

Inver Grove Heights City Council
In Person Meeting and via Zoom (Hybrid Meeting)

Monday, January 11, 2021 at 7:00 p.m.

A G E N D A

Change of Format: Public Comments section has been moved to Item 7. Comments are to be limited to three (3) minutes per person.

NOTICE TO RESIDENTS: If you are interested in participating on **Item 7. Public Comment**, please contact Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@ighmn.gov) to inform her - your name, address and to what you wish to speak on. Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, January 11, 2021, will be provided to the Council at or before the January 11, 2021 meeting. **Phone Number to Reach Meeting: 651-450-2471**

1. Call to Order

2. Roll Call

3. Presentations

4. Consent Agenda

All items on the consent agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.

- A.** i. Minutes from the December 7, 2020 City Council Work Session.
- ii. Minutes from the December 8, 2020 City Council Special Meeting.
- iii. Minutes from the December 22, 2020 City Council Special Meeting.
- iv. Minutes from the December 29, 2020 City Council Special Meeting.
- B.** Disbursements for Period Ending January 5, 2021.
- C.** Consider Approval of Rental Licenses.
- D.** Consider Approval of Personnel Actions.
- E.** Consider Approval of Official City Newspaper.
- F.** Consider Approval of Official Depositories
- G.** Consider Approval of Resolution Authorizing Electronic Funds Transfer.
- H.** Consider Approval of Operating Manager, Bryan Campbell, for BB Burger Ventures LLC dba B-52's.
- I.** Consider Approval of Plans, Specifications, and Bidding for the VMCC Parking Lot Reconstruction Project - City Project 2020-05.
- J.** Consider Approval of American with Disabilities Act Policies.
- K.** Consider Resolution Designating Polling Locations for 2021.
- L.** Consider Pay Request #1 and Change Order #1 for Heritage Village Park Phase III Improvements.

- M.** Approve a Resolution relating to a Variance from the minimum lot size and width standards to covert the vacant building into a duplex for property located at 7535 Cloman Way (Brian Friemann Case 20-49V).
- N.** Approve the following for property located at 11380 Courthouse Boulevard; a) an Ordinance amendment rezoning the property from I-1, Light Industrial to I-2, General Industrial and 2) a Comprehensive Plan Amendment changing the land use from LI, Limited Industrial to GI, General Industrial (Swift Transportation Case 20-51V).
- O.** Consider Approval of Operating Manager, Shaun Cieslak, for Northern Tier Retail LLC dba Speedway #4548.
- P.** Consider Approval of Operating Manger, Roxann Poissant for Pilot Travel Center.
- Q.** Consider Contract Amendment with Braun Intertec for Response Action Plan for Heritage Village Park.
- R.** Consider Change Order Nos. 7 & 8 and Pay Voucher No. 12 for City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street.
- S.** Appointment of Board Member to the Lower Mississippi River Watershed Management Organization (LMRWMO).
- T.** Consider Resolution Amending Assessment Roll for 2020 Pavement Management Program, City Project No. 2016-09G – 60th St., 62nd St. and Bacon Ave. Street Improvements for the Residential Driveway Restoration Program Participation.
- U.** Consider Resolution Accepting Proposals and Authorizing Consultant Professional Engineering Services for the Fortistar RNG Expansion at Pine Bend Landfill.
- V.** Consider acceptance of Donation to the Fire Department.
- W.** Consider Approval of Pay Application #14 to Jorgenson Construction for 2014-10 Fire Station #2 Construction.
- X.** Consider Approval to Acquire Rescue Boat and Equipment from MN DNR.
- Y.** Consider Approval of Change Order #22 & #23 for 2014-20 Fire Station #2 Construction.

5. Public Hearing

- A.** Public hearing to consider ordering City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034.
- B.** Continue Public Hearing to Consider a Resolution Ordering Project, Receiving Amendment No. 1 to the Feasibility Report, Accepting Professional Engineering Services Proposal IPO 28B from Kimley-Horn, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for City Project No. 2016-13 – Cahill Trunk Drainage Improvements.

6. Regular

Administration

- A.** Consider Appointing a Council Member to serve as Acting Mayor for 2021.
- B.** Consider Appointing Council Members to serve on Member Commissions for 2021.
- C.** Parks and Recreation Director Replacement Discussion/Decision.

- D. Review Plans for South Valley Park Master Plan Improvements.
- E. Consider Approval of Contract with HKGI for Preparation of Plans and Specifications for South Valley Park Master Plan Improvements.

Community Development

- F. **PABLO CASTELLANOS** - Consider a variance to allow a solid fence 48-inches in height located in the corner front of the property located at 7051 Arlo Way (tabled from December 14, 2020).

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. Executive Session

- A. Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(c)(2) and (3) for the purpose of reviewing confidential or protected nonpublic appraisal data and to develop or consider offers or counteroffers for the purchase of real property located at 8296 Babcock Trail, Inver Grove Heights.
- B. Closed session pursuant to Minnesota Statutes § 13D.05, Subd. 3(b), for a confidential attorney-client discussion regarding litigation in the matter *City of Inver Grove Heights v. Dalsin, et al.*

9. Mayor and Council Comments

10. Adjourn

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

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, DECEMBER 7, 2020. 6:00 PM - 8150 BARBARA AVENUE
****Via Zoom Video Conferencing****

A. CALL TO ORDER: The City Council of Inver Grove Heights met for a Work Session on Monday, December 7, 2020. Mayor Tourville called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

Roll Call: Present via Zoom Video Conferencing: Mayor Tourville; Council Members; Piekarski Krech, Bartholomew, Perry, and Dietrich; City Attorney Bridget McCauley Nason, City Administrator Joe Lynch, City Clerk Rebecca Kiernan, Technology Manager Marc Gade, Finance Director Amy Hove, Parks and Recreation Director Eric Carlson, Fire Chief Thill, and Community Development Director Heather Rand.

1) 2021 Budget:

Finance Director Amy Hove discussed the 2021 Budget and status of the Budget and Tax Levy. Resolutions on Final Budget and Levy will be discussed at the December 14th City Council meeting for possible adoption. The following update was given:

- At the September 14th meeting the Council set a preliminary City-wide levy for payable 2021 at \$26,356,258.
- In the months that followed Staff identified areas of reduction and revenue increases.
- A total decrease of \$232,900 was found for reductions to the General Fund Levy.
- The new levy total is \$26,123,358. An increase of under \$1.4 million dollars over the levy for payable 2020. 5.63%.
- \$500,000 of that is dedicated to pavement management.

Comparison of the levy split in 2020 and how it would look in 2021:

	2020	2021
General Fund:	81% of the levy	dropped to 80%
Debt:	12%	11%
Pavement Management:	7%	9% (reflective of the \$500,000 increase over 2020)

Since that time, they have received updated market values, tax capacity values, and fiscal disparity information from Dakota County. Based on the newest figures and reducing the levy need, they estimate a 2.16% decrease to the City tax rate for next year. That brings them to rates comparable to those pre-2017. She stated in September, when the preliminary levy was passed, it was estimated at .11%. Market values were up almost 7.5% over 2020 with 1% due to new construction. They feel positive about the strong demand for property in the City and new construction.

The following information was discussed about the 2021 Budget Calendar:

- July 27, 2020: City Council. Introduction of General Fund Preliminary Budget and Levy.
- August 24, 2020: City Council. Update and discussion on General Fund Budget and Levy.
- September 8, 2020: Budget Work Session.
- September 14, 2020: City Council. Adopt 2021 Proposed Budgets and Tax Levies.
- September 30, 2020: Final date to Certify Proposed Tax Levies and Budgets to Dakota County.
- October 5, 2020: Budget Work Session.
- November 2, 2020: Budget Work Session. Remainder of City Funds: Enterprise Funds, Special Revenue Funds, and Internal Service Funds.

- Between November 10 and November 24: Dakota County sends out Proposed Property Tax Notices for 2021.
- December 7, 2020: Budget Work Session.
- December 14, 2020: Public Meeting for final review of 2021 Budgets and Tax Levies and Adopt 2021 Final Budgets and Tax Levies.
- December 28, 2020: Final Date to Certify Final Tax Levies and Budgets to Dakota County.

Finance Director Hove discussed a summary of the General Fund, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, and various Internal Service Funds. Only certain funds, the General Fund Debt and Capital Project (Pavement Management Portion), adds up to the total property tax levy of the \$26,123,358. Total expenditures across those budgets are \$60,023,568. She stated those two figures are the ones noted on the sample Resolutions. The Council will be asked to adopt an Expenditure Budget and a Property Tax Levy Budget. She discussed Comparisons between the 2018, 2019, and 2020 Levies and what the proposed Preliminary Levy looks like:

- This was the first year they split out the Pavement Management Fund Levy to be more transparent about how much they are dedicating toward pavement management.
- Total City-wide levy: \$26,123,358.
- The Tax District Levy is a 10-year term levy. It is an annual amount that will not change and will drop off after 2027.

Tax Capacity and City-Wide Tax Levy:

- City-wide tax levy: \$23,278,964
- How the tax rate has changed over the years: Last year it was 51.037.
- The City had a decrease from 2017 to 2018.
- A slight increase in 2019 where it went up to 53.537.
- In 2021 the projected tax rates was below the 50 mark.

Market Values:

- Payable 2020 and payable 2021. The dollar amount of market value increase within the City was over \$300 million dollars. Under the 7.5% increase.
- \$44.7 million dollars of that was due to new construction. Mostly in residential.
- There was a net tax capacity increase of under \$4 million dollars from 2020 to 202. Equivalent to an 8% increase. Almost 7% is new construction.

Councilmember Bartholomew asked about Exhibit D and if the disparities were actual or an estimate, contribution value versus distribution. Finance Director Hove responded those were the latest figures from Dakota County. They will get updated figures in the spring.

Mayor Tourville asked if this would be discussed at the Council meeting on December 14th. Finance Director Hove responded she is planning a power point presentation for the Truth in Taxation portion of the meeting. It will focus on the Levy and General Fund as that is the driving factor people want to discuss. She stated she had some questions about why taxes go up. That can be related to several different factors. Someone had a significant value increase, there could be a property classification change. When the proposed values go out in the spring, its important people pay attention to their value and classification, usually it is not noticed until the fall. She stated there was an increase in operating levies from School District 196 for a small portion of residents. All questions related to the

City budget and levy have been answered. If related to market value or property classification, those were referred to Dakota County, and if school levy related, they were directed to the School District.

Finance Director Hove stated Draft Resolutions are included in the meeting Agenda. A draft would be posted online. Once everything is approved, hard copies will be printed for Council and Department Heads.

Mayor Tourville asked how many calls with questions she received. Finance Director Hove responded she received three inquiries.

Mayor Tourville stated eight years ago valuations went down. Six years ago, townhomes were hit and roughly one hundred phone calls came in because people's valuations changed from being down to back up. The County said it was valuation change and were behind on townhomes.

Finance Director Hove stated they would make sure to post something online prior to the meeting on the 14th. If anyone wants to make public comments prior to the meeting, they can email the comment or question and she would bring it to the meeting, or they can call in to that portion of the meeting.

2) Council Compensation:

City Administrator Joe Lynch stated at the October Council Budget Work Session, a question was raised about Councilmember pay and if the Council would/could consider taking a compensation cut in 2021 to help offset expenses for the City.

The Mayor's salary is currently \$11,400

The City Council salary is currently \$8,200

Two options were offered:

1. Try to keep the ratio pay between the Council and the Mayor the same. One consideration is to reduce the salary of the Mayor to \$10,000 (a \$1,400 decrease) and the City Council pay to \$6,800 (a \$1,400 decrease) keeping the ratio of pay the same. This results in a savings of \$7,000 in the Mayor/Council budget.
2. Reduce the pay for each by the same percentage, for example 10%. If using this analogy, the Mayor's salary would be reduced \$1,140 and the Council by \$820.00. The Mayor's salary would be \$10,260 and the Council would be \$7,380. This would be a savings of \$4,420.

There could be other options to consider and open for discussion. Because Council pay is in Ordinance form, changing requires three readings. He spoke with City Attorney McCauley Nason who stated if Council wanted to do it permanently, they would have to wait until after the next Election. If doing temporarily, up to 12 months, they could create a temporary Ordinance reducing the pay.

Mayor Tourville stated he does not agree with this. If anything is done the Council in 2021 should be dealing with it, not a Council that is going to have some leaving. He commented the pay is not that much and it does not have much of a savings.

Councilmember Bartholomew responded with two new Board Members coming in, it would be difficult to change. They ran for Election under the existing rules, changing without their input would be disingenuous. He stated he would support any type of reduction and would consider moving the Mayor salary to be the same as the Council in 2021. He commented he cannot support this as it stands. The new Council should look at this and consider a reduction.

Councilmember Dietrich asked when the last time the Council or Mayor received an increase. City Administrator Lynch responded 2014. She stated it was an odd request. She commented that a few months ago Council approved the VMCC to change a kitchen into a storage room for \$20,500. To her, the cost savings seems odd.

Mayor Tourville stated anyone serving on Council in any City is underpaid for their time and effort. City Clerk Rebecca Kiernan stated she received one response today from a resident who said they are not in favor of changing the current structure.

Councilmember Perry agreed with letting the current Council deal with this. She suggested the new Council work with the Finance Director to give the difference to liquor licenses, helping offset fees. She has always said the Council is underpaid for the work they do but was willing to give up the pay if she was re-elected.

Councilmember Piekarski Krech stated a previous City Administrator told her when she was Elected that Council pay was not that much, and hopefully you do not lose money by being on the Council. She was not in favor of reducing the Mayor salary because the Mayor must take off work significantly to meet City obligations. Hopefully, the stipend covers that. She stated they would have to look for other ways they can help in the budget with liquor licenses or something else to help businesses out.

Mayor Tourville stated several years ago it was discussed that Council does not receive pay for a period of time due to hard times.

City Administrator Lynch stated direction is to wait until 2021 and ask the Council in place at that time if they want to do anything.

3) Heritage Village Park Review and Discussion:

Parks and Recreation Director Eric Carlson stated Council requested additional discussion about Heritage Village Park and discussed the following: The Mission of the City of Inver Grove Heights is to provide services and facilities that enhance the quality of life in our vibrant Community. Parks and Recreation does a pretty good job of this.

The Vision for Heritage Village Park:

- The first Master Plan adopted in 2004
- Clean up of contaminated property making it safe for public recreational use
- 65-acre passive Community Park along the Mississippi River
 - Public gathering space
 - Historic interpretation/Community Heritage
 - Mississippi River access
 - Flood protection
- Over 40 properties acquired

Heritage Village Park is a larger portion of what the City is trying to accomplish along Concord for redevelopment and uses the park as an economic engine.

Redevelopment – Economic Engine:

- Site Preparation
 - Planning Significant investments
 - Environmental remediation
 - Removal of structures prone to flooding
- Investment in Public Infrastructure
 - Concord Blvd. (City/County)
 - Swing Bridge Park and Trailhead (City/County)
 - Mississippi River Regional Trail (County) Through the park there is a 26-mile paved trail from St. Paul to Hastings
 - Heritage Village Park (City)
- Future Development
 - Housing
 - Retail
 - Commercial

Economic Development:

- Defined land uses
 - Anticipated tax base increase of 300% to 1,200%
- Higher densities (Based off planning done a few years ago with regards to the Concord Boulevard neighborhood area)
 - Sixfold increase in residents
 - Fourfold increase in commercial square footage
- Attract new business/creates jobs for residents in the City

City Council Discussion:

- City Council updated the 2004 Heritage Village Park Master Plan in 2010, 2012, 2018, and 2019
- Council meeting discussion on several occasions between 2017 and present
 - Land acquisition
 - Park planning and development
 - Contract approvals
- August 26, 2019: Council approved development of final plans and specifications for Phase IV improvements:
 - Site work
 - Restroom/shelter(s)
 - Inclusive Playground

Public Engagement:

- Held several Open Houses during the Master Plan process
- All Can Play IGH: Friend Group supports improvements so people with all abilities and disabilities can play together
- Strong support for an Inclusive Playground in the Comprehensive Park, Recreation, Trail, and Facilities Master Plan On-line Survey/Social Pinpoint Site. In both survey opportunities, strong support was shown in the results

Consistency with 5-Year Strategic Plan:

- Guiding Principles
 - Culture and Recreation
 - Embrace and revitalize the Riverfront
- Objectives & Strategies
 - Focus on importance and connection to the Riverfront

- Promote our heritage throughout parks, programs, natural areas, and history
- Action Plans
 - Embrace and Revitalize the Riverfront
 - Complete construction of Heritage Village Park Plan

Heritage Village Park Investments to Date:

- Land acquisition and Park Development. The City has invested \$8,919,000 in cash from Federal, State, County, and City sources
- Worked with a Contractor to do soil remediation. Done in-kind, with a value of \$1.2 million dollars
- Invested over \$10 million dollars in property acquisition and park development to date

The next phase of development at Heritage Village Park proposes to have:

- Two shelters
- Restroom facility
- Inclusive playground

This is a site plan based on feedback from residents and the Parks Commission.

Phase IV Probable Investments: Completing Phase IV improvements: Approximately \$2.5 million dollars.

Potential Funding:

- Dakota County ELF Grant Reimbursement: \$900,000
- MN Deed Grant from the State of MN (Council approved and received): \$400,000
- MN DNR Outdoor Recreation Grant. Proposed at the last City Council meeting and part of tonight's discussion: \$250,000
- Closed Bond Fund. Recommending Council consider a City investment: \$500,000
- Donations/In-Kind. \$450,000
- Total: \$2,500,000

Phase IV Park Capital Replacement Estimates:

- Playground Equipment: Investment: \$250,000. Annual Investment: \$10,000
- Pour in Place Surface: Investment: \$160,000. Annual Investment: \$16,000
- Building/Shelter(s): Investment: \$500,000. Annual Investment: \$10,000
- Total: \$36,000. Currently the City transfers \$265,000 from the General Fund to the Parks Capital Replacement Fund. This fund replaces all existing park amenities in the parks system such as tennis courts, irrigation systems, basketball courts, and playground equipment.

Parks and Recreation Director Carlson stated the need to determine the consensus of the Council and what direction they want to see Heritage Village Park go as follows:

Continue Development:

- Continue to move forward with MN DEED funded improvements
- Apply for MN DNR Outdoor Recreation Grant
- Work with WSB/Roe on Grant and Historical Interpretation
- Begin to secure in-kind services and donations

Pause Development:

- Do not apply for the MN DNR Outdoor Recreation Grant
- Consider not moving forward with work funded by the MN DEED Grant

Mayor Tourville stated a decision needs to be made to determine whether or not to apply. He asked what the amount of the DNR Grant was. Parks and Recreation Director Carlson responded it was for \$250,000 and would have to be matched with a non-State match of \$250,000.

Councilmember Perry asked if all three Grants were dollar for dollar matches. Parks and Recreation Director Carlson responded the ELF Grant was reimbursement for past expenditures and requires no match. The \$400,000 from DEED does not need a match. The only match needed was if successful with the DNR Grant which is up to \$250,000. They could be awarded something less than \$250,000 but nothing more than that amount.

Councilmember Bartholomew asked about the DEED Grant and if there was a timeline, and if the funds could be used elsewhere other than Heritage Village Park. Parks and Recreation Director Carlson responded the DEED Grant is reimbursement funds for expenditures already made. Councilmember Piekarski Krech stated if it is reimbursement, the money has already been spent. She asked for further clarification on funds. Parks and Recreation Director Carlson responded the \$900,000 the City is getting back, would lower the amount put into the investment so far. The County and City have spent this money, the County is reimbursing it. That money could be used for Phase IV investment without spending anything further.

Mayor Tourville asked if they could draw down the \$900,000 and do nothing further with Heritage Village Park. He asked if the County would say the City would not get the \$900,000 without moving forward. Parks and Recreation Director Carlson responded the Council could choose to do nothing. The City would still receive \$900,000, it would reduce the amount the City has already invested in the park. Mayor Tourville stated the \$900,000 cannot be used to pay the County or State back. He asked how they take the money and not do anything with it. Parks and Recreation Director Carlson responded the \$900,000 reduces the City investment from \$2.6 to \$1.5 million dollars.

Mayor Tourville asked if there was a possibility of ELF Funding in 2021. Parks and Recreation Director Carlson responded the County Board is not interested in moving forward with the ELF Grant Program as it had in the past. Mayor Tourville stated he heard the change would be in actually getting things done instead of reimbursement for things that had been done.

Councilmember Bartholomew stated if taking \$900,000 and putting it towards what was already paid, the investment goes from \$2,619,000 and reduces it to \$1,719,000. Parks and Recreation Director Carlson stated he had a mathematical error in his calculations. Councilmember Bartholomew stated the expenditure column was increasing by \$900,000 and reducing what we paid. Parks and Recreation Director Carlson agreed.

Councilmember Dietrich stated this was a good project. Looking at it independently, she would fully support it. Her question is where the match would come from in the future. She commented the northwest area has been waiting for a park for over a decade. Traction is being made in the area, but if more land would be available, she was concerned about being able to purchase the land, develop, and put equipment on it. Looking at Parks and Recreation as a whole, she was concerned about the fiscal sustainability going into the future. Parks and Recreation Director responded if the City were successful in receiving a Grant from the DNR, that could be matched by the \$500,000 from the Closed Bond Fund, or \$450,000 from Donations/In-Kind. Councilmember Dietrich stated everyone loves parks, the

role in Government is for public safety and infrastructure. If having the \$500,000, they still need to get roads up to standards. She commented she does not see this being viable at this time.

Mayor Tourville agreed there is a need for park space and equipment in the northwest area, a lot of people that want Heritage Village Park to happen also. He asked if there was a plan that can be put in place to look at serving both needs. He asked if both could be done or not. City Administrator Lynch responded a Park Dedication fee is currently collected from new development in the City. That money is used to acquire land and build new parks throughout the City. He stated that is the financing plan for the northwest area parks system. Land acquisition, construction, installation of park systems, to meet the plan to about a half mile apart was approximately \$19,000,000. That amount would be collected in development fees for the land currently in place. He stated the money referred to tonight goes towards putting together the economic engine that can be a catalyst for the Concord business area and an attraction for residents of the City and throughout the Metro. This includes the Mississippi River, Mississippi River Regional Trail, Swing Bridge, and the Heritage Village Park project.

He stated the \$265,000 is the annual replacement fund. That is where they are short. They have recommended the Council raise it. It has been raised from approximately \$50,000, to \$265,000. This fund addresses ongoing repairs, replacement, and complete reconstruction. He stated they can do both. They are not taking money or shorting money from one to do the other. The Closed Bond Fund is up to Council to decide where and if they would like to spend money to assist other areas. He stated they felt this was a good match for the DNR Grant Fund.

He responded about the program stating the County has said they are putting it on hold while reevaluating the purpose. Originally it was to help Cities that have landfills deal with the physical and financial impact landfills bring to their City. He stated what had happened was all Cities with landfills put in a bunch of projects to help deal with many other things.

City Administrator Lynch stated they would have to adjust and consider the Park Maintenance Fund to see if there is a way to increase the fund to help deal with construction at Heritage Village Park and the northwest area. They will need to plan for the eventual aging out of the system and possible replacement.

Mayor Bartholomew stated we are currently short and are asked as a City to commit to \$500,000 from the Closed Bond Fund. They are short on In-Kind Donations but was unsure what the balance was. He stated they are currently short \$950,000 and could be short \$250,000 considering they have to match it. The total is \$1,200,000. He asked if this was the appropriate time. He asked if they have the money to come up with the difference. City Administrator Lynch responded the \$450,000 is a private sector services donation. Councilmember Bartholomew stated if they do not receive it, they are short. The City makes up the shortage. City Administrator Lynch responded yes.

Mayor Tourville stated if the donations in-kind does not happen, the inclusive park does not get built. It may not be built but are still not in default of anything. He stated the phase of DNR funding is not going to build anything but would continue the infrastructure. Parks and Recreation Director Carlson responded if Council wants to move forward in applying for the DNR Grant, and if successful, they would have the \$250,000. The Closed Bond is money they are sure of if Council is comfortable using it.

The only thing they are unsure of is the \$450,000 from the in-kind donations. He stated it would be their job to secure those donations and in-kind services to get to \$450,000. If not successful with the DNR Grant, they would have to reconsider the timing because they do not have the money within their own resources to complete the job.

Mayor Tourville asked if the next phase puts park equipment in place. Parks and Recreation Director Carlson responded the next phase includes everything discussed. Mayor Tourville stated the in-kind and donations group does not know if the City would be going forward, they have decided not to look into large donations. Parks and Recreation Director Carlson responded that was correct, they see a holding pattern.

Councilmember Dietrich stated she has heard positive reasons and about how this would be beneficial. She asked the City Administrator what some of the implications to moving forward would be. City Administrator Lynch responded challenges to the City include:

1. The Parks Maintenance Fund is short of dealing with replacement of current assets. If adding Heritage Village Park and the northwest area parks there will be more assets to replace. Those would cost more because the cost of goods would go up.
2. It is part of a coordinated effort. A plan was done in 2013 that discussed several things being a part of the change of Concord Boulevard. There were four areas:
 - a. Dixie/Dickman Avenues
 - b. 6800 block
 - c. 6300 block
 - d. Republic properties

He stated those were a part of a plan that would make the change noted in the presentation.

3. There is a land use that does not work very well with the current state. If making the change he was not sure how that would be handled. (King of Diamonds). This was not addressed in the planning.
4. The operating side. There would be a shelter building and playground equipment that would need to be checked for safety. Making sure the bathrooms are clean would add to the operating cost to the Parks Maintenance which is part of the General Fund.

Councilmember Dietrich stated she cannot support this as it stands due to what she has heard within the last month.

Mayor Tourville stated he understood the northwest area money is going into a fund. It may be said there are no other parks being built in the core of the City, and question where the money is going to go and if it would be the northwest area. He stated he is trying to determine a way to have a plan that does both. He asked how much money has been collected for in-kind donations. Parks and Recreation Director Carlson responded the IGH All Can Play group has collected about \$10,000. In February, prior to the pandemic, he came before the Council to discuss fundraising, then the pandemic hit. He stated he has a list of ideas on businesses in the City that could potentially offer in-kind services. It also includes door knocking of a couple of large businesses and requesting a significant donation. Mayor Tourville stated he would like to see a plan in place that would do both as both would benefit the City.

Councilmember Piekarski Krech stated the northwest area is going to be Fund 402 money. The purpose of 402 is to build and develop parks. Mayor Tourville stated infill is considered development

that is not in the northwest area. Councilmember Piekarski Krech stated it is all money that goes into the 402 Fund.

Mayor Tourville stated he wanted to know for sure they were not looking for other parks that needed to be built in the core part of the City besides the northwest area. They are not looking for land acquisition. Director Carlson responded that was correct.

Councilmember Bartholomew asked what the timeline was and what the expectations of the Grant were. Parks and Recreation Director Carlson responded the Grant Application is due in Mid to late March 2021. He responded the funds would have to be used on the Application that was turned in. They must be spent at the park for the improvements requested. Those include the playground equipment, shelters, and the restroom facility. Councilmember Bartholomew stated with the \$250,000 and the City match, bringing it to \$500,000 brings it up short. They are still looking at \$500,000 from the Closed Bond Fund and the in-kind donations of \$450,000. This is a big request. He stated they always said they would take this as they are able to afford it. He is struggling to see how they can afford this.

Councilmember Dietrich commented since this Grant is due in March, she asked the Fire Chief what the timeline was in applying for the Fire Grant. Fire Chief Thill responded once the Grant comes out, they usually get two weeks to one-month notice and then 30 days to get it in. Councilmember Dietrich stated there would be quite a timeline since we are early December. Parks and Recreation Director Carlson responded the Council needs to decide if it wants to continue to move forward at Heritage Village Park or not. The next phase includes the items discussed. If the Council determines not to move the next phase forward, the DEED Grant improvements the Council approved, and the Contract awarded to a Contractor, would look off in the park. Those items include sidewalk, retaining wall, a railing, and a few other smaller things. Those could sit there for years until the Council determines there is funding for the playground, shelters, and restroom. He stated he was not sure they would want to make those improvements if they are not committed to them in the near future. It may look like "a bridge to nowhere" if building the DEED Grant funded improvements without having the intention of following up with the shelter, restroom, and playground equipment. He suggested if they do not have the financial wherewithal to do that, maybe they should not move forward with the DEED Funded improvements and leave it as it is until they have the funds to bring it to a level that people would benefit from the improvements made. He stated if that decision is made, the \$400,000 DEED money would go away.

Mayor Tourville asked what the cost of the playground equipment was. Parks and Recreation Director Carlson responded it was approximately \$800,000. That includes part of the site work, concrete work, and the equipment. The equipment is about \$300,000. Mayor Tourville asked if there is a savings of \$800,000 on the inclusive park equipment if they do not decide. He commented the shelter and other items could still be used. Parks and Recreation Director Carlson responded he would have to give that option more thought and have discussion with others.

Mayor Tourville stated the donation amount concerns him. Councilmember Perry stated she liked this park, thinks it is a good thing, and unlike anything in the Community. She commented parks like this

are a big draw for Communities. She stated the funding is problematic. If applying for the Grant, she asked if they could hold off on the DEED improvements. She commented she is struggling to give input because there will be new Councilmembers next month. Parks and Recreation Director Carlson responded the DEED Grant money must be spent by May 2021. The Contractor would struggle to get the job done by May. The Contract has been awarded, but not signed yet. He stated they are at the stage where they are in between awarding a Contract and signing a Contract. If the Council does not feel they can move forward, it should be considered they would lose the \$400,000.

Mayor Tourville asked if the second meeting in January would be enough time to apply for the DNR Grant. Parks and Recreation Director Carlson responded it would cut it close but could probably be done. Mayor Tourville stated that would give the new Council a chance to make decisions.

Councilmember Dietrich commented she was surprised to see this on the Consent Agenda. She asked what could be put in place in the future for large Grants, so they know what to expect by way of protocol. She commented it seemed like its own item rather than be placed on the Consent Agenda which is defined as "routine". City Administrator Lynch responded there is not anything specified under State Statute, it is discretionary. Past practice is based on the number of meetings held, plans discussed, presentation of revenue sources and expenditures, and the information in the packets, they felt there was enough knowledge out there so they could put it on the Consent Agenda. He stated they could put it under Parks and Recreation, or Administration for future discussions. Councilmember Dietrich asked if that were something they could address in the future. Councilmember Piekarski Krech clarified the request stating when doing Grant Applications, for example, if Public Works has a large Grant, how they know it would be discussed or fully understand what it is used for and how it affects the bottom line. Councilmember Dietrich agreed with the clarification. Mayor Tourville stated Council could say that any Grants are not placed on the Consent Agenda. It would not be a pulled item; it would be a discussion item. Councilmember Dietrich asked the City Administrator if that were something that could be done. City Administrator Lynch responded they could put it under the topic/department they are applying for the money for.

Mayor Tourville asked how many would like to have more discussion on December 14th or have it go to January. Councilmember Bartholomew responded he would not have an issue discussing it on the 14th or having it go to January.

Councilmember Bartholomew stated he was not certain the \$400,000 DEED Grant cannot be used. He has not heard that it cannot help offsetting costs, other than it would look odd to have a bridge to nowhere. He stated the discussion has always been to take this as the funding came and move incrementally. He would like to have more discussion. Councilmember Perry asked if the DEED Grant can be extended.

Community Development Director Heather Rand responded that is a Grant that cannot be extended. A Contract was executed with it. She stated they asked her if the City would be using their allocation this year, if not, they could award it to another City. She responded it was needed.

Mayor Tourville stated it needs be used for Heritage Village Park items and cannot be used for anything else. Community Development Director Rand responded this was a competitive Grant. An allocation was given but must demonstrate its use. Staff decided this type of use would generate additional

economic development activity to work as a catalyst for Concord. That is why it cannot be put toward another part of the City.

Mayor Tourville suggested going forward with the DNR Grant and look into using the \$400,000. They would hold back on purchasing any playground equipment. The pieces of the inclusive park would be the main reason people would ask for donations. The City could utilize and not have to give back the \$400,000 and be able to apply for the Grant for up to \$250,000 to get more infrastructure in the area. They would need to move on collecting donations. Councilmember Piekarski Krech agreed and stated the inclusive playground needs to be a Community build. She cannot see using \$500,000 of Closed Bond but could see \$250,000 for the match. She suggested getting more money regionally, it would be a regional playground and would draw people from several Communities.

City Administrator Lynch recommended putting this on the January 25th meeting Agenda. There are three questions that need to be answered and may not be able to answer those in a short time. Those were:

1. Funding shortage.
2. \$400,000.
3. What the plan is to be able to afford both the northwest area parks and Heritage Village Park.

This gives Staff time to get answers and have it back on a regular Agenda.

Councilmember Perry asked if not using DEED Funds affects the City from Deed Grants going forward. Community Development Director Rand responded they would not be pleased as the Agreement has already been signed and a Resolution has been passed saying the funds would be used in a certain way. Their fiscal year ends in the summer. Their Staff wants to show the funds to be spent in the way their boss approved them.

City Administrator Lynch stated this is the biennium money that has been Granted to the City. Due to the changes in the MPCA Regulations and the thought the reduction in revenue in landfills was going to occur. They are obligated to fund \$825,000 annually. They do not like to award the money only to be given it back. That way they have lost their opportunity to give it to another Community. He stated another Application may not be looked on as favorably if something like that happened. Legislatively, the City is Granted approximately \$415,000 annually if the Legislation does not change.

Councilmember Bartholomew stated he felt there is a way they can reallocate the \$400,000 Grant money to costs already incurred. He stated he has not heard it cannot be done. He felt this was a path they could pursue. Mayor Tourville stated the question is if the \$400,000 was tied to other things, the sidewalk and railing, or if it could be taken and used for past expenses. Parks and Recreation Director Carlson responded the \$400,000 DEED Grant is specifically for sidewalk, retaining wall, a railing, and a few other items. The Council has already awarded a Contract for a Contractor to construct the work. The work has to be done by the middle to end of May to be reimbursed by DEED for roughly \$400,000. He stated the only reason he brought it up was if they are not thinking about going forward with shelters, a restroom, and playground equipment due to funding. He questions if they should put in the retaining wall, railing, and sidewalk because it will sit there until they have the funds to proceed. He stated the Contract was awarded but has not signed yet.

Councilmember Dietrich stated she mentioned at a previous Council Meeting to have the playground items taken off the proposal and that Director Carlson assured her they were. Parks and Recreation Director Carlson responded the Council asked to place those on as an Add Alternate. The Council awarded the base Contract plus the Add Alternates for the project. It does not include playground equipment but work around the playground area. Councilmember Dietrich stated that was a bit disingenuous because she specifically asked for those items to be taken off the proposal and was assured, they were.

Mayor Tourville stated a discussion was had about making them alternates. Councilmember Dietrich asked if they had been committed to. Parks and Recreation Director responded the Council awarded a Contract for the base bid and the alternates.

Councilmember Piekarski Krech asked if the base bid and alternates were all a part of Phase IV, and if they have committed to all of Phase IV. Parks and Recreation Director responded they have not committed to all of Phase IV. They have committed to a very small portion of Phase IV, the retaining wall, railing, and concrete work. Councilmember Dietrich stated she had requested everything be taken off that was going to commit them to the inclusive playground because she knew they did not have the funds at the time. Parks and Recreation Director Carlson responded they are not committed to an inclusive playground.

Councilmember Bartholomew stated Parks and Recreation Director Carlson is saying they should not take the Grant money because the retaining wall and railing would just sit there. Parks and Recreation Director Carlson agreed that was his suggestion. He stated going down there today you see a big open space. With the DEED Grant money after the work is done, you would see a retaining wall, railing above the retaining wall, and some sidewalk.

Councilmember Bartholomew stated if the infrastructure is being covered by a Grant, he does not see the concern about putting them in. The retaining wall, railings, and sidewalks will be needed. Mayor Tourville asked if this could be built without buying playground equipment. He asked why he heard numbers stating the inclusive park would cost between \$700,00 and \$900,000. Parks and Recreation Director Carlson responded the Council is not committed to an inclusive playground at this point. Mayor Tourville did not think they should waste the \$400,000 and look at the DNR Fund of \$250,000 and get a lot done without the inclusive park and see if additional funds can be brought in.

Councilmember Piekarski Krech asked if they should proceed with the Grant due to timing. She stated for the meeting on January 25th, Director Carlson would not be in attendance. Mayor Tourville suggested putting this on the Agenda for the 14th. Councilmember Piekarski Krech stated just because they receive a Grant does not mean they have to take it.

Councilmember Bartholomew agreed with putting the retaining wall, railing, and sidewalks in. He does not see what harm that does.

Parks and Recreation Director Carlson summarized what the Council was requesting and stated it is the consensus of the Council to continue to move forward with DEED Grant funded improvements, the retaining wall, railings, and sidewalk. That is paid for, does not require a match, money that has already been granted to the City. He stated the Council would like to have the item brought back for the

Council to hire WSB to help the City apply for a DNR Outdoor Recreation Grant for up to \$250,000 for future improvements to Heritage Village Park. He stated those future improvements will have to be defined. The Council does not want it to be an inclusive playground currently.

Councilmember Dietrich asked if they would have to pay someone to write the Grant or if he could write it. Parks and Recreation Director Carlson responded they were going to hire WSB to help put together the Grant Application and submit it. Councilmember Dietrich asked how much it cost. Parks and Recreation Director Carlson responded \$12,000, when asked to look at it closer, they reduced it to \$6,000. Councilmember Dietrich requested seeing that information. Parks and Recreation Director Carlson responded the Council would see the information if it is on the Council Agenda. Mayor Tourville requested WSB be told they do not have to plan for the inclusive park. Parks and Recreation Director Carlson agreed.

Councilmember Perry stated several emails were received and asked if those could be emailed to the City Clerk to be added to the packets. City Clerk Kiernan responded all emails could be sent to her to be added.

B. Adjourn:

Motion by Piekarski Krech second by Bartholomew to adjourn the meeting at 7:45 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek.

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
TUESDAY, DECEMBER 8, 2020 - 8150 BARBARA AVENUE**

****In-Person and Hybrid Meeting****

A. CALL TO ORDER and ROLL CALL:

The City Council of Inver Grove Heights met in a Special Session on Tuesday, December 8, 2020, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Tourville called the meeting to order at 7:00 p.m.

Present In-Person were: Council Members Piekarski Krech, Dietrich, and Perry; Assistant City Attorney Bridget McCauley Nason, Human Resources Director Janet Shefchik, and City Clerk Rebecca Kiernan. Attorney Scott Lepak, from Barna, Guzy, and Steffen Law Firm; Attorney Sarah McEllistrem.

Present Via Phone or Zoom: Councilmember Bartholomew

Legal:

A. Continued meeting pursuant to Minnesota Statutes Section 13D.05, subdivision 2(b) for preliminary consideration of allegations or charges against an individual subject to Council authority.

- 1. Public comment (speakers will be limited to three (3) minutes each)**
- 2. Consider acceptance of supplemental materials**
- 3. Consider Acknowledgement of Receipt of Supplemental Investigative Report**
- 4. Opportunity for Employee and Counsel to Speak**
- 5. Consider Acceptance of Investigative Report and Supplemental Investigative Report**
- 6. Consider potential imposition of discipline**
- 7. Other related discussion/action**

1. Public Comment.

City Clerk Rebecca Kiernan stated Public Comment would be limited to three minutes. There will be a timer. Names and addresses must be given.

Councilmember Dietrich asked if the City Clerk would be the timekeeper for meetings going forward. City Clerk Kiernan responded she would try her best.

Zoom caller:

Julie Shefchik, Safe at Home Program, asked how the City is functioning in its compliance with the Minnesota Data Practices Act. She was concerned about her attempt to get public data from the City regarding the matter. She stated she submitted her first request on August 10th and is waiting for information on how to pay. She has sent emails three times.

City Clerk Kiernan asked who the emails were sent to. Julie Shefchik responded the emails were sent to the City Clerk using the email address given. City Clerk Kiernan responded the last email sent to Ms. Shefchik was requesting payment. Payment has not been submitted; the documents have not been sent. Julie Shefchik responded the emails she sent on October 26th, November 4th, and November 29th asked how to remit payment and she had not heard back. City Clerk Kiernan responded she did not

receive an email on November 29th. She requested Ms. Shefchik resubmit her email and she would be glad to work with her. Julie Shefchik asked how to remit payment. City Clerk Kiernan responded it could be placed in the drop box outside of City Hall, mailed to City Hall, or put on a credit card by calling the front desk. Checks should be made out to the City of Inver Grove Heights, attention Rebecca Kiernan.

In-person:

Jean Day stated she has watched this unfold since the beginning and gave the following points the way she understood them:

- A. City Administrator Joe Lynch produced an email from his own computer, handed it over unredacted, to Janet Shefchik.
- B. Joe Lynch showed the same email to another Supervisor. It is unknown if it was shown or left with the person. She asked how many copies were made.
- C. Human Resources Director Janet Shefchik showed the email to a person, one who is responsible for knowledge of the City she represents, a Council Woman, not just another Supervisor. The Mayor claimed it takes three Councilmembers to approve such items but did not cite where it is stated or posted. All employees have this information for future knowledge, or they would be accused of fault.
- D. Janet Shefchik stated as early as last fall (one year prior) that she, knowing the correct hierarchy affecting this kind of issue, made it known there was an impartial Minnesota State Legal Group that should be brought in to handle matters. The recommendation was dismissed. She asked why.
- E. Joe Lynch called the Mayor to have City/State Lawyers conduct a data breach of an email that he himself had printed, unredacted, and circumvented known protocol of an investigation of claimed data breach.
- F. Lawyers were brought in with tax funded dollars. Expensive sleuthing missed the fact that Joe Lynch passed the breached email onto others. The extent of that is still unknown. These claimed impartial Lawyers seem to fixate on one person. She asked why. She asked why if there is a breach, has only one been on the stand over and over for months, when the other is not, when Joe Lynch originated printing it, but shared it to one or more.
- G. The Mayor has shown his "good old boys' stance" loudly proclaiming "guilty" wording rather than asking questions, commenting over and over about the data breach and who he pondered as the breach. He has to date, not broached on the real origins of the claimed data breach. She asked why.
- H. Whatever is to befall Ms. Shefchik should automatically be done to the original one who brandished an email so easily without redaction. This is a willful disregard of protocol, shared it with unknown numbers of people and departments. One has only claimed knowledge. Others may wish to remain silent rather than be pulled into this mockery and retaliated against that were privy to the claimed data breached email. Ms. Quade did a slanderous attack when obvious to anyone not personally involved or paid for by the City could see this was an incomplete investigation when two parties were involved. She stated Joe Lynch data breach.

Councilmember Dietrich stated she could speak to Point B about the three Councilmembers. She said it is unclear to her why the Mayor suggested that a data breach occurred at a September 9th Closed Session. She commented the Mayor stated at the July 27th, 2020 Open Session: "any personnel information has to be obtained with the approval of three Councilmembers, a majority". He did not cite

any law or regulation for this proposition but claimed to have found it in guidelines published by the League of Minnesota Cities. She stated those guidelines are not the law and do not Govern the Council or the City. She stated the review of the City Administrator's performance was conducted and authorized by the Council.

In-person:

Kelly Kayser, 1953 59th Court East, summarized the following:

- Regarding her question about who ordered the data breach.

After six weeks she received a response that the name of the person who ordered the data breach is considered private data.

- On December 1st she requested the City cite the portion of the State Statute or the City Data Practice Policy that was used to classify the name. She questioned if the Council was prevented from knowing who that person was. She has not received an answer yet.
- Asked why Government Attorney Scott Lepak spoke as though the City Administrator and the Mayor initiated the investigation. She questioned if that is who initiated it, if he did not commit a data breach. If it weren't anyone that was not in the Executive Session, how could that person know there was a data breach unless someone told him/her. This shows how unprofessionally this investigation has been handled from the start.
- Why this is not a data breach.

The email in question was not classified or maintained as protective data before it was shared. She stated she received the following notice when sending an email recently somewhere else: "You acknowledge and agree that emails are never completely private or secure. You understand that emails may be sent unencrypted and may be read or intercepted by others". She stated if accepting the report claiming the email was protected data, the onus is on the Council and the City to classify and maintain every email that contains personal information and ensure they are not forwarded, copied, printed, or deleted.

- Before this investigation, only the author's email, senior management, and the Council knew of the email's existence or its content. Now many know. The author is upset, employees in the City have seen Employment Lawyers meeting with witnesses. There is office chatter, Council meetings, media coverage, and more.
- The reason they are here in the first place is because the City Administrator casually passed around an employee's email.

There does not appear a valid reason for his doing so.

- There is a City Administrator with a history of making inappropriate remarks to a subordinate, who upsets the workplace with an apparent lack of the respectful workplace policy and passes around emails that do not need to be shared to possibly solicit some kind of reaction.
- There is an employee who writes an email to a Mentor on healthy workplace, an HR Manager who is upset about being implicated in the unhealthy workplace but doesn't feel comfortable in speaking with her boss, a Council Member who seems to recognize the unhealthy workplace and tries to address it in a Closed Session, and an investigating Law Firm who seems more interested in pigeonholing an unclassified email than counseling the City on what appears to be serious violations of workplace safety standards.

She stated she has made several appeals to the Council regarding this matter and spent a lot of time compiling important questions, issues, and inconsistencies with this investigation. She hoped the

Council would individually give serious and critical thought to this very important matter that affects people's lives. She was disappointed that three Council Members did not acknowledge her presence at the November Work Session a week after making her public comments. She urged the Council to reject the report on the basis that it is a sham. If not, the Council is failing the employees of the City and residents that elected them to represent our Community with integrity and discernment.

Phone:

Debra Kammerer, 8590 Ann Marie Trail, stated she has watched this go on for over a year. There is information that the public cannot have. She stated the only information she can get is what she can see going on during the meetings between Council Members. She spoke regarding the knowledge she has of Janet Shefchik, who she has known for 25 years. She stated that Janet was in Girl Scouts and she trusted her. She said that Janet is an asset to the Community and would be foolish to do anything that would not allow her to work here anymore.

2. Consider acceptance of supplemental materials.

City Attorney Bridget McCauley Nason stated the Council should have received two separate emails containing supplemental materials.

- Supplemental materials were classified as supplemental materials submitted to Council related to potential data breach by Employee/Counsel.
- Supplemental materials submitted to Council by others and previously received or to be considered for receipt.

She stated some of this information has already been received, some has not. She asked if the Council wishes to make a Motion to accept the supplemental materials that were identified in the emails sent to Council related to this matter to make them part of the record.

Motion by Piekarski Krech second by Perry to accept all supplemental materials.

Mayor Tourville stated supplemental material has been sent to all Council Members.

Ayes: 5

Nays: 0 Motion carried.

3. Consider Acknowledgement of Receipt of Supplemental Investigative Report.

City Attorney McCauley Nason stated in September the City Council adopted a Resolution acknowledging receipt of a document titled "Investigative Report". Since that meeting there has been a supplemental investigative report prepared. She stated she looks for Council to consider a Motion to acknowledge receipt of the supplemental investigative report. It is not the same as acceptance of the report, it is acknowledgement the Council has received the supplemental investigative report. She stated this was similar to what took place with the initial investigative report back in September.

Motion by Piekarski Krech second by Perry to receive the supplemental investigative report.

Ayes: 5

Nays: 0 Motion carried.

4. Opportunity for Employee and Counsel to Speak.

Human Resources Director Janet Shefchik stated tomorrow is her birthday and the one-year anniversary of her Mother's passing. It has been more than one year since this investigation and proceedings began. It started in the months prior to her Mother's passing, she lost her Stepdad in April. She stated this year has taken a toll on herself and her family. These proceedings have substantially added to that. She commented that employees are more than just numbers, they are human and need to be treated fairly, equitably, and equally. She stands strong for her fellow employees and as a testament to the most inspirational woman she has ever known.

She stated in January she did as requested and set up investigational interviews. She also participated in an interview even though she voiced concerns as to the purpose and under what authority it was taking place. She observed what she considered an unethical investigation of another employee but her stated fear of retaliation was ignored and mocked. Having been a witness in a prior investigation, she had then and still has now, reason to be afraid. Those reasons will come to light in the coming months, likely after these proceedings. She stated she was told via email that the investigation of the potential data breach was mandated and was given a Tennessean Warning to sign under that premise. Data Practices Law requires to tell the person you are requesting data from, the reason for the request and how that data might be used.

Ms. Shefchik stated in July 2020 she was informed that a complaint had been filed against her in regard to the data breach. She was told they would be bringing the item to Council, she may be subject to discipline, and she had a right to a Public Hearing. This was not the reason she was given when providing the information requested of her. Knowing the patterns of behavior and consequences to others who have been similarly charged, she requested a Public Hearing. She stated this hearing has been continued for months because the investigative report was inaccurate and incomplete.

She stated during the proceedings she has been blamed for the City undertaking the lengthy and expensive process. She did not choose the process, the City did. She has been repeatedly called a liar for not remembering exactly where she kept a single email in the months preceding her Mother's death. She has been accused of withholding information and delaying the process when it was shown on Attorney Scott Lepak's timeline the process was delayed by others and not her. She highlighted the following points from the supplemental investigation:

- The only new information is when Joe Lynch was finally presented with written questions. He now claims to have told her to put the complaint email into the employee's personnel file. This statement and/or request is absent from the first investigative report because it did not happen.
- An email containing complaints about other employees does not belong as an official record in a complaining emails personnel file for their Supervisor's to read about other employees.
- The employee has claimed they meant it only as a venting.
- City Policy makes it clear this email did not belong in the file and doing so would not follow the City's Record Retention Policy.

She stated three options have been provided by Attorney Scott Lepak to consider for discipline:

1. A reprimand.
2. Suspension.
3. Termination.

The reason for termination as presented by Mr. Lepak is based on a three-pronged fallacy:

1. A willful violation of the Data Practices Act. Willful, as with intention. They continue to try to spin this as a conspiracy, insinuate a clandestine meeting coordinated by her, and involving a briefcase. She has a lot of work to do and brings work home with her sometimes. She stated she had an email exchange with a Councilmember who asked her to meet and discuss staffing. There was no conspiracy. Her reason for discussing the email with the Councilmember was never to affect the City Administrators employment. She stated this is conjecture on the part of the Attorney's. There is no document to support or prove this. She stated she has been consistent from the beginning explaining that she was defending herself against the untruths in the email. She has said that when she was interviewed and what she has been saying for a year. She was attempting to protect her own employee from a smear campaign. She stated she was sorry she did not have better recall when asked in January where the single email was from September in the middle of all her life happenings. She commented the Councilmember has even stated during a prior Council Meeting that she requested a copy from her. She asked where that is reflected in any of the reports. It has not been revised to include new facts. There was no willful violation. A mistake in application of policy related to the redaction maybe, but not willful. She said as Attorney Quade stated during a Council meeting after calling her a liar, Data Practices Law is complicated.
2. Data Breach. The City made a latent request to the State to classify the data, the State would not opine. After reviewing the request, the State's top authority on the subject was unwilling to make a ruling. She stated she advised the City to get an opinion from IPAD many months prior, but her suggestion was ignored. After receiving a hard copy of an email complaint, she spoke with her boss, a Councilmember, about her concerns. It was City data about her, that is false. It was about others as well, but as a top Official, how a Councilmember handles the information was her responsibility. She chose to introduce it in a Closed Session and has already stated in a prior Council meeting that she did not commit a data breach. She stated if the Councilmember did not, and the City Administrator did not when he gave a copy to someone she does not even report to, then she did not. An employee fired off an email which the City Administrator did not want others to have a poor opinion about him from. This is the same reason she was upset, yet she is the only one accused of a data breach. It was not a data breach. A private email stayed private and was only shared with those with a legitimate need to know.
3. Non-Governmental Purpose. She is an employee of the City, as well as the City Administrator, the email author, and the employee's Supervisor. The Councilmember is an elected Official of the City. The email was not shared with anyone outside the City. Each purpose stated has a specific Governmental purpose related to its employees. There is not a single instance of the data being used for a non-Governmental purpose.

She stated all three premises are what was suggested the Council consider for discipline. It was not willful, no one can confirm there was a data breach, and not for a non-Governmental purpose. She asked how there can be an imposition of discipline under this premise, and why only on her. A decision for discipline made now by lame duck Councilmembers would further her claims of retaliation, it would be wrong, and she would continue to fight outside these four walls.

She stated regardless of what happens tonight, she asked that the City Attorney's office provide training to management, Council, and others that explains the culpability and personal liability associated with ignoring wrongdoing. As well as actively participating in illegal retaliation of other

employees. She stated she believes she is the best person in the organization given her experience to lead this initiative and to drive significant and positive changes for the City, its employees, and its citizens.

Sarah McEllistrem, represents Janet Shefchik, stated the last time she was here the Council launched the second investigation because she pointed out the flaws in the first one and was incomplete and inaccurate. The suggestion was taken to have IPAD submit an opinion on the subject. There was also a request from Council to see the data practices retainer. She stated she would address the questions that Mayor Elect Councilmember Bartholomew raised because they cover the key points and get at the evidence in the case. The following four concerns were raised by Councilmember Bartholomew:

1. The Retainer Agreement. The Retainer Agreement provided by Mr. Lepak's office with the City does not comply with the law. She read Minnesota Statute 13.05 Sub. 11 verbatim stating it "requires a Government entity, if entering a Contract with a private person, to perform any of its functions, all of the data created, collected, received, stored, used, maintained, or disseminated by the private person in performing those functions is subject to the requirements of this chapter. The private person must comply with those requirements as if it were a Government entity. All Contracts entered into by a Government entity must include a notice the requirements of this subdivision apply to the Contract. If violating that section of the law, you are subject to remedies. Damages, civil damages, Attorney's fees, and penalties. The Legislature believes data was so important it required this provision be in the Retainer Agreements. She stated despite repeated requests for this, one has never been produced. It does not exist.
She questioned why it matters. Data Practice Laws are technical, nuanced, and complicated. If you cannot agree to comply with the terms of keeping the data confidential up front, you should not be doing the work. She stated it proves you do not know Data Practices Law.
2. Questioned why IPAD was not pursued earlier. Ms. Shefchik asked the Council to seek an advisory opinion from IPAD so they would be able to classify the data. They would be able to determine if it were private or confidential, or where it fell. August 3rd, she followed up with Council before all this expense was incurred. She asked the City Attorney's and Mr. Lepak for "any advisory opinions sought from the City from the State Commissioner in relation with this issue". On August 5th, Mr. Lepak responded "none". She stated Council wanted an opinion from IPAD. She said Janet Shefchik was not hiding or trying to be untruthful. Ms. Shefchik told Council to get the opinion. That was ignored and not advised by the Attorney to do so.
3. Asked what the connection between the expectation of employee privacy and how it relates to this matter. Whether or not the author of the email intended for anyone to see it does not determine classification of the data. The City's Information Technology Policy the email author signed states there is no assumption of privacy when using City email. She volunteered the information in her email, she was not asked for it, and not entitled to an informed consent. She stated this is important because it is not data for a personnel file, an email containing complaints about another employee does not belong in an official record. This can be found by reading the City's Data Practices Policy that defines public and confidential data. This email was not private data nor to be included in the personnel file per the League of Minnesota Cities guidance manual. It was an employee venting.
4. Questioned why Joe Lynch's shared email was not a breach, what the rationale was, and why it was different. She stated documentation she sent on September 29th, the day after the late

September 28th Council meeting, she read the following at that time under section Bi. "Joe Lynch provided her client with the unredacted email because she did not receive it originally. Joe stated he wanted her to see it, he did not ask her to put it into the file for any reason". She said she stated this at the meeting and documented it. On September 29th, she asked the Council to look at the first investigative report, it is not in there either. She stated Mr. Lynch never asked Ms. Shefchik to put it in the file, that is why it is not in the report. For the first time on October 6th, Mr. Lynch responded to questions posed in the supplemental investigation. For the first time he asserts he asked Ms. Shefchik to put it in the file. The supplemental report asserts that the sharing with the email author's Supervisor was to address the email author's responsibilities, it was an extension of a conversation that Mr. Lynch was having with the Supervisor. She asked why the Supervisor responded in the first report, "what is the purpose of this communication, how can I help her". It was not seen as an extension of any conversation of her responsibilities. She stated the rationale in the fourth question posed is as fraud with slip ups as this investigation. A biased investigation leads to a biased result.

She stated they had to highlight for the investigators that there were multiple shares of the email. The mail was not investigated. Neglected to begin by classifying the data, failed to get IPAD involved, the length of this investigation is not the fault of Ms. Shefchik's. Ms. Shefchik disclosed her role, who she spoke with, and what they talked about. She stated they believe any action against Janet in this report is retaliation. She encouraged the Council to use Ms. Shefchik's good knowledge, skill, and information to the Council's benefit. Use Ms. Shefchik to train Staff and Council, use her to show the City values all employees. Improve the City.

Ms. McEllistrem requested the report be rejected, no discipline be imposed, so Janet can get back to work without this distraction.

5. Consider Acceptance of Investigative Report and Supplemental Investigative Report.

City Attorney McCauley Nason stated Page 154 contains three separate Resolutions related to the potential acceptance and adoption of the investigative report and supplemental investigative report. Council has acknowledged receipt of the report but has not formally accepted them nor taken a position to the conclusion. Three separate Resolutions provide three different paths for Council consideration:

1. Resolution accepting and adopting the investigative report and supplemental investigative report. It accepts and approves both reports and adopts the findings and conclusions contained within. Based on the above, it finds that the employee therein caused a breach of the security of the data. The term is defined in MN Statute 13.055. This directs Staff to comply with the Statutory notification process found in that Statute and directs that any discipline may be imposed as a result of the actions constituting the breach shall be the subject of the separate action of the Council.
2. Resolution rejecting the investigative report and supplemental investigative report. Finding that no breach of the security of data occurred as that term is defined in Statute and directs that no further action be taken. The Resolution on Page 157 finds that the Council rejects the investigative report and supplemental investigative report as written. It rejects the findings and conclusions contained within and based on the above finds that no breach of the security of data as that term is defined in Statute occurred with respect to the subject of the investigation. It

finds there was no access by unauthorized persons, there was no intent to use the data for non-Governmental purposes, and there is no breach of the security of the data. All of those are defined terms found within the Statute, it further directs that no further action be taken at this time with respect to the matter.

3. Resolution accepting investigative report and supplemental investigative report as modified. This Resolution accepts and approves the investigative report and supplemental investigative report as written except as provided below:
 - It does reject the findings and conclusions contained within the reports with respect to the occurrence of a data breach and specifically finds there was no breach of the security of the data as outlined in the previous Resolution.
 - Directs that no further action shall be taken with respect to imposition of discipline against the employee identified in the investigative reports for conduct allegedly constituting a breach of the security of the data but that any discipline to be imposed on the employee as a result of any other misconduct occur by separate action of the Council.

She stated those are three Resolutions for Council consideration. For potential Motion, Council can take other action as it deems fit.

Councilmember Piekarski Krech stated it has been said multiple times for Ms. Shefchik to get back to work. She asked if she was still a full-time paid employee. Human Resources Director Shefchik responded she is not on leave, she is working.

Mayor Tourville stated this meeting has been requested to be an Open Meeting. He asked if anything pertinent could be discussed or questioned. City Attorney McCauley Nason responded at the request of the subject; this is an Open Meeting. Under data practices, the Council has the ability to discuss not public data at a public meeting to the extent it is reasonably necessary to do so. Any discussion of not public data does not change the classification of the data. Just because the Council is discussing this now, does not mean that someone could make a data practices request and obtain the data. If it is private data, it's classification would remain the same despite being discussed in a public Council meeting.

Mayor Tourville stated it is alleged the investigation that took place was illegal. City Attorney McCauley Nason responded she was not aware the investigation was done in an illegal manner. Attorney Scott Lepak, from Barna, Guzy, and Steffen Law Firm responded the Data Practices Act of 13.055 mandates an investigation of an alleged breach. It is a mandatory investigation.

Councilmember Piekarski Krech stated the report has a lot of items in it that have perplexed her, made her heartsick. She stated the City Council is the Legislative body, they do not run day to day with City Hall, they do not hire and fire employees or do employee interviews. They are here for big picture items. She commented in her years on Council she has never met with an employee at a restaurant outside of the City to discuss City business. She meets with employees in City Hall. She questions why this meeting was held outside of the City at a restaurant. She stated the lack of transparency has created a trust issue among Staff. She stated if the item was so critical that Ms. Shefchik thought it needed to be shared, Councilmember Dietrich is not her boss, she is a part of the Council body who enacts Legislative items. Each Councilmember individually does not have control or power, they only

act as a body. She is concerned about selective sharing of information. She stated if the information was critical it should have been shared with all Councilmembers. She commented there is more than one person who has made an error in this process, she believes that should be dealt with also. She said it probably was not a breach, but definitely was a breaking of faith and trust.

Human Resources Manager Shefchik stated Councilmember Dietrich asked her to meet with her at Mendoberry to discuss staffing. It was not a clandestine meeting. She apologized if Councilmember Piekarski Krech felt slighted she did not speak with everyone. She stated she spoke with Councilmember Dietrich because her boss is the City Administrator and Councilmember Dietrich asked her opinion on Staffing. She was meeting with her and had an issue. She stated Councilmember Dietrich reached out to her. She found that refreshing. It was not meant to be secretive; it was a staffing meeting. She commented she trusted Councilmember Dietrich with this issue involving her boss.

Councilmember Piekarski Krech stated as Human Resources Manager, she of all people should be aware of the protocol when there is something that serious and concerning. It needs to go to Council, because just one Councilperson is not going to be able to deal with it. She did not feel slighted, she questioned the protocol.

Human Resources Manager Shefchik stated when she was first hired, she met Joe Lynch for lunch when he was making the offer to her. Councilmember Dietrich stated she has met with City Administrator Lynch outside of the City to go through budget talks more than once. It did not arise any concerns from her.

Mayor Tourville asked if she considered the contents of the email as Staffing issues. Ms. Shefchik responded no, she brought it up because she had just received it and was very upset at the things said. What was said in the email about her was wrong. She stated there are definitely items in the email that are disturbing.

Mayor Tourville stated he re-read the information about the email. The Councilmember did not ask for the email, the email was offered. Human Resources Manager Shefchik responded she spoke about the email; the Councilmember requested a copy. She stated the Councilmember stated the information in a private Council meeting. Mayor Tourville stated within HR, quick decisions need to be made, the email was brought with and then supposedly given.

Human Resources Manager Shefchik asked if Councilmember Dietrich received a copy. Councilmember Dietrich responded that was correct. Mayor Tourville stated the email had to have come from the Human Resources Manager because she was the only one. Councilmember Dietrich responded that City Administrator Lynch was also passing out copies. Mayor Tourville asked Councilmember Dietrich if Joe Lynch gave her a copy of the email. Councilmember Dietrich responded she was not answering that question. Mayor Tourville stated she made it sound like he did. Councilmember Dietrich responded that City Administrator Lynch also handed it out to others. That information is in the report.

Human Resources Manager Shefchik stated she would like the Council to make a decision based on the three prongs the Attorney has mentioned. That is what the decision should be based on, not the emotional content of the email.

Councilmember Perry asked if the contents of the email took place prior to Councilmember Dietrich being on Council. Human Relations Manager Shefchik responded it was a bit of both. Councilmember Perry asked being that Councilmember Dietrich never had access or privy to prior, it should have been shared with the rest of the Council knowing that. Human Relations Manager Shefchik responded she shared it with Councilmember Dietrich because it was semi slanderous about herself.

Mayor Tourville stated he was not in full conclusion there was a breach. He believes there was a lot of misjudgment, and that it was handled incorrectly. He has questions about the investigative part. He responded to the IPAD discussion about the City not wanting to go that route, and stated it was discussed and looked into, they were asked to do the investigation, IPAD decided not to rule on it. He stated he cannot support a reference to a data breach.

Councilmember Bartholomew stated he was concerned about the classification as a data breach. He does not see it and is very skeptical about it. What concerns him is the actions of an employee during an investigation. He was concerned about the less than truthful comments during investigation. He stated it appears to almost impede the investigation. His concern is the impediment of the investigation and less than truthful facts and distortion. Even if the investigation is not warranted as the employee believes. He agreed the bar for data breach is not there. He is concerned about the employees' action during the investigation.

Councilmember Piekarski Krech stated there are things in the investigative report that need to be looked into further. With the data breach, every Attorney has their view. She stated it appears that every employee sign something, she has not signed anything and has City email. She was curious about that. She felt there are issues where there are things that happened that should not have along with behaviors. Those need to be dealt with outside the scope of what they are dealing with tonight.

Mayor Tourville stated the Resolution could be to accept the investigative report and supplemental investigative report. He asked if the Council says that we do not find data breach, they look at the possibility of a Resolution that may deal with the possibility of misconduct. He asked if Council thought the same. Councilmember Dietrich responded that was not what she was saying. She agreed there was no data breach. Whether spending taxpayer money to look into what City Administrator Lynch has done with data and if there has been misconduct, that would have to be discussed.

Motion by Piekarski Krech second by Perry to accept the Investigative Report and the Supplemental Investigative Report.

City Attorney McCauley Nason asked if the Councilmembers Motion was to approve the Resolution found on Page 159 of the packet. Accepting the investigative and supplemental investigative report as modified, or if it were to move to adopt the Resolution rejecting the report found on Page 157.

Councilmember Piekarski Krech stated it was to accept the report, but not take action. City Attorney McCauley Nason clarified stating on Page 159 there is a Resolution to accept the investigative report and supplemental investigative report as modified with the modification being the rejection of findings and conclusions solely with respect to the finding and conclusion that a breach of the security of the

data occurred. Councilmembers Piekarski Krech and Perry both accepted the Motion as read by City Attorney McCauley Nason.

Motion by Piekarski Krech second by Perry to adopt a Resolution 2020-279 to accept the investigative report and supplemental investigative report as modified with the modification being the rejection of findings and conclusions solely with respect to the finding and conclusion that a breach of the security of the data occurred located on Page 159 of the Council packets.

Ayes: 5

Nays: 0 Motion carried.

6. Consider potential imposition of discipline.

Attorney Scott Lepak, Barna, Guzy, and Steffen Law Firm, stated Alternative 2 in potential discipline determines it has not established or inclusive about whether there was a breach. With Alternative 2, the potential discipline:

1. Keeping an unredacted copy of the email outside of City facility.
2. Not being candid and truthful during the investigation when responding about whether the email was provided to the Councilmember.
3. Despite knowing that she was the individual who supplied the email to the Councilmember she utilized her position in Human Resources in an effort to impede the investigation. Acknowledge the email contained private data but recommended against an investigation to determine how the email reached the Council. Whether discipline complied with the law. Also told one witness she did not have to talk to the Investigator.

He stated the question for Council is if those actions, or other actions, deemed to be policy violations, violations of expectations that the City, through the City Council, has towards an employee. If the answer is yes, what would be the appropriate action to take. There are three Resolutions:

1. Written reprimand.
2. Suspension.
3. Termination.

Human Resources Manager Shefchik wanted to address the item about the employee that said they did not need to participate. She said that was not true. She stated she is the one who set up the investigative interviews when requested.

