff, Police Chief Chiodo, and Fire Chief Thill. He said often people don't know who to contact about things taking place in the city and contact him. He reaches out to staff to determine how to respond. He said that response reflects well on the city and the Council.

Mayor Dietrich thanked Mr. Atkins for serving and congratulated him on his re-election.

Joan Robertson, 8153 Cleadis Avenue, mentioned she has been in the city for 35 years. She thanked the Council for taking the time to consider the vacant seat on the Planning Commission. She was happy with the result and would have been happy if the Council had chosen to do it differently. She was pleased to hear there were eight applicants for the Planning Commission. That tells them there are people in the city who really care and wish to be a part of the planning, study, considering, and advising of the City Council. She said the culture of the Planning Commission has been one of real engagement; they take their roles seriously. Potential new people will soon understand that is an important part of the task. She believes strongly in increasing and maintaining opportunities for

representation. She said the goal should be honoring people who have said they were really interested and to not lose representation in the process.

Mayor Dietrich thanked Ms. Robertson for serving on the Planning Commission.

8. MAYOR AND COUNCIL COMMENTS:

Mayor Dietrich discussed the Police Departments annual survey that is open until next Tuesday, January 31st. Anyone who lives, works, and visits the city are encouraged to take the survey. The survey can be found at: ighmn.gov/police. Feedback received will be used by the police department to develop and refine its annual police strategies and priorities when it comes to crime, traffic, and quality of life issues in the community. The survey is anonymous and takes five minutes to complete.

9. ADJOURN:

Motion by Scales, second by Murphy, to adjourn the meeting at 6:52 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL RETREAT MEETING
THURSDAY, FEBRUARY 2, 2023 - 4:00 P.M. - 9200 Courthouse Blvd**

1. Call to Order

The City Council of Inver Grove Heights met as a City Council Retreat session on Thursday, February 2, 2023 in person. Mayor Dietrich called the meeting to order at 4:00 p.m. The Pledge of Allegiance was recited.

2. Roll Call

Present In-Person: Mayor Dietrich, Council Members: Murphy, Gliva, T'Kach, Scales; City Administrator Wilson, City Clerk Kiernan, Finance Director Hove, Community Development Director Rand, Public Works Director Connolly, Parks and Recreation Director Lares, Fire Chief Thill, Police Chief Chiodo, IT Manager Gade, Human Resources Manager Shefchik and Communications Manager Looze.

3. Regular Business

A. Discussion of City Council Priorities for 2023-2024

Councilmembers and staff informally discussed feedback heard from residents and business owners, areas of specific interest to Councilmembers, and highlights of departmental workplans for 2023, as well as areas where the City does well and areas where there is room for improvement.

Discussion lead to the identification of the following ongoing priorities for 2023:

1. Continue to prioritize street maintenance and reconstruction through implementation of the Pavement Management Initiative and related recommendations from the 2022 Final Report of the Pavement Management Program Citizens Task Force. Specific street projects, along with any necessary changes to City policy to continue supporting improvement in the City's streets, will be brought forward for Council approval and funding. The City will continue to advance its planning and communication related to street projects via the development, adoption and implementation of a five-year Capital Improvement Plan.
2. Continue to prioritize the development of parks in the Northwest Area of the City, while also making planned investments in other park infrastructure that serves a city-wide audience.
3. Continue to analyze, and adjust as needed, the City's utility rates and fees, specifically as it relates to the City's Storm Water Utility, in order to ensure a fair fee schedule for property owners and sufficient resources for needed capital projects.

In addition to continuing work on the above areas, the following areas were also identified as priorities for 2023:

1. Efforts to expand, enhance and accelerate the attraction and development of retail, restaurant and consumer service offerings available locally.

2. Work to review, modernize and amend a wide variety of City ordinances in an effort to provide clarity for residents and businesses, supply the necessary tools for staff to address community concerns, and reduce duplications and contradictions within the City Code.
3. Development of up-to-date cost recovery expectations for the Veteran's Memorial Community Center and other recreational program offerings to guide future budgeting and operating decisions.
4. Completing a needs analysis and preliminary plan for the expansion, remodeling and/or repurposing of the City's Maintenance Facility and surrounding facilities, including the current cold storage buildings, and parking and security constraints at the Police Station.
5. Determining the desired direction, and, if warranted, next steps for key roadway projects included in the 2040 Comprehensive Plan for the Northwest Area, including a potential interchange at Argenta and I-494 and the potential expansion of 65th Street east of Highway 3.
6. Discussion around community standards and blight prevention strategies to enhance both the visual appeal and overall public safety of Inver Grove Heights.

A significant portion of the conversation also focused on the desire to improve communication with residents and business owners. Councilmembers expressed a desire to prioritize clear, consistent, and pro-active communication regarding city policies, procedures and processes, key timelines, and opportunities to provide input.

The Council also identified Senior Housing as a topic on which it would seek to learn more during 2023.

Adjourn

Motion by Murphy; second by Gliva, to adjourn the meeting at 8:26 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by City Clerk Kiernan

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION MEETING
MONDAY, FEBRUARY 6, 2023 - 6:00 P.M. - 8150 BARBARA AVENUE**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, February 6, 2023, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich, Council Members: Murphy, Gliva, T’Kach, Scales; City Administrator Kris Wilson, City Attorney Bridget McCauley Nason, Deputy City Clerk Katie Malott, Environmental Specialist Ally Sutherland, Community Development Director Heather Rand

3. DISCUSSION ITEMS:

A. Proposed 2023 Environmental Advisory Commission Work Plan

Environmental Specialist Ally Sutherland stated she is also the staff liaison to the Environmental Commission. She discussed the proposed 2023 Environmental Advisory Commission Work Plan:

- Collect feedback from the Council
- Incorporate the feedback into the work plan
- The updated work plan would be brought before Council on Monday, February 13th on the Consent Agenda

She stated that her role is within the Community Development Department working on environmental initiatives. Other city departments also work on environmental programming:

- Public Works: Works on stormwater and water conservation community outreach
 - Smart Salting awareness
- Parks and Recreation: In control of all park’s natural spaces. Sometimes recreational has environmental programming.
- Building Operations: Facilities maintenance and operations staff oversee some energy efficiency projects for city facilities

2022 Community Development Highlights:

- Landfill Abatement Programming.
- Community Waste Abatement Program. Looks at city facilities and encourages waste reduction within the community.
 - Funded/supported by Dakota County
 - In 2022 received the annual Dakota County Community Water Abatement Grant in the amount of \$52,000, funding the following:
 - 4 special collection events hosted by the city. Promotes local recycling opportunities that are subsidized for residents. Includes the annual cleanup day in which nearly 600 vehicles attended.
 - 5 multifamily developments requested recycling assistance through Dakota County’s multifamily recycling program. (Newer program created by the County).
 - 800 residents received in person home recycling information. People attended various in person events such as Food Truck Days and Inver Grove Heights Days.
- IGH Energy Action Plan/Xcel Energy Partners in Energy
 - The Environmental Advisory Commission recommended the city consider this program. The city applied, was selected, and went through a stakeholder engagement process.
 - City Council approved the Energy Action Plan in 2021. Staff has been working on implementation.
 - Engaged 600 residents at in person events such as workshops.
 - Home Energy Squad experts attend and educate at no charge.
 - 200 residents received free LED light bulb kits, given by Xcel Energy at no cost.
 - Hosted a Solar Power Hour in City Council Chambers. 50 residents attended.

- Questions were about roof top solar, and ground mounted solar.
- 13 residents received free home energy audits.
 - This number has increased due to program continuation into 2023.
 - 50 more residents received audits in January.
- Dakota Electric also participates.

Environmental Advisory Commission (EAC):

- Ally Sutherland is the Staff Liaison, Environmental Specialist
- Commission duties and functions are defined by City Code
 - Wetland Replacement Applications
 - Local Landfill matters
 - Aircraft noise
 - Promote public awareness and understanding of local environmental topics

Proposed 2023 EAC Work Plan:

New. Staff believed it was a good way to define what the EAC priorities are going forward.

- Attainable goals:
 - Aligned with regional trends
 - Support existing programming
 - Respond to received community requests
 - Highlights existing residents/businesses already taking action
- Staff requests Council:
 - February 6, 2023: Staff discusses what the EAC would like to work on. Requesting City Council review and feedback.
 - February 13th, 2023: If the Council is supportive, consider approval of the work plan to initiate next steps for each goal. (This is not approval of each item in the final state; this would be approval to begin the next steps with the Commission).
 - Staff will prepare a subsequent request for Council action (RFCAs) for each item for final approval.
- 2023 EAC Work Plan Goals:
 1. Xcel Energy Partners in Energy MOU extension.
 - Extension of the existing MOU. No cost to the city. Provides Xcel Energy facilitator assistance to help the city at events. Facilitators help make flyers, answer questions, and help with social media content.
 - An extension could help support subsequent items listed.
 2. Work with Dakota County on the Organics Drop Site Program.
 - Fully funded program the County started several years ago.
 - 8 locations throughout the County. Food scraps are brought in a compostable bag to a site in an enclosed space. The hauler is funded by Dakota County. Items are brought to a commercial compost site in Rosemount.
 3. Join SolSmart. Supports solar development.
 - Planning staff has stated that solar is not called out in the Code. This can be confusing if someone wants to develop solar on their property.
 - Process to streamline solar development for anyone wanting to install solar.
 4. Create a Business and Resident Sustainable Recognition Program.
 - Creating a program for businesses/residents who have already created sustainable actions.
 - Examples: Installing solar, creating a raingarden on their property, businesses recently starting to recycle or collect organics.
 5. Explore EV Readiness. Related to electric vehicles.
 - There have been a lot of inquiries.
- 2023 Environmental Advisory Commission Work Plan includes:

- Goals. There is an EAC Representative for each goal.
- Action items allowing for completion of a goal within the 2023 timeframe.
- Technical support available outside of city staff.
- Listing an existing program supported by the goal.

Councilmember Murphy asked if the goals listed were in any particular order.

Environmental Specialist Sutherland replied they were not in any order. At one time they were placed in an order that would take the least amount of time to complete.

Councilmember Gliva referred to the current MOU (Memo of Understanding) and asked if it was the same thing.

Environmental Specialist Sutherland replied the document is updated. Xcel Energy is the author. Staff made it clearer and more specific to this work plan. It separates out what Xcel would help with and what the city would help with. The item is not in tonight's review but would be on a future City Council meeting. If Council was supportive of this work plan, she would include it on the Monday, February 13th City Council Consent Agenda.

Councilmember Gliva mentioned there were a lot of items that have municipal leadership such as business schools and non-profits. She asked if there was a measuring tool with where they were at and if it would change.

Environmental Specialist Sutherland replied the MOU and the next MOU are tied to the Energy Action Plan. That document was created with the stakeholder group. Staff does not have data available at this time. Tonight, she wanted to share details and data on what staff has been doing out in the community. The numbers requested would be available in March. She said the information can be shared through a Friday update, or if the Council would like more information, it could be brought to a Work Session. The first half of the year is available and shows how many individuals joined subscription programs through Xcel such as renewable energy programs and energy squad visits. There was baseline data collected prior so they can compare. The upcoming MOU is much more refined.

Councilmember T'Kach said when thinking about this work for the city, she likes to see a more comprehensive look at our work around the environment. She would like to see a full-time staff person working comprehensively across the city even if that meant finding more help for the Environmental Specialist, interns, or others to get the city thinking at a higher level. She did not feel they were looking at the big picture and big environmental issues of the day. She said climate change and species extinction are the two biggest concerns. She would like to see them think more comprehensively, holistically, for staff and the Environmental Commission to see what it likes and takes, and then come back to the Council in 6-8 months. She suggested that be thought about and worked into next years budget. She felt things were all over the map without priorities or clear outcomes. She questioned how many people put solar on their homes, if this was about EV readiness, public charging stations, helping homeowners understand EV, or if it was about utilities or the city fleet. She said it felt like there was a lot of good energy with this, the public is very interested, and having measurable outcomes was important.

Environmental Specialist Sutherland replied Xcel Energy will be providing that data. It includes information about how many people have installed solar since the baseline data was collected. She said she experiences some of the same challenges described. There are a lot of individuals at the city working on this. She mentioned if this was something the City Council requests staff to work on, it could be something they could look into. She said it can be challenging because certain divisions have different responsibilities. She learned that engineering is taking on some of these environmental programs. She said she would meet with them next week to start an internal green team to explore these topics. She said it was challenging because the city's

guiding programming comes from regional influences such as the GreenStep city programming created by the State of Minnesota and the Minnesota Pollution Control Agency. There are 29 Best Practices and nearly 200 actions. She agreed there were a lot of things the city could work on. Staff is currently picking and choosing based on the outside resources available. She commented that there is only one of her, when Xcel Energy began offering outside help to the city, staff opted to take advantage of the opportunity.

Councilmember T'Kach said one of the reasons why she felt a more comprehensive plan made sense and that the City Council should set priorities is because the city would have to start investing money in these programs over time. A plan would help in the decision making.

Councilmember Gliva referenced SolSmart and solar development and asked if there were associated costs and what was provided.

Environmental Specialist Sutherland replied SolSmart provides free technical assistance. She was interested in the program because there is staff available that work with hundreds of local governments. They can look at the City Code and provide model language that staff can look at and change as needed. She said she looked at it as an expedited way to get an ordinance in front of the City Council for review. Burnsville and South St. Paul have both taken advantage of the program. The only requirement is to bring forward a memorandum stating the city would be joining SolSmart.

Councilmember Gliva questioned if this was more for ordinances, not questions about the installation of solar panels.

Environmental Specialist Sutherland replied it helps work on City Code; updating it to be more streamlined. Solar is not currently called out in the City Code. Staff needs to be creative with a plan to regulate it. She said it would be helpful if a Code was called out so a solar developer could look it up. It is supposed to save costs for installing solar because it reduces the amount of time spent going through the permitting process with a contractor.

B. Overview Regarding City Landfills

City Attorney McCauley Nason presented the following Landfill Overview. She stated that all landfills do not accept all of the same types of materials.

Definitions:

1. Construction debris: Demolition debris such as waste from demolition, construction, and remodeling projects.
2. Mixed municipal solid waste: Garbage, trash, refuse from businesses or homes.
3. Industrial waste: Solid waste from industrial, manufacturing, service, or community activity that is managed as a separate waste stream. (Not hazardous)

History of Landfills in the Metropolitan Area - 1900 to 1949

- Over 1,800 garbage and burning dumps within the State of Minnesota
- All types of wastes were disposed in dumps
- Refuse was openly burned
- Limited regulatory control

History of Landfills in the Metropolitan Area - 1950's

- Minnesota just began getting into the regulatory business relating to landfills
- Authorized certain cities within 25 miles of the Minneapolis City Hall to create a sanitary dumping authority
- There was limited household waste at this time (plastic containers did not exist)

History of Landfills in the Metropolitan Area - 1960's

- State and Federal governments took a more active regulatory role
- 1965: First Federal Act: Federal Solid Waste Disposal Act
- 1967: MPCA was created

- 1967: Metropolitan Council was created
- 1969: Solid waste regulatory authority was granted to the MPCA and the Metropolitan Council
- MN Solid Waste Act was adopted

History of Landfills in the Metropolitan Area - 1970's

- Open dumps were closed. Sanitary landfills were established
- 1973: Approximately 1,500 open dumps were replaced by 140 permitted landfills

History of Landfills in the Metropolitan Area - 1980's

- Waste Management Act was established
- Established waste management hierarchy
- 1982: The first resource recovery facility was established
- Minnesota Superfund program was created
- Solid waste planning continues

Introduction and Background:

- 1980: Adoption of the Waste Management Act (Minn. Statute 115A)
- The goal of the act was to protect Minnesota's land, air, water, other natural resources, and public health by improving waste management in the state

History of Landfills in the Metropolitan Area - 1990's

- Solid waste planning continued
- Waste Management Act amendments that focused on restricting the types of materials that could be disposed in landfills. For example: No batteries, mercury, lead paint.
- 4th Metro Regional Solid Waste Plan was adopted
- MPCA received approval from the Federal EPA for solid waste permitting programs
- State created the closed landfill program
 - 106 landfills were closed
 - Ownership of the properties were transferred to the State
 - This left 27 MSW landfills in the State of Minnesota

History of Landfills in the Metropolitan Area - 2000's

- Additional Legislative changes
- Revisions to solid waste disposal goals:
 - Focus on "waste disposal hierarchy"
 - Transition from waste management to resource efficiency

Role of the Minnesota Pollution Control Agency (MPCA):

- Prepares the Metropolitan Solid Waste Management Policy Plan
 - Current plan is the 2016-2036 plan
 - Establishes a plan for managing all municipal solid waste within the Twin Cities
 - Guides the establishment of the County specific Master Plan
- Issues a Certificate of Need (CON)
- Issues solid waste permits to landfills

Role of Dakota County:

- Establishes a detailed County Master Plan
- Adopts and enforces Dakota County Ordinance 110
- Issues permits to landfills in the County
- Host Community Agreements with landfills in the County

Role of the City:

- The city's primary role regarding landfills is the exercise of its planning and zoning authority. City Staff involvement includes Community Development, Environmental Specialist, Barr Engineering (provides detailed environmental review services on behalf of the city), and Legal.

Where municipal solid waste goes:

- A resource recovery facility and the landfill.

- Waste can only be sent to landfills if resource recovery facilities are unable to process it.
 - A resource recovery facility is a processing facility that burns the trash/waste and recovers some of the energy. (Ash is created and disposed of). Materials sent to an incinerator do not end up in the landfill.
- Dakota County has the only permitted and operating sanitary landfill in the seven-county metro area. (Inver Grove Heights and Burnsville)

Minnesota's Solid Waste Hierarchy in order of preference:

- Reduction
- Reuse
- Recycling
- Composting
- Waste to Energy
- Landfilling

This hierarchy was established to achieve the following goals as provided in Minn. Stat. 115A.02(a):

1. Reductions in the amount and toxicity of waste generated
2. Separation and recovery of materials and energy from waste
3. Reduction in indiscriminate dependence on disposal of waste
4. Coordination of solid waste management among political subdivisions
5. Orderly and deliberate development and financial security of waste facilities including disposal facilities

State MSW Goals:

- When this plan was adopted in 2015, the maximum amount of refuse going to landfills was 23%
- Current goal heading into 2025 is 1%
 - The State is not there yet; those numbers have not been achieved

Solid Waste Hierarchy: Resource Recovery:

- Resource recovery means the reclamation for sale, use, or reuse of materials, substances, energy, or other products contained within or derived from waste.
 - State would like to see this before things go to the landfill
- One of the energy recovery facilities in the Twin Cities Metropolitan Area closed in 2019.
 - The Elk River facility (Great River Energy Resource Recovery Facility) represented 33% of the seven-county metro's waste-to-energy (WTE) compacity. Because this facility closed, there's more waste with no place to go except a landfill.
- In the first quarter of 2020, all waste energy facilities operated at full capacity within the metropolitan area. This results in more trash going to landfills.

State Solid Waste Management Policy Goals. Objectives:

- Have 60% of materials recycled with 5% source reduction
- Expansion of organics recovery to 15%
- Landfill, 1%

Waste not otherwise disposed of per the solid waste hierarchy goes to landfills.

Mixed Municipal Solid Waste Landfills (MMSW):

- There are only two mixed municipal solid waste landfills in the Twin Cities Metropolitan Area (TCMA): Burnsville and Pine Bend
- Two other Minnesota landfills receive a significant amount of TCMA mixed municipal solid waste: McLeod County and Sherburne County
- Transfer of waste not disposed of in those metropolitan landfills goes to out of State facilities.

Non-MMSW Landfills:

- The TCMA is served by nine landfills that accept construction and demolition debris, industrial wastes, or other non-MSW
- There are several different types of waste that can be accepted by the non-MSW

Forecast for mixed municipal solid waste:

- Will continue for quite some time
- The TCMA generates approximately 60% of Minnesota's MSW
- If current trends continue, nearly 8 million tons of additional waste would be sent to landfills from 2016-2036
- Minnesota State Statute establishes a goal of recycling for metropolitan counties
 - 75% by weight of total solid waste generation by December 31st, 2030. (This has not happened yet; the goal has not yet been met).
 - Additional waste streams being prepared and needing to be disposed of in a landfill here or somewhere else.

Landfill Expansion: Certificate of Need (CON):

- Landfills are only allowed to expand when receiving a Certificate of Need pursuant to the Minnesota Landfill Abatement Act
- State Statutes say that no new landfills or no additional capacity, is permitted within the Twin Cities Metropolitan Area unless there is a CON issued by the MPCA
- The MPCA can only certify CON to the extent that there are no feasible and prudent alternatives to landfill disposal
- CON is the process by which the MPCA offers landfills in a county the opportunity to expand their existing capacity
- In 2020 the MPCA notified landfills they were going to accept applications for additional CON
- By the 2021 deadline, the MPCA received applications from four (4) different landfills for CON:
 - Dem-Con Landfill in Shakopee
 - Republic Services, Pine Bend Landfill, Inver Grove Heights
 - Waste Connections, Rich Valley Landfill, Inver Grove Heights
 - Waste Management, Burnsville Sanitary Landfill

To note: Rich Valley and Shakopee Landfills currently accept only industrial waste and demolition debris. They are not accepting mixed municipal solid waste.

- The MPCA made their preliminary determinations of how waste would be allocated to the different landfills. They based the issuance of capacity and CON on the estimated seven-year tonnage disposal requirements for the metropolitan area.
 - CON was granted to four landfills; two are in Inver Grove Heights. One of them is the Rich Valley Landfill that currently does not take that type of waste.

Role of the City: Existing City Regulations. The city's primary role is the exercise of its planning and zoning authority.

History of City Regulations relating to Landfills:

- In 1991 and 1995 the city made significant zoning ordinance amendments.
- Required a Conditional Use Permit (CUP) for certain solid waste uses.
- Non-Conforming Use Certificates were established that could be issued to landfills or other non-conforming uses legally established as of the date of the change in zoning regulations.
- Host Community Agreement with all three existing landfills.

Current City Code Provisions:

- Landfills are not an allowed use within the city. Existing landfills are legally established non-conforming uses (allowed to continue within the city).
- No new landfills are allowed to be established within the city with a few exceptions:
 - Under the city's Integrated Resource Management Overlay District, there is some ability to establish very small landfill uses on acres/sites of 10 acres or less
 - Pine Bend Landfill is 253 acres
- Existing landfills may not be expanded, with a few exceptions.

With solid waste related uses, the city created the Integrated Resource Management (IRM) Overlay District.

- Applicable in areas zoned I-1 and I-2; encompasses existing landfills and areas immediately adjacent to the landfills.
- Intent of the IRM includes the prevention of the expansion of mixed municipal solid waste landfills by encouraging industrial development for related uses on adjacent properties.
- Conditional Uses Include: Composting facilities, energy recovery facilities, recycling facilities, resource recovery facilities, and transfer stations.
- Prohibitive Uses Include: Processing of hazardous or infectious waste, incineration of wastes, new sanitary landfills, open dumps, and waste combustors.

Conditional Use Permits:

- In addition to zoning
- Describes and limits uses on the site
- Places reasonable conditions on the conditional uses allowed

Nonconforming Use Certificates:

- Identifies existing legally established non-conforming uses on the site
- Describes and limits existing non-conforming uses

Host Community Agreements:

- All three landfills have a Host Community Agreement with the city
- This establishes the principles of association between the city as the Host Community to the landfill and the owner and operator of the landfill
- Requires compliance with existing MPCA-issued permits
- Requires regular communication with the city
- Outlines the payment of Host Community Fees

City Administrator Wilson stated the statements that say the zoning code prohibits landfills and then issues non-conforming use certificates may sound somewhat contradictory. She questioned if a non-conforming use certificate is only available to a landfill that already existed in the city when the ordinance was passed prohibiting landfills.

City Attorney McCauley Nason replied that was correct.

City Administrator Wilson commented that no new landfills could come in and get a non-conforming use certificate. These are the way uses from a landfill are grandfathered in.

Host Community Fees:

- Collected from all three landfills
- May be used for any public purpose by the city

A benefit of being a host community for a landfill is Host Community Economic Development Grants:

- Legislation adopted in 2013
- This Grant was established by DEED for host communities
- Authorizes Burnsville and Inver Grove Heights to receive grants for the capital costs of eligible projects
- The city has received over \$2,000,000 in grant funds

Dawn Way Demolition Landfill:

- Located in Inver Grove Heights and South St. Paul
- Accepts demolition debris (no mixed municipal solid waste)
- History with the issuance of a Non-Conforming Use Certificate (NCUC) and a Host Community Agreement
- Scheduled to close on December 31, 2027 per Host Community Agreements

City Administrator Wilson asked if demolition landfills like this one also need a Certificate of Need from the state.

City Attorney McCauley Nason believed they were also regulated but would check further.

CKB Demolition Debris Landfill:

- Comprised of several parcels
- Located in Inver Grove Heights and Rosemount
- Accepts industrial waste and demolition debris (no mixed municipal solid waste)
- Subject to the NCUC and Host Community Agreement
- The MPCA has awarded CON for mixed municipal solid waste disposal
 - Not something that could happen without zoning ordinance and other revisions
 - To date the city has not received any applications
 - If the landfill sought to accept a different waste stream, some changes would need to be made to the Host Community Agreement and to the City Code

Pine Bend Landfill:

- Located solely in the City of Inver Grove Heights
- Operated since 1971 under an MPCA Solid Waste Permit
- Accepts mixed municipal solid waste and certain industrial wastes
- Subject to EPA response action
- Subject to NCUC and Host Community Agreement
- Host Community Agreement was originally executed in 1995, amended three times since
- Limited by CUP and NCUC in height and airspace capacity
 - Airspace capacity has been increased (side slope expansion)
- Received additional CON and applied to the MPCA for a major amendment to the existing solid waste permit
- Landfill scheduled to be closed by December 31, 2030
- Republic Services owns Pine Bend Landfill and 100 acres to the west of the railroad tracks establishing the boundary of the landfill site
 - The west 100 acres are not currently used for landfill purposes
 - There is a CUP for the storage of clean soils
 - Zoning ordinance and Host Community Agreement prohibit construction of a new landfill on the west 100 acres
- Other IRM related uses may develop on the west 100 acres
 - No action has been taken by the city to date
- In 2015 Pine Bend applied to the MPCA for side slope capacity expansion
- In 2017, three applications were submitted to the city:
 - Zoning Ordinance Amendment
 - CUP for side slope expansion of 4.1 million cubic yards of waste
 - NCUC Amendment
- In 2018 the city approved the three applications that were submitted
- In 2021 the MPCA issued final approve for the expansion request (CON)
- City staff has been advised that Pine Bend Landfill submitted an application on June 3, 2022 for major modifications to its existing solid waste permit
- Addendum was submitted on September 15, 2022
- The application submitted to the MPCA, proposed to develop, and permit a vertical expansion called Phase 7 over the existing Phase 5 and 6 areas to increase the permitting capacity of the existing landfill. This increases the permitted capacity by approximately 8.1 million cubic yards.
 - This would increase the highest point of the landfill to 1,105 feet from 1,020 feet
- If approved, increases the lifespan of the landfill for an additional 13 years
- EAW will be required for this project
- MPCA still in the process of reviewing the application

- No city applications have been submitted

Looking Forward - Potential Landfill Related Activities:

- SKB may seek to add MMSW disposal at its landfill
- Pine Bend is seeking a vertical expansion
- On the west 100 acres there is the potential for additional waste related uses in other areas located within the IRM Overlay District

Councilmember Gliva questioned the additional 13 years for Pine Bend Landfill asking if that was 13 years from the projected closing.

City Attorney McCauley Nason replied the projected closing date per the Host Community Agreement was the end of 2030. The application submitted by Pine Bend to the MPCA indicated if approved, it would increase the lifespan of the landfill for 13 years. It didn't state what the start date was, she was unsure of the timeframe.

Councilmember Murphy asked if 100 feet is 13 years' worth of waste.

City Attorney McCauley Nason replied if the vertical expansion is granted, it would keep the landfill open for an additional 13 years past when it would be anticipated to be full without the expansion.

Councilmember Gliva asked with Elk River closing if it was a life cycle of landfills causing the increased capacity on the rest of the metro area.

City Attorney McCauley Nason replied she didn't know why the Elk River Landfill closed.

City Administrator Wilson replied it was not a landfill that closed, it was the waste to energy facility. She was also unsure why that facility closed.

Councilmember Murphy responded according to MPR, it was financially unsustainable for years due to low electricity prices and less garbage coming in.

Mayor Dietrich asked what the projected year by the state was to have the facilities open.

City Attorney McCauley Nason replied the plan runs through 2036 with the intent to get down to 1% of waste going into landfills. The County helps the State achieve these goals.

Mayor Dietrich asked if there was an actual percentage that has been met.

City Attorney McCauley Nason replied she would get that information.

Councilmember T'Kach asked if it was known the type of work Dakota County was doing through their environmental services department to improve on the numbers more significantly than they have in the last five years.

City Attorney McCauley Nason replied the County has had grants to try to increase recycling.

Environmental Specialist Ally Sutherland replied the Dakota County Solid Waste Community Solid Waste Abatement Grant is an example of how the county is trying to support waste reduction in communities. She believed Dakota County was at a 53% recycling rate. The County is funding cities to support residential recycling. There are also recycling programs for businesses and schools.

Councilmember T'Kach commented when groundwater contamination, road traffic, and other issues with landfills fall to the local community, there isn't a lot of city control. She said there is significant groundwater contamination. She asked if the city would have conversations with the county to look into resource recovery or anything else in the hierarchy that is significant. She asked if the county would take control of their waste the way other counties in the metro area have so, they can designate waste going to a particular facility.

City Attorney McCauley Nason replied the county has statutory authority to do quite a bit. She was not aware of any plans the county may have.

City Administrator Wilson replied that she was not aware of any conversations. She stated the city can ask for a presentation from the County's Solid Waste Management staff. The Council could direct Staff to draft letters and approve the language of the letter. She mentioned staff could work through the members of the County Board that specifically represent the shared constituents in the city. These items need to be directed from the Council; staff needs an understanding of what it is that Council may want to communicate. She said that staff would help pick an avenue to communicate the message to the county.

Environmental Specialist Sutherland said one example she was aware of that the county was working on was the Organics Drop Site Program. This prevents all food scraps from going to landfills; they are brought to a commercial compost facility.

Councilmember T'Kach asked what was expected in terms of landfill expansion this year.

City Attorney McCauley Nason replied applications would be made for four different city approvals:

1. Amendment to the zoning ordinance to permit the requested vertical expansion
2. Amendment to the existing non-conforming use certificate
3. Amendment to the existing Conditional Use Permit (CUP)
4. Amendment to the Host Community Agreement

She stated that the landfill sought city approvals that were contingent upon the final issuance of CON. When this was previously done it took a couple of years before it took effect. She anticipates the applications to come in some time this year. When they are received by the city, they would go through the typical process of a review by the Planning Commission and Council.

Councilmember T'Kach asked how much money was received from the Host Community fee.

