Inver Grove Heights City Council

Monday, October 9, 2023 at 6:00 PM

8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, October 9, 2023, will be provided to the Council at or before the October 9, 2023 meeting.

1. Call to Order

2. Roll Call

3. Presentations

A. 2023 Fire Prevention Week Proclamation

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. Minutes of the August 28, 2023 City Council Meeting

B. Approval of Disbursements

C. Personnel Actions

D. Resolution Approving Property and Casualty Insurance Renewal

E. Resolution Designating Polling Locations and Establishing Stipends

F. Resolution Regarding Counting of Write-In Votes for Local Elective Office

G. Approval of Exempt Gambling Permit for Inver Grove Heights Hockey Association

H. Change Order No. 1 for City Project No. 2022-09I - Carmen Avenue & Claude Way Area Rehabilitation

I. Resolution Awarding a Contract to Kimley Horn, Inc. for Final Design and Engineering Services for City Project No. 2024-09G - South Grove Area 7 Improvements

J. Resolution Accepting Change Order #1 for City Project No. 2215 – Vista Pines Trail Connections

K. Purchase of Encrypted Radios for the Fire Department

L. Approval of Replacement Non-DOT Drug and Alcohol Testing Policy

M. Resolutions Denying Rezoning and PUD Development Plan and Resolution Approving Preliminary and Final Plat for 8245 Argenta Trail (proposed Bulk Fluids location)

5. Public Hearing

A. Continued Public Hearing and Resolution Ordering Project No. 2024-09H - 96th Street and 99th Street Area

B. Assessment Hearing and Resolution Adopting Final Assessment Rolls for 2023 Pavement Management Projects 2022-09 I, J and L

C. Certification of Unpaid Utility Bills

D. Adoption of Assessment Roll for the 2023 Public Nuisance & Diseased Tree Abatement Program

6. Regular Business

A. 3rd Reading of Snow Removal Ordinance and Resolution Adopting an Updated Winter Maintenance Policy

B. First Reading of Ordinance Establishing Hotel License

C. First Reading of Ordinance Regarding Temporary Parking Restrictions

D. Review of Proposed 2024 Golf Course Budget

7. Public Comment

Public comment provides an opportunity for the public to address the Council on items that are not on the agenda. Comments will be limited to three (3) minutes per person.

8. Mayor and Council Comments

9. Adjourn

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

PROCLAMATION

CITY of INVER GROVE HEIGHTS, MINNESOTA

WHEREAS, fire is a serious public safety risk both locally and nationally, and homes are the place where people are at greatest risk from fire; and

WHEREAS, home fires caused more than 2,800 civilian deaths in the United States in 2021, according to the National Fire Protection Association® (NFPA®), and fire departments in the United States responded to hundreds of thousands of home fires; and

WHEREAS, the residents of Inver Grove Heights are fortunate to be served by a Fire Department dedicated to fire prevention and community education, and the highest level of emergency response; and

WHEREAS, the National Fire Prevention Association celebrates its 101th Annual Fire Prevention Week in 2023, with the theme, "Cooking Safety Starts with You. Pay Attention to Fire Prevention," and

WHEREAS, the City Council applauds the dedication and service provided by the men and women of the Inver Grove Heights Fire Department, under the leadership of Chief Judy Thill;

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of the City of Inver Grove Heights, Minnesota, that the week of October 8 to October 14, 2023 shall be recognized as Fire Prevention Week in the City of Inver Grove Heights and that the public be invited to learn more about fire prevention, fire safety and attend the Inver Grove Heights Fire Department's annual Community Open House on Sunday, October 15 from noon to 3 p.m. at Fire Station No. 2; and

BE IT FURTHER RESOLVED that the City Council extends its deepest appreciation to the hardworking members of the Inver Grove Heights Fire Department, for their ongoing service and commitment to our community, and invites all residents to do the same.

PROCLAIMED this 9th day of October 2023.

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Brenda Dietrich, Mayor

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, AUGUST 28, 2023 - 6:00 P.M. - 8150 BARBARA AVENUE

1. CALL TO ORDER:
The City Council of Inver Grove Heights met in regular session on Monday, August 28, 2023, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:
Present In-Person: Mayor Dietrich; Council Members: Murphy, Gliva, T'Kach, Scales; City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, Associate Planner Botten, Police Chief Chiodo, Environmental Specialist Sutherland, Public Works Director Connolly, City Engineer Merchlewicz

3. PRESENTATIONS:
4. CONSENT AGENDA:
A. Approve Minutes of the July 24, 2023 City Council Meeting
B. Approval of Disbursements. **Resolution 2023-179**
C. Personnel Actions
D. Approval of Charitable Gambling Raffles by Spartan End Zone Club. **Resolution 2023-180**
E. Resolution 2023-181 Scheduling Public Hearings for 2024 Pavement Management Projects 2024-09 D, E, F, G, H, and I
F. Release of Development Contract for plat of Total Construction Addition
G. Approval to Purchase New Fitness Equipment for the Veterans Memorial Community Center **Resolution 2023-182**
H. Agreement for Community and Public Service Messages on Digital Billboard
I. Resolution 2023-183 Accepting Work and Authorizing Final Payment for City Project No. 2215 – Vista Pines Trail Connections
J. Approval of Contract with WSB for Final Design, Preparation of Plans, Specifications, and Bid Documents, and Construction Administration for Heritage Village Park Phase 5
K. Rezoning, Comprehensive Plan Amendment and Conditional Use Permit for 9150 Jefferson Trail **Resolutions 2023-184 & 2023-185**
L. Variance to Exceed the Maximum Fence Height on a Riparian Yard, 6790 River Road
M. Resolution 2023-186 Approving Workers' Compensation Insurance Renewal
N. Resolution 2023-187 Accepting FY 2023 JAG Grant and Amending 2023 Police Department Budget

Councilmember Scales requested pulling Agenda Items 4A. and 4K.

Motion by Murphy, second by Gliva, to approve the Consent Agenda except for Agenda Items 4A. and 4K.

Ayes: 5
Nays: 0 Motion carried.

Agenda Item 4A. Approve Minutes of the July 24, 2023 City Council Meeting
Councilmember Scales requested a portion of the minutes be reworded where he stated, "I am a firm believer of doing whatever you want." He said his thoughts at the time was that he did not like getting

into homeowners and what they do with their property. He said he tends to think that government does not improve things but gets in the way sometimes. It came across a little different than he meant.

Agenda Item 4K. Rezoning, Comprehensive Plan Amendment and Conditional Use Permit for 9150 Jefferson Trail. Resolutions 2023-184 & 2023-185

Councilmember Scales asked if permits were pulled when doing the work.

Associate Planner Heather Botten responded the request is a comprehensive plan amendment to change the land use from community commercial to light industrial, rezoning from general business to limited industry, and a conditional use permit for a contractor's yard. Regarding permits, she checked with the inspections department to see what has been pulled. She has also spoken with the applicant. Some windows and doors were replaced, they were not aware they needed permits. They said they would work with the city to get those done as soon as possible. Other improvements stated in a letter from a concerned resident were not made.

Councilmember Scales asked about the fence that was put up.

Associate Planner Botten replied the fence has been permitted.

Councilmember Scales referenced a list of vehicles kept on site. He said there has been a camper parked there, it is not there now. He asked if that would be checked out occasionally by staff.

Associate Planner Botten responded yes. The city is a reactive city for code compliance. Anyone that sees it out there should contact the code compliance officer who would go out and inspect.

Motion by Scales, second by Gliva, to accept the letter into the record for Agenda Item 4K. Rezoning, Comprehensive Plan Amendment and Conditional Use Permit for 9150 Jefferson Trail.

Ayes: 5
Nays: 0 Motion carried.

Councilmember T'Kach asked if this property could stay B-3 with a conditional use for the contractor's yard.

Associate Planner Botten replied a contractor's yard is not a permitted/conditional use in the B-3 district with the outdoor storage. The way it is being used could not be allowed in that commercial district.

Councilmember T'Kach asked if a commercial property could come in later to the I-1.

Associate Planner Botten replied that would require rezoning back to B-3.

Mayor Dietrich requested the meaning of community commercial.

Associate Planner Botten replied community commercial is what the comprehensive plan designation is guided for. It is similar to businesses, restaurants, uses along Cahill, big box stores, and service uses.

Councilmember T'Kach, asked if this goes to I-1, if agricultural would lean toward Industrial I-1.

Associate Planner Botten replied both properties to the east and south are currently residential. If wanting to change it to industrial use, they would have to go through this public process.

Councilmember T'Kach mentioned she was torn with this item. She felt it might be possible a small business may work in this area due to the traffic on 149.

Mayor Dietrich asked when this was last inspected. She referenced the letter received in the record that stated it was previously residential. She asked if there were bedrooms or things that would indicate it has been or is being used for that purpose.

Associate Planner Botten replied the Code Enforcement Officer went to the site on or around July 10th. A drive by was done, no type of residential uses were noted at that time.

Councilmember Murphy asked regardless of zoning, what the rules were for having a camper on a lot and someone living in the camper.

Associate Planner Botten replied it would not be permitted.

Julie Dotas and Corey Dotas, 13261 Couchtown Court, Rosemount. Mr. Dotas mentioned that this came up Friday. He did not realize that a permit was needed to put new windows in a garage that already had windows, doors were also put in. It is not an insulated garage,

Ms. Dotas mentioned the concerned resident said they had made additions, that is not true. The porch was existing and most of the windows were damaged.

Mr. Dotas said they took the walls and glass down. It has the same roof, lights, and structure.

Ms. Dotas stated their relator found the property and said it was commercial. They did not know it was not commercial or that it had different zoning. Directly across Rich Valley is a landscaping business and a trucking business.

Mr. Dotas mentioned they are there from about 8:00 a.m. until 3:00 p.m., they do not do weekends. He has received a lot of compliments from neighbors regarding the place.

Mayor Dietrich referenced the steps and asked if a permit was pulled for the footings.

Mr. Dotas replied they did not because the footings were already in. They poured a floating slab. They were told a permit was not needed for a floating slab.

Mayor Dietrich stated anything attached to the house needs footings.

Mr. Dotas replied it is not attached or drilled into the house.

Mayor Dietrich asked if the front posts were holding up the house or if they were visual.

Mr. Dotas replied it was technically not holding it up.

Mr. Dotas stated nobody has spent the night there. He did not know anything about a camper.

Ms. Dotas said they go there on the weekends to water new plantings. A sprinkler system was installed. They want the front to look nice.

Mayor Dietrich asked if there were photos indicating what the inside looks like. She asked for a description of the interior.

Mr. Dotas replied he has photos on his phone. It looks like a house; it has been painted.

Ms. Dotas replied it looks like a house without kitchen cabinets. It was badly damaged. There are chairs in the kitchen, and there is a couch in the living room. They want it to look like someone could be living there. There is a light upstairs that is left on at times.

Mr. Dotas said the lights are on timers. Within a week of buying this property, the neighbor across the street came over and told him he was robbed again, he has been robbed 6 times. He was trying to secure the place and put new windows, doors, and cameras in.

Councilmember Murphy mentioned he drove by the property, the outside is very well kept, it looks wonderful. He said there was a camper in the lot, he asked if anyone was living in the camper.

Mr. Dotas responded that nobody is living there. The camper is temporary. They use it and it goes into storage up north.

Ms. Dotas said she did not believe a light had been on in the camper to indicate someone living there.

Councilmember Scales liked the look of the site.

Mayor Dietrich asked what permits have been applied for and what the process was going forward for code compliance or permits for previous or future work to be done.

Associate Planner Botten replied code compliance is removed because they are going through this process. There is no active code enforcement she was aware of.
The only permit that has been pulled is a fence permit. Regarding permits they have not received yet; she spoke with the building official today who recommended the applicants contact the inspections department. They should apply for the windows and doors permit and get the certificate of occupancy done at the same time. Inspectors will be out on site to verify if anything else has been done on the property that would cause concern or require permits.

Motion by Scales, second by Murphy, to approve Agenda Item 4A. Minutes of the July 24, 2023 City Council Meeting and Agenda Item 4K. Rezoning, Comprehensive Plan Amendment, and Conditional Use Permit for 9150 Jefferson Trail. Resolutions 2023-184 & 2023-185

Ayes: 5
Nays: 0 Motion carried.

5. PUBLIC HEARING:
A. Conduct a Public Hearing for a Temporary Premise Expansion for On-Sale Liquor License - Inver Grove Brewing Co.
City Clerk Rebecca Kiernan discussed the process for a temporary premise expansion for an on-sale liquor license for Inver Grove Brewing Co. for an event being held on September 8th in conjunction with Inver Grove Heights Days. Documentation has been submitted for their location at 9051 Buchanan Trail. An area of the parking lot would be used for cornhole games. The application has been reviewed and approved by inspections, planning, fire, and police departments. Staff recommends holding the public hearing and approving the application.

Motion by T'Kach, second by Gliva, to close the public hearing at 6:25PM

Ayes: 5
Nays: 0 Motion carried.

Motion by Murphy, second by Gliva, to approve a Temporary Premise Expansion for On-Sale Liquor License - Inver Grove Brewing Co. located at 9051 Buchanan Trail.

Ayes: 5
Nays: 0 Motion carried.

6. REGULAR BUSINESS:
A. POSTPONED at the REQUEST of APPLICANT: Comprehensive Plan Amendment for 7950 Blaine Avenue.

B. First Reading of Ordinance Amending Reference to Bow Hunting Map and Related Resolution Adopting Revised Bow Hunting Map. Resolution 2023-190
Police Chief Melissa Chiodo discussed the following items for Council consideration:

1. Waiving the Three Reading requirement.
2. Slight change in the ordinance. The effective date for the map was listed as August 22, 2022. The date should be struck in the event there are updates to the map. It now reads "Designated Map approved by City Council."
3. Looking at a possible change to the hunting map.

The hunting ordinance started in 2018. In June 2019 she was tasked with revamping the ordinance.

- September 12, 2022 the current ordinance was passed.

- Anyone that had registered to hunt in the city between 2012 and 2022 were contacted for input.
    - Hunting ordinance changes were posted on social media and the website
    - Information was included in the Community Safety Survey two years in a row
    - Met with community members

The border of the hunting map was on River Heights Way. In the past it included several homes. From 2012 to 2022 none of the homeowners applied to hunt in the area. If the city had received applications and were aware they were hunting, those would have been included. After this item was passed, Mr. Gabriel, 8755, reached out as he had been hunting. Staff learned that a lot of residents did not know they had to apply in order to hunt in the city. Residents in the area have inquired as to why they were not included on the map. The lots meet the ordinance updates where 2.5 acres is needed with exception of two lots under 2.5 acres. Changes to the ordinance:

1. If having a parcel with more than 2.5 but less than 5 acres, the owner of the land or their tenant can hunt. With written permission their spouses, parents, children, grandparents, aunts, uncles, brothers, and sisters of the owner can also hunt. These are properties designated with an "F" as they are less than 5 acres.
2. "F+," which is 8765, 8775, 8785, have more than 5 acres and can allow anybody to hunt, but must have written permission on them when hunting.

Based on residents reaching out, the request is to extend the map to the property line behind the road. Staff requests waiving the third reading and accepting the changes, eliminating the map effective date, and considering approval of the bowhunting map with the extension.

Councilmember T'Kach questioned if people to the north of the boundary wanted to be on the hunting map. She asked if there would be another more prominent public process for feedback, or if there were expectations that this map will expand or change the next time someone asks to be included.

Police Chief Chiodo replied it is up to the Council to decide.

Councilmember T'Kach asked what the urgency was to waive the three readings.

City Administrator Kris Wilson did not believe there was urgency. Staff did not believe the item needed to be brought forward three times. It is a modest ordinance change. If there is time sensitiveness, bow hunting season is coming up in September.

Police Chief Chiodo said it was not expanding but going back to the northern border.

Councilmember T'Kach asked if three readings would put them beyond the hunting start date.

A date of September 16th was mentioned for the bow hunting opener.

Motion by Scales, second by Gliva, to waive the Three (3) Reading requirement.

Ayes: 5
Nays: 0 Motion carried.

Motion by Murphy, second by Gliva, to adopt the Ordinance Amending Reference to the Bow Hunting Map and approve the Ordinance and Related Resolution 2023-190 Adopting the Revised Bow Hunting Map.

Ayes: 5
Nays: 0 Motion carried.

C. Use of Energy Efficiency and Conservation Block Grant (EECBG) Funds

Environmental Specialist Ally Sutherland discussed the use of the Energy Efficiency and Conservation Block Grant.

This federal grant program was created to assist state, local, and tribal governments. It creates projects/programs to reduce energy use, cut carbon emissions, or to improve energy efficiency.

- Based on population, the city is eligible for a non-competitive grant of $76,160
- No match required
- Submit application by January 2024
- Spend the funds within 2 years after receiving

There are 14 different project categories to select from. After meeting with internal staff, the following three options were determined and recommended:

1. Upgrade existing lighting to LED bulbs in 4 different city facilities. Estimated cost: $105,000
    a. Locations: Fire Station #3, City Hall/Police Station, Public Works Main Truck Bay, Rich Valley Maintenance Shop
    b. Project currently being led by Operations and Maintenance Supervisor Phil Stier
        i. Planned/proposed expense in the 2024 Budget under Fund 605
        ii. Falls under approved 5-year Capital Improvement Plan (CIP) for city facilities
    c. Sustainable Operations (TSO) Plan, McKinstry (2019)
        i. Maintenance and replacement schedule
        ii. Optimize building performance
        iii. Decrease energy use
        iv. Improve vendor contracts
    d. Benefits and Consideration:
        i. Funds are a part of the approved 5-year CIP. Will occur with/without funding. CIP funds would be available for future projects
        ii. Energy cost savings of approximately $6,830 per year
        iii. Energy kWh savings of $68,300 kWh/year (electric use of 9.4 households)
2. Replace an existing fleet vehicle up for replacement with an electric vehicle (EV) along with an EV charger. Estimated cost of $65,000 for vehicle and charger
    a. Aligns with 2023 EAC Work Plan and the Energy Action Plan
    b. Mirrors trends in other government fleets; counties, cities, and state
    c. Regional trends. Transportation sectors generate the largest share of greenhouse gases (GHG)
    d. Low to zero tailpipe emissions
    e. Growing EV market
    f. Save fuel and maintenance costs
    g. PHEV: Plug in Hybrid or BEV: Battery Electric Vehicle
    h. Cities with Electric Vehicles in Dakota County: Apple Valley, Burnsville, Eagan
        i. Most vehicles replaced were in building inspections and police patrol
    i. Benefits and Considerations:
        i. If receiving Council direction, additional fleet analysis is needed. Has been shown to have reduced fuel costs, maintenance costs, and GHG reductions.
        ii. Fund a replacement vehicle
    j. Next Steps - Fleet Review:
        i. Check replacement schedule for 2024 & 2025. Compare vehicle sizes, range, use needs
        ii. Leased versus purchased
        iii. Adjustments to the replacement schedule such as cost of replacement and timing
        iv. Standardized vehicle make/model (currently Ford)
        v. Mechanics training
3. Install a public electric vehicle charger at the VMCC: $52,000 for a Level 2, dual port charger that would be publicly accessible
    a. Level 1. Standard 120v outlet, charges slowly 2-5 miles per hour. Used in households.
    b. Level 2. Faster charge. 240v outlet, 10-50 miles per hour, most common public charger.

c. Level 3. DC fast charger or DCFC. Varying charging speeds, full charge in 30 minutes. Significantly more expensive. Installed along highways.
d. Installed Level 2 Public EV Chargers
    i. 80% of charging takes place at home
    ii. Dakota County cities using them: Apple Valley, Burnsville, Eagan
e. PlugShare.com. Free website used by EV drivers indicating charging stations
    i. Inver Grove Heights does not have any charging stations
    ii. Opportunity to fill the gap on electric chargers
f. Costs:
    i. Charger $10,500
    ii. Electric costs (labor and equipment) $30,000
    iii. Parking stall markings and signs $3,000
    iv. Conduit for future adjacent charger $2,600
    v. Charger warranty/maintenance plan, prepaid for 5 years $3,110
    vi. Charger software, prepaid 5 years $2,620
g. Benefits and Considerations:
    i. In response to resident inquiries
    ii. Location chosen is the most utilized city owned facility and parking lot
    iii. Centrally located, near Highways 52 and 55
    iv. Could be a VMCC amenity
    v. Collect usage fees (more research is needed)
    vi. Allows the ability to complete the project without a match

Recommendation: Staff recommends all projects. After discussions with the EAC regarding this it was determined that a recommendation was needed. Staff recommends:

- Project 1: LED lighting. This was recommended because it is a planned expense, approved and supported by the City Council.

EAC's recommendation:

- Project 2: EV Fleet vehicle replacement with the understanding of the need to go through a fleet review.
- Reasons:
    - LED project is already planned and budgeted for
    - Local communities have demonstrated savings
    - Spurs change
    - Existing use of funds, strong sustainability messaging
    - Supports the fleet replacement budget

Request for Council Action: Provide direction on the use of funds. The grant is not available yet but should be soon.

Councilmember Gliva asked if there was an expiration date.

Environmental Specialist Sutherland stated the application needs to be submitted by the end of January. They have not specified how quickly they would review the application (could be a couple of months). Likely to be in 2024/2025 Budget years; it is possible it could go into 2026.

Councilmember Gliva liked the idea of LED lighting. She said it was in the budget, the city has had a hard time with the 2024 Budget and meeting needs. It meets environmental needs and frees up CIP. It is also good for staff who work in the facility.

Councilmember Scales agreed with Option 1. He said he tends to go to what benefits residents the most when possible. The other two projects have ongoing costs associated with them. He agrees with helping the budget where they can.

Councilmember T'Kach agreed with the recommendation given to the EAC with LED lighting. There is a cost savings. She said there is a long way to go with establishing a fleet transition plan, there are a lot

of considerations, a lot of research to be done. She would like to see that in place for better understanding. They may want to look down the road for CIP investment and study. She mentioned that Xcel Energy offers programs the city could take advantage of. She said the city hall and fire station were close to the amount available. She could see narrowing the focus and putting the other dollars in the CIP.
Mayor Dietrich agrees with the choice selected by Councilmembers. She said it is the best and most effective for residents and employees.

D. Joint Powers Agreement with Dakota County for Absentee Mail-In Ballot Services
City Clerk Kiernan discussed a Joint Powers Agreement (JPA) with Dakota County for Absentee Mail In Ballot Services.

- Dakota County is the third most populated county in the state with 282,062 registered voters
- Inver Grove Heights has approximately 22,534 voters
- One of the few counties in Minnesota requiring its cities to conduct Absentee Mail Voting for the various elections

Joint Powers Agreement:

- Centralizes Absentee Mail Voting Services allowing for consistency across the county.
- Dakota County would be responsible for holding absentee ballot boards for accepting ballots.
- Dakota County would be responsible for processing absentee ballots into the absentee ballot central counter and reporting results on Election Day.

Benefits for Consolidating Absentee Services:

- Eases the growing responsibilities on the Clerk's office
- Streamlines Election Night reporting as absentee ballots will already be at Dakota County
- Enhances voter experience to have consistent and uniform handling for absentee voting services across all jurisdictions

Proposal Includes:

- 2-year JPA
- Full time equivalents form a base cost, proportioned by registered voter count. Base costs would be shared annually. Actual cost of absentee services would be paid in the election year.
- Applied Voting Operations, Technology, and Election Resource (VOTER) funds appropriated by the State to offset the costs of providing this service.
- Cost share is 55% for the County and 45% for the city.

Fiscal Impact:

- City cost for 2024 would be $22,997 or $1.03 per voter.
- Staff included sufficient funding for this amount in the proposed 2024 Budget for the Election Division at the July 31st Work Session.

Next Steps:

- Council approval of staff entering into the Joint Powers Agreement with Dakota County for Absentee Mail Ballot Services once the city receives the final draft in September.

Mayor Dietrich asked when this is noticed by staff in September, if there would be an opportunity for residents to see the consistent and uniform handling of absentee votes.

City Clerk Kiernan replied Dakota County proposes having all ballots handled in house. She was unsure if some of the offices would have windows to be able to view the process. She mentioned they are hiring Election Judges to staff the Absentee Ballot Board.

Mayor Dietrich asked for Council to be kept updated going forward.

Councilmember T'Kach asked the Mayor if it was the verification of the vote counting system.

Mayor Dietrich replied residents have asked her about the process in general.

City Clerk Kiernan replied the public accuracy test would still take place. City equipment would have to be tested before the Election (typically 14 days prior to the Election).

Councilmember T'Kach shared that the public is invited.

Councilmember T'Kach asked if there was a not to exceed clause in the JPA. For example, if there were a lot of challenges in the Election or extra work the county had to do. She questioned if the city and other cities would find themselves with an exorbitant bill.

City Clerk Kiernan did not believe they had a not to exceed but have come down tremendously from what was quoted in April. They are finding funds in order to make this a success.

Councilmember Gliva asked if other Dakota County cities have accepted the JPA or not.

City Clerk Kiernan responded that most cities are on board but discussing it with their City Council.

Councilmember Gliva asked if it would raise costs if some cities say no.

City Administrator Wilson replied the county has said they need everyone on board in order to make this happen. They have not said what would happen if a city opts out. If costs shift significantly, staff would be back before the Council to ask if they still wish to participate.

City Clerk Kiernan mentioned it is a 2-year JPA for the 2024 Elections. This can be revisited after the elections to see how it went.

Councilmember Scales asked if there was any benefit to opting out.

City Clerk Kiernan replied she could not think of any benefit to not going with the plan. It will save on staff time, there are very long hours.

City Administrator Wilson said the original proposal for cost sharing was not well received by some cities because they could not see a comparable reduction in their expenses. Costs have come down significantly. City staff will continue to help those coming into city offices to fill out ballots and place them in an envelope or into the tabulator. The change went from a week prior to the Election to 18 days. The county will be taking over all mail portions of the process.

Motion by T'Kach, second by Scales, to approve the Joint Powers Agreement with Dakota County for Absentee Mail-In Ballot Services as presented.

Ayes: 5
Nays: 0 Motion carried.

E. Second Reading of Interim Ordinance Temporarily Prohibiting the Establishment and Operation of Cannabis Businesses within the City. Resolution 2023-191

City Attorney Bridget McCauley Nason discussed the Interim Ordinance regarding Cannabis Businesses. Background:

- In 2022, legislature legalized the sale and consumption of hemp-derived cannabinoids
- Allowed edibles, beverages, and topical products
- Limited the amount of THC in the product
- State licensing was not adopted
- Inver Grove Heights adopted an Interim Ordinance of which expired mid-August
- In 2023, legislature legalized the adult use of cannabis in the state
- Legislation was comprehensive, meant to create uniformity across the state
- Legislation created the Office of Cannabis Management (OCM), tasked with developing, maintaining, and enforcing an organized system for the hemp and cannabis industry
- OCM is authorized to issue licenses for cultivators, manufacturers, distributors, and retailers, from seed to sale
- Cities are prohibited from issuing licenses to cannabis businesses

Products not impacted by the moratorium:

- Edible cannabinoid products, (lower potency hemp) currently legal in the state

Cannabis businesses is a term defined by state statute and includes 14 different types of licensed businesses. Before operating in the state and city, must first obtain a license from the OCM. The OCM is not functioning yet. It is anticipated first licenses would be issued sometime in 2025.

City Role in Regulation:

- A cannabis business would apply for a license through the OCM
- OCM consults with cities to confirm the proposed business complies with zoning and other regulations
- Cities can choose to issue registrations to certain cannabis businesses once they receive a license
- Cities can conduct compliance checks and may suspend registrations if necessary
- Cities may collect registration fees. If the cannabis business is located within the city, the city is provided 10% of the tax revenue
- Legislative details/local control is limited based on legislation:
    - Cities cannot prohibit cannabis businesses
    - Cities can require registration
    - Cities can limit the number of licensed cannabis retailers and other businesses with retail operations based on population size
    - Cities are allowed to adopt reasonable time, place, and manner restrictions on cannabis businesses such as setbacks and zoning related regulations
    - Legislature authorized cities to adopt an interim ordinance to establish a moratorium on cannabis businesses operating in the city until such time as the city completes a study regarding what reasonable time, place, and manner restrictions the city may wish to enact
    - Legislature authorized that this moratorium could extend out to January 1, 2025; longer than what a typical moratorium under a zoning ordinance could last

What other cities are doing:

- Many are adopting interim ordinances
- Moving forward with direction for staff to complete a study regarding these regulations
- Provide city staff with the opportunity to review model regulations from OCM, LMNC, and other cities
- Gives cities sufficient time to prepare and make any necessary changes to the city code prior to the issuance of the first cannabis business licenses by OCM

Council options:

- Council can choose to take no action.
    - While no business licenses will be issued in the near future, it could impact the city's ability to regulate cannabis businesses
- Adopt an Interim Ordinance
    - Staff will be directed to complete a study
    - The city has the opportunity to adopt these regulations before any cannabis business license is issued

Requested Council Action:

1. Consider a second reading of the interim ordinance establishing a moratorium on the establishment and operation of cannabis businesses until January 1, 2025.
    a. Council can move forward with waiving the three-reading requirement. If it passes, can adopt the interim ordinance.
    b. Council can move the second reading of the interim ordinance. A third reading would be scheduled for September.
2. If the interim ordinance is approved, and the three-reading requirement is waived, the Council is asked to consider a summary publication resolution for the ordinance.

Motion by Murphy, second by Scales, to waive the three-reading requirement.

Ayes: 4
Nays: 1 (T'Kach) Motion failed.

Motion by Scales, second by Gliva, to approve the Second Reading of an Interim Ordinance Temporarily Prohibiting the Establishment and Operation of Cannabis Businesses within the City.

Ayes: 5
Nays: 0 Motion carried.

F. Third Reading of Ordinance Prohibiting Cannabis and Tobacco Smoking and Vaping In Public Places
City Attorney McCauley Nason discussed an Ordinance Prohibiting the Use of Certain Cannabis Products in Public Places. Background:
- The legislature did not prohibit the use of cannabis products in public spaces
- Can adopt an ordinance establishing that a petty misdemeanor offense for persons that use certain types of cannabis products in public places provided three (3) exceptions are met:
  1. Cannot prohibit the use in private residences
  2. On private property generally not accessible to the public
  3. On the premises of an establishment or an event licensed to permit onsite consumption

What other cities are doing:
- Many are adopting prohibition on outdoor use
- Some are adopting smoking and vaping only restrictions
- Prohibitions range from a broad range of public places or limiting to just in public parks
- Some are copying existing smoking restrictions

Ordinance background:
- Ordinance was presented to the Council for a first reading on July 24th, 2023
- Council directed revisions be made to the draft ordinance and approved the first reading
- Revised ordinance was brought forward and presented for a second reading at the August 14th Council meeting. Council approved the second reading.
- Since that meeting staff completed additional research regarding the status of similar ordinances adopted by other cities around the state
- Prepared ordinances with varying language for consideration based on additional research and Council questions and discussion

Changes from the First Reading to the Second Reading:
- Prohibition on the use of all edible cannabinoid products was removed
- Revised the definition of a public place
- Prohibition limited to the smoking and vaping of tobacco products as well as certain adult use cannabis products

Two areas for final Council decision:
1. Finalizing the definition of what is a "public place"
   Option #1: All property owned, leased, or controlled by any governmental unit.
   Lakeville and Prior Lake have used this broad definition
   Option #2: All property owned, leased, or controlled by the City of Inver Grove Heights.
   Excludes property owned by the county, state, or any other governmental unit

Option #3: All property owned, leased, or controlled by the City of Inver Grove Heights, excluding city owned or controlled right of way and sidewalks and trails located within right of way.

2. Determining what types of prohibited products may not be consumed or used in those public places

    Option #1: Cannot smoke or vape any tobacco, nicotine, or cannabis product in any public place.

    Option #2: Keep that prohibition but clarify that smoking or vaping of tobacco products within a motor vehicle is allowed on city right of way.

        The consumption, smoking or vaping, of cannabis products in a car or on a roadway is prohibited by State Statute (like the open bottle law).

    Option #3: There is no smoking or vaping of any tobacco, nicotine, or cannabis product on any city owned property but not including, sidewalks or trails located within right of way or the right of way itself.

        With this option, could walk down the public sidewalk and smoke a joint.
        Some cities have included the broad definition of public place.

She mentioned staff had a conversation regarding what the city does with alcohol. A person cannot walk down a city sidewalk and consume an alcoholic beverage. The alcohol section does not define public place, it is understood that includes sidewalks.

The question for Council would be if wanting to mirror what is done with alcohol for cannabis products. If that is the case, Council may want to prohibit the use in the right of way.

Final Direction Needed:

1. What products are prohibited in the existing City Code
    a. Consumption of alcoholic beverages is prohibited in public places subject to various exceptions
2. What are the products Council wants to see prohibited within the public place
    a. Tobacco and nicotine products (smoking and vaping only)
    b. Cannabis products (smoking and vaping only)
3. If the Council wants to also consider prohibiting the consumption of THC infused beverages in a similar manner to how alcoholic beverages are prohibited to be consumed in public.

Council Options:

- Take No Action
- Discuss ordinance options and provide direction to staff for preparation of the final ordinance

Requested Council Action:

1. Finalize the definition of a public place and any exceptions
2. Finalization of the list of prohibited products
3. Confirm if tobacco/nicotine products and THC/cannabis products should be treated identically or differently

Councilmember Scales asked if there could have been an Option #4, any property owned by any government unit, then go to the sidewalks/right of ways. He asked if there was a reason they went to "city" in Option #3.

City Attorney McCauley Nason responded that this has been the challenge since going with this ordinance. Staff brought forward the broadest possible ordinance and then asked for Council direction as far as narrowing.

In response to the question as to if it could be said a public place is any property owned, leased, or controlled by a governmental unit, including the city, and exempt out any right of way owned by the city or by any governmental unit would be allowable.

Councilmember T'Kach asked if the city has jurisdiction over state, county, or other government lands.

City Attorney McCauley Nason replied the way the ordinance is drafted and the way the statute is, it states the city can regulate in what is a public place. For this prohibition, the definition of a public place is needed. Based on statute, the city has the right to create regulations on public places. She has noticed other communities that have differences between city ordinances and county ordinances which creates an unresolved conflict.

Councilmember T'Kach questioned what has been noticed in Dakota County or the state.

City Attorney McCauley Nason replied Dakota County has adopted some restrictions. She was unsure if cannabis was addressed.

Councilmember Murphy believed residents would not like to be exposed to second hand smoke whether tobacco or marijuana. He addressed Option #2 where it includes sidewalks and roads stating if those were eliminated there may be some people walking down the middle of the road smoking marijuana. He does not want it to be against the law to smoke a cigarette in a car. He questioned if this was Option #2.

City Attorney McCauley Nason replied that was Option #1 with a carveout for use of tobacco products in a motor vehicle on the right of way. If wanting to say no public places (broadly defined: any property that is owned or controlled by any governmental unit), cannot use these products in any public place except if driving a motor vehicle down the road, can utilize tobacco products, (smoking or vaping) within the confines of the motor vehicle.

Councilmember Murphy said this would be his thoughts for Council and staff.

Mayor Dietrich requested hearing feedback from Police Chief Melissa Chiodo.

Police Chief Melissa Chiodo stated one concern public safety has is the consumption of beverages containing THC. It would be difficult to enforce anything with edibles. They have serious public safety concerns about being able to drink a THC infused beverage in public. It is very similar to someone drinking alcohol. THC beverages can do the same to a system as alcohol does. It can cause paranoia, impairment, acting out. Public Safety does not believe this should be in parks around children. If doing this out in public, people need to get back to their home, most likely in a car. It is known that THC infused beverages without alcohol, have a slow reaction time, there have been car accidents. Allowing THC infused beverages with alcohol is even worse. From a public safety standpoint this is something they are going to have to deal with and spend a lot of resources on if allowing people to walk around drinking THC infused beverages in public. It is not allowed with alcohol; this has the same type of affects on people when drinking it.

Mayor Dietrich asked if the Police Chief would like to see this mimic alcohol.

Police Chief Chiodo replied yes.

Councilmember Murphy questioned how to answer the question if someone were to ask him how it is different than edibles. He questioned why they could not drink the beverage but could have a gummy.

Police Chief Chiodo replied that it comes down to enforcement; what they could reasonably enforce without infringing on people. If someone is acting out, they can look to see what product a person is holding. This would affect a person like an edible could. With enforcement, they do not want to set themselves up for failure and have the community frustrated. It can be more difficult to determine without infringing on rights. It comes down to what can reasonably be enforced to keep the community safe. If they can reasonably, do it, she believes they should.

Councilmember Murphy said he struggles with personal behavior. He said he does not have the history of when whatever governmental body decided you cannot have a beer and walk down the sidewalk.

Police Chief Chiodo replied that predates her being with the city. She said she thought of someone coming into the meeting, drinking a beer, coming up for public comment, or having a THC infused beverage and making comments on something. Everyone is impacted differently.

In noticing what other states have done, their problems are with people consuming and driving. They are trying to keep this use in people's homes. If people use this in public places and then get behind the wheel, there would be consequences noticed like other states. She said it could be stated they would not make any edibles legal in public but would hate to set the police department up for failure in being unable to detect it. They do not want to get into infringing on rights but want to keep the community safe if seeing something that could be a problem.

City Attorney McCauley Nason listed the first item for Council consideration:

1. What the Councils definition of public place would be.

    Option #1: All property owned, leased, or controlled by any governmental unit. (This is the language that has been in the First and Second Reading versions of the Ordinances).
    Option #2: Just property owned, leased, or controlled by the City of Inver Grove Heights.
    Option #3: Property owned, leased, or controlled by the City of Inver Grove Heights, excluding right of way within the definition of public places.

Councilmember T'Kach mentioned during the first reading they had a discussion that came down to public parks and trails; no tobacco smoking, vaping (of tobacco or cannabis). The second reading came back differently but was not technically in the reading of the ordinance. She said she has asked a lot of people about this topic and received a lot of feedback. Some felt it was too broad as it stands with including all right of way, public land, sidewalks, and roadways; the focus needs to be narrowed. She proposed going back to city parks, VMCC, City Hall, and the City Hall parking lot. She said Option #3, which excludes right of ways and streets. She said she was thinking of a contractor installing fiber cable who may want to smoke a cigarette, or a contractor who is holding the stop/slow sign and may be smoking a cigarette. Technically they are in violation of the law if having a broad definition. She said she thought people felt it was a bit of governmental overreach. She mentioned that a couple of people said they would like more community input on the topic. There are people that do not want cigarette smoke in their face or cigarette butts when at public parks. She said there was a difference between people who smoke cigarettes and those who smoke cannabis. One may smoke 2-3 cigarettes while watching a child on the playground or walking the trails, smoking joints seemed a little unrealistic. She suggested narrowing it down, being focused, and making sure the city is not allowing pressure on people who want personal freedoms.

Councilmember Scales believed the definition of public places has nothing to do with any of this. They need to determine public spaces irrelevant to what they are trying to do. He looks at it as a public space. To him its parks and city property, he could be convinced either way about the right of way. He felt the question was if they were trying to define a public space based on what they are trying to do, or trying to separate that and determine a public space irrelevant to what they are trying to do. They could work on the ordinance after the fact. Defining a public space based on one thing they are trying to do could set them up for trouble in the future.

Councilmember Murphy said he did not think this was about government overreach. If it is a public space, then everybody gets to use it. Nobody would be able to blow smoke in his face if standing on a sidewalk or walking down the street. He said his rights end where someone else's begins. He looks at it as the broader the definition, the more people are protected.

Councilmember Gliva mentioned she liked Option #1 for the broader public space. She agreed with looking at the definition first. The goal was not to stop someone from smoking a cigarette in their car or standing by a street sign; that was not the intent. She agreed with public space, no one should be infringing on someone else's space. She liked the broad definition to begin with.

Mayor Dietrich thanked the Police Chief for weighing in. She liked Option 1 as it can be narrowed.

Councilmember T'Kach shared an example of people living in multifamily or single-family housing that is rented. There are residents on Upper 55th and Cahill where the CDA owns the building, smoking is not allowed in the apartments or on the property. This is true of other CDA buildings too, they will go out to the sidewalk and have a cigarette. That would be where they would have to go to smoke cannabis for pain abatement or sleeping issues. If prohibiting smoking on sidewalks and right of ways, some have no sidewalks in their neighborhoods, right of ways go into people's yards. It would be tough for police to measure out from the center line of individual streets to enforce this rule. She said they were doing a disservice, there are several rental properties in the city where smoking is prohibited on the property. That leaves people to get in a car and drive somewhere, that is what they want to avoid. She believes they need to think of other people, all residents in the community. She said she is a property owner and has the luxury to smoke anywhere on her property. She knows other residents in the city do not have that option. She selects Option #3. If there are problems or issues, they could go a step further and say they need to regulate or manage differently. Starting with the broadest definition does a disservice for a lot of people in the community.

Motion by Gliva, second by T'Kach, to accept the letters received into public record.

Ayes: 5
Nays: 0 Motion carried.

Councilmember Scales mentioned if a private property owner does not allow smoking on their property, he was unsure it was the government's job to give them a place. He was unsure it was their job to make up for a deficiency, or a perceived deficiency on private property.
Councilmember T'Kach said the CDA is public property technically, it is a government agency that prohibits smoking on their properties.
Councilmember Scales mentioned it was one property out of many. There are a lot that are different.
Councilmember Gliva said it would be up to the CDA to approve on their space. She does not believe it is up to the city.

City Attorney McCauley Nason mentioned staff could take the majority of direction, Option #1. A third reading of the ordinance would be brought back and voted on at the September 14th meeting.

City Attorney McCauley Nason discussed what would be prohibited. The products under discussion were "to prohibit the smoking or vaping of cannabis and tobacco products and products containing nicotine." She asked if the Council wanted to see all those products treated the same or see something different with respects to smoking cigarettes. For example: The Council could say they want to prohibit the smoking of cannabis in all public places, including sidewalks, but are not concerned about prohibiting the smoking of cigarettes on sidewalks. The question is if wanting to treat tobacco products and cannabis products the same (how the ordinance is currently drafted). She understood the carveout with respect to public places. The ordinance will reflect that the Council is not intending to prohibit the smoking of tobacco products in a motor vehicle on right of way. She asked if there was a difference the Council wanted to see in the final version of the ordinance between what you can smoke in a park or on a sidewalk.

Mayor Dietrich mentioned the residents she has spoken with do not want secondhand smoke.
Councilmember Murphy agreed and stated that was what he has been hearing. He said the state did a favor in stating marijuana cannot be smoked in a car. He said it was important to carve out the car.
Mayor Dietrich and Councilmember Gliva agreed.

Councilmember T'Kach stated for public health reasons, smoking tobacco is probably more dangerous than cannabis smoke. She thought they would want to treat smoking and cannabis together. She did not know if they had to carve out tobacco specifically, she thought it seemed like added verbiage if considering a street, a public place.

City Attorney McCauley Nason asked if the Council wanted to see a prohibition on the consumption of beverages containing THC or THC infused beverages in the same public places where smoking and vaping of tobacco and cannabis products would be prohibited.

Mayor Dietrich stated she would go with the Police Chief's direction; the drinks should be treated the same as alcohol.
Councilmember Gliva agreed.
Councilmember Murphy shared that he struggles with this as he is big on people managing their own personal behavior. He does not know enough about it. He said he would defer to the experts on it and concur with the Council on those that have spoken on prohibiting the beverages. He shared that this was a tough decision for him, he does not see a difference.

City Attorney McCauley Nason believed she has clear direction on how to draft the third reading version of the ordinance for Council consideration and discussion at the upcoming meeting.

G. Potential Regulation of Short-Term Rentals

Motion by Gliva, second by Scales, to accept three emails into the record.
Ayes: 5
Nays: 0 Motion carried.

City Administrator Wilson presented the possible regulation of Short Term/Vacation Rental Housing. This topic has been under discussion for about one year. During the summer of 2022, staff and elected officials started receiving complaints about the operation of short-term rentals such as Airbnb or VRBO. The Council discussed options in August, and most recently in March 2023. At that time staff was asked to do additional research on how other cities were tackling this issue.

- Commonly advertised and reserved through website or Apps such as Airbnb or VRBO
- Rentals of one night, a weekend, a week, or something more
- Used for personal or business travel, group gatherings of friends or family, special occasions such as bachelor or bachelorette parties
- Small number of current listings in Inver Grove Heights with approximately 6-10 properties
- Many seem to be large homes, advertising that they sleep a large quantity of people
- There have been a few with a single room or small suite listed for rent
- 1 new home is in a residential neighborhood currently under development

Surveyed other metro area cities:

- There is significant variation from one city to the next
- Regardless of the path IGH chooses, staff would be able to identify cities taking the same/similar path

Cities prohibiting short term rentals:

- Eagan, Bloomington, Coon Rapids, Brooklyn Park, Woodbury
    - This is done by requiring a rental license and having a minimum rental period of 30 days

Cities with a specific license for short term rentals:

- Chanhassen, Plymouth
    - Established specific rental licensing programs and structures for short term rentals

Cities with a single license – short- or long-term rentals:

- Eden Prairie, Maplewood, Oakdale, Blaine
  - Have to be licensed with license terms, conditions, fees
  - Identical to longer term licenses such as those renting on an ongoing basis

Options:

- Prohibit short term rentals by establishing a 30-day minimum rental period for residential properties
  - May wish to consider a carve out for homesteads
- Establish a specialized rental license for short term rentals
  - Example: If having a specialized rental license structure for short term rentals, may have regulations about parking on site, violation structure in terms of complaints/police calls, occupancy standards
- Apply the city's standard rental license to short term rentals. (Could be a challenge)
  - Current rental license requires landlords do a criminal history check on every tenant
  - Practicality of this for someone renting a property for a weekend is an area that would need further research
- Take no action and allow short term rentals to continue operating as they are

Considerations:
During discussions of this topic, Council has heard from multiple owners/operators of short-term rentals in the city. Several operate in other cities.
Pros of short-term rentals as presented by advocates:

- Attract visitors to IGH who spend money on food and entertainment
- Popular option, service in the marketplace, brings friends and families together
- Provides additional income/resources to help owners offset mortgage and upkeep costs
- Some operate as a business, not homesteading, not living on any portion of the property

Cons of short-term rentals as presented by opponents:

- Negative impacts on neighborhood livability
  - Noise, large parties, music, excessive parking
  - Operating a business in a residential zoning district was not what they expected/wanted in a residential neighborhood
- City resources needed for administration/enforcement

She asked the Council for direction on if there was an option on the list they would like to go with. Staff and legal counsel would develop a specific ordinance for further discussion.

Councilmember Scales liked Option #2. He does not like prohibiting the use, but wants it regulated. He liked this option along with a list of what is allowed and what is not allowed that can be controlled better. From what he has heard from residents, the complaints are coming from bigger homes with a lot of people. The big party houses are what they need to find a way to control.

Councilmember Murphy mentioned the bigger homes are what he receives phone calls and emails about. He was unsure how to decide smaller rentals would be treated differently than larger rentals, that could be problematic. The two most important things to him would be the need to have a minimum rental period of 30 days and a 2 or 3 strike rule if there are neighborhood complaints.

Councilmember Gliva said she did not believe they wanted to prohibit a legitimate business. She was struggling with how to control the nonsense that happens and the effects on public safety. She asked if staff has noticed if other cities collect a lodging tax. She questioned if that would offset public safety or administration costs.

> City Administrator Wilson responded that was one of the areas she noted a consistent theme with survey results. They were not able to identify another city that applied the lodging tax to this use. If applying to this use, the only legal use of lodging tax revenue is to support the local

Convention and Visitors Bureau. The city would not be able to retain the lodging tax to offset service costs.

Councilmember T'Kach agreed the complaints received are regarding larger houses. There are nuisance ordinances to address this. She was unsure how to address this effectively. She liked the idea of a special license for these kinds of short-term rentals. It creates an opportunity for those renting to know they are renting a place that is legal. She questioned the idea of limiting the number of people to square footage, if having a larger house that is where the parties are. For a family with kids, this could seem to be micro managing. She said those who sign up for VRBO and Airbnb go through a lot of processes, they are vetted, they have background checks to help protect the owners. That could be a reason not to blanket prohibit these rentals. There are a lot of fees paid by owners for these services. She said it was a good idea to move forward with this in a positive way. She was unsure of homesteaded but liked the idea of homesteaded properties. She said she hears that people do not want a lot of noise in their community, that is on the person who is licensed to make sure of. There are rules placed inside these places, if not following the rules, people will get booted out. There are other guiding parameters in place.

City Administrator Wilson stated the property she gets the most complaints about states no parties and not to violate the city ordinance. She said residents do not want the city to trust that the platforms are going to protect them or govern this. From the calls she receives, they are looking for city government to do something. She mentioned this is a challenging issue for residents living directly near these. People have said they are frustrated because the city has not done something faster. It is a small occurrence, what is done has major implications for the proprietors and surrounding neighbors.

Councilmember T'Kach asked if a special license for these types of rentals would help depending on the parameters of the license.

City Administrator Wilson replied it has the potential. Staff tries to convey that 911 should be called when the disturbance is happening. They do not receive a lot of calls. If residents knew these were licensed establishments, and that calls to 911 had an impact other than driving by and quieting them down for the night, maybe there would be more engagement when there is a problem. She mentioned some of the communications accepted into the record phrased to "please regulate this activity."

Councilmember Gliva said it seemed like they could use some communication on calling 911 to report. She questioned if there may be a need for three strikes you cannot come back for a year, or whatever the case may be. She was unsure what that would be, there should be serious consequences. She said nothing speaks louder than prohibiting someone from making an income on the property. She believed that may be the only thing that works.

City Administrator Wilson replied staff could check into that. Whatever the process for license violations is, it would have to provide due process to the property owner. Staff would have to find a way to have justifiable or proven license violations. She noted that the City of Plymouth's Ordinance requires property owners to go to some type of safety training. Staff could follow up to learn more if that is the route Council takes.

Mayor Dietrich shared that she was somewhere between the first and second bullet points. It is those not doing it well that are ruining it for those that are doing it well. The ones not doing it well are disrupting their neighborhoods. Those residents pay taxes here and carry a lot of weight. She questioned what this looks like in practicality to carry out and put in place.

City Administrator Wilson replied staff would take that specifically. When returning to Council with this item, they would speak to enforceability of what is being proposed. This would give the police department time to consider and weigh in.

Mayor Dietrich does not want those that are doing it well to have to stop.

Councilmember Murphy mentioned he does not see Option 1 and 2 being mutually exclusive.