Mayor Tourville stated he is concerned about the integrity and trust created in reference to the piece within the Human Resources Department. He stated in any other data breach activity within the City, the two people involved would be the HR Department and the City Administrator. Both were removed from this due to the conflict in the investigation. Both were investigated more than once. He stated the need to determine whether to move forward or not. He stated the City knows what to do regarding a data breach. He commented a question was posed to Mr. Kuntz, and Mr. Kuntz looked at the Statute and informed all five Councilmembers they were going to look at having an investigation. He stated another question that arose was if the Mayor has the right to contact anybody. Any City employee with the possibility of a data breach is supposed to go forward with that information so it can be looked at, according to State Statute. He stated it was not a data breach, it was a possible data breach.

Councilmember Bartholomew stated he understands there are two issues that deserve some type of reprimand either written or beyond. He stated he does not believe there is any reprimand due for handling of data. There was too much question about if they even have an issue with data practice. He stated with reading the report, he believes there was less than truthful comments made, and an impediment to the investigation as relative to the email. He would like to see those issues addressed. He stated the need for a clear policy that this is wrong, they should not do it, and why it is wrong. He stated the employee made a mistake, acknowledge that mistakes were made, and explain to the employee of the reprimand. He is leaning toward a written reprimand.

Councilmember Dietrich asked Councilmember Bartholomew to clarify if the written reprimand had inconsistencies with the City Administrator and the Human Resources Manager. Councilmember Bartholomew responded he did not see anything in the report reflecting the City Administrator. If there is an investigation and find the same thing, that could be the next issue. He stated if it is determined the City Administrator impeded the investigation and has less than truthful answers, there should be reprimand.

Councilmember Dietrich stated one inconsistency just came to light in October when the City Administrator stated he had asked the HR Director to put the information in the file. That never came to light in any investigations at the end of 2019 and beginning of 2020. Councilmember Bartholomew responded he heard that discussion as well and stated the Council should take that under consideration to try to determine what happened. If there is an inconsistency, they would go forward with a reprimand. Councilmember Dietrich asked how Councilmember Bartholomew would like that to go forward. Councilmember Bartholomew responded he did not currently have the answer. Mayor Tourville stated this is off topic and not on this Agenda. Councilmember Bartholomew stated this is not going away, he guarantees it.

Councilmember Piekarski Krech stated she could agree with a written reprimand. It goes to the lack of transparency and good faith in the beginning. She stated the report stated inconsistencies from one time to another. She understands that during grief a lot of things are done. When her husband died, she tried to keep a clear head. She sympathized with the HR Manager but there are other things that have to happen.

Councilmember Bartholomew asked who would write the reprimand. He asked if that would come after deliberation. Attorney Scott Lepak responded there are three Resolution options. Once Council reaches the determination there is a policy or expectation violations. The three options for action:

1. Written reprimand.
2. Suspension.
3. Termination.

Attorney Lepak stated those do not have rationales worked out. The Council has determined the item on not being forthcoming during the investigation and impeding the investigation. He stated the Resolutions could be adopted in their form; the record would reflect the rationale for that action.

City Attorney McCauley Nason stated a written reprimand is defined within the Personnel Policy.

Attorney Lepak stated once he receives Council direction, he would draft it and provide it to the Council.

Councilmember Perry stated she could agree with the written reprimand but not suspension or termination.

Motion by Piekarski Krech second by Perry for Resolution 2020-280 Regarding Written Reprimand to Janet Shefchik.

Councilmember Bartholomew asked if there was an understanding with the Motion that it just relates to the two points and does not consider the handling of data. Councilmember Piekarski Krech agreed.

Ayes: 4

Nays: 1 (Dietrich) Motion carried.

Mayor Tourville stated the City needs to have a policy with the HR Director that is very clear. One person cannot ask for information, it has to be three Council Members. These are guidelines most Cities in the State of Minnesota already have in place. He stated City Attorney Kuntz sent those guidelines out back in September. They are not in place but could be put in place.

B. ADJOURN:

Motion by Piekarski Krech second by Perry to adjourn the Special Session at 8:27 p.m.

Mayor Tourville thanked those that called in and those that attended the meeting.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
TUESDAY, DECEMBER 22, 2020 - 8150 BARBARA AVENUE**

****Hybrid In-Person or Zoom Virtual Meeting****

A. Call to Order and Roll Call:

The City Council of Inver Grove Heights met in a Special Session on Tuesday, December 22, 2020, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Tourville called the meeting to order at 6:00 p.m.

Present In-Person were: Council Members Piekarski Krech, Dietrich, and Perry; Environmental Specialist Ally Sutherland, Attorney Korine Land, LeVander, Gillen, & Miller Law Firm.

Present Via Phone or Zoom: Councilmember Bartholomew; City Administrator Joe Lynch.

Korine Land, Shareholder with LeVander, Gillen, & Miller Law Firm introduced herself stating she has been with the Firm for almost 25 years. She practices in the area of Municipal Law and personally represents the Cities of West St. Paul, Cottage Grove, Stillwater, Hampton, and Randolph, and helps out when she can. She commented City Attorney Bridget McCauley Nason is on a vacation that was planned prior to the scheduling of this Special Meeting.

Attorney Land discussed ground rules stating when a Special Meeting is called, the Agenda must strictly be adhered to. It cannot be changed, added to, or altered. This is a public meeting, not a public hearing. The public is not entitled to comment on any discussions of the Council. The Council can hear from the City Administrator. She stated since this meeting is a Special Meeting through the Interactive Television Section of the Statute, any votes taken must be done by roll.

1. Consideration of Existing and Future Employment of City Administrator; potential action related to existing and future employment of City Administrator.

Attorney Land stated the City Administrator requested Council to consider parting ways in an amicable, mutually agreeable Resolution through a Separation Agreement. If Council is interested in pursuing, there are several options. The City Administrator has suggested a Separation Agreement. All options include the payment of Personal Leave and in some cases, Vacation Leave. Options:

- A. Terminate the Agreement Pursuant to the Employment Agreement. By giving two months' notice and paying four months of severance.
 - Pros: Transition time into the New Year.
 - Cons: There is no release of claims. Cutting off the Agreement Pursuant to the Contract. Would not be entering into a Separation Agreement.
- B. Terminate the Employment Agreement with no notice. Just pay the six months' salary.
 - Pros: Gives finality. Relationship is done.
 - Cons: No release of claims. No transition time.
- C. Enter into a Separation Agreement. This is not going pursuant to the Contract. It is negotiating the separation. Anything the City Administrator requests would be on the table. Anything the Council wants to offer that differs, is on the table.

Pros: Offering a release of claims. The City Administrator is asking the City to do the same. A mutual release of claims.

Cons: Required to offer more incentives than offered under Options A and B. Those are Contractual. In a Contract you have to have mutual consideration. Each party has to give up something in exchange. The benefits would be greater than what is entitled under the Contract.

Attorney Land asked the Council if they wanted to enter into a Separation Agreement. If yes, follow up work would need to be done as follows:

- Include what terms and conditions, and what that looks like.
- What the Council is willing to agree to in a Separation Agreement.
- Need to authorize by Motion that her office negotiate with his Attorney or with him and prepare a Separation Agreement.
- The Separation Agreement would need to be approved at a subsequent meeting. If this needs to be a Special Meeting, a date will need to be set.

If deciding not to enter into a Separation Agreement:

- Could still consider parting ways. Look at the Contract and decide Options A or B.
- Decide to do nothing. Not willing to enter into a Separation Agreement and not ready to terminate but continue on with the existing relationship.

Attorney Land suggested Council discuss the pros and cons of Options A, B, and C with direction in the form of a Motion.

Councilmember Bartholomew stated Options A and B have no mention of accrued personal leave or accrued vacation leave be paid. Attorney Land responded Options A and B would be paying accrued vacation and personal leave.

Councilmember Dietrich stated she was unsure how things got to this point. She commented the City Administrator just had a favorable review at "Meets Standards", and at the last Council meeting was approved for an increase. She asked why things are at this juncture. Attorney Land responded last week the City Administrator's Attorney contacted her office and asked to consider a mutual parting of ways. The only way to address that was through the Council. The Mayor was notified because he can call a Meeting if he chooses and the Mayor felt it was appropriate.

Mayor Tourville stated he was unsure on Options A, B, C, or a D. He asked if Council was willing to discuss a separation or not and do it by Motion to see if it gets a simple majority. If deciding on a separation, Council would need to discuss scenarios.

Councilmember Bartholomew stated it was his opinion if the City Administrator is requesting a Separation Agreement, he would be in favor of exploring one. He commented he was hesitant on some of the requests.

Motion by Bartholomew second by Piekarski Krech to entertain the idea of a Separation Agreement.

Ayes: 5

Nays: 0 Motion carried.

Mayor Tourville stated Options A and B are specified by the Contract. A Separation Agreement that adds the release of claims on both sides would be the possibility of Option C, or a D.

City Administrator Joe Lynch thanked the Council for having the meeting and for entertaining the purpose of the meeting. He responded about the question asked by Councilmember Dietrich stating with the year they have had in 2020 with COVID, the pandemic, other items and issues, a change next year with a new Mayor and Council, the Parks and Recreation Director leaving, and the retirement announcement of the Public Works Director, he felt it would be an opportunity for the new City Council to start with a City Administrator they would be working with on a longer-term basis.

He stated he suggested a Separation Agreement because there is important business to be conducted such as the replacement of both Director level positions, ongoing negotiations for land for park development, a park design process has started, and have engaged in conversations with the YMCA about some items at the Community Center. He stated he felt this was an opportunity to stay on and help through those. He offered it be a 90-day timeframe. He is required to give 60 days by Contract. He stated he would also help serve as a resource and sounding board about what the Council may do to start the process for a new City Administrator. He stated he is not asking for a lot over and above his Contract. He is owed his personal leave and vacation. There is a policy requirement that 240 hours of leave time go into a Health Savings Account (HSA), he would like consideration that not be a requirement. He would like to be paid out all of his personal leave and vacation time directly and not have it go into an HSA. He stated he has money in the HSA from working over 14 years with the City and feels it is strong enough to help with family medical insurance.

City Administrator Lynch requested after the 90-day period; the City give him the six-month severance in the Contract. This will help with ongoing expenses as he seeks re-employment. He asked for consideration of a monetary value to help with health insurance costs for his family for the remainder of 2021. He is currently Single Plus One at a cost of \$19,000 a year. He stated the City has to offer him COBRA if they are able to reach this agreement and would like consideration of that. He stated the last request is the release of claims and to part amicably. He commented he cannot file a claim against the City and the City cannot file a claim against him after a certain point and time. He stated he does not believe this to be extraordinary. He is trying to cover expenses as he seeks re-employment. He does not know what he will do, does not have a job in hand.

Councilmember Piekarski Krech stated the request is very reasonable considering Separation Agreements negotiated with other City Administrators in the past. She commented she found past City Administrator's paperwork, and this is less than what was negotiated with them. This allows for the transition to a different Administration using the current Administrators professional knowledge of things that need to be done and makes sure of some carryover with losing two major Department heads.

Councilmember Perry stated she does not feel the request is too out of the box based on other indicators seen. The transition period would be helpful due to the length of time both Director's leaving have been with the City. There is a lot of knowledge and experience leaving with them. She commented a transition period would be a good thing.

Attorney Land requested clarification on a request by the City Administrator's Attorney about an indemnification clause that says if he is personally sued for any events related to his employment while here, the City will indemnify him; meaning cover the costs. She stated that is an important factor given the history of things that have gone on. She stated that is a consideration that needs to be taken into account. She asked the City Administrator to confirm that is something he requires. City Administrator Lynch responded yes; he would like the Council to consider.

Councilmember Dietrich stated we are all responsible for our own actions. For example, if she were speeding to get to the meeting and gets a ticket, that is a choice she made, and someone else would need to pay for. She stated earlier in the year when there was a Data Breach Investigation, she had to retain her own Attorney, she would then charge the City for that because she was found innocent. She commented the request seems extremely unreasonable to her. City Administrator Lynch responded his position was that he was acting within the realm and responsibility of the City Administrator position while working for over 14 years. He asks for consideration that if he is sued individually in that capacity, the City indemnify him. It is reasonable and is done frequently. Councilmember Dietrich stated there have been a lot of bumps in the road and does not believe this can be compared to an average City Manager or Administrator situation with the number of times the City has been in the paper to their detriment.

Mayor Tourville stated like Councilmember Piekarski Krech, he has been on the Council with two City Administrators. If deciding to have no separation, and get filed on, they would contact the Insurance Company, League of Minnesota Cities Trust, and the coverage would be there. The City may want that coverage, so the City is covered too. He stated it is not an unreasonable request, the Council needs to decide whether to honor it or not. He commented he believes the release of claims is normal.

Mayor Tourville asked Attorney Land if these are normal requests that happen within City Administrators/Managers with Separation Agreements. Attorney Land responded there are some unusual conditions in this request:

1. To have ongoing employment for a period of time. Once severing the relationship, it can make it awkward. She stated given the circumstances it seems to make sense, in reality, it can be awkward.
2. An indemnification clause like this would have to be covered by the City because its contractual the League would not defend. That would be out of pocket City costs. She stated for example, if the City Administrator is sued and found liable, then he is saying we require him to pay his own costs. If the Courts find that whatever he did was wrong, the City will not indemnify him for that. If he is found not-labile, then for the indemnification of his defense, he would expect the City to cover those costs, because he did not do anything wrong and was solely sued out of his job as the City Administrator. She stated that makes sense from his perspective, it would not be covered by Insurance, the City would be required to pay it.

Councilmember Piekarski Krech stated if the City were included, or as an adjunct, Insurance would cover the Cities part. The City would cover it if the City Administrator were still employed. Attorney Land responded yes on both parts. Councilmember Dietrich questioned the practicality of having the City Administrator work for 60 days or the additional 30 he is requesting. She asked what kind of protection Staff would have because of the numerous allegations that have plagued the City. She requested seeing boundaries in writing about this. Attorney Land responded that would be difficult to put in writing and was not sure it could be. She commented it would be a strained relationship with Staff with everyone knowing it would be over. It is a reality that it makes it an uncomfortable situation for everyone.

Councilmember Perry asked if something could be put in that is worded "Council deems it is not working, and more unhelpful than helpful", then it could be separated early and all terms be met so he would be paid for the remainder of the 60 to 90 days and still have everything else. Attorney Land responded that could be a counteroffer. Early termination if it is not working out type language would be very appropriate.

Councilmember Dietrich requested having a senior Staff member be the person making decisions, hiring, or firing. She stated she would not be comfortable having the City Administrator be solely in charge. Mayor Tourville agreed it was a good suggestion and stated it could be done.

Councilmember Piekarski Krech stated previous Administrators did not leave immediately. What was different in those two situations was that there was an Assistant City Administrator on Staff, there is not anyone on Staff currently who could take over the role. There are Department heads, but those may be busy running Departments and would be stretched and stressed to have to take over for the City Administrator for any length of time.

Mayor Tourville stated in looking at Agreements done through the League, no hiring, firing, or discipline is allowed without supervision or the overseeing of the Council through that period. He suggested the wording be looked into such as no hiring, firing, or discipline is done without approval by the Council. If someone does something bad, it would have to come before the Council.

Councilmember Bartholomew stated it would have also been his suggestion about the hiring and firing. The Council would have the final say on any hiring or firing. The City Administrator, in the interim period, would be advisory and directional. If something were to come up the decision would be made by the Council.

He stated he wanted further discussion about the 60 or 90 days. He asked if language could be crafted stating if during the 60 to 90 days things become intolerable and cannot get along, the City has the option to terminate and deduct the remainder of that time from the figure of time entered into the Agreement. He stated he wanted to make sure the City does not get in the position where they have 90 days no matter what the behavior of an individual is. He wanted to make sure the City and taxpayers are protected. If something goes badly or the Administrator is not performing like they wish him to, they could terminate and reduce the six or four months remaining. He stated he would like further discussion from the Council and the Attorney on this.

Attorney Land clarified what Councilmember Bartholomew stated saying he would like to see an immediate termination of the in-service, and then six months starts from there. He would not get the full benefit of 60 or 90 days of working. If they decide the relationship is not working and want to terminate, at that point they would start the six-month severance and his working days would be done and paid out in six months. Councilmember Bartholomew agreed with the wording.

Mayor Tourville wanted information about the medical portion of the request. Attorney Land responded the cash payout is unusual. She has seen an extension of health benefits. She stated the Council could do a cash payout in lieu of continuing health, continue on health benefits, or not consider it at all. Mayor Tourville stated if 90 days go by and there is still some assistance needed and the Council determines they would like to go another 30 days, the option is available. He stated they should give the normal medical while the person is still employed instead of a cash out.

Mayor Tourville listed the scenarios:

- What they would do if things go bad
- What if things are going well and say they want to continue the relationship longer, another 30 days, or on a month-to-month basis and then re-evaluate.

He stated he does not believe the City Administrator is asking to be a part of interviewing or filling vacancies, he is just here to help. City Administrator Lynch responded a discussion should be had about what the Council would want to do as there seems to be some overlap. For structural consideration, seeking direction on keeping it the same, or changing it. If changing, what would they change it to, and what does it mean in terms of the type of candidate to look for. He stated he would assist in those conversations and take direction from the Council, start the process, and at the end the Council makes the hiring decisions. The City Administrator just makes recommendations.

Councilmember Bartholomew stated he was uncomfortable with the lump sum. He was leaning toward coverage to the Administrator while employed. At the end of employment, he is eligible for COBRA. He suggested determining a better number for participation in COBRA and not the \$19,000. He stated they are being more than reasonable if keeping the coverage as is for the 60/90-day period, and possibly some type of assistance with COBRA.

Councilmember Bartholomew asked the City Administrator for more information about the structural component. Councilmember Piekarski Krech responded awhile back there were discussions about how some positions could be rolled together and have a different structure that did not have a Department head for each Department but have Supervisors and Managers.

City Administrator Lynch stated he was willing to drop the consideration for the cash payment. Continue to split insurance as they do now, would have to have COBRA after the 90 days, he would carry that cost himself. He responded about the structure stating there are opportunities due to possible overlap. For example, there is Park Maintenance, Street Maintenance, and Utility Maintenance. Street and Utility are part of Public Works. He stated there is a City Engineer, Assistant City Engineer, and Staff Engineer. A lot of Engineering comes from Community Development. There have been challenges with the process of getting all Engineering documents as part of the overview

and oversight of development. He asked if there was a way to streamline Engineering in another Department and combine the maintenance aspects of Streets and Utilities with Parks and create a structure that is one less Department head, but a different Supervision or Management structure. Future discussion about this is needed. Councilmember Bartholomew stated this has been discussed before. City Administrator Lynch responded that was correct, it has not gone further. Mayor Tourville stated if the new Council wants to discuss the new structure they could.

Councilmember Dietrich stated with the Mayor weighing in and new Council coming in, the City Administrator staying on needs to be addressed. Looking back at the cultural assessments done, Coaches in place, Consultants to try to fix the existing current culture, and now adding this; as someone who is outgoing, she was uncertain how productive that was going to be. Someone that knows they are going to be leaving and the issues they already have with the culture. She would like to see an option discussed that ways are parted sooner rather than later.

Councilmember Dietrich stated the League of Minnesota Cities can appoint Interim Administrators. She commented there are other options that have not been discussed. She stated she is not going to assume what City leadership wants unless she hears it out of their mouths. Other things need to be explored and she does not want to be reactive.

Attorney Land requested more clarification on the following:

- The number of days. If it is up to 30, 60, or 90 days.
- Council may want to be able to terminate early, or if all goes well, extend longer. A timeframe is needed.
- Indemnification. Whether the Council is comfortable with the understanding that no one knows what will happen in the future. The City is accepting some responsibility if the City Administrator is sued individually and found not liable, then the City is on the hook for the defense.

She stated Council seemed fine with the mutual release of claims and six months being the severance amount.

Councilmember Dietrich stated definitely no indemnification. Councilmember Bartholomew asked if the indemnification only kicks in if the City Administrator is sued and prevails, the City pays the Legal fees. If sued and the City Administrator does not win, there is no indemnification to the City. Attorney Land does not recommend it be a blanket indemnification regardless of the outcome of the litigation. It needs to be solely if he is not found liable and does not have to pay any consequences from that lawsuit. Councilmember Bartholomew stated he could support an indemnification like that. He felt it was fairly standard. Mayor Tourville stated if written that way he would support. He stated if innocent the City would look into support, if guilty, he is on his own. Attorney Land responded this is for Civil Litigation.

Councilmember Perry asked if there was a timeline for indemnification, for example, five years and then say he is on his own. Attorney Land responded there could be. There is a Statute of Limitations that automatically applies to litigation. She was unsure of the timeline as it depends on what the allegation is. It would solely be out of a claim that arose because of his employment. Councilmember Piekarski

Krech stated that was reasonable. She would agree to 90 days knowing how long it takes to try to put people in, knowing the number of legal issues, and what the City has to do in order to be compliant with all State regulations and COVID. She stated the League of Minnesota Cities does not appoint anyone; they give references. She commented that Mr. Lynch has been very good with making sure all laws, regulations, and rules are followed. She would like to make sure that continues.

Councilmember Bartholomew stated he has no problem with 60 or 90 days but wanted to make sure there is an out in case things are not working well. If the new Council determines the City Administrator has done well in 60 days, they could go to 90 days. If there is not a will for it, they exercise the escape.

Mayor Tourville clarified stating it would be 60 days and add the other 30 to make it 90, but if things do not work out it can be terminated and go to the natural process of six months.

Councilmember Perry stated they need to discuss the personal leave request to be paid out to a lump sum versus into an HSA. Attorney Land responded it is common to get cash payment. City Administrator Lynch responded he has a total of approximately 690 hours between personal leave and vacation because he has been here over 14 years. Per policy, 240 hours of personal leave is put into the HSA. He asks the City to waive that and pay him at the end of the 60- or 90-day period, all of the time, times his computed hourly rate, paid out in cash.

Mayor Tourville asked what they do with other employees. City Administrator Lynch responded they are agreeing to separate, doing that is different than an employee that leaves. He stated he is different in that he is the sole employee of the City Council by Contract. They may be able to do that without endangering precedent for others. Attorney Land responded it is not unusual to get cash payout instead of requiring it go into the HSA. When entering into a Separation Agreement, it is a Contract, as long as there is mutual consideration on both sides, it is valid.

Attorney Land stated they may have covered all points. It will be a matter of wordsmithing the balance of the release of claims and words in the Contract. She suggested the Council get that into a Motion to be clear what the parameters are. Mayor Tourville asked that a Draft be put out to the entire Council. Attorney Land responded she was not comfortable with sending out a Draft of the document. She is given direction to prepare it.

Attorney Land highlighted the bullet points for the Council's Motion as follows:

- Allow the City Administrator to work for 60 days with an option for the City Council to extend an additional 30 days, up to a maximum of 90 days of working. Or terminable at any time at the Council's discretion.
- Whatever the last day of work is, there would be the payout of the severance payment, which is six months, as well as vacation and sick leave payout.
- During the period of time he is working, there would be no hiring or firing, disciplinary authority, or major departmental changes.
- Mutual release of claims.

Attorney Land was unsure what the Council wanted to do about indemnification. If agreeing with the indemnification, it would be solely if he is sued by a third party because of his employment, while with the City of Inver Grove Heights. The City would defend or pay for his defense, only if, there would be reimbursement, he would have to be found not liable. Councilmember Bartholomew agreed.

Councilmember Dietrich stated were he to stay the 60 or 90 days, the City will need to interview and open up the process for some Department heads to be filled. She asked what the language around that would be. Attorney Land responded she was unsure of how involved the City Administrator usually is in the process. The HR Manager handles the interview process or sets things up. She stated she assumes his role is making sure the department is still operating. Councilmember Dietrich stated she wanted to see in black and white what the Statute is, so she knows what it is going to look like, or the job descriptions about hiring. Attorney Land responded the City Administrator indicated he does not hire or fire, he does recommendations. If not wanting him involved in making recommendations, that language could be done. It could be stated the Council does not want him involved in those major decision-making processes.

Mayor Tourville suggested Council set the direction on how involved they want the City Administrator to be, or none. Councilmember Dietrich stated that would be something the new Council needs to weigh in on. Attorney Land stated the City Administrator cannot make any hiring, firing, or disciplinary action without consideration by the Council. Councilmember Dietrich stated she was unsure what role everyone plays, be it HR and the team put together, but would like clarification.

City Administrator Lynch stated for example, when the Finance Director was hired, they had Committees. The Committees were made up of some Finance Staff, Department heads, an Audit Firm Representative, and the Financial Consultant had a Representative. They met with candidates they considered "semi-finalists". Those were ranked and given to the City Administrator and Human Relations Director. The HR Director sets up the schedule for interviews, the rooms for interviews, and communicates with the Applicants. If there is follow up, the HR Manager communicates with the Applicant. Finalists are then brought back and the HR Manager and City Administrator, interview between one and four people. There is a ranking of the Candidates from the Committee's, the HR Manager, and himself, and a Candidate is brought forth to the City Council they feel best fits the City and the role they are hiring for.

City Administrator Lynch stated it was his understanding that whatever is determined by Council, Attorney Land would be in contact with his Attorney with the document. He commented when it was stated she was not comfortable with a Draft; it is still in flux while he and his Attorney get a chance to look at it. Attorney Land agreed stating she would negotiate it with his Attorney and bring a Draft both are comfortable with as well as the mutual release language which is the key legal language the Council needs to see.

Mayor Tourville asked the Council if all bullet points were covered. He commented about hiring and suggested the City Council in 2021 would have to be more involved than they have in the past around Department heads. They may have to decide to look at hiring an Administrator sooner or later or get an Agency to help. This would be similar to the process used when hiring the Police Chief.

Councilmember Bartholomew agreed. He stated the City Council could say they are fine with the City Administrator and Human Resource Manager picking finalists but request one more Representative for a panel of three. It could be a pick from the Council, be it a Council Member or another Department head. This would be something the new Council would consider. Councilmember Dietrich stated there is conflict between the HR Manager and the City Administrator. Expecting those two to work together and have a fluid relationship, she does not see that working. She stated there needs to be a different plan in place. Councilmember Bartholomew agreed. The purview of the new Council at that time can make the decision of having two or three people, if acceptable to all. Councilmember Dietrich stated the HR Manager is afraid to work with the City Administrator right now, that is a valid concern. Councilmember Bartholomew responded he understood and agrees it is a valid concern. Councilmember Dietrich stated it if is not in writing it could be a problem. Councilmember Bartholomew suggested proposing something.

Councilmember Dietrich proposed a Senior Staff Member and HR. Councilmember Bartholomew asked if there would be no input from the City Administrator, other than at the preliminary selection. Councilmember Dietrich responded as long as there are three people in the room, she would be comfortable. Councilmember Bartholomew responded he would be fine with that and asked the City Administrator how he felt about it. City Administrator Lynch responded it was fine.

Mayor Tourville asked the City Administrator if all points have been covered. City Administrator Lynch responded the points laid out are within reasonable expectation. It is a matter of looking at the complete document and having his Attorney review and consult with him on it.

Mayor Tourville stated if there is a Motion and it passes, a document will stay as a Draft and be submitted to the City Administrator and his Attorney to look at. He stated a date needs to be picked. He commented Attorney Land stated the 29th worked better for her and asked if that date works for everyone. All Councilmember's agreed on the date. Mayor Tourville suggested meeting at 6:00 p.m.

Motion by Piekarski Krech second by Bartholomew to look over the bullet points provided by Attorney Land, put together a Draft to send to the City Administrator and his Attorney, and meet on Tuesday, December 29th.

Ayes: 5

Nays: 0 Motion carried.

B. ADJOURN:

Motion by Piekarski Krech second by Perry to adjourn the Special Session at 7:09 p.m.

Ayes: 5

Nays: 0 Motion carried.

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
TUESDAY, DECEMBER 29, 2020 - 8150 BARBARA AVENUE**

****Hybrid In-Person or Zoom Virtual Meeting****

A. Call to Order and Roll Call:

The City Council of Inver Grove Heights met in a Special Session on Tuesday, December 29, 2020, in the City Council Chambers. The Pledge of Allegiance was recited. Mayor Tourville called the meeting to order at 6:00 p.m.

Present In-Person were: Council Members Piekarski Krech and Dietrich; City Clerk Rebecca Kiernan, Attorney Korine Land, LeVander, Gillen, & Miller Law Firm.

Present Via Phone or Zoom: Council Members Bartholomew and Perry; City Administrator Joe Lynch.

1. Consideration of a Transition and Separation Agreement with City Administrator

Attorney Korine Land, Shareholder with LeVander, Gillen, & Miller Law Firm, stated the Special Meeting is for consideration of entering into a Transition and Separation Agreement with the City Administrator. Under the Law, Special Meeting Agenda's cannot be altered. While it is a public meeting, it is not required public testimony be taken. It is not a Public Hearing. This is for Council consideration on its own.

She stated at the meeting on December 22nd, the Council, by Motion, authorized the Law Firm to negotiate a Separation Agreement with the City Administrator. Specific guidelines were given and followed. All guidelines were included. She stated the Council received the Separation Agreement, which is non-public data until it has been officially approved, signed, and the rescission periods have expired. She stated the Council has had the document for at least 24 hours. The basic terms discussed and incorporated into the Agreement:

- Mr. Lynch will work for an additional 60 days through February 28, 2021, unless the Council terminates that earlier, in their sole discretion, or unless extended by an additional 30 days at the Council's discretion. Anticipated to be no later than March 31st, 2021.
- At that point there would be six months severance payment and cash payment of unused vacation and personal leave.
- Mutual Release of Claims. Includes: Age Discrimination, Human Rights Violations, Disability Claims, Fair Labor Standards Act, FMLA, Civil Rights Act, Equal Pay Act, OSHA Violations, and many other claims. Mr. Lynch is waiving his right to challenge any of those.
- Indemnification Provision. Was simplified for the City to comply with the Law. Chapter 46607 says you indemnify former employees for any acts if they incur liability because of their duties and are not found to be guilty of any malfeasance, neglect of their duties, or bad faith, then the City will indemnify them. The City is required to do that by law.

Attorney Land stated the Separation Agreement was provided to the Council and contains all terms and conditions. Once it is approved by Council, signed by Mr. Lynch, and the rescission periods have expired, Mr. Lynch has up to 15 days to rescind the Agreement. Then it would become a public document. She stated the Agreement is acceptable to the City Administrator through his Attorney who

indicated all the terms and conditions are acceptable. If the Council approves it, he will sign it. She stated the recommendation is that Council approves the Transition and Separation Agreement as proposed.

Councilmember Piekarski Krech asked if the 15 days was working days or calendar days. Attorney Land responded it is 15 calendar days.

Motion by Dietrich second by Piekarski Krech to accept two emails received into public record.

Mayor Tourville requested the Author's names of the emails. Councilmember Dietrich responded one of the Author's was Resident Sue Gliva and the other is Frank Rauschnot.

Councilmember Dietrich asked Attorney Land if she could respond to some of the questions posed in the email by Ms. Gliva. Attorney Land responded she could if specific. Councilmember Dietrich stated there are three questions, the fourth question was covered about public comment.

Attorney Land responded to the following questions:

1. Concerning the value of the benefits.

She responded there are benefits that are available to all City Employees that are not unique to his Contract. Unique to his Contract is a car allowance and phone allowance. She stated there are values he will continue to receive as he does under his current employment. By continuing his employment, those benefits will still be paid. There is a car allowance of \$333.00 per month and a phone stipend of \$110.00 per month.

Councilmember Dietrich asked if there was a credit card he has access to. Attorney Land responded she was not aware of one. She stated as City Administrator he is authorized to spend a certain amount under Policy without Council approval. After that he has to come before the Council for approval. Continuing under his current duties he is allowed to continue to use that. Once termination or last day of employment, those items would need to be turned in such as keys, credit cards, and anything else that is City property.

Councilmember Dietrich requested expense reports from those credit cards be submitted to Council. City Administrator Joe Lynch responded he does not have a City credit card, has not used a City credit card, and does not have expense reports.

Attorney Land continued responding to questions posed via email:

2. Indemnification.

Has been simplified. Originally, they had tried to put words to if there were any private parties that brought a Civil action against Mr. Lynch, and then he was found to have violated something, the City would not indemnify him for that. She stated they are simplifying it by using the Statutory requirement the City indemnify him because of his employment as long as it was not any malfeasance or bad faith.

3. Where the severance payment would come from in terms of what area of the budget.

She responded these are typically General Fund items which is where salaries come from. There is not a particular fund. She stated this should be directed to the Finance Director.

Mayor Tourville stated it would come out of Administration in the General Fund. He commented they could have two Administrators for a period of time. That would be up to the Council in 2021. He asked the City Administrator if that was correct. City Administrator Lynch responded in the General Fund, under Administration, there are salaries for 4.6 full time employees, one of which is the City Administrator. The payments for the 60- or 90-day period would be taken out of that budgeted amount. The lump sum would be taken out of salary for 2021. He stated it is very highly unlikely there would be duplication. Council will need to confer, decide, and give direction about whether it chooses to use a search firm to start the replacement process. That may take 30 to 45 days to go through. It involves an RFP, get responses back, meet, and make a determination. He guessed it would take another 30 days to advertise for the position which would put them beyond the end of March timeframe and the end of his 90-day timeframe.

Councilmember Dietrich requested the City Administrator's schedule submitted to the Council on a bi-weekly basis.

Motion by Piekarski Krech second by Bartholomew to approve the Transition and Separation Agreement.

Councilmember Dietrich stated she was voting Nay because of the culture they have struggled with in her short time with Council and the allegations brought forth against the City Administrator, she does not believe it is in the best interest to have him stay on for 30/60/90 days.

Ayes: 4

Nays: 1 (Dietrich) Motion carried.

B. ADJOURN:

Motion by Piekarski Krech second by Perry to adjourn the Special Session at 6:15 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Clerk Sheri Yourczek

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Amy Hove 651-450-2521
 Prepared by: Bill Schroepfer, Accountant
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve the attached resolution approving disbursements for the period of December 10, 2020 to January 5, 2021.

SUMMARY

Shown below is a listing of the disbursements for the various funds for the period ending January 5, 2021. The detail of these disbursements is attached to this memo.

General & Special Revenue	1,225,677.34
Debt Service & Capital Projects	3,044,087.13
Enterprise & Internal Service	1,001,307.57
Escrows	742,189.19
Grand Total for All Funds	<u><u>\$6,013,261.23</u></u>

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

Attached to this summary for your action is a resolution approving the disbursements for the period December 10, 2020 to January 5, 2021 and the listing of disbursements requested for approval.

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE
PERIOD ENDING January 5, 2021**

WHEREAS, a list of disbursements for the period ending January 5, 2021 was presented to the City Council for approval.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS: that payment of the list of disbursements of the following funds is approved:

General & Special Revenue	\$1,225,677.34
Debt Service & Capital Projects	3,044,087.13
Enterprise & Internal Service	1,001,307.57
Escrows	742,189.19
Grand Total for All Funds	<u><u>\$6,013,261.23</u></u>

Adopted by the City Council of Inver Grove Heights this 11th day of January, 2021.

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Expense Approval Report

By Fund

Payment Dates 12/10/2020 - 1/5/2021

City of Inver Grove Heights

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ADVANCED GRAPHIX, INC.	205601	12/15/2020	Non-reflective black stripes	101.42.4200.423.60065	32.00
ADVANCED GRAPHIX, INC.	205681	12/29/2020	Badges	101.42.4000.421.50030	25.25
AFSCME COUNCIL 5	INV0107574	12/04/2020	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	824.64
AFSCME COUNCIL 5	INV0107575	12/04/2020	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	57.99
AFSCME COUNCIL 5	INV0108004	12/18/2020	UNION DUES (AFSCME FULL SHARE)	101.203.2031000	824.64
AFSCME COUNCIL 5	INV0108005	12/18/2020	UNION DUES (AFSCME FULL SHARE-F	101.203.2031000	57.99
ALEX AIR APPARATUS, INC.	3341	12/15/2020	Job #4434 - Install air breathing system	101.42.4200.423.30700	845.46
ALEX AIR APPARATUS, INC.	3460	12/15/2020	Parts	101.42.4200.423.40042	518.64
ALEX AIR APPARATUS, INC.	INV-42803	12/15/2020	Bauer three position fill station	101.42.4200.423.40041	15,349.00
ALEX AIR APPARATUS, INC.	INV-42804	12/15/2020	Remote fill hose connection	101.42.4200.423.30700	2,215.00
AMAZING GRACE LUTHERN CHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
ASPEN MILLS	264799	12/15/2020	Parts	101.42.4000.421.60045	320.00
ASPEN MILLS	265209	12/15/2020	Clothing / Uniforms	101.42.4000.421.60045	1,671.30
ASPEN MILLS	265242	12/15/2020	Unfirom & Clothing	101.42.4000.421.60045	225.60
ASPEN MILLS	265247	12/15/2020	Parts	101.42.4000.421.60045	1,741.25
ASPEN MILLS	265352	12/15/2020	Uniforms / Clothing	101.42.4000.421.60045	77.97
ASPEN MILLS	265353	12/15/2020	STRM STINGER LED	101.42.4000.421.60045	24.99
ASPEN MILLS	265406	12/15/2020	Unifroms / Clothing	101.42.4000.421.60045	94.85
ASPEN MILLS	266061	12/31/2020	Uniforms & Clothing	101.42.4000.421.60045	299.65
ASPEN MILLS	266234	12/31/2020	Clothing & Uniform	101.42.4000.421.60045	66.95
ASPEN MILLS	266289	12/31/2020	Clothing & Uniforms	101.42.4000.421.60045	484.00
AT&T MOBILITY	287299110577X12032020	12/29/2020	Account 287299110577	101.47.1400.413.50020	2,636.43
AWR, Inc.	2010415	12/29/2020	maintenance on BAL EPDM roof	101.42.4200.423.40040	8,500.00
AXON ENTERPRISES, INC.	SI-1702435	01/05/2021	handle & battery pack	101.42.4000.421.70501	1,181.00
AXON ENTERPRISES, INC.	SI-1703729	01/05/2021	dotcom license and maintenance	101.42.4000.421.70501	6,640.00
BARR ENGINEERING COMPANY	23190328.19-22	12/29/2020	Star lake watershed study	101.43.5100.442.30300	221.00
BETHESDA LUTHERAN CHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
BJORKLUND COMPENSATION CONSULTING, LL	00004204	12/31/2020	Evaluate lead customer service specialist	101.41.1100.413.30700	145.00
C2 LLC	20-382-000B	12/31/2020	Portfolio subscription	101.41.2000.415.50070	9,130.00
CENTURY COLLEGE	755890	12/29/2020	EMT national registry exam	101.42.4200.423.30700	450.00
CENTURY LINK	11/19/2020	12/15/2020	Account #651-455-9072 charges	101.42.4200.423.50020	45.61
CENTURY LINK	12/19/2020	12/31/2020	651-455-9072	101.42.4200.423.50020	0.92
CHURCH OF ST. PATRICK	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
COLLINS ELECTRICAL CONST.	2033602.01	12/31/2020	Material & Labor	101.43.5200.443.40046	265.32
COMCAST	12/05/2020	12/15/2020	Fire Dept	101.42.4200.423.30700	21.06
COMPASS MINERALS AMERICA INC.	721506	12/31/2020	Supplies	101.43.5200.443.60016	6,288.73
COVERTTRACK GROUP INC	21815	01/05/2021	Covert track subscription	101.42.4000.421.60065	600.00
CULLIGAN	11/30/2020	12/15/2020	Water	101.42.4200.423.30700	5.28
CULLIGAN	11/30/2020B	12/15/2020	Water	101.42.4200.423.60065	44.61
DAKOTA CTY FINANCIAL SVCS	00039395	12/15/2020	Radios	101.42.4000.421.70501	1,703.09
DAKOTA CTY FINANCIAL SVCS	00039395	12/15/2020	Radios	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	00039395	12/15/2020	Radios	101.43.5200.443.30700	46.66
DAKOTA CTY FINANCIAL SVCS	00039630	12/29/2020	Supplies	101.47.1400.413.40035	3,153.25
DAKOTA CTY PROP TAXATION & RECORDS	09/08/2020	12/29/2020	Resolution & permit	101.45.0000.3413000	46.00
DAKOTA CTY PROP TAXATION & RECORDS	10/01/2020	12/29/2020	Variance & Permits	101.45.0000.3413000	230.00
DAKOTA ELECTRIC ASSN	109394-7 12/20	12/29/2020	Electric	101.43.5400.445.40020	1,283.29
EARL F ANDERSEN INC	0125281-IN	12/15/2020	Supplies	101.43.5200.443.60016	347.95
EARL F ANDERSEN INC	0125349-IN	12/31/2020	Signs	101.43.5200.443.60016	78.35
EARL F ANDERSEN INC	0125475-IN	12/31/2020	signs	101.43.5200.443.60016	457.45
EFTPS	INV0107601	12/04/2020	FEDERAL WITHHOLDING	101.203.2030200	59,458.69
EFTPS	INV0107603	12/04/2020	MEDICARE WITHHOLDING	101.203.2030500	16,255.60
EFTPS	INV0107604	12/04/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	42,915.24
EFTPS	INV0107605	12/04/2020	FEDERAL WITHHOLDING	101.203.2030200	1,437.83
EFTPS	INV0107607	12/04/2020	MEDICARE WITHHOLDING	101.203.2030500	307.74
EFTPS	INV0107608	12/04/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	227.30
EFTPS	INV0107612	12/04/2020	MEDICARE WITHHOLDING	101.203.2030500	7.64
EFTPS	INV0107807	12/11/2020	FEDERAL WITHHOLDING	101.203.2030200	1,232.59
EFTPS	INV0107809	12/11/2020	MEDICARE WITHHOLDING	101.203.2030500	399.42
EFTPS	INV0107810	12/11/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	1,116.38
EFTPS	INV0108029	12/18/2020	FEDERAL WITHHOLDING	101.203.2030200	56,159.20
EFTPS	INV0108031	12/18/2020	MEDICARE WITHHOLDING	101.203.2030500	16,007.36
EFTPS	INV0108032	12/18/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	43,812.80
EFTPS	INV0108036	12/18/2020	FEDERAL WITHHOLDING	101.203.2030200	526.47
EFTPS	INV0108038	12/18/2020	MEDICARE WITHHOLDING	101.203.2030500	168.38
EFTPS	INV0108039	12/18/2020	SOCIAL SECURITY WITHHOLDING	101.203.2030400	173.28
EFTPS	INV0108118	12/23/2020	FEDERAL WITHHOLDING	101.203.2030200	10.53
EHLERS AND ASSOCIATES, INC.	84774	12/15/2020	Crossings at Inverwood	101.45.0000.3414200	3,661.25
EMANUAL LUTHERN CHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
ENTERPRISE FM TRUST	FBN4097300	12/29/2020	Lease charges	101.42.4000.421.40070	6,084.20
ESS BROTHERS & SONS INC	AA10973	12/15/2020	Manhole protection rings	101.43.5200.443.60016	759.00
FIRST CALVARY BAPTISTCHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FIRSTSCRIBE	253026	12/29/2020	ROWay web application	101.43.5100.442.40044	250.00
FOX TRACKS, INC.	102806	12/15/2020	Printing & Binding	101.42.4000.421.50030	99.13
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0107582	12/04/2020	HSA ELECTION-FAMILY	101.203.2032500	3,473.63
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0107583	12/04/2020	HSA ELECTION-SINGLE	101.203.2032500	4,677.05
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0108012	12/18/2020	HSA ELECTION-FAMILY	101.203.2032500	3,473.19
GENESIS EMPLOYEE BENEFITS ACH ONLY	INV0108013	12/18/2020	HSA ELECTION-SINGLE	101.203.2032500	4,661.25
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	101.42.4200.423.40020	1,314.61
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	101.43.5200.443.40020	117.28
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	101.43.5400.445.40020	1,070.53
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	101.44.6000.451.40020	1,194.08
GLS COMPANIES	190501	12/31/2020	Insight newsletter	101.41.1300.413.50032	7,071.00
GOOD SHEPHERD LUTHERAN CHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
GUARDIAN SUPPLY, LLC	7151	12/15/2020	Leather name tag	101.42.4200.423.60011	184.48
GUARDIAN TRACKING, LLC	2020-1110	01/05/2021	2021 Annual subscription	101.42.4000.421.70501	2,348.00
HALLORAN, JOHN	12/02/2020	12/15/2020	2021 Message License Overpayment	101.41.0000.3217500	145.00
HOTSY EQUIPMENT OF MINNESOTA	69408	12/29/2020	Bulk soap & wax	101.42.4200.423.60011	346.68
ICMA RETIREMENT TRUST - 457	INV0107572	12/04/2020	457 - ROTH AGE 50+	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0107573	12/04/2020	457 - ROTH AGE 50+	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0107584	12/04/2020	ICMA-AGE <49	101.203.2031400	3,090.00
ICMA RETIREMENT TRUST - 457	INV0107585	12/04/2020	ICMA-AGE <49 %	101.203.2031400	9,274.57
ICMA RETIREMENT TRUST - 457	INV0107586	12/04/2020	ICMA-AGE 50+	101.203.2031400	7,651.15
ICMA RETIREMENT TRUST - 457	INV0107587	12/04/2020	ICMA-AGE 50+ %	101.203.2031400	895.08
ICMA RETIREMENT TRUST - 457	INV0107588	12/04/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	91.25
ICMA RETIREMENT TRUST - 457	INV0107597	12/04/2020	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,092.28
ICMA RETIREMENT TRUST - 457	INV0107598	12/04/2020	ROTH IRA (AGE 50 & OVER)	101.203.2032400	944.00
ICMA RETIREMENT TRUST - 457	INV0107599	12/04/2020	ROTH-AGE <49 %	101.203.2032400	49.03
ICMA RETIREMENT TRUST - 457	INV0107806	12/11/2020	ICMA-AGE <49 %	101.203.2031400	162.08
ICMA RETIREMENT TRUST - 457	INV0108002	12/18/2020	457 - ROTH AGE 50+	101.203.2031400	175.00
ICMA RETIREMENT TRUST - 457	INV0108003	12/18/2020	457 - ROTH AGE 50+	101.203.2031400	225.00
ICMA RETIREMENT TRUST - 457	INV0108014	12/18/2020	ICMA-AGE <49	101.203.2031400	3,090.00
ICMA RETIREMENT TRUST - 457	INV0108015	12/18/2020	ICMA-AGE <49 %	101.203.2031400	7,707.32
ICMA RETIREMENT TRUST - 457	INV0108016	12/18/2020	ICMA-AGE 50+	101.203.2031400	7,582.81
ICMA RETIREMENT TRUST - 457	INV0108017	12/18/2020	ICMA-AGE 50+ %	101.203.2031400	995.25
ICMA RETIREMENT TRUST - 457	INV0108018	12/18/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	93.98
ICMA RETIREMENT TRUST - 457	INV0108026	12/18/2020	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,092.28
ICMA RETIREMENT TRUST - 457	INV0108027	12/18/2020	ROTH IRA (AGE 50 & OVER)	101.203.2032400	944.00
ICMA RETIREMENT TRUST - 457	INV0108028	12/18/2020	ROTH-AGE <49 %	101.203.2032400	42.21
ICMA RETIREMENT TRUST - 457	INV0108033	12/18/2020	ICMA (EMPLOYER SHARE ADMIN)	101.203.2031400	65.52
IDEAL SYSTEM SOLUTIONS, INC.	75846	12/15/2020	Microsoft Subscriptions	101.47.1400.413.40035	26,367.50
ING DIRECT	INV0107613	12/04/2020	MSRS-HCSP	101.203.2032200	46,204.74
ING DIRECT	INV0107811	12/11/2020	MSRS-HCSP	101.203.2032200	123,438.58
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	101.41.1100.413.80500	642.43
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	101.41.1200.414.60010	10.20
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	101.41.1200.414.60065	102.00
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	101.43.5100.442.60040	(23.97)
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.41.1100.413.60040	(426.61)
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.41.1100.413.60065	396.12
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.41.1200.414.60010	208.19
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.41.1200.414.60065	360.05
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.41.2000.415.50030	720.10
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	101.43.5100.442.60040	48.58
INVER HILLS ASSEMBLY OF GOD	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
IUOE	INV0107589	12/04/2020	UNION DUES IUOE	101.203.2031000	1,143.42
IUOE	INV0108019	12/18/2020	UNION DUES IUOE	101.203.2031000	87.76
JASON THOMAS CARDINAL	IGHPD2020-4	12/31/2020	Employment Backgrounds	101.42.4000.421.30701	1,035.00
KENISON, TERRI	11/30/2020	12/29/2020	Nov cleaning services	101.42.4200.423.30700	1,600.00
KENISON, TERRI	12/31/2020	12/31/2020	December cleaning services	101.42.4200.423.30700	1,600.00
KNOX COMPANY	INV02294210	12/15/2020	Supplies	101.42.4200.423.60018	1,706.00
KRISTOF, CRAIG	12/09/2020	12/15/2020	Refund of Liquor License Fee	101.42.0000.3211000	3,500.00
LAURENTINA DEJONG	12/07/2020	12/29/2020	Winter decorating	101.44.6000.451.40047	1,050.00
LEADSONLINE LLC	258289	01/05/2021	PowerPlus investgation system package	101.42.4000.421.30700	3,227.00
LELS	INV0107590	12/04/2020	UNION DUES (LELS)	101.203.2031000	2,059.00
LELS SERGEANTS	INV0107600	12/04/2020	UNION DUES (LELS SGT)	101.203.2031000	372.00
LEXIPOL LLC	INVLEX216	01/05/2021	Law enforcement annuals	101.42.4000.421.50080	14,291.00
LOCAL GOVERNMENT INFORMATION SYSTEM (I	49623	12/15/2020	Network Services	101.42.4000.421.70501	2,687.50
LOCAL GOVERNMENT INFORMATION SYSTEM (I	49672	12/15/2020	Adobe	101.47.1400.413.40035	7,620.03
LOCAL GOVERNMENT INFORMATION SYSTEM (I	49583	12/15/2020	APPL SUP - POLICE MCD	101.42.4000.421.70501	1,985.00
LOCAL GOVERNMENT INFORMATION SYSTEM (I	49591	12/15/2020	APPL SUP - FIRE	101.42.4200.423.30700	491.00
M & J SERVICES, LLC	2309	12/15/2020	Street sweeper per hour	101.43.5200.443.40046	2,655.00
M & J SERVICES, LLC	2312	12/15/2020	Street sweeper per hour	101.43.5200.443.40046	2,745.00
M & J SERVICES, LLC	2314	12/29/2020	Installed footings for new park signs	101.44.6000.451.40047	890.00
MACQUEEN EMERGENCY GROUP	15797	12/15/2020	Parts	101.42.4200.423.60065	378.21
MACQUEEN EMERGENCY GROUP	16479	12/15/2020	Fire Boots	101.42.4200.423.60065	7,293.12
MACQUEEN EMERGENCY GROUP	16465	12/15/2020	Hood	101.42.4200.423.60065	1,808.13
MACQUEEN EMERGENCY GROUP	16481	12/15/2020	Clothing / Uniforms	101.42.4200.423.60040	9,779.65
MACQUEEN EMERGENCY GROUP	16511	12/15/2020	Keeper, G1 Regulator	101.42.4200.423.40042	25.40
MACQUEEN EMERGENCY GROUP	16527	12/15/2020	Gauges	101.42.4200.423.60040	4,829.27
MACQUEEN EMERGENCY GROUP	16570	12/31/2020	Fire hoses	101.42.4200.423.60040	9,628.32
MARTIN-MCALLISTER	12999	12/15/2020	Public Safety Assessment	101.41.1100.413.30550	2,200.00
MARTIN-MCALLISTER	13472	12/15/2020	Public Safety Assessment	101.41.1100.413.30500	6,600.00
MARTIN-MCALLISTER	13524	12/15/2020	Public Safety Assessment	101.41.1100.413.30500	1,100.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MARTIN-MCALLISTER	13578	12/15/2020	Public Safety Assessment	101.42.4000.421.30700	1,100.00
MARTIN-MCALLISTER	13622	12/15/2020	Public Safety Assessment	101.42.4000.421.30700	550.00
MARTIN-MCALLISTER	13623	12/15/2020	Public Safety Assessment	101.41.1100.413.30500	550.00
MCFOA	12/8/2020	12/15/2020	2021 Dues - Judy Thill	101.42.4200.423.50070	100.00
MCFOA	12/8/2020B	12/15/2020	2021 Dues - Eric Bergum	101.42.4200.423.50070	100.00
MCKESSON MEDICAL-SURGICAL INC.	17103390	12/29/2020	Gloves	101.42.4200.423.60065	97.29
METROPOLITAN COUNCIL	12/28/2020	12/29/2020	November 2020	101.41.0000.3414000	(74.55)
Michael A. Madigan	1564 B	12/15/2020	Lawn Care Services	101.44.6000.451.30700	30.00
MINNEAPOLIS OXYGEN CO.	00068502	12/15/2020	Chemical Elements	101.42.4200.423.30700	129.78
MINNEAPOLIS OXYGEN CO.	00068503	12/15/2020	Chemical Elements	101.42.4200.423.30700	92.70
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108007	12/18/2020	CASE #001490481201	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108008	12/18/2020	CASE #001563363401	101.203.2032100	369.63
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108009	12/18/2020	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108010	12/18/2020	CASE #001521862201	101.203.2032100	186.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108504	12/31/2020	CASE #001490481201	101.203.2032100	306.89
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108505	12/31/2020	CASE #001563363401	101.203.2032100	369.63
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108506	12/31/2020	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF HUMAN SERVICE	INV0108507	12/31/2020	CASE #001521862201	101.203.2032100	186.89
MN DEPT OF LABOR & INDUSTRY	ABR0249924X	12/15/2020	Pressure Vessel	101.42.4200.423.30700	10.00
MN DEPT OF REVENUE	INV0107602	12/04/2020	STATE WITHHOLDING	101.203.2030300	25,313.12
MN DEPT OF REVENUE	INV0107606	12/04/2020	STATE WITHHOLDING	101.203.2030300	748.53
MN DEPT OF REVENUE	INV0107611	12/04/2020	STATE WITHHOLDING	101.203.2030300	4.64
MN DEPT OF REVENUE	INV0107808	12/11/2020	STATE WITHHOLDING	101.203.2030300	801.19
MN DEPT OF REVENUE	INV0108030	12/18/2020	STATE WITHHOLDING	101.203.2030300	24,074.92
MN DEPT OF REVENUE	INV0108037	12/18/2020	STATE WITHHOLDING	101.203.2030300	253.85
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	101.207.2070300	1,542.59
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	101.207.2070300	0.43
MN DEPT OF REVENUE	INV0108119	12/23/2020	STATE WITHHOLDING	101.203.2030300	4.69
MN DEPT OF TRANSPORTATION	00000639169	12/31/2020	Traffic signs	101.43.5200.443.50080	100.00
MN GLOVE & SAFETY, INC.	324896	12/29/2020	Gloves	101.43.5100.442.60045	156.96
MN GLOVE & SAFETY, INC.	326444	12/31/2020	Gloves	101.43.5200.443.60045	16.98
MN GLOVE & SAFETY, INC.	326478	12/31/2020	Gloves	101.43.5200.443.60045	69.99
MSFDA	12/09/2020	12/15/2020	2021 MSFDA membership dues	101.42.4200.423.50070	495.00
MUNICIPAL EMERGENCY SERVICES, INC.	IN1522861	12/15/2020	Clothing / Uniforms	101.42.4200.423.60065	69.20
MUNICIPAL EMERGENCY SERVICES, INC.	IN1532210	12/31/2020	Supplies	101.42.4200.423.60065	5,784.00
NATURE CALLS, INC.	26899	12/15/2020	Sept 2020	101.44.6000.451.40065	1,942.00
NATURE CALLS, INC.	26900	12/15/2020	Oct 2020	101.44.6000.451.40065	1,766.00
NATURE CALLS, INC.	26968	12/29/2020	November 2020	101.44.6000.451.40065	531.30
NEOGOV	INV-17170	12/15/2020	2021 Subscription	101.47.1400.413.40035	22,119.02
NEWMAN SIGNS INC	TRFINV027406	12/31/2020	White sheeted blank	101.43.5200.443.60016	1,046.31
NEWMARK PARTNERS LP	267199	12/15/2020	Professional fee	101.41.1100.413.30550	3,400.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103265066	12/29/2020	Pre-employment	101.41.1100.413.30700	476.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103270014	12/29/2020	Pre-employment	101.41.1100.413.30700	335.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103286244	12/31/2020	Pre employment screening	101.41.1100.413.30700	141.00
OCCUPATIONAL HEALTH CENTERS OF MINNESOTA	103292354	12/31/2020	Pre employment screening	101.41.1100.413.30700	141.00
OFFICE OF MN. IT SERVICES	DV20110438	12/15/2020	Nov 2020	101.47.1400.413.40035	291.40
OXYGEN SERVICE COMPANY, INC	03480929	12/29/2020	Supplies	101.42.4000.421.60065	52.26
OXYGEN SERVICE COMPANY, INC	08401116	12/31/2020	Medical elements	101.42.4000.421.60065	144.54
PERA	09/01/2020	12/10/2020	PERA OMITTED DEDUCTION (S. YOUF	101.41.1100.413.20400	105.71
PERA	09/01/2020	12/10/2020	PERA OMITTED DEDUCTION (S. YOUF	101.44.6000.451.20400	487.48
PERA	INV0107591	12/04/2020	PERA COORDINATED PLAN	101.203.2030600	44,802.64
PERA	INV0107592	12/04/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,446.35
PERA	INV0107593	12/04/2020	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0107594	12/04/2020	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	53.46
PERA	INV0107595	12/04/2020	PERA POLICE & FIRE PLAN	101.203.2030600	23,335.69
PERA	INV0107596	12/04/2020	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	35,003.53
PERA	INV0107609	12/04/2020	PERA POLICE & FIRE PLAN	101.203.2030600	31.06
PERA	INV0107610	12/04/2020	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	46.59
PERA	INV0108020	12/18/2020	PERA COORDINATED PLAN	101.203.2030600	42,646.70
PERA	INV0108021	12/18/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	3,280.53
PERA	INV0108022	12/18/2020	PERA DEFINED PLAN	101.203.2030600	53.46
PERA	INV0108023	12/18/2020	EMPLOYER SHARE (PERA DEFINED P	101.203.2030600	53.46
PERA	INV0108024	12/18/2020	PERA POLICE & FIRE PLAN	101.203.2030600	21,011.96
PERA	INV0108025	12/18/2020	EMPLOYER SHARE (POLICE & FIRE PI	101.203.2030600	31,517.94
PERA	INV0108034	12/18/2020	PERA COORDINATED PLAN	101.203.2030600	669.46
PERA	INV0108035	12/18/2020	EMPLOYER SHARE (EXTRA PERA)	101.203.2030600	51.49
PERFORMANCE PLUS LLC	9117	12/29/2020	Med evaluation	101.42.4200.423.30700	3,473.00
PETTY CASH	9/24/2020	12/15/2020	Shipping	101.42.4000.421.50035	11.98
PETTY CASH	09/30/2020	12/29/2020	Extension cord	101.42.4000.421.60065	4.99
PETTY CASH	10/6/2020	12/15/2020	Interview OJ	101.42.4000.421.50075	3.79
PETTY CASH	11/03/2020	12/15/2020	Shipping	101.42.4000.421.50035	12.35
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	101.41.1100.413.50025	18.06
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	101.41.1100.413.50025	14.62
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	101.41.1100.413.50025	85.14
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	101.41.1100.413.50025	11.18
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	101.41.1100.413.50025	49.88
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	101.41.1100.413.50025	101.48
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	101.41.1200.414.50025	18.92
PLUNKETT'S PEST CONTROL	6876825	12/15/2020	Pest Control	101.42.4200.423.30700	216.41
PRECISE MRM	200-1028500	12/15/2020	Pooled Data	101.43.5200.443.30700	98.36
PRECISE MRM	200-1028836	12/31/2020	Pooled data	101.43.5200.443.30700	171.55

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PRO-TECH DESIGN INC.	99132	12/15/2020	Camera	101.47.1400.413.40049	2,423.44
PRO-TECH DESIGN INC.	99278	12/29/2020	IP adress updates - Fire	101.47.1400.413.40035	290.25
RIVER HEIGHTS CHAMBER OF COMMERCE	10801	01/05/2021	2021 memebrship	101.42.4000.421.50070	211.00
RIVER HEIGHTS VINEYARD CHURCH	12/14/2020	12/15/2020	2020 Elections	101.41.1200.414.40065	300.00
SAFETY SIGNS	20001515	12/15/2020	Pedestrian Barricade	101.43.5200.443.60016	653.00
SENSIBLE LAND USE COALITION	00612	12/29/2020	Sensible land use coalition	101.45.3000.419.50070	250.00
SHORT ELLIOTT HENDRICKSON, INC.	395843	12/29/2020	Bridge Inspections	101.43.5100.442.30300	2,701.14
SHORT ELLIOTT HENDRICKSON, INC.	397063	12/29/2020	Bridge Inspections	101.43.5100.442.30300	355.78
ST PAUL LINOLEUM & CARPET CO	100751	12/15/2020	Install new carpet tile	101.42.4200.423.40040	6,414.00
ST PAUL, CITY OF	IN43797	12/31/2020	Asphalt mix	101.43.5200.443.60016	401.58
STERLING CODIFIERS	4431	12/15/2020	S-2 supplement editing	101.41.1100.413.50030	814.00
STERLING CODIFIERS	5108	12/29/2020	Internt web hosting 01/21 - 01/22	101.41.1100.413.50070	500.00
STREAMLINE DESIGN INC	40450	12/29/2020	Beanie & embroidery	101.42.4200.423.30700	198.00
STREICHER'S	1471879	12/31/2020	Holster	101.42.4000.421.60018	136.00
T. A. SCHIFSKY & SONS, INC.	66780	12/15/2020	AC sand mix	101.43.5200.443.60016	428.13
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1747634C	12/15/2020	Funded HRA	101.42.4000.421.30550	40.00
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1921773	12/29/2020	COBRA Fees	101.42.4000.421.30550	40.00
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1923303	12/29/2020	Retiree fee	101.42.4000.421.30550	44.70
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.41.1100.413.30550	18.90
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.41.1300.413.30550	15.40
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.41.2000.415.30550	84.11
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.42.4000.421.30550	285.23
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.42.4200.423.30550	39.90
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.43.5000.441.30550	12.07
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.43.5100.442.30550	57.29
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.43.5200.443.30550	46.90
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.44.6000.451.30550	54.96
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.45.3000.419.30550	17.43
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.45.3200.419.30550	19.91
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.45.3300.419.30550	32.90
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	101.47.1400.413.30550	37.10
TEXAS STATE DISBURSEMENT UNIT	INV0108006	12/18/2020	CASE #0012022247	101.203.2032100	401.13
TEXAS STATE DISBURSEMENT UNIT	INV0108503	12/31/2020	CASE #0012022247	101.203.2032100	401.13
TRACY B. HANSEN	12/22/2020	12/31/2020	New drains	101.42.4200.423.40040	16,000.00
TYLER TECHNOLOGIES, INC	025-317962	01/05/2021	Maintenance Feb 2021 - Jan 2022	101.47.1400.413.40035	38,534.22
UNIFIRST CORPORATION	0900592637	12/15/2020	Clothing & Uniforms	101.43.5200.443.60045	62.24
UNIFIRST CORPORATION	0900592637	12/15/2020	Clothing & Uniforms	101.44.6000.451.60045	29.31
UNIFIRST CORPORATION	0900593971	12/15/2020	Clothing / Uniforms	101.43.5200.443.60045	62.24
UNIFIRST CORPORATION	0900593971	12/15/2020	Clothing / Uniforms	101.44.6000.451.60045	29.31
UNIFIRST CORPORATION	0900595273	12/31/2020	Clothing / Uniforms	101.43.5200.443.60045	117.24
UNIFIRST CORPORATION	0900595273	12/31/2020	Clothing / Uniforms	101.44.6000.451.60045	29.31
UNIFIRST CORPORATION	0900596613	12/31/2020	Clothing / Uniforms	101.43.5200.443.60045	63.89
UNIFIRST CORPORATION	0900596613	12/31/2020	Clothing / Uniforms	101.44.6000.451.60045	29.31
UNIFIRST CORPORATION	0900597919	12/31/2020	Clothing / Uniforms	101.43.5200.443.60045	63.89
UNIFIRST CORPORATION	0900597919	12/31/2020	Clothing / Uniforms	101.44.6000.451.60045	29.31
US POSTMASTER - EAGAN	12/02/2020	12/15/2020	Insight Newsleeteer Jan-Mar21'	101.41.1100.413.50035	2,525.00
VALLEY IMAGES PHOTOGRAPHY - MARK D. BAL	3300	12/15/2020	Studio session	101.42.4000.421.50030	100.00
VERIFIED CREDENTIALS, INC.	311809	12/15/2020	Background screening - Oct	101.41.1100.413.30700	308.25
VERIFIED CREDENTIALS, INC.	312810	12/15/2020	Nov background screening	101.41.1100.413.30700	235.25
VERIFIED CREDENTIALS, INC.	313739	12/31/2020	December background screening	101.41.1100.413.30700	79.25
WI SCTF (WI SUPPORT COLLECTIONS TRUST F	INV0107581	12/04/2020	PARTICIPANT ID#0004986316	101.203.2032100	433.06
WI SCTF (WI SUPPORT COLLECTIONS TRUST F	INV0108011	12/18/2020	PARTICIPANT ID#0004986316	101.203.2032100	433.06
XCEL ENERGY	687215718	12/29/2020	Gas & Electric	101.42.4200.423.40010	155.17
XCEL ENERGY	687215718 CR	12/29/2020	Gas & Electric	101.42.4200.423.40020	(367.65)
XCEL ENERGY	691304364	12/29/2020	Gas & Electric	101.42.4200.423.40010	150.58
XCEL ENERGY	691304364 CR	12/29/2020	Gas & Electric	101.42.4200.423.40020	(434.22)
XCEL ENERGY	695237214	12/29/2020	Gas & Electric	101.42.4200.423.40010	280.54
XCEL ENERGY	695237214 CR	12/29/2020	Gas & Electric	101.42.4200.423.40020	(516.70)
XCEL ENERGY	699367565	12/29/2020	Gas & Electric	101.42.4200.423.40010	41.82
XCEL ENERGY	699367565 CR	12/29/2020	Gas & Electric	101.42.4200.423.40020	(616.08)
XCEL ENERGY	703323152	12/29/2020	Gas & Electric	101.42.4200.423.40010	91.87
XCEL ENERGY	703323152 CR	12/29/2020	Gas & Electric	101.42.4200.423.40020	(417.16)
XCEL ENERGY	707243810	12/29/2020	Gas & Electric	101.42.4200.423.40010	302.77
XCEL ENERGY	707243810	12/29/2020	Gas & Electric	101.42.4200.423.40020	57.11
XCEL ENERGY	710326809 CR	12/29/2020	Gas & Electric	101.43.5400.445.40020	(633.21)
XCEL ENERGY	710777345	12/29/2020	Gas & Electric	101.43.5400.445.40020	9,974.17
XCEL ENERGY	710777345	12/29/2020	Gas & Electric	101.44.6000.451.40020	39.62
XCEL ENERGY	710993004	12/29/2020	Gas & Electric	101.42.4200.423.40010	952.73
XCEL ENERGY	710993004	12/29/2020	Gas & Electric	101.42.4200.423.40020	967.43
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	101.44.6000.451.40010	446.93
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	101.44.6000.451.40020	781.45
XCEL ENERGY	711747124	12/29/2020	Gas & Electric	101.42.4000.421.40042	41.63