City Administrator Wilson replied based off the budget documents, last fall it was estimated to receive almost \$3 million dollars from Pine Bend. A majority, \$2.8 million, comes from tonnage fees. It is based on the quantity they bring in. \$225,000 is in fixed fees. The Dawn Way Landfill has a fixed rate and pays a Host Community Fee of \$25,000 a year. The city is not projecting any Host Community Fee revenue from the SKB Landfill as they are not currently trucking anything into the site.

Councilmember T'Kach questioned if SKB wasn't taking any waste or if they were not taking any mixed municipal solid waste.

City Administrator Wilson replied they were not taking any mixed municipal solid waste.

Councilmember T'Kach asked if there was opportunity for staff to negotiate a different Host Community Agreement.

City Attorney McCauley Nason replied that would be on the table if/when the applications went through.

4. ADJOURN:

Motion by Gliva, second by T'Kach, to adjourn the meeting at 7:15 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: February 27, 2023

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 February 8 – 21, 2023.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of February 8 - 21, 2023. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$578,623.22
Special Revenue	72,186.59
Debt Service	3,750.00
Capital Projects	97,056.26
Enterprise	150,423.85
Internal Service	364,074.26
Escrows	8,590.66
Total - All Funds	1,274,704.84

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends approval of the disbursements as presented.

ATTACHMENTS

1. Resolution
2. Disbursements listing (2.8.2023 - 2.21.2023)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
February 8, 2023 – February 21, 2023.**

WHEREAS a detailed listing of disbursements for the period of February 8, 2023 – February 21, 2023, 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	\$578,623.22
Special Revenue	72,186.59
Debt Service	3,750.00
Capital Projects	97,056.26
Enterprise	150,423.85
Internal Service	364,074.26
Escrows	8,590.66
Total - All Funds	1,274,704.84

Adopted this 27th day of February 2023 by the City Council of Inver Grove Heights, MN

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights

Expense Approval Report By Fund

Payment Dates 2/8/2023 - 2/21/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
PRO-TEC DESIGN INC.	107095	10/26/2022	card reader updates to park she...	101.44.6000.451.40040	18,775.00
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.01	12/31/2022	Council meeting related legal c...	101.41.1000.413.30401	972.00
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.01	12/31/2022	Mayor/Council related legal cha...	101.41.1000.413.30420	12,345.22
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.09	12/31/2022	Gertens Assessment Research	101.41.2000.415.30420	244.00
WEST ST. PAUL, CITY OF	2022-00000254	12/31/2022	2022 bus for Fun Lab trip	101.44.6100.452.50090	96.70
MENDOTA HTS, CITY OF	232924	12/31/2022	2022 Fun Lab & Swimming trip	101.44.6100.452.50090	181.30
BOLTON & MENK, INC.	305287	12/31/2022	Supplemental Engineering Staff ...	101.43.5100.442.30700	5,125.00
ABDO, LLP	466473	12/31/2022	IGHFRA Pension Plan Benefit Pr...	101.41.2000.415.30700	5,100.00
GRAINGER	9494444160	12/31/2022	light bulbs	101.44.6000.451.60016	-72.48
SAINT PAUL, CITY OF	INS2691	12/31/2022	asphalt	101.43.5200.443.60016	534.54
TYLER TECHNOLOGIES, INC	025-410138	02/09/2023	UB Rate Implementation 1.12.2...	101.41.2000.415.30700	145.00
CULLIGAN	157985524824X01312023	02/09/2023	RV water service	101.44.6000.451.40050	11.30
CIVICPLUS	253162	02/09/2023	Annual Fee - Civic Clerk	101.41.1140.413.50072	4,578.00
FIRSTSCRIBE	259127	02/09/2023	ROWay Subscription	101.43.5100.442.40044	250.00
L.T.G. POWER EQUIPMENT	274703	02/09/2023	chainsaw parts	101.44.6000.451.60040	485.58
SAFE-FAST, INC.	INV271600	02/09/2023	18 all purpose blades	101.43.5200.443.60016	1,079.55
ICMA RETIREMENT TRUST - 457	INV0156775	02/10/2023	457 - ROTH AGE <50 %	101.203.2031400	823.62
ICMA RETIREMENT TRUST - 457	INV0156776	02/10/2023	457 - ROTH AGE <50	101.203.2031400	405.00
ICMA RETIREMENT TRUST - 457	INV0156777	02/10/2023	457 - ROTH AGE 50+	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0156778	02/10/2023	457 -AGE <49 %	101.203.2031400	8,150.64
ICMA RETIREMENT TRUST - 457	INV0156779	02/10/2023	457 -AGE 50+	101.203.2031400	4,265.29
ICMA RETIREMENT TRUST - 457	INV0156780	02/10/2023	457 -AGE <49	101.203.2031400	6,566.00
ICMA RETIREMENT TRUST - 457	INV0156781	02/10/2023	457 PLAN -AGE 50+ %	101.203.2031400	1,217.74
MN STATE RETIREMENT SYSTEM	INV0156782	02/10/2023	457 ROTH IRA (AGE 49 & UNDE...	101.203.2031400	480.00
AFSCME COUNCIL 5	INV0156783	02/10/2023	UNION DUES (AFSCME FULL SH...	101.203.2031000	979.30
AFSCME COUNCIL 5	INV0156784	02/10/2023	UNION DUES (AFSCME FULL SH...	101.203.2031000	41.96
MINNESOTA DEPARTMENT OF ...	INV0156785	02/10/2023	CASE #001570640001	101.203.2032100	331.79
TEXAS STATE DISBURSEMENT ...	INV0156786	02/10/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF ...	INV0156787	02/10/2023	CASE #001490481201	101.203.2032100	316.30
MINNESOTA DEPARTMENT OF ...	INV0156788	02/10/2023	CASE #001563363401	101.203.2032100	377.48
MINNESOTA DEPARTMENT OF ...	INV0156789	02/10/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF ...	INV0156790	02/10/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLECT...	INV0156791	02/10/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
MEDSURETY ACH ONLY	INV0156792	02/10/2023	HSA ELECTION-FAMILY	101.203.2032500	4,490.15
MEDSURETY ACH ONLY	INV0156793	02/10/2023	HSA ELECTION-SINGLE	101.203.2032500	5,331.68
IGH PROFESSIONAL FIREFIGHTE...	INV0156794	02/10/2023	UNION DUES (IAFF)	101.203.2031000	465.24
IUOE	INV0156795	02/10/2023	UNION DUES IUOE	101.203.2031000	1,627.00
LELS	INV0156796	02/10/2023	UNION DUES (LELS)	101.203.2031000	2,448.00
MN STATE RETIREMENT SYSTEM	INV0156797	02/10/2023	MINNESOTA DEFERRED COMP...	101.203.2031400	1,135.00
MN STATE RETIREMENT SYSTEM	INV0156798	02/10/2023	MINNESOTA DEFERRED COMP...	101.203.2031400	404.35
PERA	INV0156799	02/10/2023	PERA COORDINATED PLAN	101.203.2030600	48,346.84
PERA	INV0156800	02/10/2023	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,719.06
PERA	INV0156801	02/10/2023	PERA POLICE & FIRE PLAN	101.203.2030600	29,209.79
PERA	INV0156802	02/10/2023	EMPLOYER SHARE (POLICE & FI...	101.203.2030600	43,814.66
ICMA RETIREMENT TRUST - 457	INV0156803	02/10/2023	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,207.29
ICMA RETIREMENT TRUST - 457	INV0156804	02/10/2023	ROTH IRA (AGE 50 & OVER)	101.203.2032400	644.23
ICMA RETIREMENT TRUST - 457	INV0156805	02/10/2023	ROTH-AGE <49 %	101.203.2032400	46.39
LELS SERGEANTS	INV0156806	02/10/2023	UNION DUES (LELS SGT)	101.203.2031000	472.50
EFTPS	INV0156807	02/10/2023	FEDERAL WITHHOLDING	101.203.2030200	66,474.46
MN DEPT OF REVENUE (PAYROL...	INV0156808	02/10/2023	STATE WITHHOLDING	101.203.2030300	28,317.18
EFTPS	INV0156809	02/10/2023	MEDICARE WITHHOLDING	101.203.2030500	18,569.06
EFTPS	INV0156810	02/10/2023	SOCIAL SECURITY WITHHOLDING	101.203.2030400	48,328.18
ING DIRECT	INV0156811	02/10/2023	MSRS-HCSP	101.203.2032200	116.82

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN DEPT OF REVENUE (PAYROL...	INV0156812	02/10/2023	STATE WITHHOLDING	101.203.2030300	15.31
EFTPS	INV0156813	02/10/2023	MEDICARE WITHHOLDING	101.203.2030500	23.08
EFTPS	INV0156814	02/10/2023	SOCIAL SECURITY WITHHOLDING	101.203.2030400	98.68
ICMA RETIREMENT TRUST - 457	INV0156815	02/10/2023	457 -AGE <49 %	101.203.2031400	33.82
PERA	INV0156816	02/10/2023	PERA COORDINATED PLAN	101.203.2030600	29.30
PERA	INV0156817	02/10/2023	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	2.25
EFTPS	INV0156818	02/10/2023	FEDERAL WITHHOLDING	101.203.2030200	21.24
MN DEPT OF REVENUE (PAYROL...	INV0156819	02/10/2023	STATE WITHHOLDING	101.203.2030300	12.03
EFTPS	INV0156820	02/10/2023	MEDICARE WITHHOLDING	101.203.2030500	6.54
EFTPS	INV0156821	02/10/2023	SOCIAL SECURITY WITHHOLDING	101.203.2030400	27.96
HEALTHEAST MEDICAL TRANSP...	1/14/2023	02/16/2023	Blood Draw- 23-2729 Lamon A.	101.42.4000.421.30700	88.40
PETTY CASH - POLICE	1/25/2023	02/16/2023	Register Notary	101.42.4000.421.50030	20.00
HEALTHEAST MEDICAL TRANSP...	1/29/2023	02/16/2023	Blood Draw- CN: 23-5548	101.42.4000.421.30700	88.40
PETTY CASH - POLICE	1/3/2023	02/16/2023	Membership	101.42.4000.421.50070	120.00
CAMPBELL KNUTSON, P.A.	1/31/2023	02/16/2023	Legal services 1.2023	101.42.4000.421.30410	20,036.94
MINNEAPOLIS OXYGEN CO.	104530	02/16/2023	O2 cylinder rental St 3	101.42.4200.423.30700	286.01
MINNEAPOLIS OXYGEN CO.	104531	02/16/2023	O2 cylinder rental St 1	101.42.4200.423.30700	204.29
PERFORMANCE PLUS LLC	123314	02/16/2023	annual physicals	101.42.4200.423.30700	141.50
FIRST IMPRESSION GROUP	139805	02/16/2023	Business Cards Tyson Rainey	101.45.3000.419.60070	75.00
KIRI ANN FAUL	1416	02/16/2023	Pre-employment psych eval. - ...	101.42.4000.421.70501	650.00
MADISON NATIONAL LIFE INSU...	1540425	02/16/2023	2.2023 Premium	101.203.2031700	3,118.70
CULLIGAN	157984591006X1312023	02/16/2023	bottled water St 1	101.42.4200.423.60065	113.23
CULLIGAN	157984591188X013123	02/16/2023	bottled water St 3	101.42.4200.423.60065	53.00
CULLIGAN	157986034674X013123	02/16/2023	bottled water St 2	101.42.4200.423.60065	92.46
EYEMED	165635698	02/16/2023	2.2023 Premium	101.203.2032700	218.81
EYEMED	165635699	02/16/2023	2.2023 Premium-COBRA	101.203.2032710	13.66
FIRE PROTECTION SERVICES, INC.	1802	02/16/2023	plan review	101.42.4200.423.30700	44.00
DAKOTA CTY FINANCIAL SVCS	19003	02/16/2023	RMS & CJN Partner fees	101.42.4000.421.70501	89,063.57
COMCAST	2/5/2023	02/16/2023	comcast cable invoice	101.42.4200.423.30700	9.92
MADDEN GALANTER HANSEN, L...	2/7/2023	02/16/2023	Labor relations services 1.2023	101.41.1120.413.30420	100.00
MID-STATES ORGANIZED CRIME...	2023391-IN	02/16/2023	2023 MOCIC Membership	101.42.4000.421.50070	200.00
SAFETY SIGNS	23006039	02/16/2023	cross walk painting	101.43.5200.443.40046	1,850.00
INTERNATIONAL ASSOCIATION ...	255733	02/16/2023	membership dues Bergum	101.42.4200.423.50070	245.00
ASPEN MILLS	308574	02/16/2023	Curved shoulder straps for PD v...	101.42.4000.421.60045	989.00
ASPEN MILLS	308575	02/16/2023	Arndt - Vest	101.42.4000.421.60045	989.00
OXYGEN SERVICE COMPANY, INC	3544797	02/16/2023	Oxygen Services	101.42.4000.421.60065	70.37
TOTAL CONSTRUCTION & EQUIP.	35632	02/16/2023	repair lights at Oakwood hockey..	101.44.6000.451.40047	236.15
TOTAL CONSTRUCTION & EQUIP.	35635	02/16/2023	repair lights at Dog Park	101.44.6000.451.40047	742.10
LOCAL GOVERNMENT INFORM...	53139	02/16/2023	Monthly PD Logis charges 1.2023	101.42.4000.421.50072	2,741.00
MN LIFE INSURANCE CO	626726	02/16/2023	2.2023 Premium	101.203.2030900	3,813.50
MN LIFE INSURANCE CO	626726	02/16/2023	2.2023 Premium-COBRA	101.203.2030910	102.52
ALEX AIR APPARATUS, INC.	6435	02/16/2023	fix relief valves at fill station St 1	101.42.4200.423.40042	355.00
ALEX AIR APPARATUS, INC.	6487	02/16/2023	fix fill station at St 1	101.42.4200.423.40042	242.22
HOLIDAY COMPANIES	80901022300	02/16/2023	Squad car washes	101.42.4000.421.40041	185.00
DAKOTA 911	IG2023-03	02/16/2023	DCC general fund invoice 3.2023	101.42.4000.421.70502	61,559.10
DAKOTA 911	IG2023-03	02/16/2023	DCC general fund invoice 3.2023	101.42.4200.423.70502	6,839.90
GEOTAB USA, INC.	IN328243	02/16/2023	Fleet Management software pl...	101.42.4000.421.50072	264.18
SAFE-FAST, INC.	INV271962	02/16/2023	uniforms- streets	101.43.5200.443.60045	267.36
				Fund 101 - GENERAL FUND Total:	578,623.22

Fund: 205 - COMMUNITY CENTER

TOTAL MECHANICAL SERVICES ...	54454	12/31/2022	2022 repairs to cooling tower v...	205.44.6200.453.40040	400.00
GRAINGER	9514394585	12/31/2022	connecting nuts	205.44.6200.453.60012	21.35
GRAINGER	9514394585	12/31/2022	connecting nuts	205.44.6200.453.60012	21.35
HORIZON COMMERCIAL POOL ...	INV31840	12/31/2022	rust spot & drain repairs	205.44.6200.453.40040	7,635.95
R & R SPECIALTIES OF WI, INC.	0078074-IN	02/09/2023	2023 blade sharpening	205.44.6200.453.40042	60.00
R & R SPECIALTIES OF WI, INC.	0078102-IN	02/09/2023	Zam battery cable	205.44.6200.453.40042	72.40
CULLIGAN	157011438908X01312023	02/09/2023	softener salt	205.44.6200.453.60016	105.72
CULLIGAN	157011438908X01312023	02/09/2023	softener salt	205.44.6200.453.60016	422.88
TOTAL CONSTRUCTION & EQUIP.	35634	02/09/2023	repair receptacles in concession...	205.44.6200.453.40040	680.88
TOTAL CONSTRUCTION & EQUIP.	35636	02/09/2023	relocate v/d jack to AQ mgr offi...	205.44.6200.453.40040	680.44

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOTAL CONSTRUCTION & EQUIP.	35637	02/09/2023	add TV receptacle in Memb offi...	205.44.6200.453.40040	271.13
BROADCAST MUSIC INC	46057004	02/09/2023	2023 music license	205.44.6200.453.50070	421.00
NASSEFF PLUMBING & HEATING..	48207	02/09/2023	RTU repairs	205.44.6200.453.40040	466.00
TWIN SOURCE SUPPLY	502348	02/09/2023	2023 cleaning supplies	205.44.6200.453.60011	2,249.74
TWIN SOURCE SUPPLY	502348	02/09/2023	2023 cleaning supplies	205.44.6200.453.60011	2,249.73
TWIN SOURCE SUPPLY	502349	02/09/2023	cleaning supply	205.44.6200.453.60011	14.66
TWIN SOURCE SUPPLY	502349	02/09/2023	cleaning supply	205.44.6200.453.60011	14.66
XCEL ENERGY	4/5/2021	02/15/2023	Meter replacement - 8055 Barb...	205.44.6200.453.40020	878.66
XCEL ENERGY	4/5/2021	02/15/2023	Meter replacement - 8055 Barb...	205.44.6200.453.40020	878.65
R & R SPECIALTIES OF WI, INC.	0078227-IN	02/16/2023	Zam blade sharpening	205.44.6200.453.40042	82.50
ULINE	158964547	02/16/2023	tables & covers for CR's	205.44.6200.453.40040	904.61
MIAMA	2/7/2023	02/16/2023	2023 Annual membership	205.44.6200.453.50070	300.00
PERFECTION PLUS, INC	214565	02/16/2023	cleaning & sanitizing 1.2023	205.44.6200.453.40040	7,494.36
OWENS COMPANIES	33414	02/16/2023	tie new feedwater to cooling t...	205.44.6200.453.40040	3,473.54
NASSEFF PLUMBING & HEATING..	48358	02/16/2023	Midyr IR heater inspections	205.44.6200.453.40040	3,083.00
EMI AUDIO	66915	02/16/2023	2023 CR/Office renovations	205.44.6200.453.80200	30,170.50
COMCAST	8772105910127188 - 2/2023	02/16/2023	Jan-Feb 2023 cable TV	205.44.6200.453.50070	355.61
GRAINGER	9466802502	02/16/2023	light bulbs	205.44.6200.453.60016	114.40
GRAINGER	9585787139	02/16/2023	light bulbs	205.44.6200.453.60016	66.24
GRAINGER	9585787139	02/16/2023	light bulbs	205.44.6200.453.60016	66.24
GRAINGER	9590292638	02/16/2023	multi-tool	205.44.6200.453.60040	54.30
GRAINGER	9590292638	02/16/2023	multi-tool	205.44.6200.453.60040	54.31
GRAINGER	9593928675	02/16/2023	bulbs for rink scoreboard	205.44.6200.453.60016	55.92
BATTERIES PLUS	P59488223	02/16/2023	batteries & terminal protection ...	205.44.6200.453.40042	516.60
Fund 205 - COMMUNITY CENTER Total:					64,337.33
Fund: 206 - COMMUNITY CENTER-CAPITAL					
EMI AUDIO	68888	02/16/2023	parts for CR upgrades to equip...	206.44.6200.459.80200	287.90
Fund 206 - COMMUNITY CENTER-CAPITAL Total:					287.90
Fund: 270 - HOST COMMUNITY FUND					
WEST ST. PAUL, CITY OF	2022-00000269	12/31/2022	4th QTR 2022 volunteer services	270.75.5900.751.10100	3,741.36
Fund 270 - HOST COMMUNITY FUND Total:					3,741.36
Fund: 290 - EDA OPERATING					
WSB & ASSOCIATES, INC.	R-021791-000-2	12/31/2022	2022 Budget: 494 interchange p...	290.45.3000.419.30700	3,820.00
Fund 290 - EDA OPERATING Total:					3,820.00
Fund: 394 - G.O. REFUND BONDS 2020A (10B)					
EHLERS AND ASSOCIATES, INC.	92807	02/16/2023	2022- Arbitrage Reporting for 2...	394.57.9000.570.30150	3,750.00
Fund 394 - G.O. REFUND BONDS 2020A (10B) Total:					3,750.00
Fund: 402 - PARK ACQ. & DEV. FUND					
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.11	12/31/2022	2022 -HVP condemnation work	402.44.6000.451.30420	56.00
WSB & ASSOCIATES, INC.	R-020153-000-5	02/16/2023	HVP Phase IV work 12.2022	402.44.6000.451.30700	13,727.50
Fund 402 - PARK ACQ. & DEV. FUND Total:					13,783.50
Fund: 436 - 117TH STREET RECONSTRUCTION					
UNION PACIFIC RAILROAD	90122583	12/31/2022	UP Railroad Crossing Design Rev...	436.73.5900.736.30700	36.88
UNION PACIFIC RAILROAD	90122584	12/31/2022	UP Railroad Crossing Design Rev...	436.73.5900.736.30700	36.88
Fund 436 - 117TH STREET RECONSTRUCTION Total:					73.76
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
MAX STEININGER, INC.	12/28/2022	12/31/2022	Project 2017-01, Final Pay Vou...	437.73.5900.737.80100	73,750.00
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					73,750.00
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.09	12/31/2022	Resident's drainage structure re...	440.74.5900.740.30420	135.00
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.09	12/31/2022	Cahil Trunk Drainage	440.74.5900.740.30420	120.00
BOLTON & MENK, INC.	305287	12/31/2022	Bolland & 62nd Staff Aug	440.74.5900.740.30300	2,625.00
BOLTON & MENK, INC.	305287	12/31/2022	Cheney & Coffman Staff Aug	440.74.5900.740.30300	2,625.00
BOLTON & MENK, INC.	305287	12/31/2022	Carmen & Claude Staff Aug	440.74.5900.740.30300	3,750.00
WSB & ASSOCIATES, INC.	R-019066-000-13	12/31/2022	Carmen & Claude Street Rehab ...	440.74.5900.740.30300	194.00
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					9,449.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 500 - NW AREA CAPITAL PROJECTS					
KIMLEY-HORN & ASSOCIATES, L...	23648288	12/31/2022	CSAH 26/63 Construction	500.74.5900.746.30300	4,481.15
Fund 500 - NW AREA CAPITAL PROJECTS Total:					4,481.15
Fund: 510 - WATER OPERATING FUND					
TOTAL CONSTRUCTION & EQUIP.	12/31/2022	12/31/2022	Less: sales tax permit #2202	510.207.2070300	-52.01
MAX STEININGER, INC.	12/31/2022	12/31/2022	Less: hydrant sales tax - permit ...	510.207.2070300	-58.39
JR'S APPLIANCE DISPOSAL	12/31/2022	12/31/2022	Less: hydrant sales tax - permit ...	510.207.2070300	-31.47
JR'S APPLIANCE DISPOSAL	12/31/2022	12/31/2022	Refund hydrant permit #2213	510.227.2270100	1,500.00
MAX STEININGER, INC.	12/31/2022	12/31/2022	Refund hydrant permit #2219	510.227.2270100	1,500.00
TOTAL CONSTRUCTION & EQUIP.	12/31/2022	12/31/2022	Refund hydrant permit #2202	510.227.2270100	1,500.00
MAX STEININGER, INC.	12/31/2022	12/31/2022	Less hydrant usage - permit #22...	510.50.0000.3813000	-819.48
TOTAL CONSTRUCTION & EQUIP.	12/31/2022	12/31/2022	Less: usage permit #2202	510.50.0000.3813000	-730.00
JR'S APPLIANCE DISPOSAL	12/31/2022	12/31/2022	Less: hydrant usage - permit #2...	510.50.0000.3813000	-441.70
CITY OF EAGAN	12/31/2022	12/31/2022	4th Qtr 2022 Eagan JPA-Water	510.50.7100.512.40005	63,233.52
MEYER, ANGELLA	2/14/2023	12/31/2022	2022 Special assessment overp...	510.50.0000.3703500	111.00
ROCK, MARTIN	2/14/2023	12/31/2022	2022 Special assessment overp...	510.50.0000.3703500	56.00
BATTERIES PLUS	P58945324	02/02/2023	Utility Battery	510.50.7100.512.60016	-5.03
LONE OAK COMPANIES	2/3/2023	02/09/2023	Reminder notice paper order 1...	510.50.7100.512.30700	37.50
LONE OAK COMPANIES	2/3/2023	02/09/2023	Utility bills postage 2.2023	510.50.7100.512.50035	710.00
LONE OAK COMPANIES	2/3/2023	02/09/2023	Reminder notices postage 2.20...	510.50.7100.512.50035	450.00
LONE OAK COMPANIES	2/7/2023	02/09/2023	water notice postage	510.50.7100.512.50035	3,821.82
SHERWIN-WILLIAMS CO.	2764-8	02/09/2023	water treatment plant	510.50.7100.512.40040	111.97
TWIN TOWN DEMOLITION LLC	4507	02/09/2023	Floor grinding	510.50.7100.512.40040	1,850.00
LONE OAK COMPANIES	91429	02/09/2023	1.2023 UT Statement Processing..	510.50.7100.512.30700	715.11
LONE OAK COMPANIES	91429	02/09/2023	1.2023 Postage Credit (50%)	510.50.7100.512.50035	-482.46
LONE OAK COMPANIES	91812	02/09/2023	1.2023 Reminder Notices (50%)	510.50.7100.512.30700	277.95
SHERWIN-WILLIAMS CO.	9368-2	02/09/2023	well #7 floor	510.50.7100.512.40040	232.00
SHERWIN-WILLIAMS CO.	9369-0	02/09/2023	water plant	510.50.7100.512.40040	111.97
SAFE-FAST, INC.	INV271601	02/09/2023	saw blades and gloves	510.50.7100.512.60016	581.64
SAFE-FAST, INC.	INV271809	02/09/2023	gloves and ear plugs	510.50.7100.512.60065	73.03
CORE & MAIN LP	S291223	02/09/2023	replacement meters for pearlw...	510.50.7100.512.75500	4,733.29
CITY OF BLOOMINGTON	21831	02/16/2023	water samples	510.50.7100.512.30700	440.00
USABUEBOOK	255759	02/16/2023	chemicals	510.50.7100.512.60019	367.14
USABUEBOOK	255948	02/16/2023	chemicals and testing equipment	510.50.7100.512.60019	299.82
GOPHER STATE ONE-CALL	3010488	02/16/2023	locate tickets	510.50.7100.512.30700	129.60
NASSEFF PLUMBING & HEATING..	48362	02/16/2023	building work	510.50.7100.512.40040	499.50
SHERWIN-WILLIAMS CO.	6943-4	02/16/2023	paint for the well houses	510.50.7100.512.40040	155.42
ADVANCED ENGINEERING AND ...	85404	02/16/2023	Progress Billing - Utility Rate St...	510.50.7100.512.30700	2,233.40
CORE & MAIN LP	S298344	02/16/2023	meter parts	510.50.7100.512.75500	1,461.30
Fund 510 - WATER OPERATING FUND Total:					84,572.44
Fund: 520 - SEWER OPERATING FUND					
CITY OF EAGAN	12/31/2022	12/31/2022	4th Qtr 2022 Eagan JPA-Sewer	520.51.7200.514.40015	46,513.21
LONE OAK COMPANIES	2/3/2023	02/09/2023	Reminder notice paper order 1...	520.51.7200.514.30700	37.50
LONE OAK COMPANIES	2/3/2023	02/09/2023	Utility bills postage 2.2023	520.51.7200.514.50035	710.00
LONE OAK COMPANIES	2/3/2023	02/09/2023	Reminder notices postage 2.20...	520.51.7200.514.50035	450.00
LONE OAK COMPANIES	91429	02/09/2023	1.2023 UT Statement Processing..	520.51.7200.514.30700	715.12
LONE OAK COMPANIES	91429	02/09/2023	1.2023 Postage Credit (50%)	520.51.7200.514.50035	-482.46
LONE OAK COMPANIES	91812	02/09/2023	1.2023 Reminder Notices (50%)	520.51.7200.514.30700	277.95
ADVANCED ENGINEERING AND ...	85404	02/16/2023	Progress Billing - Utility Rate St...	520.51.7200.514.30700	2,233.40
Fund 520 - SEWER OPERATING FUND Total:					50,454.72
Fund: 530 - STORM WATER OPERATING					
CITY OF EAGAN	12/31/2022	12/31/2022	4th Qtr 2022 Eagan JPA-Storm...	530.74.5900.741.40030	6,208.06
ADVANCED ENGINEERING AND ...	85404	02/16/2023	Progress Billing - Utility Rate St...	530.74.5900.741.30700	1,116.70
Fund 530 - STORM WATER OPERATING Total:					7,324.76
Fund: 550 - INVER WOOD GOLF COURSE					
ABBY SWENSON	15112	02/09/2023	Great Places MN ad	550.52.8500.526.50025	200.00
SOUTH BAY DESIGN	2/1/2023	02/09/2023	GC website updates	550.52.8500.526.50025	544.00
MTI DISTRIBUTING CO	1373088-01	02/16/2023	repair kit for rm3100	550.52.8600.527.40042	153.79
MTI DISTRIBUTING CO	1374007-01	02/16/2023	equipment repair fwy mower	550.52.8600.527.40042	541.60

Expense Approval Report

Payment Dates: 2/8/2023 - 2/21/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MTI DISTRIBUTING CO	1374007-02	02/16/2023	equipment repair	550.52.8600.527.40042	484.98
MTI DISTRIBUTING CO	1374085-00	02/16/2023	equipment repair 3575, fwy m...	550.52.8600.527.40042	836.87
MTI DISTRIBUTING CO	1374339-00	02/16/2023	equipment repair	550.52.8600.527.40042	352.28
MTI DISTRIBUTING CO	1374339-01	02/16/2023	equipment repair	550.52.8600.527.40042	21.65
MTI DISTRIBUTING CO	1374858-00	02/16/2023	equipment repair	550.52.8600.527.40042	189.03
UNIFIRST CORPORATION	900747329	02/16/2023	uniforms and towels	550.52.8600.527.60045	129.77
UNIFIRST CORPORATION	900748737	02/16/2023	uniforms and towels	550.52.8600.527.60045	136.81

Fund 550 - INVER WOOD GOLF COURSE Total: 3,590.78

Fund: 602 - RISK MANAGEMENT

LEAGUE OF MN CITIES INS TRUST 2/6/2023	02/16/2023	Work Comp Quarterly Premium...	602.00.2100.415.50009	187,631.00
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Liability Insurance 3/1-5/31/20...	602.00.2100.415.50010	51,138.25
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Equipment Breakdown Insuran...	602.00.2100.415.50010	5,510.50
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Property Insurance 3/1-5/31/2...	602.00.2100.415.50011	35,032.00
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Auto Insurance 3/1-5/31/2023	602.00.2100.415.50012	10,259.25
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Bond Insurance 3/1-5/31/2023	602.00.2100.415.50015	474.75
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	Mobile Property Insurance 3/1-...	602.00.2100.415.50016	2,289.25
LEAGUE OF MN CITIES INS TRUST 40001254X02062023	02/16/2023	First Party Cyber Insurance 3/1-...	602.00.2100.415.50018	1,638.00

Fund 602 - RISK MANAGEMENT Total: 293,973.00

Fund: 603 - CENTRAL EQUIPMENT

PERFECTION PLUS, INC	214565	02/16/2023	cleaning & sanitizing 1.2023	603.00.5300.444.40040	603.28
WORLD FUEL SERVICES	342196297831-41801	02/16/2023	Dump Truck diesel exhaust fluid	603.00.5300.444.40041	206.85
INVER GROVE FORD	5325065	02/16/2023	Squad car ASY tubes	603.00.5300.444.40041	149.39
INVER GROVE FORD	5325140	02/16/2023	Squad car ASY tubes	603.00.5300.444.40041	149.39