City Administrator Wilson replied a 30-day minimum period is not a short-term rental. It is not what this business model is about. She views that as having little reason to develop and invest in a specialized rental license if defining them as still having a minimum of 30 days. If doing Option #1, there is likely not a need to do Option #2.

She said it seems as though Council was interested in seeing Option #2 in more detail.

Mayor Dietrich said she would still like to hear from public safety in that option.

City Administrator Wilson said staff would attempt to be back before the Council in four weeks.

7. <u>PUBLIC COMMENT</u>:

Jerry Slama, 9185 Inver Grove Trail, mentioned that a lot of residents were in attendance regarding this topic last summer. He asked if the comments and letters were still a part of this ongoing conversation, if they were valid, or if they needed to be re-entered.

Mayor Dietrich replied they were still in the public record. If there is anything he wished to refresh, he was encouraged to always be in conversations.

Mr. Slama said his wife Lisa and himself are in support of some type of registering, licensing, of short-term rentals. They moved to the city over a year ago and built a unit above their garage that would be up on Airbnb shortly. They would like to have the freedom to do what they planned on doing with their home and property.

Stephen Dick, 1630 52nd Street East, said he has lived here for 12 years. He lives next to a short-term rental which he also manages. He said he sees firsthand the people coming in and going out. He owns three short-term rentals in the city and agrees with everything the Council has said. He believes licensing is the answer. He mentioned of the 60 cities in the metro area, all but 10 have agreed that licensing or not having anything, is ok. 85% of cities are in favor of licensing. He said he has been doing this for 9 years, he has hosted approximately 3,000 nights. There could have been 30 disturbances but was unsure as there are no police records. He was happy to hear that the Council may not go toward banning. If banned, it would strip the rights of 99% of the people who can go into an Airbnb and act responsibly and respectfully to weed out the 1% who might cause a problem.

Diantha Cavin, 4588 Bloomberg Lane, has been in her home about 12 years. She has been doing Airbnb for the last year. It has been a wonderful experience, she has been able to supplement her income, she is booked most of the time. She provides affordable short-term rentals; every one of them has been a pleasure. They recommend local eating suggestions for renters. She said it would be wrong to put them out of business because there are a couple of party houses that cannot be controlled. Those are not the norm.

Councilmember T'Kach asked if there was a difference in the ability to enforce something if it is a license versus registration.

City Attorney McCauley Nason replied they typically do not require registrations. Registrations are the lowest level of obtaining government approval. A license is how the city handles other types of business licenses, liquor licenses. Caselaw describes how cities can issue licenses and how they are discretionary in the city's ability to revoke/rescind for violating conditions. It is a stronger tool than registration. If the Council wants to have requirements or have staff do more research, those are criteria best suited for a license structure.

Councilmember T'Kach asked the Council if they were clear that licensing was the message sent to the City Administrator. She said it sounded like the Council wanted to go down the licensing path.

City Administrator Wilson replied she did not hear any suggestion of registration.

8. <u>MAYOR AND COUNCIL COMMENTS</u>:

9. <u>ADJOURN</u>:

Motion by Scales, second by T'Kach, to adjourn the meeting at 8:35 p.m.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

Agenda Item 4.B.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, approving disbursements for the period of September 20, 2023 – October 3, 2023.

BACKGROUND
The following chart represents a summary by fund type of the disbursements processed during the period of September 20, 2023 – October 3, 2023. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	$559,987.02
Special Revenue	93,923.37
Debt Service	-
Capital Projects	796,601.46
Enterprise	328,000.42
Internal Service	113,582.46
Escrows	18,548.55
Total - All Funds	$1,910,643.28

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

RECOMMENDATION
Staff recommends approval of the disbursements as presented.

ATTACHMENTS
1. Resolution
2. Disbursements listing (9.20.2023 - 10.3.2023)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. __

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
September 20, 2023 – October 3, 2023.

WHEREAS a detailed listing of disbursements for the period of September 20, 2023 – October 3, 2023, was presented to the council for approval.

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

Fund Type	Amount
General Fund	$559,987.02
Special Revenue	93,923.37
Debt Service	-
Capital Projects	796,601.46
Enterprise	328,000.42
Internal Service	113,582.46
Escrows	18,548.55
Total - All Funds	$1,910,643.28

Adopted this 9th day of October 2023 by the City Council of Inver Grove Heights, MN

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Expense Approval Report
By Fund

City of Inver Grove Heights

Payment Dates 9/20/2023 - 10/3/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
PICHA, AMANDA	CM0004751	06/16/2022	Credit entry to go against che…	101.44.6100.3470000	-50.00
STREAMLINE DESIGN INC	42261B	09/21/2023	Duty shift uniforms	101.42.4200.423.60045	177.00
RENEE DUBS ELLENA	23-5182	09/21/2023	Design for Comm Dev brochure	101.41.1300.413.30700	510.00
TOTAL TOOL SUPPLY, INC	77102726	09/21/2023	Annual osha inspection of stat…	101.42.4200.423.30700	475.00
SIGNWAREHOUSE, INC.	25684B	09/21/2023	Sign repairs	101.43.5200.443.60016	200.65
SIGNWAREHOUSE, INC.	25891B	09/21/2023	Sign repairs	101.43.5200.443.60016	214.14
MN FIRE SERVICE CERT BOARD	11728B	09/21/2023	Firefighter II test for 2022 recr…	101.42.4200.423.50080	504.00
STERICYCLE INC	8004508815	09/21/2023	Shreding	101.42.4000.421.30700	179.87
SHERWIN-WILLIAMS CO.	5224-0	09/21/2023	Paint & supplies	101.44.6000.451.40040	779.24
NARDINI FIRE EQUIPMENT CO…	IV00255436	09/21/2023	Inspection of fire extinguishers…	101.42.4200.423.30700	174.00
OCCUPATIONAL HEALTH CEN…	103829562	09/21/2023	pre-employment physical	101.41.1120.413.30700	1,782.00
ST. PAUL PIONEER PRESS	0823572521	09/21/2023	Ordinance 1457 - tobacco su…	101.41.1140.413.50025	52.92
VORTEX OPTICS	1679171	09/21/2023	Viper 10x42 HD	101.42.4000.421.60040	389.99
SENTINEL MN LLC	LDSJ556K-2	09/21/2023	LD suppressor cover	101.42.4000.421.60018	550.00
TKDA	002023004584	09/21/2023	65th Street Area Plan Services	101.45.3200.419.30700	2,596.28
TAHO SPORTSWEAR	23TS4095	09/21/2023	Bike the bridge shirts	101.44.6100.453.60045	755.00
RODERICK WILCOX	9/7/2023	09/21/2023	Adult softball league umpire.	101.44.6100.455.30700	136.00
OKER INVESTMENTS	161192612	09/21/2023	Removed junk from 8325 Clea…	101.45.3000.419.30700	149.00
OKER INVESTMENTS	161192799	09/21/2023	Junk removed from 7720 Barb…	101.45.3000.419.30700	364.00
MN DEPT OF REVENUE	August 2023	09/20/2023	Taxes	101.207.2070300	1,193.98
MN DEPT OF REVENUE	August 2023 CR	09/20/2023	Taxes	101.207.2070300	-0.38
BJORKLUND COMPENSATION …	00004546	09/21/2023	Job evaluation	101.41.1120.413.30700	150.00
EARL F ANDERSEN INC	0133797-IN	09/21/2023	Sign repair	101.43.5200.443.60016	517.80
TYLER TECHNOLOGIES, INC	025-437409	09/21/2023	Project Mgmt Fee-Chart of Ac…	101.41.2000.415.30700	250.00
TYLER TECHNOLOGIES, INC	025-437579	09/21/2023	TCM Configuration 8.30.2023	101.41.2000.415.30700	217.50
TYLER TECHNOLOGIES, INC	025-438120	09/21/2023	Project Mgmt Fee- Chart of Ac…	101.41.2000.415.30700	250.00
TYLER TECHNOLOGIES, INC	025-438243	09/21/2023	Tyler content manager config…	101.41.2000.415.30700	1,015.00
EXPERT TREE SERVICE AND SC…	10087	09/21/2023	Remove 3 ash trees at 7326 C…	101.45.3000.419.30700	2,100.00
OCCUPATIONAL HEALTH CEN…	103838634	09/21/2023	Pre-employment physicals	101.41.1120.413.30700	2,128.00
MTI DISTRIBUTING CO	1405764-00	09/21/2023	Irrigation parts	101.44.6000.451.40047	2,507.52
UNIFIRST CORPORATION	1410008513	09/21/2023	Street uniforms	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410008513	09/21/2023	Park Uniforms	101.44.6000.451.60045	18.17
UNIFIRST CORPORATION	1410010073	09/21/2023	Street Uniforms	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410010073	09/21/2023	Park uniforms	101.44.6000.451.60045	18.17
UNIFIRST CORPORATION	1410011339	09/21/2023	Streets uniforms	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410011339	09/21/2023	Parks uniforms	101.44.6000.451.60045	18.17
DAKOTA UNLIMITED INC	144970	09/21/2023	50% down for fence repair at …	101.44.6000.451.40047	975.00
DAKOTA UNLIMITED INC	145188	09/21/2023	RV gate repairs	101.44.6000.451.40047	550.00
FIRST IMPRESSION GROUP	146455	09/21/2023	#10 window envelopes (70%)	101.41.2000.415.60010	514.50
FIRST IMPRESSION GROUP	146455	09/21/2023	#10 window envelopes (10%)	101.45.3000.419.60010	73.50
MADISON NATIONAL LIFE INS…	1577058	09/21/2023	Monthly premium 9.2023	101.203.2031700	2,869.52
EYEMED	165930251	09/21/2023	Monthly premium 9.2023	101.203.2032700	237.41
EYEMED	165930251CR	09/21/2023	Retro Adjustments 6.2023-8.2…	101.203.2032700	-40.98
EYEMED	165930255	09/21/2023	9.2023 Cobra Premium	101.203.2032710	13.66
MIDWEST FENCE & MFG CO	192235	09/21/2023	Fence for dickman trl pit	101.43.5200.443.40046	5,225.00
MINNEAPOLIS OXYGEN CO.	20288465	09/21/2023	credit memo for O2 cylinder r…	101.42.4200.423.30700	-229.71
COLLINS ELECTRICAL CONST.	234526.01	09/21/2023	Traffic Signals	101.43.5200.443.40046	494.91
COLLINS ELECTRICAL CONST.	234611.01	09/21/2023	Traffic signals	101.43.5200.443.40046	441.30
SOLBERG AGGREGATE CO	27818	09/21/2023	Class 5 gravel	101.43.5200.443.60016	1,966.09
M & J SERVICES, LLC	2811	09/21/2023	Curb repair	101.43.5200.443.40046	2,365.00
WENDELL'S INC	2863991	09/21/2023	presentation box for coin	101.41.1000.413.30700	16.58
GOPHER LAWN AND SNOW S…	3181	09/21/2023	cemetery mowing Aug 2023	101.44.6000.451.30700	270.00
GOPHER LAWN AND SNOW S…	3182	09/21/2023	ditch mowing 8.11.2023	101.44.6000.451.30700	130.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GOPHER LAWN AND SNOW S…	3185	09/21/2023	Code Enforcement Abatement…	101.45.3000.419.30700	85.00
GOPHER LAWN AND SNOW S…	3187	09/21/2023	Code Enforcement Abatement…	101.45.3000.419.30700	85.00
LEAGUE OF MN CITIES	388720	09/21/2023	Membership dues	101.41.1000.413.50070	27,015.00
DLT SOLUTIONS LLC	5194282A	09/21/2023	AutoCAD Renewal	101.43.5100.442.50072	6,627.60
MN NCPERS LIFE INSURANCE	542000092023	09/21/2023	Monthly premium 9.2023	101.203.2031600	240.00
MN NCPERS LIFE INSURANCE	542000092023	09/21/2023	Monthly premium 8.2023	101.203.2031600	224.00
SHERWIN-WILLIAMS CO.	7167-7	09/21/2023	Traffic Marking Paint	101.43.5200.443.60016	1,819.08
METROPOLITAN COUNCIL	9/1/2023CR	09/21/2023	Less: retainage amount	101.41.0000.3414000	-521.85
PETTY CASH	9/14/2023	09/21/2023	Petty cash for annual clean up…	101.100.1010400	300.00
4FRONT ENERGY SOLUTIONS	9/14/2023	09/21/2023	Refund surchage	101.207.2070100	1.00
4FRONT ENERGY SOLUTIONS	9/14/2023	09/21/2023	Refund permit# PRPL2023002…	101.45.3300.3222000	59.20
GRAINGER	9828765710	09/21/2023	recovery straps	101.44.6000.451.60040	315.38
ESS BROTHERS & SONS INC	DD7275	09/21/2023	Manhole and Catch Basin Rep…	101.43.5200.443.60016	4,752.00
FLAGSHIP RECREATION LLC	F21630	09/21/2023	parts for playgrounds	101.44.6000.451.40047	184.24
INNOVATIVE OFFICE SOLUTIO…	IN4325516	09/21/2023	Office supplies	101.41.1100.413.60010	45.12
INNOVATIVE OFFICE SOLUTIO…	IN4325749	09/21/2023	Box (100) of first class mail en…	101.41.1140.413.60010	108.73
INNOVATIVE OFFICE SOLUTIO…	IN4326944	09/21/2023	Steno pad	101.41.1100.413.60065	18.17
WSB & ASSOCIATES, INC.	R-022068-000-7	09/21/2023	July multi family ord. update	101.45.3200.419.30700	976.00
BERRY, RICARDO	CM0004748	09/22/2023	Credit entry to go against che…	101.44.6100.3470000	-44.00
CORNELL, ETHAN	CM0004749	09/22/2023	Credit entry to go against che…	101.44.6100.455.70600	-50.00
SZYMANSKI, HEIDI	CM0004750	09/22/2023	Credit entry to go against che…	101.44.6100.3470000	-40.00
ORTEGA, NICHOLAS	CM0004752	09/22/2023	Credit entry to go against che…	101.44.6100.455.70600	-50.00
ICMA RETIREMENT TRUST - 4…	INV0174195	09/22/2023	457 - ROTH AGE <50 %	101.203.2031400	1,097.06
ICMA RETIREMENT TRUST - 4…	INV0174196	09/22/2023	457 - ROTH AGE <50	101.203.2031400	505.00
ICMA RETIREMENT TRUST - 4…	INV0174197	09/22/2023	457 - ROTH AGE 50+	101.203.2031400	245.00
ICMA RETIREMENT TRUST - 4…	INV0174198	09/22/2023	457 -AGE <49 %	101.203.2031400	8,599.65
ICMA RETIREMENT TRUST - 4…	INV0174199	09/22/2023	457 -AGE 50+	101.203.2031400	2,585.29
ICMA RETIREMENT TRUST - 4…	INV0174200	09/22/2023	457 -AGE <49	101.203.2031400	6,888.38
ICMA RETIREMENT TRUST - 4…	INV0174201	09/22/2023	457 PLAN -AGE 50+ %	101.203.2031400	1,015.87
MN STATE RETIREMENT SYST…	INV0174202	09/22/2023	457 ROTH IRA (AGE 49 & UND…	101.203.2031400	510.00
AFSCME COUNCIL 5	INV0174203	09/22/2023	UNION DUES (AFSCME FULL S…	101.203.2031000	923.34
AFSCME COUNCIL 5	INV0174204	09/22/2023	UNION DUES (AFSCME FULL S…	101.203.2031000	41.96
MINNESOTA DEPARTMENT OF…	INV0174205	09/22/2023	CASE #001570640001	101.203.2032100	151.36
TEXAS STATE DISBURSEMENT…	INV0174206	09/22/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF…	INV0174207	09/22/2023	CASE #001490481201	101.203.2032100	357.72
MINNESOTA DEPARTMENT OF…	INV0174208	09/22/2023	CASE #000115468905	101.203.2032100	65.06
MINNESOTA DEPARTMENT OF…	INV0174209	09/22/2023	CASE #001563363401	101.203.2032100	426.85
MINNESOTA DEPARTMENT OF…	INV0174210	09/22/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF…	INV0174211	09/22/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLEC…	INV0174212	09/22/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IGH FIRE RELIEF ASSN	INV0174213	09/22/2023	MEMBERSHIP DUES - FIRE REL…	101.203.2031000	429.00
IGH FIRE RELIEF ASSN	INV0174214	09/22/2023	MEMBERSHIP DUES - FIRE REL…	101.203.2031000	90.00
MEDSURETY ACH ONLY	INV0174215	09/22/2023	HSA ELECTION-FAMILY	101.203.2032500	3,938.14
MEDSURETY ACH ONLY	INV0174216	09/22/2023	HSA ELECTION-SINGLE	101.203.2032500	5,517.00
IGH PROFESSIONAL FIREFIGHT…	INV0174217	09/22/2023	UNION DUES (IAFF)	101.203.2031000	504.01
MN DEPT OF REVENUE (PAYR…	INV0174218	09/22/2023	LEVY - L0071222432	101.203.2031900	174.49
MN STATE RETIREMENT SYST…	INV0174219	09/22/2023	MINNESOTA DEFERRED COM…	101.203.2031400	835.00
MN STATE RETIREMENT SYST…	INV0174220	09/22/2023	MINNESOTA DEFERRED COM…	101.203.2031400	862.93
PERA	INV0174221	09/22/2023	PERA COORDINATED PLAN	101.203.2030600	49,771.78
PERA	INV0174222	09/22/2023	EMPLOYER SHARE (EXTRA PE…	101.203.2030600	3,828.66
PERA	INV0174223	09/22/2023	PERA POLICE & FIRE PLAN	101.203.2030600	31,825.76
PERA	INV0174224	09/22/2023	EMPLOYER SHARE (POLICE & F…	101.203.2030600	47,738.60
ICMA RETIREMENT TRUST - 4…	INV0174225	09/22/2023	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,268.76
ICMA RETIREMENT TRUST - 4…	INV0174226	09/22/2023	ROTH IRA (AGE 50 & OVER)	101.203.2032400	538.46
ICMA RETIREMENT TRUST - 4…	INV0174227	09/22/2023	ROTH-AGE <49 %	101.203.2032400	48.99
EFTPS	INV0174228	09/22/2023	FEDERAL WITHHOLDING	101.203.2030200	72,392.14
MN DEPT OF REVENUE (PAYR…	INV0174229	09/22/2023	STATE WITHHOLDING	101.203.2030300	30,607.13
EFTPS	INV0174230	09/22/2023	MEDICARE WITHHOLDING	101.203.2030500	20,446.68
EFTPS	INV0174231	09/22/2023	SOCIAL SECURITY WITHHOLDI…	101.203.2030400	53,533.54
MINNEAPOLIS OXYGEN CO.	00112907	09/28/2023	O2 cylinder rental	101.42.4200.423.30700	434.94

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MINNEAPOLIS OXYGEN CO.	00114298	09/28/2023	O2 cylinder rental station 2	101.42.4200.423.30700	204.29
REVOLUTIONARY SPORTS, LLC	0494	09/28/2023	Summer Contracted services f…	101.44.6100.454.30700	2,184.00
EXPERT TREE SERVICE AND SC…	10117	09/28/2023	Tree removal - 6990 Dawn Ave	101.45.3000.419.30700	2,300.00
OCCUPATIONAL HEALTH CEN…	103842693	09/28/2023	Pre-employment physicals	101.41.1120.413.30700	454.00
LANGUAGE LINE SERVICES	11088733	09/28/2023	Language line services	101.42.4000.421.30700	543.33
UNIFIRST CORPORATION	1410012896	09/28/2023	Streets Uniforms	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410012896	09/28/2023	Parks Uniforms	101.44.6000.451.60045	20.72
ADVANCED SPORTSWEAR, INC.	16368	09/28/2023	Lissa uniform	101.43.5200.443.60045	115.00
HOTSY EQUIPMENT OF MINN…	18278	09/28/2023	fixing hose and nozzle	101.42.4200.423.40040	705.24
MCKESSON MEDICAL-SURGIC…	21129588	09/28/2023	IV starter kits, needles, syring…	101.42.4200.423.60065	1,006.76
MCKESSON MEDICAL-SURGIC…	21131584	09/28/2023	IV catheter for med supplies o…	101.42.4200.423.60065	183.32
MCKESSON MEDICAL-SURGIC…	21139612	09/28/2023	gloves for med bags on the tr…	101.42.4200.423.60065	508.91
MCKESSON MEDICAL-SURGIC…	21144866	09/28/2023	IV supplies for med bags on tr…	101.42.4200.423.60065	240.57
JOHNSON FITNESS & WELLNE…	22-041456	09/28/2023	Maintenance on workout mac…	101.42.4000.421.40042	259.00
HASTINGS FIRE & SAFETY	2498	09/28/2023	service on fire extinguishers at…	101.42.4200.423.40042	104.00
HASTINGS FIRE & SAFETY	2499	09/28/2023	fire extinguisher inspection	101.42.4200.423.30700	243.25
HASTINGS FIRE & SAFETY	2500	09/28/2023	inspection of station 1s fire ext…	101.42.4200.423.30700	203.25
BUREAU OF CRIMINAL APPRE…	31362	09/28/2023	Operator training-Sheehan	101.42.4000.421.50080	50.00
ASPEN MILLS	320017	09/28/2023	Body armor & uniform parts f…	101.42.4000.421.60045	1,223.95
SAFE ASSURE CONSULTANTS	3375	09/28/2023	OSHA training and safety cons…	101.41.1120.413.30700	7,878.01
HANCE UTILITY SERVICES INC	34739	09/28/2023	utility locates	101.44.6000.451.30700	246.50
TOTAL CONSTRUCTION & EQU…	37244	09/28/2023	electrical work done for Ch 2 …	101.42.4200.423.30700	1,624.41
TOTAL CONSTRUCTION & EQU…	37316	09/28/2023	electrical repairs at Rich Valley…	101.44.6000.451.40040	330.91
STREAMLINE DESIGN INC	42618	09/28/2023	breast cancer awareness T-shi…	101.42.4200.423.60045	1,820.00
LOCAL GOVERNMENT INFOR…	54008	09/28/2023	Monthly internet billing 9.2023	101.42.4000.421.50072	2,560.00
HOLMES DESIGN, INC.	5491	09/28/2023	graphic design support	101.41.1300.413.30700	1,636.25
HOLMES DESIGN, INC.	5492	09/28/2023	August Graphic Design for Par…	101.44.6100.459.30700	1,080.00
DAKOTA CTY FINANCIAL SVCS	5501180	09/28/2023	Monthly subscriber fee for rad…	101.42.4000.421.70501	1,866.40
DAKOTA CTY FINANCIAL SVCS	5501180	09/28/2023	Monthly subscriber fee for rad…	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	5501180	09/28/2023	Monthly subscriber fee for rad…	101.43.5200.443.30700	46.66
GERTENS	791684/6	09/28/2023	river rock	101.44.6000.451.60065	123.90
GERTENS	791694/6	09/28/2023	river rock	101.44.6000.451.60065	61.95
LEVANDER, GILLEN & MILLER P…	8/31/2023	09/28/2023	Gun Permit Review	101.42.4000.421.30420	238.00
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Council Meetings legal charges…	101.41.1000.413.30401	490.00
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Mayor/Council legal charges 8…	101.41.1000.413.30420	13,283.72
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Lowary Conciliation Court Cla…	101.41.1100.413.30420	224.00
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Leon Lasley Lawsuit	101.41.1100.413.30420	70.00
COMCAST	8772105910359526X09052023	09/28/2023	cable invoice for Station 1	101.42.4200.423.30700	10.79
JUSTIN MICHAEL MILLER	9/22/2023	09/28/2023	Background Investigator Train…	101.42.4000.421.50075	600.00
LEICA GEOSYSTEMS INC	903331608	09/28/2023	GPS Software Maintenance	101.43.5100.442.80800	773.00
PUBLIC SAFETY EQUIPMENT, L…	9851	09/28/2023	Armor vest and accessories - …	101.42.4000.421.60045	1,531.00
NFPA	AA4-4631-2XX	09/28/2023	NFPA membership dues Oswa…	101.42.4200.423.50070	175.00
FAIRVIEW HEALTH SERVICES	EMS07784	09/28/2023	DWI blood draw	101.42.4000.421.30700	88.40
ENTERPRISE FM TRUST	FBN4838958	09/28/2023	Monthly lease payments 9.20…	101.42.4000.421.70300	20,466.00
BRITTANY MISKOWIEC	IGHPD-09132023	09/28/2023	Dept covered wellness session	101.42.4000.421.30700	125.00
ELLIE FAMILY SERVICS PLLP	IGHPD-09152023	09/28/2023	Extra visit charges	101.42.4000.421.30700	480.00
JASON THOMAS CARDINAL	IGHPD23-5	09/28/2023	Pre employment background …	101.42.4000.421.30701	900.00
INNOVATIVE OFFICE SOLUTIO…	IN4328214	09/28/2023	Office supplies	101.43.5100.442.60010	13.32
INNOVATIVE OFFICE SOLUTIO…	IN4329720	09/28/2023	Office supplies	101.45.3300.419.60010	11.93
INNOVATIVE OFFICE SOLUTIO…	IN4332946	09/28/2023	Office supplies	101.43.5200.443.60065	71.19
SAINT PAUL, CITY OF	IN55412	09/28/2023	asphalt	101.43.5200.443.60016	6,236.30
DAKOTA ELECTRIC ASSN	200001093947 9/30/2023	09/29/2023	Electric	101.43.5400.445.40020	1,481.14
DAKOTA ELECTRIC ASSN	200002468379 9/30/2023	09/29/2023	Electric	101.44.6000.451.40020	2,413.24
DAKOTA ELECTRIC ASSN	200002501658 9/30/2023	09/29/2023	Electric	101.44.6000.451.40020	792.75
DAKOTA ELECTRIC ASSN	200003935632 9/30/2023	09/29/2023	Electric	101.44.6000.451.40020	551.03
DAKOTA ELECTRIC ASSN	200004267134 9/30/2023	09/29/2023	Electric	101.43.5400.445.40020	57.05
DAKOTA ELECTRIC ASSN	200004430542 9/30/2023	09/29/2023	Electric	101.44.6000.451.40020	18.80
DAKOTA ELECTRIC ASSN	200010036635 9/30/2023	09/29/2023	Electric	101.42.4200.423.40020	3,283.72
XCEL ENERGY	840593284 CR	09/29/2023	FD electric charges	101.42.4200.423.40020	-172.51
XCEL ENERGY	840593284 CR	09/29/2023	Parks natural gas charges	101.44.6000.451.40010	-6.78

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	841931211	09/29/2023	Street lighting electric charges	101.43.5400.445.40020	12,473.29
XCEL ENERGY	843682036	09/29/2023	FD natural gas charges	101.42.4200.423.40010	467.17
XCEL ENERGY	843682036	09/29/2023	FD electric charges	101.42.4200.423.40020	2,164.90
XCEL ENERGY	843682036	09/29/2023	Street lighting electric charges	101.43.5400.445.40020	1,286.05
XCEL ENERGY	843682036	09/29/2023	Parks natural gas charges	101.44.6000.451.40010	82.05
XCEL ENERGY	843682036	09/29/2023	Parks electric charges	101.44.6000.451.40020	498.63
XCEL ENERGY	844056593 CR	09/29/2023	51-4779167-3	101.44.6000.451.40010	-19.78
XCEL ENERGY	844280116	09/29/2023	PD electric	101.42.4000.421.40042	50.41
WELLS FARGO CREDIT CARD A…	4imprint, Inc Dorshak, J WF 8/…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.60065	1,862.05
WELLS FARGO CREDIT CARD A…	4imprint, Inc Lee, Katri WF 8/…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	4,334.50
WELLS FARGO CREDIT CARD A…	Amazon.Com To30u6mp1 A C…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	28.27
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Jackson, J WF 8…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	-69.75
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us T32lh8dv0 Sw…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.60009	87.75
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us T33xr8rn2 Chi…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.40040	45.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us T38ss4dt0 Chi…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.40040	32.34
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Ta0ul7nq0 Ha…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60065	26.94
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Ta5zp2l01 Chi…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60010	92.12
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To3pf3x30 Jack…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	10.97
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq3wi24q1 Chi…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.40041	22.07
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq5aq6tc0 Chi…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60040	34.99
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq72g83v2 Jac…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	69.75
WELLS FARGO CREDIT CARD A…	Andax Industries Llc Chiodo, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	661.62
WELLS FARGO CREDIT CARD A…	Apa Mn Chapter Payable, A W…	09/30/2023	Wells Fargo Purchase Cards	101.45.3200.419.50080	434.13
WELLS FARGO CREDIT CARD A…	Asknet Cyberlink Shop Bernar…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50072	160.68
WELLS FARGO CREDIT CARD A…	Aspen Mills Wiederhoef WF 8…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60045	748.50
WELLS FARGO CREDIT CARD A…	Bca Training Education Lee, Ka…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	25.00
WELLS FARGO CREDIT CARD A…	Bca Training Education Lee, Ka…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	50.00
WELLS FARGO CREDIT CARD A…	Breezy Point Resort In Payable…	09/30/2023	Wells Fargo Purchase Cards	101.45.3200.419.50080	540.00
WELLS FARGO CREDIT CARD A…	Caseys #2400 Winget, Da WF …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	10.32
WELLS FARGO CREDIT CARD A…	Cpr Training Services Bernardy…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50070	180.00
WELLS FARGO CREDIT CARD A…	Crown Rental Bernardy, WF 8…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.424.30700	830.80
WELLS FARGO CREDIT CARD A…	Crown Rental Bernardy, WF 8…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.424.30700	-15.40
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Bernardy, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.424.50075	163.99
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Chiodo, Mo…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.424.50075	119.81
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Jackson, J W…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	44.94
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Jackson, J W…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	75.48
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Lares, Ada …	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.50075	42.91
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Winget, Da…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	101.21
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Wonick, Ju …	09/30/2023	Wells Fargo Purchase Cards	101.43.5100.442.60065	16.99
WELLS FARGO CREDIT CARD A…	Delta 00621388090190 Os…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50065	405.80
WELLS FARGO CREDIT CARD A…	Department Of Labor An John…	09/30/2023	Wells Fargo Purchase Cards	101.45.3300.419.50070	50.00
WELLS FARGO CREDIT CARD A…	Department Of Labor An John…	09/30/2023	Wells Fargo Purchase Cards	101.45.3300.419.50070	35.00
WELLS FARGO CREDIT CARD A…	Doty Belt Llc Chiodo, Mo WF 8…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	1,735.62
WELLS FARGO CREDIT CARD A…	Eckberg Lammers Pc Winget, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	399.00
WELLS FARGO CREDIT CARD A…	Emergency Medical Prod Chio…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	934.95
WELLS FARGO CREDIT CARD A…	Fun Jumps Entertainmen Lee, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	-15.67
WELLS FARGO CREDIT CARD A…	Fun Jumps Entertainmen Mike…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.453.40065	504.68
WELLS FARGO CREDIT CARD A…	General Sp Spartans S Otis, Jo…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	85.60
WELLS FARGO CREDIT CARD A…	Holiday Stations 0060 Winget,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	20.00
WELLS FARGO CREDIT CARD A…	Holiday Stations 0471 Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	46.75
WELLS FARGO CREDIT CARD A…	Holiday Stations 0471 Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	61.86
WELLS FARGO CREDIT CARD A…	Holiday Stations 3537 Otis, Jo…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	17.98
WELLS FARGO CREDIT CARD A…	Iaai Chiodo, Mo WF 8/23	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50070	103.00
WELLS FARGO CREDIT CARD A…	Icma Online Payable, A WF 8/…	09/30/2023	Wells Fargo Purchase Cards	101.41.1100.413.50080	175.00
WELLS FARGO CREDIT CARD A…	In Total Entertainmen Mikel, …	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.453.30700	350.00
WELLS FARGO CREDIT CARD A…	Int'L Code Council Inc Johnson,…	09/30/2023	Wells Fargo Purchase Cards	101.45.3300.419.60018	288.00
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Hawki…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	39.92
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Hawki…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	39.90
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Jackso…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60040	79.99
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Ravn, …	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.40040	8.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Ravn, …	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.40040	2.99
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Ravn, …	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60011	11.97
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Ravn, …	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	66.98
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Wiede…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	14.95
WELLS FARGO CREDIT CARD A…	Knox Company Inc Chiodo, Mo…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50072	721.00
WELLS FARGO CREDIT CARD A…	Little Caesar'S 3505-0 Madsen,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	81.31
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Jack…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	64.99
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Sperl,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.40047	62.45
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Sperl,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.40047	81.67
WELLS FARGO CREDIT CARD A…	Minn Fire Svc Cert Boa Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50070	1,417.50
WELLS FARGO CREDIT CARD A…	Minn Fire Svc Cert Boa Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50070	-236.25
WELLS FARGO CREDIT CARD A…	Minnesota Government F Pay…	09/30/2023	Wells Fargo Purchase Cards	101.41.2000.415.50080	250.00
WELLS FARGO CREDIT CARD A…	Minnesota Government F Pay…	09/30/2023	Wells Fargo Purchase Cards	101.41.2000.415.50080	250.00
WELLS FARGO CREDIT CARD A…	Ml Grand Casino Hotel Bernar…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	117.57
WELLS FARGO CREDIT CARD A…	Mn Payable, A WF 8/23	09/30/2023	Wells Fargo Purchase Cards	101.41.1100.413.50080	50.00
WELLS FARGO CREDIT CARD A…	Neogov Bauer, Cor WF 8/23	09/30/2023	Wells Fargo Purchase Cards	101.41.1120.413.30700	125.00
WELLS FARGO CREDIT CARD A…	Neta Winget, Da WF 8/23	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	25.00
WELLS FARGO CREDIT CARD A…	Northern Tool Equipmnt Unde…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.60040	379.17
WELLS FARGO CREDIT CARD A…	Officemax/Depot 6384 Lee, Ka…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	47.78
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 32 Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	6.68
WELLS FARGO CREDIT CARD A…	Paypal Atom Lee, Katri WF 8/…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	1,150.00
WELLS FARGO CREDIT CARD A…	Paypal Twincitiesc Mikel, Rac…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.453.30700	120.00
WELLS FARGO CREDIT CARD A…	Playpass Business Mikel, Rac …	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.455.30700	19.00
WELLS FARGO CREDIT CARD A…	Rascals Bar & Grill Johnson, S…	09/30/2023	Wells Fargo Purchase Cards	101.45.3300.419.50075	95.34
WELLS FARGO CREDIT CARD A…	Reuse Minnesota Sutherland…	09/30/2023	Wells Fargo Purchase Cards	101.45.3000.420.50080	15.00
WELLS FARGO CREDIT CARD A…	Reuse Minnesota Sutherland…	09/30/2023	Wells Fargo Purchase Cards	101.45.3000.420.50080	80.00
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Lares, Ada W…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.50070	22.50
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Lares, Ada W…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.50070	80.00
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Lares, Ada W…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.50070	11.25
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Bernardy, W…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.424.50075	564.84
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Mikel, Rac WF…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.60009	19.98
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.452.60009	25.96
WELLS FARGO CREDIT CARD A…	Samsclub.Com Mikel, Rac WF …	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	373.96
WELLS FARGO CREDIT CARD A…	Samsclub.Com Swenhaugen …	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.452.60009	82.42
WELLS FARGO CREDIT CARD A…	Sherwin Williams 70309 Chio…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60018	35.78
WELLS FARGO CREDIT CARD A…	Stormtraininggroup.Com Lee, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	299.00
WELLS FARGO CREDIT CARD A…	Stormtraininggroup.Com Wie…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	299.00
WELLS FARGO CREDIT CARD A…	Stormtraininggroup.Com Wie…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	598.00
WELLS FARGO CREDIT CARD A…	Suncntry C2gy2f Haugland, …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	399.80
WELLS FARGO CREDIT CARD A…	Suncntry M91ukt Otis, Josh …	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	439.80
WELLS FARGO CREDIT CARD A…	The Corner Store Mikel, Rac …	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.459.60009	20.97
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Chiod…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	10.47
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Chiod…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60018	548.24
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Chiod…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	210.89
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Ravn,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.40047	73.49
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Ravn,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	31.62
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Ravn,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	161.12
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Ravn,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	30.94
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Sperl,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	19.39
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Oswa…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	7.99
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Sperl,…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	48.20
WELLS FARGO CREDIT CARD A…	U Of M Contlearning Ol O'Con…	09/30/2023	Wells Fargo Purchase Cards	101.44.6000.451.50080	435.00
WELLS FARGO CREDIT CARD A…	Uline Ship Supplies Lee, Katri…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	-357.51
WELLS FARGO CREDIT CARD A…	Walgreens #6943 Lee, Katri W…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50030	2.40
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Mikel, Rac W…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.452.60009	7.17
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Wonick, Ju …	09/30/2023	Wells Fargo Purchase Cards	101.43.5100.442.60065	23.68
WELLS FARGO CREDIT CARD A…	Walmart.Com 8009666546 Mi…	09/30/2023	Wells Fargo Purchase Cards	101.44.6100.452.60009	212.76
WELLS FARGO CREDIT CARD A…	Wpy American Public Wo Jack…	09/30/2023	Wells Fargo Purchase Cards	101.43.5200.443.50080	262.36
WELLS FARGO CREDIT CARD A…	Zero9 Solutions Llc Daniels, J …	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	190.96
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Chiod…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	15.99

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Lee, K…	09/30/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	12.79
WELLS FARGO CREDIT CARD A…	Zoro Tools Inc Chiodo, Mo WF…	09/30/2023	Wells Fargo Purchase Cards	101.42.4200.423.60040	701.86
WEST ST. PAUL, CITY OF	2023-00000127	10/14/2023	Entrance fees for summer field…	101.44.6100.452.50090	117.80
				Fund 101 - GENERAL FUND Total:	**559,580.86**
Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND					
WELLS FARGO CREDIT CARD A…	Detectachem, Inc. Winget, Da…	09/30/2023	Wells Fargo Purchase Cards	102.42.4000.421.60040	156.17
WELLS FARGO CREDIT CARD A…	Zetronix Corp Winget, Da WF …	09/30/2023	Wells Fargo Purchase Cards	102.42.4000.421.60040	249.99
				Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:	**406.16**
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
PERFECTION PLUS, INC	314871	09/21/2023	monthly cleaning svcs 9.2023	205.44.6200.453.40040	6,912.70
TWIN SOURCE SUPPLY	00505863	09/21/2023	disinfectant wipes	205.44.6200.453.60011	151.55
TWIN SOURCE SUPPLY	00505863	09/21/2023	disinfectant wipes	205.44.6200.453.60011	151.55
TOTAL CONSTRUCTION & EQU…	37222	09/21/2023	fire alarm magnetic door brac…	205.44.6200.453.40040	475.72
MN DEPT OF REVENUE	August 2023	09/20/2023	Taxes	205.207.2070300	7,841.21
TWIN SOURCE SUPPLY	00507056	09/21/2023	cleaning supplies	205.44.6200.453.60011	728.30
TWIN SOURCE SUPPLY	00507056	09/21/2023	cleaning supplies	205.44.6200.453.60011	728.30
R & R SPECIALTIES OF WI, INC.	0079782-IN	09/21/2023	Zam blade sharpening	205.44.6200.453.40042	65.00
DANIEL BAUER	1065	09/21/2023	charged AHU 3 condenser	205.44.6200.453.40040	375.00
ULINE	168241968	09/21/2023	chair, wet-dry vac and battery	205.44.6200.453.60040	367.16
ULINE	168241968	09/21/2023	chair, wet-dry vac and battery	205.44.6200.453.60040	367.17
COMCAST	9/12/2023	09/21/2023	VMCC Cable TV - Sept 2023	205.44.6200.453.50070	328.10
MEDICINE LAKE TOURS	9/12/2023	09/21/2023	Tri City Senior Field trip fee	205.44.6200.453.50090	2,352.00
MEDICINE LAKE TOURS	9/12/2023#2	09/21/2023	Tri City Senior Field Trip fees	205.44.6200.453.50090	4,980.00
MEDICINE LAKE TOURS	9/13/2023	09/21/2023	Tri City Senior field Trip paym…	205.44.6200.453.50090	465.00
GRAINGER	9832736160	09/21/2023	soap dishes	205.44.6200.453.60016	40.44
GRAINGER	9834661614	09/21/2023	motor assembly	205.44.6200.453.40040	158.97
GRAINGER	9835799587	09/21/2023	steel square bar	205.44.6200.453.40040	11.57
GILBERT MECHANICAL CONTR…	233674	09/28/2023	Duct, Thermostat and in floor…	205.44.6200.453.40040	7,147.81
HOLMES DESIGN, INC.	5492	09/28/2023	August Graphic Design for VM…	205.44.6200.453.30700	1,620.00
MEDICINE LAKE TOURS	7/24/2023	09/28/2023	TIS trip payment	205.44.6200.453.50090	2,225.00
MEDPRO WASTE DISPOSAL, L…	846229	09/28/2023	VMCC medical waste p/u 9-11…	205.44.6200.453.40025	112.21
XCEL ENERGY	840593284 CR	09/29/2023	Aquatic center natural gas cha…	205.44.6200.453.40010	-285.92
XCEL ENERGY	843682036	09/29/2023	Aquatic center natural gas cha…	205.44.6200.453.40010	3,942.66
XCEL ENERGY	844056593	09/29/2023	Ice arena load profile natural …	205.44.6200.453.40010	2,210.86
XCEL ENERGY	844056593	09/29/2023	Ice arena load profile electric	205.44.6200.453.40020	10,222.69
XCEL ENERGY	844056593	09/29/2023	Aquatic center electric charges	205.44.6200.453.40020	17,278.70
WELLS FARGO CREDIT CARD A…	4imprint, Inc Dorshak, J WF 8/…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	500.00
WELLS FARGO CREDIT CARD A…	Amazon.Com Ta5sq7680 Stier,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	87.84
WELLS FARGO CREDIT CARD A…	Amazon.Com To6lk3kq2 Stier,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	27.99
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Th5ch69e1 Sw…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	29.66
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Th5ip0uc2 Sw…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	61.79
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To5yt7ms0 Stie…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	22.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To67q9g10 Ho…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	97.24
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To8ag7p32 Stie…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	61.17
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq0qo6lv1 Ho…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	170.68
WELLS FARGO CREDIT CARD A…	Department Of Labor An Bods…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	20.00
WELLS FARGO CREDIT CARD A…	Department Of Labor An Stier,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	90.00
WELLS FARGO CREDIT CARD A…	Dodge Nature Ctr Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50090	792.00
WELLS FARGO CREDIT CARD A…	Domino'S 1975 Mikel, Rac WF…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60040	62.93
WELLS FARGO CREDIT CARD A…	Fun Jumps Entertainmen Swe…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.30700	734.58
WELLS FARGO CREDIT CARD A…	Kfc C750073 Abrahamson WF …	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	59.93
WELLS FARGO CREDIT CARD A…	Mn Recreation And Park Abra…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50080	197.50
WELLS FARGO CREDIT CARD A…	Mn Recreation And Park Abra…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50080	197.50
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Abrahamson…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	158.68
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	78.20
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Lares, Ada W…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	30.00
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Lares, Ada W…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	11.25
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Mikel, Rac WF…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	97.96
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60040	114.92
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	16.96

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Samsclub #6311 Abrahamson…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	93.83
WELLS FARGO CREDIT CARD A…	Samsclub #6311 Abrahamson…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	37.46
WELLS FARGO CREDIT CARD A…	Smallenginesprodealer Roach,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	28.74
WELLS FARGO CREDIT CARD A…	Sp Freshwatersystems Roach,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	157.22
WELLS FARGO CREDIT CARD A…	Target 00025197 Hofmeis…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	12.56
WELLS FARGO CREDIT CARD A…	The Corner Store Gill, Jere WF…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60021	2.42
WELLS FARGO CREDIT CARD A…	The Corner Store Gill, Jere WF…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60021	2.41
WELLS FARGO CREDIT CARD A…	The Home Depot #2813 Bods…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	64.19
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Bods…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	67.92
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Bods…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	194.40
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Gill, J…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60011	23.97
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Gill, J…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60011	23.97
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Roach…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	16.16
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	32.44
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	26.93
WELLS FARGO CREDIT CARD A…	The Lifeguard Store, I Hofmeis…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60018	170.59
WELLS FARGO CREDIT CARD A…	The Lifeguard Store, I Hofmeis…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60040	432.01
WELLS FARGO CREDIT CARD A…	The Lifeguard Store, I Hofmeis…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	-40.08
WELLS FARGO CREDIT CARD A…	Vsi City Of Eagan Pr Swenhau…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50090	440.00
WELLS FARGO CREDIT CARD A…	Wal-Mart #1786 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	21.13
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Swenhaugen…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60040	6.00
WELLS FARGO CREDIT CARD A…	Wf Wayfair3963207903 Stier,…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	939.60
WELLS FARGO CREDIT CARD A…	Zumba Fitness Crary, Amy WF…	09/30/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	38.99
			Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:		**77,488.37**
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
WINSUPPLY LAKEVILLE MN CO	410055-04	09/21/2023	VMCC Arena lights to LED	206.44.6200.459.80200	11,880.00
			Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:		**11,880.00**
Fund: 270 - HOST COMMUNITY FUND					
INVER HILLS COMMUNITY BA…	9/11/2023	09/21/2023	Oakwood park summer conce…	270.75.5900.751.70600	1,000.00
			Fund 270 - HOST COMMUNITY FUND Total:		**1,000.00**
Fund: 291 - EDA-ACQUISITIONS FUND					
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	GS Trucking Land Acquisition	291.45.3000.419.30420	3,555.00
			Fund 291 - EDA-ACQUISITIONS FUND Total:		**3,555.00**
Fund: 401 - PARK CAPITAL REPLACEMENT					
BRAUN INTERTEC CORPORATI…	B357691	09/21/2023	Construction Inspection and T…	401.44.5900.744.30700	2,315.50
HOISINGTON KOEGLER GROUP…	021-002-29	09/28/2023	SV construction svcs 8.2023	401.44.5900.744.30700	3,842.24
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Th9q17xr1 Ga…	09/30/2023	Wells Fargo Purchase Cards	401.44.5900.744.60065	599.99
			Fund 401 - PARK CAPITAL REPLACEMENT Total:		**6,757.73**
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WSB & ASSOCIATES, INC.	R-020153-000-12	09/21/2023	Aug 2023 HVP Phase 4 svcs	402.44.6000.451.30700	10,628.55
WSB & ASSOCIATES, INC.	R-021133-000-12	09/21/2023	Argenta Hills & Overlook Ridge…	402.44.6000.451.30700	384.04
WSB & ASSOCIATES, INC.	R-021133-000-12	09/21/2023	Argenta Hills & Overlook Ridge…	402.44.6000.451.30700	384.04
MINNESOTA/WISCONSIN PLA…	2023461	09/21/2023	playground equipment install	402.44.6000.451.80800	19,992.00
MINNESOTA/WISCONSIN PLA…	2023462	09/21/2023	Playground surfacing	402.44.6000.451.80800	70,468.00
VICS CRANE & HEAVY HAUL, I…	52115	09/28/2023	Set signs at Argenta Hills & ov…	402.44.6000.451.30700	470.00
VICS CRANE & HEAVY HAUL, I…	52115	09/28/2023	Set signs at Argenta Hills & ov…	402.44.6000.451.30700	470.00
WEBER, INC.	7/27/2023	09/28/2023	Pay Voucher #3, Project 2021…	402.44.6000.451.80300	36,457.33
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Th9q17xr1 Ga…	09/30/2023	Wells Fargo Purchase Cards	402.44.6000.451.60065	599.99
			Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:		**139,853.95**
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-4	09/28/2023	117th St. reconstruction Final…	436.73.5900.736.30300	77,331.97
			Fund 436 - 117TH STREET RECONSTRUCTION Total:		**77,331.97**
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Kundla Site Acquisition	437.73.5900.737.30420	47.50
			Fund 437 - PW FACILITY REMODEL/EXPANSION Total:		**47.50**
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
WSB & ASSOCIATES, INC.	R-022621-000-4	09/21/2023	Construction materials testing	440.74.5900.740.30300	7,372.50
WSB & ASSOCIATES, INC.	R-022722-000-4	09/21/2023	Construction materials testing	440.74.5900.740.30300	26.25