Fund: 101 - GENERAL FUND

1,091,834.79

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ARCHAR INTERNATIONAL, INC.	8912	12/29/2020	Map additions & changes	201.44.1600.465.50025	100.00
ENSEMBLE CREATIVE & MARKETING	IGH120420	12/15/2020	AD CAMPAIGN	201.44.1600.465.50025	350.00
LIME VALLEY ADVERTISING, INC.	20003.10	12/15/2020	Programming Services	201.44.1600.465.50025	100.00
RIVER HEIGHTS CHAMBER OF COMMERCE	10655	12/15/2020	Nov 2020 service contract	201.44.1600.465.30700	6,127.16
RIVER HEIGHTS CHAMBER OF COMMERCE	10699	12/31/2020	2021 Phone & Emailing	201.44.1600.465.30700	650.00
STACY ANN BROOKS	328	12/15/2020	Dec Blog Posts	201.44.1600.465.50025	205.00
Fund: 201 - C.V.B. FUND					7,532.16
AHLGREN, ANGELA	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	35.40
AHLGREN, ANGELA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
AMUNDSON, TERRIE	11/30/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	20.00
AMUNDSON, TERRIE	12/01/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	12.00
AMUNDSON, TERRIE	12/10/2020	12/31/2020	Covid closure	204.44.0000.3470000	6.00
BACKER, CHELSEY	12/01/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	6.00
BAGA, BRENDA	12/02/2020	12/29/2020	Covid Closure	204.222.2222000	23.34
BARTHOLOMEW, KEVIN	12/07/2020	12/15/2020	Summer 2020 Adult softball refund	204.228.2280100	50.00
BELAIR, CHRIS	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	70.80
BJERKE, LINDSAY	12/08/2020	12/29/2020	Covid Closure	204.44.0000.3470000	70.80
BOBBI ARENS	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
BONIFAZI, NATALIE	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
BROADWAY, SALADIN	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
BROWN, MICHAEL	12/07/2020	12/15/2020	Softball refund	204.228.2280100	50.00
BROWN, STEPHANIE	11/30/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	18.00
BYE, YVONNE	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
CLARK, ERICA	12/04/2020	12/29/2020	Covid closure	204.44.0000.3470000	28.00
CONWAY, KELSEY	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	35.40
CORNELL, ETHAN	12/07/2020	12/15/2020	Softball refund	204.228.2280100	50.00
CROUCH, ERICKA	12/04/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
CROUCH, ERICKA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
DEMARRE, JENNIFER	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	35.40
DOLITTLE, LISA	12/08/2020	12/29/2020	Covid Closure	204.222.2222000	23.34
DOMIANO, HEATHER	12/08/2020	12/29/2020	Covid Closure	204.222.2222000	35.40
DROBAC, KATHLEEN	12/08/2020	12/29/2020	Covid Closure	204.44.0000.3470000	35.40
DUNNIVANT, ADAM	12/08/2020	12/29/2020	COVID CLOSURE	204.44.0000.3470000	36.00
EAGAN WAVE SOCCER CLUB	08/13/2019B	12/31/2020	2019 Refund	204.44.0000.3471000	90.00
ELTON, SALLY	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
FERGUSON, CHRISTINE	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
FISHER, JENNIFER	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
FRANK, SHANNON	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	35.40
FURRY, JORDYNE	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	100.00
GLOBAL PAYMENTS, INC.	4100169608	12/15/2020	MaxGalaxy - Functionality, Facility, Schec	204.44.6100.452.40044	5,400.00
GOBLISCH, MARK	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
GOETZ, MICHAEL	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	35.40
GROVES, NICOLE	11/30/2020	12/15/2020	COVID Closure	204.44.0000.3470000	90.00
GRUENKE, ANTHONY	11/16/2020	12/15/2020	covid closure	204.44.0000.3470000	60.00
HAAS, DAVID	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
HALL, ERIN	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
HELLER, LORI	12/02/2020	12/29/2020	Covid closure	204.222.2222000	23.34
KAPLAN, JEREMIAH	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	35.40
KESLER, MATTHEW	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
KHEMRAJ, ZAKAI	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
KRATZER, CRISTA	11/30/2020	12/15/2020	Covid Closure	204.44.0000.3470000	5.00
KRATZER, CRISTA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	2.00
KRONBERG, KELLIE	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
LACHAPELLE, TIFFANY	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
LANGLEY, MIKE	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
LARSON, AMBER	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	100.00
LEBOURGEOIS, CHRIS	11/25/2020	12/15/2020	COVID CLOSURE	204.207.2070300	1.66
LEBOURGEOIS, CHRIS	11/25/2020	12/15/2020	COVID CLOSURE	204.222.2222000	23.34
LEONIDA, KATRINA	12/01/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	18.00
LINDGREN, BRIANNA	12/08/2020B	12/29/2020	Covid closure	204.44.0000.3470000	35.40
LUNA, DENA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
MACKENZIE, BRITTANY	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
MARTIN, NANCY	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
MCMAHON, NICOLE	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	35.40
MILLER, VIRGINIA	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	204.207.2070300	345.03
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	204.207.2070300	960.75
MOLITOR, SARAH	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
MURPHY, LAURA	12/08/2020B	12/29/2020	Covid closure	204.44.0000.3470000	70.80
NELSON, CLARK	12/02/2020	12/29/2020	Covid closure	204.222.2222000	23.34
NOWAK, LIZ	12/01/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	18.00
OGOREK, WAYNE	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
OLSON, ERIC	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
OLSON, ROSIE	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	2.00
ORTEGA, NICHOLAS	12/07/2020	12/15/2020	Softball refund	204.228.2280100	50.00
PEDERSEN, RYAN	12/07/2020	12/15/2020	Softball refund	204.228.2280100	50.00
PICHA, AMANDA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
RAHLF, KARI	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	36.00
RAMIREZ, MARILYN	12/08/2020B	12/29/2020	Covid closure	204.44.0000.3470000	36.00
RAMSAY, CASSIE	11/30/2020	12/15/2020	COVID Closure	204.44.0000.3470000	59.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ROONEY, RICK	12/07/2020	12/15/2020	Softball refund	204.228.2280100	50.00
RUCKMAR, ALLI	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	2.00
RYAN, CHARISSA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	30.00
SANDERS, CAREY	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
SEVENICH, KATHERINE	11/30/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	90.00
SHATEK, CARRIE	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	2.00
SHAVERS, MEGAN	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	50.00
SNODGRASS, CAROLINE	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	35.40
SULLIVAN, JAMES	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1747634C	12/15/2020	Funded HRA	204.44.6100.452.30550	10.15
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	204.44.6100.452.30550	24.70
THAO, ASHLEY	12/11/2020	12/31/2020	Covid closure	204.44.0000.3470000	24.00
TUFENK, KURT	11/25/2020	12/15/2020	COVID CLOSURE	204.207.2070300	1.66
TUFENK, KURT	11/25/2020	12/15/2020	COVID CLOSURE	204.222.2222000	23.34
TURGEON, PENNY	12/15/2020	12/31/2020	Covid closure	204.44.0000.3470000	48.00
VANWAMBEKE, DAWN	12/01/2020	12/15/2020	COVID CLOSURRE	204.44.0000.3470000	12.00
VIERE, BROOKE	12/04/2020	12/29/2020	Covid closure	204.44.0000.3470000	100.00
VRAA, PAULA	12/08/2020	12/29/2020	Covid closure	204.222.2222000	23.34
WEIGHT, KATIE	12/08/2020	12/29/2020	Covid closure	204.44.0000.3470000	35.40
WEST, CASEY	11/30/2020	12/15/2020	COVID Closure	204.44.0000.3470000	90.00
WILLIAMSON, BERT	11/25/2020	12/15/2020	COVID CLOSURE	204.207.2070300	1.66
WILLIAMSON, BERT	11/25/2020	12/15/2020	COVID CLOSURE	204.44.0000.3470000	23.34
ZENK, LAURA	12/10/2020	12/29/2020	Covid closure	204.44.0000.3470000	4.00
Fund: 204 - RECREATION FUND					10,233.57
AEP ONSITE PARTNERS, LLC	419-21283592	12/15/2020	Ice Arena	205.44.6200.453.40020	1,785.26
AEP ONSITE PARTNERS, LLC	419-21283592	12/15/2020	Aquatic Center, City Hall & Ice Arena	205.44.6200.453.40020	1,669.76
AHLGREN, ANGELA	11/30/2020	12/15/2020	Covid Closure	205.44.0000.3493501	86.66
AMANDA KASPER	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	82.00
AQUA LOGIC, INC.	50636	12/15/2020	Labor Service	205.44.6200.453.40040	360.00
ARNETT, JASON	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.66
ARTEMA, DINK	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	125.13
ASAY, JARED	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	86.67
BAGA, BRENDA	12/02/2020	12/29/2020	Covid Closure	205.207.2070300	1.66
BARCENILLA, ANNA	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
BERRY, RICARDO	11/30/2020	12/15/2020	Swim lesson refund	205.44.0000.3493501	43.33
BIEBERT, CLAUDIA	03/19/2020	12/29/2020	Tuition reimbursement - interval training	205.44.6200.453.60018	100.00
BOECKMAN, SHARI	11/07/2020	12/29/2020	Tuition reimbursement - Yoga strong	205.44.6200.453.60018	100.00
BOLAND, KATHLEEN	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	86.66
BOSER, JOE	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
BOWEN, ROSANNE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
BOYSEN, LAURIE	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.34
BURGESS, KAMI	12/02/2020	12/29/2020	COVID CLOSURE	205.44.0000.3493501	41.50
BURGGRAF, SUSAN	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
BYE, YVONNE	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
CAMPBELL, JEFF	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
CAMPBELL, JEFF	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
CAPIZ, KATIE	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	64.98
CARLSON, KATHY	11/30/2020	12/15/2020	Covid closure	205.44.0000.3492500	40.00
CAROL GARBER	11-23-20	12/15/2020	Brine System PH Adjust	205.44.6200.453.40040	325.00
CARRILLO, ALEJANDRO	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	130.00
CASSIDY, SANDY	11/30/2020	12/15/2020	Covid closure	205.44.0000.3492500	40.00
CHALIFOUX, MICHELLE	11/25/2020	12/29/2020	COVID 19	205.44.0000.3493501	32.50
CHERUMANI, ANCY	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.00
CHERYL, SHERBURNE	12/02/2020	12/29/2020	Class transfer reimbursement	205.44.0000.3493501	20.00
CLIFFORD, MARILYN	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	130.00
CLIFTON, MATT	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.25
CRAFT, JAMIE	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	86.67
DOLITTLE, LISA	12/08/2020	12/29/2020	Covid Closure	205.207.2070300	1.66
ECSI SYSTEM INTEGRATORS	292705	12/31/2020	2020 Annual fire alarm inspection	205.44.6200.453.50055	905.00
ECSI SYSTEM INTEGRATORS	292705	12/31/2020	2020 Annual fire alarm inspection	205.44.6200.453.50055	905.00
ESKAROUS, MINA	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	152.00
FAUST, JENNIFER	12/03/2020	12/29/2020	Covid closure	205.44.0000.3496000	155.00
FELBER-SMITH, ABIGAIL	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	104.00
FOLEY, HOLLY	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
FRANK, SHANNON	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
FRENCH, KATHY	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	70.00
GARCIA, LAURA	12/09/2020	12/29/2020	NETA recertification	205.44.6200.453.60018	22.25
GARTNER REFRIGERATION & MFG, INC	C000065	12/15/2020	Inspection & Preventive Maintenance	205.44.6200.453.40040	2,125.00
GARTNER REFRIGERATION & MFG, INC	W12222	12/15/2020	Compressor & Heater jobs	205.44.6200.453.40040	3,844.12
GARTNER REFRIGERATION & MFG, INC	W12238	12/15/2020	Chiller feed work	205.44.6200.453.40040	5,246.32
GARTNER REFRIGERATION & MFG, INC	W12250	12/15/2020	Floor Brine Pump	205.44.6200.453.40040	1,376.00
GARTNER REFRIGERATION & MFG, INC	W12298	12/15/2020	Materials, labor & fees	205.44.6200.453.40040	6,195.43
GLOBAL PAYMENTS, INC.	1014391	12/15/2020	Service costs	205.44.6200.453.30700	376.00
GLOBAL PAYMENTS, INC.	4100169608	12/15/2020	MaxGalaxy - Functionality, Facility, Schec	205.44.6200.453.40044	8,100.00
GOBLIRSCH, RACHAEL	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	32.50
GOBLIRSCH, RACHAEL	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
GOBLISCH, MARK	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
GOSKI, MELISSA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	104.00
GRUENKE, ANTHONY	11/24/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	118.00
HAAS, DAVID	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HAFFLEY, ANGIE	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.00
HASTINGS, MOLLY	09/14/2020	12/29/2020	Tuition reimbursement - smarter workout	205.44.6200.453.60018	13.40
HAUCK, HEIDI	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
HEDLUND, ANDREA	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
HEIDENREICH, DEENA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
HEITKAMP, JOSEPH	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	43.33
HELLER, LORI	12/02/2020	12/29/2020	Covid closure	205.207.2070300	1.66
HELLESON, ANNE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
HOLMES DESIGN, INC.	5272	12/15/2020	Design and Coordination of Marketing Co	205.44.6200.453.30700	2,100.00
HOLT, KELLY	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
HOOGEWERFF, JULIE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
HUEBSCH SERVICES	20036517	12/15/2020	Mats	205.44.6200.453.40040	68.02
HUEBSCH SERVICES	20036517	12/15/2020	Mats	205.44.6200.453.40040	272.10
HUEBSCH SERVICES	20022858	12/15/2020	Finance Charge	205.44.6200.453.40040	5.10
HUFF, JENNY	11/30/2020	12/15/2020	Covid Closure	205.44.0000.3493501	43.33
IMMEL, KATIE	12/09/2020	12/29/2020	Covid closure	205.44.0000.3496000	80.00
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	205.44.6200.453.60040	478.92
INNOVATIVE OFFICE SOLUTIONS	SUM-058260	12/15/2020	Nov 20'	205.44.6200.453.60040	(40.36)
INNOVATIVE OFFICE SOLUTIONS	SUM-058260	12/15/2020	Nov 20'	205.44.6200.453.60065	28.60
ISD #199	12/22/2020	12/29/2020	Refund for overpayment	205.44.0000.3491800	1,507.51
JORGENSON, GRETA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
JULIEN, HANNAH	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
KASPER, MICHAEL & COLETTE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	156.00
KELLY, LAUREL	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
KERAN, JACQUELINE	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	140.00
KIMBLE, JANINE	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.33
KIMMEL, EMILY	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.66
KINNEY, BRANDON	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
KIVEL, ANNE	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	32.50
KIVEL, SYDNEY	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
KLINGNER, JACOB	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	76.25
LARSON, MELISSA	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.25
LINDGREN, BRIANNA	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.00
LOAHR, ARIEL	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
LOEW, NANCY	11/25/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	43.12
LONA VARELA, OLIVIA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
MANANDHAR, SHAYAN	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
MANIVASAGER, JESSICA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	48.00
MASICH, STEPHANIE	11/30/2020	12/15/2020	COVID Closure	205.44.0000.3493501	43.33
MCGOVERN, CAMI	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
MCGUIRE, GRETCHEN	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	43.33
MCWILLIAMS, LISA	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
MILLER, VIRGINIA	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
MILLINCZEK, CHARLENE	12/06/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	205.207.2070300	3,960.64
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	205.207.2070300	11,075.71
MULVILLE, BROOKE	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.34
MULVILLE, BROOKE	12/18/2020	12/31/2020	Covid closure	205.44.0000.3493501	86.66
MURPHY, LAURA	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	86.66
NELSON, CLARK	12/02/2020	12/29/2020	Covid closure	205.207.2070300	1.66
NELSON, SARAH	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
NESHIEM, JOHN OR THERESA	12/09/2020	12/29/2020	Covid closure	205.44.0000.3496000	80.00
NOELDNER, ERIN	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	152.00
O'BRIEN, KEVIN	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	40.00
OGOREK, WAYNE	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
OLSEN, CHRISTA	02/14/2020	12/29/2020	Exercise & Physical activities - DEU	205.44.6200.453.60018	9.18
OLSON, BRITTANY	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
OLSON, ROSIE	11/30/2020	12/15/2020	COVID Closure	205.44.0000.3493501	43.33
OMARI, SALIM	12/01/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	80.00
PARISH, DANIELLE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
PERA	09/25/2020	09/25/2020	PERA CREDIT	205.44.6200.453.20400	(71.41)
PERA	09/25/2020	09/25/2020	PERA CREDIT	205.44.6200.453.20400	(88.76)
PERA	09/25/2020	09/25/2020	PERA CREDIT	205.44.6200.453.20400	(48.42)
PERA	09/25/2020	09/25/2020	PERA CREDIT	205.44.6200.453.20400	(157.35)
PERA	09/25/2020	09/25/2020	PERA CREDIT	205.44.6200.453.20400	(108.93)
PERFECTION PLUS, INC	113259	12/29/2020	July 2020	205.44.6200.453.40040	1,745.00
PERFECTION PLUS, INC	113341	12/29/2020	Sept 2020	205.44.6200.453.40040	8,071.10
PERFECTION PLUS, INC	113383	12/29/2020	Ocotber cleaning services	205.44.6200.453.40040	8,071.10
PERFECTION PLUS, INC	113421	12/29/2020	November 2020	205.44.6200.453.40040	5,407.33
PETERS, DANIELLE	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.00
PIEPER, HOLLY	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.66
PIERSON, BEN & MOLLY	12/01/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	80.00
PODRITZ, ETHAN	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	20.00
POPEHN, DEBORAH	12/01/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	86.66
PORTER, MELISSA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
POTHEN, JENNIFER	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
QUERUBIN, NICOLE	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	86.66
QUERUBIN, NICOLE	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	130.00
RAHLF, KARI	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
RAMIREZ, MARILYN	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.66
RICHARDSON, ANGELA	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ROSARIO, MARY	11/24/2020	12/15/2020	COVID CLOSURE	205.207.2070300	11.17
ROSARIO, MARY	11/24/2020	12/15/2020	COVID CLOSURE	205.44.0000.3492500	156.84
ROSKE-METCALFE, ANDREA	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	152.00
SCHMIDT, ANNA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
SCHULIST, MEGAN	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	86.66
SCOVIL, SARAH	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.66
SEVENICH, KATHERINE	12/01/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	43.33
SHATEK, CARRIE	11/30/2020	12/15/2020	COVID Closures	205.44.0000.3493501	43.33
SHAVERS, MEGAN	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	32.50
SHERMAN, JENNIFER	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	130.50
SMITH, ALISSA	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
SMITH, ELIZABETH	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
SNODGRASS, CAROLINE	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.25
SOTO, ALYSSA	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
SOTO, BRIANA	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	40.00
SPAULDING, KATHLEEN	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
SQUIRE, AMY	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
STANDING, CLARA	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	65.25
STEVENS, TOM	12/03/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
SULLIVAN, JAMES	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
SUPPES, JULIA	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.33
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1747634C	12/15/2020	Funded HRA	205.44.6200.453.30550	7.35
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	205.44.6200.453.30550	43.59
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	205.44.6200.453.30550	11.55
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	205.44.6200.453.30550	3.50
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	205.44.6200.453.30550	11.55
TERLINDE, MONTANA	12/16/2020	12/31/2020	Covid closure	205.44.0000.3493501	70.00
TESCH, JOSHUA	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	41.50
TESCH, JOSHUA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
THURSTIN, JILLIAN	11/30/2020	12/15/2020	COVID Closure	205.44.0000.3493501	43.33
THURSTIN, JILLIAN	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
TOTAL CONSTRUCTION & EQUIP.	19622	12/15/2020	Scisscor Lift Battery Charger Repair	205.44.6200.453.40042	758.40
UEBEL, JOE	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	43.33
VANDERBILT, JAMIE	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	76.00
VAWAMBEKE, DAWN	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	130.00
VIERE, BROOKE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	104.00
VON RUCKERT, DIMITRI	11/30/2020	12/15/2020	COVID Closure	205.44.0000.3493501	40.00
VON RUCKERT, DIMITRI	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	48.00
VON RUCKERT, DIMITRI	12/15/2020	12/31/2020	Covid closure	205.44.0000.3493501	70.00
VRAA, PAULA	12/08/2020	12/29/2020	Covid closure	205.207.2070300	1.66
WEISS, MOLLY	12/02/2020	12/29/2020	Covid closure	205.44.0000.3493501	21.67
WERNER, RACHEL	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
WHIPPLE, KARLY	11/30/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	129.99
WILLHITE, JESSICA	12/07/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
WIRKUS, KAYLA	08/31/2020	12/29/2020	Tuition reimbursement	205.44.6200.453.60018	86.03
WOLLENBERG, KIM	12/08/2020	12/29/2020	Covid closure	205.44.0000.3493501	43.32
WORSECH, ANNIE	12/01/2020	12/15/2020	COVID CLOSURE	205.44.0000.3493501	86.66
WORSECH, ANNIE	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
WYMAN, JOSEPH	12/21/2020	12/29/2020	Covid closure	205.207.2070300	50.88
WYMAN, JOSEPH	12/21/2020	12/29/2020	Covid closure	205.44.0000.3490100	714.12
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	205.44.6200.453.40010	10,150.67
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	205.44.6200.453.40010	7,211.15
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	205.44.6200.453.40010	2,385.76
XCEL ENERGY	711561707	12/29/2020	Gas & Electric	205.44.6200.453.40020	9,264.15
YANG, YENG	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	48.00
ZASTROW, MARY ANN	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	52.00
ZAUN, RONNA	12/04/2020	12/29/2020	Covid closure	205.44.0000.3493501	104.00
Fund: 205 - COMMUNITY CENTER					114,976.05
NEWMARK PARTNERS LP	267220	12/15/2020	Professional fee	290.45.3000.419.30700	1,100.00
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	290.45.3000.419.30550	0.77
Fund: 290 - EDA OPERATING					1,100.77
EHLERS AND ASSOCIATES, INC.	85143	12/15/2020	Arbitrage report 2010B	355.57.9000.570.30150	5,585.00
EHLERS AND ASSOCIATES, INC.	60036	12/29/2020	Principal called for prior redemption	355.57.9000.570.90100	1,985,000.00
EHLERS AND ASSOCIATES, INC.	60036	12/29/2020	Interest payment	355.57.9000.570.90200	24,874.48
Fund: 355 - G.O. IMPR BONDS 2010B					2,015,459.48
EHLERS AND ASSOCIATES, INC.	85141	12/15/2020	Arbitrage Report 2015A	365.57.9000.570.30150	2,390.00
Fund: 365 - G.O. IMPR BONDS 2015A					2,390.00
EHLERS AND ASSOCIATES, INC.	85142	12/15/2020	Arbitrage Report 1015B	366.57.9000.570.30150	1,500.00
Fund: 366 - GO SEWER REVENUE BONDS, 2015B					1,500.00
DCA TITLE	12/17/2020	12/21/2020	Closing-Peltier Purchase Agreement	402.44.6000.451.80100	498,013.50
HOISINGTON KOEGLER GROUP INC.	020-013-6	12/15/2020	IGH Park System Plan Assistance	402.44.6000.451.30700	2,706.25
WSB & ASSOCIATES, INC.	R-016668-000-1	12/15/2020	2020 HVP Phase 3 Improvements	402.44.6000.451.30700	2,443.00
WSB & ASSOCIATES, INC.	R-016668-000-3	12/15/2020	2020 HVP Phase 3 Improvements	402.44.6000.451.30700	4,194.50
WSB & ASSOCIATES, INC.	R-016668-000-4	12/29/2020	2020 HVP Phase 3 Improvements	402.44.6000.451.30700	868.00
Fund: 402 - PARK ACQ. & DEV. FUND					508,225.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
METROPOLITAN COUNCIL	12/28/2020	12/29/2020	November 2020	404.217.2170000	7,455.00
Fund: 404 - SEWER CONNECTION FUND					7,455.00
PARAMETERS LTD	56635	12/15/2020	Storage fees Mar-Dec	434.42.4200.423.30700	641.68
Fund: 434 - 2014 IMPROVEMENT FUND					641.68
DCA TITLE	50613	12/31/2020	Title commitment fee	436.73.5900.736.30700	575.00
DCA TITLE	50625	12/31/2020	Title commitment fee	436.73.5900.736.30700	575.00
KIMLEY-HORN & ASSOCIATES, INC.	17610972	12/29/2020	Labor & Expenses	436.73.5900.736.30300	5,610.05
KIMLEY-HORN & ASSOCIATES, INC.	17806272	12/31/2020	Labor & Expenses	436.73.5900.736.30300	14,248.45
Fund: 436 - 2016 IMPROVEMENT FUND					21,008.50
WSB & ASSOCIATES, INC.	R-013050-000-23	12/15/2020	HVP Phase 2 Development	437.44.5900.737.30700	599.00
WSB & ASSOCIATES, INC.	R-014704-000-8	12/15/2020	HVP Inclusive Pay	437.44.5900.737.30700	495.00
WSB & ASSOCIATES, INC.	R-016251-000-2	12/15/2020	NW Area Park Plan	437.44.5900.737.30700	364.00
WSB & ASSOCIATES, INC.	R-0130050-000-25	12/15/2020	HVP Phase 2 Development	437.44.5900.737.30700	353.25
WSB & ASSOCIATES, INC.	R-013050-000-26	12/29/2020	HVP Phase 2 Development	437.44.5900.737.30700	187.00
WSB & ASSOCIATES, INC.	R-014704-000-9	12/29/2020	HVP inclusive pay	437.44.5900.737.30700	680.00
Fund: 437 - 2017 IMPROVEMENT FUND					2,678.25
SRF CONSULTING GROUP, INC	10970.01-23	12/29/2020	Fire station2 sewer and water improveme	438.42.4200.423.30300	1,007.75
Fund: 438 - 2018 IMPROVEMENT FUND					1,007.75
EMMONS & OLIVIER RESOURCES	00095-0068-4	12/29/2020	Schaaf Settlement Design - Land Acquisi	439.73.5900.739.30700	6,792.75
EMMONS & OLIVIER RESOURCES	00095-0068-5	12/31/2020	Schaaf settlement design-land acquisitio	439.73.5900.739.30700	534.25
Fund: 439 - 2019 IMPROVEMENT FUND					7,327.00
AMERICAN ENGINEERING TESTING, INC.	915234	12/29/2020	Project testing services	440.74.5900.740.30340	1,291.00
BARR ENGINEERING COMPANY	23191446.00-3	12/29/2020	Old village drainage study	440.74.5900.740.30300	2,094.00
BARR ENGINEERING COMPANY	23191446.00-3	12/29/2020	Old village drainage study	440.74.5900.740.30300	2,094.00
BARR ENGINEERING COMPANY	23191446.00-4	12/31/2020	Old village drainage study	440.74.5900.740.30300	1,412.75
BARR ENGINEERING COMPANY	23191446.00-4	12/31/2020	Old village drainage study	440.74.5900.740.30300	1,412.75
BERRER, A. CAROL	06/10/2020B	12/15/2020	Agreements	440.74.5900.740.80300	12,554.00
BOLTON & MENK, INC.	0258928	12/29/2020	64th St Area Improvement	440.74.5900.740.30300	3,490.50
BOLTON & MENK, INC.	0258929	12/29/2020	Dawn Way improvement	440.74.5900.740.30300	13,789.50
BOLTON & MENK, INC.	0258929	12/29/2020	Dawn Way improvement	440.74.5900.740.30300	13,789.50
BOLTON & MENK, INC.	0260510	12/29/2020	Dawns Way Improvement	440.74.5900.740.30300	5,113.10
BOLTON & MENK, INC.	0260510	12/29/2020	Dawns Way Improvement	440.74.5900.740.30300	5,113.10
BOLTON & MENK, INC.	0260853	12/29/2020	64th St Area Improvement	440.74.5900.740.30300	1,344.00
BRAUN INTERTEC CORPORATION	B235651	12/29/2020	Bryant lane are test pits	440.74.5900.740.30300	6,917.50
DCA TITLE	50627	12/31/2020	Title commitment fee	440.74.5900.740.30700	575.00
EHLERS AND ASSOCIATES, INC.	85144	12/29/2020	Capital improvement plan	440.74.5900.740.30700	2,812.50
EHLERS AND ASSOCIATES, INC.	85532	12/29/2020	Attend meeting	440.74.5900.740.30700	375.00
KIMLEY-HORN & ASSOCIATES, INC.	17610974	12/29/2020	Labor & Expenses	440.74.5900.740.30300	14,975.05
KIMLEY-HORN & ASSOCIATES, INC.	17704886	12/29/2020	Labor & Expenses	440.74.5900.740.30300	4,011.41
KIMLEY-HORN & ASSOCIATES, INC.	17806274	12/31/2020	Labor & Expenses	440.74.5900.740.30300	1,113.00
KIMLEY-HORN & ASSOCIATES, INC.	17806276	12/31/2020	Labor & Expenses	440.74.5900.740.30300	15,713.01
MAX STEININGER, INC.	1	12/29/2020	Asphalt removals, backfill, patching	440.74.5900.740.30340	12,360.00
MAX STEININGER, INC.	1.1	12/29/2020	Asphalt removal, backfill, patching	440.74.5900.740.30340	17,750.00
MAX STEININGER, INC.	1.1	12/29/2020	Asphalt removal, backfill, patching	440.74.5900.740.30340	17,750.00
MAX STEININGER, INC.	1.2	12/29/2020	Asphalt removal, backfill, patching	440.74.5900.740.30340	3,550.00
MAX STEININGER, INC.	1.2	12/29/2020	Asphalt removal, backfill, patching	440.74.5900.740.30340	3,550.00
MCNAMARA CONTRACTING INC	Pay Voucher No. 5	12/15/2020	Project No. 2016-09G	440.74.5900.740.80300	50,748.73
SHORT ELLIOTT HENDRICKSON, INC.	395740	12/29/2020	Bryant Lane are improvement	440.74.5900.740.30300	23,265.74
SHORT ELLIOTT HENDRICKSON, INC.	397798	12/29/2020	Bryant Lane are improvement	440.74.5900.740.30300	12,840.54
VISU-SEWER INC	32113	12/29/2020	Cleaning	440.74.5900.740.30300	12,489.80
WSB & ASSOCIATES, INC.	R-017191-000-1	12/31/2020	CSAH 56 City Utility Plan Preparation	440.74.5900.740.30300	10,958.75
Fund: 440 - PAVEMENT MANAGEMENT PROJ					275,254.23
BARR ENGINEERING COMPANY	23190328.20-9	12/29/2020	IGT B-3 Basin management study	441.74.5900.741.30300	1,343.00
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	441.74.5900.741.30300	351.00
EMMONS & OLIVIER RESOURCES	00095-0064-9	12/29/2020	IGH 2020 development review assistance	441.74.5900.741.30300	8,068.25
EMMONS & OLIVIER RESOURCES	00095-0066-6	12/29/2020	Online regional basin map development	441.74.5900.741.30300	1,307.25
EMMONS & OLIVIER RESOURCES	00095-0067-5	12/29/2020	NWA regional model updates	441.74.5900.741.30300	1,143.00
EMMONS & OLIVIER RESOURCES	00095-0064-10	12/31/2020	IGH 2020 development review assisstanc	441.74.5900.741.30300	2,578.75
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	441.74.5900.741.40020	664.39
HYDRO OPERATING LLC	91615	12/10/2020	DEWATERING	441.74.5900.741.30700	63,350.00
HYDRO OPERATING LLC	92667	12/10/2020	Credit	441.74.5900.741.30700	(8,750.00)
LONE OAK COMPANIES	12/08/2020	12/15/2020	postage	441.74.5900.741.50035	1,158.00
M & J SERVICES, LLC	2307	12/15/2020	7402 Boreman Ave	441.74.5900.741.40066	750.00
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	441.74.5900.741.70600	29.24
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	441.74.5900.741.30550	11.55
XCEL ENERGY	710777345 CR	12/29/2020	Gas & Electric	441.74.5900.741.40020	(170.65)
Fund: 441 - STORM WATER MANAGEMENT					71,833.78
HOISINGTON KOEGLER GROUP INC.	020-013-5	12/15/2020	Park system plan system	444.74.5900.744.30700	3,208.75
Fund: 444 - PARK CAPITAL REPLACEMENT					3,208.75

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BOLTON & MENK, INC.	0258927	12/29/2020	2021 Trunk utility	446.74.5900.746.30300	4,371.00
BOLTON & MENK, INC.	0260508	12/29/2020	2021 Trunk utility	446.74.5900.746.30300	16,276.00
BRIAN JAMES TAURINSKAS	12/11/2020	12/31/2020	IGH vs. Dalsin, et al	446.74.5900.746.30700	3,091.43
DCA TITLE	50788	12/29/2020	Title commitment fee	446.74.5900.746.30700	200.00
DCA TITLE	50790	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
DCA TITLE	50797	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
DCA TITLE	50798	12/29/2020	Title commitment fee	446.74.5900.746.30700	200.00
DCA TITLE	50802	12/29/2020	Title commitment fee	446.74.5900.746.30700	200.00
DCA TITLE	50819	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
DCA TITLE	50823	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
DCA TITLE	50828	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
DCA TITLE	50838	12/29/2020	Title commitment fee	446.74.5900.746.30700	575.00
EMMONS & OLIVIER RESOURCES	00095-0064-10	12/31/2020	IGH 2020 development review assisstanc	446.74.5900.746.30300	543.00
NEWMARK PARTNERS LP	264792	12/29/2020	Appraisal Consulting	446.74.5900.746.30300	1,125.00
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	446.74.5900.746.50025	75.44
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	446.74.5900.746.50025	70.52
RUPPERT APPRAISAL & CONSULTATION, INC.	1668	12/31/2020	IGH vs. Dalsin, et al	446.74.5900.746.30700	3,624.25
THOMAS CHARLES LUND	10/29/20	12/29/2020	6880 Robert trail work	446.74.5900.746.30700	600.00
WESTWOOD PROFESSIONAL SERVICES, INC.	1201200556	12/29/2020	Dalsin property conceptual plans	446.74.5900.746.30300	3,225.00
WESTWOOD PROFESSIONAL SERVICES, INC.	1201101031	12/31/2020	Dalsin property conceptual plans	446.74.5900.746.30700	2,931.25
WIECH, CHAD R.	12/14/2020	12/31/2020	IGH vs. Dalsin, et al	446.74.5900.746.30700	3,178.25
WSB & ASSOCIATES, INC.	R-012429-000-19	12/29/2020	TH 3 65th Street Improv Construction ser	446.74.5900.746.30300	1,694.75
WSB & ASSOCIATES, INC.	R-014154-000-18	12/29/2020	65th Street and Utility Improvements	446.74.5900.746.30300	979.00
WSB & ASSOCIATES, INC.	R-014154-000-19	12/29/2020	65th Street and Utility improvements	446.74.5900.746.30300	1,436.00
WSB & ASSOCIATES, INC.	0-001702-270-19	12/29/2020	65th Street Improvements Feasibility	446.74.5900.746.30300	5,173.50
Fund: 446 - NW AREA					52,444.39
BARR ENGINEERING COMPANY	23190218.00-291	12/29/2020	Environmental technical assistance	451.75.5900.751.30700	10,491.50
DAKOTA CTY FINANCIAL SVCS	00039630	12/29/2020	Supplies	451.45.3000.419.60065	26,614.90
Fund: 451 - HOST COMMUNITY FUND					37,106.40
BARR ENGINEERING COMPANY	23191452.00-1	12/31/2020	T-8 pond outlet replacement	470.77.5900.770.30300	2,960.50
KIMLEY-HORN & ASSOCIATES, INC.	17591931	12/29/2020	Labor & Expenses	470.77.5900.770.30300	1,160.70
KIMLEY-HORN & ASSOCIATES, INC.	17704871	12/29/2020	Labor & Expenses	470.77.5900.770.30300	4,573.89
KIMLEY-HORN & ASSOCIATES, INC.	17957110	12/29/2020	Labor & Expenses	470.44.5900.770.30300	12,020.38
KIMLEY-HORN & ASSOCIATES, INC.	17901593	12/31/2020	Labor & Expenses	470.77.5900.770.30300	10,890.28
RANDY'S SANITATION INC.	233329	12/31/2020	Call in - loose doc destr	470.43.5500.446.40025	690.00
Fund: 470 - 2020 IMPROVEMENT FUND					32,295.75
JONES & BARTLETT PUBLISHERS, INC.	155322	12/29/2020	Fund firefight skills & hazm	471.42.4200.423.60018	4,250.92
Fund: 471 - 2021 IMPROVEMENT FUND					4,250.92
ASPHALT CONCRETE SOLUTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2011	501.207.2070300	(5.34)
ASPHALT CONCRETE SOLUTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2011	501.50.0000.3813000	(75.00)
BLACKTOP PROS, LLC	20-0392	12/15/2020	Saw cut area, dig & dispose, patch & corr	501.50.7100.512.40046	2,500.00
CITY OF BLOOMINGTON	2000318	12/15/2020	Lab samples	501.50.7100.512.30700	420.00
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	501.50.7100.512.40020	4,524.59
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	501.50.7100.512.40020	16,492.62
GRAINGER	9736209033	12/15/2020	Repair/Maintenance	501.50.7100.512.40040	60.54
HYDRODESIGNS, INC	0059812-IN	12/15/2020	Job#8449-000	501.50.7100.512.30700	1,247.25
LONE OAK COMPANIES	86264	12/15/2020	Process Statement	501.50.7100.512.30700	278.53
LONE OAK COMPANIES	12/08/2020	12/15/2020	postage	501.50.7100.512.50035	771.00
LVC COMPANIES, INC.	48986	12/15/2020	Parts & labor	501.50.7100.512.40040	505.00
MCNAMARA CONTRACTING INC	12/04/2020	12/15/2020	Refund Hydrant Permit #2016	501.207.2070300	(45.17)
MCNAMARA CONTRACTING INC	12/04/2020	12/15/2020	Refund Hydrant Permit #2016	501.50.0000.3813000	(634.00)
MID CITY SERVICES, INC.	139241	12/15/2020	Dust Mat	501.50.7100.512.40040	55.20
MIDWEST CONNECTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2017	501.207.2070300	(5.34)
MIDWEST CONNECTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2017	501.50.0000.3813000	(75.00)
MN DEPT OF LABOR & INDUSTRY	ABR0249701X	12/15/2020	Pressure Vessel	501.50.7100.512.60016	10.00
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	501.207.2070200	7,297.92
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	501.207.2070300	32.22
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	501.207.2070200	13,282.75
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	501.207.2070300	114.07
RJ RYAN CONSTRUCTION	12/28/2020	12/29/2020	Refund hydrant permit #2013	501.207.2070300	(22.33)
RJ RYAN CONSTRUCTION	12/28/2020	12/29/2020	Refund hydrant permit #2013	501.50.0000.3813000	(313.40)
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	501.50.7100.512.30550	40.85
TOTAL CONSTRUCTION & EQUIP.	20676	12/15/2020	Wire mini split A/C at well 3 & 4	501.50.7100.512.40040	225.92
WATER CONSERVATION SERVICES INC	10856	12/15/2020	7930 Banks Path & 4894 Bolger Jobs	501.50.7100.512.30700	599.72
Fund: 501 - WATER UTILITY FUND					47,282.60
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	502.51.7200.514.40020	429.75
LONE OAK COMPANIES	86264	12/15/2020	Process Statement	502.51.7200.514.30700	278.52
LONE OAK COMPANIES	12/08/2020	12/15/2020	postage	502.51.7200.514.50035	771.00
METROPOLITAN COUNCIL	0001115964	12/29/2020	Waste water services def rev	502.51.7200.514.40015	169,432.94
METROPOLITAN COUNCIL	0001117779	12/31/2020	Waste water services	502.51.7200.514.40015	162,719.73
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	502.51.7200.514.30550	24.61
Fund: 502 - SEWER UTILITY FUND					333,656.55

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CARLSON CLEANING	474727	12/15/2020	Carpet clean	503.52.8500.526.40040	537.50
CLEVELAND GOLF/SRIXON	6179111 SO	12/15/2020	Golf Bag	503.52.8200.523.76350	107.00
COPY RIGHT	86576	12/31/2020	Player's cards & Season passes	503.52.8000.521.50030	470.61
DAKOTA ELECTRIC ASSN	1003663-5 12/20	12/29/2020	Electric	503.52.8600.527.40020	1,967.12
DAKOTA ELECTRIC ASSN	1004861-8 12/20	12/29/2020	Electric	503.52.8600.527.40020	227.81
DAKOTA ELECTRIC ASSN	201360-5 12/20	12/29/2020	Electric	503.52.8600.527.40020	856.35
DAKOTA ELECTRIC ASSN	201360-5 12/20	12/29/2020	Electric	503.52.8600.527.40020	279.83
DAKOTA ELECTRIC ASSN	250165-8 12/20	12/29/2020	Electric	503.52.8600.527.40020	141.96
DAKOTA ELECTRIC ASSN	393563-2 12/20	12/29/2020	Electric	503.52.8600.527.40020	192.33
DAKOTA ELECTRIC ASSN	426713-4 12/20	12/29/2020	Electric	503.52.8600.527.40020	62.66
DAKOTA ELECTRIC ASSN	443054-2 12/20	12/29/2020	Electric	503.52.8600.527.40020	18.40
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	503.52.8600.527.40020	74.70
INNOVATIVE OFFICE SOLUTIONS	SUM-058260	12/15/2020	Nov 20'	503.52.8500.526.60010	271.80
M & J SERVICES, LLC	2314	12/29/2020	Installed footings for new park signs	503.52.8600.527.50045	890.00
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	503.207.2070300	108,918.94
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	503.207.2070300	104,190.06
MOORE'S DOORS, LLC.	EQW100	12/31/2020	North central door - double steel	503.52.8500.526.40040	2,118.00
MTI DISTRIBUTING CO	1284876-00	12/15/2020	Parts	503.52.8600.527.40042	489.72
MTI DISTRIBUTING CO	1285519-00	12/15/2020	Parts	503.52.8600.527.40042	505.21
MTI DISTRIBUTING CO	1285917-00	12/29/2020	Equipment	503.52.8600.527.40042	394.57
NATURE CALLS, INC.	26942	12/15/2020	Portable rest rooms	503.52.8600.527.40050	226.57
NATURE CALLS, INC.	26943	12/15/2020	Portable rest rooms	503.52.8600.527.40050	32.74
PERA	09/25/2020	09/25/2020	PERA CREDIT	503.52.8600.527.20400	(369.67)
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	503.52.8000.521.30550	3.50
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	503.52.8500.526.30550	3.50
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	503.52.8600.527.30550	21.70
XCEL ENERGY	710586876	12/29/2020	Gas & Electric	503.52.8500.526.40010	93.23
XCEL ENERGY	710586876	12/29/2020	Gas & Electric	503.52.8500.526.40020	454.03
XCEL ENERGY	710586876	12/29/2020	Gas & Electric	503.52.8600.527.40010	293.80
XCEL ENERGY	710586876	12/29/2020	Gas & Electric	503.52.8600.527.40020	463.44

Fund: 503 - INVER WOOD GOLF COURSE
223,937.41

1 HR RESCUE	2176	12/15/2020	Water Damage Repair	602.00.2100.415.40048	8,887.40
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50010	83,487.00
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50010	10,032.00
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50011	55,518.50
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50012	17,689.00
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50015	1,001.00
LEAGUE OF MN CITIES INS TRUST	12/04/2020	12/10/2020	Past due installments	602.00.2100.415.50016	3,973.50
MACQUEEN EMERGENCY GROUP	W03005	12/15/2020	Parts & Labor	602.00.2100.415.40048	9,513.69
MN DEPT OF REVENUE	20-Sep	10/20/2020	Taxes	602.00.2100.415.40048	0.25
MN DEPT OF REVENUE	Nov-20	12/20/2020	Taxes	602.00.2100.415.40048	4.64
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	602.00.2100.415.30550	1.67

Fund: 602 - RISK MANAGEMENT
190,108.65

AMERICAN TEST CENTER	2202693	12/31/2020	Annual safety inspections	603.00.5300.444.40041	2,110.00
BATTERIES PLUS	P34636122	12/31/2020	Batteries	603.00.5300.444.60012	27.60
CENTENNIAL GLASS	I00010539	12/31/2020	Windshield	603.00.5300.444.40041	220.00
CENTENNIAL GLASS	I00010560	12/31/2020	Windshield	603.00.5300.444.40041	425.00
CUSTOM HOSE TECH	104116	12/31/2020	Repair & Maintenance	603.00.5300.444.40041	70.55
DIESEL COMPONENTS, INC.	D000006862	12/31/2020	Blower Assy	603.00.5300.444.40041	150.47
ENGINEERED DISTRIBUTION SPECIALITIES, LLC	0164893-IN	12/15/2020	Module, Road Pak, Graco	603.00.5300.444.80700	54,730.00
FACTORY MOTOR PARTS COMPANY	1-Z23668	12/15/2020	Parts	603.140.1450050	271.12
FACTORY MOTOR PARTS COMPANY	1-Z23788	12/31/2020	Battery core	603.140.1450050	135.56
FACTORY MOTOR PARTS COMPANY	1-Z23865	12/31/2020	Battery core	603.140.1450050	271.12
FERRELLGAS	1113512630	12/31/2020	Supplies	603.00.5300.444.60012	16.80
FERRELLGAS	1113974712	12/31/2020	Repair & maintenance	603.00.5300.444.40041	54.98
GIP III ZEPHYR ACQUISITION PARTNERS, L.P.	INVRGRV-12012	12/29/2020	October 2020	603.00.5300.444.40020	1,657.09
HEPPNER'S AUTO BODY	46666	12/31/2020	LT rear door	603.00.5300.444.40041	350.00
HOSE / CONVEYORS INC	00090167	12/31/2020	Hoses	603.00.5300.444.40041	774.40
INVER GROVE FORD	5293828	12/15/2020	Repairs / Maintenance	603.00.5300.444.40041	211.18
INVER GROVE FORD	5293895	12/15/2020	credit	603.00.5300.444.40041	(115.99)
INVER GROVE FORD	5293979	12/31/2020	Solenoid	603.00.5300.444.40041	16.95
INVER GROVE FORD	5294201	12/31/2020	Bolt	603.00.5300.444.40041	8.62
INVER GROVE FORD	5294308	12/31/2020	Cover - Wheel	603.00.5300.444.40041	131.80
INVER GROVE FORD	5294506	12/31/2020	Fuel cannister	603.00.5300.444.40041	117.12
INVER GROVE FORD	6331511/1	12/31/2020	parts & labor	603.00.5300.444.40041	79.12
J&K EQUIPMENT INC.	11/16/2020	12/15/2020	Freedom Screed Plate	603.00.5300.444.40041	2,605.12
JACKSON HIRSH INC	1038648	12/15/2020	Model 7300 Laminator	603.00.5300.444.40040	321.96
KIMBALL MIDWEST	8456659	12/31/2020	Supplies	603.00.5300.444.60012	299.73
KIMBALL MIDWEST	8456659	12/31/2020	Supplies	603.00.5300.444.60040	194.43
KIMBALL MIDWEST	8474577	12/31/2020	Supplies	603.00.5300.444.60012	144.00
KREMER SERVICES LLC	72068	12/31/2020	Alignment	603.00.5300.444.40041	167.94
LAURENTINA DEJONG	12/07/2020	12/29/2020	Winter decorating	603.00.5300.444.30700	400.00
LITTLE FALLS MACHINE INC	359848	12/15/2020	Parts	603.00.5300.444.40041	870.68
MACQUEEN EMERGENCY GROUP	P04399	12/31/2020	Vech. Repairs & Maintenance	603.00.5300.444.40041	1,281.97
MACQUEEN EMERGENCY GROUP	P04403	12/31/2020	Bumper & Freight	603.00.5300.444.40041	8.92
MACQUEEN EMERGENCY GROUP	P04411	12/31/2020	Seat belt & freight	603.00.5300.444.40041	233.48
MACQUEEN EMERGENCY GROUP	P04444	12/31/2020	ICP bar & Seat belt	603.00.5300.444.40041	749.83
MACQUEEN EMERGENCY GROUP	P04474	12/31/2020	Seat belt	603.00.5300.444.40041	(233.48)
MACQUEEN EMERGENCY GROUP	P04502	12/31/2020	Switch & Freight	603.00.5300.444.40041	41.01

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MACQUEEN EMERGENCY GROUP	P04513	12/31/2020	Brake shoe	603.00.5300.444.40041	911.68
MACQUEEN EMERGENCY GROUP	W03098	12/31/2020	Repair & Maintenance	603.00.5300.444.40041	3,201.09
MACQUEEN EMERGENCY GROUP	W03152	12/31/2020	Vech. Repair & Maintenance	603.00.5300.444.40041	718.20
MANSFIELD OIL COMPANY	22076069	12/15/2020	Fuel	603.140.1450060	2,466.39
MANSFIELD OIL COMPANY	182371	12/15/2020	Fuel	603.140.1450060	10,665.51
METRO JANITORIAL SUPPLY INC	11015491	12/31/2020	Towel & dispenser	603.00.5300.444.40040	432.19
METRO JANITORIAL SUPPLY INC	11015492	12/31/2020	Tork electronic roll towel dispenser	603.00.5300.444.40040	414.03
METRO JANITORIAL SUPPLY INC	11015500	12/31/2020	Eco soft roll towel	603.00.5300.444.60011	412.35
MID CITY SERVICES, INC.	139242	12/15/2020	Dust Mat	603.00.5300.444.40065	71.00
MID CITY SERVICES, INC.	140126	12/31/2020	Dust mat	603.00.5300.444.40065	71.00
MN DEPT OF REVENUE	12/23/2020	12/23/2020	Nov 2020	603.00.5300.444.60021	345.14
NATURE CALLS, INC.	26967	12/31/2020	Portable rest rooms	603.00.5300.444.40040	120.00
NORTH AMERICAN TRAILER SALES	030004167629	12/15/2020	Battery	603.00.5300.444.40041	321.75
NORTH AMERICAN TRAILER SALES	030004167934	12/15/2020	Caolescing spin-on air dryer cartridge	603.140.1450050	74.00
NORTH AMERICAN TRAILER SALES	030004168848	12/31/2020	Grease cap	603.00.5300.444.40041	6.78
NUSS TRUCK AND EQUIPMENT	4650700P	12/15/2020	V-Ribbed Belt	603.00.5300.444.40041	149.67
NUSS TRUCK AND EQUIPMENT	4025362	12/15/2020	General repairs	603.00.5300.444.40041	1,574.02
NUSS TRUCK AND EQUIPMENT	4650655P	12/15/2020	Parts	603.00.5300.444.40041	235.24
NUSS TRUCK AND EQUIPMENT	4650850P	12/15/2020	Parts	603.00.5300.444.40041	69.78
NUSS TRUCK AND EQUIPMENT	CM4650655P	11/24/2020	Brake chamber	603.00.5300.444.40041	(55.59)
NUSS TRUCK AND EQUIPMENT	4651282P	12/15/2020	Latch	603.00.5300.444.40041	66.60
NUSS TRUCK AND EQUIPMENT	4025640	12/31/2020	Repairs labor	603.00.5300.444.40041	408.68
NUSS TRUCK AND EQUIPMENT	4653379P	12/31/2020	Belt tensione	603.00.5300.444.40041	623.67
NUSS TRUCK AND EQUIPMENT	4653714P	12/31/2020	Wiper arm	603.00.5300.444.40041	75.42
O' REILLY AUTO PARTS	1767-114880	12/15/2020	Parts	603.00.5300.444.60012	19.95
O' REILLY AUTO PARTS	1767-114880	12/15/2020	Parts	603.140.1450050	47.40
O' REILLY AUTO PARTS	1767-115316	12/15/2020	Wire Brush	603.00.5300.444.60012	6.98
O' REILLY AUTO PARTS	1767-115325	12/15/2020	Batt Accy	603.00.5300.444.40041	14.16
O' REILLY AUTO PARTS	1767-116428	12/15/2020	OIL FILTER	603.140.1450050	33.87
O' REILLY AUTO PARTS	1767-116429	12/15/2020	MICRO-V BELT	603.00.5300.444.40041	38.72
O' REILLY AUTO PARTS	1767-116645	12/15/2020	Disc pad set	603.140.1450050	42.77
O' REILLY AUTO PARTS	1767-116665	12/15/2020	Radiator Cap	603.00.5300.444.40041	5.36
O' REILLY AUTO PARTS	1767-116839	12/15/2020	RADIATOR CAP	603.00.5300.444.40041	5.36
O' REILLY AUTO PARTS	1767-117031	12/15/2020	Oil filter	603.140.1450050	33.87
O' REILLY AUTO PARTS	1767-117039	12/15/2020	TPMS SRVC KT	603.00.5300.444.60012	17.10
O' REILLY AUTO PARTS	1767-117088	12/15/2020	Oil Filter	603.140.1450050	18.16
O' REILLY AUTO PARTS	1767-117111	12/15/2020	Oil Filter	603.140.1450050	27.82
O' REILLY AUTO PARTS	1767-118257	12/31/2020	Backted cal	603.00.5300.444.40041	139.99
O' REILLY AUTO PARTS	1767-118273	12/31/2020	Perfect match	603.00.5300.444.40041	10.99
O' REILLY AUTO PARTS	1767-118334	12/31/2020	Megacrimp	603.140.1450050	34.88
O' REILLY AUTO PARTS	1767-118337	12/31/2020	Disc pad set	603.140.1450050	42.77
O' REILLY AUTO PARTS	1767-118338	12/31/2020	Credit memo	603.00.5300.444.40041	(47.00)
O' REILLY AUTO PARTS	1767-119317	12/31/2020	HYD hose	603.140.1450050	254.50
O' REILLY AUTO PARTS	1767-119430	12/31/2020	Oil filter	603.140.1450050	27.44
O' REILLY AUTO PARTS	1767-119448	12/31/2020	Battery	603.00.5300.444.40041	115.66
O' REILLY AUTO PARTS	1767-119610	12/31/2020	Pro size JB	603.00.5300.444.60012	19.99
O' REILLY AUTO PARTS	1767-119621	12/31/2020	TPMS SRVC KIT	603.00.5300.444.60012	39.33
O' REILLY AUTO PARTS	1767-120280	12/31/2020	Oil filter	603.140.1450050	47.40
O' REILLY AUTO PARTS	1767-120464	12/31/2020	Nitrile glvs	603.00.5300.444.60012	148.14
OXYGEN SERVICE COMPANY, INC	08399712	12/31/2020	Supplies	603.00.5300.444.60012	102.34
OXYGEN SERVICE COMPANY, INC	08401934	12/31/2020	Supplies	603.00.5300.444.60012	102.50
PERFECTION PLUS, INC	113259	12/29/2020	July 2020	603.00.5300.444.40040	245.00
PERFECTION PLUS, INC	113341	12/29/2020	Sept 2020	603.00.5300.444.40040	722.36
PERFECTION PLUS, INC	113383	12/29/2020	Ocotber cleaning services	603.00.5300.444.40040	722.36
PERFECTION PLUS, INC	113421	12/29/2020	November 2020	603.00.5300.444.40040	722.36
POMP'S TIRE SERVICE, INC.	980075032	12/15/2020	Parts	603.00.5300.444.60014	2,544.00
POMP'S TIRE SERVICE, INC.	980075048	12/15/2020	Parts / Inventory	603.140.1450050	2,747.38
POMP'S TIRE SERVICE, INC.	980075075	11/23/2020	Used tires	603.00.5300.444.60014	(200.00)
POMP'S TIRE SERVICE, INC.	980075090	12/15/2020	Parts	603.00.5300.444.40041	290.00
POMP'S TIRE SERVICE, INC.	980075645	12/31/2020	Supplies	603.00.5300.444.60014	519.08
POMP'S TIRE SERVICE, INC.	980075705	12/31/2020	Parts	603.140.1450050	1,652.00
SNAP-ON INDUSTRIAL	200100474 11/18/20	12/15/2020	Order# 4Y4618043	603.00.5300.444.60040	785.12
SYN-TECH SYSTEMS	225232	12/15/2020	Fuelmaster standard maintenance Jan21	603.00.5300.444.40042	1,275.00
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	603.00.5300.444.30550	9.44
TOWMASTER TRAILERS INC	434102	12/31/2020	Supplies	603.00.5300.444.60012	15.60
TRI-STATE BOBCAT INC.	P47079	12/31/2020	Hose hydraulic	603.00.5300.444.40041	126.97
UNIFIRST CORPORATION	0900592637	12/15/2020	Clothing & Uniforms	603.00.5300.444.40065	196.91
UNIFIRST CORPORATION	0900592637	12/15/2020	Clothing & Uniforms	603.00.5300.444.60045	39.08
UNIFIRST CORPORATION	0900593971	12/15/2020	Clothing / Uniforms	603.00.5300.444.40065	138.47
UNIFIRST CORPORATION	0900593971	12/15/2020	Clothing / Uniforms	603.00.5300.444.60045	39.08
UNIFIRST CORPORATION	0900595273	12/31/2020	Clothing / Uniforms	603.00.5300.444.40065	138.69
UNIFIRST CORPORATION	0900595273	12/31/2020	Clothing / Uniforms	603.00.5300.444.60045	39.08
UNIFIRST CORPORATION	0900596613	12/31/2020	Clothing / Uniforms	603.00.5300.444.40065	138.69
UNIFIRST CORPORATION	0900596613	12/31/2020	Clothing / Uniforms	603.00.5300.444.60045	39.08
UNIFIRST CORPORATION	0900597919	12/31/2020	Clothing / Uniforms	603.00.5300.444.40065	158.17
UNIFIRST CORPORATION	0900597919	12/31/2020	Clothing / Uniforms	603.00.5300.444.60045	39.08
WORLD FUEL SERVICES	206288537256-41801	12/31/2020	Fuel	603.00.5300.444.40041	97.50
WORLD FUEL SERVICES	208308016005-41801	12/31/2020	Fuel	603.140.1450050	1,357.85

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	710777345	12/29/2020	Gas & Electric	603.00.5300.444.40010	697.22
XCEL ENERGY	710777345	12/29/2020	Gas & Electric	603.00.5300.444.40020	223.01
ZAHL-PETROLEUM MAINTENANCE CO.	0258458-IN B	12/15/2020	Reissue Check#233153	603.00.5300.444.40040	4,200.29
ZARNOTH BRUSH WORKS	0182663-IN	12/15/2020	poly cablewrap broom refills	603.00.5300.444.40041	366.00
ZARNOTH BRUSH WORKS	0182663-IN	12/15/2020	poly cablewrap broom refills	603.140.1450050	480.00
Fund: 603 - CENTRAL EQUIPMENT					114,093.00
GREATAMERICA FINANCIAL SERVICES CORPOF	28340632	12/15/2020	Copier	604.00.2200.416.40050	7,038.58
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	604.00.2200.416.60005	261.81
INNOVATIVE OFFICE SOLUTIONS	SUM-057126	12/15/2020	Sept. 2020	604.00.2200.416.60010	3,707.64
INNOVATIVE OFFICE SOLUTIONS	SUM-057708	12/15/2020	Oct 20'	604.00.2200.416.60010	1,981.66
INNOVATIVE OFFICE SOLUTIONS	SUM-058260	12/15/2020	Nov 20'	604.00.2200.416.60005	66.88
INNOVATIVE OFFICE SOLUTIONS	SUM-058260	12/15/2020	Nov 20'	604.00.2200.416.60010	1,346.52
QUADIENT LEASING USA, INC.	N8641721	12/31/2020	Postage machine lease	604.00.2200.416.40044	825.00
Fund: 604 - CENTRAL STORES					15,228.09
AEP ONSITE PARTNERS, LLC	419-21283592	12/15/2020	City Hall	605.00.7500.460.40020	979.69
CATHERINE M. PERME	1249	12/15/2020	Process improvement training	605.00.7500.460.30700	5,000.00
ELECTRIC FIRE & SECURITY	C2805	12/15/2020	Annual fire alarm monitoring	605.00.7500.460.40040	125.46
HUEBSCH SERVICES	20036516	12/15/2020	Mats	605.00.7500.460.40065	135.79
HUEBSCH SERVICES	20023134	12/15/2020	Finance Charge	605.00.7500.460.40065	2.04
LAURENTINA DEJONG	12/07/2020	12/29/2020	Winter decorating	605.00.7500.460.30700	1,460.00
MCKINSTRY ESSENTION LLC	20044652	12/15/2020	Preventive Maintenance Program	605.00.7500.460.30700	4,037.50
MCKINSTRY ESSENTION LLC	20045256	12/29/2020	Preventive maintenance program	605.00.7500.460.30700	4,037.50
PERFECTION PLUS, INC	113259	12/29/2020	July 2020	605.00.7500.460.40040	1,230.00
PERFECTION PLUS, INC	113341	12/29/2020	Sept 2020	605.00.7500.460.40040	5,927.60
PERFECTION PLUS, INC	113383	12/29/2020	Ocotber cleaning services	605.00.7500.460.40040	5,927.60
PERFECTION PLUS, INC	113421	12/29/2020	November 2020	605.00.7500.460.40040	5,927.60
PERFECTION PLUS, INC	113441	12/29/2020	Disinfect protectant shield	605.00.7500.460.40040	27,148.00
PERFECTION PLUS, INC	113447	12/29/2020	Disinfect protectant shields	605.00.7500.460.30700	500.00
TASC GENESIS EMPLOYEE BENEFITS, INC	IN1919907	12/15/2020	Payroll	605.00.7500.460.30550	8.72
TOTAL CONSTRUCTION & EQUIP.	20406	12/15/2020	City Hall Broken Light Fixture	605.00.7500.460.40040	652.42
TOTAL CONSTRUCTION & EQUIP.	19037	12/29/2020	New outlet install	605.00.7500.460.40040	3,183.51
XCEL ENERGY	710326809	12/29/2020	Gas & Electric	605.00.7500.460.40020	4,434.64
XCEL ENERGY	710777345	12/29/2020	Gas & Electric	605.00.7500.460.40020	6,283.20
Fund: 605 - CITY FACILITIES					77,001.27
ASPHALT CONCRETE SOLUTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2011	702.229.2294300	1,500.00
BARR ENGINEERING COMPANY	23190328.19-22	12/29/2020	STOR construction observation	702.229.2283203	168.00
BARR ENGINEERING COMPANY	23190328.19-22	12/29/2020	Amberwood construction services	702.229.2287903	337.55
BARR ENGINEERING COMPANY	23190328.20-9	12/29/2020	I-State truck hydrologic study	702.229.2288503	924.85
BARR ENGINEERING COMPANY	23190328.20-9	12/29/2020	Pine bend estate construction services	702.229.2291502	2,605.50
BARR ENGINEERING COMPANY	23190328.20-9	12/29/2020	Eagle's landing stormwater review	702.229.2293903	91.00
BARR ENGINEERING COMPANY	23190328.20-9	12/29/2020	5590 Babcock trail stormwater review	702.229.2294203	475.50
BARR ENGINEERING COMPANY	23190328.19-23	12/31/2020	Project reviews and studies	702.229.2283203	756.10
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	702.229.2288503	325.00
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	702.229.2291502	1,320.65
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	702.229.2293903	750.50
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	702.229.2294103	243.50
BARR ENGINEERING COMPANY	23190328.20-10	12/31/2020	Project reviews and studies	702.229.2294203	1,007.00
BOLTON & MENK, INC.	0258930	12/29/2020	Inver Hills sewer	702.229.2293403	1,500.00
BOLTON & MENK, INC.	0258931	12/29/2020	Trunk sewer review	702.229.2291703	1,272.00
BOLTON & MENK, INC.	0259201	12/25/2020	Settler's ridge development	702.229.2290303	11,236.00
BOLTON & MENK, INC.	0260634	12/29/2020	Settler's ridge development	702.229.2290303	12,008.00
BOLTON & MENK, INC.	0260649	12/29/2020	Scenic hills lift	702.229.2292502	1,610.00
COFFEE, PAUL	12/14/2020	12/29/2020	Light up the Heights 1st place	702.229.2307200	150.00
DAKOTA CTY PROP TAXATION & RECORDS	09/08/2020	12/29/2020	Resolution & permit	702.229.2291903	20.00
EMMONS & OLIVIER RESOURCES	00095-0064-9	12/29/2020	IGH 2020 development review assistance	702.229.2285603	4,092.50
EMMONS & OLIVIER RESOURCES	00095-0065-9	12/29/2020	IGH 2020 construction observation	702.229.2282100	758.63
EMMONS & OLIVIER RESOURCES	00095-0065-9	12/29/2020	IGH 2020 construction observation	702.229.2290303	1,528.11
EMMONS & OLIVIER RESOURCES	00095-0064-10	12/31/2020	IGH 2020 development review assisstant	702.229.2285603	3,880.50
EMMONS & OLIVIER RESOURCES	00095-0065-10	12/31/2020	IGH 2020 construction observation	702.229.2282100	269.06
EMMONS & OLIVIER RESOURCES	00095-0065-10	12/31/2020	IGH 2020 construction observation	702.229.2290303	924.12
ETERNITY HOMES LLC	12/28/2020	12/29/2020	Refund final grading escrow	702.229.2299800	2,500.00
HOLLY PIETRUSZEWSKI	12/14/2020	12/29/2020	Light up the Heights 2nd place winner	702.229.2307200	100.00
JUNGBAUER, CHRISTY	12/14/2020	12/29/2020	Light up the Heights 3rd place	702.229.2307200	50.00
KENNEDY & GRAVEN	11/30/2020	12/29/2020	Scenic Hills conduit debt	702.229.2292103	200.00
LAND TITLE TRUST ACCOUNT	12/02/2020	12/15/2020	Escrow Reduction	702.229.2290603	337,500.00
LAND TITLE TRUST ACCOUNT	12/02/2020	12/15/2020	Escrow Reduction	702.229.2293503	329,285.25
MCNAMARA CONTRACTING INC	12/04/2020	12/15/2020	Refund Hydrant Permit #2016	702.229.2294300	1,500.00
MIDWEST CONNECTIONS	12/28/2020	12/29/2020	Refund hydrant permit #2017	702.229.2294300	1,500.00
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2291903	28.86
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2293103	35.26
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2293903	32.68
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2293903	34.40
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2294003	30.96
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2294103	33.54
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2294203	36.98
PIONEER PRESS	1120572521	11/30/2020	Advertising/Publishing	702.229.2294203	36.98
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	702.229.2290903	44.72
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	702.229.2291903	31.82

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PIONEER PRESS	1020572521	10/31/2020	Advertising/Publishing	702.229.2293203	34.40
RJ RYAN CONSTRUCTION	12/28/2020	12/29/2020	Refund hydrant permit #2013	702.229.2294300	1,500.00
SANTA ROB	12/16/2020	12/29/2020	Santa appearance	702.229.2307200	200.00
SHORT ELLIOTT HENDRICKSON, INC.	396144	12/29/2020	TMO 2020 anchor @ 50th street	702.229.2291203	1,542.95
SHORT ELLIOTT HENDRICKSON, INC.	398051	12/29/2020	TMO 2020 anchor @ 50th St WT	702.229.2291203	1,293.42
STANTEC CONSULTING SERVICES INC.	1724422	12/29/2020	IGH General	702.229.2285603	668.50
STANTEC CONSULTING SERVICES INC.	1724422	12/29/2020	IGH General	702.229.2290403	978.50
STANTEC CONSULTING SERVICES INC.	1724422	12/29/2020	IGH General	702.229.2291103	1,899.25
STANTEC CONSULTING SERVICES INC.	1724422	12/29/2020	IGH General	702.229.2294203	1,769.50
STANTEC CONSULTING SERVICES INC.	1724422	12/29/2020	IGH General	702.229.2294803	1,299.25
WARRANT DIVISION - RECORDS	12/09/2020	12/15/2020	Luis Ortiz	702.229.2291000	78.00
WENCK ASSOCIATES, INC.	12008602	12/31/2020	Canvas pump stations & forcemains	702.229.2291103	5,580.50
WENCK ASSOCIATES, INC.	12008606	12/31/2020	Robert Trail properties stormwater reviev	702.229.2291103	2,609.40
Fund: 702 - ESCROW FUND					742,189.19
Grand Total					6,013,261.23

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PERSONNEL ACTIONS

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact &
 Reviewed by: Janet Shefchik, HR Manager
 Prepared by: Cora Bauer, HR Coordinator

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Staff requests that Council confirm and approve the personnel actions listed below.