Fund 603 - CENTRAL EQUIPMENT Total: 1,108.91

Fund: 605 - CITY FACILITIES

LVC COMPANIES, INC.	103177	12/31/2022	WTP Annual Fire Alarm monitor...	605.00.7500.460.40040	380.00
NASSEFF PLUMBING & HEATING..	47026	12/31/2022	GC Maint shop furnace repair	605.00.7500.460.40040	389.12
NASSEFF PLUMBING & HEATING..	48360	12/31/2022	semi-annual PM for PW	605.00.7500.460.40040	1,766.50
LVC COMPANIES, INC.	104926	02/09/2023	2023 PD Annual Monitoring	605.00.7500.460.40040	380.00
LVC COMPANIES, INC.	106426	02/09/2023	replace air compressor	605.00.7500.460.40040	2,670.00
CULLIGAN	157985030228X01312023	02/09/2023	softener salt	605.00.7500.460.60016	83.75
OWENS COMPANIES	33246	02/09/2023	admin heat pump control board...	605.00.7500.460.40040	3,925.58
TOTAL CONSTRUCTION & EQUIP.	35640	02/09/2023	install data jack in PD	605.00.7500.460.40040	377.04
TOTAL CONSTRUCTION & EQUIP.	35643	02/09/2023	repair lights in PD training room	605.00.7500.460.40040	315.47
HUEBSCH SERVICES	20206955	02/16/2023	lobby mats	605.00.7500.460.40065	171.57
PERFECTION PLUS, INC	214565	02/16/2023	cleaning & sanitizing 1.2023	605.00.7500.460.40040	5,543.19
SEACOLE	227052	02/16/2023	liquid deicer	605.00.7500.460.60016	2,466.75
NASSEFF PLUMBING & HEATING..	48359	02/16/2023	Midyr IR heater inspection - FS ...	605.00.7500.460.40040	1,220.00
NASSEFF PLUMBING & HEATING..	48361	02/16/2023	Midyr IR heater inspection - PW	605.00.7500.460.40040	1,350.00
CINTAS CORPORATION	5144593695	02/16/2023	first aid kit refills	605.00.7500.460.60065	147.18
GRAINGER	9596840885	02/16/2023	HVAC filters	605.00.7500.460.60016	75.00
INNOVATIVE OFFICE SOLUTIONS	CIN113807	02/16/2023	stand up desk for Craig R	605.00.7500.460.40040	800.78

Fund 605 - CITY FACILITIES Total: 22,061.93

Fund: 606 - TECHNOLOGY FUND

LOCAL GOVERNMENT INFORM...	507648	12/31/2022	Network Services	606.00.1400.413.50072	500.00
TDS METROCOM	1/13/2023	02/09/2023	Long distance	606.00.1400.413.50020	175.33
AT&T MOBILITY	287298707874X02032023	02/09/2023	Cell phones	606.00.1400.413.50020	948.13
AT&T MOBILITY	287298708193X02032023	02/09/2023	Cell phones	606.00.1400.413.50020	2,780.67
AT&T MOBILITY	287299110577x02032023	02/09/2023	Cell phones	606.00.1400.413.50020	2,790.21
CENTURY LINK	651-451-0205 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	70.95
CENTURY LINK	651-455-9072 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	48.90
CENTURY LINK	651-457-4184 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	70.95
CENTURY LINK	651-457-4602 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	100.70
CENTURY LINK	651-457-5524 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	80.94
CENTURY LINK	651-457-6070 1/23	02/09/2023	Analog phone line	606.00.1400.413.50020	263.47
ESRI INC	94405326	02/09/2023	GIS Yearly Maint Software	606.00.1400.413.50072	38,500.00
VERIZON WIRELESS	9926075786	02/09/2023	Cellular	606.00.1400.413.50020	600.17

Fund 606 - TECHNOLOGY FUND Total: 46,930.42

Expense Approval Report

Payment Dates: 2/8/2023 - 2/21/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 702 - ESCROW FUND					
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.06	12/31/2022	Correspondence RE Pine Bend L...	702.229.2293002	60.00
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.14	12/31/2022	Legal Description Recording Ma...	702.229.2287503	47.00
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.14	12/31/2022	Good Samaritan SWFMA	702.229.2308403	23.50
LEVANDER, GILLEN & MILLER P....	12/31/2022 81.14	12/31/2022	Albavar Path SWFMA	702.229.2309303	297.50
BOLTON & MENK, INC.	305412	12/31/2022	Construction Services - Peltier ...	702.229.2304103	180.00
WATERMARK EQUITY GROUP	5/13/2022	12/31/2022	Escrow release	702.229.2294703	7,982.66
Fund 702 - ESCROW FUND Total:					8,590.66
Grand Total:					1,274,704.84

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: February 27, 2023
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:

Jordan Doucette, Office Support - Inspections
Nicholas Bollback, Park Maintenance Worker
Robert Christenson, Firefighter
Roger Ledoux, Firefighter

Seasonal/Temporary Employment:

Noa Rutzick, Lifeguard
James Stowell, Fitness Instructor

Voluntary Resignations, Retirements and/or Terminations:

Steve Quinones-Narvaez, Police Officer
Greg Bieniek, Fulltime Firefighter
Rosalyn Tressell, Non-certified Swim Instructor
Richard Pellizzetti, Non-certified Swim Instructor
Julie Peterson, Customer Service Specialist
Evan Bohlman, Paid On-call Firefighter

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: Resolution Approving Dakota County Service Agreement for Right of Way Permitting Software**MEETING DATE:** February 27, 2023**ITEM TYPE:** Consent Agenda**CONTACT:** Mike Edwards, Sr Engineering Technician, 651.450.2575

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the appropriate officials to enter into a service agreement with Dakota County for the use of their Right of Way Permit Management System: One-Stop Permit Shop.

BACKGROUND

The City currently uses a permit processing program, "ROWAY" by First Scribe, to process right of way permits. Dakota County has developed a right of way permit system (ONE-STOP PERMIT SHOP), which has been adopted and utilized by most other communities in Dakota County to process right of way permit applications within their communities. Some of the key benefits of the Dakota County program are that it allows for seamless integration of permits between City and County right-of-way in a single permit application; it allows permittees to pay a single fee for permits in multiple communities; it is managed by Dakota County directly, and not a private software company or vendor; and it is less expensive to operate than the City's current program. By using the ONE-STOP PERMIT SHOP system, Inver Grove Heights will retain the sole approval for permits issued for work in the City's right-of-way. Dakota County will process permit fees paid and remit payment to the City unless the permittee otherwise pays the City directly.

FISCAL IMPACT

Moving to the ONE-STOP PERMIT SHOP system from the ROWAY system will reduce operating costs as shown below:

	ROWAY	ONE-STOP PERMIT SHOP
One-Time Setup Fee	\$0	\$2000
First Year Subscription	\$3000	\$632.40
Subsequent Year Subscription	\$3000	\$632.40

If approved, the City will terminate its month-to-month agreement for the ROWAY system, and the ONE-STOP PERMIT SHOP system will be brought online by April 1, 2023. For budget year 2023, this change will cost the City approximately \$224 due to the initial setup fee, and monthly costs incurred for the ROWAY program. For budget year 2024 and beyond, the City will see a savings of

\$2,367 per year (or roughly 78% over current permit software fees). The costs for the permitting software have been included in the Engineering Division budget (101.43.5100.442.50072).

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution - One Stop Permit System Service Agreement
2. One Stop Permit System Service Agreement - Inver Grove Heights

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING EXECUTION OF SERVICE AGREEMENT BETWEEN THE DAKOTA
COUNTY AND THE CITY OF INVER GROVE HEIGHTS FOR USE OF COUNTY ONE STOP PERMIT
SHOP SYSTEM**

WHEREAS, the City currently uses a permit processing system called ROWAY by Firstscribe to process and manage permits; and

WHEREAS, Dakota County has developed a right of way permit system called One Stop Permit Shop that is used by all major cities within the County; and

WHEREAS, there are initial costs associated with the setup and use of the Dakota County system and a monthly fee that will result in a net savings to the City; and

WHEREAS, the City and its customers will benefit by having a single source for applying for and managing permits; and

WHEREAS, as it's administrator, Dakota County will provide access and manage the system while allowing the City access and retention of data for the course of the subscription term; and

WHEREAS, staff recommends entering into a service agreement with Dakota County for the use of the One Stop Permit Shop so that the permitting process can be simplified and streamlined with reduced cost to the City.

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

1. Authorization is granted for execution of a Service Agreement for the use of Dakota County's One Stop Permit Shop system.
2. The City of Inver Grove Heights will pay an initial setup fee of \$2,000 to cover the City's share of program establishment, and a monthly fee to be calculated as dictated in the Service Agreement.

Adopted by the City Council of the City of Inver Grove Heights this 27th day of February 2023.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**DAKOTA COUNTY
SERVICE AGREEMENT
WITH
THE CITY OF INVER GROVE HEIGHTS
FOR
ONE-STOP PERMIT SYSTEM**

THIS DAKOTA COUNTY SERVICE AGREEMENT FOR ONE-STOP PERMIT SYSTEM ("Agreement") is made and entered into by and between the County of Dakota, a political subdivision of the State of Minnesota ("County"), located at 1590 Highway 55, Hastings, MN 55033 and the City of Inver Grove Heights, a municipal corporation organized under the laws of the State of Minnesota ("City"), located at 8150 Barbara Ave. Inver Grove Heights, MN 55077. County and City are each sometimes referred to herein as a "Party" and collectively as the "Parties."

WHEREAS, Dakota County's One-Stop Permit System brings together the permitting processes of the County and participating cities into one permitting application process where the public can apply for permits that apply to one or more entities within the County; and

WHEREAS, Dakota County and the City of Inver Grove Heights desire to partner with each other to offer the One-Stop Permit System to the public as part of their mission to provide efficient, effective and responsive government to their citizens.

NOW, THEREFORE, in consideration of the mutual promises and agreements made herein the Parties agree as follows:

1. Definitions.

(a) "System Software" means County's proprietary computer software program(s) described in **Exhibit A** (the "System Overview"), in object code form only, including all Updates.

(b) "Permit System" means the One-Stop Permit System Internet site operated by the County, accessible by the City and the general public as applicable, through secure access points, with a specific Uniform Resource Locator to be provided to the City (or any successor URL).

(c) "City Data" means the data collected by the Permit System issued on behalf of the City relating to the Permits issued.

(d) "Documentation" means any Permit System user manuals, training or education materials, technical manuals, and specifications describing the System Software and Services created by the County relating to the Permit System, in printed and/or electronic form, including all Updates.

(e) "Permitted User" means the City's employees and the general public who are provided access to the Permit System in accordance with the procedures in Section 10 of this Agreement.

(f) "Provider Content" means County's reports, information, and data other than City Data made available to the City and its Permitted Users as part of the Services.

(g) "Services" means operating the System Software and utilities in County's host computer system, providing Provider Content to the City, storing City Data, and making the System Software, Provider Content and City Data available to Permitted Users via the Permit System, as more fully described in **Exhibit A**. Services do not include integrating the Permit System or City Data with any application or computer system other than email notification that a permit has been issued and the standard reports included in the Permit System.

(h) "Update" means, as applicable, any update, modification, or new release of the System Software, Documentation, or Provider Content that the County makes generally available to the City at no additional cost.

2. Provision of On-line Services.

(a) The City hereby engages the County, and the County hereby agrees (subject to the terms and conditions herein) to provide the Services more fully described in this Agreement and in the system overview attached hereto as **Exhibit A** (the "System Overview") and grants to the City a non-exclusive, non-assignable and non-transferable license to use the Permit System for its intended purpose during the term of this Agreement.

(b) The City acknowledges and agrees that the County's provision and performance of the Services is dependent and conditioned upon the City's full performance of its duties, obligations and responsibilities hereunder.

(c) Each Party shall at all times during the term of this Agreement designate an individual to serve as its primary point of contact regarding the Services provided and the rights or obligations of each Party under this Agreement.

3. Additional County Responsibilities.

During the term of this Agreement, the County shall be responsible for the following:

(a) The County shall provide all required hosting and operations support for the Permit System.

(b) The County may, from time to time, in its sole discretion, install Updates, modify the Services or any component thereof provided that such Updates shall perform and contain functionality that is equal to or better than the current version of the Services. The County will complete such installations and modifications in accordance with the County's normal application implementation plan and will, where possible, minimize any impact on the City's or general public's use of the Permit System and its Services. The County will notify the City by standard methods of notification such as email, system generated messages on the Permit System home page or similar communication methods, in advance of the installation of an Update or modification to the Services.

- (c) The County will provide support and system maintenance to the Permit System as more fully described in this Agreement and the System Overview.
- (d) The County will provide the computer servers that will run the Permit System, providing secured (SSL Certificate) access to the City and the general public.
- (e) The County will provide technical support for the servers that are hosting the Permit System and for the Permit System code and the databases that hold the information collected and used to run the Permit System.
- (f) The County will provide timely email notification to the City prior to any scheduled maintenance outages that could make the Permit System unavailable.
- (g) The County will provide help desk support for the Permit System during the hours of 7:00 am to 4:30 pm (CST) on County business days.
- (h) The County shall have in place a Business Continuity and Disaster Recovery Plan and will utilize industry standard back-up and archival procedures.
- (h) The County will configure and maintain the Permit System to provide reasonable system response time for the City's Permitted Users and the general public that is within the control of the County.
- (k) The County will provide training on the use of Permit System for City staff as set forth in Section 8 of this Agreement.

4. The City Responsibilities.

During the Term of this Agreement, the City shall be responsible for the following:

- (a) The City will pay the initial "sign on fee" and monthly fee as set out in the Payments section below.
- (b) The City shall be responsible for providing, at no cost to the County, the necessary personnel and information needed to configure and run the Permit System for the City.
- (c) The City shall identify the City's staff that need to have access to the Permit System so that the security access can be setup for them.
- (e) The City shall be responsible for ensuring that the City's use of the Permit System complies with this Agreement and all laws applicable to the City.
- (f) As between the Parties, the City shall be responsible for the accuracy and completeness of all records and data provided by the City in connection with this Agreement.

5. System Features and Configuration.

The City acknowledges and agrees that it will be using the Permit System that is also utilized by other Cities and agencies in Dakota County and potentially elsewhere in Minnesota. The capabilities and functions of the Permit System will be determined by County. County will consult with the County

Permits Collaborative Users Group (the User Group), which is comprised of the member cities who have met and continue to meet the payment responsibilities described in the Payments section of this agreement. When settings or features have been added to the Permit System that are designed by the County in conjunction with the Users Group, the Parties shall work cooperatively to identify System features or functionality (common practices, processes, and procedures conducted by the City in day-to-day operations as they relate to utilizing the Permit System) that are configurable to best fit the City's business practices. The County shall set available configurations in the Permit System for the City.

6. Ownership, Protection and Security.

(a) The County shall own the intellectual property and all other proprietary rights and interests associated with the Permit System and Services and all components thereof and associated documentation, except as expressly provided herein. The City acknowledges and agrees that nothing in this Agreement or any other agreement grants the City any licenses or other rights with respect to the Permit System (source code or object code) or Services other than the right to receive Services as expressly provided herein.

(b) Ownership of any data, text, graphics or other information or content materials and all records and databases supplied or furnished or entered into the System by the City hereunder for incorporation into or delivery through the application(s) described in the System Overview shall remain with the City, and the County shall cease use of all such material upon termination of this Agreement.

(c) The County grants to the City a limited license during the term of this Agreement to use and reproduce the County's trademarks and logos pertaining to the Permit System for purposes of including such trademarks and logos in City materials and links relating to the Permit System. All uses of such trademarks and logos shall conform to the County's guidelines and requirements for use of such trademarks and logos.

(d) By storing City Data on the County's equipment and System, the County does not obtain any ownership interest in the City Data except to the extent that the County is obligated to keep said data intact and secure and to regularly backup the data for redundancy and disaster recovery purposes. As between the City and the County, City Data is and shall remain the sole and exclusive property of the City, including all applicable rights to copyrights, trademarks or other proprietary or intellectual property rights thereto.

(e) The City shall be responsible for responding to any data practices requests related to any City Data the City or its Permitted Users have entered into the System.

7. Implementation.

The County agrees that upon execution of the Agreement and payment of the required funds as set forth in the Payments section, the County will work with the City to setup and configure the Permit System so that City permits can be requested and paid for by the general public in accordance to the City's schedule of fees. The timetable for implementation is provided in **Exhibit D**.

8. Training and Acceptance Testing.

The County will hold a half day training session for all Cities that are going live when the Permit System initially goes live. An Administration User's Guide will be provided to all people attending the training session. A second half day training session will be provided for the Cities that are coming online in the second batch of Cities. The Cities will be asked by the County to participate in the Acceptance Testing of the Permit System, which will take 10 (ten) days. Any defects found by the Cities will be communicated to the County giving full details of the situation that caused the defect and screen shots where possible to assist in the troubleshooting process. Dates for the Training Sessions and the Acceptance Test period will be communicated to the Cities by the County's Project Manager. The County will undertake to have, wherever possible, all defect corrections made prior to going live. If a defect is found that cannot be resolved prior to the go live date, and if the Cities agree to go live anyway, the County will communicate the date on which the final defect resolutions will be implemented.

9. Not Used.

10. User Access Restrictions.

The Parties acknowledge and agree that access to the Permit System will be restricted to those employees or agents of the City having a business need to enter and view City Data or Provider Content. The City will request access to the Permit System by filling out a Permit System Access Request form and emailing it to the County Help Desk at help.desk@co.dakota.mn.us. The Permit System Access Request form can be obtained from the County's Help Desk by emailing the above email address or by contacting the County Help Desk on (651) 438 4346. The Permit System Access Request form will be included in the Permit System Administration User's Guide given out in the training sessions.

The City shall promptly notify the County Help Desk whenever a Permitted User ceases to be an employee or agent of the City or no longer has a position that requires access to the Permit System. Authorization to access to the System by all City Approved Users will expire on the date this Service Agreement terminates.

11. County Representations and Warranties.

(a) The County shall provide the Provider Content and Services to City for the Permit System to be accessible to the City and the General Public without interruption, except for scheduled maintenance and required repairs, and except for any interruption due to causes beyond the reasonable control of the County including, but not limited to, any Force Majeure Event (as defined in Section 19).

(b) The County warrants that the Permit System and Services will operate in conformance with the criteria set forth in this Agreement, its Schedules and Exhibits, and the applicable specifications and Documentation, not including any post-Acceptance modifications or alterations to the Documentation which represent a material diminishment of the functionality of the Permit System, Service, or Provider Content; when used in accordance with the Documentation and all of the terms and conditions hereof.

(c) The County warrants that the Permit System is compatible with and will operate successfully with the following internet browsers: Microsoft Internet Explorer version 7 and up, Firefox version 10 and up, Google Chrome version 17 and above and Apple's Safari version 5 and above.

(d) In the event that the City discovers a non-conformance with any of the County's warranties or representations as stated in this Agreement, the City shall promptly inform the County of such fact in writing, and, upon receipt of such notice the County shall correct the non-conformity within a reasonable period of time not to exceed thirty (30) days without any additional charge to the City.

(e) the service level warranty set forth herein shall only apply to the Permit System provided by the County and does not apply to (a) any professional services; (b) any supplemental services; (c) any service(s) that expressly exclude this service level warranty (as stated in the system overview for such services). This section states the City's sole and exclusive remedy for any failure by the County to provide service(s).

(f) Ownership of Services and System Software. The County warrants that it is the sole owner and developer of the Permit System and has the right and authority to provide access and use of the Permit System software, Provider Content and Services to the City and Permitted Users as set forth in this Agreement. If the County's ownership rights are successfully challenged to the extent that the City must cease using the Services, the County shall refund a prorated portion of the annual fees paid by the City (should the fees be paid annually) for the current term of this Agreement as measured from the date the City must cease using the Services.

(g) No Other Warranty. Except for the express warranties set forth in this Agreement, the Services are provided on an "as is" basis, and the City's use of the Services is at its own risk. The County does not make, and hereby disclaims, any and all other express and/or implied warranties, including, but not limited to, warranties of merchantability, fitness for a particular purpose, noninfringement and title, and any warranties arising from a course of dealing, usage, or trade practice. The County does not warrant that the Services will be uninterrupted, error-free, or completely secure. County does not and cannot warrant the results obtained by use of the Services. County does not warrant that the functions contained in the county software will meet the requirements of the City or general public.

(h) Disclaimer of Actions Caused by and/or Under the Control of Third Parties. The County does not and cannot control the flow of data between the point that the Permit System connects to the internet (whether secure or not) and the City's facilities and equipment. Such flow depends in large part on the performance of the internet services provided or controlled by third parties. Actions or inactions of such third parties can impair or disrupt the City's connections to the County's permit system. Although the County will use reasonable efforts it deems appropriate to remedy and avoid such events, the County cannot guarantee that such events will not occur. Accordingly, the County disclaims any and all liability resulting from or related to such events.

12. Nondisclosure.

Through exercise of each Party's rights under this Agreement, each Party may be exposed to the other Party's technical and financial information and data, in electronic, magnetic, photographic and other forms that is confidential or private information ("Confidential Information"). In recognition of the other Party's need to protect its legitimate business interests and legal obligations, each Party agrees that it shall regard and treat each item of information or data constituting Confidential Information of

the other Party as confidential or private and that, except as required by law including the Minnesota Government Data Practices Act, it will not redistribute or disclose to any other person, firm or entity, or use or modify for use, directly or indirectly in any way for any person or entity any of the other Party's Confidential Information. If Confidential Information is required by subpoena, court order or government requirement to be disclosed, each Party shall give the other Party prompt written notice of such subpoena, court order or government requirement to allow the other Party an opportunity to obtain a protective order to prohibit or restrict such disclosure.

13. Data Security.

During the term of this Agreement, the County shall, at a minimum, implement the following procedures designed to protect the security of City Data:

- (a) User identification and access controls designed to limit access to City Data to Permitted Users;
- (b) Industry standard firewalls regulating data entering the County's internal data network from an external source, which will enforce valid secure connections between internal and external systems;
- (c) The County will maintain and follow a disaster recovery plan designed to maintain access to the System Software and Services and to prevent the unintended destruction of City Data;

14. Liability Limitations.

(a) **THE COUNTY SHALL NOT BE LIABLE TO THE CITY OR TO ANY OTHER PERSON OR ENTITY, UNDER ANY CIRCUMSTANCE OR DUE TO ANY EVENT WHATSOEVER, FOR CONSEQUENTIAL OR INDIRECT DAMAGES, INCLUDING, WITHOUT LIMITATION, LOSS OF PROFIT, LOSS OF USE OR BUSINESS STOPPAGE.**

(b) Under no circumstances shall the County's total liability to the City related to the System Software, Provider Content, or performance of Services under this Agreement exceed the aggregate amount of fees and revenue received by the County hereunder for the prior twelve (12) month period.

15. Parties Liable for Own Acts.

Each Party to this agreement shall be liable for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other Party, its agents, volunteers or employees. The Municipal Tort Claims Act, MN Stat. Ch. 466, and other applicable laws shall govern the County and City's liability.

16. Term and Termination.

(a) This Agreement shall commence as of the date executed by both Parties and shall remain in effect until terminated by either Party as set forth herein ("Initial Term"). After three years and every three years after that, the County may revise the cost associated with this agreement, by creating an amendment to this Agreement which would then be agreed to and signed by both parties.

(b) Each Party reserves the right to terminate this Agreement immediately if the Services provided hereunder become illegal or contrary to any applicable law, rule, regulation or public policy. Each Party shall have the right to terminate this Agreement upon ninety (90) days prior written notice to the other Party. Termination of this Agreement by either Party does not entitle the City to a refund of any annual fees the City has paid to the County.

(c) Within sixty (90) days of termination of this Agreement, the County shall provide the City with a copy of all of the City Data contained in the Permit System. Within a reasonable time after providing the City Data, the County shall delete and remove all of the City Data from the County's servers and data storage.

17. Payments.

(a) Initial Buy In Payment and Monthly Fees. The City will pay the County an Initial Buy-In Fee of \$2,000 as the City's share of the development costs. The City will also pay the County a monthly fee to cover the hosting and support costs. The monthly fee is calculated using the average count of the last three years permits multiplied by \$3.50, divided by 12 months, plus \$25. The City may pay this fee on an annual basis, calculated as the Monthly Fee multiplied by 12 months. The details of this calculation are set out in **Exhibit C**. Based on these calculations the monthly fee to be paid by the City is:\$52.70 (\$632.40 annually)

(b) The Permit System will allow the public to apply for a permit in a "one stop shop" portal that is accessed from the internet. For example, if the member of the public requires a permit from the County, the City of Apple Valley and the City of Lakeville, the Permit System will allow the member of the public to apply for all three permits at once. If the permits are paid for by credit card, the County will collect the money paid for the permits and will distribute the permit fees to the Cities according to the Cities' permit fees structure. Credit card fees applied to the County by the credit card companies will be subtracted from the permit fees distributed to the Cities by the County, proportioned according to the ratios of the County's and City's fee structures.

(c) If the permits are paid for with a check instead of by credit card, the person applying for the permits will pay the check directly to each party issuing a permit (directly to the County and the cities involved).

(d) Fees for any extra services provided by the County that are outside the services that the County must provide under this Agreement shall be at a rate of \$65.00 per hour.

18. Participation on the Permit System User Group.

The Permit System User Group provides input to the County's Information Technology staff as to upgrades and enhancements that need to be made to the Permit System. The User Group consists of representatives from the County and cities who have committed to using the Permit System by paying the above-mentioned fees and by signing this Agreement. The County will take the Cities' requests into consideration when planning work on the Permit System. The County retains the right to make the final decision on what new functionality will be included in future releases.

19. Force Majeure.

Neither Party shall be liable to the other Party for any damages, costs, expenses or other consequences incurred by a Party or by any other person or entity as a result of delay in or inability to deliver any Services or comply with other obligations and responsibilities under this Agreement due to circumstances or events beyond the Party's reasonable control, including, without limitation: (i) acts of God; (ii) changes in or in the interpretation of any law, rule, regulation or ordinance; (iii) strikes, lockouts or other labor problems; (iv) transportation delays; (v) unavailability of supplies or materials; (vi) fire or explosion; (vii) riot, military action or usurped power; or (viii) actions or failures to act on the part of a governmental authority.

20. Miscellaneous.

Assignment. Neither Party shall assign its rights or obligations under this Agreement without the prior written consent of the other Party.

Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be contrary to law, such provision shall be changed and interpreted so as to best accomplish the objectives of the original provision to the fullest extent allowed by law and the remaining provisions of this Agreement shall remain in full force and effect.

Waiver and Amendment. No modification, amendment or waiver of any provision of this Agreement shall be effective unless in writing and signed by the Parties. No failure or delay by either Party in exercising any right, power, or remedy under this Agreement shall operate as a waiver of any such right, power or remedy.

Governing Law. This Agreement shall be governed by the laws of the state of Minnesota, and the Parties hereby submit to exclusive jurisdiction in the federal and state courts located in Dakota County, Minnesota for all disputes in connection with this Agreement or the transaction contemplated hereby.

Notices. All notices and other communications required or permitted hereunder shall be in writing and shall be mailed by United States first class mail, postage prepaid, sent by facsimile or delivered personally by hand or nationally recognized courier. All such notices and other written communications shall be effective one business day after the date of mailing, receipt of confirmed facsimile transmittal or delivery. All notices shall be addressed to the applicable Party at its respective address first set forth above or such other address as may be designated on notice to the other Party pursuant hereto.

Independent Contractors. The County and its personnel or agents, in performance of this Agreement, are acting as independent contractors and not as an employees or agents of the City. Under no circumstances will either Party have the right or authority to enter into any contracts or assume any obligations for the other or to give any warranty to or make any representation on behalf of the other.

INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, the parties have caused this Service Agreement for One-Stop Permit System to be executed by their respective duly authorized officers as of the date set forth above. This Agreement shall be effective only when executed below by both Parties.

CITY OF INVER GROVE HEIGHTS

By_____

Name: John Murphy

Title: Acting Mayor

Date _____

Approved As To Form:

City Attorney/Date

Attest: _____
Rebecca Kiernan, City Clerk

Date _____

COUNTY OF DAKOTA

By_____

Dan Cater
Chief Information Officer

Date _____

Approved As To Form:

/s/ Lucie O’Neill 02/09/2023
County Attorney/Date
File No. KS-22-698

Dakota County Board

Resolution No. 12-190

Contract No. DCA20016

EXHIBIT A

SYSTEM OVERVIEW

Dakota County's one stop Permit System brings together the permitting processes of the County and the Cities within the County into one permitting application where the public can apply for permits that apply to one or more entities within the County.

Customers will have an online web user interface where they will be able to:

- 1) Create and update their profile
- 2) Purchase multiple permits in a shopping cart environment
- 3) Make one payment via Credit Card for all permits
- 4) Be able to view purchased permits and reprint permit copies
- 5) Be able to view pending permits and update as needed

Cities will be able to:

- 1) View all permits at a glance
- 2) Create user profiles or update user profiles
- 3) View reports of purchased permits, be able to see who has not paid for a permit and suspend their purchase abilities until payment has been made
- 4) Update permits that have been purchased and accept or reject their status for further review.
- 5) Add/Update/Delete documents to permits as needed
- 6) Create permits for customers as needed

Procedure:

A member of the public can become a customer by creating a user or company profile to do business with the Permit System. A customer can go to their "work place" where they have options to purchase a permit or print existing permit copies. Once they request to purchase a permit a customer will be given an option to select a permit type. Once that type is selected the customer will be prompted to select a city or cities in which they need a permit. If multiple cities are selected the permit system will loop through the process creating permits for the customer for each city that is selected and place the completed permit(s) into a shopping cart for further review or purchase. Upon the completion of the purchase the customer will receive verification of the purchase and notification that a representative will be in contact with them regarding their purchase. The city can accept or reject the permit. If accepted the customer is notified by email that the permit was approved and a copy of their permit will be included in the email to them. If the city rejects the permit, the city will contact the customer and tell them why and allow them to update and supplement the permit request as needed.

EXHIBIT B
MAINTENANCE AND SUPPORT SERVICES

The County shall maintain the Permit System including related hardware and software hosted by the County according to the separate Service Level Agreement (SLA) between Dakota County Information Technology and the Dakota County Cities.

EXHIBIT C
PERMIT SYSTEM FEE CALCULATIONS

	Apple Valley	Burnsville	Eagan	Farmington	Hastings	Mendota Hts.	Lakeville	Rosemount	West St. Paul	South St. Paul	Inver Grove Hts.
2014										50	
2015										50	
2016										50	
2019											95 ⁽¹⁾
2020											95 ⁽¹⁾
2021											95 ⁽¹⁾
ROW/Utility	W	W	W	W	W	W	W	W	W	W	W
Registration	W	W	W	W	W	W	W	W	W	W	W
Obstruction	W	W	W	W	W	W	W		W		W
Special Events											
Excav./Grade	W		W		W	W					W
<i>Oversize load</i>											
Access (New Dr)											
Landscaping		W			W	W					
Permit# 3 yr. Avg.	154	109	195	67	73	50	140	56	50	50	95
Monthly charge:	\$70.01	\$56.69	\$81.88	\$44.44	\$46.19	\$39.58	\$65.83	\$41.33	\$39.58	\$39.58	\$52.70
Annual Charge:	\$840.17	\$680.33	\$982.50	\$533.33	\$554.33	\$475.00	\$790.00	\$496.00	\$475.00	\$475.00	\$632.40
Start Up Fee:	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.	\$2000.