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WSB & ASSOCIATES, INC.	R-022723-000-4	09/23/2023	Construction materials testing	440.74.5900.740.30300	26.25
WSB & ASSOCIATES, INC.	R-022724-000-2	09/23/2023	Construction materials testing	440.74.5900.740.30300	1,397.50
VALLEY PAVING	7/10/2023	09/21/2023	Final Pay Voucher #7, Project …	440.74.5900.740.80300	4,503.03
MCNAMARA CONTRACTING I…	8/14/2023	09/21/2023	Final Pay Voucher #6, Project …	440.74.5900.740.80300	7,332.28
PEARSON BROTHERS, INC.	7/17/2023B	09/22/2023	Pay Voucher 1, Project 2023-0…	440.74.5900.740.40046	131,053.33
BOLTON & MENK, INC.	0320733	09/28/2023	Construction staking	440.74.5900.740.30300	960.00
BOLTON & MENK, INC.	0320733	09/28/2023	Construction services	440.74.5900.740.30300	193.00
BOLTON & MENK, INC.	0320733	09/28/2023	Construction staking	440.74.5900.740.30300	96.50
PEARSON BROTHERS, INC.	8/14/2023	09/28/2023	Final Pay Voucher #2, Project …	440.74.5900.740.40046	14,973.30
MCNAMARA CONTRACTING I…	8/4/2023	09/28/2023	Pay Voucher #3, Project 2022…	440.74.5900.740.80300	123,058.27
MCNAMARA CONTRACTING I…	8/4/2023	09/28/2023	Pay Voucher #3, Project 2022…	440.74.5900.740.80300	2,552.81
MCNAMARA CONTRACTING I…	8/4/2023	09/28/2023	Pay Voucher #3, Project 2022…	440.74.5900.740.80300	126,836.16
FAHRNER ASPHALT SEALERS L…	9/11/2023	09/28/2023	Final Pay Voucher #1, Project …	440.74.5900.740.40046	96,468.34
			Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:		**516,849.52**
Fund: 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS					
DAKOTA CTY FINANCIAL SVCS	100045	09/21/2023	Regional Roadway Visioning S…	441.43.5220.443.30300	30,339.66
DAKOTA CTY FINANCIAL SVCS	100051	09/21/2023	Regional Roadway Visioning S…	441.43.5220.443.30300	1,050.43
			Fund 441 - PAVEMENT MGMT-PARTNERSHIP PROJECTS Total:		**31,390.09**
Fund: 449 - CITY PROPERTIES					
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.01	09/28/2023	Acquisition of Brian Gore pro…	449.45.3000.419.30420	49.50
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.13	09/28/2023	AmericInn Land Sale	449.45.3000.419.30420	541.00
			Fund 449 - CITY PROPERTIES Total:		**590.50**
Fund: 453 - SE QUADRANT TIF DIST 4-1					
ST. PAUL PIONEER PRESS	0823572521	09/21/2023	TIF disclosure	453.57.9000.570.50025	120.05
			Fund 453 - SE QUADRANT TIF DIST 4-1 Total:		**120.05**
Fund: 470 - 2020 IMPROVEMENT FUND					
KRUEGER EXCAVATING	2/24/2023	09/21/2023	Final payment for good samari…	470.77.5900.770.80300	23,660.15
			Fund 470 - 2020 IMPROVEMENT FUND Total:		**23,660.15**
Fund: 510 - WATER-OPERATING FUND					
UTILITY CONSULTANTS INC	116366	09/21/2023	Labs for radium	510.50.7100.512.30700	475.00
MN DEPT OF REVENUE	August 2023	09/20/2023	Taxes	510.207.2070200	11,229.52
MN DEPT OF REVENUE	August 2023	09/20/2023	Taxes	510.207.2070300	5.34
FIRST IMPRESSION GROUP	146455	09/21/2023	#10 window envelopes (10%)	510.50.7100.512.60010	73.50
GOPHER STATE ONE-CALL	3080489	09/21/2023	Locate tickets	510.50.7100.512.30700	877.50
RADON ARMOR LLC	600	09/21/2023	Radon testing at water treatm…	510.50.7100.512.30700	300.00
HAWKINS, INC.	6573837	09/21/2023	chemicals	510.50.7100.512.60019	1,961.00
CORE & MAIN LP	T537113	09/21/2023	Meter reading software	510.50.7100.512.40042	2,620.00
FERGUSON WATERWORKS	0517633	09/28/2023	safety harness	510.50.7100.512.60016	420.80
FERGUSON WATERWORKS	0517636	09/28/2023	Small tools	510.50.7100.512.60040	718.06
FERGUSON WATERWORKS	0519291	09/28/2023	shop supplies	510.50.7100.512.60016	385.92
FIRST IMPRESSION GROUP	148062	09/28/2023	Business cards	510.50.7100.512.60010	55.00
CITY OF BLOOMINGTON	22564	09/28/2023	Water samples	510.50.7100.512.30700	480.00
HAWKINS, INC.	6582048	09/28/2023	Chemicals	510.50.7100.512.60019	8,340.00
GRAINGER	9842865595	09/28/2023	Misc supplies	510.50.7100.512.60016	51.02
GRAINGER	9842865603	09/28/2023	Misc parts	510.50.7100.512.60016	58.49
GRAINGER	9842865611	09/28/2023	Misc supplies	510.50.7100.512.60016	97.42
USABLUEBOOK	INV00137770	09/28/2023	Respirators	510.50.7100.512.40042	296.18
MIDWEST SAFETY COUNSELO…	IVC0069595	09/28/2023	safety supplies	510.50.7100.512.60016	96.00
CORE & MAIN LP	T638483	09/28/2023	Meter supplies	510.50.7100.512.75500	1,608.64
XCEL ENERGY	843682036	09/29/2023	Water natural gas charges	510.50.7100.512.40010	786.00
XCEL ENERGY	843682036	09/29/2023	Water electric charges	510.50.7100.512.40020	41,675.22
WELLS FARGO CREDIT CARD A…	Cummins Inc - E4 Gubash, Sc …	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	317.86
WELLS FARGO CREDIT CARD A…	Cummins Inc - E4 Gubash, Sc …	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	-287.86
WELLS FARGO CREDIT CARD A…	Gertens Commercial Sal Johns…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40043	51.90
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Johns…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60040	104.99
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Gub…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	309.98
WELLS FARGO CREDIT CARD A…	Menards West St Paul M John…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40046	363.45
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Johnson…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60065	59.98
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Guba…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.40040	189.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Guba…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60011	80.91
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Guba…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	59.82
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Guba…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	170.48
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Johns…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60040	62.94
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Johns…	09/30/2023	Wells Fargo Purchase Cards	510.50.7100.512.60040	324.97
			Fund 510 - WATER-OPERATING FUND Total:		**74,419.03**
Fund: 511 - WATER-CAPITAL FUND					
BAUER SERVICES OF WELCH L…	08292023-4904	09/21/2023	curb stop repair	511.50.7100.512.40043	4,479.20
BAUER SERVICES OF WELCH L…	09132023-49106	09/28/2023	Hydrant repair	511.50.7100.512.40043	4,562.00
STANTEC CONSULTING SERVI…	2131093	09/28/2023	Water treatment plant rehabil…	511.50.7100.512.30300	14,801.42
WELLS FARGO CREDIT CARD A…	Gerten Greenhouses Johnson,…	09/30/2023	Wells Fargo Purchase Cards	511.50.7100.512.40043	19.80
WELLS FARGO CREDIT CARD A…	Gertens Commercial Sal Johns…	09/30/2023	Wells Fargo Purchase Cards	511.50.7100.512.40043	57.50
WELLS FARGO CREDIT CARD A…	Gertens Commercial Sal Johns…	09/30/2023	Wells Fargo Purchase Cards	511.50.7100.512.40043	245.80
			Fund 511 - WATER-CAPITAL FUND Total:		**24,165.72**
Fund: 520 - SEWER-OPERATING FUND					
SAFE-FAST, INC.	INV280162	09/21/2023	Inspection of gas monitors	520.51.7200.514.40042	198.00
FIRST IMPRESSION GROUP	146455	09/21/2023	#10 window envelopes (10%)	520.51.7200.514.60010	73.50
QUALITY FLOW SYSTEMS, INC.	45565	09/21/2023	Transducer	520.51.7200.514.40042	1,000.00
GERTENS	210552/12	09/28/2023	lift station hydroseeding	520.51.7200.514.60016	305.40
DAKOTA ELECTRIC ASSN	200010048618 9/30/2023	09/29/2023	Electric	520.51.7200.514.40020	142.37
XCEL ENERGY	843682036	09/29/2023	Sewer natural gas charges	520.51.7200.514.40010	29.23
XCEL ENERGY	843682036	09/29/2023	Sewer electric charges	520.51.7200.514.40020	2,087.35
			Fund 520 - SEWER-OPERATING FUND Total:		**3,835.85**
Fund: 521 - SEWER-CAPITAL FUND					
METROPOLITAN COUNCIL	9/1/2023	09/21/2023	Monthly SAC fees - 8.2023	521.217.2170000	52,185.00
			Fund 521 - SEWER-CAPITAL FUND Total:		**52,185.00**
Fund: 530 - STORM WATER-OPERATING					
M & J SERVICES, LLC	2804	09/21/2023	storm sewer maintenance	530.74.5900.741.40066	2,910.00
M & J SERVICES, LLC	2805	09/21/2023	storm sewer maintenance	530.74.5900.741.40066	6,565.00
M & J SERVICES, LLC	2810	09/21/2023	Catch Basin Repair	530.74.5900.741.40066	2,600.00
M & J SERVICES, LLC	2812	09/21/2023	storm sewer repair	530.74.5900.741.40066	4,160.00
M & J SERVICES, LLC	2814	09/21/2023	Storm sewer maintenance	530.74.5900.741.40066	1,860.00
M & J SERVICES, LLC	2817	09/28/2023	Storm sewer maintenance	530.74.5900.741.40066	4,160.00
M & J SERVICES, LLC	2818	09/28/2023	Storm sewer maintenance	530.74.5900.741.40066	4,340.00
M & J SERVICES, LLC	2819	09/28/2023	Storm sewer maintenance	530.74.5900.741.40066	3,055.00
GERTENS	725971/1	09/28/2023	Stormwater supplies	530.74.5900.741.40066	30.00
XCEL ENERGY	843682036	09/29/2023	Storm water electric charges	530.74.5900.741.40020	1,957.60
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq87q7nq2 Un…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	8.39
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq9a14uh1 Rel…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	20.99
WELLS FARGO CREDIT CARD A…	Cherokee Manufacturing Jack…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	602.50
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Rive…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	39.71
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Rivera…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	2.99
WELLS FARGO CREDIT CARD A…	Truenorth Steel Fargop Under…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	2,943.00
WELLS FARGO CREDIT CARD A…	U Of M Contlearning Ol Rivera…	09/30/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	190.00
			Fund 530 - STORM WATER-OPERATING Total:		**35,445.18**
Fund: 533 - STORM WATER-CAPITAL FUND NWA					
BITUMINOUS ROADWAYS, INC.	7/28/2023	09/28/2023	Final Pay Voucher #2, Project …	533.74.5900.748.80300	21,289.25
			Fund 533 - STORM WATER-CAPITAL FUND NWA Total:		**21,289.25**
Fund: 550 - INVER WOOD GOLF COURSE					
MTI DISTRIBUTING CO	1402439-01	09/21/2023	Equipment repairs	550.52.8600.527.40042	81.37
MTI DISTRIBUTING CO	1402616-00	09/21/2023	Equipment repair	550.52.8600.527.40042	489.38
SOUTH BAY DESIGN	9/1/2023	09/21/2023	Website updates 9.2023	550.52.8500.526.50025	1,631.00
PLUNKETT'S PEST CONTROL	8209736	09/21/2023	Pest control services	550.52.8500.526.40040	79.92
PHILLIPS WINE & SPIRITS	6654926	09/21/2023	Alcohol for resale	550.52.8300.524.76150	927.61
SHAMROCK GROUP	2936586	09/21/2023	Ice for bev resale	550.52.8300.524.76100	134.21
UNIFIRST CORPORATION	1410010075	09/21/2023	154.13	550.52.8600.527.60045	154.13
PERFORMANCE FOOD GROUP …	69470225	09/21/2023	Food for resale and supplies	550.52.8300.524.60065	137.86
PERFORMANCE FOOD GROUP …	69470225	09/21/2023	Food for resale and supplies	550.52.8300.524.76050	599.61

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
COCA COLA BOTTLING COMP…	37572335009	09/21/2023	CO2 tank return	550.52.8300.524.76100	75.00
MN DEPT OF REVENUE	August 2023	09/20/2023	Taxes	550.207.2070300	91,007.33
YAMAHA GOLF & UTILITY, INC.	01-292865	09/21/2023	parts for carts	550.52.8400.525.40042	1,327.11
YAMAHA GOLF & UTILITY, INC.	01-292945	09/21/2023	cart parts	550.52.8400.525.40042	241.03
YAMAHA GOLF & UTILITY, INC.	01-292953	09/21/2023	cart parts	550.52.8400.525.40042	69.09
MTI DISTRIBUTING CO	1401418-02	09/21/2023	equipment repair	550.52.8600.527.40042	59.58
MTI DISTRIBUTING CO	1402616-01	09/21/2023	equipment repair	550.52.8600.527.40042	346.31
MTI DISTRIBUTING CO	1403341-00	09/21/2023	equipment repair	550.52.8600.527.40042	346.31
MTI DISTRIBUTING CO	1403927-00	09/21/2023	Equipment repair	550.52.8600.527.40042	953.55
MTI DISTRIBUTING CO	1403927-01	09/21/2023	equipment repair	550.52.8600.527.40042	410.13
MTI DISTRIBUTING CO	1403927-02	09/21/2023	equipment repair	550.52.8600.527.40042	153.79
MTI DISTRIBUTING CO	1404279-00	09/21/2023	equipment repair	550.52.8600.527.40042	641.81
MTI DISTRIBUTING CO	1404994-00	09/21/2023	equipment repair	550.52.8600.527.40042	466.69
MTI DISTRIBUTING CO	1405244-00	09/21/2023	equipment repair credit	550.52.8600.527.40042	-113.92
UNIFIRST CORPORATION	1410011341	09/21/2023	uniforms and towels	550.52.8600.527.60045	154.13
DENNY'S 5TH AVENUE BAKERY	17002	09/21/2023	breads for resale	550.52.8300.524.76050	127.09
DENNY'S 5TH AVENUE BAKERY	17076	09/21/2023	breads for food resale	550.52.8300.524.76050	118.65
MANSFIELD OIL COMPANY	24628765	09/21/2023	cart fuel	550.52.8400.525.60021	1,560.44
SHAMROCK GROUP	2911168	09/21/2023	ice for bev resale	550.52.8300.524.76100	208.20
SHAMROCK GROUP	2931824	09/21/2023	ice for bev resale	550.52.8300.524.76100	376.67
SHAMROCK GROUP	2939225	09/21/2023	ice for bev resale	550.52.8300.524.76100	183.60
ARTISAN BEER COMPANY	3618815B	09/21/2023	balance on inv for beer resale	550.52.8300.524.76150	20.00
ARTISAN BEER COMPANY	3629294	09/21/2023	beer for resale	550.52.8300.524.76150	332.35
M. AMUNDSON LLP	369134	09/21/2023	snacks for resale	550.52.8300.524.76050	208.86
PHILLIPS WINE & SPIRITS	6657929	09/21/2023	alcohol for resale	550.52.8300.524.76150	272.50
PERFORMANCE FOOD GROUP …	69510490	09/21/2023	food for resale	550.52.8300.524.76050	107.34
PERFORMANCE FOOD GROUP …	69527584	09/21/2023	credit for hot dogs	550.52.8300.524.76050	-108.47
PERFORMANCE FOOD GROUP …	69550251	09/21/2023	supplies	550.52.8300.524.60065	163.48
PERFORMANCE FOOD GROUP …	69550251	09/21/2023	food and supplies for food res…	550.52.8300.524.76050	861.75
BREAKTHRU BEVERAGE MINN…	112206897	09/28/2023	beer for resale	550.52.8300.524.76150	303.80
DENNY'S 5TH AVENUE BAKERY	17238	09/28/2023	breads for food resale	550.52.8300.524.76050	139.75
SHAMROCK GROUP	2942843	09/28/2023	ice for bev resale	550.52.8300.524.76100	120.74
ARAMARK REFRESHMENT SER…	3676254	09/28/2023	water filters	550.52.8300.524.76100	148.48
COCA COLA BOTTLING COMP…	37684702011	09/28/2023	pop & water for resale	550.52.8300.524.76100	654.18
PERFORMANCE FOOD GROUP …	69569083	09/28/2023	food for resale	550.52.8300.524.76050	20.52
TITLEIST	916367642	09/28/2023	golf balls for resale	550.52.8200.523.76450	2,196.45
TITLEIST	916532707	09/28/2023	sets of clubs for resale	550.52.8200.523.76250	908.39
INNOVATIVE OFFICE SOLUTIO…	IN4331970	09/28/2023	stapler	550.52.8500.526.60010	28.58
DAKOTA ELECTRIC ASSN	200002013605 9/30/2023	09/29/2023	Electric	550.52.8600.527.40020	241.45
XCEL ENERGY	843682036	09/29/2023	GC natural gas charges	550.52.8500.526.40010	38.63
XCEL ENERGY	843682036	09/29/2023	GC electric charges	550.52.8500.526.40020	1,676.68
XCEL ENERGY	843682036	09/29/2023	GC maintenance electric char…	550.52.8600.527.40020	3,484.45
XCEL ENERGY	843682036 CR	09/29/2023	GC maintenance natural gas c…	550.52.8600.527.40010	-206.55
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Moynihan, …	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	46.81
WELLS FARGO CREDIT CARD A…	Cub Foods #1639 Otness, Le …	09/30/2023	Wells Fargo Purchase Cards	550.52.8500.526.70600	59.88
WELLS FARGO CREDIT CARD A…	Horizon Equipment Llc Moyni…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.40042	539.25
WELLS FARGO CREDIT CARD A…	Horizon Equipment Llc Moyni…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.40042	950.00
WELLS FARGO CREDIT CARD A…	Horizon Equipment Llc Moyni…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.40042	-950.00
WELLS FARGO CREDIT CARD A…	In 114ink Moynihan, WF 8/23	09/30/2023	Wells Fargo Purchase Cards	550.52.8200.523.76400	382.97
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Otness,…	09/30/2023	Wells Fargo Purchase Cards	550.52.8500.526.60065	32.09
WELLS FARGO CREDIT CARD A…	Inver Wood Golf Course Moyn…	09/30/2023	Wells Fargo Purchase Cards	550.52.8500.526.70600	298.00
WELLS FARGO CREDIT CARD A…	Napa Store 3279003 Lage, Ti…	09/30/2023	Wells Fargo Purchase Cards	550.52.8600.527.60012	81.70
WELLS FARGO CREDIT CARD A…	Officemax/Depot 6384 Moyni…	09/30/2023	Wells Fargo Purchase Cards	550.52.8000.521.60010	48.62
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 32 Lage, T…	09/30/2023	Wells Fargo Purchase Cards	550.52.8600.527.60022	96.85
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Moynihan, …	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	8.68
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Moynihan, …	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	21.91
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Moynihan, …	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	37.80
WELLS FARGO CREDIT CARD A…	Samsclub #4738 Moynihan, …	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	28.96
WELLS FARGO CREDIT CARD A…	Sq Turtle Creek Gear Lage, Ti…	09/30/2023	Wells Fargo Purchase Cards	550.52.8600.527.60040	43.90
WELLS FARGO CREDIT CARD A…	Target 00025197 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76100	8.48

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Target 00025197 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76100	14.34
WELLS FARGO CREDIT CARD A…	Target 00025197 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76100	16.46
WELLS FARGO CREDIT CARD A…	Target 00025197 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8300.524.76100	8.48
WELLS FARGO CREDIT CARD A…	Target 00025197 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8500.526.60010	28.58
WELLS FARGO CREDIT CARD A…	Tri-State Bobcat Lage, Timo W…	09/30/2023	Wells Fargo Purchase Cards	550.52.8600.527.40042	58.19
WELLS FARGO CREDIT CARD A…	Tri-State Bobcat Lage, Timo W…	09/30/2023	Wells Fargo Purchase Cards	550.52.8600.527.60040	171.40
WELLS FARGO CREDIT CARD A…	Usps Po 2688010540 Moynih…	09/30/2023	Wells Fargo Purchase Cards	550.52.8500.526.50035	66.00
			Fund 550 - INVER WOOD GOLF COURSE Total:		**116,660.39**
Fund: 603 - CENTRAL EQUIPMENT					
MN DEPT OF REVENUE	8/31/2023	08/31/2023	August 2023 fuel tax	603.00.5300.444.60021	268.19
PERFECTION PLUS, INC	314871	09/21/2023	monthly cleaning svcs 9.2023	603.00.5300.444.40040	521.62
SOUTH ST PAUL STEEL SUPPLY…	01169054	09/21/2023	Tube for fire truck	603.00.5300.444.40041	80.64
FERRELLGAS	1123988717	09/21/2023	Forklift Propane	603.00.5300.444.40042	93.00
CUSTOM HOSE TECH	118282	09/21/2023	Parts for paver	603.00.5300.444.40042	59.20
CUSTOM HOSE TECH	118315	09/21/2023	Parts for paver	603.00.5300.444.40042	229.24
CUSTOM HOSE TECH	118329	09/21/2023	Pipes for paver	603.00.5300.444.40042	13.12
EMERGENCY APPARATUS MA…	128766	09/21/2023	Fire truck annual test	603.00.5300.444.40041	792.38
EMERGENCY APPARATUS MA…	128767	09/21/2023	Fire truck annual test	603.00.5300.444.40041	836.74
EMERGENCY APPARATUS MA…	128768	09/21/2023	Fire truck annual test	603.00.5300.444.40041	2,463.43
EMERGENCY APPARATUS MA…	128769	09/21/2023	Fire truck annual test	603.00.5300.444.40041	642.20
EMERGENCY APPARATUS MA…	128770	09/21/2023	Fire truck annual test	603.00.5300.444.40041	491.32
EMERGENCY APPARATUS MA…	128771	09/21/2023	Fire Truck annual testing	603.00.5300.444.40041	2,553.04
EMERGENCY APPARATUS MA…	129166	09/21/2023	Fire truck annual test	603.00.5300.444.40041	1,943.62
UNIFIRST CORPORATION	1410008513	09/21/2023	Other Rentals	603.00.5300.444.40065	150.38
UNIFIRST CORPORATION	1410008513	09/21/2023	CE Uniforms	603.00.5300.444.60045	99.90
UNIFIRST CORPORATION	1410010073	09/21/2023	Other rentals	603.00.5300.444.40065	137.62
UNIFIRST CORPORATION	1410010073	09/21/2023	CE Uniforms	603.00.5300.444.60045	41.40
UNIFIRST CORPORATION	1410011339	09/21/2023	Other rentals	603.00.5300.444.40065	137.62
UNIFIRST CORPORATION	1410011339	09/21/2023	CE uniforms	603.00.5300.444.60045	50.55
TITAN MACHINERY	18789159 GP	09/21/2023	Restrictriction filter + shipping	603.00.5300.444.40042	403.97
DIAMOND MOWERS INC	249277	09/21/2023	Parts for flail mower	603.00.5300.444.40042	1,263.31
L.T.G. POWER EQUIPMENT	279825	09/21/2023	Parts for mower	603.00.5300.444.40042	127.19
C.J. SPRAY, INC.	3238929	09/21/2023	Roadlazer painter	603.00.5300.444.40042	152.50
C.J. SPRAY, INC.	3239349	09/21/2023	Hose & spray gun repair kit for…	603.00.5300.444.40042	437.50
CINTAS CORPORATION	4166758210	09/21/2023	PW Rugs	603.00.5300.444.40065	236.95
INVER GROVE FORD	5334120	09/21/2023	TPMS sensor kit for Utilities F…	603.00.5300.444.40041	52.89
INVER GROVE FORD	5334146	09/21/2023	Squad car mirror assembly	603.00.5300.444.40041	298.78
INVER GROVE FORD	5334147	09/21/2023	Squad car shields	603.00.5300.444.40041	268.08
INVER GROVE FORD	5334151	09/21/2023	Squad car shield	603.00.5300.444.40041	134.04
INVER GROVE FORD	5334273	09/21/2023	Squad car shields	603.00.5300.444.40041	75.90
THE REINALT- THOMAS CORP…	6216764	09/21/2023	Tires for unmarked squad car	603.00.5300.444.60014	493.20
THE REINALT- THOMAS CORP…	6217680	09/21/2023	Squad car spin balance special	603.00.5300.444.40041	30.00
INVER GROVE FORD	6397488	09/21/2023	Parts for squad car	603.00.5300.444.40041	2,202.47
INVER GROVE FORD	6397893	09/21/2023	Squad car engine & axle repairs	603.00.5300.444.40041	1,691.10
MANSFIELD OIL COMPANY	CM-235993	09/21/2023	Credit	603.140.1450060	-304.50
CENTENNIAL GLASS	I00013401	09/21/2023	Squad car windshield replace…	603.00.5300.444.40041	440.00
RUFFRIDGE-JOHNSON	IA25953	09/21/2023	Parts for paver	603.00.5300.444.40042	78.94
TRI-STATE BOBCAT INC.	P03838	09/21/2023	Filter & parts for skid steer	603.00.5300.444.40042	255.79
TRI-STATE BOBCAT INC.	P03839	09/21/2023	skid steer fuel filter	603.00.5300.444.40042	356.20
NUSS TRUCK AND EQUIPMENT	PSO038858-1	09/21/2023	Dump truck injector	603.00.5300.444.40041	143.68
NUSS TRUCK AND EQUIPMENT	PSO039471-1	09/21/2023	Hand pump for dump truck	603.00.5300.444.40041	57.24
MACQUEEN EQUIPMENT INC	W12619	09/21/2023	Broom replacements for swee…	603.00.5300.444.40042	527.69
NORTH AMERICAN TRAILER S…	030004211966	09/28/2023	Mirror for trailer	603.00.5300.444.40042	20.16
NORTH AMERICAN TRAILER S…	030004212048	09/28/2023	LED adapter for Fire truck	603.00.5300.444.40041	63.15
NORTH AMERICAN TRAILER S…	030004212049	09/28/2023	Dome lamp for Fire truck	603.00.5300.444.40041	52.24
NORTH AMERICAN TRAILER S…	030004212313	09/28/2023	Battery for sweeper	603.00.5300.444.40041	349.04
UNIFIRST CORPORATION	1410012896	09/28/2023	Other Rentals	603.00.5300.444.40065	188.66
UNIFIRST CORPORATION	1410012896	09/28/2023	CE Uniforms	603.00.5300.444.60045	38.85
FACTORY MOTOR PARTS COM…	1-Z33524	09/28/2023	Shop Supplies gloves	603.00.5300.444.60012	100.00
MANSFIELD OIL COMPANY	24634850	09/28/2023	Fuel	603.140.1450060	13,490.20

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MANSFIELD OIL COMPANY	24634851	09/28/2023	Fuel	603.140.1450060	8,346.86
LITTLE FALLS MACHINE INC	368806	09/28/2023	Dump truck	603.00.5300.444.40041	799.11
CINTAS CORPORATION	4168259662	09/28/2023	PW rugs	603.00.5300.444.40065	236.95
INVER GROVE FORD	5334783	09/28/2023	Separator assembly for Fire tr…	603.00.5300.444.40041	98.67
COMO LUBE & SUPPLIES	698339	09/28/2023	Used oil	603.00.5300.444.40025	35.00
POMP'S TIRE SERVICE, INC.	980110151	09/28/2023	Tires for dump truck	603.00.5300.444.60014	4,411.20
MACQUEEN EMERGENCY GR…	P09753	09/28/2023	Fire truck parts	603.00.5300.444.40041	148.51
MACQUEEN EMERGENCY GR…	P09765	09/28/2023	Fire truck exhaust brake cylin…	603.00.5300.444.40041	282.90
MACQUEEN EMERGENCY GR…	P09784	09/28/2023	Fire truck brake assembly	603.00.5300.444.40041	474.13
NUSS TRUCK AND EQUIPMENT	PSO040144-1	09/28/2023	Stock fuel filters	603.140.1450050	195.08
MACQUEEN EMERGENCY GR…	W05526	09/28/2023	Fire truck turn signal repairs	603.00.5300.444.40041	853.57
XCEL ENERGY	841931211	09/29/2023	Equipment maintenance electr…	603.00.5300.444.40020	7,000.11
XCEL ENERGY	843682036	09/29/2023	PW natural gas charges	603.00.5300.444.40010	30.30
XCEL ENERGY	843682036	09/29/2023	PW electric charges	603.00.5300.444.40020	1,894.93
WELLS FARGO CREDIT CARD A…	Amazon.Com Tq1hq2ik2 A Jac…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	44.33
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To1ps1o92 Jac…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	32.97
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To46l51e2 Jack…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	408.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tq5340ol2 Jack…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	66.97
WELLS FARGO CREDIT CARD A…	Harbor Freight Tools 2 Jackson…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60040	359.99
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Jackso…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	22.75
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Jackso…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	15.17
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Jack…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	12.59
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	11.97
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	9.25
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	4.94
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	4.55
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	45.68
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	139.94
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	226.92
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	409.84
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	64.31
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	77.17
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	16.85
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	24.57
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	36.91
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	6.92
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	545.80
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	12.53
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	25.14
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	19.98
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	206.34
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	172.35
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	69.84
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	119.92
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	60.18
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	146.20
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.140.1450050	228.40
WELLS FARGO CREDIT CARD A…	O'Reilly Auto Parts 17 Jackson,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	-22.00
WELLS FARGO CREDIT CARD A…	River Heights Marina I Chiodo,…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	267.92
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	137.49
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	85.30
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	81.80
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	114.61
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	142.47
WELLS FARGO CREDIT CARD A…	The Corner Store Hawkins, J …	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	134.37
WELLS FARGO CREDIT CARD A…	The Corner Store Sperl, Mik W…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	138.39
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Jacks…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	69.91
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Jacks…	09/30/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	569.97
				Fund 603 - CENTRAL EQUIPMENT Total:	**65,508.23**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 605 - CITY FACILITIES					
PERFECTION PLUS, INC	314871	09/21/2023	monthly cleaning svcs 9.2023	605.00.7500.460.40040	5,133.19
SHERWIN-WILLIAMS CO.	5554-0	09/21/2023	Paint	605.00.7500.460.40040	69.31
SHERWIN-WILLIAMS CO.	5665-4	09/21/2023	Paint for FS#1	605.00.7500.460.40040	28.08
DANIEL BAUER	1041	09/21/2023	FS #1 RTU unit repairs	605.00.7500.460.40040	250.00
SOLAR SHIELD, INC.	2167	09/21/2023	Tinting for PD windows, doors…	605.00.7500.460.40040	994.00
TOTAL CONSTRUCTION & EQU…	37259	09/21/2023	Fire department LED light repa…	605.00.7500.460.40040	615.89
HILLYARD INC	605245689	09/21/2023	cleaner polish	605.00.7500.460.60011	15.60
GRAINGER	9832987698	09/21/2023	light bulbs	605.00.7500.460.60016	401.60
GRAINGER	9838025618	09/21/2023	FS #1 garage door receiver	605.00.7500.460.40040	49.34
GRAINGER	9843923872	09/21/2023	rating label	605.00.7500.460.60065	2.57
OTIS ELEVATOR COMPANY	F10000110606	09/21/2023	WTP logistics/fuel fee addition…	605.00.7500.460.40040	100.00
DANIEL BAUER	1064	09/28/2023	repaired heat pump in PD	605.00.7500.460.40040	2,490.00
HUEBSCH SERVICES	20259494	09/28/2023	lobby mats	605.00.7500.460.40065	171.57
GILBERT MECHANICAL CONTR…	233674	09/28/2023	repairs to AHU 3	605.00.7500.460.40040	1,348.00
CINTAS CORPORATION	5176498623	09/28/2023	First aid supplies	605.00.7500.460.60065	69.16
KENDELL DOORS & HARDWARE	IN083293	09/28/2023	PD doors replacement	605.00.7500.460.40040	5,978.54
KENDELL DOORS & HARDWARE	IN083293	09/28/2023	PD door locks & openers - ADA	605.00.7500.460.80200	5,814.46
GIP III ZEPHYR ACQUISITION P…	INVRGRV-12309	09/28/2023	Monthly solar gardens 7.2023	605.00.7500.460.40021	38,221.02
GIP III ZEPHYR ACQUISITION P…	INVRGRV-22309	09/28/2023	Monthly solar gardens 7.2023	605.00.7500.460.40021	10,240.45
XCEL ENERGY	843682036 CR	09/29/2023	Solar credits	605.46.0000.3653000	-52,153.84
XCEL ENERGY	844056593 CR	09/29/2023	Solar credits	605.46.0000.3653000	-264.82
XCEL ENERGY	844703676 CR	09/29/2023	Solar credits	605.46.0000.3653000	-169.06
WELLS FARGO CREDIT CARD A…	Amazon.Com Ta6v30412 A Ha…	09/30/2023	Wells Fargo Purchase Cards	605.00.7500.460.60065	47.61
WELLS FARGO CREDIT CARD A…	The Home Depot #2813 Todd,…	09/30/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	225.36
WELLS FARGO CREDIT CARD A…	The Home Depot #2813 Todd,…	09/30/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	348.98
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	09/30/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	62.70
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	09/30/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	125.25
				Fund 605 - CITY FACILITIES Total:	**20,214.96**
Fund: 606 - TECHNOLOGY FUND					
INSIGHT PUBLIC SECTOR	1101088826	09/21/2023	Monthly office 365 licenses 8.…	606.00.1400.413.50072	2,557.50
PARAGON DEVELOPMENT SYS…	15187635	09/21/2023	HPE contract renewal	606.00.1400.413.50072	4,249.15
ZAYO GROUP, LLC	19781746	09/21/2023	Desk phones monthly charges…	606.00.1400.413.50020	1,486.03
ZAYO GROUP, LLC	19797448	09/21/2023	City Hall monthly phone charg…	606.00.1400.413.50020	1,585.86
AT&T MOBILITY	287298707874X09032023	09/21/2023	FD Cell phones 9-2023	606.00.1400.413.50020	984.55
AT&T MOBILITY	287298708193X09032023	09/21/2023	PD Cell phones 9-2023	606.00.1400.413.50020	2,832.54
AT&T MOBILITY	287299110577X09032023	09/21/2023	CH Cell phones 8.2023	606.00.1400.413.50020	3,121.62
MARCO TECHNOLOGIES, LLC	34838910	09/21/2023	Copiers & printers contracts 9…	606.00.1400.413.40050	5,192.84
OPG-3, INC.	7124	09/21/2023	Laserfiche fast track project se…	606.00.1400.413.30700	205.00
SPOK, INC.	G0317493U	09/21/2023	Translation services 9.2023	606.00.1400.413.50072	5.19
INNOVATIVE OFFICE SOLUTIO…	IN4317974	09/21/2023	Printer paper	606.00.1400.413.60065	175.80
CDW GOVERNMENT INC	LT07698	09/21/2023	Printer Ink	606.00.1400.413.40050	435.39
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Ta82b7to0 Ga…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.60040	46.04
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Th6u40ri2 Gad…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.80610	974.85
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To3ko5yk1 Ga…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.60040	32.99
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us To9si7e71 Gad…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.60040	55.90
WELLS FARGO CREDIT CARD A…	Cradlepoint Gade, Marc WF 8…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.50072	3,886.04
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Gade,…	09/30/2023	Wells Fargo Purchase Cards	606.00.1400.413.50072	31.98
				Fund 606 - TECHNOLOGY FUND Total:	**27,859.27**
Fund: 702 - ESCROW FUND					
SAFETY SIGNS	234338	09/21/2023	Development signage - no par…	702.229.2284803	2,650.00
ST. PAUL PIONEER PRESS	0823572521	09/21/2023	NoPH: IGH Partners 23-36SPU…	702.229.2309503	24.99
ST. PAUL PIONEER PRESS	0823572521	09/21/2023	NoPH IGH Partners 23-36SPUD…	702.229.2309503	24.99
BARR ENGINEERING COMPANY	23190328.23-3	09/21/2023	Infiltration Pond Construction…	702.229.2303803	7,301.70
BARR ENGINEERING COMPANY	23190328.23-3	09/21/2023	Stormwater Management Rev…	702.229.2308203	1,813.50
SHORT ELLIOTT HENDRICKSON…	452695	09/21/2023	Inspect/Review NS Watertowe…	702.229.2307803	291.20
EMMONS & OLIVIER RESOUR…	00095-0074-28	09/28/2023	Erosion and Sediment Control …	702.229.2304103	578.79
EMMONS & OLIVIER RESOUR…	00095-0080-13	09/28/2023	Erosion and Sediment Control …	702.229.2308903	829.48
STANTEC CONSULTING SERVI…	2128769	09/28/2023	Stormwater facility constructi…	702.229.2298003	2,638.00
LEVANDER, GILLEN & MILLER P…	8/31/2023 81.13	09/28/2023	Peltier Reserve Plat	702.229.2298103	940.80

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.13	09/28/2023	Robert Curve 4th Addition	702.229.2307703	130.70
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.13	09/28/2023	Bulk Fluid Systems	702.229.2308203	708.90
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.13	09/28/2023	BJ Baas Builders	702.229.2308503	73.50
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.13	09/28/2023	Bilotta Subdivision	702.229.2308603	73.50
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.13	09/28/2023	Robert Curve 5th Addition	702.229.2309503	416.50
LEVANDER, GILLEN & MILLER P..	8/31/2023 81.14	09/28/2023	Lund Easement Acquisition	702.229.2309102	52.00
				Fund 702 - ESCROW FUND Total:	**18,548.55**
				Grand Total:	**1,910,643.28**

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED
The Council is asked to confirm and approve the personnel actions as attached.

BACKGROUND
The attached listing of hires, promotions, resignations and/or retirements is presented for Council approval. Data contained in the attachment is not public information until after Council takes action and therefore the attachment is not visible to the public prior to approval.

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

RECOMMENDATION
Staff recommends approval of the attached personnel actions.

ATTACHMENTS
1. Personnel Actions 10.9.23

Agenda Item 4.D.

Request for Council Action

SUBJECT: Resolution Approving Property and Casualty Insurance Renewal

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Sam Hosszu, Assistant Finance Director, 651.450.2516
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, approving the League of Minnesota Cities Insurance Trust (LMCIT) insurance policy renewal for Property and Casualty coverage for the period of September 1, 2023 to September 1, 2024.

BACKGROUND
The League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit, self-insured membership cooperative formed by Minnesota cities in 1980 and specifically designed to help cities address their property/casualty and workers' compensation insurance needs. The City of Inver Grove Heights has been a member of the cooperative since 1985 and has carried the corresponding property/casualty and workers' compensation insurance since that time.

The annual renewal process involves two separate applications and quotes through LMCIT - a property/casualty application and a workers' compensation application. At the August 28, 2023 meeting, Council approved the City's workers' compensation policy for the period of September 1, 2023 to September 1, 2024. Unfortunately, at the time of that meeting, the City had yet to receive a quote for the property/casualty insurance renewal. LMCIT issued the City an insurance binder to provide gap coverage while LMCIT was formulating a quote.

Property/Casualty Proposal
The City's proposed premium for Property/ Casualty insurance for the period of September 1, 2023 to September 1, 2024 is $428,590, an increase of $45,754 (11.95%) over last year's net premium (after removing commissions) of $382,836. As a reminder, after a formal RFP process, the City awarded an insurance agent service contract to North Risk Partners at a year one cost of $20,957 and will pay the company directly for these services in lieu of including the commission in the premium payment.

Although this year's increase of 11.95% is slightly above the City's agent estimate of 7-10%, it aligns with the City's claims history and is reflective of premium input factors that impact a growing city like Inver Grove Heights, such as employee counts, vehicle counts, city expenditures, etc.

A summary of the primary components of this coverage and some of the more significant areas of increase or decrease are noted below:

Coverage Type	2022/2023 Net Premium (without commissions)	2023/2024 Premium	$ Increase (Decrease)	% Increase (Decrease)
Property	$ 126,115	$ 157,453	$ 31,338	24.85%
Liability	184,102	181,743	(2,359)	-1.28%
Automobile	36,933	49,336	12,403	33.58%
Equipment Breakdown	19,838	22,019	2,181	11.00%
Mobile Property	8,241	10,416	2,175	26.39%
First Party Cyber	5,897	5,897	0	0.00%
Crime Bond	1,709	1,726	17	0.99%
Total Premium	$ 382,836	$ 428,590	$ 45,754	11.95%

Property

Includes coverage for buildings and contents. This premium increased by $31,338 (24.85%) in part due to the rising costs of construction materials and labor as well as inflationary pressures on building values. This area was the largest factor in the City's overall property/casualty premium increase as it makes up 68.5% of the $45,754 total premium increase.

Liability

Provides coverage for claims someone might make against the city, an officer or employee for actions arising from the course of normal duties. This premium is down $2,359 (1.28%), which reflects the city's positive experience (lower than average amount of claims) in this area.

Automobile

Covers auto liability, damage, no-fault personal injury protection and uninsured/underinsured coverage. Premium is up $12,403 (33.58%) primarily due to the City's claim history in this area. The City has also added a few additional vehicles to the fleet in recent years which require coverage.

Equipment Breakdown

This category covers unexpected costs related to machinery breakdown in areas such as air conditioning units, heating equipment, and boilers. This premium is up $2,181 (11%) mainly due to inflationary pressures on the costs of supplies and labor to make these types of repairs.

Mobile Property

This category insures the City's larger, non-licensed for the road, equipment up to a replacement value of $250,000. Some examples of this equipment are skid steers, toolcats, zambonies, and front end loaders. For equipment whose replacement value exceeds $250,000, the renewal specifically identifies those assets and their anticipated replacement costs, so the city is insured for the full cost of replacing those assets - this does add to the general mobile property premium cost. This year's premium is up $2,175 (26.39%) primarily due to the fact that more of the City's equipment has a replacement cost in excess of the $250,000 general threshold.

First Party Cyber

Provides coverage for data security breach costs, lost revenue, and data restoration. This premium did not change for this renewal cycle as the current cyber insurance landscape has stabilized from previous years.

Crime Bond

This provides the City with coverage of up to $250,000 for losses from crime. This premium saw just a small increase of $17 for this renewal period.

<u>OPTIONAL COVERAGE: Excess Liability</u>

As in the past couple of years, staff requested a quote for an additional $2 million in excess liability coverage. This coverage would protect the City in the event a limit was reached on any of its currently held coverage. The quoted price for this coverage was $92,449. Per discussion with North Risk, this excess coverage is typically purchased by cities who operate additional enterprises such as boat marinas, power plants, electric utilities, etc. The agent did not recommend this additional coverage and staff agreed, so it is not recommended as additional coverage at this time. Staff will continue to monitor and provide future recommendations as needed.

FISCAL IMPACT

The Risk Management Fund's 2024 draft budget reflects property/casualty premium estimates of $401,900, which is $26,690 short of the renewal amount proposed. Staff recommend adjusting that budget to reflect the current premium quote of $428,590. After reviewing available fund balances in the Risk Management Fund, staff believe there are adequate balances to cover this $26,690 difference and therefore do not recommend any changes to the proposed 2024 insurance allocations to the City's various departments and funds.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the League of Minnesota Cities Insurance Trust (LMCIT) insurance policy renewal for Property and Casualty coverage for the period of September 1, 2023 to September 1, 2024,

ATTACHMENTS

1. Resolution

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING LEAGUE OF MINNESOTA CITIES INSURANCE TRUST POLICY RENEWALS FOR PROPERTY AND CASUALTY COVERAGE FOR THE COVERAGE PERIOD OF SEPTEMBER 1, 2023, TO SEPTEMBER 1, 2024

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit self-insured membership cooperative formed by Minnesota cities in 1980 to help cities address their property/casualty and workers compensation insurance needs; and

WHEREAS, the City has procured its insurance from the LMCIT since 1985; and

WHEREAS, City staff, in coordination with North Risk, LLC, the City's agent for Property and Casualty insurance, have submitted renewal application materials to the LMCIT and received premium proposals back from the LMCIT for property and casualty coverage; and

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS that the Council does hereby approve the LMCIT September 1, 2023, to September 1, 2024, insurance policy renewals for the City of Inver Grove Heights which reflect premium costs $428,590 for Property and Casualty coverage.

Adopted by the City of Inver Grove Heights this 9th day of October 2023.

Ayes:
Nays:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.E.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Designating Polling Locations and Establishing Stipends

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, designating polling locations and establishing a stipend for facility use.

BACKGROUND
Previously, Minnesota Statute Section 204B.16, Subdivision 1, required that by December 31 of each year, the governing body of each municipality designate by ordinance or resolution a polling location for each election precinct for the upcoming year. New legislation now only requires a resolution establishing polling locations if there is a change. However, there is a change for Inver Grove Heights for 2024.

In 2024, the Precinct 2 polling location will be moved from Woodcrest Church to St. Thomas Becket Catholic Church's lower level at 4455 Robert Trl S, Eagan, MN 55123.

The attached resolution designates the City of Inver Grove Heights' polling locations for 2024, which include 10 churches and 2 city-owned facilities.

Precinct 1 - Emanuel Lutheran Church, 2075 70th St E
Precinct 2 - St.Thomas Becket Catholic Church, 4455 Robert Trl S
Precinct 3 - Fire Station #2, 9200 Courthouse Blvd
Precinct 4 - Veteran's Memorial Community Center Rooms 1 & 2, 8055 Barbara Ave
Precinct 5 - Grace Church of the Nazarene, 7950 Blaine Ave
Precinct 6 - Good Shepherd Lutheran Church, 7600 Cahill Ave
Precinct 7 - St. Patrick's Catholic Church, 3535 72nd St E
Precinct 8 - River Heights Vineyard Church, 6070 Cahill Ave
Precinct 9 - First Calvary Baptist Church, 5495 Robert Trail S
Precinct 10 - Bethesda Lutheran Church, 2855 47th St E
Precinct 11 - Amazing Grace Lutheran Church, 7160 Robert Trail S
Precinct 12 - Inver Hills Church, 8265 Babcock Trail

The City has paid the non-city facilities a stipend of $150 per election event for use of their space. This is compatible with what other Dakota County cities are proposing for 2024, and is therefore recommended to continue.

FISCAL IMPACT

Funding for the proposed stipends is available within the proposed 2024 Elections budget.

RECOMMENDATION
Staff recommends adoption of the attached Resolution.

ATTACHMENTS
1. Resolution Designating Polling Locations (Oct 9 2023)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ____________

RESOLUTION DESIGNATING POLLING LOCATIONS AND ESTABLISHING STIPEND FOR FACILITY USE

WHEREAS, the following locations have agreed to serve as polling locations for the residents of Inver Grove Heights; and

WHEREAS, the following locations have been approved by the County Auditor and comply with Minnesota Statute 144.414; 200.02 subd. 24, 204B.16 subd. 1.

NOW THEREFORE, BE IT RESOLVED that the City Council of the City of Inver Grove Heights, Minnesota hereby designates the following polling locations for all elections in the city:

P-1	Emanuel Lutheran Church	2075 70th Street E
P-2	St. Thomas Becket Catholic Church	4455 Robert Trl S, Eagan
P-3	Fire Station #2	9200 Courthouse Blvd
P-4	VMCC Community Center Rooms 1 & 2	8055 Barbara Ave
P-5	Grace Church of the Nazarene	7950 Blaine Ave
P-6	Good Shepherd Lutheran Church	7600 Cahill Ave
P-7	St. Patrick's Catholic Church	3535 72nd Street E
P-8	River Heights Vineyard Church	6070 Cahill Ave
P-9	First Calvary Baptist Church	5495 Robert Trail S, Sunfish Lake
P-10	Bethesda Lutheran Church	2855 47th Street E
P-11	Amazing Grace Lutheran Church	7160 Robert Trail S
P-12	Inver Hills Church	8265 Babcock Trail

BE IT FURTHER RESOLVED, that a stipend of $150.00 per election event be paid to each polling location listed above that is not owned by the City of Inver Grove Heights; and

BE IT FURTHER RESOLVED, that staff is hereby directed to forward a copy of this Resolution to Dakota County and the Minnesota Secretary of State.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota this 9th day of October, 2023.

____
Brenda Dietrich, 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

Agenda Item 4.F.

Request for Council Action

SUBJECT: **Resolution Regarding Counting of Write-In Votes for Local Elective Office**

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, designating when write-in votes for local elective office shall be individually tallied.

BACKGROUND

During the 2023 legislative session, state law was amended to allow cities to require that either:

- Write-in candidates for local office submit a request to have their individual votes tallied, or
- Write-in candidates for local office will only have their individual votes tallied if the total number of write-in votes for a contest is greater than or equal to the fewest number of votes cast for a non-write-in candidate.

Adopting the first option would align city practice for local offices with the existing process for county, state and federal elected offices.

Following discussion by the Council at its October 2 Work Session, staff have prepared the attached Resolution, which will require write-in candidates to submit a written request to the City Clerk at least seven days prior to Election Day, in order to have their individual write-in votes tallied.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution for Counting Write-In Votes for Candidate
2. 2023 Write In Legislation

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION FOR COUNTING WRITE-IN VOTES FOR LOCAL ELECTIVE OFFICE

WHEREAS, Minnesota Statute 204B.09, subdivision 3 allows for the governing body of a statutory or home rule charter city to adopt a resolution governing the counting of write-in votes for local elective office.

WHEREAS, the current write-in vote counting process is overly time consuming and unnecessary. Counting only registered write-in candidates aligns the write-in recording process with Federal, State and County offices.

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council hereby requires candidates for city office to file a written request with the City's chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded.

Passed by the City Council of Inver Grove Heights this 9th day of October, 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Sec. 75. Minnesota Statutes 2022, section 204B.09, subdivision 3, is amended to read:
Subd. 3.

Write-in candidates.

(a) A candidate for county, state, or federal office who wants write-in votes for the candidate to be counted must file a written request with the filing office for the office sought not more than 84 days before the primary and no later than the seventh day before the general election. The filing officer shall provide copies of the form to make the request. The filing officer shall not accept a written request later than 5:00 p.m. on the last day for filing a written request.

(b) The governing body of a statutory or home rule charter city may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may:

(1) require the candidate to file a written request with the chief election official no later than the seventh day before the city election if the candidate wants to have the candidate's write-in votes individually recorded; or

(2) require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

If the governing body of the statutory or home rule charter city adopts a resolution authorized by this paragraph, the resolution must be adopted before the first day of filing for office. A resolution adopted under this paragraph remains in effect until a subsequent resolution on the same subject is adopted by the governing body of the statutory or home rule charter city.

(c) The governing body of a township, school board, hospital district, park district, soil and water district, or other ancillary elected district may adopt a resolution governing the counting of write-in votes for local elective office. The resolution may require that write-in votes for an individual candidate only be individually recorded if the total number of write-in votes for that office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate.

~~(b)~~ (d) A candidate for president of the United States who files a request under this subdivision must ~~file jointly with another individual seeking nomination as a candidate for vice president of the United States. A candidate for vice president of the United States who files a request under this subdivision must file jointly with another individual seeking nomination as~~ include the name of a candidate for vice president of the United States. The request must also include the name of at least one candidate for presidential elector. The total number of names of candidates for presidential elector on the request may not exceed the total number of electoral votes to be cast by Minnesota in the presidential election.

~~(c)~~ (e) A candidate for governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for lieutenant governor. A candidate for lieutenant governor who files a request under this subdivision must file jointly with another individual seeking nomination as a candidate for governor.

Agenda Item 4.G.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Exempt Gambling Permit for Inver Grove Heights Hockey Association

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the application for an exempt gambling permit for the Inver Grove Heights Hockey Association to hold a raffle on January 7, 2024 at the Veteran's Memorial Community Center.

BACKGROUND

The Inver Grove Heights Hockey Association, a non-profit group, is raising funds for sports equipment for the mini-mites program and some concession stand equipment (pop-corn machine and hot dog roller). Proceeds from this fundraiser will benefit the overall members of the IGH Hockey Association.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends approval of the application for an Exempt Gambling Permit for the IGH Hockey Association.

ATTACHMENTS

1. 2024-01-07 LG220 application - IGH Hockey Association Raffle

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Inver Grove Heights Hockey Assoc. Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: 41-1502801 Federal Employer ID Number (FEIN), if any:

Mailing Address: PO Box 2592

City: Inver Grove Hts. State: MN Zip: 55076 County: Dakota

Name of Chief Executive Officer (CEO): Joseph Tuccitto

CEO Daytime Phone: 651-428-1371 CEO Email: IGHHApresident@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Ventures @ IGHHA.org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☒ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☒ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Veterans Memorial Community Center

Physical Address (do not use P.O. box): 8055 Barbara Ave

Check one:
☒ City: Inver Grove Heights. Zip: 55077 County: Dakota
☐ Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): January 7th 2024

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☒ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel:

____

Title: ______________________ Date: ____________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel:

____

Title: ______________________ Date: ____________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ______________________

Signature of Township Officer: ______________________

Title: ______________________ Date: ____________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: [signature] Date: 9/26/2023
(Signature must be CEO's signature; designee may not sign)

Print Name: JOSEPH TUCCITTO

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format (i.e. large print, braille) upon request.