Full-time Employment:

Ryan Elasky, Patrol Officer

Voluntary Resignations, Retirements and or/Terminations:

Dan Helling, Utility Superintendent (Retirement)
 Samantha St. Jacque, Guest Services Worker

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

REQUEST FOR APPROVAL OF RENTAL HOUSING LICENSE

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Nicole Cook: 651-450-2491
 Prepared by: Nicole Cook, Rental and Code
 Compliance Coordinator
 Reviewed by: Heather Rand, Community
 Development Director

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

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

BACKGROUND

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

ANALYSIS

The following rental license applications have been submitted:

3363 69th STREET EAST: ADAM SCHENCK
6931 ARCHER COURT: JOHN SCRIBANTE
7409 BRADEN TRAIL: MICHAEL SCHAEFFER
3794 UPPER 73RD STREET EAST: TRAVIS METZEN
3984 67TH STREET EAST: ADAM SCHENCK
6690 CATHERINE AVENUE: DOUGLAS STEVEN
3302 LOWER 67TH STREET EAST: DOUGLAS STEVEN
3459 CLOMAN AVENUE: DOUGLAS STEVEN

The above applications have been found to be complete. The applications include the necessary fee payment and the BCA background check. The Inver Grove Heights Police Chief/Designee has also reviewed the license applications.

RECOMMENDATIONS

Community Development staff recommends approval of the licenses listed above.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Designate Official Newspaper for 2021

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: 651-450-2513
 Prepared by: Rebecca Kiernan, City Clerk
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider designation of the official newspaper serving Inver Grove Heights for 2021.

SUMMARY

The City Council designates the official city newspaper for publication of legal notices annually. The Pioneer Press is the current official newspaper.

In 2019, South-West Review went out of business.

The Pioneer Press has submitted a bid to the city's official designated paper. Their circulation for Sunday full run is 167,889, the everyday circulation of Dakota county is 29,915. Inver Grove Heights circulation is 4,817. The Pioneer Press proposed rate for one-time publication is \$6.30 per column inch.

The Star Tribune submitted a bid to be the city's official designated paper. Their circulation of Dakota County is 31,971. The Inver Grove Heights circulation is 1,447. If we designate Star Tribune as the official newspaper the rate is 1.31 per line.

It is staff's recommendation to consider designating the Pioneer Press as the City's Official newspaper for 2021.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Official Depositories for 2021

Meeting Date: January 13, 2020
Item Type: Consent
Contact: Amy Hove 651-450-2521
Prepared by: Amy Hove, Finance Director
Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Approve official depositories for 2021.

SUMMARY

City Council annually designates banks, brokers and dealers which will be used during the calendar year.

The following institutions have been designated in the past and the City has been satisfied with their services: Bremer Bank, N.A.; Wells Fargo Bank, N.A.; RBC Capital Markets, LLC; Wells Fargo Securities LLC; Stifel Nicolaus & Co., Inc.; Moreton Capital Markets, LLC; US Bancorp; and Ehlers Investment Partners.

Although staff have been satisfied with the services of the above institutions, we recommend the designation of two additional institutions: Oppenheimer & Co, Inc. and UBS Financial Services, Inc. This will provide the finance team with additional flexibility when considering how we manage the city's portfolio and investment decisions.

I recommend that the Council approve the official depositories listed above.

CITY OF INVER GROVE HEIGHTS**REQUEST FOR COUNCIL ACTION****Resolution Authorizing Electronic Fund Transfers for 2021**

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Amy Hove, 651-450-2521
 Prepared by: Amy Hove, Finance Director
 Reviewed by: N/A

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED**Resolution Authorizing Electronic Fund Transfers for 2021****SUMMARY**

State Statute 471.38 Subds. 3 and 3a authorizes electronic fund transfers under certain conditions. Electronic fund transfer is the process of value exchange via mechanical means without the use of checks, drafts or other similar negotiable instruments. The City utilizes electronic fund transfers in addition to checks for payment purposes of payroll, investments, contributions to pension or retirement fund; vendor payments (select vendors only at this time) and bond principal, bond interest and fiscal agent service charges. The Finance Director or designee(s) shall be responsible for making such payments. All payments, regardless of payment method, shall be included in the list of disbursements reviewed by Council.

State Statute 471.38 Subd. 3a requires annual approval of authorization to utilize electronic fund transfers.

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

RESOLUTION NO. _____

RESOLUTION AUTHORIZING ELECTRONIC FUND TRANSFERS FOR 2021

WHEREAS, the City Council of the City of Inver Grove Heights, acknowledges the need for electronic fund transfers for such things as payroll, investments, contributions to pension or retirement fund, vendors and bond principal, interest and fiscal agent service charges.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that the City Council authorizes the Finance Director or designee(s) to make such payments by electronic fund transfers. These payments will be included in the disbursement registers for Council approval.

Adopted by the City of Inver Grove Heights this 11th day of January 2021.

Ayes:

Nays:

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Bryan Campbell for BB Burger Ventures LLC dba B-52's at 5855 Blaine Ave.

Meeting Date: January 11, 2021
Item Type: Consent
Prepared by: Rebecca Kiernan
Reviewed by: Joe Lynch
Contact: 651-450-2513

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Approve Operating Manager Bryan Campbell for BB Burger Ventures dba B-52's at 5855 Blaine Ave.

SUMMARY:

B-52's has a change in the Operating Manager to Bryan Campbell for their location at 5855 Blaine Ave. The applicant paid the appropriate fees and underwent background checks by the Police Department. The Police Department completed their investigation and found nothing to exclude Bryan Campbell from being named the Operating Manager.

Staff recommends approval Bryan Campbell as Operating Manager at BB Ventures LLC dba B-52's.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Plans, Specifications, and Bidding for the VMCC Parking Lot Reconstruction Project - City Project 2020-05

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Phil Stier
 Brian Swoboda

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

PURPOSE/ACTION REQUESTED

The Council is asked to approve the plans and specification for the reconstruction of the VMCC parking lot (in front of the aquatic and fitness center along Barbara Ave.) and to authorize bidding the project. The engineers estimate for the project is \$272,000 and is funded by the Pavement Management Fund (Fund 440). The overall project budget is \$300,000.

SUMMARY

The parking lot in front of the aquatic and fitness center (in red) needs to be reconstructed. On May 11, 2020, the Council approved hiring Kimley Horn and Associates to prepare plans and specifications. The project includes the removal of the bituminous surface, replacement and compaction of subgrade, spot replacement of curb and gutter, and new pavement. The tentative project schedule is as follows:

Action	Date
Approve Plans and Specs/Authorize Ad for Bid	January 11, 2021
Post Ad for Bid on Quest CDN	January 12, 2021
Post Plans and Specs to Quest CDN	January 20, 2021
Publish Ad for Bid (Pioneer Press)	January 24, 2021 and January 31, 2021
Bid Opening	February 12, 2021
Accept Bids/Award Contract	February 22, 2021
Construction	April 2021 – May 2021

The overall project costs are as follows:

Kimley Horn & Associates	\$27,400	Consulting Engineer
Engineers Cost Estimate	\$271,056	Estimated construction
Construction Contingency	TBD	
Total	\$298,456	

CITY OF INVER GROVE HEIGHTS

GROVE PARKING LOT IMPROVEMENTS

CITY PROJECT NO. 2020-05

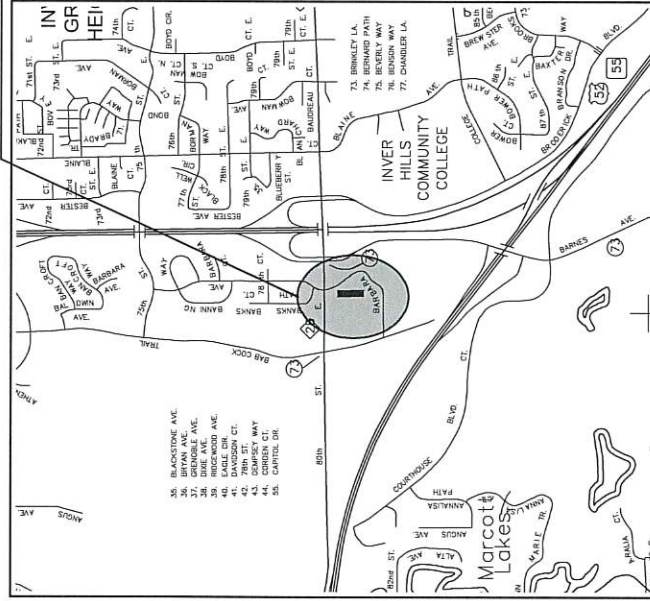
CONSTRUCTION PLANS FOR GRADING, AGGREGATE BASE, BITUMINOUS SURFACING, CONCRETE CURB AND GUTTER, AND CONCRETE WALK

LOCATED ON: BARBARA AVENUE AT VETERAN'S MEMORIAL COMMUNITY CENTER

LEGEND

- EXISTING GATE VALVE
- EXISTING HYDRANT
- EXISTING CURB BOX
- EXISTING WATERMAIN MANHOLE
- EXISTING SPRINKLER
- EXISTING SANITARY MANHOLE
- EXISTING STORM MANHOLE
- EXISTING CATCH BASIN
- EXISTING GAS VALVE
- EXISTING CABLE TV BOX
- EXISTING TELEPHONE BOX
- EXISTING POWER POLE
- EXISTING ELECTRICAL MANHOLE
- EXISTING ELECTRICAL TRANSFORMER
- EXISTING LIGHT POLE
- EXISTING WATERMAIN
- EXISTING SANITARY SEWER
- EXISTING STORM SEWER
- EXISTING GAS MAIN
- EXISTING CABLE TV
- EXISTING UNDERGROUND TELEPHONE LINE
- EXISTING UNDERGROUND POWER
- EXISTING OVERHEAD POWER
- EXISTING CURB AND GUTTER
- EXISTING FENCE
- EXISTING RIGHT-OF-WAY
- EXISTING MALEBOX
- EXISTING SOIL BORING
- EXISTING STREET SIGN
- EXISTING TREE
- EXISTING TREE LINE
- EXISTING CONTOUR
- PROPOSED CONTOUR
- PROPOSED GATE VALVE
- PROPOSED HYDRANT
- PROPOSED MANHOLE (STORM OR SANITARY)
- PROPOSED CATCH BASIN
- PROPOSED WATERMAIN
- PROPOSED SANITARY SEWER
- PROPOSED STORM SEWER
- PROPOSED CURB AND GUTTER

PROJECT AREA



NOTE: THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL IS BASED ON THE CURRENT RECORD DRAWING OF CIV/ASCE 38-2, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".



PROJECT LOCATION
DAKOTA COUNTY

2018. GOVERNING SPECIFICATIONS AS AMENDED.
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL GOVERN. ALL TRAFFIC CONTROL MEASURES SHALL BE IN ACCORDANCE WITH THE CURRENT EDITION OF THE FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

INDEX

SHEET NO.	DESCRIPTION
1	COVER SHEET
2	STATEMENT OF ESTIMATED QUANTITIES
3-4	GENERAL CONSTRUCTION NOTES, DETAILS AND STANDARD PLATES
5	PAVEMENT INSETS
6	REMOVAL AND EROSION CONTROL PLAN
7	CONSTRUCTION PLAN
8	GRADING PLAN

100% PLAN SET
THIS PLAN SET CONTAINS 8 SHEETS

Kimley»Horn

787 EUSTIS STREET, SUITE 100 ST. PAUL, MN 55114
PH: 651.451.4444 FAX: 651.451.4445
WWW.KIMLEY-HORN.COM

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE 1/11/2021 REG. NO. 54190
ENGINEER Luke Moran LUKE B. MOREN, PE

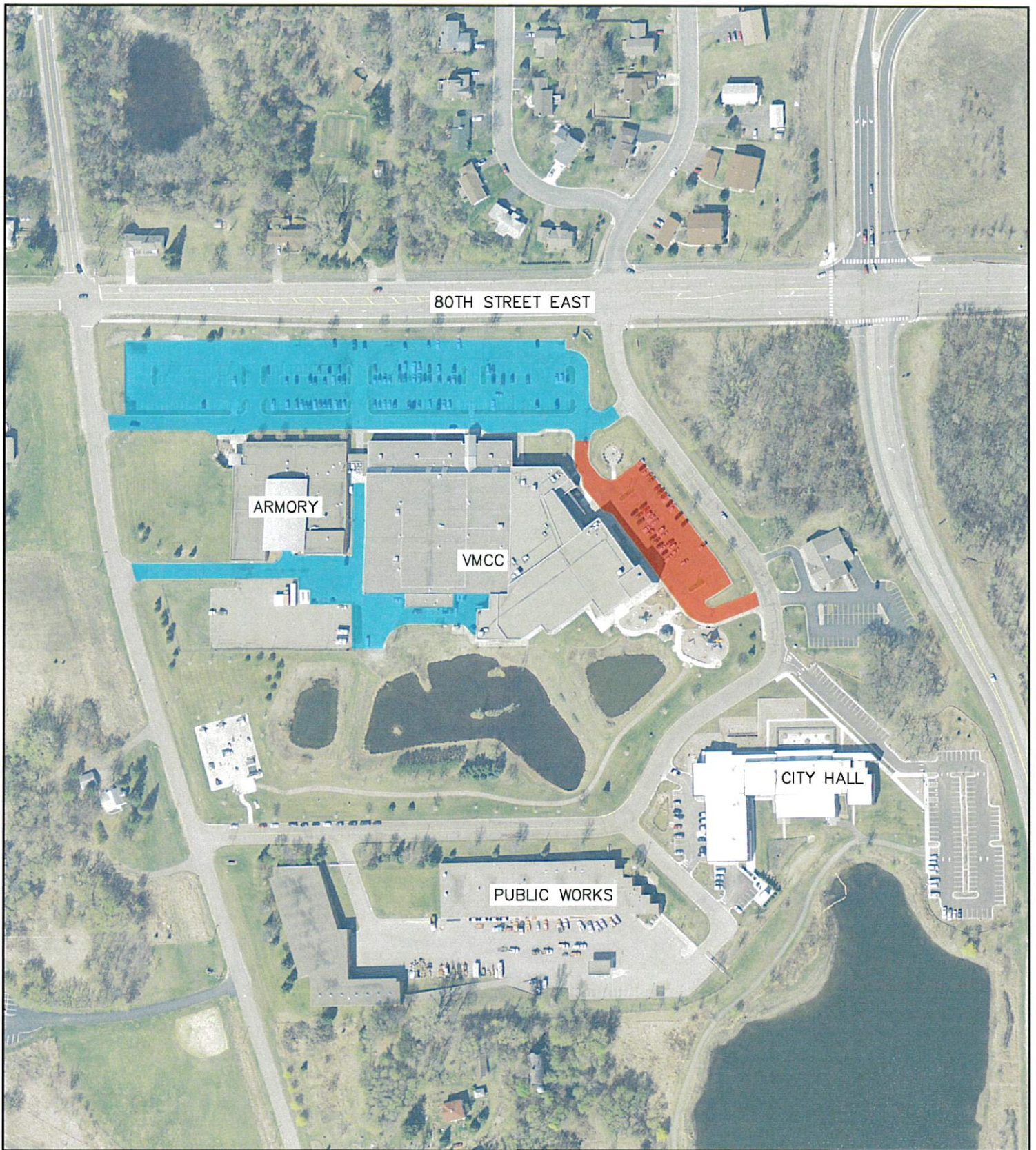
APPROVED INVER GROVE HEIGHTS CITY ENGINEER 2021

I HEREBY CERTIFY THAT THIS PLAN IS A FIELD REVISION, IF ANY, OF THIS PLAN WHICH WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

DATE REG. NO.

CITY PROJ. NO. 2020-05 SHEET NO. 1 OF 8 SHEETS

G:\Marketing\Cities\Inver Grove Heights\2018 City Campus Aerials\Meeting Maps.dwg April 27, 2020 -- 8:59am



City of
Inver Grove Heights
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077-3412

Kimley»Horn

767 N EUSTIS STREET, SUITE 100, ST. PAUL, MN 55114
PHONE: 651-645-4197
WWW.KIMLEY-HORN.COM

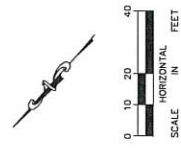
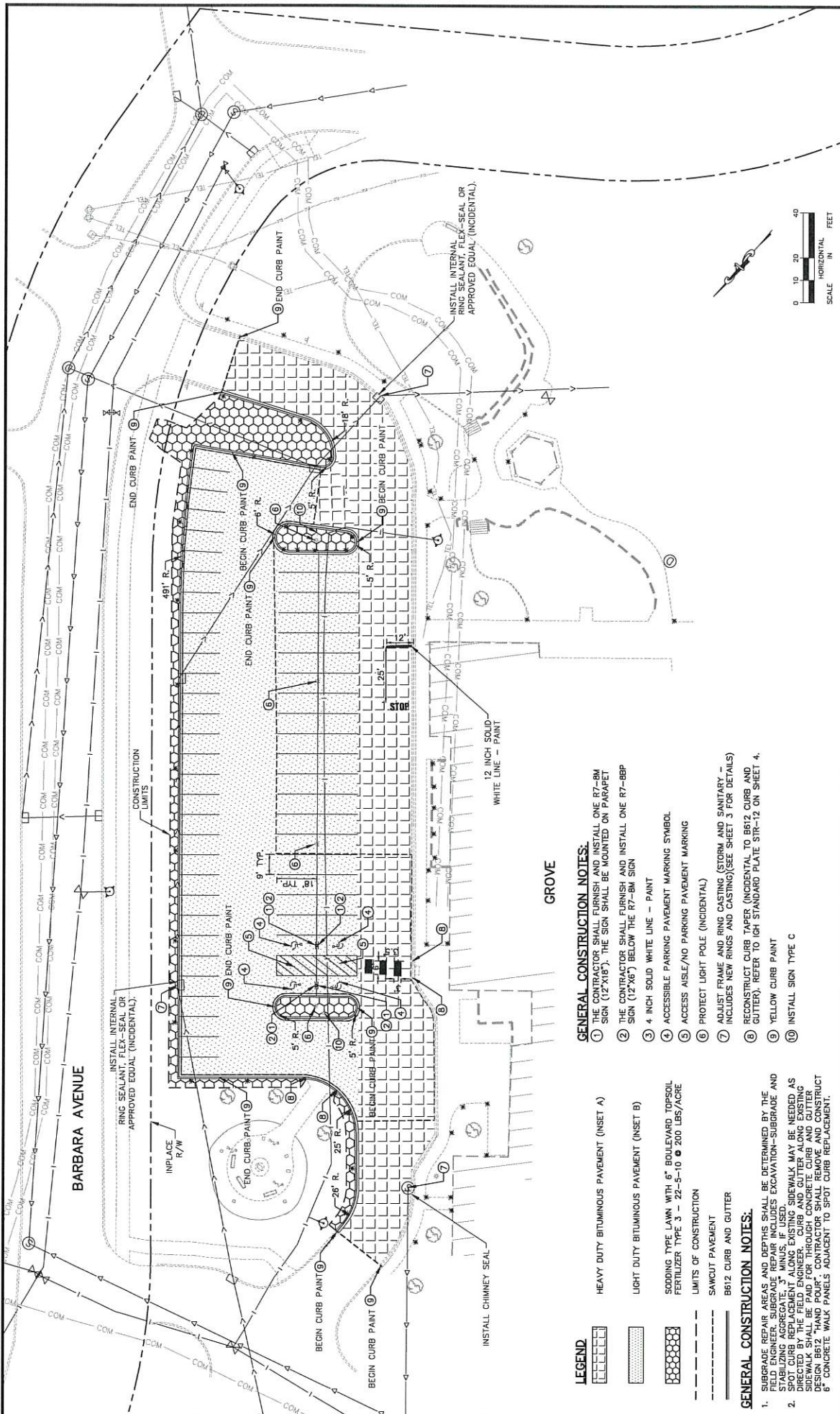
LEGEND

-  2018 PARKING LOT RECONSTRUCTION
-  2021 PARKING LOT RECONSTRUCTION AREA



0 60 120 240
HORIZONTAL
SCALE IN FEET

**MAP A - PROPOSED VMCC
PARKING LOT IMPROVEMENTS**



- GENERAL CONSTRUCTION NOTES:**
1. THE CONTRACTOR SHALL FURNISH AND INSTALL ONE R7-BM SIGN (12'X18'). THE SIGN SHALL BE MOUNTED ON PARAPET
 2. THE CONTRACTOR SHALL FURNISH AND INSTALL ONE R7-BBP SIGN (12'X6') BELOW THE R7-BM SIGN
 3. 4 INCH SOLID WHITE LINE - PAINT
 4. ACCESSIBLE PARKING PAVEMENT MARKING SYMBOL
 5. ACCESSIBLE AISLE/NO PARKING PAVEMENT MARKING
 6. PROTECT LIGHT POLE (INCIDENTAL)
 7. ADJUST FRAME AND RING CASTING (STORM AND SANITARY - INCLUDES NEW RINGS AND CASTING)(SEE SHEET 3 FOR DETAILS)
 8. RECONSTRUCT CURB TAPER (INCIDENTAL TO B612 CURB AND GUTTER). REFER TO 16H STANDARD PLATE STR-12 ON SHEET 4.
 9. YELLOW CURB PAINT
 10. INSTALL SIGN TYPE C

- LEGEND**
- HEAVY DUTY BITUMINOUS PAVEMENT (INSET A)
 - LIGHT DUTY BITUMINOUS PAVEMENT (INSET B)
 - SODDING TYPE LAWN WITH 6" BOULEVARD TOPSOIL FERTILIZER TYPE 3 - 22-5-10 @ 200 LBS/ACRE
 - LIMITS OF CONSTRUCTION
 - SAWTOOTH PAVEMENT
 - B612 CURB AND GUTTER

GENERAL CONSTRUCTION NOTES:

1. SUBGRADE REPAIR AREAS AND DEPTHS SHALL BE DETERMINED BY THE FIELD ENGINEER. SUBGRADE REPAIR INCLUDES EXCAVATION-SUBGRADE AND FILL WITH 4" MINIMUM GRANULAR FILL. MINIMUM GRANULAR FILL SHALL BE 4" MINIMUM GRANULAR FILL. MINIMUM GRANULAR FILL SHALL BE 4" MINIMUM GRANULAR FILL.
2. SPOT CURB REPAIRS SHALL BE PAID FOR THROUGH CONCRETE CURB AND GUTTER SIDEWALK SHALL BE PAID FOR THROUGH CONCRETE CURB AND GUTTER DESIGN B612 HAND FOUR. CONTRACTOR SHALL REMOVE AND CONSTRUCT 8" CONCRETE WALK PANELS ADJACENT TO SPOT CURB REPLACEMENT.

No.	Date	Revisions	App.	DRAWING NAME		PROJECT NO.	180559039
				GROVE-CONST-PLAN.dwg	MAK		
				DESIGNED BY:	MAK		
				DRAWN BY:	MJK		
				CHECKED BY:	LBM		
				DATE:	1/11/2021		
				CITY PROJECT		2020-05	
				CITY OF INVER GROVE HEIGHTS		SHEET NO. 7	
				GROVE PARKING LOT IMPROVEMENTS		8	
				CONSTRUCTION PLAN			
				LUKE B. MOREN, PE			
				DATE: 1/11/2021 - MN LC. NO. 5418D			
				787 EUSTIS STREET SUITE 100, ST. PAUL, MN 55114			
				PHONE (651) 665-1097			
				WWW.KIMLEY-HORN.COM			



Kimley-Horn

787 EUSTIS STREET SUITE 100, ST. PAUL, MN 55114
PHONE (651) 665-1097
WWW.KIMLEY-HORN.COM

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.

Luke Moren
LUKE B. MOREN, PE

CITY OF INVER GROVE
HEIGHTSGROVE PARKING LOT
IMPROVEMENTS

ITEM NO.	ITEM DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY	UNIT COST	TOTAL COST	ESTIMATED QUANTITY	COST
2021.501	MOBILIZATION	LUMP SUM	1	\$ 12,000.00	\$ 12,000.00	1	\$ 12,000.00
2104.502	SALVAGE SIGN TYPE C	EACH	8	\$ 60.00	\$ 480.00	8	\$ 480.00
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	20	\$ 8.00	\$ 160.00	20	\$ 160.00
2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LIN FT	50	\$ 5.00	\$ 250.00	50	\$ 250.00
2104.503	REMOVE CURB & GUTTER	LIN FT	880	\$ 10.00	\$ 8,800.00	880	\$ 8,800.00
2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	3600	\$ 3.00	\$ 10,800.00	3600	\$ 10,800.00
2104.518	REMOVE CONCRETE WALK	SQ FT	500	\$ 8.00	\$ 4,000.00	500	\$ 4,000.00
2106.507	EXCAVATION - COMMON	CU YD	661	\$ 22.00	\$ 14,542.00	661	\$ 14,542.00
2106.507	EXCAVATION - SUBGRADE	CU YD	700	\$ 30.00	\$ 21,000.00	700	\$ 21,000.00
2106.609	STABILIZING AGGREGATE, 3" MINUS	TON	1050	\$ 35.00	\$ 36,750.00	1050	\$ 36,750.00
2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOUR	10	\$ 150.00	\$ 1,500.00	10	\$ 1,500.00
2211.509	AGGREGATE BASE CLASS 5	TON	1600	\$ 20.00	\$ 32,000.00	1600	\$ 32,000.00
2331.603	JOINT ADHESIVE (MASTIC)	LIN FT	1250	\$ 3.00	\$ 3,750.00	1250	\$ 3,750.00
2360.509	TYPE SP 9.5 WEARING COURSE MIX (2:C)	TON	400	\$ 72.00	\$ 28,800.00	400	\$ 28,800.00
2360.509	TYPE SP 12.5 NON WEAR COURSE MIX (2:C)	TON	460	\$ 70.00	\$ 32,200.00	460	\$ 32,200.00
2503.602	FURNISH AND INSTALL EXTERNAL MANHOLE CHIMNEY SEAL	EACH	1	\$ 500.00	\$ 500.00	1	\$ 500.00
2506.602	ADJUST FRAME & RING CASTING	EACH	3	\$ 1,000.00	\$ 3,000.00	3	\$ 3,000.00
2521.518	6" CONCRETE WALK	SQ FT	500	\$ 15.00	\$ 7,500.00	500	\$ 7,500.00
2531.503	CONCRETE CURB & GUTTER DESIGN B612	LIN FT	780	\$ 18.00	\$ 14,040.00	780	\$ 14,040.00
2531.603	CONCRETE CURB & GUTTER DESIGN B612 "HAND POUR"	LIN FT	100	\$ 30.00	\$ 3,000.00	100	\$ 3,000.00
2545.601	LIGHTING SYSTEM REPAIR ALLOWANCE	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	1	\$ 5,000.00
2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
2564.502	INSTALL SIGN TYPE C	EACH	2	\$ 250.00	\$ 500.00	2	\$ 500.00
2564.518	SIGN PANELS TYPE C	SQ FT	8	\$ 70.00	\$ 560.00	8	\$ 560.00
2573.501	STABILIZED CONSTRUCTION EXIT	LUMP SUM	1	\$ 2,000.00	\$ 2,000.00	1	\$ 2,000.00
2573.502	STORM DRAIN INLET PROTECTION	EACH	7	\$ 200.00	\$ 1,400.00	7	\$ 1,400.00
2573.503	SILT FENCE; TYPE MS	LIN FT	330	\$ 2.00	\$ 660.00	330	\$ 660.00
2574.507	BOULEVARD TOPSOIL BORROW	CU YD	70	\$ 40.00	\$ 2,800.00	70	\$ 2,800.00
2574.508	FERTILIZER TYPE 3	POUND	20	\$ 1.00	\$ 20.00	20	\$ 20.00
2575.504	SODDING TYPE LAWN	SQ YD	380	\$ 10.00	\$ 3,800.00	380	\$ 3,800.00
2582.503	4" SOLID LINE PAINT	LIN FT	1620	\$ 3.00	\$ 4,860.00	1620	\$ 4,860.00
2582.503	12" SOLID LINE PAINT	LIN FT	11	\$ 10.00	\$ 110.00	11	\$ 110.00
2582.518	PAVT MSSG PAINT	SQ FT	30	\$ 15.00	\$ 450.00	30	\$ 450.00
2582.518	CROSSWALK PAINT	SQ FT	54	\$ 6.00	\$ 324.00	54	\$ 324.00
2582.603	YELLOW CURB PAINT	LIN FT	750	\$ 2.00	\$ 1,500.00	750	\$ 1,500.00
2604.601	IRRIGATION REPAIR ALLOWANCE	LUMP SUM	1	\$ 10,000.00	\$ 10,000.00	1	\$ 10,000.00
TOTALS					\$ 271,056.00		\$ 271,056.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of American with Disabilities Policies

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Janet Shefchik
 Amy Looze

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

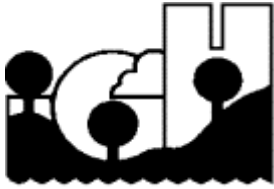
The Council is asked to review and approve the following Public Notice Policy related to the American with Disabilities Act:

SUMMARY**Public Notice**

The 2010 ADA standards — formally known as Revisions to Title II and III of the Americans with Disabilities Act — took effect March 25, 2011 with compliance required by March 15, 2012.

The City hired Julee Quarve-Peterson, Inc. to assist us with a Self Evaluation and provide us with a Transition Plan. The plan was completed in early 2012 and was implemented over the course of the following years. To date, all the high priority-one items found in the report have been addressed and all priority-two and priority-three issues continue to be addressed as appropriate. The City of Inver Grove Heights is in a very good position related to accessibility, but we do have some areas that we can improve accessibility.

It has been recommended by our consultant that the attached policy be reviewed annually by the Council.



American with Disabilities Act Policy & Procedure	
Department	Administration
Specific Policy	Public Notice
Approved by Council	August 27, 2012
Date Last Revised by Council	January 11, 2021

Purpose

All public entities, regardless of size, must provide information to applicants, participants, beneficiaries, employees and other interested parties regarding the rights and protections afforded by the Americans with Disabilities Act, and the ADA Amendments Act (ADAAA).

Objectives

The City of Inver Grove Heights does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The City of Inver Grove Heights does not discriminate on the basis of disability in its hiring or employment practices.

Employment	The City of Inver Grove Heights does not discriminate based on disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA, and the ADA Amendments Act (ADAAA).
Effective Communication	The City of Inver Grove Heights will generally, upon request, and without cost to the requestor, provide appropriate aids and services leading to effective communication for qualified persons with disabilities, so they can participate equally in the City's programs, services, and activities, including qualified sign language interpreters, documents in Braille and other ways of making information and communications accessible to people who have speech, hearing or vision impairments.
Modifications to Policies and Procedures	The City of Inver Grove Heights will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services and activities. For example, individuals with service animals are welcomed in City offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication or a modification of policies or procedures to participate in a City program, service or activities, should contact the ADA Coordinator as soon as possible, but no later than 3 business days before the scheduled event. City employees may contact the H.R. Manager regarding requests for accommodation, or to inquire about the application of the ADA in employment practices.

The ADA does not require the City to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden on the City.

Complaints that a City program, service or activity is not accessible to persons with disabilities should be directed to the ADA Coordinator.

The City will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public, but are not accessible to persons using mobility devices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the 1973 Rehabilitation Act.

Questions, concerns, complaints, or request for additional information regarding the ADA may be forwarded to:

Name	Janet Shefchik – Accessibility Coordinator
Address	8150 Barbara Ave., Inver Grove Heights, MN 55077
Office Telephone	651.450.2512
Email	jshefchik@ighmn.gov
Website	www.ighmn.gov
Hours Available	8:00am – 4:30pm Central Standard Time
Services Available	Large print, Braille, or audio

Procedure

- Adopted by the City Council during the first meeting in January
- Posted on the City's official website
- Posted in the City "InSights" newsletter annually
- Posted on the City Bulletin Board at City Hall

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

DESIGNATE POLLING LOCATIONS FOR 2021 ELECTIONS

Meeting Date: January 11, 2021
 Item Type: Consent
 Prepared by: Rebecca Kiernan
 Reviewed by:
 Contact: 651-450-2513

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Minnesota Statutes 2016, section 204B.16, subdivision 1, requires that by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling location for each election precinct. There are no elections scheduled for 2021, but just in case there is a special election called, the City needs to designate Polling Locations.

Please adopt the enclosed resolution designating Polling Locations for 2021 elections. There are no changes from 2020.

SUMMARY:

The City will use eight churches as polling locations:

P-1	Amazing Grace Lutheran Church	7160 South Robert Trail
P-2	Inver Hills Church	8265 Babcock Trail
P-3	National Guard Armory	8055 Barbara Ave.
P-4	City Hall	8150 Barbara Ave.
P-5	Emanuel Lutheran Church	2075 70th St. E.
P-6	Good Shepherd Lutheran Church	7600 Cahill Ave
P-7	St. Patrick's Catholic Church	3535 72nd St. E.
P-8	River Heights Vineyard Church	6070 Cahill Ave.
P-9	First Calvary Baptist Church	5495 S Robert Trail, Sunfish Lake
P-10	Bethesda Lutheran Church	2855 47th St E

Staff recommends approving the Resolution designating Polling Locations for 2021 for Residents of Inver Grove Heights.

RESOLUTION NO. _____

**RESOLUTION DESIGNATING POLLING LOCATIONS FOR 2021
FOR RESIDENTS OF INVER GROVE HEIGHTS, MINNESOTA**

WHEREAS, Minnesota Statutes 2016, section 204B.16, subdivision 1, states that by December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling location for each election precinct.

WHEREAS, designated in this resolution are the polling locations for 2020 calendar year unless a change is made:

- (1) pursuant to section 204B.175;
- (2) because a polling place has become unavailable and;

WHEREAS, the polling locations destinations have been approved by the County Auditor and the polling locations comply with Election Law M.S. 144.414; 200.02 subd. 24, 204B.16 subd. 1. and;

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council hereby designates that the following polling locations for any 2021 elections in the City and will be open from 7:00 a.m. to 8:00 p.m. for voting:

P-1	Amazing Grace Lutheran Church	7160 South Robert Trail
P-2	Inver Hills Church	8265 Babcock Trail
P-3	National Guard Armory	8055 Barbara Ave.
P-4	City Hall	8150 Barbara Ave.
P-5	Emanuel Lutheran Church	2075 70th St. E.
P-6	Good Shepherd Lutheran Church	7600 Cahill Ave
P-7	St. Patrick's Catholic Church	3535 72nd St. E.
P-8	River Heights Vineyard Church	6070 Cahill Ave.
P-9	First Calvary Baptist Church	5495 S Robert Trail, Sunfish Lake
P-10	Bethesda Lutheran Church	2855 47th St E

FURTHER, to direct staff to forward a copy of this resolution to Dakota County and the Minnesota Secretary of State.

Passed by the City Council of Inver Grove Heights this 11th day of January 2021.

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

204B.16 POLLING PLACES; DESIGNATION.

Subdivision 1. **Authority; location.** By December 31 of each year, the governing body of each municipality and of each county with precincts in unorganized territory must designate by ordinance or resolution a polling place for each election precinct. The polling places designated in the ordinance or resolution are the polling places for the following calendar year, unless a change is made:

(1) pursuant to section 204B.175;

(2) because a polling place has become unavailable; or

(3) because a township designates one location for all state and federal elections and one location for all township only elections.

Polling places must be designated and ballots must be distributed so that no one is required to go to more than one polling place to vote in a school district and municipal election held on the same day. The polling place for a precinct in a city or in a school district located in whole or in part in the metropolitan area defined by section 200.02, subdivision 24, shall be located within the boundaries of the precinct or within one mile of one of those boundaries unless a single polling place is designated for a city pursuant to section 204B.14, subdivision 2, or a school district pursuant to section 205A.11. The polling place for a precinct in unorganized territory may be located outside the precinct at a place which is convenient to the voters of the precinct. If no suitable place is available within a town or within a school district located outside the metropolitan area defined by section 200.02, subdivision 24, then the polling place for a town or school district may be located outside the town or school district within five miles of one of the boundaries of the town or school district.

Subd. 1a. **Notice to voters.** If the location of a polling place has been changed, the governing body establishing the polling place shall send to every affected household with at least one registered voter in the precinct a nonforwardable mailed notice stating the location of the new polling place at least 25 days before the next election. The secretary of state shall prepare a sample of this notice. A notice that is returned as undeliverable must be forwarded immediately to the county auditor. This subdivision does not apply to a polling place location that is changed on election day under section 204B.175.

Subd. 2. [Repealed, 1994 c 607 s 7]

Subd. 3. **Designation effective until changed.** The designation of a polling place pursuant to this section shall remain effective until a different polling place is designated for that precinct. No designation of a new or different polling place shall become effective less than 90 days prior to an election, including school district elections or referenda, and no polling place changes may occur during the period between the state primary and the state general election, except that a new polling place may be designated to replace a polling place that has become unavailable for use.

Subd. 4. **Prohibited locations.** No polling place shall be designated in any place where intoxicating liquors or nonintoxicating malt beverages are served or in any adjoining room. No polling place shall be designated in any place in which substantial compliance with the requirements of this chapter cannot be attained.

Subd. 5. **Access by elderly and persons with disabilities.** Each polling place shall be

accessible to and usable by elderly individuals and individuals with disabilities. A polling place is deemed to be accessible and usable if it complies with the standards in paragraphs (a) to (f).

(a) At least one set of doors must have a minimum width of 32 inches if the doors must be used to enter or leave the polling place.

(b) Any curb adjacent to the main entrance to a polling place must have curb cuts or temporary ramps. Where the main entrance is not the accessible entrance, any curb adjacent to the accessible entrance must also have curb cuts or temporary ramps.

(c) Where the main entrance is not the accessible entrance, a sign shall be posted at the main entrance giving directions to the accessible entrance.

(d) At least one set of stairs must have a temporary handrail and ramp if stairs must be used to enter or leave the polling place.

(e) No barrier in the polling place may impede the path of persons with disabilities to the voting booth.

(f) At least one parking space for persons with disabilities, which may be temporarily so designated by the municipality for the day of the election, must be available near the accessible entrance.

The doorway, handrails, ramps, and disabled parking provided pursuant to this subdivision must conform to the standards specified in the State Building Code for accessibility by persons with disabilities.

A governing body shall designate as polling places only those places which meet the standards prescribed in this subdivision unless no available place within a precinct is accessible or can be made accessible.

Subd. 6. **Public facilities.** Every statutory city, home rule charter city, county, town, school district, and other public agency, including the University of Minnesota and other public colleges and universities, shall make their facilities, including parking, available for the holding of city, county, school district, state, and federal elections, subject to the approval of the local election official. A charge for the use of the facilities may be imposed in an amount that does not exceed the lowest amount charged to any public or private group.

Subd. 7. **Appropriate facilities.** The facilities provided in accordance with subdivision 6 shall be sufficient in size to accommodate all election activities and the requirements of subdivision 5. The space must be separated from other activities within the building. The local election official may approve space in two connecting rooms for registration and balloting activities. Except in the event of an emergency making the approved space unusable, the public facility may not move the election from the space approved by the local election official without prior approval. In addition to the requirements of subdivision 5, the public facility must make remaining parking spaces not in use for regularly scheduled activities available for voters.

History: 1981 c 29 art 4 s 16; 1983 c 124 s 4; 1984 c 471 s 5; 1985 c 307 s 1; 1987 c 266 art 1 s 25;
1991 c 227 s 12,13; 1991 c 349 s 36,37; 1992 c 474 s 1; 1993 c 223 s 10; 1997 c 147 s 29,30;
2000 c 467 s 16; 2004 c 293 art 2 s 18; 2005 c 56 s 1; 2005 c 156 art 6 s 35,36; 2008 c 244 art 1 s 11; 2017 c 92 art 1 s 14; art 2 s 8

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Pay Request #1 and Change Order #1 for the Heritage Village Park Phase III Improvements

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Brian Swoboda
 Shannon Battles

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

PURPOSE/ACTION REQUESTED

The Council is asked to approve Pay Request #1 to JL Theis Inc. in an amount of \$53,386.37 and Change Order #1 in the amount of \$537.00 deduct to the contract. The project is funded by a grant from the State of MN DEED.

SUMMARY

The City awarded a contract to JL Theis Inc. on November 23, 2020 in the amount of \$298,728.60. Change Order #1 is a change in the way the railing will be placed along the retaining wall with a net result of a deduct of \$537.00 to the overall contract.

The contract with JL Theis Inc. is as follows:

JL Theis Inc.	\$298,728.60
Change Order #1	<u>(\$537.00)</u>
Total	\$298,191.60

The overall project costs are as follows:

WSB – Consulting	\$36,000	Design and Engineering
Fiber Installation	\$35,000	Communications Fiber
Construction Contract with JL Theis Inc.	\$298,729	Phase III contract
Change Order #1	(\$537)	Change in Railing
Construction Contingency	\$30,271	
Total	\$400,000	

TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: Heritage Village Park Ph 3

APPLICATION NO: 1
PERIOD TO: 12/23/2020

DISTRIBUTION
TO:
- OWNER
- ARCHITECT
- CONTRACTOR

FROM (CONTRACTOR): J.L. Theis, Inc.
860 Quaker Avenue, STE 102
Jordan, MN 55352-1083

VIA (ARCHITECT): WSB
701 Xenia Ave South
Ste 300
Minneapolis, MN 55416

ARCHITECT'S
PROJECT NO: 16668

CONTRACT FOR: HVP Phase 3 Development

CONTRACT DATE: 11/30/2020

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	298,728.60
2. Net Change by Change Orders	-537.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	298,191.60
4. TOTAL COMPLETED AND STORED TO DATE	56,196.18

5. RETAINAGE:

a. 5.00 % of Completed Work	\$ 2,809.81
b. 0.00 % of Stored Material	\$ 0.00

Total retainage (Line 5a + 5b) \$ 2,809.81

6. TOTAL EARNED LESS RETAINAGE	53,386.37
(Line 4 less Line 5 Total)	

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT

(Line 6 from prior Certificate) \$ 0.00

8. CURRENT PAYMENT DUE	53,386.37
------------------------	-----------

9. BALANCE TO FINISH, INCLUDING RETAINAGE

(Line 3 less Line 6) \$ 244,805.23

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	4,983.00	-5,520.00
TOTALS	4,983.00	-5,520.00
NET CHANGES by Change Order		-537.00

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner and that current payment shown herein is now due.



CONTRACTOR: J.L. Theis, Inc.
860 Quaker Avenue, STE 102
Jordan, MN 55352-1083

By: Jamie Theis / President Date: 12/23/2020

State of: MN

County of: Scott

Subscribed and Sworn to before me this 23 Day of December 20 20

Notary Public: [Signature] My Commission Expires: 1/31/2023

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 53,386.37

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

ARCHITECT: [Signature] Date: 12/23/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.



JL Theis, Inc.
860 Quaker Avenue, STE 102
Jordan, MN 55352-1083
(952)492-3888 FAX (952)492-3007

TO: City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

CONTRACT #:
PROJECT: Heritage Village Park Ph 3

INVOICE NO: 2536
PAY APPLICATION NO: 1
PERIOD TO: 12/23/2020
APPLICATION DATE: 12/23/2020
JOB NUMBER: 20-170-01

MONTHLY PAY APPLICATION

LINE	ITEM NO	DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TO DATE QUANTITY	TO DATE AMOUNT	% COMP
1	2021.501	MOBILIZATION	LSQ	1.00	12,000.00	12,000.00		0.00	.50	6,000.00	.50	6,000.00	50.00%
2	2105.501	SITE EARTHWORK/SUBGRADE PREP	LSQ	1.00	5,600.00	5,600.00		0.00	.20	1,120.00	.20	1,120.00	20.00%
3	2563.501	TRAFFIC CONTROL/SIGNAGE	LSQ	1.00	2,500.00	2,500.00		0.00	.25	625.00	.25	625.00	25.00%
4	2573.502.01	STORM DRAIN INLET PROTECTION	EA	2.00	150.00	300.00		0.00					.00%
5	2573.502.02	CONSTRUCTION ENTRANCE	EA	1.00	1,400.00	1,400.00		0.00					.00%
6	2573.503	EROSION CONTROL FENCE/BIOROLL	LF	1,200.00	3.00	3,600.00		0.00	220.00	660.00	220.00	660.00	18.33%
7	2575.504	EROSION CONTROL BLANKET	SY	110.00	3.00	330.00		0.00					.00%
8	2575.505.01	HYDRAULIC STABILIZER MULCH (BFM)	AC	1.20	5,000.00	6,000.00		0.00					.00%
9	2575.505.02	TYPE 1 PERMANENT TURF SEED	AC	1.20	3,000.00	3,600.00		0.00					.00%
10	2411.502	CONCRETE COLUMN FOOTINGS & PIERS	EA	8.00	1,375.00	11,000.00		0.00					.00%
11	2411.518	BIG BLOCK RETAINING WALL	SF	900.00	59.00	53,100.00		0.00	810.02	47,791.18	810.02	47,791.18	90.00%
12	2511.502	LIMESTONE BLOCKS (2x9)	EA	2.00	1,340.00	2,680.00		0.00					.00%
13	2511.502	LIMESTONE BLOCKS (2x5)	EA	6.00	1,400.00	8,400.00		0.00					.00%
14	2511.502	LIMESTONE BLOCKS (2x3)	EA	10.00	1,200.00	12,000.00		0.00					.00%
15	2521.518.01	6" REINFORCED CONCRETE PAVEMENT	SF	92.00	120.00	11,040.00		0.00					.00%
16	2521.518.02	6" STANDARD CONCRETE PAVEMENT	SF	500.00	12.00	6,000.00		0.00					.00%



JL Theis, Inc.
860 Quaker Avenue, STE 102
Jordan, MN 55352-1083
(952)492-3888 FAX (952)492-3007

TO: City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

CONTRACT #:
PROJECT: Heritage Village Park Ph 3

INVOICE NO: 2536
PAY APPLICATION NO: 1
PERIOD TO: 12/23/2020
APPLICATION DATE: 12/23/2020
JOB NUMBER: 20-170-01

MONTHLY PAY APPLICATION

LINE	ITEM NO	DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TO DATE QUANTITY	TO DATE AMOUNT	% COMP
17	2521.518.03	6" CONCRETE PAVEMENT (SPECIAL 1)	SF	980.00	20.00	19,600.00		0.00					.00%
18	2521.518.04	6" CONCRETE PAVEMENT (SPECIAL 1-MODIFIED)	SF	770.00	20.00	15,400.00		0.00					.00%
19	2521.518.05	6" CONCRETE PAVEMENT (SPECIAL 2)	SF	990.00	20.00	19,800.00		0.00					.00%
20	2531.503.01	CONCRETE MAINTENANCE STRIP	LF	120.00	46.00	5,520.00		0.00					.00%
21	2557.502	LASER CUT FENCE PANELS	EA	4.00	1,606.00	6,424.00		0.00					.00%
22	2557.503.01	ORNAMENTAL FENCE	LF	110.00	331.56	36,471.60		0.00					.00%
23	2557.503.02	TEMPORARY CHAINLINK FENCE	LF	7.00	130.00	910.00		0.00					.00%
24	2502.502	DRAINTILE CLEANOUT	EA	1.00	133.00	133.00		0.00					.00%
25	2503.603	4" NON-PERFORATED PVC PIPE	LF	115.00	12.00	1,380.00		0.00					.00%
26	2506.601	CONNECT TO EXISTING CB	LSQ	1.00	1,800.00	1,800.00		0.00					.00%
27	2506.602	NYOPLAST STRUCTURE	EA	1.00	350.00	350.00		0.00					.00%
28	2545.603	ELECTRICAL CONDUIT	LF	50.00	10.00	500.00		0.00					.00%
29	2104.504	REMOVE AND REPLACEMENT PAVEMENT	SY	30.00	120.00	3,600.00		0.00					.00%
30	2105.507.01	ROCK EXCAVATION	CY	15.00	300.00	4,500.00		0.00					.00%
31	2105.507.02	GRANULAR BORROW (P)	CY	1,000.00	6.00	6,000.00		0.00					.00%
32	2105.601	DEWATERING	LSQ	1.00	500.00	500.00		0.00					.00%



JL Theis, Inc.
860 Quaker Avenue, STE 102
Jordan, MN 55352-1083
(952)492-3888 FAX (952)492-3007

TO: City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

CONTRACT #:

PROJECT: Heritage Village Park Ph 3

INVOICE NO: 2536
PAY APPLICATION NO: 1
PERIOD TO: 12/23/2020
APPLICATION DATE: 12/23/2020
JOB NUMBER: 20-170-01

MONTHLY PAY APPLICATION

LINE	ITEM NO	DESCRIPTION	UNIT	BID QUANTITY	UNIT PRICE	SCHEDULED VALUE	PREVIOUS QUANTITY	PREVIOUS AMOUNT	CURRENT QUANTITY	CURRENT AMOUNT	TO DATE QUANTITY	TO DATE AMOUNT	% COMP
33	2105.604	GEOTEXTILE FABRIC	SY	150.00	3.00	450.00		0.00					.00%
34	2521.518.02	6" STANDARD CONCRETE PAVEMENT	SF	75.00	20.00	1,500.00		0.00					.00%
35	2531.503.02	6" X 12" CONCRETE PLAY CURB	LF	470.00	70.00	32,900.00		0.00					.00%
36	2575.505.03	WINTER RESTORATION	AC	1.20	1,200.00	1,440.00		0.00					.00%
CO1.1	2411.518	FENCE MODIFICATION	LSQ	1.00	4,983.00	4,983.00		0.00					.00%
CO1.2	2531.503.01	CONCRETE MAINTENANCE STRIP	LSQ	-1.00	5,520.00	-5,520.00		0.00					.00%

	CONTRACT TOTAL: \$	298,191.60	\$	TOTAL: \$	56,196.18	\$	56,196.18	18.85%
				RETAINAGE: \$	2,809.81	\$	2,809.81	
				LESS PREVIOUS BILLINGS:		\$		
				CURRENT AMOUNT DUE: \$	53,386.37	\$	53,386.37	

Contract Summary Sheet

Contract Change Order #1 for:

HVP Phase 3 Development
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Distribution To:

☐ Owner ☐ Field
☐ Consultant ☐ Other
☐ Contractor

To (Contractor):

JL Theis, Inc
860 Quaker Ave, Suite 102
Jordan, MN 55352

Date: 23-Dec-20

Consultants Project: #16668

CHANGES TO THE CONTRACT

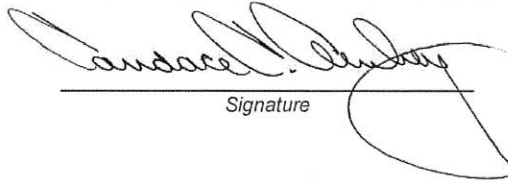
(The contractor shall make the following changes to the contract)

#	DESCRIPTION	ADD	DEDUCT
CO1.1	Fence Modification: Fence installation changed from being installed behind the retaining wall to being placed on the retaining wall, requiring modifications to design and installation methods.	4,983.00	
CO1.2	Concrete Maintenance Strip: Deletion of concrete maintenance strip		5,520.00
TOTAL CHANGE ORDER ADDS AND DEDUCTS:		4,983.00	5,520.00
NET CHANGE ORDER TOTAL:		(\$537.00)	

Contract Summary to Date	
Original Base Bid Contract Sum:	298,728.60
Previously Authorized Change Orders:	-
Net Change of this Change Order:	(537.00)
Total Contract Sum (Including all Change Orders to Date):	\$298,191.60

Consultant:

WSB
701 Xenia Ave. South - Suite 300
Minneapolis, MN 55416


Signature

12/23/2020

Date

Contractor:

JL Theis, Inc
860 Quaker Ave, Suite 102
Jordan, MN 55352

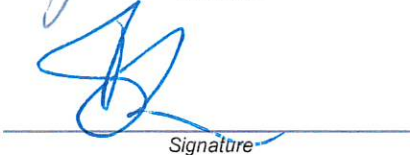

Signature

12/23/2020

Date

Owner:

City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077


Signature

12/4/2021
Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

BRIAN FRIEMANN – Case No. 20-49V

Meeting Date: January 11, 2021

Item Type: Consent

Contact: Heather Botten 651.450.2569

Prepared by: Heather Botten, Associate Planner

Reviewed by:

Fiscal/FTE Impact:☒

None

☐

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

Other

PURPOSE/ACTION REQUESTED

Approve a Resolution relating to a Variance from the minimum lot size and width standards to convert the vacant building into a duplex for property located at 7535 Cloman Way.

- Requires a 3/5th's vote.
- 60-day deadline: January 18, 2021 (first 60-days)

SUMMARY

The property is .18 acres in size (7,986 sq ft). It was formerly the Little Green store but has been vacant for a number of years. The applicant is requesting to renovate the existing building on the property, add two attached garages, and turn it into a duplex. The applicant is requesting a variance from the minimum lot size requirements to allow a duplex to be located on a lot 7,986 square feet in size whereas 15,000 square feet is required, and 72.5 feet wide whereas 100 feet is required.

The existing building on the site was built in 1961. The lot size and width do not meet current code requirements and it is considered a legal non-conforming lot. Any type of redevelopment would require variance approval. The applicant would be removing some of the hard surface on the property to provide green space for the tenants, the building would have vinyl lap horizontal siding, and access to the property would remain the same. The proposed building fits with the neighborhood as there are other multiple-family houses to the north and east of the subject parcel. Allowing the smaller lot size and width for residential properties can provide a different type of housing opportunity in that it may be more affordable for the tenants on the property.

Planning Staff: Based on the information provided staff recommends approval of the request with the conditions listed in the attached resolution.

Planning Commission: At the January 5, 2021 public hearing, the Planning Commission recommended approval of the request with the conditions listed in the attached resolution (8-0).

Attachments: Variance Resolution
PC recommendation
Planning staff report

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

RESOLUTION NO. 21-

**RESOLUTION APPROVING A VARIANCE FROM THE MINIMUM LOT SIZE AND
WIDTH STANDARDS IN THE R-2 DISTRICT**

CASE NO. 20-49V
Brian Friemann

Property located at 7535 Cloman Way and legally described as follows:

That part of the Northwest Quarter of the Southeast Quarter of Section 10, Township 27, Range 22, Dakota County, Minnesota, described as follows: Commencing at the Northwest corner of said quarter section, thence East on the north line thereof, 396.00 feet; thence South parallel with the West line thereof, 150.00 feet; this being the point of beginning of the tract to be described; thence South parallel with said West line, 72.50 feet; thence East parallel with said North line, 125.00 feet; thence North parallel with said West line, 72.50 feet; thence West parallel with said North line to the point of beginning. Subject to easements of record.

WHEREAS, an application has been received for a Variance to allow a duplex to be located on a lot 7,986 square feet in size whereas 15,000 square feet is required and 72.5 feet wide whereas 100 feet is required;

WHEREAS, the afore described property is zoned R-2, two-family residential;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on January 5, 2021 in accordance with City Code Section City Code 10-3-3: C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The lot was developed in 1961, prior to the adoption of the city code and does not meet current code requirements for the minimum lot size or width.
- b. The redevelopment of the property does not appear to have any adverse impacts on the neighboring properties.
- c. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a duplex to be located on a lot 7,986 square feet in size and 72.5 feet wide is hereby approved with the following conditions:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
2. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.
3. If the duplex has one shared utility system a maintenance agreement shall be required between the tenants; this agreement shall be submitted to the City prior to building permit issuance.

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

Adopted by the City Council of Inver Grove Heights this 11th day of January, 2021.

Tom Bartholomew, Mayor

Ayes:

Nays:

ATTEST:

Rebecca Kiernan, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: January 5, 2021

SUBJECT: **BRIAN FRIEMANN – CASE NO. 20-49V**

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance from the minimum lot size and width standards to convert the commercial building into a residential duplex, for the property located at 7535 Cloman Way. 6 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant received approval in 2016 for a rezoning of the property to R-2 and a variance from the minimum lot size and width requirements to convert the existing structure on the property into a duplex. The applicant recently submitted a building permit to move forward with that conversion; however, variances become void two years after being granted unless made use of within two years. The applicant is now asking for approval of the same variance that was approved in 2016. The property is 7,986 square feet in size whereas 15,000 square feet is the minimum lot size required in the R-2 district. The lot width is 72.5 feet whereas 100 feet is required. The applicant is requesting to renovate the existing vacant building on the property and add two garages to convert it into a duplex. The existing building is a legal non-conforming structure and was built in 1961. The site currently has about 100% impervious surface; the applicant would be removing some of the existing hard surface to provide green space for his tenants. The buildings would be constructed with lap siding on all four sides. The property is not large enough to comply with the minimum lot size or width standards for a residential district so any redevelopment of the site would require a variance. The variances would not impact the character of the neighborhood and the proposed duplex use would be consistent with other multi-family homes in the neighborhood. Staff recommends approval of the request with the practical difficulty and conditions listed. Staff did not hear from any of the neighboring property owners.

Chair Maggi asked when the property was rezoned to R-2.

Ms. Botten replied that in 2016 the property was rezoned from R-3A, Multi-Family Residential to R-2, Two-Family Residential.

Chair Maggi asked if a variance for exceeding the impervious surface coverage was needed.

Ms. Botten replied if they were building new, they would be allowed up to 30% of hard surface. Because the hard surface is existing it is considered legal non-conforming. The applicants are actually proposing to reduce the hard surface from what is currently on site.

Chair Maggi asked what the practical difficulty was for the variance in 2016.

Ms. Botten replied it was the same one listed in the report for this request.

Commissioner Wippermann asked if the applicant was planning to renovate the existing building or replace it.

Ms. Botten replied they planned to renovate it and add two garages.

Commissioner Robertson stated it was difficult for her to envision the existing structure being renovated into a duplex and asked if it was subject to building code requirements.

Ms. Botten replied in the affirmative, stating it must comply with all building and fire code requirements.

Opening of Public Hearing

Brian Friemann, 7535 Cloman Way, advised he was available to answer any questions.

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

Mr. Friemann replied in the affirmative. He advised that the project did not get started earlier because there was a lot of discussion relating to meeting engineering and building requirements. By the time those discussions were completed he had another large project he had to focus on. He was not aware of the two-year expiration on unused variances, and his intention would be to pull the permit and start working on this duplex yet this winter.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Chair Maggi stated in her opinion the practical difficulty used in 2016 regarding the property originally being developed prior to the adoption of the city code, and that any redevelopment would require a variance, was a valid practical difficulty.

Commissioner Niemioja advised that she supported the practical difficulty of the lot originally being developed in 1961 prior to the adoption of the city code. She did not recommend using the other two listed practical difficulties regarding it being used in a reasonable manner and being in harmony with the intent of the zoning and comprehensive plan because too many variances could go that way.

Commissioner Wippermann agreed, stating he supported only using the practical difficulty regarding it being developed prior to the city code and that any type of redevelopment would require a variance. The other two practical difficulties listed were accurate statements, but he did not feel they were valid practical difficulties.

Planning Commission Recommendation

Motion by Commissioner Simon, second by Commissioner Weber, to approve the request for a variance from the minimum lot size and width standards to convert the commercial building into a residential duplex, for the property located at 7535 Cloman Way, with the practical difficulty being that the property was originally developed in 1961, prior to the adoption of a city code and that any type of redevelopment would require some sort of a variance.

Motion carried (8/0). This item goes to the City Council on January 11, 2021.

P L A N N I N G R E P O R T
CITY OF INVER GROVE HEIGHTS

HEARING DATE: January 5, 2021

CASE NO: 20-49V

APPLICANT/PROPERTY OWNER: Friemann Real Estate Services, Inc.

REQUEST: A variance from the minimum lot size and width requirements to allow a duplex on the property.

LOCATION: 7535 Cloman Way

COMPREHENSIVE PLAN: LDR, Low Density Residential

ZONING: R-2, Two-family residential

REVIEWING DIVISIONS: Planning
Engineering

PREPARED BY: Heather Botten
Associate Planner

BACKGROUND

In 2016 the applicant received approval for a rezoning of the property and a variance from the minimum lot size and width requirements to convert the structure on the property into a duplex. The applicant recently submitted a building permit to move forward with the conversion of the existing structure. A variance shall become void two years after it was granted unless made use of within two years. The applicant is requesting approval of the same variance that was approved in 2016.

The applicant's property is .18 acres (7,986 square feet) in size and zoned R-2, two-family residential. The property was once home to the "little green" store. The building has been vacant for a number of years. The applicant is requesting to renovate the existing building on the property and add two garages to the site to turn the property into a duplex.

SPECIFIC REQUEST

The following specific applications are being requested:

- 1) A variance from the minimum lot size requirements to allow a duplex to be located on a lot 7,986 square feet in size whereas 15,000 square feet is required and a lot width of 72.5 feet whereas 100 feet is required.

EVALUATION OF THE REQUEST

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

North - Duplex; zoned R-3A; guided LDR

East - Multiple-family residential; zoned R-3A; guided LDR

West – Church; zoned P; guided Public/Institutional
South – Office; zoned R-3A; guided LDR

SITE PLAN REVIEW

Setbacks. The existing building, built in 1961, is a legal non-conforming structure. The two garage additions would comply with setback requirements for the R-2 zoning district.

Impervious surface. The site is currently about 100% impervious surface. The applicant would be removing some of the existing hard surface to provide green space for his tenants.

Access. Access to the property is not changing. There would be one access point off Cloman Way.

Exterior Materials. The building would have horizontal lap siding on all four sides. The building would comply with exterior material standards.

Engineering. The Engineering Department has reviewed the plans and supports the request. No stormwater treatment facilities are required, impervious surface would be reduced on the property. The use of the property would not create any adverse impacts to storm water compared to what is existing on the property.

Infrastructure

City sewer and water are available to the site. If one shared system is used with the duplex a maintenance agreement shall be required between the tenants of the two buildings. This agreement shall be submitted to the City prior to building permit issuance.

VARIANCE REVIEW

City Code Title 10, Chapter 3. Variances, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The applicant's property and surrounding neighborhood is guided for low density residential. The use of the property for a duplex would be consistent with the comprehensive plan.

Allowing a smaller lot size and width could provide for a different housing opportunity in that it may be affordable to more individuals.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The property is not physically large enough to comply with the minimum lot size and width requirements for a residential use. Any redevelopment of the site would require variance approval.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The property was originally developed in 1961 as a commercial lot, prior to the adoption of a city code. The lot size and width do not meet current code requirements and is considered a non-conforming lot. Any type of redevelopment would require variance approval.

4. *The variance will not alter the essential character of the locality.*

The lot size and width variance would not impact the character of the neighborhood. In respect to the use of the land, the proposed duplex would be consistent with other multi-family homes in the neighborhood.

5. *Economic considerations alone do not constitute an undue hardship.*
Economic considerations do not appear to be a basis or a sole basis for either of these requests.

ALTERNATIVES

- A. **Approval:** If the Planning Commission finds the application acceptable, the following request should be recommended for approval:

- Approval of a **Variance** to allow a duplex on a lot 7,986 square foot in size and 72.5 feet wide subject to the following conditions:
 1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
 2. The applicant shall meet all the conditions outlined in the City Engineers review letters and subsequent correspondence. Prior to commencement of any grading, the final grading, drainage and erosion control, and utility plans shall be approved by the City Engineer.
 3. If the duplex has one shared utility system a maintenance agreement shall be required between the tenants; this agreement shall be submitted to the City prior to building permit issuance.

Practical Difficulty:

- The property would be utilized in a reasonable manner providing for a duplex within a multi-family neighborhood. The variance requests do not appear to have any adverse impacts on the neighboring properties.
- The property was originally developed in 1961, prior to the adoption of a City Code. Any type of redevelopment would require some sort of a variance.
- The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the zoning and Comprehensive Plan designation.

B. Denial. If the Planning Commission does not favor the proposed application, the above requests should be recommended for denial. With a recommendation for denial, findings or the basis for the denial should be given.