(1) Estimated average quantity of past three years of permit applications (2019-2021)

The County will charge \$ 65.00 per hour for consulting services that are outside the scope of this Agreement. This hourly rate may be increased by the County every three years when the other fees of the agreement are reassessed.

EXHIBIT D
IMPLEMENTATION SCHEDULE

Permit	Date	Comment
Utility Right of Way Permit	To Be determined by the parties	Week of testing in test environment
	To Be determined by the parties	Week training in production environment
Training for Utility Right Of Way & Registration	To Be determined by the parties	Dakota County Northern Service Center for all City staff affected
		Release to the public
Registration Form	To Be determined by the parties	Week of testing in test environment
		Week trialing in production environment
		Release to the public
General Excavation Permit	To Be determined by the parties	Release to the public
Obstruction Permit	To Be determined by the parties	Release to the public
Special Event Permit	To Be determined by the parties	Release to the Public
Oversized Load Permit	To Be determined by the parties	Release to the Public
Access (New Driveway)	To Be determined by the parties	Release to the Public – New Permit
Landscaping	To Be determined by the parties	Release to the Public – New Permit

Request for Council Action

SUBJECT: **Approve Creation of New Public Safety Small Equipment Fund, Authorize Transfer to the Fund and Adoption of 2023 Fund Budget**

MEETING DATE: February 27, 2023
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, creating a Public Safety Small Equipment Fund, establishing a beginning balance in the fund by utilizing Dakota 911 credits from 2022 and approving a 2023 budget for the fund.

BACKGROUND

In 2022, the Dakota County Communications Center Board (Dakota 911) authorized fund balance refunds to its member cities for the years 2020 and 2021. The City of Inver Grove Heights received \$121,700 in total credits throughout the year via a reduction to the City's 2022 monthly invoices for Dakota 911 services. Of these credits, 90%, or \$109,529.50, was applied to the Police Department budget and 10%, or \$12,170.50 was applied to the Fire Department budget, consistent with each department's "share" of the monthly call volumes. Both Departments had sufficient budgets to cover the full cost of the 2022 monthly contributions without the application of these credits, so as of December 31, 2022, the two departmental budgets reflect a savings of \$121,700 within their DCC Contract accounts (accounts ending in 70502).

The small equipment needs in the public safety area can be quite costly compared to other areas of the city. For example, in 2021, the Police Department spent approximately \$250,000 on a department-wide radio replacement. The Fire Department is currently seeking a \$545,000 grant to help pay for the upgrade of their radios in 2023/2024.

The City does not currently have a long-term plan in place for the future replacement of this type of public safety equipment. Given the City was not expecting, nor budgeting, for the 2022 Dakota 911 refund, staff's recommendation is that those refund dollars be set aside to establish a Public Safety Small Equipment Fund (new Fund 102). While the current credit of \$121,700 is not significant against these larger costs, it is a healthy transfer to get the fund going. A long-term recommendation is that an annual equipment savings allotment be considered through the budget process to continue adding to the fund balance in this newly created fund.

Equipment needs have been discussed with both the Police Department and Fire Department as part of the year-end carryover process. At present, the Police Department has \$39,000 in small equipment needs for the newly created Strategic Response Group. Staff's recommendation is to create a 2023 budget in the fund to allow for these 2023 purchases utilizing a portion of the dollars set aside for the Police Department.

FISCAL IMPACT

The establishment of a separate Public Safety Small Equipment Fund provides additional documentation and transparency to the City's efforts to plan and save for these costs. Dedication of the City's 2022 Dakota 911 refund to future public safety equipment purchases commits those funds to that specific purpose and makes them unavailable for General Fund purposes.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, creating a Public Safety Small Equipment Fund, establishing a beginning balance in the fund by utilizing Dakota County Communications (Dakota 911) credits from 2022 and approving a 2023 budget for the fund.

ATTACHMENTS

1. Resolution

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE CREATION OF A NEW PUBLIC SAFETY SMALL
EQUIPMENT FUND, TRANSFERRING THE \$121,700 IN FUND BALANCE REFUNDS
RECEIVED FROM DAKOTA 911, AND APPROVING A 2023 BUDGET FOR THE FUND**

WHEREAS, in 2022, the Dakota County Communications Center Board (Dakota 911) authorized 2020 and 2021 fund balance refunds to its member cities, and;

WHEREAS, the City of Inver Grove Heights, being one of those member cities, received \$121,700 in total credits which were applied against monthly Dakota 911 invoices paid from the Police and Fire Department Budgets, and;

WHEREAS, both Police and Fire Departments had sufficient budgets in 2022 to cover the full cost of the monthly Dakota 911 fee without the need for a reduction due to these credits, and;

WHEREAS, public safety is unique in that their smaller equipment needs can be quite costly and given the city is not currently saving for the long-term replacement of that type of equipment it would be appropriate to save this Dakota 911 refund for the future replacement of public safety small equipment; and;

WHEREAS, current small equipment needs have been discussed with both the Police Department and Fire Department and the Police Department has \$39,000 in small equipment needs for the newly created Strategic Response Team.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights approves the creation of a new Public Safety Small Equipment Fund (Fund 102) and transferring into that new fund the \$121,700 in Dakota 911 credits received by the City in 2022 to be allocated 90% Police (\$109,529.50) and 10% Fire (\$12,170.50) based on each department's share of the monthly Dakota 911 invoice.

AND FURTHER, BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, a 2023 budget be adopted for the Fund in the amount of \$39,000 to be used for the Police Department's Strategic Response Group's small equipment needs.

Adopted by the City of Inver Grove Heights this 27th day of February 2023.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Approving 2022 Budget Carryovers**

MEETING DATE: February 27, 2023

ITEM TYPE: Consent Agenda

CONTACT: Amy Hove, Finance Director, 651.450.2521
 Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving 2022 budget carryovers.

BACKGROUND

At year-end, there tend to be projects, contracts, supplies, equipment, and/or other items that were part of a department's budget but were either delayed or remain incomplete at year-end. In 2022, the City continued to experience some supply chain issues which have led to the delay of supplies and equipment, particularly related to the delivery of approved 2022 vehicles and larger equipment replacements (Central Equipment). There are also some 2022 contracts that remain incomplete at year-end, so those areas will need funds rolled over to 2023 to cover the balance of those contracts.

In late January 2023, the City Administrator and Finance Director asked Departments to submit for review any items that were incomplete/undelivered at year-end as well as a list of any needs that have come up in recent months but were not included in their 2023 budgets.

Submissions were due the first part of February and both the City Administrator and Finance Director have reviewed all requests for accuracy and appropriateness, as well as determined there remained budgeted funds available for rollover.

Currently, staff request permission to proceed with \$739,478 in total carryover recommendations spanning the following six funds: General Fund, Community Center (VMCC), Economic Development Authority (EDA), Water Fund, City Facilities Fund, and the Central Equipment Fund.

General Fund

The 2022 General Fund Amended budget anticipated spending down \$161,104 of fund balance, but this will not be necessary. Instead, preliminary estimates project a potential budget surplus of around \$1,033,000 at year-end which can be attributed to higher than expected revenues (estimated at \$355,000) as well as expenditures under amended budget levels. Much of the expenditure savings (estimated at \$678,000) can be attributed to wage and benefit savings due to hiring delays and/or position vacancies in the following departments: Engineering, Finance, Police, and Fire. Other savings can be attributed to unspent budgets in other departments in categories such as professional services and supplies.

Preliminary estimates reflect the General Fund's year-end fund balance at 45.82% of the 2023 budget, if no carry-overs are approved. The City's policy is to maintain a fund balance of 40-45%

within the General Fund.

The following is a list of requested carryovers from those General Fund surplus dollars. If the \$296,976 in recommended General Fund requests are approved, this still provides for fund balance growth in the General Fund of almost \$500,000, with a corresponding fund balance of 44.84%. (The dollar amount of the fund balance is growing, however the percentage would decline slightly due to growth in the City's overall budget.)

Department	Request Description	Amount
Community Dev-Planning	Incomplete Contract-Ordinance Review	19,396
Finance	Utilize salary savings for staff augmentation, projects and specialized research/support	30,000
Fire	Hose ordered in 2022	6,150
Fire	Suction Hose & Couplings ordered in 2022	1,300
Fire	2 AED's ordered in 2022	4,400
Fire	Turnout Gear & Boots ordered in 2022	61,000
Fire	Utilize salary savings for Station 1 Alerting System	50,000
Fire	Match for COVID grant	1,630
Park Maintenance	Incomplete Contract-Shelter Door Access System Upgrade	17,275
Engineering/PW	Incomplete Contract-Staff Augmentation	80,625
Engineering	Incomplete Contract-Bridge & Traffic count contracts	15,200
Engineering	Unpurchased GPS equipment	10,000
		\$ 296,976

Other Funds

The other funds listed below each operate as stand-alone funds within the city's accounting structure; in other words, any savings or unspent dollars within these funds automatically remain with the fund. All of the contracts and equipment below received Council approval in 2022 and most are either items that the City is still under contract for, or delivery has been delayed due to supply chain issues.

Fund/Department	Request Description	Amount
EDA	Incomplete Contract-Argenta Trail/404 Interchange Study	18,100
City Facilities-Fire	Additional items for Fire Station #2 - \$'s allocated in 2022 at project close out	75,000
Community Center	Incomplete Contract-Community Room Renovation	41,366
Central Equipment	Incomplete Contract-Repairs to Bldg Brinn Glass windows	57,700
Central Equipment	Replacement of F150 (Parks Department) ordered in 2022	37,916
Central Equipment	Replace Fire Squad S3 (was 2021 to 2022 carryover) - supply chain issues	49,126
Central Equipment	Replace Mauldin Paver (was 2021 to 2022 carryover) - a used, high-quality replacement of this is hard to find	75,924
Water	Incomplete Contract-Replace SCP-3 for Water Trmt Plant	21,000
Water	Incomplete Contract-Replace SCP-4 for Water Trmt Plant	25,000
Water	Incomplete Contract-Electrical parts for Well 4VFD and Disconnect	50,570
		\$ 451,702

FISCAL IMPACT

The carryover of budget authority/dollars from 2022 to 2023 for incomplete projects and/or supplies and materials ordered but not delivered in 2022, allows City departments to operate within a 2023 budget framework that has been adjusted for those 2022 contracts and orders.

The carryover of budget/dollars from 2022 to 2023 for additional work, projects and materials, provides City departments with additional resources to consider such projects in 2023 rather than wait until the 2024 budget cycle.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving 2022 budget carryovers.

ATTACHMENTS

1. 2.27.2023 Resolution to Approve 2022 Budget Carryovers

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING AND DIRECTING THE CARRYOVER OF
2022 BUDGET APPROPRIATIONS BY AMENDING THE 2023 BUDGET**

WHEREAS, there are a number of items that were appropriated for in the 2022 budget and remain incomplete at year-end; and

WHEREAS, there also exist a number of items that have come up as 2023 needs that were not included in the 2023 budget; and

WHEREAS, staff have reviewed balances in all applicable funds related to these requests and have found sufficient budgetary surplus within those 2022 budgets; and

WHEREAS, it is desirable that these items be accomplished during 2023 and therefore a budget appropriation is necessary in the 2023 budget for these items.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, does hereby amend the 2023 budget by a total amount of \$739,478 to be distributed to the following funds and departmental budgets:

General Fund Budget Amendments:

Department	Request Description	Amount
Community Dev-Planning	Incomplete Contract-Ordinance Review	19,396
Finance	Utilize salary savings for staff augmentation, projects and specialized research/support	30,000
Fire	Hose ordered in 2022	6,150
Fire	Suction Hose & Couplings ordered in 2022	1,300
Fire	2 AED's ordered in 2022	4,400
Fire	Turnout Gear & Boots ordered in 2022	61,000
Fire	Utilize salary savings for Station 1 Alerting System	50,000
Fire	Match for COVID grant	1,630
Park Maintenance	Incomplete Contract-Shelter Door Access System Upgrade	17,275
Engineering/PW	Incomplete Contract-Staff Augmentation	80,625
Engineering	Incomplete Contract-Bridge & Traffic count contracts	15,200
Engineering	Unpurchased GPS equipment	10,000
		\$ 296,976

Other Fund Budget Amendments

Fund/Department	Request Description	Amount
EDA	Incomplete Contract-Argenta Trail/404 Interchange Study	18,100
City Facilities-Fire	Additional items for Fire Station #2 - \$'s allocated in 2022 at project close out	75,000
Community Center	Incomplete Contract-Community Room Renovation	41,366
Central Equipment	Incomplete Contract-Repairs to Bldg Brinn Glass windows	57,700
Central Equipment	Replacement of F150 (Parks Department) ordered in 2022	37,916
Central Equipment	Replace Fire Squad S3 (was 2021 to 2022 carryover) - supply chain issues	49,126
Central Equipment	Replace Mauldin Paver (was 2021 to 2022 carryover) - a used, high-quality replacement of this is hard to find	75,924
Water	Incomplete Contract-Replace SCP-3 for Water Trmt Plant	21,000
Water	Incomplete Contract-Replace SCP-4 for Water Trmt Plant	25,000
Water	Incomplete Contract-Electrical parts for Well 4VFD and Disconnect	50,570
		\$ 451,702
Total Budget Amendments		\$ 748,678

Adopted this 27th day of February, 2023, by the City Council of Inver Grove Heights, MN.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Adopting Written Findings of Fact
Regarding Denial of Application for Comprehensive
Plan Amendment**

MEETING DATE: February 27, 2023
ITEM TYPE: Consent Agenda
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, adopting written findings of fact related to the denial of an application for a comprehensive plan amendment.

BACKGROUND

At its February 13, 2023 meeting, the City Council voted 4-1 to deny a comprehensive plan amendment to reguide the property legally described as Lot 1, Block 1, Blackberry Town Office Park, Second Addition, from Regional Commercial (RC) to High Density Residential (HDR).

Minn. Stat. Sec. 15.99 requires that if a written request related to zoning is denied, the Council must state the reasons for denial on the record and provide the applicant, in writing, a statement of the reasons for the denial. If the written statement is not adopted at the same time as the denial, it must be adopted at the next meeting following the denial of the request.

The attached written statement is consistent with the reasons for denial of the comprehensive plan amendment articulated by those councilmembers who voted to deny the application at the February 13, 2023 Council meeting.

FISCAL IMPACT

n/a

RECOMMENDATION

The Council is asked to adopt the attached Resolution.

ATTACHMENTS

1. Resolution Adopting Written Findings of Fact and Reasons for Denial of Application for Comprehensive Plan Amendment

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

RESOLUTION NO. _____

**A RESOLUTION MEMORIALIZING THE FINDINGS OF FACT AND REASONS FOR
DENIAL RELATING TO THE APPLICATION FOR A COMPREHENSIVE PLAN
(MAP) AMENDMENT TO CHANGE THE LAND USE DESIGNATION FOR THE
PROPERTY LEGALLY DESCRIBED AS LOT 1, BLOCK 1, BLACKBERRY TOWN
OFFICE PARK SECOND ADDITION FROM REGIONAL COMMERCIAL (RC) TO
HIGH DENSITY RESIDENTIAL (HDR)
(CITY PLANNING CASE NO. 23-01PA BLACKSHIRE FLATS/LANDUCCI
CONSTRUCTION)**

WHEREAS, Blackshire Flats, LLC, the owner of the property legally described as Lot 1, Block 1, Blackberry Town Office Park Second Addition, Dakota County, Minnesota, (the “Property”) applied to the City of Inver Grove Heights for a comprehensive plan (map) amendment to change the land use designation of the Property from Regional Commercial (RC) to High Density Residential (HDR) (the “Application”); and

WHEREAS, a public hearing on the Application was held before the Inver Grove Heights Planning Commission on January 17, 2023, in accordance with the City Code and Minnesota Statutes Section 462.355, after which the Planning Commission made a recommendation the City Council regarding the Application; and

WHEREAS, the above-described Application was considered by the City Council of the City of Inver Grove Heights at its February 13, 2023 meeting; and

WHEREAS, at the February 13, 2023 Council Meeting, a motion was made by Councilmember Murphy and seconded by Councilmember Gliva to **DENY** the Application for a Comprehensive Plan Map Amendment to Change the Land Use Designation of the Property from Regional Commercial (RC) to High Density Residential (HDR) after which the motion to **DENY** the Application passed on a vote of 4-1, with Mayor Dietrich and Councilmembers Gliva, Murphy, and Scales voting to **DENY** the Application for a comprehensive plan amendment, and Councilmember T’Kach voting against the motion to deny; and

WHEREAS, at the February 13, 2023 Council Meeting, the four (4) Councilmembers who voted to deny the Application articulated their reasons for denial of the Application, and these reasons for denial constitute the City’s findings of fact and reasons for denial of the Application. The findings of fact and reasons for denial as so identified and stated by the Councilmembers on February 13, 2023, were as follows:

- 1.) The City’s existing comprehensive plan, which was adopted relatively recently, represents the best vision for the future land use for this particular property and the City at this time.

- 2.) With limited property guided for commercial use within the City, the Council wants to preserve its remaining commercially guided property for commercial (retail) use.

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

1. That the City Council does hereby memorialize and confirm that the above findings of fact and reasons for denial constitute the findings of fact and reasons for denial stated by those voting to deny the Application for a comprehensive plan (map) amendment for the Property at its February 13, 2023 meeting.
2. The findings of fact and reasons for denial as stated above are hereby made the City's findings of fact and reasons for denial, and this resolution shall constitute the written reasons for denial of the Application required by Minn. Stat. Sec. 15.99, subd. 2(c).

Passed this 27th day of February, 2023.

Brenda Dietrich Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution to Approve 2022 Budget Adjustment for Fire Class A Uniform Purchases**

MEETING DATE: February 27, 2023
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521
 Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a 2022 budget adjustment for the purchase of Class A Uniforms for the Fire Department.

BACKGROUND

Between 2017 and 2022, the Fire Department budgeted \$7,800 annually with the intent to purchase Class A uniforms when the account had sufficient funds. In 2022, this savings had reached \$46,800.

In 2022, the Fire Department spent \$32,108.60 on Class A Uniforms out of their Uniforms & Clothings account (101.42.4200.423.60045). The attached Resolution officially moves a portion of the saved dollars to the Fire Department's 2022 budget to offset that purchase. This would leave a balance of \$14,691 in the Uniform savings account which would remain encumbered for future purchases of Class A uniforms.

FISCAL IMPACT

Adjusting the 2022 budget approves the spending of a portion of the savings fund for the purpose of which it was intended. If not approved, the Fire Department's Uniforms & Clothing account budget will be overspent.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution to Amend 2022 Budget for Fire Class A Uniforms

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING A 2022 BUDGET AMENDMENT FOR
THE PURCHASE OF FIRE DEPARTMENT CLASS A UNIFORMS**

WHEREAS, between 2017 and 2022, the Fire Department budgeted \$7,800 annually with the intent to purchase Class A uniforms when the savings balance had sufficient funds; and

WHEREAS, in 2022, the savings had reached \$46,800; and

WHEREAS, in 2022 the Fire Department spent \$32,108.60 on Class A uniforms out of their Uniforms & Clothing expense account (101.42.4200.423.60045); and

WHEREAS, a 2022 budget adjustment is necessary to support this expenditure of funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, does hereby amend the 2022 budget as follows:

Fire-Uniforms & Clothing 101.42.4200.423.60045 Increase \$32,109

Adopted this 27th day of February, 2023, by the City Council of Inver Grove Heights, MN.

John Murphy, Action Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Accepting Contract Work and Approving Final Contractor Payment for City Project No. 2022-09E, 2022-09F, and 2022-09G**

MEETING DATE: February 27, 2023
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 contract work and authorizing final contractor payment for the 2022 Pavement Management Program, City Project No. 2022-09E – Alison Way Area Street Rehabilitation, City Project No. 2022-09F – Tyne Lane Area Street Rehabilitation, and City Project No. 2022-09G – Albano Trail and Albright Court Rehabilitation.

BACKGROUND

The improvements were ordered as part of the 2022 Pavement Management Program. The three projects were constructed under a single contract to realize efficiencies in bidding scope and scale. The contract for City Project No. 2022-09E, 2022-09F, and 2022-09G was awarded on April 25, 2022, to McNamara Contracting, Inc. in the amount of \$1,823,864.65. A deductive change order in the amount of \$(111,586.63) was approved by the City Council on July 11, 2022 to account for the removal of storm sewer structure sealing as part of the project. The revised contract value was established at \$1,712,278.02.

The final Compensating Change Order (Change Order No. 2) reflects a reduction of \$275,298.56 to balance the contract amount with the work satisfactorily completed for final payment. This represents a reduction of about 15% from the original as-bid contract value, and a reduction of 16% from the revised contract value following Change Order No. 1.

FISCAL IMPACT

The final payment of \$27,062.09 is below the budget approved for the project. The project is funded through the Pavement Management Fund (Fund 440), Storm Water Operating Fund (Fund 530), Water Capital Fund (Fund 511), and Sewer Capital Fund (Fund 521), and special assessments.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting work and authorizing final payment for the 2022 Pavement Management Program, City Project No. 2022-09E – Alison Way Area Street Rehabilitation, City Project No. 2022-09F – Tyne Lane Area Street Rehabilitation, and City Project No. 2022-09G – Albano Trail and Albright Court Rehabilitation.

ATTACHMENTS

1. Resolution - Final Acceptance - 2022-09E/F/G

2. Engineer's Report of Acceptance - 2022-09E/F/G
3. Final Compensating Change Order - 2022-09E/F/G
4. Final Payment - 2022-09E/F/G

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

**RESOLUTION ACCEPTING WORK OF MCNAMARA CONTRACTING, INC. AND AUTHORIZING
FINAL PAYMENT IN THE AMOUNT OF \$27,062.09**

**CITY PROJECT NO. 2022-09E – ALISON WAY AREA STREET REHABILITATION;
CITY PROJECT NO. 2022-09F – TYNE LANE AREA STREET REHABILITATION; AND
CITY PROJECT NO. 2022-09G – ALBANO TRAIL AND ALBRIGHT COURT REHABILITATION**

RESOLUTION NO. _____

WHEREAS, pursuant to a written contract with the City of Inver Grove Heights dated April 25, 2022, McNamara Contracting, Inc. satisfactorily completed improvements and appurtenances for City Project No. 2022-09E – Alison Way Area Street Rehabilitation, City Project No. 2022-09F – Tyne Lane Area Street Rehabilitation, and City Project No. 2022-09G – Albano Trail and Albright Court Rehabilitation

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

1. The Council accepts the Engineer's Report of Final Acceptance as approval of the work completed under this contract.
2. The Council approves the Final Compensating Change Order (Change Order No. 2).
3. The Mayor and the City Clerk are hereby directed to issue a proper order for final payment on such contract, taking the contractor's receipt in full.

Adopted by the City Council of the City of Inver Grove Heights this 27th day of February 2023.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

ENGINEER'S REPORT OF FINAL ACCEPTANCE

**CITY PROJECT NO. 2022-09E - ALISON WAY AREA STREET REHABILITATION,
CITY PROJECT NO. 2022-09F - TYNE LANE AREA STREET REHABILITATION, AND
CITY PROJECT NO. 2022-09G - ALBANO TRAIL AND ALBRIGHT COURT REHABILITATION**

February 27, 2023

TO THE CITY COUNCIL
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have received the work under contract to McNamara Contracting, Inc. The work consisted of three street rehabilitation projects.

The contractor has completed the project in accordance with the contract.

It is recommended, herewith, that final payment be made for said improvements to the contractor in the amount as follows:

ORIGINAL CONTRACT PRICE	\$1,823,864.65
CHANGE ORDERS	\$(386,885.19)
FINAL CONTRACT AMOUNT	\$1,436,979.46
FINAL VALUE OF WORK	\$1,436,979.46
PREVIOUS PAYMENTS	\$1,409,917.37
BALANCE DUE	\$27,062.09

Sincerely,



Paul Merchlewicz, P.E.
City Engineer

FINAL COMPENSATING CHANGE ORDER NO. 2

2022 Pavement Management Program

**City Project No. 2022-09E - Alison Way Area Street Rehabilitation,
City Project No. 2022-09F - Tyne Lane Area Street Rehabilitation, and
City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: February 27, 2023
Contractor: McNamara Contracting, Inc. 16700 Chippendale Ave. Rosemount, MN 55068	Engineer: City of Inver Grove Heights

PURPOSE OF CHANGE ORDER

To balance the value of the work satisfactorily completed and total payments made to the Contractor.

Total Value of Work Completed to Date	\$1,436,979.46
Contract Amount to Date	\$1,712,278.02
Final Compensating Change Order Amount	\$(275,298.56)

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$1,823,864.65	Original Contract Time: None
Previous Change Orders \$(111,586.63)	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order \$1,712,278.02	Contract Time Prior to this Change Order None
Net Increase (Decrease) of this Change Order \$(275,298.56)	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders \$1,436,979.46	Contract Time with Approved Change None
Recommended By:  Nick Hahn, Senior Engineering Technician	Approved By:  2/9/23 McNamara Contracting, Inc.

Approved By: 
Paul Merchlewicz, City Engineer

Approved By: _____
~~Brenda Dietrich, Mayor~~
John Murphy, Acting Mayor

Date of Council Action:
February 27, 2023

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

ESTIMATE NO: 3 (Final)
DATE: February 27, 2023
PERIOD ENDING: December 31, 2022
CONTRACT: 2022 Pavement Management Program
PROJECT NO: City Project No. 2022-09E - Alison Way Area Street Rehabilitation
City Project No. 2022-09F - Tyne Lane Area Street Rehabilitation
City Project No. 2022-09G - Albano Trail and Albright Court Rehabilitation

TO: McNamara Contracting, Inc.
16700 Chippendale Ave.
Rosemount, MN 55068

Original Contract Amount.....\$1,823,864.65
Total Addition.....\$0.00
Total Deduction (Change Order No. 1 & 2).....\$(386,885.19)
Total Contract Amount.....\$1,436,979.46
Total Value of Work to Date.....\$1,436,979.46
Less Retained (0%).....\$0.00
Less Previous Payment.....\$1,409,917.37
Total Approved for Payment this Voucher.....\$27,062.09
Total Payments including this Voucher.....\$1,436,979.46

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through December 31, 2022.

Signed by:	 Paul Merchlewicz, City Engineer	<u>February 27, 2023</u>
Signed by:	 McNamara Contracting, Inc.	<u>2/9/2023</u> Date
Signed by:	 Brenda Dietrich, Mayor John Murphy, Acting Mayor	<u>February 27, 2023</u>

Request for Council Action

SUBJECT: **Resolution Accepting Contract Work and Approving
Final Contractor Payment for City Project No. 2022-09K**

MEETING DATE: February 27, 2023
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 contract work and authorizing final contractor payment for the 2022 Pavement Management Program, City Project No. 2022-09K – Akron Avenue and 50th Street Area Improvements.

BACKGROUND

The improvements were ordered as part of the 2022 Pavement Management Program. The contract for City Project No. 2022-09K was awarded on June 13, 2022, to McNamara Contracting, Inc. in the amount of \$611,814.50. A change order in the amount of \$49,920.00 was approved by the City Council on September 6, 2022 to account for additional grading and roadway excavation encountered during the project construction. The revised contract value was established at \$661,734.50.

The final Compensating Change Order (Change Order No. 2) reflects a reduction of \$3,089.45 to balance the contract amount with the work satisfactorily completed for final payment. This represents a reduction of 0.5% in the revised contract value following approval of Change Order No. 1.

FISCAL IMPACT

The final payment value of \$32,932.25 is below the budget approved with Change Order No. 1. The project is funded through the Pavement Management Fund (Fund 440), Storm Water Operating Fund (Fund 530), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and special assessments.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting work and authorizing final payment for the 2022 Pavement Management Program, City Project No. 2022-09K – Akron Avenue and 50th Street Area Improvements.

ATTACHMENTS

1. Resolution - Final Acceptance - 2022-09K
2. Engineer's Report of Acceptance - 2022-09K
3. Final Compensating Change Order - 2022-09K
4. Final Payment - 2022-09K

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

**RESOLUTION ACCEPTING WORK OF MCNAMARA CONTRACTING, INC. AND AUTHORIZING
FINAL PAYMENT IN THE AMOUNT OF \$32,932.25**

CITY PROJECT NO. 2022-09K – AKRON AVENUE AND 50TH STREET AREA IMPROVEMENTS

RESOLUTION NO. _____

WHEREAS, pursuant to a written contract with the City of Inver Grove Heights dated June 13, 2022, McNamara Contracting, Inc. satisfactorily completed improvements and appurtenances for City Project No. 2022-09K – Akron Avenue and 50th Street Area Improvements

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

1. The Council accepts the Engineer's Report of Final Acceptance as approval of the work completed under this contract.
2. The Council approves the Final Compensating Change Order (Change Order No. 2).
3. The Mayor and the City Clerk are hereby directed to issue a proper order for final payment on such contract, taking the contractor's receipt in full.

Adopted by the City Council of the City of Inver Grove Heights this 27th day of February 2023.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

ENGINEER'S REPORT OF FINAL ACCEPTANCE

CITY PROJECT NO. 2022-09K - AKRON AVENUE AND 50TH STREET AREA IMPROVEMENTS,

February 27, 2023

TO THE CITY COUNCIL
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have received the work under contract to McNamara Contracting, Inc.
The work consisted of three street rehabilitation projects.

The contractor has completed the project in accordance with the contract.

It is recommended, herewith, that final payment be made for said improvements to the contractor in
the amount as follows:

ORIGINAL CONTRACT PRICE	\$611,814.50
CHANGE ORDERS	\$46,830.55
FINAL CONTRACT AMOUNT	\$658,645.05
FINAL VALUE OF WORK	\$658,645.05
PREVIOUS PAYMENTS	\$625,712.80
BALANCE DUE	\$32,932.25

Sincerely,



Paul Merchlewicz, P.E.
City Engineer

FINAL COMPENSATING CHANGE ORDER NO. 2

2022 Pavement Management Program

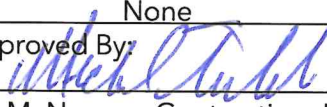
City Project No. 2022-09K - Akron Avenue and 50th Street Area Improvements

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: February 27, 2023
Contractor: McNamara Contracting, Inc. 16700 Chippendale Ave. Rosemount, MN 55068	Engineer: City of Inver Grove Heights

PURPOSE OF CHANGE ORDER

To balance the value of the work satisfactorily completed and total payments made to the Contractor.