An equal opportunity employer

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. **Charitable contributions** - Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. **Controlled contribution** - An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. **Financial gain** - A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. **Government** - An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. **Law enforcement** - A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. **Pension** - A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. **Conflict of interest** - A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corpo-ration Act, Minnesota Statutes, Section 317A.255. 7. **Alcohol** - An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. **Fundraising** - An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. **Other organizations** - With few excep-tions, gambling funds may not be contrib-uted to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. **Other contributions** - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the ***Lawful Gambling Manual***; 3) the online class, "***Conduct of Raffles***"; and 4) the ***phone number and email address*** of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule *7861.0310*.
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (*349.173*)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (*349.173*)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of $60 or less. (*7861.0260*)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (*7861.0260*)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (*7861.0260*)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed $50,000 in a calendar year. (*349.166*)
	8. Cash must not be substituted for merchandise prizes that have been won. (*7861.0260 Subp. 4C(2)*)
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (*340A.707*)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (*349.2127*) (*7861.0260*)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (*349.173*)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (*349.173*) (*7861.0310*)
	13. Raffle tickets are not sold to or won by persons under age 18. (*349.181*) (*7861.0310*)
	14. Purchasers are not required to buy anything other than the ticket. (*349.173*) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule *7861.0310* are prominently posted at the point of winner selection.
	16. An exempt permit financial report (*LG220A*) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (*349.166*)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule *7861.0270* are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (*7861.0270 Subp. 2A(1)*)
	3. House rules include the reasons for potentially cancelling bingo occasions. (*7861.0270 Subp. 2A(1)*)
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (*7861.0270 Subp. 5B(1)*)
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (*7861.0270 Subp. 5B(7)*)
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (*7861.0270 Subp. 3A*)
	7. No reservation of bingo cards or bingo paper for any person (*7861.0270 Subp. 3F*)
	8. Bingo records (including bingo program) must be kept for 3½ years. (*7861.0270 Subp. 11*)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (*7861.0310*)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (*349.12 Subd. 3a*) (*349.12 Subd. 25*) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

Agenda Item 4.H.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Change Order No. 1 for City Project No. 2022-09I - Carmen Avenue & Claude Way Area Rehabilitation

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve Change Order No. 1 for City Project No. 2022-09I – Carmen Avenue & Claude Way Area Rehabilitation.

BACKGROUND

City Project No. 2022-09I was ordered by the Council as part of the 2023 Pavement Management Initiative. A combined contract for City Project Nos. 2022-09I, 2022-09J, and 2022-09L was awarded on April 10, 2023, to McNamara Contracting, Inc. for the amount of $2,931,407.00. City Project No. 2022-09I included bituminous pavement and aggregate reclamation, concrete sidewalk installation, and pavement placement along Claude Way and Carmen Avenue between Upper 55th Street and 65th Street E.

The nearby intersection of Cahill Avenue and 65th Street E was identified by engineering staff as having failing pavement. The pavement was rutting and created drivability and safety issues. This area was considered a high priority area to address due to its high traffic volume. Due to it's proximity to the Carmen Avenue & Claude Way Area Rehabilitation project, staff recognized the opportunity to fix this intersection, and negotiated a price with the project contactor to do so, in accordance with the Contract provisions. Cahill Avenue was milled two inches and paved with a bituminous mix designed to withstand the stress caused by heavy trucks and high traffic volume.

This work required additional work items that were not included in the original contract documents and are summarized as follows:

Item	Quantity Increase	Cost Increase
Mill Bituminous Surface 2"	2,234 SY	$10,276.40
Pave 2" Bituminous Pavement SPWEB440F (R)	2,234 SY	$30,159.00
Traffic Control	1.00 LS	$4,300.00
	Total Increase:	**$44,735.40**

FISCAL IMPACT

Change Order No. 1, in the amount of $44,735.40, covers contract quantity increases required to address the failing pavement on Cahill Avenue. This will result in a revised contract value of

$2,976,142.40. This change order will be funded through the Pavement Management - Local Streets (Fund 440) as part of the 2022-09I construction contingency of $99,670.00.

RECOMMENDATION
Staff recommends approval of Change Order No. 1, in the amount of $44,735.40 for City Project No. 2022-09I – Carmen Avenue & Claude Way Area Rehabilitation.

ATTACHMENTS
1. Change Order #1

CHANGE ORDER NO. 1

2023 Pavement Management Initiative

City Project No. 2022-09I – Carmen Avenue & Claude Way
City Project No. 2022-09J – Cheney Trail & Coffman Path
City Project No. 2022-09L – Bolland Trail and 62nd Street

Owner:	City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance:	October 9, 2023
Contractor:	McNamara Contracting, Inc. 16700 Chippendale Ave. Rosemount, MN 55068	Engineer:	City of Inver Grove Heights

PURPOSE OF CHANGE ORDER

To amend the contract to include the milling and paving of the intersection at Cahill Ave. and 65th Street. The contract amendment is as follows:

ITEM	Quantity	Unit Price	Total Price
Mill Bituminous Surface – 2"	2,234 SY	$4.60	$10,276.40
2" Bituminous Pavement (SPWEB440F)	2,234 SY	$13.50	$30,159.00
Traffic Control	1 LS	$4,300.00	$4,300.00
Total Change Order No. 1 Amount			**$44,735.40**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price: $2,931,407.00	Original Contract Time: None
Previous Change Orders $(0.00)	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order $2,931,407.00	Contract Time Prior to this Change Order None
Net Increase (Decrease) of this Change Order $44,735.40	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders $2,976,142.40	Contract Time with Approved Change None
Recommended By: Alisa Witte	Approved By: [signature]
Alisa Witte, Engineering Technician	McNamara Contracting, Inc.

Approved By:	Approved By:	Date of Council Action:
Paul C. Merchlewicz		October 9, 2023
Paul Merchlewicz, City Engineer	Brenda Dietrich, Mayor	

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution Awarding a Contract to Kimley Horn, Inc. for Final Design and Engineering Services for City Project No. 2024-09G - South Grove Area 7 Improvements**

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, awarding a contract to Kimley Horn & Associates, Inc. for final design and engineering services for City Project No. 2024-09G - South Grove Area 7 Improvements.

BACKGROUND

In June of 2023, the City Council authorized preparation of a feasibility report by Kimley-Horn & Associates, Inc. (Kimley-Horn) for 2024 Pavement Management Initiative projects (Feasibility Report) which included City Project No. 2024-09G – South Grove Area 7.

On September 25, 2023, Council received the feasibility report and ordered those improvements associated with City Project No. 2024-09G, including the preparation of the associated plans and specifications. Staff recommends continuing to work with Kimley Horn to complete the final design effort for this project, given that they assembled all the information for the feasibility study. Maintaining continuity in design staff who are familiar with design constraints and challenges in meeting the project schedule will help the City meet the necessary deadlines for advertisement, bidding, and award.

FISCAL IMPACT

Kimley Horn has submitted a proposal for $335,100.00 to assist the City in the final design, bidding services, and construction support. These efforts are funded on an interim basis through Pavement Management - Local Project Fund (Fund 440). These costs will be reimbursed through several project funding sources, including the Pavement Management - Local Streets Fund (Fund 440), Special Assessments, Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and Stormwater Capital Fund (Fund 531), as part of the overall legal, engineering, administration, and finance (LEAF) costs for the project.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the contract with Kimley Horn & Associates, Inc. for final design and engineering services for City Project No. 2024-09G – South Grove Area 7 Improvements.

ATTACHMENTS

1. Resolution - Approve Consulting Services Contract - Project 2024-09G
2. 2024 PMI Deisgn and Support Contract - Kimley Horn

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ________

RESOLUTION APPROVING CONSULTANT SERVICES CONTRACT WITH KIMLEY-HORN & ASSOCIATES, INC. FOR FINAL DESIGN, BIDDING, AND CONTRUCTION ADMINISTRATION SERVICES FOR CITY PROJECT NO. 2024-09G – SOUTH GROVE AREA 7

WHEREAS, on June 12, 2023, the City Council authorized the preparation of a feasibility report by Kimley-Horn & Associates, Inc. (Kimley-Horn) for the 2024 Pavement Management Initiative projects (Feasibility Report) which included City Project No. 2024-09G – South Grove Area 7 for the proposed improvement (Resolution 2023-134); and

WHEREAS, the Feasibility Report was presented to Council on September 25, 2023, resulting in the ordering of improvements as presented for City Project No. 2024-09G (Resolution 2023-224); and

WHEREAS, City staff believes that Kimley-Horn is in the best position and most qualified to complete the final design phase of the Project, in order to provide continuity and efficiency in the design effort, and to maintain a final design schedule in accordance with the feasibility report; and

WHEREAS, the City has provided a scope of work, and requested and received an engineering services proposal from Kimley Horn to provide a negotiated final cost and contract for final design engineering for the Project.

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

1. Kimley Horn, Inc.'s proposal in the amount of $335,100.00 is hereby accepted for the final design of Project No. 2024-09G – South Grove Area 7 Improvements and associated engineering services.
2. The cost for these services will be funded on an interim basis through the Pavement Management - Local Project Fund (Fund 440); and reimbursed through the Pavement Management - Local Streets Fund (Fund 440), Special Assessments, Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and the Stormwater Capital Fund (Fund 531).
3. The Mayor and City Clerk are hereby authorized and directed to enter a Work Order Contract with Kimley-Horn for Project No. 2024-09G in the not-to-exceed amount of $335,100.00 according to the submitted and accepted proposal and the current Master Professional Services Agreement with Kimley-Horn & Associates, Inc.

Adopted by the City Council of the City of Inver Grove Heights on this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Project Identification: This work involves providing design and construction support services for one project in the 2024 Pavement Management Initiative; 2024-09G, South Grove Area 7.

This written authorization to proceed and work order contract (work order contract) is between the City of Inver Grove Heights (City) and **Kimley-Horn and Associates, Inc.**, a Corporation, Address: **767 North Eustis Street, St. Paul, MN, 55114** ("Contractor"). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor ("Master Services Agreement") and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.
2. The City needs a Contractor to provide professional services for design and construction of project 2024-09G as part of the 2024 Pavement Management Initiative.

Work Order Contract

1. **Term of Contract; Survival of Terms; Incorporation of Exhibits:**

1.1. **Effective Date:**

This work order contract will be effective on the date that all required signatures are obtained by City. The Contractor must not begin work under this work order contract until ALL required signatures have been obtained and Contractor has been notified in writing to begin such work by City's Authorized Representative.

1.2. **Expiration Date:**

This work order contract will expire on **<u>December 31, 2025</u>**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. **Exhibits:**

Exhibits A through Exhibit B are attached and incorporated into this work order contract.

Exhibit A = Specifications, Duties, and Scope of Work
Exhibit B = Progress Report Form

2. **Scope of Work and Deliverables:**

2.1. The Contractor, who is not a city employee, will provide the following services under this work order contract: complete the tasks listed in Exhibit A. The Contractors assumptions for the work required to deliver the identified scope are included as part of this Contract **Attachment 1**. The Contractor's assumptions or estimate of work will not supersede or take precedence over the requirements to deliver the specific scope items listed in this contract.

2.2. Deliverables are defined as the work product created or supplied by the Contractor pursuant to the terms of this work order contract.

3. **Items Provided and/or Completed by the City:**

3.1. After authorizing the Contractor to begin work, the City will furnish any data or material in its possession relating to the project that may be of use to the Contractor in performing the work.

3.2. All such data furnished to Contractor, will remain the property of the City and will be promptly returned upon the City's request or upon the expiration or termination of this work order contract.

3.3. The Contractor will analyze all such data furnished by the City. If Contractor finds any such data to be incorrect or incomplete, Contractor will bring the facts to the attention of City before proceeding with the part of the project affected. The City will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

4. **Consideration of Payment:**

4.1. **Consideration.** The City will pay for all services performed by Contractor under this contract as follows:

4.1.1. **Compensation.** Contractor will be paid for hours worked during each invoice period on a Unit Rate basis not to exceed a maximum aggregate value greater than the Total Obligation shown in Section 4.1.5:

Labor Rate Costs*:	$325,100.00
Direct Expense Costs:	$10,000.00

* Labor Rate includes direct labor, overhead and profit

4.1.2. **Overtime.** The City will not pay directly for any overtime worked by a Contractor or a subcontractor.

4.1.3. **Direct Expense Costs.** Allowable direct expense costs include project specific costs and are items not otherwise included in overhead costs. Travel expenses and open house materials that are specific to this project are examples of Direct Expense Costs that are allowed. Any Direct Expense Costs that are necessary for Contractor to reasonably conduct day to day work must be approved, in writing, by the City's Authorized Representative prior to expenditure (i.e., costs that would normally be considered overhead costs).

4.1.4. **Travel Expenses.** The Contractor will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "IRS Publication 463, Travel, Gift, and Car Expenses".

4.1.5. **Total Obligation.** The total obligation of City for all compensation and reimbursements to Contractor under this contract will not exceed $335,100.00.

5. **Terms of Payment:**

5.1. The City will promptly pay all valid obligations under this work order contract as required.

5.2. The Contractor must submit invoices electronically for payment, monthly, using the cover letter format set forth in **Exhibit B**. Attach supporting hourly breakdown demonstrating work performed over the invoice period.

5.3. The Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to the City's Finance Department, at invoices@ighmn.gov. If the Contractor cannot support electronic submission of the invoice package, the Contractor must contact the City's Authorized Representative for possible alternatives.

6. **Contractor's Project Manager:**

6.1. **Contractor's Project Manager for this work order contract will be:**

Name/Title:	Luke Moren, P.E., Project Manager
Address:	767 Eustis Street, Suite 100 St. Paul, MN 55114
Telephone:	651-643-0489
E-Mail:	Luke.Moren@kimley-horn.com

7. **City's Project Manager and Authorized Representative:**

7.1. **City's Project Manager and Authorized Representative for this work order contract will be:**

Authorized Representative		**Project Manager**	
Name/Title:	Paul Merchlewicz, P.E.	Name/Title:	Steve Dodge, P.E.
Address:	8150 Barbara Ave Inver Grove Heights MN, 55077	Address:	8150 Barbara Ave Inver Grove Heights MN, 55077
Telephone:	651-450-2572	Telephone:	651-450-2575
E-Mail:	pmerchlewicz@ighmn.gov	E-Mail:	sdodge@ighmn.gov

City's Authorized Representative, or his/her successor, will sign progress reports, review billing statements, and make recommendations to City's Finance Department for certification of payment of each Invoice submitted by the Contractor.

8. **Termination and Suspension**

8.1. **Termination by the City**

The City or the City's Administrator may terminate this contract at any time, with or without cause. Upon termination, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

8.2. Termination for Insufficient Funding

The City may immediately terminate this work order contract if it does not obtain funding from the City Council, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the Contractor. The City is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The City will not be assessed any penalty if the work order contract is terminated because of the decision of the City Council, or other funding source, not to appropriate funds. The City must provide the Contractor with notice of the lack of funding within a reasonable time of the City's receiving that notice.

8.3. Suspension

The City may immediately suspend this work order contract in the event of a total or partial government shutdown due to failure to have an approved budget by the legal deadline. Work performed by the Contractor during a period of suspension will be deemed unauthorized and undertaken at risk of non-payment.

9. Plain Language; Accessibility Standards

9.1. Plain Language

Except for designs, plans, layouts, maps and similar documents, the Contractor must provide all deliverables in "Plain Language". Plain Language is a communication which an audience can understand the first time they read or hear it. To achieve that, the Contractor will take the following steps in the deliverables:

- Use language commonly understood by the public.
- Write in short and complete sentences.
- Present information in a format that is easy-to-find and easy-to-understand; and
- Clearly state directions and deadlines to the audience.

In witness whereof, Consultant and City and caused this Agreement to be executed on their behalf by the proper officers.

Date: ___________, 20___

CITY OF INVER GROVE HEIGHTS

BY: ______________________________

Brenda Dietrich, Mayor

ATTEST: __________________________

Rebecca Kiernan, City Clerk

Date: October 2, 2023

CONSULTANT

Eric Fosmo
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BY: Eric Fosmo, P.E.

IT'S: Vice President

Exhibit A: Scope of Work

1. Project Overview

1.1. General Statement of Scope of Work

1.1.1. The delivery of this contract includes providing final design, bidding, survey, and construction support services for City Project 2024-09G (South Grove Area 7). This project includes City funds and is required to comply with all City standards.

1.2. Project Background

1.2.1. Project information for proposed improvements is included in the document "2024 Pavement Management Initiative Feasibility Study." The Study includes information specific to project scope for City Projects 2024-09D, 2024-09F, 2024-09G, 2024-09H and 2024-09I.

1.2.2. For the purposes of this document, the "Project" includes 2024-09G and all components as required whether separate or combined.

1.3. Project Deliverables

1.3.1. As part of the final project deliverables, the Contractor will provide electronic copies of all documents and source information produced during the preparation of the project.

1.3.2. The Contractor will:

a. Provide CAD base files used to develop project plans
b. Provide project plans in CAD format. The Contractor may bind all references to create a stand-alone plan sheet for each plan.
c. Provide any model information used for the design. Examples of model information may include hydraulic, traffic, or other.

2. Project Management

2.1. Project Coordination and Administration

2.1.1. Project management includes work necessary for communicating and completing the project tasks on time and within budget. The Contractor must not reassign the project manager or their primary duties without the written consent of the City's project manager. The Contractor's staff must have the training and expertise necessary for the work tasks to which they are assigned.

2.1.2. Meeting summaries must be submitted no later than **three** business days after each meeting. Final meeting summaries must be submitted no later than **one** business day after receiving comments on draft summaries.

2.1.3. The Contractor will:

a. Prepare invoices accompanied by:
   i. Progress report form (**Exhibit B**).
   ii. Supporting data for direct expenses.
   iii. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.
b. Update the City's project manager on the status of the project schedule, budget, and general status/progress at the weekly progress meetings.

c. Store all deliverables in an organized electronic document management system and make deliverables available to the City's project manager as needed whether the file is incomplete, in draft form, or the final deliverable.

d. Track issues and action items that develop during the project that either need resolution or implementation. The Contractor will review project issues and action items with the City's project manager at the weekly progress meetings.

2.2. Project Meetings

2.2.1. Kickoff Meeting

a. The Contractor will schedule and facilitate a project kickoff meeting to confirm the basic project objectives, solidify a work plan, and obtain consensus on the project requirements. This meeting must occur no later than **five** business days after notice to proceed. The meeting will be held via **Microsoft Teams** or at **Inver Grove Heights City Hall** and will include up to **two** Contractor staff.

b. The Contractor may combine project kickoff meetings for both projects into a single meeting.

2.2.2. Project Management Team (PMT) Meetings

a. The Contractor will facilitate **weekly** PMT meetings with the City's project manager and other personnel as identified by the City's project manager. The PMT meetings are intended to provide a management-level view of project development.

b. Coordination for both projects may be combined into each weekly PMT meeting.

c. The Contractor will:
   i. Meet with the City's project manager weekly to review progress of deliverables, issues, and team effectiveness.
   ii. Solicit feedback from the City's project manager to assess whether all services meet the requirements of the project.
   iii. Identify needs and issues and discuss steps.

d. Progress meeting attendees may vary depending on issues that need discussion. The Contractor's project manager must attend these meetings.

e. PMT meetings may be used to address City comments for each of the review submittals (60%, 90%, Bid Package) to discuss City comments and provide resolution before finalizing all deliverables necessary for bidding.

3. Utility Coordination

This task is for utility coordination only and does not include subsurface utility engineering.

This scope of work references and follows the *MnDOT Utility Accommodation and Coordination Manual* and assumes the contractor understands these steps.

This work will happen and be coordinated with all other projects being delivered with the 2024 Pavement Management Initiative being designed and delivered by the City.

3.1. Standards and Guidance

3.1.1. Specific utility coordination activities must be handled in compliance with:

a. For the purpose of this Contract, "designate" refers to finding the presence and horizontal location of underground utilities using surface geophysical prospecting techniques (equivalent to quality level B)
b. For the purpose of this Contract, "locate" means to obtain the precise horizontal and vertical position of subsurface utilities by non-destructive excavating techniques (equivalent to quality level A).
c. Statute 216D requires utility locations according to CI/ASCE 38-02 Standard Guideline for the Collection and Designation of Existing Subsurface Utility Data.
d. Quality Level (QL) D accuracy will be required, except as surveyed for above-ground features.

3.2. Items Provided by the City

3.2.1. Any City provided data should be considered draft and in need of verification by the Contractor as part of this scope for the defined project study area.

a. Previous plan sets with utility information
b. Previous Gopher State One Call (GSOC) ticket responses
c. Available utility information
d. Survey information for above ground and overhead utility

3.3. Conduct Utility Design Meeting

3.3.1. The purpose of this meeting is to review the project design with utility owners and discuss potential conflicts. Project plans that depict the resulting utility information will facilitate decision making at the meeting.

3.3.2. The Contractor will meet with the City, prior to the meeting with utility owners, to review the identified conflicts and propose potential design solutions.

3.3.3. The Contractor will:

a. Plan and conduct the Utility Design Meeting, which often takes place between the 60 percent and 75 percent plan completion.
b. Invite the City's PM, designers, and utility owners to this meeting.
c. Prepare a draft utility conflict resolution matrix in advance of the meeting based on utility owner input. The conflict matrix will be used to develop the draft utility tabulation sheet.
d. Facilitate the meeting such that solutions to utility conflicts are addressed to form an efficient design. Design modifications that minimize utility conflicts must be considered and documented.

3.3.4. The Contractor will create the roadway plan utility sheet for review with the City and utility owners. The utility plan sheet must consider excavation areas, and conflicts with proposed drainage, ditch grading. The tabulation sheet also must consider areas potentially affected by the project's traffic control and construction phases.

3.3.5. Deliverables:

a. Meeting agendas, materials, and summaries
b. Draft utility conflict resolution matrix

c. Draft roadway plan utility sheets

3.4. Obtain and Review Utility Relocation Plans, Schedules, Estimate and Permit Applications by Utility Company

3.4.1. The Contractor will:

a. Perform review of marked-up plans and information provided by the utility owners.
b. Identify potential utility conflicts
c. Request utility owners that need to relocate facilities to develop utility relocation plans. The utility owner submittals must include detailed plans, schedules, and estimates.

3.4.2. Deliverables:

a. Updated map of utility locations that includes the size, type, and ownership of facilities
b. Utility Relocation Plans received from utility owners

3.5. Prepare and send GSOC Utility Verifications Letters

3.5.1. The Contractor will perform the GSOC and send verification letters to utility owners. Utility verification information only letters must be sent to utility owners with facilities in the project limits that are not affected. Utility Verification Letters must be sent to affected utility owners.

3.5.2. Deliverables:

a. GSOC ticket
b. Utility verification letters
c. Utility verification information only letters

3.6. Verification Letter Responses

3.6.1. The Contractor will perform review of utility plans, schedules, and permit submissions and update the conflict resolution matrix, relocation plans, and utility tabulation sheets accordingly. The revised utility conflict resolution matrix must be used to revise the utility tabulation sheets.

3.6.2. Deliverables:

a. Revised utility relocation plans
b. Revised utility conflict resolution matrix
c. Revised utility tabulation sheets
d. Revised permit reviews

3.7. Prepare and Send Draft Utility Notice & Orders

3.7.1. City staff will prepare and send Utility Notice and Orders. The Contractor will provide supporting information to City for the writing of draft Notice and Orders, including:

a. Utility relocation dates
b. Construction dates
c. Utility facility information
d. Utility owner information

3.7.2. Deliverables:

a. Supporting information for the draft Notice and Orders

3.8. Utility Coordination Follow Up:

3.8.1. The Contractor will perform follow up communications and field reviews with utility owners, including:

a. Develop a communication log to track communications
b. Produce the final conflict resolution matrix

3.8.2. Deliverables:

a. Communication log
b. Final conflict resolution matrix

3.9. Utility Design Change Meeting

3.9.1. Sometimes changes are needed during the final design. The Contractor will plan and conduct one utility design change meeting. This meeting must communicate to the utility owners any major design changes to the project.

3.9.2. If design changes are minor, the Contractor may opt for coordinating utility design changes directly with each individual utility.

3.9.3. Deliverables:

a. Meeting invitations and meeting minutes
b. Summary of design changes

3.10. Reimbursement and Utility Agreements

3.10.1. If utility agreements are necessary, the City will write the utility agreements. The Contractor will provide supporting information for the revised utility agreements, including:

a. Utility relocations dates
b. Construction dates
c. Cost information

3.10.2. Deliverables:

a. Revised final utility relocation dates, construction dates and costs

3.11. Utility Information in Contract Documents

3.11.1. The Contractor will submit complete utility plans and specifications based on the proper and most up-to-date information from the final plans.

3.11.2. Deliverables:

a. Final utility plans and specifications

4. Roadway Design Plans

4.1. File Format

4.1.1. All plans must be in the City plan format and correct coordinates and will contain all necessary design information including Quantity, Signature Block, Abbreviations, Symbols, Details (standard & special), Removals, and "For Information Only" Plan Sheet(s). All special needs must be incorporated into the design, as needed.

4.2. Standards and Guidance

4.2.1. The final plans must be prepared in accordance with current City standards or State Aid standards where applicable.

4.2.2. The plan set must comply with the form, sequence, and content of the City's and State's (where not superseded by City) current:

a. Project Item List (AASHTOWare) from the current MnDOT Standard Specifications for Construction (http://transport.dot.state.mn.us/Reference/refItem.aspx)

4.2.3. The proposed roadway improvement construction plans must be consistent with identified work, limits, features, and constraints identified in the project feasibility report(s).

4.2.4. Plan sheets may be combined with the prior consent of the City's project manager.

4.3. Prepare 60 Percent Plans

4.3.1. The Contractor will:

a. Prepare and submit the 60 percent design package, including sheets as noted in the City's 60 percent review checklist.
b. Prepare and submit a draft special provisions write-up for items not covered in the boilerplate. This includes:
   i. Coordinate with the City to develop a list of, or draft of, special provisions that modify or supplement the Standard Specifications for Construction to communicate project specific needs during construction operations
   ii. Replace, modify, or supplement existing sections in MnDOT Standard Specifications for Construction based on project need
   iii. Provide a list to the City for incorporate of all requirements that are not included in Standard Specifications for Construction
   iv. Discuss modifications needed with City prior to modifying Division 1 and/or Division 3 of the Standard Specifications for Construction with Special Provisions
c. Develop a project cost estimate incorporating all major contract items. Cost estimate will include a reasonable contingency allowance.
d. Identify preliminary contract time details to identify construction timeframes, citywide coordination, and timing. Contract time details will be used to identify needs for later stage special provision information.

4.3.2. Deliverables:

a. 60 percent design package
b. Draft special provisions write-up for time and traffic
c. Draft cost estimate including all major pay items at a minimum and expected contingencies
d. Preliminary contract time estimation

4.4. Conduct 60 Percent Plan Review

4.4.1. The Contractor will host a Bluebeam Studio session to distribute the plans to City staff for comment and provide the comments to the Contractor.

4.4.2. Deliverables:

a. Summary of review comments and response documentation

4.5. Prepare 90 Percent Plans

4.5.1. The Contractor will prepare and deliver the 90 percent design package, which must incorporate comments from the 60 percent plans and include:

a. Full construction plan set
b. Final construction cost estimate
c. Any Division S special provisions required solely for this project

4.5.2. Deliverables:

a. 90 percent design package
b. Full construction plan set of original, signed, reproducible plans
c. Final construction cost estimate with the cost participation breakdown
d. Specific Division S Special provisions to this project
e. Final Contract Time determination and special provisions

4.6. District Review of 90 Percent Plans

4.6.1. The Contractor will host a Bluebeam Studio session to distribute the plans to City staff for comment and provide the comments to the Contractor.

4.6.2. Deliverables:

a. Summary of review comments and responses
b. Access to 90 percent plans with markups to indicate that all comments have been resolved

4.7. Prepare Final Bid Package

4.7.1. The Contractor will assist in the preparation of and delivery of the final bid package, which must incorporate the 90 percent comments and include:

a. Full construction plan set with review comments addressed
b. Final construction cost estimate
c. Division S special provisions

4.7.2. Deliverables:

a. Final construction cost estimate with the cost participation breakdown

4.8. Prepare Special Provisions

4.8.1. The Contractor will:

a. Assist the City in compilation of a final special provisions document based on project need and City input from Draft Special Provision review and coordination. This will include all special provision divisions prepared as part of the project.

5. Project Bidding

5.1. Bidding

5.1.1. The City uses electronic bidding (QuestCDN) for posting Project Manual and acceptance of required project documents and bids from potential construction contractors.

5.1.2. The Contractor will assist the City in setting up and posting all applicable project bidding information required by State statute.

5.1.3. The Contractor will help prepare and post all necessary public notices prior to, and during, the project advertisement.

5.2. Create Plan Addenda and Clarifications

5.2.1. The Contractor will help the City prepare addenda to construction plans as directed by the City based on questions during project bidding.

5.2.2. Question responses that do not require addenda or changes to project documents will be posted as project clarifications and distributed to all plan holders.

5.2.3. Deliverables:

a. Any updated items for the bidding design package as it relates to this project
b. Project clarifications as necessary as they relate to this project

5.3. Bid Opening

5.3.1. The Contractor will be available and present to open bids electronically. Bid opening will be at City Hall. City's Project Manager, or applicable delegate, must be present for the bid opening.

6. Design Survey

6.1. File Format

6.1.1. Deliverable format for survey data will be an ASCII file in State format using linework and comment coding for inclusion into AutoCAD files, using the current versions of AutoCAD.

6.2. Standards and Guidance

6.2.1. Survey work must meet best management practices (BMPs) for surveying.

6.2.2. All work shall be completed using the Dakota County Coordinate System North American Datum (NAD) 83, 1986 adjustment and North American Vertical Datum (NAVD) 88 vertical datum.

6.3. Items Provided by the City

a. Known drainage infrastructure information within project area (note: drainage structure information may not be all inclusive).
b. Horizontal and vertical datum requirements.
c. Apparent high-water information or requirements when available.

6.4. Conduct Topography

6.4.1. The Contractor will:

a. The Contractor will send out a mass mailing to notify landowners of survey intention.
b. Prepare a topo survey work plan and schedule for all survey activities and will review work progress with the City at scheduled PMT meetings.
c. Collect survey data necessary to complete design and provide information necessary for construction field work.

6.4.2. Deliverables:

a. Topo survey work plan and project schedule
b. ASCII file with all survey data, including header Information containing horizontal and vertical datum
c. Field shots imported into a AutoCAD
d. Survey report

7. Construction Phase Services

7.1. General

7.1.1. Construction Phase Services will be broken out by specific projects listed in this Contract. Each project requires the identification of individual administrative costs as identified in Exhibit B.

7.2. Construction Administration

7.2.1. This task involves serving as the primary contact for all on-site questions and coordination and receiving and reviewing all required submittal packages necessary to construct the project.

7.2.2. The Contractor will:

a. Attend the pre-construction meeting with the construction contractor and City staff.

b. Prepare conformed contract documents and coordinate execution with construction contractor and City staff.

c. Provide frequent status updates to City Project Manager. Updates will be a minimum of every two weeks and will cover construction status, project issues, potential project risks, construction schedule updates.

d. Prepare pay vouchers/invoices for processing by City staff.

e. Help the City prepare and manage contract changes including final close-out change orders. This includes providing supporting documentation on the validity of contract changes. Contractor will notify and involve City staff as appropriate.

f. Identify need for construction observation services through ongoing coordination with construction contractor and City staff.

g. The Contractor may assume up to **40 hours** of Administrative hours relating to construction support.

7.3. Construction Observation

7.3.1. This task involves providing construction observation services for all aspects of road construction.

7.3.2. The Contractor will:

a. Provide a construction observer based on project needs to monitor construction activities at each site as required.
b. Document construction contractor progress, activities, and project conditions. Maintain a daily diary documenting weather conditions, construction personnel on-site, hours worked, construction equipment used, activities performed that day, and any field decisions made.
c. Coordinate with Contractor to provide information, updates, issues, etc. for status updates and decision making.

7.4. Construction and Assessment Hearing Informational Meetings

7.4.1. This task involves preparing for and attending an overall projects construction informational meeting and assessment hearing information meeting with the general public.

7.4.2. The Contractor will:

a. Provide up to two (2) project representatives at both informational meetings
b. Provide materials for each informational meeting including sign-in sheet, comment form, and up to fifteen (15) information boards. Information boards are generally assumed to be generated from feasibility materials and reuse board information from the public hearing open house meeting.

c. Prepare a meeting summary for City staff use after each informational meeting.

Exhibit B: Progress Report Form

For Invoice No.: ________________

City Contract No.: 23-27_IGHMSA_E_WO_05 Billing Period: from __________ to __________
City Finance ID:

Contract Notice to Proceed Date: **October 9, 2023**
Contract Expiration Date: **December 31, 2025**

From: Kimley-Horn and Associates, Inc.
767 Eustis Street, Suite 100
St. Paul, MN 55114
Contractor Project No. XXXXXXX

Project 2024-09G (South Grove Area 7)

Notes	Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
	Project Management	$29,110			
	Utility Coordination	$6,410			
	Roadway Design & Div S	$101,205			
	Project Bidding	$5,990			
(1)	**Design Survey**	$2,145			
	Construction Phase Services	$190,240			
	Subtotal	$335,100			
	Total				

(1) Budget prorated for 2024-09G at 39% and remaining 2024 PMI projects at 61%.

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Contractor's Project Manager Date

ATTACHMENT 1 2024 Pavement Management Initiative - CP 2024-09G Design and Construction Support Services Fee Proposal and Assumptions		Project/Client Manager	Task Lead/Project Engineer	Graduate Engineer/Designer	Admin	Construction Observer	Gorman Surveying (Construction Staking Sub-Consultant)	Total Hours	Expenses	Total Estimated Fees
TASK 1	**PROJECT OVERVIEW**									
1.1. General Statement of Scope of Work	- Effort included in Task 2									
1.2 Project Background	- Effort included in Task 2									
1.3 Project Deliverables	- Effort included in Task 2							0		$0
	Subtotal	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**$ -**	**$0**
TASK 2	**PROJECT MANAGEMENT**									
2.1 Project Coordination and Administration	- Assumes monthly invoicing between October 2023 - December 2024	32			18			50		$8,540
2.2 Project Meetings	- Up to two (2) KH staff members as needed will attend weekly meetings with City project manager/team - Assumes up to eighteen (18) weekly PMT meetings will occur during the design phase only (October 2023 - January 2024)	54	56	4				114		$20,570
	Subtotal	**86**	**56**	**4**	**18**	**0**	**0**	**164**	**$ -**	**$29,110**
TASK 3	**UTILITY COORDINATION**									
3.1. Standards and Guidance	- No effort assumed for this task									
3.2 Items Provided by the City	- No effort assumed for this task									
3.3 Conduct Utility Design Meeting	- Up to one (1) combined utility coordination meeting will be held for the South Grove and City led project areas	2	2	6				10		$1,540
3.4 Obtain and Review Utility Relocation Plans, Schedules, Estimate and Permit Applications by Utility Company	- Assumes email coordination with affected utility owners will be used as the basis of communications		1	3				4		$565
3.5 Prepare and Send GSOC Utility Verification Letters	- One (1) combined letter will be sent to each utility owner for the Inver Grove Trail and South Grove project areas		1	3				4		$565
3.6 Verification Letter Responses		1	1	3				5		$770
3.7 Prepare and Send Draft Utility Notice & Orders	- City staff will send notice and orders and KH to provide support for project specific information	2	2					4		$730
3.8 Utility Coordination Follow Up	- One (1) spreadsheet tracking communications with utility owners on the project will be created		1	4				5		$700
3.9 Utility Design Change Meeting	- Up to one (1) combined utility coordination meeting will be held for the South Grove and City led project areas	2	2	6				10		$1,540
3.10 Reimbursement and Utility Agreements	- No effort assumed for this task									
3.11 Utility Information in Contract Documents	- No effort assumed for this task									
	Subtotal	**7**	**10**	**25**	**0**	**0**	**0**	**42**	**$ -**	**$6,410**
TASK 4	**ROADWAY DESIGN PLANS AND DIVISION S SPECIAL PROVISIONS**									
4.1 File Format	- No effort assumed for this task									
4.2 Standards and Guidance	- No effort assumed for this task									
4.3 Items Provided by the City	- No effort assumed for this task									
4.4 Prepare 60 Percent plans	- Effort included in Task 4.6									
4.5 Conduct 60 Percent Plan Review	- Includes preparation of a comment response letter	2	4	8				14		$2,130
4.6 Prepare 90 Percent Plans	- Assumes Inver Grove Trail and South Grove project areas will be separate plan sets - Assumes 50 scale plan sheets	49	163	392	4			608	$1,000	$89,485
4.7 District Review of 90 Percent Plans	- Includes preparation of a comment response letter	4	8	16				28		$4,260
4.8 Prepare Final Bid Package		2	2	8				12		$1,810
4.9 Prepare Special Provisions	- Task includes finalizing special provisions	2	4	6	6			18		$2,520
	Subtotal	**59**	**181**	**430**	**10**	**0**	**0**	**680**	**$ 1,000**	**$100,205**

ATTACHMENT 1 2024 Pavement Management Initiative - CP 2024-09G Design and Construction Support Services Fee Proposal and Assumptions		Project/Client Manager	Task Lead/Project Engineer	Graduate Engineer/Designer	Admin	Construction Observer	Gorman Surveying (Construction Staking Sub-Consultant)	Total Hours	Expenses	Total Estimated Fees
TASK 5	**PROJECT BIDDING**									
5.1 Bidding	- Assumes bidding will be conducted via the City's QuestCDN site	4	6	18				28		$4,210
5.2 Create Plan Addenda and Clarifications	- Effort included in task 5.1 - Assumes up to one (1) addenda for each project area									
5.3 Bid Opening	- Includes preparation of bid tabulation and summary letter for the South Grove and City led projects combined	4	6					10		$1,780
	Subtotal	**8**	**12**	**18**	**0**	**0**	**0**	**38**	**$ -**	**$5,990**
TASK 6	**DESIGN SURVEY**									
6.1 File Format	- No effort assumed for this task									
6.2 Standards and Guidance	- No effort assumed for this task									
6.3 Items Provided by the City	- No effort assumed for this task									
6.4 Conduct Topography	- Topographic survey work completed by sub-consultant is covered under feasibility contract - Task includes time to process survey, prepare overall topo CAD basefile, and package information to City	1	4	8	2			15		$2,145
	Subtotal	**1**	**4**	**8**	**2**	**0**	**0**	**15**	**$ -**	**$2,145**
TASK 7	**CONSTRUCTION PHASE SERVICES**									
7.1 General	- No effort assumed for this task									
7.2 Construction Administration	- Up to forty (40) hours of engineering support are included and assumed to consist of attendance at the pre-construction meeting, coordination and preparation of change orders as necessary in construction, preparation of conformed documents, and answering engineering related RFIs - Does not include attendance at weekly construction meetings and assumes City leads construction administration and is main point of contact for the Contractor	12	28					40		$6,940
7.3 Construction Observation	- Task assumes an average fifty (50) weekly hours of construction observation over a twenty (22) week construction schedule - Task includes punch list preparation and project closeout documents - Task includes preparation of up to six (6) monthly pay estimates and coordination of pay estimates with City staff - Task includes monthly check-in meetings with City staff to check in on construction activities - Expenses include millage with company truck					1100		1100	$5,000	$165,000
7.4 Construction and Assessment Hearing Informational Meetings	- Task assumes up to two (2) KH staff members (if necessary) will prepare for and attend informational meetings for construction and the assessment hearing - Task assumes a meeting summary will be prepared for each meeting - Expenses include production materials for two open house meetings	16	8	12	12	12		60	$4,000	$9,300
	Subtotal	**28**	**36**	**12**	**12**	**1112**	**0**	**1200**	**$ 9,000**	**$181,240**
TOTAL PROJECT HOURS		**189**	**299**	**497**	**42**	**1112**	**0**	**2139**		
Staff Billing Rates (Per Hour)		*$200-$250 per hour*	*$140-$200 per hour*	*$125-$165 per hour*	*$85-$145 per hour*	*$150 per hour*	*$100-$250 per hour*			
TOTAL ESTIMATED PROJECT COST (FEES AND EXPENSES)									**$335,100**	

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Accepting Change Order #1 for City Project No. 2215 – Vista Pines Trail Connections

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting a change order for City Project No. 2215 – Vista Pines Trail Connections.

BACKGROUND

On August 28, 2023, Council adopted a resolution accepting work and authorizing final payment for City Project No. 2215 – Vista Pines Trail Connections. However, given the final invoice from Ramsey Companies came in $888.60 under budget, there was a required change order needed for auditing and budget tracking purposes which was not included in the original request. The requested change order is administrative clean up to balance the value of the work satisfactorily completed and total payments made to the contractor.

FISCAL IMPACT

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting change order #1 for City Project No. 2215 – Vista Pines Trail Connections.

ATTACHMENTS

1. Resolution - Accepting Change Order 1 - Project. No. 2215 - Vista Pines Trail Connections
2. Vista Pines Change Order No. 1 - signed 10.09.2023
3. Report of Final Acceptance 10.03.2023

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION ACCEPTING CHANGE ORDER #1 WITH RAMSEY COMPANIES IN THE AMOUNT OF $888.60.

CITY PROJECT NO. 2215 – VISTA PINES TRAIL CONNECTIONS

RESOLUTION NO. __________

WHEREAS, On August 28, 2023, Council accepted the resolution accepting work and authorizing final payment for City Project No. 2215 – Vista Pines Trail Connections. However, given the contract with Ramsey Companies came $888.60 under budget, there was a required change order needed for auditing and budget tracking purposes which was not included in the original request.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA THAT: accepts change order #1 for City Project No. 2215 – Vista Pines Trail Connections for the purpose to balance the value of the work satisfactorily completed and total payments made to the contractor.

Adopted by the City Council of the City of Inver Grove Heights this 9 day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CHANGE ORDER NO. 1

CITY PROJECT NO. 2215 – Vista Pines Trail Connections

Owner: City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance: September 25, 2023
Contractor: Ramsey Companies 8297 Brooklyn Blvd Minneapolis, MN 55445	Engineer: Kimley-Horn and Associates

PURPOSE OF CHANGE ORDER:

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

Total Value of Work Completed to Date	$120,436.30
Contract Amount to Date	$121,324.90
Final Compensating Change Order Amount	**($888.60)**

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Proposed Contract Price: $121,324.90	Original Contract Time: Final Completion Date: June 16, 2023
Previous Change Orders $0.00	Net Change from Previous Change Orders None
Contract Price Prior to this Change Order $121,324.90	Contract Time Prior to this Change Order: None
Net Increase (Decrease) of this Change Order ($888.60)	Net Increase (Decrease) of Change Order None
Contract Price with all Approved Change Orders $120,436.30	Contract Time with Approved Change None
Recommended By: Luke Moren Luke Moren, Project Engineer	Approved By: MATT THOMPSON Ramsey Companies

Approved By:

Adam Lares, Parks and Recreation Director

Approved By:

Brenda Dietrich, Mayor

Date of Council Action:

September 25, 2023

Vista Pines Change Order No. 1

Final Audit Report 2023-09-13

Created:	2023-09-13
By:	Diana Eide (diana.eide@ramseyco.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAeUBrvjrGyYxte3M4hNscSAnPmTnKtkCh

"Vista Pines Change Order No. 1" History

Document created by Diana Eide (diana.eide@ramseyco.com)
2023-09-13 - 2:20:52 PM GMT- IP address: 96.87.158.2

Document emailed to Matt Thompson (matt.thompson@ramseyco.com) for signature
2023-09-13 - 2:21:12 PM GMT

Email viewed by Matt Thompson (matt.thompson@ramseyco.com)
2023-09-13 - 2:23:50 PM GMT- IP address: 96.87.158.2

Document e-signed by Matt Thompson (matt.thompson@ramseyco.com)
Signature Date: 2023-09-13 - 2:23:59 PM GMT - Time Source: server- IP address: 96.87.158.2

Agreement completed.
2023-09-13 - 2:23:59 PM GMT

City of Inver Grove Heights
Dakota County, Minnesota

Report of Final Acceptance

CITY PROJECT NO. 2215 – Vista Pines Trail Connections

October 9, 2023

TO THE CITY COUNCIL
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that all work has been received under the contract with Ramsey Companies for City Project 2215. The work consisted of two trail new trail connections to Vista Pines Park from County Road 63 (Argenta Trail).

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

Final payment was approved to the contractor at the August 28, 2023 Council meeting. It is recommended that the final compensating change order no. 1 be approved to balance the work satisfactorily completed.

ORIGINAL CONTRACT PRICE	$121,324.90
CHANGE ORDER NO. 1	($888.60)
FINAL CONTRACT AMOUNT AND VALUE OF WORK	$120,436.30
BALANCE DUE	$0

Sincerely,

Adam Lares

Adam Lares
Parks and Recreation Director

Agenda Item 4.K.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Purchase of Encrypted Radios for the Fire Department

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED
The Council is asked to authorize the purchase of twelve encrypted radios and microphones and ten chargers for the Fire Department, at a cost of $76,783.80.

BACKGROUND
In September 2023, Dakota 911 encrypted the main police communication channels in Dakota County. When that happened, fire departments without encrypted radios no longer had access to any communications on those main channels. When the IGH FD has been dispatched to various calls, crews have regularly monitored the police main channel for immediate updates on what is happening. This would include important information Dakota 911 provides to police officers enroute and updates provided by officers back to Dakota 911, once they arrive on scene. Types of communications might include things such as medical updates on patients, specific location and direction of travel for an incident on a roadway, weather travel conditions, best access point to enter the freeway, structure fires, coordinated response to an armed assailant, entrapment or types of injuries for crashes, any hazards/dangers associated with a call, information during large emergency events as they unfold, and many others. While the Fire Department would eventually receive these updates without encrypted radios, that process is for the police dispatcher and officer enroute to talk to each other on the police main channel. The police dispatcher then needs to push all important information to the fire dispatcher, who then contacts the responding fire unit. While there are times when cycling through the different dispatchers may be short, it can be much longer when either or both dispatchers are busy.

A large majority of the Fire Department's current radios were purchased with a grant 15 years ago when technology was very different. None have the ability to be encrypted. Without newer encrypted radios, now that Dakota 911 has made this switch, the Fire Department no longer has access to any police communications on that main channel. This can result in delayed response to an incident or create unsafe conditions for firefighters if they are unknowingly walking into a hazardous or dangerous situation.

In January 2023, the Council authorized staff to submit an application for a $557,751.30 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant for the purchase of portable radios and chargers, base stations, mobile radios and other associated equipment. Unfortunately, IGH Fire was not selected to receive a grant award.

The Fire Department is therefore requesting authorization to purchase 12 encrypted portable radios with microphones and 10 chargers at this time. These will be issued to each of the 6 officers, and added to the officer positions on 3 engines, 1 ladder, 1 tender, and 1 rescue truck. The quote from Ancom Communications, which is on the Minnesota State Contract for purchasing, is $76,783.80.

FISCAL IMPACT

Funds to pay for this purchase are proposed to come from two sources and be split as follows: $12,170.50 from the Public Safety Small Equipment Fund and the remaining $64,613.30 from the one-time Public Safety Aid the City will be receiving from the State.

RECOMMENDATION

Staff recommends approval of the purchase.

ATTACHMENTS

1. Resolution Authorizing Purchase of Encrypted Radios (Oct 9 2023)

CITY of INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.________

RESOLUTION APPROVING THE PURCHASE OF ENCRYPTED RADIOS FOR THE FIRE DEPARTMENT

WHEREAS, Dakota 911 encrypted all Dakota County police main radio channels in the county in September of 2023; and

WHEREAS, there are no Inver Grove Heights Fire Department radios that have encryption capability, which means there is no longer the ability for communication between police and fire on the police main channel; and

WHEREAS, it is important for the Fire Department to have the ability for communications on the police main channel for firefighter safety and response; and

WHEREAS, the Fire Department seeks to purchase 12 encrypted radios and microphones and 10 chargers at the cost of $76,783.80 from Ancom Communications, who is on the State of Minnesota vendor list, which will provide enough radios for basic communication at this time; and

WHEREAS, this purchase will be funded with $12,170.50 from the Fire Department account within the Public Safety Small Equipment Fund and $64,613.30 from the one-time Public Safety Aid appropriated to the City by the State during the 2023 Legislative Session;

NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, does hereby authorize the purchase of 12 encrypted radios and microphones and 10 chargers at the cost of $76,783.80 from Ancom Communications.

BE IT FURTHER RESOLVED, that the City Council hereby amends the Fire Department account within the Public Safety Small Equipment Fund to reflect revenue of $64,613.30 from the one-time Public Safety Aid provided by the State of Minnesota and to reflect the expenditure of $76,783.80 for the items described above.

Adopted this 9th day of October 2023 by the City Council of the City of Inver Grove Heights, Minnesota.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.L.

Request for Council Action

SUBJECT: Approval of Replacement Non-DOT Drug and Alcohol Testing Policy

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to approve a replacement policy for the City's Non-DOT Drug and Alcohol Testing Policy.

BACKGROUND

On August 1, 2023, the State passed a law legalizing adult-use products for recreational purposes. Prior to this, there had been no substantive law changes that would have affected the City's employment practices related to this. Consequently, the City's existing Drug and Alcohol Testing Policy had not been updated for many years. Like most other Minnesota cities, the existing policy included pre-employment testing for controlled substances, including cannabis products. As this new law allows for the use of recreational cannabis products, however, it also places new regulations on employers regarding pre-employment testing and other protocols that created the need for a policy update.

For example, the new law prohibits an employer from refusing to hire an applicant simply because of a positive cannabis drug test. There are exceptions, however, for positions where testing and denial of a job offer is allowed or required under applicable federal or state law. These include positions in law enforcement, firefighting, and safety sensitive positions such as those requiring a Commercial Driver's License (CDL). Further, positions within the City that require a CDL (e.g., for snowplow and heavy equipment operation) continue to be subject to the City's separate Department of Transportation (DOT) Drug and Alcohol Testing Policy. Additionally, the proposed policy will have no affect on the City's other existing pre-employment practices, such as the requirement that all employees and volunteers undergo a pre-employment criminal history background check.