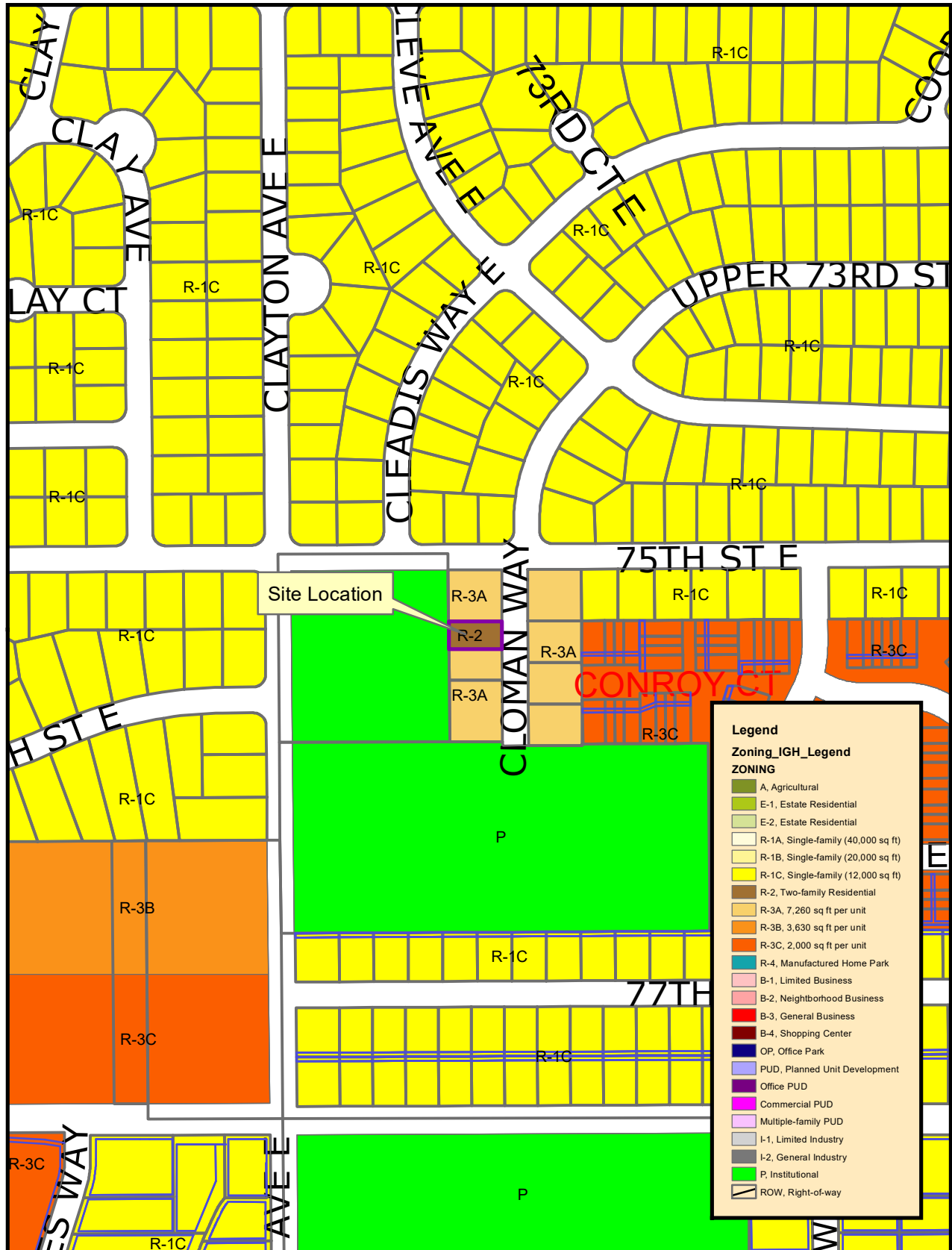
RECOMMENDATION

Based on the information in the preceding report and the conditions and practical difficulty listed in Alternative A, staff is recommending approval of the variance requests.

Attachments: Exhibit A – Zoning and Location Map
Exhibit B- Survey



7535 Cloman Way Case No. 20-49V



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

Map produced by the City of Inver Grove Heights GIS Dept.
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Exhibit A
Zoning and Location Map

Map not to scale

Certificate of Survey

~ for ~ Friemann Companies, INC.

of: 7535 Cloman Way
Inver Grove Heights, MN 55076

DESCRIPTION OF PROPERTY:

That part of the Northwest Quarter of the Southeast Quarter of Section 10, Township 27, Range 22, Dakota County, Minnesota, described as follows: Commencing at the Northwest corner of said quarter section, thence East on the north line thereof, 396.00 feet; thence South parallel with the West line thereof, 150.00 feet; this being the point of beginning of the tract to be described; thence South parallel with said West line, 72.50 feet; thence East parallel with said North line, 125.00 feet; thence North parallel with said West line, 72.50 feet; thence West parallel with said North line to the point of beginning. Subject to easements of record.

SURVEY NOTE:

Title issues may exist on this property. A previous survey of this property stated: Based on the note from a previous survey which stated that the plat of Amos Addition, which lies North of this property, was monumented in 1965, based on a monument at the West quarter corner of said Section 10, which later was proved to be in error. The correct corner was found to be approximately 18 feet north of that location, by the County Surveyor, and as a result, the irons set in Amos Addition and the curbs and roadway of 175th Street E. are approximately 7.5 feet (in our general vicinity) further South than they should be, according to the correct section corners. Some owners in the neighborhood may have been occupying these "too far south" lines. Consult with legal counsel as necessary.

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Steven V. Ische

22703

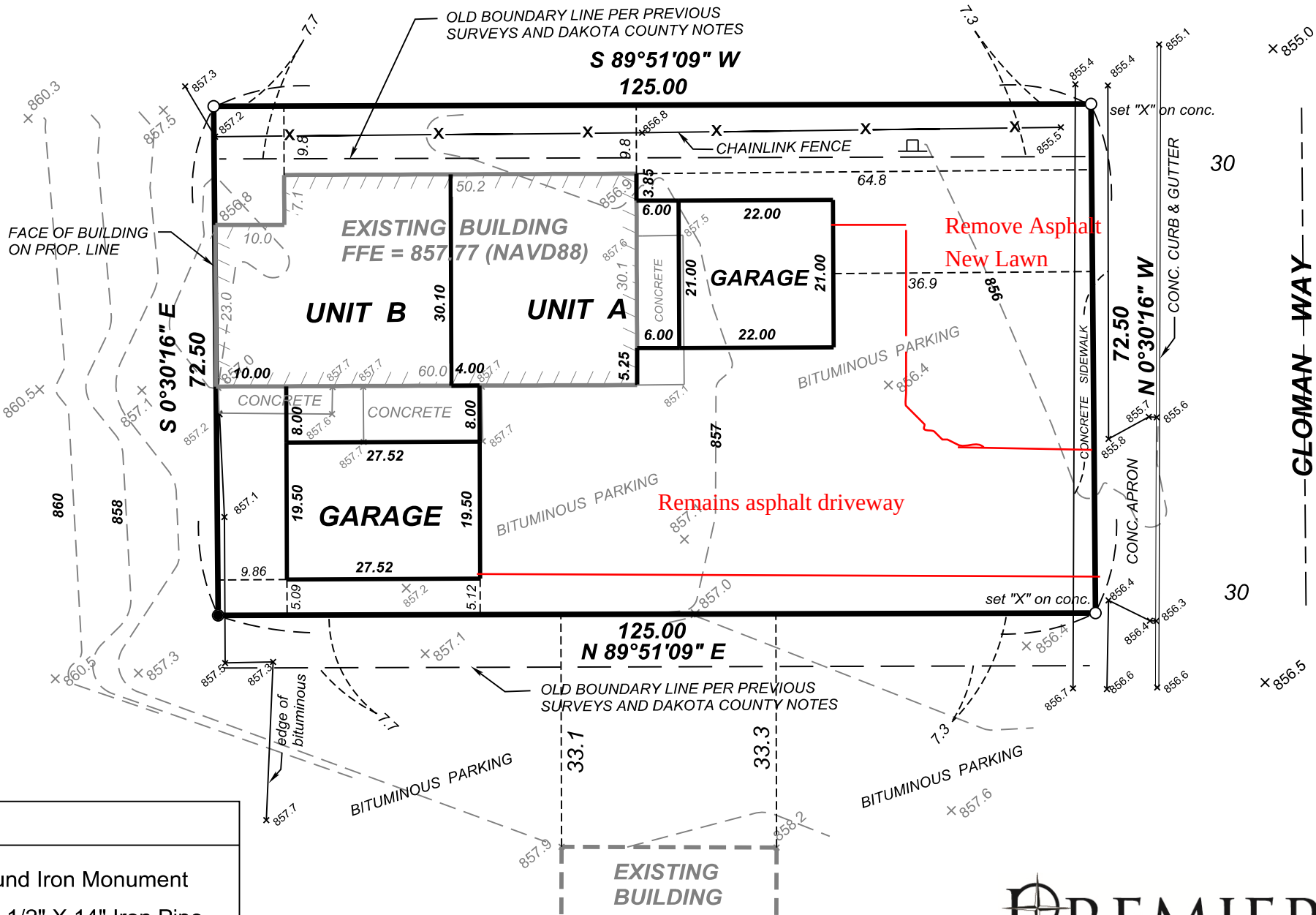
04/04/16

Steven V. Ische

License No.

Date

LEGEND	
●	Found Iron Monument
○	Set 1/2" X 14" Iron Pipe
×	Spot Elevation
□	Sign



PREMIER
LAND SURVEYING, LLC

PROJ. #1282-02

952-443-3010

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

SWIFT TRANSPORTATION- CASE NO. 20-51Z

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact: Allan Hunting 651.450.2554
 Prepared by: Allan Hunting, City Planner
 Reviewed by:

Fiscal/FTE Impact:

☒	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	Other

PURPOSE/ACTION REQUESTED

Approve the following actions relating to property located at 11380 Courthouse Boulevard:

1. An Ordinance to change the zoning from I-1, Limited Industry to I-2, General Industry.
 - Requires 3/5th's vote.
2. A Resolution for a Comprehensive Plan Amendment to change the land use from LI, Light Industrial to GI, General Industrial.
 - Requires 4/5th's vote.
 - 60-day deadline: February 6, 2021 (1st 60 days)

SUMMARY

Swift Transportation in the past operated a truck and freight terminal at the site but is no longer being done at this location. Swift is requesting a rezoning to allow for an expanded list of uses relating to trucking operations including allowing service and repair of customer or third party trucks. A comprehensive plan amendment is also required for consistency with the zoning.

ANALYSIS

Along this stretch of highway on both sides land uses consist of truck freight and repair operations, gravel pits, manufacturing, and warehousing. The properties to the north and south of the subject site both have third party truck repair operations that have occurred historically or allowed under past zoning ordinances. Both properties north and south are zoned I-1. The Swift property proposal would be to use this property the same as the abutting properties.

RECOMMENDATION

Planning Staff: Recommends approval of the Rezoning and Comprehensive Plan Amendment.

Planning Commission: Recommended approval of the requests with little discussion (8-0).

Attachments: Ordinance for Rezoning
 Resolution approving the Comprehensive Plan Amendment
 Planning Report

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A COMPREHENSIVE PLAN MAP AMENDMENT TO
CHANGE THE LAND USE DESIGNATION FROM LI, LIGHT INDUSTRIAL TO GI,
GENERAL INDUSTRIAL**

**CASE NO. 20-51Z
(Swift Transportation)**

WHEREAS, an application has been submitted for property address 11380 Courthouse
Boulevard and legally described as;

**Section 34, Township 27, Range 22
Part of the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ lying North and East of the Northerly line
of Great Northern Oil Branch RR, East of East R/W STH #52 and 56 and West of West
line of East 150 feet of said Southwest $\frac{1}{4}$ of Northeast $\frac{1}{4}$**

WHEREAS, an amendment to change boundaries of any district may be granted by the
City Council on an affirmative vote of 4/5ths of the Council as per City Code and Minnesota
Statute 462.355;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request
on May 18, 2020, in accordance with City Code and Minnesota Statute 462.355;

WHEREAS, the change to the Comprehensive Plan Land Use Plan was found by the City
Council to be consistent with the existing and proposed uses in the area;

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE
HEIGHTS**, that the Comprehensive Plan Map Amendment is hereby approved subject to the
following conditions:

1. The Metropolitan Council shall not require any significant modifications to the
comprehensive plan amendment.

2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.

Adopted by the City Council of Inver Grove Heights on this 11th day of January, 2021.

Ayes:

Nays:

ATTEST:

Thomas Bartholomew, Mayor

Rebecca Kiernan, City Clerk

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

ORDINANCE NO. ____

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 4 (ZONING MAP) OF THE
INVER GROVE HEIGHTS CITY CODE**

CASE NO. 20-51Z
(Swift Transportation)

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended to rezone the following described property located within the City of Inver Grove Heights from I-1, Limited Industry District to I-2, General Industry District to wit:

Property address: 11380 Courthouse Boulevard

Section 34, Township 27, Range 22
Part of the Southwest 1/4 of the Northeast 1/4 lying North and East of the
Northerly line of Great Northern Oil Branch RR, East of East R/W STH #52 and
56 and West of West line of East 150 feet of said Southwest 1/4 of Northeast 1/4

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

Ordinance No. _____
Page 2

the notations, references and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

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

Enacted and ordained into an Ordinance this 11th day of January, 2021.

Ayes:
Nays:

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

CASE NO.: 20-50Z

APPLICANT: Swift Transportation Co. of Arizona, LLC

PROPERTY OWNER: Swift Transportation

REQUEST: Change the zoning from I-1, Limited Industry District to I-2, General Industry District

LOCATION: 11380 Courthouse Boulevard

HEARING DATE: January 5, 2021

COMPREHENSIVE PLAN: LI, Light Industrial

ZONING: I-1, Limited Industry District

REVIEWING DIVISIONS: Planning

PREPARED BY: Allan Hunting
City Planner

BACKGROUND

The applicant is proposing to rezone approximate 26 acre parcel from I-1, Limited Industry to I-2, General Industry. The applicant would like have the ability to use the property for service and repair of trucks and trailers for third party customers. Currently the site operates under a conditional use permit for a truck and freight terminal. Service and repair of third party trucks is not allowed in the I-1 District. No physical changes to the existing site are proposed at this time.

The applicant has applied only for a rezoning of the property noting the Comprehensive Plan recognizes similarities between the LI and GI districts. The City's historical practice has been the I-2 district follows the General Industrial comp plan category and I-1 district follows the Limited Industrial category. Staff consulted with the City Attorney to confirm our historical interpretation. The City Attorney agrees that with a request for rezoning from I-1 to I-2 must also include a comp plan amendment from LI to GI so there is consistency with zoning and land use designations. Therefore, a comprehensive plan amendment must also be reviewed with this request.

SURROUNDING USES

The subject property is surrounded by:

North	I-State Truck Center; zoned I-1; guided LI.
East	Mississippi River, DNR scenic and natural areas
West	Hwy 52/55, gravel pit; zoned I-2; guided GI
South	Travel plaza and truck repair, distribution center; zoned I-1; guided LI

EVALUATION OF REQUEST

Comprehensive Plan Amendment

The subject parcel is currently guided Light Industrial and defined in the 2040 Comprehensive Plan as follows:

“Light Industrial areas in Inver Grove Heights include lots or parcels containing light manufacturing, goods movement and wholesales trade. Light Industrial parcels are located in a number of sites throughout the community with concentrations in the northeast and extreme southern portions of the city ”

A comp plan change is required so the land use map and zoning map would be consistent.

General Industrial is defined in the 2040 Comprehensive Plan as:

“The General Industrial category includes lots or parcels containing manufacturing, processing and disposal facilities. General Industrial parcels exist in only one area, southern Inver Grove Heights lying immediately west of Highway 52/55. The land use designated as general industrial on the future land use plan includes the Pine Bend Landfill.”

This report lists other policies in the 2040 Comprehensive Plan that are relevant to the request:

One of the goals of both the Light Industrial and General Industrial districts is to “Provide opportunities for new industrial development, expansion of existing uses and the redevelopment of existing industrial uses to expand employment opportunities and to serve existing businesses in the community.”

Existing surrounding uses. Along this stretch of highway on both sides land uses consist of truck freight and repair operations, gravel pits, manufacturing and warehousing. The properties to the north and south of the subject site both have third party truck repair operations that have occurred historically or allowed under past zoning ordinances. Both properties north and south are zoned I-1. The Swift property proposal would be to use this property the same as the abutting properties.

Rezoning Request. The applicant is requesting a rezoning to I-2 to allow the property to be used for service of semi-tanks, trucks and trailers (except prohibited by the fire code), including equipment, parts and tires. This use is a permitted use in the I-2 district.

The Zoning Ordinance defines the purpose of the I-1 District as

“The I-1, limited industry district is intended for the continued operation of light manufacturing, warehousing, and wholesale businesses.”

The Zoning Ordinance defines the purpose of the I-2 District as

“The purpose of the I-2 general industry district is to provide for areas which, because of the availability to thoroughfares and railroads, suitable topography, and isolation from residential areas, are appropriate for industrial uses which are of a more intensive nature. The I-2 district also allows certain business uses necessary to complement general industrial uses.”

The location and physical characteristics of the site lend itself to the I-2 district.

ALTERNATIVES

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

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

- o Approving the Comprehensive Plan Amendment from LI, Light Industrial to GI, General Industrial subject to the following conditions:
 1. The Metropolitan Council shall not require any significant modifications to the comprehensive plan amendment.
 2. The Metropolitan Council shall not make a finding that the comprehensive plan amendment has a substantial impact or contain a substantial departure from any metropolitan systems plan.
- o Approving the Rezoning of the property from I-1, Limited Industry District to I-2, General Industry District.

B. Denial If the Planning Commission does not favor the comprehensive plan amendment, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

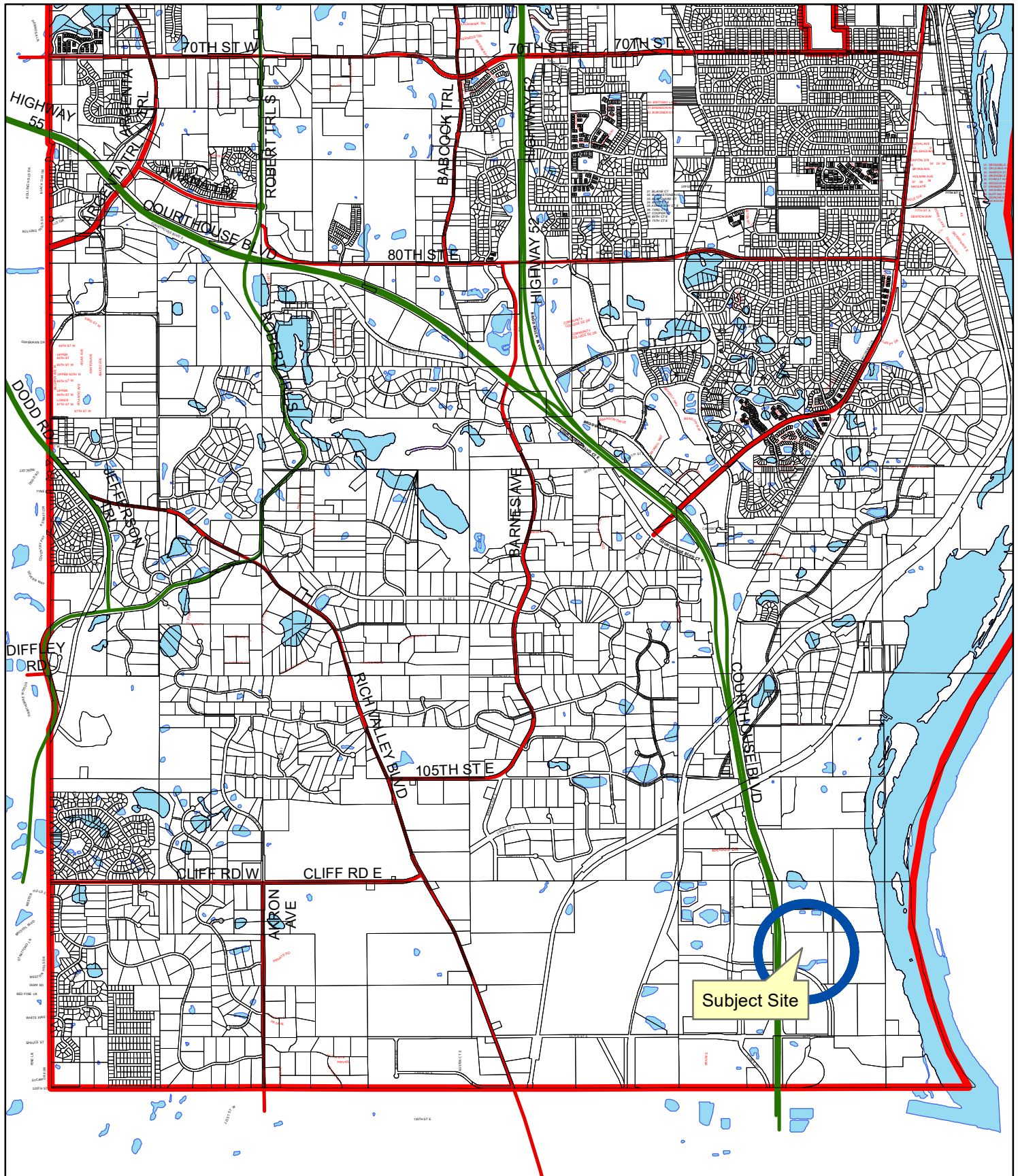
RECOMMENDATION

Expanding the allowed uses for the property to allow for truck and trailer repair would be consistent with existing uses both north and south of the property. Staff would recommend approval of both the comp plan amendment and rezoning.

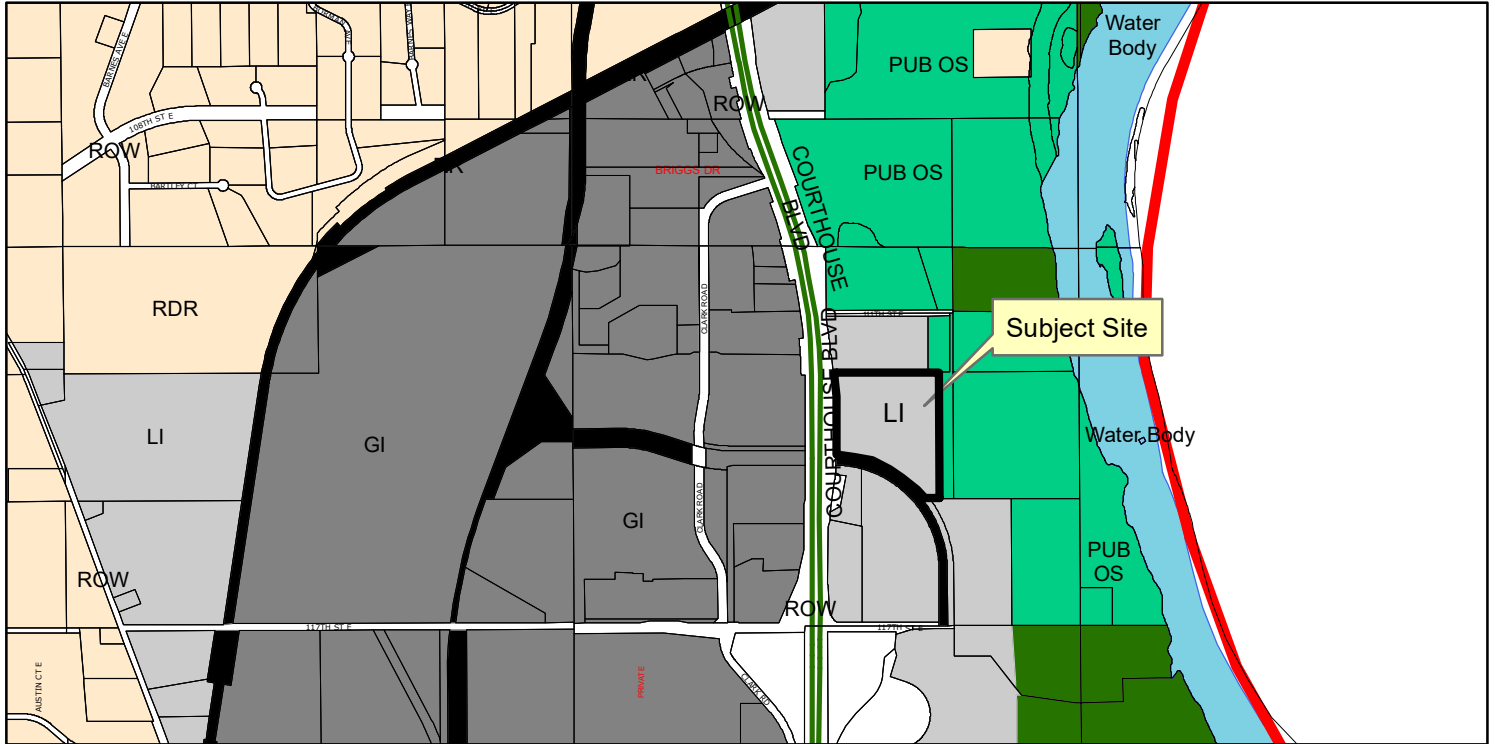
Attachments: Location Map
Existing/Proposed Comp Plan Map
Existing/Proposed Zoning Map
Applicant Narrative

Location Map

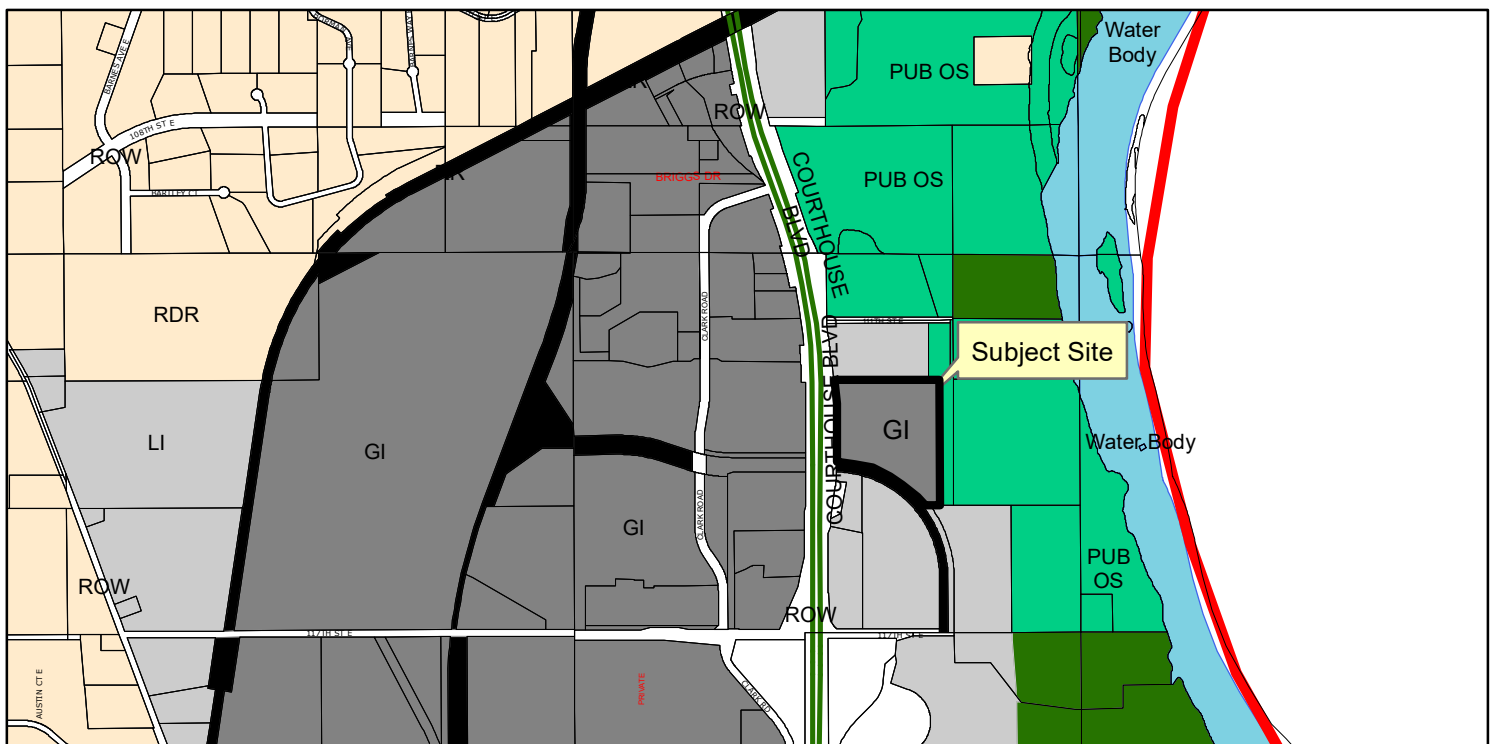
Case No. 20-50Z



Existing Land Use



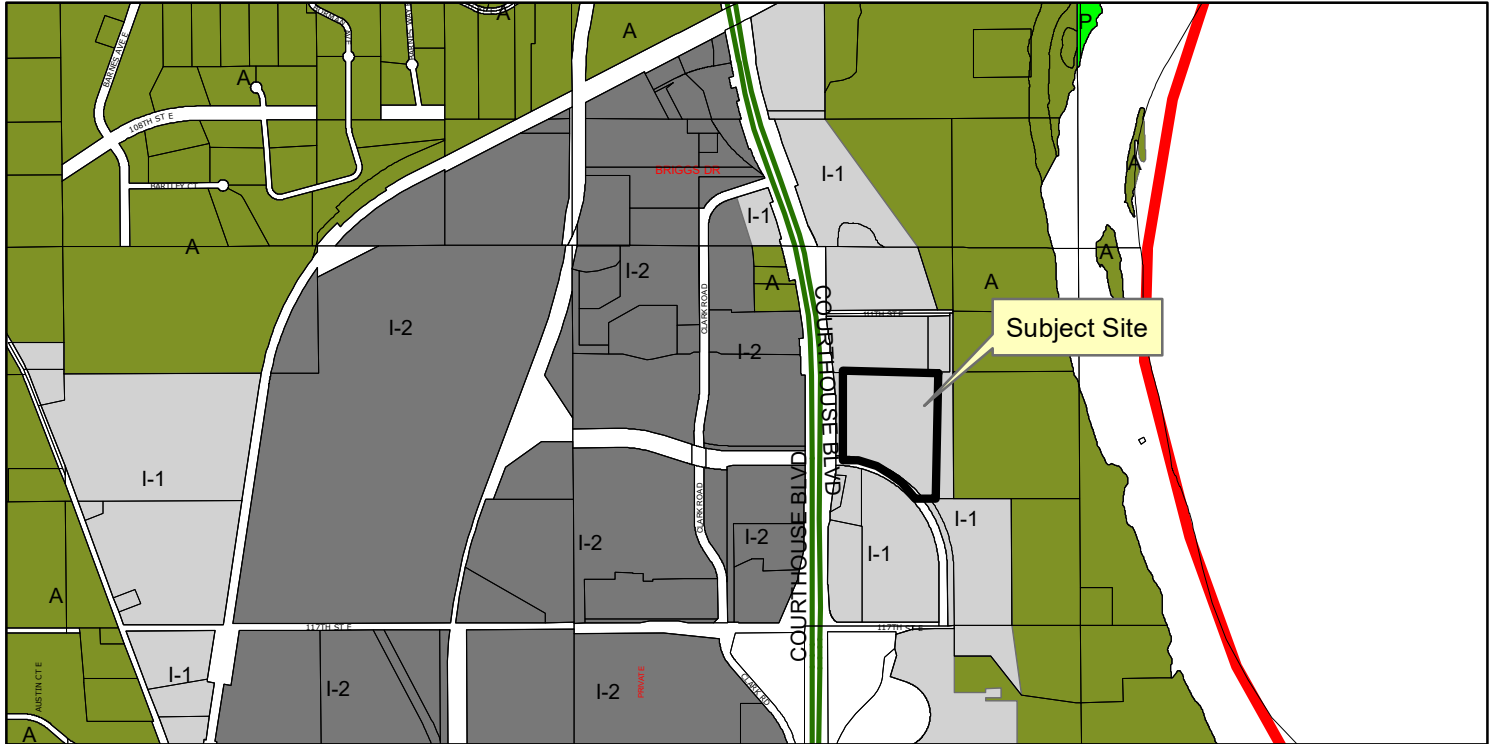
Proposed Land Use



Zoning Map

Case No. 20-50Z

Existing Zoning



Proposed Zoning





Larkin Hoffman

8300 Norman Center Drive
Suite 1000
Minneapolis, Minnesota 55437-1060

GENERAL: 952-835-3800
FAX: 952-896-3333
WEB: www.larkinhoffman.com

November 30, 2020

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

Re: Re-Zoning Application for 11380 Courthouse Boulevard

Dear Mr. Hunting

Attached to this letter please find the application of Swift Transportation Co. of Arizona, LLC ("Swift Transportation") for the rezoning of industrial property located at 11380 Courthouse Boulevard (the "Property") in Inver Grove Heights, Minnesota (the "City"). Swift Transportation is seeking to rezone the Property to General Industry ("I-2") in order be used, in part, as a service facility for industrial trucks and equipment.

The Rezoning Request is Consistent with the City Code & the Property's Surroundings

The Property is currently zoned Limited Industry ("I-1"). The Inver Grove Heights City Code ("City Code") states that the I-1 District is intended for "the continued operation of light manufacturing, warehousing, and wholesaling businesses." *City Code 10-11A-1*. This is consistent with how the Property has historically been used.

Swift Transportation wishes to use the Property to also service industrial trucks and equipment. The City Code provides that the "service of semi-tanks, trucks and trailers, including equipment, parts and tires" is permitted in the I-2 District. The City Code also states that the I-2 District is "to provide for areas which, because of the availability to thoroughfares and railroads, suitable topography, and isolation from residential areas, are appropriate for industrial uses which are of a more intense nature." *City Code 10-11C-1*. The Property is adjacent to U.S. Highway 52 and, like the numerous parcels on the opposite side of Highway 52 which are already zoned I-2, it has good access to thoroughfares and railroads and is well isolated from any residential areas. Therefore, the application to rezone the property I-2 is consistent with the City Code's description of the intended uses of the I-1 and I-2 Districts and also in alignment with the geographic location of the Property and the uses of surrounding parcels.

The Rezoning Request is Consistent with the City's Comprehensive Plan

State law requires cities to zone properties to conform with their comprehensive plans. *Minn. Stat. § 394.21*. The City Code provides that a "property owner or representative of the property owner may request...rezoning if it applies to his or her property." *City Code § 19.13*. The Property is currently zoned Light Industrial.

While the City's 2040 Comprehensive Plan ("Comp Plan") does make a distinction between parcels designated Light Industrial and those designated General Industrial, it expressly recognizes an overlap between, suggesting there are uses and zoning districts that are appropriate under either designation. Specifically, the Comp Plan states that "because of the similarities between the light industrial and general industrial land use categories, policies are combined for both uses." It subsequently outlines the following policies: *Comp. Plan 2-41*. Further, it outlines the following policies to be applied to both designations:

1. Provide opportunities for new industrial development, expansion of existing uses and the redevelopment of existing industrial uses to expand employment opportunities and to serve existing businesses in the community.
2. Improve the appearance of existing industrial areas and minimize adverse impacts on the community's image and development potential.
3. Ensure adequate public facilities and infrastructure systems to serve future development and redevelopment of the area.
4. Improve existing industrial areas over time using redevelopment tools and possibly financial incentives, particularly in areas that are highly visible from adjacent roadways.
5. Enact standards for new industrial developments that are in keeping with the need to improve the overall appearance of the community.
6. Require landscaped buffers between dissimilar land uses to enhance compatibility. *Id.*

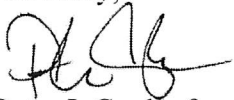
Swift Transportation's application to rezone the Property to I-2 is consistent with the Comp Plan as it would allow for the "the redevelopment of existing industrial uses to expand employment opportunities" (Goal #1). Further, expanded use allowed by the rezoning would support Swift Transportation's continued investment in the operation, maintenance, and upkeep of a visible industrial property in a way that would further Goal #2 and Goal #4.

Therefore, having reviewed the current zoning designation as well as the contemplated use of the Property proposed by Swift Transportation, the request to rezone the Property to I-2 is consistent with the City Code and City's 2040 Comp Plan. Further, it is consistent with the way neighboring properties are currently utilized. By rezoning the Property as proposed, Swift Transportation will be able to update and expand its use of the Property in a manner consistent with neighboring land uses.

Mr. Allan Hunting
November 30, 2020
Page 3

We look forward to City consideration of this application on behalf of Swift Transportation.
Please call me if you have questions about the submission.

Sincerely,



Peter J. Coyle, for
Larkin Hoffman

Direct Dial: (952) 896-3214
Direct Fax: (952) 841-1704
Email: pcoyle@larkinhoffman.com

cc: Sylvia Bejarano, Swift Transportation

Enclosure

4827-6269-3075, v. 1

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Shaun Cieslak for Northern Tier Retail LLC dba Speedway # 4548 located at 7501 Concord Blvd.

Meeting Date: January 11, 2021
 Item Type: Consent
 Prepared by: Rebecca Kiernan
 Reviewed by: Joe Lynch
 Contact: 651-450-2513

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Approve Operating Manager Shaun Cieslak for Northern Tier Retail LLC dba Speedway #4548 located at 7501 Concord Blvd.

SUMMARY:

Speedway #4548 has a change in the Operating Manager to Shaun Cieslak for their location at 7501 Concord Blvd. The applicant paid the appropriate fees and underwent background checks by the Police Department. The Police Department completed their investigation and found nothing to exclude Shaun Cieslak from being named the Operating Manager.

Staff recommends approval Shaun Cieslak as Operating Manager at Northern Tier Retail LLC dba Speedway #4548.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Approve Operating Manager Roxann Poissant for Pilot Travel Center at 11650 Courthouse Drive.

Meeting Date: January 11, 2021
Item Type: Consent
Prepared by: Rebecca Kiernan
Reviewed by: Joe Lynch
Contact: 651-450-2513

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Approve Operating Manager Roxann Poissant for Pilot Travel Center at 11650 Courthouse Drive.

SUMMARY:

Pilot Travel Center has a change in the Operating Manager to Roxann Poissant for Pilot Travel Center at 11650 Courthouse Drive. The applicant paid the appropriate fees and underwent background checks by the Police Department. The Police Department completed their investigation and found nothing to exclude Roxanne Poissant from being named the Operating Manager.

Staff recommends approval Roxanne Poissant as Operating Manager at Pilot Travel Center.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Contract Amendment with Braun Intertec for Response Action Plan for Heritage Village Park

Meeting Date: January 11, 2021
 Item Type: Consent Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

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

PURPOSE/ACTION REQUESTED

Consider approval of a contract amendment with Braun Intertec for environmental consulting services for Heritage Village Park in an amount not to exceed \$6,500. The project would be paid for using Fund 402.

SUMMARY

The City of Inver Grove Heights has worked to acquire properties and remediate contamination found on acquired property with the goal of creating a passive community park to be known as Heritage Village Park. Currently the City owns and will need to create a Response Action Plan for the property.

Braun has been hired to:

- Enter the LSS property into the Voluntary Brownfields Program
- Provide an updated Phase I of the LSS property
- Cover material assessment of fill from city street projects for approval to be used as clean fill within Heritage Village Park grading plan
- Response Action Plan and Construction Contingency Plan for the entire Heritage Village Park Phase II construction project
- Response Action Plan Implementation Report
- Letter of No Association for the LSS property (submitted before clean-up work begins)
- Letter of No Further Action for the LSS property (submitted once remediation work is complete)

Once successfully completed, the City will have the necessary approvals from the MPCA to use the property for public park purposes. The amended contract is for services that are needed to acquire the necessary documentation.



The Science You Build On.

Change Order Authorization

B1803368.00 - Change Order

Heritage Village Park - Phase II

Date: 1/6/21

Client:	Work Site Address:	Service Description:
City of Inver Grove Heights Eric Carlson 8055 Barbara Ave Inver Grove Heights, MN 55077 (651) 450-2587 ecarlson@ighmn.org	NW of Doffing Avenue & 65th Street E. Inver Grove Heights, MN	

Incorporate 2020 and 2021 site activities into RAP Implementation Report and prepare the updated Environmental Covenant.

Change Order Details								
Description	Action	Total Quantity		Sales Price		Total Sales Amount		CO Total
		Orig	New	Orig	New	Orig	New	
Project: B1803368.00 - Heritage Village Park - Phase II						\$30,400.00	\$34,900.00	\$4,500.00
Phase: 1 -Environmental Services						\$30,400.00	\$34,900.00	\$4,500.00
Activity: 1.1 -MPCA Enrollment						\$2,000.00		
Activity: 1.2 -Phase I ESA						\$2,300.00		
Activity: 1.3 -Cover Material Assessment - 65th Street Project						\$6,950.00		
Activity: 1.4 -Cover Material Assessment - 55th Street Project						\$5,550.00		
Activity: 1.5 -Prepare RAP and CCP						\$3,000.00		
Activity: 1.6 -RAP/CCP Implementation						\$4,800.00		
Activity: 1.7 -RAP Implementation Report						\$3,800.00	\$10,300.00	\$6,500.00



The Science You Build On.

Change Order Authorization

B1803368.00 - Change Order

Heritage Village Park - Phase II

Date: 1/6/21

Budget Summary

	Amount
Original Contract Amount: Environmental Consulting Services	\$28,400.00
Change Order 1 - Pending: Increase RAP Implementation budget and prepare updated Environmental Covenant	\$6,500.00
Revised Budget: The new total budget after pending change order	\$34,900.00

Authorization

Braun Intertec Corporation	Customer
Sincerely, BRAUN INTERTEC CORPORATION  Jeremiah Hansen Group Manager – Senior Scientist	The proposal is accepted, and you are authorized to proceed. _____ Authorizer's Firm _____ Authorizer's Signature _____ Authorizer's Name (please print or type) _____ Authorizer's Title _____ Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Proposal from Braun Intertec for Response Action Plan for Heritage Village Park

Meeting Date: April 22, 2019
Item Type: Consent Agenda
Contact: Eric Carlson – 651.450.2587
Prepared by: Eric Carlson
Reviewed by:

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

PURPOSE/ACTION REQUESTED

Approve a contract with Braun Intertec for environmental consulting services for Heritage Village Park in an amount not to exceed \$28,400. The project would be paid for using State Grant Funds and Fund 402 on a 1:1 basis.

SUMMARY

The City of Inver Grove Heights has been working to acquire properties and remediate contamination found on acquired property with the goal of creating a passive community park to be known as Heritage Village Park. Currently the City owns two properties (former McPhillips site, and former Brown Caulking site) that have an established Response Action Plan. The City is planning to acquire the LSS Property (6455 Doffing Ave.) and will need to create a Response Action Plan for the property.

Braun will be hired to:

- Enter the LSS property into the Voluntary Brownfields Program
- Provide an updated Phase I of the LSS property
- Cover material assessment of fill from city street projects for approval to be used as clean fill within Heritage Village Park grading plan
- Response Action Plan and Construction Contingency Plan for the entire Heritage Village Park Phase II construction project
- Response Action Plan Implementation Report
- Letter of No Association for the LSS property (submitted before clean-up work begins)
- Letter of No Further Action for the LSS property (submitted once remediation work is complete)

Once successfully completed, the City will have the necessary approvals from the MPCA to use the property for public park purposes.

April 17, 2019

Proposal QTB098007

Mr. Eric Carlson
City of Inver Grove Heights
Park and Recreation Direction
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Proposal to Provide Environmental Consulting Services
Heritage Village Park – Phase II
Northwest of Doffing Avenue and 65th Street East
Inver Grove Heights, Minnesota

Dear Mr. Carlson:

Braun Intertec Corporation is pleased to present this proposal for environmental consulting services at the above-referenced site (Site). We understand this project will include the construction of Phase II of the Heritage Village Park. The project includes the eastern portion of the larger Heritage Village Park, as well as properties acquired by the City of Inver Grove Heights (City if IGH) to the east, up to Doffing Avenue East, that will be incorporated into the larger Heritage Village Park.

Background

Several rounds of environmental investigation previously took place between 2000 and 2002 on the larger Heritage Village Park (former railroad property). Between 2006 and 2011 approximately 2 to 4 feet of clean fill was place across the former railroad property to provide a clean buffer for future park land use under a Minnesota Pollution Control Agency (MPCA) approved RAP/CCP (MPCA project numbers VP11790 and Leak No. 13163). There is an Environmental Covenant on the Heritage Village Park dated March 20, 2008 that requires actions in the park to be approved by the MPCA prior to completion due to the identified soil impacts remaining.

Previous investigations have been conducted on several of the parcels that have been acquired, including the former McPhillips property, former Brown Caulking property, former Riverside Auto property, former Kramer Residence, and former Amiri Auto property. Impacts were previously identified on the Brown Caulking and McPhillips properties and Response Action Plans (RAPs) were implemented for each one that included placement of up to 4 feet of clean fill over the impacts. Impacts were previously identified o the former Riverside Auto property and have not been addressed yet. The City of IGH is currently in the process of purchasing the former Riverside Auto property. No impacts were identified on the former Kramer Residence and Amiri Auto properties.

Scope of Work

The following environmental services are proposed to help obtain applicable regulatory approvals and assurances affecting successful redevelopment of the Site.

Task 1: Enter the MPCA Voluntary Brownfield Program

Former Riverside Auto Property

To obtain appropriate assurances and approvals from the MPCA for the purchase of the former Riverside Auto property, we will assist in enrolling the property into the MPCA Voluntary Brownfields Program. As part of this task, we will prepare an online MPCA program application and update the previously drafted Proposed Actions Letter that was not submitted requesting that a No Associated Determination be provided for the non-petroleum impacts previously detected.

The MPCA requires that a Phase I ESA that is less than 1 year old be provided. Based on discussions with the MPCA project manager, we also will prepare a Phase I environmental site assessment (ESA) update letter (in lieu of a full Phase I ESA) to fulfill this requirement since Site conditions haven't changed since completion of the initial Phase I ESA.

Heritage Village Park – Phase II

To obtain appropriate approvals from the MPCA for the proposed park project, we will assist in enrolling the property into the MPCA Voluntary Brownfields Program. As part of this task, we will prepare an online MPCA program application and correspond as necessary with the MPCA.

Task 2: Phase I ESA

In order to enter the MPCA Voluntary Program to receive MPCA approval of a RAP, the MPCA requires that a Phase I Environmental Site Assessment (ESA) that is less than 1 year old be submitted.

Braun Intertec will complete a Phase I ESA for the Heritage Village Park – Phase II project in accordance with ASTM Practice E 1527-13 and 40 CFR Part 312. The Phase I ESA will include a review of historical information, a government records review, and a Site visit to confirm current conditions. The Phase I ESA results will be summarized in a written report which will be issued in electronic PDF format, and included with the MPCA VIC Application. The Phase I ESA report will take approximately 2-3 weeks from authorization.

Task 3: Cover Material Assessment – 65th Street Project

We understand that approximately 40,000 cubic yards of soil that was excavated and stockpiled as part of the 65th Street project is proposed to be used as clean cover material at the Heritage Village Park – Phase II project. To evaluate whether the soil can be used as cover material at the Heritage Village Park – Phase II project, 16 soil samples will be collected and analyzed for volatile organic compounds (VOCs), gasoline range organics (GRO), diesel range organics (DRO) using the silica gel cleanup method, polycyclic aromatic hydrocarbons (PAHs), and 8 Resource Conservation and Recovery Act (RCRA) metals.

The samples will be collected from the stockpile using hand equipment.

Reporting

Results of the cover material assessment will be provided as they become available from the laboratory. The soil analytical results will be documented within the Response Action Plan Implementation Report that will be prepared at the end of the project and is described in sections that follow.

Task 4: Cover Material Assessment – 55th Street Project

We understand that approximately 6,500 cubic yards of soil that will be excavated as part of the 55th Street project is proposed to be used as clean cover material at the Heritage Village Park – Phase II project. To evaluate whether the soil can be used as cover material at the Heritage Village Park – Phase II project, 6 push probe soil borings will be advanced to 4 feet to allow collected of 6 soil samples for analysis for VOCs, GRO, DRO using the silica gel cleanup method, PAHs, and 8 RCRA metals.

Site Staking and Utility Clearance

Braun Intertec will stake prospective subsurface exploration locations and obtain surface elevations at those locations using GPS (Global Positioning System) technology.

Prior to starting the investigation, Braun Intertec or the licensed subcontractor will contact Gopher State One Call and request that they make arrangements for the appropriate public utility companies to identify locations of public underground utilities at the Site. A Braun Intertec representative will conduct a utility meet to assure health and safety requirements are met (add this if required at your Site).

Braun Intertec or the licensed subcontractor will subcontract a private utility locator to assist in locating any private utilities located on the Site.

Reporting

Results of the cover material assessment will be provided as they become available from the laboratory. The soil analytical results will be documented within the Response Action Plan Implementation Report that will be prepared at the end of the project and is described in sections that follow.

Task 5: Prepare Response Action Plan

Braun Intertec will prepare a Response Action Plan and Construction Contingency Plan (RAP/CCP) for the Heritage Village Park – Phase II project. The RAP/CCP will describe the proposed redevelopment, the type and location of contaminated materials that are anticipated to be encountered, and the procedures that will be used to appropriately manage the impacts. The RAP/CCP also will provide contingency procedures in the event an underground storage tank (UST) or other previously unidentified contamination is encountered.

The RAP/CCP, along with the Phase I ESA, and MPCA application will be submitted to the MPCA for review and approval prior to Site work taking place.

Task 6: RAP Implementation

As part of the services provided, a Braun Intertec environmental field technician will make periodic Site visits during filling activities to screen the imported clean cover material. For this task, we are assuming we will be on Site up to six times for 4-hour intervals each during Site activities. The majority of the proposed RAP activities includes placement of clean fill across the Site, specifically documenting that the three previously documented contaminated sites have at least 4 feet of clean cover material over them at the completion of the project. Minor excavation planned will primarily be in the clean cover material. In the event that contaminated materials are encountered during the excavation activities, the material

will be managed in accordance with the RAP. The RAP describes various scenarios for either off-Site disposal or potential on-Site/off-Site reuse of impacted soil; however, it is important to note on-Site/off-Site reuse is subject to MPCA reuse and geotechnical stipulations. This task also includes project management time for project team correspondence.

Up to 4 soil samples are budgeted just in case they are needed. They will be collected in accordance with the RAP. The soil samples will be submitted for chemical analysis for VOCs, DRO with silica gel cleanup, GRO, PAHs, and 8 RCRA metals.

Note that onsite time and our estimated costs may change depending upon field conditions, the amount of impacted soil encountered, and the excavation contractor's schedule. The RAP provides contingency procedures in the event a UST or unidentified contamination is encountered; however, no costs to provide services for these items are included in this proposal.

Task 7: RAP Implementation Report

A report summarizing the implementation activities will be prepared upon completion of the project. The report will be provided to the client and submitted to the MPCA requesting approval of the response actions completed.

Cost Estimate

Braun Intertec will invoice you for the services described above on an hourly and unit cost basis. Although the actual cost associated with the above-listed service descriptions may be more or less than the estimated cost, the estimated cost will not be exceeded without additional authorization from you.

The estimated cost breakdown by activity is listed below:

<u>Service Description</u>	<u>Cost Estimate</u>
Task 1: Enter the MPCA Voluntary Brownfields Program	\$ 2,000
Task 2: Phase I ESA	2,300
Task 3: Cover Material Assessment – 65 th Street Project	6,950
Task 4: Cover Material Assessment – 55 th Street Project	5,550
Task 5: Prepare Response Action Plan and Construction Contingency Plan	3,000
Task 6: RAP/CCP Implementation <i>(Includes six visits at 4 hours each, equipment, and 4 analytical soil samples)</i>	4,800
Task 7: RAP Implementation Report	<u>3,800</u>
Total:	\$ 28,400

Scheduling

Work will begin immediately upon authorization. Turnaround time on laboratory analysis will be approximately 5-7 business days. We will begin preparation of the RAP/CCP upon receipt of authorization and anticipate submittal of it to the MPCA first part of May. The MPCA has up to 60 days from time of receipt to provide the No Association Determination, and review and approve the RAP/CCP.

General Remarks

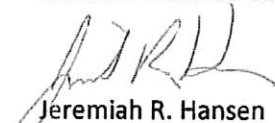
Braun Intertec appreciates the opportunity to present this proposal to you. This proposal is being sent in an electronic version only. Braun Intertec would be happy to meet with you to discuss our proposed Scope of Services further and clarify the various scope components.

After reviewing this proposal, please sign and return one copy to Braun Intertec as notification of acceptance and authorization to proceed. If anything in this proposal is not consistent with your requirements, please let us know immediately.

Work will be completed in accordance with the Master Professional Services Agreement between Braun Intertec and the City of Inver Grove Heights. We appreciate the opportunity to provide professional services for you on this project. If you have questions regarding the contents of this proposal, please call Jeremy Hansen at 952.995.2464.

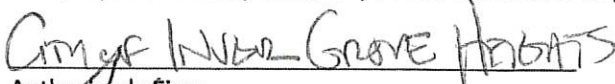
Sincerely,

BRAUN INTERTEC CORPORATION

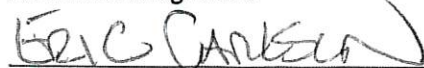

Jeremiah R. Hansen
Associate Principal - Senior Scientist


Michael L. Bratrud, PG
Vice President

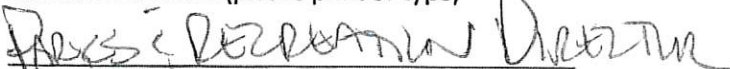
The proposal is accepted, and you are authorized to proceed.


Authorizer's Firm

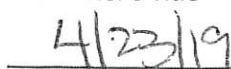
Authorizer's Signature



Authorizer's Name (please print or type)



Authorizer's Title


Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Change Order Nos. 7 & 8 and Pay Voucher No. 12 for City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:	
☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Municipal State Aid Funds, NWA Water Fund 511, NWA Storm Water Fund 448

PURPOSE/ACTION REQUESTED

Consider Change Order Nos. 7 & 8 and Pay Voucher No. 12 for City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

SUMMARY

The improvements were ordered as part of the 2018 Capital Improvement Program. The contract was awarded in the amount of \$3,822,211.12 to Max Steininger, Inc. on July 23, 2018.

Change Order Nos. 7 & 8 and Pay Voucher No. 12 is for work that occurred through December 31, 2020 and includes additional unanticipated erosion control measures, mobilization for concrete placement, additional signage, pipe slip lining and retainage reduction for the 65th Street and T.H. 3 intersection improvements and watermain installation.

I recommend approval of Change Order No. 7 in the amount of \$9,526.41, Change Order No. 8 in the amount of \$ 42,374.75, and Pay Voucher No. 12 in the amount of \$ 233,150.75 for work on the 2018 Capital Improvement Program, City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

TJK/me

Attachments: Change Order Nos. 7 & 8
 Pay Voucher No. 12

CHANGE ORDER NO. 7

**City Project Nos. 2017-03 & 2017-24
Watermain Improvements 65th Street Loop
and T.H. 3 Intersection Improvements for 65th Street**

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 11, 2021
Contractor: Max Steininger, Inc.	Engineer: WSB, Inc.
<u>Purpose of Change Order</u> Cost to install additional erosion control measures, cost for additional signage and to remobilize for concrete work due to utility conflict.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 3,822,211.12	Original Contract Time:
Previous Change Order No. 1, 2, 3, 4, 5, & 6 \$ 109,228.88	Net Change from Previous Change Orders: 0
Contract Price Prior to this Change Order \$ 3,931,440.00	Contract Time Prior to this Change Order
Net Increase of this Change Order: \$ 9,526.41	Net Increase of Change Order:
Contract Price with all Approved Change Orders \$ 3,940,966.41	Contract Time with Approved Change Orders
Recommended By:  Mike Edwards, Engineering Technician	Approved By:  Max Steininger, Inc.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

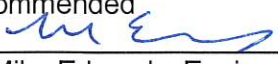
Tom Bartholomew, Mayor

Date of Council Action:

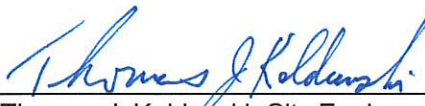
January 11, 2021

CHANGE ORDER NO. 8

City Project Nos. 2017-03 & 2017-24 Watermain Improvements 65th Street Loop and T.H. 3 Intersection Improvements for 65th Street

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: January 11, 2021
Contractor: Max Steininger, Inc.	Engineer: WSB, Inc.
<u>Purpose of Change Order</u> Culvert under Highway 3 was not able to be slip lined with 18" pipe as planned. Contractor investigated and it was determined a 15" pipe would work. Engineer directed contractor to slip line the 15" pipe. This change order is to cover costs associated with this work.	
CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: \$ 3,822,211.12	Original Contract Time:
Previous Change Order No. 1, 2, 3, 4, 5, 6, & 7 \$ 118,755.29	Net Change from Previous Change Orders: 0
Contract Price Prior to this Change Order \$ 3,940,966.41	Contract Time Prior to this Change Order
Net Increase of this Change Order: \$ 42,374.75	Net Increase of Change Order:
Contract Price with all Approved Change Orders \$ 3,983,341.16	Contract Time with Approved Change Orders
Recommended By:  Mike Edwards, Engineering Technician	Approved By:  Max Steininger, Inc.

Approved By:


Thomas J. Kaldunski, City Engineer

Approved By:

Tom Bartholomew, Mayor

Date of Council Action:

January 11, 2021

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

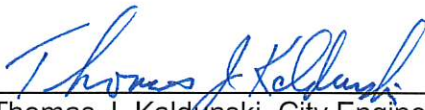
ESTIMATE NO: 12 (Twelve)
DATE: January 11, 2021
PERIOD ENDING: December 31, 2020
PROJECT NO: City Project Nos. 2017-03 – Watermain Improvements 65th Street Loop
and 2017-24 – T.H. 3 Intersection Improvements for 65th Street

TO: Max Steininger, Inc.
3080 Lexington Avenue South
Eagan, MN 55121

Original Contract Amount\$3,822,211.12
Total Addition\$161,130.04
Total Deduction\$0.00
Total Contract Amount.....\$3,983,341.16
Total Value of Work to Date..... \$3,894,575.31
Less Retained \$50,000.00
Less Previous Payment.....\$3,611,424.56
Total Approved for Payment this Voucher..... \$233,150.75
Total Payments including this Voucher\$3,844,575.31

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above state amount for work performed through December 31, 2020.

Signed by:	 Thomas J. Kaldunski, City Engineer	<u>January 11, 2021</u> Date
Signed by:	 Max Steininger, Inc.	<u>12/30/20</u> Date
Signed by:	_____ Tom Bartholomew, Mayor	<u>January 11, 2021</u> Date

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appointment of Board Member to the Lower Mississippi River Watershed Management Organization (LMRWMO)

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Thomas J. Kaldunski, 651.450.2572
 Prepared by: Thomas J. Kaldunski, City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider appointment of Tenzin Dolkar as the City's alternate representative on the Board of Managers for the LMRWMO.

SUMMARY

The LMRWMO is one of two watershed management organizations that covers the City. The City has one representative on the LMRWMO Board of Managers and one alternate representative. Ms. Lencowski is the City's representative on the Board of Managers.

Staff advertised for a position on the E-IGHWMO and we received two applications. Tenzin Dolkar was one of the applicants. Staff reached out to Tenzin regarding serving on the LMRWMO. Tenzin Dolkar indicated an interest in service as the alternate on the Board of Managers for the LMRWMO.

I recommend that the City Council appoint Tenzin Dolkar as the City's alternate representative on the Board of Managers for the LMRWMO.

TJK/kf
 Enclosure: Application

**CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077**

WATERSHED MANAGEMENT ORGANIZATION BOARD

FULL NAME (Print or Type): Tenzin Dolkar

ADDRESS:

YEARS AT ABOVE ADDRESS: 1 Year LIVED IN IGH: 1

Year

HOME PHONE:

WORK PHONE: N/A

EMPLOYMENT, OCCUPATION OR OTHER EXPERIENCE:

- Climate Advisor- City of Minneapolis, Bloomberg American Cities Climate Challenge/ Natural Resources Defense Council | 2019- Present
- Rail Director/ Transportation & Agriculture Policy Advisor to Governor Mark Dayton| 2016- 2019
- Volunteer Member, Partners in Energy | Inver Grove Heights, MN| 2020
- Co-President, League of Women Voters of St. Paul | Saint Paul, MN| 2008- 2013

MEMBERSHIPS, QUALIFICATIONS, OTHER ACCOMPLISHMENTS:

N/A

LIST SKILLS & INTERESTS:

Public Policy, Strategic Planning, and climate policies

PLEASE STATE REASONS FOR INTEREST IN SERVING ON BOARD:

Watershed is important to the health of clean water in the State of Minnesota. I have a personal interest in supporting Minnesota to have clean and safe drinking water for all. In my previous job, I worked on pollinator policies and groundwater protection rule. Also, I moved to Inver Grove Heights a year ago and look forward to contributing to the community I live in.

Your response to any of the above may be continued on the back of this form and you may attach other materials you would like the Council to review with this application.

Signature: Tenzin Dolkar

Date: December 11, 2020

The City of Inver Grove Heights is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, creed, color, sex, age, national origin, or handicap.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Amending Assessment Roll for 2020 Pavement Management Program, City Project No. 2016-09G – 60th St., 62nd St. and Bacon Ave. Street Improvements for the Residential Driveway Restoration Program Participation

Meeting Date: January 11, 20201

Item Type: Consent

Contact: Thomas J. Kaldunski, 651.450.2572

Prepared by: Steve Dodge, Asst. City Engineer *SWD*

Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Special Assessments, Pavement Management Fund, Franchise Fee Fund, DCSWCD Grant, Water Fund and Sewer Fund

PURPOSE/ACTION REQUESTED

Consider resolution amending assessment roll for 2020 Pavement Management Program, City Project No. 2016-09G – 60th St., 62nd St. and Bacon Ave. Street Improvements for the Residential Driveway Restoration Program Participation.

BACKGROUND

The Driveway Restoration Program was initiated in 2008. This program allows homeowners who meet certain driveway reconstruction requirements, and who are impacted by the project, to receive a credit against the special assessment for the project levied against the homeowner's property. During reconstruction, the City typically removes and restores a portion of the driveway to tie into the newly reconstructed street. This program was developed for homeowners who desire to replace their entire driveway in conjunction with a City project to receive a credit for the paving the City would have performed. The homeowner hires a contractor of their choice to reconstruct and pave their entire driveway from the garage up to the curb.

The driveway credit is based on City contract prices and the estimated portion of the project assessment designated for driveway paving on the project. One resident on City Project No. 2016-09G participated in the program and will receive a total driveway credit of \$333.91.

Attached is an amended assessment roll which reflects the property owner that will receive a driveway credit. If a person has already paid the assessment in full, a check for the driveway credit amount will be issued to the homeowner.

Staff recommends approval of the revised assessment roll (attached) to be forwarded onto Dakota County.

SWD/kf

Attachments: Resolution

Amended Assessment Roll for City Project No. 2016-09G

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

RESOLUTION NO _____

**RESOLUTION AMENDING THE ASSESSMENT ROLL FOR CITY PROJECT NO. 2016-09G –
60TH ST., 62ND ST., AND BACON AVE. STREET IMPROVEMENTS FOR THE RESIDENTIAL
DRIVEWAY RESTORATION PROGRAM PARTICIPATION**

WHEREAS, on April 27, 2020, the assessment roll for City Project No. 2016-09G – 60th St., 62nd St. and Bacon Ave. Street Improvements was adopted by the City Council of Inver Grove Heights; and

WHEREAS, the City allows residents to participate in a Residential Driveway Restoration Program for areas of street reconstruction and this program allows a landowner to receive a credit towards his/her assessment if they hire a contractor to replace their whole driveway from the garage up to the curb, including the portion adjacent to the street that was removed to facilitate the street reconstruction; and

WHEREAS, landowners that have participated in the Residential Driveway Restoration Program have all completed their driveway and the credit can now be applied toward their assessment; and

WHEREAS, the 2016-09G assessment roll as attached has been amended to reflect the credit applied towards these homeowner's assessment.

NOW, THEREFORE, BE IT RESOLVED THAT the amended assessment roll for City Project No. 2016-09G – 60th St., 62nd St. and Bacon Ave. Street Improvements is hereby amended to reflect credits for the Residential Driveway Restoration Program.

Adopted this 11th day of January 2021 by the City Council of the City of Inver Grove Heights, Minnesota.

Tom Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

AMENDED ASSESSMENT ROLL
CITY PROJECT NO. 2016-09G - 60TH ST, 62ND ST, BACON AVENUE STREET IMPROVEMENTS
TERMS: 10 Years at 2.15 Percent
(Interest to begin accrual on 1/1/2021)

PID NO.	SITE ADDRESS	DRIVEWAY CREDIT	FINAL ASSESSMENT	FINAL ASSESSMENT WITH DRIVEWAY CREDIT
20-00400-28-010	2019 62nd St E	\$333.91	\$12,000.00	\$11,666.09

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Resolution Accepting Proposals and Authorizing Consultant Professional Engineering Services for the Fortistar RNG Expansion at Pine Bend Landfill

Meeting Date:	January 11, 2021	Fiscal/FTE Impact:
Item Type:	Consent	☐ None
Contact:	Thomas J. Kaldunski, 651.450.2572	☐ Amount included in current budget
Prepared by:	Jacob Moser, Civil Engineer	☐ Budget amendment requested
Reviewed by:	Scott D. Thureen, Public Works Director	☐ FTE included in current complement
		☐ New FTE requested – N/A
		☒ Other: Developer-provided engineering escrow account

PURPOSE/ACTION REQUESTED

Consider resolution accepting proposals and authorizing consultant professional engineering services for the Fortistar renewable natural gas (RNG) Expansion at Pine Bend Landfill.

SUMMARY

The Fortistar RNG Expansion project is located adjacent to the Republic Services Pine Bend Landfill in Inver Grove Heights, MN. The site is east of Dakota CSAH 71 (Rich Valley Blvd), west of the Union Pacific Railroad, North of 117th Street E and south of an Industrial open space owned by Flint Hills Resources Pine Bend LLC. The site is located on a 61-acre parcel (PID 20-02200-26-011). The proposed project consists of construction of a single story, 12,000 SF renewable natural gas (RNG) plant for the Fortistar Methane Group. The leased 5.5-acre site improvements include paved driveways, stormwater management, and city water service extension for fire and domestic service.

The project is scheduled to go before the Planning Commission for Conditional Use Permit review on February 2, 2021. There are two engineering consultants that will be providing engineering review services: Barr Engineering and Stantec. These consultant companies are part of the engineering consultant pool, have provided these professional engineering services before, and know the City standards. These services are needed due to the complexity of the stormwater and water-supply improvements and to provide plan review feedback and preliminary design services in a timely manner in accordance with the developer's schedule. The proposals will provide consultant engineering services for the Fortistar RNG Expansion development through preliminary and final plan reviews. The funding source for these services will be from the developer-provided engineering escrow.

Barr Engineering has provided an attached proposal for stormwater management plan review in the amount of \$4,500. The stormwater management plan review will provide staff and the developer timely feedback on meeting the stormwater management standards.

Stantec has provided an attached proposal for water model review and evaluation in the amount of \$2,000. The water model review and evaluation will provide staff and the developer timely feedback on for proper water main sizing, flow, and connectivity.