Total Value of Work Completed to Date	\$658,645.05
Contract Amount to Date	\$661,734.50
Final Compensating Change Order Amount	\$(3,089.45)

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$611,814.50	Original Contract Time: None
Previous Change Orders \$49,920.00	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order \$661,734.50	Contract Time Prior to this Change Order None
Net Increase (Decrease) of this Change Order \$(3,089.45)	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders \$658,645.05	Contract Time with Approved Change None
Recommended By: 	Approved By: 
Nick Hahn, Senior Engineering Technician	McNamara Contracting, Inc.

Approved By:



Paul Merchlewicz, City Engineer

Approved By:

~~Brenda Dietrich, Mayor~~
John Murphy, Acting Mayor

Date of Council Action:

February 27, 2023

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

ESTIMATE NO: 2 (Final)
DATE: February 27, 2023
PERIOD ENDING: December 31, 2022
CONTRACT: 2022 Pavement Management Program
PROJECT NO: City Project No. 2022-09K - Akron Avenue and 50th Street Area Improvements

TO: McNamara Contracting, Inc.
16700 Chippendale Ave.
Rosemount, MN 55068

Original Contract Amount.....	\$611,814.50
Total Addition (Change Order No. 1).....	\$49,920.00
Total Deduction (Change Order No. 2).....	\$(3,089.45)
Total Contract Amount.....	\$658,645.05
Total Value of Work to Date.....	\$658,645.05
Less Retained (0%).....	\$0.00
Less Previous Payment.....	\$625,712.80
Total Approved for Payment this Voucher.....	\$32,932.25
Total Payments including this Voucher.....	\$658,645.05

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above stated amount for work performed through December 31, 2022.

Signed by: <u></u>	<u>February 27, 2023</u>
Paul Merchlewicz, City Engineer	
Signed by: <u></u>	<u>2/14/22</u>
McNamara Contracting, Inc.	Date
Signed by: _____	<u>February 27, 2023</u>
Brenda Dietrich, Mayor	
John Murphy, Acting Mayor	



Request for Council Action

SUBJECT: **Resolution Approving Joint Powers Agreement between Dakota County and the City of Inver Grove Heights for Emergency Management Services**

MEETING DATE: February 27, 2023
ITEM TYPE: Consent Agenda
CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving an updated Joint Powers Agreement between Dakota County and the City of Inver Grove Heights for Emergency Management Services for calendar years 2023, 2024 and 2025.

BACKGROUND

Minnesota Statute, Section 299K.05 stipulates that “Political subdivisions should prepare emergency plans that adequately address the requirements contained in section 11003 of the federal act. The emergency plan may be a part of a plan prepared by a political subdivision in accordance with chapter 12. The “federal act” is the Emergency Planning and Community Right to Know Act, otherwise known as Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986.

SARA Title III includes several requirements regarding the development, exercise, and updating of a local emergency plan. The Federal Emergency Management Agency (FEMA) has developed a Comprehensive Preparedness Guide (CPG) 101 to provide recommendations on developing EOPs. The CPG promotes a common understanding of the fundamentals of risk-informed planning and decision making to help planners produce integrated, coordinated, and synchronized plans. The goal of CPG 101 is to make the planning process routine across all phases of emergency management and for all homeland security mission areas.

The Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) has also developed a local EOP crosswalk known as the MNWALK that is used by HSEM and Dakota County to evaluate the completeness of local EOP’s. Inver Grove Heights's updated EOP has been deemed MNWALK compliant by the Dakota County Emergency Preparedness Coordinator. The recommendation under SARA Title III is to have a plan update every two years to maintain accuracy.

As a part of the City's Emergency Management Plan, we have contracted with Dakota County Emergency Services on a triennial basis, to cooperatively plan and support emergency services as needed to affect the EOP.

FISCAL IMPACT

The contracted rate for 2022 was \$42/ hour, not to exceed \$6,006 (\$42 x 143 hours). Due to salary increases of the Emergency Management employees at Dakota County, the rates for the next three years will be:

2023 \$43/Hour - Not to exceed \$6,149 (\$43 x 143 hours)

2024 \$44/Hour - Not to exceed \$6,292 (\$44 x 143 hours)

2025 \$45/Hour - Not to exceed \$6,435 (\$45 x 143 hours)

Funding for this was included in the Police Department's adopted 2023 budget and will need to be provided in the 2024 and 2025 budgets when they are prepared.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Authorizing Emergency Management JPA 2023-2025
2. Joint Powers Agreement with Dakota County for Emergency Management

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.

**RESOLUTION TO ADOPT THE 2023-2025 JOINT POWERS AGREEMENT BETWEEN DAKOTA COUNTY AND
THE CITY OF INVER GROVE HEIGHTS FOR EMERGENCY MANGEMENT SERVICES**

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

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

WHEREAS, the City desires to retain and compensate a qualified party to provide Emergency Management Services; and

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

WHEREAS, the City Council of the City of Inver Grove Heights believes that adopting the updated contract for services will enhance the safety and security of the citizens of the City of Inver Grove Heights.

NOW, THEREFORE BE IT HEREBY RESOLVED that the City Council of the City of Inver Grove Heights adopts by a resolution the 2023-2025 Joint Powers Agreement between Dakota County and the City of Inver Grove Heights for Emergency Services.

Adopted by the City Council of the City of Inver Grove Heights on February 27, 2023.

Ayes:

Nays:

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk

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

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

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

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

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

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

WHEREAS, the County understands and agrees that:

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

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

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

NOW, THEREFORE, in consideration of the mutual promises and benefits that the County and City derive from this Agreement and other good and valuable consideration, the County and City hereby enters into this Agreement for the purposes stated herein.

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

3. TERM. This Agreement is effective January 1, 2023 and shall remain in effect through December 31, 2025, or until completion by the parties of their respective obligations under this Agreement, whichever occurs first, unless earlier terminated by law or according to the provisions of this Agreement. This Agreement may be terminated with or without cause, by either party upon thirty (30) days written notice.
4. DISPUTE RESOLUTION. The County and the City agree to cooperate and use their reasonable efforts to ensure prompt implementation of the various provisions of this Agreement and to, in good faith, undertake resolution of any dispute in an equitable and timely manner.
5. COMPENSATION.

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

January 1, 2023 to December 31, 2023: \$43/hr. not to exceed \$6,149 (\$43 x 143 hours)
January 1, 2024 to December 31, 2024: \$44/hr. not to exceed \$6,292 (\$44 x 143 hours)
January 1, 2025 to December 31, 2025: \$45/hr. not to exceed \$6,435 (\$45 x 143 hours)

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

5.2 Time of Payment. The County shall invoice the City on a quarterly basis for hours of Emergency Management Services rendered during the previous quarter. Such invoicing shall continue until one of the following occurs:

- a. The completion of the Work Plan; or
- b. Expiration of the Term of the Agreement; or
- c. Early termination under the terms of the Agreement pursuant to Section 2 of this Agreement; or
- d. The City completes payment in full.

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

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

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

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

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

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

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

8. GENERAL.

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

To the City:

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

To the County:

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

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

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

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

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

Approved by Dakota County Board
Resolution No.

COUNTY OF DAKOTA

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

Date of Signature: _____

Approved as to form:

Assistant County Attorney/Date
County Attorney File No.

CITY OF

Date of signature:_____

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

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

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

Unknowns and intangibles

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

Request for Council Action

SUBJECT: Resolution Approving Participation in EV Smart and Submittal of Letter of Commitment

MEETING DATE: February 27, 2023

ITEM TYPE: Consent Agenda

CONTACT: Ally Sutherland, Environmental Specialist, 651.604.8511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving participation in EV Smart and submittal of a letter of commitment.

BACKGROUND

On February 13, 2023, the City Council approved the 2023 Environmental Advisory Commission (EAC) Work Plan, which includes a goal to “Explore how the City can support electric vehicle (EV) readiness”. To help achieve this work plan goal, the City of Inver Grove Heights may join the new [EV Smart](#) program to receive no-cost technical assistance.

EV Smart is led by the Great Plains Institute and funded by the Minnesota Department of Transportation’s (MnDOT) Clean Transportation Pilot Program. The City submitted a no-obligation program interest form in December 2022, and was recently selected as one of 34 communities to receive free technical assistance from now through March 2024. To join, the City must submit a letter of commitment by Tuesday, February 28, 2023.

EV passenger vehicle adoption rates are expected to strongly accelerate in the United States by 2030. S&P Global Mobility forecasts EV sales in the United States could reach 40 percent of total passenger car sales by 2030¹. The number of EVs and EV chargers in Minnesota continues to grow as well. As of February 2023, Minnesota had 30,010 registered EVs. A majority of EVs are registered in the Twin Cities and other urbanized areas across the state. Minnesota EV sales forecasts and statewide infrastructure plans are discussed by MnDOT in their [2022 Minnesota Electric Vehicle Infrastructure Plan](#).

Participation in EV Smart will help the City prepare for the projected increase of EV drivers by providing:

- No co-cost technical assistance for any combination of items listed in the attached EV Readiness Best Practices Table. Examples include installing public charging stations, educating residents and commercial property owners about EV readiness, electrifying municipal fleet vehicles, streamlining EV charger permitting processes, and more.
- Help securing EV readiness funding.
- An information-sharing network of peer communities working on EV readiness.
- Guidance on EV readiness economic development opportunities.

- Support for the City's existing EV readiness goals included the 2023 EAC Work Plan, Inver Grove Heights Energy Action Plan, and GreenStep Cities programming.

Staff finds that the time needed to implement items contained within EV Smart will not exceed staff time already budgeted for environmental programming within the Community Development Department. The vast majority of staff time spent on EV Smart implementation will fall into the existing work plan of the Environmental Specialist, whose job duties include coordinating the development and implementation of sustainability projects.

Sources:

1) <https://www.spglobal.com/mobility/en/research-analysis/ev-chargers-how-many-do-we-need.html>

FISCAL IMPACT

The requested action is budget neutral.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution
2. EV Smart Letter of Commitment
3. EV Smart Program Flyer
4. EV Smart Best Practices Table

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

RESOLUTION NO. _____

**RESOLUTION APPROVING PARTICIPATION IN EV SMART AND SUBMITTAL OF
LETTER OF COMMITMENT**

WHEREAS, the City Council approved the 2023 Environmental Advisory Commission (EAC) Work Plan, which includes a goal to “Explore how the city can support electric vehicle (EV) readiness”;

WHEREAS, the City of Inver Grove Heights (city) was one of 34 communities selected to participate in EV Smart to receive no-cost technical assistance on EV readiness through March 2024;

WHEREAS, EV passenger vehicle adoption rates are expected to strongly accelerate in the United States by 2030;

WHEREAS, participation in EV Smart will help the city prepare for the projected increase of EV drivers by providing no-cost technical assistance that fit the city’s EV readiness priorities, an information-sharing network of peer communities, help secure EV readiness funding, guidance on related economic development opportunities, and more;

WHEREAS, participation in the EV Smart program will support implementation of the city’s existing EV readiness goals included the 2023 EAC Work Plan, Inver Grove Heights Energy Action Plan, and GreenStep Cities programming;

WHEREAS, to join EV Smart, the city must submit a letter of commitment by Tuesday, February 28, 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the Council hereby authorizes the City join EV Smart and that the attached letter of commitment be sent to EV Smart representatives.

Adopted this 27th day of February, 2023 by the City Council of the City of Inver Grove Heights, Minnesota.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2500

www.ighmn.gov

Tuesday, February 28

Great Plains Institute

2801 21st Ave
Suite 220
Minneapolis, MN 55407

Dear EV Smart Program Administrators,

This letter is to notify you that the City of Inver Grove Heights accepts the invitation to join EV Smart and is committed to participating in the program now through March 2024. In partnership with the EV Smart team, the City of Inver Grove Heights will support acceleration of local adoption of electric vehicles (EVs) and equitable deployment of EV charging infrastructure.

Participation in the EV Smart program supports implementation of the City of Inver Grove Heights' existing EV readiness goals included the 2023 Inver Grove Heights Environmental Advisory Commission (EAC) Work Plan, Inver Grove Heights Energy Action Plan, and GreenStep Cities programming.

Technical assistance provided through EV Smart will help the City of Inver Grove Heights make progress towards existing EV goals related to:

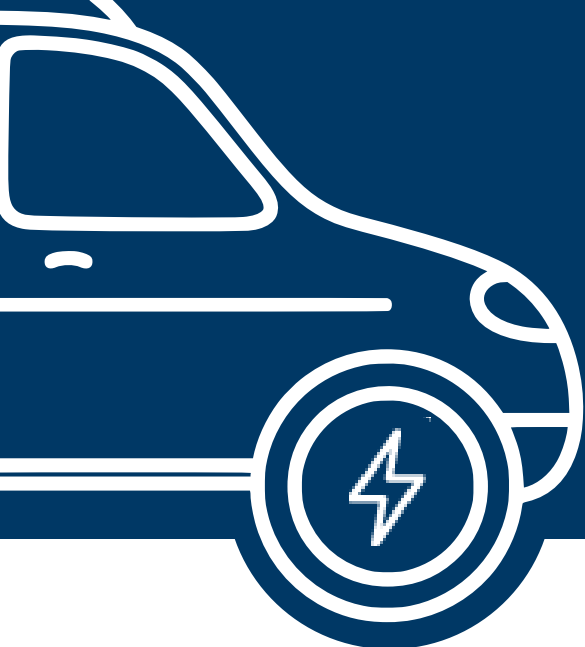
- Public Charging Accessibility
- Residential and Commercial Property Owner Awareness and Education
- Streamlining EV charger permitting processes
- Fleet Electrification, and more.

To measure progress along the way, the City of Inver Grove Heights will continually track and share key metrics related to program participation and EV readiness goals.

Inquiries related to Inver Grove Heights' EV Smart program participation can be directed to Ally Sutherland at asutherland@ighmn.gov or 651-604-8511.

Sincerely,

Ally Sutherland
Environmental Specialist
City of Inver Grove Heights
asutherland@ighmn.gov
651-604-8511



EV SMART CITIES PROGRAM

WHAT IS EV SMART CITIES?

EV Smart Cities is a recognition program designed to provide cities with a roadmap to electric vehicle (EV) readiness, including securing funding and getting projects off the ground. The path to becoming EV ready involves a portfolio of best practices and actions that include both simple steps and more complicated initiatives that makes it possible for any community to participate.

The program provides flexibility for individual community priorities and institutional capacity. Participating communities won't have to reinvent the wheel on their own. They will create an environment of peer communities to work together and establish new EV markets and benefit residents and businesses in their local communities.

The EV Smart Cities program is led by the Great Plains Institute. It is funded by the Minnesota Department of Transportation's Clean Transportation Pilot Program.

DETAILS

- No cost to participate (only staff time!)
- Program Length: November 2022 - March 2024
- Time commitment:
 - One to three one-on-one meetings and/or technical assistance
 - Optional monthly webinars on supporting best practices
 - Self-directed work to meet local goals

ELIGIBILITY

- Staff capacity to participate fully in the program (identify one staff person)
- Any city with priority to geographic representation across Minnesota
- Complete a Letter of Commitment to implement EV readiness actions

FOR MORE INFORMATION

To participate in the EV Smart Cities Program or for more information, contact Diana McKeown, Metro CERT Director at the Great Plains Institute at dmckeown@gpisd.net.

Has your city already completed many EV readiness actions? If so, talk to Diana about the opportunity to participate in the EV Smart Cities Lite program.

WHY PARTICIPATE?



PROGRAM BENEFITS

Successful community participants will be recognized for their work to accelerate local adoption of EVs, while benefiting the economic, social, and environmental vitality of their community. Communities pursuing EV Smart certification will receive the following benefits:

- Technical assistance
- Roadmap for securing both state and federal funding sources
- Partnership development with local electric utilities and other private partners
- Recognition as an “EV Smart Cities” program participant

TECHNICAL ASSISTANCE PROVIDED

- Drafting EV ordinances
- Support organizing educational events for your community and staff
- Assistance creating an informational section for EVs on your webpage
- Guidance on adding EVs into comprehensive, specific area or functional plans
- Building relationships with local electric utility and car dealerships
- Development of a roadmap for actions to be EV ready
- Assistance streamlining permitting processes
- And more!

PRESENTED BY:



**GREAT PLAINS
INSTITUTE**

Better Energy.
Better World.

EV Smart

Optional Electric Vehicle Readiness Categories & Best Practices

Planning	Regulation	Utility Engagement	Education and Incentives	Governmental Operations	Shared Mobility
Address EVs and EVSE in Comprehensive Plan	Enable EV and EVSE in land use regulations	Joint programs with utility on education and marketing	Host public education events and campaigns	Electrify public fleet	Deploy electric transit, paratransit vehicles
Address EVs and EVSE in Specific-Area Plan	Incorporate EV and EVSE in parking standards	Work with utility on interconnection process	Host EV web resources	Provide public chargers	Deploy electric school buses
Address EVs and EVSE in Functional Plan	Incorporate EV and EVSE in the building code	Address EV charging issues	EV/EVSE education of commercial property owners	ROW charging deployment	Develop electric bike or scooter opportunities
Establish a deployment benchmark and set deployment goals	Incorporate EV and EVSE in permitting	Utility EV programs and rates	Financial incentives for EVSE installation	Install employee reserved EVSE	Develop car sharing program
	Require EVSE in or near to affordable multi-family housing	Work with utility to integrate renewable energy	Financial incentives for purchasing EVs		



**GREAT PLAINS
INSTITUTE**

Better Energy.
Better World.

Request for Council Action

SUBJECT: **Resolution Accepting \$2,000 in Donations for Fire & Police Departments**

MEETING DATE: February 27, 2023
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting \$2,000 in donations to the Police and Fire Departments.

BACKGROUND

In February, the City received two checks from an Inver Grove Heights resident who wishes to remain anonymous. Each check was in the amount of \$1,000, and one was made out to the Police Department and one to the Fire Department.

The donor expressed gratitude to the fire and police departments for their service to the community and placed no restrictions on how the funds were to be used. The Fire Department wishes to save these funds for a future purchase of a Utility Terrain Vehicle (UTV), that would allow firefighters and equipment to better reach some of the more heavily wooded areas of the community. The Police Department would like the funds put towards 2023 community engagement efforts.

Both the Fire Department and Police Department would also like to convey their appreciation for this generous donation.

FISCAL IMPACT

Acceptance of this donation will provide \$2,000 in financial resources for public safety purchases and programming.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting the donations.

ATTACHMENTS

1. Resolution Accepting Donation

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING \$2,000 IN DONATIONS
FOR THE FIRE & POLICE DEPARTMENTS**

WHEREAS, the City Council of the City of Inver Grove Heights (City), is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes, Section 465.03, for the benefit of its citizens and is specifically authorized to accept gifts; and

WHEREAS, an anonymous donor would like to donate \$1,000 to the Fire Department and \$1,000 to the Police Department and has placed no restrictions on how the funds are spent; and

WHEREAS, the Fire Department has requested their \$1,000 donation be set aside for a future UTV purchase and the Police Department has requested their \$1,000 donation be added to their 2023 budget for community engagement efforts; and

WHEREAS, the City is appreciative of the donation and finds that it is appropriate to accept.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the City does hereby accept the donation of funds in the amount of \$2,000 and commit the funds as follows: \$1,000 towards a future UTV purchase for the Fire Department and \$1,000 added to the Police Department's 2023 budget for Community Outreach (101.42.4000.421.60068).

Adopted this 27th day of February, 2023, by the City Council of Inver Grove Heights, MN.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Letter of Support for Dakota County Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application.**

MEETING DATE: February 27, 2023

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to approve the attached letter of support for Dakota County's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant Application.

BACKGROUND

Dakota County is submitting an application for 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds to complete the Mississippi River Greenway in Dakota County. The greenway is a 27-mile regional trail connecting St. Paul to Hastings through Dakota County. It connects seven communities, including Inver Grove Heights, and many destinations along the Mississippi River. About 25 miles of the greenway is in place with a 2.4-mile gap remaining in Rosemount. RAISE funding would enhance Greenway safety along the trail and improve natural resources throughout the corridor.

The County has asked the City to provide a letter of support for their application. The proposed improvements in Inver Grove Heights would include new wayfinding, safety and design improvements to road crossings along Concord, and several rest areas and overlooks.

Dakota County and the City have been working in partnership on the development of the Mississippi River Greenway since the original master plan was completed in 1998. The greenway has been consistently included and supported in multiple city plans over the past 20 years, which include the IGH 2040 Comp Plan (page 157), Heritage Village Park Master Plan, IGH 2030 Comp Plan, and the 2009 IGH Park Plan. Additionally, the greenway connects the following city parks: Heritage Village Park, Swing Bridge Park, Ernster Park, and Pine Bend Bluffs SNA.

FISCAL IMPACT

none

RECOMMENDATION

Staff recommends approval of the letter of support for Dakota County's grant application.

ATTACHMENTS

1. Dakota County Mississippi River Greenway - Letter of Support

2. DC RAISE Request - MRG



8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2500

www.ighmn.gov

February 27, 2023

The Honorable Pete Buttigieg Secretary
US Department of Transportation
1200 New Jersey Ave, SE
Washington, DC 20590

Re: Dakota County 2022 Mississippi River Greenway RAISE Funding Request

Dear Secretary Buttigieg,

On behalf of the City of Inver Grove Heights, I am writing in support of Dakota County's 2023 Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant application for Completing the Mississippi River Greenway. This project completes the final trail gap, improves safety and integrates user support facilities along the 27-mile corridor that travels through the City of Inver Grove Heights.

The Mississippi River Greenway is an important recreational and transportation facility that supports our transportation and recreation systems. We are committed to continuing our support for Dakota County to bring this project to completion, benefiting all communities within Dakota County and beyond.

Please give this important project your full consideration for receipt of 2023 RAISE funding.

Sincerely,

John Murphy
Acting Mayor
City of Inver Grove Heights

Dakota County 2023 Mississippi River Greenway



VI-2023

The Mississippi River Greenway is a 27-mile regional trail connecting St. Paul to Hastings through Dakota County. The greenway connects seven communities and many destinations along the Mississippi River.

About 25 miles of the greenway is in place with a 2.4-mile gap remaining in Rosemount. RAISE grant funding would help to complete the Mississippi River Greenway, improving trail safety and natural resources throughout the corridor.

The project will complete and enhance the Mississippi River Greenway as a major recreational and transportation amenity serving a diverse population. The greenway will connect communities, parks, schools, employers and natural areas along the river. As an ADA-compliant county amenity with no use fee, the greenway serves people of all abilities and incomes.

The Mississippi River Greenway is part of the National Scenic Byways—Great River Road, U.S. Bicycle Route 45, the multi-state Mississippi River Trail and the National Park Service's Mississippi National River and Recreation Area.

Within the Twin Cities metro area, the greenway in Dakota County is a key link in a regional trail system that connects communities along 73 miles of the Mississippi River and beyond.

Dakota County and its many local, regional, state and federal partners have invested over \$40 million into the 27-mile greenway. The final major improvements are estimated at \$15 million and will complete the Mississippi River Greenway as envisioned in the early 1990s.

RAISE grant request: \$9.55 million

- Trail gap: Complete the 2.4-mile gap in Rosemount.

Project cost: \$8.95 million

RAISE request: \$5 million

- Wayfinding and signage: Provide consistent directional and informational signage for the 27-mile corridor.

Project cost: \$642,000

RAISE request: \$600,000

- Trail safety and user supports: Improve the safety of 23 road crossings along the 27-mile corridor and add 10 rest areas and scenic overlooks.

Project cost: \$3.79 million

RAISE request: \$3.65 million

- Natural resource restoration and plantings: Restore 62 acres along the greenway corridor and add natural resource plantings along 7 miles of the more urban sections of the greenway.

Project cost: \$300,000

RAISE request: \$300,000

Contact

Georg Fischer

Physical Development Director

Georg.Fischer@co.dakota.mn.us

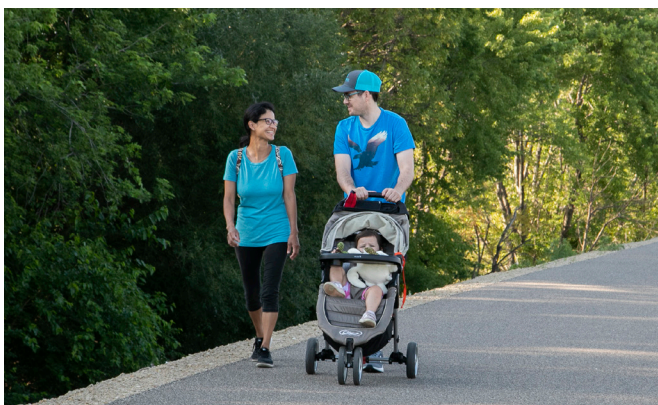
952-891-7007

Matt Smith

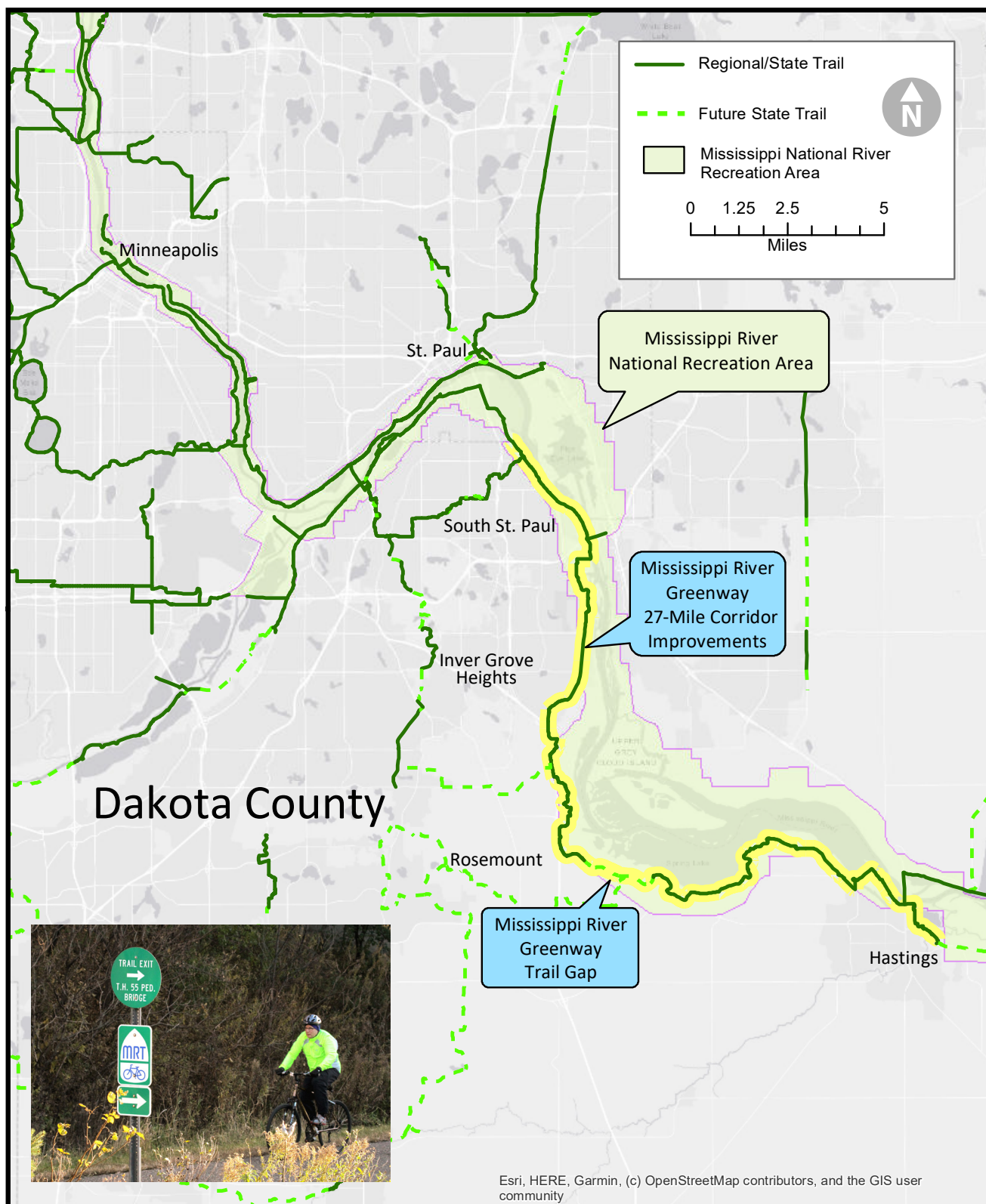
County Manager

Matt.Smith@co.dakota.mn.us

651-438-4528



Dakota County 2023 Mississippi River Greenway



Request for Council Action

SUBJECT: **Authorization to Enter into 2023-2025 Labor Agreement with Law Enforcement Labor Services, Local 84**

MEETING DATE: February 27, 2023
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 a newly negotiated 2023-25 labor agreement with Law Enforcement Labor Services, Local 84, representing the City's Police Officers.

BACKGROUND

Law Enforcement Labor Services (LELS), Local 84 represents the police officers of the Inver Grove Heights Police Department. The previous collective bargaining agreement expired December 31, 2022. Negotiations for a successor agreement have been underway since early November and recently resulted in an agreement that the union has voted to accept. The following summarizes the highlights of the agreement:

- **Duration:** A three-year agreement running from January 1, 2023 through December 31, 2025.
- **Wages:** A 3% general wage increase each year of the contract and some increase to the additional compensation provided to officers serving in temporary duty assignments. Investigators currently earn approximately 5% more and this would increase to 5.5% more. The School Resource Officer was previously paid a premium of 2.5% and this is being increased to match the Investigators at 5.5%. Lastly, the new assignment of Strategic Response Group officer would have a 3.5% premium.
- **Paid Parental Leave Benefit:** Two-weeks of paid parental leave upon the birth or adoption of a child, without deduction from the employee's accrued vacation or personal leave time. This benefit is for the three-year duration of this contract only, in order to provide the City with the opportunity to review and evaluate any state-mandated paid leave programs that may be adopted by the state legislature. (**NOTE:** *This is a new addition to the City's benefits package. Policy language to extend this benefit to non-union employees will be brought forward to the Council upon conclusion of this round of collective bargaining.*)
- **Insurance.** The City will contribute toward employee health insurance for 2023 in accordance with the amounts previously approved by the Council for non-union employees. The City and the Union agree to a re-opener of this Article only, to determine the employer contribution toward 2024 and 2025 health insurance benefits.

- **Holidays.** An increase to the annual bank of holiday leave from 96 to 104 hours, and the addition of Juneteenth (June 19) as a recognized holiday starting in 2024.
- **Uniform Allowance:** A \$50 increase in the annual uniform allowance each year of the contract, bringing the amounts to \$1050 in 2023, \$1100 in 2024, and \$1150 in 2025.
- **Shift Differential:** An increase in the shift-differential pay from 45 cents per hour to 75 cents per hour, effective January 1, 2023.
- **Court Pay:** Under the negotiated agreement, Officers will now receive one hour of overtime for each day they are noticed for court during their off-duty time. Officers can be noticed to hold their off duty time for an anticipated court appearance weeks or even months in advance of the date. Currently, if they are notified they are not needed for court anytime up until 4:30 p.m. the previous business day, the Officer receives no compensation. Such court cancellation is a relatively common occurrence as cases settle or court schedules shift. With the back-ups that the court system has been experiencing recently, this has become a source of frustration for employees as they hold days during their off-duty time and then receive no compensation because the court appearance is canceled the afternoon prior.
- **Miscellaneous.** The contract agreement also includes various changes to the order of the articles and other miscellaneous edits of no financial impact.