While employers' pre-employment practices are governed by the new law, the Minnesota Drug and Alcohol Testing in the Workplace Act (DATWA) provides some insurance, in that it allows employers to prohibit employees from using, possessing, and being under the influence while at work. Employers may conduct reasonable suspicion testing as outlined under the law, as well as to continue to conduct random drug testing under a DOT Drug and Alcohol Testing Policy.

The attached Non-DOT Drug and Alcohol Testing Policy is meant to incorporate the new laws and replace the existing policy. It has been written using model language from the League of Minnesota Cities, modified to meet the needs of the City of Inver Grove Heights, and reviewed by the City's employment attorney. As a stand-alone policy, it is separate from the City's Personnel Policies and does not require multiple readings prior to approval.

If approved, its adoption will need to go through a few additional steps prior to city-wide implementation. Drug and alcohol testing is included in the articles of all City Collective Bargaining Agreements (CBAs). Therefore, if approved, the policy will be distributed and become effective immediately for non-union employees, and handled as outlined in the City's union contracts/CBAs as noted below:

Non-Union	**Overview**
All non-union employees	Changes effective immediately upon distribution of new policy
Union – Article Number	**Overview**
AFSCME – Article 28.1	Changes will be negotiated unless required by law
IAFF – Article 26.1	Union will be notified of changes
IUOE – Article 34	Union will abide by City policy (most positions under DOT policy)
LELS Commanders & Lieutenants – Article 24.1	Changes will be negotiated unless required by law
LELS Patrol – Article 29.1	Union will abide by City policy
LELS Sergeants – Article 27.1	Changes will be negotiated unless required by law

Based on a review of the CBA articles covering Drug and Alcohol Testing, if approved, the City would seek adoption of the new policy via a Memorandum of Understanding with the AFSCME, LELS Commanders & Lieutenants, and LELS Sergeants collective bargaining groups. All other groups will be notified of and immediately responsible for compliance with the new policy. Upon conditional offer of employment, candidates will receive a copy of the policy along with the pre-employment paperwork. The policy will also be posted on the internal Human Resources SharePoint page for existing employees.

FISCAL IMPACT

The adoption of this policy will have no bearing on the City's budget.

RECOMMENDATION

Staff recommends approval of the replacement Non-DOT Drug and Alcohol Testing Policy as attached.

ATTACHMENTS

1. City of I.G.H. Non-DOT Drug Alcohol and Cannabis Testing Policy

City of Inver Grove Heights, Minnesota
Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT)

[Non-DOT Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act]

Purpose and Objectives

The city of **Inver Grove Heights** ("city") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The city of Inver Grove Heights does not intend to intrude into the private lives of its employees, but strongly believes that a drug, alcohol and cannabis-free workplace is in the best interest of employees and the public alike. Alcohol, drug, and cannabis abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of city property. The city of Inver Grove Heights's Drug, Alcohol and Cannabis Testing (Non-DOT) policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the city's Policy on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the city, including public safety positions (e.g., law enforcement and firefighting), must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement." A job applicant will also acknowledge in this form that they understand that passing the drug test is a requirement of the job.

Persons Subject to Testing and Circumstances Under Which Testing May Be Required

Under this policy, the city may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minn. Stat. § 181.953, subd. 1.

(1) Pre-Employment Testing:

Every job applicant offered employment with the city receives the offer conditioned upon successful completion of drug test, and/or an alcohol or cannabis test, if applicable, among other conditions. The city will not request or require a job applicant to undergo cannabis testing related to "lawful consumable products" pursuant to Minn. Stat. § 181.938, including alcohol, cannabis, lower-potency hemp edibles, and hemp-derived consumer products, except with respect to the categories of positions listed below in the definition of "Drug" or if otherwise required by state or federal law. If the job offer is withdrawn based drug test results, the city will inform the applicant of the reasons for the withdrawal. A failure of the drug or other applicable test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

Temporary and seasonal employees are not subject to this policy except for those designated by the hiring department as safety-sensitive positions.

(2) Reasonable Suspicion Testing:
Consistent with Minn. Stat. § 181.951, subd. 5, employees will be subject to alcohol and/or drug testing, including cannabis testing, when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol, drugs or cannabis; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs, alcohol, or cannabis, while working, while on city property, or while operating city vehicles, machinery or any other type of equipment; or
- Has sustained a personal injury as defined in Minn. Stat. § 176.011, subd. 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol, drugs or cannabis or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the city's policies concerning alcohol, drugs or cannabis may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all city employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify Human Resources or the City Administrator of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

(3) Treatment Program Testing:
In accordance with Minn. Stat. § 181.951, subd. 6, the city may request or require an employee to undergo drug, alcohol or cannabis testing, if the employee has been referred by the city for chemical dependency treatment or evaluation or is participating in a chemical dependency

treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

(4) Routine Physical Examination Testing:

The city may request or require an employee to undergo drug and/or alcohol testing—but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by state of federal law–as part of a routine physical examination. The city, in accordance with Minn. Stat. § 181.951, subd. 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.

(5) Random Testing:

In accordance with Minn. Stat. § 181.951, subd. 4, the city may require an employee to submit to random drug, alcohol, and cannabis testing, if the employee is in a safety-sensitive position.

Right of Refusal:

Employees and job applicants have the right to refuse to submit to an alcohol, drug, or cannabis test under this policy. However, such a refusal will subject an employee to immediate termination.

If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug alcohol or cannabis test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant, the job offer will be immediately withdrawn.

Refusal on Religious Grounds:

An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing, including cannabis testing, of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug, alcohol, or cannabis testing of a urine sample.

Cost of Required Testing:

The city will pay for the cost of all drug, alcohol or cannabis testing, requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

Prohibition against Drugs and Alcohol

Use and Possession of Alcohol or Drug(s):
Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia, while on duty; while on city premises; while operating any city vehicle, machinery, or equipment; or when performing any city business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products (e.g., hash oils, edibles or beverages containing cannabinoids, or pills) on the worksite by a person working as an employee at the city or while "**on call**" and subject to return to work.

Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of an employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug, alcohol and cannabis testing policy.

Employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

While Impaired by Alcohol, Drugs or Cannabis:
Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; while on the city's premises; while operating any city vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter drug used as intended by the manufacturer.

Driving While Impaired:
A conviction of driving while impaired in a city-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting city business, may result in discipline, up to and including discharge.

Criminal Drug Convictions:
Any employee convicted of any criminal drug statute must notify his or her supervisor and the city's Human Resources Manager or City Administrator in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a drug-related conviction, the city will take appropriate personnel action against the employee up

to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the city is receiving federal grants or contracts of over $25,000, the city will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Failure to Disclose Lawful Drugs:
Employees taking a lawful drug, including prescription and over-the-counter drugs or cannabis, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

Review and Notification of Test Results

Notification of Negative Test Results:
In the case of job applicants and in accordance with Minn. Stat. § 181.953, Human Resources will notify a job applicant of a negative drug result within three days of receipt of result by the city, and the hiring process will resume. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from Human Resources.
In the case of current employees and in accordance with Minn. Stat. § 181.953, Human Resources will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the city. A "Negative Test Results Notification" form will be sent to the employee, and they may request a copy of the test result report from Human Resources.

Notification of Positive Test Results:
In the event of a confirmed positive blood or urine alcohol drug, or cannabis test result, the city will notify the employee of a positive result within three days of receipt of the result. Human Resources will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact Human Resources to request a copy of the test result report if desired. In accordance with Minn. Stat. § 181.953, subd. 3, a laboratory must report results to the city within three working days of the confirmatory test result.

Right to Provide Information after Receiving Test Results:
Within three working days after notice of a positive drug, alcohol, or cannabis test result on a confirmatory test, the employee or job applicant may submit information to the city to explain the positive result. In accordance with Minn. Stat. § 181.953, subd. 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the city will not take an adverse employment action based on that information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

Right to Confirmatory Retest:
A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the city in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the city will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minn. Stat. § 181.953, subd. 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same drug and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the city's job offer will be reinstated, and the city will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the city will reimburse the employee for the actual cost of the confirmatory retest.

Access to Reports:
In accordance with Minn. Stat. § 181.953, subd. 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

Dilute Specimens:
A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

Consequences for Employees Engaging in Prohibited Conduct

Job Applicants:
The city's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

Employees:

- No Adverse Action without Confirmatory Test. The city will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.
- Suspension Pending Test Result. The city may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the city believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public.
  The employee will be asked to return home and will be provided appropriate arrangements for return transportation to his or her residence. In accordance with Minn. Stat. § 181.953, subd. 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

Discipline and Discharge:
Confirmatory Positive Test Result:
The city will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

- The city has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the city after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and
- The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

Other Misconduct:
Nothing in this policy limits the right of the city to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other city personnel policies.

Emergency Call Back to Work Provisions:
If an employee is called out for a city emergency and he or she reports to work and is suspected of being under the influence of drugs, alcohol, or cannabis he or she will not be subject to the testing procedures of this policy but will not be allowed to work. Appropriate arrangements for

return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol, drugs or cannabis and who is called out for a city emergency, to notify his or her supervisor of this information and advise if they are unable to respond to the emergency call back.

Non-Discrimination

The city of Inver Grove Heights policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minn. Stat., Ch. 363, disability does not include conditions resulting from alcohol or other drug or cannabis abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property of the safety of individuals.

Furthermore, the city will not retaliate against any employee for asserting his or her rights under this policy.

City's Employee Assistance Program

The city has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The city's EAP provides confidential, cost-free, short-term counseling to employees and their families. Employees who may have an alcohol, cannabis, or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting the Sand Creek Group EAP via phone at 1-888-243-5744 or online at mylifeexpert.com (company code: Invergrove).

Policy Contact for Additional Information

If you have any questions about this policy or the city's drug, alcohol and cannabis testing procedures, you may contact your immediate supervisor, Human Resources, or the City Administrator to obtain additional information.

By this policy, the city of Inver Grove Heights has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each city employee will receive a copy of this policy and will be required to read it.

Definitions

Alcohol: Means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

Alcohol use or usage: Means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

Applicant: Means a person applying for a job with the city.

Cannabis: Means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products.
Cannabis testing: Mean analysis of a body component sample according to the standards established under one of the programs listed in Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

City: Means the city of Inver Grove Heights.

City premises: Means, but is not limited to, all city job sites and work areas. For the purposes of this policy, city premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the city.

City vehicle: Means any vehicle which employees are authorized to use solely for city business when used at any time; or any vehicle owned or leased by the city when used for city business.

Collection site: Means a place designated by the city where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

Confirmatory test: Means a drug, alcohol or cannabis test on a sample to substantiate the results of a prior drug, alcohol test or cannabis on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minn. Stat. § 181.953, subd. 1.

Drug: Includes any "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a "controlled substance" as defined in Minn. Stat. § 152.01, subd. 4. Cannabis and its metabolites are considered a "drug" for positions in the following categories, regardless of the kind of testing involved: safety sensitive positions; peace officer positions; firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver's license or requiring the employee to operate a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

Drug and/or alcohol testing, and drug and/or alcohol test: Mean analysis of a body component sample according to the standards established under one of the programs listed in

Minn. Stat. § 181.953, subd.1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. "Drug and alcohol testing," "drug or alcohol testing," and "drug or alcohol test" do not include cannabis or cannabis testing, unless stated otherwise.

Drug paraphernalia: Has the meaning set forth in Minn. Stat. § 152.01, subd. 18.

Employee: Means a person who performs services for compensation for the city and includes independent contractors except where specifically noted in this policy.

Initial screening test: Means a drug, alcohol, or cannabis test that uses a method of analysis under one of the programs listed in Minn. Stat. § 181.953, subd. 1.
Job applicant: Means a person who applies to become an employee of the city and includes a person who has received a job offer made contingent on the person passing drug testing.

Positive test result: Means a finding of the presence of alcohol, drugs, cannabis or their metabolites that exceeds the cutoff levels established by the city. Minimum threshold detection levels are subject to change as determined in the city's sole discretion.

Random selection basis: Means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

Reasonable suspicion: Means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

Safety-sensitive position: Means a job, including any supervisory or management position, in which an impairment caused by drug, alcohol, and/or cannabis usage would threaten the health or safety of any person.

Under the influence: Means (1) the employee tests positive for alcohol drugs, or cannabis or (2) the employee's actions, appearance, speech, and/or bodily odors reasonably cause the city to conclude that the employee is impaired because of illegal drug use or alcohol use.

ACKNOWEDLEDGEMENT

City of Inver Grove Heights, Minnesota
Drug, Alcohol and Cannabis Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT)

I have read and understand that my employment is contingent upon adherence to this full policy, and that the City of Inver Grove Heights is a drug-free workplace which does not tolerate the use, possession of or being under the influence while performing City work, including using city equipment or driving a vehicle.

_________________________________	____________________________
Name	Date

Agenda Item 4.M.

Request for Council Action

SUBJECT: **Resolutions Denying Rezoning and PUD Development Plan and Resolution Approving Preliminary and Final Plat for 8245 Argenta Trail (proposed Bulk Fluids location)**

MEETING DATE: October 9, 2023
ITEM TYPE: Consent Agenda
CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, denying the requested rezoning, denying the proposed PUD Development Plan, and approving the preliminary and final plat of property located at 8245 Argenta Trail.

BACKGROUND

At its September 25 meeting, the City Council voted to deny an application for a Comprehensive Plan Amendment to reguide a portion of the property located at 8245 Argenta Trail from Light Industrial to General Industrial. Following this denial of the requested comprehensive plan amendment, the remaining land use applications, which include applications for rezoning, Preliminary and Final PUD Development Plan, and Preliminary and Final Plat approval for the plat of Floerke Forest were continued to the October 9 Council meeting, pending further discussion with the applicant regarding potential withdrawal of the applications.

A written request to withdraw those applications has not yet been received by the City, and as a result, the City must take formal action on the following pending land use applications:

1. A request to rezone a portion of the property from Limited Industry District (I-1) to General Industry District (I-2).
2. A request for a Preliminary and Final Planned Unit Development (PUD) for a 5,600 square foot manufacturing building with outdoor storage tanks.
3. A request for a Preliminary and Final Plat for the plat of Floerke Forest.

Based on the Council's previous denial of the requested comprehensive plan amendment, the applications for rezoning and preliminary and final PUD are recommended for denial as inconsistent with the existing comprehensive plan (and not permitted if the rezoning application is denied).

The Preliminary and Final Plat applications are recommended for approval based on their compliance with existing City Code criteria for approval of a plat. There are no grounds for the Council to deny the request to create the lot. However, all this does is create the proposed lot. It does not give Bulk Fluids the ability to build or operate on the site with the proposed tanks that were the subject of concern.

FISCAL IMPACT
N/A

RECOMMENDATION
Staff recommends adoption of the three attached Resolutions.

ATTACHMENTS
1. Resolution Denying Requested Rezoning
2. Resolution Denying Preliminary and Final PUD
3. Resolution Approving Preliminary and Final Plat
4. Final Plat Drawing

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ______

RESOLUTION DENYING A REZONING OF A PORTION OF LOT 1, BLOCK 1, INVER HILLS MEMORIAL CEMETERY FROM I-1, LIMITED INDUSTRY DISTRICT TO I-2, GENERAL INDUSTRY DISTRICT

CASE NO. 23-29S
(Bulk Fluids)

WHEREAS, an application has been submitted to rezone the property legally described below (the "Property") from I-1, Limited Industry District to I-2, General Industry District for the real property (Property) :

> That part of the South 310 feet of Lot 1, Block 1, INVER HILLS MEMORIAL CEMETERY lying West of a line which is 60 feet West of and parallel with the line described as follows: Commencing at a point at the Southeast corner of the North 150 feet of the West 493 feet of said lot; thence on an assumed bearing of South parallel
> with the West line of said lot 663.13 feet to the point of beginning of the line to be described; thence Southeasterly along a tangential curve concave to the Northeast, radius 220 feet, central angle 48 degrees 12minutes 12 seconds 185.09 feet; thence Southeasterly along a reverse curve concave to the Southwest, radius193.50 feet, central angle 44 degrees 00 minutes 03 seconds 148.60 feet; thence Southerly along a reverse curve concave to the East, radius 379.50 feet, central angle 14 degrees 32 minutes 07 seconds 96.27 feet; thence South 18 degrees 44 minutes 16 seconds East tangent to the last described curve to the Southeasterly line of said Lot 1 and thence terminating.
>
> Said portion of Lot 1, Block 1, Inver Hills Memorial Cemetery is being replatted as Lot 2, Block 1, Floerke Forest.

WHEREAS, an amendment to the City's Zoning Map may be approved by the City Council on an affirmative vote of 3/5ths of the Council;

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the application on August 15, 2023, held a public hearing regarding the application following posted and published notice of the same;

WHEREAS, following a review of the Application, the change to the City's Zoning Map was found by the City Council to be contrary to the development direction for this part of the City and inconsistent with the existing and proposed land uses in the area.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the application to rezone the Propert from I-1, Limited Industry District to I-2, General Industry District is hereby denied based on the following findings of fact:

1. The proposed rezoning is inconsistent with the existing LI, Light Industrial comprehensive plan guiding for the Property.

2. The City's existing zoning map, along with the comprehensive plan, which was adopted relatively recently, represents the best vision for the future land use for the Property and the City at this time.

3. The proposed amendment to the zoning designation would disrupt the land use pattern envisioned by the adopted Plan for this particular area and create a series of impacts on other properties and land uses.

4. The City's circumstances and vision have not changed measurably in any way to support the impact to the Zoning Map that would be effectuated by the proposed amendment.

5. The proposed rezoning would not have a positive impact on the health, safety, and general welfare of the citizens of the community and the surrounding land.

Adopted by the City Council of Inver Grove Heights on this _____day of ____________, 2023.

Ayes:
Nays:

ATTEST:

____
Brenda Dietrich, Mayor

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 23-

A RESOLUTION DENYING A PRELIMINARY AND FINAL PUD DEVELOPMENT PLAN FOR A 5,600 SQUARE FOOT INDUSTRIAL BUILDING AND RELATED IMPROVEMENTS LOCATED ON THE PROPERTY TO BE REPLATTED AS LOT 2, BLOCK 1, FLOERKE FOREST

CASE NO. 23-29S
(Bulk Fluids)

WHEREAS, a preliminary and final PUD development plan application for the construction of a 5,600 square foot industrial building and related improvements (the "Development")has been submitted to the City for property legally described as;

That part of the South 310 feet of Lot 1, Block 1, INVER HILLS MEMORIAL CEMETERY lying West of a line which is 60 feet West of and parallel with the line described as follows: Commencing at a point at the Southeast corner of the North 150 feet of the West 493 feet of said lot; thence on an assumed bearing of South parallel with the West line of said lot 663.13 feet to the point of beginning of the line to be described; thence Southeasterly along a tangential curve concave to the Northeast, radius 220 feet, central angle 48 degrees 12minutes 12 seconds 185.09 feet; thence Southeasterly along a reverse curve concave to the Southwest, radius193.50 feet, central angle 44 degrees 00 minutes 03 seconds 148.60 feet; thence Southerly along a reverse curve concave to the East, radius 379.50 feet, central angle 14 degrees 32 minutes 07 seconds 96.27 feet; thence South 18 degrees 44 minutes 16 seconds East tangent to the last described curve to the Southeasterly line of said Lot 1 and thence terminating.

Said portion of Lot 1, Block 1, Inver Hills Memorial Cemetery is being replatted as Lot 2, Block 1, Floerke Forest.

WHEREAS, a public hearing concerning the preliminary and final PUD development plan was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statues, Section 462.357, Subdivision 3 on August 15, 2023;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Preliminary and final PUD development plan for the planned development of Floerke Forest is hereby denied based on the following findings of fact:

a) The proposed use of manufacturing with outside storage tanks over 1,000 gallons of flammable liquid is only allowed in the I-2 zoning district.

b) City Council denied the request to rezone the property to I-2. Therefore, the proposed use is not allowed on the property which is currently zoned I-1, and the PUD plan to allow the Development with the proposed use identified above cannot be approved as such proposed use would violate the City's zoning ordinance.

Passed this _____ day of ________, 2023.

AYES:
NAYS:

____

Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 23-

A RESOLUTION APPROVING A PRELIMINARY AND FINAL PLAT TO BE KNOWN AS FLOERKE FOREST

CASE NO. 23-29S
(Bulk Fluids)

WHEREAS, a preliminary and final plat application has been submitted to the City for property legally described as;

That part of the South 310 feet of Lot 1, Block 1, INVER HILLS MEMORIAL CEMETERY lying West of a line which is 60 feet West of and parallel with the line described as follows: Commencing at a point at the Southeast corner of the North 150 feet of the West 493 feet of said lot; thence on an assumed bearing of South parallel with the West line of said lot 663.13 feet to the point of beginning of the line to be described; thence Southeasterly along a tangential curve concave to the Northeast, radius 220 feet, central angle 48 degrees 12minutes 12 seconds 185.09 feet; thence Southeasterly along a reverse curve concave to the Southwest, radius193.50 feet, central angle 44 degrees 00 minutes 03 seconds 148.60 feet; thence Southerly along a reverse curve concave to the East, radius 379.50 feet, central angle 14 degrees 32 minutes 07 seconds 96.27 feet; thence South 18 degrees 44 minutes 16 seconds East tangent to the last described curve to the Southeasterly line of said Lot 1 and thence terminating.
And
That part of Lot One, Block One, INVER HILLS MEMORIAL CEMETERY, according to the recorded plot thereof on file in the office of the County Recorder, Dakota County, Minnesota lying north of the following described line: Commencing at the southwest corner of said Lot One (1); thence on an assumed bearing of NORTH, along the west line of said Lot One (1), a distance of 310.00 feet to the point of beginning of the line to be described; thence South 89 degrees 44 minutes 38 seconds East, 600.00 feet and there terminating, lying south of the following described line: Commencing at the southwest corner of said Lot One (1); thence on an assumed bearing of NORTH, along the west line of said Lot One (1), a distance of 502.00 feet to the point of beginning of the line to be described; thence South 89 degrees 44 minutes 38 seconds East, 500.00 feet and there terminating, and lying west of the following described line: Commencing at the northwest corner of said Lot One (1); thence easterly along the north line of said Lot One(1), a distance of 433.00 feet, to the point of beginning of the line to be described; thence on a bearing of South,

parallel with the west line of said Lot One (1), a distance of 810.60 feet; thence southeasterly along a 322.41foot radius tangential curve, concave to the northeast, central angle 36 degrees 56 minutes 12 seconds a distance of 207.85 feet to the aforedescribed 600.00 foot long line which forms the south line of the herein described parcel, and there terminating"

WHEREAS, a public hearing concerning the preliminary plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statues, Section 462.357, Subdivision 3 on August 15, 2023;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Preliminary and Final Plat of Floerke Forest are hereby approved subject to the following conditions:

1. The Plat shall be updated to reflect the current owner of the property.

2. Drainage and utility easements shall be provided on the final plat as required by the Director of Public Works, including any additional required easements for stormwater ponding.

3. Owner and Developer shall enter into a Development Contract in a form and with terms approved by the City Council prior to release of the plat for recording, which shall include park dedication fees consisting of a cash contribution equaling $5,000 per acre for Lot 2.

4. Owner/Developer shall be required to enter into a stormwater facilities maintenance agreement for any on-site stormwater facilities as required by the City Engineer, along with any other related agreements required by the City Code and City Attorney.

5. A 30 foot wide trail easement for a regional county trail shall be conveyed to Dakota County along the western 30 feet of the entire plat. This document shall be recorded with the final plat.

Passed this _____ day of ________, 2023.

AYES:
NAYS:

____

Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

KNOW ALL PERSONS BY THESE PRESENTS: That Floerke Investment L.L.C., a Minnesota limited liability company, fee owners of the following described property:

That part of the South 310 feet of Lot 1, Block 1, INVER HILLS MEMORIAL CEMETERY lying West of a line which is 60 feet West of and parallel with the line described as follows:Commencing at a point at the Southeast corner of the North 150 feet of the West 493 feet of said lot; thence on an assumed bearing of South parallel with the West line of said lot 663.13 feet to the point of beginning of the line to be described; thence Southeasterly along a tangential curve concave to the Northeast, radius 220 feet, central angle 48 degrees 12 minutes 12 seconds 185.09 feet; thence Southeasterly along a reverse curve concave to the Southwest, radius 193.50 feet, central angle 44 degrees 00 minutes 03 seconds 148.60 feet; thence Southerly along a reverse curve concave to the East, radius 379.50 feet, central angle 14 degrees 32 minutes 07 seconds 96.27 feet; thence South 18 degrees 44 minutes 16 seconds East tangent to the last described curve to the Southeasterly line of said Lot 1 and thence terminating.
And
That part of Lot One, Block One, INVER HILLS MEMORIAL CEMETERY, according to the recorded plot thereof on file in the office of the County Recorder, Dakota County, Minnesota lying north of the following described line:
Commencing at the southwest corner of said Lot One (1); thence on an assumed bearing of NORTH, along the west line of said Lot One (1), a distance of 310.00 feet to the point of beginning of the line to be described; thence South 89 degrees 44 minutes 38 seconds East, 600.00 feet and there terminating,
lying south of the following described line:
Commencing at the southwest corner of said Lot One (1); thence on an assumed bearing of NORTH, along the west line of said Lot One (1), a distance of 502.00 feet to the point of beginning of the line to be described; thence South 89 degrees 44 minutes 38 seconds East, 500.00 feet and there terminating,
and lying west of the following described line:
Commencing at the northwest corner of said Lot One (1); thence easterly along the north line of said Lot One (1), a distance of 433.00 feet, to the point of beginning of the line to be described; thence on a bearing of South, parallel with the west line of said Lot One (1), a distance of 810.60 feet; thence southeasterly along a 322.41 foot radius tangential curve, concave to the northeast, central angle 36 degrees 56 minutes 12 seconds a distance of 207.85 feet to the aforedecribed 600.00 foot long line which forms the south line of the herein described parcel, and there terminating.

Has caused the same to be surveyed and platted as FLOERKE FOREST, and does hereby dedicate to the public for public use forever the the easements as shown on this plat for drainage and utility purposes only.

In witness whereof said Floerke Investments, L.L.C., a Minnesota limited liability company, has caused these presents to be signed by it's proper officer this _____ day of ___________________ , 20____.

SIGNED:

____
Robert C. Floerke, President

STATE OF MINNESOTA
COUNTY OF __________

This instrument was acknowledged before me this _______ day of _________________ , 20_______ ,by Robert C. Floerke, President, Floerke Investments, L.L.C., a Minnesota limited liability company, on behalf of the company.

____
(Signature)
____
(Print Notary's Name)
Notary Public, Minnesota
My Commission Expires on 1/31/20____

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

Dated this _______ day of ______________ , 20____

____
Kelly L. Jordan, Land Surveyor
Minnesota Licensed No. 42648

STATE OF MINNESOTA
COUNTY OF CHISAGO

This instrument was acknowledged before me, this ______ day of ______________________________, 20______
by Kelly L. Jordan, a Licensed Land Surveyor.

____

____
Notary Public, Minnesota
My Commission Expires 1/31/20___

PLANNING COMMISSION, INVER GROVE HEIGHTS, MINNESOTA
Approved by the planning Commission of the City of Inver Grove Heights, Minnesota, this ______ day of _____________ , 20______
By: ___________________________________ , Chair

Attest: _________________________________ , Secretary

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

By: ___________________________________ , Mayor

Attest: _________________________________ , City Clerk

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

By: ______________________________________
Todd B. Tollefson, Dakota County Surveyor

COUNTY BOARD, COUNTY OF DAKOTA, STATE OF MINNESOTA
We do hereby certify that on the ______ day of ____________ , 20______ , the Board of Commissioners of Dakota County, Minnesota approve this plat of FLOERKE FOREST, and said plat is in compliance with the provisions of Minnesota Statues, Section 505.03 , Subd. 2, and pursuant to the Dakota County Contiguous Plat Ordinance.

By: ___________________________________
Chair, Dakota County Board

Attest: _________________________________
Dakota County Treasurer - Auditor.

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

By: ___________________________________
Amy K Koethe, Director
Department of Property Taxation and Records

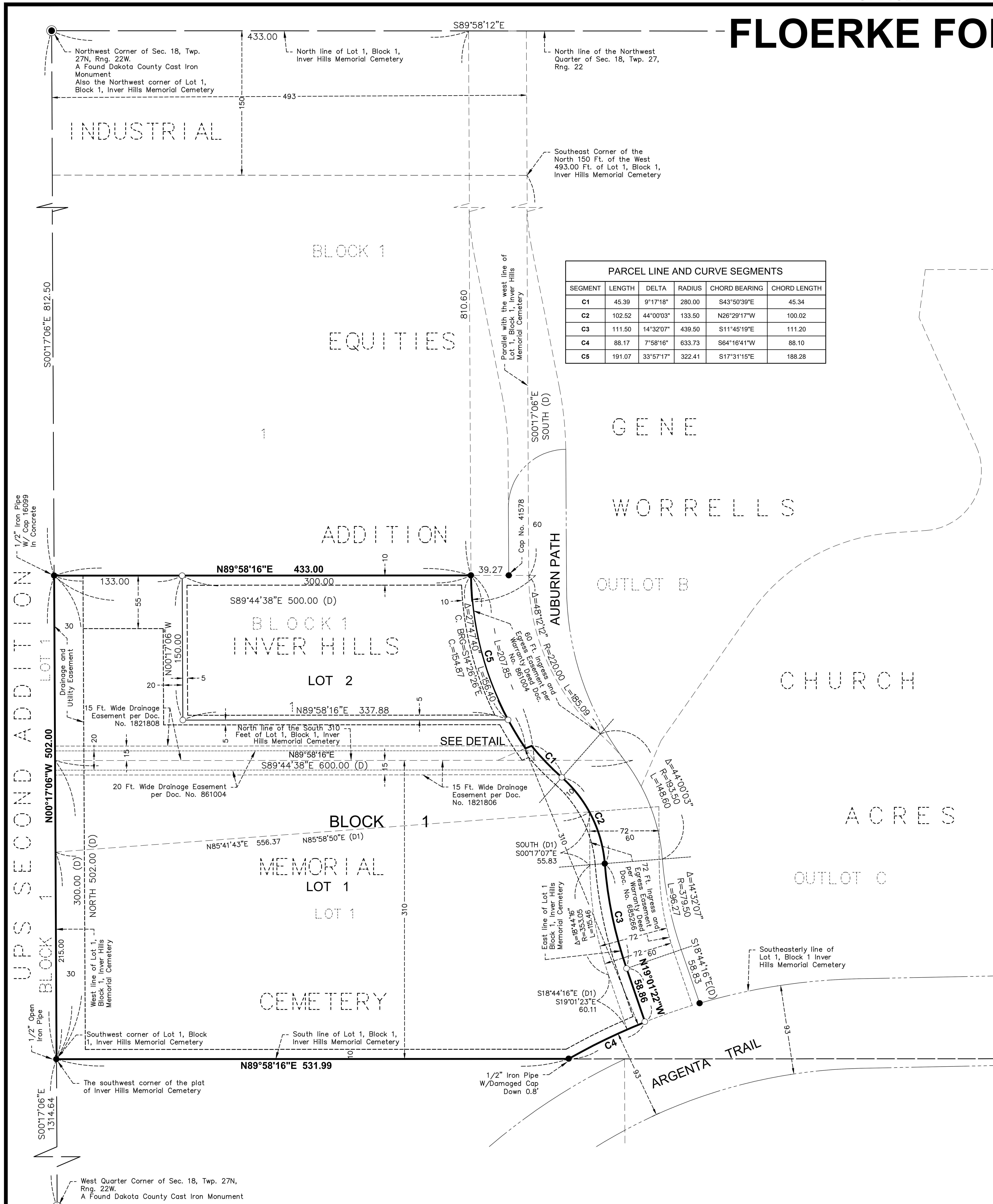
COUNTY RECORDER, COUNTY OF DAKOTA, STATE OF MINNESOTA
I hereby certify that this plat FLOEKRE FOREST was filed in the office of the County Recorder for public record on this _______ day of _______________ , 20_______ , at ________ o'clock ___ .M. and was duly filed in Book ________ of Plats, page ______ as Document No. ________________

By: ___________________________________
Amy A. Koethe, County Recorder

WIDSETH
ARCHITECTS ▪ ENGINEERS ▪ SCIENTISTS ▪ SURVEYORS

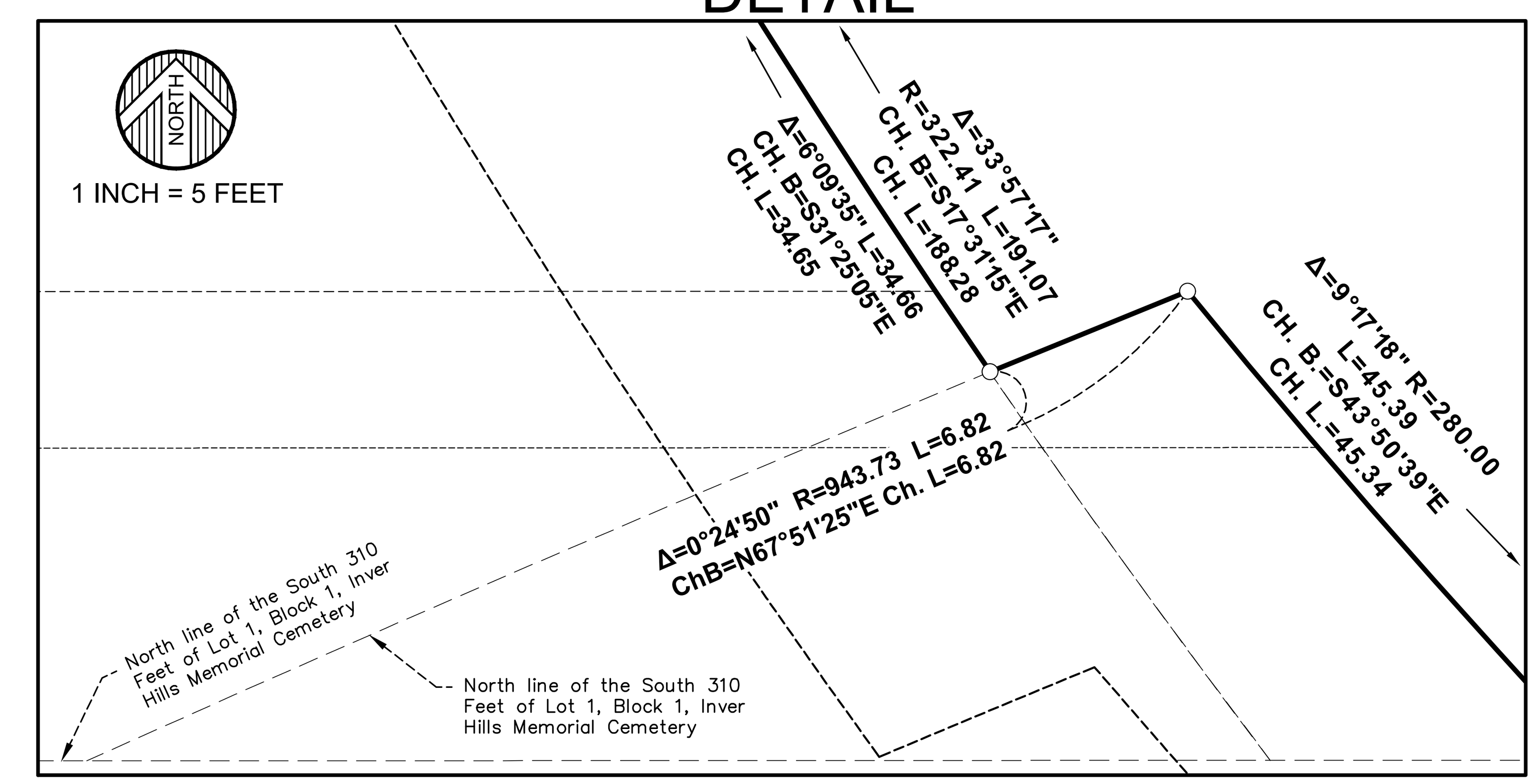
OFFICIAL PLAT

FLOERKE FOREST



PARCEL LINE AND CURVE SEGMENTS					
SEGMENT	LENGTH	DELTA	RADIUS	CHORD BEARING	CHORD LENGTH
C1	45.39	9°17'18"	280.00	S43°50'39"E	45.34
C2	102.52	44°00'03"	133.50	N26°29'17"W	100.02
C3	111.50	14°32'07"	439.50	S11°45'19"E	111.20
C4	88.17	7°58'16"	633.73	S64°16'41"W	88.10
C5	191.07	33°57'17"	322.41	S17°31'15"E	188.28

DETAIL



NORTH

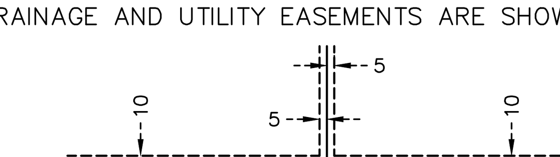
0 60 120

1 INCH = 60 FEET

For the purposes of this plat the west line of the Northwest Quarter of Section 18, Township 27, Range 22, Dakota County, Minnesota is assumed to bear N00°17'06"E

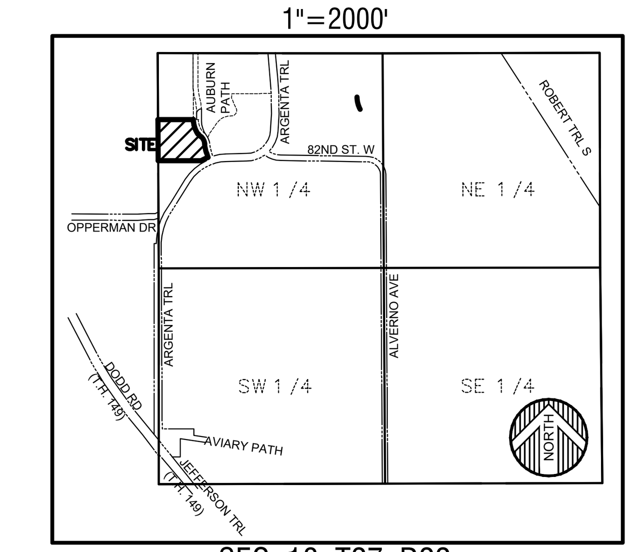
- ◉ DENOTES A FOUND DAKOTA COUNTY CAST IRON MONUMENT
- ● DENOTES A FOUND 1/2 INCH IRON PIPE MONUMENT WITH CAP 16099 UNLESS OTHERWISE SHOWN
- ○ DENOTES A SET 1/2 INCH X 14 INCH IRON PIPE SET AND MARKED WITH MINNESOTA LICENSE NO. 42648 (MONUMENTS TO BE SET WITHIN ONE YEAR AFTER RECORDING OF THIS PLAT)
- (D) DENOTES DEED BEARING AND DISTANCE
- (D1) DENOTES BEARING IN WARRANTY DEED DOC. NO. 685266

DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THUS:



BEING 10 FEET IN WIDTH AND ADJOINING STREET LINES AND EXTERIOR LOT LINES, AND 5 FEET IN WIDTH AND ADJOINING SIDE LOT LINES, UNLESS OTHERWISE SHOWN ON THIS PLAT.

VICINITY MAP
1"=2000'



SEC. 18, T27, R22
INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

WiDSETH
ARCHITECTS • ENGINEERS • SCIENTISTS • SURVEYORS

Agenda Item 5.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Continued Public Hearing and Resolution Ordering Project No. 2024-09H - 96th Street and 99th Street Area**

MEETING DATE: October 9, 2023
ITEM TYPE: Public Hearing
CONTACT: Steve Dodge, Assistant City Engineer, 651.450.2541

ACTION REQUESTED
The Council is asked to complete the public hearing and adopt the attached Resolution to order City Project No. 2024-09H - 96th Street and 99th Street Area as part of the 2024 Pavement Management Initiative.

BACKGROUND
On June 12, 2023, the City Council authorized preparation of a feasibility report for City Project Nos. 2024-09 D, E, F, G, H, and I. On September 25, 2023, the City Council accepted the feasibility report and held Public Hearings for the six 2024 Pavement Management Initiative projects. Part of the requested Council actions included continuing the Public Hearing for City Project No. 2024-09H – 96th Street and 99th Street Area, in order to send proper notice to two parcels that were inadvertently left off the original property owner notification list, and to comply with State Statute Chapter 429 requirements for project authorization.

If the Council orders project 2024-09H, staff will review combining it with the other 2024 projects into a single construction bid package to take advantage of cost efficiencies associated with bidding and managing a single construction contract. Staff will develop the final bid package(s) through the final design process and bring the resulting project(s) before the Council at a future meeting for authorization.

The 2024 Pavement Management Initiative Feasibility Report includes project 2024-09H. Below is a summary of the feasibility findings along with additional items related to comments received at the September 25, 2023, hearing:

96th Street and 99th Street Area(2024-09H)
The Feasibility Report recommends a project scope that focuses primarily on:

1. Full-depth pavement reclamation of Baker Court, 96th Street, and Barton Trail;
2. Mill and overlay of Baxter Trail and 99th Street;
3. Spot curb and gutter replacement;
4. Storm sewer structure maintenance and adjustments;
5. Storm sewer system low point and apron improvements;
6. Cul-de-sac construction at the east end of 99th Street; and

7. Work with the County on updates to the stormwater spillway from 99th Street onto Barnes Avenue (County Road 73).

The proposed project area consists of single-family Estate (E-1) parcels and a City public park property (P). Per the City's Assessment Policy, the applicable assessment rate for this project is 55 percent for full-depth reclamation projects and 80 percent for mill and overlay projects. There are two parcels on a private road (Benjamin Trail) that have indirect access to 96th Street and benefit from the improvements. These parcels are assessed at 50 percent of the per-policy assessment rate. The proposed preliminary assessments are noted in the following table:

Property Type	Improvement	Per Policy Assessment (per Parcel)	Proposed Assessment (Per Parcel)
Single Family Estate	Full Depth Reclamation (FDR)	$19,677	$19,677
Single Family Estate - Indirect Access	Full Depth Reclamation (FDR)	$9,839	$9,839
City Parcel (Park)	Full Depth Reclamation (FDR)	$44,049	$0 (City Pavement Management Fund Covers Public Property Costs)
Single Family Estate	Mill and Overlay (M&O)	$20,397	20,397

Staff and consultants received feedback via email, phone calls, and an open house meeting held on September 13 at the VMCC. There was general support for the street improvements with several questions about access and assessment payments. An open house meeting summary and responses to the questions were included in Appendix F of the Feasibility Report, which was accepted by the City Council on September 25. Additional comments provided by property owners at the September 25 Public Hearing will be addressed in the presentation by staff of this item to the City Council.

FISCAL IMPACT

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

Estimated Costs Summary for City Project No. 2024-09H

Project Area: 2024-09_	Assessable Improvements[1]		Non-Assessable Improvements[2]		Total Costs
	Street	Storm	Sanitary	Watermain	
H-96th Street and 99th Street Area	$2,459,053.95	$124,192.64	N/A	N/A	**$2,583,246.59**

[1] *Assessable improvements are street and storm sewer improvements paid in part by benefitting property owners*

[2] *Non-assessable improvements are sanitary sewer and watermain improvements paid in full through City utility funds*

Estimated Funding Summary for City Project No. 2024-09H

Project Area: 2024-09_	Funding Sources				
	Pavement Management – Local Streets Fund	Storm Water Capital Fund	Sewer Capital Fund	Water Capital Fund	Special Assessments
H-2024-09H 96th Street / 99th Street	$1,036,443.37	$55,886.69	N/A	N/A	**$1,490,916.53**

- *Special Assessments paid by benefitting property owners per MN State Statute 429*
- *Remainder of assessable project costs after special assessments are paid through Pavement Management and Storm Water Capital Funds*

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

RECOMMENDATION

Staff recommends adoption of the attached Resolution, ordering the project and authorizing preparation of plans and specifications for City Project No. 2024-09H as part of the 2024 Pavement Management Initiative.

ATTACHMENTS

1. Resolution Ordering Project 2024-09H
2. Executive Summary of Feasibility Report - 2024 Pavement Management Initiative (PMI)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ________

RESOLUTION ORDERING IMPROVEMENT, AND AUTHORIZING PREPARATION OF PLANS AND SPECIFICATIONS FOR CITY PROJECT NO. 2024-09H – 96TH STREET AND 99TH STREET AREA

WHEREAS, on August 28, 2023, City Council called for a public hearing on City Project No. 2024-09H – 96th Street and 99th Street Area, to be held at 6:00 PM on September 25, 2023, in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN 55077; and

WHEREAS, on September 25, 2023, the City Council received the feasibility report for the 2024 Pavement Management Initiative projects (Feasibility Report), which included City Project No. 2024-09H – 96th Street and 99th Street Area (the "Improvements"); and

WHEREAS, the public hearing was continued by Resolution 2023-226 to the City Council meeting on October 9, 2023, to accommodate the notification of benefiting property owners and to provide proper publication in accordance with Chapter 429 of the Minnesota Statutes; and

WHEREAS, published and mailed notice was given pursuant to Minnesota Statutes, Section 429.031, and the public hearing was held thereon on September 25, 2023, and continued to October 9, 2023, at which time all persons desiring to be heard were given an opportunity to be heard thereon.

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

1. The City Council has considered the Improvements in accordance with the Feasibility Report which was received by the Council on September 25, 2023, and will assess, or tax, the abutting benefitting properties for all or a portion of the cost of the improvements, pursuant to Chapter 429 of the Minnesota Statutes at an estimated cost of $2,583,246.59.

2. The Improvements are necessary, cost-effective, and feasible as detailed in the Feasibility Report.

3. The Improvements are hereby ordered as proposed in this Council resolution.

4. The City Engineer shall be responsible for the preparation of plans and specifications for making the Improvements.

5. The preliminary estimated assessments as shown on the preliminary assessment roll are hereby considered "pending".

6. The Improvements are being funded by the Pavement Management - Local Streets Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Storm Water Capital Fund (Fund 531), and Special Assessments.

7. 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 the City of Inver Grove Heights on this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXECUTIVE SUMMARY

This feasibility study and report has been prepared for the City of Inver Grove Heights 2024 Pavement Management Initiative (PMI) Improvements, including the City Projects listed below.

- CP 2024-09D Delano Way and Dempsey Way Area
- CP 2024-09E Inver Grove Trail (Pine Bend)
- CP 2024-09F Corcoran Path and Dawson Way Area
- CP 2024-09G South Grove Area 7
- CP 2024-09H 96th Street and 99th Street Area
- CP 2024-09I Bixby Way

The proposed project improvements consist of mill and overlay and full depth pavement reclamation (FDR) street improvements throughout six project areas included in the 2024 PMI project. The project improvements also include limited storm sewer, sanitary sewer, and watermain improvements. The total length of roadways included in the projects is 6.4 miles. Detailed information for each of the six project areas is provided in the full report.

The estimated costs for the proposed improvements are detailed in the table below. These costs include a 15% construction cost contingency and 28% allowance for indirect costs.

Project	Roadway Improv.	Storm Sewer Improv.	Sanitary Sewer Improv.	Watermain Improv.	Total
CP 2024-09D	$1,256,099.99	$161,110.40	$48,576.00	$53,028.80	**$1,518,815.19**
CP 2024-09E	$834,942.14	$22,668.80	$32,384.00	$78,936.00	**$968,930.94**
CP 2024-09F	$1,946,310.72	$55,862.40	$53,433.60	$146,942.40	**$2,202,549.12**
CP 2024-09G	$3,441,280.01	$463,900.80	$103,628.80	$186,612.80	**$4,195,422.41**
CP 2024-09H	$2,459,053.95	$124,192.64	N/A	N/A	**$2,583,246.59**
CP 2024-09I	$115,456.34	$5,343.36	$11,496.32	$9,310.40	**$141,606.42**
Total	**$10,053,143.15**	**$833,078.40**	**$249,518.72**	**$474,830.40**	**$11,610,570.67**

The improvements are proposed to be financed through a combination of City Pavement Management Program (PMP) funds, Municipal State Aid Funds (MSA), City utility funds, and assessments to benefitting property owners. A preliminary financing plan is provided in the table below.

	Funding Source					
Project	**Pavement Management – Local Streets (Fund 440)**	**Storm Water Capital (Fund 531)**	**Municipal State Aid (MSA) Funds**	**Sewer Capital (Fund 404)**	**Water Capital (Fund 403)**	**Special Assessments**
CP 2024-09D	$565,245.00	$72,499.68		$48,576.00	$53,028.80	$779,465.71
CP 2024-09E	$119,563.33	$2,040.19	$486,414.11	$32,384.00	$78,936.00	$249,593.31
CP 2024-09F	$875,839.82	$25,138.08		$53,433.60	$146,942.40	$1,101,195.22
CP 2024-09G	$1,726,174.45	$208,755.36		$103,628.80	$186,612.80	$1,970,251.00
CP 2024-09H	$1,036,443.37	$55,886.69		$0.00	$0.00	$1,490,916.53
CP 2024-09I	$23,091.27	$1,068.67		$11,496.32	$9,310.40	$96,639.76
Total	**$4,346,357.24**	**$365,388.67**	**$486,414.11**	**$249,518.72**	**$474,830.40**	**$5,688,061.53**

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

We recommend that the following project schedule be followed:

City Council Schedule Public Hearing	August 28, 2023
Neighborhood Feasibility Open House	September 13, 2023
Public Improvement Hearing	September 25, 2023
Council Receive Feasibility Report	
Council Order Project	
Authorize Preparation of Final Plans and Specs	
Council Approves Plans and Specs	January 22, 2024
Authorize Advertisement for Bids	
Bid Opening	February 28, 2024
City Council Accepts Bids	March 11, 2024
Council Awards Contract	
Neighborhood Construction Open House	April 2024
Begin Construction	Spring/Summer 2024
City Council Schedule Assessment Hearing	September 9, 2024
Assessment Hearing Informational Meeting	September 25, 2024
Assessment Hearing	October 14, 2024

Based upon the analysis completed as a part of this report, the proposed City Projects 2024-09D, 2024-09E, 2024-09F, 2024-09G, 2024-09H, and 2024-09I are feasible, necessary, and cost effective, and would benefit the properties in the project area and the City of Inver Grove Heights.

We recommend the following:

A. The City Council orders and holds a public hearing on September 25, 2023.

B. After receiving the appropriate staff reports, staff information, and public hearing input, the Council makes a decision on the approval or rejection of the proposed improvements and orders approved projects.

Agenda Item 5.B.

Request for Council Action

SUBJECT: **Assessment Hearing and Resolution Adopting Final Assessment Rolls for 2023 Pavement Management Projects 2022-09 I, J and L**

MEETING DATE: October 9, 2023
ITEM TYPE: Public Hearing
CONTACT: Steve Dodge, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to hold assessment hearings and then adopt the attached Resolutions, adopting the final assessment rolls for City Project Nos. 2022-09 I, J and L.

BACKGROUND

On April 10, 2023, the City Council awarded a contract in the amount of $2,931,407.00 to McNamara Contracting, Inc. and approved project budgets for the following City Projects:

Project No.	Project Name	Bid Contract	Total Budget
2022-09I	Carmen Avenue and Claude Way Area Rehabilitation	$1,993,475	$2,332,355
2022-09J	Cheney Trail and Coffman Path Area Rehabilitation	$ 429,739	$ 601,629
2022-09L	Bolland Trail and 62nd Street Area Rehabilitation	$ 508,194	$ 686,064
	Totals	**$2,931,407**	**$3,620,048**

The 2022-09J and 2022-09L rehabilitation projects are comprised of mill and overlays with some storm sewer reconstruction, utility casting adjustments, trail improvements (2022-09J) and sanitary sewer extension (2022-09L). The 2022-09I rehabilitation project was a combination of both mill and overlay, full depth reclamation (FDR), and sidewalk improvements with some storm sewer reconstruction and utility adjustments. The streets receiving rehabilitation improvements are shown on the attached assessment exhibits. Projects 2022-09 I, J and L are substantially complete and under budget, with the estimated total costs for each project as follows:

- 2022-09I: $1,961,417 estimated total project cost (16% under budget)
- 2022-09J: $476,381 estimated total project cost (21% under budget)
- 2022-09L: $571,009 estimated total project cost (17% under budget)

Staff held an information open house from 5-7 pm on September 26, 2023, with project boards and final assessment rolls available for review and discussion on all three projects. Ten property owners from the three projects attended and expressed their general satisfaction with the project; with questions answered by staff on the assessment payment process.

FISCAL IMPACT
Projects 2022-09 J and L are mill and overlay projects that are assessed for street and storm costs at an 80 percent (80%) rate and trail costs at a 55 percent (55%) rate (2022-09J), shared on a per-parcel basis for single family properties in accordance with the City Assessment Policy.

The assessment term for the 2022-09J and 2022-09L projects is 5-years at 4.95% interest starting January 1, 2024. Project 2022-09I is a combination of FDR street rehabilitation and storm costs assessed at a 55 percent (55%) rate; mill and overlay street and storm costs assessed at an 80 percent (80%) rate; and sidewalk costs assessed at a 55 percent (55%) rate; with all assessable costs shared on an area basis throughout the project area. The assessment term for the project is 10-years at 4.95% interest starting January 1, 2024. The per-policy assessments for street and storm improvements are shown in the table below:

Project No.	Assessable Costs Street/Storm Trail/Sidewalk	Total Assessed	Final Assessment
2022-09I	$1,773,556	$1,009,398	$10,392.24 (per acre)
2022-09J	$ 416,743	$ 302,617	$1,051.12 - $2,282.55 (per parcel/unit)
2022-09L	$ 308,945	$ 247,156	$4,943.12 (per parcel/unit)

RECOMMENDATION
Staff recommends Council hold the assessment hearings and then adopt the attached Resolutions, adopting the final assessment rolls for City Projects 2022-09 I, J and L. As there are three project areas included in this Request for Council Action, the Council is asked to hold each project hearing and approve each Resolution independently.

ATTACHMENTS
1. Resolution Adopting Final Assessment Roll 22-09I
2. Final Assessment Roll 22-09I
3. Assessment Map 22-09I
4. Resolution Adopting Final Assessment Roll 22-09J
5. Final Assessment Roll 22-09J
6. Assessment Map 22-09J
7. Resolution Adopting Final Assessment Roll 22-09L
8. Final Assessment Roll 22-09L
9. Assessment Map 22-09L

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING SPECIAL ASSESSMENTS AND ADOPTING FINAL ASSESSMENT ROLL FOR THE 2023 PAVEMENT MANAGEMENT PROGRAM CITY PROJECT NO. 2022-09I – CARMEN AVENUE AND CLAUDE WAY AREA REHABILITATION

WHEREAS, pursuant to proper notice duly given as required by law, the City Council of the City of Inver Grove Heights has met, heard, and passed upon all objections to the proposed special assessments for the improvements for City Project No. 2022-09I which includes roadway improvements and pavement rehabilitation by means of full depth reclamation and mill & overlay, sidewalk improvements; spot storm water structure replacement, spot curb replacement, utility casting adjustments, spot watermain valve repairs, and appurtenances related thereto, along Carmen Avenue from South Street to 65th Street, and Claude Way from the northerly intersection with Carmen Avenue to the southerly intersection with Carmen Avenue.

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

1. The special assessments and the final assessment roll, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the parcels named herein, and each tract of land herein included is hereby found to be benefited by the improvement in at least the amount of the special assessment levied against it.

2. Such assessment shall be payable in equal installments extending over a period of ten (10) years beginning in 2024 and shall bear interest at the rate of 4.95 percent per annum beginning January 1, 2024.

3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid in 2023, within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date as determined by the Council), except no interest shall be charged or accrued in 2023.

4. The Clerk shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other taxes.

Adopted by the City Council of the City of Inver Grove Heights this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CARMEN AVE & CLAUDE WAY STREET REHABILITATION
CITY PROJECT NO. 2022-09I
FINAL ASSESSMENT ROLL
ASSESSMENT TERM: 10 YEARS; 4.95 PERCENT INTEREST RATE BEGINS ACCRUAL IN 2024
FINAL PER POLICY AREA ASSESSMENT RATE IS: $10,392.24/ACRE (equates to approximately $0.24 / square-foot)

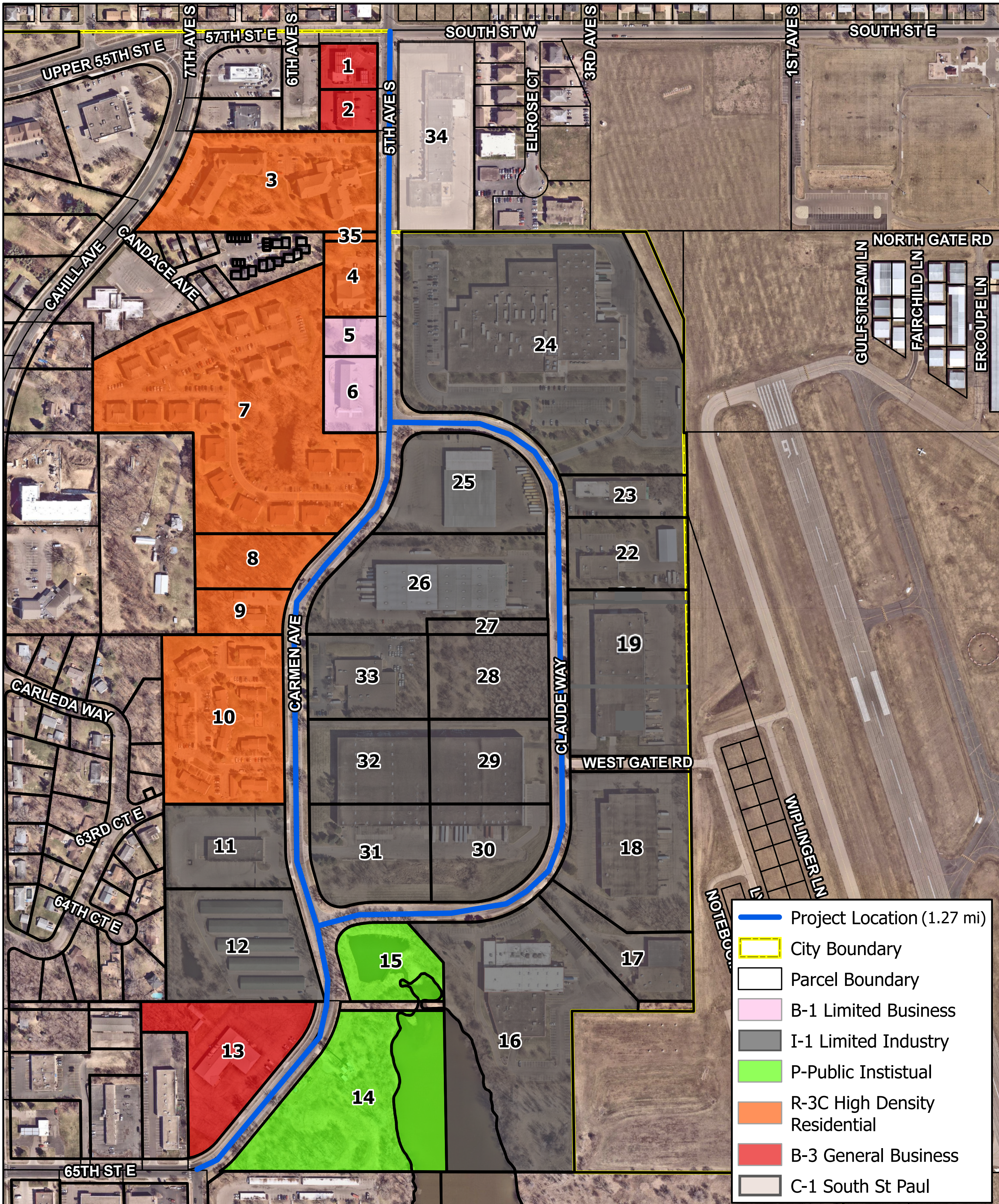
MAP NO.	PID NO.	PROPERTY TYPE	NAME	HOUSE NO.	STREET NAME	AREA (ACRE)	AREA CREDITS (ACRE)	ADJUSTED ASSESSED AREA (ACRES)	PER POLICY ASSESSMENT	ADMINISTRATIVE ASSESSMENT CAP	PROPOSED FINAL ASSESSMENT	NOTE
1	200341050020	COMMERCIAL-PREFERRED	RIVER COUNTRY COOPERATIVE	3240	57TH ST E	1.01	0.35	0.66	$ 6,858.88	$ 28,749.60	$ 6,858.88	
2	200341050030	COMMERCIAL-PREFERRED	L-Y REAL ESTATE LLC	5709	CARMEN AVE	0.73	0.13	0.60	$ 6,235.34	$ 26,136.00	$ 6,235.34	
3	203450001010	EXEMPT	DAKOTA COUNTY CDA	5825	CARMEN AVE	5.17	2.84	2.33	$ 24,213.92	$ 67,450.00	$ 24,213.92	
4	208520001010	APARTMENT	PSLT-ALS PROPERTIES III LLC	5891	CARMEN AVE	1.00		1.00	$ 10,392.24	$ 22,055.00	$ 10,392.24	
5	200341055015	COMMERCIAL-PREFERRED	TBD PROPERTIES LLC	5945	CARMEN AVE	0.52		0.52	$ 5,403.96	$ 22,651.20	$ 5,403.96	
6	200341055013	COMMERCIAL-PREFERRED	ROBERT J DEEB	5975-85	CARMEN AVE	1.00		1.00	$ 10,392.24	$ 43,560.00	$ 10,392.24	
7	205675001010	APARTMENT	PARKVIEW IGH CO LLC	5918--46	CANDACE AVE	11.37		11.37	$ 118,159.77	$ 388,800.00	$ 118,159.77	
8	207125101011	RESIDENTIAL	RICHARD & PATRICIA STADT			1.60		1.60	$ 16,627.58	$ 27,252.00	$ 16,627.58	
9	207125101012	APARTMENT	NOBLE HOMES FOR COMFORTABLE LIVING LLC	6115	CARMEN AVE	1.01		1.01	$ 10,496.16	$ 17,203.00	$ 10,496.16	
10	207125001041	APARTMENT	PRAIRIE ESTATES LLLP	6153A	CARMEN AVE E	5.04		5.04	$ 52,376.89	$ 64,146.00	$ 52,376.89	
11	207125001020	INDUSTRIAL-PREFERRED	SCP GW MINNESOTA LLC	6265	CARMEN AVE	2.55		2.55	$ 26,500.21	$ 111,078.00	$ 26,500.21	
12	207125001010	INDUSTRIAL-PREFERRED	NSA PROPERTY HOLDINGS LLC	6311	CARMEN AVE	3.97		3.97	$ 41,257.19	$ 172,933.20	$ 41,257.19	
13	200030028016	EXEMPT	CLIMB THEATRE INC	6415	CARMEN AVE	4.00	0.65	3.35	$ 34,814.00	$ 75,300.00	$ 34,814.00	
14	200030029020	EXEMPT	CITY OF INVER GROVE HEIGHTS			6.90	0.68	6.22	$ 64,639.73	$ 270,943.20	$ -	[1]
15	207125003011	EXEMPT	CITY OF INVER GROVE HEIGHTS			1.77		1.77	$ 18,394.26	$ 77,101.20	$ -	[2]
16	204510001010	INDUSTRIAL-PREFERRED	GAJEWSKI ENTERPRISES LLC	6290	CLAUDE WAY	8.99		8.99	$ 93,426.24	$ 391,604.40	$ 93,426.24	
17	207125003031	INDUSTRIAL-PREFERRED	GILBERG INVESTMENT PROPERTIES LLC	6288	CLAUDE WAY	1.94		1.94	$ 20,160.95	$ 84,506.40	$ 20,160.95	
18	207125003040	INDUSTRIAL-PREFERRED	ST PAUL FIRE & MARINE INSURANCE COMPAN	6256	CLAUDE WAY E	4.61		4.61	$ 47,908.23	$ 200,811.60	$ 47,908.23	
19	207125003061	INDUSTRIAL-PREFERRED	WIPAIRE REAL ESTATE HOLDINGS LLC	6160	CLAUDE WAY	4.92		4.92	$ 51,129.82	$ 214,315.20	$ 51,129.82	
22	207125003072	INDUSTRIAL-PREFERRED	JON A MATHISRUD			2.14		2.14	$ 22,239.39	$ 93,218.40	$ 22,239.39	
23	207125103012	COMMERCIAL-PREFERRED	HAB INC	6080	CLAUDE WAY	1.28		1.28	$ 13,302.07	$ 55,756.80	$ 13,302.07	
24	207490001010	INDUSTRIAL-PREFERRED	TAYLOR CORPORATION	5890	CARMEN AVE	13.90		13.90	$ 144,452.14	$ 605,484.00	$ 144,452.14	
25	207125102020	INDUSTRIAL-PREFERRED	SAFE-WAY BUS CO	6030	CARMEN AVE	3.38		3.38	$ 35,125.77	$ 147,232.80	$ 35,125.77	
26	207125201010	INDUSTRIAL-PREFERRED	RUSS DAVIS WHOLESALE INC	6085	CLAUDE WAY	4.93		4.93	$ 51,233.74	$ 214,750.80	$ 51,233.74	
27	207125002072	INDUSTRIAL	COLFIN 2016-4 INDUSTRIAL OWNER LLC			0.46		0.46	$ 4,780.43	$ 20,037.60	$ 4,780.43	
28	207125002080	INDUSTRIAL	COLFIN 2016-4 INDUSTRIAL OWNER LLC			2.51		2.51	$ 26,084.52	$ 109,335.60	$ 26,084.52	
29	207125002090	INDUSTRIAL	COLFIN 2016-4 INDUSTRIAL OWNER LLC			2.51		2.51	$ 26,084.52	$ 109,335.60	$ 26,084.52	
30	207125002100	INDUSTRIAL	COLFIN 2016-4 INDUSTRIAL OWNER LLC			2.54		2.54	$ 26,396.29	$ 110,642.40	$ 26,396.29	
31	207125002010	INDUSTRIAL	COLFIN 2016-4 INDUSTRIAL OWNER LLC	6244	CARMEN AVE	2.87		2.87	$ 29,825.73	$ 125,017.20	$ 29,825.73	
32	207125002020	INDUSTRIAL-PREFERRED	COLFIN 2016-4 INDUSTRIAL OWNER LLC	6240	CARMEN AVE	2.51		2.51	$ 26,084.52	$ 109,335.60	$ 26,084.52	
33	207125002030	INDUSTRIAL-PREFERRED	MAGA MANAGEMENT LLC	6160	CARMEN AVE	2.52		2.52	$ 26,188.44	$ 109,771.20	$ 26,188.44	
35	200341057010	INDUSTRIAL	TAYLOR CORPORATION			0.12		0.12	$ 1,247.07	$ 5,227.20	$ 1,247.07	
								105.12	$ 1,092,432.24		**$ 1,009,398.25**	

ASSESSMENT RATE: $ 10,392.24
STREET/SIDEWALK/STORM ASSESSABLE COST: $ 1,773,556.51

NOTES:
[1] Pavement Management Covers $64,649.73 assessed portion
[2] Pavement Management Covers $18,394.26 assessed portion

Assessment Items	Carmen Ave (55%)	Claude (80%)	Total
Total Assessable Costs Carmen/Claude	$1,305,650.73	$467,905.78	$ 1,773,556.51
Subtotal Assessed Amounts	$718,107.90	$374,324.62	$ 1,092,432.52
Final Assessments (-$0.28 for roll rounding)			**$ 1,092,432.24**
Less City Properties			$ (83,033.99)
Final Total Assesments Levied			**$ 1,009,398.25**

Area Assessment	
Final Assessment Total	$ 1,092,432.24
Total Assessable Area	105.12
Assessment per Acre	**$10,392.24**
Approximate Assessment per SqFt	$0.24



Assessment Map

CP 2022-09I WSB#019066-000
Carmen Avenue/Claude Way Street Rehabilitation
Inver Grove Heights, MN

N
0 425 Feet
1 inch = 425 feet

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING SPECIAL ASSESSMENTS AND ADOPTING FINAL ASSESSMENT ROLL FOR THE 2023 PAVEMENT MANAGEMENT PROGRAM CITY PROJECT NO. 2022-09J – CHENEY TRAIL AND COFFMAN PATH AREA REHABILITATION

WHEREAS, pursuant to proper notice duly given as required by law, the City Council of the City of Inver Grove Heights has met, heard, and passed upon all objections to the proposed special assessments for the improvements for City Project No. 2022-09J which includes roadway improvements including pavement rehabilitation by means of mill & overlay, trail rehabilitation; spot storm water structure replacement, spot curb replacement, utility casting adjustments, spot watermain valve repairs, and appurtenances thereto, along Cheney Trail from Cahill Avenue to Old Concord Boulevard, Coffman Path from Cheney Trail to Concord Boulevard (CSAH 56), Cavanaugh Court from Cheney Trail to its terminus (cul-de-sac), Chapman Court from Cheney Trail to its terminus (cul-de-sac), and Coffman Circle from Coffman Path to its terminus (cul-de-sac).

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

1. The special assessments and the final assessment roll, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the parcels named herein, and each tract of land herein included is hereby found to be benefited by the improvement in at least the amount of the special assessment levied against it.

2. Such assessment shall be payable in equal installments extending over a period of five (5) years beginning in 2024 and shall bear interest at the rate of 4.95 percent per annum beginning January 1, 2024.

3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid in 2023, within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date as determined by the Council), except no interest shall be charged or accrued in 2023.

4. The Clerk shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other taxes.

Adopted by the City Council of the City of Inver Grove Heights this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

FINAL ASSESSMENT ROLL
Cheney Trail and Coffman Path Area Rehabilitation
City Project No. 2022-09J

ASSESSEMENT: 5 YEAR TERM AT 4.95 PERCENT INTEREST RATE THAT BEGINS ACCRUAL IN 2024

MAP NO.	PID NO.	PROPERTY TYPE	ASSOCIATION	OWNER NAME	SITE ADDRESS	FRONT FOOTAGE			UNIT COUNT			PER POLICY STREET/STORM ASSESSMENT	PER POLICY TRAIL ASSESSMENT	BENEFIT CAP	PROPOSED FINAL ASSESSMENT	NOTES
						SINGLE FAMILY	NON-SF	ADJUSTED	SINGLE FAMILY	ASPEN RIDGE	WOODLAND PONDS					
1	201177601010	MFR		DAKOTA COUNTY CDA	9170 CAHILL AVE		277	554				$ 12,278.69		$ 8,100.00	$ 8,100.00	[3]
2	201831001020	COMM		RIVER COUNTRY COOPERATIVE	9072 CAHILL AVE		178	356				$ 7,890.28		$ 13,940.00	$ 7,890.28	
3	201831001010	COMM		CONCORD CROSSROADS 2004 LLC	9008-9072 CAHILL		36	72				$ 1,595.79		$ 49,200.00	$ 1,595.79	
4	201177502140	SFR		JOHNSON STEVEN P & SHARON A	9293 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
5	201177502130	SFR		STANGOHR STEVEN C & JEANNE R	9289 CHENEY TRL	59		59	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
6	201177502120	SFR		BOSER BRANDON & JACQUELINE	9285 CHENEY TRL	59		59	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
7	201177502110	SFR		RIESS CHRISTOPHER & ANNE	9281 CHENEY TRL	59		59	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
8	201177502100	SFR		REISIG DARREN P & KIMBERLY	9277 CHENEY TRL	60		60	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
9	201177502090	SFR		GROSS DAVID A	9273 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
10	201177502080	SFR		BOSIN MATTHEW L & SARAH M	9269 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
11	201177502070	SFR		ANAYA JEFFREY D & ANN E	9265 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
12	201177502060	SFR		MORAN ANDREW & JACQUELYN	9261 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
13	201177502050	SFR		COATES AARON & KATHLEEN	9257 CHENEY TRL	67		67	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
14	201177502040	SFR		MYERS JESS R & KAREN S	9253 CHENEY TRL	71		71	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
15	201177502030	SFR		MOORE MICHAEL A & KRISTINA	9249 CHENEY TRL	96		96	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
16	201177502020	SFR		MILLER JASON T	9245 CHENEY TRL	144		144	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
17	201177502010	SFR		WILLIAMS DANIEL & SARAH	9241 CHENEY TRL	116		116	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
18	203270002190	SFR		SCHRADER BRETT & OTTERNESS JILLIAN	9237 CHENEY TRL	76		76	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
19	203270002180	SFR		DELEON MARNIE J & PAUL R	9227 CHENEY TRL	94		94	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
20	203270002170	SFR		BJORKMAN BETTY	9217 CHENEY TRL	79		79	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
21	203270002160	SFR		SHEPARD JENNIFER & JOHN	9187 CAVANAUGH CT	232		232	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
22	203270002150	SFR		STEENBERG KYLE	9179 CAVANAUGH CT	69		69	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
23	203270002140	SFR		STEELE EDWARD	9173 CAVANAUGH CT	73		73	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
24	203270002130	SFR		SHIER MICHAEL R & DEANNA R	9165 CAVANAUGH CT	78		78	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
25	203270002120	SFR		MILBRANDT JASON G & ANGELA M	9159 CAVANAUGH CT	92		92	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
26	203270002110	SFR		TABOR MATTHEW H & BARBARA	9155 CAVANAUGH CT	64		64	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
27	203270002100	SFR		ROBERTS JEAN & SCOTT J	9151 CAVANAUGH CT	55		55	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
28	203270002090	SFR		ROBBINS NICKOLAS & AMBER	9150 CAVANAUGH CT	55		55	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
29	203270002080	SFR		SCHWARTZ THOMAS A & TANYA S	9154 CAVANAUGH CT	94		94	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
30	203270002070	SFR		WURZER JOAN M & MICHAEL F	9160 CAVANAUGH CT	86		86	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
31	203270002060	SFR		KOCH CHAD R & ANDREA	9172 CAVANAUGH CT	129		129	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
32	203270002050	SFR		SCHMOTTER RYAN P & LISA ANN	9184 CAVANAUGH CT	285		285	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
33	203270002040	SFR		KLECKNER ANTHONY	9147 CHENEY TRL	80		80	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
34	203270002030	SFR		VETTERKIND CHARISSE	9133 CHENEY TRL	78		78	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
35	203270002020	SFR		SITTARICH BRIAN D & SHELLY C	9125 CHENEY TRL	74		74	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
36	203270002010	SFR		BRANDON LEE REITBERGER	9113 CHENEY TRL	503		503	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
37	203270003070	SFR		CHAD M DOUGHERTY	9029 COFFMAN CIR	339		339	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
38	203270003060	SFR		BENEDICT PETER & ERIN	9019 COFFMAN CIR	79		79	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
39	203270003050	SFR		DRUGG MATTHEW S & MALORIE	9007 COFFMAN CIR	50		50	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
40	203270003040	SFR		THIBODEAU KAINE C	8997 COFFMAN CIR	50		50	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
41	203270003030	SFR		LUNDBERG BRYAN & KARI	9006 COFFMAN CIR	49		49	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
42	203270003020	SFR		STANGLER SUSAN	9016 COFFMAN CIR	238		238	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
43	203270003010	SFR		HITI CHRISTOPHER D	9028 COFFMAN CIR	291		291	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
44	203270001010	SFR		WITHAM THOMAS V & JOLEEN A	9078 CHENEY TRL	155		155	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
45	203270001020	SFR		ASANTE-TAWIAH HENRY	9092 CHENEY TRL	99		99	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
46	203270001030	SFR		NAHVI JALEH A	9114 CHENEY TRL	108		108	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
47	203270001040	SFR		DIEHL MICHAEL	9132 CHENEY TRL	84		84	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
48	203270001050	SFR		ANDERSON DANIEL N & MICHELLE	9146 CHENEY TRL	80		80	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
49	203270001060	SFR		NEHMER MICHAEL & CHRISTINA	9160 CHENEY TRL	80		80	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
50	203270001070	SFR		GLEWWE JUDITH K & KELTON E	9202 CHAPMAN CT	215		215	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
51	203270001080	SFR		VANG PETER	9206 CHAPMAN CT	82		82	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
52	203270001090	SFR		VANKAMPEN MICHELE A & RANDY S	9210 CHAPMAN CT	69		69	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
53	203270001100	SFR		FRIEMANN JENNIFER A & CURT W	9216 CHAPMAN CT	59		59	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
54	203270001110	SFR		BEAUDOIN TIMOTHY H	9219 CHAPMAN CT	59		59	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
55	203270001120	SFR		BURNS MICHAEL W & MARY G	9215 CHAPMAN CT	64		64	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
56	203270001130	SFR		VUJOVICH DANIEL S & KATHLEEN	9209 CHAPMAN CT	102		102	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
57	203270001140	SFR		SEELING JEFFREY & BEVERLY	9201 CHAPMAN CT	216		216	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
58	203270001150	SFR		WANEK ERIC	9214 CHENEY TRL	73		73	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
59	203270001160	SFR		TENNEY JORDAN H &SARAH J	9222 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
60	203270001170	SFR		THARAYIL DOMY JOSE & ANUPAMA	9230 CHENEY TRL	76		76	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
61	203270001180	SFR		BOTH MATTHEW I & KELSEY	9238 CHENEY TRL	86		86	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
62	201177501130	SFR		CHRISTENSON STACEY A & KIM S	9242 CHENEY TRL	72		72	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
63	201177501120	SFR		JANEY DOUGLAS P & AMY L	9246 CHENEY TRL	60		60	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
64	201177501110	SFR		ELSNER ARIC MARK	9250 CHENEY TRL	61		61	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
65	201177501100	SFR		OGHENEKARO OYEFESOBI GRACE	9254 CHENEY TRL	61		61	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
66	201177501090	SFR		SONDAY JOSEPH C	9258 CHENEY TRL	62		62	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
67	201177501080	SFR		HAGEN DANIEL E & DEEDEE	9262 CHENEY TRL	61		61	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
68	201177501070	SFR		OEFFLING PHILLIP & THERESA	9266 CHENEY TRL	78		78	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
69	201177501060	SFR		GALL DAVID W & SHARON	9270 CHENEY TRL	92		92	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
70	201177501050	SFR		GREGG JAMES T & LORA K	9274 CHENEY TRL	74		74	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
71	201177501040	SFR		TORRALBA FRANKLIN & FELISA	9278 CHENEY TRL	74		74	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
72	201177501030	SFR		MOEN KYLE & CHRISTY	9282 CHENEY TRL	74		74	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
73	201177501020	SFR		WUESTE SAMANTHA R	9286 CHENEY TRL	74		74	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
74	201177501010	SFR		SKYBERG GREG J & DEBRAH A	9290 CHENEY TRL	207		207	1			$ 2,282.55		$ 5,740.00	$ 2,282.55	
92	208510000040	CITY		CITY OF INVER GROVE HEIGHTS			115	230				$ 5,097.65			$ -	[1]

MAP NO.	PID NO.	PROPERTY TYPE	ASSOCIATION	OWNER NAME	SITE ADDRESS	FRONT FOOTAGE			UNIT COUNT			PER POLICY STREET/STORM ASSESSMENT	PER POLICY TRAIL ASSESSMENT	BENEFIT CAP	PROPOSED FINAL ASSESSMENT	NOTES
						SINGLE FAMILY	NON-SF	ADJUSTED	SINGLE FAMILY	ASPEN RIDGE	WOODLAND PONDS					
93							ASPEN RIDGE HOA									
94	201185901050	MFR	Aspen Ridge	JANSSEN DENNIS GEORGE	8939 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
95	201185901040	MFR	Aspen Ridge	NICHOLS GERALD V & MARY A	8927 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
96	201185901030	MFR	Aspen Ridge	SANDMANN SHELDON & URSALA	8919 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
97	201185901020	MFR	Aspen Ridge	GEISLER STEPHANIE L TSTE	8911 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
98	201185901010	MFR	Aspen Ridge	KINDSETH THOMAS J & LOIS A	8895 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
100	201185801020	MFR	Aspen Ridge	BILLMARK KAYLA	8845 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
101	201185801010	MFR	Aspen Ridge	PECHMANN ROBERT G	8831 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
105	201185802010	MFR	Aspen Ridge	HAMILL JOAN F TSTE	8832 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
106	201185802020	MFR	Aspen Ridge	JARRETT SIDNEY P & ANN M	8838 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
107	201185802030	MFR	Aspen Ridge	BRAUN MARY E	8852 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
109	201185902010	MFR	Aspen Ridge	DWYER BEVERLY H	8942 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
110	201185902020	MFR	Aspen Ridge	JENSEN NANCY E TSTE	8934 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
111	201185902030	MFR	Aspen Ridge	BRUGGEMAN RUTH A	8926 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
112	201185902040	MFR	Aspen Ridge	GOHLIKE BRUCE & KATHLEEN	8916 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
113	201185902050	MFR	Aspen Ridge	DIMARCO MARY FLORENCE	8908 COFFMAN PATH					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
114	201185902060	MFR	Aspen Ridge	BACKER BEVERLY	8850 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
115	201185902070	MFR	Aspen Ridge	SARAFOLEAN JOHN H & PATRICIA A	8854 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
116	201185902080	MFR	Aspen Ridge	LARSON GERALD J TSTE & JANI	8858 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
117	201185902090	MFR	Aspen Ridge	ZYWIEC JAMES J	8860 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
118	201185902100	MFR	Aspen Ridge	SAPLETAL DONALD D & DONNA M	8862 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
119	201185902110	MFR	Aspen Ridge	REKOW FRANKLIN W & KATHLEE	8866 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
120	201185902250	MFR	Aspen Ridge	OLSON DONALD H & MARY L	8807 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
121	201185902240	MFR	Aspen Ridge	KAMMEN BARBARA A TSTE	8811 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
122	201185902230	MFR	Aspen Ridge	KAY EFFIE W	8813 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
123	201185902220	MFR	Aspen Ridge	TKACZ VALERIE JANE TSTE	8819 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
124	201185902210	MFR	Aspen Ridge	BURT GORDON A	8823 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
125	201185902200	MFR	Aspen Ridge	EVANOFF CANDICE & PHILIP	8827 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
126	201185902190	MFR	Aspen Ridge	WEIR RITA J & ANASTASIA R	8833 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
127	201185902180	MFR	Aspen Ridge	MORRIS MICHAEL J & NANCY W	8837 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
128	201185902170	MFR	Aspen Ridge	HILZINGER TIMOTHY L & ANGELA D	8841 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
129	201185902160	MFR	Aspen Ridge	JOHNSON CLINTON & BONNIE	8845 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
130	201185902260	MFR	Aspen Ridge	ANDERSON SHIRLEY	8812 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
131	201185902270	MFR	Aspen Ridge	MILLER JOHN A & PATRICIA M	8820 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
132	201185902280	MFR	Aspen Ridge	SCHLOESSER MARIA M	8826 COMPTON DR		942	1884		1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
133	201185902290	MFR	Aspen Ridge	RACHAC JOHN N & SHERYL A	8836 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
134	201185902300	MFR	Aspen Ridge	HAWKINS NANCY G & WILLIAM G	8840 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
135	201185902310	MFR	Aspen Ridge	BESTER DOUGLAS & KATHRYN	8846 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
136	201185902340	MFR	Aspen Ridge	WHITE JOHN A & GAYLE L	8865 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
137	201185902330	MFR	Aspen Ridge	MILLER CHARLEEN L	8867 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
138	201185902320	MFR	Aspen Ridge	FRITZ LOIS A TSTE & JAMES MICHAEL FRITZ	8871 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
139	201185902150	MFR	Aspen Ridge	SMITH ELLEN M	8855 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
140	201185902140	MFR	Aspen Ridge	BAUER ROSEMARY E	8859 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
141	201185902130	MFR	Aspen Ridge	LOCKREM DELORES	8863 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
142	201185902120	MFR	Aspen Ridge	WISETH DEAN W & IONE B	8867 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
144	201186001010	MFR	Aspen Ridge	KINSLEY PATRICIA C TSTE	8892 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
145	201186001020	MFR	Aspen Ridge	OLSEN ROBERT L & JUNE P	8894 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
146	201186001030	MFR	Aspen Ridge	KOOP LAWRENCE & CAROL	8896 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
147	201186001040	MFR	Aspen Ridge	SCHEUBLE LESLIE C TSTE	8898 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
148	201186001050	MFR	Aspen Ridge	CAUSSE GERALD & DOROTHEA	8900 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
149	201186001100	MFR	Aspen Ridge	BLASKIE JR DANIEL F	8893 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
150	201186001090	MFR	Aspen Ridge	COBIAN DEBRA J	8895 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
151	201186001080	MFR	Aspen Ridge	MILLER JOAN A	8897 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
152	201186001070	MFR	Aspen Ridge	SHEPARD PETER J & ROSEMARIE B	8899 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
153	201186001060	MFR	Aspen Ridge	VOIGHT DONALD O & JANET M	8901 COMPTON DR					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
154	201186001110	MFR	Aspen Ridge	BECK LARRY R & SUZANNE M	8876 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
155	201186001120	MFR	Aspen Ridge	CASAREZ JOSEPH & TERESA L	8878 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
156	201186001130	MFR	Aspen Ridge	BECKER ROGER I & BETTY J	8880 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
157	201186001140	MFR	Aspen Ridge	BRYAN MERLE G & JANET C	8882 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
158	201186001150	MFR	Aspen Ridge	DERKS GEORGE O & PATRICIA	8884 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
159	201186001160	MFR	Aspen Ridge	BIELEJES JOHN & ANNE REV TRUST	8886 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
160	201186001240	MFR	Aspen Ridge	PAWLENTY STEVE J & CORINNE L	8873 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
161	201186001230	MFR	Aspen Ridge	LYONS MARY ALICE	8875 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
162	201186001220	MFR	Aspen Ridge	PETERSON STEVEN E & DIANE M	8877 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
163	201186001210	MFR	Aspen Ridge	SWASER KATHERINE M	8879 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
164	201186001200	MFR	Aspen Ridge	FODOR BARBARA J	8881 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
165	201186001190	MFR	Aspen Ridge	BRANNAN JOSEPH A & LINDA S	8883 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
166	201186001180	MFR	Aspen Ridge	BOSSHART JUDITH K TRUST	8885 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
167	201186001170	MFR	Aspen Ridge	WILLIS URSULA H	8887 COMPTON LN					1		$ 614.06	$ 437.05	$ 5,740.00	**$ 1,051.12**	[4]
168	208510000050	CITY		CITY OF INVER GROVE HEIGHTS			10	20.00				$ 443.27			**$ -**	[2]

MAP NO.	PID NO.	PROPERTY TYPE	ASSOCIATION	OWNER NAME	SITE ADDRESS	FRONT FOOTAGE			UNIT COUNT			PER POLICY STREET/STORM ASSESSMENT	PER POLICY TRAIL ASSESSMENT	BENEFIT CAP	PROPOSED FINAL ASSESSMENT	NOTES
						SINGLE FAMILY	NON-SF	ADJUSTED	SINGLE FAMILY	ASPEN RIDGE	WOODLAND PONDS					
75	WOODVIEW PONDS HOA															
76	208515001010	MFR	Woodview Ponds	FITZER GREGG K TSTE	8989 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
77	208515001020	MFR	Woodview Ponds	WEBER DENNIS H & RUTH M	8987 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
78	208515001030	MFR	Woodview Ponds	CREA BARBARA ANN & SAMUEL THOMAS	8985 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
79	208515001040	MFR	Woodview Ponds	BUSHLACK RONALD A & MARY C	8983 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
80	208515001050	MFR	Woodview Ponds	LAMBRECHT KAY M TSTE	8981 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
81	208515001060	MFR	Woodview Ponds	GERLITZ JAMES M & JULIE A	8979 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
82	208515001070	MFR	Woodview Ponds	SIEBELL TODD & DEBRA	8977 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
83	208515001080	MFR	Woodview Ponds	SCHAFFER JENI S & LAURA A SCHALLER	8975 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
85	208510003060	MFR	Woodview Ponds	SCHWARTZ ROBERT S & BETH ANN	8971 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
86	208510003050	MFR	Woodview Ponds	CHARLEY THOMAS	8969 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
87	208510003040	MFR	Woodview Ponds	BAUMEISTER CARL W TSTE	8967 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
88	208510003030	MFR	Woodview Ponds	HICKMAN ROGER A & CONNIE F T	8965 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
89	208510003020	MFR	Woodview Ponds	GROSS RONALD C & JUDITH C	8963 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
90	208510003010	MFR	Woodview Ponds	ROLIG BONNIE M	8961 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
169	208510002010	MFR	Woodview Ponds	CASSIDY ARTHUR J & FRANCHA K	8948 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
171	208510001010	MFR	Woodview Ponds	SCHUMACK ANN M	8954 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
172	208510001020	MFR	Woodview Ponds	FLANAGAN DALE A & JANNA L	8956 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
173	208510001030	MFR	Woodview Ponds	CLARK JOYCE H	8958 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
174	208510001040	MFR	Woodview Ponds	JORDAN ROBERT H	8960 COFFMAN PATH		787	1574			1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
175	208510001050	MFR	Woodview Ponds	PANGBORN STACEY T	8962 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
176	208510001060	MFR	Woodview Ponds	ABRAM DALE D JR & SUSAN L	8964 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
177	208510001070	MFR	Woodview Ponds	HAALA RONALD & JOLENE	8966 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
178	208510001080	MFR	Woodview Ponds	SNYDER JOHN D & BARBARA J T	8968 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
179	208510001090	MFR	Woodview Ponds	JONELL VAN T LAND ROBERT JR HARRIS	8970 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
180	208510001100	MFR	Woodview Ponds	KENSY EDWARD A & EILEEN K	8972 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
181	208510001110	MFR	Woodview Ponds	HPA BORROWER 2018-1 MS LLC	8974 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
182	208510001120	MFR	Woodview Ponds	HAUCK CHARLES J TSTE	8976 COFFMAN PATH						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
188	208515002010	MFR	Woodview Ponds	BATON HOMES INC	8991 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
189	208515002020	MFR	Woodview Ponds	BATON HOMES INC	8993 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
190	208515002030	MFR	Woodview Ponds	BATON HOMES INC	8995 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
191	208515002040	MFR	Woodview Ponds	BATON HOMES INC	8997 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
192	208515002050	MFR	Woodview Ponds	RUBENSTEIN JOYCE A & JACK M	8999 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
193	208515002060	MFR	Woodview Ponds	DONNA S VUJOVICH	9001 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
194	208515002070	MFR	Woodview Ponds	CHRISTIANSEN JEFFREY B & KRISTIN K	9003 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
195	208515002080	MFR	Woodview Ponds	TURNQUIST BRIAN F	9005 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
196	208515002090	MFR	Woodview Ponds	JOHNSON THOMAS J	9007 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
197	208515002100	MFR	Woodview Ponds	RYBARCZYK GUY W	9009 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
198	208515002110	MFR	Woodview Ponds	JOSWIAK LARRY C TSTE	9011 COLBY CT						1	$ 918.04	$ 437.05	$ 5,740.00	**$ 1,355.10**	[4]
					SUBTOTALS	**7312**	**2345**	**12002**	**71**	**68**	**38**	**$ 266,008.76**	**$ 46,327.71**		**$ 302,617.08**	
												Per Policy Assessment Total	**$ 312,336.47**			

NOTES:

[1]	Pavement Management covers city parcel assessment of	$ 5,097.65
[2]	Pavement Management covers city parcel assessment of	$ 443.27
[3]	Pavement Management covers OVER assessment cap	$ 4,178.69
[4]	Parcels Include Trail Assessment	

Assessment Calculations

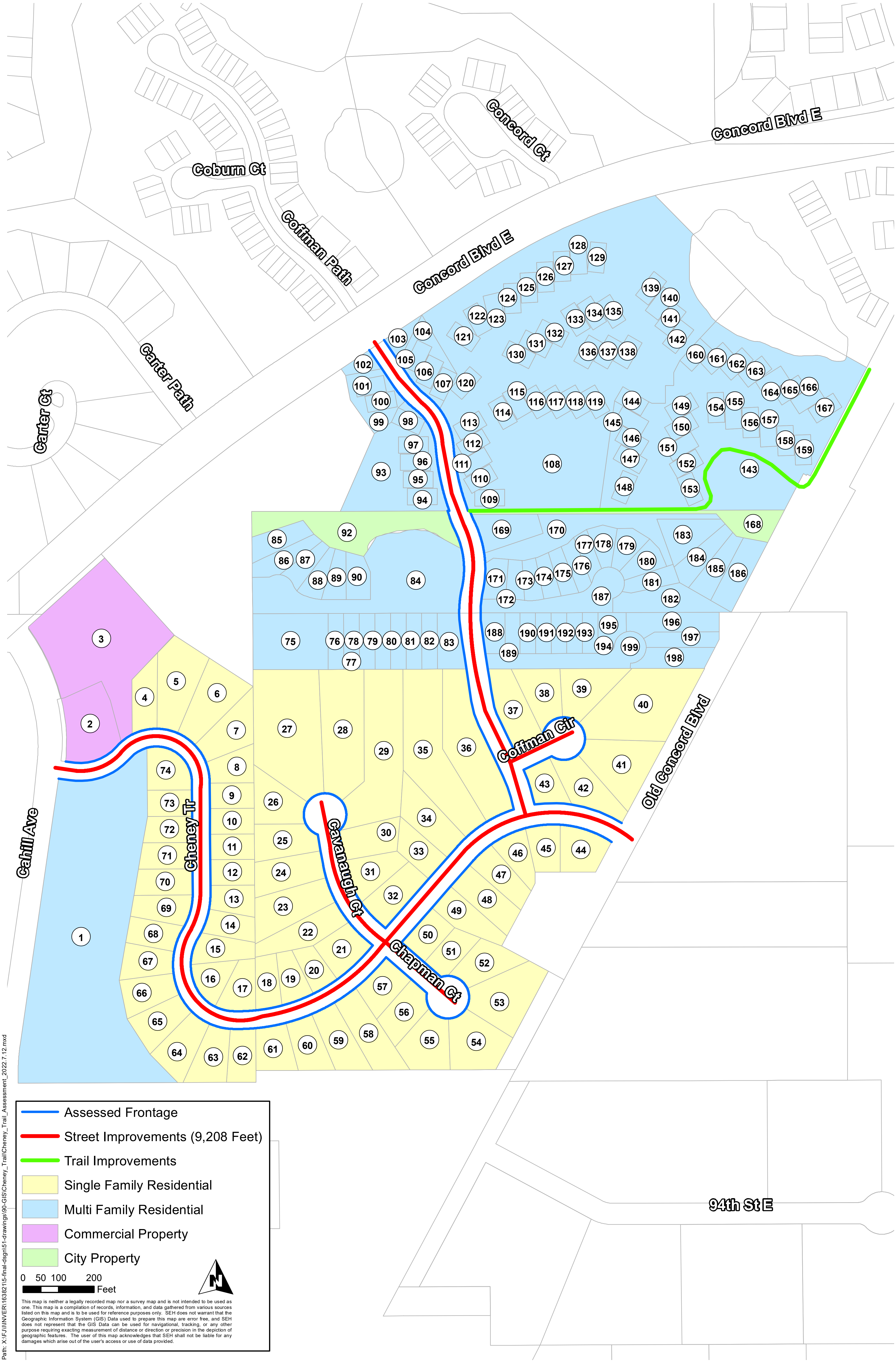
Item	Street/Storm Costs	Trail Costs	Totals
Total Street cost	$ 295,697.65	$ 84,232.20	
Total Storm Costs	$ 36,813.30	$ -	
Total Street & Storm Costs	$ 332,510.95	$ 84,232.20	$ 416,743.15
Percent Assessed	80%	55%	
Portion (80%) =	**$ 266,008.76**	**$ 46,327.71**	**$ 312,336.47**

Adjusted FF Total=	**12002**
FF Rate =	**$ 22.16**

106	**No. of Townhome Units**
$ 437.05	**Trail Assessment per Unit**

Assessment Calculations

Item	Single Family	Aspen Ridge	Woodview Ponds	Other	Totals
Front Footage (FF)	7312	1884	1574	1232	
Subtotal Street/Storm Assessment (FF Rate x Adjusted FF)	$ 162,060.99	$ 41,756.42	$ 34,885.67	$ 27,305.68	
Number of Lots	71	68	38		
Per Unit Assessment	$ 2,282.55	$ 614.06	$ 918.04		
Subtotal Trail Assessment (Units x Rate/Unit)		$ 29,719.66	$ 16,608.05		
Subtotal Assessments	$ 162,060.99	$ 71,476.08	$ 51,493.72	$ 27,305.68	**$ 312,336.47**
Minus Credits [1, 2 & 3]					$ 9,719.62
Final Assessment Total					**$ 302,617.08**



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SEH

Project Number: INVER 163821
Print Date: 10/19/2022

CHENEY TRAIL AND COFFMAN
PATH AREA IMPROVEMENTS
Inver Grove Heights, Minnesota

FIGURE 2

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING SPECIAL ASSESSMENTS AND ADOPTING FINAL ASSESSMENT ROLL FOR THE 2023 PAVEMENT MANAGEMENT PROGRAM CITY PROJECT NO. 2022-09J – CHENEY TRAIL AND COFFMAN PATH AREA REHABILITATION

WHEREAS, pursuant to proper notice duly given as required by law, the City Council of the City of Inver Grove Heights has met, heard, and passed upon all objections to the proposed special assessments for the improvements for City Project No. 2022-09J which includes roadway improvements including pavement rehabilitation by means of mill & overlay, trail rehabilitation; spot storm water structure replacement, spot curb replacement, utility casting adjustments, spot watermain valve repairs, and appurtenances thereto, along Cheney Trail from Cahill Avenue to Old Concord Boulevard, Coffman Path from Cheney Trail to Concord Boulevard (CSAH 56), Cavanaugh Court from Cheney Trail to its terminus (cul-de-sac), Chapman Court from Cheney Trail to its terminus (cul-de-sac), and Coffman Circle from Coffman Path to its terminus (cul-de-sac).

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

1. The special assessments and the final assessment roll, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute the special assessment levied against the parcels named herein, and each tract of land herein included is hereby found to be benefited by the improvement in at least the amount of the special assessment levied against it.

2. Such assessment shall be payable in equal installments extending over a period of five (5) years beginning in 2024 and shall bear interest at the rate of 4.95 percent per annum beginning January 1, 2024.

3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment, to the City Treasurer, except that no interest shall be charged if the entire assessment is paid in 2023, within thirty days from the adoption of this resolution; and the owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year (or such later date as determined by the Council), except no interest shall be charged or accrued in 2023.

4. The Clerk shall, forthwith, transmit a certified duplicate of this assessment to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid in the same manner as other taxes.

Adopted by the City Council of the City of Inver Grove Heights this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

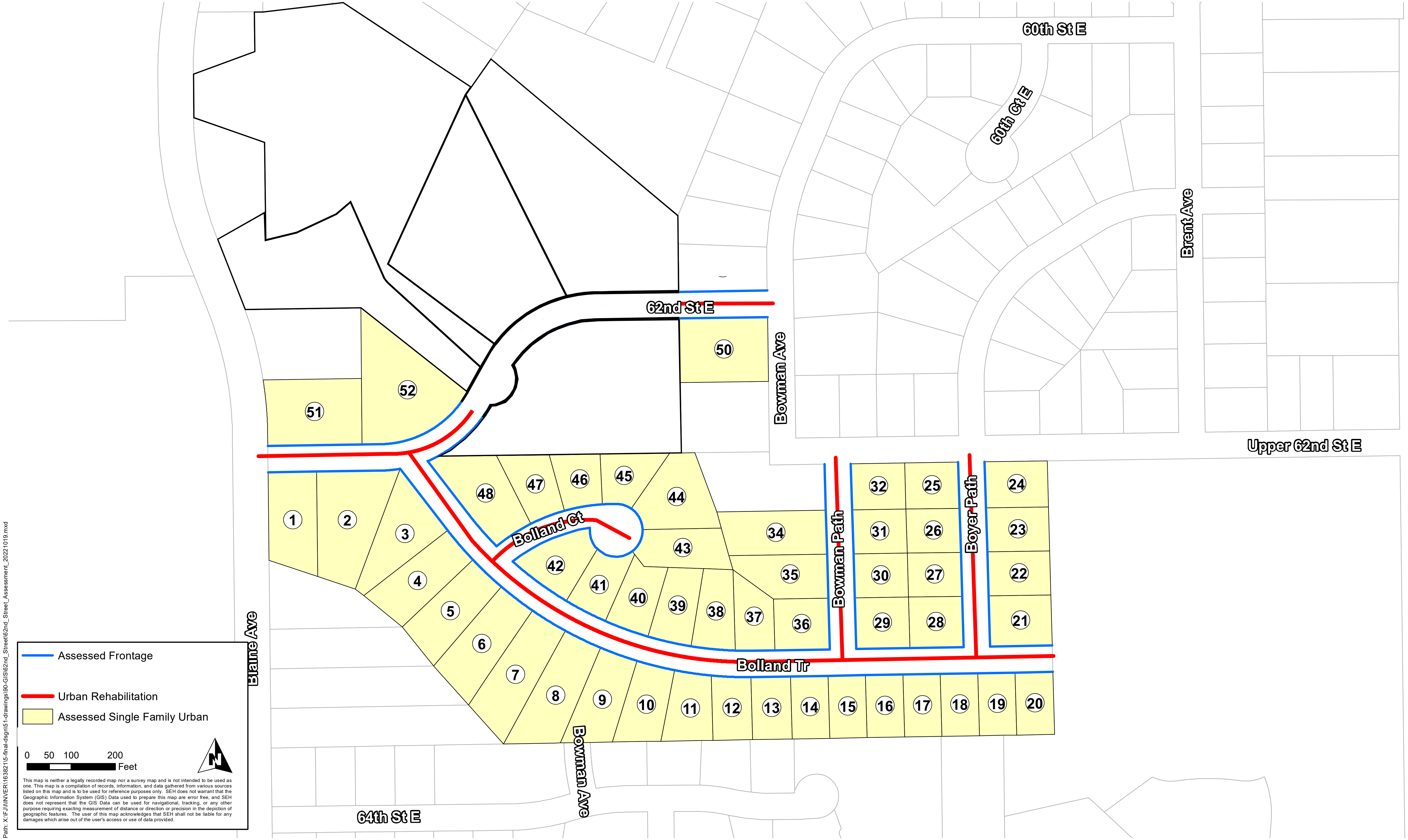
____
Rebecca Kiernan, City Clerk

FINAL ASSESSMENT ROLL
Bolland Trail and 62nd Street Area Rehabilitation
City Project No. 2022-09L
ASSESSEMENT: 5 YEAR TERM AT 4.95% INTEREST RATE THAT BEGINS ACCRUAL JANUARY 1, 2024

MAP NO.	PROPERTY PID NO.	TYPE	OWNER NAME	SITE ADDRESS	PER POLICY ASSESSMENT	BENEFIT CAP	PROPOSED FINAL ASSESSEMENT
1	208460001050	SFR	BECKER STEVEN & LING	2526 62ND ST	$ 4,943.12	$ 9,262.00	$ 4,943.12
2	208460001060	SFR	BERYL A TSTE NORD	2546 62ND ST	$ 4,943.12	$ 9,262.00	$ 4,943.12
3	208460001070	SFR	BERG NORMAN G & DEBRA K	6205 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
4	208460001080	SFR	MATE CATHERINE L	6209 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
5	208460001090	SFR	SHORT WILLIAM F	6213 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
6	208460001100	SFR	HASSING PAUL D & JODI L	6217 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
7	208460001110	SFR	MACH RONALD D & CYNTHIA L	6221 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
8	208460001120	SFR	VOXLAND JARED & LENARTZ KRISTY	6225 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
9	208460001130	SFR	DOYLE GREGORY J & CHERYL A	6229 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
10	208460001140	SFR	JENSEN DENNIS L & AMELIA M	6233 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
11	208460001150	SFR	BROWN URSULA J	6237 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
12	208460001160	SFR	HINRICHS DAVID E & SHARON K	6241 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
13	208460001170	SFR	EISEN DAVID & DIANE	6245 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
14	208460001180	SFR	RABE CAMERON C	6249 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
15	208460001190	SFR	ZELLMER GREGORY J	6253 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
16	208460001200	SFR	PETERSON BRIAN D	6257 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
17	208460001210	SFR	GANGLGHASSEMLOUEI THERESA MARIE &	6261 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
18	208460001220	SFR	SMITH BRADY & JENNIFER	6265 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
19	208460001230	SFR	EGGERT NIC & CHRISTINA COWM	6269 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
20	208460001240	SFR	CONWAY PATRICK J & MARJORIE	6273 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
21	208460002010	SFR	HARVEY DAVID W	6238 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
22	208460002020	SFR	TURITTO SCOTT T & LINDA L	6232 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
23	208460002030	SFR	LEONARD TONY RYAN & JESSIKA	6224 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
24	208460002040	SFR	LEWANDOWSKI KEVIN M & JENNIFER J	6218 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
25	208460003010	SFR	DONOVAN DANIEL & AMY	6219 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
26	208460003020	SFR	PEARSON DANIEL J	6225 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
27	208460003030	SFR	MOSER LAWRENCE E & NORENE	6233 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
28	208460003040	SFR	ENGLESON PAUL T & JULIE A	6239 BOYER PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
29	208460003050	SFR	LESCH DAVID J	6246 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
30	208460003060	SFR	STANEFSKI EUGENE F & SHARON L	6240 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
31	208460003070	SFR	WATTS KATHLEEN J	6236 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
32	208460003080	SFR	RUZICHKA SCOTT	6228 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
34	208460004020	SFR	SODERSTROM DYANA MARIE	6237 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
35	208460004030	SFR	DYBEDAHL RODNEY J & RENEE L T	6241 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
36	208460004040	SFR	MADDEN ROBERT W & TAMMI J	6247 BOXMAN PATH	$ 4,943.12	$ 9,262.00	$ 4,943.12
37	208460004050	SFR	KUNERT DAVID & SUSAN	6244 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
38	208460004060	SFR	MILLER NICHOLAS J & BARRETT SHANNON	6240 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
39	208460004070	SFR	JOHNSON PATRICIA L	6234 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
40	208460004080	SFR	RASMUSSEN THOMAS J	6230 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
41	208460004090	SFR	PAINTER CHRISTOPHER T	6224 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
42	208460004100	SFR	KOWITZ KEVIN P & LORI L	6218 BOLLAND TRL	$ 4,943.12	$ 9,262.00	$ 4,943.12
43	208460004110	SFR	BORGESON JAIMES C & JULIE A	6232 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
44	208460004120	SFR	SWENSON MATTHEW & KELLY	6229 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
45	208460004130	SFR	TSCHIDA JACQUELINE TSTE PUNCH	6233 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
46	208460004140	SFR	HUYSENTRUIT AMY	6237 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
47	208460004150	SFR	HARRELL ROBERT & JOAN	6241 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
48	208460004160	SFR	NOYD JOHN B TSTE	6245 BOLLAND CT	$ 4,943.12	$ 9,262.00	$ 4,943.12
50	204310103020	SFR	JACOBSON KELLEN & THIS XUAN TRAM	2700 62ND ST	$ 4,943.12	$ 9,262.00	$ 4,943.12
51	208375001020	SFR	ANDERSON MICHAEL DAMON	2525 62ND ST	$ 4,943.12	$ 9,262.00	$ 4,943.12
52	208375001011	SFR	ARNOLD KEITH & LAWREEN	2545 62ND ST	$ 4,943.12	$ 9,262.00	$ 4,943.12
				SUBTOTALS	**$ 247,156.00**		**$ 247,156.00**

ASSESSMENT COSTS & CALCS			
Item	**Mill & Overlay (M&O)**	**Prorated M&O Sewer/Recon[1]**	**M&O Adjusted Total**
Total Street cost	$ 254,802.15	$ 29,726.92	$ 284,529.07
Total Storm Costs	$ 21,864.92	$ 2,550.91	$ 24,415.83
Total Street & Storm Costs	$ 276,667.07	$ 32,277.83	**$ 308,944.90**
Total Assessment (80%)			**$ 247,155.92**
Number of SF Lots			**50**
Assessment Per Lot			**$ 4,943.12**

[1] Prorated M&O assessable costs over 350 LF of sewer/recon section (3000 LF M&O + 350 LF of sewer/recon = 3350 LF Adjusted Total M&O costs)



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SEH

Project Number: INVER 163821
Print Date: Print Date: 10/19/2022

BOLLAND TRAIL AND 62ND STREET REHABILITATION
Inver Grove Heights, Minnesota

FIGURE 1

Agenda Item 5.C.

Request for Council Action

SUBJECT: Certification of Unpaid Utility Bills

MEETING DATE: October 9, 2023
ITEM TYPE: Public Hearing
CONTACT: Amy Hove, Finance Director, 651.450.2521
Sam Hosszu, Assistant Finance Director, 651.450.2516

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the current list of certified delinquent utility account balances and authorizing staff to submit any balances that remain delinquent at the end of November to Dakota County for collection on next year's property tax bills.

BACKGROUND

Delinquent Bill Collection Process

Utility charges that are not paid in full by the due date are currently charged a 3.33% late fee and the property owner is sent a late notice. Those that have not been paid as of August 20 each year enter into the certification process. In August, late notices were sent to customers who had a balance due after the August 20th payment deadline. In early September, the official notice of pending certification went out to customers who had outstanding balances. Customers continue to receive a monthly notice of delinquent amounts due.

Active Accounts with Delinquent Balances

As of October 3, there remain delinquent balances totaling $199,512 on 468 active accounts. Staff recommends certification of these balances based on the previous collection steps taken.

Additionally, there are 22 accounts with a delinquent balance of less than $50. These account balances total $276.10. Staff recommends not certifying these accounts as the accounts will remain active, will still receive monthly/quarterly bills and will continue to accrue late fees on any balances owing. This is consistent with past practice of not certifying delinquent balances of less than $50.

There is a gap in time between when the Council approves the certification list and when staff submits the final list to Dakota County later in November. During this time, staff will continue to accept payments and remove balances from the list so those properties are not included in the final certification list.

Also, given the timing issues between the Council's certification of this list and submittal to Dakota County, as well as the County's timing for ongoing collections and eventual placement on 2024 tax rolls, staff recommend applying the 8% administrative fee and 8% interest charges to balances as of January 1, 2024. If the list was submitted today, the total balance on active accounts, with fees and interest included, would be $231,425. Previous years' amounts are listed below (as a reminder, the City did not certify balances in 2020 and 2021):

Year	2023	2022	2019	2018	2017
Active Account Amount Certified	231,425	357,374	192,610	180,656	182,187

Inactive Accounts with Delinquent Balances
A delinquent balance on an inactive account means that when a property changes hands, the former owner did not pay off their final bill. Because the city's current residential billing cycle covers a three-month span, it is rare that properties would change hands at the exact start of a new billing cycle. What this means is that staff provide an estimated bill that is used at closing. When the new owner calls for service and public works picks up that final reading, the final read is processed within the system and billed out to the former owner. Both the former property owner and new property owner received notification of pending certification.

There are 62 inactive accounts within the utility billing system totaling $6,767 in delinquent balances; if fees and interest were added, this figure would be $7,850. Staff recommend certifying these balances.

FISCAL IMPACT
The certification of delinquent balances on active utility accounts will ensure the city's utility funds collect the revenues for services already provided in a reasonable timeframe.

RECOMMENDATION
Staff recommends adoption of the attached Resolution, approving the current list of certified delinquent balances and authorizing staff to submit any balances that remain delinquent after 30 days to Dakota County for collection on next year's property tax bills.

ATTACHMENTS
1. Resolution
2. Active Collection Register
3. Inactive Collection Register

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.

RESOLUTION CERTIFYING UNPAID DELINQUENT WATER, SEWER, AND STORM WATER CHARGES TO THE COUNTY AUDITOR TO BE COLLECTED WITH OTHER TAXES ON SAID PROPERTY

WHEREAS, City of Inver Grove Heights ordinances establish rules, rates and charges for water and sewer services, and

WHEREAS, Minnesota Statutes 444.075 provides that all unpaid water, sewer, and storm water charges not paid may be certified to the County Auditor with taxes against property, and

WHEREAS, the City's Administrative Code Chapter XVIII, Section 3, subdivision B states that delinquent utility bills shall be certified each year to the County each year, along with adding an 8% administrative charge and 8% Interest on unpaid balances; and

WHEREAS, each delinquent utility bill has been sent a delinquent notice and intent to certify, and

WHEREAS, an assessment roll will be prepared specifying the amount to be certified against each specific property.

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

1. There is hereby determined to be a total active account uncollected amount of delinquent water and/or sewer charges of $199,512

2. There is hereby determined to be a total inactive account uncollected amount of delinquent water and/or sewer charges of $6,767

3. That such amount is hereby certified to the County Auditor for collection with other taxes on said properties.

4. That a copy of this resolution, together with the assessment roll, be sent to the Dakota County Auditor.

Adopted by the City Council of Inver Grove Heights this 9th day of October 2023.

Ayes:
Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
01-01045-04	8150 CASPER E	20-51001-01-120	99.02	115
01-01103-01	2394 73RD CT E	20-53700-01-130	555.11	644
01-01291-01	3331 74TH ST E	20-71152-02-200	828.16	961
01-01335-01	7326 CARMEN AVE E	20-71152-02-130	649.66	754
01-01359-02	3324 73RD ST E	20-71152-02-080	452.47	525
01-01431-01	7333 CLAY AVE E	20-71152-02-020	298.77	347
01-01459-01	7355 CLAY CT E	20-71152-02-310	237.83	276
01-01543-06	3280 74TH ST E	20-71152-05-100	114.04	133
01-01569-02	7462 CARMEN AVE E	20-71152-05-150	80.98	94
01-01585-01	3337 75TH ST E	20-71152-05-200	1143.38	1327
01-01593-05	3355 75TH ST E	20-71152-05-210	349.16	406
01-01659-02	7443 CARMEN AVE E	20-71152-04-070	136.06	158
01-01691-03	7462 CAHILL AVE	20-71152-04-130	703.55	817
01-01721-01	8116 CARMEN AVE E	20-51000-02-080	518.94	602
01-01723-05	8053 CLEADIS AVE E	20-18850-01-030	631.53	733
01-02025-01	8040 CLOMAN AVE E	20-18850-03-020	582.55	676
01-02103-01	3584 81ST ST E	20-18850-03-070	249.23	290
01-02335-01	7378 BLAINE CT E	20-53700-02-200	1133.79	1316
01-02715-03	6829 CLAYTON AVE E	20-71160-03-470	333.98	388
01-02875-05	6805 CAIN AVE E	20-71160-05-130	169.07	197
01-03095-01	6889 CARLEDA AVE E	20-71160-09-120	171.08	199
01-03213-04	3265 80TH ST E #208	20-68300-02-208	317.56	369
01-03241-02	2360 78TH ST E	20-53500-01-280	288.35	335
01-03299-06	3275 80TH ST E #306	20-68300-02-306	73.55	86
01-03331-01	3253 72ND ST E	20-71157-04-190	153.06	178
01-03333-02	6960 CASPER AVE E	20-71153-09-110	110.81	129
01-03395-03	3296 68TH CT E	20-71160-03-200	215.16	250
01-03467-06	3468 70TH ST E	20-71157-07-030	83.6	97
01-03479-02	7063 CLAYTON AVE E	20-71157-07-250	80.22	94
01-03567-01	3269 71ST ST E	20-71157-01-260	301.88	351
01-03611-01	3295 80TH ST E #506	20-68300-02-506	101.95	119
01-03633-04	3221 71ST ST E	20-71157-01-230	204.49	238
01-03637-04	2461 79TH ST E	20-53530-01-061	387.51	450
01-03693-05	7161 CLAYTON AVE E	20-71157-06-180	542.81	630
01-03707-04	7171 CLAYTON AVE E	20-71157-06-170	3092.93	3588
01-03723-01	7567 CARMEN AVE E	20-71152-07-180	369.9	430
01-03731-03	7583 CARMEN AVE E	20-71152-07-170	672.57	781
01-03767-01	3220 70TH ST E	20-71157-01-090	165.81	193
01-04059-02	8325 CLEADIS AVE E	20-18851-05-020	560.66	651
01-04093-08	8310 CLEADIS AVE E	20-18851-02-140	383.64	446
01-04145-01	8268 CLOMAN AVE E	20-18851-03-050	388.61	451
01-04149-01	8240 CLOMAN AVE E	20-18851-03-040	714.08	829
01-04291-01	2304 80TH ST E	20-01600-27-012	98.03	114
01-04397-01	7721 BANKS CT E	20-36400-01-260	147.25	171
01-04423-05	6930 CLAY AVE E	20-71153-07-140	351.76	409
01-04443-02	6940 CLAY AVE E	20-71153-07-130	135.08	157
01-04479-01	3249 UPPER 71ST ST E	20-71157-03-160	176.61	205
01-04495-02	3279 UPPER 71ST ST E	20-71157-03-180	280.39	326
01-04507-03	6971 CLAYTON AVE E	20-71153-07-070	322.12	374
01-04531-02	3364 75TH ST E	20-71152-06-070	156.05	182
01-04549-03	7948 BARBARA AVE E	20-30250-01-131	91.93	107
01-04589-10	7930 BARBARA AVE E	20-30250-01-070	1207.48	1401
01-04655-01	2169 78TH CT E	20-36400-04-302	274.87	319
01-04671-02	3303 76TH ST E	20-71152-06-190	567.75	659
01-04723-01	6840 CARMEN AVE E	20-71160-03-280	1158.96	1345
01-04731-01	7122 CAHILL AVE	20-71157-02-130	90.02	105
01-04819-04	8410 COOPER WAY E	20-69300-07-010	87.62	102
01-04867-03	3024 69TH ST E	20-71160-06-040	791.27	918
01-04917-02	6931 CARLEDA AVE E	20-71160-06-080	666.7	774
01-04945-03	7286 CLAY AVE E	20-71152-01-101	363.7	422
01-04955-01	8476 COOPER WAY E	20-69300-09-030	780.82	906
01-04957-01	7125 CARMEN AVE E	20-71157-02-290	387.35	450
01-04961-05	7117 CARMEN AVE E	20-71157-02-300	429.05	498
01-05027-07	7360 CLAY AVE E	20-71152-01-150	506.53	588

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
01-05061-01	7615 BANNING WAY	20-36400-01-090	207.31	241
01-05353-01	8321 COOPER WAY E	20-69300-03-140	1047.49	1216
01-05379-01	7761 BARBARA AVE E	20-36400-01-190	222.29	258
01-05507-06	3738 CUNEEN TR E	20-82100-02-010	143.08	166
01-05569-02	3842 CUNEEN TR E	20-82100-02-050	205.24	239
01-05733-01	7135 CLAY CT E	20-71157-05-290	60.89	71
01-05749-01	8088 COREY PATH E	20-82100-06-090	881.65	1023
01-05803-02	7169 CLAY AVE E	20-71157-05-200	870.28	1010
01-05823-05	7192 CLAUDE AVE E	20-71157-05-120	88.01	103
01-05961-01	7046 CLAUDE AVE E	20-71157-07-130	613.36	712
01-05971-01	8237 COPLAND WAY E	20-82100-02-150	391.03	454
01-05999-02	7290 CAHILL AVE	20-71152-03-150	257.8	300
01-06181-03	8130 COPLAND WAY E	20-82100-05-030	212	246
01-06445-08	7878 DEMPSEY WAY E	20-64075-01-020	957.01	1111
01-06579-01	8195 CUSTERS TR E	20-82100-06-280	919.39	1067
01-06765-07	8011 DELANO WAY E	20-64075-01-270	672.63	781
01-07191-06	8008 DELANO CIR E	20-64075-02-210	250.62	291
01-07203-01	8018 DELANO WAY E	20-64075-02-190	655.8	761
01-07295-04	7852 CONCORD BLVD E	20-01100-54-020	88.01	103
01-07325-08	113 LINDEN ST	20-43251-01-050	1224	1420
01-07365-01	8183 CUSTERS TR E	20-82100-07-100	188.8	220
01-07413-03	8036 DAWN AVE E	20-82100-07-020	335.18	389
01-07431-08	5942 CONCORD BLVD E	20-43251-04-110	263.88	307
01-07479-05	6027 CONCORD BLVD E	20-64050-01-050	142.55	166
01-07609-06	6259 CONCORD BLVD E	20-36500-20-130	359.24	417
01-08007-01	6775 CONCORD BLVD E	20-43250-00-190	557.28	647
01-08529-01	6476 DELILAH AVE E	20-36500-23-110	599.23	696
01-08553-05	6415 DELANEY AVE E	20-36500-16-300	371.96	432
01-08567-03	6513 DELANEY AVE E	20-36550-04-030	75.31	88
01-08631-01	6558 DAWN AVE E	20-36550-04-140	896.06	1040
01-08727-01	6301 DAWN AVE E	20-36500-11-301	337.9	392
01-08731-01	6313 DAWN AVE E	20-36500-11-291	676.26	785
01-08735-05	6317 DAWN AVE E	20-36500-11-270	634.2	736
01-08751-01	6367 DAWN AVE E	20-36500-11-201	694.83	807
01-08807-04	6585 DAWN AVE E	20-36550-05-230	589.07	684
01-08811-08	3995 66TH ST E	20-36550-05-270	161.64	188
01-08867-01	6450 DAWN WAY E	20-36500-10-092	763.79	886
01-08907-02	6374 DAWN WAY E	20-36500-11-110	158.74	185
01-08921-02	6330 DAWN WAY E	20-36500-11-051	51.85	61
01-08929-06	6310 DAWN WAY E	20-36500-11-021	226.41	263
01-08947-01	3955 64TH ST E	20-36500-08-170	190.17	221
01-08955-07	6435 DAWN WAY E	20-36500-09-250	405.54	471
01-08971-03	6535 DAWN WAY E	20-36550-06-111	680.96	790
01-08989-03	3912 66TH ST E	20-13250-02-030	110.87	129
01-09013-03	6570 CROSBY AVE E	20-36550-06-241	139.98	163
01-09035-02	6565 CROSBY AVE E	20-36550-07-210	692.98	804
01-09067-01	6541 CRAIG AVE E	20-13250-01-050	279.21	324
01-09073-02	6559 CRAIG AVE E	20-13250-01-060	683.29	793
01-09093-06	3926 67TH ST E	20-13250-01-260	96.02	112
01-09097-06	3914 67TH ST E	20-13250-01-240	165.09	192
01-09107-01	3864 67TH ST E	20-13250-01-180	342.17	397
01-09121-01	3879 67TH ST E	20-13250-02-140	749.79	870
01-09137-04	6799 DAWN WAY E	20-13250-01-310	425.2	494
01-09239-01	6863 CRAIG CT	20-13251-01-021	339.86	395
01-10029-03	6883 CRAIG CT	20-13251-01-010	227.7	265
01-10041-01	3140 68TH ST E	20-71160-09-030	110.02	128
01-10131-04	6810 CARMEN AVE E	20-71160-03-270	122.06	142
01-10225-01	7346 BANCROFT WAY E	20-36800-03-090	122.9	143
01-10379-03	7299 BANCROFT WAY E	20-36800-02-110	252.05	293
01-10711-05	7248 BANCROFT WAY	20-36800-01-050	318.87	370
01-10801-04	7289 BANCROFT WAY E	20-36800-02-090	996.96	1157
01-11807-06	6159 DAWN WAY E	20-81500-01-310	809.58	940
01-11817-01	6284 CORWIN CT	20-81500-01-100	111.15	129
01-12191-01	6812 CRAIG CT E	20-13251-01-070	841.9	977
01-14861-01	8225 DARCY LN	20-18291-01-470	448.83	521
01-14977-04	8197 DARCY LN	20-18291-01-420	111.8	130
01-14987-01	6072 CROMWELL CT	20-19800-01-100	1376.82	1598
01-15013-03	5474 BRYCE AVE	20-15095-01-630	339.37	394

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
01-15201-07	5421 BREWER LN	20-15095-01-310	334.45	388
01-15207-06	8167 DARCY LN	20-18291-01-260	111.57	130
01-15267-01	8199 DARCY LN	20-18291-01-430	331.86	385
01-15301-03	4620 BLOOMBERG LN	20-44001-04-150	651.38	756
01-15451-03	4545 BLOOMBERG LN	20-44001-03-070	287.35	334
01-15525-01	4543 BLOOMBERG CIR	20-44001-04-020	93.72	109
01-15603-01	4680 BLOOMBERG LN	20-44002-01-010	452.61	526
01-15877-01	8099 DARCY LN	20-18291-01-120	148.84	173
01-15909-04	8087 DARCY LN	20-18291-01-100	316.33	367
01-15973-05	8080 DANA PATH	20-18291-01-160	641.11	744
01-16251-02	7631 ADDISEN CT	20-12054-01-090	539.37	626
01-16317-03	7642 ADDISEN PATH	20-12057-04-090	293.63	341
01-16537-01	6460 CRAIG AVE	20-18600-01-060	507.92	590
01-16541-03	6972 ARCHER TR	20-14163-06-040	102.47	119
01-16565-03	7263 ARCHER TR	20-14168-04-020	317.63	369
01-16617-01	6896 ALVERNO CT	20-14167-03-160	423.36	492
01-16663-02	6828 ALVERNO CT	20-14167-03-220	1130.19	1312
01-16735-02	6967 ARCHER PL	20-14164-04-040	700	812
01-16759-01	6962 ARCHER PL	20-14164-01-010	157.6	183
01-16797-04	6905 ARCHER CT	20-14164-07-050	521.76	606
01-16821-01	7248 ARCHER TR	20-14168-02-180	325.75	378
01-17021-01	6501 ARCTIC CT	20-14167-02-010	271.16	315
01-18047-01	1877 80TH ST E	20-19600-00-110	393.82	457
01-18167-02	6512 ARCTIC WAY	20-14167-01-040	1626.34	1887
01-18221-01	1647 71ST ST W	20-14170-01-050	341.83	397
01-18229-00	7299 BABCOCK TR	20-88950-01-020	67.26	79
01-18298-01	7707 ACADEMY LN	20-66480-07-031	65.18	76
01-18301-00	7830 ADLER TRL	20-66480-08-150	50.99	60
02-00565-02	6280 CARLEDA WAY E	20-19500-03-020	179.27	208
02-00567-01	6300 CARLEDA WAY E	20-19500-03-030	999.88	1160
02-00625-02	5871 CAHILL AVE	20-03410-52-021	448.44	521
02-00647-05	6047 CAHILL AVE	20-43103-01-030	138.89	162
02-01343-10	6655 BUCKLEY CIR E #304	20-81403-02-304	335.49	390
02-01361-06	6655 BUCKLEY CIR E #307	20-81403-02-307	119.39	139
02-01623-02	2620 BORDEN WAY E	20-81300-02-050	86.71	101
02-01629-01	2612 BORDEN WAY E	20-81300-02-081	1050.58	1219
02-02497-08	6494 BONNER CT	20-81300-01-010	193.61	225
02-02733-01	6734 BLAINE AVE	20-00400-76-011	216.27	251
02-03849-01	6150 BRENT AVE E	20-43100-02-030	449.9	522
02-03913-01	6155 BOYER PATH E	20-43100-04-070	173.45	202
02-03969-01	6070 BOWMAN AVE E	20-43101-02-100	1478.56	1716
02-04977-06	7350 CLEVE AVE E	20-71151-02-150	634.73	737
02-05119-05	3723 UPPER 73RD ST E	20-71151-02-230	763.98	887
02-05329-09	3895 UPPER 73RD ST E	20-71150-05-140	929.11	1078
02-05607-01	3794 UPPER 73RD ST E	20-71151-03-030	608.07	706
02-05711-08	3968 72ND ST E	20-71150-06-020	876.16	1017
02-05997-11	7374 DAWN AVE E	20-71150-01-100	370.01	430
02-06033-01	7270 COOPER AVE E	20-71150-06-130	764.88	888
02-06045-02	3819 73RD ST E	20-71150-06-140	325.08	378
02-06053-01	7326 DAWN AVE E	20-71150-01-140	357.98	416
02-06119-01	7210 DAWN AVE E	20-71150-01-190	380.15	441
02-06289-03	4044 71ST ST E	20-71161-05-150	270.66	314
02-06339-02	3878 73RD ST E	20-71150-05-080	659.32	765
02-06363-04	3818 73RD ST E	20-71151-02-010	321.9	374
02-06371-01	3882 70TH ST E	20-71156-01-070	320.6	372
02-06383-03	3518 71ST ST E	20-71154-05-020	164.53	191
02-06387-01	7086 DELANEY AVE E	20-71161-05-080	789.72	917
02-06433-05	3544 71ST ST E	20-71154-05-050	65.69	77
02-06483-01	3692 73RD ST E	20-71151-02-090	104.66	122
02-06515-01	7053 DELANEY AVE E	20-71161-04-270	569.09	661
02-06559-03	7077 DELANEY AVE E	20-71161-04-240	181.64	211
02-06671-06	3595 68TH ST E	20-71160-01-080	628.86	730
02-06693-03	7046 DAWN CT E	20-71161-04-130	435.42	506
02-06721-04	7268 CLAYTON AVE E	20-71151-06-040	347.21	403
02-06785-04	7024 DAWN AVE E	20-71161-04-080	205.34	239
02-06821-01	7450 CLAYTON AVE E	20-71151-06-150	444.09	516
02-06899-01	7172 CORLISS WAY E	20-71156-02-100	322.77	375
02-06901-01	6095 BABCOCK TR E	20-48275-01-010	326.69	379

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
02-06973-06	5850 ASHER AVE E	20-42501-00-010	202.72	236
02-07025-03	7167 CORLISS WAY E	20-71155-04-012	370.01	430
02-07047-02	1909 59TH CT E	20-72450-01-020	879.36	1021
02-07069-06	1820 60TH ST E	20-00500-02-010	222.5	259
02-07165-01	3823 72ND ST E	20-71155-05-050	336.49	391
02-07229-01	5952 BACON AVE E	20-03310-52-030	1249.36	1450
02-07237-03	3660 UPPER 71ST ST E	20-71154-04-040	276.49	321
02-07239-02	5943 BACON AVE E	20-72450-01-220	795.94	924
02-07331-01	3918 UPPER 71ST ST E	20-71156-03-050	750.55	871
02-07347-03	3972 UPPER 71ST ST E	20-71156-03-020	569.9	662
02-07481-01	2044 67TH ST E	20-17100-03-040	80.16	93
02-07509-01	3727 71ST ST E	20-71154-01-250	111.81	130
02-07533-02	2150 68TH ST E	20-17100-05-070	669.63	777
02-07543-01	4042 70TH ST E	20-71161-04-050	555.33	645
02-07653-01	6968 DELANEY AVE E	20-71161-01-040	476.56	553
02-07787-01	6990 DAWN AVE E	20-71161-03-060	151.12	176
02-07875-02	3709 74TH ST E	20-71151-03-160	406.92	473
02-07981-11	7363 DEGRIO WAY E	20-84300-01-130	105.72	123
02-07995-19	7371 DEGRIO WAY E	20-84300-01-130	812.66	943
02-08005-07	3511 67TH ST E	20-44352-16-020	221.19	257
02-08109-01	7279 DEGRIO WAY E	20-84300-01-020	1052.03	1221
02-08171-06	3528 CLOMAN	20-44352-09-020	637.16	740
02-08219-01	6921 CLEVE AVE E	20-71153-06-020	553.19	642
02-08261-06	3548 CLOMAN	20-44352-12-040	418.9	486
02-08325-01	3520 68TH ST E	20-71160-02-040	421.41	489
02-08453-06	3471 CLOMAN	20-44352-04-030	71.32	83
02-08485-01	6971 DAWN AVE E	20-71153-01-080	912.72	1059
02-08489-01	3429 CLOMAN	20-44352-02-010	308.74	359
02-10049-01	632 9TH AVE S	20-13700-01-010	2079.1	2412
02-10069-01	2075 67TH ST E	20-17100-01-100	419.03	487
02-10309-01	8271 DAWSON CT E	20-12350-02-030	1104.79	1282
02-10637-03	8552 BECHTEL CT	20-54870-02-030	1313.99	1525
02-10747-09	8471 CALVIN CT	20-14070-03-030	121.74	142
02-10941-07	8474 BRADFORD CT	20-54870-01-210	233.59	271
02-11281-06	8444 BREWSTER AVE	20-54890-05-020	138.52	161
02-11591-01	8927 COFFMAN PATH	20-11859-01-040	286.73	333
02-11649-04	8615 BIRCH BLVD	20-14080-02-060	664.72	772
02-12023-01	6401 BARCLAY AVE	20-65951-01-100	393.42	457
02-12025-01	6498 BORDEAUX CT	20-81325-01-080	365.58	425
02-12035-03	8455 COLLEGE TR	20-11852-01-060	181.64	211
02-13267-01	8660 CORCORAN PATH	20-44700-03-010	351.59	408
02-13325-01	6936 DELAROSA CT	20-35500-01-020	1030.82	1196
02-13713-04	8823 COFFMAN PATH	20-12101-01-030	1037.81	1204
02-13949-01	9078 CHENEY TR	20-32700-01-010	630.48	732
02-14071-04	9238 CHENEY TR	20-32700-01-180	150.73	175
02-14107-02	8947 CARTER CT	20-11800-02-110	176.58	205
02-14245-05	9010 CARTER PATH	20-11800-01-060	1059.62	1230
02-14281-10	6501 BONNER CT	20-81300-02-222	1106.77	1284
03-00201-05	3770 75TH ST E	20-11420-03-050	869.83	1010
03-00225-06	3786 75TH ST E	20-11420-03-030	654.98	760
03-00243-04	3866 CRAIG WAY E	20-53651-02-030	128.96	150
03-00247-11	3870 75TH ST E	20-11420-02-070	314.43	365
03-00267-04	3880 75TH ST E	20-11420-02-060	961.58	1116
03-00283-07	3676 CONROY CT E	20-53652-21-020	76.83	90
03-00293-03	4629 BOWER PATH E	20-67100-01-110	213.58	248
03-00439-01	2895 UPPER 79TH CT E	20-64501-01-040	168.37	196
03-00459-01	2865 UPPER 79TH CT E	20-64501-01-010	363.4	422
03-00503-01	7790 BOYD AVE E	20-64500-02-060	220.86	257
03-00517-02	8830 BACARDI AVE E	20-01800-58-181	2444.25	2836
03-00649-03	2950 75TH ST E	20-64502-02-020	110.58	129
03-00705-01	4059 75TH ST E	20-71150-02-150	257.35	299
03-00721-09	3704 CONROY TR E	20-53652-18-040	436.15	506
03-00745-03	4815 BOYD AVE E	20-29200-01-050	370.38	430
03-00767-02	2830 47TH ST E	20-38700-00-304	164.09	191
03-00777-03	3720 CONROY TR E	20-53652-30-030	603.59	701
03-00833-01	4849 BRENT AVE	20-38700-00-120	300.84	349
03-00839-02	7466 CRAIG AVE E	20-71150-03-110	424.5	493
03-00865-01	8820 BACARDI AVE E	20-01800-58-131	1595.63	1851

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
03-00867-01	1914 55TH	20-22100-01-130	988.13	1147
03-00877-01	1916 55TH	20-22100-01-120	796.72	925
03-00909-01	4871 BRYCE AVE E	20-50350-02-100	767.22	890
03-01031-04	3870 UPPER 75TH ST E	20-53651-04-030	171.62	200
03-01075-11	3766 CONROY TR E	20-53652-28-040	81.45	95
03-01111-12	1836 55TH ST E	20-24400-01-022	354.88	412
03-01163-01	1935 55TH ST E	20-03210-09-010	87.23	102
03-01165-05	3776 CONROY TR E	20-53652-12-020	446.16	518
03-01217-01	3950 UPPER 75TH ST E	20-53651-06-030	328.28	381
03-01295-01	2881 74TH CT E	20-64504-02-020	212.22	247
03-01427-01	7465 BOYD AVE E	20-64504-01-050	462.52	537
03-01489-02	7605 BOYD AVE E	20-64502-03-010	1123.24	1303
03-01739-01	3790 CONROY TR E	20-53652-27-040	381.57	443
03-01779-03	2422 53RD ST E	20-41300-03-040	138.01	161
03-01803-06	3800 CONROY TR E	20-53652-10-020	435.67	506
03-01859-07	3808 CONROY TR E	20-53652-09-020	487.44	566
03-01867-02	5744 BABCOCK TR E	20-03210-76-010	675.55	784
03-01899-03	5641 BABCOCK TR E	20-03210-78-060	1488.76	1727
03-01945-03	5821 BABCOCK TR E	20-03210-79-010	98.66	115
03-01957-01	3822 CONROY TR E	20-53652-08-020	525.81	610
03-02073-01	3897 CONROY TR E	20-53652-06-010	99.25	116
03-02129-02	3877 CONROY TR E	20-53652-06-060	155.04	180
03-02151-01	1372 UPPER 55TH ST E	20-64450-02-010	278.4	323
03-02177-04	5539 ANGUS AVE E	20-64450-02-070	713.95	829
03-02197-08	4501 AUDREY AVE E	20-02910-75-020	608.77	707
03-02205-01	4511 AUDREY AVE E	20-31100-03-070	217.56	253
03-02207-05	3970 76TH WAY E	20-53651-10-030	405.61	471
03-02253-01	4550 AUDREY AVE E	20-31100-02-150	935.56	1086
03-02259-01	1425 56TH ST E	20-64450-01-060	178.51	208
03-02301-01	1827 46TH ST E	20-31100-03-040	62.18	73
03-02323-09	3920 76TH WAY E	20-53651-12-060	197.73	230
03-02359-03	3833 CONROY TR E	20-53652-03-050	278.83	324
03-02395-01	3882 CRAIG WAY E	20-53651-01-020	337.11	392
03-02423-01	4585 AUGUST WAY E	20-31100-02-080	167.74	195
03-02631-07	2685 79TH CT E	20-20100-01-020	425.99	495
03-02961-01	3789 CONROY TR E	20-53652-26-020	187.96	219
03-02981-01	3858 CRAIG WAY E	20-53651-02-010	488.08	567
03-03001-01	3783 CONROY TR E	20-53652-25-030	315.38	366
03-03003-04	4507 AUGUST WAY E	20-31100-02-020	387.69	450
03-03017-01	3781 CONROY TR E	20-53652-25-020	339.81	395
03-03029-03	4502 AUGUST WAY E	20-31100-01-140	164.8	192
03-03033-01	3830 CRAIG WAY E	20-53651-03-010	793.7	921
03-03043-03	3777 CONROY TR E	20-53652-01-010	137.52	160
03-03049-05	5641 AUDREY AVE E	20-03210-80-060	642.27	746
03-03081-01	3964 77TH ST E	20-71163-04-140	1083.73	1258
03-03083-05	4590 AUGUST WAY E	20-31100-01-080	897.89	1042
03-03187-05	3800 77TH ST E	20-71163-04-030	339.99	395
03-03257-03	1820 UPPER 55TH ST E	20-03210-78-010	289.73	337
03-03307-09	4620 BARBARA AVE E	20-31101-03-070	139.56	162
03-03349-03	3574 77TH ST E	20-71163-03-050	392.56	456
03-03649-01	2020 UPPER 45TH ST E	20-31101-02-030	744.87	865
03-03797-01	7555 BORMAN CT E	20-18212-07-020	544.69	632
03-03867-01	2600 75TH ST E #111	20-18210-02-111	300.91	350
03-03885-04	2600 75TH ST E #115	20-18210-02-115	174.5	203
03-03917-01	2600 75TH ST E #214	20-18210-02-214	677.57	786
03-03927-01	2600 75TH ST E #216	20-18210-02-216	300.91	350
03-03937-05	2600 75TH ST E #218	20-18210-02-218	87.24	102
03-04017-05	2584 76TH ST E	20-16400-01-040	360.71	419
03-04027-05	2630 76TH ST E	20-16400-02-020	341.21	396
03-04047-02	7675 BOWMAN CT	20-18211-03-120	440.33	511
03-04141-04	7648 BORMAN WAY E	20-16400-02-200	100	116
03-04171-04	7622 BORMAN WAY E	20-16400-02-110	57.14	67
03-04363-03	3801 78TH ST E	20-71163-04-300	531.92	618
03-04373-08	3817 78TH ST E	20-71163-04-290	484.19	562
03-04429-01	3901 78TH ST E	20-71163-04-230	1612.77	1871
03-04521-03	4095 78TH ST E	20-11701-01-022	734.7	853
03-04595-04	3864 78TH ST E	20-36520-01-080	664.53	771
03-05127-06	7076 BLAINE AVE	20-00900-02-051	98.62	115

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
03-05351-03	7827 COOPER AVE E	20-36521-02-200	625.62	726
03-05363-01	7065 BLAKE PATH	20-48625-01-020	396.74	461
03-05389-05	7075 BLAKE PATH	20-48625-01-030	924.84	1073
03-05409-01	7899 COOPER AVE E	20-36521-02-160	453.32	526
03-05475-02	7133 BLAKE PATH	20-48625-01-090	866.34	1005
03-05519-03	4850 BABCOCK TR E #232	20-71275-04-232	590.33	685
03-05693-01	2725 71ST ST E	20-48625-04-030	494.23	574
03-05725-05	7829 COREY PATH E	20-64200-05-180	212.76	247
03-05763-05	7833 COREY PATH E	20-64200-05-160	114.75	134
03-05771-01	7835 COREY PATH E	20-64200-05-150	117.24	136
03-09993-01	4660 BARBATO CT E	20-71275-01-060	251.89	293
03-10211-01	4803 BARBARA LN E	20-71290-01-130	70.77	83
03-10823-01	7841 COREY PATH E	20-64200-05-120	162.77	189
03-10897-03	7921 BLANCHARD WAY	20-41250-03-040	54.51	64
03-11851-05	9301 AVALON CT	20-18404-05-050	2470.93	2867
03-11909-01	3090 UPPER 76TH ST E	20-01000-51-060	454.67	528
03-12317-05	7245 BOND WAY	20-77500-01-380	425.57	494
03-12441-02	5027 BRYCE AVE E	20-66200-02-041	7.99	10
03-12717-10	10875 ALISON WAY	20-71395-01-150	240.63	280
03-12753-05	7416 BRADY PATH	20-77500-01-590	180.29	210
03-12759-01	7428 BRADY PATH	20-77500-01-030	116.83	136
03-12863-02	7412 BRADY PATH	20-77500-01-600	242.49	282
03-12903-06	7336 BRADEN TR	20-77500-01-410	931.2	1081
03-12915-01	9322 ESK LN	20-18404-03-220	206.39	240
03-13019-03	10668 ALTON CT	20-71397-02-150	181.74	211
03-13265-02	10875 ANDES CIR	20-71398-02-290	321.21	373
03-13563-01	10704 ALISON WAY	20-71397-03-040	449.99	522
03-13729-01	10624 ALISON WAY	20-71399-01-040	255.52	297
03-13805-05	10619 ALVIN CT	20-71399-02-020	413.83	481
03-13861-03	7141 BESTER CT	20-29500-01-060	640.85	744
03-13935-04	7138 BESTER CT	20-29500-01-050	473.02	549
03-14851-01	7140 BLAINE AVE E	20-19400-01-030	1066.24	1237
03-16181-01	3828 AIDAN CT	20-76570-01-140	1294.9	1503
03-16333-02	6834 AVENA PATH	20-15800-02-040	118.39	138
03-16427-01	6348 APPLE CT	20-67201-02-140	179.02	208
03-16441-01	6860 ALEXA PATH	20-15800-03-430	166.04	193
03-16453-02	6355 APPLE CT	20-67201-01-070	90	105
03-16473-01	7614 CONNIE LN	20-71180-01-230	193.11	225
03-16498-02	6917 ANGELA TR	20-15800-03-210	132.47	154
03-16509-01	6964 ANGELA TR	20-15800-03-540	73.8	86
03-16577-01	6950 ANGELA TR	20-15800-03-550	50.84	59
04-09359-10	6370 CONCORD BLVD E	20-36500-22-030	381.81	443
04-09367-03	6526 DOFFING AVE E	20-36500-34-030	397.24	461
04-09395-01	6559 CONCORD BLVD E	20-36550-02-030	201.7	234
04-09705-01	7740 BARBARA AVE E	20-36400-04-270	2154.72	2500
04-09905-03	5440 ROBERT TR S	20-65900-01-060	54.63	64
04-10851-01	6883 INVERNESS TR	20-36700-02-002	5.07	6
04-10907-01	6897 INVERNESS TR	20-36700-02-010	5.77	7
04-10913-01	6914 INVERNESS TR	20-36700-02-029	5.77	7
04-10977-01	6931 INVERNESS TR	20-36700-02-025	252.1	293
04-10991-01	6932 INVERNESS TR	00-10991-00-000	8.92	11
04-11117-01	6920 INVERNESS TR	20-36700-02-040	6.09	8
04-11259-01	6931 INVERNESS CT	00-11259-00-000	2.54	3
04-11307-01	6894 INVERNESS TR	20-36700-02-013	5.23	7
04-11483-01	6979 INVERNESS CT	20-36700-02-046	3.28	4
04-11639-01	6944 INVERNESS CT	20-36700-02-052	3.27	4
04-11723-01	6976 INVERNESS CT	20-36700-02-055	5.47	7
04-12323-04	5861 BLAINE AVE	20-14175-01-020	15983.73	18542
04-16103-04	10498 COURTHOUSE BLVD	20-02700-27-050	78.17	91
04-16975-00	4465 66TH ST E	20-00200-78-011	128.55	150
04-16997-00	11116 COURTHOUSE BLVD	20-03400-01-012	39.58	46
04-17030-00	9260 COURTHOUSE BLVD	20-02100-01-020	158.1	184
04-17053-00	0 ANGELA TR/ALLEN WAY	20-15800-03-000	2522.39	2926
05-16219-02	1780 93RD CIR	20-02000-03-014	73.03	85

Active Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
05-16359-01	9550 ARNOLD AVE	20-47400-03-060	96.71	113
05-16375-01	8615 ANN MARIE TRL	20-81175-02-040	106.24	124
05-16379-01	8708 ANN MARIE TRL	20-81175-03-030	70.28	82
05-16429-01	9020 JEFFERSON TRL	20-01800-57-020	67.51	79
05-16437-01	8225 ARGENTA TRL	20-29300-00-020	131.04	153
05-16627-02	1244 90TH ST E	20-62500-01-010	54.9	64
05-17181-01	20-36500-31-050	20-36500-31-050	85.94	100
05-17297-02	7600 RIVER RD	20-01100-56-020	67.51	79
05-17343-01	8920 89TH CT	20-15200-01-120	56.16	66
05-17419-01	8180 INVER GROVE TRL	20-75900-01-030	54.2	63
05-17585-02	3700 94TH ST E	20-64600-01-060	63.12	74
05-17633-01	9673 INVER GROVE TRL	20-02200-77-050	85.69	100
05-17679-01	3545 94TH ST E	20-64600-01-010	53.95	63
05-17749-01	9091 INVER GROVE TRL	20-02300-28-021	103.24	120
05-17773-01	3995 102ND ST E	20-02700-02-020	74.1	86
05-17791-01	20-02700-02-011	20-02700-02-011	173.8	202
05-17805-01	3995 102ND ST E	20-02700-02-030	68.97	81
05-17917-02	1745 93RD CIR E	20-14000-01-042	67.19	78
05-17931-01	9207 RICH VALLEY BLVD	20-01900-04-011	108.42	126
05-17991-01	10210 COURTHOUSE BLVD	20-02700-27-040	108.42	126
05-18037-02	9629 RICH VALLEY BLVD	20-02000-51-012	108.42	126
05-18097-01	9169 COURTHOUSE BOULEVAR	20-02100-04-020	68.71	80
05-18105-04	9405 BUCKLEY CT E	20-25800-01-040	92.52	108
05-18141-02	9191 COURTHOUSE BOULEVAR	20-02100-04-060	54.19	63
05-18207-02	10045 COURTHOUSE BLVD E	20-02700-28-010	108.42	126
05-18289-02	3111 105TH ST E	20-02700-31-010	109.34	127
05-18331-02	2922 105TH ST	20-81465-01-010	108.42	126
05-18421-02	10020 BARNES TRL	20-02800-05-100	93.49	109
05-18463-02	10136 BARNES TRL	20-14300-05-010	150.19	175
05-18499-01	1805 102ND ST	20-36604-02-010	54.2	63
05-18613-02	10227 RICH VALLEY BLVD	20-36607-03-010	118.79	138
05-18625-01	1040 102ND ST E	20-36605-01-010	55.74	65
05-18677-01	11618 AKRON AVE S	20-03200-50-016	106.89	124
05-18779-01	10873 AKRON AVE E	20-03000-75-012	108.42	126
05-18875-02	20-03100-56-790	20-03100-56-790	57.25	67
05-18971-03	11970 ALBAVAR PATH	20-84000-01-020	108.42	126
05-19065-02	11151 AKRON AVE	20-03100-01-015	94.49	110
05-19075-02	11355 ALBAVAR PATH	20-84001-02-070	108.42	126
05-19095-01	11109 ALBAVAR PATH	20-17800-02-030	52.94	62
05-19243-01	11018 RICH VALLEY BLVD	20-03200-01-010	68.97	81
05-19295-01	11516 RICH VALLEY BLVD	20-03300-50-010	67.22	78
05-19503-02	1401 70TH ST E	20-00500-53-010	108.42	126
05-19511-02	6545 BABCOCK TRL E	20-00500-77-020	108.42	126
05-19859-01	7884 ROBERT TRL S	20-00800-52-010	83.93	98
05-20167-00	6666 CAHILL AVE	20-00300-51-011	109.35	127
05-20179-01	20-36500-14-200	20-36500-14-200	81.62	95
05-20193-01	20-51000-00-040	20-51000-00-040	81.66	95
05-20233-02	20-81400-03-010	20-81400-03-010	130.88	152
05-20269-01	20-23900-00-140	20-23900-00-140	81.66	95
05-20359-02	20-81403-00-020	20-81403-00-020	136.84	159
05-20403-02	20-36500-21-120	20-36500-21-120	78.78	92
05-20591-03	8231 CLEARY CT	20-83900-02-030	62.48	73
05-20603-02	9969 ADAM AVE	20-27100-01-050	84.23	98
05-20811-02	20-71250-02-080	20-71250-02-080	94.37	110
05-21062-00	10394 ANDREA TRL	20-36608-01-160	200.14	233
05-21070-01	20-39900-00-050	20-39900-00-050	73.64	86
05-21098-00	2469 96TH ST E	20-47520-02-052	164.54	191
05-21143-01	9252 ALBANO TRL	20-81475-03-080	141.32	164
05-21178-00	3071 96TH ST E	20-47521-01-080	166.42	194
05-21182-01	9893 BAXTER TRL	20-47521-02-040	156.36	182
05-21259-00	9005 ALGER CT	20-47575-04-070	66.97	78
05-21260-00	9033 ALGER CT	20-47575-05-010	71.89	84
05-21372-00	8960 ALMQUIST WAY	20-47575-08-110	75.02	88
05-21468-00	11794 AKRON AVE E	20-03200-52-060	108.42	126
05-21473-01	10785 COURTHOUSE BLVD	20-02700-57-010	358.21	416
05-21477-00	10464 INVER GROVE TRL	20-02700-33-081	78.82	92
05-21511-00	1735 86TH CT E	20-55050-02-030	72.55	85
05-21572-00	20-14168-00-050	20-14168-00-050	126.81	148

Inactive Accounts - Recommended to Certify

Account #	Service Address	Parcel ID	Collection Amount	Outstanding Balance with Fees and Interest
01-03205-01	3265 80TH ST E #207	20-68300-02-207	397.57	462
01-03299-05	3275 80TH ST E #306	20-68300-02-306	75.3	88
01-03333-01	6960 CASPER AVE E	20-71153-09-110	151.08	176
01-08561-03	6472 DELANEY AVE E	20-36500-17-070	665.4	772
01-08961-01	6475 DAWN WAY E	20-36500-09-210	53.36	62
01-08989-02	3912 66TH ST E	20-13250-02-030	38.14	45
01-15333-01	5457 BREWER LN	20-15095-01-120	51.32	60
01-16303-03	7686 ADDISEN PATH	20-12056-02-050	117.53	137
01-18294-00	7711 ACADEMY LN	20-66480-07-020	3.22	4
01-18297-00	7754 ADLER TRL	20-66480-08-050	23.21	27
01-18298-00	7707 ACADEMY LN	20-66480-07-031	22.13	26
01-18299-00	7760 ADLER TRL	20-66480-08-060	0.26	1
01-18300-00	7857 AUSTIN WAY	20-66480-02-060	9.06	11
01-18303-00	7818 ADLER TRL	20-66480-08-130	0.27	1
02-02839-04	2700 62ND ST E	20-43101-03-020	67.78	79
02-06243-04	7461 CLOMAN	20-71151-05-120	554.79	644
02-08321-05	3522 CLOMAN	20-44352-10-010	205.05	238
02-13699-01	8828 COFFMAN PATH	20-12101-01-720	40.46	47
03-00767-01	2830 47TH ST E	20-38700-00-304	193.75	225
03-01777-01	3798 CONROY TR E	20-53652-10-010	686.4	797
03-03327-05	3604 77TH ST E	20-71163-03-070	134.37	156
03-12755-05	7408 BRADY PATH	20-77500-01-610	62.56	73
03-16293-01	6339 APPLE CT	20-67201-02-010	1297.98	1506
03-16323-02	6890 ALEXA PATH	20-15800-03-490	34.76	41
03-16337-02	6989 ANGELA TR	20-15800-03-030	209.34	243
03-16341-02	6993 ANGELA TR	20-15800-03-020	10.76	13
03-16443-00	6949 ANGELA TR	20-15800-03-130	19.45	23
03-16453-01	6355 APPLE CT	20-67201-01-070	34.03	40
03-16493-01	6933 ANGELA TR	20-15800-03-170	1	2
03-16511-00	6844 AQUA TR	20-15800-02-220	20.34	24
03-16512-00	6827 AQUA TR	20-15800-02-130	27.8	33
03-16533-00	6852 BOVEY TR	20-22470-02-010	31.37	37
03-16534-00	6880 BOVEY TR	20-22470-02-020	10.91	13
03-16536-00	6954 ABRA LN	20-15800-01-010	18.03	21
03-16538-00	6948 ABRA LN	20-15800-01-030	9.23	11
03-16541-00	6940 ABRA LN	20-15800-01-060	9.53	12
03-16542-00	6815 AQUA TR	20-15800-02-090	78.26	91
03-16543-00	6835 AQUA TR	20-15800-02-150	11.1	13
03-16545-00	6843 AQUA TR	20-15800-02-170	3.36	4
03-16546-00	6847 AQUA TR	20-15800-02-180	85.51	100
03-16547-00	6851 AQUA TR	20-15800-02-190	17.89	21
03-16549-00	6848 AQUA TR	20-15800-02-210	26.97	32
03-16550-00	6832 AQUA TR	20-15800-02-250	83.24	97
03-16552-00	6941 ANGELA TR	20-15800-03-150	1.11	2
03-16561-00	6887 ANGELA TR	20-15800-03-300	70.16	82
03-16574-00	6868 ALEXA PATH	20-15800-03-440	16.2	19
03-16576-00	6980 ANGELA TR	20-15800-03-520	9.05	11
03-16577-00	6950 ANGELA TR	20-15800-03-550	69.4	81
03-16578-00	6942 ANGELA TR	20-15800-03-570	59.42	69
03-16579-00	6938 ANGELA TR	20-15800-03-580	6.54	8
03-16580-00	6922 ANGELA TR	20-15800-03-620	71.76	84
03-16581-00	6918 ANGELA TR	20-15800-03-630	75.33	88
03-16616-00	7427 AGATE TR	20-56900-01-170	23.1	27
04-10909-01	6905 INVERNESS TR	20-36700-02-018	62.93	73
04-13031-02	7360 BOLTON WAY	20-73250-04-021	46.7	55
04-17015-00	7841 AMANA TRL	20-12055-01-010	195.49	227
05-16387-01	8606 S ROBERT TRL	20-01700-52-011	50.72	59
05-16649-01	9120 RICH VALLEY BLVD	20-01900-27-016	72.66	85
05-17015-01	6182 ROBERT TRL S	20-00500-30-010	105.83	123
05-18621-03	1190 102ND ST E	20-36600-05-010	24.62	29
05-20129-01	8606 ROBERT TRL S	20-01700-52-014	43.15	51
05-20864-00	VACANT 20-01700-30-022	20-01700-30-022	72.72	85

Agenda Item 5.D.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Adoption of Assessment Roll for the 2023 Public Nuisance & Diseased Tree Abatement Program

MEETING DATE: October 9, 2023
ITEM TYPE: Public Hearing
CONTACT: Stacy Bodsberg, Community Development Support Specialist, 651.450.2545

ACTION REQUESTED

The Council is asked to hold a Public Hearing and adopt the attached Resolution, adopting the assessment roll for the 2023 Public Nuisance & Diseased Tree Abatement Program.

BACKGROUND

The property owners noted below were notified in writing of Code Compliance Violation(s) on their properties, including long grass and weeds, diseased trees, refuse, and other nuisance conditions. Notices that were sent explained to the property owners that if they did not correct the violation(s), the City would abate the nuisance and they would be billed for the cost of the abatement(s). The property owners were billed for the cost of the abatement(s), but those bills have yet to be paid. A Notice of Pending Assessment has been sent out twice to the property owners requesting payment, with no response. Staff has therefore prepared the following assessment roll to recoup the cost of these nuisance abatements.

If prepayment is not received within thirty (30) days after the Special Assessments are levied and adopted by the City Council, the assessments will be sent to Dakota County to be placed on the property tax list to be paid in two equal installments extending over a period of one (1) year.

The following parcels are proposed to be placed on the Assessment Roll for the 2023 Nuisance Abatement Costs:

PID	PROPERTY ADDRESS	VIOLATION TYPE	AMOUNT
20-48602-02-010	2649 64TH ST E	TREE REMOVAL	$950.00
20-67201-02-070	6320 APPLE CT	LAWN CUT	$135.00
20-31100-02-020	4507 AUGUST WAY	LAWN CUT	$135.00
20-31100-02-040	4525 AUGUST WAY	TREE REMOVAL	$3,750.00

FISCAL IMPACT

The City seeks to recoup a total of $4,970.00 in unpaid abatement costs via this assessment process.

RECOMMENDATION
Staff recommends approval of the Assessment Roll for the 2023 Public Nuisance & Diseased Tree Abatement Program.

ATTACHMENTS
1. Resolution Adopting 2023 Assessment Roll for Unpaid Nusiance Abatements

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION ADOPTING THE ASSESSMENT ROLL
FOR 2023 PUBLIC NUISANCE & DISEASED TREE ABATEMENTS

RESOLUTION NO. _____

WHEREAS, the City Council of the City of Inver Grove Heights is the official governing body of the City of Inver Grove Heights, Minnesota; and

WHEREAS, the City Council has the authority to assess public nuisance abatement or removal costs pursuant to Minnesota Statutes, Chapter 429.101 and City Code Title 5, Chapter 8, and Chapter 9; and

WHEREAS, notice of a Public Hearing on the proposed assessment roll for public nuisance abatements on the properties identified on EXHIBIT A, which is attached hereto and incorporated herein, was published in the official newspaper of the City and notice was mailed to all persons listed on the official records of Dakota County as owners of the affected parcels or lots; and

WHEREAS, a Public Hearing before the City Council, as noticed, was held on October 9, 2023, where all interested persons were given an opportunity to be heard or otherwise comment on the proposed assessment; and

WHEREAS, the City Council finds that the various parcels listed on EXHIBIT A received public nuisance abatement or removal services, or both, but did not pay the city for said services.

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

1. The assessment roll, a copy of which is attached hereto and made a part hereof, is hereby adopted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed assessment levied against it.

2. The assessment for each parcel shall be payable in two equal installments extending over a period of one (1) year, the installments will appear on the 2024 property tax statement and shall bear interest at the rate of eight percent (8%) per annum from the date of adoption of this assessment resolution.

3. The owner of any property, so assessed, may at any time prior to certification of the assessment to the County Auditor on December 14, 2023, pay the whole of the assessment on such property, to the City Clerk, and no interest shall be charged if the entire assessment is paid within thirty (30) days from the adoption of this resolution. The owner may, at any time thereafter, pay to the County Treasurer the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year

in which such payment is made. Such payment must be made before November 15, or interest will be charged through December 31 of the next succeeding year.

4. The Clerk shall transmit a certified copy of the assessment roll to the County Auditor to be extended on the property tax lists of the County, and such assessments shall be collected and paid over the same manner as other municipal taxes.

Adopted by the City Council of Inver Grove Heights this 9th day of October 2023.

AYES:
NAYS:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

ASSESSMENT ROLL FOR
ABATEMENT OF PUBLIC NUISANCE

PID	PROPERTY ADDRESS	VIOLATION TYPE	AMOUNT
204860202010	2649 64TH ST E	TREE REMOVAL	$950.00
206720102070	6320 APPLE CT	LAWN CUT	$135.00
203110002020	4507 AUGUST WAY	LAWN CUT	$135.00
203110002040	4525 AUGUST WAY	TREE REMOVAL	$3,750.00

TOTAL: $4,970.00

Agenda Item 6.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **3rd Reading of Snow Removal Ordinance and Resolution Adopting an Updated Winter Maintenance Policy**

MEETING DATE: October 9, 2023
ITEM TYPE: Regular Business
CONTACT: Brian Connolly, Public Works Director, 651.450.2571
Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to approve the third reading and a summary publication notice for an ordinance amending City Code Title 5 and Title 7, related to public nuisance abatement and snow removal from public sidewalks, and adopt the attached Resolution adopting an updated Winter Maintenance Policy.

BACKGROUND

In January of 2010, the City Council adopted a Winter Maintenance Policy, to address the snow and ice management objectives and procedures implemented following winter weather events such as snowfall or ice accumulation. The policy has not been reviewed or revisited since its original adoption, and is in need of updating based on changes in maintenance staffing levels, equipment, and the continued expansion of the City's public infrastructure including streets, sidewalks, and trails, particularly in the Northwest Area of the City.

The key changes contained in the updated Winter Maintenance Policy include:

- Clarification of winter maintenance staffing requirements, including details of Street, Parks, Utility, and Central Equipment staff, and working hour expectations in line with current labor union contracts.
- Removal of a clause related to the declaration of a "snow emergency", as there is no current City Code language providing for such a declaration.
- Added clarification regarding boulevard considerations, including identifying what is and isn't allowed in boulevards, and what will and won't be addressed by the City related to snow removal or boulevard damage as a result of snow plowing activities.
- Inclusion of a map (Appendix A & dynamic Web map) that clearly addresses the sidewalks/trails located throughout the city that are to be plowed by the City. This map is intended to be updated annually by the Street Division.
- Clarification of the snow and ice removal priorities as they relate to different infrastructure facilities throughout the community (streets, parking lots, trails, etc.)

As the Winter Maintenance Policy objectives and procedures are closely linked to provisions in City Code, staff is also recommending updates to several key City Code provisions to provide clarity and allow consistent application of the proposed Winter Maintenance Policy throughout the City. The key component of City Code related to winter maintenance is Title 7, Chapter 1, which currently addresses ice, rubbish, and dirt on public sidewalks, but is silent on addressing snow removal.

The City has approximately 78 miles of sidewalks and trails throughout the community (including approximately 18 miles of sidewalks and trails along Dakota County roadways). The City has historically cleared snow from 50 miles of these sidewalk and trail facilities, located mainly along street right-of-way throughout the community, although these activities have been applied inconsistently between neighborhoods. In certain commercial, retail, and high-density residential areas, adjacent properties clear snow from public sidewalks, but intermittently, there are properties where snow removal doesn't occur, and the City often needs to clear snow to provide a continuously plowed path. The proliferation of more homeowners associations and their use of property maintenance contractors has also led to questions and code enforcement challenges regarding sidewalk and trail maintenance responsibilities, particularly as it relates to snow and ice removal, which has led to confusion given that ice removal is addressed in the City Code, but snow removal is not.

Staff are proposing the City Code be updated to include snow removal from public sidewalks as a property owner's responsibility, as is the current case for ice, rubbish, and dirt removal. Staff are also recommending updated language to address ambiguity related to abatement and costs to address snow, ice, rubbish, and dirt removal from public sidewalks, and allow more clear provisions for enforcement of the City Code and assessing of costs thereto.

The first reading of the Snow Removal Ordinance was held by the City Council on August 14, 2023, at which time a draft version of the updated Winter Maintenance Policy was also presented. Following this meeting, staff sent out notifications to 541 property owners who may be impacted by the proposed Ordinance revisions, primarily related to snow removal on sidewalks shifting from past plowing by the City, to a property owner's responsibility. In conjunction with the notification letter, City staff also placed updated mapping and Ordinance reference information for public viewing on the City's webpage at www.ighmn.gov/wintermaintenance. The second reading of the Snow Removal Ordinance was held on September 11, 2023, with property owners representing five different properties speaking at the Council meeting.

For the third reading, the following minor modifications were made to the proposed Ordinance (denoted in red text in the attached Ordinance document):

- A reference is added to identify that the City prioritizes and performs snow and ice removal on sidewalks located along specific roadways and in parks throughout the community, in accordance with the current version of the Winter Maintenance Policy. This reference was added to allow for future changes to the Winter Maintenance Policy to be adopted by the City Council without having a direct impact on the City Code language.

FISCAL IMPACT
N/A

RECOMMENDATION
Staff recommends approval of the attached Resolution, adopting an updated Winter Maintenance Policy, approval of the third reading of the attached Sidewalk Snow Removal Ordinance and, if approved, approval of the attached summary publication Resolution.

ATTACHMENTS

1. Ordinance Amending City Code Related to Snow Removal
2. Resolution - Summary Publication Notice
3. Resolution - Adopt Updated Winter Maintenance Policy
4. Winter Maintenance Policy Update

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. ________

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 5, CHAPTER 9, SECTION 6 AND TITLE 7, CHAPTER 1, SECTION 2 REGARDING PUBLIC NUISANCE ABATEMENT AND SNOW REMOVAL FROM PUBLIC SIDEWALKS

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

Section One. Amendment. Inver Grove Heights City Code Title 5, Chapter 9, Section 6(A), is hereby amended to include the following language, which is shown below and underlined:

8. Immediate Abatement: Nothing in this section shall prevent the City, without notice or other process, from immediately abating any condition that poses an immediate and serious danger to public health, safety, or welfare.

Section Two. Amendment. Inver Grove Heights City Code Title 7, Chapter 1, Section 2, is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

7-1-2: SNOW, ICE, DIRT AND RUBBISH ON SIDEWALKS:

A. Nuisance Declared; Sidewalks To Be Safe: The City performs snow and ice removal from certain public sidewalks located throughout the City in accordance with the most current version of the City's Winter Maintenance Policy adopted by the City Council. Snow and ice removal from all public sidewalks not subject to snow and ice removal by the City shall be the responsibility of the adjacent property owner. All snow, ice, dirt, and rubbish remaining on a public sidewalk more than twenty four (24) hours after its deposit thereon is hereby determined to be a public nuisance. The owner ~~and the occupant~~ of any property adjacent to a public sidewalk shall use due diligence to keep such sidewalk safe for pedestrians. No such owner ~~or occupant~~ shall allow snow, ice, dirt or rubbish to remain on the sidewalk ~~longer~~ more than twenty-four (24) hours after it~~s~~ has been deposited thereon; with respect to snow or other precipitation, the twenty-four (24) hour period shall start after the snow or other precipitation causing the condition has ceased to fall.

B. Removal By City; Records Kept: If the snow, ice, dirt or rubbish is not removed as required under section 7-1-2(A), the City may serve upon the owner of the property a written notice sent by e-mail, standard US mail, or posting notice on the property ordering removal of the snow, ice, dirt or rubbish within twenty-four (24) hours. If snow, ice, dirt or rubbish remains on a public sidewalk for more than twenty-four (24) hours after notice has been provided by the City, ~~The~~ the street maintenance superintendent or ~~other officials or employees designated by the council~~ their designee may remove or cause to be removed from ~~all~~ the public sidewalk~~s~~ all snow, ice, dirt, and rubbish ~~as soon as possible~~. ~~beginning twenty-four (24) hours after any such matter has been~~

~~deposited thereon or after the snow has ceased to fall. Such employees or officials~~ The City shall keep a record showing the cost of such removal from public sidewalk ~~adjacent to each separate lot and parcel~~ and shall deliver such information to the City Clerk.

C. Emergency Abatement. Upon inspection of the property on which it is alleged that a public nuisance exists related to snow, ice, dirt or rubbish, if the street maintenance superintendent or their designee determine that a public nuisance exists and that the public health, safety or welfare may be in immediate danger, then emergency abatement procedures may be implemented, and the City may cause the nuisance to be removed or abated. When emergency abatement of snow, ice, dirt or rubbish is authorized, pre-abatement notice to the owner of the property is not required. Following emergency abatement, the City will mail a notice to the property owner describing the action taken to abate the nuisance and provide an invoice for the cost of the abatement.

D. Assessment of Costs; Delinquency: All costs of snow, ice, dirt or rubbish removal from public sidewalks shall be billed to the owner of the adjacent property, which shall be immediately due and payable to the City. Unpaid bills more than thirty (30) days past due shall be considered in default. The City Council may levy an assessment equal to such unpaid costs against each lot or parcel of land from which the snow, ice, dirt or rubbish has been removed pursuant to the provisions of Minnesota Statutes, Section 429.101.

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

Passed in regular session of the City Council of the City of Inver Grove Heights on the 9th day of October, 2023.

CITY OF INVER GROVE HEIGHTS

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ______

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. _______, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 5, CHAPTER 9, SECTION 6, AND TITLE 7, CHAPTER 1, SECTION 2 REGARDING PUBLIC NUISANCE ABATEMENT AND SNOW REMOVAL FROM PUBLIC SIDEWALKS

WHEREAS, on October 9, 2023, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. ______, an ordinance Amending Inver Grove Heights City Code, Title 5, Chapter 9 Section 6, and Title 7, Chapter 1, Section 2 Regarding Public Nuisance Abatement and Snow Removal from Public Sidewalks; and

WHEREAS, state law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, pursuant to Minn. Stat. Sec. 412.191, subd. 4, the Council may, by a 4/5ths vote, direct that only the title and a summary of the ordinance be published; and

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. ________ which is attached hereto as **Exhibit A**; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. _______ would clearly inform the public of the intent of the ordinance; and

WHEREAS, due to the length of Ordinance No. ______, the City Council desires to publish a summary of the Ordinance.

NOW THEREFORE BE IT RESOLVED, by a vote of at least four-fifths of its members, that the City Council of the City of Inver Grove Heights hereby:

1. Approves the text of the summary of Ordinance No. _____ attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. _____ in the City's official newspaper.

2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. ______ is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. _____ upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 9th day of October 2023.

CITY OF INVER GROVE HEIGHTS

By:____________________________________
Brenda Dietrich
Its: Mayor

Attested:

By:____________________________________
Rebecca Kiernan
Its: City Clerk

(Published in the *Pioneer Press* on___________________________, 2023.)

<u>EXHIBIT A</u>

SUMMARY PUBLICATION
ORDINANCE NO. ______

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. ______, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 5, CHAPTER 9, SECTION 6, AND TITLE 7, CHAPTER 1, SECTION 2 REGARDING PUBLIC NUISANCE ABATEMENT AND SNOW REMOVAL FROM PUBLIC SIDEWALKS

On October 9, 2023, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance No. ______, an ordinance Amending Inver Grove Heights City Code, Title 5, Chapter 9 Section 6, and Title 7, Chapter 1, Section 2 Regarding Public Nuisance Abatement and Snow Removal From Public Sidewalks.

Ordinance _____ amends the City Code to allow the City to abate public nuisances, and without notice or other process, to immediately abate any condition that poses an immediate and serious danger to public health, safety, or welfare. The Ordinance further adds requirements for snow removal from public sidewalks, and requires that all snow, ice, dirt, or rubbish must be removed within 24 hours from deposit on a public sidewalk. If snow, ice, dirt, or rubbish are not removed within 24 hours, the City may order the removal of the same, and if not removed, may cause them to be removed. Emergency abatement is authorized. The costs for such abatement shall be billed to the adjacent property owner; if not paid, unpaid charges may be specially assessed against the adjacent property.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. ______, and it is directed that only the above title and summary of Ordinance No. ____ conforming to Minn. Stat. Sec. 331A.01 be published, with the following:

NOTICE

A printed copy of the full text of Ordinance No. _____is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. __________

RESOLUTION APPROVING AN UPDATE TO THE CITY'S WINTER MAINTENANCE POLICY

WHEREAS, on January 11, 2011, The City Council approved the adoption of a Winter Maintenance Policy; and

WHEREAS, an update to the Winter Maintenance Policy is needed based on changes in City maintenance and staffing levels, equipment, and the continued expansion of the City's public infrastructure including streets, sidewalk, and trails; and

WHEREAS, on August 14, 2023, staff presented an updated version of the Winter Maintenance Policy to the City Council in conjunction with the first reading of an updated Sidewalk Snow Removal Ordinance; and

WHEREAS, on September 11, 2023, and October 9, 2023, the City Council received a second and third reading of the Sidewalk Snow Removal Ordinance, subsequently adopting the Ordinance upon receipt of the third reading.

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

1. The updated Winter Maintenance Policy, dated October 9, 2023, is hereby adopted.
2. The updated Winter Maintenance Policy supersedes all previous versions as of the date of adoption.

Adopted by the City Council of the City of Inver Grove Heights this 9th day of October 2023.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS

Winter Maintenance Policy

Updated – 10/09/2023

Adopted by City Council Resolution – 2023-XXX

Table of Contents

1.0 - Introduction/Purpose

The purpose of this Policy is to define and outline snow and ice management objectives and procedures as established by the City of Inver Grove Heights.

The City of Inver Grove Heights assumes basic responsibility for management of snow and ice on City streets. Reasonable ice and snow management is necessary for routine travel and emergency services. The City will attempt to provide such management in a safe and cost-effective manner, keeping in mind safety, budget, personnel, community and environmental concerns. The City will use City employees, City owned or rented equipment and/or private contractors to provide this service.

In the event of equipment failure, extreme snowfall, accidents, limited staffing or other unanticipated events, deviation from any standards may be expected.

This Policy supersedes all previously written or unwritten policies of the City regarding snow and ice removal. The Public Works Department will review this policy periodically and will amend it as appropriate.

2.0 - Commencing Snow Plowing, Anti-Icing and Deicing Operations

The Street Maintenance Superintendent or designee shall decide when to begin snow or ice management operations. Snow and ice management operations are expensive and involve the use of limited personnel and equipment. Consequently, snowplowing operations will not generally be conducted for snowfalls of less than 2 inches. However, the City may perform ice management operations at any time conditions are warranted. Lesser amounts may require plowing and/or the application of deicing chemicals and/or a sand/salt mixture depending upon weather conditions and snow accumulation.

Snow plowing and ice management on county roads is the responsibility of the Dakota County Highway Department. State Highways are the responsibility of the Minnesota Department of Transportation (MnDOT)

3.0 - Staffing Requirements

It is in the best interest of the community to respond to winter weather events and perform snow and/or ice management operations utilizing Park Maintenance, Utilities Maintenance, Central Equipment, and Street Maintenance staff.

Winter operations start times fluctuate based on the winter maintenance event. Employees can expect typical early start times to vary between Midnight and 4:00 a.m. with some events requiring start times throughout the day or evening. Due to the timing of winter weather events, and a variety of road conditions throughout the season, staff may be asked to extend the workday, to provide safer roads for citizens during their afternoon commute, and then report for an early start the next morning to clear the roads for the morning commute. Equipment operators will be expected to work regular eight-hour shifts. In severe snow events, operators may work more than an eight-hour shift. However, due to budget and safety concerns, no operator shall work more than a twelve-hour shift with eight hours off before returning to work, unless approved by the Director of Public Works.

Each winter season begins with a plan that assigns individual staff members to specific duties for a snow and/or ice management event. The Street Maintenance Superintendent, or their designee, shall decide when to begin winter maintenance operations. It is important that all available maintenance personnel are utilized to minimize response times and provide the best service we can to the community.

Throughout the winter, deployment of all necessary equipment for snow and/or ice management is a critical top priority for the City, regardless of maintenance department. All maintenance staff, regardless of the department and division they are regularly assigned to, are expected to answer the call to provide assistance in addressing winter maintenance needs throughout the community.

4.0 - Snow Plowing

Snow will be plowed in a manner so as to attempt to minimize any traffic obstructions. Generally, the center of the roadway will be plowed first. The snow shall then be pushed from left to right. The discharge shall go onto the boulevard area of the street. The City does not remove snow from private driveways (See ***Section 8.1***).

Generally, operations shall continue until all roads are passable. Widening and cleanup operations may continue immediately or on the following working day depending upon conditions and circumstances. Operations may be conducted on a 24-hour basis, which may result in equipment being operated in residential areas during the day, evening, and early morning hours. In times of extreme snowfall, the process of clearing the streets of snow may be delayed, and it may not be reasonably possible to completely clear the streets of snow.

Cul-de-sacs will be plowed to the center whenever possible with the intention of bulk storage in this area. Some cul-de-sacs are too small and require snow storage outside of the cul-de-sac on the boulevard, as determined by the Street Maintenance Superintendent.

5.0 - Snow Removal

The Street Maintenance Superintendent, or their designee, will determine when snow will be removed by truck from an area. Such snow removal will occur in areas where there is no room on the boulevard for snow storage and in areas where snow accumulation becomes a problem. Snow removal operations will not typically commence until other snowplowing operations have been completed. Snow removal may also be delayed depending on weather conditions, personnel, and budget availability.

6.0 - Parking Restrictions & Towing

Inver Grove Heights City Code, Title 6, Chapter 3, Section 6-3-6, Limited Parking During Winter Months, states that, "It shall be unlawful to park a vehicle on any street between the hours of three o'clock (3:00) a.m. and six o'clock (6:00) a.m., from November 1 through April 1." Vehicles parked illegally may be ticketed and/or towed, in accordance with City Code, Title 6, Chapter 3, Section 6-3-11. The Street Maintenance Superintendent may request the City Police Department review, ticket, and/or tow vehicles that are not in compliance with the City Code. The Police Department has the ultimate responsibility and discretion in issuing parking citations and/or towing vehicles.

7.0 - Budgetary and Other Resources Limitations

The severity and frequency of winter weather events can be difficult to predict and cannot be controlled, which can pose challenges in terms of scheduling, allocating personnel resources and having sufficient funds to manage all possibilities encountered during winter maintenance activities.

The City recognizes that the activities authorized under this policy will be ongoing from year to year and will be subject to the annual budget appropriations generally determined by the Council and subject to priorities as established by the City's Director of Public Works.

8.0 - Boulevard Considerations

Snow from public streets will be plowed onto boulevards. Snowplowing operations can cause property damage even under the best of circumstances and care on the part of the operators. In order to keep added expenses to a minimum and maximize safety, the City requires a clear zone behind the curb for snow storage. Any object that could hamper snow removal or be damaged by snow removal operations should be removed from this area. This excludes mailboxes that comply with U.S. Postal Service Specifications.

8.1 - Driveways

The City will not remove snow from driveways regardless of whether it has been cleared of snow before the City equipment arrives. The City does not plow private streets, parking lots, property accesses or driveways. Individual property owners are responsible for removal of any snow deposited from the street onto their driveway or sidewalk, except in sidewalk areas noted in ***Appendix A***. Snow removed from sidewalks and driveway aprons may be deposited in boulevard areas adjacent to the property. The practice of depositing snow from driveways and walkways in the street is strictly prohibited in accordance with Minnesota State Statute 169.42.

8.2 - Turf & Property Damage

The City may repair turf damage on boulevards as budgets allow, only if it was the direct result of snow removal operations in the street, by top dressing and seeding the following spring. The City will bear the costs of these repairs, but it will be the adjacent property owner's responsibility to ensure proper watering and establishment of the seed once it is placed. The City does not repair or replace turf or boulevard plantings damaged due to:

- The application of salt or deicing chemicals.
- Snow removal on sidewalks will not be repaired by the City.

Other damage within the public right-of-way is the responsibility of the property owner including, but not limited to, trees, shrubs, bushes, landscaping, fences, irrigation systems, invisible fencing, basketball goals, driveway aprons, etc.

8.3 - Mailboxes

Mailboxes that comply with US Postal Service specifications that are damaged as a result of **direct contact** by City snow removal equipment will be inspected and temporarily repaired within 48 hours of receiving notification of such damage. If the mailbox and post cannot be temporarily repaired, a portable mailbox will be set in place so mail service may be continued. The City will replace the damaged mailbox structure the following spring with a standard No. 1 black, white, or silver mailbox mounted on a 4-inch by 4-inch treated wood post. Residents may request reimbursement of expenses up to $75, if they so choose, to replace the mailbox structure themselves, relieving the City of any further obligation. The City will not be responsible for damage to mailboxes or support posts caused by snow or ice moved by a plowing operation coming in contact with the mailbox.

It is the mailbox owner's responsibility to remove any snow deposited in front of a mailbox by plowing operations to allow mail delivery.

8.4 - Fire Hydrants

The City does not remove snow around fire hydrants. Some hydrants on arterial and collector streets may be cleared by City crews as part of separate boulevard snow removal efforts, where storage space for snow is limited. Residents and business are encouraged to clear snow from hydrants that are located adjacent to their property to aid in the provision of emergency services.

9.0 - Snow and Ice Removal from Sidewalks

The City has approximately 78 miles of bituminous trails and concrete sidewalks, which are collectively referred to as "sidewalks" in this policy. This includes approximately 18 miles of sidewalks along Dakota County roadways that the City has responsibility to maintain during the winter per a separate maintenance agreement with Dakota County (*1995, County Agreement K/K94-221*). The sidewalk system is maintained to provide a safe location for pedestrians to travel to and from schools, businesses, and residences. Due to the demand for the use of sidewalks and the varying condition of the property adjacent to which they exist, it is in the public interest that the City provides plowing of certain priority sidewalks throughout the community.

Periodically, the Public Works Department prepares a map clearly identifying the location of all the sidewalks within the City and identifies what sidewalks will be prioritized for snow and ice removal by the City. The current version of this map will be published on the City's website and included in ***Appendix A*** of this policy. The City assigns priority based on proximity of sidewalks to schools, public transit bus routes, and retail access. Generally, sidewalks along County Roads, City collector streets (mainly State Aid streets), and in locations where adjacent property is either owned by the City or where there is limited or no private property access to the sidewalks, will be considered for snow removal priority. All winter maintenance of sidewalks is prioritized lower than streets and parking lots, and will be performed as resources allow, in accordance with the priorities noted in ***Section 10.0***. Certain trail segments, particularly within parks and other City property, may be left unplowed for winter recreation (cross country skiing, snowshoeing, etc.).

The City Code requires removal of snow and ice from sidewalks located in public right of way. Unless noted as a City responsibility on the map in ***Appendix A***, it shall be the responsibility of the abutting property owner to keep sidewalks clear of snow and ice within 24 hours of the end of a snow or ice event, in accordance with City Code , Title 7, Chapter 1, Section 7-1-2. If a property owner is found to be in violation of this Code requirement, and if notice has been sent to the owner/occupant and ice has not been removed in the time allowed, the City may choose to remove the snow and/or ice and charge the cost of removal to the property owner. The property owner will receive an invoice showing the appropriate charges. Failing to pay the invoice will result in a one-year special assessment against the benefitting property.

10.0 - Snow and Ice Control Priorities

The City classifies streets based on the street function, traffic volume, and importance to the welfare of the community. Plowing and chemical ice treatment efforts are prioritized as follows:

1) **First Priority** – Arterial and collector streets, Police and Fire Department parking lots.
2) **Second Priority** – Residential streets.
3) **Third Priority** – Cul-de-sacs and City facility parking lots.
4) **Fourth Priority** – Alleys
5) **Fifth Priority** – Sidewalks on City-responsible plow map (***Appendix A***).
6) **Sixth Priority** – Removal of excess snow from boulevards and cul-de-sacs as necessary to address public safety and snow storage needs for future weather events.

The above priorities may be modified by the Public Works Director to fit existing circumstances.

Depending on the type, duration, and accumulation of snow/ice duration of a winter maintenance event, the length of time needed to address each priority area may vary. It is the goal of the City to complete first, second, and third priority plowing and treatment efforts within the first 24 hours of an event. Due to the nature of the equipment utilized and the scheduling of staff, fourth, fifth, and sixth priority items may take two to five days to complete following the end of a winter maintenance event.

Appendix A – Sidewalk Plow Map

Appendix B – City Council Resolution

Agenda Item 6.B.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: First Reading of Ordinance Establishing Hotel License

MEETING DATE: October 9, 2023
ITEM TYPE: Regular Business
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider the first reading of an ordinance establishing a hotel license for hotels located within the City.

BACKGROUND

Hotels within the State of Minnesota are licensed by the Minnesota Department of Health. During the most recent legislative session, legislation was adopted that authorizes cities to issue a local license to hotels, as that term is defined in Minnesota Statutes, Section 327.70. Cities are limited in the scope of their licensing authority, and the only condition a city may impose on a license holder is that the license holder comply with all state and local laws. Cities are likewise limited in their ability to charge a license fee for a local hotel license to a fee of no more than $150. The attached ordinance creates a local hotel license, which all hotels within the City would be required to obtain beginning in 2024. If an applicant or license holder fails to comply with all state and city laws, including the existing requirements related to payment of lodging taxes, the City may suspend, revoke, or deny a license.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends approval of the first reading of the attached ordinance.

ATTACHMENTS

1. Ordinance Establishing Hotel License

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _______

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4 ADDING CHAPTER 16, HOTEL LICENSE

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

Section One. Amendment. Title 4 of the Inver Grove Heights City Code is hereby amended to add Chapter 16 as follows:

CHAPTER 16 HOTEL LICENSING

4-16-1 HOTEL LICENSE REQUIRED:

No person shall operate a hotel within the City without first obtaining a license for the hotel. Residential dwellings and residential dwelling units that are the sole residence of the occupants, and which are the subject of a rental license issued by the City, shall not be considered a hotel and shall not be required to obtain a hotel license.

4-16-2 DEFINITIONS:

For the purposes of this Chapter, the following terms shall have the following meanings:

GUEST: Guest means a person who is registered at a hotel and to whom a bedroom is assigned. The term “guest” includes members of the guest's family who accompany the guest.

HOTEL: Hotel means a hotel, motel, resort, boarding house, bed and breakfast, furnished apartment house or other building, which is kept, used or advertised as, or held out to the public to be, a place where sleeping or housekeeping accommodations are supplied for pay to guests for transient occupancy.

OPERATE: To own, manage, or conduct, or to have control, charge, or custody over.

PERSON: Any individual or combination of individuals, or firm, entity, association, partnership, corporation, joint venture, or other legal entity.

TRANSIENT OCCUPANCY: Transient occupancy means occupancy when it is the intention of the parties that the occupancy will be temporary. There is a rebuttable presumption that, if the unit occupied is the sole residence of the guest, the occupancy is not transient. There is a rebuttable presumption that, if the unit occupied is not the sole residence of the guest, the occupancy is transient.

4-16-3 LICENSE REQUIREMENTS:

A. General License Requirements: All applicants for a hotel license shall submit a completed license application form to the City Clerk. Application forms shall include all information required by the City, including:

   1. Address of hotel, and the name, address, and complete information for the owner(s) of the property where the hotel is located.
   2. The name, address, and complete information for the operator(s) of the hotel.
   3. 24-hour contact information for an agent of the hotel operator responsible for management of the hotel.
   4. Number of guest rooms.
   5. Statement that the hotel is not in violation of any state or local laws, including all City ordinances related to payment of lodging tax, public nuisance laws, and the prohibition on excessive consumption of City services.
   6. Proof that the hotel is current on the payment of its required lodging tax.
   7. Proof that the property where the hotel is located is current on its payment of property taxes and payment of all City utility bills.
   8. Application and license fees.

B. City Council Action: Upon receipt of a completed license application, the City Council shall consider the application and may take any of the following actions:

   1. Approve the license
   2. Approve the license with reasonable conditions (provisional license)
   3. Deny the license

C. License Requirements: Compliance with all state and local laws, including all City ordinances, is a condition of all hotel licenses issued by the City.

D. License Suspension, Revocation, or Denial: Failure of a license holder to comply with all state and local laws, including City ordinances, shall constitute a violation of the terms and conditions of the hotel license and shall be grounds for denial, suspension, or revocation of a license, or the issuance of a license with reasonable conditions (provisional license).
   The City Council may take action to deny, suspend, revoke, or issue a provisional license with reasonable conditions after sending written notice to the license holder’s address on file with the City at least ten (10) days before the date of a hearing at which the license holder will have the opportunity to be heard regarding the potential adverse licensing action.

E. License Term: All licenses shall expire on December 31st of each year.

Section Two. Effective Date. This Ordinance shall be in full force and effect following its passage and publication as provided by law and beginning on January 31, 2024. No hotel license shall be required until January 31, 2024.

Passed in regular session of the City Council of the City of Inver Grove Heights on the _____ day of ____________, 2023.

CITY OF INVER GROVE HEIGHTS

By: ________________________________

Brenda Dietrich, Mayor

ATTEST:

____

Rebecca Kiernan, City Clerk

Agenda Item 6.C.

Request for Council Action

SUBJECT: First Reading of Ordinance Regarding Temporary Parking Restrictions

MEETING DATE: October 9, 2023
ITEM TYPE: Regular Business
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED
The Council is asked to consider a first reading of the attached Ordinance, amending the City Code related to temporary parking restrictions.

BACKGROUND
The City Code currently authorizes the City Administrator or Chief of Police to establish temporary no parking restrictions in the event of an emergency. However, temporary parking restrictions may be necessary in a number of other circumstances, such as when roads are closed for a parade or for road repair work. The attached ordinance expands the ability of the City Administrator, Chief of Police, and Public Works Director or their designees to establish temporary no parking zones; the ordinance further clarifies that vehicles parked in an area subject to a temporary no parking restriction may be towed at the owner's expense.

FISCAL IMPACT
n/a

RECOMMENDATION
Staff recommends approval of the the first reading of the attached ordinance.

ATTACHMENTS
1. Ordinance Amending Temporary Parking Restrictions

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _______

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 6, CHAPTER 3, SECTIONS 5 AND 11 RELATED TO TEMPORARY PARKING RESTRICTIONS

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

Section One. Amendment. Title 6, Chapter 3, Section 5 of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

6-3-5: TEMPORARY PARKING RESTRICTIONS ~~RESTRICTED~~:
The City Administrator, ~~administrator or~~ chief of police or their designee, and public works director or their designee are ~~is~~ hereby authorized to temporarily prohibit ~~forbid~~ parking of vehicles on any street within the City. Any street subject to such temporary parking restrictions shall be posted with "No Parking" signs. No person shall park any vehicle on a street subject to a temporary parking restriction and posted with "No Parking" signs. ~~all vehicles for temporary periods in case of emergency at any place within the city~~. (1974 Code § 1310.03)

Section Two. Amendment. Title 6, Chapter 3, Section 11 of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code

6-3-11: IMPOUNDMENT AND REDEMPTION OF ILLEGALLY PARKED VEHICLES:

A. Impoundment And Storage: The City Administrator, ~~administrator or~~ or chief of police or their designee are ~~is~~ hereby authorized and empowered to have removed any vehicle on any street or alley in violation of section 6-3-5, 6-3-6, 6-3-7, 6-3-8, 6-3-13, 6-3-13, 6-3-14, or 6-3-15 of this chapter or stalled thereon and to have such vehicle towed to an impound lot. ~~placed in a garage or outdoor area by any person engaged in the general garage or filling station business.~~

B. Redemption Of Impounded Vehicle; Costs: Such vehicle shall not be removed therefrom until reasonable costs of storing and towing the same have been fully paid. The City Administrator and chief of police or their designee ~~administrator~~ shall have the further authority to direct employees of the city or an authorized towing company to remove any such vehicle, and to that event, the City Administrator or chief of police or their designee ~~administrator~~ may impose a charge to be paid to the clerk before the said vehicle may be taken or recovered by the owner thereof.

C. Lien Provisions: In the event that any vehicle held or stored by the direction of the City Administrator or chief of police or their designee ~~administrator or chief of police~~, upon which there are charges for storage or towing, or both, shall not be reclaimed, recovered or taken by the owner thereof, there shall be imposed upon such vehicle a possessory lien in the amount so charged and unpaid, and should the owner thereof fail to pay the same, then the possessory lien may be foreclosed in the manner provided for by law. (1974 Code § 1310.15)

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

Passed in regular session of the City Council of the City of Inver Grove Heights on the ____ day of ___________, 2023.

CITY OF INVER GROVE HEIGHTS

By: ________________________________

Brenda Dietrich, Mayor

ATTEST:

____

Rebecca Kiernan, City Clerk

Agenda Item 6.D.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Review of Proposed 2024 Golf Course Budget

MEETING DATE: October 9, 2023
ITEM TYPE: Regular Business
CONTACT: Matt Moynihan, Clubhouse Superintendent, 651.450.4324
Joel Metz, Golf Course Superintendent, 651.554.0132
Adam Lares, Parks & Recreation Director, 651.450.2587
Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED
The Council is asked to review and provide feedback regarding the requested 2024 operating and capital budgets for Inverwood Golf Course.

BACKGROUND
Golf Clubhouse Superintendent Matt Moynihan and Course Superintendent Joel Metz will be present at the work session to present the requested 2024 budget for Inver Wood Golf Course. The attached draft presentation slides provide an overview of the proposed budget. Additional detail on the proposed fee increases to support this budget will be presented at the meeting.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS
1. 2024 Budget-Golf Course Slides

2024 Budget
Inver Wood Golf Course

Parks & Recreation Department

Matt Moynihan, Golf Clubhouse Superintendent
Joel Metz, Golf Course Superintendent
October 9, 2023

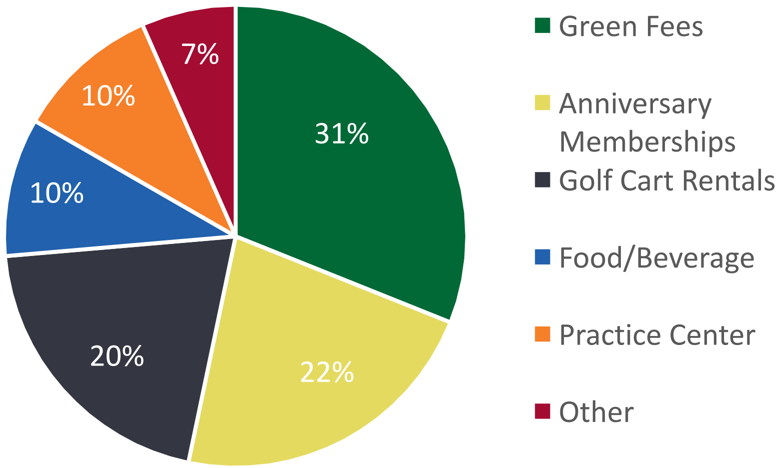
CITY OF
INVER GROVE
HEIGHTS

Golf Course Overview

- 2024 Priorities & Goals
  - Provide well-conditioned, quality golf courses and practice facilities
  - Provide fair and equitable tee time access to the general public
  - Contribute to the overall recreational options available to the community
  - Protect green space area in an environmentally responsible manner

Golf Course Revenues

2024 Requested Budget



	2021 Activity	2022 Activity	2023 Budget	2024 Requested
Green Fees	$ 768,411	$ 801,558	$ 852,500	$ 844,000
Anniversary Memberships	481,060	482,119	490,000	603,000
Golf Cart Rentals	562,784	517,825	547,000	552,500
Food/Beverage	252,214	238,644	257,000	263,000
Practice Center	217,312	209,312	248,000	274,000
Other Revenues	162,697	105,732	145,250	179,200
Total	**$2,444,480**	**$2,355,191**	**$2,539,750**	**$2,715,700**

Noteworthy Revenue Items

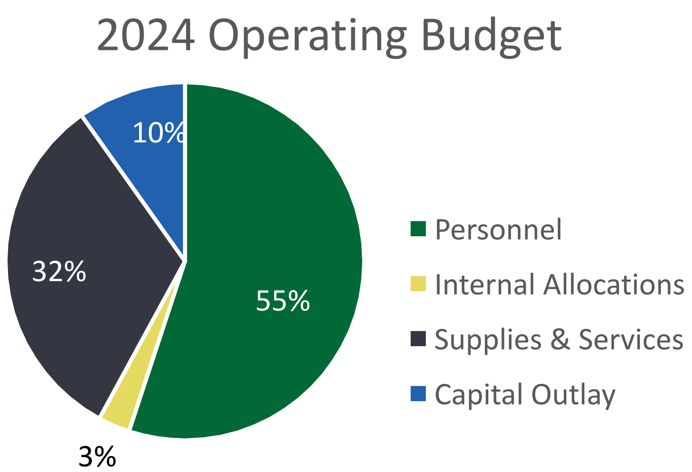
- Projecting a 7% overall increase to revenues
  - Anniversary Membership revenue up 23% (2-year membership drive – revenues recognized in 2024 & 2025 budgets)

- Proposing a 4% across-the-board rate increase for Greens Fees to keep up with operational expenses.

Proposed Green Fee & Cart Rate Increases

	Current	Proposed
18-holes Regular Weekday	$45	$47
18-holes Weekday - Seniors	$32	$33.50
9-holes Weekday - Regular	$25	$26
9-holes Weekday - Seniors	$18.50	$19
18-holes Regular Weekend	$53.50	$55.50
9-holes Weekend - Regular	$35.50	$37
Evenings-Twilight	$34.50	$36

Expenditures by Category



	2021 Activity	2022 Activity	2023 Budget	2024 Requested
Personnel	$1,104,075	$1,251,909	$1,242,600	$1,279,600
Internal Allocations	16,200	26,000	66,700	66,900
Supplies & Services	599,309	639,674	711,600	749,800
Capital Outlay		21,455	298,000	228,000
Subtotal - Operating	**$1,719,584**	**$1,939,037**	**$2,318,900**	**$2,324,300**
Depreciation	247,112	219,732	250,000	225,000
Debt Payment			82,000	546,053
Total	**$1,966,696**	**$2,158,769**	**$2,650,900**	**$3,095,353**

Expenditures by Area

Department	2021 Activity	2022 Activity	2023 Budget	2024 Requested
Operations	$ 304,187	$ 458,859	$ 408,600	$ 437,550
Practice Center	10,253	8,586	11,650	20,350
Golf Shop	73,636	86,184	72,950	80,900
Food/Beverage	227,031	211,726	230,250	280,700
Outside Services	60,468	60,052	70,850	77,500
Common	266,303	319,619	368,400	426,900
Grounds	777,595	794,011	1,156,200	1,000,400
Subtotal - Operating	**$1,719,584**	**$1,939,037**	**$2,318,900**	**$2,324,300**
Depreciation	247,112	219,732	250,000	225,000
Debt			82,000	546,053
Total	**$1,966,696**	**$2,158,769**	**$2,650,900**	**$3,095,353**

Noteworthy Expenditure Items

- Proposing a 3% increase to the budget for seasonal wages
- $546,053 loan repayment *(for 2016 Improvements which were funded by a zero-interest inter-fund loan from the Capital Equipment Fund)*
  - *3-year accelerated repayment plan (2023, 2024, 2025) will have $1.6 million outstanding balance paid off*
- $225,000 annual depreciation

Additional Requests ($)

- Expanded hours for Grounds Technician Position. Moving from 36 weeks to 40 weeks. Additional 160 hours. Amounts to $4,000 plus benefits for this additional time.
- Re-establishing the Teaching Professional Position
  - Hourly Non-benefited position.
  - Mid April thru September duration weather permitting
  - About $24,000 in wages if 40 hours per week are worked.

Capital– Proposed 2024 Projects

Area (Division)	Project	Amount
Practice Center (8100)	Ball Machine Replacement	$ 8,000
Food/Beverage (8300)	Beverage Cart Replacements	55,000
Common (8500)	Lighting Improvements Fire Suppression System	10,000 40,000
Grounds (8600)	Chemical Sprayer * Utility Vehicle **	100,000 15,000
	Total Projects	**$ 228,000**

* Original 2024-2028 CIP had Chemical Sprayer priced at $85,000 – updated quotes bring this estimate closer to $100,000.

** Original 2024-2028 CIP had Grounds Roller budgeted at $15,000 but updated request is instead for a Utility Vehicle for $15,000 & the Grounds Roller has been removed from the latest CIP draft.

2024 Budget Summary

$	2,715,700	Revenues
-	2,324,300	Operating Expenditures
	$391,400	Net Operating Income* - *before Debt Payment & Depreciation*

- $546,053 Debt Internal Loan Payment (2016 Improvements)
  $225,000 annual depreciation

Golf Course Cash Balances

- In 2019, the Golf Course paid off all interfund equipment loans – only outstanding balance is a 2016 golf course improvement loan ($1.6 million)
- 2023 increase to cash reflects cash inflows from the 2-year membership drive (~$1.2 million) less estimated early repayment of $546,053 (repay entire loan in 3 years – 2023, 2024, 2025)
- Next membership drive is scheduled for 2025

Questions?