Staff recommends that the Council adopt the resolution accepting the proposals from Barr Engineering in the amount of \$4,500 and Stantec in the amount of \$2,000, and authorizing staff to enter contracts for professional engineering services for the Fortistar RNG Expansion project.

JDM/kf

Attachment: Resolution
Consultant Proposals

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY**

**RESOLUTION ACCEPTING PROPOSALS AND AUTHORIZING CONSULTANT PROFESSIONAL
ENGINEERING SERVICES FOR THE FORTISTAR RNG EXPANSION AT PINE BEND LANDFILL**

RESOLUTION NO. _____

WHEREAS, the Fortistar RNG Expansion project consists of construction of a single story, 12,000 SF renewable natural gas (RNG) plant for the Fortistar Methane Group on a leased 5.5-acre site lying on an approximately 61-acre parcel located east of Dakota CSAH 71 (Rich Valley Blvd) and north of 117th Street East, adjacent to the Republic Services Pine Bend Landfill in Inver Grove Heights; and

WHEREAS, to complete the preliminary and final cup and plan review, assistance of a consulting engineering firms is required; and

WHEREAS, City staff requested and received a proposal from Barr Engineering for professional engineering services in the amount of \$4,500 for the Fortistar RNG Expansion project; and

WHEREAS, City staff requested and received a proposal from Stantec for professional engineering services in the amount of \$2,000 for the Fortistar RNG Expansion project; and

WHEREAS, based on the experience of the firms, the scope and associated fee for the proposed services, Barr Engineering and Stantec have been selected from the City's engineering consultant pool for professional engineering services for the Fortistar RNG Expansion project.

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

1. The proposal from Barr Engineering Co. for stormwater management plan review in the amount of \$4,500 is accepted, and staff is authorized to enter contracts for professional engineering services for a total amount of \$4,500 for the Fortistar RNG Expansion project.
2. The proposal from Stantec for water main modeling and review in the amount of \$2,000 is accepted, and staff is authorized to enter contracts for professional engineering services for a total amount of \$2,000 for the Fortistar RNG Expansion project.
3. Funding is provided through an escrow account as provided by the developer for consultant plan review services.

Adopted by the City Council of Inver Grove Heights, Minnesota this 11th day of January 2021

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**Work Order For:
Stormwater Review for Fortistar Renewable Natural Gas Expansion Project**

Applicable to Addendum No. 1 and Master Service Agreement Dated June 27, 2012

between

**Barr Engineering Co. (Barr)
4300 MarketPointe Drive, Suite 200
Minneapolis, MN 55435**

**City of Inver Grove Heights (City)
8150 Barbara Avenue
Inver Grove Heights, MN 55077**

Designated Representative:

Karen Chandler, PE

Designated Representative:

Tom Kaldunski, PE

I. Scope Language

We understand that the proposed Fortistar Renewable Natural Gas (RNG) Expansion Project (Project) would construct a single story, 12,000 SF RNG plant for the Fortistar Methane Group on a leased 5.5-acre site lying on an approximately 61-acre parcel located east of Dakota CSAH 71 (Rich Valley Blvd) and north of 117th Street East. The Project lies within the Republic Services Pine Bend Landfill in Inver Grove Heights and would process landfill gas into pipeline quality RNG.

Currently the Project site has no stormwater drainage utilities. The Project would result in the construction of approximately 1.6 acres of new impervious area. Based on conversations with City staff, Barr understands that the Project site potentially contains contaminated soil or groundwater associated with the Pine Bend Landfill, which may limit the options for stormwater treatment at the Project site.

The scope of work includes site review, stormwater management plan review, and meetings with stakeholders and is divided into the following tasks:

1. Site review: Barr will review data provided by the City or the applicant regarding existing Project site conditions, including existing environmental assessment information. Barr will provide guidance regarding potential stormwater treatment options and limitations due to site conditions, including the potential for presence of contaminated soils or groundwater.
2. Plan review: Barr will review engineering plans and stormwater management reports provided by the applicant for compliance with City stormwater requirements. Barr will review up to three (3) versions of the engineering plans and stormwater management report.
3. Meetings: Barr will attend up to three (3) "virtual" meetings with City staff and the applicant via Microsoft Teams or Zoom.
4. Preliminary review memo: Barr will provide comments summarizing the initial stormwater plan review in a preliminary memo to City staff and the applicant.

5. Final review memo: Barr will provide comments summarizing Barr's review of the final stormwater plan revisions in a final memo to City staff and the applicant.
6. Communications: Barr will communicate with the applicant and city staff via phone and email as needed throughout the review.

Deliverables

Barr will provide the City with the following deliverables:

1. Preliminary review memo
2. Final review memo

II. Maximum Compensation and Assumptions ("Service Assumptions") Upon Which Maximum is Based

For the services referenced above, you will pay us for time and expenses not to exceed the total amount shown in Section III below without prior approval, in accordance with the referenced Master Service Agreement. The scope of services assumes the following:

1. The applicant will provide existing and proposed conditions hydrologic and hydraulic models, grading and utility plans, and a proposed conditions water quality model (if applicable).
2. Survey or other field activities are not included in this scope of work.
3. Performance of additional environmental assessment is not included in this scope of work.
4. Barr will review up to three (3) stormwater management plan and engineering plan submittals; review of additional submittals is not included in this scope of work.

III. Schedule and Budget

Project Milestone	Schedule	Budget
Preliminary Review Memo	Due on January 12, 2021.	\$4,500
Final Review Memo	Within five (5) business days of receiving final revisions of the stormwater management report and Project plans	

ACCEPTED AND AGREED TO:
BARR ENGINEERING CO.

City of Inver Grove Heights

By: Karen L. Chandler

By: _____

Title: Vice President

Title: _____

Date: December 30, 2020

Date: _____



Stantec Consulting Services Inc.
733 Marquette Avenue Suite 1000, Minneapolis MN 55402-2309

January 7, 2021
File: 19380343

Attention: Tom Kaldunski
City Hall
8150 Barbara Avenue
Inver Grove Heights, MN

Dear Tom,

Reference: Modeling Review Proposal for Fortistar Development near Pine Bend Landfill

This letter presents our proposal to provide professional services necessary to review the City's existing water model as necessary to incorporate watermain serving the following development:

- Fortistar Development near Pine Bend Landfill

Background

We are committed to providing water model review and evaluation comments for the project listed above. Per our communications we understand that the following scenarios are to be conducted:

- 1) A public loop extended to Rich Valley Boulevard for a second connection
- 2) A possible second private feed coming off the 16" main in 117th street (assuming 16" would be extended across the tracks)
- 3) A loop from the existing 12" private main, back to Clark road on following an alignment along the landfill property boundary

We may need information from you and/or the associated developers to complete our modeling and evaluation of the requested scenarios. Please note that this proposal does not include an overall review of the water distribution system. As appropriate, a comprehensive review should be performed to bring the model up to date including the piping systems associated with recent developments which were not included in the GIS data when the original model was built.

Compensation and Schedule

Stantec will complete the model update on an hourly basis and estimate the level of effort required to be \$2,000 for the development referenced. Additional budget may be needed for certain circumstances where additional information must be gathered.

Upon receiving authorization to proceed we can complete the update within one week. The team providing services will include Mark Rolfs as project engineer and I will serve as your project manager.

Reference: Modeling Review Proposal for Fortistar Development near Pine Bend Landfill

With your signed authorization below we will commence with providing you with the services you have requested in accordance with this proposal. We will work to provide information in timely fashion based on information you provide on a case by case basis.

As always, we are grateful for this opportunity to continue serving you and the City of Inver Grove Heights.

Regards,

Stantec Consulting Services Inc.



Ryan Capelle PE (MN, ND, WI)
Senior Associate
Phone: 612 712 2025
ryan.capelle@stantec.com

Attachment: none

c. Jake Moser – City of Inver Grove Heights

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Chief Judy Thill, Fire Dept.
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: Judy Thill, Fire Chief

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED:

Consider acceptance of a \$3,000 donation from the Inver Grove Heights Fire Auxiliary for the transportation cost of a rescue boat being acquired by the Inver Grove Heights Fire Department (IGH FD)

SUMMARY:

The Inver Grove Heights Fire Department is considering acquiring a rescue boat, trailer and equipment through the Minnesota Department of Natural Resources (MN DNR). The MN DNR has a Rural Fire Department Property Program where DNR Forestry has the authority to obtain excess military equipment and transfer the equipment to MN fire departments. Through this program, the MN DNR found a 25 rescue boat, that comes with two motors, other equipment and a trailer (other items). To acquire this boat and other items through the MN DNR program would require the IGH FD to pay the original transportation cost of the boat and other items from the home base on the east coast to MN, which would be \$3,000. The IGH Fire Auxiliary has generously offered to pay this \$3,000 transportation cost.

Staff recommends acceptance of the IGH Fire Auxiliary donation and thanks the Auxiliary for this generous donation.

RESOLUTION NO. _____

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

A RESOLUTION AUTHORIZING AND ACCEPTING DONATION

WHEREAS, 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, the Inver Grove Heights Fire Auxiliary would like to donate \$3,000 to pay for the transportation cost of a rescue boat being acquired by the Inver Grove Heights Fire Department from the Minnesota Department of Natural Resources.

WHEREAS, such donations is being contributed to the City for the benefit of its citizens, as allowed by law; and

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

NOW, THEREFORE, be it resolved that the City Council of the City of Inver Grove Heights does hereby accept the donation of payment for the \$3,000 transportation cost of the MN DNR rescue boat.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 11^h day of January 2021.

INVER GROVE HEIGHTS

Thomas Bartholomew, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Judy Thill, 651-450-2495
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

- | | |
|-------------------------------------|--|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☒ | Other: Sale of General Obligation Capital Improvement Plan Bonds |

PURPOSE/ACTION REQUESTED Request approval of the Pay Application #14 for \$248,512.96 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

At the September 10, 2018 Council meeting, Council accepted bids and awarded the contract to Jorgenson Construction in the amount of \$8,665,000.00 for the construction of the new Fire Station #2. Construction began in October 2018. Jorgenson Construction submitted Pay Application #14 in the amount of \$248,512.96 for work completed through November 30, 2020, which is their final payment.

Project 2014-10 Fire Station #2 New Construction is being funded through the sale of General Obligation Capital Improvement Plan Bonds. After payment of this pay application, the amount remaining on the contract, which includes retainage for completed work and stored materials, is \$0.00.

Staff recommends payment of Pay Application #14 for the amount of \$248,512.96 to Jorgenson Construction for Project 2014-10 Fire Station #2 New Construction.

Attachment: Pay Application #14

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

ESTIMATE NO: 14 (Fourteen)
DATE: January 11, 2021
PERIOD ENDING: November 30, 2020
PROJECT NO: 2014-10 Fire Station #2 New Construction

TO: Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433-5722

Original Contract Amount\$8,665,000.00
Total Addition (Change Orders No. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14,\$357,922.00
15, 16, 17, 18, 19, 20, 21, 22, 23)
Total Contract Amount.....\$9,022,922.00
Total Value of Work to Date.....\$9,022,922.00
Less Retained (2.5%)\$0.00
Less Previous Payment.....\$8,774,409.04
Total Approved for Payment this Voucher.....\$248,512.96
Total Payments including this Voucher\$9,022,922.00

Approvals:

Pursuant to our field observation, I hereby recommend payment for the above stated amount of work performed through November 30, 2020.

Signed by: _____
Judy Smith Thill, Fire Chief Date _____

Signed by: _____
Jorgenson Construction Date _____

Signed by: _____
Tom Bartholomew, Mayor Date _____



9255 East River Road NW
Minneapolis, MN 55433
P 763.784.3877 | F 763.784.1583
www.jorgensonconstruction.com

INVOICE NO. 2045

BILL TO:

CITY OF INVER GROVE HEIGHTS
8150 BARBARA AVENUE
INVER GROVE HEIGHTS, MN 55077

VIA:

WENDEL SGN ARCHITECTURE, INC.
ATTN: ABBY HAMMES/ROBERT KRZYNOWSKI
401 2ND AVENUE SOUTH, SUITE 206
MINNEAPOLIS, MN 55401

INVOICE DATE	INVOICE NO.	PAYMENT TERMS	PO NUMBER
10/07/2020	2045	NET 30 DAYS	

INVER GROVE HEIGHTS FIRE STATION #2

JCI JOB NUMBER: 6582

AS PER ATTACHED APPLICATION AND CERTIFICATE FOR
PAYMENT NUMBER FOURTEEN (INCLUDES REDUCTION OF
RETAINAGE TO 0% - CONSENT OF SURETY TO FINAL PAYMENT
ALSO ATTACHED)

\$248,512.96

AMOUNT NOW DUE: \$248,512.96

AIA Type Document
Application and Certification for Payment

Page 1 of 9

TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 14
PERIOD TO: 10/7/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM \$ 8,665,000.00

2. Net Change by Change Orders \$ 357,922.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 9,022,922.00

4. TOTAL COMPLETED AND STORED TO DATE \$ 9,022,922.00

5. RETAINAGE:

a. 0.00 % of Completed Work \$ 0.00

b. 0.00 % of Stored Material \$ 0.00

Total retainage (Line 5a + 5b) \$ 0.00

6. TOTAL EARNED LESS RETAINAGE \$ 9,022,922.00
(Line 4 less Line 5 Total)

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate) \$ 8,774,409.04

8. CURRENT PAYMENT DUE \$ 248,512.96

9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	335,644.00	0.00
Total approved this Month	22,278.00	0.00
TOTALS	357,922.00	0.00
NET CHANGES by Change Order	357,922.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Jorgenson Construction Inc.
9255 East River Road NW Minneapolis, MN 55433

By: Stan Jorgenson Date: 10/7/20
Stan Jorgenson / President

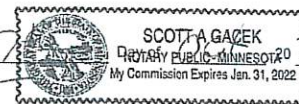
State of: MN

County of: Anoka

Subscribed and Sworn to before me this

Notary Public: Scott A. Gazeck

My Commission Expires: 1/31/22



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED \$ 248,512.96

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

ARCHITECT: [Signature] Date: 11/10/2020

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA Type Document
Application and Certification for Payment

Page 2 of 9

TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 14 PERIOD TO: 10/7/2020	DISTRIBUTION TO: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
2	Bonds	110,000.00	110,000.00	0.00	0.00	110,000.00	100.00	0.00	0.00
3	Surveying	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	0.00
4	Supervision	120,000.00	120,000.00	0.00	0.00	120,000.00	100.00	0.00	0.00
5	Project Closeout Documents	2,500.00	1,250.00	1,250.00	0.00	2,500.00	100.00	0.00	0.00
6	Dumpsters	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	0.00
7	Construction Cleanup	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	0.00
8	Final Cleaning	9,000.00	9,000.00	0.00	0.00	9,000.00	100.00	0.00	0.00
9	Safety-Exterior	2,800.00	2,800.00	0.00	0.00	2,800.00	100.00	0.00	0.00
10	Safety-Interior	2,200.00	2,200.00	0.00	0.00	2,200.00	100.00	0.00	0.00
11	Temp. Water	2,100.00	2,100.00	0.00	0.00	2,100.00	100.00	0.00	0.00
12	Temp. Electric	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
13	Temp. Natural Gas	14,000.00	14,000.00	0.00	0.00	14,000.00	100.00	0.00	0.00
14	Construction Toilet	3,500.00	3,500.00	0.00	0.00	3,500.00	100.00	0.00	0.00
15	Job Trailer (Moving/Pickup)	1,000.00	1,000.00	0.00	0.00	1,000.00	100.00	0.00	0.00
16	Storage Container	1,200.00	1,200.00	0.00	0.00	1,200.00	100.00	0.00	0.00
17	Phone	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	0.00
18	Truck/Fuel	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	0.00
19	Equipment/Diesel	5,500.00	5,500.00	0.00	0.00	5,500.00	100.00	0.00	0.00
20	Entrance Gates/Fence	1,500.00	1,500.00	0.00	0.00	1,500.00	100.00	0.00	0.00
21	Temp. Site Signage	850.00	850.00	0.00	0.00	850.00	100.00	0.00	0.00

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 14 PERIOD TO: 10/7/2020	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
22	Temp. Enclosures	11,500.00	11,500.00	0.00	0.00	11,500.00	100.00	0.00	0.00
23	Tools/Fasteners	2,300.00	2,300.00	0.00	0.00	2,300.00	100.00	0.00	0.00
24	Propane/Heaters	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	0.00
25	Building Natural Gas	17,500.00	17,500.00	0.00	0.00	17,500.00	100.00	0.00	0.00
26	Street Cleaning/Snow Removal	3,750.00	3,750.00	0.00	0.00	3,750.00	100.00	0.00	0.00
27	Earthwork/Site Clearing/Erosion Control	426,414.00	426,414.00	0.00	0.00	426,414.00	100.00	0.00	0.00
28	Site Utilities	149,182.00	149,182.00	0.00	0.00	149,182.00	100.00	0.00	0.00
29	Asphalt Paving	101,360.00	101,360.00	0.00	0.00	101,360.00	100.00	0.00	0.00
30	Unit Paving	4,500.00	4,500.00	0.00	0.00	4,500.00	100.00	0.00	0.00
31	Chain Link Fences & Gates	7,026.00	7,026.00	0.00	0.00	7,026.00	100.00	0.00	0.00
32	Retaining Wall	38,880.00	38,880.00	0.00	0.00	38,880.00	100.00	0.00	0.00
33	Landscaping-Plants/Grass	57,194.00	57,194.00	0.00	0.00	57,194.00	100.00	0.00	0.00
34	Landscaping-Irrigation	14,522.00	14,522.00	0.00	0.00	14,522.00	100.00	0.00	0.00
35	Site Concrete-Walks/Paving/Trench Drains	217,000.00	217,000.00	0.00	0.00	217,000.00	100.00	0.00	0.00
36	Site Concrete- Curb & Gutter	40,550.00	40,550.00	0.00	0.00	40,550.00	100.00	0.00	0.00
37	Concrete	544,200.00	544,200.00	0.00	0.00	544,200.00	100.00	0.00	0.00
38	Concrete-Winter Conditions	58,900.00	58,900.00	0.00	0.00	58,900.00	100.00	0.00	0.00
39	Precast Concrete Plank-Shop Drawings/Eng.	6,644.00	6,644.00	0.00	0.00	6,644.00	100.00	0.00	0.00
40	Precast Concrete Plank	159,471.00	159,471.00	0.00	0.00	159,471.00	100.00	0.00	0.00
41	Masonry/Brick	775,103.00	775,103.00	0.00	0.00	775,103.00	100.00	0.00	0.00

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Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 14
PERIOD TO: 10/7/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
42	Masonry-Cast Stone	226,000.00	226,000.00	0.00	0.00	226,000.00	100.00	0.00	0.00
43	Masonry-Winter Conditions	69,000.00	69,000.00	0.00	0.00	69,000.00	100.00	0.00	0.00
44	Steel/Stairs/Railings-Engineering	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	0.00
45	Steel/Stairs/Railings/Misc-Material	453,020.00	453,020.00	0.00	0.00	453,020.00	100.00	0.00	0.00
46	Steel/Stairs/Railings/Misc-Erection	149,980.00	149,980.00	0.00	0.00	149,980.00	100.00	0.00	0.00
47	Rough Carpentry/Wood Blocking	81,523.00	81,523.00	0.00	0.00	81,523.00	100.00	0.00	0.00
48	Finish Carpentry	22,000.00	22,000.00	0.00	0.00	22,000.00	100.00	0.00	0.00
49	Waterproofing	41,945.00	41,945.00	0.00	0.00	41,945.00	100.00	0.00	0.00
50	Thermal Insulation	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	0.00
51	Insulation-Spray Foam	51,831.00	51,831.00	0.00	0.00	51,831.00	100.00	0.00	0.00
52	Fluid Applied Air Barrier	47,235.00	47,235.00	0.00	0.00	47,235.00	100.00	0.00	0.00
53	Standing Seam Roof Panels/Mtl Wall Panels/Snow Guards	142,000.00	142,000.00	0.00	0.00	142,000.00	100.00	0.00	0.00
54	Roofing-EPDM	275,000.00	275,000.00	0.00	0.00	275,000.00	100.00	0.00	0.00
55	Sheet Metal Flashing/Trim	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00	0.00	0.00
56	Joint Sealants	22,348.00	22,348.00	0.00	0.00	22,348.00	100.00	0.00	0.00
57	Steel Doors & Frames	45,970.00	45,970.00	0.00	0.00	45,970.00	100.00	0.00	0.00
58	Wood Doors	12,284.00	12,284.00	0.00	0.00	12,284.00	100.00	0.00	0.00
59	Finished Hardware	33,430.00	33,430.00	0.00	0.00	33,430.00	100.00	0.00	0.00
60	Sectional Doors	61,190.00	61,190.00	0.00	0.00	61,190.00	100.00	0.00	0.00
61	Four Fold Metal Doors (Alternate)	105,000.00	105,000.00	0.00	0.00	105,000.00	100.00	0.00	0.00

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 14
PERIOD TO: 10/7/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
62	Coiling Counter Doors/Overhead Coiling Doors	11,900.00	11,900.00	0.00	0.00	11,900.00	100.00	0.00	0.00
63	Alum Entrances/Windows-Engineering	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	0.00
64	Alum Entrances/Windows/Glazing	298,890.00	298,890.00	0.00	0.00	298,890.00	100.00	0.00	0.00
65	Alum Entrance Hardware	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	0.00
66	Auto Operators	6,080.00	6,080.00	0.00	0.00	6,080.00	100.00	0.00	0.00
67	Drywall/Framing/Sheathing	282,000.00	282,000.00	0.00	0.00	282,000.00	100.00	0.00	0.00
68	Ceramic Tile	54,453.00	54,453.00	0.00	0.00	54,453.00	100.00	0.00	0.00
69	Acoustical Ceilings/Treatments/Linear Poly Ceilings	63,700.00	63,700.00	0.00	0.00	63,700.00	100.00	0.00	0.00
70	Resilient Floors & Tile/Base	18,597.00	18,597.00	0.00	0.00	18,597.00	100.00	0.00	0.00
71	Resinous Floors	8,950.00	8,950.00	0.00	0.00	8,950.00	100.00	0.00	0.00
72	Carpet (Tile and Sheet)	46,000.00	46,000.00	0.00	0.00	46,000.00	100.00	0.00	0.00
73	Paint/VWC	96,276.00	96,276.00	0.00	0.00	96,276.00	100.00	0.00	0.00
74	Signs	19,991.00	19,991.00	0.00	0.00	19,991.00	100.00	0.00	0.00
75	Toilet Compartments	3,670.00	3,670.00	0.00	0.00	3,670.00	100.00	0.00	0.00
76	Toilet Accessories	8,456.00	8,456.00	0.00	0.00	8,456.00	100.00	0.00	0.00
77	Wire Mesh Partitions	5,164.00	5,164.00	0.00	0.00	5,164.00	100.00	0.00	0.00
78	Flagpole	7,218.00	7,218.00	0.00	0.00	7,218.00	100.00	0.00	0.00
79	Fire Extinguishers	657.00	657.00	0.00	0.00	657.00	100.00	0.00	0.00
80	Wall Protection	2,316.00	2,316.00	0.00	0.00	2,316.00	100.00	0.00	0.00
81	Window Roller Shades	6,796.00	6,796.00	0.00	0.00	6,796.00	100.00	0.00	0.00

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 14 PERIOD TO: 10/7/2020	DISTRIBUTION TO: ☐ OWNER ☐ ARCHITECT ☐ CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
82	Metal Casework	19,460.00	19,460.00	0.00	0.00	19,460.00	100.00	0.00	0.00
83	P Lam Casework/Solid Surface & Quartz Tops	88,967.00	88,967.00	0.00	0.00	88,967.00	100.00	0.00	0.00
84	Elevator-Engineering	27,300.00	27,300.00	0.00	0.00	27,300.00	100.00	0.00	0.00
85	Elevator	50,700.00	50,700.00	0.00	0.00	50,700.00	100.00	0.00	0.00
86	Fire Sprinkling	57,962.00	57,962.00	0.00	0.00	57,962.00	100.00	0.00	0.00
MECHANICAL - HVAC									
87	Mobilization	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	0.00
88	Piping Specialties	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	0.00
89	Valves	6,000.00	6,000.00	0.00	0.00	6,000.00	100.00	0.00	0.00
90	Hangers & Supports	12,000.00	12,000.00	0.00	0.00	12,000.00	100.00	0.00	0.00
91	TAB	11,000.00	11,000.00	0.00	0.00	11,000.00	100.00	0.00	0.00
92	Insulation	75,000.00	75,000.00	0.00	0.00	75,000.00	100.00	0.00	0.00
93	Controls	120,000.00	120,000.00	0.00	0.00	120,000.00	100.00	0.00	0.00
94	Hydronic Piping	145,000.00	145,000.00	0.00	0.00	145,000.00	100.00	0.00	0.00
95	Pumps	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	0.00
96	Water Treatment	4,000.00	4,000.00	0.00	0.00	4,000.00	100.00	0.00	0.00
97	Ducts	149,500.00	149,500.00	0.00	0.00	149,500.00	100.00	0.00	0.00
98	Air Duct Accessories	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00	0.00	0.00
99	Fans	40,000.00	40,000.00	0.00	0.00	40,000.00	100.00	0.00	0.00
100	Air Terminal Units	7,000.00	7,000.00	0.00	0.00	7,000.00	100.00	0.00	0.00
101	GRD's	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00

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TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 14
PERIOD TO: 10/7/2020

DISTRIBUTION
TO:
_ OWNER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
102	Chimney/Stacks	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
103	Boilers	50,000.00	50,000.00	0.00	0.00	50,000.00	100.00	0.00	0.00
104	Unit Heaters	10,500.00	10,500.00	0.00	0.00	10,500.00	100.00	0.00	0.00
105	AHU	115,000.00	115,000.00	0.00	0.00	115,000.00	100.00	0.00	0.00
106	Heat/Cool Terminal Units	5,000.00	5,000.00	0.00	0.00	5,000.00	100.00	0.00	0.00
107	Radiation Hydronic Work	85,000.00	85,000.00	0.00	0.00	85,000.00	100.00	0.00	0.00
MECHANICAL - PLUMBING									
108	Specialties	101,500.00	101,500.00	0.00	0.00	101,500.00	100.00	0.00	0.00
109	Insulation	60,000.00	60,000.00	0.00	0.00	60,000.00	100.00	0.00	0.00
110	Facility Fuel Piping	21,000.00	21,000.00	0.00	0.00	21,000.00	100.00	0.00	0.00
111	Water Distribution	73,000.00	73,000.00	0.00	0.00	73,000.00	100.00	0.00	0.00
112	Sanitary Sewage	72,000.00	72,000.00	0.00	0.00	72,000.00	100.00	0.00	0.00
113	Storm Drainage	57,000.00	57,000.00	0.00	0.00	57,000.00	100.00	0.00	0.00
114	Compressed Air	16,500.00	16,500.00	0.00	0.00	16,500.00	100.00	0.00	0.00
115	Equipment	48,000.00	48,000.00	0.00	0.00	48,000.00	100.00	0.00	0.00
116	Fixtures	81,000.00	81,000.00	0.00	0.00	81,000.00	100.00	0.00	0.00
ELECTRICAL									
117	Dakota Electric Service	44,775.00	44,775.00	0.00	0.00	44,775.00	100.00	0.00	0.00
118	Temp. Electric	6,500.00	6,500.00	0.00	0.00	6,500.00	100.00	0.00	0.00
119	General RI (M)	116,100.00	116,100.00	0.00	0.00	116,100.00	100.00	0.00	0.00
120	General RI (L)	90,343.00	90,343.00	0.00	0.00	90,343.00	100.00	0.00	0.00

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	PROJECT: INVER GROVE HGTS FIRE STN #2 9250 COURTHOUSE BLVD INVER GROVE HEIGHTS, MN 55077	APPLICATION NO: 14 PERIOD TO: 10/7/2020	DISTRIBUTION TO: _ OWNER _ ARCHITECT _ CONTRACTOR
FROM (CONTRACTOR): Jorgenson Construction Inc. 9255 East River Road NW Minneapolis, MN 55433	VIA (ARCHITECT): Wendel SGN Architecture, Inc. 401 2nd Avenue North Suite 206 Minneapolis, MN 55401	ARCHITECT'S PROJECT NO: 600801	

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
121	Light Fixtures (M)	108,500.00	108,500.00	0.00	0.00	108,500.00	100.00	0.00	0.00
122	Light Fixtures (L)	60,736.00	60,736.00	0.00	0.00	60,736.00	100.00	0.00	0.00
123	Switch Gears (M)	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00	0.00	0.00
124	Switch Gears (L)	37,960.00	37,960.00	0.00	0.00	37,960.00	100.00	0.00	0.00
125	Generator (M)	141,270.00	141,270.00	0.00	0.00	141,270.00	100.00	0.00	0.00
126	Generator (L)	7,592.00	7,592.00	0.00	0.00	7,592.00	100.00	0.00	0.00
127	Div. 27-Communications (M)	19,500.00	19,500.00	0.00	0.00	19,500.00	100.00	0.00	0.00
128	Div. 27-Communications (L)	45,000.00	45,000.00	0.00	0.00	45,000.00	100.00	0.00	0.00
129	Div. 28-Fire Alarms (M)	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
130	Div. 28-Fire Alarms (L)	10,000.00	10,000.00	0.00	0.00	10,000.00	100.00	0.00	0.00
131	PROFIT & OVERHEAD	447,419.00	447,419.00	0.00	0.00	447,419.00	100.00	0.00	0.00
132	Change Order #001	2,558.00	2,558.00	0.00	0.00	2,558.00	100.00	0.00	0.00
133	Change Order #002	11,998.00	11,998.00	0.00	0.00	11,998.00	100.00	0.00	0.00
134	Change Order #003	13,451.00	13,451.00	0.00	0.00	13,451.00	100.00	0.00	0.00
135	Change Order #004	14,217.00	14,217.00	0.00	0.00	14,217.00	100.00	0.00	0.00
136	Change Order #005	14,110.00	14,110.00	0.00	0.00	14,110.00	100.00	0.00	0.00
137	Change Order #006	14,577.00	14,577.00	0.00	0.00	14,577.00	100.00	0.00	0.00
138	Change Order #007	14,420.00	14,420.00	0.00	0.00	14,420.00	100.00	0.00	0.00
139	Change Order #008	13,821.00	13,821.00	0.00	0.00	13,821.00	100.00	0.00	0.00
140	Change Order #009	12,048.00	12,048.00	0.00	0.00	12,048.00	100.00	0.00	0.00
141	Change Order #010	85,693.00	85,693.00	0.00	0.00	85,693.00	100.00	0.00	0.00

AIA Type Document
Application and Certification for Payment

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TO (OWNER): City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

PROJECT: INVER GROVE HGTS FIRE STN #2
9250 COURTHOUSE BLVD
INVER GROVE HEIGHTS, MN 55077

APPLICATION NO: 14
PERIOD TO: 10/7/2020

DISTRIBUTION
TO:
_ OWNER
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FROM (CONTRACTOR): Jorgenson Construction Inc.
9255 East River Road NW
Minneapolis, MN 55433

VIA (ARCHITECT): Wendel SGN Architecture, Inc.
401 2nd Avenue North
Suite 206
Minneapolis, MN 55401

ARCHITECT'S
PROJECT NO: 600801

CONTRACT FOR: Inver Grove Heights Fire Station No. 2

CONTRACT DATE: 9/12/2018

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
142	Change Order #011	13,518.00	13,518.00	0.00	0.00	13,518.00	100.00	0.00	0.00
143	Change Order #012	14,863.00	14,863.00	0.00	0.00	14,863.00	100.00	0.00	0.00
144	Change Order #013	12,600.00	12,600.00	0.00	0.00	12,600.00	100.00	0.00	0.00
145	Change Order #014	12,655.00	12,655.00	0.00	0.00	12,655.00	100.00	0.00	0.00
146	Change Order #015	7,578.00	7,578.00	0.00	0.00	7,578.00	100.00	0.00	0.00
147	Change Order #016	14,616.00	14,616.00	0.00	0.00	14,616.00	100.00	0.00	0.00
148	Change Order #017	12,758.00	12,758.00	0.00	0.00	12,758.00	100.00	0.00	0.00
149	Change Order #018	12,342.00	12,342.00	0.00	0.00	12,342.00	100.00	0.00	0.00
150	Change Order #019	12,536.00	12,536.00	0.00	0.00	12,536.00	100.00	0.00	0.00
151	Change Order #020	10,935.00	10,935.00	0.00	0.00	10,935.00	100.00	0.00	0.00
152	Change Order #021	14,350.00	14,350.00	0.00	0.00	14,350.00	100.00	0.00	0.00
153	Change Order #022	8,252.00	0.00	8,252.00	0.00	8,252.00	100.00	0.00	0.00
154	Change Order #023	14,026.00	0.00	14,026.00	0.00	14,026.00	100.00	0.00	0.00
REPORT TOTALS		\$9,022,922.00	\$8,999,394.00	\$23,528.00	\$0.00	\$9,022,922.00	100.00	\$0.00	\$0.00

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Judy Thill, 651-450-2495
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED Request approval to acquire a rescue boat, trailer, motors and equipment from the MN Department of Natural Resources.

SUMMARY

Over the years, the Inver Grove Heights Fire Department (IGH FD) has had many fires and rescue situations along the Mississippi River. The closest mutual aid boat is at least 15 minutes away. During fires and medical emergencies, time is extremely important. Approximately 5-8 years ago, the IGH FD tried to procure a rescue/fire boat through various grant programs. Cost at that time for a new boat, with all needed equipment, was over \$200,000. Not being successful with any of the grant programs, the IGH FD started communicating with the MN Department of Natural Resources (MN DNR) to see if they could locate a used boat.

The MN DNR has a Rural Fire Department Property Program where DNR Forestry has the authority to obtain excess military equipment and transfer the equipment to MN fire departments. This is the same program the IGH FD used to obtain a loaner tender truck for 12 months after ours was totaled by an impaired driver. Total cost to lease that valuable truck was \$1. Through this same program, the MN DNR found a 25 foot Navy rescue boat that comes equipped with two 150 HP motors and many gages, marine radio, lighting, marine radar and a trailer (other items). It was built in 2004 but was taken out of service in approximately 2010 and only has 500 hours on it. Since being taken out of service, it has been stored.

To acquire this boat and other items through the MN DNR program would require the IGH FD to pay the original transportation cost from the home base on the east coast to MN, which would be \$3,000. The boat was recently towed to Twin City Marina (TCM) to be inspected, at our cost, to determine whether or not we would want to accept this boat. Inspection cost is about \$900. The boat is seaworthy as it was delivered. However, upon a cursory inspection by TCM, they are anticipating around \$5,000 being needed for preventive maintenance, which will get it in top running condition and prevent issues down the road. Three other expenses would be \$3,000 for graphics to identify the boat, new trailer tires at \$650, and \$3,000 for a sonar. The largest cost would be to add a fire pump, which would be approximately \$30,000.

The boat would not become part of the Central Equipment Fund. Future boat replacement would be explored through the same DNR program. Annual maintenance costs would be expected to run about \$1,000. The IGH Fire Auxiliary has generously offered to pay the \$3,000 transportation cost of the boat and other items. We would then be responsible for the cost of the tires, preventive maintenance, graphics, sonar and pump – approximately \$41,650. We are exploring if there are any grant programs to pay for the pump. If not, we would be looking at paying for all of these through budgeting in future years or as any funds become available through grants, donations, or other sources.

Staff recommends acquiring this boat, motors, trailer, and equipment from the MN DNR.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Meeting Date: January 11, 2021
 Item Type: Consent
 Contact: Judy Thill, 651-450-2495
 Prepared by: Judy Thill, Fire Chief
 Reviewed by: n/a

Fiscal/FTE Impact:

- | | |
|-------------------------------------|---|
| ☐ | None |
| ☐ | Amount included in current budget |
| ☐ | Budget amendment requested |
| ☐ | FTE included in current complement |
| ☐ | New FTE requested – N/A |
| ☒ | Other: Sale of General Obligation
Capital Improvement Plan Bonds |

PURPOSE/ACTION REQUESTED

Request approval of the authorized Change Order #22 for \$8,252.00 and Change Order #23 for \$14,026.00 for Project 2014-10 Fire Station #2 New Construction.

SUMMARY

Change Order #22 for \$8,252.00 includes ducting in Elevator Equipment Room, Carbon Monoxide detectors in dorm rooms, wiring for fire alarm, and painting and finishing jambs and window sills.

Change Order #23 for \$14,026.00 is for piping in the apparatus bay, gas connection for the generator and temperature controls.

At the October 22, 2018 Council meeting, City Council approved a Resolution allowing the Fire Chief to authorize change orders up to \$15,000.00. The Fire Chief has authorized the work in these change orders. Funding will come out Project 2014-10 Fire Station #2 New Construction.

Staff recommends approval of the authorized Change Order #22 for \$8,252.00 and Change Order #23 for \$14,026.00 for Project 2014-10 Fire Station #2 New Construction for a total of \$22,278.00 and a revised contract amount of \$9,022,922.00.

Attachments: Change Orders #22, #23.



Date: 01/03/20
Project: Inver Grove Heights Fire Station No. 2
Comm. No.: 600801
Subject: Change Order No. 022 Tabulation
Memo by: Nickisha Benjamin, Wendel
Memo to: Judy Thill, Eric Bergum; City of Inver Grove Heights
Paul Oberhaus; CPMI
Dwayne Kanne; Jorgenson Construction

Proposal Request #	Description	Cost
PR-048	Transfer duct at Elevator Equip Room	\$2,084.00
PR-051R1	CO detectors at Dorm Hall	\$2,149.00
GCPR-021	Fan Connection to Fire Alarm	\$2,755.00
GCPR-024	OHD jamb painting	\$871.00
GCPR-025	Apparatus Bay Window Sills	\$393.00
Change Order No. 022 Total		\$8,252.00

AIA® Document G701™ – 2001

Change Order

PROJECT (Name and address):	CHANGE ORDER NUMBER: 022	OWNER: ☒
Inver Grove Heights Fire Station No. 2	DATE: 01/03/2019	ARCHITECT: ☒
Inver Grove Heights, MN		CONTRACTOR: ☒
TO CONTRACTOR (Name and address):	ARCHITECT'S PROJECT NUMBER: 600801	FIELD: ☐
Jorgenson Construction, Inc.	CONTRACT DATE: 09/12/2018	OTHER: ☐
9255 East River Road NW	CONTRACT FOR: General Construction	
Coon Rapids, MN 55433		

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached.

The original Contract Sum was	\$	8,665,000.00
The net change by previously authorized Change Orders	\$	335,644.00
The Contract Sum prior to this Change Order was	\$	9,000,644.00
The Contract Sum will be increased by this Change Order in the amount of	\$	8,252.00
The new Contract Sum including this Change Order will be	\$	9,008,896.00

The Contract Time will be increased by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 08/09/2019.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wendel SGN Architecture, Inc.
(Wendel)

ARCHITECT (Firm name)

401 2nd Avenue N, #206
Minneapolis, MN 55401

ADDRESS

BY (Signature)

1.6.19
(Typed name)

Nickisha Benjamin
DATE

Jorgenson Construction, Inc.

CONTRACTOR (Firm name)

9255 East River Road NW
Coon Rapids, MN 55433

ADDRESS

BY (Signature)

Scott Garet
(Typed name)

12/10/20
DATE

City of Inver Grove Heights

OWNER (Firm name)

8150 Barbara Avenue East,
Inver Grove Heights, MN 55077

ADDRESS

BY (Signature)

Judy Hill
(Typed name)

12-10-20
DATE



Date: 01/21/20
Project: Inver Grove Heights Fire Station No. 2
Comm. No.: 600801
Subject: Change Order No. 023 Tabulation
Memo by: Nickisha Benjamin; Wendel
Memo to: Judy Thill, Eric Bergum; City of Inver Grove Heights
Paul Oberhaus; CPMI
Dwayne Kanne; Jorgenson Construction

Proposal Request #	Description
PR-028	Revised Pipe at App Bay Training
GCPR-007	Generator Gas Connection
GCPR-013	Temp Controls to FCU-1
Change Order No. 023 Lump Sum \$14,026.00	

AIA Document G701™ – 2001

Change Order

PROJECT (Name and address): Inver Grove Heights Fire Station No. 2 Inver Grove Heights, MN	CHANGE ORDER NUMBER: 023 DATE: 01/21/2019	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ FIELD: ☐ OTHER: ☐
TO CONTRACTOR (Name and address): Jorgenson Construction, Inc. 9255 East River Road NW Coon Rapids, MN 55433	ARCHITECT'S PROJECT NUMBER: 600801 CONTRACT DATE: 09/12/2018 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

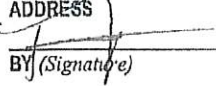
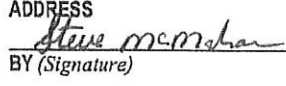
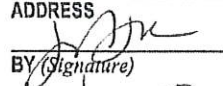
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
See attached.

The original Contract Sum was	\$ 8,665,000.00
The net change by previously authorized Change Orders	\$ 343,896.00
The Contract Sum prior to this Change Order was	\$ 9,008,896.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 14,026.00
The new Contract Sum including this Change Order will be	\$ 9,022,922.00

The Contract Time will be increased by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is 08/09/2019.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Wendel SGN Architecture, Inc. (Wendel)	Jorgenson Construction, Inc.	City of Inver Grove Heights
ARCHITECT (Firm name)	CONTRACTOR (Firm name)	OWNER (Firm name)
401 2 nd Avenue N, #206 Minneapolis, MN 55401	9255 East River Road NW Coon Rapids, MN 55433	8150 Barbara Avenue East, Inver Grove Heights, MN 55077
ADDRESS	ADDRESS	ADDRESS
		
BY (Signature)	BY (Signature)	BY (Signature)
Nicholas Benjamin	Steve McMahon	Judy Th. II
(Typed name)	(Typed name)	(Typed name)
1-21-2020	1-21-2020	2-18-20
DATE	DATE	DATE

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Public Hearing to Consider Ordering City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034

Meeting Date: January 11, 2020
 Item Type: Public Hearing
 Contact: Thomas J. Kaldunski, 651.315.6336
 Prepared by: Steve W. Dodge, Assistant City Engineer
 Reviewed by: Scott D. Thureen, Public Works Director

Fiscal/FTE Impact:

☐	None
☐	Amount included in current budget
☐	Budget amendment requested
☐	FTE included in current complement
☐	New FTE requested – N/A
☒	Other: Fund 448 - NWA Storm Water and Developer Funds

PURPOSE/ACTION REQUESTED

Public hearing to consider ordering City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034.

SUMMARY

City Project No. 2021-03 is being initiated by the Canvas at Inver Grove Heights planned unit development (PUD) which received preliminary approval by City Council as Watermark Properties – Case No. 20-27PUD. The final plat and plan PUD submittal were received on November 16, 2020 and City Council received the feasibility report on December 14, 2020. Regional basins EP-027A and EP-034 lie within the development have been identified for emergency pumping systems and force main improvements as identified in the 2017 Northwest Area (NWA) Robert Watershed Corridor feasibility report. The project area is located in the southwest quarter of the southwest quarter of Section 5 Township 27 Range 22, the northeast quadrant of the intersection of Robert Trail South and 70th Street East.

A feasibility report has been completed by Wenck for the emergency pumping systems and force main improvements needed for regional basins EP-027A and EP-034. Each regional basin will require a portable pump location and a force main pipe system that maintains the basin water levels. The force main system needs to be installed in conjunction with the public infrastructure (streets, sanitary sewer, storm sewer and water main) for the Canvas at IGH development.

The estimated total costs for City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034 is \$610,300. The project will be funded by the NWA storm water fund and developer funds.

A public hearing notice was sent to affected property owners and a virtual information meeting was held on January 5th, 2021 with one anonymous attendee. An email response to an adjacent property owner is attached. The project feasibility report, video of the virtual information meeting presentation, and project information has been posted on the City web page at www.ighmn.gov/nwabasinforcemains. There are no proposed assessments.

After conducting the Public Hearing, it is recommended City Council approve the resolution ordering City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034.

SWD/kf

Attachments: Resolution
 Exhibit
 Email Response

**DAKOTA COUNTY
INVER GROVE HEIGHTS, MINNESOTA**

**RESOLUTION ORDERING IMPROVEMENTS FOR CITY PROJECT NO. 2021-03 NWA
EMERGENCY PUMPING SYSTEMS AND FORCE MAIN IMPROVEMENTS FOR REGIONAL
BASINS EP-027A AND EP-034**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on December 14, 2020 called for a public hearing on City Project No. 2021-03 NWA Emergency Pumping Systems and Force Main Improvements for Regional Basins EP-027A and EP-034; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and a notice of public hearing was mailed to affected parcels and the hearing was held thereon on January 11, 2021, 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 THAT:

1. Such improvement is hereby ordered as proposed in this Council resolution adopted January 11, 2021.
2. Permanent easement shall be provided on the final plat for Canvas at IGH development.
3. Preparation of final plans and specifications is authorized.
4. Staff and consultants are authorized to complete the plans in specifications in coordination with the Canvas at IGH development by Watermark Properties.
5. The contract for these improvements shall be let no later than three years after the adoption of this resolution.
6. The project is funded by Fund 448 - NWA Storm Water and Developer Funds.

Adopted this 11th day of January 2021 by the City Council of Inver Grove Heights, MN

AYES:

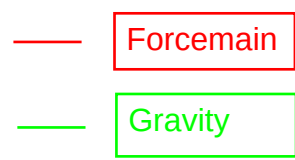
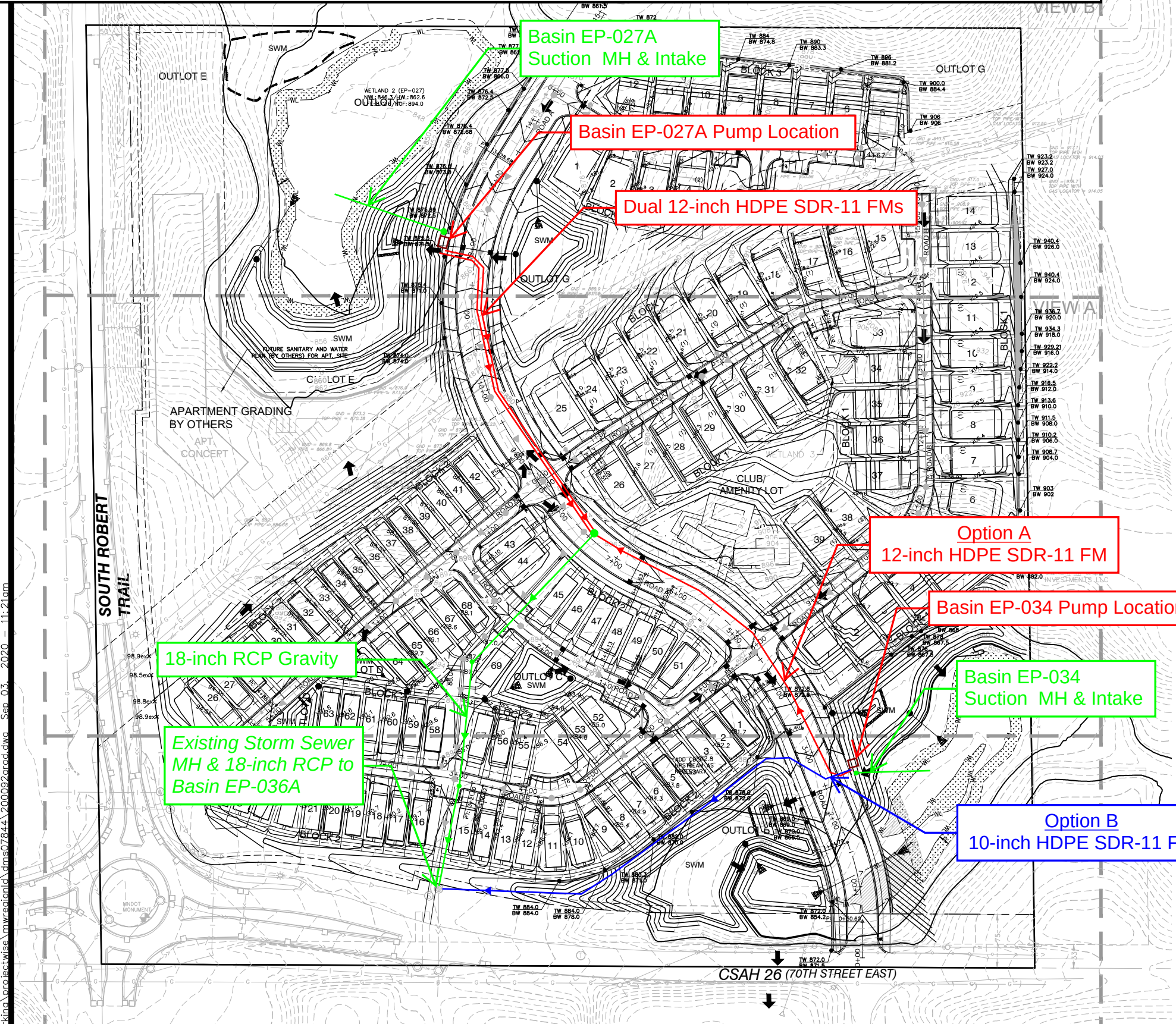
NAYS:

Thomas Bartholomew, Mayor

ATTEST:

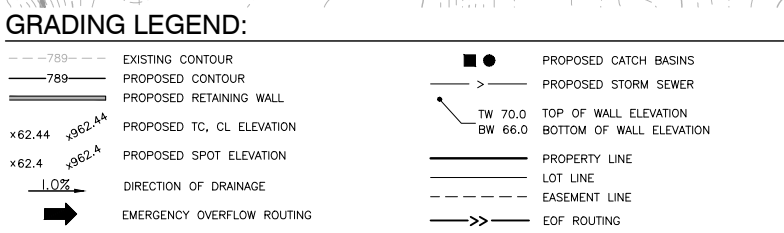
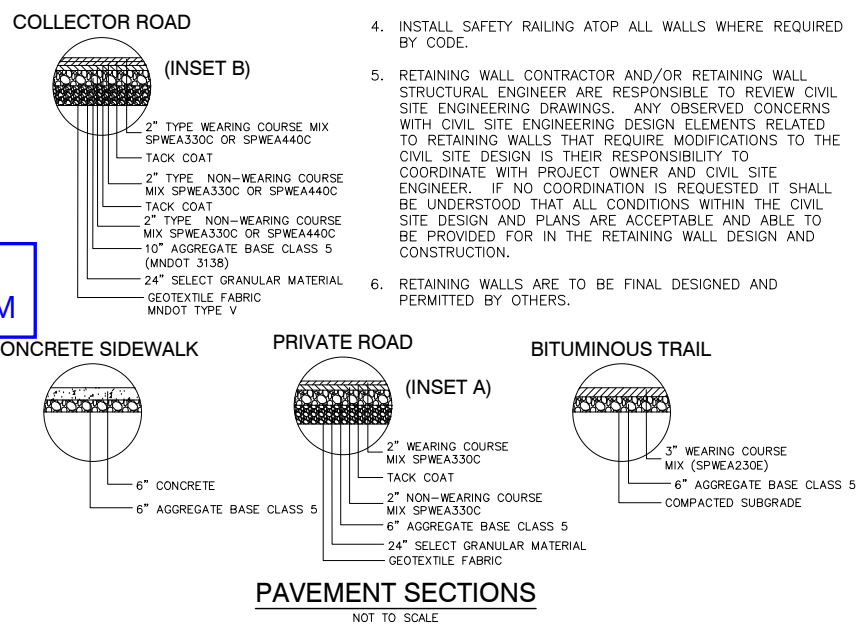
Rebecca Kiernan, City Clerk

Layout A: Basin EP-027A & Basin EP-034, Conveyance Options

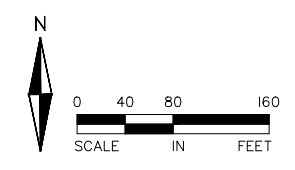


- GRADING NOTES:**
- ALL FINISHED GRADES SHALL SLOPE AWAY FROM PROPOSED BUILDINGS AT MINIMUM GRADE OF 2.0%. ALL SWALES SHALL HAVE A MINIMUM SLOPE OF 2.0%.
 - THE CONTRACTOR SHALL KEEP THE ADJACENT ROADWAYS FREE OF DEBRIS AND PREVENT THE OFF-SITE TRACKING OF SOIL IN ACCORDANCE WITH THE REQUIREMENTS OF THE CITY AND WATERSHED.
 - NOTIFY GOPHER STATE ONE CALL, AT (800)252-1166, 48 HOURS PRIOR TO START OF CONSTRUCTION.
 - ALL IMPROVEMENTS TO CONFORM WITH CITY OF INVER GROVE HEIGHTS CONSTRUCTION STANDARDS SPECIFICATION, LATEST EDITION.
 - ROCK CONSTRUCTION ENTRANCES SHALL BE PROVIDED AT ALL CONSTRUCTION ACCESS POINTS.
 - REFER TO GEOTECHNICAL REPORT AND PROJECT MANUAL FOR SOIL CORRECTION REQUIREMENTS AND TESTING REQUIREMENTS.
 - STRIP TOPSOIL PRIOR TO ANY CONSTRUCTION. REUSE STOCKPILE ON SITE. STOCKPILE PERIMETERS MUST BE PROTECTED WITH SILT FENCE.
 - PRIOR TO STARTING CONSTRUCTION, THE CONTRACTOR SHALL BE RESPONSIBLE TO MAKE SURE THAT ALL REQUIRED PERMITS AND APPROVALS HAVE BEEN OBTAINED. NO CONSTRUCTION OR FABRICATION SHALL BEGIN UNTIL THE CONTRACTOR HAS RECEIVED AND THOROUGHLY REVIEWED ALL PLANS AND OTHER DOCUMENTS APPROVED BY ALL OF THE PERMITTING AUTHORITIES.
 - IMMEDIATELY FOLLOWING GRADING OF (3:1 OR GREATER) SIDE SLOPES AND DRAINAGE SWALES, WOOD FIBER BLANKET OR OTHER APPROVED SOIL STABILIZING METHOD (APPROVED BY ENGINEER) SHALL BE APPLIED OVER APPROVED SEED MIXTURE AND A MINIMUM OF 4" TOPSOIL.
 - THE GENERAL CONTRACTOR MUST DISCUSS DEWATERING PLANS WITH ALL SUBCONTRACTORS TO VERIFY NPDES REQUIREMENTS. IF DEWATERING IS REQUIRED DURING CONSTRUCTION, CONTRACTOR SHOULD CONSULT WITH EROSION CONTROL INSPECTOR AND ENGINEER TO DETERMINE APPROPRIATE METHOD.
 - REFER TO EROSION CONTROL PLAN FOR ALL EROSION AND SEDIMENT CONTROL DEVICE LOCATIONS.

- RETAINING WALL NOTES:**
- RETAINING WALL MASS GRADING PREPARATION
- ALL RETAINING WALLS SHALL BE ROUGH GRADED AT A 2:1 SLOPE WITH BASE OF SLOPE AT PROPOSED WALL FACE.
 - THE RETAINING WALL SLOPE AREAS ARE TO BE MAINTAINED UNTIL RETAINING WALL CONSTRUCTION OCCURS. ANY EROSION SHALL BE REMEDIATED AND RESTORED.
 - BUILDING PERMITS ARE REQUIRED FOR ALL RETAINING WALLS 4 FEET IN HEIGHT OR GREATER AND THE WALLS SHALL BE DESIGNED BY A STRUCTURAL ENGINEER WITH DESIGN REVIEWED AND APPROVED BY THE CITY PRIOR TO INSTALLATION. ANY QUESTIONS REGARDING THE BUILDING PERMITS SHALL BE DIRECTED TO THE CITY BUILDING INSPECTOR.
 - INSTALL SAFETY RAILING ATOP ALL WALLS WHERE REQUIRED BY CODE.
 - RETAINING WALL CONTRACTOR AND/OR RETAINING WALL STRUCTURAL ENGINEER ARE RESPONSIBLE TO REVIEW CIVIL SITE ENGINEERING DRAWINGS. ANY OBSERVED CONCERNS WITH CIVIL SITE ENGINEERING DESIGN ELEMENTS RELATED TO RETAINING WALLS THAT REQUIRE MODIFICATIONS TO THE CIVIL SITE DESIGN IS THEIR RESPONSIBILITY TO COORDINATE WITH PROJECT OWNER AND CIVIL SITE ENGINEER. IF NO COORDINATION IS REQUESTED IT SHALL BE UNDERSTOOD THAT ALL CONDITIONS WITHIN THE CIVIL SITE DESIGN AND PLANS ARE ACCEPTABLE AND ABLE TO BE PROVIDED FOR IN THE RETAINING WALL DESIGN AND CONSTRUCTION.
 - RETAINING WALLS ARE TO BE FINAL DESIGNED AND PERMITTED BY OTHERS.



FOR REVIEW ONLY
PRELIMINARY
NOT FOR CONSTRUCTION



ALLIANT
733 Marquette Avenue
Suite 700
Minneapolis, MN 55402
612.758.3080
www.alliant-inc.com

CANVAS AT INVER GROVE HEIGHTS
INVER GROVE HEIGHTS, MINNESOTA
PRELIMINARY PLAT AND PUD SUBMITTAL
GRADING AND DRAINAGE PLAN

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

MARK RAUSCH, PE

Date _____ License No. _____

QUALITY ASSURANCE/CONTROL

BY	DATE
DATE	ISSUE
8-17-2020	CITY SUBMITTAL
9-3-2020	CITY COMMENTS UPDATES

PROJECT TEAM DATA

DESIGNED: MPR
DRAWN: TAS
PROJECT NO: 220-0092

10

SHEET 10 OF 34

From: [Todd E. Shoemaker](#)
To: [Bill Nichols](#)
Cc: [Steve W. Dodge, P.E.](#); [Thomas J. Kaldunski, P.E.](#)
Subject: 2021-01-05 Wenck Response to Nichols RE: EP-027A Basin on Robert Trail
Date: Tuesday, January 5, 2021 11:32:40 AM
Attachments: [image001.png](#)

Bill,

Thanks for the email. LFE stands for "low floor elevation", and NOF stands for "natural overflow." The critical high water elevations (10-day snowmelt) for Basin EP-027a are:

- Pre-Canvas = 862.8
- Post-Canvas = 861.9

As we finalize the Canvas development overall site design, the City will not allow it to exceed the pre-Canvas elevation of 862.8.

Regards,

Todd Shoemaker, PE (MN, IA), CFM

Senior Associate

Water Resources Engineer

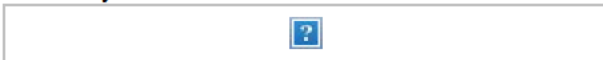
Phone: (651) 294-4585

Cell: (612) 414-7166

tshoemaker@wenck.com

2080 Wooddale Drive

Woodbury, MN 55125



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[Please consider the environment before printing this email.](#)

From: Bill Nichols [REDACTED]
Sent: Monday, January 4, 2021 11:08 AM
To: Todd E. Shoemaker <tshoemaker@wenck.com>
Subject: EP-027A Basin on Robert Trail

[EXTERNAL EMAIL]

Todd,

I hope you are well. I just left a partial voicemail for you but I was cut off so I am emailing for your help understanding the proposed improvements to for the Canvas project.

Could you tell me what LFE and NOF stand for? Additionally, what is the proposed elevation target for High Water Level (before or after pumping) of Basin EP-027A?

I will try to join with virtual presentation tomorrow if I can clear my conflicts.

Thanks,

Bill Nichols



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

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Continued Public Hearing to Consider a Resolution Ordering Project, Receiving Amendment No. 1 to the Feasibility Report, Accepting Professional Engineering Services Proposal IPO 28B from Kimley-Horn, Authorizing Preparation of Plans and Specifications, and Authorizing Land Acquisition Services for City Project No. 2016-13 – Cahill Trunk Drainage Improvements

Meeting Date:	January 11, 2021		Fiscal/FTE Impact:
Item Type:	Public Hearing	☐	None
Contact:	Thomas J. Kaldunski, 651.315.6336	☐	Amount included in current budget
Prepared by:	Steve W. Dodge, Assistant City Engineer	☐	Budget amendment requested
Reviewed by:	Scott D. Thureen, Public Works Director	☐	FTE included in current complement
		☐	New FTE requested – N/A
		☒	Other: Pavement Management Fund

PURPOSE/ACTION REQUESTED

Continued public hearing to consider a resolution ordering project, receiving amendment no. 1 to the feasibility report, accepting professional engineering services proposal IPO 28B from Kimley-Horn, authorizing preparation of plans and specifications, and authorizing land acquisition services for City Project No. 2016-13 – Cahill Trunk Drainage Improvements

SUMMARY

On August 24, 2020, City Council authorized the preparation of a feasibility report and on November 9, 2020, City Council received the report and scheduled the public hearing for City Project No. 2016-13 – Cahill Trunk Drainage Improvements. The feasibility study recommends a stormwater basin on two vacant lots (Mitcheltree) and adjacent lot (Blaisdell) to provide relief to drainage issues on 64th Court.

The public hearing was opened and continued at the December 14th, 2020 Council meeting with guidance to address notification to Eileen Wojtowicz whom does not appear on the Dakota County tax records but does appear as a party with interest in the property in subsequent documents found during a property record search. An address was not provided so the attached written notice was provided to Greg Mitcheltree to share with his aunt Eileen Wojtowicz.

The City Attorney's office completed the property record search for the project and has concluded that there is a "gap" parcel located just south of the two vacant parcels (Mitcheltree) and just north of the Knuckey parcel, 6399 Cahill Avenue. The project has no vested interest, disturbance or easement needs to this parcel. The property was added to the continued public hearing notice per legal description because it is adjacent to the proposed pond construction. The attached memo from the City Attorney's office dated January 5th, 2021, explains the ownership of the property which dates back to 1866. This information was shared with Greg Mitcheltree who's family members own the properties to the north and south of the "gap" parcel.

At the December 14, 2020, initial public hearing direction was provided to review the need for easement on the parcel south of the two vacant lots, the "gap" parcel. Staff and the City Attorney have reviewed the proposed improvements, including Amendment No. 1 to the feasibility report, and have concluded that no easement is needed. The proposed ponding conditions reduce the elevation, volume and frequency of events; thereby staying within the prescriptive rights of the existing ponding conditions.

Amendment No. 1 to the feasibility report is attached and addresses modifications to the stormwater basin design which increases the basin volume and lowers the 100-year high water line (HWL) below existing conditions. Option A to the feasibility is amended to describe the option for adding or upsizing trunk sewer capacity east of the vacant lots. One easement acquisition property, 6410 Carleda Way, is removed because the high-water line was lowered moving it off the property. The amendment has no impact on the project costs.

The total estimated project cost is \$478,175 for City Project No. 2016-13 for Option C – Stormwater Basin Construction. Funding is being recommended by the pavement management fund. No assessments are proposed. Other options were reviewed to improve the storm water system downstream of 64th Court or downstream of the proposed pond; however, these options were determined to be too costly and disruptive.

Acquisition of permanent and temporary easements is necessary for construction of the proposed stormwater basin and appurtenant improvements. Any necessary agreements will be prepared by the City Attorney. Staff and consultants will begin preparation for land acquisition services

A phase 1 environment review of the existing property has been completed. There has been past dumping and disposal of materials in the subject properties. The materials found were generally construction debris with low levels of contaminants found. The Phase 1 Environmental Site Assessment concluded the existing debris and low-level contaminants pose no restrictions on the proposed stormwater pond. Additional geotechnical environmental review will be completed with design and a response action plan will be approved by the Minnesota Pollution Control Agency. The City will enter into agreements that hold the City harmless from existing conditions.

The design, bidding and construction of the project is proposed to be in conjunction with City Project No. 2016-09F Carleda Way Area Reconstruction project. If the Cahill Trunk Drainage Improvements are not authorized when Carleda Way Area Reconstruction is bid, Staff would recommend constructing the Carleda Way Area Reconstruction project and make modifications to the proposed storm system to allow for a regional stormwater basin to be constructed in the future.

Staff held virtual open house meeting at 6 p.m. on December 8, 2020, with one property owner attending. A second property owner joined after the meeting had adjourned. A recorded video of the virtual information meeting to include the staff presentation, questions and responses is available on the City Web page: www.ighmn.gov/cahilltrunkdrainage. An abbreviated version of the virtual meeting questions and answers is attached.

The project was reviewed by the Planning Commission at their December 1, 2020 meeting and found City Project No. 2016-13 to be consistent with the comprehensive plan.

After conducting the public hearing, I recommend approving the resolution ordering project, receiving amendment No. 1 to the feasibility report, accepting professional engineering services proposal IPO 28B from Kimley-Horn, authorizing preparation of plans and specifications, and authorizing land acquisition services for City Project No. 2016-13 – Cahill Trunk Drainage Improvements

SWD/swd

Attachments: Resolution

Amendment No. 1 to the Feasibility Report

Written Notice to Eileen Wojtowicz

City Attorney's Letter on the "Gap" Parcel

Written Q & A Abbreviated Responses from Information Meeting

Proposal from Kimley-Horn & Associates, Inc.

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

**RESOLUTION ORDERING IMPROVEMENTS, RECEIVING AMENDMENT NO. 1 TO THE FEASIBILITY
REPORT, ACCEPTING PROFESSIONAL ENGINEERING SERVICES PROPOSAL IPO 28B FROM
KIMLEY-HORN, AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS, AND
AUTHORIZING LAND ACQUISITION SERVICES FOR CITY PROJECT NO. 2016-13 CAHILL TRUNK
DRAINAGE IMPROVEMENTS**

RESOLUTION NO. _____

WHEREAS, a resolution passed by the City Council on November 9, 2020 called for a public hearing on the proposed improvement project, City Project No. 2016-13 – Cahill Trunk Drainage Improvements; and

WHEREAS, published notice was given pursuant to Minnesota Statute 429.031, and the hearing was opened on December 14, 2020, continued, and held thereon on January 11, 2021, at which time all persons desiring to be heard were given an opportunity to be heard thereon; and

WHEREAS, amendment No. 1 to the feasibility report has been prepared by staff and consultants; and

WHEREAS, City Staff requested professional engineering services for land acquisition services, environmental report and coordination, final design, bidding, construction management and received a proposal IPO 28B from Kimley-Horn & Associates, Inc., a member of its municipal engineering consulting pool, for City Project No. 2016-13.

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

1. Amendment No. 1 to the feasibility report is hereby accepted.
2. Such improvement is hereby ordered as proposed in this Council resolution adopted January 11, 2021.
3. Staff is authorized to enter an engineering services contract, IPO 28B, with Kimley-Horn & Associates, Inc. for land acquisition, environmental reporting, final design, and construction engineering services at a cost of \$39,680.
4. Project contract documents (plans and specifications) are authorized to be prepared by Staff and Kimley-Horn.
5. Staff, City Attorney, and consulting engineer are authorized to select an appraiser and administer the land acquisition process to obtain necessary easements and agreements for the project
6. The contract for these improvements shall be let no later than three years after the adoption of this resolution.