FISCAL IMPACT

The additional pay for being held for court during off-duty time, the increase to the shift differential and the increases for special duty assignments are costs not accounted for in the Police Department's 2023 budget. The total estimated cost of these items is \$70,000 to \$75,000 for calendar year 2023. A budget amendment to account for these costs will be brought forward by the City Administrator upon completion of all contract negotiations impacting the Police Department.

RECOMMENDATION

The City Administrator and HR Manager recommend approval of the negotiated agreement.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **2023 Liquor License Renewal for Speedway #4548 and Approval of New Manager**

MEETING DATE: February 27, 2023
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

After taking public comment, the Council is asked to consider the 2023 Liquor License renewal application of Speedway Store #4548 and operating manager, David Gilroy.

BACKGROUND

Speedway Store #4548, located at 5728 Bishop Avenue, has completed and submitted their liquor license renewal for 2023. There is a new operating manager, David Gilroy, who has paid the appropriate background fee and renewal fees. Mr. Gilroy went through a full background investigation. The City received his personal history statement and he has been approved by the Police Department.

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends renewal of the Liquor License and approval of the new operating manager.

ATTACHMENTS

None

Request for Council Action

SUBJECT: **Public Hearing for 117th Street Reconstruction (City Project 2016-17) and Consider Resolution Accepting the Feasibility Report and Ordering the Project**

MEETING DATE: February 27, 2023

ITEM TYPE: Public Hearing

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider the attached Resolution, accepting the feasibility report and ordering the project for City Project No. 2016-17 - 117th Street Reconstruction.

BACKGROUND

The objective of the 117th Street Reconstruction Project (City Project No. 2016-17) is to improve safety and mobility to better meet the current and future transportation needs within the southern portion of the City of Inver Grove Heights. The proposed project will upgrade 117th Street to a 10-ton structural design strength standard with curb, gutter, medians, and upgraded safety components such as turn lanes, new railroad crossings, and a multi-use trail facility. Upon completion of the project, the City will turn-back ownership of the roadway to Dakota County, who will operate and maintain the roadway in the future.

In February of 2021, the City and Dakota County entered into a Joint Powers Agreement to undertake the preliminary design of 117th Street, and lay the groundwork for the eventual final design, construction, and turnback of the road to Dakota County. In April of 2021, the City and Dakota County selected the engineering consulting firm of SRF to complete the preliminary design effort. In March of 2022, and again in January of 2023, the City Council received an update on the preliminary design progress, including a review of the proposed roadway layout, public utility extensions, and different funding mechanisms available to cover the City's proposed cost share for the project.

On January 23, 2023, the City Council scheduled the improvement hearing for the 117th Street Reconstruction project. The feasibility report for the project is included as an attachment to this agenda item. The feasibility report recommends a project scope with the following key parameters:

1. Reconstruction of 117th Street between Rich Valley Blvd. (Dakota County Road 71) and Clark Road from an existing 2-lane rural section to a divided 2-lane urban section with median, left turn lanes, and right turn lanes.
2. Realignment of the intersection of 117th Street and Rich Valley Blvd.
3. Mill and overlay of the existing improved section of 117th Street from Clark Road to the east on/off ramps to northbound TH 52, which were constructed in 2002.

4. Extension of approximately 1,100 feet of watermain at the west end of the project (closest to Rich Valley Blvd.).
5. Extension of approximately 7,200 feet of sanitary sewer and forcemain, along with a lift station, to provide service for leachate disposal for two landfills adjacent to 117th Street.
6. Replacement and upgrade of two railroad crossings located within the corridor to include signals and railroad crossing arms.

Per the City's Assessment Policy, the applicable assessment rate for roadway reconstruction is 35%, adjusted for the cost of a typical community collector street (urban section with curb and gutter, and a width of 36 feet). For segments of the roadway that are proposed to receive a mill and overlay, the applicable assessment rate is 80%, also adjusted for the cost of a typical community collector street. Additionally, the costs for sanitary sewer extension are proposed to be assessed at a rate of 100% to the benefiting property owners. The rate for trunk sanitary sewer assessments is set by City Code (Code Section 3-4-2-3), while lateral assessments are determined by the City's Assessment Policy. All street assessments were calculated by the City's engineering consultant, and subsequently reviewed by City staff, on a front footage basis in accordance with the City's Assessment Policy. Sanitary sewer assessments were calculated on a benefiting parcel area basis. The preliminary assessment roll is summarized in Appendix C of the feasibility report.

FISCAL IMPACT

The total estimated project cost and funding are detailed in the following tables:

Estimated Cost Summary for City Project No. 2016-17

Improvement Item	Estimated Cost
Surface Improvements	\$16,056,044
Street Improvements	\$12,439,250
Right-of-Way/Easements	\$2,566,794
Utility Relocation	\$1,000,000
Railroad Crossing Agreements	\$50,000
Storm Sewer Improvements	\$4,600,073
Sanitary Sewer Improvements	\$2,344,145
Watermain Improvements	\$393,696
Preliminary Design Costs (Incurred To-Date)	\$774,000
TOTAL	\$24,167,958

Estimated Funding Summary for City Project No. 2016-17

Improvement Item	Estimated Cost
Minnesota Highway Freight Program Grant	\$8,000,000
Dakota County Transportation Funds	\$9,934,324

Water Capital - Connection Fund (Fund 511)*	\$393,696
Pavement Management Fund (Fund 440)*	\$1,110,121
Special Assessments	\$4,729,817
Street & Storm Assessments*	\$2,385,677
Sanitary Sewer Trunk Area Assessments	\$1,619,208
Sanitary Sewer Lateral Assessments	\$724,932
TOTAL	\$24,167,958

* Denotes item that is eligible for state bonding.

The Council is not being asked to vote on final project funding at this time. This estimate, derived from the feasibility report, is shown to provide a general summary of estimated project costs. Final project costs will be determined through the final design process, and a final budget presented to the Council for action prior to awarding a construction contract for the work.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting the feasibility report and ordering the project to proceed to final design for City Project No. 2016-17 - 117th Street Reconstruction.

ATTACHMENTS

1. Resolution - Accept Feasibility & Order Improvement
2. 117th Street Feasibility Report

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING FEASIBILITY REPORT AND ORDERING IMPROVEMENT FOR
CITY PROJECT NO. 2016-17 – 117TH STREET RECONSTRUCTION**

WHEREAS, the City of Inver Grove Heights (City) and Dakota County (County) entered into a Joint Powers Agreement (JPA) for the feasibility study and preliminary engineering for City Project No. 2016-17 – 117th Street Reconstruction Project on February 8, 2021; and

WHEREAS, the Feasibility Report has been completed by SRF, an engineering consultant; and

WHEREAS, the Feasibility Report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvements as recommended; and a description of the methodology used to calculate individual assessments for affected parcels; and

WHEREAS, on January 23, 2023, the City Council called for a public hearing on for City Project No. 2016-17 – 117th Street Reconstruction, to be held at 6:00 PM on February 27, 2023, in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN 55077; and

WHEREAS, published and mailed notice was given pursuant to Minnesota Statutes, Section 429.031, and the public hearing was held thereon on February 27, 2023, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. The Feasibility Report for the improvement, City Project No. 2016-17, is hereby received.
2. The City Council has considered the improvements in accordance with the feasibility report and will assess, or tax, the abutting properties for all or a portion of the cost of the improvements, pursuant to Chapter 429 of the Minnesota Statutes at an estimated cost of \$24,167,958.
3. The improvement is necessary, cost-effective, and feasible as defined in the feasibility report
4. Such improvement is hereby ordered as proposed in this Resolution.
5. The preliminary estimated assessments as shown on the preliminary assessment roll are hereby considered “pending”.
6. The Project is being funded by the Pavement Management Fund (Fund 440), Water Capital – Connection Fund (Fund 511), Special Assessments, a grant from the Minnesota Highway Freight Program, and Dakota County.
7. The construction contract for these improvements shall be let no later than three years after the adoption of this Resolution.

Adopted by the City Council of the City of Inver Grove Heights this 27th day of February 2023.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

117TH STREET RECONSTRUCTION PROJECT

FEASIBILITY STUDY

CITY PROJECT 2016-17

DAKOTA COUNTY PROJECT 32-65

CITY OF INVER GROVE HEIGHTS, MINNESOTA

Prepared by:



Date: January 2023

SRF No. 13074.00

117TH STREET RECONSTRUCTION PROJECT

FEASIBILITY STUDY

CITY OF INVER GROVE HEIGHTS, MINNESOTA

CITY PROJECT NUMBER 2016-17

DAKOTA COUNTY PROJECT NUMBER 32-65

PREPARED BY: SRF CONSULTING GROUP, INC.
3701 Wayzata Boulevard, Suite 100
Minneapolis, Minnesota 55416

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.



Signature: _____

Michael C. Aaron

Date: January 20, 2023

License Number: 25721

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EXECUTIVE SUMMARY

This feasibility study has been prepared for the 117th Street Reconstruction, City Project 2016-17. The proposed project includes the reconstruction of 117th Street from Rich Valley Blvd. (CR 71) to TH 52. The proposed project also include the modification of the intersection of 117th Street and Rich Valley Blvd. (CR 71). Also included in the project are extension of existing watermain and new sanitary sewer, lift station and forcemain.

The estimated costs for the proposed improvements are detailed below. The costs include a 15% construction cost contingency, a 15% allowance for indirect costs, an inflation adjustment cost of 3% per year for two years, and utility and railroad agreement costs.

CP 2016-17 Improvements	Amount
Surface Improvements	\$16,056,044
Street Improvements	\$12,439,250
Right-of-Way and Easements	\$2,566,794
Utility Relocation	\$1,000,000
Railroad Crossing agreements	\$50,000
Storm Sewer Improvements	\$4,600,073
Sanitary Sewer Improvements	\$2,344,145
Watermain Improvements	\$393,696
Preliminary Design Costs (Incurred to Date)	\$774,000
Total Project Cost (CP 2016-17)	\$24,167,958

The improvements are proposed to be financed through a combination of City funds, City utility funds, assessments to the benefitting property owners, Dakota County funds, and Federal funds. The following is a preliminary financing plan:

Minnesota Highway Freight Program Grant	\$8,000,000
Dakota County Transportation Funds	\$9,934,324
City Water Capital Fund	\$393,696
Pavement Management Fund (State Bonding Request)	\$1,110,121
Special Assessments	\$4,729,817
TOTAL	\$24,167,958

The following is a preliminary special assessment breakdown:

Street & Storm Assessments	\$2,385,677
Sanitary Sewer Area Assessments	\$1,619,208
Sanitary Sewer Lateral Assessments	\$724,932
TOTAL	\$4,729,817

A more detailed financing plan is provided within the body of this report.

If the City Council chooses to accept this report, we recommend that the following project schedule be followed:

City Council Called Public Hearing	January 23, 2023
Project Open House #3	January 30, 2023
Receive Final Feasibility Report	February 27, 2023
Public Improvement Hearing	
Council Order Project	
Authorize Preparation of Final Plans and Specs	
Right of Way Acquisition	March 2023 – December 2023
Council Approves Plans and Specs	January 2024
Authorize Advertisement for Bids	
Bid Opening	May 2024
City Council Accepts Bids and Awards Project	June 2024
Begin Construction	August 2024
Construction Substantially Complete	September 2026
Assessment Hearing	September 2026

Based upon the analysis completed as part of this report, the proposed 117th Street Reconstruction Project, City Project 2016-17, is feasible, necessary, and cost effective, and would benefit the properties in the project area and the City of Inver Grove Heights.

We recommend the following:

- A. The City Council accepts this feasibility report and holds a public hearing on February 27, 2023.
- B. After receiving the appropriate staff reports, staff information, and public hearing input, the Council makes a decision on the approval or rejection of the proposed improvements following the public hearing on February 27, 2023.

INTRODUCTION

On February 8, 2021, the Inver Grove Heights City Council approved a Joint Powers Agreement with Dakota County to perform preliminary design and prepare a feasibility study for City Project 2016-17, 117th Street Reconstruction, which include 117th Street from Rich Valley Blvd. (County Road 71) to Trunk Highway 52.

As part of the project, the City of Inver Grove Heights, along with Dakota County, is proposing the following improvements as part of City Project 2016-17:

- Full reconstruction of 117th Street from Rich Valley Blvd. (CR 71) to approximately 1,700' west of TH 52.
- Realignment of 117th Street at the connection to Rich Valley Blvd. (CR 71)
- Reconstruction of approximately 2,025' of Rich Valley Blvd. (CR 71) at its intersection with 117th Street
- Bituminous milling and overlaying of 117th Street from approximately 1,700' west of TH 52 to approximately 800' east of TH 52 excluding the bridge.
- Storm sewer and stormwater management construction
- Sanitary sewer, forcemain, and lift station construction

The project location is shown in **Appendix A, Exhibit 1**.

PROPOSED PUBLIC IMPROVEMENTS

Based on the current age of the existing roadway and the current traffic, a full reconstruction of 117th street from Rich Valley Blvd. (CR 71) to approximately 1,700' west of TH 52, a bituminous mill and overlay of 117th Street from approximately 1,700' west of TH 52 to approximately 800' east of TH 52 excluding the bridge, a full reconstruction of the intersection of Rich Valley Blvd. (CR 71) with 117th Street, realignment of 117th Street at the connection to Rich Valley Blvd. (CR 71), and public utility improvements are recommended. The following is a summary of the proposed improvements:

PAVEMENT SECTIONS

A geotechnical investigation of the project roadways was completed in 2022. Based on the geotechnical investigation of the existing roadways and subbase conditions, the proposed improvements include the following pavement sections:

- 117th Street from Rich Valley Blvd. to approximately 1,700' west of TH 52 – 7-inches of bituminous pavement, 11-inches of aggregate base, and 24-inches of select granular material.
- 117th Street from approximately 1,700' west of TH 52 to approximately 800' east of TH 52 excluding the bridge – 3-inch bituminous mill and overlay.
- Rich Valley Blvd. (CR 71) – 7-inches of bituminous pavement, 11-inches of aggregate base, and 24-inches of select granular material.

The existing pavement sections for the roadways are as follows:

- 117th Street pavement section consists of 5" – 13" of bituminous pavement over 5" – 24" of possible aggregate base section.
- Rich Valley Blvd. (CR 71) pavement section consists of 6" – 9.5" of bituminous pavement over 0" – 1.5" of possible aggregate base section.

The existing subgrade soils generally consist of fill soils containing silty sand, clayey sand, sandy lean clay, and sand with silt. Some of these materials can be susceptible to frost heave. The 24-inches of proposed select granular material is recommended to replace these unsuitable frost susceptible existing subgrade materials and prolong the lifespan of the roadways. Drain tile is also proposed for the proposed select granular layer to provide subgrade drainage of the proposed pavement section.

TYPICAL STREET SECTIONS

117th Street consists generally of a rural section two-lane bituminous pavement roadway. In the area of TH 52, concrete medians, turn-lanes, and two thru lanes existing. Rich Valley Blvd. (CR 71) consists of a rural section two-lane bituminous pavement roadway. The existing right-of-way and street widths are provided in the table below.

Street Name	Existing Width (ft)	Proposed Width (ft)	Right-of-Way Width (ft)
117 th Street	43' and Variable (Includes shoulders)	50' to 74' (Includes Median Width of 6' to 30')	104' Typical
Rich Valley Blvd.	28'	40' (Includes 8' shoulder each side)	66' and variable

The proposed improvements include reconstructing 117th Street from Rich Valley Blvd. (CR 71) to approximately 1,700' west of TH 52. The reconstructed roadway will include a single thru lane in each direction with a concrete median along with left and right turn lanes. Concrete curbs and gutters will be included along with a 10-foot bituminous trail running along the north side of the roadway. Proposed improvements on 117th Street also include a 3-inch deep bituminous mill and overlay from approximately 1,700' west of TH 52 to approximately 800' east of TH 52 excluding the existing bridge over TH 52.

The proposed improvements to Rich Valley Blvd. (CR 71) include full reconstruction from approximately 920' south of the intersection with 117th Street to approximately 1,105' north of the intersection with 117th Street. The intersection is being modified so that 117th Street curves into Rich Valley Blvd. (CR 71) to the north. The south leg of Rich Valley Blvd. (CR 71) will "tee" into the curve. The reconstructed roadway will have a single thru lane in each direction.

Exhibit 2 in **Appendix A** shows the typical sections for the project. **Exhibit 3** in **Appendix A** shows the proposed street improvements.

SUBGRADE EXCAVATION/PREPARATION

The pavement sections for the reconstructed roadways were recommended in the project specific geotechnical report prepared by American Engineering Testing, Inc. The recommended pavement section includes a sub-cut of 24-inches, to be backfilled with select granular material below the aggregate base and bituminous pavement. Where organic soils may be exposed, they will be sub-cut to the underlying suitable soils with the sub-cut being backfilled with granular material. Soils found to be unstable will be corrected with sub-cutting and replacement or with scarification, drying, and re-compaction. Drain tile is proposed beneath the select granular material to improve subbase drainage.

SIDEWALK/TRAIL IMPROVEMENTS

A10-foot wide bituminous trail is proposed to be constructed on the north side of 117th Street from Clark Road to the west to the end of the project. East of Clark Road, existing roadway shoulders provide pedestrian and bicycle ways. No sidewalk or trail improvements are proposed for the south side of 117th Street. The proposed trail improvements are shown on **Exhibit 3** in **Appendix A**.

COMMERCIAL DRIVEWAY RECONSTRUCTION

The proposed reconstruction will disturb commercial driveways throughout the project area. Some of the commercial driveways will be relocated or restricted in order to limit the number of conflict points in the corridor. Commercial driveway pavement sections will match the proposed roadway pavement section. The proposed commercial driveways are shown on **Exhibit 3** in **Appendix A**.

STORM SEWER AND DRAINAGE IMPROVEMENTS

The existing roadway sections are rural sections with no curb and gutter and ditches along the roadways to provide drainage. The proposed improvements will include concrete curb and gutter on the edges of the roadways along with raised concrete

medians in the center of the roadways. To provide proper drainage, storm sewer inlets and piping will need to be provided along the reconstructed roadways. In general, 117th Street drains from east to west. Storm sewer will carry runoff from the east to proposed storm water management BMPs to be constructed near the proposed intersection of 117th Street and Rich Valley Blvd. (CR 71). Preliminary storm water calculations were performed in order to determine the size of the proposed storm water BMPs. The proposed storm water BMPs are shown on **Exhibit 3 of Appendix A.**

STREET LIGHTING

The existing roadways only have street lighting at the existing intersections. It is proposed that intersection lighting be provided at proposed intersections. No street lighting is proposed to be included along the reconstructed roadways. In the bituminous mill and overlay section on 117th Street, existing intersection lighting will not be impacted by construction and shall remain.

ON-STREET PARKING

The existing roadways have no residential properties adjacent to them. The existing roadways are not posted as no parking but there are few areas where a vehicle could park. With the proposed reconstruction of the roadways, curbs and gutters are being added to the edge of the traffic lanes and no parking lanes are provided. It is anticipated that the roadways will be signed no parking. A draft no parking resolution will be brought to Council for discussion and consideration at the improvement hearing.

PRIVATE UTILITIES

Coordination with the private utility companies has been ongoing throughout the development of the proposed roadways layout. A large Xcel Energy transmission line runs along 117th Street and proposed improvements will require relocation of four of the transmission line poles. These transmission poles exist within Xcel Energy easements, and the costs for relocation are considered a responsible project

cost, and have been included in the cost estimates in **Appendix B**. Other smaller utilities will also require relocation for the project and coordination will continue through the design phase so that relocations occur during the construction of the project.

WATERMAIN IMPROVEMENTS

An existing 12" watermain will be extended to the end of proposed construction on the west end of the project. Approximately 2,130 feet of new 12" DIP watermain will be installed along with necessary hydrants and valves. Construction of the watermain extension should not impact operations of the existing watermain. The proposed watermain improvements are shown on **Exhibit 4** in **Appendix A**.

SANITARY SEWER IMPROVEMENTS

The project proposes to construct new sanitary sewer, along the south side of 117th Street, from approximately 1,530' west of Clark Road to a proposed sanitary lift station located approximately 1,280' east of Rich Valley Blvd. (CR 71). The proposed gravity sewer line will be an 8" diameter PVC pipe and will include new reinforced concrete manholes located at approximately 400' apart. From the proposed lift station, a forcemain will be constructed parallel to the new gravity sewer line and it will run back to an existing sanitary sewer located on the south side of 117th Street approximately 1,180' west of Clark Road. It is not anticipated that construction of the new sanitary sewer will impact the existing system. The proposed sanitary sewer improvements are shown on **Exhibit 4** in **Appendix A**.

RAILROAD CROSSING IMPROVEMENTS

The project contains two existing railroad crossings. Both crossings are proposed to be improved with the project. The costs for the improvements are considered a responsible project cost and are included in the cost estimates in **Appendix B**. The proposed railroad crossing improvements are shown on **Exhibit 4** in **Appendix A**.

PERMITS AND APPROVALS

The proposed improvements will require the following permit approvals:

- Minnesota Department of Health (MDH) – A watermain construction permit will be required for the watermain extension proposed with the project.
- Minnesota Pollution Control Agency (MPCA) – A sanitary sewer extension permit will be required for the sanitary sewer extension proposed with the project.
- MPCA – A general stormwater permit for construction activities under the National Pollutant Discharge Elimination System program will be required by the Contractor.
- Union Pacific Railroad (UPRR) – Utility crossing permits will be required for the sanitary sewer and watermain extensions proposed with the project.
- UPRR – A Right of Way Access permit will be required for work within the UPRR right of way.
- Minnesota Department of Transportation (MnDOT) – A Miscellaneous Work on Trunk Highway Right of Way permit will be required for work within MnDOT right of way.

PUBLIC INVOLVEMENT

Three public open house meetings have been held to receive public input. The first was held on July 22, 2021, the second was held on December 16, 2021, and the third was held on January 30, 2023. City, County, and SRF staff were present at the meeting to answer questions, record property owner comments, and provide information on the project.

RIGHT-OF-WAY AND EASEMENT REQUIREMENTS

With the proposed roadway median, turn lanes, and bituminous trail, a significant amount of new right-of-way and easements are required for the project. Most of the new right-of-way acquisitions will occur on the south side of 117th Street to accommodate roadway widening needs. The acquisition summary tables, shown below, present the right-of-way and easement acquisitions proposed. Estimated costs for right-of-way and easement acquisitions are summarized in **Figure 1G** of **Appendix B**.

Proposed encumbered right-of-way is proposed right-of-way that already has roadway easements over it or is already being used for roadway purposes. The proposed encumbered right-of-way is shown in **Exhibit 5** in **Appendix A**.

ENCUMBERED RIGHT-OF-WAY AREA

Property Owner	Parcel ID	Property Address	Encumbered Right-Of-Way Area (SF)
R & M Holdings LLC	20-03300-54-015	117 th Street E	30,779
Rich Valley LLC	20-03300-54-016	2490 117 th Street E	27,786
Rich Valley LLC	20-03300-77-011	117 th Street E	0
Rich Valley LLC	20-03300-77-013	117 th Street E	0
Rich Valley LLC	20-03300-77-012	117 th Street E	1,023
Mid-America Pipeline Co	20-03300-76-010	2780 117 th Street E	36,982
Flint Hills Resources Pine Bend LLC	20-03400-52-021	3098 117 th Street E	0
Pine Bend Landfill Inc	20-03300-51-011	117 th Street E	33,858
Pine Bend Landfill Inc	20-03300-51-012	117 th Street E	0
Pine Bend Landfill Inc	20-57575-01-010	2495 117 th Street E	0
Pine Bend Landfill Inc	20-57560-01-010	2795 117 th Street E	0
Pine Bend Landfill Inc	20-57575-02-010	117 th Street E	0
Northern States Power Co	20-03400-50-012	11548 Clark Road	0
UP RR – West Crossing	N/A	117 th Street E	11,686
UP RR – East Crossing	N/A	117 th Street E	7,582

Proposed unencumbered right-of-way is proposed right-of-way that does not currently have roadway easements over it or is not being used for roadway purposes. The proposed unencumbered right-of-way is shown in **Exhibit 5** in **Appendix A**.

UNENCUMBERED RIGHT-OF-WAY AREA

Property Owner	Parcel ID	Property Address	Unencumbered Right-Of-Way Area (SF)
R & M Holdings LLC	20-03300-54-015	117 th Street E	431,574
Rich Valley LLC	20-03300-54-016	2490 117 th Street E	26,298
Rich Valley LLC	20-03300-77-011	117 th Street E	27,238
Rich Valley LLC	20-03300-77-013	117 th Street E	2,715
Rich Valley LLC	20-03300-77-012	117 th Street E	2,644
Mid-America Pipeline Co	20-03300-76-010	2780 117 th Street E	34,995
Flint Hills Resources Pine Bend LLC	20-03400-52-021	3098 117 th Street E	0
Pine Bend Landfill Inc	20-03300-51-011	117 th Street E	71,433
Pine Bend Landfill Inc	20-03300-51-012	117 th Street E	16,549
Pine Bend Landfill Inc	20-57575-01-010	2495 117 th Street E	0
Pine Bend Landfill Inc	20-57560-01-010	2795 117 th Street E	0
Pine Bend Landfill Inc	20-57575-02-010	117 th Street E	351
Northern States Power Co	20-03400-50-012	11548 Clark Road	1,594
UP RR – West Crossing	N/A	117 th Street E	7,840
UP RR – East Crossing	N/A	117 th Street E	5,355

Permanent drainage and utility easements will be required for relocation of existing private utilities. A 10 foot drainage and utility easement is proposed to be located just south of the southern proposed right-of-way line throughout the majority of the project. At the western end of the project, a 10 foot drainage and utility easement is proposed to be located adjacent to the northern proposed right-of-way line. Additionally, a 32.5' utility easement is proposed to be located along a portion of the south side of 117th Street to accommodate the relocation of the four existing Xcel Energy electrical transmission line poles. These easements are shown in **Exhibit 5** in **Appendix A**.

PERMANENT DRAINAGE AND UTILITY EASEMENT AREA

Property Owner	Parcel ID	Property Address	Permanent Drainage and Utility Easement Area (SF)
R & M Holdings LLC	20-03300-54-015	117 th Street E	0
Rich Valley LLC	20-03300-54-016	2490 117 th Street E	8,503
Rich Valley LLC	20-03300-77-011	117 th Street E	31,907
Rich Valley LLC	20-03300-77-013	117 th Street E	4,795
Rich Valley LLC	20-03300-77-012	117 th Street E	2,280
Mid-America Pipeline Co	20-03300-76-010	2780 117 th Street E	11,206
Flint Hills Resources Pine Bend LLC	20-03400-52-021	3098 117 th Street E	4,311
Pine Bend Landfill Inc	20-03300-51-011	117 th Street E	13,726
Pine Bend Landfill Inc	20-03300-51-012	117 th Street E	1,410
Pine Bend Landfill Inc	20-57575-01-010	2495 117 th Street E	0
Pine Bend Landfill Inc	20-57560-01-010	2795 117 th Street E	0
Pine Bend Landfill Inc	20-57575-02-010	117 th Street E	0
Northern States Power Co	20-03400-50-012	11548 Clark Road	0
UP RR – West Crossing	N/A	117 th Street E	3,237
UP RR – East Crossing	N/A	117 th Street E	1,751

The permanent easement areas will be finalized during the final design phase of the project.

Temporary easement will be required for grading purposes in order to tie the grade at the right-of-way line back into the existing ground elevations. Additionally, temporary easement will be needed for construction of driveway connections to the roadway. These easements are shown in **Exhibit 5** in **Appendix A**.

TEMPORARY EASEMENT AREA

Property Owner	Parcel ID	Property Address	Temporary Easement Area (SF)
R & M Holdings LLC	20-03300-54-015	117 th Street E	0
Rich Valley LLC	20-03300-54-016	2490 117 th Street E	22,813
Rich Valley LLC	20-03300-77-011	117 th Street E	34,421
Rich Valley LLC	20-03300-77-013	117 th Street E	3,387
Rich Valley LLC	20-03300-77-012	117 th Street E	792
Mid-America Pipeline Co	20-03300-76-010	2780 117 th Street E	9,070
Flint Hills Resources Pine Bend LLC	20-03400-52-021	3098 117 th Street E	15,752
Pine Bend Landfill Inc	20-03300-51-011	117 th Street E	70,351
Pine Bend Landfill Inc	20-03300-51-012	117 th Street E	5,673
Pine Bend Landfill Inc	20-57575-01-010	2495 117 th Street E	29,800
Pine Bend Landfill Inc	20-57560-01-010	2795 117 th Street E	48,605
Pine Bend Landfill Inc	20-57575-02-010	117 th Street E	18,265
Northern States Power Co	20-03400-50-012	11548 Clark Road	0
UP RR – West Crossing	N/A	117 th Street E	23,524
UP RR – East Crossing	N/A	117 th Street E	1,428

The temporary easement areas will be finalized during the final design phase of the project.

ESTIMATED COSTS

The estimated costs for the 117th Street Reconstruction Project, City Project 2016-17 are detailed below. The estimated project costs include right-of-way and easement acquisition costs, a 15% construction cost contingency and a 15% allowance for indirect costs. The estimated project costs also include an inflation adjustment of 3% per year for two years. Additionally, the street improvement costs include a lump sum amount of \$1,000,000 for utility agreements and a lump sum amount of \$50,000 for railroad agreements. The majority cost for the utility agreements is for relocation of four Xcel Energy transmission poles on the south side of 117th Street. Detailed cost estimates are provided in **Appendix B**.

CP 2016-17 Improvements	Street Reconstruction	Utility Improvements
Surface Improvements	\$16, 056,044	
Street Improvements	\$12,439,250	
Right-of-Way and Easements	\$2,566,794	
Utility Relocation	\$1,000,000	
Railroad Crossing Agreements	\$50,000	
Storm Sewer Improvements	\$4,600,073	
Sanitary Sewer Improvements		\$2,344,145
Watermain Improvements		\$393,696
Preliminary Design Costs (Incurred to Date)	\$774,000	
Total Project Improvements	\$21,430,117	\$2,737,841

METHOD OF FINANCING

The proposed project will receive funding from the City's Pavement Management – Local Streets Fund (Fund 440), Water Capital – Connection Fund (Fund 401), assessments to benefitting properties, Dakota County Transportation Funds, and a Minnesota Highway Freight Program (MHFP) Grant as follows:

Pavement Management Fund

The proposed financing plan assumes a City contribution from the Pavement Management – Local Streets Fund, consistent with City policy, as shown below. The City intends to seek State Legislative Bonding funds in 2023 to cover the entirety of the funding currently attributed to the Pavement Management – Local Streets Fund.

Water Capital Fund

The proposed watermain improvements will be funded out of the City's Water Capital – Connection Fund.