Adopted by the City Council of Inver Grove Heights, Minnesota this 11th day of January, 2021.

AYES:

NAYS:

ATTEST

Thomas Bartholomew, Mayor

Rebecca Kiernan, City Clerk

AMENDMENT NO. 1 TO THE NOVEMBER 9, 2020 FEASIBILITY REPORT

PROJECT NO. 2016-13 CAHILL TRAUNK DRAINAGE IMPROVEMENTS

January 11, 2021

Amendment No. 1 to the Feasibility Report is for revising the preliminary design of the proposed stormwater treatment pond and revising the necessary property acquisition for City Project No. 2016-13 Cahill Trunk Drainage Improvements.

PROPOSED IMPROVEMENTS REVISION:

A revised **Exhibit 2 Improvements Map** is attached to this Amendment No. 1. Revisions to the proposed improvements are summarized below.

- Minor grading changes to expand the footprint of the pond
- Lowering of the pond bottom by 1-foot to provide additional storage volume
- Revisions to the outlet control structure elevation

The revisions to the stormwater basin design result in a reduction of the 100-yr HWL in the proposed pond area to elevation 818.71. This elevation is 0.08-feet lower than the existing 100-yr HWL in the area today.

DRAINAGE ANALYSIS SUMMARY REVISION:

Option A (High Capacity Inlets on 64th Court) in the original Feasibility Report does not adequately address the 64th Court flooding concerns. An additional option was reviewed to address the flooding on 64th Court and Option A in the Feasibility Report is replaced with the following:

Option A (Carleda Way and Cahill Ave Trunk Storm Sewer Connection and Upsizing)

Option A proposes to connect a storm sewer pipe from Carleda Way directly to the existing Cahill trunk storm sewer system through the vacant parcels in the southeast corner of Cahill Avenue and Carleda Way. Option A also proposes to upsize the existing 42" trunk storm sewer pipe to a 60" diameter pipe. Option A does mitigate the flooding risks on 64th Court in the 100-year event. However, Option A is not recommended due to the high construction cost of large storm sewer pipes and structures, property acquisition costs including impacts to a commercial business parking area, and challenging construction through hilly terrain.

PERMANENT EASEMENT ACQUISITION REVISION:

The original Feasibility Report detailed right-of-way acquisition would be necessary from the following parcels:

Property Owner	Parcel ID	Property Address
Richard D Mitcheltree Kyla and Gregory Mitcheltree	20-19500-03-110	N/A
Richard D Mitcheltree Kyla and Gregory Mitcheltree	20-19500-03-100	N/A
Mark and Elena Blaisdell	20-19500-03-090	6420 Carleda Way
William and Jacqueline Seymour	20-19500-03-080	6410 Carleda Way

Based on the revisions to the proposed improvements detailed previously to lower the 100-yr HWL and guidance from the City attorney regarding permanent easement acquisition, an amended permanent easement acquisition summary table is shown below. A revised **Exhibit 3 Property Acquisition Map** is also attached to this Amendment No. 1.

Amended Acquisition Table			
Property Owner	Parcel ID	Property Address	Permanent Drainage and Utility Easement Area (SF)
Richard D Mitcheltree Kyla and Gregory Mitcheltree	20-19500-03-110	N/A	3,000
Richard D Mitcheltree Kyla and Gregory Mitcheltree	20-19500-03-100	N/A	10,800
Mark and Elena Blaisdell	20-19500-03-090	6420 Carleda Way	3,400

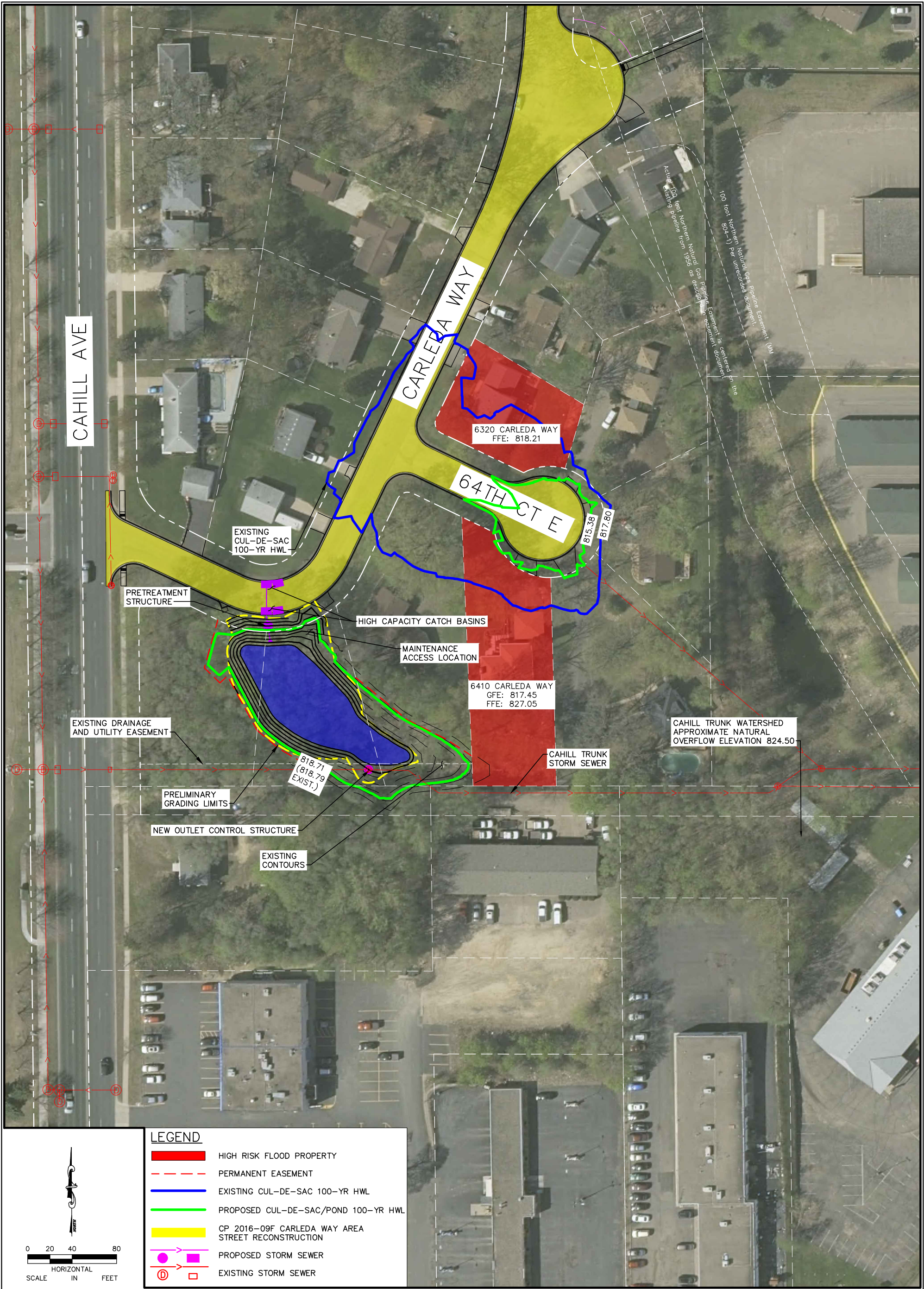
FINANACING AND PROJECT COST:

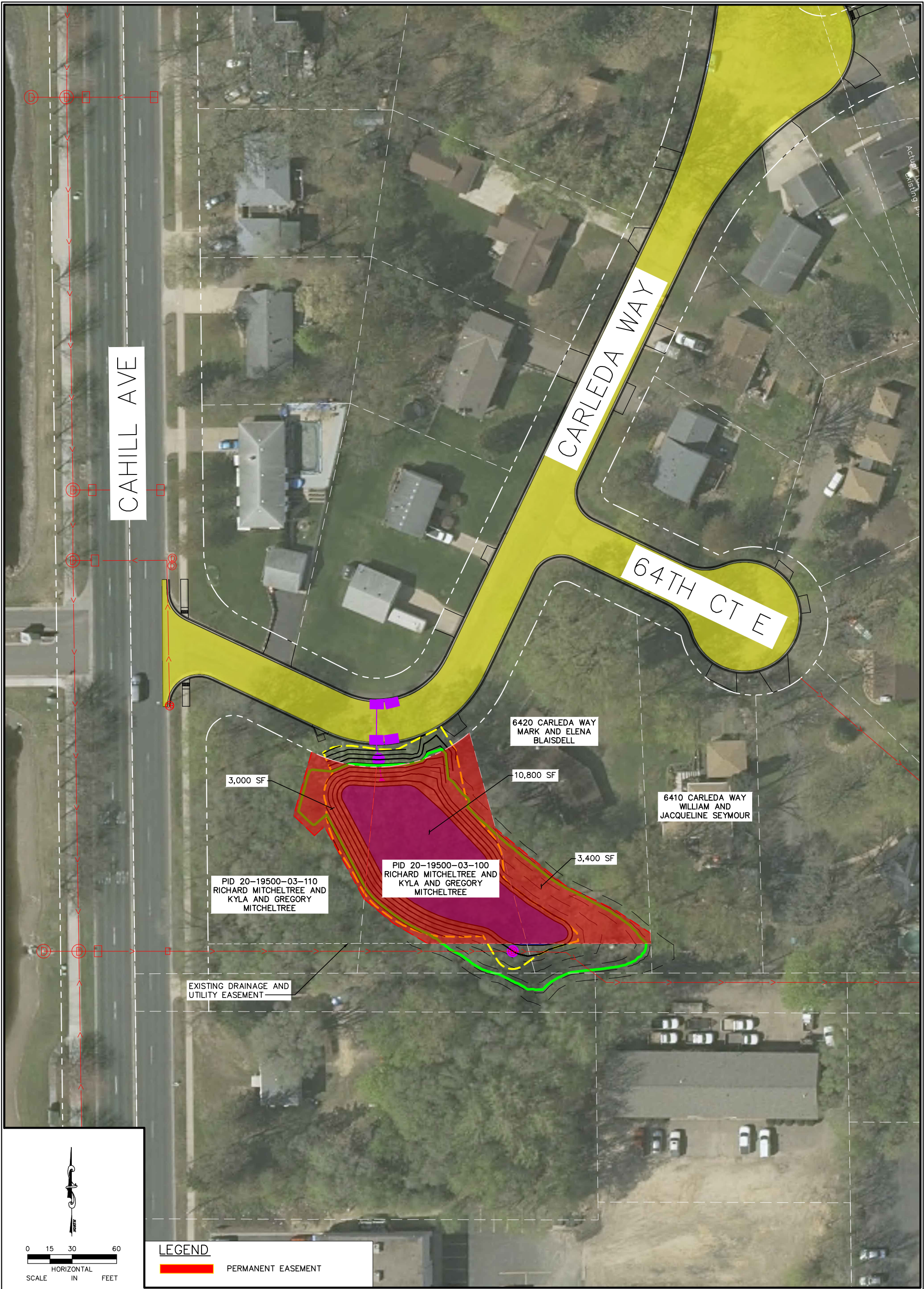
There is no change to the overall project cost, easement acquisition cost, and financing plan with Amendment No. 1 to the Feasibility Report.

ATTACHEMENTS:

Exhibit 2 – Amended Improvements Map

Exhibit 3 – Amended Property Acquisition Map







December 23, 2020

Eileen Wojtowicz
6399 Cahill Ave, Inver Grove Heights, MN 55076

Dear Ms. Wojtowicz,

The City of Inver Grove Heights, Minnesota is currently planning for a stormwater improvement project near the intersection of Cahill Avenue and Carleda Way. As part of previous mailings we have notified residents and property owners that may be impacted by the proposed improvements including notification sent to the property at 6399 Cahill Avenue. Mr. Greg Micheltree has indicated you may also have an ownership interest in the property at 6399 Cahill Avenue and requested that notification be provided to you as well.

The City Council will hold a continued **public hearing on Monday, January 11, 2020 at 7:00 p.m.** to consider ordering a public improvement project to construction a new stormwater basin in the southeast corner of Carleda Way and Cahill Avenue. The improvement hearing notice and project map for City Project No. 2016-13 – Cahill Trunk Drainage Improvements are enclosed.

The project will include stormwater management system improvements such as stormwater piping and structures, grading, vegetation establishment and associated improvements on the two vacant lots (PID Nos. 201950003110 and 201950003100) and adjacent lots southeast of Carleda Way and Cahill Avenue. The estimated project cost is \$478,175.00. Funding is designated from City Pavement Management Funds. No special assessments are proposed.

The feasibility report will be presented and discussed at the virtual information meeting and at the public hearing. The full feasibility report is also available online at www.ighmn.gov/cahilltrunkdrainage.

Public Improvement Hearing Participation

The continued public hearing on Monday, January 11, 2021 will be held at City Council Chambers at 8150 Barbara Avenue, Inver Grove Heights, MN. Due to COVID-19, you can also participate remotely using the instructions below. If you are interested in participating, please contact City Clerk Rebecca Kiernan prior to this meeting via telephone (651) 450-2513 or email (rkiernan@ighmn.gov) to inform that you wish to comment on the Improvement Hearing. Individuals may also 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, January 11, 2021 will be provided to the Council at or before the meeting. The phone number to use to dial into the meeting remotely is **651-450-2471, or you can stream the meeting live at [townsquare.tv](https://www.townsquare.tv). We hope you will join us.**

(Letter continued on the back side)

Any comments must be received by the City Clerk prior to the public improvement hearing being closed to be part of the record. To provide feedback or participate in the public hearing on January 11, 2021, you have the following options:

- (1) **Mail** written comments to the City in advance of the hearing at: Public Hearing CP 2016-13, C/O City Clerk, City Hall, 8150 Barbara Avenue, Inver Grove Heights, MN 55077. Written comments received prior to 4:00 p.m. on Monday, January 11th, will be provided to the Council at or before the hearing and incorporated into the record.
- (2) Drop written comments (addressed as shown above) in the **utility payment box** (across from City Hall front entrance doors) in advance of the hearing. Written comments received prior to 4:00 p.m. on Monday, January 11th, will be provided to the Council at or before the hearing and incorporated into the record.
- (3) **Email** your comments to cityclerk@invergroveheights.org
- (4) To provide public comment during the meeting, **via phone call only:**
 - a. Phone number: 651-450-2471
 - b. Please call in prior to 7 pm, the City Council meeting start time on January 11, 2021.
 - c. Phone calls will also be taken during the City Council meeting; however, public comment must be received prior to Council closing the hearing.
 - d. Provide Name, address and phone number whereby you can be reached.
 - e. Identify you are calling in for public hearing comment on City Project 2016-13 – Cahill Trunk Drainage Improvements.
 - f. The City Staff person managing the calls for public hearing comment will provide directions.

To **view** the January 11th Council meeting live you can:

- (1) Livestream on Townsquare TV in real time. The meeting can be viewed at:
<https://www.townsquare.tv/webstreaming>.
- (2) Watch on your local access TV Channel NDC4 (channel 19)

Please feel free to contact me at (651) 450-2541 or sdodge@ighmn.gov or Luke Moren, consultant project manager from Kimley-Horn, at (651) 643-0489 or luke.moren@kimley-horn.com if you have any questions.

Sincerely,



Steve W. Dodge, P.E.
Assistant City Engineer

SWD/kf

Enclosure: Public Hearing Notice
Remote Meeting Instructions
Exhibit

Cc: Scott Thureen, Public Works Director
Thomas Kaldunski, City Engineer
Rebecca Kiernan, City Clerk
Marc Gade, Technology Manager
Bridgette McCauley Nason, City Attorney
Luke Moren, Project Manager, Kimley-Horn

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

**NOTICE OF CONTINUED PUBLIC IMPROVEMENT HEARING
2021 IMPROVEMENT PROGRAM**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Inver Grove Heights will meet in the City Council Chambers at 8150 Barbara Avenue, Inver Grove Heights, MN at 7:00 p.m. on Monday, January 11, 2021 and via telephone or other electronic means pursuant to Minn. Stat. Sec. 13D.021, to continue a public hearing to consider the making of the following improvements in the 2021 Improvement Program.

**CITY PROJECT NO. 2016-13
CAHILL TRUNK DRAINAGE IMPROVEMENTS**

Nature of Work

Construction of a stormwater management system improvements to include a stormwater basin, stormwater piping and structures, grading, vegetation establishment and appurtenances in the southeast corner of Cahill Avenue and Carleda Way to address localized flooding and provide water quality treatment.

Estimated Cost of Improvements:

\$478,175.00

Parcels proposed to be impacted, but not assessed are:

20-19500-03-110
20-19500-03-100
20-19500-03-090
20-19500-03-080
20-00300-28-018
20-19500-03-040
20-00300-27-010
That part of the West 311 feet of the Northwest Quarter (NW1/4) of Section 3, Township 27, Range 22 lying East of the east right of way of Cahill Avenue, and lying North of the south 527 feet of said NW1/4, and lying South of the north 1859.22 feet of said NW1/4.

The total estimated cost of the above listed improvements is \$478,175.00. No special assessments are proposed for this project. Persons desiring to be heard with reference to the proposed improvements will be heard at said time and place of the continued public hearing and may participate in the public hearing either in person or by calling 651-450-2471 at the time of the hearing. Written or oral objections will be considered at the public hearing.

Rebecca Kiernan, City Clerk

Publish: December 27, 2020 (Pioneer Press)



LEVANDER,
GILLEN &
MILLER, P.A.

ATTORNEYS AT LAW

Established in 1929

TIMOTHY J. KUNTZ
DANIEL J. BEESON
ANGELA M. LUTZ AMANN
KORINE L. LAND
DONALD L. HOEFT
BRIDGET McCaULEY NASON
PETER G. MIKHAIL
SCOTT M. LUCAS
DAVID L. SIENKO
TONA T. DOVE
AARON S. PRICE
CASSANDRA C. WOLFGRAM
CASSANDRA J. BAUTISTA
AMANDA J. JOHNSON

January 6, 2021

Steve Dodge
Assistant City Engineer
City of Inver Grove Heights, MN
8150 Barbara Avenue
Inver Grove Heights, MN 55077
Via email to sdodge@inghmn.gov

Dear Mr. Dodge:

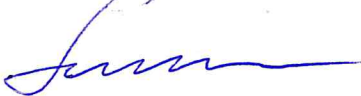
As per our recent conversations we have looked into the ownership of a certain parcel of real property described in the attached title commitment, for which no address has been assigned. The parcel borders Dakota County PID's 20-19500-03-100 and 20-19500-03-110 to the South, and Dakota County PID 20-00300-27-010 to the North.

As the attached title commitment shows, the property is owned of record by William Krech. The attached deed record shows that he took ownership of this property in 1866. As Schedule B-II of the Commitment states at Item 2, no tax parcel number has been assigned to the subject property.

There is no recorded evidence of title that the owners of Tax Parcels 20-19500-03-100, 20-19500-03-110, or 20-00300-27-010 have a title interest in the parcel described in the attached title commitment.

Let us know if you have any further questions with respect to this property.

Very truly yours,



Scott M. Lucas

SML/bs

Enclosure

c: Luke Moren (via email)
Bridget McCauley Nason (via email)
Timothy Kuntz (via email)

ALTA Commitment for Title Insurance



Issued By Old Republic National Title Insurance Company

NOTICE

IMPORTANT—READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I—Requirements; Schedule B, Part II—Exceptions; and the Commitment Conditions, Old Republic National Title Insurance Company, a Florida Corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Policy Amount and the name of the Proposed Insured.

If all of the Schedule B, Part I—Requirements have not been met within 6 months after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

Issued through the Office of

OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY

A Stock Company

400 Second Avenue South, Minneapolis, Minnesota 55401

(612) 371-1111

Authorized Signatory

By

President

Attest

Secretary

COMMITMENT CONDITIONS

1. DEFINITIONS

- (a) "Knowledge" or "Known": Actual or imputed knowledge, but not constructive notice imparted by the Public Records.
- (b) "Land": The land described in Schedule A and affixed improvements that by law constitute real property. The term "Land" does not include any property beyond the lines of the area described in Schedule A, nor any right, title, interest, estate, or easement in abutting streets, roads, avenues, alleys, lanes, ways, or waterways, but this does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.
- (c) "Mortgage": A mortgage, deed of trust, or other security instrument, including one evidenced by electronic means authorized by law.
- (d) "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.
- (e) "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.
- (f) "Proposed Policy Amount": Each dollar amount specified in Schedule A as the Proposed Policy Amount of each Policy to be issued pursuant to this Commitment.
- (g) "Public Records": Records established under state statutes at the Commitment Date for the purpose of imparting constructive notice of matters relating to real property to purchasers for value and without Knowledge.
- (h) "Title": The estate or interest described in Schedule A.

2. If all of the Schedule B, Part I—Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.

3. The Company's liability and obligation is limited by and this Commitment is not valid without:

- (a) the Notice;
- (b) the Commitment to Issue Policy;
- (c) the Commitment Conditions;
- (d) Schedule A;
- (e) Schedule B, Part I—Requirements;
- (f) Schedule B, Part II—Exceptions; and
- (g) a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company shall not be liable for any other amendment to this Commitment.

5. LIMITATIONS OF LIABILITY

- (a) The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
 - (i) comply with the Schedule B, Part I—Requirements;
 - (ii) eliminate, with the Company's written consent, any Schedule B, Part II—Exceptions; or
 - (iii) acquire the Title or create the Mortgage covered by this Commitment.
- (b) The Company shall not be liable under Commitment Condition 5(a) if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.
- (c) The Company will only have liability under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.
- (d) The Company's liability shall not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Conditions 5(a)(i) through 5(a)(iii) or the Proposed Policy Amount.
- (e) The Company shall not be liable for the content of the Transaction Identification Data, if any.
- (f) In no event shall the Company be obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I—Requirements have been met to the satisfaction of the Company.
- (g) In any event, the Company's liability is limited by the terms and provisions of the Policy.

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT

- (a) Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.
- (b) Any claim must be based in contract and must be restricted solely to the terms and provisions of this Commitment.
- (c) Until the Policy is issued, this Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.
- (d) The deletion or modification of any Schedule B, Part II—Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.
- (e) Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.
- (f) When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT HAS BEEN ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for the purpose of providing closing or settlement services.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

9. ARBITRATION

The Policy contains an arbitration clause. All arbitrable matters when the Proposed Policy Amount is \$2,000,000 or less shall be arbitrated at the option of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at <http://www.alta.org/arbitration>.

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

Issuing Agent: DCA Title
File No. 20-120008-RC
Property Address: XXXX, Inver Grove Heights, MN 55076
Loan No:
Revision No.

Schedule A

ALTA COMMITMENT

1. Commitment Date: 11/24/2020 AT 7:30 A.M.
2. Policy to be issued:
 - (a) 2006 ALTA Owner's Policy
Proposed Insured: William Krech
Proposed Policy Amount: \$1,000.00
 - (b) 2006 ALTA Loan Policy
Proposed Insured:
Proposed Policy Amount: \$
 - (c) ALTA Policy
Proposed Insured:
Proposed Policy Amount: \$
3. The estate or interest in the Land described or referred to in this Commitment is fee simple.
4. The Title is, at the Commitment Date, vested in:

William Krech
5. The Land is described as follows:

West 311 feet of the Northwest Quarter, Section 3, Township 27, Range 22, Dakota County, lying South of the plat of Dakota Park and North of the South 527 feet.

Abstract Property

Non-residential (all other)

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

Old Republic National Title Insurance Company



Authorized Signatory

Schedule B-I

ALTA COMMITMENT

File No. 20-120008-RC
Revision No.

Requirements

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.
2. Pay the agreed amount for the estate or interest to be insured.
3. Pay the premiums, fees, and charges for the Policy to the Company.
4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.
5. NOTE: This is a gap parcel that was created due to the adjoining legals having differing starting points.
6. Identification will be required from all parties required to sign documents at closing.
7. Your attention is drawn to Standard Exception B. This exception may be waived upon receipt of information as to the identity of parties in possession.
8. Your attention is drawn to Standard Exception C (Mechanic's Liens). This exception will be waived upon receipt of the buyer's/seller's affidavit stating that no labor or materials have been furnished to the premises. If any improvements have been made, we require:
 - A. A Sworn Construction Statement listing all subcontractors and companies from which supplies were purchased, showing the amount paid and/or owed.
 - B. Lien Waivers from all subcontractors.
 - C. Lien Waivers or satisfactory paid receipts from all companies from which supplies were purchased.To avoid delays in closing, this information must be given to us at least 3 business days prior to closing.
9. Standard Exception A (Survey Exception) will be waived if we are supplied with an ALTA survey certified to DCA Title and all issues raised by the survey are resolved to our satisfaction.
10. Please Note: This examination was made without the benefit of an inspection of subject property.
11. Names searches have been conducted in the county the land is located in for judgments, bankruptcies and tax liens which show none except the following: None
12. DCA Title requires all proceeds to be "Collected Funds". Proceeds must be received by wire and credited to DCA Title's escrow bank account, before the closing can be completed and funds disbursed.
13. NOTE: Searches indicate there are no open Mortgages. Please notify DCA Title if this is incorrect.

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

Schedule B-II

ALTA COMMITMENT

File No: 20-120008-RC
Revision No.

Exceptions

THIS COMMITMENT DOES NOT REPUBLISH ANY COVENANT, CONDITION, RESTRICTION, OR LIMITATION CONTAINED IN ANY DOCUMENT REFERRED TO IN THIS COMMITMENT TO THE EXTENT THAT THE SPECIFIC COVENANT, CONDITION, RESTRICTION, OR LIMITATION VIOLATES STATE OR FEDERAL LAW BASED ON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, HANDICAP, FAMILIAL STATUS, OR NATIONAL ORIGIN.

The Policy will not insure against loss or damage resulting from the terms and provisions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Standard Exceptions are as follows:

- A. Any encroachment, encumbrance, violation, variation, or adverse circumstance affecting the Title that would be disclosed by an accurate and complete land survey of the Land.
- B. Rights or claims of parties in possession not shown by the Public Records.
- C. Any lien, or right to lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.
- D. Easements, or claims of easement, not shown by the Public Records.
- E. Defects, liens, encumbrances, adverse claims or other matters, if any, created, first appearing in the Public Records, or attaching subsequent to the Commitment Date but prior to the date the Proposed Insured acquires for value the Title or Mortgage covered by this Commitment.
- F. All assessments and taxes due and payable in 2020, and thereafter.

2. NOTE: There is not a Tax No. assigned to this property.

NOTE: Dakota County tax records indicate property is homestead for taxes payable in the year 2020.

NOTE: Taxes for the year 2019 and prior years are paid in full.

NOTE: Minnesota property taxes are due on May 15th (first half) and October 15th (second half).

NOTE: Levied and Pending Assessments not covered herein.

NOTE: No coverage is provided for municipal code compliance matters and fees including, but not limited to, utilities, right of way maintenance, water or sewer services, or fees for tree, weeds, grass and snow or garbage removal, police boarding, vacant building registration and zoning.

3. Easement Agreement filed as Document No. 401012. (Grantor listed in the easement has no recorded interest of the subject land.)
4. Dakota County Highway Right of Way Map No. 84, filed as Document No. 887409.
5. NOTE: This Examination was made from our previous records and/or from the county records without the benefit of an updated Abstract of Title and/or Registered Property Certificate. DCA Title will not be responsible for the cost of updating the abstract/certificate.
6. NOTE: This Commitment was prepared on December 10, 2020.
7. NOTE: To schedule a closing, please contact one of the following offices: Apple Valley: 952-432-5600; Mendota Heights: 651-455-4600; Hastings: 651-437-4900; or Minneapolis: 612-821-7591.
8. NOTE: If there are any questions concerning the exceptions on this commitment, please contact Darrell Jensen at 651-437-5600 ext. 241 or e-mail at d.jensen@dcatile.com.

This page is only a part of a 2016 ALTA Commitment for Title Insurance. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I – Requirements; and Schedule B, Part II – Exceptions.

ef

and Samuel Allen to James Van Booskirk

Do have and hold the above Quit-Claimed Premises with all the privileges and appurtenances thereto belonging to the said Reuben Barfoot his heirs and assigns forever so that neither I the said, James Van Booskirk my heirs or assigns or any person claiming by from or under me shall have any right title interest or demand in or to the aforesaid premises.

In Witness Whereof I have hereunto set my hand and seal this Twentieth day of October A.D. 1865

Signed Sealed and Delivered in presence of
W. H. H. H.
W. H. H. H.
W. H. H. H.

James Van Booskirk

State of Minnesota }
 County of Ramsey }

Be it Remembered that on the 19th day of February 1866 personally appeared before me the undersigned James Van Booskirk the signor and dealer of the within instrument and acknowledged the same to be his free act and deed for the uses and purposes therein expressed.

Henry M. Dodge
 Justice of the Peace

Filed May 16 1866 at 2. P.M.

This Indenture Made this first day of February in the year of our Lord one thousand eight hundred and sixty six Between Nehemiah A. Thompson and Abbie Thompson his wife of Dakota County and State of Minnesota parties of the first part and William Koch of the County of Dakota and State of Minnesota party of the second part Witnesseth that the said parties of the first part for and in consideration of the sum of one thousand Dollars to them in hand paid by the said party of the second part the receipt whereof is hereby acknowledged have granted bargained sold released conveyed and confirmed and do by their presents grant bargain sell release convey and confirm unto the said party of the second part his heirs and assigns forever all those tracts or parcels of land situate lying and being in the County of Dakota in the State of Minnesota known and described as follows to wit:

The North West Quarter (1/4) of the North West Quarter (1/4) and twenty four and one half (24 1/2) acres off of the West side of the South West Quarter (1/4) of the North West Quarter (1/4) described as follows commencing at the South West corner of the South West Quarter (1/4) of the North West Quarter (1/4) thence North along the section line to the North West corner.

of said South West Quarter (1/4) of the North West Quarter (1/4) thence
 Easterly at right angles forty nine (49) rods thence Southerly at
 at right angles Eighty (80) rods thence Westerly at right angles forty
 nine (49) rods to place of beginning all in Section Three (3) of Town-
 ship Twenty Seven (27) north of Range Twenty Two (22) West also
 Lot Seven (7) in Section Thirty five (35) Township Twenty Eight
 (28) north of Range Twenty Two (22) West excepting and reserving
 fifteen (15) acres of the Southerly End of said Lot.

I have and to
 hold the same together with all and singular the hereditaments
 improvements and appurtenances thereto belonging or in
 anywise appertaining unto the said party of the second part his heirs
 and assigns forever And the said Nehemiah A. Thompson one
 of the parties of the first part doth hereby for himself and his heirs
 executors and administrators and each and every of them con-
 veyant and agree to and with the said party of the second
 part his heirs and assigns in manner and form following to
 wit to say that they are at the time of the executing and delivery of
 these presents the true lawful and rightful owner of the premises
 hereby conveyed and parted therein according to record and indefeas-
 ible estate in fee simple And that they have full right power and
 authority to grant bargain sell remise release convey and con-
 firm the said premises unto the said party of the second part his
 heirs and assigns in manner and form aforesaid And that
 the said premises are free and clear from all incumbrances
 whatever And that the said party of the second part his heirs
 and assigns shall quietly enjoy and possess the said premises
 And that they will Warant and Defend the title to the same
 against all lawful claims

In Testimony Whereof the said parties of the first part have hereunto
 set their hands and affixed their seals the day and year first
 above written Only stamped one Dollar and Stamp duly cancelled
 signed Sealed and Delivered

In the Presence of
 Edw. D. McElmonds
 Wm. C. Campbell

Witness
 my hand
 this 1st day
 of January
 1866

Nehemiah A. Thompson

Abbie A. Thompson

State of Wisconsin
 County of Racine

Be it Remembered that on this first
 day of January A.D. 1866 before the undersigned personally came
 Nehemiah A. Thompson and Abbie A. Thompson wife to me
 well known to be the identical persons described in and who
 executed the foregoing Deed and they in due form of Law ac-
 knowledged that they executed the same freely and Volunta-
 rily for the uses and purposes therein expressed each severally
 and the said Abbie A. Thompson wife of said Nehemiah A.
 Thompson being by me first duly taken separately apart

from her said husband acknowledged that she executed the said deed freely and without any fear or compulsion from any one

Seal
Notarially

Wm. L. Langley
Notary Public

Recd. May. Seventh 1866 at 11 A.M.

Rushley County Minn.

Now all men by these presents that Sarah Ann Spear and John H. Spear her husband of Compton in the County of Dakota and State of Minnesota in consideration of the sum of Five Hundred (\$500) Dollars to them in hand paid by Hannah Sutcliff of the same place wife of James Sutcliff of Hastings in the County of Dakota and State of Minnesota the receipt whereof is hereby acknowledged have bargained sold and quit claimed ceded by these presents do bargain sell and quit claim unto the said Hannah Sutcliff her heirs and assigns forever all their right title interest claim and demand in and to the following piece or parcel of land situate and being in the County of Dakota and State of Minnesota described as follows in

The East half of the South West Quarter of Section Thirty Six in Township one hundred and four North (114) North of Range Nineteen (19) West containing Eighty acres more or less according to the United States Government survey thereof

To have and to hold the above quit claimed premises with all the privileges and appurtenances thereto belonging to the said Hannah Sutcliff her heirs and assigns forever so that neither of us the said Sarah Ann Spear and John H. Spear her husband our heirs or assigns or any person claiming by from or under us or either of us shall have any right title interest or demand in or to the aforesaid premises.

In Witness Whereof we have hereunto set our hands and seals this Fifth day of May AD 1866.

Signed Sealed and Delivered

on presence of
Chas. Bremer
J. W. Crosby

Witness
May 5 1866
County of Dakota

Sarah A. Spear Seal

John H. Spear Seal

State of Minnesota } ss.
County of Dakota }

Be it Remembered that on the Fifth day of May 1866 personally appeared before me the undersigned Sarah Ann Spear and John H. Spear her husband the signers and Sealers of the within instrument and acknowledged the same to be their free act and deed for the uses and purposes therein expressed And the said Sarah Ann Spear being by me examined separate and apart from her husband and

**Virtual Information Meeting for
City Project No. 2016-13 Cahill Trunk Drainage Improvements Project
6 p.m. December 8, 2020
Neighborhood Comments:**

Attendees:

Steve Dodge (Assistant City Engineer of IGH)
Luke Moren (Project Manager of Kimley-Horn)
Michael Kirsch (Kimely-Horn)
Gary Mitcheltree (resident 6399 Cahill Avenue and spokesperson to vacant lots)
Jane Mendiola (resident of 6320 Carleda Way) *Showed up after virtual meeting was concluded

Question Received	Abbreviated Response
I didn't not know it would impact my acre and two lots, why has this changed?	Nothing changed. The proposed HWL has always been shown on the 1 acre lot to the south of the vacant parcel. The proposed HWL matches the existing HWL so the City believes it has prescriptive rights. The City Attorney guided that we should obtain easement if possible and pay for it to memorolize the HWL. The easement acquisition is added in the amendment.
What if we want to build more buildings on the one acre parcel? Are these changes going to be permanent?	Development of a lot would require review by the City. Answers to land use will be resolved in the land acquisition process with Engineers and Appraisers once project is ordered and design is authorized.
Concerned with liability, if for some reason there is water down there and the kids from the neighborhood go in there and trip and get hurt, who would have the liability?	The City takes on liability for the stormwater basin with the purchase of the permanent easement. City Staff has requested the City attorney provide a written explanation of liability for the property owner. We will request this be provided prior to the public hearing.
How does this impact our taxes on vacant lots?	The property owner would need to contact the County assessor to discuss a potential reduction in taxes following construction of the pond and procurment of easements.
Can you provide us the three proposals (alternatives)?	Alternatives and the full feasibility report are available for download on the City's project website.
How often does this parcel fill with water or flood?	The area will only fill up with water in large storm events when the intersection of Cahill and Carleda floods. Small, more regular storm events will see the area dry again within 48 - 72 hours and not inundate the area with any significant water amount.
What are your plans to replace vegetation with?	The City has recommended shrubs and native grasses to plant filtration ponds. As part of the acquisition and design process, the City will work with the property owner on selection and recommendations for vegetation of the pond area.
We just don't want to see through the vacant lot parcels with a gap in the trees	Loss of screening is negotiable through the easement acquisition process and can be discussed as part of the agreement. In general, the impacted area today mostly consists of dead and fallen trees with limited screening trees. The majority of the healthier trees providing screening are farther up the hills from the low lying area and are not expected to be impacted.
I assume you will be removing trees during construction	Yes, all vegetation within the construction limits would be cleared and grubbed. Construction limits for the pond are shown as a dashed yellow line on the exhibit.
Will you replace the trees in the area next to the curb that is being removed with the construction of the pond	No, the City does not plant trees within the 100-yr HWL of any stormwater basin due to the maintenance issues. The property owner can use moneys negotiated in the land acquisition to plant trees oustide of the easment area for screening purposes.
Will they cut down a lot of trees that are up near the pond?	All trees within the construction limits will be cleared and grubbed.
Will they keep the trees West of the pond?	Trees to the west of the construction limits would remain.
How does the 64th Cul-de-sac properties benefit from improvments	The HWL is significantly reduced from being on the properties (blue line) to contained within the ROW (green line).

INDIVIDUAL PROJECT ORDER NUMBER 28B

Describing a specific agreement between Kimley-Horn and Associates, Inc. (the Consultant), and City of Inver Grove Heights (the Client) in accordance with the terms of the Master Agreement for Continuing Professional Services dated April 19, 2011, which is incorporated herein by reference.

Identification of Project: Cahill Trunk Drainage Improvements
City Project 2016-13
KH Project 160509030

General Category of Services: Final Design and Construction Phase Services

Specific Scope of Basic Services: Final design, bidding phase, and construction phase services for CP 2016-13.
See attached Exhibit A for a more detailed summary of the scope of services.

Additional Services if Required: None identified at this time.

Schedule: See attached Exhibit C.

Deliverables: Final Construction Plans
Project Special Provisions

Method of Compensation To be billed on an hourly (cost plus) basis as detailed in attached Exhibit B.

Special Terms of Compensation: None

Other Special Terms of Individual Project Order: None

ACCEPTED:

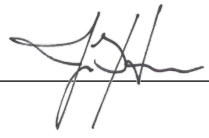
CITY OF INVER GROVE HEIGHTS

BY: _____

TITLE: _____

DATE: _____

KIMLEY-HORN AND ASSOCIATES, INC.

BY:  _____

TITLE: Sr. Vice President

DATE: January 4, 2020

EXHIBIT A
SCOPE OF SERVICES

INDIVIDUAL PROJECT ORDER (IPO) NO. 28B

CAHILL TRUNK DRAINAGE IMPROVEMENTS
CITY PROJECT 2016-13

City Project 2016-13 Cahill Trunk Drainage Improvements includes the construction of a stormwater pond in the southeast corner of Cahill Avenue and Carleda Way. The scope of services below include preparation of final construction plans and specifications, updated right-of-way acquisition services, environmental services, bidding phase services and construction phase services.

1. FINAL DESIGN SERVICES

A. Meetings

We have assumed preparation for and attendance at the following meetings that will be required as part of the final design phase.

- i. Regular Council meeting (1)
- ii. Project review meeting (95% plan review and project specification/special provision meeting) (1)

B. Preparation of Construction Plans and Final Drainage Report

We will prepare final construction plans for the stormwater ponding improvements for City Project 2016-13. Preparation of 60% design plans was included in IPO 28A and we will finalize those plans for inclusion in the CP 2016-09F Carleda Way Area Improvements Plan Set. The following plan sheets will be updated from 60% to 100% design.

- Removal Plans
- Stormwater Pond Grading Plan
- Outlet Structure Details

We have assumed that we will address up to one (1) round of comments from the City on the final plans.

We will incorporate the final design of the stormwater pond into the drainage model and prepare a final drainage report for the project. We have assumed the drainage report updated previously in 2020 will be updated and a new standalone report will not be needed.

2. ENVIRONMENTAL SERVICES

American Engineering Testing, as a Kimley-Horn sub-consultant, will prepare and submit an electronic application requesting a No Association Determination (NAD) Letter to the MPCA. The application will include a proposed action letter and the previously prepared

Phase I ESA Report and Report of Environmental Sampling. A Response Action Plan and Construction Contingency Plan (RAP/CCP) that will cover the range of planned or potential response actions that may be necessary for the construction of the stormwater basin will also be prepared.

Following review by the MPCA, additional sampling may be requested for issuance of the NAD and prior to preparing the RAP. Costs for additional soil sampling are not included in this IPO.

3. RIGHT-OF-WAY ACQUISITION SERVICES

Right-of-way acquisition services were previously approved in IPO 28A. The right- of-way acquisition necessary for the project improvements was assumed to include the full acquisition of two (2) vacant parcels and permanent and temporary easement from one (1) other residential parcel. Following preparation of the feasibility report for CP 2016-13, it was identified that permanent easements would be required from two (2) vacant parcels, one (1) residential parcel, and one (1) other parcel assumed to be owned by the property owner south of the proposed pond location. The following additional right-of-way acquisition services are necessary for the project following completion of the feasibility study.

A. Appraisals

Henning Professional Services, as a Kimley-Horn sub-consultant, will contract appraisals for the additional parcel requiring permanent easement. The appraisal will be performed by Patchin Messner Valuation Counselors. The appraisal will be provided to the City for review and used in the preparation of offers to the property owners.

B. Right-of-Way Agent Services

Henning Professional Services, as a Kimley-Horn sub-consultant, will serve as the City's right-of-way agent through the right-of-way acquisition process. The right-of-way agent will perform the services listed below for the project in coordination with the City and designer for the additional permanent easement parcel.

- Maintain and provide acquisition spread sheets for information on all acquisitions
- Early Notification letter to owners with formal project information
- Contact the landowners and schedule meetings
- Conduct Field Title Investigations and complete Reports
- Work closely with the City and designer related to landowner questions and project details
- Prepare offer packets for each parcel
- Present offers of compensation
- Negotiate purchase of the easements
- Draft Administrative Settlements as appropriate
- Obtain signed easements and provide executed documents to City
- Draft and submit Pay Requests for payment to owner

- This task will also provide coordination with the City Attorney (CA) who will provide the conveyance documents and other required legal documents.
- Providing the City parcel files summarizing each acquisition at the end of the project

C. Parcel Sketch and Legal Description

We will prepare parcel sketches for up to four (4) properties requiring permanent easement. Gorman Surveying, as a Kimley-Horn sub-consultant will prepare legal descriptions for the permanent easements on up to four (4) properties.

Right-of-way Acquisition Services Assumptions

We have assumed the following in preparing the scope of work listed above for right-of-way acquisition services.

- The City will provide title research, parcel sketches, appraisals, staking and survey services needed.
- Closing will be completed by a licensed closing company and this will be a direct cost paid by the City.
- The City will provide legal documents such as easement, consents, disclaimers, certificates, access agreements, etc., as required.
- The City will also review title work and ensure that all interested parties are defined and listed prior to the agent meeting with the landowner.
- The City will record all documents that they would like recorded.
- The City will provide all tax forms such as 1099's.
- No relocation is included in this estimate.
- We assume one lender consent for the permanent easement parcel. Any fees related to obtaining a consent from the lender are not included in this estimate but would be provided as a pass-through cost.
- The City Attorney (CA) will provide all eminent domain tasks, if needed. Our assistance would be limited to providing all information and files in our possession and to strategize with CA.

4. BIDDING ASSISTANCE

We will produce a PDF version of the plans and specifications and include them in the CP 2016-09F Carleda Way Area Improvements contract documents to be uploaded to QuestCDN. We will field contractor questions related to the project plans and specifications and prepare any necessary addenda. We will also prepare a bid tabulation and a bid summary letter following the bid opening.

5. CONSTRUCTION STAKING

A. Construction Staking

A Kimley-Horn sub-consultant, Gorman Surveying, will provide construction staking for the project. We have assumed the following will be required for staking the proposed improvements:

- i. All staking will be on a one-time basis

- ii. Offset and reference stakes for each MH or CB
- iii. Two (2) reference stakes for each CB casting
- iv. Stake construction limits every 50' and all angle points
- v. Pond staking at two (2) contour lines

B. As-Built Survey

Gorman Surveying, will conduct an as-built survey for the project. We have assumed the following will be required for the survey:

- i. As-built survey information will be collected for the following:
 - 1. Storm (rims and inverts)
 - 2. Pond overflows
- ii. As-built plans to be prepared by City staff
- iii. Traffic control will not be required
- iv. Utilities will be accessible and not require entrance into confined space
- v. Survey will be conducted after construction is complete.

6. CONSTRUCTION PHASE SERVICES

A. Pre-Construction Meeting/Contract Documents

We will conduct a pre-construction meeting with the contractor, sub-contractors, City staff, and private utilities and produce meeting minutes. We will also prepare conformed contract documents and coordinate execution of the documents with the contractor and City staff. We have assumed this work will be concurrent with CP 2016-09F Carleda Way Area Reconstruction

B. Shop Drawing Review and Coordination

We will review shop drawings for the project submitted by the contractor. We will also coordinate any necessary shop drawing revisions with the contractor and the City.

C. Construction Coordination

We will provide construction coordination assistance to City staff. We have assumed attendance at weekly construction meetings will be necessary and the meetings for CP 2016-13 will be held concurrently with CP 2016-09F Carleda Way Area Reconstruction. We have assumed approximately 20 hours of total effort will be necessary for construction coordination of CP 2016-13.

D. Preparation of Change Orders, Budget Summaries, and Construction Closeout Documents

Upon request by City staff, Kimley-Horn will prepare necessary change orders for the project. We have assumed the preparation of up to one (1) change order may be necessary. We will assist the City with construction closeout documentation and final negotiations with the Contractor following substantial completion of the project. We have assumed up to three (3) hours for the construction closeout process.

EXHIBIT B
ESTIMATED COSTS

INDIVIDUAL PROJECT ORDER (IPO) NO. 28B

CAHILL TRUNK DRAINAGE IMPROVEMENTS
CITY PROJECT 2016-13

Kimley-Horn proposes to perform all services included within this IPO on an hourly (cost plus) basis using our current standard hourly rate schedule. The following is a summary of our estimated costs for the services included as a part of this IPO:

<u>Work Task</u>	<u>Estimated Fee</u>
Final Design Services	\$ 8,500
Environmental Services	\$ 6,500
Right-of-Way Acquisition Services	\$ 15,500
Bidding Assistance	\$ 750
Construction Staking	\$ 2,500
Construction Phase Services	\$ 4,850
Reimbursable Expenses	\$ 1,080
Total	\$ 39,680

Our total estimated not-to-exceed cost for the scope of services included as a part of this IPO is, therefore, \$39,680 including all labor and reimbursable expenses.

EXHIBIT C
SCHEDULE

INDIVIDUAL PROJECT ORDER (IPO) NO. 28B

CAHILL TRUNK DRAINAGE IMPROVEMENTS
CITY PROJECT 2016-13

The following is a summary of the proposed schedule for the project:

Continued Public Improvement Hearing	January 11, 2020
Council Order Project	
Authorize Preparation of Final Plans and Specs	
Authorize Land Acquisition	
Final Design, Council Approve Plans and Specifications, Bidding	Follow CP 2016-09F Carleda Way Area Reconstruction Project Schedule
Begin Construction	TBD

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Appointing a Council Member to serve as Acting Mayor for 2021

Meeting Date: January 11, 2021
Item Type: Consent
Contact: 651-450-2513
Prepared by: Rebecca Kiernan, City Clerk
Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider Appointing a Councilmember to serve as Acting Mayor for 2021.

SUMMARY

The Acting Mayor presides over Council Meetings at which the Mayor is absent. Council should designate a councilmember to serve in that capacity for the entire year.

Acting Mayor shall be: _____

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Appoint Council Members to Member Commissions 2021

Meeting Date: January 4, 2020
 Item Type: Regular
 Contact: 651-450-2513
 Prepared by: Judy Wonick
 Reviewed by: Rebecca Kiernan, City Clerk

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

PURPOSE/ACTION REQUESTED:

Designate Councilmembers to serve as representative of the City on local issues Committees /Commissions

SUMMARY:

The Mayor and City Councilmembers represent the City on several Committees and Commissions that serve the residents of Inver Grove Heights, and surrounding cities.

Attached is a list of Committees/Commissions that the Mayor or Councilmembers currently serve on along with a brief outline of their functions of the committee and schedule of meeting dates and times when available.

Dakota Broadband**Designee:** _____

The Dakota Broadband Board is a partnership between the county, the Community Development Agency and a number of cities that will integrate and manage the 250-mile publicly owned telecommunications fiber that already exists within the county.

Scheduled to meet the 2nd Wednesday of each month
Zoom meetings for now, TBD if in person meetings after 1/11/21
4:00 p.m. – 5:30 p.m.

Dakota Communications Center**Designee:** _____

A JPA representing all Dakota County cities receiving public safety dispatch services.

Meetings held quarterly – February, May, August, November
2nd Thursday of the month
8:00 a.m. – 9:30 a.m.
Zoom meeting for now, but in person meetings held at the DCC Building in Rosemount

Municipal Legislative Commission**Designee:** _____

The Municipal Legislative Commission (MLC) is an association of 19 suburban communities sharing common demographic, economic, and tax base characteristics. The association provides a voice for public policy on issues of shared interest to the member cities. The association is governed by a Board of Directors and Operating Committee and is staffed by Messerli | Kramer.

Meets quarterly 11:30 a.m. – 1:30 p.m.
Zoom meetings for now but in person meetings are scheduled at the Host City site
March 3rd
June 2nd
October 6th
December 1

Chamber of Commerce Local issues**Designee:** _____

The River Heights Chamber of Commerce advocates for issues that impact local business. An integral part of the River Heights Chamber's activity is ensuring that the views of the business community are articulated to elected officials at all levels of government.

Inver Grove Heights Local Issues Meeting the second Thursday of the month)

NDCTV Cable Commission**Designee:** _____

The Northern Dakota County Cable Communications Commission serves its member cities by administering and enforcing the cable franchise ordinance, managing institutional programming, and overseeing local community programming on their behalf.

NDC4 is a municipal joint powers cooperative formed in 1982 by the seven cities of Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul.

Commission meetings are televised live the first Wednesday of every other month at 7 p.m. on Government Channel 18.

Mayor/Manager group**Designee:** _____

These meetings are currently scheduled to meet by Zoom for now, When the in-person meeting resume they will be held Eagan City Hall

Dakota County cities sign up to host and bring in a speaker with a topic germane to all cities and the County

8:00 a.m. to 9:00 a.m.

January 15th

March 19th

May 21st

Mayors Association**Designee:** _____

The purposes of the Minnesota Mayors Association is to provide opportunities for the mayors of the state to meet as a separate group to discuss municipal problems affecting all persons holding the office of mayor. This is an optional membership.

Noise Oversight Committee**Designee:** _____

The MSP NOC membership is balanced with community and aviation industry representatives who work together to address aircraft noise issues associated with MSP.

The cities of Bloomington, Eagan, Mendota Heights, Minneapolis, and Richfield each have a representative on the committee. The cities of Apple Valley, Burnsville, Inver Grove Heights, St. Louis Park, St. Paul, Sunfish Lake, and Edina are represented through an At-Large membership. Each representative serves a two-year term, and each city appoints its representative and an alternate. The At-Large cities appoint one representative and one alternate from their member cities to represent all of them for the two-year term.

Meetings normally are held at 1:30 p.m. on the third Wednesday of odd-numbered months

January 20

March 17

May 19

July 21, 2021

September 15, 2021

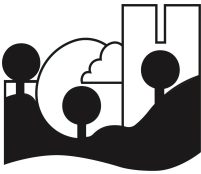
November 10, 2021

Fire Relief Board**Designee:** _____

The purpose of the Inver Grove Heights Fire Relief Association (IGHFRA) is to provide retirement relief and other benefits to members and their dependents. All Relief Associations in the state fall under Chapter 424A of Minnesota Statutes.

The IGHFRA Board of Trustees consists of nine members. Six trustees shall be elected from the membership of the municipal Relief Association. There are three officials from the Municipality. The three Municipal Trustees include the chief of the fire department and two others from the municipality. Of those two members, one must be an elected municipal official and one elected or appointed municipal official, who are designated as municipal representatives. The Municipal Trustees must be designated annually by the city council of the Municipality.

The Board of Trustees shall perform various functions, such as management of all funds pursuant to the statutes of the State of Minnesota, examine and approve the validity of all claims prior to payment by the Treasurer, and determine eligibility for benefits, confirm minimum firefighter and service standards. The Board is scheduled to meet on a quarterly basis, typically at 6:00 p.m. on a Sunday, with one of those being an annual meeting with the entire IGHFRA membership. There may occasionally be special meetings throughout the year, with proper notice given.



CITY OF INVER GROVE HEIGHTS

MEMORANDUM

TO: Mayor & City Council

FROM: Joe Lynch, City Administrator

SUBJECT: Interim P&R Director

DATE: December 29, 2020

CC: E. Carlson

Background:

As you are aware, the Parks & Recreation Director has announced his departure effective January 15, 2021. This position oversees the operation of the Veteran's Memorial Community Center, recreation programming in the city, park maintenance operations, park acquisition and development, management of buildings in the city and the Inverwood Golf Course.

We need to discuss and decide upon a course of action to fill some or all these duties while we talk about how to approach the process of replacement for this position.

Overview:

Currently we have staff in place to handle day to day operations in our various operations such as our Recreation Superintendent to oversee and manage the recreation programming and staff. Our Parks Superintendent to oversee and manage the maintenance activities needed for city parks and grounds. Golf Course Superintendents will prepare Inverwood for the 2021 season.

Our short term needs currently include needing someone who can:

- Provide the time we need to discuss and decided on approach for replacement and a process to use for a permanent hire
- Be responsible for oversight of department Projects/responsibilities
- Be involved in the acquisition of land for an NWA park

City Council
Interim P&R Director
December 29, 2020

- Leadership and management of the park design/construction for the Peltier property for possible opening in the Fall of 2021
- Leadership and management of the Park Comprehensive Plan process
- Leadership and management of the South Valley Master Plan process
- Serve as the Staff liaison to the Parks & Recreation Advisory Commission

Solutions:

Appoint one current staff member as Interim Director

Advantages:

- Familiar with current operations and projects and less downtime
- Familiar with staff, consultants and possibly Commission members
- Continuity of operations

Challenges:

- ❖ No one on staff currently interested in filling this role
- ❖ Decision making is compromised between the Interim role and fulfilling current other duties
- ❖ Compromise on other portions of current duties because of need as Interim Director

Appoint outside individual as Interim Director

Advantages

- Bring an experienced Director that understands the role
- Can do work of Director without having to compromise on aspects of other duties
- Work Part Time for a specified short period of time
- Focus on highest level decisions and projects/work
- Would not be a candidate for permanent position
- Funding would come from budget for Director position while open

Challenges

- ❖ Time to come up to speed
- ❖ Not invested in outcomes as if it were permanent position
- ❖ Not familiar with all staff, consultants, and Commissioners
- ❖ Would not be a resource for what to look for in next Director

City Council
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Funding:

The funding for this short term, part time position would come from the line item budgets that are currently in the 2021 budget. This would be a non-benefitted position and as such the hourly wage would need to reflect the fact that there are no benefits being paid to the position. The cost differential between the part time position and the full-time wages budgeted would result in some costs savings to the city over the expected three-month Interim period.

After reviewing the options with all the advantages and challenges it appears that the best course of action would be to appoint someone from outside the current organization, as Interim Parks & Recreation Director. If the Council is in favor of pursuing this option, I would need to work with staff to communicate with a prospective candidate to determine interest, availability, and affordability.

Recommendation:

I recommend that the City Council direct me to meet with a prospective individual and work out details as a part time Interim Parks and Recreation Director and return to the Council with the proposed terms and conditions in a short time frame to get someone on board very soon.

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Review Plans for South Valley Park Master Plan Improvements

Meeting Date: January 11, 2021
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by: Eric Carlson – Parks & Recreation

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Provide the City Council with an update/review on the South Valley Park Master Plan.

SUMMARY

The City updated and adopted the Master Plan for North/South Valley Parks in 2017/2018. In 2019 we completed a first phase of the master plan by constructing pickleball courts in North Valley Park which have been highly popular with the community.

On March 23, 2020, the Council approved the submittal of a MN DNR Outdoor Recreation Grant for South Valley Park for the Phase I improvements which include a new playground, shelter, performance area, additional parking and trail connections. On August 14, 2020 we were notified by the MN DNR that we received a grant in the amount of \$250,000. The grant requires a 1:1 non-state match.

The Phase 1 estimated investment is \$2,301,419 and will be funded from the MN DNR Outdoor Recreation Grant, the Park Capital Replacement Fund (Fund 444), the Pavement Management Fund (Fund 440), Park Acquisition and Development Fund (Fund 402) and water and sewer funds.

The City hired HKGI to help us create a schematic design for South Valley Park which was used in submitting the grant documents. A subcommittee of the Park Commission consisting of Commissioners Eiden, Freer, Sethre, and Stone were involved in the development of the plan.

To accomplish the first phase we will need to hire HKGI to prepare the plans and specifications for the proposed improvements and we are recommending the Council authorize staff to execute the agreement this evening.

The grant agreement still needs to be executed as we are waiting on the MN DNR and Federal Government. We will have 2-years to complete the project funded by the grant.

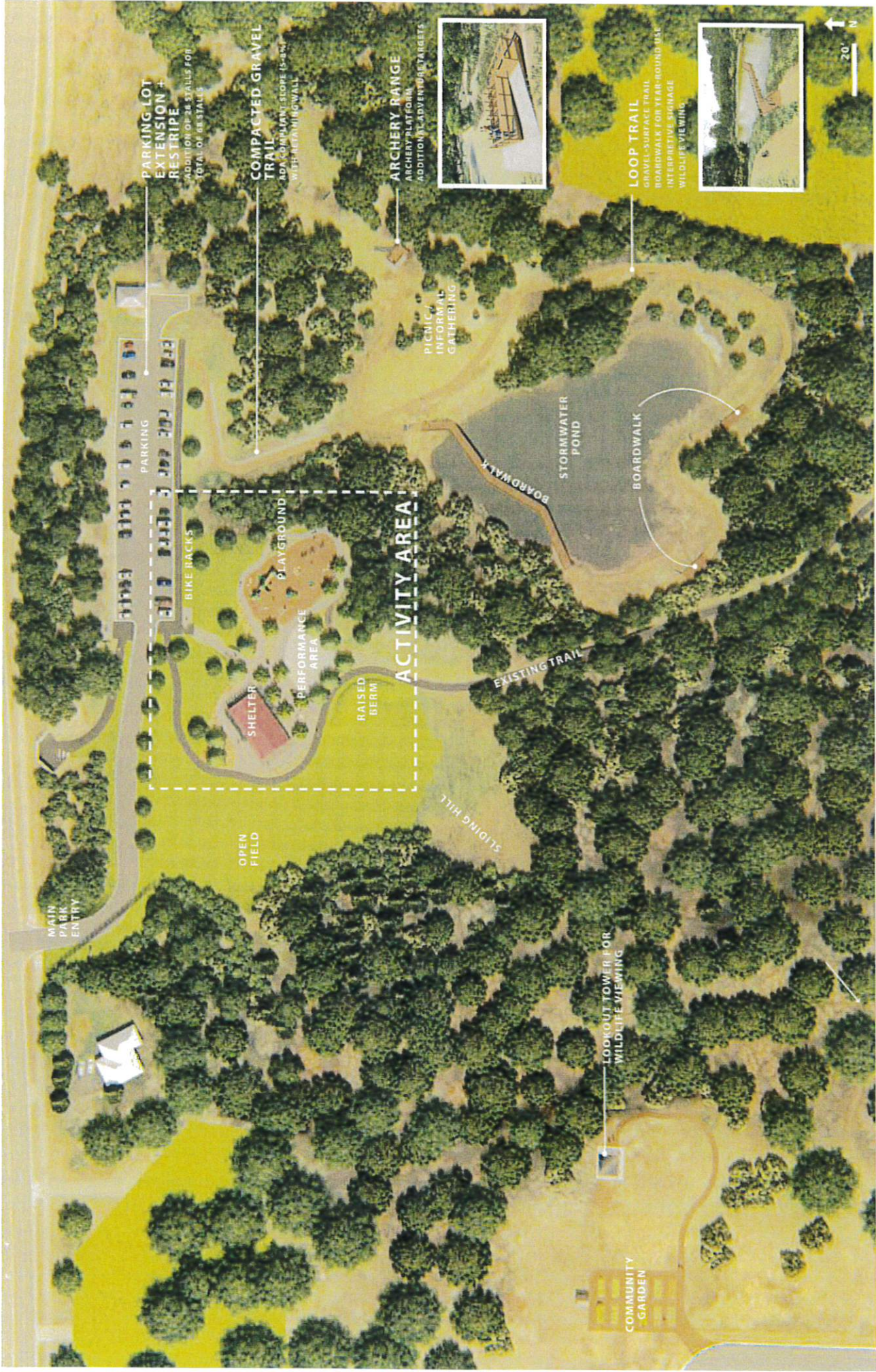
Future improvements will need to be accomplished in a phased approach and the Commission is recommending the following:

<u>Phase 2: Archery and Trail Loop (TBD)</u>	<u>Phase 3: Western Bluff Area (TBD)</u>
• Natural surface trail loop • Boardwalk connections • Retaining wall • Interpretive signage • Archery range	• Community Garden • Lookout Tower • Trail Link

SOUTH VALLEY MASTER PLAN

SOUTH VALLEY MASTER PLAN

CONCEPT SITE PLAN



CONCEPT SITE PLAN: ACTIVITY AREA



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

CONCRETE PERIMETER
WALK
SEATING, LIGHTING, CANOPY TREES
THROUGHOUT

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

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

PATIO
MOVABLE FURNITURE
PICNIC TABLES
GRILL
FIREPIT

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

CONCEPT IMAGES



VIEW FROM PARKING LOT LOOKING SOUTH



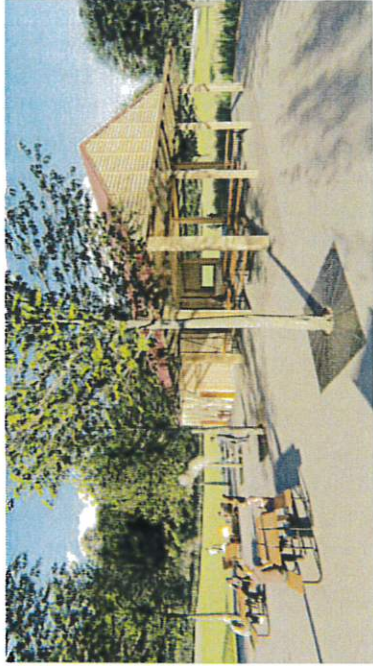
VIEW OF STAIRWAY FROM PARKING LOT



INFO KIOSK W/ PLAYGROUND, PERFORMANCE SPACE BEYOND



VIEW OF PERFORMANCE SPACE, LOOKING SOUTH



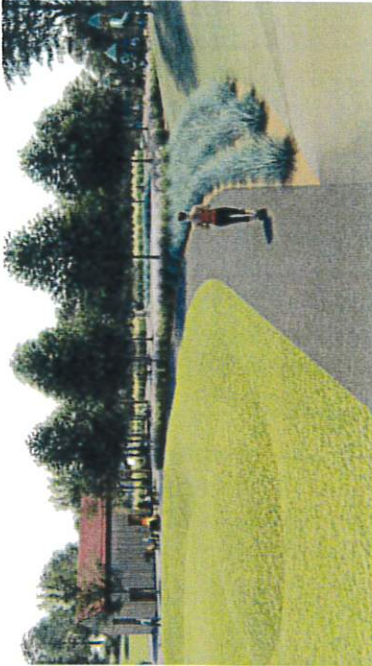
VIEW OF SHELTER WITH PATIO / FIREPIT AREA



VIEW OF SHELTER FROM NORTH SIDE



PLAYGROUND, LOOKING NORTH



VIEW FROM EXISTING TRAIL, LOOKING NORTH

SHELTER CONCEPT



SHELTER, VIEW FROM SOUTHWEST



SHELTER, VIEW FROM NORTHEAST



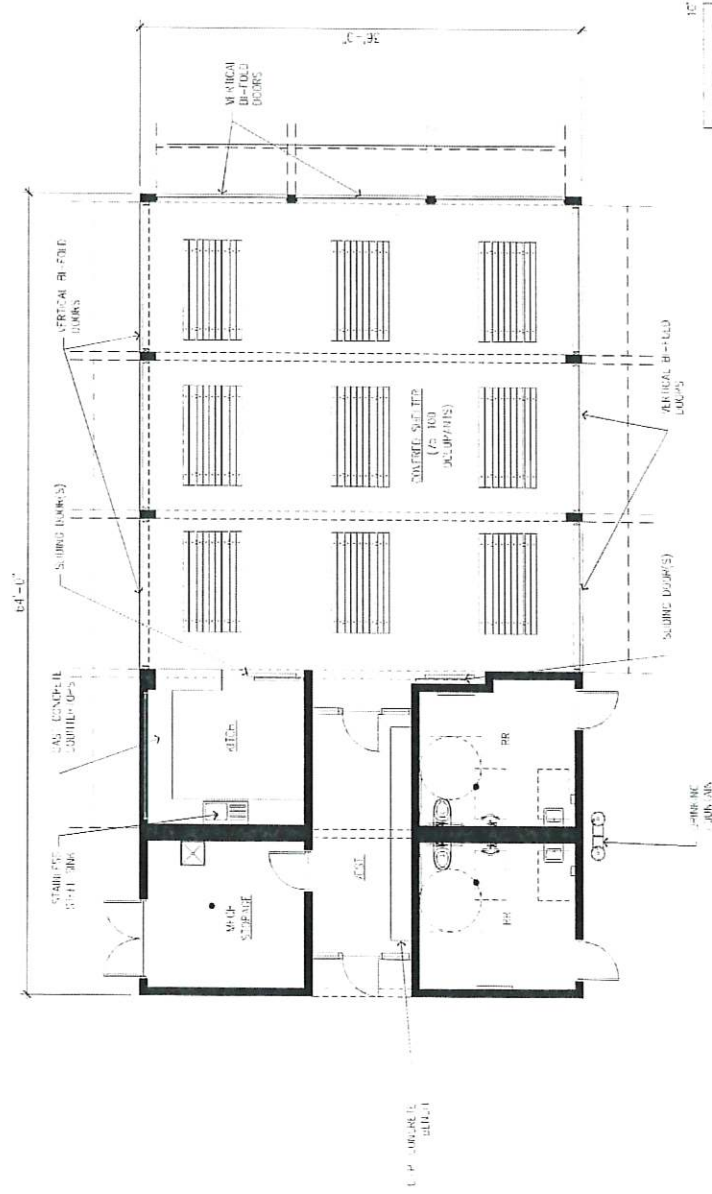
COVERED AREA WITH FOLDING DOORS OPEN



VIEW FROM INSIDE SHELTER TOWARDS RESTROOMS



KITCHEN AREA

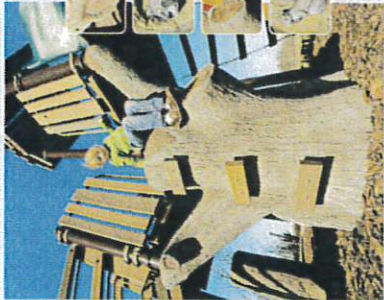


CONCEPT E PLAYGROUND EQUIPMENT

5-12 PLAY AREA



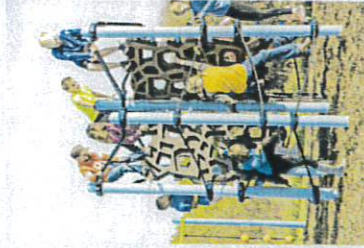
PLAYBOOSTER STRUCTURE



DISCOVERY TREE CLIMB



ADVENTURE SCAPE



GEOPLEX TOWER



TREE STUMP TRANSFER



WOOD PLANK WIGGLE LADDER



CORKSCREW CLIMBER



SLIDE WINDER

FREE-STANDING PLAY



LOG BALANCE



OMNISPINNER



MUSHROOM JUMPER



LOG CRAWL TUNNEL

SWINGS



3-BAY SWING SET



ARCH TIRE SWING



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

2-5 PLAY AREA



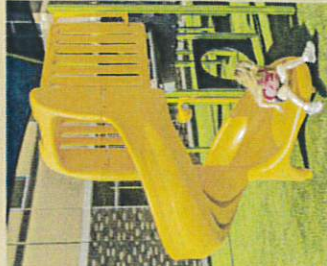
PLAYSHAPER STRUCTURE



LOG STEPPER



THUNDERHEAD CLIMBER



SPYROSLIDE



LOG STACK



BONGO PANEL



RAIN SOUND WHEEL

South Valley Park_Inver Grove Heights						
3.5.2020 COST ESTIMATE PER CONCEPT DESIGN						
PHASE 1: ACTIVITY AREA						
ITEM	ITEM DESCRIPTIONS	EST QTY	UNIT	UNIT COST	TOTAL	NOTES
1. SITE PREP						
1.01	EROSION CONTROL - SILT FENCE	1,600	LF	\$ 4	\$ 6,400	
1.02	TREE PROTECTION FENCING	1	LS	\$ 2,000	\$ 2,000	
1.03	SURVEY AND STAKING	1	LS	\$ 10,000	\$ 10,000	
1.04	CONSTRUCTION FENCING	1,600	LF	\$ 5	\$ 8,000	
1.05	CONSTRUCTION ENTRANCES	1	EA	\$ 3,000	\$ 3,000	
	Subtotal				\$ 29,400	
2. REMOVALS						
2.01	REMOVE PLAYGROUND, PAVEMENTS, CURBS	1	LS	\$ 12,000	\$ 12,000	
2.02	REMOVE SHELTER AND WARMING HUT	1	LS	\$ 15,000	\$ 15,000	
2.03	REMOVE BALL FIELD AGLIME	296	CY	\$ 20	\$ 5,920	ASSUMES 8" DEPTH
2.04	REMOVE TREES	5	EA	\$ 500	\$ 2,500	
	Subtotal				\$ 35,420	
3. STORMWATER						
3.01	STORMWATER INFRASTRUCTURE	1	LS	\$ 35,000	\$ 35,000	ASSUMES TIE INTO EXISTING LINE, DRAIN TILE, RAINGARDEN OR INFILTRATION BED
	Subtotal				\$ 35,000	
4. EARTHWORKS						
4.01	GRADING - PARKING	1	LS	\$ 12,000	\$ 12,000	INCLUDES STRIPPING, SHAPING, PLACING FIELD TOPSOIL FOR PARKING LOT
4.02	GRADING - ACTIVITY AREA	1	LS	\$ 40,000	\$ 40,000	INCLUDES STRIPPING, SHAPING, PLACING FIELD TOPSOIL FOR ACTIVITY AREA, TRAIL CONNECTIONS
	Subtotal				\$ 52,000	
5. SURFACING						
5.01	BITUMINOUS DRIVE - PARKING LOT	5,700	SF	\$ 8	\$ 45,600	INCLUDES AGGREGATE, SURFACE FOR ADDITION AREA
5.02	CURB AND GUTTER - PARKING LOT	240	LF	\$ 45	\$ 10,800	INCLUDES ADDITION AREA
5.03	STRIPING - PARKING LOT	1	LS	\$ 4,501	\$ 4,501	INCLUDES RESTRIPIING OF ENTIRE LOT
5.04	TRAIL CROSSING - CURB RAMP + STRIPING	1	LS	\$ 8,000	\$ 8,000	250 SF WITH (2) PED RAMPS
5.05	8FT BITUMINOUS TRAIL	465	LF	\$ 55	\$ 25,575	8' WIDE ADA TRAIL ALONG PARKING LOT TO EXISTING PARK TRAIL, INCLUDES AGGREGATE BASE
5.06	CONCRETE WALK, BENCH PADS, BIKE PARKING, KIOSK PADS	8,650	SF	\$ 10	\$ 86,500	5" DEPTH, INCLUDES AGGREGATE BASE
5.07	CONCRETE STAIR	64	LF	\$ 200	\$ 12,800	
	Subtotal				\$ 193,776	
6. LANDSCAPING						
6.01	TURF SEED RESTORATION	1	LS	\$ 3,000	\$ 3,000	POLLINATOR LAWN MIX: WHITE CLOVER
6.02	LANDSCAPE PLANTS	1	LS	\$ 25,000	\$ 25,000	5-GAL NATIVE GRASSES AND FORBS
6.03	SHADE TREE ALLOWANCE	20	EA	\$ 500	\$ 10,000	
6.04	EDGING + MULCH	9,000	SF	\$ 8	\$ 72,000	
6.05	TREE GRATES	6	EA	\$ 2,500	\$ 15,000	ASSUMES THICKENED CONCRETE EDGE AT PLANTER BASE
	Subtotal				\$ 125,000	
7. UTILITIES						
7.01	ELECTRICAL CONNECTION TO SHELTER, PERFORMANCE AREA	100	LF	\$ 50	\$ 5,000	ASSUMES REPURPOSE OF EXISTING ELECTRICAL CONNECTION
7.02	PED LIGHTS AND BASE, PERFORMANCE AREA RECPTACLES	8	EA	\$ 6,500	\$ 52,000	
7.03	CONNECTION TO CITY SEWER (TO SHELTER)	400	LF	\$ 60	\$ 24,000	ASSUMES GRAVITY FED LINE
7.04	CONNECTION TO CITY WATER (TO SHELTER)	100	LF	\$ 40	\$ 4,000	ASSUMES REPURPOSE OF EXISTING WATER LINE
	Subtotal				\$ 85,000	
8. BUILDING						
8.01	BUILDING PER FINAL CONCEPT DESIGN	1	LS	\$ 803,000	\$ 803,000	2300 SF SHELTER WITH (2) UNIVERSAL RESTROOMS, KITCHEN, STORAGE AREA. INCLUDES EXCAVATION FOR FOOTINGS, MEP SERVICE AT BUILDING.
	Subtotal				\$ 803,000	
9. PLAYGROUND						
9.01	PLAYGROUND EQUIPMENT	1	LS	\$ 170,724	\$ 170,724	PER FLAGSHIP/LSI 3.3.20. INCLUDES INSTALLATION, FOOTINGS, MOBILIZATION, DELIVERY, DUMPSTER
9.02	THICKENED CONCRETE FOOTING AT PERIMETER WALK	300	LF	\$ 5	\$ 1,500	
9.03	ENGINEERED WOOD FIBER	296	CY	\$ 50	\$ 14,800	12" DEPTH WITH AGGREGATE BASE, DRAIN TILE, GEOTEXTILE FABRIC
9.04	DRAINAGE AGGREGATE - PEA ROCK	80	TONS	\$ 40	\$ 3,200	PER FLAGSHIP/LSI 3.3.20. INCLUDES INSTALLATION
	Subtotal				\$ 190,224	
10. PERFORMANCE AREA						
10.01	PERMEABLE PAVING	2,880	SF	\$ 40	\$ 115,200	
10.02	CAST-IN-PLACE SEAT WALL	24	LF	\$ 300	\$ 7,200	
	Subtotal				\$ 122,400	
11. SITE FURNISHINGS / AMENITIES						
11.01	BENCHES	5	EA	\$ 600	\$ 3,000	
11.02	PICNIC TABLES	11	EA	\$ 1,500	\$ 16,500	
11.03	TRASH/RECYCLING RECEPTACLES	2	LS	\$ 1,500	\$ 3,000	
11.04	BIKE RACKS	4	EA	\$ 1,000	\$ 4,000	
11.05	KIOSK	1	EA	\$ 15,000	\$ 15,000	
11.06	OUTDOOR GRILL	1	EA	\$ 1,500	\$ 1,500	
11.07	FIRE PIT	1	EA	\$ 3,000	\$ 3,000	
11.08	DRINKING FOUNTAIN	1	EA	\$ 10,000	\$ 10,000	
	Subtotal				\$ 56,000	
	Subtotal				\$ 1,692,220	
	Mobilization (8%)		0.08		\$ 135,378	MOBILIZATION, PERMITTING, ETC.
	Phase 1 Subtotal				\$ 1,827,597	
12. OTHER COSTS - LINE ITEM FOR GRANT FUNDING						
	Design + Engineering (18%)		0.18		\$ 304,600	DESIGN DEVELOPMENT, CONST. DOCUMENTS, ENGINEERING CALCULATIONS, CONST. ADMIN
	Contingency (10%)		0.1		\$ 169,222	UNFORSEEN COSTS
	PHASE 1 TOTAL				\$ 2,301,419	

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

Consider Approval of Contract with HKGI for Preparation of Plans and Specifications for South Valley Park Master Plan Improvements

Meeting Date: January 11, 2021
 Item Type: Regular Agenda
 Contact: Eric Carlson – 651.450.2587
 Prepared by: Eric Carlson
 Reviewed by:

Fiscal/FTE Impact:

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

PURPOSE/ACTION REQUESTED

Consider approval of a Proposal for the Development of Plans and Specifications and Construction Administration for Phase 1 at South Valley Park located at (2810 70th Street East), submitted by HKGI. HKGI will provide professional design services toward the renovation of South Valley Park per the approved master plan. Renovations in general will include demolition of existing building, shelter, and playground, construction of a new picnic shelter with universal restrooms and kitchen, nature-themed playground, a multi-use performance space, additional parking, compliant ADA trail system, landscaping, grading and park amenities.

SUMMARY

South Valley Park warming house, picnic shelter and parking lot were built in 1980 and the playground was last replaced in 1999. These amenities have been maintained regularly, have served their purposes, but are near the end of their useful life.

Knowing the circumstances and conditions of these amenities staff, PRAC, and HKGI have been working with the community since 2017. The Concept Design relied on four primary goals which were identified in our Master Planning effort. These goals were developed with a robust community engagement effort and included:

- Increase accessibility for people of all ages and abilities
- Enhance placemaking and design to create a natural-themed, signature park
- Expand areas for larger gatherings and events
- Open circulation and sightlines, allowing a variety of activities to occur simultaneously

In 2020, the City of Inver Grove Heights pursued a grant through the MN DNR Outdoor Recreation Grant Program, to provide funding for a portion of the construction costs. With the concept design and preliminary cost estimates in-hand, the grant request was successful, and the City has been awarded \$250,000 towards the construction of Phase 1.

If the South Valley Park Proposal is approved, HKGI will lead the site design, construction administration, project management and coordinate and integrate the work of the architects and engineers. There are Five Tasks Proposed for the Scope of Work and include:

- Task 1 – Project Organization/Management
- Task 2 – Design Development
- Task 3 – Contract Documents and Approvals
- Task 4 – Bidding Support and Construction Administration
- Task 5 – Site Survey, Construction Staking and Geotechnical

Project Schedule – It is anticipated that the scope of work can be completed in the following general timeframe.

Task 1	Project Organization	2 weeks
Task 2	Design Development	6 weeks
Task 3	Construction Documents and Approvals	6 weeks
Task 4	Bidding Support and Construction Administration	20 weeks
Task 5	Survey, Construction Staking, Geotechnical	ongoing

Professional Fees – The HKGI team proposes to conduct the work outlined for the following fees.

Task 1	Project Organization	\$18,100
Task 2	Design Development	\$66,300
Task 3	Construction Documents and Approvals	\$86,300
Task 4	Bidding Support and Construction Administration	\$61,100
Task 5	Survey, Construction Staking, Geotechnical	\$27,900

Total Base Fee \$259,700

HKGI PROPOSAL



September 14, 2020

Brian Swoboda
City of Inver Grove Heights
Parks Superintendent
8055 Barbara Avenue
Inver Grove Heights, MN 55077

Re: **South Valley Park Phase 1 Final Design and Construction Administration**

Dear Brian:

HKGi is pleased to provide the City of Inver Grove Heights with this proposal to provide professional design services toward the renovation of South Valley Park and to continue to support the evolution of Inver Grove Heights' park system. The purpose of this project is to provide a high-quality destination for passive recreation and community gathering, within the context of a park already rich with natural and scenic value.

Project Understanding

The recent completion of a schematic design in early 2020 included the layout and site concept for a new Activity Area (Phase 1) at South Valley Park. This phase includes a newly constructed picnic shelter with universal restrooms and kitchen, a new nature-themed playground, and a multi-use performance space, all to be built in an area southwest of the existing parking lot at South Valley Park, which will be expanded upon including an approximate additional (28) stalls. Circulation spaces adjacent to and within the Activity Area will be fully ADA compliant, with low-sloped paved trail connections, complemented with seating, site lighting, bike racks, and wayfinding. Demolition of the existing playground, shelter, warming house, and site paving in the area, along with a significant amount of grading and earthwork will be required to implement the concept. A portion of the existing ballfield will be converted to multi-purpose lawn, and native landscape planting will be integrated throughout the site for the purposes of aesthetics, pollinator habitats, as well as to assist in stormwater management and to reduce maintenance costs.

The concept design relied on four primary goals which were identified in the 2017 master planning effort, which included a robust community engagement effort. These goals include:

- Increase accessibility for people of all ages and abilities
- Enhance placemaking and design to create a natural themed, signature park
- Expand areas for larger gatherings and events
- Open up circulation and sight lines, allowing a variety of activities to occur simultaneously

In 2020, the City of Inver Grove Heights pursued a grant through the MnDNR Outdoor Recreation Grant Program, to provide funding for a portion of the construction costs to complete planned park improvements for Phase 1. With the concept design and preliminary cost estimates in-hand, the grant request was successful and the City will be awarded \$250,000 in reimbursable grant funding, to be used towards construction of Phase 1, which is planned to begin in 2021.

Project Approach

Our team brings a strong understanding of the project site, as well as an understanding of the value that South Valley Park holds with nearby residents and frequent park users.

Our approach to this project combines our professional team experience with the expertise and on-the-ground knowledge with City staff to develop a project that is thoughtfully designed, detailed, and best leverages available funding to deliver long-lasting park improvements that will be valued and enjoyed for residents and visitors in the coming generations.

HKGi will provide project leadership to facilitate a process that is collaborative with City staff and promotes continuous communication. Key milestones will be used to track overall project progress, estimated costs, and confirm that the project is delivered on-time, within budget, and is constructed to the detail and standards identified in the final construction plans.

Project Team

HKGi will lead the design team and serve as the prime consultant on the project. HKGi has more than 30 years of planning, design, and construction administration experience for parks, athletic facilities, and public spaces around the region. Our staff will lead the site design, construction administration, project communications, and project management of the project and will coordinate and integrate the work of the architects and engineers.

Oertel Architects will provide architectural design expertise focused on the building components of the site. Oertel has a great portfolio of park facility design and expertise. Oertel and HKGi have teamed in the past on similar projects which included similar program elements as the South Valley Parks Renovation project.

Design Tree Engineering + Land Surveying will provide site civil engineering services, as well as surveying, staking, and testing services throughout the construction phase. Design Tree is currently working with HKGi on similar projects and has a long-standing history of collaborating with Oertel Architects to provide a high level of service and expertise in the realm of civil engineering.

Paulsen and Clarke Engineers will provide mechanical, electrical, plumbing, and structural engineering services for the building and site components. HKGi and Oertel Architects have collaborated with Paulsen and Clarke Engineers on a variety of projects over the years. With over 37 years of experience, they are known throughout the region as reliable designers of efficient and durable building and site systems.

Proposed Scope of Work

Task 1 – Project Organization and Project Management

Building directly from the work that has been completed to create the schematic site and building concept design, the project team will continue to work collaboratively with City staff to organize and communicate project goals and objectives, schedules, expectations and outcomes. A thorough site survey and soil borings will be completed immediately, and an on-site kick-off meeting with City staff and all subconsultants will provide an opportunity for the entire team to gain familiarity with the site

conditions. The project team will review the schematic concept design and identify further information, such as utility connections, that need further exploration or understanding to confirm the project scope and direction, as well as coordinate any preliminary permit information. Meetings with City staff will be facilitated by HKGi, with agendas and minutes documented throughout the process. Additionally, a set of project communication materials will be created to assist City staff to easily communicate project progress through social media or other means for the duration of the project. Subtasks within Task 1 include the following:

- Kick-off meeting with project team and city staff
- Project team review of concept design
- Confirmation and update of project process and schedule
- Meetings with staff to confirm project scope and direction (4)
- Development of project communication materials for community engagement
- Preliminary permit coordination
- Coordination of Geotechnical and Survey tasks
- Project management and communications

Task 2 – Design Development

The HKGi team will dive into the details of the project to refine the design for the proposed shelter, playground, performance space, parking lot, and connective circulation spaces throughout the project area. As the design develops, HKGi will communicate development through detailed site plans, building plans and elevations, material selections, grading and drainage concepts and planting concepts. A 3D model of the project area, which has already been created in the previous schematic concept design effort, will be updated to reflect refinement of these details. Preliminary engineering of the site sanitary, stormwater, and water supply, and electrical systems for the site, as well as the mechanical, electrical, and plumbing systems for the proposed shelter will also be completed during this phase. Permitting, and construction schedules will be confirmed, and the HKGi team will continue to provide project management and communication services. A design review meeting, with City Staff comments incorporated into the design drawings, will serve as a milestone for completion of this task. Subtasks within Task 2 include the following:

- Design Development of site and building elements
- Preliminary details for site and building components that identify materials and construction methods
- Refinement of the 3D Model (created during Schematic Design) to reflect detailed design
- General code compliance review with building official
- Preliminary sanitary, stormwater, water supply and site electrical engineering
- Confirmation of required permitting and related schedule
- Update of project cost analysis
- Design review meeting with staff
- Project management and communications

Task 3 – Contract Documents and Approvals

Upon approval of the design development phase of the work, the HKGi Team will prepare construction documents for all components of the site and building design. Construction documents will include all drawings and related general and technical specifications necessary to implement the project. An estimate of probable costs will be updated to reflect the details designed in Task 2, and again refined after the completion of construction documents. A design review meeting with staff will be facilitated,

with comments integrated into the construction document set. HKGi will present the final documents to City Council to seek authorization to request bids for contracting the work to build the project. Subtasks within Task 3 include the following:

- Estimate of probable costs
- Verification of conditions and approvals with appropriate City departments
- Preparation of construction documents
- Development of project specifications (General, supplemental and technical)
- Final adjustments to construction documents
- Design review meeting with staff
- Presentation to City Council to seek authorization to bid
- Project management and communications

Task 4 – Bidding Support and Construction Administration

Upon approval to seek bids is received, the project will move to the bidding, project award and construction phases. The HKGi team will manage construction administration and facilitate communication throughout this task to ensure quality control, and to ensure adherence to the project plans, details, and specifications. Our team will provide meeting summaries for each construction progress meeting including updates on project progress and overall schedule. Subtasks within Task 4 include the following:

- Coordination of Ad for Bid and posting of bid package on Quest
- Attendance at Pre-bid meeting and facilitation of required addenda
- Attendance at bid opening, tabulation of bids and recommendation for award
- Coordination and attendance at pre-construction meeting
- Review and recommendation of approval of project pay applications
- Coordination, review and approval of project shop drawings
- Attendance and facilitation of on-site construction progress meetings (up to 20 assumed)
- Coordination and review of substantial and final completion punch-lists
- Project management and communications

Task 5 – Miscellaneous Services and Tasks

The following services and tasks will be completed in coordination with the engineering subconsultants, as needed throughout the design and construction process. Subtasks within Task 5 include the following:

- Site survey for identified project limits
- Geotechnical -preconstruction – soil borings and related report
- Geotechnical – construction materials testing
- Construction staking

Project Assumptions

The following assumptions have been made in the development of the project scope, schedule, and estimate of fees.

- The scope of work is based on the schematic concept design that was finalized in January of 2020, and communicated publicly through City-led community engagement. Major changes to the

concept design, as directed by City staff, will likely result in revision of the project scope, fees, or schedule.

- The design of the building will be permitted under the 2020 building and energy codes.
- There will be no impacts to existing wetlands and that there will not be a DNR permit required for the proposed scope of work. Permitting will be handled directly through the City of Inver Grove Heights.
- Meetings and site visits will be conducted in accordance with all state and local guidance regarding COVID-19, taking all necessary precautions to uphold public health and safety.
- The project is anticipated to be bid as one bid package. If it is deemed necessary to develop multiple bid packages or to re-bid the project it will result in revisions to the project scope, fees and schedule.

Project Schedule

It is anticipated that the above described scope of work can be completed in the following general timeframe beginning as early as October 15, 2020:

Task 1 – Project Organization	2 weeks
Task 2 – Design Development	6 weeks
Task 3 – Construction Documents and Approvals	6 weeks
Task 4 – Bidding Support and Construction Administration	20 weeks
Task 5 – Miscellaneous Services and Tasks	<i>ongoing</i>

The project is targeted to be completed by the end of 2022, with the understanding that the City of Inver Grove Heights will seek bids in early spring of 2021. Construction will commence either during the Fall of 2021 or Spring of 2022.

Professional Fees

The HKGi team proposes to conduct the work outlined above for the following fee:

Task 1 – Organize the Effort	\$18,100
Task 2 – Design Development	\$66,300
Task 3 – Construction Documents and Approvals	\$86,300
Task 4 – Bidding Support and Construction Administration	\$61,100
Task 5 – Miscellaneous Services and Tasks	\$25,900
<i>Site Survey</i>	<i>\$3,600</i>
<i>Soil Borings</i>	<i>\$5,900</i>
<i>Material Testing</i>	<i>\$6,800</i>
<i>Construction Staking</i>	<i>\$9,600</i>
Expenses	<u>\$2,000</u>
Total Base Fee Proposed	\$259,700

*Additional meetings or presentations would be billed hourly in addition to the base scope of work – if requested by the City.

City of Inver Grove Heights Responsibilities

- Schedule and coordinate meetings with the City staff, presentations to City Council
- Provide GIS and project data that may be readily available
- Provide applicable and readily available information related to infrastructure improvements and related as-builts, concurrent or future projects, and funding sources
- Provide list of proposed equipment and chemicals including MSDS sheets for review
- City procurement and Contractual requirement for bidding process

We are excited at the opportunity to continue to contribute to the renovation and evolution of South Valley Park. Please contact either of us if you have any questions or need additional information.

Sincerely,

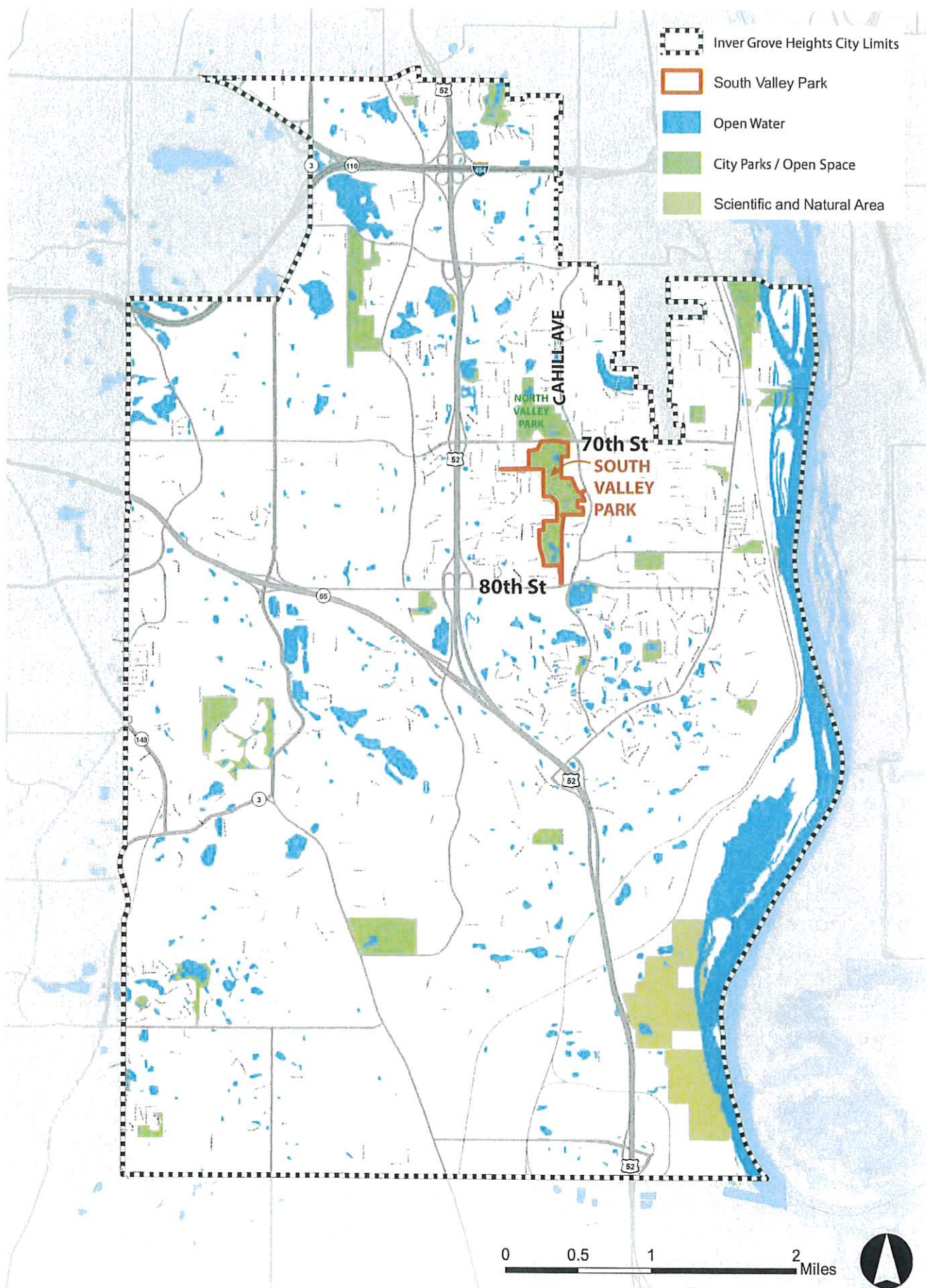
A handwritten signature in black ink, appearing to read 'P. Paige', with a stylized flourish at the end.

Paul Paige
President, HKGi

A handwritten signature in black ink, appearing to read 'J. Rader', with a stylized flourish at the end.

Jody Rader,
Landscape Architect, HKGi

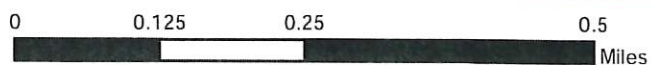
BACKGROUND INFORMATION



Attachement B: Location Map



Attachement C1: Recreational Site Plan



CONCEPT SITE PLAN: ACTIVITY AREA



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

CONCRETE PERIMETER
WALK
SEATING, LIGHTING, CANOPY TREES
THROUGHOUT

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

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

PATIO
MOVABLE FURNITURE
PICNIC TABLES
GRILL
FIREPIT

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

SHELTER CONCEPT



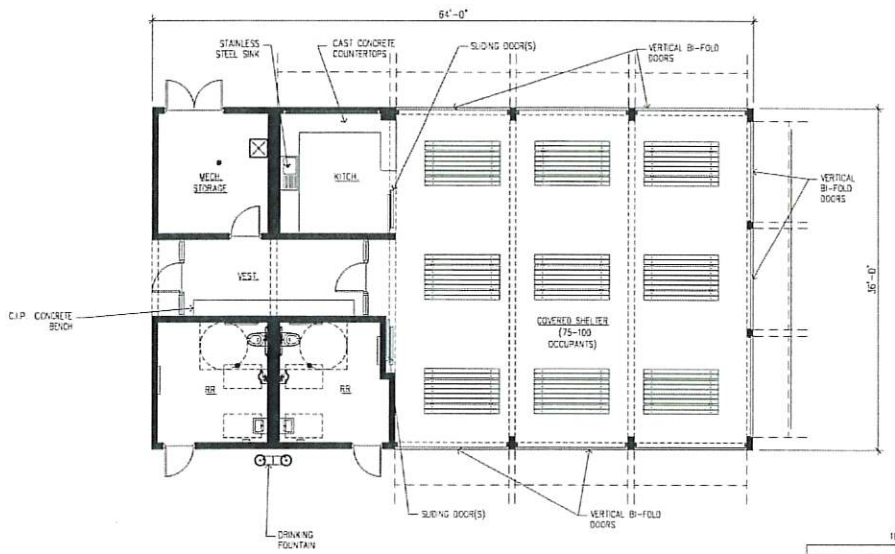
SHELTER, VIEW FROM SOUTHWEST



SHELTER, VIEW FROM NORTHEAST



COVERED AREA WITH FOLDING DOORS OPEN



VIEW FROM INSIDE SHELTER TOWARDS RESTROOMS



KITCHEN AREA



Existing Playground
Year constructed: 1999
To be removed and replaced
in a new location



Existing Warming House
Year constructed: 1980
To be removed. New picnic
shelter to have storage and
restrooms.



Existing Picnic Shelter
Year constructed: 1980
To be removed and replaced
in a new location.



Existing Parking Lot
Year constructed: c. 1996
To remain with new striping,
extension to add 22 spaces.



Existing Trailhead Area
Year constructed: c. 1996
Area to continue serving as
trailhead with new concrete
pad, wayfinding, trash/re-
cycling receptacle and bike
racks. Portable toilet area
to be removed--permanent
restrooms to be constructed
within new picnic shelter.



Existing Tunnel, Rain garden,
and Disc Golf Hole
Year constructed: 2010
Area to continue as stormwa-
ter drainage with rain garden.
Tunnel to remain as-is. Disc
golf holes to be re-organized
for full course to be contained
within North Valley Park.



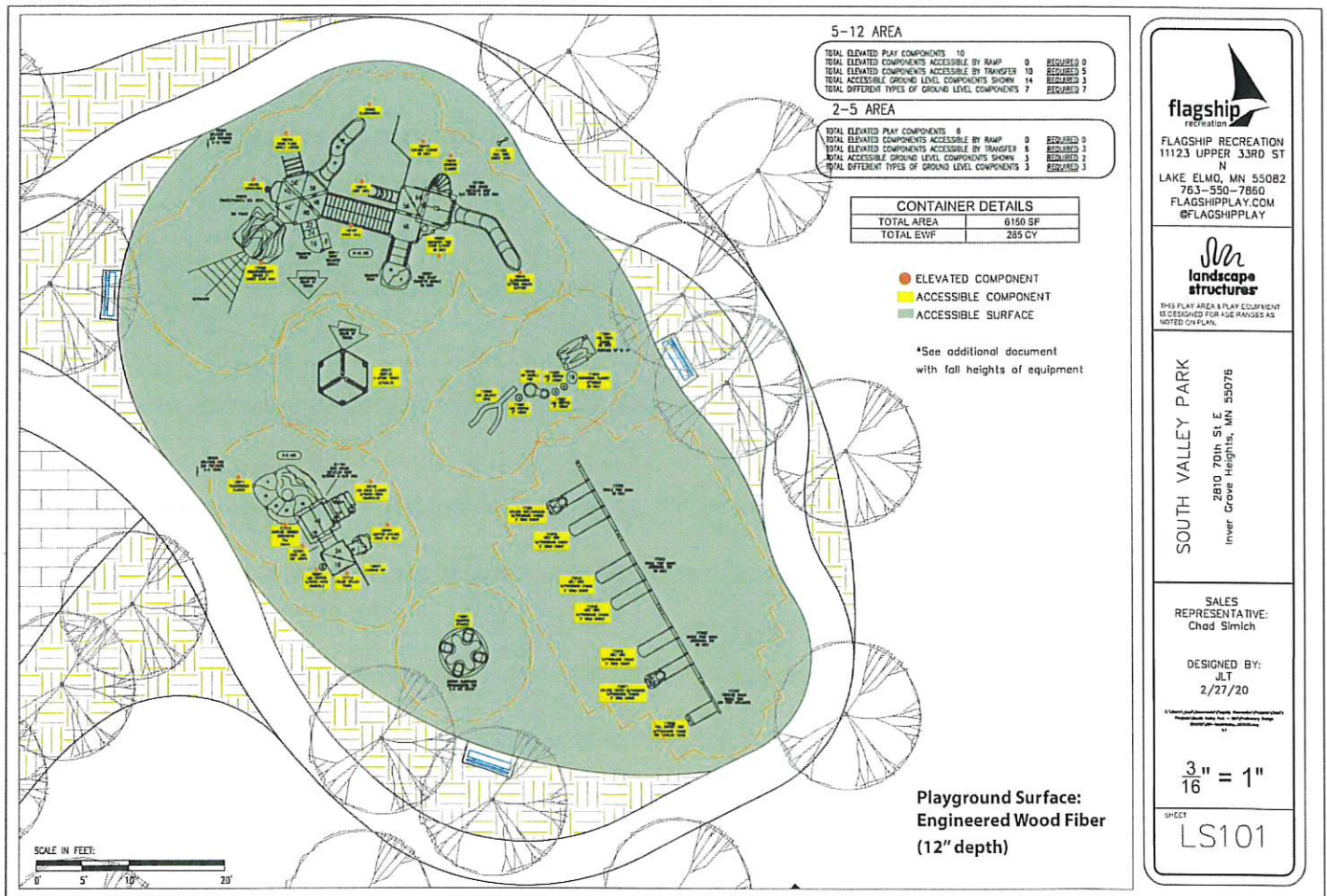
Existing Ballfield
Year constructed: c.1980
Fencing, agility, bench to be removed. Area to be converted to pollinator lawn and regraded for the picnic shelter and performance area.



Existing Trail Connection to Parking Lot
Year constructed: c.1996
Trail to be removed and reconstructed in a new location to meet ADA accessible standards. Area to be graded as level surface for picnic shelter, performance space and playground.



Existing Trail (South of Project Area)
Year constructed: c. 1996
Trail to remain as-is with connection to new bituminous trail circling around the west side of the activity area.



flagship
recreation

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

landscape structures

THIS PLAY AREA & PLAY EQUIPMENT
IS DESIGNED FOR AGE RANGES AS
NOTED ON PLAN.

SOUTH VALLEY PARK
2810 70th St E
Inver Grove Heights, MN 55076

SALES
REPRESENTATIVE:
Chad Simich

DESIGNED BY:
JLT
2/27/20

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

SHEET
LS101

Attachment E3: Playground Plans

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PABLO CASTELLANOS – CASE NO. 20-44V

Meeting Date: January 11, 2021

Item Type: Regular

Contact: Heather Botten 651.450.2569

Prepared by: Heather Botten, Associate Planner

Reviewed by:

Fiscal/FTE Impact:

☒

None

☐

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Variance to allow a fence 48-inches in height whereas 42 inches is the maximum height allowed within the corner front of the property located at 7051 Arlo Way.

- Requires a 3/5th's vote
- 60-day deadline: March 3, 2021 (second 60-days)

SUMMARY

This item was tabled at the December 14, 2020 City Council meeting due to technical difficulties with the monitors and the Council not being able to see the revised fence type the applicant was requesting.

The applicant is requesting a variance to allow a picket fence to be 48 inches in height within the corner front setback. The fence would be located about 18 feet from the curb and over 80 feet from the closest intersection. The abutting property to the rear of the applicant has their driveway about 27 feet from where the fence would be located. The ordinance requires all fences within the corner front yard to be no taller than 42 inches and to have at least 75% open visibility. The applicant is proposing a picket fence that would comply with the 75% open visibility. The only variance being requested is for the height of the fence to be 48 inches within the front yard setback of a corner lot.

Attachments: Denial resolution
 Approval resolution
 Aerial showing fence location
 Picture of proposed fence
 Complete City Council packet from December 14, 2020

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

RESOLUTION NO. ____

**RESOLUTION DENYING A VARIANCE TO ALLOW A SOLID 48 INCH HEIGHT
FENCE WITHIN THE CORNER FRONT SETBACK**

**CASE NO. 20-44V
Castellanos**

Property located at 7051 Arlo Way and legally described as follows:

Lot 3, Block 6, Blackstone Vista, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application has been received for Variances to allow a solid fence 48 inches high whereas 75% clear visibility is required and 42 inches is the maximum height;

WHEREAS, the afore described property is zoned PUD, Planned Unit Development;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on December 1, 2020 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the variance. The code allows a fence to be 42 inches high with 75% visible opening within the front yard setback
2. Approval of the variance to allow a solid, 48 inch high fence could set a precedent on other corner lots.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance; the proposed fence may be considered a convenience to the applicant, not a practical difficulty.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a solid, 48 inch high fence is hereby denied.

Adopted by the City Council of Inver Grove Heights this 11th day of January, 2021.

Tom Bartholomew, Mayor

Ayes:

Nays:

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. ____

**RESOLUTION APPROVING A VARIANCE TO ALLOW A 48" PICKET FENCE WHEREAS
42" IS THE MAXIMUM HEIGHT WITHIN THE FRONT SETBACK**

CASE NO. 20-44V
Pablo Castellanos

Property located at 7051 Arlo Way and legally described as follows:

Lot 3, Block 6, Blackstone Vista, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application has been received for Variances to allow a fence 48 inches in height whereas 42 inches is the maximum height within the front yard setback;

WHEREAS, the afore described property is zoned PUD, Planned Unit Development;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on December 1, 2020 in accordance with City Code Section City Code 10-3-3 C;

WHEREAS, a practical difficulty or uniqueness was found to exist based on the following findings:

- a. The request is in harmony with the general purpose and intent of the City Ordinance and is consistent with the Comprehensive Plan.
- b. The height of the picket fence does not appear to have any adverse impacts on the neighboring properties
- c. The property is unique in that the lot is a corner lot with the fence is located over 80 feet from the intersection and does not affect visibility from right-of-way or neighboring property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a variance to allow a 48" picket fence within the corner front of the property is hereby approved subject to the following condition:

1. The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
2. The applicant must apply for and receive approval of a building permit prior to the fence being installed.
3. The fence must be located out of the D&U easement surrounding the property or as approved by the Engineering Department.
4. The picket fence shall not be allowed to be replaced with a privacy fence without City approvals.

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

Adopted by the City Council of Inver Grove Heights this 11th day of January, 2021.

Tom Bartholomew, Mayor

Ayes:

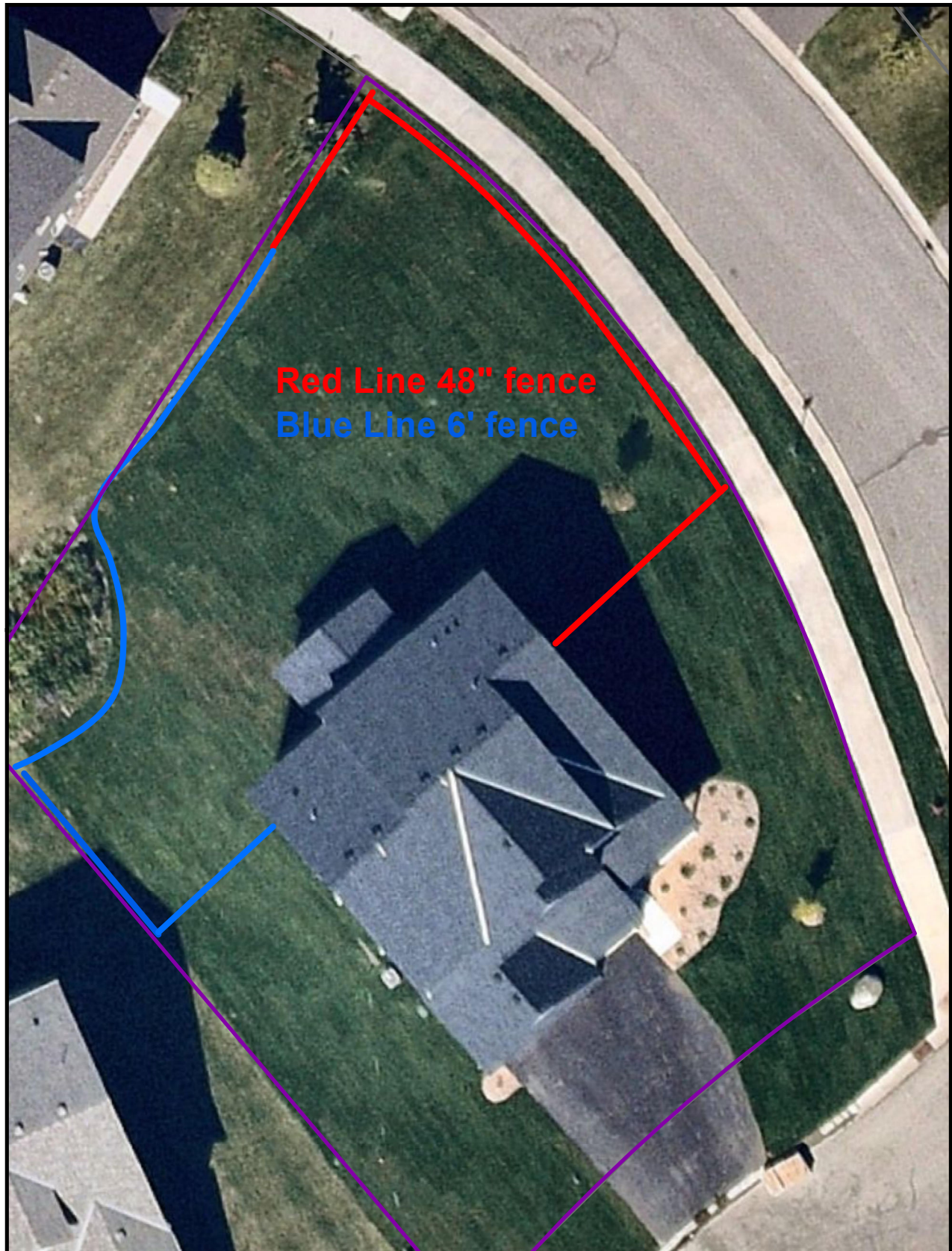
Nays:

ATTEST:

Rebecca Kiernan, City Clerk



7051 Arlo Way



Red Line 48" fence
Blue Line 6' fence

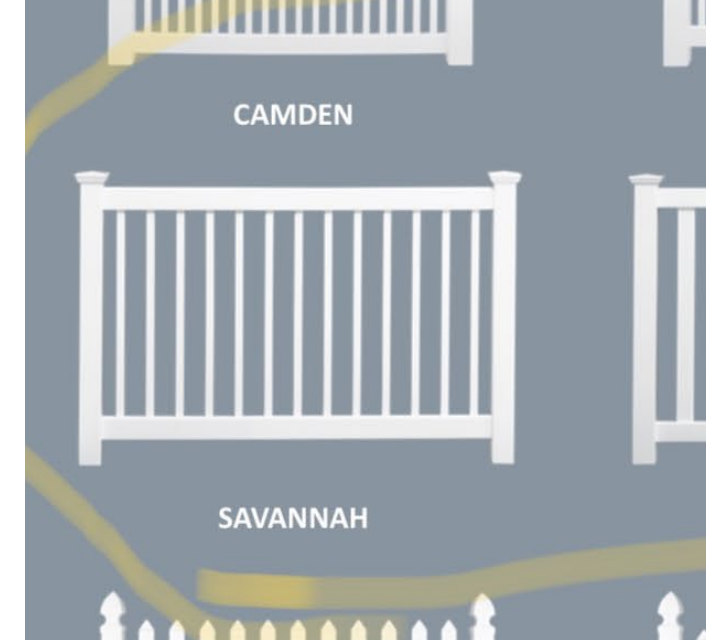
THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILED OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS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

Map produced by the City of Inver Grove Heights GIS Dept.
Copyright© City of Inver Grove Heights 2020



fence location

Map not to scale



CAMDEN

SAVANNAH

CITY OF INVER GROVE HEIGHTS

REQUEST FOR COUNCIL ACTION

PABLO CASTELLANOS – CASE NO. 20-44V

Meeting Date: December 14, 2020

Item Type: Regular

Contact: Heather Botten 651.450.2569

Prepared by: Heather Botten, Associate Planner

Reviewed by:

Fiscal/FTE Impact:☒

None

☐

Amount included in current budget

☐

Budget amendment requested

☐

FTE included in current complement

☐

Other

PURPOSE/ACTION REQUESTED

Consider a Resolution relating to a Variance to allow a solid fence 48-inches in height located in the corner front of the property located at 7051 Arlo Way.

- Requires a 3/5th's vote
- 60-day deadline: January 2, 2021 (first 60-days)

SUMMARY

The applicant is requesting a variance to allow a solid fence to be 48 inches high within the corner front setback. The fence would be located about 18 feet from the curb and over 80 feet from the closest intersection. The abutting property to the rear of the applicant has their driveway about 27 feet from where the fence would be located. The ordinance requires all fences within the corner front yard to be no taller than 42 inches and to have at least 75% open visibility. A solid fence on this property corner could have an adverse impact on the visual appeal of the front yard for the property to the north and could impact the visibility from their driveway. Additionally, allowing taller solid fences in the corner front yard could have an impact on the character of the neighborhood.

Planning Staff: Staff recommends **denial** of the variance request as the conditions of the property are not unique and approval of the variances could set a precedent for other solid fences higher than 42 inches within the corner front yard. The facts presented did not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance.

Planning Commission: At the December 1, 2020 public hearing, the Planning Commission recommended **denial** of the variance request based on the lack of a practical difficulty and concern regarding precedent. (9-0)

Attachments: Denial resolution
Planning Commission recommendation
Planning staff report

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

RESOLUTION NO. ____

**RESOLUTION DENYING A VARIANCE TO ALLOW A SOLID 48 INCH HEIGHT
FENCE WITHIN THE CORNER FRONT SETBACK**

**CASE NO. 20-44V
Castellanos**

Property located at 7051 Arlo Way and legally described as follows:

Lot 3, Block 6, Blackstone Vista, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application has been received for Variances to allow a solid fence 48 inches high whereas 75% clear visibility is required and 42 inches is the maximum height;

WHEREAS, the afore described property is zoned PUD, Planned Unit Development;

WHEREAS, a Variance may be granted by the City Council from the strict application of the provisions of the City Code Title 10, Chapter 3-4 and conditions and safeguards imposed in the variance so granted where practical difficulties or particular hardships result from carrying out the strict letter of the regulations of the Zoning Code, as per City Code 10-3-4 D;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on December 1, 2020 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. The conditions of the property were not so limiting or unique that the property could not be used in a reasonable manner without the variance. The code allows a fence to be 42 inches high with 75% visible opening within the front yard setback
2. Approval of the variance to allow a solid, 48 inch high fence could set a precedent on other corner lots.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance; the proposed fence may be considered a convenience to the applicant, not a practical difficulty.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow a solid, 48 inch high fence is hereby denied.

Adopted by the City Council of Inver Grove Heights this 14th day of December, 2020.

Tom Bartholomew, Mayor

Ayes:

Nays:

ATTEST:

Rebecca Kiernan, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: December 1, 2020

SUBJECT: PABLO CASTELLANOS – CASE NO. 20-44V

Reading of Notice

Commissioner Simon read the public hearing notice to consider the request for a variance to allow a solid 48-inch fence whereas 42-inches with 75% clear visibility is required within the front setback, for the property located at 7051 Arlo Way. 6 notices were mailed.

Presentation of Request

Heather Botten, Associate Planner, explained the request as detailed in the report. She advised that the applicant is requesting a variance to allow a solid fence to be 48 inches high within the corner front setback. The fence would be located about 18 feet from the curb and over 80 feet from the closest intersection. The abutting property to the rear of the applicant has their driveway about 27 feet from where the fence would be located. The ordinance requires all fences within the corner front yard to be no taller than 42 inches and to have at least 75% open visibility. A solid fence on this property corner could have an adverse impact on the visual appeal of the front yard for the property behind it and could impact the visibility from their driveway. Additionally, allowing taller solid fences in the corner front yard could have an impact on the character of the neighborhood. Staff does not believe the criteria for a variance have been met and are recommending denial of the request. Staff did not hear from any of the abutting property owners.

Chair Maggi asked if this was a situation where there were technically two front yards.

Ms. Botten replied in the affirmative, stating it was a corner lot.

Opening of Public Hearing

Juan Pablo Castellanos, 7051 Arlo Way, advised that he was available to answer any questions. He clarified that the fence portion along Archer Trail was proposed at 48 inches to allow better visibility for the neighbors, but the remainder of the fence would be six feet tall.

Ms. Botten confirmed that her understanding as well was that the northern and western portions would be taller.

Mr. Castellanos advised that they have checked with several companies in the area and no one carries 42-inch fence due to COVID. The proposed vinyl privacy fence would provide safety for their children as this is a main road with a lot of traffic.

Commissioner Robertson asked the applicant if he was requesting a variance for both the height of the fence and the density.

Mr. Castellanos replied in the affirmative.

Commissioner Robertson asked if that was subject to the 75% visibility requirement.

Ms. Botten replied in the affirmative, stating the applicant was asking for a variance to have a solid fence.

Claudia Sanchez, 7051 Arlo Way, asked if the variance could be denied based on neighbors not being able to see.

Chair Maggi explained that one of the requirements of a variance is that there must be a practical difficulty to allow a variance from the code.

Ms. Sanchez asked if the points listed in their narrative were considered, like the fact that they were willing to put the fence even further from the sidewalk.

Chair Maggi advised that the narrative was included in their packet of information; however, that does not relate directly to the zoning requirements on the height maximum of 75% visibility.

Mr. Castellanos asked if it would make a difference if there was more spacing in the fence.

Ms. Botten replied that if the applicant agrees to install a chain link fence instead of a solid fence then only one variance would be necessary for the height.

Mr. Castellanos asked if they would have to submit another variance application.

Chair Maggi replied they would not as the request in front of them tonight included variances for both the height and the density.

Commissioner Wippermann asked if their development had a homeowner's association.

Mr. Castellanos replied in the affirmative but stated he had just received a letter that it would be ending at the end of this year and there would just be neighborhood board members at that point.

Commissioner Wippermann asked if the HOA had reviewed their fence plans.

Mr. Castellanos replied that they had not, but that they would likely accept them if the City was okay with it. They are more concerned about having an old fence installed that would be detrimental to the neighborhood. In this case they are proposing to install a new vinyl fence.

Commissioner Wippermann asked the applicant if he had considered installing a wrought iron fence, like his neighbor, as it would comply with the visibility requirements and would not be as obstructive as a solid fence.

Mr. Castellanos replied they wanted more privacy than that. He added that he spoke with his neighbor, who advised he would have no issue with the vinyl fence.

Commissioner Challeen asked the applicant if he would consider a 42-inch fence if it was available.

Mr. Castellanos replied in the affirmative, stating he called three fence companies, and all stated they could not get a 42-inch fence due to manufacturing shortages due to COVID.

Commissioner Challeen stated she had not done the level of research that Mr. Castellanos had; however, it appeared to now be available and she noted that inventory may have improved.

Mr. Castellanos noted that was a possibility but stated it would likely go up in price due to the shortage.

Ms. Sanchez asked if they would allow a 48-inch metal fence.

Chair Maggi replied that they had not gotten to that part of the discussion yet.

Mr. Castellanos stated they are willing to cooperate and are just frustrated that they cannot get their fence up.

Commissioner Weber stated he can appreciate that it is difficult to find 42-inch privacy panels. Because he thinks visibility is important, he could support a variance for the 48-inch height but not for the opacity.

Chair Maggi closed the public hearing.

Planning Commission Discussion

Commissioner Robertson stated that she appreciated the applicant stating he would be willing to work with the City on alternative options. She advised that when this development was first brought forward Commissioners anticipated that variance requests would be brought forward once people were in their homes and wanted a fence or other amenity. Her concern is that there will be more variance requests in the future, and therefore she believes it is important for Commissioners to be clear right from the beginning about what they can and cannot approve. There was a similar request at the last planning commission meeting, and she believes that vote and the one for this request will contribute to precedent. She stated she did not support the request.

Commissioner Niemioja stated in her opinion visibility is even more important than in the last request because of the curvature of the road and the neighbor needing to be able to see through the fence from their driveway. She also does not see a practical difficulty. She noted that at this point COVID-19 has not been considered a practical difficulty; however, if in the spring there still is no fencing material available that is reasonably accessible in the correct height perhaps that is a practical difficulty the City Council could consider. At this point she believes the applicant can utilize their property with the kind of fencing that would keep their children safe while complying with code.

Planning Commission Recommendation

Motion by Commissioner Robertson, second by Commissioner Niemioja, to deny the request for a variance to allow a solid 48-inch fence whereas 42-inches with 75% clear visibility is required within the front setback, for the property located at 7051 Arlo Way, based on the lack of a practical difficulty.

Motion carried (9/0). This item goes to the City Council on December 14, 2020.

PLANNING REPORT CITY OF INVER GROVE HEIGHTS

HEARING DATE: December 1, 2020

CASE NO: 20-44V

APPLICANT/PROPERTY OWNER: Pablo Castellanos

REQUEST: Variance to allow a solid 48-inch fence within the corner front yard

LOCATION: 7051 Arlo Way

COMPREHENSIVE PLAN: LDR, Low Density Residential

ZONING: PUD, Planned Unit Development

REVIEWING DIVISIONS: Planning

PREPARED BY: Heather Botten
Associate Planner

BACKGROUND

The applicant is requesting a variance to allow a solid fence 48 inches high within the corner front yard setback. The fence would be located 18 feet from the curb and over 80 feet from the intersection. The abutting property to the rear of the applicant has their driveway about 27 feet from the property line where the fence would be located. The ordinance requires all fences within a corner front yard are to be no taller than 42" and shall be at least 75% open visibility. The reasons for the rule appear to be mainly visibility for traffic and emergency vehicles along the street and driveways. A second reason would be aesthetics, both in uniformity along front views and visual appeal.

SPECIFIC REQUESTS

The variance request consists of the following:

1. Variance to allow a 48-inch fence within the corner front yard setback whereas 42 inches is the maximum allowed and to allow a solid fence within the front yard whereas at least 75% open visibility is required.

EVALUATION OF THE REQUEST

The following land uses, zoning districts, and comprehensive plan designations surround the property:

Single family residential; zoned PUD, Planned Unit Development; guided LDR.

VARIANCE REVIEW

City Code Title 10, Chapter 3. Variances, states that the City Council may grant variances when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the comprehensive plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested variances, City Code identifies criteria which are to be considered practical difficulties. The applicant's request is reviewed below against those criteria.

1. *The variance request is in harmony with the general purpose and intent of the city code and consistent with the comprehensive plan.*

The intent of the code appears to be mainly visibility for traffic and emergency vehicles along the street and driveways. A second reason would be aesthetics, both in uniformity along front views and visual appeal. A solid fence could have an adverse impact on the visual appeal of the front yard for the abutting property and impact the visibility from their driveway.

2. *The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.*

The code does allow fences within the corner front yard but the intent is to maintain open front yards along the street. Even though the fence is located in the applicant's rear yard it is located within the neighbor's front yard.

3. *The plight of the landowner is due to circumstances unique to the property not created by the landowner.*

The property does not appear to contain any characteristics that make it unique for the requested variances.

4. *The variance will not alter the essential character of the locality.*

Allowing taller, solid fences in the corner front yard could have an impact on the character of the neighborhood.

5. *Economic considerations alone do not constitute an undue hardship.*

Economic considerations do not appear to be a basis or a sole basis for either of these requests.

ALTERNATIVES

- A. **Approval:** If the Planning Commission finds the application acceptable, the request should be recommended for approval subject to the following conditions:

1. The fence shall be in substantial conformance with the plans on file with the Planning Department.

2. The applicant must apply for and receive approval of a building permit prior to the fence being installed.
3. The fence must be located out of the D&U easement surrounding the property or as approved by the Engineering Department.

Practical difficulty: (to be stated)

B. Denial: If the Planning Commission does not favor the proposed request, it should be recommended for denial, which could be based on the following rationale:

1. Denying the variance request does not preclude the applicant from reasonable use of the property.
2. Approval of the variance could set a precedent for other solid fence requests within the corner front yard setback.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance. A solid, 48" fence appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

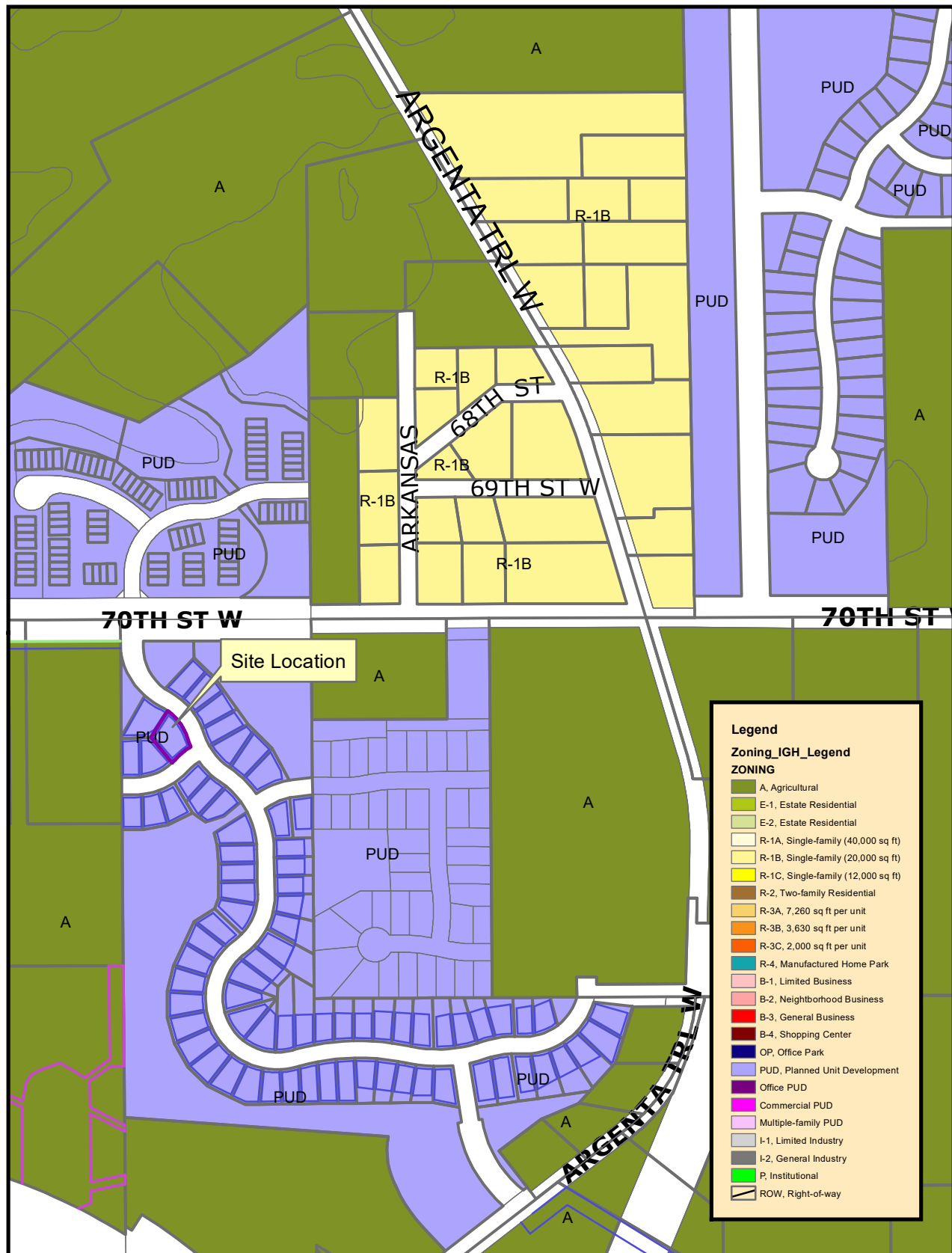
RECOMMENDATION

Staff does not believe the criteria for a variance has been shown and therefore recommends denial of the request.

Attachments: Exhibit A –Location Map
Exhibit B –Narrative
Exhibit C – Site Plan
Exhibit D – Picture of the property



7051 Arlo Way Case No. 20-44V



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Exhibit A
Zoning and Location Map

Map not to scale

Dear City of Inver Grove Heights,

We are writing this letter to request a fence variance at our residential home located at 7051 Arlo Way, Inver Grove Heights, MN 55077. We are respectfully requesting that we be allowed to insert a 48" inch fence instead of a 42" inch fence, the difference of 6" taller than the allowed height. While we understand that we have a corner lot and visibility might be an issue, we have attached pictures and a video showing the difference between a 42" and a 48" height fence showing that between the two, a 48" fence is not an obstruction and visibility is not affected.

In addition, the city requires that the fence be 3 feet" from the property line (sidewalk). We are willing to put the fence in even further (6 feet) from the property line (sidewalk) to create even more visibility. Furthermore, we are not placing the fence all the way to the front of the house it would be 8' from the back of the house towards the front, it's mostly in the backyard, leaving 108 feet" of visibility from the fence to the corner of the house. As we have shown in the video, a car turning left from Arlo Way to Archer street has no visibility issues and the same goes for a car coming from Archer way turning into Arlo Way. Arlo way is also a culdesack and there are not many cars coming out of there to make a turn onto Archer Street.

Additionally, we have the following concerns:

- 1) Safety: We have two small children and a pet. We are concerned that having the 42" fence will allow easier access to the street and be a danger zone with it being a main road and having traffic driving throughout the day. Also being allowed to insert the taller fence will allow more protection from incoming traffic when the children are playing outside.
- 2) Night disturbance: The taller fence will allow for more peaceful living. The taller fence will help block some of the car lights that hit inside our home at night.
- 3) Availability: We have shopped around a couple fencing companies and they have told us they don't do 42" inch fences. The shortest is 48" inches which is also a reason for our request.

We thank you in advance for taking the time to review our request. We are hopeful that the pictures and the video we attached can show that visibility for either side of the street is not an issue and we hope that you agree with our request for the safety of our children and for the other reasons described.

Please feel free to contact us at (952) 994-0537 for further questions or clarifications. Thank you.

 11-1-2020



7051 Arlo Way
Proposed area for the 48 inch solid fence

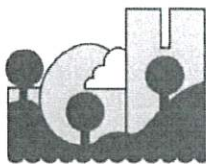


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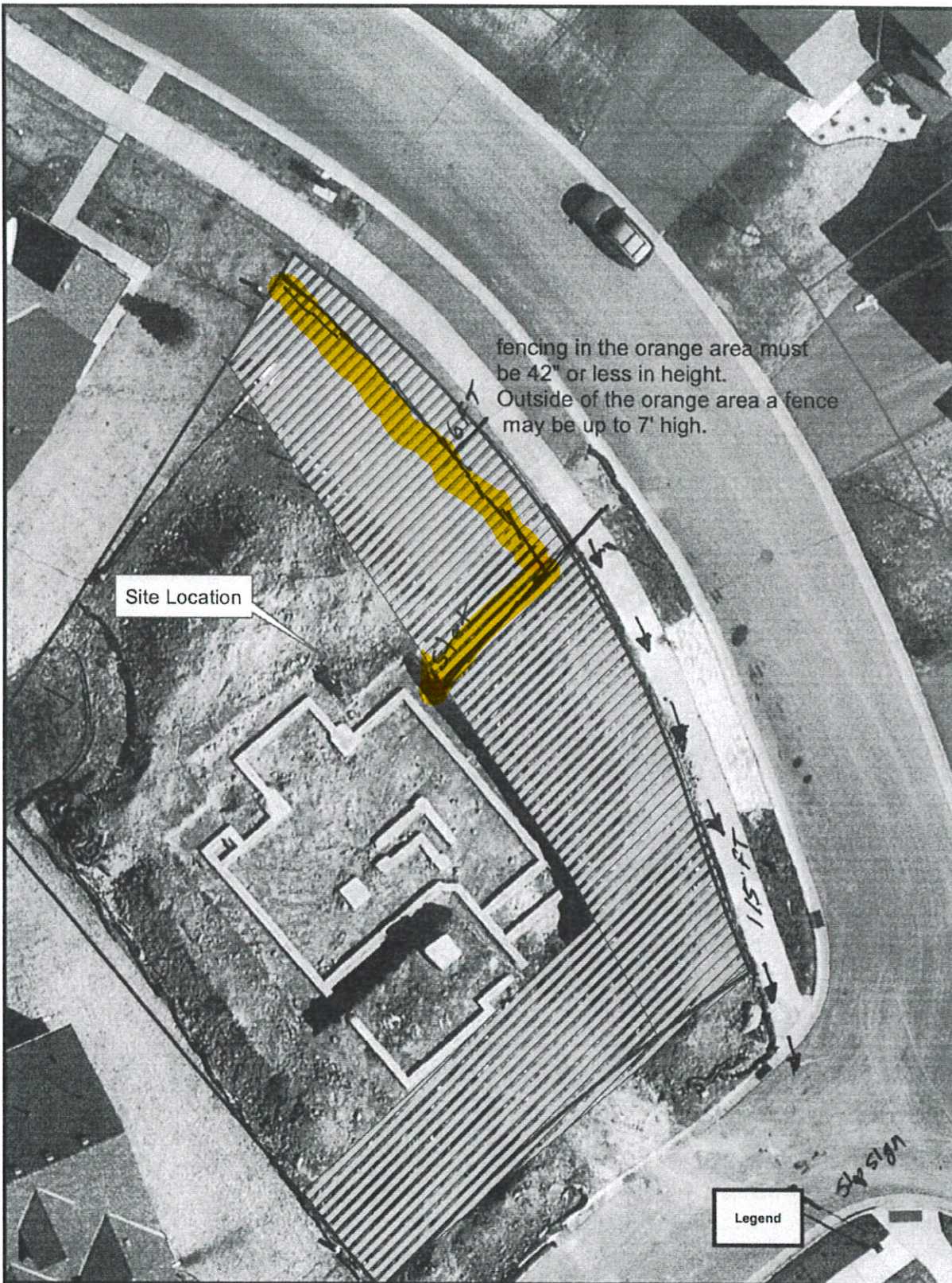
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7051 Arlo Way



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fence requirements

Map not to scale