Assessments

The benefiting property owner's share of the street reconstruction costs, a portion of the costs for the storm sewer construction, and the sanitary sewer construction will be funded by assessments in accordance with Minnesota Statutes Chapter 429. The City has completed a preliminary assessment roll for the properties in the project area. The preliminary assessment roll is provided in **Appendix C**. Total parcel preliminary assessment amounts range from \$18,206 to \$2,056,345.

As a project partner, Dakota County will provide \$9,934,324 in project funding.

The project received a grant from the Minnesota Highway Freight Program in the amount of \$8,000,000.

A summary of the proposed funding is provided below.

	City Costs					
CP 2016-17	Pavement Management – Local Streets (Fund 440)	Water Capital – Connection Fund (Fund 401)	Special Assessments	Dakota County Costs	Minnesota Highway Freight Program (MHFP) Grant	Total
Preliminary Design	\$151,021		\$81,318	\$541,661		\$774,000
Final Design	\$189,161		\$101,856	\$678,458		\$969,475
Construction Administration (1)	\$283,742		\$152,784	\$1,017,686		\$1,454,212
Right of Way Acquisition (1)	\$250,262		\$134,757	\$2,181,775		\$2,566,794
Utility Relocation Agreements	\$150,000			\$850,000		\$1,000,000
Railroad Crossing Agreements	\$16,000			\$34,000		\$50,000
Street & Storm Sewer Improvements (1)	\$69,935		\$1,914,962	\$4,630,744	\$8,000,000	\$14,615,641
Sanitary Sewer Improvements (1)			\$2,344,140			\$2,344,140
Watermain Improvements (1)		\$393,696				\$393,696
Total	\$1,110,121	\$393,696	\$4,729,817	\$9,934,324	\$8,000,000	\$24,167,958

(1) Portion of Costs are Eligible for State Bonding

PROJECT SCHEDULE

If the City Council chooses to accept this report and schedule a public hearing, we recommend that the following project schedule be followed:

City Council Called Public Hearing	January 23, 2023
Public Open House Meeting #3	January 30, 2023
Receive Final Feasibility Report	February 27, 2023
Public Improvement Hearing	
Council Order Project	
Authorize Preparation of Final	
Plans and Specs	
Right-of-Way Acquisition	March 2023 – December 2023
Council Approves Plans and Specs	January 2024
Authorize Advertisement for Bids	
Bid Opening	May 2024
City Council Accepts Bids and Awards Project	June 2024
Begin Construction	August 2024
Construction Substantially Complete	September 2026
Assessment Hearing	September 2026

SUMMARY AND RECOMMENDATIONS

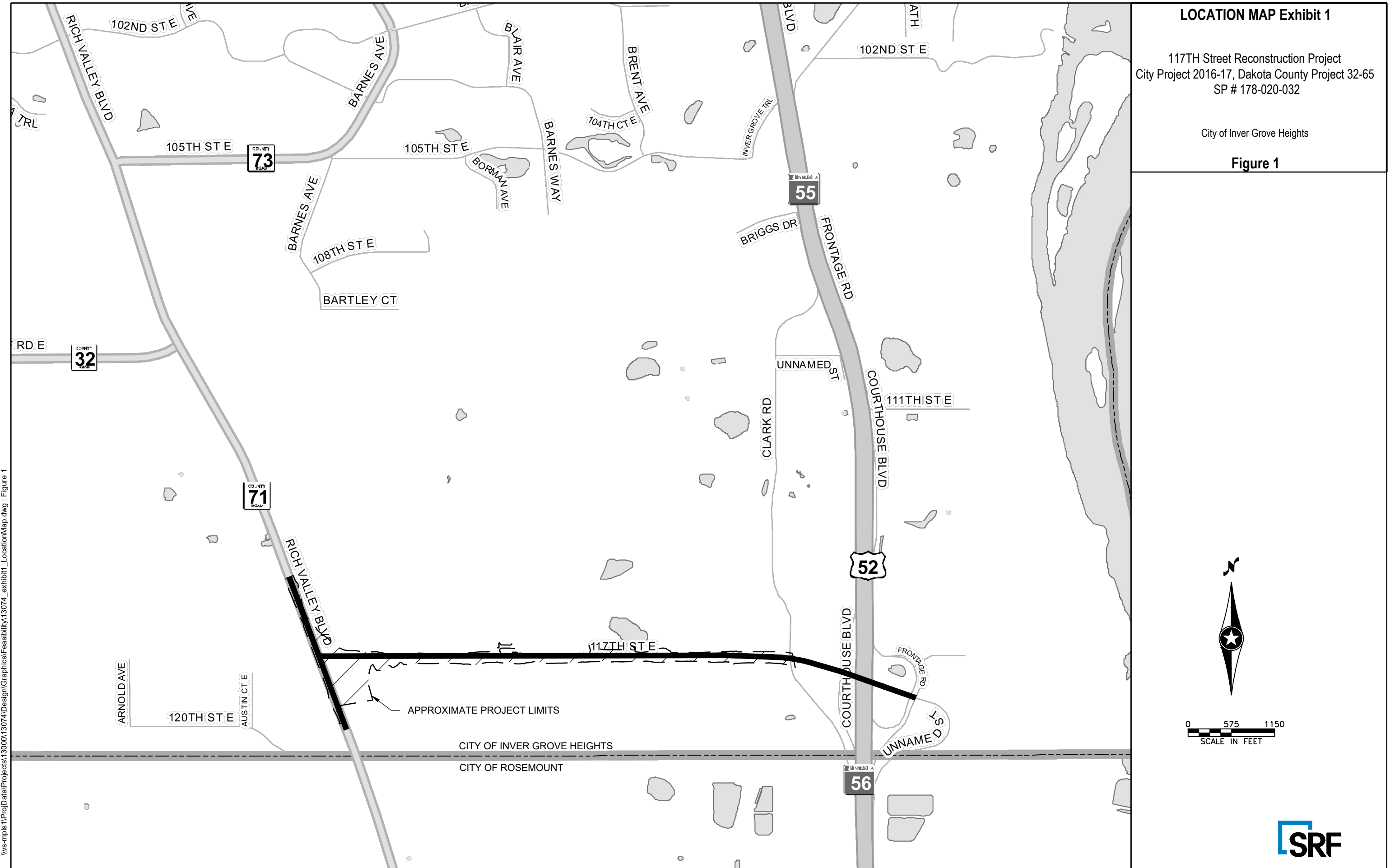
Based upon the analysis completed as a part of this report, the proposed 117th Street Reconstruction Project, City Project 2016-17 is feasible, necessary, and cost effective, and would benefit the properties in the project area and the City of Inver Grove Heights.

We recommend the following:

- A. The City Council Accepts this feasibility report and holds a public hearing on February 27, 2023.
- B. After receiving the appropriate staff reports, staff information, and public hearing input, the Council makes a decision on the approval or rejection of the proposed improvements following the public hearing on February 27, 2023.

APPENDIX A

\\vs-mp\is1\ProData\Projects\13000\13074\Design\Graphics\Feeability\13074_exhibit1_LocationMap.dwg : Figure 1

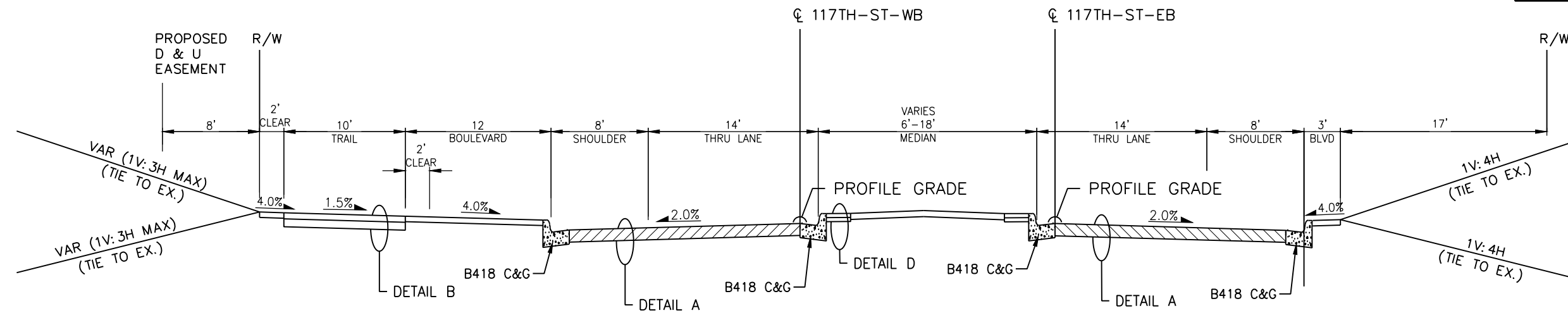


TYPICAL SECTIONS Exhibit 2

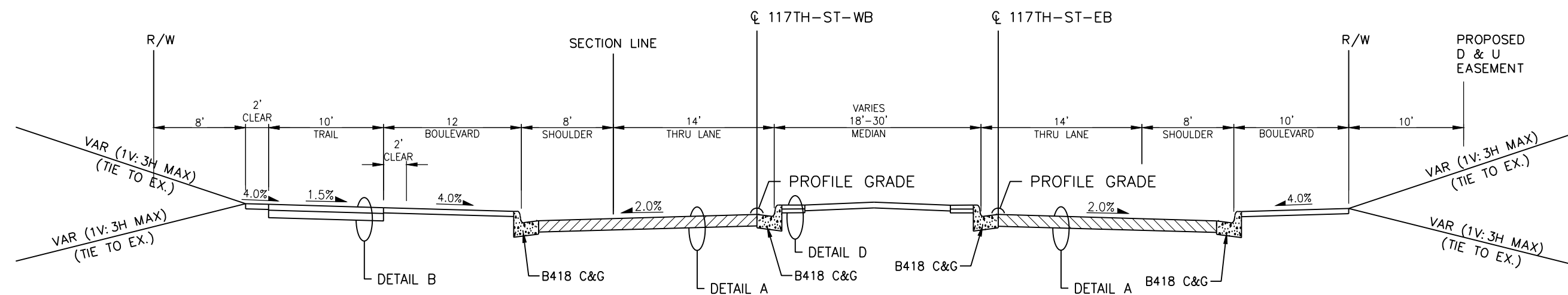
117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 1



TYPICAL SECTION 1
CR 71 / 117TH STREET
STA. 105+00 TO STA. 116+22
DESIGN SPEED = 50 MPH



TYPICAL SECTION 2
117TH STREET
STA. 116+22 TO STA. 164+75
DESIGN SPEED = 55 MPH

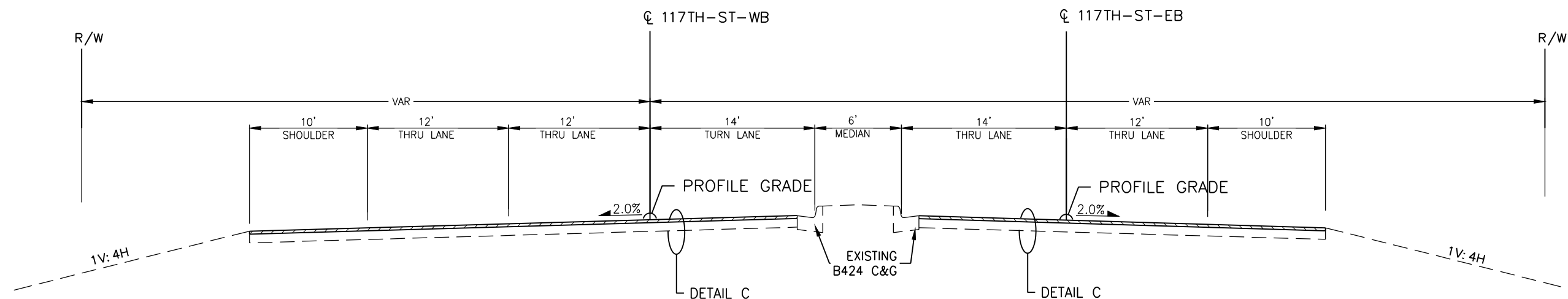


TYPICAL SECTIONS Exhibit 2

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 2



TYPICAL SECTION
117TH STREET – CLARK RD TO COURTHOUSE BLVD
STA. 164+75 TO STA. 190+71
DESIGN SPEED = 55 MPH

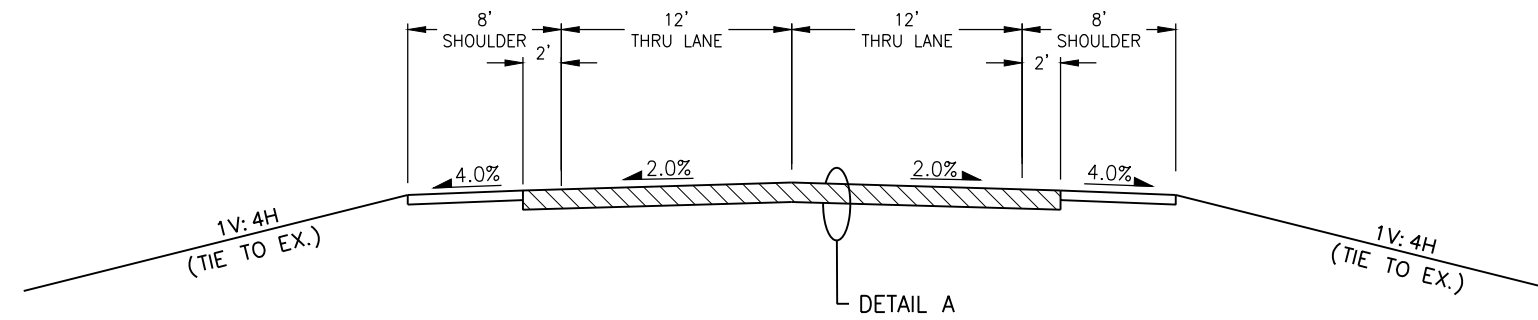


TYPICAL SECTIONS Exhibit 2

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

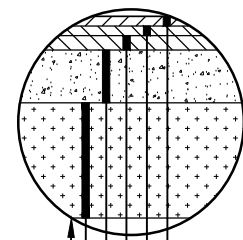
City of Inver Grove Heights

Figure 3



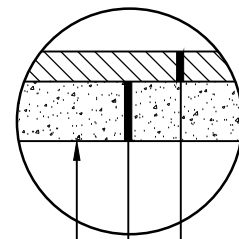
TYPICAL SECTION 3
RICH VALLEY BLVD (CSAH 71)
STA. 200+50 - 204+62

DETAILS



- 2" TYPE SP 9.5 WEARING COURSE
MNDOT SPEC. SPWEA440F
- 2" TYPE SP 12.5 WEARING COURSE
MNDOT SPEC SPWEB440F
- 3" TYPE SP 12.5 NON-WEARING COURSE
MNDOT SPEC SPNWB430B
- 11" AGGREGATE BASE,
CLASS 5 (MNDOT SPEC. 2211)
- 24" SELECT GRANULAR
COMPACTED SUBGRADE (INCIDENTAL)

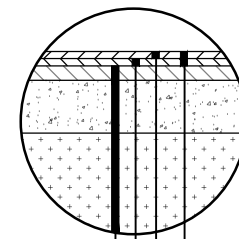
DETAIL A



- 3" TYPE SP 9.5 WEARING COURSE
MNDOT SPEC. SPWEA330C
- 8" AGGREGATE BASE,
CLASS 5 (MNDOT SPEC. 2211)
- COMPACTED SUBGRADE (INCIDENTAL)

DETAIL B

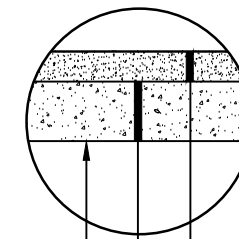
7 TON DESIGN



- 3" MILL & OVERLAY
- 1.5" TYPE SP 9.5 WEARING COURSE
MNDOT SPEC. SPWEA440F
- 1.5" TYPE SP 12.5 WEARING COURSE
MNDOT SPEC SPWEB440F
- EXISTING SECTION

DETAIL C

MILL & OVERLAY



- 4" CONCRETE
- 6" AGGREGATE BASE,
CLASS 5 (MNDOT SPEC. 2211)
- COMPACTED SUBGRADE (INCIDENTAL)

DETAIL D

CONCRETE WALK
CONCRETE WALK SPECIAL

H:\Projects\13000\13074\Design\Graphics\Feasibility\13074_exhibit3_layout.dwg : Figure 1

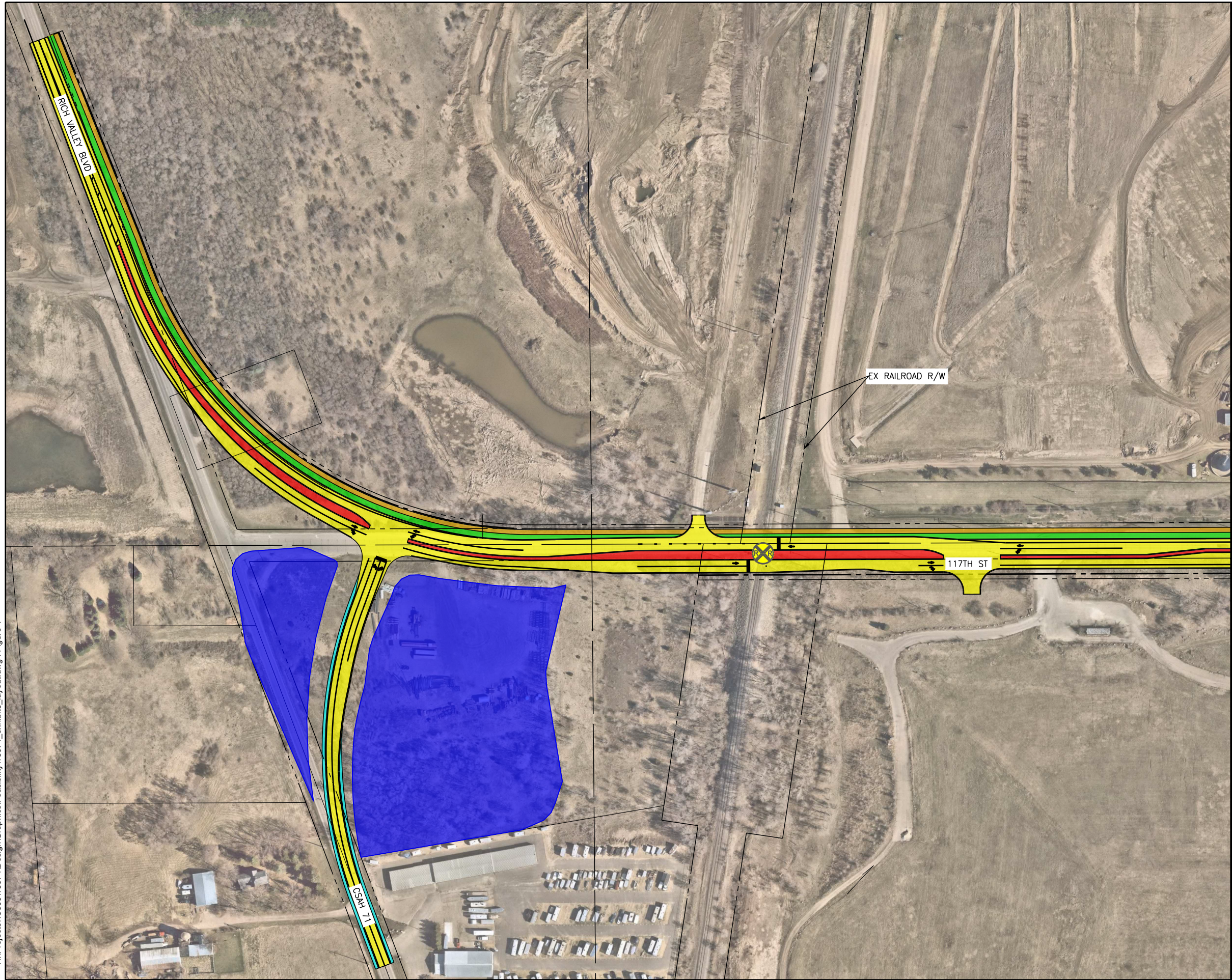


EXHIBIT 3

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 1

LEGEND

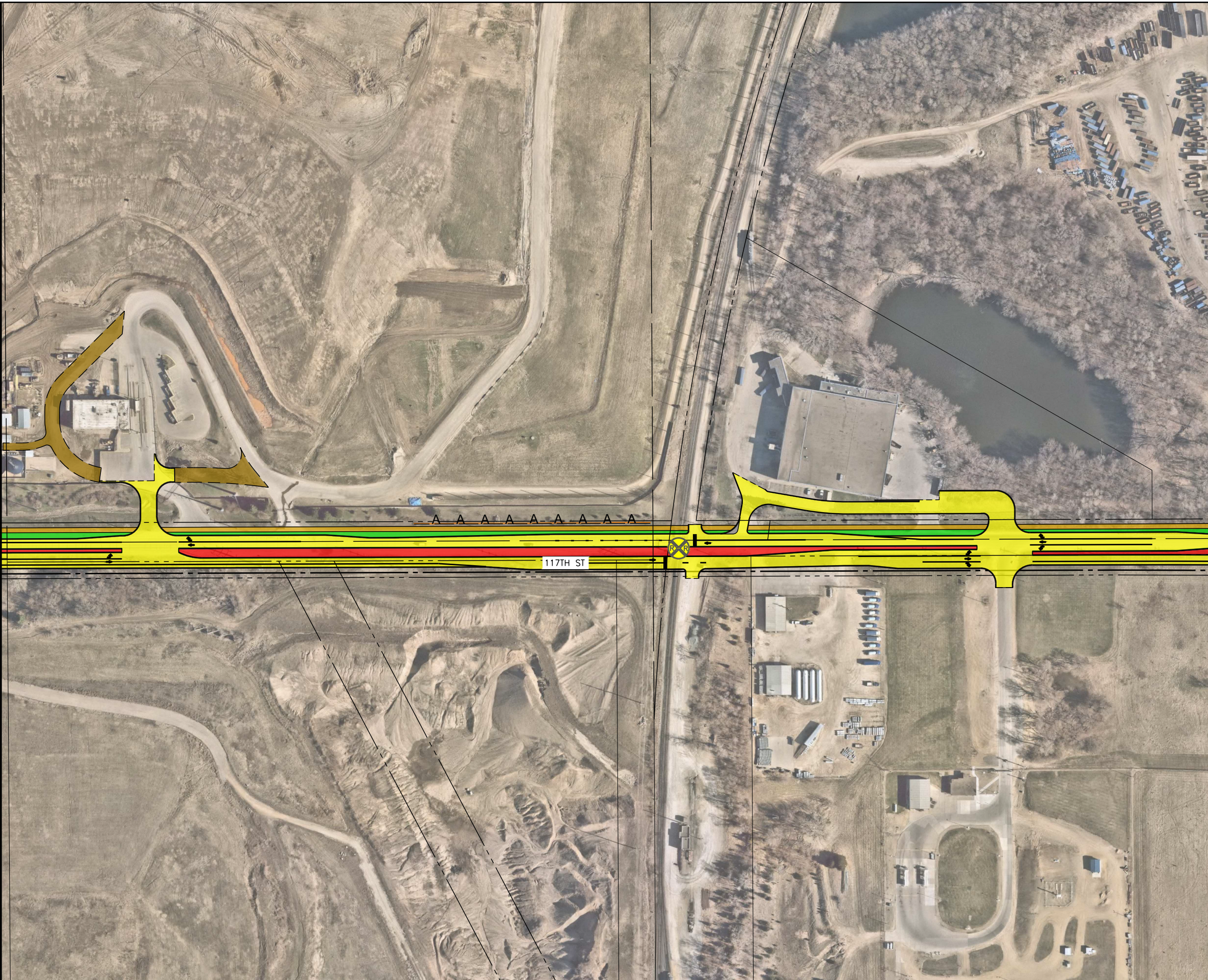
-  BITUMINOUS ROADWAY
-  ROADWAY BOULEVARD
-  RAISED MEDIANS
-  CURB & GUTTER
-  BITUMINOUS TRAIL
-  RETAINING WALL
-  MILL & OVERLAY
-  SHOULDER
-  STORMWATER BMP POND
-  EXISTING RIGHT OF WAY
-  PROPOSED RIGHT OF WAY
-  EXISTING SIGNAL
-  RAILROAD CROSSING



0 100 200
SCALE IN FEET



SEE FIGURE 1
MATCHLINE



MATCHLINE
SEE FIGURE 3

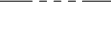
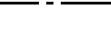
EXHIBIT 3

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 2

LEGEND

-  BITUMINOUS ROADWAY
-  ROADWAY BOULEVARD
-  RAISED MEDIANS
-  CURB & GUTTER
-  BITUMINOUS TRAIL
-  RETAINING WALL
-  MILL & OVERLAY
-  SHOULDER
-  STORMWATER BMP POND
-  EXISTING RIGHT OF WAY
-  PROPOSED RIGHT OF WAY
-  EXISTING SIGNAL
-  RAILROAD CROSSING



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SCALE IN FEET



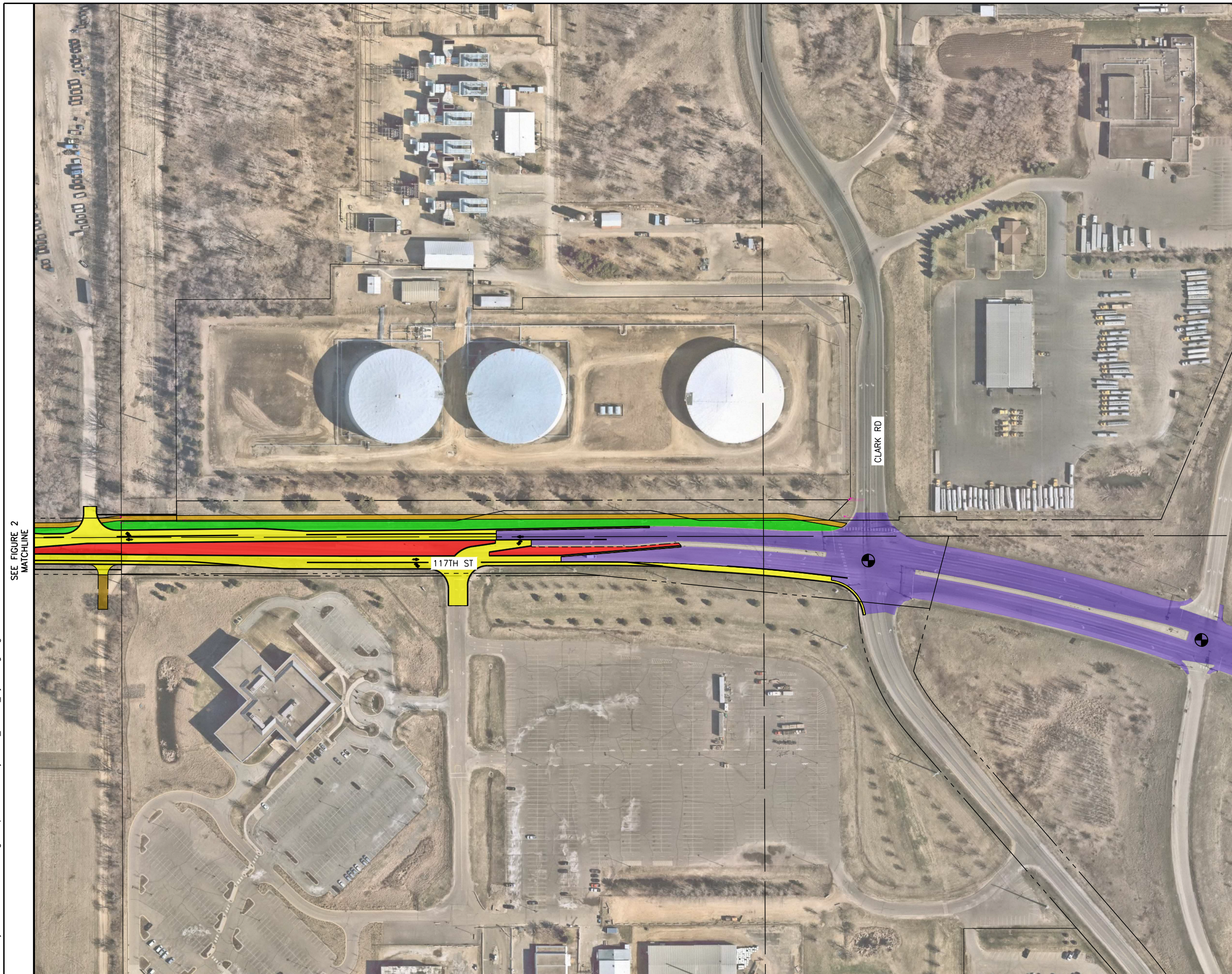


EXHIBIT 3

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 3

LEGEND	
	BITUMINOUS ROADWAY
	ROADWAY BOULEVARD
	RAISED MEDIANS
	CURB & GUTTER
	BITUMINOUS TRAIL
	RETAINING WALL
	MILL & OVERLAY
	SHOULDER
	STORMWATER BMP POND
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	EXISTING SIGNAL
	RAILROAD CROSSING



0 100 200
SCALE IN FEET



SEE FIGURE 3
MATCHLINE



EXHIBIT 3

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 4

LEGEND	
	BITUMINOUS ROADWAY
	ROADWAY BOULEVARD
	RAISED MEDIANS
	CURB & GUTTER
	BITUMINOUS TRAIL
	RETAINING WALL
	MILL & OVERLAY
	SHOULDER
	STORMWATER BMP POND
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	EXISTING SIGNAL
	RAILROAD CROSSING



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SCALE IN FEET



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MATCHLINE
SEE FIGURE 2

Utility Improvements Exhibit 4

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 1

LEGEND

- PROPOSED SANITARY SEWER
- PROPOSED FORCEMAIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY STRUCTURES
- PROPOSED HYDRANT
- EXISTING RIGHT OF WAY
- PROPOSED RIGHT OF WAY
- EXISTING SIGNAL
- RAILROAD CROSSING



0 100 200
SCALE IN FEET



SEE FIGURE 1
MATCHLINE



MATCHLINE
SEE FIGURE 3

Utility Improvements Exhibit 4

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 2

LEGEND

- PROPOSED SANITARY SEWER
- PROPOSED FORCEMAIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY STRUCTURES
- PROPOSED HYDRANT
- EXISTING RIGHT OF WAY
- PROPOSED RIGHT OF WAY
- EXISTING SIGNAL
- RAILROAD CROSSING



0 100 200
SCALE IN FEET



SEE FIGURE 2
MATCHLINE



MATCHLINE
SEE FIGURE 4

Utility Improvements Exhibit 4

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 3

LEGEND

- PROPOSED SANITARY SEWER
- PROPOSED FORCEMAIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY STRUCTURES
- PROPOSED HYDRANT
- EXISTING RIGHT OF WAY
- PROPOSED RIGHT OF WAY
- EXISTING SIGNAL
- RAILROAD CROSSING



0 100 200
SCALE IN FEET



SEE FIGURE 3
MATCHLINE



Utility Improvements Exhibit 4

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 4

LEGEND

-  PROPOSED SANITARY SEWER
-  PROPOSED FORCEMAIN
-  PROPOSED WATERMAIN
-  PROPOSED SANITARY STRUCTURES
-  PROPOSED HYDRANT
-  EXISTING RIGHT OF WAY
-  PROPOSED RIGHT OF WAY
-  EXISTING SIGNAL
-  RAILROAD CROSSING



0 100 200
SCALE IN FEET



\\vs-mp\is1\ProData\Projects\13000\13074\Design\Graphics\Feasibility\13074_exhibit5_RightofWay_layout.dwg : Figure 1



MATCHLINE
SEE FIGURE 2

RIGHT OF WAY ACQUISITION MAP EXHIBIT 5

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 1

LEGEND

	PARCEL LINE
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	ENCUMBERED RIGHT OF WAY
	UNENCUMBERED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	EXISTING SIGNAL
	RAILROAD CROSSING

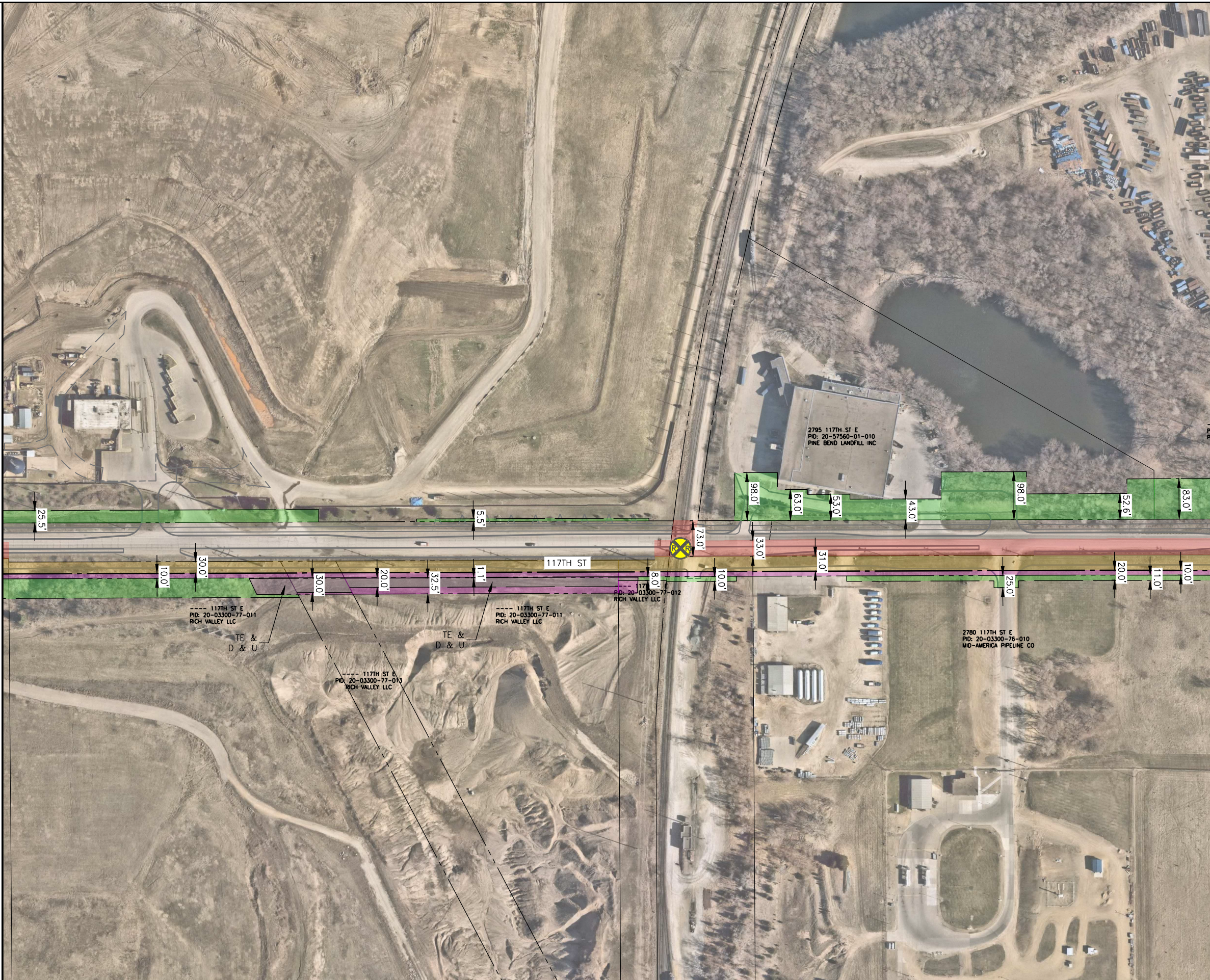


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SCALE IN FEET



\\vs-mp\is\1\ProData\Projects\13000\13074\Design\Graphics\Fee\13074_exhibit5_RightofWay_layout.dwg : Figure 2

SEE FIGURE 1
MATCHLINE



MATCHLINE
SEE FIGURE 3

RIGHT OF WAY ACQUISITION MAP EXHIBIT 5

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 2

LEGEND

	PARCEL LINE
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	ENCUMBERED RIGHT OF WAY
	UNENCUMBERED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	EXISTING SIGNAL
	RAILROAD CROSSING



0 100 200
SCALE IN FEET



\\vs-mp\1\ProData\Projects\13000\13074\Design\Graphics\Feasibility\13074_exhibit5_RightofWay_layout.dwg : Figure 3



RIGHT OF WAY ACQUISITION MAP EXHIBIT 5

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 3

LEGEND

	PARCEL LINE
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	ENCUMBERED RIGHT OF WAY
	UNENCUMBERED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	EXISTING SIGNAL
	RAILROAD CROSSING



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SCALE IN FEET



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SEE FIGURE 3
MATCHLINE



RIGHT OF WAY ACQUISITION MAP
EXHIBIT 5

117TH Street Reconstruction Project
City Project 2016-17, Dakota County Project 32-65
SP # 178-020-032

City of Inver Grove Heights

Figure 4

LEGEND	
	PARCEL LINE
	EXISTING RIGHT OF WAY
	PROPOSED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	ENCUMBERED RIGHT OF WAY
	UNENCUMBERED RIGHT OF WAY
	PROPOSED TEMPORARY EASEMENT
	PROPOSED D+U EASEMENT
	EXISTING SIGNAL
	RAILROAD CROSSING



0 100 200
SCALE IN FEET



APPENDIX B

FIGURE 1A
City of Inver Grove Heights
City Project 2016-17
117th Street Reconstruction Project

ESTIMATED COSTS

2016-17 Improvement Summary	
Roadway Improvements	\$13,489,250
Storm Sewer Improvements	\$4,600,073
Sanitary Sewer Improvements	\$2,344,145
Watermain Improvements	\$393,696
Right of Way Costs	\$2,566,794
TOTAL STREET ESTIMATED COST	\$23,393,958

FIGURE 1B

City of Inver Grove Heights City Project 2016-17

117th Street Reconstruction Project

ESTIMATED COSTS - ROADWAY IMPROVEMENTS

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
1	MOBILIZATION	LUMP SUM	\$238,675	1	\$238,675
2	2106 Excavation - common & subgrade	CU YD	\$8	45,110	\$360,880
3	2106 Common Embankment (CV)	CU YD	\$4	91,582	\$366,328
4	2106 Select Granular - Structural Backfill (CV)	CU YD	\$15	34,500	\$517,500
5	2106 Granular Subgrade (CV)	CU YD	\$15	8,825	\$132,375
6	County Road Pavement	SQ YD	\$39	41,400	\$1,614,600
7	3" MILL AND OVERLAY	SQ YD	\$13	22,800	\$296,400
8	Concrete Walk / Trail / Median	SQ YD	\$75	9,250	\$693,750
9	Bituminous Walk / Trail	SQ YD	\$40	7,650	\$306,000
10	ADA Pedestrian Curb Ramp	EACH	\$1,800	5	\$9,000
11	Concrete Curb and Gutter B418	LIN FT	\$27	26,300	\$710,100
12	Concrete Curb and Gutter B412	LIN FT	\$25	1,050	\$26,250
13	Removals - Pavement	EACH	\$6	29,920	\$179,520
14	Turf Establishment & Erosion Control		5%		\$262,252
15	Large Block Gravity Wall	SQ FT	\$48	2,000	\$96,000
16	Intersection Lighting (permanent)	LUMP SUM	\$100,000	1	\$100,000
17	Mainline Signing (C&D)	MILE	\$35,000	1.9	\$66,500
18	Mainline Striping	MILE	\$5,000	1.9	\$9,500
19	Railroad Special	LUMP SUM	\$50,000	1	\$50,000
20	Railroad Crossings	EACH	\$400,000	2.0	\$800,000
21	SIGNAL MODIFICATIONS - 117th at Clark Rd	LUMP SUM	\$25,000	1.0	\$25,000
22	Temporary Pavement & Drainage		5%		\$499,000
23	Traffic Control		3%		\$300,000
24	Non Quantified Minor Items		20%		\$1,160,719
SUBTOTAL: CONSTRUCTION COST					\$8,820,349
15% Construcion Contingency					15%
Utility Agreements					\$1,323,052
Railroad Agreements					\$1,000,000
15% Indirect Cost					\$50,000
Inflation Costs (2-years at 3%)					15%
					\$1,521,510
					2 yr at 3%
					\$774,338
TOTAL STREET ESTIMATED COST					\$13,489,250

Right of Way Costs \$2,566,794

FIGURE 1C
City of Inver Grove Heights
City Project 2016-17
117th Street Reconstruction Project

ESTIMATED COSTS - STORM SEWER IMPROVEMENTS

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
1	MOBILIZATION	LUMP SUM	\$167,402	1	\$167,402
2	2106 Excavation - common & subgrade	CU YD	\$8	93,662	\$749,296
3	2106 Common Embankment (CV)	CU YD	\$4	305	\$1,220
4	Removals - Drainage	LIN FT	\$20	222	\$4,440
5	Drainage	LUMP SUM	\$1,800,000	1	\$1,800,000
6	Turf Establishment & Erosion Control		5%		\$37,748
	Non Quantified Minor Items		20%		\$518,541
	SUBTOTAL: CONSTRUCTION COST				\$3,278,647
	15% Construcion Contingency		15%		\$491,797
	15% Indirect Cost		15%		\$565,567
	Inflation Costs (2-years at 3%)		2 yr at 3%		\$264,063
	TOTAL STORM SEWER ESTIMATED COST				\$4,600,073

FIGURE 1D
City of Inver Grove Heights
City Project 2016-17
117th Street Reconstruction Project

ESTIMATED COSTS - UTILITY IMPROVEMENTS

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
SANITARY SEWER IMPROVEMENTS					
1	MOBILIZATION	LUMP SUM	\$79,561	1	\$79,561
2	Local Utilities - Sanitary Sewers	LIN FT	\$80	7,200	\$576,000
3	Lift Station	LUMP SUM	\$750,000	1	\$750,000
4	Non Quantified Minor Items		20%		\$265,200
SUBTOTAL: CONSTRUCTION COST					\$1,670,761
15% Construcion Contingency			15%		\$250,614
15% Indirect Cost			15%		\$288,206
Inflation Costs (2-years at 3%)			2 yr at 3%		\$134,564
TOTAL SANITARY SEWER ESTIMATED COST					\$2,344,145

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
WATER IMPROVEMENTS					
1	MOBILIZATION	LUMP SUM	\$13,362	1	\$13,362
2	Local Utilities - Watermains	LIN FT	\$85	2,120	\$180,200
3	Lower Watermain	LIN FT	\$85	500	\$42,500
4	Non Quantified Minor Items		20%		\$44,540
SUBTOTAL: CONSTRUCTION COST					\$280,602
15% Construcion Contingency			15%		\$42,090
15% Indirect Cost			15%		\$48,404
Inflation Costs (2-years at 3%)			2 yr at 3%		\$22,600
TOTAL WATERMAIN ESTIMATED COST					\$393,696

FIGURE 1E

City of Inver Grove Heights City Project 2016-17

117th Street Reconstruction Project

ESTIMATED COSTS - EQUIVALENT 6,583.5' LENGTH 36' WIDE URBAN ROADWAY FOR PRELIMINARY ASSESSMENT ROLL CALCULATIONS

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
1	MOBILIZATION	LUMP SUM	\$201,000	1	\$201,000
2	2106 Excavation - common & subgrade	CU YD	\$8	87,497	\$699,976
3	2106 Common Embankment (CV)	CU YD	\$4	38,918	\$155,672
4	2106 Select Granular (CV)	CU YD	\$15	20,221	\$303,315
5	2106 Granular Subgrade (CV)	CU YD	\$15	5,239	\$78,585
6	County Road Pavement	SQ YD	\$39	24,139	\$941,421
7	ADA Pedestrian Curb Ramp	EACH	\$1,800	3	\$5,400
8	Concrete Curb and Gutter B418	LIN FT	\$27	13,167	\$355,509
9	Removals - Pavement	EACH	\$6	24,400	\$146,400
10	Removals - Drainage	LIN FT	\$20	222	\$4,440
11	Drainage	LUMP SUM	15%		\$1,123,561
12	Turf Establishment & Erosion Control	LUMP SUM	5%		\$94,789
13	Intersection Lighting (permanent)	LUMP SUM	\$63,000	1	\$63,000
14	Mainline Signing (C&D)	MILE	\$35,000	1.1	\$37,450
15	Mainline Striping	MILE	\$5,000	1.1	\$5,350
16	Traffic Control		3%		\$121,000
17	Non Quantified Minor Items		20%		\$803,000
SUBTOTAL: CONSTRUCTION COST					\$5,139,868
15% Construcion Contingency			15%		\$770,980
15% Indirect Cost			15%		\$886,627
Inflation Costs (2-years at 3%)			2 yr @ 3%		\$413,966
TOTAL EQUIVALENT 36' ROAD COST ESTIMATE					\$7,211,442

FIGURE 1F
City of Inver Grove Heights
City Project 2016-17
117th Street Reconstruction Project

ESTIMATED COSTS - EQUIVALENT 890' LENGTH 28' WIDE RURAL ROADWAY
FOR PRELIMINARY ASSESSMENT ROLL CALCULATIONS

<u>Item No.</u>	<u>ITEM DESCRIPTION</u>	<u>UNIT</u>	<u>EST UNIT COST</u>	<u>TOTAL ESTIMATED QUANTITY</u>	<u>ESTIMATED COST</u>
1	MOBILIZATION	LUMP SUM	\$15,000	1	\$15,000
2	2106 Excavation - common & subgrade	CU YD	\$8	268	\$2,144
3	2106 Common Embankment (CV)	CU YD	\$4	26,217	\$104,868
4	2106 Select Granular (CV)	CU YD	\$15	2,163	\$32,445
5	2106 Granular Subgrade (CV)	CU YD	\$15	462	\$6,930
6	County Road Pavement	SQ YD	\$39	2,769	\$107,991
7	Removals - Pavement	EACH	\$6	5,520	\$33,120
8	Drainage	LUMP SUM	15%		\$1,903
9	Turf Establishment & Erosion Control	LUMP SUM	5%		\$1,557
10	Mainline Signing (C&D)	MILE	\$35,000	0.2	\$5,950
11	Mainline Striping	MILE	\$5,000	0.2	\$850
12	Traffic Control		3%		\$9,000
13	Non Quantified Minor Items		20%		\$60,000
SUBTOTAL: CONSTRUCTION COST					\$381,758
15% Construcion Contingency			15%		\$57,264
15% Indirect Cost			15%		\$65,853
Inflation Costs (2-years at 3%)			2 yr @ 3%		\$30,747
TOTAL EQUIVALENT 28' ROAD COST ESTIMATE					\$535,622

FIGURE 1G
City of Inver Grove Heights
City Project 2016-17
117th Street Reconstruction Project

ESTIMATED COSTS - RIGHT OF WAY

<u>Parcel</u>	<u>PID</u>	<u>Owner</u>	<u>PROPOSED RIGHT OF WAY (Encumbered)</u> <u>SF</u>	<u>PROPOSED RIGHT OF WAY (Unencumbered)</u> <u>SF</u>	<u>PROPOSED TEMPORARY EASEMENT</u> <u>SF</u>	<u>PROPOSED DRAINAGE & UTILITY EASEMENT</u> <u>SF</u>
1	20-03300-54-015	R & M Holdings LLC	30,779	431,574		
2	20-03300-54-016	Rich Valley LLC	27,786	26,298	22,813	8,503
3	20-03300-77-011	Rich Valley LLC		27,238	34,421	31,907
4	20-03300-77-013	Rich Valley LLC		2,715	3,387	4,795
5	20-03300-77-012	Rich Valley LLC	1,023	2,644	792	2,280
6	20-03300-76-010	Mid-America Pipeline Co	36,982	34,995	9,070	11,206
7	20-03400-52-021	Flint Hills Resources Pine Bend LLC			15,752	4,311
8	20-03300-51-011	Pine Bend Landfill Inc	33,858	71,433	70,351	13,726
9	20-03300-51-012	Pine Bend Landfill Inc		16,549	5,673	1,410
10	20-57575-01-010	Pine Bend Landfill Inc			29,800	
11	20-57560-01-010	Pine Bend Landfill Inc			48,605	
12	20-57575-02-010	Pine Bend Landfill Inc		351	18,265	
13	20-03400-50-012	Northern States Power Co		1,594		
RR1		UP RR - West Crossing	11,686	7,840	23,524	3,237
RR2		UP RR - East Crossing	7,582	5,355	1,428	1,751
TOTAL (SF)			149,696	628,586	283,881	83,126

<u>Land Acquisition Type</u>	<u>Low Estimate</u>	<u>High Estimate</u>
Proposed ROW (Encumbered/Unencumbered)	\$389,141	\$2,035,454
Proposed Easement (Temporary, Drainage, and Utility)	\$168,290	\$442,526
Contingency	\$34,978	\$88,814
Total Right of Way Cost*	\$592,409	\$2,566,794

* Right of way and easement acquisition costs vary due to many factors. Some factors include parcel location, current land use, time of easement needs, i.e. temporary or permanent and current property values. The table above is intended to summarize the necessary right of way and easement areas needed from each parcel owner. The total right of way costs summarized include a per square foot estimate of between \$0.50 and \$3.00 per square foot, varying based on noted factors.

APPENDIX C

MAP No.	PIN NO.	Total FF	Reconstruct FF	36' Roadway FF	28' Roadway FF	Mill & Overlay FF	TYPE	OWNER NAME	Parcel Area	35% FR Assessment	Mill & Overlay Assessment	Proposed Street Assessment	Total Sewershed Acreage	Sewer Area Assessment (Area Connection Fee:\$5,418/Acre)	Sewer Lateral Assessment (Lateral Fee: \$2,104.15/Acre)	Total Sewer Assessment	Total Parcel Assessment	Notes
1	20-03300-54-015	1571	1571	924	647		Commercial	R & M Holdings LLC	431,783	(2)	\$0	\$0					-	Parcel Proposed for Total Acquisition
2	20-03300-54-016	850	850	850			Commercial	Rich Valley LLC	1,270,931	\$164,562.71	\$0	\$164,563	29.18	\$158,079	\$60,478	\$218,557	\$383,119.64	
3	20-03300-77-011	1133	1133	1133			Commercial	Rich Valley LLC	1,463,234	\$219,352.41	\$0	\$219,352	33.59	\$181,997	\$69,629	\$251,627	\$470,978.95	
4	20-03300-77-013	113	113	113			Commercial	Rich Valley LLC	140,934	\$21,877.16	\$0	\$21,877	3.24	\$17,529	\$6,706	\$24,236	\$46,113.03	
5	20-03300-77-012	100	100	100			Commercial	Rich Valley LLC	100,994	\$19,360.32	\$0	\$19,360	2.32	\$12,562	\$4,806	\$17,368	\$36,727.91	
6	20-03300-76-010	1121	1121	1121			Commercial	Mid-America Pipeline Co	1,443,338	\$217,029.17	\$0	\$217,029	33.13	(1)	\$68,682	\$68,682	\$285,711.65	
7	20-03400-52-021	2344	904	904		613	Commercial	Flint Hills Resources Pine Bend LLC	2,104,937	\$175,017.28	\$14,890	\$189,907					\$189,907.05	
8	20-03300-51-011	1860	1775	1775			Commercial	Pine Bend Landfill Inc	1,688,117	\$343,645.65	\$0	\$343,646					\$343,645.65	
9	20-03300-51-012	176	176	176			Commercial	Pine Bend Landfill Inc	38,280	\$34,074.16	\$0	\$34,074					\$34,074.16	
10	20-57575-01-010	2268	2268	2268			Commercial	Pine Bend Landfill Inc	9,404,490	\$439,092.02	\$0	\$439,092	215.90	\$1,169,732	\$447,521	\$1,617,253	\$2,056,344.79	
10A	20-57575-01-020	0					Commercial	Allied Waste Services of North America	324,011	(3)	\$0	\$0	7.44	\$40,301	(3)	\$40,301	\$40,300.54	
11	20-57560-01-010	932	932	932			Commercial	Pine Bend Landfill Inc	313,625	\$180,438.17	\$0	\$180,438	7.20	\$39,009	\$14,924	\$53,933	\$234,370.98	
12	20-57575-02-010	300	300	300			Commercial	Pine Bend Landfill Inc	1,096,636	\$58,080.95	\$0	\$58,081	25.18	(1)	\$52,184	\$52,184	\$110,265.32	
13	20-03400-50-012	114	114	114			Commercial	Northern States Power Co	1,973,875	\$22,070.76	\$0	\$22,071					\$22,070.76	
14	20-36660-01-010	1383	658	658		725	Commercial	Flint Hills Resources Pine Bend LLC	594,360	\$127,390.89	\$17,610	\$145,001					\$145,001.14	
15	20-03300-52-021	476	369		369		Residential	Robert & Marcille H Plan	279,472	\$38,388.22	\$0	\$38,388					\$38,388.22	
16	20-03300-52-022	387	387		387		Residential	Flint Hills Resources Pine Bend LLC	217,755	\$40,260.82	\$0	\$40,261					\$40,260.82	
17	20-03300-52-010	175	175		175		Residential	Flint Hills Resources Pine Bend LLC	162,000	\$18,205.80	\$0	\$18,206					\$18,205.80	
18	20-03300-50-020	1408	1090	1090			Commercial	Bituminous Roadway Inc	394,771	\$211,027.47	\$0	\$211,027					\$211,027.47	
19	20-03300-54-012	306	224		224		Commercial	11900 Rich Valley LLC	210,073	\$23,303.42	\$0	\$23,303					\$23,303.42	
RR1		354	354	354			Right of Way	UP RR - West Crossing		(2)	\$0	\$0					-	Railroad Right of Way
RR2		225	225	225			Right of Way	UP RR - East Crossing		(2)	\$0	\$0					-	Railroad Right of Way
TOTAL				13037	1802	1338						\$2,385,677.40		\$1,619,208	\$724,932	\$2,344,140	\$4,729,817.32	

- NOTES:** (1) Parcel Assessed a Sanitary Sewer Area Fee as part of City Project No. 2003-03.
(2) Railroad and Government-Owned Parcels/ROW Exempt from Special Assessment
(3) No Road Frontage, No Lateral Connection, Only Sewer Area Assessment

\$7,211,442.00 Reconstruction Costs Based on 36' Roadway with B618 curb and gutter

\$535,622.00 Reconstruction Costs Based on 28' Rural Roadway

\$2,524,004.70 35% Assessable Cost - 36' Roadway

\$187,467.70 35% Assessable Cost - 28'Roadway

\$193.60 36' Width Assessment Per FF

\$104.03 28' Width Assessment Per FF

\$24.29 Mill & Overlay Cost

\$2,344,145.00 Sanitary Sewer Cost (Total)

\$5,418.00 Area Assessment for Sewer Service (City Code 3-4-2-2.D.1 & 3-4-2-3) - 2023 Rate

\$1,619,208.26 Total Area Assessments for Sanitary Sewer

\$724,936.74 Total Lateral Assessment for Sanitary Sewer

349.73 Total Acres for Lateral Assessment

\$2,072.84 Lateral Assessment per Acre

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LEGEND

PARCEL LINE

EXISTING RIGHT OF WAY

PROPOSED RIGHT OF WAY

ASSESSMENT BASED ON 36' URBAN ROADWAY

ASSESSMENT BASED ON 28' RURAL ROADWAY

COMMERCIAL RIGHT OF WAY

RESIDENTIAL RIGHT OF WAY

CITY ACQUIRED RIGHT OF WAY

RAILROAD RIGHT OF WAY





Request for Council Action

SUBJECT: Rental Housing Licenses**MEETING DATE:** February 27, 2023**ITEM TYPE:** Regular Business**CONTACT:** Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

The Council is asked to approve the following 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:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
8864 BRUNELL WAY	Mark Mueller Lyndhurst, OH	Branden James Nation Minnetonka, MN
4619 BOWER PATH	Kenneth Albrecht Louisville, KY	Chris Mauzy Lakeville, MN
6953 ARCHER TRL	Shravan Pallati Lakeville, MN	Shravan Pallati Lakeville, MN

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: **Resolution to Approve 2022 Transfers to the Community Center Fund**

MEETING DATE: February 27, 2023

ITEM TYPE: Regular Business

CONTACT: Amy Hove, Finance Director, 651.450.2521
Adam Lares, Parks & Recreation Director, 651.450.2587
Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to approve the attached Resolution, authorizing a total of \$2,231,389 in transfers to the Community Center Fund from the Host Community Fund for fiscal year 2022.

BACKGROUND

Each year as part of the budgeting process, the Council approves the level of financial assistance that will be provided to the Community Center Fund (Fund 205) by the Host Community Fund (Fund 270). This assistance is intended to fully cover capital expenses and then partially cover operating expenses to the extent that operating revenues do not. Within the budget, this arrangement is reflected as a "transfer in" within the Community Center budget and a "transfer out" within the Host Community Fund budget.

At the beginning of each new year, staff looks back over the previous year's financial activities to determine how much of that funding is actually needed before making the transfer. Typically, staff separate the operating analysis from the capital analysis for the year even though those activities and transfers all happened within the same fund.

During 2023 budget preparations, staff proposed and Council approved, further transparency to this process by establishing a new fund for Community Center capital expenditures. Beginning in 2023, the Community Center-Capital Fund will receive the budgeted capital transfer upfront, based on an approved Council budget. Staff will then be expected to manage capital purchases within annual funding parameters for the fund. This will allow the Community Center to save for larger projects by receiving a more "average" capital contribution year over year. However, the "old" process remains in place for 2022, where funds are transferred after the fact, based on actual dollars spent.

Operating Transfer

In 2022, the Community Center reported revenues of \$2,650,718. This is 96% (or \$102,082 short) of the operating revenue that was anticipated in the adopted budget. 2022 operating revenues were up compared to 2021 revenues, by \$400,000, but not by as much as was forecasted at the time the 2022 budget was adopted. Revenues have been slowly rebounding back to pre-pandemic levels, although they have still not quite recovered as 2018 and 2019 were all-time high years in the fund's revenue history.

Staff attributes the revenue shortfall to several factors, including:

- Gym Closure – the gym was used by the National Guard for COVID testing Monday-Thursday from January to April 28, 2022. This restricted programming and rentals from taking place in the gym and impacted revenue.
- Staff shortages – we were unable to offer certain programs and services due to lack of staff i.e. private swim lessons, childcare, personal training.
- Pool closure due to the filter and filtration system replacement project from July 6 to mid-October – deterred new members to join and daily admissions.

Operating expenses ended the year at \$3,720,177. This is 104% (or \$147,577 over) of the budgeted amount. Overages were due to higher than anticipated utility and chemical supply costs.

In all, the operating transfer needed in 2022 to bridge the gap between operating revenues and operating expenditures is \$1,069,557, or \$249,757 more than the budget of \$819,800.

<u>Operating Transfer</u>	<u>Budget</u>	<u>Activity</u>	<u>Difference</u>
Operating Revenues	\$ 2,752,800	\$ 2,650,621	\$ (102,179)
Operating Expenditures	3,572,600	3,720,177	(147,577)
Operating Transfer	\$ (819,800)	\$ (1,069,557)	\$ (249,757)

Capital Transfer

In 2022, the Community Center budgeted \$1,338,900 for capital expenditures. All of the projects except for the Bright Side Room remodel (estimated at \$150,000) were substantially completed in 2022.

New Pool Filters & Pumps	\$ 884,200
Replace Dive Board/Lifeguard Stand	23,000
Fitness Equipment Replacements	68,700
Replace Condensing Unit	95,000
ADA Door Openers	13,000
Community Room Improvements	105,000
Remodel Bright Side Room	150,000
	<u>\$ 1,338,900</u>

Total capital spending in 2022 was \$1,161,832, which is \$177,068 less than the budget of \$1,338,900. There also remains an additional \$41,366 needed to finish Community Room Improvements - this figure is included in recommended 2022 carryovers, also on tonight's agenda for Council consideration.

<u>Capital Transfer</u>	<u>Budget</u>	<u>Activity</u>	<u>Difference</u>
Buildings Expenditures (80200)	\$ 1,270,200	\$ 1,090,360	\$ 179,840
Other Equipment Expenditures (80800)	68,700	71,472	(2,772)
Capital Transfer	\$ 1,338,900	\$ 1,161,832	\$ 177,068

Total Operating & Capital Transfer

As reflected in the chart below, total transfers needed by the Community Center in 2022 are \$2,231,702. This is \$72,689 more than what was anticipated when the 2022 budget was set. To summarize, a larger than planned transfer is needed to support operating costs and a smaller than planned transfer is needed to support capital projects, due to the Bright Side Room remodel not

proceeding.

	Budget	Activity	Difference
Operating Transfer	\$ 819,800	\$ 1,069,557	\$ (249,757)
Capital Transfer	1,338,900	1,161,832	177,068
	<u>\$ 2,158,700</u>	<u>\$ 2,231,389</u>	<u>\$ (72,689)</u>

FISCAL IMPACT

Approval of the proposed operating and capital transfers provides the funding needed to cover 2022 costs incurred by the Community Center that were not covered by 2022 operating revenues.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, authorizing a total of \$2,231,389 in transfers to the Community Center Fund from the Host Community Fund for fiscal year 2022.

ATTACHMENTS

1. Resolution Authorizing Transfer to Community Center Fund

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING 2022 OPERATING AND CAPITAL
TRANSFERS FOR THE COMMUNITY CENTER FUND**

WHEREAS, each year the city sets a budget for operating and capital transfers to the Community Center Fund (Fund 205) from the Host Community Fund (Fund 270) based on the annual financial needs of the Community Center; and

WHEREAS, after the year has passed staff review financial activities to determine how much of that funding is necessary and request approval by the City Council to make the necessary year-end transfers; and

WHEREAS, after completing the review for 2022, the total operating and capital funding needed from the Host Community Fund amounts to \$2,231,389; this amount being \$72,689 more than the 2022 budget of \$2,158,700.

	Budget		Activity		Difference
Operating Transfer	\$ 819,800	\$	1,069,557	\$	(249,757)
Capital Transfer	1,338,900		1,161,832		177,068
	\$ 2,158,700	\$	2,231,389	\$	(72,689)

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that a transfer of \$2,231,389 from the Host Community Fund to the Community Center Fund is hereby authorized for 2022.

Adopted this 27th day of February, 2023, by the City Council of Inver Grove Heights, MN.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk