



Inver Grove Heights City Council
Monday, November 13, 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, November 13, 2023, will be provided to the Council at or before the November 13, 2023 meeting.

1. Call to Order

2. Roll Call

3. Presentations

4. Consent Agenda

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

- A.** Minutes of the September 5, 2023 City Council Work Session
- B.** Approval of Disbursements
- C.** Personnel Actions
- D.** Approval of New Massage Therapist License
- E.** Resolution Approving Deposit of Dakota Broadband Board Funds into the Technology Fund
- F.** Resolution Accepting Donations for Fire & Police Departments
- G.** Resolution Accepting Donations and Sponsorships to the Parks and Recreation Department
- H.** Resolution Accepting Work and Approving Final Contractor Payment for South Grove Ultra Thin Bonded Wear Course (City Project 2023-18)
- I.** Resolution Ordering Feasibility Study for the Proposed 2025 Pavement Management Initiative (PMI) Projects
- J.** Resolution Regarding Dakota County's 2024-2028 Transportation Capital Improvement Program
- K.** Appointment of Board Member to the Eagan-Inver Grove Heights Watershed Management Organization
- L.** Resolution Authorizing 2024 Central Equipment Vehicle and Equipment Replacement and New Vehicle and Equipment Procurement
- M.** Resolution Authorizing 2024 Equipment Orders for Golf Course

- N. Resolution Approving Submission of City Comments on Pine Bend Landfill's 2022 Request for Major Modification of Permit #SW-45 to the Minnesota Pollution Control Agency
- O. Rezoning Ordinance and Resolutions Approving Preliminary Plat, Conditional Use Permit and Variance for Buckley Corner Townhomes

5. **Public Hearing**

- A. 2nd Reading of Ordinance Establishing Development Fees for 2024

6. **Regular Business**

- A. Rental Housing Licenses
- B. 5-Year Capital Improvement Plan (2024-2028)
- C. 3rd Reading of Ordinance Establishing Hotel License
- D. 3rd Reading of Ordinance Regarding Temporary Parking Restrictions
- E. 1st Reading of Ordinance Amending Weed and Grass Regulations
- F. Closed Session Pursuant to Attorney-Client Privilege: Aqueous Film-Forming Foams (AFFF) Products Liability Litigation Public Water System (PWS) Settlement
- G. 3rd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals

7. **Public Comment**

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

8. **Mayor and Council Comments**

9. **Adjourn**

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

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 5, 2023. 6:00 PM - 8150 BARBARA AVENUE**

1. Call to Order:

The City Council of Inver Grove Heights met in person on Tuesday, September 5, 2023. 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, Gliva, Murphy, Scales, T’Kach; City Administrator Kris Wilson, Deputy City Clerk Katie Malott, Finance Director Amy Hove, Public Works Director Brian Connolly, City Engineer Paul Merchlewicz

3. Discussion Items:

A. 2024 Preliminary Levy & Budget

City Administrator Kris Wilson stated discussion will revolve around the following:

- Review three (3) components of the city property tax levy and the suggested/recommended amounts for 2024.
- Receive the City Administrator’s recommendations for the 2024 General Fund Budget priorities and suggestions for possible reductions.
- Review estimated impact of potential levy amounts on taxes for a median value home.
- Provide direction to staff for the preparation of resolutions that would adopt the preliminary levy and preliminary General Fund Budget at the next Council Meeting on September 11th.

What is set as the preliminary levy cannot be made higher, it can be reduced.

3 Components to the Property Tax Levy:

1. Debt Levy
2. Pavement Management Levy
3. General Fund Levy

Citywide Tax Levy by Fund:

- 2023 Approved Budget:
 - Debt Service: \$2,545,484
 - Pavement Management: \$2.9 million dollars
 - General Fund: \$24,889,311

Proposing a Debt Service Levy of \$2,542,411. This is sufficient to make debt service payments on the first five (5) bond issuances. Three (3) pay for former street projects and two (2) pay for the cost of constructing Fire Station #2. Staff recommends canceling the levy for the 2020A General Fund Bonds which were used for street projects because there is money in the Closed Bond Fund that can pay the debt service amount for next year and through satisfaction of the debt. If continuing to use the closed bond fund, it would never have to be put back on the levy. This strategy was first used with the 2022 levy and repeated with the 2023 levy.

Councilmember Murphy asked if closed bond fund monies were from old bond issuances.

City Administrator Wilson replied they are. They may have earned interest money that didn’t need to be paid out or there was advanced special assessment payments. When a bond fund is closed out and the debt is paid in full, sometimes there is a little money left over. That money moves into the closed bond fund and accumulates over time. There will be more money left in there even after fully satisfying 2020A, however none of it is enough to fully repay other bonds.

Councilmember T’Kach asked what the interest rates are on the other bonds.

City Administrator Wilson replied she did not have that information but could provide it to the entire Council later. When bonds are issued, they have a potential refinance date. The financial advisors at Ehlers monitor this and reach out to the City Administrator and the Finance Director with advice on rates. There are fees associated with this. When choosing to refinance a bond, it goes before the City Council first.

City Administrator Wilson discussed the History of the Pavement Management Levy:

This is something the city has been building on for several years. Through this process, the city is trying not to take on more debt for street projects but have cash on hand to be able to pay cash for the city's share of projects and to fund additional street reconstruction and pavement management work.

- Since 2019 the levy has increased quite a bit. Staff recommends a 5% increase to this levy for 2024, putting it at \$3,045,000.
 - This levy is not the only source of funds for pavement management work. It is deposited into an account that has other revenues.
 - The last few years' staff has been making a transfer in from the Host Community Fund. Staff will be recommending weaning the pavement management fund off of the Host Community transfer and go back down to \$500,000 for next year.
- Franchise Fees: The city collects franchise fees on electric and gas utilities. 100% of the fee revenues go into the pavement management fund.
- State Aid: Cities receive this according to a formula.
 - The city is allowed to draw down the state aid in advance. Next year's money could be spent this year, money could also be left in to have more for a future project.
 - State Aid needs to be used for a qualified State Aid road project.
 - For the last few years, the city has drawn ahead on the State Aid money, using it to construct brand new streets.
 - There has not been a lot of Municipal State Aid (MSA) funds going into the pavement management. The city is caught up/balanced out with the state and expect to have more of that money available for current projects moving into 2024 and 2025.
- Special Assessments
- Transfers In from Utility Funds
 - The above two are dependent on a specific project.

Councilmember Murphy noted that the interest income amount doubled to \$150,000. He asked if it was an estimate.

City Administrator Wilson replied all interest amounts shown in the budget documents are estimates based off of current markets.

Councilmember T'Kach liked the idea of weaning off of the Host Community Fund. She asked if it was possible to wean off faster.

City Administrator Wilson replied staff could look at it even with the \$100,000 a year reduction staff has modeled out. There are sufficient funds in the pavement management program to afford the CIP put forward. She mentioned that staff would never recommend spending the pavement management fund down really low. It is in a separate fund for when there are big years/expensive projects. It does not impact the tax levy. Coming up on the tail end of the CIP is a large multi-year street reconstruction. It falls right outside the CIP window. She said if the Council was interested in reducing it faster, staff can compile a model of what it would look like.

Councilmember T'Kach suggested lowering it \$50,000 or \$100,000. She said it seemed like there were other needs in the city that Host Community Funds could be used for that may be more aligned with what is appropriate for Host Community.

City Administrator Wilson replied the Council adopts a Host Community Fund Budget, that would be the deciding point in which the Council designates how much to transfer.

City Administrator Wilson discussed the General Fund Budget:

The General Fund Budget funds operating costs for: Police, Fire, Parks, Recreation, Planning, Inspections, Finance, Administration, and Streets. This pays employee salaries and benefits, buys supplies, and pays for professional services.

Not in the General Fund Budget: Utilities (water, sewer, stormwater), Golf Course, VMCC.

In October/November, budgets will be discussed.

- A first draft of the General Fund Budget was reviewed at the July 31st workshop.
 - At that time, everything requested yielded an 8.9% levy increase (before adding/acting on new staff positions).
- Staff has identified reductions in the levy amount totaling \$654,052.
- The City Administrator recommends prioritizing 4 of the new full-time staff positions requested.
 - If the Council is supportive, it would add back in \$365,000.

Reductions identified by staff. Yielded by updated information/improved estimates.

- Agreements with Dakota County Elections cost less than budgeted.
- Will receive reimbursement from the state for medical insurance costs for disabled former Police Officers.
- Identified other funding sources for one-time costs.
- Avoid using other funding sources/fund balances for ongoing costs such as staff, benefits, or supplies.
- Recommend using some fund balance, specifically in the EDA Fund.
 - This would reduce the amount of the EDA Consultant.
- Built up a technology fund balance over the years. Some of the software requests that various departments had for 2024 would be funded out of the technology fund balance.
- Reducing requested amounts to better follow historical needs.
 - Look at what a department actually spent in 2021 and 2022, year to date in 2023, and what is being requested for 2024.

Councilmember Gliva asked if there was enough to right size salaries with the 4 additional staff.

City Administrator Wilson replied those are placed under the heading "Reclassifications." The money to do those remains in the draft budget. This is something that will continue to be fine-tuned between now and December.

City Administrator Wilson discussed New Staff Requests for 2024:

- Park Maintenance Worker
- Street Maintenance Worker
- Utility Billing Coordinator in the Finance Department
- 3 Full Time Firefighters
- Assistant Fire Chief
- Police Officer (would be added to the Strategic Response Group)
- ½ time Communication Specialist

Suggested Staffing Priorities:

- Tier 1:
 - Park Maintenance Worker
 - Street Maintenance Worker:
 - Funded 20% from the General Fund, 80% out of the Stormwater Fund.

- No current employees are identified as stormwater employees. Street maintenance employees are used to getting the work done for stormwater.
- 80% funded by stormwater will put pressure on the stormwater fund.

This is a first step to showing that utility needs employees charged to it. Each of these departments has not had full-time staff added despite the fact that new parks, streets, trails, and natural areas need to be maintained. Both requested two new staff each; one each was in the 2023 Budget. Staff Recommends completing the request in 2024 with one more for each.

- Tier 2:
 - Utility Billing Coordinator:
 - More experienced position in the finance department with a heavy focus on utility billing and other financial aspects.
 - The finance department is very lean. They are one medical leave/resignation away from struggling to maintain these essential functions.
 - Rely heavily on consultants, the Finance Director, or Assistance Finance Director to find the time to supplement.
 - This is a real need to ensure there are stable operations.
 - One Full Time Firefighter:
 - The original request consisted of 4 full time firefighters. The recommendation came from the Citygate Study the city did in fall/winter 2021 and was presented to the Council in 2022.
 - Staffing determined the need for three more full-time firefighters and one more assistant fire chief to help carry the load.
 - The staffing model in the fire department is fragile. When people take time off, they are down in paid on call numbers. They are much lower than they would prefer to be in the total number of fully staffed and qualified firefighters.
 - While not a perfect solution, it will be awkward to work with one additional full-time firefighter. It will be a challenge to determine where to use them.
 - The Fire Department operates with an A Shift, B Shift, and C Shift consisting of 3 Captains, 3 Lieutenants, and 6 Firefighters. There is a need for 3 full-time firefighters to fill in and keep those shifts as staffed as they would like them to be.
 - The recommendation is to get one into the levy this year, one next year, and one the following year to reach where they want to be over the course of three years.
 - There is a chance Grant funds may come along that would allow the city to get all three. The Grant goes out in the first quarter of the year and would likely be presented to Council later this year.
 - Tier 3:
 - Police Officer (would be added to the Strategic Response Group).
 - The SRG group currently has three people.
 - Police Officers have been added over the last several years. Due to demand from other departments those requests were noted above this request.

Councilmember T’Kach asked if the Utility Billing Coordinator would give the capacity to potentially do assessments to those in rural road areas for broad area patching. She said it was mentioned it may not be cost effective because there isn’t staff, it’s cheaper to do it and call it maintenance versus assessing.

City Administrator Wilson replied the person would help with assessments, modeling utility costs, utility rates, and coordinate utility billing.

Councilmember Scales commented that it sounded like they were thinking of raising the levy to hire a person so they could help tax people more. He was uncomfortable with this idea.

City Administrator Wilson replied no. Staff's key priority is depth and sustainability. The Public Works Director and City Engineer would discuss this further in the second agenda item with recommendations from the Pavement Management Committee. One item was to assess for broad area patching.

Councilmember Gliva asked how many staff were currently in the finance area.

City Administrator Wilson replied there are 7.5 staff. The finance department does budgets, manages investments, manages risk, property and casualty insurance, payroll, all accounts payable, and utility billing.

Councilmember Murphy asked for more information on the Utility Billing Coordinator, what they do, who has been doing it thus far, and if it could be farmed out.

Finance Director Amy Hove replied of the 7.5 FTEs in the finance department, one is primarily dedicated to Parks and Recreation. That position helps manage grants and park projects. This last year they were pulled over for cross training in accounts payable because there is only one person devoted to some of the major functions. The Utility Billing Coordinator would focus on areas that staff is not giving a lot of attention to. One of those areas, as stated by AE2S who came in to do some of the utility modeling for rates, there are inputs and managements of the model. There is no one in finance who has the time and capacity to take over higher level analytical work. That is something staff is looking to assign to this person. She mentioned there is a stormwater rate study coming up, there is no finance person to help. There isn't a higher-level skillset in the department and there are several areas they are unable to spend enough time looking over.

She mentioned that she has a draft job description of some of the things they could do and more oversight in total over utilities. They currently have a Utility Account Technician who does billing at a base entry level. Staff is looking at how the position could best utilize the finance department, public works, and assessments.

Councilmember Murphy summarized that the city paid for studies that staff is short on time to get to. There is currently not the skillset for staff to analyze those studies.

Finance Director Hove replied that is correct.

Councilmember Murphy questioned if the person would have to have an accounting degree.

Finance Director Hove replied everyone in the finance department is required to have at least a two-year accounting degree.

Councilmember Murphy asked what this person would have that would make them different.

Finance Director Hove replied it would likely be a stronger skillset. Current staff are in roles they are most suited to. They are looking for someone who has stronger utility-based knowledge. Current staff has received all of their accounting experience at the city, meaning they have not seen utility billing elsewhere and do not have the breadth of experience. They were hopeful of getting someone from another city or another municipal/utility enterprise to have that breadth of knowledge in the department to lead the area.

Mayor Dietrich asked if there were any dollar amounts for the Assistant Fire Chief, Police Officer, and ½ time Communications Specialist.

Finance Director Hove replied the total wages and benefits for all three is \$336,000. In terms of the levy, it would be 1%, slightly above what is being recommended. The Assistant Chief is estimated at \$160,000, Communications Specialist ½ time is estimated at \$46,000, and the Police Officer is estimated at \$130,000. Mayor Dietrich asked what the city would be deficient in if not receiving either of the three positions.

City Administrator Wilson replied staffing levels at the management level of the fire department are strained. They work a lot of hours. The leaders, captains, and lieutenants need additional training. They would like to do more leadership, advisory, and management training, have more review of standard operations and protocols, and more things in writing/ documentation. It is a 24/7 operation. She said it was a tough call between adding more out in the trucks and adding more in management. She would like to look deeper into what the management structure looks like in other city departments similar in size before saying an assistant chief is definitely the way to go.

Mayor Dietrich asked how they are aligning with the Citygate Study; the city paid a lot of money for it. She said she does not want some of those things shelved and not come to fruition. She asked if the area needs more looking into besides what Citygate did.

City Administrator Wilson replied as the City Administrator, she would like to understand it better.

Mayor Dietrich asked about the police officer position.

City Administrator Wilson replied the hire would be for a starting police officer, they would then move a more experienced police officer into the Strategic Response Group. The group is working with licensed businesses in town ensuring license compatibility, they check on registered sex offenders at a higher rate and supplement the investigations unit as needed. They are getting close to being fully staffed in the police department. In the last couple of months, they have reached the three-officer level in the Strategic Response Group. This was due to the patrol ranks being filled enough so there was the ability to move someone to the group. This request would help keep patrol levels sustained.

She addressed the Communications Specialist stating there are two people in the communications division: Communications Manager Amy Looze, and a full time Communication Specialist position. This year a ½ time communications person was added. After analysis it was determined to dedicate that person to the Parks and Recreation Department for marketing in an effort to remove the workload done by the Communications Manager. This would free up the managers' time to do higher level work across the city and help each department communicate their major projects. This is not a top priority this year to allow for more time to see how it plays out. She shared that Olivia, in the parks department, has been onboard for a few months. Shortly after her arrival the existing Communications Specialist resigned, now there is a vacancy. Staff has not experienced what it is like to be at 2.5 communications people. She was hesitant to prioritize another .5 as she would like to see what the operation could do when able to get to full strength.

Councilmember Scales liked the idea of prioritizing the street maintenance worker and parks maintenance worker. He said the Swing Bridge could use some weeding; it is a bit rough. He said that he is always slightly uncomfortable when seeing firefighters and police officers at the bottom of the list; he requested a better understanding. He asked to see police and fire staffing levels going back five years to understand the population, what staffing levels have been, and if they are higher or lower than they have been in the past. He said he would be more comfortable knowing this.

City Administrator Wilson replied she would get back to Councilmember Scales with the five-year history. She said the fire department is going through a major transition from being entirely paid on call to a hybrid department. They are going through a fundamental shift in addition to serving a growing city. She mentioned that other departments have been structured the way they are for years; growth is gradual as it keeps up with the growing city and infrastructure.

She mentioned that police and fire factor in their call loads.

Councilmember Scales suggested call load be added to the information requested.

City Administrator Wilson discussed General Fund Levy Scenarios:

- 2024 1st Draft Budget: Indicated an 8.9% increase (without staff adds)
- 2024 with cuts identified: 6.7%
- 2024 with cuts and +4 full time staff: 7.9% levy increase

Finance Director Amy Hove discussed the Impact of Various Levy Scenarios on a Median Value Homestead: A Median Value Homestead in IGH is \$336,900 for taxes payable this year (2023).

- Values for payable 2023 took a very big jump. A median valued home went up 15% (inflationary pressures). Increased 1.75% to \$342,800 for taxes payable in 2024.

Commercial and industrial properties have larger increases in market values for 2024 than residential.

- Starting at 7%:
 - Increase over the 2023 Levy: \$2,123,436 (Includes additional resources presented in the budget version)
 - Tax Rate: 49.955
 - Increase to a median valued property: \$69.79
- 7.7%:
 - Equivalent to a 5-year average (2019-2023)
 - \$2,335,779
 - Tax rate would go to 50.314
 - Median increase: \$81.86
- 8.4%:
 - This was the 2023 % increase
 - \$2,548,123
 - Tax rate of 50.673
 - Median increase: \$93.92
- 8.9%:
 - Preliminary Draft Version (Before the Council on 7/31/2023)
 - \$2,695,651
 - Tax rate of 50.922
 - Median increase: \$102.30

Tax Rate History: Comparing total value in the city to taxes to be collected from residents.

- In 2023 the tax rate dips to 48.814 (Due to inflationary pressure)
- The 2024 amount of 50.922 is based on 8.9%

Staff looks for discussion in terms of what percentage of increase the Council would be comfortable with starting the ceiling. Staff could still refine this in December. Huge cuts are not anticipated unless the Council wants to fund a different level of staffing or fund two instead of four.

Councilmember Murphy suggested starting the conversation around 7.9% and discussing staffing.

Councilmember Gliva agreed that 7.9% is the place to begin. She was hopeful it could be less for taxpayers. She agreed with some of the additions and was happy there were funds for right-sizing employees.

Councilmember T’Kach appreciated staff cuts from 8.9%. She would like to see them end up at 7.9%; but was unsure if it was the starting point. She said there is a lot of need in the community with the lack of staffing. She appreciates staff wanting to professionalize things more for residents. She thought 7.9% might be a landing point versus a starting point.

Councilmember Scales prefers 7.9% be toward the top end. He believes they could make that, or less, work. With the cost of inflation, he did not want the city to be the next increase. He wanted to make sure the four FTEs are needed and add value to the city. He was uncomfortable going over. He requested a better understanding of what the 4 FTEs would be doing, what their qualifications were, and what their positions were. He wanted to know if they were adding value to the city.

Councilmember T’Kach stated they understand people have been hit hard this past year with inflationary pressures, it seems to be riding downward. She did not believe anyone likes a discussion about raising taxes.

Mayor Dietrich appreciated the work staff has done. She said 7.9% is a good spot to start at. She would like to see it at this, or under.

B. Pavement Management Initiative - Program Update

Public Works Director Brian Connolly provided an update on the Pavement Management Initiative:

To be discussed:

- What has been done, what is in progress, what needs more work
- Focus on the Citizen Task Force Report Recommendations
 - Review what is working and what has not
- What is on the Horizon
 - New pavement management techniques
 - Updated pavement rating metrics
 - Inclusion of trails, sidewalks, and parking lots
 - Updated Assessment Policy

City Engineer Paul Merchlewicz discussed the Citizen Task Force Recommendations (CTF) - Summary:

- There are 24 recommendations:
 - Success & Solutions - 4
 - Utilities - 4
 - Financing - 6
 - Rural Roads - 3
 - Road Standards - 2
 - Communications - 5

Success and Solutions:

- Continue to use the Pavement Condition Index (PCI) across urban and rural roadways.
 - Rural roadways were added back into the rating program in 2022
 - Exploring options for enhancing PCI ratings in the future
- Focus on the overall program progress. Maximize miles of rehabilitation over building perfect projects.
 - Do 6-7 miles per year. This is up from 2-3 miles prior to 2022.
- Adopt a "minimalist" approach to perform lower-cost rehabilitation over a full street reconstruction.
- Focus project choice on life-cycle cost effectiveness as opposed to specific condition or neighborhood activism.
 - Look at the program as a whole and determine what makes the most sense for the best dollar value
 - As the CIP is planned out, try to group projects by location or type to get to 6-7 miles per year and the funding values

Utilities:

- Should be self-funded for their share of improvement.
 - In 2023, ceased the use of pavement management funds for storm improvements
- Long term planning to get the maximum life and value out of utility infrastructure.
- Review general utility rates and adjust so rates are fair and equitable across the full community.
 - Currently, the northwest area (NWA) has higher rates
 - Discussion needed about bringing those rates across the entire city or finding a balance
- Coordinate projects with private utilities to minimize resident impact.

Financing:

- Most important program goal: maximum miles per dollar spent.
- Maintain existing mix of funding (PMP, Franchise Fees, Host Community Fund, Assessments), and apply consistently.

- Positioned to achieve fiscal goals for the next five years
- Reviewing ways to “wean” off the Host Community Fund (finite)
- For diligence on assessment rates: align with the assessment policy, focus on how to maximum the program for assessment collected
- PMP monies should stay in the PMP program for roadway rehabilitation (not for utilities or new road construction).
- Use Bonding to “jump start” the program.
 - Has not been necessary for 2022 and 20223 (good fiscal position)
 - Remains a viable tool
- To reduce truck traffic, neighborhood “self-organizing” for trash collection should be explored including city education on the effort.
- Ongoing communication of financing and how the money is obtained and spent.
 - Continue to connect CIP, annual budget, and project budgets
 - Limiting the use of the PMP money for non-PMP items helps streamline this effort

He mentioned that several people call in mentioning this is their tax dollars, what are they paying for. Staff is trying to make a connection with how these projects are budgeted.

Rural Roads:

- Restart Pavement Condition Index (PCI) on rural roadways. Placed back in the rating program in 2022
- Continue the use of Broad Area Patching (BAP) on rural roadways to address poor pavement conditions. BAP has continued in 2022 and 2023
- Consider assessing costs for BAP against benefitting properties.

Road Standards:

- Consider road narrowing to standard width (28’ or 32’) if traffic volume doesn’t warrant a wider street.
 - There are places in the NWA that have narrower roads. There are challenges.
 - Goes with wherever traffic needs are.
 - Reducing road width and stripping could be another option.
- Apply Northwest Area road standards to the entire city (28’ wide with sidewalk) for new streets.

Communications:

- Implement Pavement Management Initiative Branding.
- Include more public communication/outreach regarding PMI funding sources.
- Create a long-term Capital Improvement Plan.
 - 5-year plan developed in 2022, ongoing for 2023
 - Annual updates
- Work toward more advance notice for property owners of upcoming projects.
 - Started 2024 a little late this year
 - Start 2025 projects in the fall
 - Start 2026 in the spring (two years of development, including outreach)
- Create newsletters, Insights articles, website and social media postings that provide notice of upcoming project work.
 - Ongoing effort with recent updates to the PMI Project website
 - This is an area that could use the ½ time Communications person

In-Progress CTF Recommendations:

- Review general utility rates and adjust so rates are fair and equitable across the full community (NWA versus greater IGH).
 - Completed sewer and water rate study in 2023
 - Storm sewer rate study coming up in 2024
- Include more public communication/outreach regarding PMI funding sources.

- Work toward more advanced notice for property owners of upcoming projects.

CTF Recommendations/Further Discussion:

- Apply NWA road standards to the entire city (28' wide with sidewalk) for new streets.
 - Several issues with reduced width such as parking, emergency access, snow storage
 - Staff recommends possible review of NWA standards to revert to city wide 32' wide streets
 - Added sidewalks = added maintenance responsibility
- To reduce truck traffic, neighborhood "self-organizing" for trash collection should be explored, including city education.
- Consider assessing costs for BAP against benefitting properties.
 - Currently lack staff resources to adequately track/implement via State Statute 429 requirements
 - BAP is being used as a bridge to a rehabilitation project
 - Shorter effectiveness: 10-15 years versus rehabilitation projects which are 20-25 years
 - Ability to prove benefit is lacking when improvement doesn't correct underlying deterioration issues
 - BAP has been performed on roughly 85% of rural streets

Questions for Council:

1. Does Council agree with staff's recommendation to continue exploring modifications to the NWA street width standard?

Councilmember Murphy asked for clarification on whether they would be going to 28 feet or back to 32 feet width.

City Engineer Merchlewicz replied it would be going back to a wider standard. Eliminate sidewalks and allow better maintenance and parking.

Public Works Director Connolly addressed the width stating the NWA has a standard street width to try to be more low impact development. Less street width = less pavement = less stormwater management. The NWA requires putting in sidewalks which take up the same street difference. He said this past winter had high snowfall amounts. This resulted in struggles in the NWA with being able to clear snow, have enough snow storage, and still maintain sidewalks. There is not enough space to put snow. He said they have received a lot of pushback from residents in the northwest area on the no parking requirements which prevents parking on at least one side of the road and in some cases both sides of the road. Parking on the street becomes a police enforcement issue. When public works receives parking complaints, they are passed along to the police department. The police department does not have a dedicated officer writing parking tickets. There are also challenges with emergency services and having enough space when roads are that narrow. He stated that he and the City Engineer are trying to better understand what the ramifications are if continuing down this path. If the Council does not feel it is worth the time to look into, they would not proceed further. Staff wants a better understanding and to be able to determine if there is a way to achieve the goals in the NWA relating to stormwater management or low impact development and not have the same concerns such as emergency access or snow storage. He said the Task Force recommendation was to apply this to the whole city so there is less pavement to maintain. With that, there are challenges unrelated to pavement costs. A no parking sign does not solve the problem if half the people are upset because they cannot park on their side of the street. He said he does not have a great solution. He cannot recommend a 32-foot street across the city because it may not apply in some areas. This is something staff would like to take a closer look at. This is the type of question that needs further discussion at the Council level. It would provide understanding from a policy standpoint on what direction staff should go.

Councilmember Murphy stated if it says no parking and someone is parking there, tickets should be handed out. He said he would not have an issue with it if it saves taxpayers money in the long run.

Mayor Dietrich mentioned that tickets are handed out.

Public Works Director Connolly agreed tickets are being handed out; it is not as regular. There isn't someone doing parking enforcement, it is more reactionary, not proactive. During snowfall events the police are notified if something needs to be ticketed/towed. He said they receive a lot of calls about parking. He said he cannot give a good answer other than telling residents the road is too narrow and was unsure why the side that is signed was chosen. Staff has been looking at the standards and are trying to be more consistent with how they are implemented. Staff is also working with incoming developers and giving them the opportunity to have more flexibility.

Mayor Dietrich referenced the modifications to the NWA and asked if that could be expanded to the area by College Trail where Walmart is and other streets in the same situation. Arbor Pointe has the same issues during the winter that the northwest area does.

Public Works Director Connolly referenced Arbor Pointe stating NWA standard are for new streets. The area in Arbor Pointe has been built. Making it wider is difficult to do once the infrastructure is there. Staff is looking to make sure it would not be continued with what is left to be developed in the city.

Councilmember Gliva asked if new developments would be looked at independently or if they are trying to have a policy that could divert from either 28' to 32'.

Public Works Director Connolly replied it would be a common policy. Current policy in the NWA is that residential streets should be 28' wide unless it's a collector street. For a street to be wider a variance would be needed, which could be cumbersome and creates inconsistencies between developments. There is a NWA standard and the remainder of the city standard; their goal is to merge the two and be consistent. That means some areas of the city would be brought up to NWA standards and some in the NWA would be brought closer to the way the remainder of the city works. Road width could be one of those things. This would bring consistency across the city.

Councilmember Gliva asked if there was anything in between 28' and 32'.

Public Works Director Connolly replied the bulk of the city outside of the NWA, is standard 32'. Some older roads outside of the NWA are anywhere from 24' to 44'. A standard was initiated in the NWA in 2005; it has remained that way. It is likely there will always be a need for variances in some cases. Rural areas often do not have parking on streets due to having larger driveways.

He mentioned they also receive complaints in the winter from those living in townhomes who need to move vehicles onto streets for the townhome association to be able to clear snow. People cannot park on public streets in the winter. These are things staff has to balance.

Councilmember T'Kach questioned if the modifications have a host of options. She referenced the northwest area where there are a lot of PUD's and developments where there could be a requirement like some townhomes have with extra spaces built in. She asked if staff would check into whether or not the city should declare snow emergencies when there is a lot of snow. She asked if there would be on street bike lanes. She mentioned there were all types of exploration staff could do and if there was the capacity to do this given all of the other work.

Public Works Director Connolly replied staff does not have extra time. With the way this is currently structured, is meant to be something staff has already been doing. They have been doing it for the last 1 ½ years. He said next year they would be looking into stormwater policies related to the northwest area/city to see if they could update the Resource Management Plan. Impervious area is one of the items within. He said the concept of bike lanes is a complete street design. Some urban areas have been doing this, over time he believes it may work its way into the suburbs. With the traffic study being done on Cahill in a couple of years, this is something they would be looking at. Building a city from scratch would be a lot easier than trying to modify and make things fit into an existing system. He said many of the things in the northwest area are built into zoning code. There is an ordinance in the northwest area that states you can have a narrower street, but it needs to be private. Private streets are fine unless there are public utilities underneath the street, then there would be an easement. If having to replace the utilities the city would have to pay for the street. He said these are conversations that staff

has had. They have not determined specific details. He said they are talking about 4 feet of street in terms of width, the equivalent to 2/3 of a sidewalk.

Mayor Dietrich agreed it should not be a one size fits all. She agrees with staff's recommendation on point #1. Councilmember Scales also liked staff's recommendation. He said he leans towards having wider streets, the last thing they need on streets are more signs. He said it sounds good to have a narrower road with an extra few feet in the yard, but when there's a sign in the front that says you cannot park in front of your home, most do not think about those extra feet.

Councilmember Gliva agrees with staff's recommendation.

City Engineer Merchlewicz discussed the next question for Council:

2. Does Council see benefit in the city providing guidance to neighborhoods to self-organize for single company trash collection?

This item is for guidance, it is not a directive.

Councilmember Scales said he has no issue with neighborhoods coming together. He would not want to see the city spending an effort on putting a city-wide program together.

Councilmember Murphy and Gliva both agreed with Councilmember Scales' suggestion.

Public Works Director Connolly asked whether or not the city should be investing time in communication to encourage this.

Councilmember Scales replied he has no issue with communicating to citizens to put together something like this. The city should not be looking at a citywide program.

City Administrator Wilson mentioned that taking care of city streets along with tips could be placed in the Insights newsletter.

City Engineer Merchlewicz asked the following question for Council consideration:

3. Does the Council agree with staff's recommendation to continue the use of Broad Area Patching (BAP) as a non-assessed maintenance technique?

Councilmember Scales replied yes. He asked who determines who gets a broad area patch. If assessing someone for broad area patching, he hopes there would be communication ahead of time, giving citizens a chance to be involved and not surprised.

City Engineer Merchlewicz replied the Streets Superintendent is in charge of the Broad Area Patch Program. He takes trips throughout the city to identify which areas are worse off. If assessed, this would go through the notification process.

Mayor Dietrich asked if the index was used for broad area patching.

City Engineering Merchlewicz replied he did not believe so.

Public Works Director Connolly replied the Streets Superintendent recommends streets that will have broad area patching. Since doing the capital improvement program, they have been integrating PCI ratings and superintendent field staff reports on damage and maintenance needs. That information is provided to public works to determine where it would fit into the CIP. Staff would determine if broad area patching would bridge until an assessed project can be done to address underlying issues on the street. He said they are shifting away from just doing it because they have the money to determine how many miles they can do and where in the system the streets are. He said he has a list of rural streets that have not received a broad area patch. They prioritize them, look at them, and determine when to broad area patch and when to do pavement reclamation.

This is not in the 5-year CIP, but on their list. Staff is not willing to broad area patch streets a second time, they do not believe it makes sense. Broad area patching is a bridge to get it into the pavement management program. If doing this on 85% of streets there would be 15% left, bringing them within 5 years of having hit all streets. Broad area patching could be phased out and transitioned fully into the pavement management program.

Councilmember Murphy liked phasing broad area patching out and not doing it a second time. He asked if any street in the city is eligible for a broad area patch.

Public Works Director Connolly replied as defined in the task force and historically, it is only done on rural roads, roads without curb and gutter. The task force did not feel this seemed fair. He said he agrees but they are not getting the same quality product by doing a broad area patch by city crews then they would with a mill and overlay or reclamation that has been designed and intended to last 20-25 years. A broad area patch is not intended to last that long. Streets that were broad area patched in 2013 are in the CIP to be addressed in the next 5-7 years.

Councilmember Murphy said it is important to treat all of Inver Grove Heights the same. He said if it was an ongoing project, it may be a little unfair, but since they were not doing it a second time and phasing it out, he supports staff's recommendation not to assess on broad area patching.

Councilmember T'Kach agreed that phasing out broad area patching is a good idea. She asked if those would be done in 5 years.

Public Works Director Connolly replied that is their goal and what they are trending towards.

Councilmember T'Kach asked what the process would be for communicating with residents and the Council. She asked if a policy was needed for treating rural streets the same as urban streets.

Public Works Director Connolly replied that would be a Council question. Broad area patching is treated as a maintenance effort. In terms of lifespan extension, taking a street that is 13, 14, or 15 years along in its life cycle and showing deterioration like it is a 25-year-old street, finding ways to bridge that with a maintenance technique that is more effective than what they have been using but different from doing a full overlay. It does not give another 20-25 years of pavement life extension; it holds it over as a maintenance item. This was how broad area patching was noticed in the city. Broad area patching was used as a maintenance item, not a capital improvement rehabilitation project. He said this was the only item in the 24 recommendations by the task force that he disagreed with.

He mentioned that the city purchased a new paver. It is the last paver he wants the city to buy. He does not see a need. After getting PCI ratings back up, they should not have to do that level of pavement management maintenance again.

Councilmember Scales asked if rural and urban streets were rated the same, comparing side by side.

Public Works Director Connolly replied the PCI rating does not differentiate between rural and urban. There isn't a rating scale for urban areas that is different from rural areas.

Councilmember Scales asked if rural streets would not have a longer lifespan when rating side by side, since road conditions are a little greater in urban areas. He did not feel they needed to be replaced at the same rate. He asked if this was taken into consideration.

Public Works Director Connolly replied regarding equity, a pothole on an urban street may get hit less but is no less of a nuisance. They do not say they want to do only rural streets every 30-35 years and all urban streets at a 20-25-year interval. It's not equitable. When staff looks at it statistically, a PCI rating is noted when hitting a certain level such as 30 or lower; 30-70 is programmed good for a mill and overlay, if over 70 it does not need any work.

Councilmember Scales said he sees it as someone getting assessed on an 80-foot lot and someone getting assessed on a 1,000-foot lot. The difference adds up.

Public Works Director Connolly replied that component of the assessment policy will be discussed. They assess rural lots at a different method than urban because of that differentiation. It might be based on area or front footage as opposed to a per lot basis.

Councilmember Scales requested a comparison; if there was a way to compare an assessment on a rural street versus urban street.

Public Works Director Connolly replied there are samples. The 2024 feasibility study involves highly developed urban areas and some rural areas. They are not rural sections; they still have curb and gutter but lack storm sewer or other utilities. It is the same width road but will notice that it's a rural property with twice the footage as an urban property, they would have twice the assessment. Rural property has more value than an urban property that has much less land. A part of this is the benefit analysis. In terms of proving benefit, more value is received in a rural area because they have more space/frontage than a property in an urban area.

Councilmember T'Kach agrees with staff's recommendation to continue until the broad area program is over as a non-assessed maintenance item.

Mayor Dietrich agreed.

Public Works Director Connolly discussed the Pavement Management Initiative (PMI):

- Project Selection Criteria:
 - Pavement Condition Index (PCI)
 - Age
 - Annual maintenance costs:
 - Pothole repairs, large patches (urban or rural). These are a drain on resources and maintenance costs. They may have a road with a PCI around 35-40 that is put ahead of a road with a PCI of 20 because the road may be more traveled or has more pavement failures taking up maintenance needs.

Councilmember Scales mentioned that was his point. The last thing he wanted was a rural road that gets 30 cars a day to be treated equal to a road like 70th Street that gets thousands of cars a day.

Public Works Director Connolly replied traffic and value are figured in. Staff is trying to find a balance between a road that isn't traveled as much but has issues and one that is traveled more frequently. The less traveled road would never get done if it keeps getting pushed back for others. The pavement index does not take into account traffic volume. Degradation is noted on higher volume roads quicker.

Public Works Director Connolly continued with the Pavement Management Initiative (PMI):

- Past prioritization such as the 2023-2027 CIP, carryover projects
 - If a project is put into the CIP, staff does not want to take it out.
 - The only reason to take something out of the CIP would be for a County or MnDOT project that made economic sense to move. (This has not been done yet).
 - Shifting projects around makes it difficult to stay on track and be able to do as many miles a year as they want to do.
- Public utility condition
 - If there is an area where utilities are failing, a reconstruction would have to be done. Needs between utilities and repairs would have to be determined.
- Annual Project Goals
 - 6-7 miles of roads per year

- 147 miles of paved city streets
 - Rehab project on every street once every 25 years
 - The city is in the middle of this target range, it is what they will continue to aim for
- Combine neighborhood streets into a single project
- Focus on the most effective rehabilitation technique
 - Do not want to do a total reconstruction when a mill and overlay is necessary
 - Do not want to do a mill and overlay when a reclamation or total recon is needed
- In 2026 the number of miles decreases to 5.7 due to having a couple of neighborhoods needing a total reconstruction. Costs are higher for this, therefore pulling the amount to spend down.

Fiscal Limitations:

- Pavement Management Fund (Fund 440)
 - Presently well-funded
 - Average a \$12 million dollar balance for the next 5 years
 - Able to cover annual goals (6-7 miles per year)
 - Has contingency funding as needed
 - For example: a project that goes from a rehab to a recon
 - Will be further bolstered if MSA (Municipal State Aid) funding is used for existing State Aid streets (not just new/expansion)
 - State aid funding has specifically been spent on supplementing the city share of county projects (70th and Argenta)
 - Or the expansion of streets in the northwest area (65th Street)
 - Or other streets in the area wider than the standard 28' wide residential street
 - Trying to close out old projects
 - Finishing off borrowed debt
 - Allowed to borrow one year ahead
 - Receive \$1.4 million dollars a year for construction. Only to be used on state aid roads (current or future), county roads, or state projects
 - Proposing to use state aid funds to fund projects on state aid streets moving forward
 - 20% of streets are dedicated state aid routes. There are a couple of state aid street projects that would be a challenge to assess due to fewer properties. These include Inver Grove Trail, Cahill Avenue, Upper 55th, Blaine, 70th, and 65th Streets. (Cahill and Upper 55th are in need of repair).
 - Could perform more maintenance and/or CIP projects
- Limiting Factor is Utility Funding
 - Recommendation from the task force is that utilities should pay for utility work, street money should be dedicated for streets
 - Challenge is when there is only so much utility money, it hampers on the amount that could be done with pavement on streets
 - Storm is the biggest challenge
 - Sanitary sewer & water have similar constraints

Fiscal Limitations: 2023 CIP Projects Funding Summary:

- Estimate approximately \$12 million dollars in CIP projects for 2023.
- Following bid award, the bottom-line number is lower, \$2.2 million dollars under what was estimated.
 - This savings is not equally distributed amongst all funds
 - For both the Sewer Capital Fund and Storm Sewer Capital Fund, costs for the work associated with these projects was a combination of doing more sewer televising and cleaning this year than done in the past. A project was initiated this year, the bids were a little above but there were funds

available. There have been more stormwater needs in recon and rehab areas with PMI. This continues to push the limits of the budget.

- The challenge is being able to make the utility funds keep up.

Fiscal Limitations:

- Reasons for limitations:
 - Staff is still recalibrating from the Citizens Task Force recommendations
 - Have a better understanding what water and sanitary sewer deficiencies are
 - Past utility rate increases have not kept pace with needs
 - Have fallen behind year over year in what they have been able to collect and build into these funds.
 - A rate study recommendation was to find ways to make sure they are keeping pace with what the needs are in utilities and building up a reserve.
- Staff recommendations:
 - Continue to refine and improve project scoping and costs
 - The need to “stay the course” on the 2022 Rate Study recommendations
 - Next month staff will come back before the Council with where utility budgets are at. Discussion will take place on where rates need to be and how rate increases impact the bottom line years ahead.
 - Find more balance between rural and urban projects
 - There will be a lot more streets showing up in the rural areas
 - Due to areas that do not have a lot of utility needs, can do more pavement projects. No sanitary sewer or water in the area.

Questions for Council:

- Does the Council wish to take on more PMI projects annually, beyond 6-7 miles per year?
 - If so, what Council's thoughts were on providing more utility funding to make it possible, or other thoughts regarding supplementing utility costs via other funding sources.

Councilmember Gliva said since they are trying to wean off of Host Community Funds for pavement management if it was feasible to move funds to utility. It would be an easier fix but not long-term.

Public Works Director Connolly replied staff has discussed that as an option as long as it is known to be a limited option. It is a way to help out the stormwater fund. There are several stormwater projects they have proposed to use host community funds for. If they had not used those funds, they would not have been able to do some of the projects they have in the CIP. He said it is an option. He said he would advocate for it but recognizing that more financial analysis likely has to be done to see how reasonable it is.

Councilmember T’Kach referenced stormwater stating that everyone is served by stormwater due to water quality and environmental reasons. She could see using host community funds or finding other funds for the program. She is less supportive of water use and sewer use, because not everyone is connected to city water and sewer. It seemed like it was favoring those in certain parts of the city and not others. It did not seem equitable.

Public Works Director Connolly agreed it is not equitable.

Councilmember Murphy believes all of Inver Grove Heights needs to be treated the same. He said this Council and Council’s going forward are still going to have things that need to be fixed. He said after further analysis, monies from the host community fund to seed those funds may be a one-time fix going forward so staff is better able to plan. He addressed the questions asked saying he does not see a need to take on more projects. There is a nice plan, he would like to see how it plays out.

Councilmember Scales asked if there was value in taking on more projects to get the city caught up quicker. There are a lot of bad roads. He asked if they would end up with a mess 20 years from now because they were only able to go so far. He questioned if 25 years was a realistic approach to the streets they have.

Public Works Director Connolly believes there is value. 25 years is realistic as long as they can stay the course.

There have been advancements in pavement. There will likely be challenges with other things. He believes 25 years is achievable and can be done with the staff they have. Staff is proving they are able as they have doubled what the year-to-year pavement management project needs are in the last two years and continue to move that forward.

Councilmember Scales agreed that they should not take on any more projects.

Councilmember Gliva asked if taking on more road miles means taking on more city time capacity wise.

Public Works Director Connolly replied if that was something the Council was adamant about looking at, staff would look at it to fully understand. He did not believe it was on the design side of things, it could be during inspection. Time could be supplemented with consultant inspection. Currently staff is able to do things at a low cost as they are able. Certain projects will need consultant help. The consultant side is where he believes this could happen with an extra cost.

Mayor Dietrich said she would like to see more miles of road done but only in tandem with utilities in the ground. She knows a huge amount of money goes from the host community fund to the VMCC. A lot of residents do not get to utilize those services because they cannot afford the memberships. She would like to see how much money from the host community fund could go towards jump starting this.

Councilmember T'Kach asked if there was a possibility for grant funds with infrastructure dollars coming from the federal government.

Public Works Director Connolly replied staff works with the League of Minnesota Cities and all consultants to find out where there is grant money available. There is not a grant fund that exists for this. A project could be paired with a regional project such as stormwater improvements. Staff could look to see if they could package something to receive a grant. Grant funds tend to have a lot of strings attached to them, sometimes the amount of funding received is not worth the money put in to receive, and some have a match required. He stated that grant and bonding money have been received for 117th Street. There is nothing that would apply to this. In the past they have had to turn down grants for stormwater needs because the city has been unable to fund their share. This ends up hurting the city because if applying for a grant, receive funding, and choose not to take the money, they start to wonder if the city is really serious. Some make requirements that you have to show that you have the money available and have set it aside to do the work. This is something that staff has to balance.

Councilmember T'Kach asked if there was opportunity to bond within the utility funds and then spread it out over 10 or 20 years to jumpstart.

Public Works Director Connolly replied bonding is always an option. From a fiscal standpoint they do not like bonding for these types of maintenance projects because it shows the city is living beyond their means.

Bonding may be able to jumpstart this but would have to be paid back. The question would be what would happen if they do not continue to raise rates and build up the fund. They want to make sure they are living fully within their means. Once bonding, they have to look at how long the payback period would be and how many years they are trying to cover.

City Engineer Paul Merchlewicz discussed Staff Initiatives:

- PCI Rating Index Improvement Options. Identifying ways to get to better PCI ratings. Staff has been investigating different ways of doing this and are in the process of interviewing different companies about how they do things. One possibility could be using artificial intelligence.

- Holistic approach to maintenance
 - Leverage maintenance to complement PMI goals, raise city wide PCI rating
 - Broad area patching
 - Maintenance overlays (urban roads)
 - Focus on preservation
 - More crack sealing, less/no sealcoating
 - Re-examine application of fog sealing (preservation technique to keep the pavement from oxidizing and breaking up early)
 - Limitation of not applying on a steep hill, can cause traction issues
 - Thin bituminous overlays
 - Develop maintenance schedule
 - Crack seal overlays on year 1, 2, and 3
 - Bituminous overlay at year 25. Reclamation at 50.
- Pavement rehabilitation for existing trails/sidewalks
 - 31 miles of bituminous trails
 - 17 miles in parks, natural areas, non-boulevard areas
 - 14 miles along roadways
 - 26 miles of concrete sidewalks
- Parks and facility parking lots/site improvements
 - PCI ratings are being done on parking lots
 - 3 Fire Station parking lots
 - VMCC/City Hall/Police/Maintenance Facility
 - City Parks
 - Water Treatment Facility
 - Wells & Lift Stations
- Re-integrating into the PCI Ratings
- Prioritize and Budget in the 5-year CIP to address deficiencies
- Account for needs in the budget

Question for Council:

- How should city parking lots, trails, and sidewalk maintenance/replacement be funded
 - From existing department budgets such as:
 - Water, Sewer, Storm for Utility Facilities
 - Central Equipment, Streets, Parks for Maintenance Center
 - Parks for VMCC
 - Police for Police Parking Lot
 - Fire for Fire Station Parking Lots
 - Most of these are funded via the General Fund Tax Levy
 - From the Pavement Management Fund
 - Utilize the General Fund Tax Levy
 - Includes supplemental funding sources (host community fund, franchise fees)
 - From another source of funding

Mayor Dietrich inquired if there was a staff recommendation.

City Engineer Merchlewicz replied from his perspective it would be the Pavement Management Fund. This does not cover parks not adjacent to vehicular traffic.

Public Works Director Connolly agreed with using the Pavement Management Fund. Trails and sidewalks are done where they can and need to be addressed as a part of route CIP projects done through the pavement

management initiative. This fund is best situated to cover trailwork because of where trails exist in the community. Regarding parking lots for facilities, he believes there is value in looking at whether it comes from the facility budget. From the fiscal standpoint they are in, the pavement management fund has some capability incrementally. Staff needs to start planning for this and do a better job of understanding entire city's needs. When replacing sidewalks, a spot panel replacement is done because sidewalks last a lot longer and do not take the same beating.

Councilmember T'Kach asked what type of dollars they were talking about on an annual basis.

Public Works Director Connolly replied staff is still looking into this. There are 15 miles of trails. If assuming a 15-mile trail replacement (trails do not last as long as pavement, they are thinner sections), it could be about \$700,000 a year if hitting them on a 15 -17-year cycle. He said staff is looking for feedback on whether to integrate it with the rest of the pavement or have a different program and if so, how it would be funded. City Administrator Wilson stated they are spending/dedicating approximately \$250,000 a year to trails and city owned parking lots combined.

Public Works Director Connolly replied this was for parks, park pavement, not for roadside trails. City Administrator Wilson said this would triple the investment to cover all city parking lots and trails. Public Works Director Connolly said they are setting that money aside. They are not doing \$200,000 worth of pavement in parks every year. Rich Valley parking lot for example, would cost approximately \$750,000 to \$800,000 to rehab. That would take 4 years of saving in order to do. The city is looking at leveraging that and building up funds to be able to do it. This means nothing else could be done for four years, which may not be the best way to look at this. He mentioned the current dollar value has been in place for several years. It has never been analyzed to determine if adequate. Staff has determined it's not adequate and question what an adequate number would be.

City Engineer Merchlewicz mentioned that his point of view on this is from his history with transportation which covered everything from bikes to big highways.

City Engineer Merchlewicz discussed Staff Initiatives:

- Long Term Capital Improvement Plan
 - Capture scheduled maintenance needs
 - Account for full system life cycle needs
 - 10-, 15-, 20-, and 25-year CIP for roadways
 - Integrate utility costs/needs
 - Develop/balance maintenance schedule

South Grove Pavement Deterioration:

- Chip seal is stripping off in some areas and taking the top part of the pavement with it.
- In 2006 MnDOT changed the way pavement design was done.
 - During that timeframe changes to pavement were noticed.
 - Reconstruction started in 2006 (17-year-old pavement).
 - Seal coat was done in 2017 (6 years old). This is the chip seal noted in the area today.
 - Currently starting to strip. Moisture got into the aggregate and began stripping off.
- Repair options were explored:
 - Mill & Overlay. Take off the chipseal and a good chunk of pavement and replace with 1 ½ to 2 inches of pavement.
 - Microsurfacing. Has been tried in other areas of the city, did not have the best results. Has smaller aggregate, does not hold up to traffic, and is hard to place.
 - Sand seal, slurry seal, Ultra-thin bonded wear course (UTBWC). Takes off chipseal and replaces with something better.

- Funding Options (assessments, pavement management-local streets)
 - Options should consider a proposed fix along with current pavement age
 - Can incorporate strategies over time

Pavement Deterioration Solutions:

- 1.5" mill and overlay vs UTBWC
 - Costs are nearly the same
 - Performance
 - Mill and overlay may have a longer life, need to factor in future maintenance (sealing)
 - UTBWC uses pavement structure in place and seals it to extend performance/life
 - Demo Project:
 - Staff proposes to do this in the fall (between September 15th and October 15th)
 - Project will provide a solution to early pavement deterioration
 - Provides a view into how applicable this is in terms of using it in other areas and if it can help pavement be effective longer
 - Project Details:
 - 72nd Street from Clayton to Dawn Avenue East
 - Includes micro milling and UTBWC
 - Micro milling means taking off ¾ of an inch of pavement and placing it back with UTBWC
 - Estimated construction time - 2 days (1 day to mill, 1 day to apply UTBWC)
 - Project Goal:
 - Remove failing chip seal and provide a smooth surface while protecting in-place good pavement structure.

Ultra-Thin Bituminous Wear Course (UTBWC) is a coarse graded asphalt mix placed on top of a polymer membrane that gets "wicked" in.

- Uses:
 - Surface sealant for hot mixed pavement to slow down deterioration caused by traffic, weathering, raveling, and oxidation
 - Seals small cracks and provides a wearing surface with excellent frictional resistance
 - Can be paved as little as 3/8 of an inch and as much as ¾ of an inch
- Options to pay for project costs:
 - Consider a "pro-rated" assessment, based on the reduced life of the original project
 - May result in varying assessment rates for a single project
 - Will need to alter the assessment policy
 - Full assessment
 - Not as flexible with maintenance type work where there may be more immediate issues to remedy
 - Potential increased staff time and need
 - Used to treat things that pop up over a bad winter
 - Can be applied without having to go through an assessment process
 - No assessment and treat equivalent to current chips seal and crack seal (incorporate into maintenance)
 - Other options
- Staff recommends a "maintenance" effort, non-assessed
 - Existing streets did not reach their anticipated design life
 - Street should have gone 25 years, went 17 and did not reach what it needed to
 - Anticipated to extend expected life of the streets from 20-25 years to 30-35 years

- UTBWC provides 10-15 years of additional service life
- Allows the PMI program to focus on other streets that have not received capital improvement but are in need of a pavement upgrade
- Allows for a “shovel ready” project to take advantage of a good bid environment and potential savings
 - Can respond to the market more readily if not bound by special assessment requirements
 - Proposal was sent out with a flexible start time. A bid has been received.

The standard contract warranty for any project is typically one year. Staff will verify that is in fact the case.

Mayor Dietrich asked if it started to fail within 12 months if they would come back.

Public Works Director Connolly replied yes. That is what the standard is for most capital improvement projects. Because they have a quote in hand, the plan is to come back at the next meeting with a Consent Agenda item for approval. The money they are spending on this demo project is from pavement management savings.

Public Works Director Connolly discussed the Special Assessment Policy:

- The current assessment policy has existed since 2016.
- It is formatted in a way that has several levels of ambiguity to it. His goal is to make something clearer, more public facing, easier for staff to explain how projects are financed, and for residents to understand how assessments are calculated.
- Goals:
 - Provide clarity and transparency in the application of special assessments for PMI and other CIP projects.
 - Simplify calculations for special assessments so they can be applied equitably and can be understood by the general public.
 - Modify assessment payback requirements based on assessment value, not project type.
- What has changed from the 2016 Policy:
 - Format and the use of “plain language.”
 - Adding a glossary of common terms.
 - Section 4: Providing clarity to the public improvement process.
 - Identifies key steps in the Statute, clarify how staff responds to petition requests
 - Section 5: Adds figures and examples for calculating assessments for different types of assessment methods.
 - Show how it is based per lot, adjusted front foot, and by area.
 - Section 5: Clarified the assessment calculation based on current zoning classifications.
 - Lacking in the current policy with single family residential.
 - Statute specifically states like property types have to be calculated the same way.
 - Section 6: Adds assessment rates for upgrading and paving gravel roads.
 - This is a change implemented by the Public Works Director.
 - There are 3.5 miles of public roads/city streets that are gravel.
 - Petitions have been received from residents living on these roads to have them paved. Staff agrees with paving.
 - Proposing two separate rates for gravel upgrades that are more inline with the current policy for reconstruction/rehab.
 - One rate would be for roads without public utilities (sewer and water).
 - One rate for roads with public utilities. Proposing a slightly lower assessment rate.

- Current policy does not specifically address gravel roads. Interpreted as a new improvement and assessed at a rate of 100%. Looking into this being sustained from a cost perspective for both residents and the city.
- Section 6: Provide clarity regarding oversizing or over depth thresholds.
 - Previous policy states over depth at the discretion of the City Engineer. (Staff wants to put a solid number to this).
- Section 7: Propose assessment terms based on assessment value, not project type.
 - Current policy states if having a mill and overlay or a pavement rehab job, the assessment would be paid off over a 5-year term. Recon or brand-new improvement would be a 10-year term.
 - Staff is trying to determine if there is a dollar value that makes sense.
 - Have looked at other policies in Dakota County and beyond.
 - Trying to limit the annual assessment value residents would have to pay off over time to \$1,000 or less.
 - Propose changing it to dollar based not project type based. (More inline with what other communities do).
 - If having a single-family assessment under \$10,000, set up a structure to allow that payback to not be more \$1,000 per year.

Special Assessment Policy Update/Key Policy Changes:

- Section 6: Adds assessment rates for upgrade/paving of gravel roads.
 - Gravel Road Paving (no public utilities) 80%.
 - Gravel Road Paving (with public utilities) 55%.

Councilmember Gliva referenced gravel road paving with no public utilities and asked if that meant adding utilities. Public Works Director Connolly replied not necessarily. For example, there is an area on Bacardi Avenue in the MUSA boundary. It is a gravel road with water and sewer in the roadway. Upgrading the road is something staff would like to do. Staff would like to disconnect them from the sewer that runs through the mobile home community (private sewer) and give them public sewer. This project is in the 2025 proposed CIP, the feasibility process has not started yet. This is an area that has had petitions come in at least 4 times over the last 25 years. Two of those times designs were done and the projects were cancelled due to costs and concerns in the area. There is another area north of the new alignment of Argenta and 70th Street where properties fall within the MUSA boundary. There are two gravel roads and two paved roads. None of those properties have public utilities, no petitions have been received. If there was an interest in upgrading the road, or staff interest in putting public utilities in, it would be looked at as a neighborhood project. For that area, road costs would fall under gravel road paving, utilities would fall under new construction.

Public Works Director Connolly discussed Special Assessment Policy Update/Key Policy Changes:

- Assessment amounts:
 - Shown in the draft policy amendment
 - Changes the payoff term
 - Under \$1,000 would be a 1-year payoff
 - Between \$1,000 and \$5,000 would be 5 years
 - Between \$5,000 and \$10,000 would be 10 years
 - \$10,000 and over would be 15 years
 - If all assessments were paid back over a 15-year term (versus a 10-year term) the impact on the pavement management local fund balance would be a reduction of approximately \$300,000 per

year, a 2.5% impact to the fund. This assumes every project is 15 years. Not every project would hit this threshold. He suggested this be looked at over time.

- When doing research, he noted that a couple of communities had a 1-year assessment capped at \$100.00. That would have a \$1,000 assessment paid off over 15 years.

Councilmember T’Kach asked how this compares with the \$1,000 per year limit.

Public Works Director Connolly replied up to \$999.99 has a 1-year payoff. If between \$1,000 and \$4,999.99 it is 5 years. The most they could pay would be \$1,000 per year, the maximum paid each year would be \$1,000.

Councilmember T’Kach questioned if having a \$20,000 assessment.

Public Works Director Connolly replied \$20,000 assessments are typically commercial or higher value properties. Staff could continue to add in levels. He said he would have to verify with the Finance Director regarding possible limits with what could be bonded. The payback would have to be within the period that the bonding is for. He said he thought there were statutory limits as far as length of assessment time. He did not believe it could be more than 20 years.

Councilmember T’Kach asked if having \$20,000 and the limit is 15 years, it would be \$1,500 per year. She said it wasn’t consistent.

Public Works Director Connolly replied this was built to keep a majority of assessments under \$1,000 a year. Currently, if having a \$20,000 assessment, the assessment would be \$2,000 a year on a recon job. \$4,000 a year if it was a mill and overlay. Staff is trying to have ranges that would be fiscally tolerated. \$1,000 is a goal, not policy. He said these numbers can be changed and adjustments can be made. He wanted the Council’s feedback.

Public Works Director Connolly discussed the Special Assessment Policy Update, Potential Additional Policy Changes:

- Whether or not the Council would like to consider allowing partial pre-payment of assessments
 - It is required by statute that if someone wants to pay for their assessment in full, they have 30 days after the assessment hearing to do so.
 - After 30 days the assessments are certified by the County for taxes. It can be paid off at any time with the county but has to be paid off, people cannot make partial payments.
 - This community could allow residents to partially pay off assessments during the first 30 days. This is allowed under state statute but requires the city to have an ordinance.
 - A new ordinance would need to be introduced to allow.
 - Vetting would be needed with the finance department regarding the ability to track this.
 - There are no systems to do this at this time, it is something that could be explored if the Council wishes.
 - May wish to consider minimum prepayment requirements. A percentage of the assessment could be paid. This would need to be included in the ordinance.

He mentioned he has several ordinances written by other cities. They are simple and straightforward. They have not been vetted by the City Attorney. Staff would like feedback and direction from the Council.

Questions for Council:

- Does the Council agree with the proposed addition of the assessment rate for upgrading gravel roads?

Councilmember Murphy said he agrees with it.

Councilmember Scales is in agreement with it.

Councilmember Gliva commented that if there was city value and future cost savings, it makes sense that the city pay a portion of it.

Councilmember T’Kach requested to know costs before saying yes.

Public Works Director Connolly replied they could pull numbers together. He mentioned that 105th Street is a gravel road that the county is looking at possibly putting a trail on. It may offset those costs. It is a road that doesn’t have as many direct driveway accesses.

Councilmember Gliva asked if that wasn’t the area where the county wanted to put the Veterans Memorial Greenway. She asked if they would fund it.

Public Works Director Connolly replied it is. They are waiting for the county to provide further input. Mayor Dietrich agreed. She said if this is a need of residents and it suits what they need, she was for it.

Councilmember T’Kach asked if they would be assessing based on lot size on rural roads even if it’s within MUSA.

Public Works Director Connolly replied it depends on the type of neighborhood it’s in, lot size, zoning, and if there were larger lots that could be subdivided. Alta Avenue is a road where the last 600 feet is unpaved, the first 1,500 was paved. Those at the end of the road at that time did not want it paved. Now there are new people there that want it paved. This is a road that has several parcels that back up to it, but nobody has access. Whatever assessment is done would still have to show there is a true benefit.

Mayor Dietrich asked if there was a discount for full prepayment.

Public Works Director Connolly replied there isn’t one set up.

Mayor Dietrich asked if there is interest in the second one, she would like this added.

Public Works Director Connolly replied they would have to look to see if it was legal or not. He said he would talk with the City Attorney and finance staff regarding this.

Public Works Director Connolly posed the second question for Council consideration:

- What Council’s thoughts were on a value-based assessment as opposed to project type based. If there are concerns about the ranges, if there was information, he can take it back and reanalyze.

Councilmember Gliva asked if 15 years was the maximum.

Public Works Director Connolly replied yes, proposed. The current max is 10 years.

Councilmember Gliva said normally some would want to pay something over the life/value. She said she did not believe 10 years was that bad. She liked partial payment with a percentage, such as 25%.

Public Works Director Connolly said it would be prepayment with a minimum requirement.

Councilmember Gliva suggested making it worthwhile and cost effective for those processing/keeping track.

Councilmember T’Kach liked the idea of prepayment. She would not want it to be too substantial that everyone has a chance at it.

Public Works Director Connolly stated his recommendation from other policies is to consider it as a percentage.

Councilmember Scales liked the prepayment idea and 15 years. He said it was nice to have more time.

Councilmember Murphy agreed on all points. He liked the value-based scale and prepayment option. He believes there needs to be a minimum but was unsure what the amount would be.

Public Works Director Connolly asked the Council if 25% was a good starting point. He said it seemed to be the average in other communities.

Councilmember T’Kach asked what a typical assessment would be on a residential property.

Public Works Director Connolly replied \$5,000.

Councilmember T’Kach replied that \$500 was larger. She suggested something like this, although she was unsure what that costs against staff time.

Public Works Director Connolly replied he doesn’t have an opinion one way or another. They want to try to be accommodating. No matter what the prepayment is, there is a 30-day cap. Once it’s certified by the Assessor’s office it is out of staff’s hands to be able to adjust.

Councilmember T’Kach asked if it was possible to have a percentage with a minimum dollar amount, a hybrid.

Public Works Director Connolly replied it was hard to determine because they were still talking in hypotheticals. The first thing he recommends doing is talking with the Finance Director and City Attorney for understanding of what needs to be done in order to make this a reality, such as if needing assistance from an external financing firm or if this was something they could do internally. Once that is done, staff would have a better idea and could provide additional feedback. He said different options could be looked into; they could compare to last year’s projects.

Mayor Dietrich said she could support 25%.

Councilmember Murphy said he could support 25%. He felt 20% was a substantial amount. He asked for information on that range.

Mayor Dietrich agreed with wanting information.

Councilmember Scales agreed with 20% or 25%. He was concerned going to much lower could create problems with trying to manage it.

Public Works Director Connolly stated with the increase in projects being done from year to year, they are impacting that many more people. He does not have an understanding of how many people prepaid last year, costs are placed when modeling. He said he thought the Finance Director uses 10% as prepayment. He was unsure how that compares in 2022. When 2023 is done by the end of this year they will have a better idea of how many people prepaid.

Public Works Director Connolly discussed Next Steps in the Special Assessment Policy Update:

- Staff will take comments from this evening’s meeting
- Staff will refine/update the draft policy
- Staff will look at the revisions and bring something back before the Council in October/November

He said the challenge with this would be to see how this would fit in with other projects. 2023 projects have already been built and would follow the current policy. For the 2024 projects, staff is working on the feasibility studies and will bring those before the Council. Those can be modified at the end of 2024. Staff will begin working on feasibility for the 2025 projects this fall. He would like this policy to be put in place when they start engaging with 2025 project residents through the open house process in the winter/spring. They would have to message accordingly the transition of the policy with an adoption/hard date on every project. His recommendation is to try to adopt this before the end of 2023. Due to exploration of the prepayment option which requires a new ordinance, that process would push this into early 2024. He shared that he wants this Council to vote on it. He does not want to wait until the end of 2024 or early 2025. There is good momentum to keep this moving forward.

4. Adjourn:

Motion by Scales, second by Gliva, to adjourn the meeting at 9:49 p.m.

Ayes: 5

Nays: 0

Motion carried. Minutes prepared by Recording Secretary Sheri Yourczek



Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: November 13, 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 October 18 – November 7, 2023.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of October 18 – November 7, 2023. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$630,395.02
Special Revenue	114,640.81
Debt Service	-
Capital Projects	2,905,168.67
Enterprise	149,507.21
Internal Service	99,979.14
Escrows	27,526.39
Total - All Funds	\$3,927,217.24

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 (10.18.2023 - 11.7.2023)

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

RESOLUTION NO. __

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF

October 18, 2023 - November 7, 2023.

WHEREAS a detailed listing of disbursements for the period of October 18, 2023 - November 7, 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	\$630,395.02
Special Revenue	114,640.81
Debt Service	-
Capital Projects	2,905,168.67
Enterprise	149,507.21
Internal Service	99,979.14
Escrows	27,526.39
Total - All Funds	\$3,927,217.24

Adopted this 13th day of November 2023 by the City Council of Inver Grove Heights, MN

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Expense Approval Report

By Fund

Payment Dates 10/18/2023 - 11/7/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
IUOE	INV0175627	10/06/2023	UNION DUES IUOE	101.203.2031000	1,829.00
LELS	INV0175630	10/06/2023	UNION DUES (LELS LIEUTENA...	101.203.2031000	270.00
LELS	INV0175640	10/06/2023	UNION DUES (LELS SGT)	101.203.2031000	472.50
FIRE PROTECTION SERVICES, I...	1847	10/19/2023	plan review for fire permits	101.42.4200.423.30700	140.00
FIRE PROTECTION SERVICES, I...	1848	10/19/2023	plan reviews for fire permits	101.42.4200.423.30700	465.00
FIRE PROTECTION SERVICES, I...	1849	10/19/2023	plan review for fire permits	101.42.4200.423.30700	1,167.59
FIRE PROTECTION SERVICES, I...	1850	10/19/2023	plan review for fire permit	101.42.4200.423.30700	2,536.79
FIRE PROTECTION SERVICES, I...	1851	10/19/2023	plan review for fire permits	101.42.4200.423.30700	67.00
FIRE PROTECTION SERVICES, I...	1852	10/19/2023	plan review for fire permits	101.42.4200.423.30700	41.00
JR'S APPLIANCE DISPOSAL	111427	10/26/2023	Clean up day	101.45.3000.420.60065	4,205.85
VALLEY IMAGES PHOTOGRAP...	1478	10/19/2023	New Hire Photo Session	101.42.4000.421.50030	150.00
WARRANT DIVISION - RECORDS	23424140	10/19/2023	Bail Meredith 23003327	101.207.2071000	78.00
WSB & ASSOCIATES, INC.	R-022068-000-8	10/19/2023	August Multi-Family Ord. Upd...	101.45.3200.419.30700	1,561.00
SOUTH METRO SWAT	10/12/2023	10/19/2023	2023 SWAT Training	101.42.4000.421.50080	640.28
TOTAL CONSTRUCTION & EQU...	37493	10/19/2023	Repair conduit at Rich Valley	101.44.6000.451.40040	543.68
INNOVATIVE OFFICE SOLUTIO...	IN4351031	10/19/2023	station office supplies	101.42.4200.423.60010	223.01
MACQUEEN EMERGENCY GR...	P20869	10/26/2023	gas cylinders for testing gas m...	101.42.4200.423.40042	568.59
OCCUPATIONAL HEALTH CEN...	103859787	10/26/2023	Random Drug Screenings	101.41.1120.413.30700	216.00
AMAZING ATHLETES	528456	10/13/2023	Preschool sports contracted s...	101.44.6100.454.30700	840.00
GEOTAB USA, INC.	IN359909	10/19/2023	T-Harness Kit Shipping	101.42.4000.421.60065	15.00
INNOVATIVE OFFICE SOLUTIO...	IN4353095	10/26/2023	colored card stock for open h...	101.42.4200.423.60010	15.75
LAURENTINA DEJONG	10/15/2023	10/19/2023	Fall 2023 plantings	101.44.6000.451.30700	787.52
LOCAL GOVERNMENT INFOR...	54310	10/26/2023	Mobile Software Addition	101.42.4000.421.50072	1,400.00
LOCAL GOVERNMENT INFOR...	54311	10/15/2023	PDS SA Software-2023 Prorat...	101.41.2000.415.50072	4,640.00
LOCAL GOVERNMENT INFOR...	54320	10/26/2023	logis field ops	101.42.4200.423.50072	270.00
A-7 AUSTIN, LTD	42830	10/16/2023	2023 W2 & 1099 forms	101.41.2000.415.60010	92.78
MN PARK AND SPORTS FIELD...	0283	10/17/2023	fall 2023 workshops	101.44.6000.451.50080	290.00
ACTIVE NETWORK, LLC	4100180249	10/26/2023	2024 Annual ActiveNet subscr...	101.130.1430000	5,670.00
INNOVATIVE OFFICE SOLUTIO...	IN4354889	10/26/2023	10/17/23 Disinfectant wipes	101.41.1300.413.60010	6.45
DAKOTA UNLIMITED INC	146965	10/18/2023	balance on Fence at Groveland..	101.44.6000.451.40047	975.00
NORTHERN LIGHTS DISPLAY L...	23-0307	10/26/2023	flags for Cahill Ave	101.44.6000.451.60065	2,110.00
INNOVATIVE OFFICE SOLUTIO...	IN4356081	10/26/2023	Calendar, notebook, planner	101.45.3200.419.60010	47.27
MN DEPT OF REVENUE	September 2023	10/18/2023	Taxes	101.207.2070300	1,251.60
MN DEPT OF REVENUE	September 2023 CR	10/18/2023	Taxes	101.207.2070300	-0.24
MINNEAPOLIS OXYGEN CO.	00115695	10/19/2023	O2 cylinder rental	101.42.4200.423.30700	197.70
EXPERT TREE SERVICE AND SC...	10148	10/19/2023	removed city trees	101.44.6000.451.40045	18,617.00
OCCUPATIONAL HEALTH CEN...	103798803	10/19/2023	Random drug screening	101.41.1120.413.30700	93.00
OCCUPATIONAL HEALTH CEN...	103850900	10/19/2023	Pre-employment physical	101.41.1120.413.30700	512.00
DAKOTA COUNTY TECHNICAL ...	1175449	10/19/2023	Training Classes	101.42.4000.421.50080	1,000.00
ANCOM COMMUNICATIONS, ...	117819	10/19/2023	USDD station alerting equipm...	101.42.4200.423.80800	30,554.00
DAKOTA COUNTY TECHNICAL ...	1180187	10/19/2023	Training Classes	101.42.4000.421.50080	500.00
DAKOTA AWARDS & ENGRAV...	26794	10/19/2023	Employee Name Badge	101.43.5100.442.60010	11.66
ASPEN MILLS	320846	10/19/2023	Police uniforms - Officer Lindell	101.42.4000.421.60045	2,247.39
ASPEN MILLS	320989	10/19/2023	Fire department uniforms - P...	101.42.4200.423.60045	49.95
AT&T MOBILITY	481253	10/19/2023	Phone Tracking	101.42.4000.421.60065	200.00
CENTRAL TURF & IRRIGATION ...	50260450-00	10/19/2023	parts for irrigation	101.44.6000.451.40047	229.42
CENTURY LINK	651-455-9072 10/19/2023	10/19/2023	phone bill St 1	101.42.4200.423.50020	49.93
PLUNKETT'S PEST CONTROL	8186718	10/19/2023	pest control 09-23 to 08-24	101.42.4200.423.30700	351.33
MOTOROLA SOLUTIONS, INC.	8281721057	10/19/2023	Radio Consolette	101.42.4000.421.60040	9,365.76
COMCAST	8772105910359526X10052023	10/19/2023	cable TV invoice St 1	101.42.4200.423.30700	10.79
CAMPBELL KNUTSON, P.A.	9/30/2023	10/19/2023	City Attorney Fees	101.42.4000.421.30410	18,578.34
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.01	10/19/2023	9/30/2023 Council Meetings	101.41.1000.413.30401	1,456.00
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.01	10/19/2023	9/30/2023 Mayor/Council	101.41.1000.413.30420	11,947.50

Expense Approval Report

Payment Dates: 10/18/2023 - 11/7/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ENTERPRISE FM TRUST	FBN4862775	10/19/2023	Monthly vehicle lease paymen...	101.42.4000.421.70300	20,466.00
ELLIE FAMILY SERVICs PLLP	IGHPD-10192023	10/26/2023	Therapy Sessions	101.42.4000.421.30700	783.05
INNOVATIVE OFFICE SOLUTIO...	IN4341400	10/19/2023	office suuplies	101.44.6100.459.60010	206.62
GAME TIME	PJI-0219330	10/19/2023	SV playground part fee	101.44.6000.451.60065	30.00
JASON THOMAS CARDINAL	IGH23-6	10/26/2023	Pre Employment Background	101.42.4000.421.30701	1,200.00
ICMA RETIREMENT TRUST - 4...	INV0175746	10/20/2023	457 - ROTH AGE <50 %	101.203.2031400	1,034.50
ICMA RETIREMENT TRUST - 4...	INV0175747	10/20/2023	457 - ROTH AGE <50	101.203.2031400	505.00
ICMA RETIREMENT TRUST - 4...	INV0175748	10/20/2023	457 - ROTH AGE 50+	101.203.2031400	245.00
ICMA RETIREMENT TRUST - 4...	INV0175749	10/20/2023	457 -AGE <49 %	101.203.2031400	8,383.06
ICMA RETIREMENT TRUST - 4...	INV0175750	10/20/2023	457 -AGE 50+	101.203.2031400	2,585.29
ICMA RETIREMENT TRUST - 4...	INV0175751	10/20/2023	457 -AGE <49	101.203.2031400	6,638.38
ICMA RETIREMENT TRUST - 4...	INV0175752	10/20/2023	457 PLAN -AGE 50+ %	101.203.2031400	1,015.87
MN STATE RETIREMENT SYST...	INV0175753	10/20/2023	457 ROTH IRA (AGE 49 & UND...	101.203.2031400	510.00
AFSCME COUNCIL 5	INV0175754	10/20/2023	UNION DUES (AFSCME FULL S...	101.203.2031000	923.34
AFSCME COUNCIL 5	INV0175755	10/20/2023	UNION DUES (AFSCME FULL S...	101.203.2031000	41.96
MINNESOTA DEPARTMENT OF...	INV0175756	10/20/2023	CASE #001570640001	101.203.2032100	151.36
TEXAS STATE DISBURSEMENT...	INV0175757	10/20/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF...	INV0175758	10/20/2023	CASE #001490481201	101.203.2032100	357.72
MINNESOTA DEPARTMENT OF...	INV0175759	10/20/2023	CASE #000115468905	101.203.2032100	65.06
MINNESOTA DEPARTMENT OF...	INV0175760	10/20/2023	CASE #001563363401	101.203.2032100	426.85
MINNESOTA DEPARTMENT OF...	INV0175761	10/20/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF...	INV0175762	10/20/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLEC...	INV0175763	10/20/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IGH FIRE RELIEF ASSN	INV0175764	10/20/2023	MEMBERSHIP DUES - FIRE REL...	101.203.2031000	429.00
IGH FIRE RELIEF ASSN	INV0175765	10/20/2023	MEMBERSHIP DUES - FIRE REL...	101.203.2031000	90.00
MEDSURETY ACH ONLY	INV0175766	10/20/2023	HSA ELECTION-FAMILY	101.203.2032500	3,938.14
MEDSURETY ACH ONLY	INV0175767	10/20/2023	HSA ELECTION-SINGLE	101.203.2032500	5,567.00
IGH PROFESSIONAL FIREFIGHT...	INV0175768	10/20/2023	UNION DUES (IAFF)	101.203.2031000	504.01
MN DEPT OF REVENUE (PAYR...	INV0175769	10/20/2023	LEVY - L0071222432	101.203.2031900	318.41
MN STATE RETIREMENT SYST...	INV0175770	10/20/2023	MINNESOTA DEFERRED COM...	101.203.2031400	835.00
MN STATE RETIREMENT SYST...	INV0175771	10/20/2023	MINNESOTA DEFERRED COM...	101.203.2031400	830.41
ING DIRECT	INV0175772	10/20/2023	MSRS-HCSP	101.203.2032200	292.48
PERA	INV0175773	10/20/2023	PERA COORDINATED PLAN	101.203.2030600	49,930.38
PERA	INV0175774	10/20/2023	EMPLOYER SHARE (EXTRA PE...	101.203.2030600	3,840.86
PERA	INV0175775	10/20/2023	PERA POLICE & FIRE PLAN	101.203.2030600	32,169.87
PERA	INV0175776	10/20/2023	EMPLOYER SHARE (POLICE & F...	101.203.2030600	48,254.84
ICMA RETIREMENT TRUST - 4...	INV0175777	10/20/2023	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	3,268.76
ICMA RETIREMENT TRUST - 4...	INV0175778	10/20/2023	ROTH IRA (AGE 50 & OVER)	101.203.2032400	538.46
ICMA RETIREMENT TRUST - 4...	INV0175779	10/20/2023	ROTH-AGE <49 %	101.203.2032400	54.96
EFTPS	INV0175780	10/20/2023	FEDERAL WITHHOLDING	101.203.2030200	72,453.73
MN DEPT OF REVENUE (PAYR...	INV0175781	10/20/2023	STATE WITHHOLDING	101.203.2030300	30,684.41
EFTPS	INV0175782	10/20/2023	MEDICARE WITHHOLDING	101.203.2030500	20,437.38
EFTPS	INV0175783	10/20/2023	SOCIAL SECURITY WITHHOLDI...	101.203.2030400	53,235.48
OCCUPATIONAL HEALTH CEN...	103863811	10/23/2023	Pre-employment physical	101.41.1120.413.30700	162.00
REVOLUTIONARY SPORTS, LLC	508	10/26/2023	September preschool t-ball co...	101.44.6100.454.30700	988.00
DOREMI TINOCO	10/24/2023	10/24/2023	Youth sewing class instructor ...	101.44.6100.452.30700	480.00
COLLINS ELECTRICAL CONST.	234790.01	10/24/2023	signal repair	101.43.5200.443.40046	791.76
GOPHER LAWN AND SNOW S...	3231	10/24/2023	Lawn Care Services 6971 Clayt...	101.45.3000.419.30700	925.00
GOPHER LAWN AND SNOW S...	3232	10/24/2023	Lawn Care Services 3990 69th ...	101.45.3000.419.30700	927.50
GOPHER LAWN AND SNOW S...	3233	10/24/2023	Lawn Care Services 6536 Dawn...	101.45.3000.419.30700	127.50
TYLER TECHNOLOGIES, INC	025-443857	10/25/2023	COA Progress Billing 10.17 & ...	101.41.2000.415.30700	181.25
EXPERT TREE SERVICE AND SC...	10221	10/25/2023	removal of diseased trees in ci...	101.44.6000.451.40045	13,903.00
BUDGET SANDBLASTING & PA...	102523	10/25/2023	Remove graffiti at Oakwood P...	101.44.6000.451.60066	925.00
DAKOTA UNLIMITED INC	146520	10/26/2023	repairs to RV chain link fence	101.44.6000.451.40047	11,700.00
FIRST IMPRESSION GROUP	148670	10/26/2023	Fall 2023 insights printing	101.41.1300.413.50032	6,935.00
THE VANILLA GROUP	16032	10/26/2023	Clean up day event labor	101.45.3000.420.60065	3,384.00
TKDA	2023004941	10/26/2023	65th St. Area Plan Services	101.45.3200.419.30700	11,500.18
CARGILL, INC.	2908688567	10/26/2023	Deicer salt	101.43.5200.443.60016	3,063.55
SAFE ASSURE CONSULTANTS	3363	10/26/2023	Engineering additional classro...	101.41.1120.413.30700	715.00
LOCAL GOVERNMENT INFOR...	54185	10/26/2023	Police software	101.42.4000.421.50072	2,741.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LOCAL GOVERNMENT INFOR...	54193	10/26/2023	logis field ops	101.42.4200.423.50072	215.00
EMERGE ENTERPRISES	7152	10/26/2023	Clean up day	101.45.3000.420.60065	3,775.00
INNOVATIVE OFFICE SOLUTIO...	IN4345874	10/26/2023	Office Supplies - Clerk	101.41.1140.413.60010	56.06
INNOVATIVE OFFICE SOLUTIO...	IN4364115	10/26/2023	Office supplies for HR	101.41.1120.413.60010	15.03
GRAINGER	9885810763	10/27/2023	sign repair supplies	101.43.5200.443.60016	698.15
BUREAU OF CRIMINAL APPRE...	00000761993	10/19/2023	CJDN Access Fee	101.42.4000.421.50072	1,560.00
M & J SERVICES, LLC	2842	10/30/2023	contract sweeping	101.43.5200.443.40046	3,517.50
GERTENS	792511/6	10/30/2023	sand	101.44.6000.451.60065	345.00
OZNUR, EXMAN	10/31/2023	10/31/2023	Reissue of check #230911	101.44.6100.3470000	30.00
PURDY, MICHAEL & JENNIFER	10/31/2023	10/31/2023	Reissue of check #237178	101.44.6100.3470000	118.00
DAKOTA ELECTRIC ASSN	200001093947 10/31/2023	10/31/2023	Electric	101.43.5400.445.40020	1,481.14
DAKOTA ELECTRIC ASSN	200002468379 10/31/2023	10/31/2023	Electric	101.44.6000.451.40020	2,345.65
DAKOTA ELECTRIC ASSN	200002501658 10/31/2023	10/31/2023	Electric	101.44.6000.451.40020	776.12
DAKOTA ELECTRIC ASSN	200003935632 10/31/2023	10/31/2023	Electric	101.44.6000.451.40020	502.51
DAKOTA ELECTRIC ASSN	200004267134 10/31/2023	10/31/2023	Electric	101.43.5400.445.40020	52.37
DAKOTA ELECTRIC ASSN	200004430542 10/31/2023	10/31/2023	Electric	101.44.6000.451.40020	18.80
DAKOTA ELECTRIC ASSN	200010036635 10/31/2023	10/31/2023	Electric	101.42.4200.423.40020	3,504.53
GOPHER LAWN AND SNOW S...	3270	10/31/2023	ditch mowing Oct 2023	101.44.6000.451.30700	130.00
GOPHER LAWN AND SNOW S...	3271	10/31/2023	cemetery mowing Oct 2023	101.44.6000.451.30700	135.00
MN GLOVE & SAFETY, INC.	343715	10/31/2023	safety gear	101.44.6000.451.60045	77.88
MN GLOVE & SAFETY, INC.	343717	10/31/2023	winter gear	101.44.6000.451.60045	374.40
VERIFIED HOLDINGS, LLC	347472	10/31/2023	Pre-employment background ...	101.41.1120.413.30700	177.00
WELLS FARGO CREDIT CARD A...	37 Piada Eagan Lee, Katri WF ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	73.66
WELLS FARGO CREDIT CARD A...	4imprint, Inc Lee, Katri WF 9/...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	1,481.58
WELLS FARGO CREDIT CARD A...	5.11, Inc. Rose, Ryan WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	164.00
XCEL ENERGY	846220543	10/31/2023	Street lighting electric charges	101.43.5400.445.40020	12,501.18
XCEL ENERGY	847363029	10/31/2023	FD natural gas charges	101.42.4200.423.40010	736.24
XCEL ENERGY	847363029	10/31/2023	FD electric charges	101.42.4200.423.40020	2,257.84
XCEL ENERGY	847363029	10/31/2023	Street lighting electric charges	101.43.5400.445.40020	1,395.71
XCEL ENERGY	847363029	10/31/2023	Parks natural gas charges	101.44.6000.451.40010	125.17
XCEL ENERGY	847363029	10/31/2023	Parks electric charges	101.44.6000.451.40020	534.63
XCEL ENERGY	848162169	10/31/2023	PD electric	101.42.4000.421.40042	49.68
WELLS FARGO CREDIT CARD A...	Amazon.Com T13ic1jo1 Unde...	10/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	154.99
WELLS FARGO CREDIT CARD A...	Amazon.Com Tr79s8qn1 Baue...	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.30700	84.47
WELLS FARGO CREDIT CARD A...	Amazon.Com Tx0sb4030 Chio...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	30.28
WELLS FARGO CREDIT CARD A...	Amazon.Com Tx3t897p2 Baue...	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	18.95
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Madsen, Be WF...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	-2.00
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us T16nq1lh1 Chi...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	31.13
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us T17tl9of2 Haw...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	182.28
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us T17uh21s0 Chi...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60045	16.98
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us T17zs0r80 Alle...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60010	122.06
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr1h34rm0 Ma...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	66.45
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr2el9rx2 Mad...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	38.99
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr41h8io0 Mad...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	25.99
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr67r7sm2 Lee...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60010	20.97
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr6mr94f2 Lee...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60010	13.70
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx0ey9t20 Bau...	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	75.45
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx1ed0fh2 Ma...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	14.99
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx3ns0bf0 Sut...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	71.87
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx6hf93o2 Ma...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	50.14
WELLS FARGO CREDIT CARD A...	Anchor Audio Inc Chiodo, Mo...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.40042	28.16
WELLS FARGO CREDIT CARD A...	Att Court Order Chgs Winget, ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60040	300.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Lee, Ka...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	100.00
WELLS FARGO CREDIT CARD A...	Breezy Point Resort In Smith-...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	427.36
WELLS FARGO CREDIT CARD A...	Breezy Point Resort In Winget,...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	277.03
WELLS FARGO CREDIT CARD A...	Carbones Pizza Igh Chiodo, Mo...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	136.41
WELLS FARGO CREDIT CARD A...	Caribou Coffee Co #144 Unde...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	35.98
WELLS FARGO CREDIT CARD A...	Caseys #3825 Winget, Da WF ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	16.10
WELLS FARGO CREDIT CARD A...	Century College Bookst Berna...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.424.60018	1,687.50
PURDY, MICHAEL & JENNIFER	CM0004855	10/31/2023	Credit entry to reverse check ...	101.44.6100.3470000	-118.00

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OZNUR, EXMAN	CM0004857	10/31/2023	Credit entry to reverse check ...	101.44.6100.3470000	-30.00
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Chiodo, Mo...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	45.50
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Hofmeister...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	8.00
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Oswald, Sc ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	309.18
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Wonick, Ju ...	10/31/2023	Wells Fargo Purchase Cards	101.43.5100.442.50075	18.97
WELLS FARGO CREDIT CARD A...	D.J.S Tap House & Gril Johnson..	10/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.50075	27.31
WELLS FARGO CREDIT CARD A...	Defensive Edge Trainin Madse...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60018	52.95
WELLS FARGO CREDIT CARD A...	Delta 00621723716423 Os...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50065	267.80
WELLS FARGO CREDIT CARD A...	Dockside Smith-Thil WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	17.03
WELLS FARGO CREDIT CARD A...	Dollartree Bauer, Cor WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	5.00
WELLS FARGO CREDIT CARD A...	Domino'S 1975 Swenhausen ...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	144.43
WELLS FARGO CREDIT CARD A...	Domino'S 1975 Swenhausen ...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	464.25
WELLS FARGO CREDIT CARD A...	Dri Signs Lee, Katri WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	305.35
WELLS FARGO CREDIT CARD A...	Eb Mbpta Annual Membe Joh...	10/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.50070	108.55
WELLS FARGO CREDIT CARD A...	Emergency Medical Prod Chio...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	424.95
WELLS FARGO CREDIT CARD A...	Event Law Enforcement Lee, ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	550.00
WELLS FARGO CREDIT CARD A...	Facebk 3mm7ssfdx2 Looze, A...	10/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50025	2.16
WELLS FARGO CREDIT CARD A...	Facebk 8kvcttdx2 Looze, Amy...	10/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50025	175.00
WELLS FARGO CREDIT CARD A...	Facebk Evprjtxdx2 Looze, Amy...	10/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50025	5.02
WELLS FARGO CREDIT CARD A...	Facebk Jacr3u3ex2 Looze, Amy..	10/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50025	175.00
WELLS FARGO CREDIT CARD A...	Fielder S Choice Tap & Decker,...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	25.78
WELLS FARGO CREDIT CARD A...	Fsp Alexandria Arrowwo Hove,...	10/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.50075	408.63
WELLS FARGO CREDIT CARD A...	Fun Jumps Entertainmen Mike...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.40065	1,179.92
WELLS FARGO CREDIT CARD A...	Georges Vineyard Decker, Jo ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	23.82
WELLS FARGO CREDIT CARD A...	Green Mill Bemidji Kiernan, R...	10/31/2023	Wells Fargo Purchase Cards	101.41.1140.413.50075	17.25
WELLS FARGO CREDIT CARD A...	Green Mill Bemidji Kiernan, R...	10/31/2023	Wells Fargo Purchase Cards	101.41.1140.413.50075	34.03
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Chiodo,...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	61.68
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Chiodo,...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	49.31
WELLS FARGO CREDIT CARD A...	Holiday Stationstore38 Rose, ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	48.83
WELLS FARGO CREDIT CARD A...	Holiday Stationstore38 Rose, ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	45.22
WELLS FARGO CREDIT CARD A...	In Action Sports Of M Mikel, ...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.30700	500.00
WELLS FARGO CREDIT CARD A...	Inngraphic Hold The L Otis, Jo...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	75.00
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Hawki...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	6.98
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Jackso...	10/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	12.58
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Sperl,...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.40047	11.99
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Sperl,...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	5.40
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Sperl,...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	26.98
WELLS FARGO CREDIT CARD A...	Jimmy Johns 1436 Lee, Katri ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	51.75
WELLS FARGO CREDIT CARD A...	Kraz'D Foodnatik Mn 2 Lares, ...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	76.00
WELLS FARGO CREDIT CARD A...	Kwik Trip 11600011684 Chio...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	67.72
WELLS FARGO CREDIT CARD A...	Marie Ridgeway Licsw, Lee, Ka...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60040	300.00
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Sperl,...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.40040	102.80
WELLS FARGO CREDIT CARD A...	Minnesota State Fire C Bernar...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.30700	75.00
WELLS FARGO CREDIT CARD A...	Minnesota State Fire C Bernar...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	425.00
WELLS FARGO CREDIT CARD A...	Minnesota State Fire C Oswald..	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	350.00
WELLS FARGO CREDIT CARD A...	MI Grand Casino Hotel Bernar...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	-117.57
WELLS FARGO CREDIT CARD A...	Nu Cps Registration Lee, Katri...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	4,750.00
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Chiodo,...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	169.90
WELLS FARGO CREDIT CARD A...	Perkins Restaurant 260 Decker..	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	19.19
WELLS FARGO CREDIT CARD A...	Philicious Phillys Lares, Ada W...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	98.68
WELLS FARGO CREDIT CARD A...	Potbelly Sutherland WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.419.50075	113.25
WELLS FARGO CREDIT CARD A...	Rascals Bar & Grill Johnson, S...	10/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.50075	50.88
WELLS FARGO CREDIT CARD A...	Royal Canin Usa Rose, Ryan W...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60013	230.04
WELLS FARGO CREDIT CARD A...	Sabrosos Taco-Street Mikel, R...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	74.16
WELLS FARGO CREDIT CARD A...	Salomonarmadaatomicusa Ro...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	280.00
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Lee, Katri WF..	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	278.64
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Dorshak, J WF..	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	80.20
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Dorshak, J WF..	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.459.50070	22.50
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Wiederhoef ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	359.32
WELLS FARGO CREDIT CARD A...	Samsclub.Com Swenhausen ...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	96.38

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WELLS FARGO CREDIT CARD A...	Simplifile.Com Kiernan, R WF ...	10/31/2023	Wells Fargo Purchase Cards	101.45.3200.419.50025	52.33
WELLS FARGO CREDIT CARD A...	Sp Slip 2000 Madsen, Be WF 9...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	207.26
WELLS FARGO CREDIT CARD A...	Sq Flybig, Inc. DbA Lares, Ada...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	7.00
WELLS FARGO CREDIT CARD A...	Sq Kaposia - Kaposia Vandeh...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	25.00
WELLS FARGO CREDIT CARD A...	Sq Messy Jesse S Lares, Ada ...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	61.00
WELLS FARGO CREDIT CARD A...	Sq Minnesota Fall Mai Jackso...	10/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.50080	330.00
WELLS FARGO CREDIT CARD A...	Sq Peppers Agogo Mikel, Rac...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	182.00
WELLS FARGO CREDIT CARD A...	Sq Samurai Teppenyaki Lares,...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	119.02
WELLS FARGO CREDIT CARD A...	Sq Scoops Concessions Lares,...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	66.00
WELLS FARGO CREDIT CARD A...	Sq Unbakeable Lares, Ada WF...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	48.21
WELLS FARGO CREDIT CARD A...	Sq Unbakeable Lares, Ada WF...	10/31/2023	Wells Fargo Purchase Cards	101.41.1000.413.50075	16.07
WELLS FARGO CREDIT CARD A...	Sscor, Inc Chiodo, Mo WF 9/23	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	70.00
WELLS FARGO CREDIT CARD A...	Streicher'S Mpls Madsen, Be ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	500.00
WELLS FARGO CREDIT CARD A...	Streicher'S Mpls Madsen, Be ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	366.99
WELLS FARGO CREDIT CARD A...	Target 00020461 Sutherla...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.419.50075	19.17
WELLS FARGO CREDIT CARD A...	Target 00025197 Bauer, C...	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.30700	48.94
WELLS FARGO CREDIT CARD A...	Target.Com Bauer, Cor WF 9/...	10/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	31.74
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Chiod...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60018	246.74
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Hawk...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	39.98
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mads...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	17.82
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Ravn,...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.40040	39.65
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Ravn, ...	10/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60040	298.00
WELLS FARGO CREDIT CARD A...	Timberlake Hotel Payable, A ...	10/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.50075	115.31
WELLS FARGO CREDIT CARD A...	Timberlake Hotel Payable, A ...	10/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.50075	115.31
WELLS FARGO CREDIT CARD A...	Timbers Restaurant Payable, A...	10/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.50075	55.50
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Berna...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.424.60018	109.14
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Chiod...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	49.99
WELLS FARGO CREDIT CARD A...	Tst Bruegger'S Bagel Sutherla...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.419.50075	66.21
WELLS FARGO CREDIT CARD A...	Tst The Depot Smokeho Hove,...	10/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.50075	24.34
WELLS FARGO CREDIT CARD A...	Turitto S Pizza Sutherland WF ...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	298.50
WELLS FARGO CREDIT CARD A...	Turitto S Pizza Wiederhoef WF...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	259.70
WELLS FARGO CREDIT CARD A...	Usps Po 2688010540 Wonick, ...	10/31/2023	Wells Fargo Purchase Cards	101.43.5100.442.50035	27.40
WELLS FARGO CREDIT CARD A...	Wal-Mart #3364 Sutherland ...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	33.82
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chiodo, Mo ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	119.76
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Lee, Katri WF...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	24.75
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Oswald, Sc ...	10/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	42.64
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Sutherland ...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	80.70
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Swenhaugen...	10/31/2023	Wells Fargo Purchase Cards	101.44.6100.456.60009	43.49
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Wonick, Ju ...	10/31/2023	Wells Fargo Purchase Cards	101.43.5100.442.50075	17.06
WELLS FARGO CREDIT CARD A...	White Cap #127 Jackson, J WF...	10/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	205.00
WELLS FARGO CREDIT CARD A...	White Castle 080025 Underd...	10/31/2023	Wells Fargo Purchase Cards	101.45.3000.420.60065	140.38
WELLS FARGO CREDIT CARD A...	Wpy American Public Wo Jack...	10/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.50080	729.66
WELLS FARGO CREDIT CARD A...	Zoom.U.s 888-799-9666 Chiod...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	15.99
WELLS FARGO CREDIT CARD A...	Zoom.U.s 888-799-9666 Lee, K...	10/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	12.79
MN NCPERS LIFE INSURANCE	542000112023	11/02/2023	Premium 11.2023	101.203.2031600	208.00
MN STATE RETIREMENT SYST...	INV0177210	11/03/2023	457 ROTH IRA (AGE 49 & UND...	101.203.2031400	510.00
MINNESOTA DEPARTMENT OF...	INV0177213	11/03/2023	CASE #001570640001	101.203.2032100	151.36
TEXAS STATE DISBURSEMENT...	INV0177214	11/03/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF...	INV0177215	11/03/2023	CASE #001490481201	101.203.2032100	357.72
MINNESOTA DEPARTMENT OF...	INV0177216	11/03/2023	CASE #000115468905	101.203.2032100	65.06
MINNESOTA DEPARTMENT OF...	INV0177217	11/03/2023	CASE #001563363401	101.203.2032100	426.85
MINNESOTA DEPARTMENT OF...	INV0177218	11/03/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF...	INV0177219	11/03/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLEC...	INV0177220	11/03/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IGH PROFESSIONAL FIREFIGHT...	INV0177223	11/03/2023	UNION DUES (IAFF)	101.203.2031000	504.01
MN DEPT OF REVENUE (PAYR...	INV0177226	11/03/2023	LEVY - LETTER ID:L008683992...	101.203.2031900	357.24
MN STATE RETIREMENT SYST...	INV0177228	11/03/2023	MINNESOTA DEFERRED COM...	101.203.2031400	835.00
MN STATE RETIREMENT SYST...	INV0177229	11/03/2023	MINNESOTA DEFERRED COM...	101.203.2031400	802.08
Fund 101 - GENERAL FUND Total:					630,395.02

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - C.V.B. FUND					
LILLYANNA ELAINE SMITH	10/11/2023	10/26/2023	Facebook Meta Subscription	201.44.1600.465.50070	15.81
LILLYANNA ELAINE SMITH	10/10/2023	10/26/2023	Reimbursement for hotel	201.44.1600.465.50065	163.71
LILLYANNA ELAINE SMITH	10/12/2023	10/26/2023	Reimbursement for hotel apre...	201.44.1600.465.30700	55.96
LILLYANNA ELAINE SMITH	10/15/2023	10/15/2023	Canva Pro Subscription	201.44.1600.465.50070	119.99
LILLYANNA ELAINE SMITH	10/16/2023	10/26/2023	Reimbursement for network l...	201.44.1600.465.50065	22.03
LILLYANNA ELAINE SMITH	10/17/2023	10/16/2023	Mileage reimbursement for tr...	201.44.1600.465.50065	197.81
LILLYANNA ELAINE SMITH	10/20/2023	10/20/2023	Constant contact subscription ...	201.44.1600.465.50070	52.50
LILLYANNA ELAINE SMITH	10/26/2023	10/26/2023	Fall photo shoot	201.44.1600.465.50025	64.46
RIVER HEIGHTS CHAMBER OF ...	11426	10/26/2023	Monthly Service Contract 8.2...	201.44.1600.465.30700	3,672.75
RIVER HEIGHTS CHAMBER OF ...	11427	10/26/2023	Monthly Service Contract 9.2...	201.44.1600.465.30700	6,436.50
LILLYANNA ELAINE SMITH	9/20/2023	10/26/2023	Mileage reimbursement	201.44.1600.465.30700	73.36
LILLYANNA ELAINE SMITH	9/7/2023	10/26/2023	MACVB Annual Meeting Regis...	201.44.1600.465.30700	195.00
ENSEMBLE CREATIVE & MARK...	IGH100223	10/26/2023	Marketing IGH CVB 9/2023	201.44.1600.465.70700	1,266.62
Fund 201 - C.V.B. FUND Total:					12,336.50
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
INNOVATIVE OFFICE SOLUTIO...	IN4348228	10/19/2023	office supplies	205.44.6200.453.60010	283.62
TWIN SOURCE SUPPLY	00505777	10/19/2023	cleaning supplies	205.44.6200.453.60011	858.93
TWIN SOURCE SUPPLY	00505777	10/19/2023	cleaning supplies	205.44.6200.453.60011	858.94
R & R SPECIALTIES OF WI, INC.	0080093-IN	10/19/2023	paint & painting svcs for West...	205.44.6200.453.40040	2,455.20
TOTAL CONSTRUCTION & EQU...	37490	10/19/2023	Power to East rink drinking fo...	205.44.6200.453.40040	1,288.81
COMCAST	8772105910127188X10122023	10/19/2023	VMCC cable TV 10.2023	205.44.6200.453.50070	328.10
INNOVATIVE OFFICE SOLUTIO...	IN4350748	10/12/2023	office supplies	205.44.6200.453.60010	165.99
DANIEL BAUER	1091	10/15/2023	relocate condenser in Armory ...	205.44.6200.453.40040	1,304.61
GRAINGER	9871798535	10/19/2023	door closer for AQ office	205.44.6200.453.60016	645.66
ACTIVE NETWORK, LLC	4100180249	10/26/2023	2024 Annual ActiveNet subscr...	205.130.1430000	8,505.00
GRAINGER	9872689949	10/26/2023	sensor activation kit	205.44.6200.453.60016	117.67
GRAINGER	9873049101	10/26/2023	shroud assembly	205.44.6200.453.60016	71.56
T & M JOHNSON INC	10/18/2023	10/19/2023	Metro Dining Cards	205.44.6200.453.60065	962.50
TAHO SPORTSWEAR	23TS4853	10/26/2023	Shirts for Birthday party hosts...	205.44.6200.453.60045	188.25
TAHO SPORTSWEAR	23TS4853	10/26/2023	Shirts for swim staff and AQ ...	205.44.6200.453.60045	474.15
MN DEPT OF REVENUE	September 2023	10/18/2023	Taxes	205.207.2070300	7,720.38
MEDICINE LAKE TOURS	10/19/2023	10/26/2023	TIS trip payment	205.44.6200.453.50090	2,670.00
DAKOTA AWARDS & ENGRAV...	26794	10/19/2023	Guest Svcs staff name tags	205.44.6200.453.60065	58.34
PERFECTION PLUS, INC	314918	10/19/2023	monthly cleaning 10.2023	205.44.6200.453.40040	6,912.70
HAWKINS, INC.	6605135	10/19/2023	pool chemicals	205.44.6200.453.60024	5,009.23
GRAINGER	9856573499	10/19/2023	plumbing parts	205.44.6200.453.60016	70.86
GRAINGER	9856573499	10/19/2023	tubing cutter	205.44.6200.453.60040	58.77
GRAINGER	9863931730	10/19/2023	extension pipe	205.44.6200.453.60016	15.26
INNOVATIVE OFFICE SOLUTIO...	IN4341400	10/19/2023	office supplies	205.44.6200.453.60010	174.40
INNOVATIVE OFFICE SOLUTIO...	IN4344128	10/19/2023	office supplies	205.44.6200.453.60010	70.73
HORIZON COMMERCIAL POOL...	INV57543	10/19/2023	pool equipment parts	205.44.6200.453.60016	671.09
SHRED-N-GO, INC.	157724	10/21/2023	shred documents	205.44.6200.453.30700	45.00
TWIN SOURCE SUPPLY	00507570	10/23/2023	squeege blades for floor clean...	205.44.6200.453.60011	131.45
TWIN SOURCE SUPPLY	00507570	10/23/2023	squeege blades for floor clean...	205.44.6200.453.60011	131.45
R & R SPECIALTIES OF WI, INC.	0080228-IN	10/24/2023	Zam blade sharpening	205.44.6200.453.40042	40.00
DANIEL BAUER	1102	10/24/2023	repair gas leak in Armory Link ...	205.44.6200.453.40040	305.00
GRAINGER	9881184833	10/24/2023	sensor kit for pools	205.44.6200.453.60040	117.67
INNOVATIVE OFFICE SOLUTIO...	IN4362690	10/25/2023	office supplies	205.44.6200.453.60010	298.56
HILGER, CAITLIN	3/2/2021	10/26/2023	Craft fair refund -Covid closure	205.44.0000.3492500	40.00
HORIZON COMMERCIAL POOL...	INV57808	10/26/2023	pools part	205.44.6200.453.60016	271.94
KENDELL DOORS & HARDWARE	IN086061	10/27/2023	keys cut and re-pin deadbolt	205.44.6200.453.40040	200.00
KENDELL DOORS & HARDWARE	IN086061	10/27/2023	keys cut and re-pin deadbolt	205.44.6200.453.40040	200.00
DANIEL BAUER	1105	10/29/2023	repaired smoke detector in A...	205.44.6200.453.40040	440.00
SWAIN, SUSANTA	10/31/2023	10/31/2023	Unclaimed property	205.44.0000.3493501	16.00
XCEL ENERGY	847363029	10/31/2023	Aquatic center natural gas cha...	205.44.6200.453.40010	4,595.73
XCEL ENERGY	848348345	10/31/2023	Ice arena load profile natural ...	205.44.6200.453.40010	2,346.18
XCEL ENERGY	848348345	10/31/2023	Aquatic center electric charges	205.44.6200.453.40020	15,039.33
XCEL ENERGY	848348345	10/31/2023	Ice arena load profile electric	205.44.6200.453.40020	9,466.79
WELLS FARGO CREDIT CARD A...	American Red Cross Hofmeist...	10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60018	42.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A... Amzn Mktp Us T395g19j1 Bur...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	165.83
WELLS FARGO CREDIT CARD A... Amzn Mktp Us Tl4mt7yk1 Stier...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	28.98
WELLS FARGO CREDIT CARD A... Amzn Mktp Us Tl81q1990 Ho...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	112.84
WELLS FARGO CREDIT CARD A... Cub Foods #1639 Hofmeister...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	33.75
WELLS FARGO CREDIT CARD A... Dollartree Burger, Te WF 9/23		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	12.05
WELLS FARGO CREDIT CARD A... Dollartree Swenhaugen WF 9/...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	18.00
WELLS FARGO CREDIT CARD A... In Innovative Graphic Abrah...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60045	450.00
WELLS FARGO CREDIT CARD A... Party City 1153 Hofmeister WF..		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	37.00
WELLS FARGO CREDIT CARD A... Sams Club #4736 Abrahamson...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	89.37
WELLS FARGO CREDIT CARD A... Sams Club #4738 Abrahamson...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	85.88
WELLS FARGO CREDIT CARD A... Sams Club #4738 Dorshak, J ...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	45.00
WELLS FARGO CREDIT CARD A... Sams Club #4738 Dorshak, J ...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	45.00
WELLS FARGO CREDIT CARD A... Sams Club #4738 Dorshak, J ...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	45.00
WELLS FARGO CREDIT CARD A... Sams Club #4738 Hofmeister...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	14.98
WELLS FARGO CREDIT CARD A... Samsclub #4738 Dorshak, J WF..		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	45.00
WELLS FARGO CREDIT CARD A... Samsclub #4738 Dorshak, J WF..		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	22.50
WELLS FARGO CREDIT CARD A... Target 00025197 Abraha...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	10.59
WELLS FARGO CREDIT CARD A... The Lifeguard Store, I Hofmeis...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60018	288.50
WELLS FARGO CREDIT CARD A... Zumba Fitness Crary, Amy WF...		10/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	38.99
TOTAL MECHANICAL SERVICES...PM5026		11/02/2023	Preventative Maintenance V...	205.130.1430000	1,890.62
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					79,147.73
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
WINSUPPLY LAKEVILLE MN CO	415631-01	11/02/2023	credit for unused items	206.44.6200.459.80200	-2,073.45
WINSUPPLY LAKEVILLE MN CO	415631-02	11/02/2023	LED lighting supplies	206.44.6200.459.80200	3,589.30
Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:					1,515.85
Fund: 270 - HOST COMMUNITY FUND					
WEST ST. PAUL, CITY OF	2023-00000143	10/26/2023	Volunteer Expenses 1/1/2023 ...	270.75.5900.751.10100	11,664.23
Fund 270 - HOST COMMUNITY FUND Total:					11,664.23
Fund: 290 - EDA-OPERATING FUND					
LEVANDER, GILLEN & MILLER P...	9/30/2023 81.13	10/19/2023	EDA	290.45.3000.419.30420	84.00
KRUEGER REAL ESTATE ADVIS...	9/30/2023	10/26/2023	Monthly advisory services 9.2...	290.45.3000.419.30700	7,800.00
Fund 290 - EDA-OPERATING FUND Total:					7,884.00
Fund: 291 - EDA-ACQUISITIONS FUND					
LEVANDER, GILLEN & MILLER P...	9/30/2023 81.01	10/19/2023	9/30/2023 GS Trucking Land ...	291.45.3000.419.30420	2,002.50
LEVANDER, GILLEN & MILLER P...	9/30/2023 81.01	10/19/2023	9/30/2023 McPhillips Acquisit...	291.45.3000.419.30420	90.00
Fund 291 - EDA-ACQUISITIONS FUND Total:					2,092.50
Fund: 401 - PARK CAPITAL REPLACEMENT					
CENTRAL TURF & IRRIGATION ...	50260664-00	10/19/2023	pipe sleeves for under the trail..	401.44.5900.744.60065	407.95
HOISINGTON KOEGLER GROUP..	021-002-30	10/19/2023	South Valley bidding support ...	401.44.5900.744.30700	2,725.86
BRAUN INTERTEC CORPORATI...	B363586	10/27/2023	South Valley materials testing	401.44.5900.744.30700	2,137.00
Fund 401 - PARK CAPITAL REPLACEMENT Total:					5,270.81
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WEBER, INC.	10/3/2023HV	11/02/2023	Project 2115 Pay Voucher #5 ...	402.44.6000.451.80300	16,433.35
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					16,433.35
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-5	10/26/2023	117th St. reconstruction Final...	436.73.5900.736.30300	127,274.60
Fund 436 - 117TH STREET RECONSTRUCTION Total:					127,274.60
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
LEVANDER, GILLEN & MILLER P...	9/30/2023 81.09	10/19/2023	Legal Services - 96th Street im...	440.74.5900.740.30420	145.00
MEYER CONTRACTING, INC.	8/22/2023	10/26/2023	Pay Voucher 3 Project 2309D ...	440.74.5900.740.80300	397,133.35
MEYER CONTRACTING, INC.	10/3/2023	11/02/2023	Project 2309D Pay Vcher #4-D...	440.74.5900.740.80300	2,324,750.69
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					2,722,029.04
Fund: 443 - TREE REPLACEMENT FUND					
GERTENS	K18174/6	10/19/2023	trees & shrubs planted on city...	443.74.5900.743.40047	1,187.97
GERTENS	K18176/6	10/26/2023	trees & shrubs planted on city...	443.74.5900.743.40047	32,433.90
Fund 443 - TREE REPLACEMENT FUND Total:					33,621.87

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 449 - CITY PROPERTIES					
LEVANDER, GILLEN & MILLER P...	9/30/2023 81.13	10/19/2023	AmericInn Land Sale	449.45.3000.419.30420	539.00
Fund 449 - CITY PROPERTIES Total:					539.00
Fund: 510 - WATER-OPERATING FUND					
FERGUSON WATERWORKS	0521007	10/10/2023	Gate Valve Parts	510.50.7100.512.60016	3,574.02
HAWKINS, INC.	6599202	10/10/2023	Chemicals for water plant	510.50.7100.512.60019	1,961.00
GRAINGER	9868888141	10/12/2023	Brass solenoid valve for water...	510.50.7100.512.60016	546.52
SNAP-ON INDUSTRIAL	ARV/59087082	10/13/2023	CB Tool	510.50.7100.512.60040	69.45
GREAT NORTHERN LANDSCAP...	10/14/2023	10/26/2023	Permit #2316 Sales Tax	510.207.2070300	-10.91
GREAT NORTHERN LANDSCAP...	10/14/2023	10/26/2023	Permit #2316 Original Deposit	510.227.2270100	1,500.00
GREAT NORTHERN LANDSCAP...	10/14/2023	10/26/2023	Permit #2316 Water Usage	510.50.0000.3813000	-153.06
GREAT NORTHERN LANDSCAP...	10/15/2023	10/26/2023	Permit #2314 Sales Tax	510.207.2070300	-7.98
GREAT NORTHERN LANDSCAP...	10/15/2023	10/26/2023	Permit #2314 Original Deposit	510.227.2270100	1,500.00
GREAT NORTHERN LANDSCAP...	10/15/2023	10/26/2023	Permit #2314 Water Usage	510.50.0000.3813000	-112.00
GREAT NORTHERN LANDSCAP...	10/16/2023	10/26/2023	Permit #2315 Sales Tax	510.207.2070300	-39.55
GREAT NORTHERN LANDSCAP...	10/16/2023	10/26/2023	Permit #2315 Original Deposit	510.227.2270100	1,500.00
GREAT NORTHERN LANDSCAP...	10/16/2023	10/26/2023	Permit #2315 Water Usage	510.50.0000.3813000	-555.08
MN DEPT OF REVENUE	September 2023	10/18/2023	Taxes	510.207.2070200	10,601.92
PIEKARSKI-KRECH, ROSEMARY	10/9/2023	10/19/2023	Permit #2309 Original Deposit	510.227.2270100	1,500.00
PIEKARSKI-KRECH, ROSEMARY	10/9/2023CR	10/19/2023	Permit #2309 Sales Tax	510.207.2070300	-57.85
PIEKARSKI-KRECH, ROSEMARY	10/9/2023CR	10/19/2023	Permit #2309 Water Usage	510.50.0000.3813000	-811.96
LONE OAK COMPANIES	100323	10/19/2023	Postage: Utility bills (50%) 10...	510.50.7100.512.50035	818.50
LONE OAK COMPANIES	100323	10/19/2023	Postage: Reminder notices (5...	510.50.7100.512.50035	448.25
LONE OAK COMPANIES	100323	10/19/2023	Reminder notice paper (50%)	510.50.7100.512.60010	37.50
FERGUSON WATERWORKS	0521001	10/20/2023	CB Parts	510.50.7100.512.60016	2,751.51
LONE OAK COMPANIES	93166	10/25/2023	Statement Processing (50%)	510.50.7100.512.30700	219.75
SHADES OF GREEN OUTDOOR ...	1931	10/26/2023	Lawn Care	510.50.7100.512.30700	900.00
CORE & MAIN LP	T838253	10/26/2023	Meters	510.50.7100.512.75500	1,291.13
XCEL ENERGY	847363029	10/31/2023	Water natural gas charges	510.50.7100.512.40010	1,265.33
XCEL ENERGY	847363029	10/31/2023	Water electric charges	510.50.7100.512.40020	45,508.43
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tr0my66x0 Kr...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40040	824.51
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx3av8tb2 Kra...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40040	149.00
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Johns...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	104.84
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Johns...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	23.80
WELLS FARGO CREDIT CARD A...	Mc Crometer Corp Gubash, Sc...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.75500	480.62
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Gub...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	35.94
WELLS FARGO CREDIT CARD A...	Mn Pollution Control A Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	390.00
WELLS FARGO CREDIT CARD A...	Mn Pollution Control A Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	390.00
WELLS FARGO CREDIT CARD A...	Mn Pollution Control A Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	55.00
WELLS FARGO CREDIT CARD A...	Mn Pollution Control A Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	55.00
WELLS FARGO CREDIT CARD A...	Mn Pollution Control S Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	8.39
WELLS FARGO CREDIT CARD A...	Mn Pollution Control S Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	1.18
WELLS FARGO CREDIT CARD A...	Mn Pollution Control S Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	8.39
WELLS FARGO CREDIT CARD A...	Mn Pollution Control S Gubash...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.50080	1.18
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Guba...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40040	99.96
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Guba...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	154.13
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Guba...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.40042	20.90
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Johns...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60040	69.96
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Johns...	10/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60045	115.96
FERGUSON ENTERPRISES, LLC	0236783	11/02/2023	repair locator	510.50.7100.512.40042	237.20
CITY OF BLOOMINGTON	22777	11/02/2023	Bacteria Test	510.50.7100.512.30700	480.00
NORTHWESTERN POWER EQU...	230363DJ	11/02/2023	Parts for vent valve at water p...	510.50.7100.512.40043	83.79
Fund 510 - WATER-OPERATING FUND Total:					78,034.67
Fund: 511 - WATER-CAPITAL FUND					
BAUER SERVICES OF WELCH L...	10192023-4917	10/19/2023	repair curbstop	511.50.7100.512.40043	2,385.00
WELLS FARGO CREDIT CARD A...	Gerten Greenhouses Johnson,...	10/31/2023	Wells Fargo Purchase Cards	511.50.7100.512.40043	7.95
WELLS FARGO CREDIT CARD A...	Gertens Commercial Sal Johns...	10/31/2023	Wells Fargo Purchase Cards	511.50.7100.512.40043	79.90
Fund 511 - WATER-CAPITAL FUND Total:					2,472.85

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 520 - SEWER-OPERATING FUND					
LONE OAK COMPANIES	100323	10/19/2023	Postage: Reminder notices (5...	520.51.7200.514.50035	448.25
LONE OAK COMPANIES	100323	10/19/2023	Postage: Utility bills (50%) 10...	520.51.7200.514.50035	818.50
LONE OAK COMPANIES	100323	10/19/2023	Reminder notice paper (50%)	520.51.7200.514.60010	37.50
LONE OAK COMPANIES	93166	10/25/2023	Statement Processing (50%)	520.51.7200.514.30700	219.75
NORTHSTAR MUDJACKING &...	3687	10/27/2023	raise concrete at lift station	520.51.7200.514.40043	2,950.00
DAKOTA ELECTRIC ASSN	200010048618	10/31/2023	Electric	520.51.7200.514.40020	127.04
XCEL ENERGY	847363029	10/31/2023	Sewer natural gas charges	520.51.7200.514.40010	63.36
XCEL ENERGY	847363029	10/31/2023	Sewer electric charges	520.51.7200.514.40020	1,716.75
WELLS FARGO CREDIT CARD A...	Fleet Farm 6500 Gubash, Sc ...	10/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.60045	177.31
WELLS FARGO CREDIT CARD A...	Mn Pollution Control A Gubash...	10/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.50080	390.00
WELLS FARGO CREDIT CARD A...	Mn Pollution Control S Gubash..	10/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.50080	8.39
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Guba...	10/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.60045	189.94
Fund 520 - SEWER-OPERATING FUND Total:					7,146.79
Fund: 530 - STORM WATER-OPERATING					
XCEL ENERGY	847363029	10/31/2023	Storm water electric charges	530.74.5900.741.40020	900.21
WELLS FARGO CREDIT CARD A...	Cherokee Manufacturing Jack...	10/31/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	270.00
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Reller,...	10/31/2023	Wells Fargo Purchase Cards	530.74.5900.741.40066	60.96
Fund 530 - STORM WATER-OPERATING Total:					1,231.17
Fund: 550 - INVER WOOD GOLF COURSE					
MTI DISTRIBUTING CO	1408810-00	10/26/2023	equipment repair	550.52.8600.527.40042	229.12
PERFORMANCE FOOD GROUP ...	69779614	10/19/2023	vinyl gloves	550.52.8300.524.60065	35.63
PERFORMANCE FOOD GROUP ...	69779614	10/19/2023	food for resale	550.52.8300.524.76050	53.67
MTI DISTRIBUTING CO	1408823-00	10/12/2023	equipment repairs	550.52.8600.527.40042	91.87
CLEVELAND GOLF/SRIXON	7673894	10/13/2023	caps for resale	550.52.8200.523.76200	16.00
DENNY'S 5TH AVENUE BAKERY	18343	10/19/2023	breads for food resale	550.52.8300.524.76050	127.09
UNIFIRST CORPORATION	1410017125	10/26/2023	uniforms and towels	550.52.8600.527.60045	155.57
GERTENS	792228/6	10/26/2023	sod	550.52.8600.527.60020	56.08
MANSFIELD OIL COMPANY	24729994	10/26/2023	equipment fuel	550.52.8600.527.60021	1,918.85
MANSFIELD OIL COMPANY	24730071	10/26/2023	equipment fuel	550.52.8600.527.60021	3,521.02
MN DEPT OF REVENUE	September 2023	10/18/2023	Taxes	550.207.2070300	32,013.06
SOUTH BAY DESIGN	10/1/2023	10/19/2023	4th quarter hosting charges	550.52.8500.526.50025	255.00
HEGGIES PIZZA	1001743008	10/19/2023	food for resale	550.52.8300.524.76050	104.20
UNIFIRST CORPORATION	1410014361	10/19/2023	uniforms and towels	550.52.8600.527.60045	259.34
UNIFIRST CORPORATION	1410014363	10/19/2023	uniforms and towels	550.52.8600.527.60045	155.57
UNIFIRST CORPORATION	1410015763	10/19/2023	uniforms and towels	550.52.8600.527.60045	155.57
DENNY'S 5TH AVENUE BAKERY	18631	10/26/2023	breads for food resale	550.52.8300.524.76050	90.29
PLAISTED COMPANIES, INC.	65405	10/19/2023	course sand	550.52.8600.527.60020	1,591.98
PHILLIPS WINE & SPIRITS	6625763	10/19/2023	alcohol for resale	550.52.8300.524.76150	168.50
PHILLIPS WINE & SPIRITS	6628354	10/19/2023	alcohol for resale	550.52.8300.524.76150	380.39
PHILLIPS WINE & SPIRITS	6635792	10/19/2023	alcohol for resale	550.52.8300.524.76150	628.75
BIG TOP RENTAL, INC.	75011	10/19/2023	portable toilets	550.52.8600.527.40065	160.69
WITTEK	INV120221	10/19/2023	new front end for the range pi...	550.52.8100.522.40042	6,147.82
UNIFIRST CORPORATION	1410018548	10/26/2023	uniforms and towels	550.52.8600.527.60045	155.57
DENNY'S 5TH AVENUE BAKERY	18931	10/26/2023	breads for food resale	550.52.8300.524.76050	73.41
TOUR EDGE GOLF MFG., INC.	IN-01671218	10/25/2023	rental clubs	550.52.8000.521.40055	309.60
MTI DISTRIBUTING CO	1383686-03	10/26/2023	equipment repair	550.52.8600.527.40042	99.03
MTI DISTRIBUTING CO	1395638-00	10/26/2023	irrigation parts	550.52.8600.527.60008	721.13
MTI DISTRIBUTING CO	1408376-00	10/26/2023	equipment repair	550.52.8600.527.40042	251.26
FILTER RECYCLING SERVICES	adj7840	10/26/2023	oil filters	550.52.8600.527.60022	85.00
STATE OF MN DEPT OF PUBLIC...	10/27/2023	10/27/2023	Matt's Liquor purchasers card	550.52.8300.524.50070	20.00
UNIFIRST CORPORATION	1410019943	10/30/2023	uniforms and towels	550.52.8600.527.60045	155.57
DAKOTA ELECTRIC ASSN	200002013605	10/31/2023	Electric	550.52.8600.527.40020	218.22
XCEL ENERGY	847363029	10/31/2023	GC natural gas charges	550.52.8500.526.40010	51.23
XCEL ENERGY	847363029	10/31/2023	GC electric charges	550.52.8500.526.40020	1,573.41
XCEL ENERGY	847363029	10/31/2023	GC maintenance natural gas c...	550.52.8600.527.40010	33.44
XCEL ENERGY	847363029	10/31/2023	GC maintenance electric char...	550.52.8600.527.40020	5,560.62
WELLS FARGO CREDIT CARD A...	American Metro Pos Otness, L...	10/31/2023	Wells Fargo Purchase Cards	550.52.8000.521.60010	258.40
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	35.61
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	23.38

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WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Otness, Le ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	20.84
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Otness, Le ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.60065	32.53
WELLS FARGO CREDIT CARD A...	Cub Foods #1695 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	40.47
WELLS FARGO CREDIT CARD A...	Facebk 8qc95v3hy2 Moynihan..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	335.97
WELLS FARGO CREDIT CARD A...	Facebk 27rydtfgy2 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	75.00
WELLS FARGO CREDIT CARD A...	Facebk 3tbfxtpgy2 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	175.00
WELLS FARGO CREDIT CARD A...	Facebk 55uyst7gy2 Moynihan, ..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	75.00
WELLS FARGO CREDIT CARD A...	Facebk Cnf5vskgy2 Moynihan, ..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	250.00
WELLS FARGO CREDIT CARD A...	Facebk Gqzuptpgy2 Moynihan,..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	75.00
WELLS FARGO CREDIT CARD A...	Facebk Hzmltskgy2 Moynihan, ..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	125.00
WELLS FARGO CREDIT CARD A...	Facebk P5b4lwtgy2 Moynihan,..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	400.00
WELLS FARGO CREDIT CARD A...	Facebk Rztgrsxfy2 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	25.56
WELLS FARGO CREDIT CARD A...	Golf Course Superinten Metz, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.50070	220.00
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Otness,..	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.60010	16.06
WELLS FARGO CREDIT CARD A...	Inver Wood Golf Course Moyn...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.70600	-298.00
WELLS FARGO CREDIT CARD A...	Jirik Sod Farm Metz, Joel WF 9...	10/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.60020	230.54
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Otnes...	10/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.60065	14.34
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8000.521.60010	59.95
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.50070	288.53
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	28.96
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	9.36
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8400.525.40041	63.89
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	28.96
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Moynihan, ...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76050	15.72
WELLS FARGO CREDIT CARD A...	Target 00025197 Moynih...	10/31/2023	Wells Fargo Purchase Cards	550.52.8300.524.76100	17.11
WELLS FARGO CREDIT CARD A...	Turf Addict Metz, Joel WF 9/23	10/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.60040	280.00
DRAFT TECHNOLOGIES	11012301	11/02/2023	beer line cleaning	550.52.8300.524.40042	75.00
Fund 550 - INVER WOOD GOLF COURSE Total:					60,621.73

Fund: 602 - RISK MANAGEMENT

NORTH RISK PARTNERS	6217178	10/26/2023	2023/2024 Insurance Agent F...	602.00.2100.415.30700	20,957.00
MN DEPT OF REVENUE	September 2023	10/18/2023	Taxes	602.00.2100.415.40048	0.28
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.01	10/19/2023	Blackwell Personal Injury Law...	602.00.2100.415.30420	28.00
Fund 602 - RISK MANAGEMENT Total:					20,985.28

Fund: 603 - CENTRAL EQUIPMENT

INVER GROVE FORD	5335972	10/10/2023	Brake parts for squad car	603.00.5300.444.40041	274.74
L.T.G. POWER EQUIPMENT	280947	10/11/2023	Clutch guard for mower	603.00.5300.444.40042	431.33
CUSTOM HOSE TECH	118875	10/26/2023	Parts for backhoe	603.00.5300.444.40042	302.52
DIAMOND MOWERS INC	252092	10/26/2023	Flail mower parts	603.00.5300.444.40042	134.10
L.T.G. POWER EQUIPMENT	280968	10/12/2023	Mower flap	603.00.5300.444.40042	19.64
C.J. SPRAY, INC.	3240727	10/12/2023	Pipe tee for roadlazer painter	603.00.5300.444.40042	8.37
WORLD FUEL SERVICES	403475691495-41801	10/26/2023	Shop Supplies	603.00.5300.444.60012	195.57
INVER GROVE FORD	Q001354276	10/12/2023	Brake parts for squad car	603.00.5300.444.40041	274.74
INVER GROVE FORD	Q001354370	10/12/2023	Brake parts for squad car	603.00.5300.444.40041	362.25
FACTORY MOTOR PARTS COM...	1-233859	10/13/2023	Stock Batteries	603.140.1450050	305.92
NUSS TRUCK AND EQUIPMENT	PSO046069-1	10/26/2023	Dump truck	603.00.5300.444.40041	134.25
LAURENTINA DEJONG	10/15/2023	10/19/2023	Fall 2023 plantings	603.00.5300.444.30700	241.66
MTI DISTRIBUTING CO	1406757-00	10/26/2023	Mobile service visit for mower	603.00.5300.444.40042	335.00
WORLD FUEL SERVICES	404136700183-41801	10/26/2023	Stock oil	603.140.1450050	1,040.32
NUSS TRUCK AND EQUIPMENT	PSO048555-1	10/16/2023	Windshield for dump truck	603.00.5300.444.40041	474.25
MACQUEEN EMERGENCY GR...	P09942	10/17/2023	Fire truck parts	603.00.5300.444.40041	3,742.98
MACQUEEN EMERGENCY GR...	W05588	10/17/2023	Fire truck DNMT light issue	603.00.5300.444.40041	300.39
MACQUEEN EMERGENCY GR...	W05616	10/17/2023	Hydraulic fluid top off for Fire ...	603.00.5300.444.40041	235.10
WORLD FUEL SERVICES	405147654647-41801	10/18/2023	Stock oil	603.140.1450050	1,037.50
R & R SPECIALTIES OF WI, INC.	0080056-IN	10/19/2023	repairs to East Rink Zamboni	603.00.5300.444.40041	453.65
DIAMOND MOWERS INC	252569	10/19/2023	Coupling spline for flail mower	603.00.5300.444.40042	81.96
PERFECTION PLUS, INC	314918	10/19/2023	monthly cleaning 10.2023	603.00.5300.444.40040	521.62
THE REINALT- THOMAS CORP...	6222576	10/19/2023	Unmarked squad car tires	603.00.5300.444.60014	348.00
MACQUEEN EMERGENCY GR...	P09949	10/19/2023	Return switch	603.00.5300.444.40041	25.97
MACQUEEN EMERGENCY GR...	P09951	10/20/2023	Credit for returned switch	603.00.5300.444.40041	-25.97
MACQUEEN EMERGENCY GR...	P09952	10/20/2023	Credit for returned wheel seal...	603.00.5300.444.40041	-261.44

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POMP'S TIRE SERVICE, INC.	210680506	10/24/2023	Tires for utilities truck	603.00.5300.444.60014	632.32
POMP'S TIRE SERVICE, INC.	980111658	10/24/2023	Tires for streets' pickup	603.00.5300.444.60014	347.50
MACQUEEN EMERGENCY GR...	P09975	10/24/2023	Parts for Fire Truck	603.00.5300.444.40041	389.10
MACQUEEN EMERGENCY GR...	P09984	10/25/2023	Window switch for fire truck	603.00.5300.444.40041	126.67
KIMBALL MIDWEST	101514735	10/26/2023	Shop supplies - Cleaner	603.00.5300.444.60012	90.96
METRO JANITORIAL SUPPLY I...	11015920	10/26/2023	Lubricants and cleaning suppli...	603.00.5300.444.60012	213.50
MTI DISTRIBUTING CO	1407605-00	10/26/2023	Parks mower	603.00.5300.444.40042	237.29
GERLACH OUTDOOR POWER ...	257836	10/26/2023	Parts for Utilities mower.	603.00.5300.444.40042	6.90
DELEGARD TOOLS	324003/1	10/26/2023	Small tools	603.00.5300.444.60040	22.44
INVER GROVE FORD	5335675	10/26/2023	Retaining ring for Parks F250	603.00.5300.444.40041	4.46
INVER GROVE FORD	5335708	10/26/2023	Credit for returned item	603.00.5300.444.40041	-18.86
INVER GROVE FORD	5335709	10/26/2023	Oil tube filler for Parks' F250	603.00.5300.444.40041	43.36
CENTENNIAL GLASS	I00013478	10/26/2023	Windshield and parts for squa...	603.00.5300.444.40041	440.00
ZIEGLER INC	IN001154976	10/26/2023	Fuel element for Utilities Gene...	603.00.5300.444.40042	30.98
MACQUEEN EMERGENCY GR...	P09824	10/26/2023	Actuator for Fire Truck	603.00.5300.444.40041	101.63
MACQUEEN EMERGENCY GR...	P09852	10/26/2023	Fire truck front mount display	603.00.5300.444.40041	2,821.40
MACQUEEN EMERGENCY GR...	P09893	10/26/2023	Plunger springs for Fire truck	603.00.5300.444.40041	81.31
XCEL ENERGY	846220543 CR	10/31/2023	Equipment maintenance gas c...	603.00.5300.444.40010	-36.81
XCEL ENERGY	847363029	10/31/2023	PW natural gas charges	603.00.5300.444.40010	100.65
XCEL ENERGY	847363029	10/31/2023	PW electric charges	603.00.5300.444.40020	1,833.20
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx3hp76r0 Jac...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	39.24
WELLS FARGO CREDIT CARD A...	Astleford Internationa Jackson...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	663.39
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Jackso...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	43.96
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Jackso...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	35.50
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Under...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	59.31
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Jack...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	395.93
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Jack...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	-329.99
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Jack...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	10.99
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	128.46
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	17.70
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	19.99
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	439.10
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	158.58
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	19.99
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	17.29
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	136.45
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	136.45
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	19.59
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	41.48
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	-22.00
WELLS FARGO CREDIT CARD A...	O'Reilly 1767 Jackson, R WF 9...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	-128.46
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	7.16
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	87.15
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	81.33
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	18.36
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60040	13.99
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	251.01
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	121.00
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	205.68
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	47.69
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	47.56
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	34.98
WELLS FARGO CREDIT CARD A...	O'Reilly Auto Parts 17 Jackson,...	10/31/2023	Wells Fargo Purchase Cards	603.140.1450050	58.19
WELLS FARGO CREDIT CARD A...	Sq Minnesota Fall Mai Jackso...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.50080	30.00
WELLS FARGO CREDIT CARD A...	The Corner Store Bernardy, ...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	39.13
WELLS FARGO CREDIT CARD A...	The Corner Store Chiodo, Mo...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	24.88
WELLS FARGO CREDIT CARD A...	The Corner Store Hawkins, J ...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	62.90
WELLS FARGO CREDIT CARD A...	The Corner Store Hawkins, J ...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	90.23
WELLS FARGO CREDIT CARD A...	The Corner Store Hawkins, J ...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60021	150.00

Expense Approval Report

Payment Dates: 10/18/2023 - 11/7/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Jacks...	10/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	16.45
				Fund 603 - CENTRAL EQUIPMENT Total:	21,753.06

Fund: 605 - CITY FACILITIES

APEC	125373	10/19/2023	HVAC filters for CH-PD	605.00.7500.460.60016	634.85
APEC	125375	10/19/2023	HVAC filters for FS #2	605.00.7500.460.60016	428.32
TOTAL CONSTRUCTION & EQU...	37491	10/19/2023	relocate switch in PD office	605.00.7500.460.40040	1,362.97
TOTAL CONSTRUCTION & EQU...	37492	10/19/2023	replace ballast at CH	605.00.7500.460.40040	203.88
LAURENTINA DEJONG	10/15/2023	10/19/2023	Fall 2023 plantings	605.00.7500.460.30700	1,195.82
DANIEL BAUER	1081	10/26/2023	repairs to heat pump & contro...	605.00.7500.460.40040	785.00
DANIEL BAUER	1082	10/19/2023	replaced motor in server room	605.00.7500.460.40040	677.50
APEC	125381	10/19/2023	HVAC filters for Fire Station #3	605.00.7500.460.60016	76.06
CINTAS CORPORATION	5180096679	10/17/2023	replenish first aid kits	605.00.7500.460.60065	160.82
HILLYARD INC	605277430	10/19/2023	cleaning supplies	605.00.7500.460.60011	829.07
GIP III ZEPHYR ACQUISITION P...	INVRGRV-12310	10/26/2023	Monthly solar gardens 8.2023	605.00.7500.460.40021	34,366.41
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22310	10/19/2023	solar gardens 8.2023	605.00.7500.460.40021	9,698.15
LVC COMPANIES, INC.	125708	10/26/2023	install cell phone dialer - RV P...	605.00.7500.460.80200	1,230.00
GILBERT MECHANICAL CONTR...	61785	10/18/2023	Install Alerton ACMs at FS #1	605.00.7500.460.80200	5,000.00
LVC COMPANIES, INC.	124831	10/19/2023	install & program cell phone d...	605.00.7500.460.80200	5,715.00
APEC	125374	10/19/2023	HVAC filters for FS #1	605.00.7500.460.60016	123.76
HUEBSCH SERVICES	20266183	10/26/2023	lobby mats	605.00.7500.460.40065	171.57
PERFECTION PLUS, INC	314918	10/19/2023	monthly cleaning 10.2023	605.00.7500.460.40040	5,133.19
GRAINGER	9864844593	10/19/2023	grease	605.00.7500.460.60016	37.58
GRAINGER	9864844593	10/19/2023	grease gun	605.00.7500.460.60040	47.27
CRAWFORD DOOR SALES CO...	50911B	10/26/2023	Replaced operator unit for PD...	605.00.7500.460.40040	1,976.12
HILLYARD INC	605287223	10/26/2023	Case of bleach	605.00.7500.460.60011	39.06
DANIEL BAUER	1106	10/29/2023	repairs to VFD's	605.00.7500.460.40040	1,825.00
DANIEL BAUER	1112	10/29/2023	removed unit heaters in tank ...	605.00.7500.460.40040	710.00
INNOVATIVE OFFICE Solutio...	CIN118960	10/30/2023	sit-stand desk for Talia	605.00.7500.460.40040	369.39
CRAWFORD DOOR SALES CO...	51516	10/31/2023	replaced door operator FS #1	605.00.7500.460.40040	3,240.00
XCEL ENERGY	846220543	10/31/2023	City hall electric charges	605.00.7500.460.40020	7,734.49
XCEL ENERGY	847363029 CR	10/31/2023	Solar credits	605.46.0000.3653000	-52,537.09
GRAINGER	9889157336	10/31/2023	ice melt	605.00.7500.460.60016	80.83
WELLS FARGO CREDIT CARD A...	Amazon.Com Tl69o74n2 Halve..	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	31.32
WELLS FARGO CREDIT CARD A...	Homedepot.Com Todd, Patr ...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	21.46
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Todd,...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	80.68
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Todd,...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	65.97
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Todd,...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	37.64
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Todd,...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	27.52
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Todd,...	10/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	86.90
LVC COMPANIES, INC.	124869	11/02/2023	update fire alarm panel WTP	605.00.7500.460.80200	1,500.00
				Fund 605 - CITY FACILITIES Total:	33,166.51

Fund: 606 - TECHNOLOGY FUND

CDW GOVERNMENT INC	MM40366	10/12/2023	Printer Ink	606.00.1400.413.40050	360.84
ZAYO GROUP, LLC	19956436	10/15/2023	City Hall Phones 10.2023	606.00.1400.413.50020	1,200.16
LOCAL GOVERNMENT INFOR...	54309	10/15/2023	KnowBe4 Security Training 10...	606.00.1400.413.50072	2,147.00
LOCAL GOVERNMENT INFOR...	54312	10/15/2023	Line Locating 10.15.23	606.00.1400.413.30700	71.55
LOCAL GOVERNMENT INFOR...	54312	10/15/2023	Monthly Network Services PD...	606.00.1400.413.50072	172.50
CDW GOVERNMENT INC	MN23890	10/16/2023	Large format printer paper	606.00.1400.413.60005	532.14
NDC4	101723-A	10/17/2023	10/17/2023 Web Streaming fo...	606.00.1400.413.50072	9,089.00
HOOTSUITE INC.	INV-2010218895	10/17/2023	Social media software for 11/...	606.00.1400.413.50072	1,848.01
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us T16vh3qn0 Ga...	10/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.80610	676.44
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx41h5u12 Ga...	10/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	64.49
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Tx8en9k31 Ga...	10/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60040	149.99
WELLS FARGO CREDIT CARD A...	Keepersecurity.Com Gade, Ma...	10/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50072	360.00
WELLS FARGO CREDIT CARD A...	Zoom.Us 888-799-9666 Gade,...	10/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50072	31.98
INSIGHT PUBLIC SECTOR	1101098987	11/02/2023	Office 365 Monthly License 9...	606.00.1400.413.50072	2,577.50
MARCO TECHNOLOGIES, LLC	35054332	11/02/2023	Printers & Copiers Contract 10...	606.00.1400.413.40050	1,888.03
LOCAL GOVERNMENT INFOR...	54202	11/02/2023	PD Monthly Internet access Fi...	606.00.1400.413.50072	2,560.00
COMMERCIAL INFRASTRUCTU...	I10431B	11/02/2023	Install data drops at city hall	606.00.1400.413.30700	157.14

Expense Approval Report

Payment Dates: 10/18/2023 - 11/7/2023

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INNOVATIVE OFFICE SOLUTIO...	IN4346892	11/02/2023	Printer paper	606.00.1400.413.60005	187.52
Fund 606 - TECHNOLOGY FUND Total:					24,074.29
Fund: 702 - ESCROW FUND					
EMMONS & OLIVIER RESOUR...	00095-0074-29	10/26/2023	Stormwater basin inspection ...	702.229.2284803	607.50
EMMONS & OLIVIER RESOUR...	00095-0074-29	10/26/2023	Erosion and sediment control ...	702.229.2304103	453.12
EMMONS & OLIVIER RESOUR...	00095-0080-14	10/26/2023	Erosion and sediment control ...	702.229.2308903	643.87
S. M. HENTGES & SONS, INC.	10/12/2023	10/19/2023	Escrow Release & Close - SM ...	702.229.2297903	130.71
ACE HOLDINGS, LLC	10/12/2023	10/19/2023	Escrow Release & Close - Ace ...	702.229.2308003	1,000.00
BRAUN INTERTEC CORPORATI...	B361732	10/26/2023	Geotechnical Assessment	702.229.2309603	4,659.00
GRACE CHURCH OF THE NAZA...	10/3/2023	10/19/2023	Escrow Release & Close - Grac...	702.229.2303903	3,000.00
SUSTAINABLE NINE	10/3/2023	10/19/2023	Escrow Release - 9178 Dalton ...	702.229.2304603	2,950.94
SUSTAINABLE NINE	10/3/2023	10/19/2023	LOC Reduction #1 - 9178 Dalt...	702.229.2304703	9,000.00
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.06	10/19/2023	Pine Bend Landfill Expansion	702.229.2293002	103.00
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.13	10/19/2023	Canvas at IGH	702.229.2298003	49.00
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.13	10/19/2023	Bulk Fluid Systems PUD	702.229.2308203	857.50
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.13	10/19/2023	Bilotta-9450 Robert Trl Subdiv...	702.229.2308603	49.00
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.13	10/19/2023	Peltier Reserve Plat/Builder Lo...	702.229.2308803	73.50
LEVANDER, GILLEN & MILLER P..	9/30/2023 81.13	10/19/2023	Robert Curve 5th Addition	702.229.2309503	3,688.50
STANTEC CONSULTING SERVI...	2135610	10/26/2023	Stormwater facility constructi...	702.229.2298003	260.75
Fund 702 - ESCROW FUND Total:					27,526.39
Grand Total:					3,927,217.24



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: November 13, 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.

Council may note that the list of resignations/terminations on the attached report is significantly longer than normal, which is due to recent efforts to clean-up records and make current the status of individuals who have worked various part-time, temporary and seasonal positions over the years but are not currently active employees.

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 11.13.23



Request for Council Action

SUBJECT: **Approval of New Massage Therapist License**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to approve a new massage therapist license for Guifang Jiang at Healing Arts Massage.

BACKGROUND

Guifang Jiang has applied for a new massage therapist license to be employed at Healing Arts Massage, 5836 Blaine Ave, Inver Grove Heights, MN 55076. The application was accompanied by the necessary license fee and all other supporting information. The background investigation was completed by the Police Department with no basis found for denial of the license.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends approval of the massage therapist license.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Resolution Approving Deposit of Dakota Broadband Board Funds into the Technology Fund**

MEETING DATE: November 13, 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 the deposit of the City's share of residual Dakota Broadband Board funds into the City's Technology Fund.

BACKGROUND

Between 2019 and 2022, the City was a participating member of the Dakota Broadband Board (DBB) for the purpose of coordinating fiber expansion through the community. The DBB has since dissolved and returned to each participating member their proportionate share of remaining DBB funds based on each member's respective financial contributions to the DBB.

FISCAL IMPACT

The City's share of these funds amounts to \$20,826. Staff recommends those dollars be deposited into the City's Technology Fund (Fund 606) so they are available to help offset future City fiber projects.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the deposit of residual Dakota Broadband Board funds into the City's Technology Fund.

ATTACHMENTS

1. Resolution

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

RESOLUTION NO. _____

**RESOLUTION APPROVING DEPOSIT OF DAKOTA BROADBAND BOARD
FUNDS TO THE CITY'S TECHNOLOGY FUND**

WHEREAS, the City, along with 9 other cities were participating members on the Dakota Broadband Board (DBB) between 2019 and 2022 for the purpose of fiber expansion within their communities, and;

WHEREAS, the DBB has since dissolved and returned to each member their proportionate share of remaining DBB funds based on each member's respective contributions to the DBB, and;

WHEREAS, \$20,826 has been returned to the City of Inver Grove Heights, and;

WHEREAS, City staff recommend those dollars be deposited into the City's Technology Fund (Fund 606) so they can be used to help offset future city fiber projects;

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights approves the deposit of remaining DBB fund balances in the amount of \$20,826 to the City's Technology Fund (Fund 606).

Adopted by the City of Inver Grove Heights this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Accepting Donations for Fire & Police Departments**

MEETING DATE: November 13, 2023
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

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

BACKGROUND

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

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

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

FISCAL IMPACT

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

RECOMMENDATION

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

ATTACHMENTS

1. Resolution Accepting Donation

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

RESOLUTION NO. _____

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

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

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

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

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

NOW, THEREFORE, BE IT RESOLVED by the City of Inver Grove Heights City Council, that the City does hereby accept the donation of funds in the amount of \$2,000 and commit the funds as follows: \$1,000 towards a future UTV purchase for the Fire Department and \$1,000 added to the Police Department's 2023 budget for supplies for Community Outreach (101.42.4000.421.60068).

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 13th day of November, 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Accepting Donations and Sponsorships to the Parks and Recreation Department**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing and accepting donations and sponsorships to the Parks and Recreation Department totaling \$11,445 for various parks and recreation programs/events from January 1 to August 31, 2023.

BACKGROUND

The City is generally authorized to accept donations of real and personal property pursuant to MN Statutes Section 465.03 for the benefit of its citizens. The Parks and Recreation Department receives various donations, sponsorships and grants from businesses and other organizations to support and enhance recreation programs and events.

The table below provides a summary of donations and a list of specific contributors is attached.

Business/Organization	Amount/Value	Purpose
Various Businesses	\$ 425	In Kind Donations
Various Businesses	\$9,420	Miscellaneous Youth and Family Programs
Various Businesses	\$1,600	Safety Camp
TOTAL	\$ 11,445	

FISCAL IMPACT

The Parks and Recreation Department has two sponsorship drives each year, one in February/March to seek sponsors for spring and summer programs and the second in October for the Holidays in the Heights events. These sponsorships are crucial to creating opportunities for community engagement with our local businesses and organizations, as well as financially beneficial to our programs and events. Having sponsors allows staff to provide quality and affordable programs and services to the Inver Grove Heights residents.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Listing of Donations (Jan - Aug 2023)
2. _Resolution Accepting Donations to Parks & Rec Dept

Jan 1 - Aug 31, 2023 Donations

Company	Total Value	Funds Received	
Programs			
			Notes on In-Kind or other
R30600 - Holiday Special Events		350.00	
Ghostly Gathering	250.00		Istate Truck Inc
Ghostly Gathering	100.00		Glenna Family Professionals/Summit Funeral and Cremation
R30720 - Summer Special Events		4,719.70	
Terrific Tuesdays	500.00		River Heights Arts Alliance
Food Truck	1,000.00		Lakeside Orthodontics by Dr. Jennifer
Food Truck, Terrific Tuesdays, Movie in Park	1,500.00		Integrity Woven Wire
Food Truck	500.00		Total Construction
Touch a Truck	250.00		Therapy OPS
Movie in the Park	969.70		ISD 199- SPARC Grant
R20680 - Summer Specialty Camps		1,600.00	
Safety Camp	250.00		IGH Ford
Safety Camp	250.00		Brian Youmans State Farm Insurance
Safety Camp	100.00		Chetan Patell LLC- Super USA
Safety Camp	1,000.00		Moose Lodge 1008
R31000 - Family Special Events		500.00	
Terrific Tuesdays	500.00		Therapy OPS
R32000 - Family Programs		1,000.00	
Let's Pawty	500.00		Arbor Pointe Holiday Station
5th Quarter	500.00		Total Construction
R40100 - Youth Baseball		500.00	
	500.00		Therapy OPS
R40160 - Youth Flag Football		500.00	
	500.00		Natureview Landscaping, Inc.
R40185 - Other Youth Leagues		500.00	
	500.00		Onalos Massage LLC
C15500 - Special Events		1,350.00	
Farmer's Market	250.00		Los Portales Bar and Grill
Healthy Living Fair	100.00		Bethesda Lutheran Church
Healthy Living Fair	1,000.00		Humana
	11,019.70	11,019.70	
Miscellaneous- In Kind			
Gifts for Egg Hunt	100.00		Heartland Credit Union
Food and beverages for Ice Show	250.00		Great River Figure Skating Club
Gertens giftcard	25.00		Holidays in the Heights
Costco Giftcard	50.00		Holidays in the Heights
	425.00		
Total Donations - Jan -Aug 2023	\$11,444.70	\$11,019.70	

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

RESOLUTION NO. _____

AUTHORIZING AND ACCEPTING DONATIONS

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

WHEREAS, various businesses donate money and goods to the City, which are to be used for supporting Parks and Recreation programs; and

WHEREAS, such donations has been contributed to the City for the benefit of its citizens, as allowed by law; and

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

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inver Grove Heights does hereby accept the donation of funds and in-kind product in the amount of \$11,445 to be used for a variety of programs as shown in attached document.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Accepting Work and Approving Final Contractor Payment for South Grove Ultra Thin Bonded Wear Course (City Project 2023-18)**

MEETING DATE: November 13, 2023
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The City Council is asked to adopt the attached Resolution, accepting work, authorizing final change order and payment, and closing City Project No. 2023-18 - 72nd Street Micro Mill and Ultra-Thin Bonded Wear Course (UTBWC).

BACKGROUND

As part of the 2023 Pavement Management Initiative, the City Council awarded Project No. 2023-18 to Asphalt Surface Technologies Corp on September 11, 2023, in the amount of \$94,703 to remove the existing chip seal surface on 72nd St. from Clayton Ave to Dawn Ave by micro-milling and then paving an ultra-thin bonded wear course. The City Council approved a 5% construction contingency in the amount of \$4,735.15, resulting in a total budget of \$99,438.15.

The attached Final Pay Voucher No. 1, in the amount of \$92,203, will constitute payment in full for all work performed for a total contract payment of the same amount.

Also attached is Final Compensation Change Order No. 1, in the amount of -\$2,500. This balances the approved contract amount with the work satisfactorily completed for final payment.

FISCAL IMPACT

The final compensating change order requests a reduction in the construction contract amount of \$2,500, resulting in a final contract amount of \$92,203. The project was funded through the Pavement Management - Local Streets Fund (Fund 440).

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting the contract work, approving final compensating change order, authorizing final payment, and closing City Project No. 2023-18.

ATTACHMENTS

1. Resolution - Final Acceptance - 2023-18
2. Engineer's Report of Final Acceptance - 2023-18
3. Final Compensating Change Order - 2023-18
4. Final Pay Voucher - 2023-18

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING WORK AND FINALIZING THE CONTRACT CLOSOUT FOR CITY
PROJECT NO. 2023-18**

WHEREAS, on September 11, 2023, the City Council awarded a contract to Asphalt Surface Technologies Corp. (Resolution 2023-196) in the amount of \$94,703.00 for the construction of City Project No. 2023-18 – 72nd Street Micro Mill and Ultra-Thin Bonded Wear Course; and

WHEREAS, on September 11, 2023, the City Council approved a project budget of \$99,438.15 (Resolution 2023-197) which provided a 5% construction contingency; and

WHEREAS, pursuant to a written contract with the City of Inver Grove Heights dated September 11, 2023, Asphalt Surface Technologies Corp. satisfactorily completed improvements and appurtenances for 2023-18 – 72nd Street Micro Mill and Ultra-Thin Bonded Wear Course for a total contract cost of \$92,203.00.

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

1. The Council accepts the Engineer's Report of Final Acceptance as approval of the work completed under this contract.
2. The Council approves the Final Compensating Change Order (Change Order No. 1).
3. The Mayor and the City Clerk are hereby directed to issue a proper order for final payment (Pay Estimate No. 1) on this contract, taking the contractor's receipt in full, and closing the construction contract for Project No. 2023-18.
4. Any remaining funds approved for Project No. 2023-18 shall be transferred to the Pavement Management Fund (Fund 440), and upon such transfer, Project No. 2023-18 will be closed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

ENGINEER'S REPORT OF FINAL ACCEPTANCE

**CITY PROJECT NO. 2023-18 -
72nd Street Micro Mill and Ultra-thin Bonded Wear Course (UTBWC)**

November 13, 2023

TO THE CITY COUNCIL
INVER GROVE HEIGHTS, MINNESOTA

HONORABLE MAYOR AND CITY COUNCIL MEMBERS:

This is to advise you that I have received the work under contract to Asphalt Surface Technologies Corp. The work consisted of micro milling and paving an ultra-thin bonded wear course.

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

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

ORIGINAL CONTRACT PRICE	\$94,703.00
CHANGE ORDERS	\$(2,500.00)
FINAL CONTRACT AMOUNT	\$92,203.00
FINAL VALUE OF WORK	\$92,203.00
PREVIOUS PAYMENTS	\$0.00
BALANCE DUE	\$92,203.00

Sincerely,



Paul Merchlewicz, P.E.
City Engineer

FINAL COMPENSATING CHANGE ORDER NO. 1

2023 Pavement Management Program

CITY PROJECT NO. 2023-18 - 72nd Street Micro Mill and Ultra-thin Bonded Wear Course (UTBWC)

Owner:	City of Inver Grove Heights 8150 Barbara Avenue Inver Grove Heights, MN 55077	Date of Issuance:	November 13, 2023
Contractor:	Asphalt Surface Technologies Corp. 8348 Ridgewood Road St. Joseph, MN 56374	Engineer:	City of Inver Grove Heights

PURPOSE OF CHANGE ORDER

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

Total Value of Work Completed to Date	\$92,203.00
<u>Contract Amount to Date</u>	<u>\$94,703.00</u>
Final Compensating Change Order Amount	\$(2,500.00)

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIME
Original Contract Price:	Original Contract Time:
\$94,703.00	None
Previous Change Orders	Net Change from Previous Change Orders
\$0.00	None
Contract Price Prior to this Change Order	Contract Time Prior to this Change Order
\$94,703.00	None
Net Increase (Decrease) of this Change Order	Net Increase (Decrease) of Change Order
\$(2,500.00)	None
Contract Price with all Approved Change Orders	Contract Time with Approved Change
\$92,203.00	None
Recommended By: <i>Alisa Witte</i>	Approved By: <i>[Signature]</i> (Luna Benbow)
Alisa Witte, Engineering Technician	Asphalt Surface Technologies Corp.

Approved By:

Paul C. Merchlewicz
Paul Merchlewicz, City Engineer

Approved By:

Brenda Dietrich, Mayor

Date of Council Action:

November 13, 2023

CONSTRUCTION PAYMENT VOUCHER

ESTIMATE NO: One (Final)
DATE: November 13, 2023
PERIOD ENDING: November 13, 2023
CONTRACT: 2023 Pavement Management Initiative
PROJECT NO: 2023-18 - 72nd Street Micro Mill and Ultra-thin Bonded Wear Course (UTBWC)

TO: Asphalt Surface Technologies Corp. (ASTECH CORP.)
8348 Ridgewood Road
St. Joseph, MN 56374

Original Contract Amount..... \$94,703.00
Total Addition..... \$0.00
Total Deduction..... \$2,500.00
Total Contract Amount..... \$92,203.00
Total Value of Work to Date..... \$92,203.00
Less Retained (5%)..... \$0.00
Less Previous Payment \$0.00
Total Approved for Payment this Voucher \$92,203.00
Total Payments including this Voucher \$92,203.00

Approvals:

Pursuant to our field observation, I hereby recommend for payment the above-stated amount for work performed through November 13, 2023.

Signed by: 
Paul Merchlewicz, City Engineer

10/25/2023
Date

Signed by:  (Lance Benboon)
Asphalt Surface Technologies Corp.

10-24-2023
Date



Request for Council Action

SUBJECT: **Resolution Ordering Feasibility Study for the Proposed 2025 Pavement Management Initiative (PMI) Projects**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, ordering a Feasibility Study for three projects in the 2025 Pavement Management Initiative, including the Barbara Avenue and 46th Street Area, 50th Street Area (Babcock Trail to TH 3), and 102nd Street and Akron Avenue Area.

BACKGROUND

The project areas proposed for the 2025 Pavement Management Initiative (PMI) were originally identified as part of the 2023-2027 Public Works Capital Improvement Plan (CIP), and have carried over to the 2024-2028 Capital Improvement Plan. All project areas were identified for construction in 2025. These projects, as listed in the chart below, are graphically represented on the attached exhibit.

Project No.	Improvements
2025-09D	Barbara Avenue and 46th Street Area
2025-09E	50th Street Area (Babcock Trail to TH 3)
2025-09F	102nd Street and Akron Avenue Area

A draft Scope of Services was issued to three consultants listed in the Municipal Engineering focus area of the City's Professional Engineering Consulting Services Pool. The work scope identified includes project management; project understanding; feasibility analysis and report; preliminary hydraulic design and stormwater design; roadway analysis; utility coordination; right of way, easement, and permitting evaluation; project surveying; and geotechnical investigation and analysis. The referenced feasibility work includes all projects in the 2025 PMI program to be studied as part of a combined project effort.

All three consultants returned proposals for the work requested. Staff evaluated proposals based on cost and responsiveness and are recommending a project contract be awarded to WSB, Inc. in the amount of \$129,127. WSB will prepare a feasibility study for the project to determine the most feasible pavement rehabilitation method, drainage and utility improvements, project costs, and funding. WSB's full proposal is available for viewing at the Engineering Division.

In addition to the amount submitted by WSB, staff are recommending including a contingency value

of \$15,000 to account for potential additional work necessary to ensure project scope and feasibility has been explored sufficiently in the reconstruction areas.

FISCAL IMPACT

The proposed feasibility study costs are to be funded through the Pavement Management – Local Street Fund (Fund 440), special assessments, Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and Stormwater Capital Fund (Fund 531). The total cost for this effort is \$144,127.00.

RECOMMENDATION

Staff recommends approval of the attached Resolution, ordering the feasibility study and accepting the engineering services proposal from WSB, plus contingency, for the 2025 PMI project areas.

ATTACHMENTS

1. Resolution - Order Feasibility and Engineering Services - 2025 PMI Projects
2. 2025 PMI Map of Project Locations
3. Contract - 2025 PMI Feasibility_WSB

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

RESOLUTION NO. _____

**RESOLUTION ORDERING FEASIBILITY STUDY, ACCEPTING ENGINEERING SERVICES
PROPOSAL FROM WSB, INC., AND AUTHORIZING PRELIMINARY ENGINEERING FOR 2025
PAVEMENT MANAGEMENT INITIATIVE PROJECTS**

WHEREAS, it is proposed to make improvements and to assess or tax the benefited properties for all or a portion of the cost of said improvement, pursuant to Minnesota Statutes, Section 429.111 to 429.111 (Laws 1953, Chapter 398, as amended) and Section 103B.201 and 103B.251 as follows:

<u>Project No.</u>	<u>Improvements</u>
2025-09D	Barbara Avenue and 46th Street Area
2025-09E	50th Street and Ashley Lane Area (Babcock Trail to TH 3)
2025-09F	102nd Street and Akron Avenue Area

WHEREAS, the project areas referenced above have been reviewed through the Public Works Capital Improvement Plan (CIP) process, and are recommended by City staff to be included in the 2025 Pavement Management Initiative; and

WHEREAS, the City has provided a scope of work, and requested and received an engineering services proposal from WSB, Inc. in the amount of \$129,127.00 to perform services necessary to complete a feasibility study for the 2025 Pavement Management Initiative.

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

1. The 2025 Pavement Management Initiative projects are hereby initiated.
2. The proposal from WSB, Inc. dated October 31, 2023, in the amount of \$129,127.00 is hereby accepted.
3. The City Engineer and Engineering Division staff, in coordination with WSB, Inc. are hereby authorized to prepare the feasibility report, conduct geotechnical investigations, and complete related professional engineering services on the proposed 2025 Pavement Management Initiative improvements.
4. As part of the final design fee for the project, the City Engineer is authorized to direct the use of contingency funds up to \$15,000 for changes in scope that may occur through the final design efforts.
5. The City Attorney is hereby authorized to assist the City Engineer on this project as needed.
6. Project funding is provided through the Pavement Management – Local Street Fund (Fund 440), special assessments, Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), and Stormwater Capital Fund (Fund 531).
7. The Mayor and City Clerk are authorized to enter a Work Order contract for the scope of work included by reference as part of the current Master Professional Services Agreement with WSB, Inc.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 13 day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights

Pavement Management Initiative
2025 Projects

**Project Streets
6.6 Miles**

2025-09E
50th Street Area
(Babcock Trail to
TH 3)

2025-09D
Barbara Avenue and
46th Street Area

2025-09F
102nd Street and
Akron Avenue Area

Map produced by the City of Inver Grove Heights GIS Dept.
THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A
SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS
DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND
DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES
AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE
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RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED
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October 31, 2023

Paul Merchlewicz
City Engineer
Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Re: Proposal - 2025 Pavement Management Initiative Feasibility Study
City Project No.2025-09D, 2025-09E,2025-09F

Dear Paul:

On behalf of WSB, thank you for this opportunity to submit our qualifications for the project referenced above.

As requested, the attached proposal outlines the scope of services, assumptions, and the associated engineering fees necessary to complete the 2025 Pavement Management Initiative Feasibility Study.

We look forward to working with you on this project. If you agree with this proposal, please sign where indicated and return one copy to our office. WSB will start work upon receipt of a signed contract. Please do not hesitate to contact me at 612.214.7053 with any questions.

Sincerely,

WSB

A handwritten signature in black ink, reading "Brad Reifsteck". The signature is fluid and cursive, with the first name "Brad" and last name "Reifsteck" clearly distinguishable.

Brad Reifsteck
Sr Project Engineer

Attachments

2025 Pavement Management Initiative Feasibility Study

Project Identification: This project involves developing a feasibility study for the 2025 Pavement Management Initiative and as part of the City’s Capital Improvement program. The following roadways are to be included in the feasibility study:

Location	Expected Approach
Barbara Avenue and 46th Street Area.....	Recon/Full Depth Reclaim
50th Street and Ashley Lane Area (Babcock Trail to TH 3).....	Full Depth Reclaim
102nd Street and Akron Avenue Area.....	Mill and Overlay

This written authorization to proceed and work order contract (work order contract) is between the City of Inver Grove Heights (City) and **WSB, Inc.**, a Corporation, Address: **701 Xenia Avenue South, Suite 300, Minneapolis, MN 55416** (“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 in the preparation of feasibility report(s) for the 2025 Pavement Management Initiative. Final design and bidding services will be under a separate contract.

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 **December 31, 2024**, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. Exhibits:

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

- Exhibit A** = Specifications, Duties, and Scope of Work
- Exhibit B** = Progress Report Form
- Exhibit C** = Project Location Maps

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 Contractor's 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.

The summary of the deliverables of this work order contract are as follows:

Items	Date Due
Expected Notice to Proceed	November 2023
Feasibility Report (Draft)	January 2023
Feasibility Open House	March 2024
Feasibility Report (Final)	March 2024
Public Improvement Hearing	April 8, 2024

- 2.3. The City's Project Manager has the authority to update and adjust all interim project schedule dates, when necessary, at progress meetings within the terms of the 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*: \$127,127.00

Direct Expense Costs: \$2,000.00

* 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 \$129,127.00

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: Brad Reifsteck, Sr Project Manager
Address: 701 Xenia Ave S. Suite 300, MPLS, MN 55416
Telephone: 612-214-7053
E-Mail: Breifsteck@wsbeng.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

Name/Title: Paul Merchlewicz, P.E.
Address: 8150 Barbara Ave
Inver Grove Heights
MN, 55077
Telephone: 651-450-2572
E-Mail: pmerchlewicz@ighmn.gov

Project Manager

Name/Title: Steve Dodge, P.E.
Address: 8150 Barbara Ave
Inver Grove Heights
MN, 55077
Telephone: 651-450-2575
E-Mail: sdodge@ighmn.gov

City's Project Manager, 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.

City Contract No. 23-27_IGHMSA_E_WO_08
City Project Number: 2025-09D, 2025-09E, 2025-09F
Contract

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 30, 2023

CONSULTANT



BY: Morgan Dinkley

IT'S: Gr. Director Municipal Services

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 the development of a feasibility report consistent with MN Statute 429 regarding assessments.

1.2. Project Background

- 1.2.1. The City has identified three project areas to be delivered as part of the 2025 Pavement Management Initiative. These project areas include a combination of mill and overlay, full depth reclamation, and reconstruction and are shown in **Exhibit C**. This contract is for the preparation of a feasibility study to bring in front of Council so that final design and engineering may proceed as per the expected project schedule.

- 1.2.2. The three project areas are:

- a. Barbara Avenue and 46th Street Area:
 - i. There will be two main areas of expected work. Roadways north of 47th Street East are proposed to be reconstructed and include watermain, sanitary, and storm water analysis and preliminary design. These roadways currently have little or no storm water conveyance outside of the roadway surface. Roadways south of 47th Street East are proposed to be receive full depth reclamation with utility adjustments as necessary. This overall project area will require review of the overall hydraulic needs.
- b. 50th Street and Ashley Lane Area (Babcock Trail to TH 3):
 - i. This project area is proposed to receive full-depth reclamation with utility adjustments as necessary.
- c. 102nd Street and Akron Avenue Area
 - i. This project area is proposed to receive a mill and overlay with utility adjustments as needed.

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.
- b. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.
- c. Update the City's project manager on the status of the project schedule, budget, and general status/progress at the weekly progress meetings.
- d. 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.
- e. 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

2.2.2. 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.

2.2.3. Project Management Team (PMT) Meetings

2.2.4. The Contractor will facilitate **bi-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.

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

2.2.6. One PMT meeting will be used to address City comment on the draft feasibility stage to discuss City comments and provide resolution before finalizing the feasibility report and other required deliverables.

2.2.7. The Contractor will:

- a. Meet with the City's project manager weekly to review progress of deliverables, issues, and team effectiveness.

- b. Solicit feedback from the City's project manager to assess whether all services meet the requirements of the project.
- c. Identify needs and issues and discuss steps.

3. Project Understanding

3.1. Project Walkthrough

- 3.1.1. A detailed understanding of project scope and potential challenges/risks is necessary for the development of a feasibility study that provides effective direction for the completion of the project's final design.
- 3.1.2. The Contractor will:
 - a. Attend a walkthrough with City staff for each portion of the project.
 - b. Document potential scope items, risks, and issues.
 - c. Provide a summary of notes taken during walkthrough to City staff at PMT meetings.

4. Feasibility Analysis and Report

4.1. Standards and Guidance

- 4.1.1. All deliverables must be prepared in accordance with:
 - a. MN State Statute, Section 429
 - b. City Special Assessment Policy

4.2. Stakeholder Involvement/Meetings

- 4.2.1. Stakeholder involvement and meetings include the work necessary to gather input on the proposed project improvements.
- 4.2.2. The Contractor will:
 - a. Work to coordinate with project stakeholders which may include Metro Transit, South St. Paul, West St. Paul, Dakota County, and MnDOT. Direct coordination is not expected, but instead support for the City's project manager will be necessary.

4.3. Informational Meetings and Public Hearings

- 4.3.1. Informational meetings and public hearings will be used to share information discovered during the stakeholder involvement phase before and during the feasibility/assessment process.
- 4.3.2. The Contractor will:
 - a. Prepare for and attend one public open house neighborhood meeting that includes all three project areas. Assume the public open house neighborhood meeting will include preparation of a presentation and up to **three** boards for public viewing for **each** defined project area. Assume open house will be available virtually and the presentations and boards will be shared virtually. Assume the open houses will be recorded and uploaded to the City project website for those who could not attend.

- b. Attend one regular City Council meeting to provide City support for Council acceptance of the feasibility report and order the final design of the project.

4.4. Report Preparation

- 4.4.1. Report preparation will involve providing a detailed feasibility study and report detailing any recommended roadway, stormwater, and utility improvements to be included with the project.
- 4.4.2. The Contractor will:
 - a. Provide the City with **one** copy of a draft report in electronic PDF format.
 - b. Provide the City with **one** copy of the final version of the report in electronic PDF format and one hard copy report which will be made available for public viewing.
 - c. All reviews of the feasibility report will be conducted in a Bluebeam Studio Session hosted by the Contractor.

4.5. Preliminary Cost Estimates

- 4.5.1. Preliminary cost estimates will be used to track and verify scope and assumptions carried over from early planning stages. Estimates may be used to help shape project budget decisions during the feasibility phase. The cost estimate will be reviewed by City staff during update meetings and following the submittal of the draft report.
- 4.5.2. The Contractor will:
 - a. Include in the feasibility study and report a preliminary engineer's opinion of probable cost.
 - b. Revise the estimates based on input received during comment periods.
 - c. Include a final preliminary engineer's opinion of probable cost in the feasibility study.

4.6. Financing Plan

- 4.6.1. Work with the City to develop a financing plan for the proposed improvements consistent with MN Statute 429 regarding assessments.

4.7. Assessment Roll Preparation

- 4.7.1. The assessment roll will align with the cost estimates for the project to determine the appropriate share of the project allocated to property owners.
- 4.7.2. The Contractor will:
 - a. Prepare a draft and final assessment roll based on the cost estimate included in the report and the current City assessment policy. Assume City staff will review the draft assessment roll for consistency with City policy and provide comments on the draft assessment roll.

- b. Contractor may need to prepare and evaluate assessment rolls based on differing methods of assessments for each area to determine which method is appropriate and equitable.
- c. Contractor to provide property valuation data to assist in the calculation of an average property value by zoning classification, to assist the City in calculating a benefit appraisal calculation for each type of property classification in each project area. The City will provide zoning classification information as necessary.
- d. Include the final assessment roll in the final version of the feasibility study.
- e. Contractor will base assessment calculations and approach on current City assessment policy.

5. Preliminary Hydraulic Design and Stormwater Design

5.1. General

- 5.1.1. The scope of this work is primarily for the Barbara Avenue project north of 47th Street. The current lack of stormwater and hydraulic facilities make it necessary to evaluate the current system and determine a proposed solution to eliminate current drainage concerns.

5.2. Standards and Guidance

- 5.2.1. All deliverables must be prepared in accordance with:
 - a. Current version of the National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit
 - b. Minnesota Pollution Control Agency (MPCA) Minnesota Stormwater Manual
 - c. Minnesota Department of Natural Resources (DNR) Best Practices for Meeting DNR General Public Waters Work Permit
- 5.2.2. All deliverables must be prepared in accordance with the following project-specific standards:
 - a. Stormwater Storage and Treatment Systems:
 - i. Construct all stormwater treatment and storage systems with a minimum of two feet of vertical freeboard above the high-water level (HWL) of a 100-year, 24-hour storm event to the berm crest (continuous flat surface).
 - ii. Construct berm crest width of five feet minimum.
 - iii. Provide a wet pretreatment basin/cell upstream of all infiltration and filtration systems unless another method is approved by the City.
 - iv. Underground structural stormwater storage and/or infiltration facilities will not be approved on this project, unless approved by the City.
 - b. Wet Stormwater Ponds and Filtration Basins:
 - i. Line stormwater ponds and filtration basins if they are located within a very high or a high-vulnerability area of a Drinking Water Supply

- Management Area (DWSMA), within an Emergency Response Area (ERA), or located within contaminated soils.
- ii. Provide a minimum depth from the normal water level (NWL) to the pond bottom of at least three feet and a maximum depth of 10 feet.
- iii. Provide a 1:10 (V:H) bench extending from a wet pond NWL a minimum of 10 feet horizontally into the pond. Above the NWL, slopes must be no steeper than 1:3 (V:H) with 1:4 slopes preferred.
- iv. Base filtration rates for the design of the filtration basin on the MPCA Stormwater Manual. Base ponding depth within the filtration basin on the design filtration rate and a maximum 48-hour drawdown period.
- c. Infiltration Basins:
 - i. Infiltration basins shall not be located within a very high or a high-vulnerability DWSMA or within an ERA. For proposed infiltration within other DWSMA vulnerability areas, written approval must be received from the corresponding City.
 - ii. Infiltration is not permitted in areas with soil or groundwater contamination, karst, within three feet of a regional groundwater table, in Hydrologic Soil Group D, where soil infiltration rates are more than 8.3 inches per hour without modification, within 200 feet of a private water supply well, within 100 feet from a septic system, or within 100 feet of buildings or building foundations.
 - iii. Base infiltration rates for the design of infiltration basins on measured infiltration rates along with the MPCA Stormwater Manual correction factor. Alternatively, use the MPCA Stormwater Manual design infiltration rates for the applicable soil texture.
 - iv. Provide an overflow to establish the maximum water quality ponding depth to achieve the required maximum 48-hour drawdown period.
- d. Hydrologic Methods:
 - i. Design the drainage system so pre-project conditions are not exceeded for flood damage potential.
 - ii. Design stormwater storage and treatment facilities using the Atlas 14, 100-year, 24-hour rainfall event with an antecedent moisture condition of 2.

5.2.3. All deliverables must be prepared using approved drainage design software.

Software	Possible Vendor	Functions
HydroCAD	HydroCAD Software Solutions LLC	• Generate NRCS (SCS) hydrograph • Develop stage-storage and stage-discharge for ponds • Combine/route hydrographs through ponds and channels

- | | | |
|---------|----------|--|
| XP-SWMM | Innovyze | <ul style="list-style-type: none">• Generate NRCS (SCS) hydrograph or model historical storm
• Dynamic routing of hydrographs through ponds, pipes, and channels with varying tailwater/flow conditions |
|---------|----------|--|

5.3. Preliminary Hydraulics Design/Recommendation

5.3.1. The Contractor will prepare a preliminary hydraulic design by:

- a. Reviewing all information related to water resources in the project area including historic documents at the City and information collected during field walkthroughs and reviews.
- b. Preparing or updating, as applicable, existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling to evaluate conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- c. Preparing preliminary hydraulic and stormwater system design and corresponding hydraulic design. The design must include documentation of:
 - i. Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
 - ii. Sizes and locations of culverts, storm sewer trunk lines, and outfalls.
 - iii. The location, size, type, slope, and computed headwater for the existing (where applicable) and proposed conditions discharges and invert elevations of each culvert and outfall.
 - iv. Location, surface area, and treatment volume depth of stormwater treatment systems including grading plans sufficient to confirm construction limits and right-of-way needs.
 - v. Limits of required right-of-way for all drainage and stormwater treatment systems.
 - vi. Drainage tile system impacts and required connections and rerouting.
 - vii. How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the City Engineer.
 - viii. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the City Engineer.

5.4. Preliminary Stormwater System Analysis

5.4.1. The Contractor will compile available water resources-related information, regulatory requirements applicable to the project, and develop a water resources design criteria summary document.

5.4.2. The summary document must include and identify:

- a. Existing stormwater drainage plans, models, and survey data including available data on culverts, ditches, storm sewer systems, and stormwater treatment systems within the project area.
- b. Information collected during the field survey relating to existing conditions.
- c. Available soil conditions where infiltration, filtration, and wet ponds are proposed and where stormwater trunk line piping is proposed. Identify the source(s) of the data including web-based data, soil borings, and other.
- d. Water resources issues including, but not limited to, areas with historically inadequate drainage (e.g., known flooding areas, citizen-identified concerns and complaints), environmentally sensitive areas, localized flooding, and maintenance problems associated with drainage, erosion areas, high groundwater table areas, areas known to contain contaminated soil or water, karst areas, ERAs, and DWSMAs including the degree of vulnerability of each DWSMA throughout the project area.
- e. Volume control, water quality, and rate control requirements as imposed by watershed district and/or watershed management organization standards and rules, and any local governmental unit standards and rules.
- f. Existing drainage systems that require cleaning and/or inspection and make recommendations if features need repair or replacement.

5.4.3. The Contractor will prepare drainage overview map(s) for the project area including:

- a. Existing and proposed drainage features including, but not limited to, culverts, ditches, storm sewer, outfalls, drop inlets, catch basins, wet ponds, dry ponds, infiltration basins, and filtration basins. Available municipal drainage system information must be included.
- b. Delineated drainage areas to each point of inflow and outflow from the project. Existing and proposed drainage areas must identify the time of concentration and modeled peak flows for the design events identified in the water resources design criteria summary. Existing and proposed ponding or detention areas must show the model peak water surface elevation for the 100-year design storm event.
- c. All waters that receive project runoff: public waters, outstanding resource value waters, special waters, and impaired waters.
- d. Federal Emergency Management Agency (FEMA) Floodplain boundaries, Watershed District flood elevations and/or floodplain boundaries, National Wetlands Inventory (NWI) wetland boundaries, jurisdictional ditches, karst areas, ERAs and DWSMAs, and other relevant drainage system information including agricultural drainage tile systems within and adjacent to the project area.
- e. Existing drainage infrastructure and locations for repair, lining, replacement, and erosion control recommendations.

5.5. Preliminary Stormwater System Design

5.5.1. The Contractor will:

- a. Develop preliminary existing and proposed conditions hydrologic/hydraulic models of the project area and perform modeling as necessary to ensure project conformance to project design standards and permitting requirements. Analyses will be completed for the design storm events identified in the water resources design criteria summary document.
- b. Prepare a preliminary stormwater system design and a corresponding preliminary stormwater design report. The design and report must include documentation of the preliminary design, including how the meets the requirements identified in the water resources design criteria summary document. The report must provide documentation of the following:
 - i. Total disturbed soil area, existing and proposed impervious area, reconstructed impervious area, and resulting regulatory requirements for volume control and water quality treatment.
 - ii. Preliminary sizes and locations of culverts, storm sewer trunk lines, and outfalls.
 - iii. The location, size, type, slope, computed headwater for the existing (where applicable) and proposed conditions discharges, and preliminary invert elevations of each culvert and outfall.
 - iv. Preliminary location, surface area, and treatment volume depth of potential stormwater treatment systems including preliminary grading sufficient to establish construction limits and right-of-way needs.
 - v. Construction limits and required right-of-way for all drainage system facilities and stormwater treatment systems.
 - vi. Drainage tile system impacts and required connections and rerouting.
 - vii. How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the City Engineer.
 - viii. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the City Engineer.

5.5.2. Deliverables:

- a. Existing and proposed conditions hydrologic/hydraulic models
- b. Incorporation of preferred design into feasibility report

6. Roadway Analysis

6.1. General

- 6.1.1. The roadway segments in the Barbara Avenue portion to be reconstructed consist of varying widths. This scope of work is to identify options for reconstructing the roadways in kind or replacing them with roadways of a different width.

6.2. Roadway Width Analysis

- 6.2.1. Contractor will determine the appropriate width for roadways to be reconstructed and take into consideration the following:
 - a. Condition and existence of existing drainage features
 - b. Utility conditions, potential adjustments, and location including lighting, sewer, storm, water, and private utilities
 - c. Pedestrian facilities and accommodations
 - d. On-street parking accommodations and need
 - e. Ancillary construction impacts such as driveways, vegetation, and property

6.3. Benefit/Cost Analysis

- 6.3.1. Contractor will provide a Benefit/Cost Analysis to determine if constructing in place or modifying the roadway width provides a better overall solution to the City and its residents.
- 6.3.2. Deliverables
 - a. Preliminary cost estimate representing construction of roadways matching the current configuration.
 - b. Preliminary cost estimate representing an “optimized” and consistent roadway width and configuration that matches the objectives of the City’s Pavement Management Citizen Task Force findings: [Citizen Task Force | Inver Grove Heights, MN - Official Website \(ighmn.gov\)](#)
 - c. Include findings with preferred option in Feasibility Report

7. Utility Coordination

This task is for utility coordination only.

7.1. Initiate GSOC Utility Design Ticket and Collect Responses

- 7.1.1. Initiate and collect utility information within the project limits.
- 7.1.2. The Contractor will:
 - a. Initiate the GSOC Utility Design Locate Ticket and collect information provided, including any maps that may be collected.
 - b. Catalog all utility information, including ticket numbers, into the City’s file system for use during final design.

8. Right-of-Way, Easement, and Permitting Evaluation

8.1. Right-of-Way and Easements

8.1.1. Understanding impacts to public and private rights of way impacts the budget and is necessary for identification in the feasibility study and report.

8.1.2. The Contractor will:

- a. Evaluate the need for right-of-way acquisition, permanent and temporary easements, and potential right-of-entry agreements.
- b. Upon completing this evaluation, make a recommendation to City staff as to which method of construction accessibility to use within the project limits.

Prepare exhibits and costs for any easement or right of way taking needs.

8.2. Permitting

8.2.1. Assess and collect permit information during the feasibility study.

8.2.2. The Contractor will:

- a. Compile a list of all necessary permits required to complete the project.
- b. Assemble a matrix of permits and applicable agencies for coordination and timing for completion.

9. Project Surveying

9.1. Feasibility Survey

9.1.1. Surveying will be needed to identify utility locations when marked and roadway and drainage features, and in areas of full reconstruction, boulevard and utility easements behind the curb to gain an understanding of project features to determine the appropriate project solution.

9.1.2. The Contractor will:

- a. Provide the City's Project Manager with a survey plan and work plan for each roadway area of the feasibility study.
- b. Perform necessary surveys to capture field information to provide information to aid in decision making and project understanding in the feasibility study.
- c. Provide topographic survey of centerline roadway and lip of curb and gutter at 50 ft intervals in the FDR street areas where necessary.
- d. Provide topographic survey of centerline roadway and lip of curb and gutter at 50 ft intervals in street areas identified for reconstruction necessary.
- e. Storm sewer and utility castings/structures survey, including survey of existing culverts.

- f. Storm water features such as ditches, ponds, water elevations, to gather information necessary to determine acceptability of current conveyance and storage systems.
- g. Provide the final survey to the City in AutoCAD format for use in the final design of the project(s).

10. Geotechnical Engineering and Analysis

10.1. Geotechnical Investigation

10.1.1. Provide the City's Project Manager with a Geotechnical Plan identifying the appropriate number of tests on each roadway section to develop a Pavement Management solution. Expected investigations, among others, include:

- a. Standard Penetration Test (SPT) borings along the roadway alignment to a depth of 10 feet.
- b. Coring to determine pavement thickness for each roadway segment at a minimum of two per road segment.
- c. Potholing and patching.
- d. Visual inspections.

10.1.2. Perform Geotechnical investigations in accordance with the Geotechnical Plan.

10.1.3. Perform analysis and develop a report identifying the recommended repair/rehabilitation approach for each roadway segment.

- a. Perform Laboratory testing, including classification (sieve analysis, density, moisture content, etc.), R-value, and other tests to determine feasibility of soil for construction.
- b. Include in the report a boring map, logs and analysis, GPR results and analysis, pavement and topsoil samples, recommendations for the proposed R-value to be used on the corridor for pavement design, and recommendations on if Full Depth Reclamation (FDR) or Mill and Overlay is recommended.

City Contract No.: 23-27_IGHMSA_E_WO_08
City Project Number: 2025-09D, 2025-09E, 2025-09F
Exhibit B: Progress Report Form

Exhibit B: Progress Report Form

For Invoice No.: _____

City Contract No.: 23-27_IGHMSA_E_WO_08 Billing Period: from _____ to _____
City Finance ID: _____

Contract Notice to Proceed Date: []
Contract Expiration Date: []

From: []
[]
[]

Contractor Project No. TBD

Project 2025 Project Management Initiative - Bacardi Avenue

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
Project Management	\$5,258.00			
Project Understanding	\$4,408.00			
Feasibility Analysis and Report	\$27,471.00			
Preliminary Hydraulic Design and Stormwater Design	\$33,346.00			
Roadway Analysis	\$3,618.00			
Utility Coordination	\$1,050.00			
Right of Way, Easement, and Permitting Evaluation	\$3,854.00			
Project Surveying	\$25,746.00			
Geotechnical Investigation and Analysis	\$22,376.00			
Subtotal	\$127,127.00			
Total				

Brad A. Ringstedt

10/31/2023

Contractor's Project Manager

Date



2025 PAVEMENT MANAGEMENT FEASIBILITY REPORT

City of Inver Grove Heights, MN

[illegible]



Request for Council Action

SUBJECT: **Resolution Regarding Dakota County's 2024-2028
Transportation Capital Improvement Program**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, providing the City's comments on Dakota County's proposed 2024-48 Transportation Capital Improvement Program.

BACKGROUND

Each year, Dakota County reviews and updates its five-year capital improvement program (CIP) to reflect the addition or modification of capital improvements throughout the county. As part of the CIP review process, the County meets with staff from cities and townships to review upcoming projects in each community, discuss schedule coordination, and review preliminary funding and cost sharing estimates for projects in accordance with the County's Transportation Plan. The County requests initial letters of support from each city and township by the end of June, to ensure staff have reviewed the proposed projects forthcoming, and submitted any comments or changes to the initial draft. In the fall of each year, the County requests a formal City Council resolution regarding support for the CIP from all communities, prior to final adoption by the County Board of Commissioners.

Staff reviewed the County's Transportation CIP for 2024-2028 with the City Council at the November 6 work session and solicited feedback from the Council, which has been integrated into the attached Resolution. Key points made in the attached Resolution, include:

1. A request for the County include a pedestrian overpass preliminary design study at Argenta Trail/Vista Pines Park in 2024 or 2025.
2. Support for the County to perform a bike and pedestrian study along Barnes Ave. and Rich Valley Blvd., but indicating that the City does not support a City cost-share in this effort.
3. Provides support for the remaining Dakota County Transportation CIP items for 2024-2028.

FISCAL IMPACT

City staff have previously integrated the projects with City cost-sharing responsibilities shown in the draft County CIP into the City's CIP for 2024-2028, to ensure adequate funding availability for these projects. There is no immediate fiscal impact at this time; the City of Inver Grove Heights will have approval authority, along with the Dakota County Board of Commissioners, via adoption of joint powers agreements for the various project phases (scoping/preliminary design, right-of-way acquisition, utility relocation, and construction) prior to advancement of any projects requiring cost-sharing between the two organizations.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, providing comment on Dakota County's proposed 2024-2028 Transportation Capital Improvement Program.

ATTACHMENTS

1. Resolution for Discussion - Dakota County 2024-2028 CIP
2. Draft County CIP Review Letter (6/16/2023)

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

RESOLUTION NO. _____

**RESOLUTION REGARDING DAKOTA COUNTY'S 2024-2028 TRANSPORTATION CAPITAL
IMPROVEMENT PROGRAM (CIP)**

WHEREAS, Dakota County requested that the City of Inver Grove Heights provide a letter of support for the initial Draft of the 2024-2028 Capital Improvement Program, and the Public Works Director provided such letter; and

WHEREAS, Dakota County made subsequent revisions to the Draft 2024-2028 Capital Improvement Program, and the Dakota County Board of Commissioners authorized distribution for public review at its September 26, 2023 Board Meeting, including requesting formal resolutions of support from City Council's throughout the County; and

WHEREAS, City of Inver Grove Heights staff have reviewed the Draft 2024-2028 Capital Improvement Program with staff from Dakota County, and have requested minor adjustments in programed project years for several noted projects; and

WHEREAS, the City of Inver Grove Heights will endeavor to participate in these projects in accordance with applicable cost sharing policies and based on funding availability; and

WHEREAS, the City of Inver Grove Heights will have approval authority, along with the County Board, via approval of a joint powers agreement with the County for the various project phases (design, right-of-way (ROW) acquisition, utility relocation and construction) prior to advancement of any projects requiring cost sharing between the two organizations.

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

1. The City of Inver Grove Heights supports the following project improvement items included in Dakota County's 2024-2028 Capital Improvement Program in the years indicated:

County Project No.	Project Name	Current Draft Dakota County CIP Year	City Recommended CIP Year
73-035	CSAH 73 (Babcock Trail) – Upper 55 th Street to I-494 Trail Gap	2024 (ROW) 2025 (Construction)	2024 (ROW) 2025 (Construction)
28-066	CSAH 28 (80 th St) – CSAH 73 (Babcock Trl.) to Bowman Ave – 3 Lane Reduction	2024 (Construction)	2024 - 2025 (Construction)
32-065	117 th Street Reconstruction	2024 (Construction)	2024 (ROW) 2025-2026 (Construction)
28-048	CSAH 28 (80 th St) – TH 3 to CSAH 73 (Babcock Trail)	2025 (Prelim Study)	2025 (Prelim Study)
71-017	CSAH 71 (Rich Valley Blvd) and CSAH 32 (Cliff Road) Intersection Scoping Study	2025 (Prelim Study)	2025 (Prelim Study)

28-067	CSAH 28 (Argenta Trail) – TH 55/Argenta Interchange	2026 (Prelim Study)	2026 (Prelim Study)
26-065	CSAH 26 (70 th St.) – TH 52 West Ramp	2028 (Construction)	2028 (Construction)

2. The City of Inver Grove Heights Requests the following project improvement item be ADDED to Dakota County's 2024-2028 Capital Improvement Program:

County Project No.	Project Name	Current Draft Dakota County CIP Year	City Recommended CIP Year
TBD	CSAH 63 Pedestrian Overpass at Vista Pines Park	N/A	2024 or 2025 (Prelim Study)

3. The following project improvement item within Dakota County's 2024-2028 Capital Improvement Program is not included in the City's 2040 Comprehensive Plan nor the City's 2024-2028 Capital Improvement Plan; Should Dakota County wish to proceed with the planning and scoping for this project item, the City of Inver Grove Heights supports the effort to do so, but does not support a City cost-share in this project:

County Project No.	Project Name	Current Draft Dakota County CIP Year	City Recommended adjustment
97-223	CSAH 71 (Rich Valley Blvd) and CSAH 73 (Barnes Ave) Bike and Pedestrian Improvements	2025 (Prelim Study)	Remove City cost participation from CIP

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2500

www.ighmn.gov

June 16, 2023

Ms. Erin Borchert
Dakota County Transportation Department
14955 Galaxie Avenue
Apple Valley, MN 55124

Dear Ms. Borchert,

Listed below are the City of Inver Grove Heights' staff recommendations regarding the draft Dakota County Capital Improvement Program (CIP) for 2024-2028. These projects were discussed in a meeting between City and County staff on May 4, 2023.

County Project No.	Project Name	Current CIP Year	City Recommended CIP Year
73-035 ⁽¹⁾	CSAH 73 (Babcock Trail) - Upper 55 th Street to I-494 Trail Gap	2024 (ROW) 2025 (Construction)	2024 (ROW) 2025 (Construction)
28-066	CSAH 28 (80 th St) - CSAH 73 (Babcock Trl.) to Bowman Ave - 3 Lane Reduction	2024 (Construction)	2024 (Construction)
32-065 ⁽²⁾	117 th Street (New CSAH 32)	2024 Construction	2024-2026 (Construction)
28-048 ⁽³⁾	CSAH 28 (80 th St) - TH 3 to CSAH 73 (Babcock Trl.)	2025 (Design)	2025 (Design)
26-065	CSAH 26 (70 th St.) - TH 52 West Ramp	2026 (Construction)	2026
28-067	CSAH 28 (Argenta Trl) - TH 55 Interchange	2026 (Prelim Study)	2026 (Prelim Study)

(1) City of IGH leading design and construction with TAB Regional Solicitation Grant

(2) City of IGH leading final design, Dakota County leading ROW acquisition, RR coordination, and construction. Jurisdictional transfer of roadway by July 31, 2023 per JPA.

(3) County has listed this as a City-lead design, although the City has not agreed to take the lead on this effort at the present time.

In addition to the above items in the current draft Dakota County CIP, the City has had conversations with county staff regarding inclusion or advancement of funds for the items noted on the following page:

County Project No.	Project Name	Recommended CIP Addition
TBD	CSAH 63 (Argenta Trail) - Pedestrian Overpass at Vista Pines Park	Inclusion of \$100,000 for a preliminary engineering study in 2024 or 2025 (85% County/15% City Funded).

There are several projects that the County has listed under the 2023 program year that have not yet proceeded and may be delayed to future years. It is still unclear to the City what projects may be delayed, and until what year, and whether these will be re-defined in the County's current CIP. The City has requested clarity by the end of June, 2023 regarding what projects, if any, will be shifted into future years. The City may have concerns and wishes to have direct input into the proposed re-scheduling of these projects, summarized as follows:

County Project No.	Project Name
56-014 ⁽¹⁾	CSAH 56 (Concord Blvd) - TH 52 to I-494 - Pedestrian Enhancements
26-060	CSAH 26 (70 th St.) - TH 3 to CSAH 73 (Babcock Trl) - Preliminary Engineering
26-068	CSAH 26 (70 th St.) - CSAH 73 (Babcock Trl.) to Cahill Ave - 3-Lane Reduction - Preliminary Engineering
28-066	CSAH 28 (80 th St.) - CSAH 73 (Babcock Trl.) to Bowman Ave - 3 Lane Reduction - Preliminary Engineering
63-029	CSAH 63 (Argenta Trl.) - I-494 Interchange - Preliminary Engineering

(1) County has indicated to City staff the construction of this will not occur until 2024. No City funding contribution.

We recognize the financial and staffing restrictions of the County, as well as the City, and we will continue to work with you regarding a final CIP for 2024-2028.

Sincerely,



Brian D. Connolly, PE
Public Works Director

Cc: Erin Laberee, Dakota County Transportation
Jake Chapek, Dakota County Transportation
Kris Wilson, City of Inver Grove Heights
Paul Merchlewicz, City of Inver Grove Heights
Adam Lares, City of Inver Grove Heights



Request for Council Action

SUBJECT: **Appointment of Board Member to the Eagan-Inver Grove Heights Watershed Management Organization**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Steve Dodge, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to re-appoint Sarah Saito to the Board of Managers of the Eagan-Inver Grove Heights Watershed Management Organization (E-IGHWMO).

BACKGROUND

The E-IGHWMO is one of two watershed management organizations that cover the City of Inver Grove Heights. The City has two seats on the five-person Board. The 3-year term for this seat begins upon approval and expires in 2026. The position was advertised in the St. Paul Pioneer Press and in the City's *Insights* newsletter earlier in the year. The City received one application - from incumbent Sarah Saito.

Staff reviewed Ms. Saito's application and verified her commitment to the position. Ms. Saito has an interest in environmental stewardship, is an engaged resident of the community, and qualified for the position.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends Council appoint Sarah Saito to a three-year term (2023-2026) on the Board of the E-IGHWMO.

ATTACHMENTS

1. WMO Application Sarah Saito

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

WATERSHED MANAGEMENT ORGANIZATION BOARD

FULL NAME (Print or Type): Sarah Saito

ADDRESS: 8597 75th St E Inver Grove Heights, MN 55076

YEARS AT ABOVE ADDRESS: 9 YEARS LIVED IN IGH: 9

HOME PHONE: 608-799-7788 (c) WORK PHONE: n/a

EMPLOYMENT, OCCUPATION OR OTHER EXPERIENCE: _____

Attended Landscaping for Clean Water workshops by Dakota County Soil and Water

Conservation District.

Installed a rain garden and a native garden on my property in 2017 and 2018, respectively.

MEMBERSHIPS, QUALIFICATIONS, OTHER ACCOMPLISHMENTS: _____

Member of the E-IGH WMO since 2017.

Participating in Adopt-a-Drain since 2019.

LIST SKILLS & INTERESTS: _____

I'm interested in continuing the projects that E-IGH WMO has started and plans

to implement in the coming years.

PLEASE STATE REASONS FOR INTEREST IN SERVING ON BOARD:

I'm committed to doing my part to keep water safe, and to educate others

on the importance of it.

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

Signature: *Sarah Saito* Date: 9/8/2023

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



Request for Council Action

SUBJECT: **Resolution Authorizing 2024 Central Equipment Vehicle and Equipment Replacement and New Vehicle and Equipment Procurement**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Barry Underdahl, Street Superintendent, 651.450.2556
 Brian Connolly, Public Works Director, 651.450.2571
 Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving 2024 Central Equipment Vehicle and Equipment purchases.

BACKGROUND

The recommended 2024 vehicle and equipment replacements were presented to the Council at the November 6, 2023 City Council Work Session. The replacements recommended included four in Street Maintenance, four in Park Maintenance, and two in Utilities. These are planned replacements and/or new vehicles with vehicle allocations set aside for their purchase within the Central Equipment Fund (Fund 603). The acquisition cost for these vehicles and equipment is estimated at \$966,023 and with estimated trade-in credits of \$128,372, it brings the estimated net cost to \$837,651.

A copy of the equipment replacement summary, detailing the proposed replacement equipment is attached. As noted during the November 6 presentation, staff is proposing to retain the Parks Maintenance Division's 2015 Ford F350, rather than trading it in, and transferring that vehicle to the Facilities Maintenance Division, as that department does not currently have a vehicle for use.

Also discussed at the November 6 work session was a new equipment request for a wood chipper, to be utilized primarily by the Parks Division but also shared among other city departments and divisions as needed. There is enough money saved up for the planned replacement purchases that the Fund can afford to purchase the planned replacements as well as this new wood chipper and still add to the overall fund balance within the Central Equipment Fund.

FISCAL IMPACT

The summary of the cash allocations (revenue) and procurement costs (expenditures) for the proposed 2024 vehicle and equipment replacements and/or procurements are summarized as follows:

Central Equipment (Fund 603) 2024 Vehicle and Equipment Procurement Items	Estimated Value
--	-----------------

<u>Revenue</u>	
Allocation balances for 2024 Vehicle/Equipment Replacements	\$1,017,301
Trade-In Value (replacement equipment)	\$128,372
TOTAL	\$1,145,673
<u>Expenditures</u>	
2024 Scheduled Vehicle & Equipment Replacements	(\$966,023)
2024 New Vehicles & Equipment (Wood Chipper)	(\$125,000)
TOTAL	(\$1,091,023)
Remaining Funds Available (Positive/(Negative))	\$54,650

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the purchase of the 2024 vehicle/equipment replacements and the new wood chipper from Central Equipment (Fund 603).

ATTACHMENTS

1. Resolution - 2024 Vehicle Procurements
2. 2024 Replacement Summary - Excerpt from 11/6/2023 Work Session

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE 2024 NEW AND REPLACEMENT VEHICLE AND EQUIPMENT
PURCHASES**

WHEREAS, staff presented a 2024 budget summary for the Central Equipment Fund (Fund 603) to the City Council at the work session on November 6, 2023; and

WHEREAS, the 2024 vehicle and equipment replacements were summarized and staff have proposed the replacement of ten (10) vehicles, with a total acquisition cost of \$837,650; and

WHEREAS, staff have recommended one (1) additional new piece of equipment be procured in 2024, with a total acquisition cost of \$125,000; and

WHEREAS, due to procurement lead-times for vehicles and equipment, specified ordering windows provided by vehicle dealers, and to take advantage of 2023 vehicle and equipment prices, staff recommend ordering the 2024 vehicle replacements prior to the end of 2023; and

WHEREAS, the City is not obligated to pay for vehicle orders until delivery of the vehicle is completed, which is anticipated to occur in late-2024 or early-2025 for the 2024 Equipment Replacements.

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

1. The following 2024 vehicles and equipment replacements and procurement list is hereby adopted for the purposes of ordering new and replacement equipment:

Vehicle #	Vehicle/Equipment to be Replaced and/or Purchased	Allocation Balance (12/31/2023)	Cost			
			Vehicle	Equipment	Trade Value	Total
#313	1992 Ingersol Rand Air Compressor	\$49,598	\$42,650		(\$3,000)	\$39,650
#323	2014 Mack Single Axle Dump Truck	\$282,902	\$141,000	\$160,000	(\$58,000)	\$243,000
#352	2017 Bobcat T595 Skid Loader	\$112,678	\$67,491	\$34,447	(\$25,938)	\$76,000
#5302	2002 Caterpillar Forklift	\$44,970	\$53,860		(\$3,500)	\$50,360
#418	Televising Equipment (Van)	\$252,828		\$125,206	(\$4,500)	\$120,706
#409	2012 F350 Service Truck w/Crane	\$103,316	\$58,972	\$113,918	(\$9,000)	\$163,890
#511	2015 Ford F350	\$73,000	\$50,547	\$14,000	(\$0)	\$64,547
#525	2017 Bobcat UW56 Toolcat	\$72,319	\$70,434		(\$16,434)	\$54,000
#533	2018 Ferris IS3200 Mower	\$12,845	\$16,749		(\$4,000)	\$12,749
#539	2018 Ferris IS3200 Mower	\$12,845	\$16,749		(\$4,000)	\$12,749
NEW	Woodchipper		\$125,000			\$125,000
TOTAL		\$1,017,301	\$643,452	\$447,571	(\$128,372)	\$962,651

2. Finding these vehicles to be necessary and beneficial to the efficient operation of the City's vehicle fleet, the City Council hereby approves the replacement and procurement of these vehicles and orders staff to process these vehicle and equipment orders.
3. The funding for the purchases of the replacement vehicles and equipment shall be provided by the Central Equipment fund (Fund 603) up to a total value of \$962,651.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

2024 Equipment Replacements – Summary

*Acquisition Costs are as accurate as possible but may be subject to change due to state contract expiration/renewal dates, availability due to supply chain constraints, and tax, title, and license fees.

Vehicle #	Vehicle/Equipment to be replaced	Vendor of replacement vehicle	Allocation Balance	Vehicle	Equipment	Trade Value	Acquisition Cost
	STREET MAINTENANCE		as of 12/31/2023				
#313	1992 Ingersol Rand Air Compressor	Aspen Equipment	\$49,598.00	\$42,650.00	\$0.00	\$3,000.00	\$39,650.00
#323	2014 Mack Single Axle Dump Truck	Nuss Truck /Towmaster Equipment	\$282,902.00	\$141,000.00	\$160,000.00	\$58,000.00	\$243,000.00
#352	2017 Bobcat T595 Skid Loader	Tri-State Bobcat	\$112,678.00	\$67,491.00	\$34,447.00	\$25,938.00	\$76,000.00
#5302	2002 Caterpillar Forklift	Fairchild Equipment	\$44,970.00	\$53,860.00	\$0.00	\$3,500.00	\$50,360.00
		Streets Totals	\$490,148.00	\$305,001.00	\$194,447.00	\$90,438.00	\$409,010.00
	UTILITIES MAINTENANCE						
★ #418	Televising Equipment	MacQueen Equipment	\$252,828.00	\$0.00	\$125,206.00	\$4,500.00	\$120,706.00
★ #409	2012 F350 Service Truck w/Crane	Midway Ford/ABM Equipment	\$103,316.00	\$58,972.19	\$113,918.00	\$9,000.00	\$163,890.19
		Utilities Totals	\$356,144.00	\$58,972.19	\$239,124.00	\$13,500.00	\$284,596.19
	PARK MAINTENANCE						
★ #511	2015 Ford F350	Midway Ford/Aspen Equipment	\$73,000.00	\$50,546.12	\$14,000.00	\$0.00	\$64,546.12
#525	2017 Bobcat UW56 Toolcat	Tri-State Bobcat	\$72,319.00	\$70,434.20	\$0.00	\$16,434.20	\$54,000.00
#533	2018 Ferris IS3200 Mower	LTG Power Equipment	\$12,845.00	\$16,749.00	\$0.00	\$4,000.00	\$12,749.00
#539	2018 Ferris IS3200 Mower	LTG Power Equipment	\$12,845.00	\$16,749.00	\$0.00	\$4,000.00	\$12,749.00
		Parks Totals	\$171,009.00	\$154,478.32	\$14,000.00	\$24,434.20	\$144,044.12
		Totals – All Replacements	\$1,017,301.00	\$518,451.51	\$447,571.00	\$128,372.20	\$837,650.31

Overall net savings of \$179,651 – recommend utilize these savings to pay for the purchase of a new woodchipper for Parks, 2024 budget request for \$125,000 (to be used across multiple departments)

All above items staff request approval for purchase via Council action on 11/13/2023.



Request for Council Action

SUBJECT: **Resolution Authorizing 2024 Equipment Orders for Golf Course**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

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

ACTION REQUESTED

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

BACKGROUND

The recommended 2024 equipment replacements for the Golf Course were presented to the Council at its October 9, 2023 meeting. Staff identified the need to replace several pieces of equipment and to purchase certain new equipment to improve efficiency and effectiveness for 2024. Staff are requesting to trade in one chemical sprayer that is beyond its life cycle and to purchase a new chemical sprayer, Toro Multi Pro 5800-G. Additionally, staff is requesting to purchase a new utility vehicle, Cushman Hauler 800 EFI. These changes and additions will provide a higher quality of turf for guests and improve operating efficiency.

Given ongoing supply chain issues facing many equipment manufacturers, there is a good chance that these pieces of equipment may not be available in 2023 or early 2024. Additionally, vendors have indicated there would be a 4-6% price increase on these items in 2024. However, as noted in the October presentation, if the City places its orders before the end of 2023, we would be locked in for 2023 pricing even if the equipment is not available for delivery until some time later.

FISCAL IMPACT

The Golf Course Fund is anticipated to have an available cash balance of approximately \$1.5 million at the end of 2023. The total acquisition cost for this equipment is estimated at \$121,713.47

Below is a chart of trade-ins and purchases. Two quotes were received for both pieces of equipment and the lowest prices are reflected in the following items.

Equipment	Cost
Vendor - MTI Distributing	
Toro Multi Pro 5800-G	\$116,091.37
Trade-in (Toro Multi Pro 1750)	-\$16,000
Tax	\$8,132.42

Total	\$108,223.79
Vendor - Versatile Vehicles	
Cushman Hauler 800 EFI	\$12,476
Tax	\$1,013.68
Total	\$13,489.68

RECOMMENDATION

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

ATTACHMENTS

1. Resolution Authorizing Purchase of 2024 Golf Course Capital
2. Toro sprayer
3. 2024 Inver Wood Hauler 800X Quote

DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

AUTHORIZING PURCHASE OF 2024 GOLF COURSE CAPITAL EQUIPMENT

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

- Toro Multi Pro 1750
- EZ-GO Workhorse

WHEREAS, the City is in need of a Toro Multi Pro 5800-G, which may be purchased from MTI Distributing for a total of \$108,223.79, with a credit of \$16,000 for trading in the Toro Multi Pro 1750 and;

WHEREAS, the City is in need of a new utility vehicle, Cushman Hauler 800 EFI, which may be purchased from Versatile Vehicles for a total of \$13,489.68, and;

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

1. The equipment or property listed above is declared surplus and is authorized to be traded into MTI Distributing for a credit of \$16,000 to offset the purchase of Toro Multi Pro 5800-G in the amount of \$108,223.79.
2. City staff are authorized to purchase a new utility vehicle - Cushman Hauler 800 EFI in the amount of \$13,489.68 from Versatile Vehicles.
3. City staff are authorized to take the necessary actions to trade in or dispose of the surplus equipment or property listed above and to purchase the new equipment listed above.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 13 day of November, 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



MTI Distributing
Equipment Quote
October 6, 2023



Inverwood GC
Joel Metz

Quote Expiration Date: 11/5/2023

Omnia Contract #2017025

Qty	Model Number	Description	Omnia Price Each	Omnia Price Extended
1	41394	Toro Multi Pro 5800-G with ExcelsaRate	\$62,924.94	\$62,924.94
12	120-0705	Light Blue 1.00 gpm nozzle @ 40 PSI	\$14.57	\$174.84
1	41713	GeoLink Precision Spray System - Global	\$24,353.94	\$24,353.94
1	41743	GeoLink Finish Kit - MP5800	\$5,517.72	\$5,517.72
1	TN-SUB	TopNET Live Subscription, 1 Year	\$1,613.00	\$1,613.00
1	CELL-DP	Cellular Data Plan - Global (1 Year)	\$668.57	\$668.57
1	41636	GeoLink AS (Autosteer) For Multi Pro 5800 Heat Shield Blanket Kit (Recommended for Hose Reel kit operation)	\$4,398.42	\$4,398.42
1	106-4843	Lance Suction Assembly	\$343.31	\$343.31
1	127-9826	Ultra Sonic Boom II Kit	\$323.47	\$323.47
1	41219	Foam Marker Kit	\$3,683.94	\$3,683.94
1	41249	30 Gallon Fresh Water Rinse Kit	\$2,482.74	\$2,482.74
1	41614	Pivoting Electric Hose Reel Kit, MP5800	\$1,840.02	\$1,840.02
1	41621	Chemical Pre-Mix Kit - MP5800 (KZ Valve)	\$3,648.84	\$3,648.84
1	41622	Finish Kit (Finish Kit for Ultra Sonic Boom II Kit)	\$3,053.70	\$3,053.70
1	130-8229	Finish Kit, Foam Marker	\$583.33	\$583.33
1	136-0458		\$480.59	\$480.59
Trade In:				
1	41188	Toro Multi Pro 1750 (41188-3150000256)	-\$16,000.00	-\$16,000.00
Omnia Member #2509708			Equipment Total	\$116,091.37
			Trade In	-\$16,000.00
			Subtotal	\$100,091.37
			Sales Tax 8.125%	\$8,132.42
			Total	\$108,223.79

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

Quote is valid for 30 days; pending product availability

Net 30 Terms with qualified credit

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

Equipment delivery and set-up at no additional charge

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

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

Bob Frank
Commercial Sales Rep
612-877-0837

Scott Esterby
Inside Sales Rep
763-592-5641

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

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

Name:

Signature:

Date:



-Vehicle Proposal-

Date: 11-7-23

Prepared By: **Gaby Accad, President / Owner**
Jim Wall, Sales Manager

Prepared For: **Inver Wood Golf Course**
1850 70th Street East
Inver Grove Heights, MN 55077

Versatile Vehicles, Inc.

17136 Adelmann t SE
Prior Lake, MN 55372
800-678-1123 Toll Free

www.versatilevehicles.com

"Your Exclusive E-Z-GO Distributor"

Contact: **Joel Metz**

Title: **Superintendent**

Phone: **651-450-4320**

FAX:

Cell: **651-699-2233**

eMail: joelmetzvw@gmail.com

Vehicle Information: **1** **2024 Cushman Hauler 800X EFI Gas Utility**
13.5 Kawasaki Gas-Powered EFI Engine

Standard Accessories: *Bench seating / Horn / Headlights / Poly Bed*
 Turf Tires / Fuel Gauge/ Brushguard
 2 in. Rear Hitch Receiver

Choice of Body Colors:

X
X
X

 Green
Choice of Top:

X

 Black
Choice of Seat Colors:

X

 GREY

Equipped with: Power Dump

X

 Clevis Hitch

X

 Bed Divider

X



A Textron Company

Versatile Vehicles, Inc.

17136 Adelmann t SE

Prior Lake, MN 55372

800-678-1123

www.versatilevehicles.com

"Your Exclusive E-Z-GO Distributor"

Purchase Price: (1) Cushman Hauler 800X EFI Gas Utility Vehicle

	\$ 12,476.00
TAX	\$ 1,013.68

TOTAL	\$ 13,489.68
-------	---------------------

Warranty: 2 Year Warranty on Cushman Utility Vehicles

PRICES QUOTED ARE EFFECTIVE AT THE TIME OF THE PROPOSAL. PRICES GUARANTEED SUBJECT TO ACCEPTANCE WITHIN 30 DAYS AND PENDING CREDIT APPROVAL PRICES UNLESS INDICATED, DO NOT INCLUDE ANY FEDERAL, STATE, OR LOCAL TAXES.

Proposed By: _____
Jim Wall
Title: Sales Manager
Versatile Vehicles, Inc.
Date: _____

Accepted By: _____

Title: _____

Date: _____



Request for Council Action

SUBJECT: **Resolution Approving Submission of City Comments on Pine Bend Landfill's 2022 Request for Major Modification of Permit #SW-45 to the Minnesota Pollution Control Agency**

MEETING DATE: November 13, 2023

ITEM TYPE: Consent Agenda

CONTACT: Ally Sutherland, Environmental Specialist, 651.604.8511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving submission of the City's comments regarding Pine Bend Landfill's 2022 Request for Major Modification of Permit #SW-45 to the Minnesota Pollution Control Agency.

BACKGROUND

Pine Bend Landfill (PBL), operated by BFI Waste Systems of North America LLC (BFI), is a Municipal Solid Waste (MSW) landfill located at 2495 117th St E in Inver Grove Heights. Pine Bend Landfill remains one of the largest mixed municipal solid waste landfills within the Twin Cities Metro Area (TCMA), resulting in disposal of several hundred thousand tons of regional waste in Inver Grove Heights annually. Although landfilling is designated as the State of Minnesota's least favorable solid waste disposal method, the [draft Metropolitan Solid Waste Policy Plan 2022–2042](#) confirms that landfilling will remain a necessary form of disposal for TCMA waste through 2042. In 2021, Pine Bend Landfill received [the largest allocation of preliminary TCMA certificate of need \(CON\)](#) from the State of Minnesota Pollution Control Agency (MPCA) in the amount of 2.39 million tons for additional MSW disposal capacity. Acceptance of this additional waste would require the landfill to vertically expand and extend the approved duration to operate.

The landfill is currently operating under existing permits and approvals issued by the MPCA, Metropolitan Council Environmental Services (MCES), Dakota County and the City of Inver Grove Heights. In 2022, BFI submitted a Request for Major Modification of Permit #SW-45 for Pine Bend Landfill to the MPCA. This request details a vertical expansion proposed to raise the permitted peak elevation of the landfill. The landfill is currently permitted for 33.93 million cubic yards of airspace and is now requesting an additional 8.2 million cubic yards. This additional airspace would raise the height of the landfill by 85 feet at the highest point and extend the life of the landfill to approximately 2042 (approximately 12 years past the City's existing agreements with BFI).

Requesting a proposed vertical expansion requires BFI to complete a number of tasks. The tasks and public meetings related to the proposed expansion are summarized with their current status in the table below. This agenda item is related to Task #2 bolded in the table below.

Task	Status
1. PBL submits a Request for Major Modification of Permit #SW-45 to the MPCA.	Completed
2. City Public Meetings: EAC & City Council meetings to consider submittal of the City's comments's on PBL's 2022 Request for Major Modification of Permit #SW-45 to the MPCA.	Oct. 26 (EAC) & Nov. 13 (CC).
3. State of Minnesota's Environmental Quality Board publishes a 45-day public notice and request for comment on PBL's 2022 Environmental Assessment Worksheet (EAW) application and Air Quality Permit.	Opened Oct. 31. Ends Dec.15, 2023.
4. City Public Meeting: EAC & City Council meetings to consider submittal of the City's comments on PBL's 2022 EAW and AQP applications to the MPCA	Nov. 16 (EAC) & Nov. 27 (CC)
5.. MPCA Public Meeting: MPCA Public meeting for PBL's EAW & AQP applications.	Nov. 30, 5:30-7 p.m., at Woodcrest Church, 525 Cliff Road, Eagan
6. PBL receives determination for EAW and AQP permit applications.	Not initiated.
7. PBL submits expansion request to the City including a Zoning Code Amendment, Conditional Use Permit Amendment, Non-Conforming Use Certificate Amendment, and Host Community Agreement Amendment.	Not initiated.
8. City Public Meetings: Will be held to review proposed PBL applications submitted to the City.	Not initiated.
9. PBL receives determination for City agreement amendments.	Not initiated.
10. PBL submits expansion request to Dakota County to amend existing County agreements.	Not initiated.
11. PBL receives determination for County agreement amendments.	Not initiated.
12. State of Minnesota's Environmental Quality Board publishes a public notice and request for comments on PBL's 2022 Request for Major Modification of Permit #SW-45 to the MPCA.	Not initiated.
13. PBL receives determination on the Request for Major Modification of Permit Number SW-45 for Pine Bend Landfill from the MPCA.	Not Initiated.

The City has hired Barr Engineering Co. (Barr) to review BFI's Request for Major Modification of Permit #SW-45 for Pine Bend Landfill submitted to the MPCA on June 6, 2022 and September 15, 2022. PBL's application to the MPCA contains the site background and project description, a detailed Design Report, Operations and Maintenance Plan, Closure, Post-Closure and Contingency Action Plan, and Financial Assurance Plan.

Barr's technical review memo attached includes 32 recommendations for the MPCA to incorporate into PBL's state solid waste permit process. The technical memo includes requests to fix discrepancies or errors, provide clarification or supplemental documentation, and revise or complete additional technical analysis. The review also notes that changes or additions to the recommendations may be made by the City after reviewing PBL's response to the proposed recommendations and during the EAW and AQP public comment period. The City's comments will be submitted to the MPCA upon City Council approval.

Per the table above, the City anticipates receiving an expansion request application from BFI for a Zoning Code Amendment, Conditional Use Permit Amendment, Non-Conforming Use Certificate Amendment, and Host Community Agreement Amendment for this proposed project. It is the City's understanding that the MPCA will not reissue the solid waste permit until both City and County approvals are received.

FISCAL IMPACT

This item is budget neutral for the City.

RECOMMENDATION

Staff and the Environmental Advisory Commission recommend adoption of the attached Resolution, approving submission of the City of Inver Grove Heights comments on the Pine Bend Landfill's 2022 Request for Major Modification of Permit #SW-45 to the Minnesota Pollution Control Agency.

ATTACHMENTS

1. City Review
2. Resolution

November XX, 2023

Mr. Abdi Hassan
Staff Engineer
Resource Management & Assistance Division
Minnesota Pollution Control Agency
520 Lafayette Road North
St Paul, MN 55155

Re: City of Inver Grove Heights' Review of Pine Bend Landfill's 2022 Request for Major Modification of Permit #SW-45 Submitted to the Minnesota Pollution Control Agency

Dear Mr. Hassan:

This letter provides the City of Inver Grove Heights' recommendations resulting from review of the Pine Bend Landfill (PBL) "Request for Major Modification of Permit #SW-45", prepared by Stantec Consulting Services Inc. (Stantec), dated June 2, 2022, including the addendum dated September 15, 2022 (June 2022 Application and September 2022 Addendum).

The June 2022 Application and September 2022 Addendum proposes an airspace capacity expansion over the existing landfill footprint by extending the existing 3:1 (horizontal:vertical) sideslopes around the entire existing landfill footprint including filling over the liner and leachate collection system previously installed over old unlined waste.

These recommendations were developed by Barr Engineering Co. (Barr). The City requests that the MPCA consider incorporation of these recommendations into the MPCA solid waste permit process. These recommendations will also be shared with Pine Bend Landfill and Dakota County. **Please note:** Changes or additions to these comments may be made by the City during the Environmental Assessment Worksheet and Air Quality Permit public comment period related to this application.

The City also requests that the MPCA responds to this letter and indicate whether the MPCA concurs with the recommendations below.

In addition to the June 2022 Application and September 2022 Addendum, information used as part of the City's review included:

- The "Application for Permit Renewal," prepared by Wenck Associates, Inc., dated November 2013 (November 2013 Application)
- Request for Major Modification of Permit #SW-45", prepared by Wenck Associates, Inc., dated August 2015 (August 2015 Application)
- SW-45 Pine Bend Landfill 2022 Annual Report

- 2022 Annual Water Quality and Natural Attenuation Monitoring Report
- Republic Services letter dated July 31, 2014 to the City of Inver Grove Heights (Tom Link) regarding air quality concerns associated with the proposed organic waste composter and acknowledging the need to comply with City ordinances and PBL's Non-Conforming Use Certificate
- PBL's MPCA Solid Waste Permit (SW-45) dated July 30, 2015 modified May 31, 2019 (May 2019 Modified MPCA Permit)

Our review of the June 2022 Application and September 2022 Addendum focused on these twelve technical areas:

- I. Waste Acceptance
- II. Groundwater Monitoring System
- III. Leachate Recirculation
- IV. Solid Waste Composting
- V. Groundwater Quality
- VI. Surface Water Management
- VII. Waste Capacity
- VIII. Liner and Leachate Collection System Design
- IX. Gas Monitoring and Gas Extraction/Treatment Systems
- X. Final Cover Design
- XI. Closure, Post Closure, Contingency Action, and Operations and Maintenance Plans
- XII. Financial Assurance Cost Estimates

The recommendations are provided at the end of each topic and are numbered sequentially.

I. Waste Acceptance

The City assumes that the 2014 Solid Waste Management Plan that is approved in the May 2019 Modified MPCA Permit is still the plan being referenced in the June 2022 Application and September 2022 Addendum. If that is the case, then there are no changes being proposed in the June 2022 Application and September 2022 Addendum regarding waste acceptance.

The 2014 Solid Waste Management Plan describes the procedures that PBL uses to manage its mixed municipal and non-hazardous industrial solid waste. More specifically, the 2014 Solid Waste Management Plan describes:

- A customer notification procedure for review and acceptance of waste,
- A list of acceptable and unacceptable wastes plus a list of wastes that PBL does not accept,
- Waste categorization,
- Waste evaluation procedures,

- Use of waste as daily cover,
- Waste inspection and rejection procedures, and
- Numerous appendices including Dakota County Ordinance 110 and a Household Hazardous Waste Management Plan.

Barr recommendations:

1. The Operations and Maintenance Manual, dated August 2015 is listed as an approved plan in the May 2019 Modified MPCA Permit, and the July 2014 Solid Waste Management Plan is an appendix to the Operations and Maintenance Manual. The June 2022 Application and September 2022 Addendum should indicate that the July 2014 Solid Waste Management Plan version is still current.
2. The Operations and Maintenance Plan, dated June 2, 2022 should include the July 2014 Solid Waste Management Plan as an Appendix.

II. Groundwater Monitoring System

Based on the City's review, there are no changes being proposed in the June 2022 Application and September 2022 Addendum relating to the groundwater monitoring system.

Groundwater samples are collected from 22 monitoring wells located upgradient and downgradient from the landfill and two springs located downgradient from the landfill. Groundwater monitoring of flow direction and quality has been ongoing since the landfill began operating in 1971. Routine monitoring is conducted on a quarterly basis to facilitate the detection of releases to groundwater from the landfill in accordance with a sampling and analysis plan (SAP). The SAP establishes sampling methodologies, analytes, and quality assurance/quality control procedures. The SAP also provides for contingencies to increase monitoring intervals if certain water-quality levels are exceeded. Based on the contingency monitoring results, corrective action may be required.

Groundwater flows approximately southwest to northeast underneath the landfill, becoming primarily easterly along the northeast edge of the Crosby-American demolition landfill area located immediately north of PBL. The depth to the groundwater is considerable (over 100 feet in some locations). The water table is in glacial drift. Monitoring wells are completed both shallow and deep in the glacial drift and in the Prairie du Chien Group (limestone). Groundwater underneath the site eventually discharges into the Mississippi River, east of PBL.

Barr recommendations:

- None

III. Leachate Recirculation

Based on the City's review there are no changes being proposed in the June 2022 Application and September 2022 Addendum relating to leachate recirculation.

If implemented, leachate would be performed over lined areas of PBL as described in the November 2013 Application. The leachate would be sprayed onto the waste working surface via tanker truck.

Barr recommendations:

- None

IV. Solid Waste Composting

Solid waste composting was previously proposed as a January 2014 addendum to PBL's November 2013 Application.

City recommendations to model the potential odor and other air emissions from the proposed composting operation were not performed by PBL during the 2013 MPCA permitting process. However, based on discussions between the City and PBL and Republic Services' July 31, 2014 letter to the City, the City agreed that air quality modeling can be delayed until such time as PBL is ready to begin implementing plans to construct the organic waste compost facility. City approval is needed prior to SSOM composting implementation.

Based on the City's review it unclear if solid waste composting is being proposed in the June 2022 Application and September 2022 Addendum.

Barr recommendations:

3. Please clarify if solid waste composting is proposed to be performed as part of the June 2022 Application and September 2022 Addendum.
4. If solid waste composting is not being proposed, please confirm that PBL will obtain City and County approval prior to initiating any solid waste composting activities.

V. Groundwater Quality

As mentioned above, groundwater samples are collected from 22 monitoring wells located upgradient and downgradient from the landfill and two springs located downgradient from the landfill. Samples are analyzed for volatile organic compounds (VOCs), metals, per- and polyfluoroalkyl substances (PFAS), 1,4-dioxane, and general geochemical parameters, such as temperature, specific conductance, and pH.

As has been the case for many years, intervention limits (ILs) are occasionally exceeded for some chlorinated organic compounds that are common in municipal solid waste (e.g., trichloroethylene, tetrachlorethylene, and biogenic breakdown products of these chlorinated compounds). Microbial reduction of the chlorinated compounds takes place in the groundwater and the geochemical indicators of this process are part of the monitoring program. The final reductive breakdown product is vinyl chloride, which is oxidized to carbon dioxide and water in the more oxidizing conditions downgradient of the landfill. Total concentrations of VOCs have generally shown a downward trend over the past several years. Some temporal increases are observed for individual parameters, which are expected.

Some PFAS concentrations in groundwater have been increasing and some have exceeded their ILs. PFAS concentrations in groundwater are expected to remain elevated in the future and may increase slightly from current levels. In addition, 1,4-dioxane concentrations have increased at several wells, in several cases exceeding the IL. 1,4-dioxane is considered a persistent organic pollutant and is expected to remain elevated in the future and may increase slightly from current levels.

The proposed leachate recirculation system is not expected to have an adverse impact on groundwater quality because the total mass of contaminants in the landfill is not expected to change as a result of leachate recirculation and because leachate recirculation will take place only over lined portions of the landfill.

The proposed solid waste composting operation is anticipated to generate leachate that will be ultimately captured by the landfill composite liner. The solid waste composting operation is not expected to generate any unique water quality parameters when compared to municipal solid waste leachate. Therefore, no modifications are needed to the leachate or groundwater monitoring programs.

Barr recommendations:

- None

VI. Surface Water Management

Barr reviewed the surface water management plan (Section 4.6 and Appendix C of the Design Report). The proposed design uses benches placed generally at 40-foot (vertical) intervals along the 3:1 sideslopes to direct runoff from the build-out expansion area to cable-concrete-lined trapezoidal channels, which discharge through existing and proposed junction vaults, pipes, and culverts to existing stormwater ponds. HydroCAD was used to simulate rainfall-runoff from the site. According to the proposed plan, the existing ponds would not overflow from the site during the 100-year, 24-hour runoff event.

Barr recommendations:

5. Please provide the HydroCAD model files for review with the next submittal.
6. Design Report, Section 4.6.3.1. Provide an explanation for the choices of curve numbers B and C for the sloped and flat areas, respectively. These curve numbers will result in steeper sloped areas producing less runoff volume than flatter areas. Is the cover soil different? It seems that if the cover soil were the same, the steeper sloped areas would produce greater runoff volume than the flatter areas.
7. Design Report, Section 4.6.3.5, Infiltration subheading. New impervious area is not quantified. If new impervious is created by the project, provide a drainage area figure showing the new impervious area locations, and a table quantifying new impervious area, by drainage area.
8. Design Report, Section 4.6.3.5, Infiltration subheading. Ponds used to meet infiltration requirements must be designed to meet MPCA requirements, e.g., they must draw down within 48 hours following the event and runoff must be pretreated before

entering the infiltration area. If new impervious is being created by the project (see above comment) then provide pond details showing that MPCA design guidelines are met.

9. Design Report, Appendix C, Peak Run-off subheading. Sample calculations for sloped and flat areas appear to indicate that sloped areas would be HSG C while flat would be HSG B, which contradicts the earlier text.
10. Design Report, Appendix C, Peak Run-off subheading. Sheet flow lengths up to 300 feet are used to calculate times of concentration. This is "allowed" in HydroCAD, but some agencies (e.g., NRCS) limit sheet flow length to a maximum of 100 ft. The City recommends that sheet flow lengths be limited to 100 feet as a conservative assumption.
11. Design Report, Appendix C, HydroCAD model output. There are several warnings where water depth exceeded reach inlets or outlets. Warnings should be resolved and/or it should be confirmed whether the 100-year event is appropriately contained within each reach as stated within the report.

VII. Waste Capacity

The June 2022 Application and September 2022 Addendum proposes to add 8,185,800 cubic yards of new capacity to PBL (including cover soils).

A review of the design drawings was completed to verify the accuracy of the capacity information for the proposed expansion. Based on review of the design drawings in AutoCAD Civil3D software, it appears that the volumes shown in the June 2022 Application and September 2022 Addendum are accurate.

The September 15, 2022 Addendum last page includes information comparing the remaining permitted airspace to the remaining Certificate of Need (CON).

Barr recommendations:

12. Introduction Section, page 3 table. The permitted and proposed elevations are reported using "Local Landfill Datum". Additionally, the Design Report Section 3.1, Section 4.3.1, and Section 4.6.1 refers to elevation as "NGVD", "MSL, and "AMSL" respectively. The City assumes all elevations should be using the NGVD 29 vertical datum. Please clarify and make consistent throughout the application.
13. Design Report, Disposal Area Summary table on page 3. The Ultimate Design Capacity and Remaining Permitted Design Capacity values are different than the corresponding values on page 3 of the Introduction Section. Please reconcile.
14. Update the values in the Design Report, Section 2.2 (Waste Flows / Site Capacity / Phasing) to provide information from 2022.

VIII. Liner and Leachate Collection System Design

Barr's review of the Liner and Leachate Collection System Design had an emphasis on consideration of construction of the system on top of the old unlined waste deposit. Barr's review was concentrated on differential settlement in regard to the liner system, leachate collection system, slope stability, and liner penetrations for gas recovery and leachate collection and piping. In review of the permit application and the permit drawings, the following recommendations regarding the liner and leachate collection system have been developed.

Barr recommendations:

15. Design Report, Section 4.5.1, Historical Leachate Collection Data. The quantity of leachate collected for year 2017 through 2020 do not appear to match the annual reports for those years. Please address.
16. Design Report, Section 4.5.1, Historical Leachate Collection Data Update the leachate collection data to include year 2022.
17. Provide a summary of what areas have yet to receive a liner from Phase 5 and 6.
18. Provide a summary of which areas will have subgrade prepared on natural soil surface as described in the Design Report, Section 4.2 (Subbase Preparation).
19. Provide analysis of additional strain on the existing liner and the potential for failure due to differential settlement from the Phase 7 vertical expansion (there seems a relatively high probability that the liner will experience excess strain at locations due to increased load from Phase 7 and resulting increased differential consolidation of waste below the liner).
20. The Geotechnical Evaluation provided as Application Appendix D is generally inadequate and should include:
 - a. Demonstration of effectiveness (technical papers or other) of the suggested "drain liner with an overlying geotextile" as substitute for a geonet composite. For the former, a geotextile that is not bonded to the geonet could yield excessively and fill gaps in the geonet thereby reducing the geonet's flow transmission capability.
 - b. Literature and site-specific test data that supports the cohesion values and friction angles used in the stability analyses that are presented. The factors of safety appear unreasonably high for a 3H:1V slope and are likely the result of cohesion values and friction angles for which supporting literature and test data is not provided.
 - c. A veneer stability analyses of an isolated segment of the cover system on a 3H:1V slope appears to be absent from the analysis but is required to confirm stability of the proposed cover system.
 - d. The overall slope stability analysis lacks evaluation of alternate failure surface entry and exit points and does not include analyses that treat the "existing cover liner" as

an impenetrable surface. These additional analyses are critical to understanding overall stability of the proposed slope system.

- e. The slope stability analysis outcomes are based on cohesion being present in all of the soil layers and at the interface between soils and geomembrane. This is potentially not a realistic assumption (non-cohesive soils may be used for construction) and it does not represent a conservative approach to the analyses. The stability analyses should be expanded by analyzing stability with zero cohesion.

IX. Gas Monitoring and Gas Extraction/Treatment Systems

As indicated in Operations and Maintenance Plan, Appendix B-Gas Management and Monitoring Plan, which is included in the June 2022 Application and September 2022 Addendum, "Minnesota Rule 7035.2815 Subp. 11 requires that the concentration of any explosive gas not exceed the LEL at the property boundary or 25 percent of the LEL in or around facility structures." LEL is an abbreviation for Lower Explosive Limit.

The existing gas management system at PBL consists of:

- Gas extraction wells and piping,
- The gas monitoring system, and
- The Renewable Natural Gas (RNG) facility that was planned to start up in Spring 2022.

Based on the review of the Operations and Maintenance Plan in the June 2022 Application and September 2022 Addendum, the gas extraction system currently includes 190 gas extraction wells at the site and additional gas extraction wells are planned for Phase 5 and 6. Also, new gas extraction wells and piping are planned to be installed for Phase 7 as shown on the Plan Drawings included as Appendix A in the Design Report. The construction and installation of the additional gas extraction wells will be in accordance with the MPCA-approved design and PBL design standards. Extracted gas is currently piped through laterals, sub-headers, and header piping to RNG facility that was planned to startup in Spring 2022.

The gas monitoring system is comprised of the three continuous electronic monitoring devices located in occupied buildings at PBL and 39 methane (gas) monitoring probes completed at varying depths around the perimeter of the landfill. The Gas Management and Monitoring Plan indicates the probes are monitored quarterly unless a positive gas reading is recorded, in which case, monitoring is increased to monthly until two consecutive passing months readings are recorded.

Historically, elevated concentrations of methane have been detected in several of the subsurface gas monitoring probes located along the eastern, southern, and western boundaries of PBL. Methane concentrations in the gas monitoring probes around the facility exceeded the LEL on numerous occasions in 2022 and previous years. Based on these monitoring results, it does not appear that the existing controls at the PBL meet the requirements of Minnesota Rule 7035.2815 Subp. 11. PBL has been working with the MPCA and City to address gas migration concerns for many years and has most recently submitted the "2022 Gas Migration Remedial Action Report" dated February 2023 as Attachment 6 to the 2022 Annual Report.

Based on review of the June 2022 Application and September 2022 Addendum, proposed augmentations to the gas extraction systems includes:

- Vertical extension of existing gas extraction wells in the Phases 6 and 7 footprint
- Installation of pumping stations (e.g., PS-5) that will be used for the extraction of leachate and may be retrofitted for gas extraction from the unlined waste beneath the Phase 6 build out. Seven pumping stations have been installed as of 2022 with two of those operating with leachate pumps. Six additional pumping stations are planned to be installed for a total of 11.
- Installation of a horizontal gas collection system beneath the final cover system in the Phases 6 and 7 build out where the proposed waste thickness is too thin for additional gas wells
- Completion of a gas header (18-inch diameter) loop around the landfill once final grades have been reached

Barr recommendations:

21. Design Report, Section 4.7.1 should include a discussion that subsurface landfill gas is migrating beyond the property boundary at concentrations above the LEL and a brief summary of the efforts to mitigate.
22. Design Report, Section 4.7.4.2 describes the horizontal gas collectors installed in the Phase 6 expansion area. However, no discussion is included about any horizontal gas collectors as part of the Phase 7 expansion although Plan Drawings 8 and 9 seem to indicate that horizontal collectors will be installed as part of Phase 7. Please address this apparent discrepancy.

X. Final Cover Design

Barr's review of the final cover design was concentrated on differential settlement regarding the cover system and surface water drainage system, slope stability, and liner penetrations for the gas and leachate system components. In review of the June 2022 Application and September 2022 Addendum and the associated permit drawings, the following questions regarding the final cover system have been developed.

The slope stability factors of safety are computed based on assumed friction angles with no supporting data provided. The factors of safety seem unreasonably high and several potential failure scenarios are not evaluated (i.e., additional strain on the liner and the potential for failure due to differential settlement from the Phase 7 vertical expansion). See Section VIII of this letter for additional comments regarding slope stability.

Barr recommendations:

23. Update the text to describe the current conditions in the Design Report, Section 1.1 (Introduction).

24. Provide a summary of which portions of the 3H:1V slope area has final cover in place, how long it has been in place, and how has it performed from an infinite slope stability and erosion control standpoint.
25. If there is no on-site demonstration of suitable performance of this cover design, then provide evidence of adequate performance of this 3H:1V cover design from similar sites.
26. Clarify the thickness of the Buffer Soils beneath the final cover section (12" thickness shown in the Drawings on Drawing No. 13 whereas a 6" thickness is specified in the Design Report, Section 4.6.1 – Design Overview).

XI. Closure, Post Closure, Contingency Action, and Operations and Maintenance Plans

The Operations and Maintenance plan in the June 2022 Application and September 2022 Addendum does not appear to have any significant changes from the August 2015 Application.

The Closure, Post Closure, Contingency Action Plan in the June 2022 Application and September 2022 Addendum does not appear to have any significant changes from the August 2015 Application, with the exception of:

- updated normal operating hours of the facility,
- removal of discussion on tires, e-waste, and white goods removal from waste acceptance
- removal of landfill design volumes and estimated dates for each phase closure
- removal of a closure phasing plan

Barr recommendations:

27. Section 3.5 (Waste Placement Techniques) of the Operations and Maintenance Plan gives consideration to the proposed Phase 7 expansion, provide consideration for all areas yet to be constructed.
28. Provide landfill design volumes and estimated dates for each phase closure within the Closure, Post-Closure, Contingency Action Plan Section 2.2 (Notification of Cell Closure).
29. Provide a closure phasing plan within the Closure, Post-Closure, Contingency Action Plan Section 2.4 (Closure Schedule).
30. Section 2.9 (Closure Cost Estimate) within the Closure, Post-Closure, Contingency Action Plan reports an area of 69.4 acres whereas Table 1 lists 32.6 acres. Please reconcile or provide rationale for the difference.

XII. Financial Assurance Cost Estimates

The MPCA requires financial assurance for all mixed municipal solid waste landfills in Minnesota, including PBL. Financial assurance is intended to provide funds for closure, post-

closure, and contingency action activities in the event that the landfill owner goes out of business.

Based on the City's review, the approach and most unit costs appear to be reasonable and are consistent with the financial assurance updates provided in the annual reports.

Barr recommendations:

31. The total financial assurance value should be updated to match the 2022 Annual Report value of \$20,846,216.

32. Please provide the value of the bond to Dakota County.

In addition to submitting the June 2022 Application and September 2022 Addendum to the MPCA, Pine Bend Landfill will also need to submit an application to the City of Inver Grove Heights for the proposed project. The City will need to consider an Ordinance Amendment, Conditional Use Permit Amendment, and Non-Conforming Use Certificate Amendment for this proposed project. It is the City's understanding that the MPCA will not reissue the solid waste permit until these City approvals are complete.

Thank you for the opportunity to provide comments and recommendations. The City appreciates your consideration of the recommendations and looks forward to your reply. If the MPCA has any questions, please contact City of Inver Grove Heights Environmental Specialist Ally Sutherland at 651-604-8511 or asutherland@ighmn.gov.

Sincerely,

CITY OF INVER GROVE HEIGHTS

c: Ally Sutherland, City of Inver Grove Heights
Aaron Janusz, Pine Bend Landfill
Tyler Kraft, Pine Bend Landfill
Tom Shustarich, Stantec Consulting Services Inc.
Terry Muller, Dakota County
Dave Magnuson, Dakota County
Bryan Pitterle, Barr Engineering Co.
Jeff Ubl, Barr Engineering Co.

**CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY MINNESOTA
RESOLUTION NO. _____**

**RESOLUTION APPROVING SUBMISSION OF CITY COMMENTS ON PINE BEND
LANDFILL'S 2022 REQUEST FOR MAJOR MODIFICATION OF PERMIT #SW-45
TO THE MINNESOTA POLLUTION CONTROL AGENCY**

WHEREAS, Pine Bend Landfill (PBL), operated by BFI Waste Systems of North America LLC (BFI), is a Municipal Solid Waste (MSW) landfill located at 2495 117th St E in Inver Grove Heights;

WHEREAS, In 2022, BFI submitted a Request for Major Modification of Permit #SW-45 for Pine Bend Landfill to the State of Minnesota Pollution Control Agency (MPCA);

WHEREAS, The request details a vertical expansion proposed to raise the permitted peak elevation of the landfill by 85 feet at the highest point and extend the life of the landfill to approximately 2042 (approximately 12 years past the City's existing agreements with BFI);

WHEREAS, The City has hired Barr Engineering Co. (Barr) to review BFI's application submitted to the MPCA on June 6, 2022 and September 15, 2022;

WHEREAS, Barr's technical review memo includes 32 recommendations for the MPCA to incorporate into PBL's state solid waste permit process;

WHEREAS, the City may submit changes or additions to the recommendations made by the City after reviewing Pine Bend Landfill's response to the proposed recommendations and during the Environmental Assessment Worksheet and Air Quality Permit public comment period;

NOW THEREFORE BE IT RESOLVED, that the City Council for the City of Inver Grove Heights hereby authorizes that the attached letter be executed by the Mayor and submitted to the MPCA.

Adopted this 13th day of November, 2023 by the City Council of the City of Inver Grove Heights, Minnesota.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Rezoning Ordinance and Resolutions Approving Preliminary Plat, Conditional Use Permit and Variance for Buckley Corner Townhomes**

MEETING DATE: November 13, 2023
ITEM TYPE: Consent Agenda
CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to approve the attached Rezoning Ordinance and Resolutions approving Preliminary Plat, Conditional Use Permit and Variance for the Buckley Corner Townhome project consisting of nine townhome units.

60-day deadline: November 17, 2023 (first 60 days)

BACKGROUND

The applicant is proposing to develop a vacant 0.92 acre parcel for a future townhome project consisting of nine dwelling units. The units would be constructed on either side of a private shared driveway that would access Buckley Circle. The project would contain one five-unit building and one four-unit building. The density of the project would be 9 units/acre.

Rezoning request to R-3B, Multiple Family is consistent with the recently approved comprehensive plan amendment to MDR.

The preliminary plat consists of nine lots, each for one of the units. The plat meets all subdivision ordinance requirements.

The Conditional Use Permit request consists of a nine-unit townhouse project. The project is anticipated to be constructed in 3 phases over a period of time.

Variances are being requested for building setbacks along Buckley Way and from the internal private road. A variance is also being requested for the width of the internal private drive. The setbacks being requested are similar to those that exist for other townhomes in the area. Narrower private roadways have also been approved in the past.

FISCAL IMPACT

N/A

RECOMMENDATION

The Planning Commission recommended approval of all four requests with the conditions listed in the staff report (7-0). Staff also recommends approval of the four requests as presented.

Please note, the Conditional Use Permit Resolution requires a super majority vote.

ATTACHMENTS

1. Map of Site
2. Rezoning Ordinance
3. Preliminary Plat Resolution
4. Conditional Use Permit Resolution
5. Variance Resolution
6. Preliminary Plat
7. Site Layout Plan
8. Planning Commission Recommendation
9. Staff Report



Location Map

Case No. 23-42S



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

ORDINANCE NO.

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

CASE NO. 23-42SZC

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended to rezone the following described property (the "Property") located within the City of Inver Grove Heights from B-3, General Business District to R-3B, Multiple Family Residential District to wit:

Outlot A, Valley View 4th Addition, Dakota County, Minnesota, according to the recorded plat thereof.

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

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

Enacted and ordained into an Ordinance this 13th day of November, 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. 23-

**A RESOLUTION APPROVING A PRELIMINARY PLAT TO BE KNOWN AS BUCKLEY
CORNER TOWNHOMES**

CASE NO. 23-42SZC

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

Outlot A, Valley View 4th Addition, Dakota County, Minnesota, according to the recorded plat thereof.

WHEREAS, a public hearing concerning the preliminary plat was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statutes, Section 462.357, Subdivision 3 on October 17, 2023;

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS that, the Preliminary Plat of Buckley Corner Townhomes is hereby approved subject to the following conditions:

1. The final plat and plans shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Preliminary Plat	dated 9/15/23
Site Layout Plan	dated 9/15/23
Sanitary Sewer and Watermain Plan	dated 9/15/23
Grading and Drainage Plan	dated 9/15/23
Erosion & Sediment Control Plan	dated 9/15/23
Landscape Plan	dated 10/10/23
Elevation Plans	dated 9/28/23

***The final list of approved plans and date of plans shall be identified in the development contract.**

2. Park dedication shall consist of a cash contribution of \$4,000 per unit payable at time of plat release.
4. Prior to final plat approval, the final grading, drainage and erosion control, utility plans and storm water calculations shall be approved by the City Engineer.
5. Drainage and Utility easements shall be provided on the final plat as required by the City Engineer.
6. The preliminary plat shall be subject to the review and recommendations of the City Fire Marshal. Prior to final plat approval, the final plans shall be approved by the Fire Marshal.
8. A development contract will be required for the improvements on site and shall be approved as part of the final plat.
9. The applicant will be required to file a private roadway easement so all units and lots have access to the roadway.
10. All utilities within the private roadway and the full length of the private roadway must be constructed all at once.

Passed this 13th day of November, 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A NINE (9) UNIT
TOWNHOME DEVELOPMENT**

Case No. 23-42SZC

WHEREAS, the request is for the property located at the southeast corner of Buckly Way and Buckley Court and legally described as:

Outlot A, Valley View 4th Addition, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application for a conditional use permit has been submitted to allow a nine unit townhome development on the property;

WHEREAS, the request has been reviewed against Title 10, Chapter 3, Article A, Section 10-3A-5 regarding the criterion for a Conditional Use Permit and meets the minimum standards; the request is consistent with the Comprehensive Plan, is in conformance with the Zoning Ordinance and it does not have a negative impact on public health, safety or welfare;

WHEREAS, a public hearing concerning the conditional use permit was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on October 17, 2023;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit for a nine unit townhome development is hereby approved subject to the following conditions:

1. The final plat and plans shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Preliminary Plat	dated 9/15/23
Site Layout Plan	dated 9/15/23
Sanitary Sewer and Watermain Plan	dated 9/15/23
Grading and Drainage Plan	dated 9/15/23
Erosion & Sediment Control Plan	dated 9/15/23
Landscape Plan	dated 10/10/23
Elevation Plans	dated 9/28/23

***The final list of approved plans and date of plans shall be identified in the development contract.**

2. Park dedication shall consist of a cash contribution of \$4,000 per unit payable at time of plat release.
4. Prior to final plat approval, the final grading, drainage and erosion control, utility plans and storm water calculations shall be approved by the City Engineer.
5. Drainage and Utility easements shall be provided on the final plat as required by the City Engineer.
6. The preliminary plat shall be subject to the review and recommendations of the City Fire Marshal. Prior to final plat approval, the final plans shall be approved by the Fire Marshal.
8. A development contract will be required for the improvements on site and shall be approved as part of the final plat.
9. The applicant will be required to file a private roadway easement so all units and lots have access to the roadway.
10. All utilities within the private roadway and the full length of the private roadway must be constructed all at once.

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

Adopted by the City Council of Inver Grove Heights this 13th day of November, 2023.

AYES:

NAYS:

ATTEST:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING VARIANCES FROM TITLE 10-15B TO REDUCED BUILDING
SETBACKS AND PRIVATE ROADWAY WIDTH**

CASE NO. 23-15V

Property located at southeast corner of Buckley Way and Buckley Circle and legally described as follows:

Outlot A, Valley View 4th Addition, Dakota County, Minnesota, according the recorded plat thereof.

WHEREAS, an application has been received for Variances to 1) allow a building setback along a local public right-of-way of 36 feet whereas 40 feet is required, 2) allow a private roadway width of 20 feet whereas 30 feet is required, 3) allow a building setback of 20 feet along a private roadway whereas 30 feet is required;

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

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on May 2, 2023 in accordance with City Code Section City Code 10-3-3:C;

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

1. Small size of the lot.
2. Setbacks consistent with project to the south.
3. Inconsistencies within sections on multiple family regulations in the zoning ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that variances to 1) allow a building setback along a local public right-of-way of 36 feet whereas 40 feet is required, 2) allow a private roadway width of 20 feet whereas 30 feet is required, 3) allow a building setback of 20 feet along a private roadway whereas 30 feet is required are hereby approved subject to the following condition:

1. The plans shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Preliminary Plat	dated 9/15/23
Site Layout Plan	dated 9/15/23
Sanitary Sewer and Watermain Plan	dated 9/15/23
Grading and Drainage Plan	dated 9/15/23
Erosion & Sediment Control Plan	dated 9/15/23
Landscape Plan	dated 10/10/23
Elevation Plans	dated 9/28/23

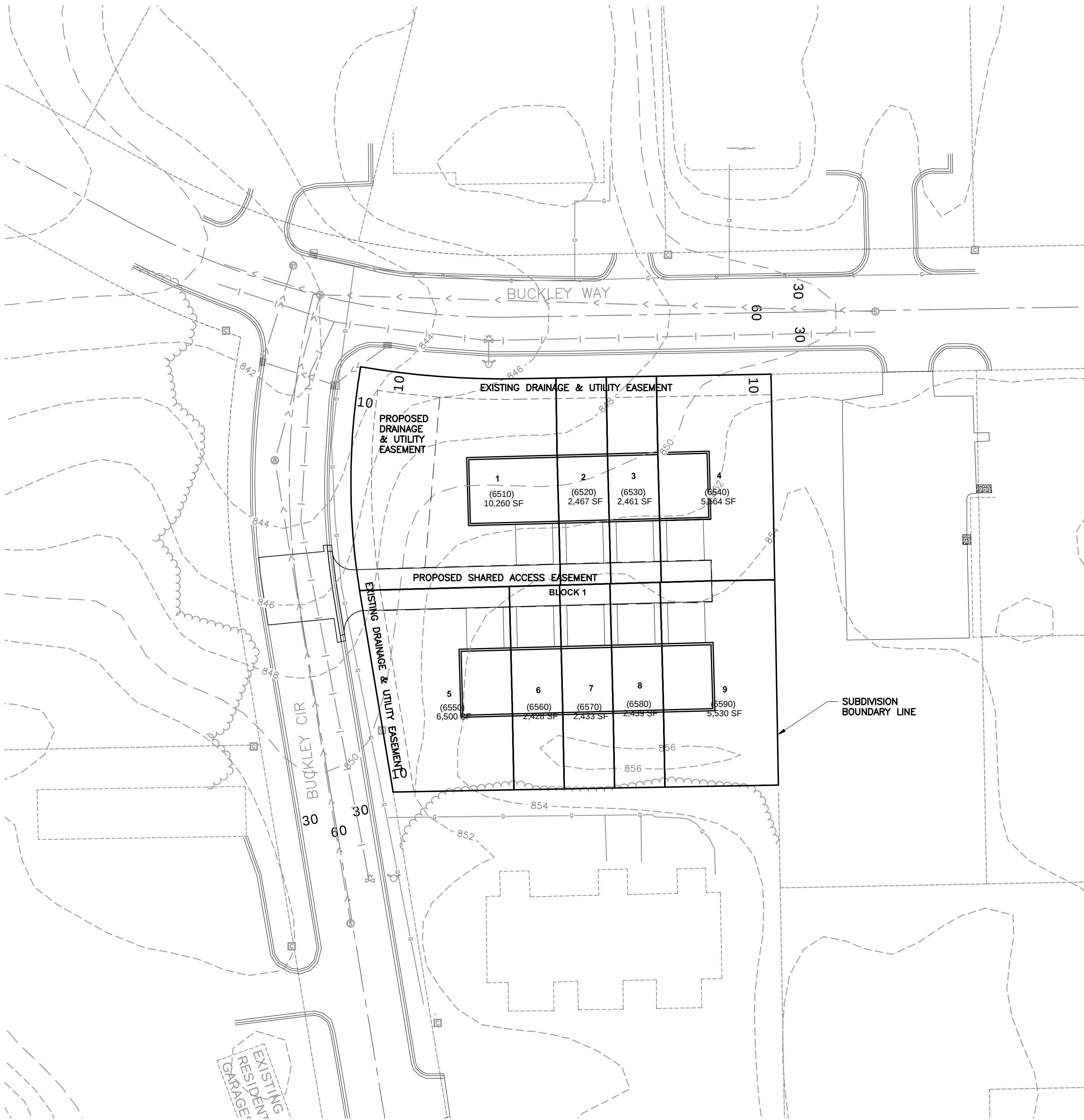
BE IT FURTHER RESOLVED that the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Adopted by the City Council of Inver Grove Heights this 13th day of November, 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



PRELIMINARY PLAT

PROPOSED SUBDIVISION NAME: BUCKLEY CORNER

LOCATION: INVER GROVE HEIGHTS, MN
VALLEY VIEW 4TH ADDITION - OUTLOT A
DAKOTA COUNTY PID #20-81403-00-010

OWNER: ILYA ZUBAREV
17218 FINCH PATH
FARMINGTON, MN 55024
PH: (612) 440-6492
PROJECTCOMFORTLLC@GMAIL.COM

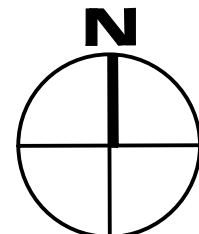
SURVEY: SURVEY COMPLETED AND CERTIFIED 17 JULY 2023
SEE CERTIFICATE OF SURVEY
BRANDT ENGINEERING AND SURVEYING
1713 SOUTHCROSS DRIVE WEST, STE. A
BURNSVILLE, MN 55306
ATTN: MICHAEL BRANDT
PH: (952) 435-1966
MIKEHBRANDT@GMAIL.COM

CIVIL: CIVIL METHODS, INC.
PO BOX 28038
ST. PAUL, MN 55128
ATTN: KENT BRANDER, PE
PH: (763) 210-5713
KENT.BRANDER@CIVILMETHODS.COM

SITE DATA:

TOTAL PROPERTY AREA: ±0.92 AC
EXISTING HARD SURFACE: 0 FT²
PROPOSED HARD SURFACE: ±14,653 FT² (0.34 AC)
PROPOSED HARD SURFACE %: 36.6%
PROPOSED BUILDING AREA: ±8016 FT²

EXISTING ZONING: B-3 GENERAL BUSINESS
MAXIMUM HARD SURFACE: 100%
SETBACK, FRONT: 30 FT
SETBACK, REAR: 30 FT
SETBACK, SIDE: 10 FT
SITE SOILS: HSG TYPE A



BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

SUBDIVISION BOUNDARY LINE	
PARCEL BOUNDARY	
SETBACK	
EASEMENT	
BITUMINOUS ASPHALT	
CONCRETE	
STORMWATER BMP	

Print Date: 9/18/2023 10:09 AM
File Loc: C:\CIVIL\Methods, Inc\DWG - Documents\7 - Projects\22051 - Ilya Zubarev, Buckley Corner Townhomes\08 - DRAWINGS AND SPECIFICATIONS\C3D\Sheets\PRELIMINARY\20 - LAYOUT.dwg

CIVIL METHODS, INC.

P.O. Box 28038

St. Paul, MN 55128

o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 09-15-2023

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:

09-15-2023 Permit Submittal Set, NOT FOR CONSTRUCTION

PROJECT:

PROJ. LOCATION:

PROJ. OWNER:

BUCKLEY CORNER TOWNHOMES

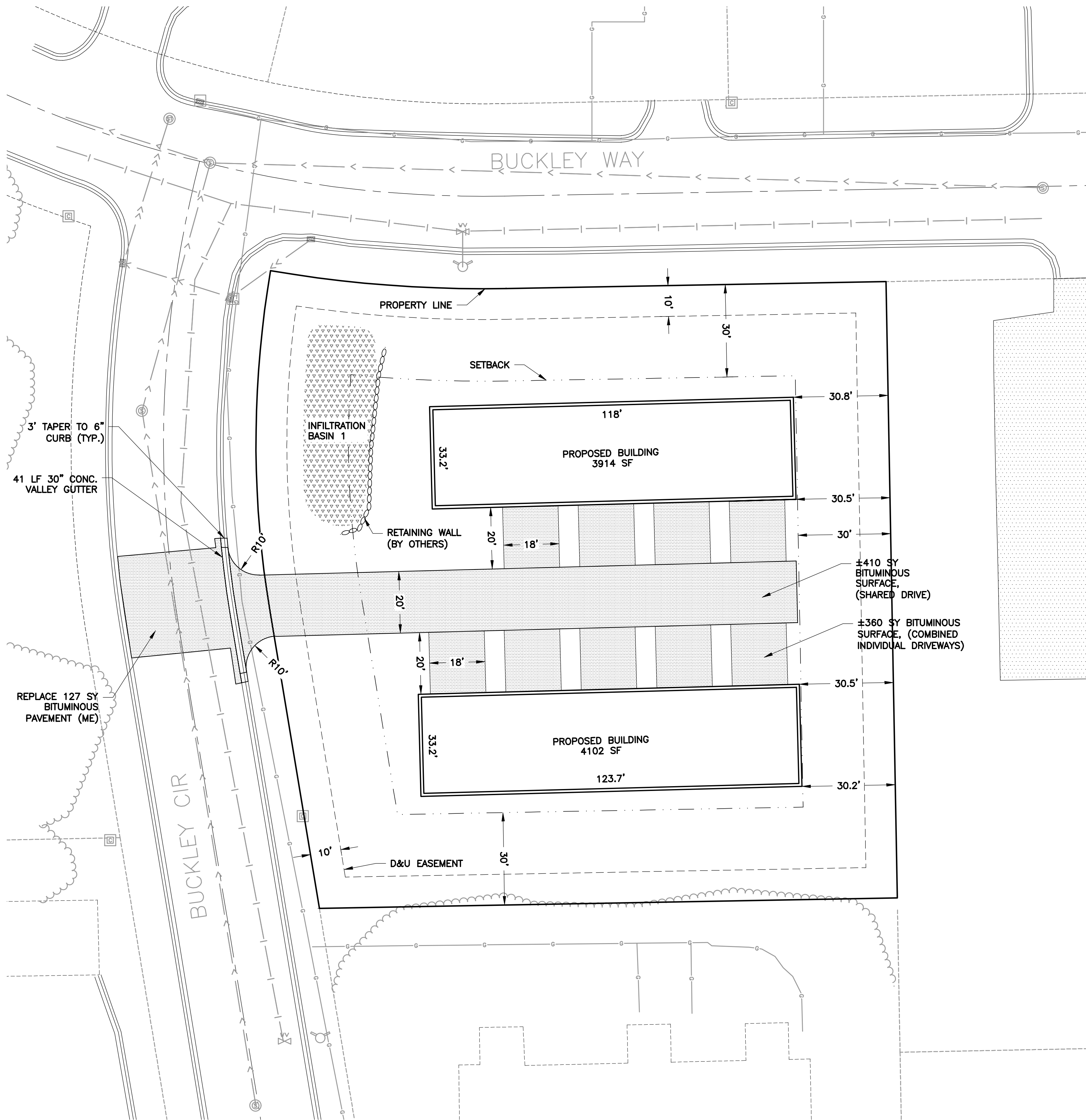
PID 20-81403-00-010; INVER GROVE HEIGHTS, MN

ILYA ZUBAREV

PRELIMINARY PLAT

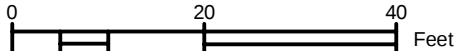
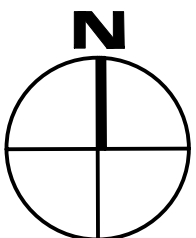
SHEET NO:

C202



SITE DATA:

TOTAL PROPERTY AREA:	±0.92 AC
EXISTING HARD SURFACE:	0 FT²
PROPOSED HARD SURFACE:	±14,653 FT² (0.34 AC)
PROPOSED HARD SURFACE %:	36.6%
PROPOSED BUILDING AREA:	±7,828 FT²
ZONING:	B-3 GENERAL BUSINESS
MAXIMUM HARD SURFACE:	100%
SETBACK, FRONT:	30 FT
SETBACK, REAR:	30 FT
SETBACK, SIDE:	10 FT
SITE SOILS:	HSG TYPE A



BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

PROPERTY LINE	—————
SETBACK	- - - - -
EASEMENT	- · - · -
BITUMINOUS ASPHALT	
CONCRETE	
STORMWATER BMP	

GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Survey prepared by Brandt Engineering & Surveying.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- See detail and note sheets for additional specifications.

CIVIL METHODS, INC.

P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 09-15-2023

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT:

BUCKLEY CORNER TOWNHOMES

PROJ. LOCATION:

PID 20-81403-00-010; INVER GROVE HEIGHTS, MN

PROJ. OWNER:

ILYA ZUBAREV

SITE LAYOUT

SHEET NO:

C201

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: October 17, 2023

Request a Preliminary Plat for a nine (9) lot subdivision, Rezoning from B-3, General Business to R-3B, Multiple Family, Conditional Use permit for a townhome development, Variances from the front interior and perimeter setbacks. (Ilya Zubraev/Buckley Corner - Case No. 23-42SZC)

Reading of Public Notice

Commissioner Weber read the Public Hearing Notice. Notices were mailed to 70 property owners on September 29, 2023.

Presentation of Request

City Planner Allan Hunting discussed the 0.92-acre site. The City Council approved the Comprehensive Plan Amendment to change the designation from Community Commercial to MDR, Medium Density Residential, in June 2023. The request:

- Rezoning: Current zoning is B-3, requires rezoning to R-3B. Multiple family is consistent with a townhome and consistent with the Comprehensive Plan Designation. Staff does not see any issues with the rezoning request.
- Preliminary Plat: Consists of a 9 lot plat, divided into 9 lots, one lot for each unit. The shared driveway would be on a private road easement. Plat will have all required

perimeter, drainage, utility, and stormwater system easements. Plat is consistent with city code standards.

- Conditional Use Permit (Site plan review for the townhouse development). Meets all setbacks with exception to:
 - Perimeter setback is short of the required amount on Buckley Way.
 - Internal private roadway variance is being requested.
 - Private road length variance is being requested.

Conditional Use and Performance Standards:

- Building and impervious surface coverage complies.
- Park dedication would be in the form of cash at a rate of \$4,000 per unit for a total of \$36,000.
- Access and street will be served by one access point onto Buckley Circle. All 9 units would share a private roadway/driveway. Staff sees no issues with that or its location.

- Engineering has done a preliminary review of grading and utilities and did not see any issues. Those would be finalized with final plat.
- Fire Marshal has reviewed. The driveway needs to be built all at once, at the beginning for fire emergency access.
- Parking would meet requirements as the units have two enclosed and two driveway spaces.
- Landscaping requires one tree per unit. Applicant would use a mix of shrubs and deciduous which complies with standards.

Variances:

- Building setback along Buckley Way. In the townhouse section, there is a requirement that there be a 40 foot setback from a building to a public street, all other multiple family sections list 30 feet. Applicant is proposing 36 feet. Staff does not have an issue with this as proposed.
- The private roadway would be 20 feet wide. Code requires 30 feet. Staff stated that it seems reasonable to allow.
- Building setback. 30 feet is required, proposing a 20 foot long driveway. There are numerous other townhouse developments that have 20 foot driveways. Staff determined this is not out of character for the request.

Staff is supportive of the variances proposed. For rezoning, preliminary plat, conditional use permit, and variances, staff recommends approval of all four with the conditions listed in the staff report.

Commissioner Schaefer referenced the private roadway and fire safety questioning if there needed to be a cul-de-sac or area for a fire truck to be able to turn around.

City Planner Hunting replied that can be required in certain instances. The Fire Marshal did not request it with this request.

Opening of Public Hearing

Ilya Zubarev, 17218 Finch Path, Farmington, stated he has read and understands the report. He addressed the fire code question stating there is a fire apparatus access code. The road would have to be 300 feet long before requirements kick in. They do not meet the requirements for it to be a fire access road due to project size.

He stated the original comprehensive plan amendment listed 10 units. With .92 acres they can only do 9 units. The roof is mono-pitched facing south for carbon zero/net energy zero, and consists of solar shingles with electric running off the solar. It will not be 30 feet from the street, there is a 10 foot easement from the street curb to the property line which he counted as part of the footage. It comes 46 feet to the curb. The 20 feet they have is longer than the required driveway length. You cannot legally fit another car on 30 feet. The variances match the neighborhood. They would have less impervious surfaces, which is environmentally better.

Commissioner Weber referenced the three-phase build plan stating that Phase 1 states 3 units. He asked if that would be a continuous build and if there would be separation between the 3 units and the 2 additional units that would be built.

Mr. Zubarev replied those would be continuous, there would not be separation with the 2 additional units. Phase 2 consists of the last 2 buildings on the south end. Phase 3 would be all 4 units on the north end.

Commissioner Weber asked if the third unit would be sided at the end.

Mr. Zubarev replied that it would be sided with a concrete wall. When the last 2 units are built, the concrete wall will be a part of the separating wall that goes between the units.

Commissioner Weber mentioned one of the requests was to pay \$4,000 per unit as they build.

Mr. Zubarev replied the fee is supposed to be paid before a building permit is issued. He was hopeful, since they only have the building permit for the first three units in the first phase, to pay it then. The remainder would be paid when the next two are built and then when the four are built. He said he was told that another way to do it would be in each final plat. He would have to redo another final plat for Phase 2 with another final plat for Phase 3. He said that sounded like a lot of wasted city time.

Commissioner Weber asked if it could be done by definition of the code. If doing a final plat and having so many units, if they didn't have to follow that for the park dedication.

City Planner Hunting responded in the affirmative and stated it would have to be addressed by the Council with the development agreement. He shared that park dedication has been paid in phases before.

Commissioner Weber suggested it be added to the suggestion to the Council.

City Planner Hunting replied it could be added. What is being presented now is the preliminary overall plan. With final plat comes the development agreement and the discussion of phasing.

Janice Darsow, 6610 Buckley Circle, lives south of this development in a townhome of five. She shared the ages in the development as being late 60's, 71, 72, 75, and 91. She was not aware of this design. She said the last time this was discussed there were two stories; with the garage underneath there would be three stories. Where the trees are is her back patio. She is concerned about the construction and how long this will take. She

said she does not have a problem with this development. When it was first proposed they were told it would be family and friends. She suggested doing two stories, including garages within the first level. She said this will be a tower townhome. When coming into the development, these will over tower their townhomes, she does not believe that is a good vision. She suggested 4-5 individual townhomes, or connected, one level, similar to what she has. She asked where the kids would play. She does not have a problem with people developing this land. She asked for harmony and balance with what already existed 35 years ago.

Beth Marschall, 6640 Buckley Circle, said she has lived there since December 10, 1988; they were the first family in the development. She does not have a problem with the land being developed, it has been vacant forever. She has a problem with the height and doing it in phases. She said it wasn't fair to them, who have been there for years, to have to put up with construction for 6, 8, and 10 years. She wants it quiet, to get it over and done with. She said there has to be a way, either federal, city, county, or state, to be able to get this development done at one time. She shared that the applicant invited them to a meeting. She was unable to attend and spoke with them on the phone and was told they had to give up things, they would be painting the townhomes the same color as their townhomes. She said it would be difficult for an older person to walk up those steps. It does not fit the one level townhouses. She mentioned the five in their townhomes do not like the height. She asked about her property taxes and if they would go down when people see this. She suggested driving by the area and asked if the Commission would like this in their neighborhood. She said it will not be done on a timely basis, it's not fair to those in the neighborhood. She mentioned that the city had a meeting on being business friendly and having businesses come into the city. There were concerns about the way Cahill and Concord look and that it does not look well organized or welcoming. She said Cahill and Concord are disasters. She stated that the city needs to do a better job of putting things where they belong and making them more uniform. Even though the meeting was for businesses, this proposal is the same idea.

Marie Gadway, 6601 Buckley Circle, Unit 104, had questions about the way these are set up. She liked the solar panels but since they are facing south she asked where the snow would go. She asked if the snow would be going onto the property of the townhomes behind it. She asked if the buildings would have decks. She questioned where a recreational area would be. She was concerned about the height and would like to see no more than 2 stories. She said they had the same problem a couple of years ago when someone wanted to place apartments in the area.

Ms. Darsow asked if they did a vision of the five lower townhomes and suggested they have an established rental in their bylaws. She mentioned that 9 units were a lot with family and friends, if there is a disagreement and someone moves that becomes an empty vacant townhome. She said she would hate to see all these townhomes, other than their

families, change the density income. She requested the bylaws be established before this goes to the

City Council. Her concern is having their investments go down because of the unbalance of this development.

Vice Chair Clancy clarified the questions to be asked of the applicant:

- Concerns regarding snow control, potential for decks, and the recreational area.

Mr. Zubarev addressed the question of height stating the property is on a downhill slope from the other townhomes, there is a berm at the back of which they plan to cut some out for a drainage and utility easement. It would be pushed up to meet the second floor. From the property line they would not see the top of the building, they would see a 17 foot façade. He addressed snow, stating it would fall off the back and would not traverse 30-40 feet from the building to the property line and would still be on their property. There are no plans for decks, they may put pavers in for a patio. He addressed a recreational area stating there would be a backyard with open space.

Commissioner Weber asked if the units would be rentals or ownership based.

Mr. Zubarev replied they would own all of them. The plan is to have friends and family rent them.

Commissioner Weber asked if they plan on establishing an HOA.

Mr. Zubarev replied that he believed they needed to have one via city code. They are the only two owners, it would be like other HOA's regarding snow and grass removal/upkeep.

Ms. Darsow commented that a ball would go onto her patio. She asked if it was designed for overflow parking.

Vice Chair Clancy replied the way the area is designed is not meant for overflow or street parking. Parking is driveways only.

Natasha Zubarev, 17218 Finch Path, Farmington, MN, stated everyone is talking about the height. The area was meant for mixed business use, there would have been at least a 2 story building that could have been much bigger than what is being proposed. It would have more impervious surface. She said it seems tall but is within city regulations. If it was any other business, it would have been much taller due to use of the space.

Ms. Marschall stated all the office buildings in the area are one level. She said a few years ago another company tried to put in a tall apartment building with 52 units on the other side. The neighborhood came together to say it was too big/too high. She said the probability of a business higher than one level would likely be no, due to the people that live in the area.

Ms. Darsow stated the land has been there before 1956, the grass was never cut in all those years. If there was a business along that street, it would be better. She would be honored to have a business on that corner. She didn't care if it was 10 stories high because it was bringing money into the community. Her biggest worry is if this would become less than median density income, it was designed for a business.

Vice Chair Clancy closed the Public Hearing.

Planning Commission Discussion

Commissioner Twedt questioned if this was going to be rented, why they needed a CIC Development (Common Interest Community). He said the Department of Commerce designates townhome HOA's as Common Interest Communities because they have land around them that is common but not owned by residents. If strictly a rental, he was unsure they would need to establish a CIC. One person owns the building, one person is responsible for upkeep, maintenance, and snow. He said he was confused about this.

Vice Chair Clancy replied that would likely be a topic for the City Council to determine. He said it was a good comment to include in the recommendation as a part of the development agreement.

Commissioner Twedt said he believed rental units impact the variances. He was not saying that the variances should/should not be positively or negatively acted on. He was hopeful his question would be answered by staff or Council.

Vice Chair Clancy replied that it would make a good recommendation when making a motion.

Commissioner Weber understood the neighbors' concerns. He said the Commission looks at this as land use and can only look at the land use portion. From a land use perspective, he would be in favor of the project with some of the concerns addressed by the Commission. The park dedication that was discussed could be a part of the development plan. He suggested the development plan also include what was brought up by Commissioner Twedt. He said if it is an ownership arrangement, the applicants can deal with the property how they personally chose to. If they sell off units, they would legally be required to put in an HOA.

Commissioner Schaefer mentioned #5 states "economic considerations alone do not constitute a hardship". She questioned if there were 8 units if they would be able to design and not need the variances.

Vice Chair Clancy listed the variances:

- Setback from the roadway
- Private road width
- Building setback per private road

He asked Commissioner Schaefer if there was reason to believe to deny the request based on the possibility that something could be done further. He said they could ask that question to understand how to make that work inside of the land.

Commissioner Weber mentioned if looking at other multi-family in the city, they only declare a 30 foot setback; the code will likely change. He referenced the private roadway being 20 feet whereas 30 feet is required. He said the city and the applicant have both illustrated that neighboring neighborhoods have the same issue. It was hard for him to tell the applicant when adjacent property is held by a different standard. The driveway is the same issue. He said this has been noticed with multiple large developers and neighborhoods to make minor adjustments so they can get in the density required for the land. If trimming back units to try to offset the variances, the applicant would lose the density on the property.

Commissioner Schaefer said if trimming back to 8 units, the applicant may be able to achieve what they are asking for without getting a variance. It would not address what the neighbors are concerned about. The way she looks at it is if having 8 units, would they still be interested in doing this. If not, it would be an economic consideration that should be taken into consideration when reviewing the request. She agreed they should not be held to a higher standard if others are not. She said the land has not been used, nobody has wanted to build on it commercially, it is around a corner and hard to see. She questioned if there was an economic issue.

Vice Chair Clancy asked Commissioner Schaefer if an economic consideration should be added as a practical difficulty for approving something tonight, or if it is being stated as something to note or correct.

Commissioner Schaefer replied it is something that should be noted or corrected.

Commissioner Heidenreich asked if the park dedication fee is a part of the approval when releasing the plot. He referenced #2 and questioned if they do not pay the \$4,000 until they receive the permit.

Commissioner Weber replied if approving #2, it currently forces them to pay the \$4,000 per unit when they get the plat. He said he was questioning if it could be added as a part of the development agreement so they can do it in phases.

Commissioner Heidenreich said if doing it in phases, the \$4,000 seven years from now will not have the same value. He would like to see the entire \$4,000 paid for the plat at this time or have a condition added that it is at the current park dedication fee at the time.

City Planner Hunting replied that is the way the code/statute is currently written. If the park dedication fee goes up, the applicant would have to pay the current fee. They will not be locked in at \$4,000.

Commissioner Weber asked if a suggestion could be made for the Council to review.

City Planner Hunting replied in the affirmative.

Planning Commission Recommendation

Motion by Weber, Second by Presley to Approve Rezoning from B-3, General Business, to R-3B, Multi-Family Residential; Approve the Preliminary Plat of Buckley Corner townhomes subject to the eight conditions, with a note to City Council to work on the Park Dedication per unit as permit is issued with all rules and regulations that follow; Approve the Conditional Use Permit for the nine townhouse development subject to the conditions of the Preliminary Plat; and Approve the Variances one, two and three with the one condition listed using the practical difficulties listed in the packet.

Ayes: 7

Nays: 0 Motion carried.



Planning Commission Report

MEETING DATE:	October 17, 2023
CASE NO:	23-42S
APPLICANT:	Ilya Zubraev
PROPERTY OWNER:	Same as Applicant
REQUEST:	Preliminary Plat, Rezoning, Conditional Use Permit, and Variances
LOCATION:	Buckley Circle and Buckley Way
COMPREHENSIVE PLAN:	MDR, Medium Density Residential
ZONING:	B-3, General Business
STAFF CONTACT:	Allan Hunting, 651.450.2554

ACTION REQUESTED

The applicant is applying for approval of:

1. Rezoning the property to R-3B, Multiple Family Residential District
2. Preliminary Plat for a nine lot townhouse development plat
3. A Conditional Use Permit for a nine lot/nine unit townhouse development
4. Variances from some setback requirements

BACKGROUND

The applicant is proposing to develop a vacant 0.92 acre parcel to residential for a future townhome project consisting of nine dwelling units. The units would be constructed on either side of a private shared driveway that would access Buckley Circle.

In June of this year, the City Council approved a Comprehensive Plan Amendment to change the land use designation to MDR, Medium Density Residential subject to a plat and Conditional Use Permit (CUP) being approved by the city.

The applicant is now applying for the second phase of approvals that consist of Rezoning, Preliminary Plat, a CUP, and Variances.

Surrounding Uses

The subject property is surrounded by:

North:	Office Buildings	Zoned: B-3, General Business	Guided: Mixed Use
East:	Commercial & Office Buildings	Zoned: B-3, General Business	Guided: Mixed Use
West:	Vacant-Old Rubbish Dump, Townhomes	Zoned: B-3, General Business & R-3C, Multiple Family	Guided: Mixed Use, MDR, Medium Density Residential
South:	Townhomes	Zoned: R-3C, Multiple Family	Guided: MDR, Medium Density Residential

EVALUATION OF REQUEST

Rezoning Review

The applicant is requesting a Rezoning from B-3, General Business to R-3B, Multiple Family Residential District, so the zoning is consistent with the Comprehensive Plan designation. The City Council approved a Comprehensive Plan Amendment to MDR, Medium Density Residential on June 26, 2023, subject to the approval of rezoning and platting. The R-3B district allows for multi-family dwelling units of up to seven units per building and density ranging up to 12 units per acre. The project would contain one five-unit building and one 4- unit building. The density of the project would be 9 units/acre. The density allowed in the MDR guiding category allows for 8-12 units/acre. The project is consistent with the proposed zoning.

Preliminary Plat Review

The proposed Preliminary Plat consists of nine lots that would each contain one townhome unit. Access to the units would consist of a private shared roadway that would access Buckley Court. The applicant will be required to file a Private Roadway Easement so all units and lots have access to the roadway.

The Preliminary Plat identifies all needed Drainage and Utility Easements along the boundaries of the site as well as an easement over the proposed drainage pond. No additional public right-of-way dedication along the public roads is needed.

Conditional Use Permit/Site Plan Review

Setbacks. Because the site is small (less than one acre), the applicant is requesting some variances from setbacks and internal roadway width. The requests include:

1. **Building setback from public road along Buckley Way.** Title 10-15B, Townhouses, requires any side of a townhouse project along a local street (Buckley Way in this case) to provide at least a 40-foot setback from the property line. In the R-3B section of the code, the rear yard setback is 30 feet. The structure of the zoning code requires that the most specific section and most restrictive standard apply. Applicant is requesting a setback of 36 feet.
2. **Private roadway width.** Title 10-15B, Townhouses, requires all internal private roadways to be minimum 30 feet. Applicant is requesting a width of 20 feet.
3. **Setback from private roadways.** Title 10-15B, Townhouses, require a minimum front principal structure setback of 30 feet along private roadway easement. Applicant is requesting a 20 foot setback.

These setback Variance requests are discussed further in the Variance review section of the staff report.

All other setbacks are met.

Building Coverage. The R-3B district has a maximum building coverage of 20%. According to the plans provided, the building coverage would be at 20%, which is consistent with the City Code.

Impervious Surface. The R-3B district has a maximum impervious surface of 40%. According to the plans provided, the total impervious surface would be 36.6%, which is consistent with the City Code.

Parks/Open Space. The Parks and Recreation Director has reviewed the plat and notes that the Comprehensive Plan does not indicate any future parks in the area and therefore no land would be needed for future parks. Park dedication is recommended in the form of cash at a rate of \$4,000 per new unit for a total of \$36,000.

Access/Streets. Access to the site would be via a private roadway connecting to Buckley Circle at approximately the midpoint of the lot. Access location is adequate and there are no drives or curb openings directly across the street.

Grading and Utilities. The Engineering Department is reviewing the plans and notes that all utilities within the private roadway must be constructed all at once. No other issues have been noted.

Fire Marshal. The Fire Marshal has reviewed the plans and does not have any issues. He has noted that the entire length of the private roadway must be constructed all at once.

Parking. Townhouse developments are to provide a minimum of 2.5 parking spaces per unit. Each unit shall have two enclosed parking spaces. The units would provide two enclosed parking spaces plus two parking spaces contained in the driveway for each unit. Parking standards are met with this project.

Landscaping. A landscape plan has been submitted which consists of a mix of overstory and shrubs. The plan meets the requirements of providing at least one overstory tree per or its equivalent per unit.

Development Contract. A development contract will be required to address the utility and stormwater improvements on the site. A developer is required to enter into a contract with the City addressing the improvements and construction on site. A letter of credit equal to 125% of the cost of these improvements is required before release of the plat. This requirement assures the City that these particular improvements will be constructed to the satisfaction of the City.

Variance Review

There are three setback variances being requested that were listed earlier in this report.

- a) Requesting a building setback along a local public right-of-way of 36 feet whereas 40 feet is required.
- b) Requesting a private roadway width of 20 feet whereas 30 feet is required.
- c) Requesting a building setback of 20 feet along a private roadway whereas 30 feet is required.

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

1. The Variance request is in harmony with the general purpose and intent of the City Code and consistent with the Comprehensive Plan.

- a. The Townhouse section of the City Code requires a greater setback from public streets than any other section of the code. In all other instances, a 30 foot setback is required. Staff is in the process of updating the zoning code to address some inconsistencies with different sections of the code dealing with multiple family projects. A 30 foot setback would appear to be the standard to use in this situation since that is the required setback in all other instances.
- b. The City Code was amended in the late 90's or early 2000's to provide greater width on internal roads for additional parking. The most recent townhouse projects approved have had internal roads less than 30 feet because additional guest parking was provided. In this case, with only nine units proposed and required parking being met with garages and driveways, staff would support the narrower width due to the size limitations of the site and short length of the private roadway which functions more like a driveway.
- c. Staff has reviewed other townhouse developments approved either by Planned Unit Developments or standard zoning throughout the years and find that projects have been approved with 20 foot building setbacks from private roads where Variances were not required. A 20 foot driveway is longer than required by City Code and provides enough room to keep parked cars off the internal private roadway. Staff would support this Variance due to the small size of the lot and the small scale of the project, which should not create conflicts.

2. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.

The project is consistent with the zoning proposed and is appropriate based on the scale of the project and the limited size of the lot.

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

The developer is proposing an "infill development" working with a small lot that has been a constraint and limited development possibilities over the years.

4. The Variance will not alter the essential character of the locality.

The five-unit townhouse complex to the south was built with similar setbacks and private driveway widths as proposed.

5. Economic considerations alone do not constitute an undue hardship.

Economic considerations do not appear to be a basis or a sole basis for this request.

ALTERNATIVES

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

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

- Approval of the **Rezoning** from B-3, General Business to R-3B, Multiple Family Residential.
- Approval of the **Preliminary Plat** of Buckley Corner Townhomes subject to the following conditions:

1. The Final Plat and plans shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Preliminary Plat	dated 9/15/2023
Site Layout Plan	dated 9/15/2023
Sanitary Sewer and Watermain Plan	dated 9/15/2023
Grading and Drainage Plan	dated 9/15/2023
Erosion & Sediment Control Plan	dated 9/15/2023
Landscape Plan	dated 10/10/2023
Elevation Plans	dated 9/28/2023

***The final list of approved plans and date of plans shall be identified in the Development Contract.**

2. Park dedication shall consist of a cash contribution of \$4,000 per unit payable at the time of plat release.

3. Prior to Final Plat approval, the Final Grading, Drainage & Erosion Control, Utility Plans and Stormwater calculations shall be approved by the City Engineer.

4. Drainage & Utility Easements shall be provided on the Final Plat as required by the City Engineer.

5. The Preliminary Plat shall be subject to the review and recommendations of the City Fire Marshal. Prior to Final Plat approval, the final plans shall be approved by the Fire Marshal.

6. A Development Contract will be required for the improvements on site and shall be approved as part of the Final Plat.

7. The applicant will be required to file a private roadway easement so all units and lots have access to the roadway.

8. All utilities within the private roadway and the full length of the private roadway must be constructed all at once.

- Approval of the **Conditional Use Permit** for the nine unit townhouse development subject to the conditions of the Preliminary Plat.

- Approval of the **Variances** to 1) allow a building setback along a local public right-of-way of 36 feet, whereas 40 feet is required, 2) allow a private roadway width of 20 feet whereas 30 feet is required, 3) allow a building setback of 20 feet along a private roadway, whereas 30 feet is required all subject to the following condition:

1. The plans shall be in substantial conformance with the following plans on file with the Planning Department except as may be modified by the conditions below.

Preliminary Plat	dated 9/15/2023
Site Layout Plan	dated 9/15/2023
Sanitary Sewer & Watermain Plan	dated 9/15/2023
Grading & Drainage Plan	dated 9/15/2023
Erosion & Sediment Control Plan	dated 9/15/2023
Landscape Plan	dated 10/10/2023
Elevation Plans	dated 9/28/2023

Practical Difficulty:

- Small size of the lot.
- Setbacks consistent with project to the south.
- Inconsistencies within sections on multiple family regulations in the Zoning Ordinance.

B. Denial. If the Planning Commission does not favor the requests or a portion of the requests, a recommendation of denial for some or all of the requests should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

RECOMMENDATION

The plans and rezoning requests are consistent with the change to MDR in the Comprehensive Plan approved by Council in June. There are limiting factors on the site, mainly lot size where some flexibility appears needed to allow for development. Staff recommends approval of the Rezoning, Preliminary Plat, Conditional Use Permit and all Variances subject to the conditions listed in the report.

ATTACHMENTS

1. Location Map
2. Existing-Proposed Zoning Plan Map
3. Applicant Narrative
4. Preliminary Plat
5. Site Layout Plan
6. Sanitary Sewer & Watermain Plan
7. Grading & Drainage Plan
8. Erosion & Sediment Control Plan
9. Landscape Plan
10. Elevation Plans



Location Map

Case No. 23-42S

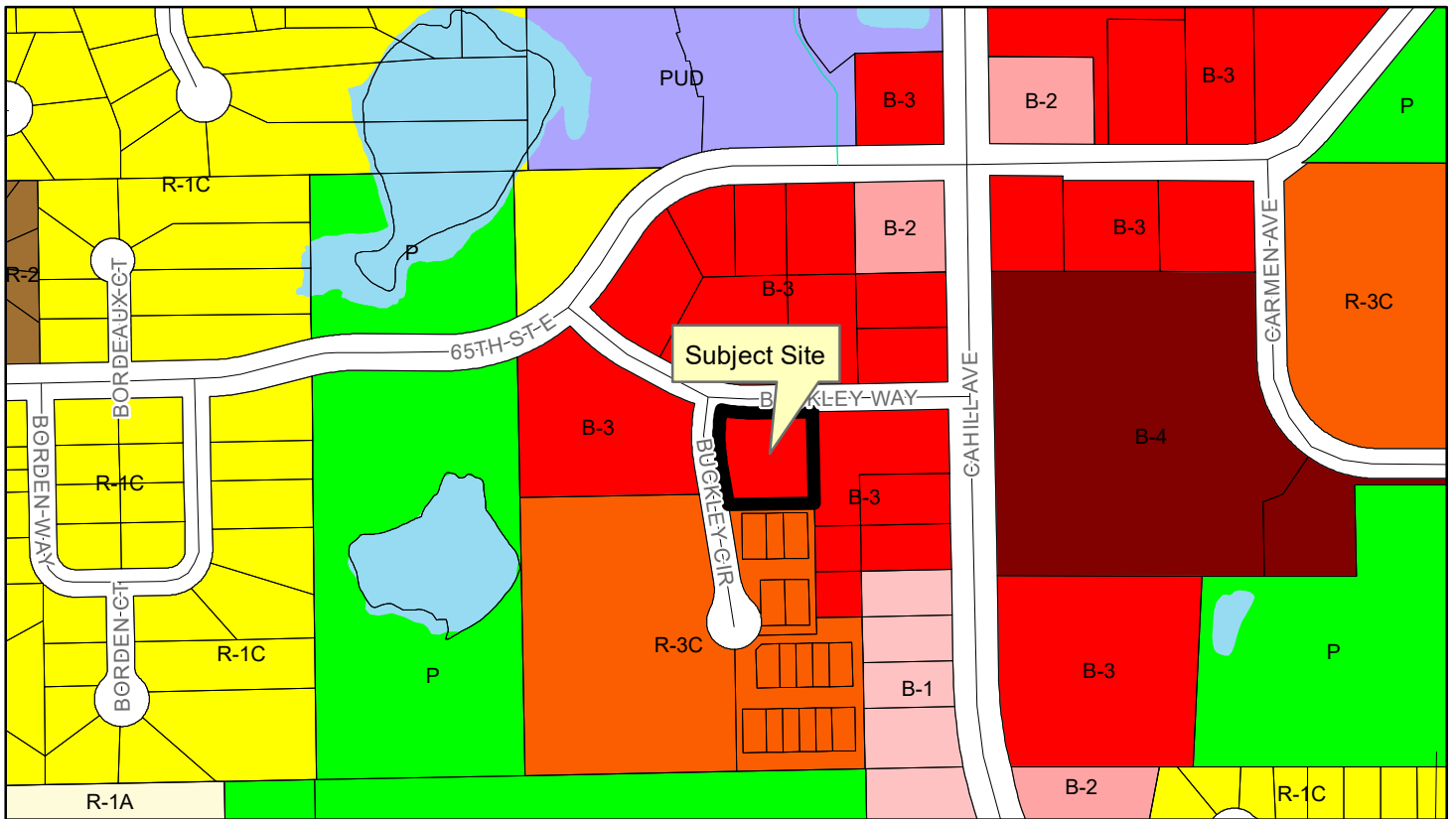




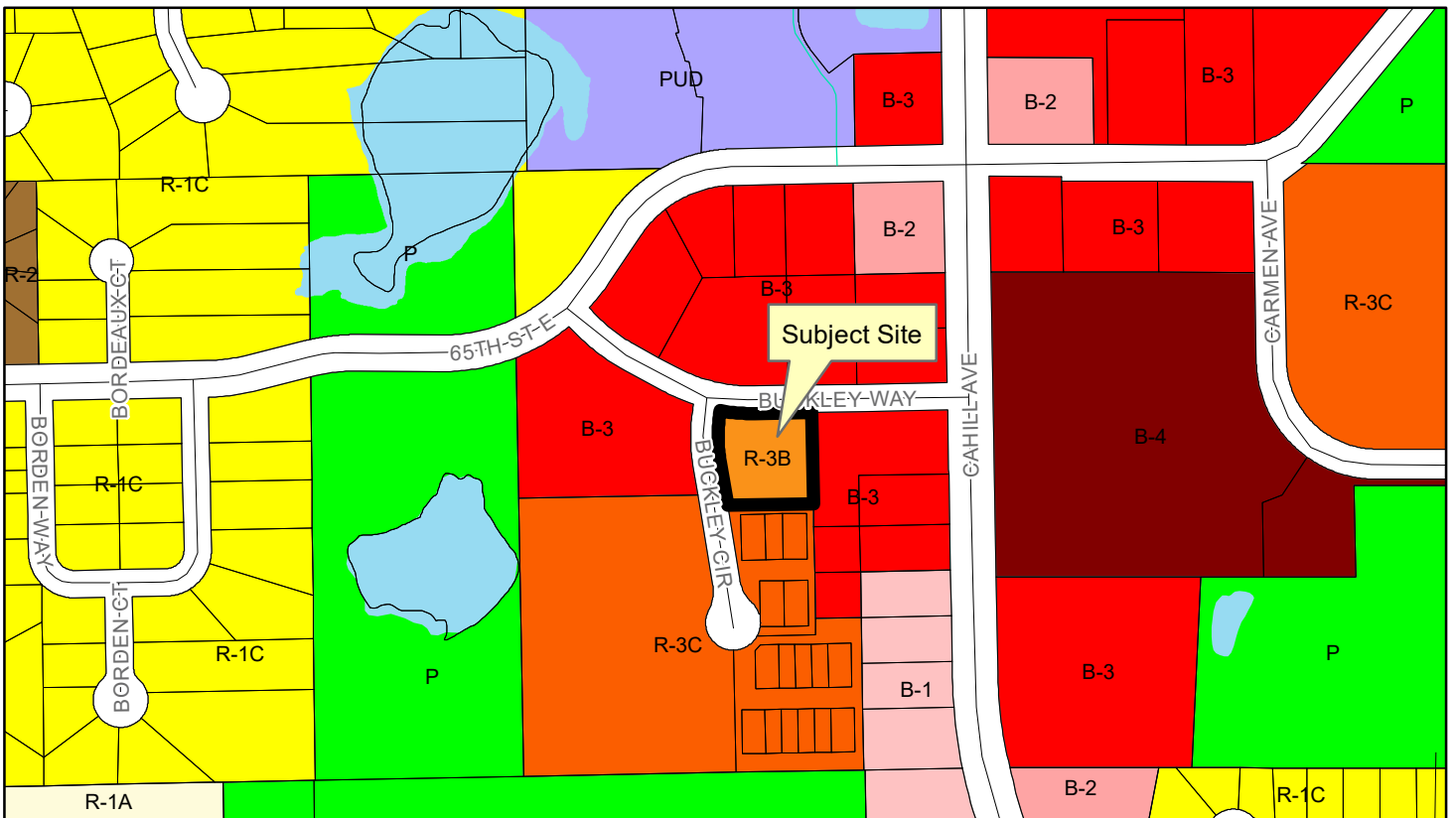
Zoning Map Case No. 23-42S



Existing Zoning



Proposed Zoning



Written Narrative – Buckley Corner

Summary Overview

This is a request for a Conditional Use Permit (CUP), rezoning, preliminary plat, and variances for a parcel of land in Inver Grove Heights to build townhomes on the property. This is following the comprehensive plan amendment that passed for this property in June 2023.

Property to be Considered

Legal Description: Valley View 4th
Addition Out Lot A

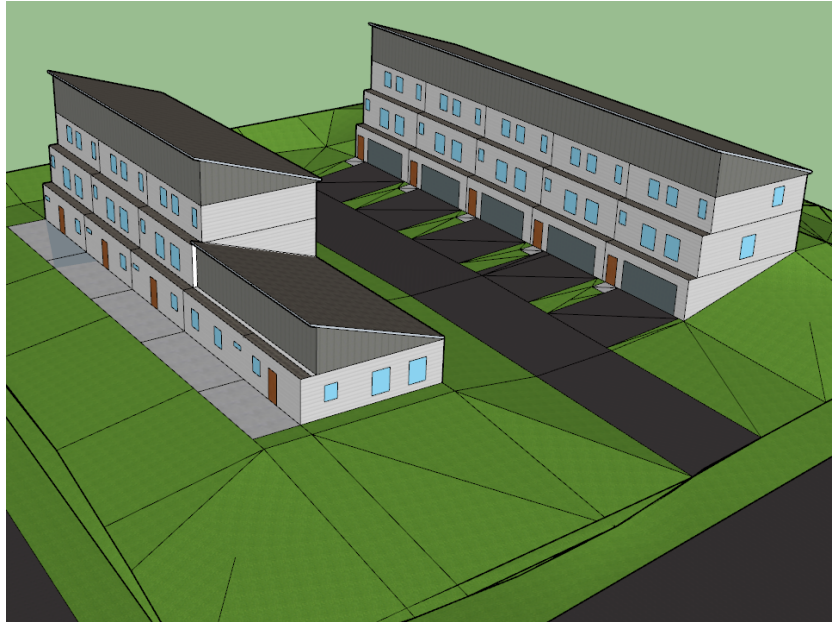
Dakota County Parcel ID # 20-81403-00-010

Proof of Ownership

Warranty deed for land purchase attached. Proof can also be found by checking ownership status for this parcel ID in the Dakota County records.

CUP Request

Construction of a new town-home development consisting of nine units built in three phases. Townhomes will be in two rows running east to west matching the positioning of the existing four rows of townhomes directly to the south. This development will be on the south-east corner of the intersection at Buckley Way and Buckley Circle and will be named "Buckley Corner".



Rezoning Request

The comprehensive land use plan amendment passed in June of 2023. This filing for rezoning requests that the zoning be changed appropriately for multifamily use (R3-B) for townhomes. The new zoning will match the comprehensive land use plan, whereas the current zoning does not.

Variance Request – 20ft wide shared driveway

City code is unclear about how wide the road needs to be, so this is being submitted as a variance just in case. City code allows for shared driveways to be a minimum of 20ft wide when serving more than two group-R residences. City code also defines a driveway as a "private roadway". A private roadway is required to be 30ft wide (with several other restrictions) in city code. This creates uncertainty.

We believe this comes from requirements for fire apparatus access roads in the fire code. The fire code allows for a 20ft wide driveway in this situation, because of the short length of the driveway, the small size of the land parcel, and acceptable access (within 600ft) from the nearby public roadway. Furthermore,

this development will have rated automatic fire sprinklers that give more flexibility in the fire code. Passing fire code has been confirmed with the Inver Grove Heights Fire Marshal.

There are several more reasons to allow a 20ft shared driveway including:

- Reduction of impervious surfaces makes easier stormwater management and erosion control.
- Increased green space means better water infiltration, more vegetation, and better flood control.
- More recreational areas – increasing quality of life for residents.
- Matching adjacent townhome development to the south which have 20ft wide shared drives. Keeping this pattern will make a more cohesive neighborhood design.
- The city stormwater management code (title 9, chapter 5) calls for low-impact development and encourages reduction in impervious surfaces whenever possible.
- The MN Pollution Control Agency calls for a reduction in impervious surfaces and notes Inver Grove Heights as a city that is successfully implementing such practices.

Three Phase Build Plan

These nine units must be built in three phases. We would love to build it all at once, but (we're not land developers) we cannot get enough money under a conventional loan to do so. Expected timing for the three phases is as follows:

- Phase 1 construction begins in spring of 2024
- Phase 1 construction finishes by the start of 2025
- Phase 2 construction begins in spring of 2027
- Phase 2 construction finishes by the start of 2028
- Phase 3 construction begins in spring of 2031
- Phase 3 construction finishes by the start of 2032

Phase One

The first phase consists of purchasing the land and building the three western most units on the south half of the property. This will also include putting in the driveway with all water and sanitary needs. The rain garden for stormwater management of the property will be installed. The land on the northern half of the property will remain mostly untouched maintaining its grading towards the rain garden. It is currently made up of tall grasses which will be cut and maintained in adequate condition. Any bare patches will be seeded to provide adequate green coverage.

Phase one comes with a particular landscaping difficulty. The backyards of these southern units will be at the elevation of the second floor which means the soil in the back will be about nine feet taller than the soil in the front. The exterior walls of the building will be made of reinforced concrete, but the shared wall between units will be made of structural lumber due to insulation and noise reduction regulations. This creates an issue because the eastern wall in phase one will be an exterior wall made of structural lumber for transition into a shared wall when phase two is built. Such a wall is not structurally rated to hold back nine feet of soil.

To address this issue, we shall build a concrete foundation on the eastern wall of the third unit. This way it will be able to hold back several feet of soil as necessary, and this wall will become part of the firewall between units during phase two.

Phase Two

The second phase of building will be to add the last two units to the southern building, and to prepare building pads for the remaining 4 units in the northern building.

Phase Three

The final phase will see the construction of the four units in the northern building. After the building is constructed, we will be able to finish any landscaping on the property that would have been otherwise destroyed by the construction process.

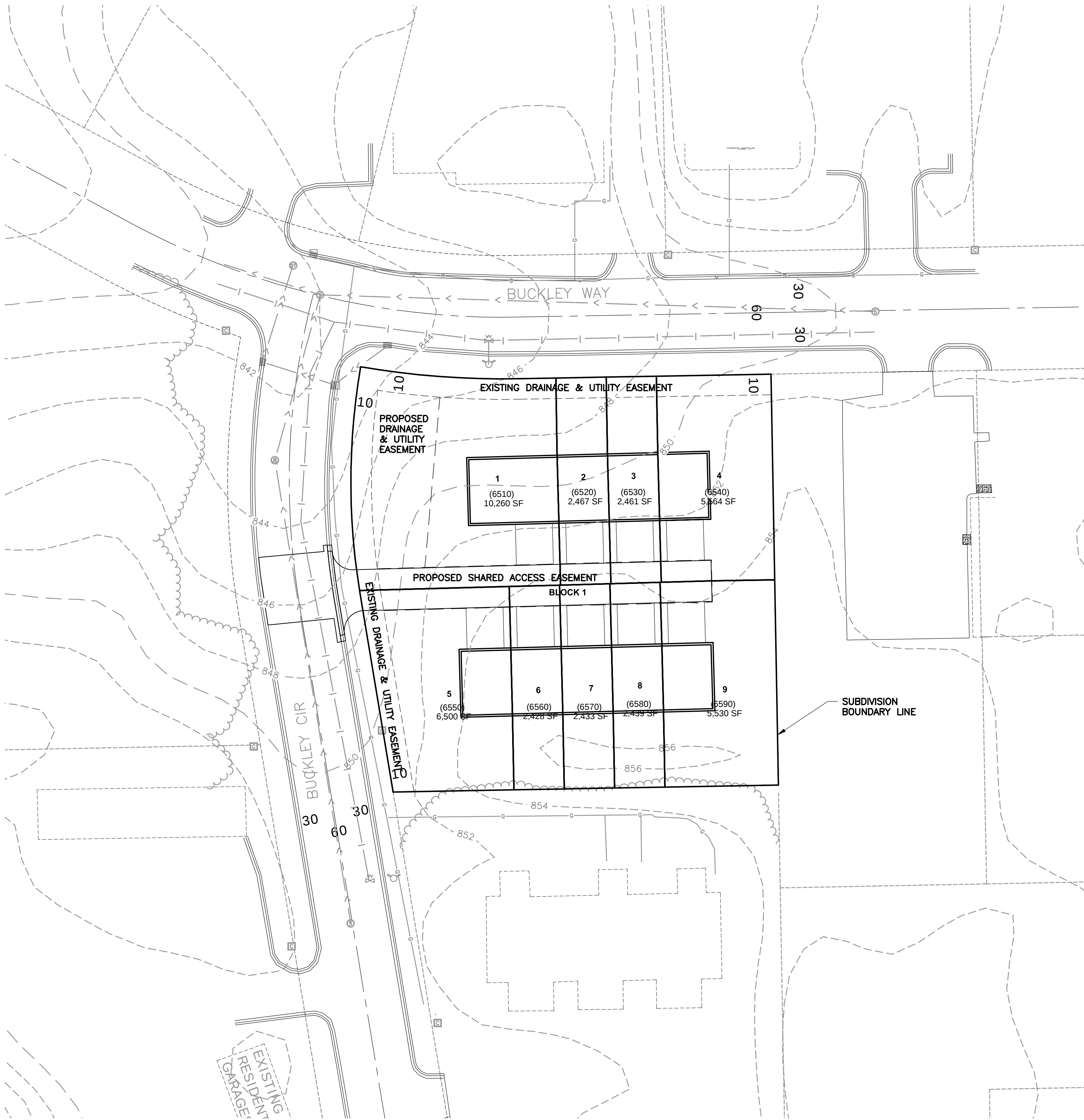
Parks Dedication Fees

During the comprehensive land use plan amendment, city council was concerned about us not being able to finish the project. We have spread the project out over three phases to make sure the build is plausible. It would be best to minimize up-front city fees, because the first phase will cost the most by far. The parks dedication fee is \$4,000 per unit, and the payment is required before a building permit will be issued.

We are requesting that the parks dedication fee be paid in phases to match the number of units being built in each phase, instead of paying for all nine units up-front. We understand that this can be accomplished by going through another platting process again for each phase. This is acceptable if it is necessary, but that would be a waste of time for both us and the city. It would be preferable for both sides to not require unnecessary city meetings so long as the platting plans for all units do not change.

Waste Disposal and Recycling Plan

When phase-1 of the build is complete, we will have individual garbage bins for each unit. At the end of phase-2 we intend to build a small enclosure at the end of the shared driveway which will have larger dumpsters for both garbage and recycling that would be used communally by everyone on the property and operated by the HOA.



PRELIMINARY PLAT

PROPOSED SUBDIVISION NAME: BUCKLEY CORNER

LOCATION: INVER GROVE HEIGHTS, MN
VALLEY VIEW 4TH ADDITION - OUTLOT A
DAKOTA COUNTY PID #20-81403-00-010

OWNER: ILYA ZUBAREV
17218 FINCH PATH
FARMINGTON, MN 55024
PH: (612) 440-6492
PROJECTCOMFORTLLC@GMAIL.COM

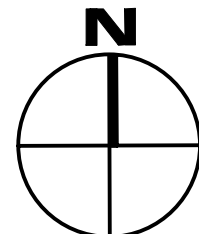
SURVEY: SURVEY COMPLETED AND CERTIFIED 17 JULY 2023
SEE CERTIFICATE OF SURVEY
BRANDT ENGINEERING AND SURVEYING
1713 SOUTHCROSS DRIVE WEST, STE. A
BURNSVILLE, MN 55306
ATTN: MICHAEL BRANDT
PH: (952) 435-1966
MIKEHBRANDT@GMAIL.COM

CIVIL: CIVIL METHODS, INC.
PO BOX 28038
ST. PAUL, MN 55128
ATTN: KENT BRANDER, PE
PH: (763) 210-5713
KENT.BRANDER@CIVILMETHODS.COM

SITE DATA:

TOTAL PROPERTY AREA: ±0.92 AC
EXISTING HARD SURFACE: 0 FT²
PROPOSED HARD SURFACE: ±14,653 FT² (0.34 AC)
PROPOSED HARD SURFACE %: 36.6%
PROPOSED BUILDING AREA: ±8016 FT²

EXISTING ZONING: B-3 GENERAL BUSINESS
MAXIMUM HARD SURFACE: 100%
SETBACK, FRONT: 30 FT
SETBACK, REAR: 30 FT
SETBACK, SIDE: 10 FT
SITE SOILS: HSG TYPE A



BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

SUBDIVISION BOUNDARY LINE	
PARCEL BOUNDARY	
SETBACK	
EASEMENT	
BITUMINOUS ASPHALT	
CONCRETE	
STORMWATER BMP	

Print Date: 9/18/2023 10:09 AM
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CIVIL METHODS, INC.

P.O. Box 28038

St. Paul, MN 55128

o:763.210.5713 | www.civilmethods.com

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

KENT E. BRANDER

DATE: 09-15-2023

LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:

09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT:

PROJ. LOCATION:

PROJ. OWNER:

BUCKLEY CORNER TOWNHOMES

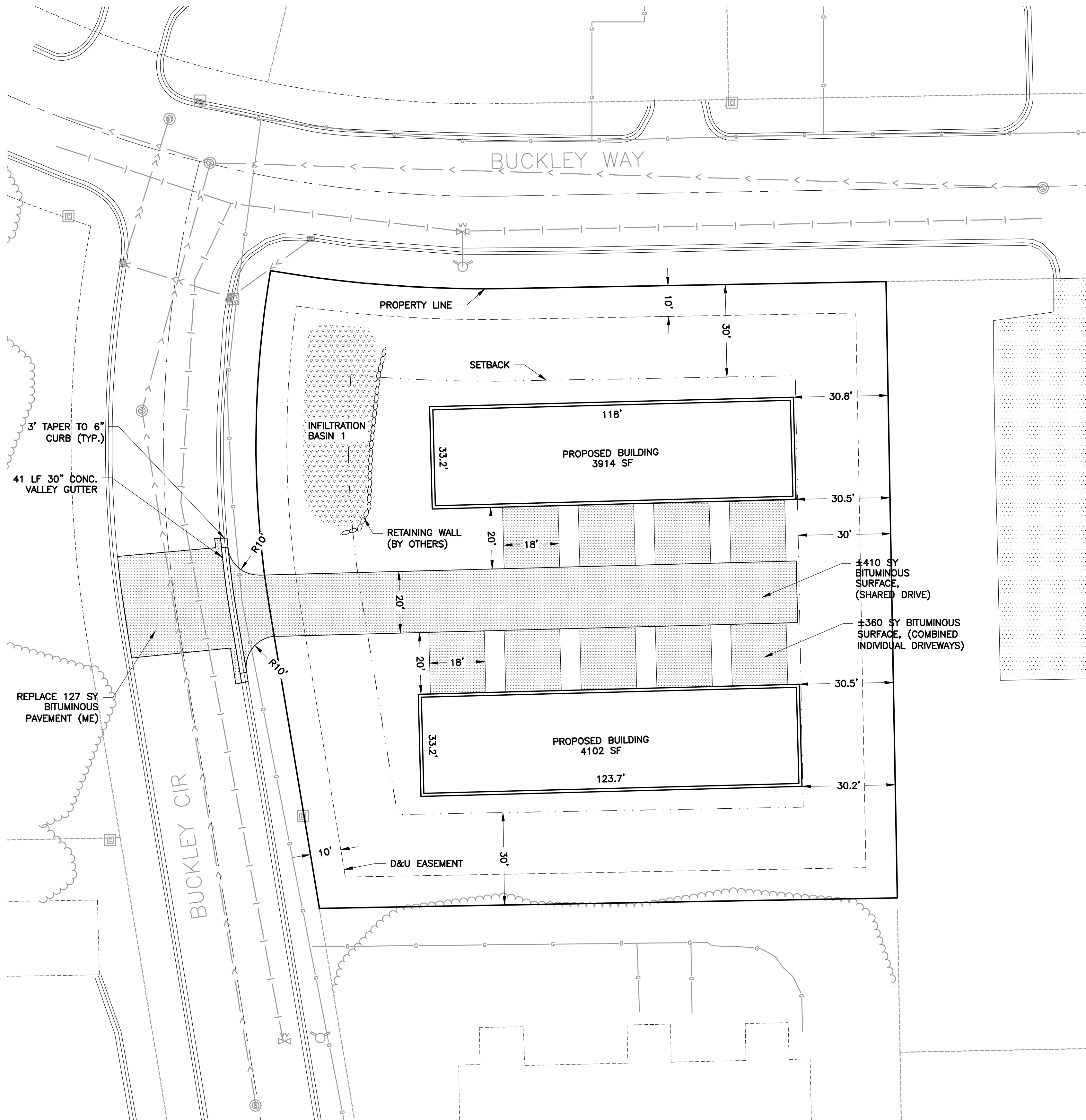
PID 20-81403-00-010; INVER GROVE HEIGHTS, MN

ILYA ZUBAREV

PRELIMINARY PLAT

SHEET NO:

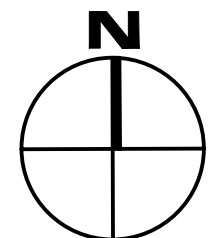
C202



SITE DATA:

TOTAL PROPERTY AREA: ±0.92 AC
EXISTING HARD SURFACE: 0 FT²
PROPOSED HARD SURFACE: ±14,653 FT² (0.34 AC)
PROPOSED HARD SURFACE %: 36.6%
PROPOSED BUILDING AREA: ±7,828 FT²

ZONING: B-3 GENERAL BUSINESS
MAXIMUM HARD SURFACE: 100%
SETBACK, FRONT: 30 FT
SETBACK, REAR: 30 FT
SETBACK, SIDE: 10 FT
SITE SOILS: HSG TYPE A



0 20 40 Feet

BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

PROPERTY LINE	—
SETBACK	- - - - -
EASEMENT	- · - · -
BITUMINOUS ASPHALT	[Pattern]
CONCRETE	[Pattern]
STORMWATER BMP	[Pattern]

GENERAL NOTES:

- The subsurface utility location information in this plan is utility quality level D. This utility quality level was determined according to the guidelines of CI/ASCE 38-02, titled "Standard Guidelines for the Collection and Depiction of Existing Subsurface Utility Data." Engineer does not guarantee the accuracy of utility locations or that all existing utilities are shown; Contractor is responsible for locating utilities prior to digging.
- Survey prepared by Brandt Engineering & Surveying.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner. If drain tile is encountered, Engineer shall be notified immediately; reconnection or rerouting will be required.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- See detail and note sheets for additional specifications.

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DATE / REVISION:
09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT:

PROJ. LOCATION:

PROJ. OWNER:

BUCKLEY CORNER TOWNHOMES

PID 20-81403-00-010; INVER GROVE HEIGHTS, MN

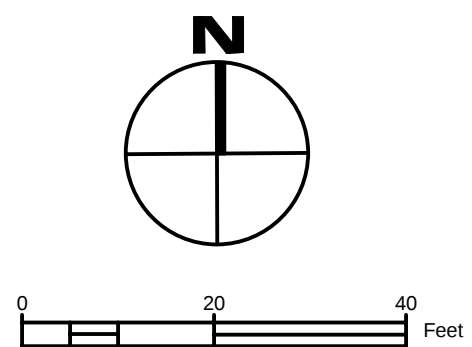
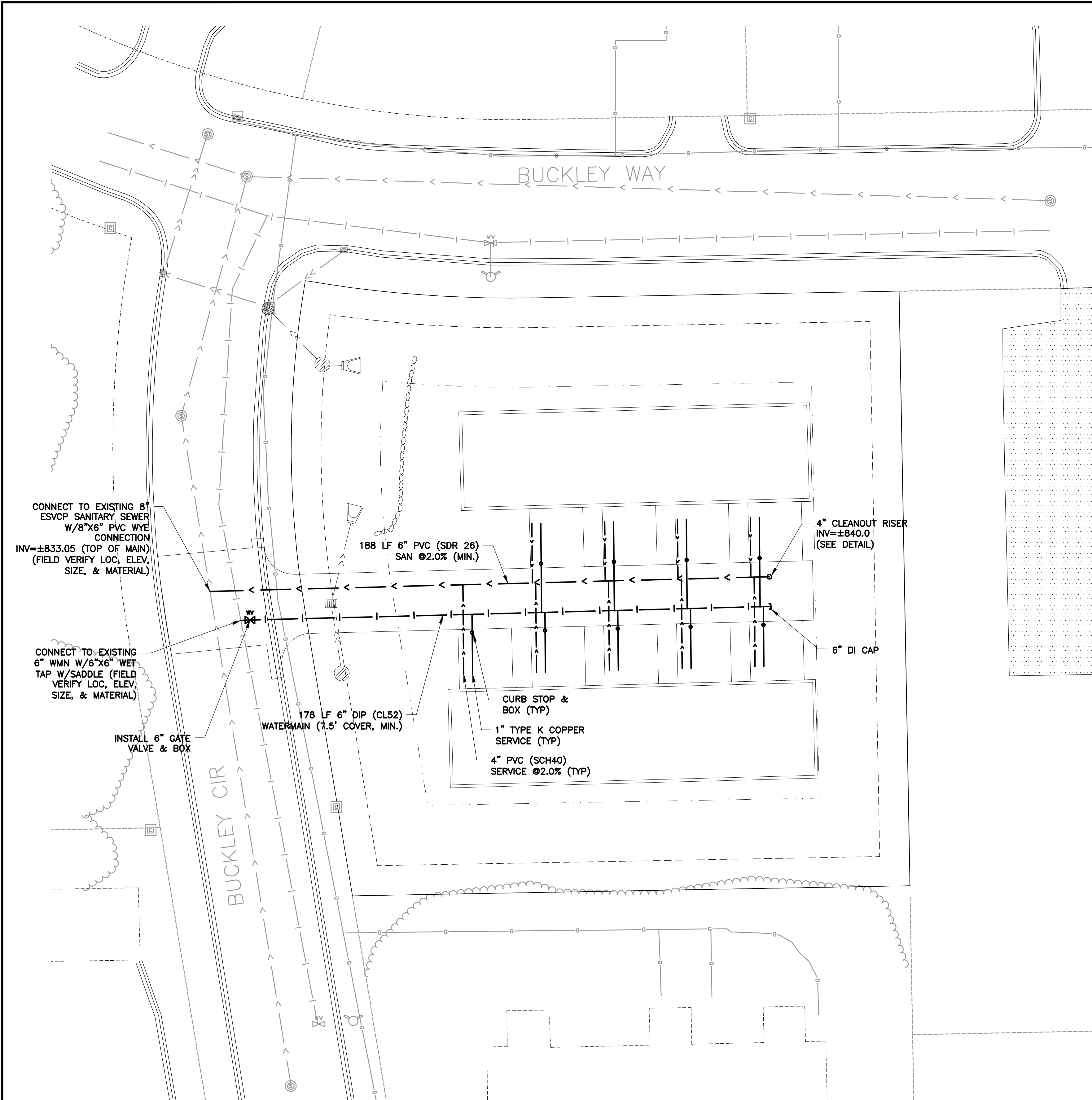
ILYA ZUBAREV

SITE LAYOUT

SHEET NO:

C201

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BENCHMARK
SEE SURVEY
DOCUMENTATION

LEGEND:

PROPERTY LINE	———
EASTMENT	- - - - -
SANITARY SEWER	———>———
WATERMAIN	——— ———
SANITARY CLEANOUT	6"
SANITARY MANHOLE	⊙
DETAIL NO. / SHEET NO.	⊙
	———>>———
	———>>———

GENERAL NOTES:

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- Contractor shall coordinate utility connections and street disturbance (if required) with City; traffic control requirements as directed by City.
- See Sheet C501 for storm sewer information.
- Protect light poles and other existing utilities, signs, trees, etc. Relocation of any private utilities not directed on these plans shall be coordinated with the utility owner.
- Damaged items or property shall be repaired or replaced at Contractor's expense.
- Watermain pipe shall be 6" ductile iron pipe, Class 52; maintain 18" separation (min.) at crossings.
- Water service size to be determined/verified by others; coordinate with building mechanical plans. Install corporation and curb stop at each.
- Coordinate exact water service locations and elevations with building mechanical plans.
- Sanitary service pipe shall be PVC (Sch40) extended to the building, coordinate exact locations with building mechanical plans. Pipe shall be laid to design grade (1.0% min.).
- MN Plumbing Code requires cleanout riser spacing 100 ft max for service pipe.
- All sanitary and water pipe and services shall have a minimum of 8.0' cover.
- Sanitary and water mains to be tested per City requirements; notify City prior to testing.



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KENT E. BRANDER

DATE: 09-15-2023
LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT:

PROJ. LOCATION:

PROJ. OWNER:

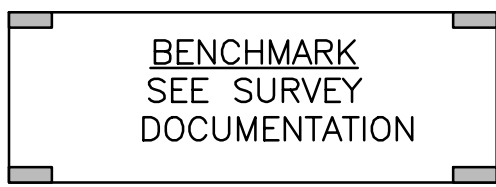
BUCKLEY CORNER TOWNHOMES

PID 20-81403-00-010; INVER GROVE HEIGHTS, MN
ILYA ZUBAREV

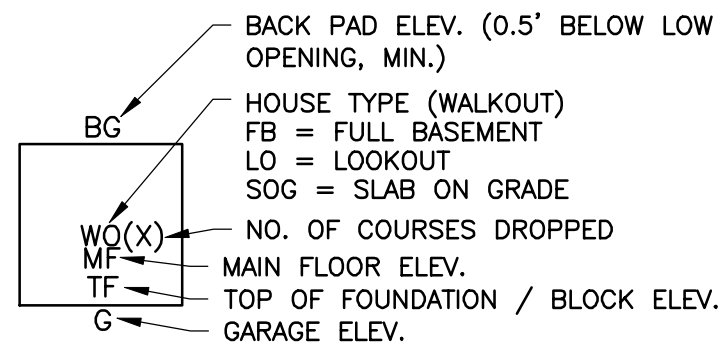
SANITARY SEWER & WATERMAIN

SHEET NO:

C301



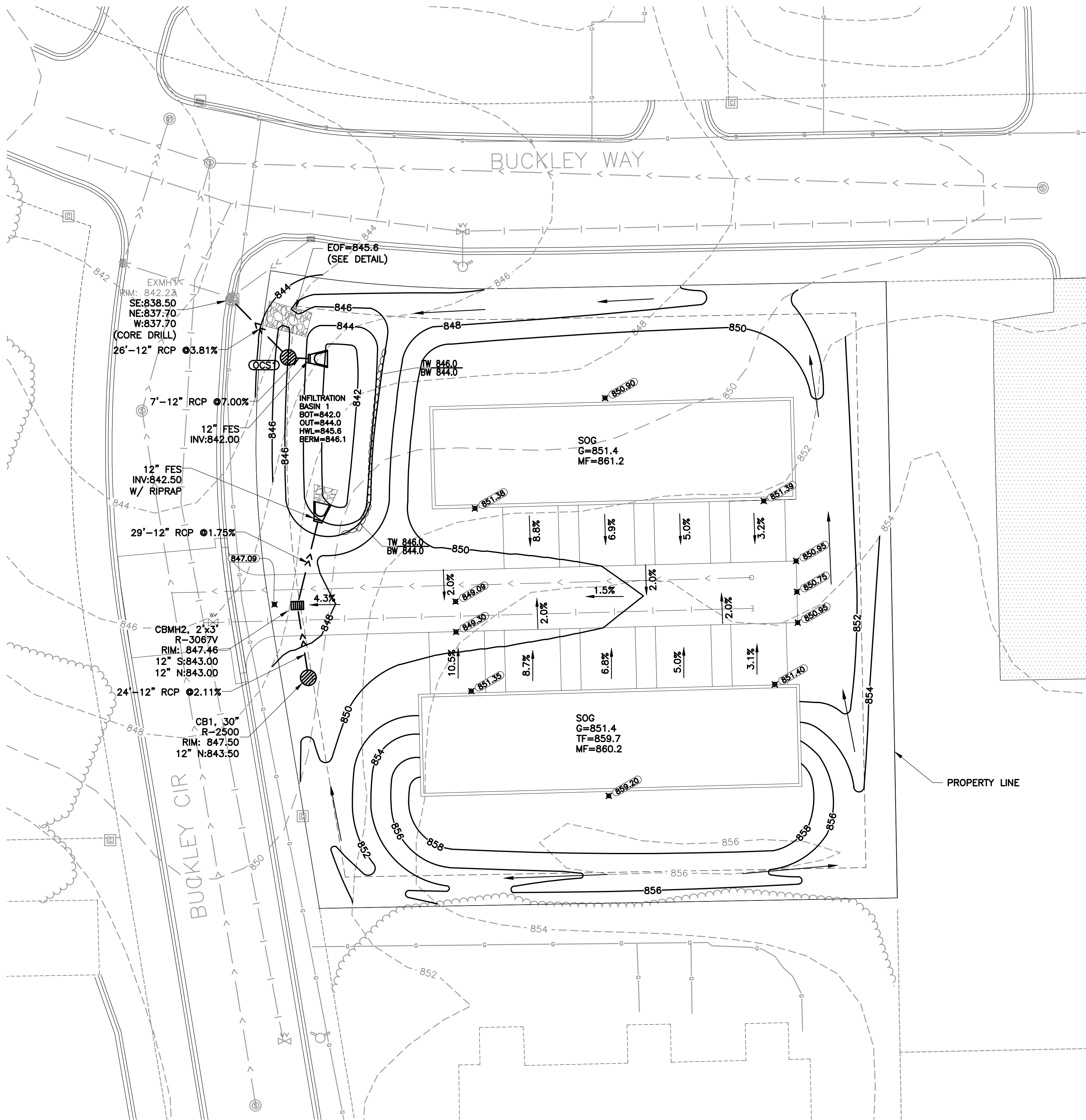
PROPERTY LINE	
SETBACK	
EASEMENT	
CONTOUR	
SPOT ELEVATION	
DRAINAGE DIRECTION	
TOWER / CULVERT	
MINIMOUS SURFACE	
RIPRAP	
RETAINING WALL	



TYPICAL LOT & HOUSE PAD

1. Pipe lengths shown to end of apron and middle of structure.
2. Sewer joints shall include o-ring rubber gaskets and be water-tight.
3. Storm sewer shall be RCP, Class 5 pipe, unless noted otherwise.
4. Pipe lengths do not include apron.
5. Rectangular catch basins to include Neenah R-3067V casting; 30" structures to include Neenah R-2502C, or equal.
6. All dimensions shown are to back of curb or edge of pavement, unless noted otherwise.
7. Retaining wall design by others.
8. Final building elevations to be established with building plans at time of permit; lowest allowable low floor (LF) elevation is 847.6 to comply with freeboard requirement.
9. Common drive to have inverted crown with 2% grade to center.

1. Once constructed to final grade, the basins shall be protected from sediment and construction traffic throughout all phases of construction until ground fully vegetated.
2. Basin bottom shall be scarified to a depth of 12" prior to placement of engineered soil media.
3. Engineered soil media shall consist of Mn/DOT Filter Topsoil Borrow (3877.2.F)
4. Excavate infiltration basin to final grade with light-weight equipment or from outside the basin footprint to minimize compaction to extent practical. No wheeled machines permitted in basins.
5. See bioretention detail for additional information.



**Know what's below.
Call before you dig.**

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DATE: 09-15-2023
KENT E. BRANDER
LIC. NO.: 44578

DESIGNED: KEB

DRAWN: KEB

CHECKED: DMP

DATE / REVISION:
09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT:

PROJ. LOCATION: PID 20-81403-00-010; INVER GROVE HEIGHTS, MN
PROJ. OWNER: ILYA ZUBAREV

BUCKLEY CORNER TOWNHOMES

PID 20-81403-00-010; INVER GROVE HEIGHTS, MN
ILYA ZUBAREV

GRADING & DRAINAGE

SHEET NO:

C501

Print Date: 9/17/2023 7:41 AM
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N

0

20

40

Feet

BENCHMARK

SEE SURVEY

DOCUMENTATION

LEGEND:

PROPERTY LINE	—
EASEMENT	- - -
ROCK RIPRAP, RANDOM CRUSHED	
EROSION CONTROL BLANKET PER NOTES	
STABILIZED CONST. ENTRANCE	
SILT FENCE	— SF —
SEDIMENT CONTROL LOG	- - -
INLET PROTECTION	

SEDIMENT CONTROL & TURF RESTORATION NOTES:

- Perimeter sediment controls shall be installed as indicated prior to site disturbance, and shall be installed to allow for high-flow bypass or overflow to prevent failure during significant rainfall.
- Contractor is responsible for keeping sediment from leaving the property, including vehicle tracking. Should sediment be tracked offsite onto adjacent street, Contractor shall sweep Within 24 hours.
- Install silt fence or sediment control log around any soil stockpiles that will be present for more than 7 days (if no perimeter controls in place to prevent sediment transport).
- Inlet protection shall be in place on inlets throughout construction; type shall be suitable for each phase of construction.
- Install sediment control logs around bottom of bioretention basins immediately after construction and leave in place until construction has ended and site is stabilized with vegetation.
- Devices shall be inspected weekly and after all rainfall events exceeding 1", and maintained as necessary to keep the intended functional condition.
- Accumulated sediment shall be removed from sediment control devices when $\frac{1}{3}$ of device height has been reached.
- After rough grading is completed, and topsoil spread, areas shall be seeded and blanketed (or sodded) within 7 days. Areas not being actively worked must be covered with temporary seed within 14 days.
- Seed in mowed areas shall be Mn/DOT Mix 25-151 (3876) residential turf or approved equal.
- Seed infiltration basin bottom with Mn/DOT Mix 33-261, or shall be planted with wet-tolerant "rain garden" plant plugs per Owner.
- Prior to planting, infiltration basin shall be covered with hydraulic mulch matrix (3884) or Cat.10 blanket (3885).
- All areas of 3:1 slope or steeper shall be covered with erosion control blanket, Cat.20.
- Turf shall be installed by a qualified professional and/or per the Mn/DOT Seeding Manual (latest edition), at rates indicated in the manual.
- Perimeter sediment controls shall remain in place until vegetation is growing / established in all disturbed areas.
- Erosion during construction shall be repaired by the Contractor within 24 hours of discovery.

Print Date: 9/17/2023 7:41 AM
File Loc: C:\CIVIL\Methods, Inc\DWG - Documents\7 - Projects\22051 - Buckley Corner Townhomes\08 - DRAWINGS AND SPECIFICATIONS\C3D\Sheets\PRELIMINARY\60 - EROSION.dwg

CIVIL METHODS, INC.
P.O. Box 28038
St. Paul, MN 55128
o:763.210.5713 | www.civilmethods.com

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

DESIGNED: KEB
DRAWN: KEB
CHECKED: DMP

DATE: 09-15-2023
KENT E. BRANDER
LIC. NO.: 44578

DATE / REVISION:
09-15-2023 Permit Submittal Set. NOT FOR CONSTRUCTION

PROJECT: BUCKLEY CORNER TOWNHOMES
PROJ. LOCATION: PID 20-81403-00-010; INVER GROVE HEIGHTS, MN
PROJ. OWNER: ILYA ZUBAREV

SHEET NO: EROSION & SEDIMENT CONTROL C601

(1) American Pillar Arborvitae – 6 trees

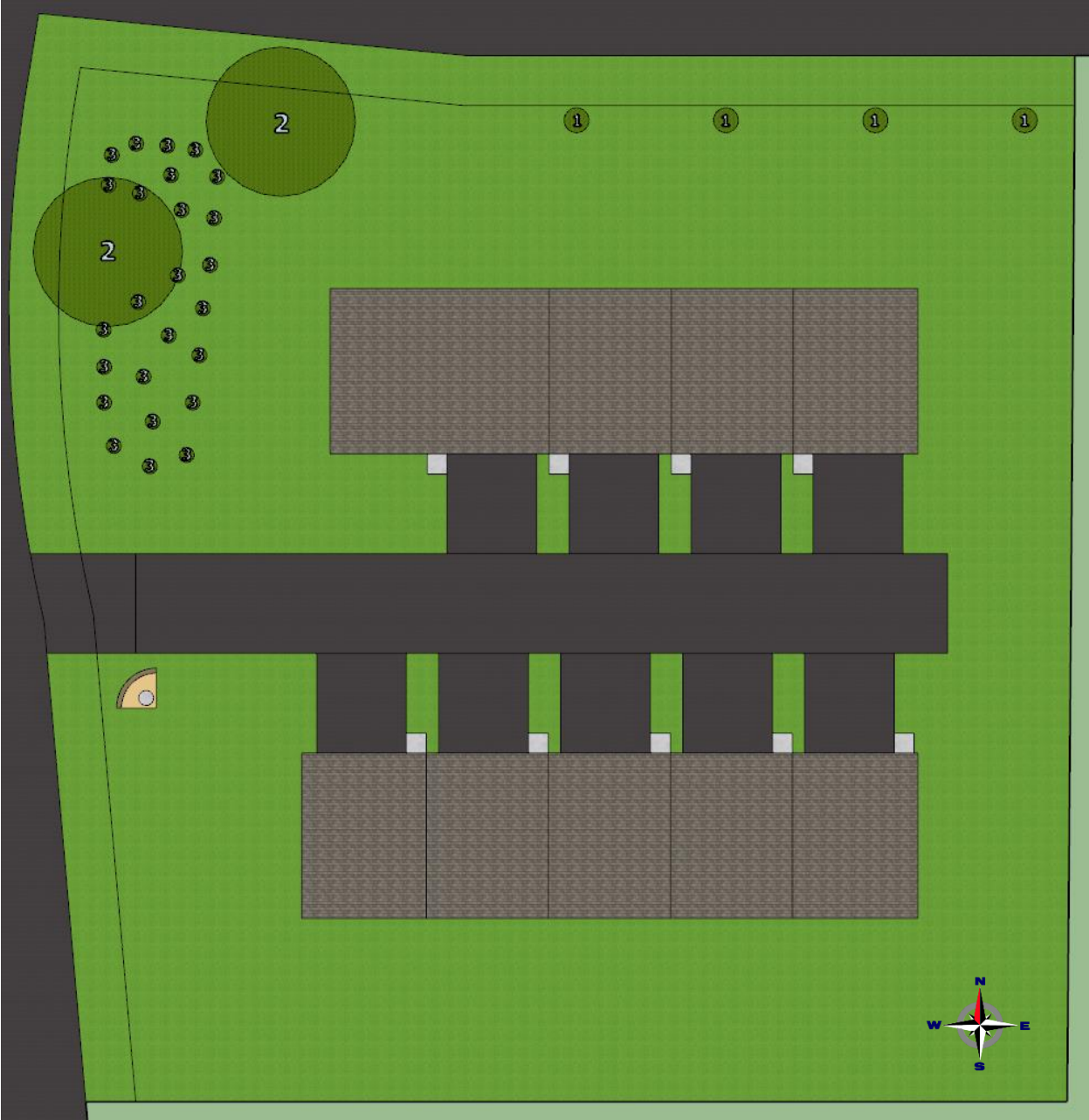
- Thuja Occidentalis
- Coniferous overstory tree
- Dark Green
- Growth Rate – 3ft per year
- Mature Height: 20'-30'
- Mature Width: 4'-5'
- Planting schedule: After the last frost in early spring
- Plant care: Spacing 5ft centers & 2.5ft from fencing or property line. Hole should be 1ft deep 1.5ft wide mix in 1/3 of aged compost or aged manure in with original soil from the hole to keep soil from hardening after planting.
- Symbol: Circle with 1 inside it
- Purpose – Add color and separation along roadways for aesthetic appeal. Arborvitae are evergreens without needles, so maintenance is minimal and color is kept all year.

(2) Red Maple 'Autumn Spire'

- Acer Rubrum – Deciduous overstory tree
- Color: Green leaves in summer turn red in early autumn.
- Mature height: 40-70ft
- Mature width: 30ft
- Plant Schedule: Autumn
- Full sun or partial shade – Average or wet soil that is fast draining
- Symbol: Circle with 2 inside

(3) Arctic Fire Dogwood

- Cornus sericea/stolonifera 'Arctic Fire'
- Deciduous shrub
- Plant Schedule: Spring-early summer
- Color: Variegated green leaves, white flowers in spring, woody red stems
- Growth Rate: 2 years to reach mature size
- Mature height: 3-5'
- Mature Width: 3-5'
- Plant care- soil (clay, loam, sand) moisture (very tolerant of moist soils)
- Symbol: Circle with 3 inside
- Purpose – Need a plant that can handle both soggy and dry conditions in the rain garden





3 UNIT TOWNHOMES FOR :
ILYA ZUBAREV
BUCKLEY CIRCLE & BUCKLEY WAY
INVER GROVE HEIGHTS, MN

ISSUE
SEPTEMBER 29, 2023
REVISIONS

JOB #232750
SHEET #
4
OF X



1
6 REAR ELEVATION
SCALE: 1/4" = 1'-0"

3 UNIT TOWNHOMES FOR :

ILYA ZUBAREV

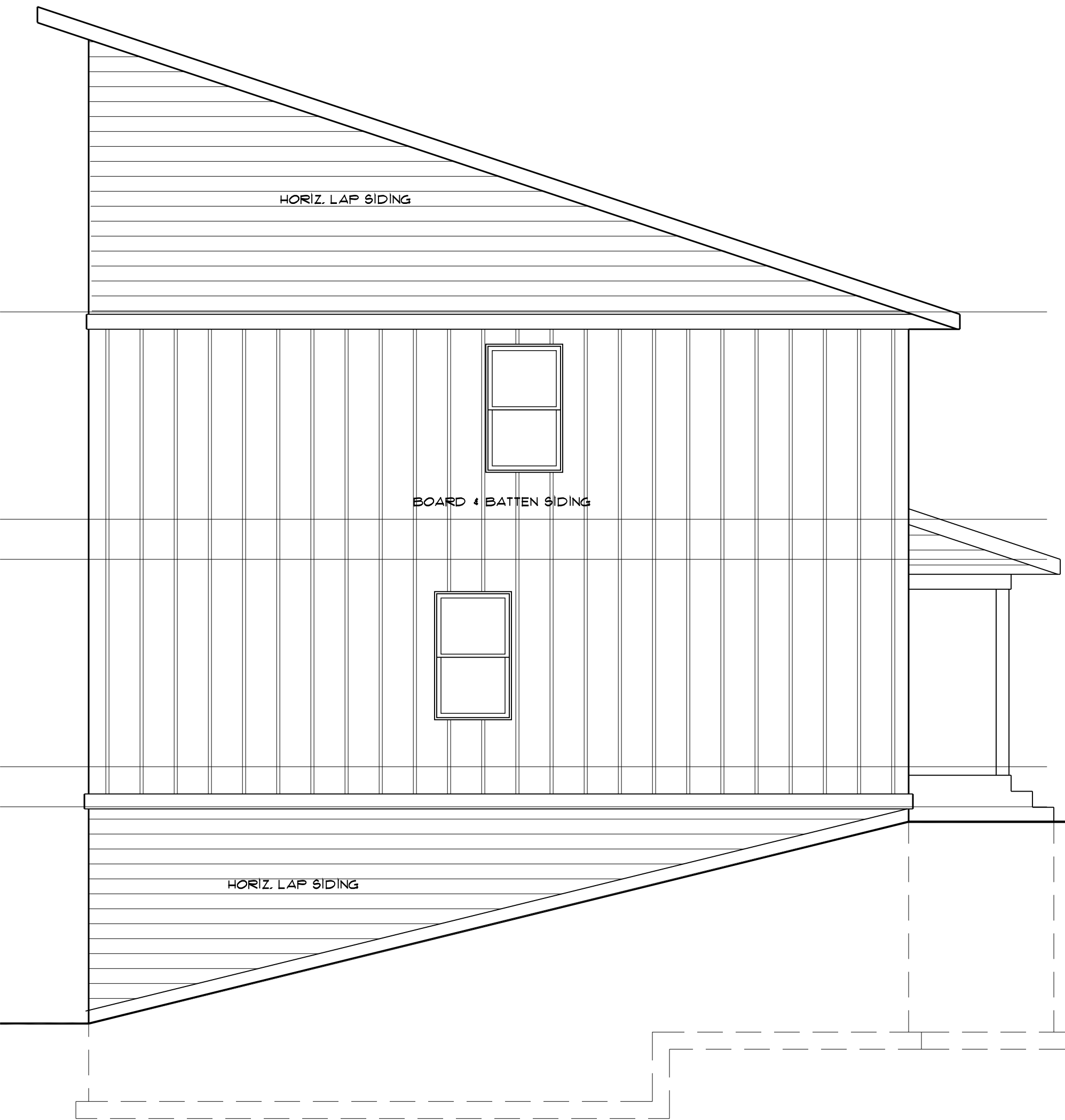
BUCKLEY CIRCLE & BUCKLEY WAY

INVER GROVE HEIGHTS, MN

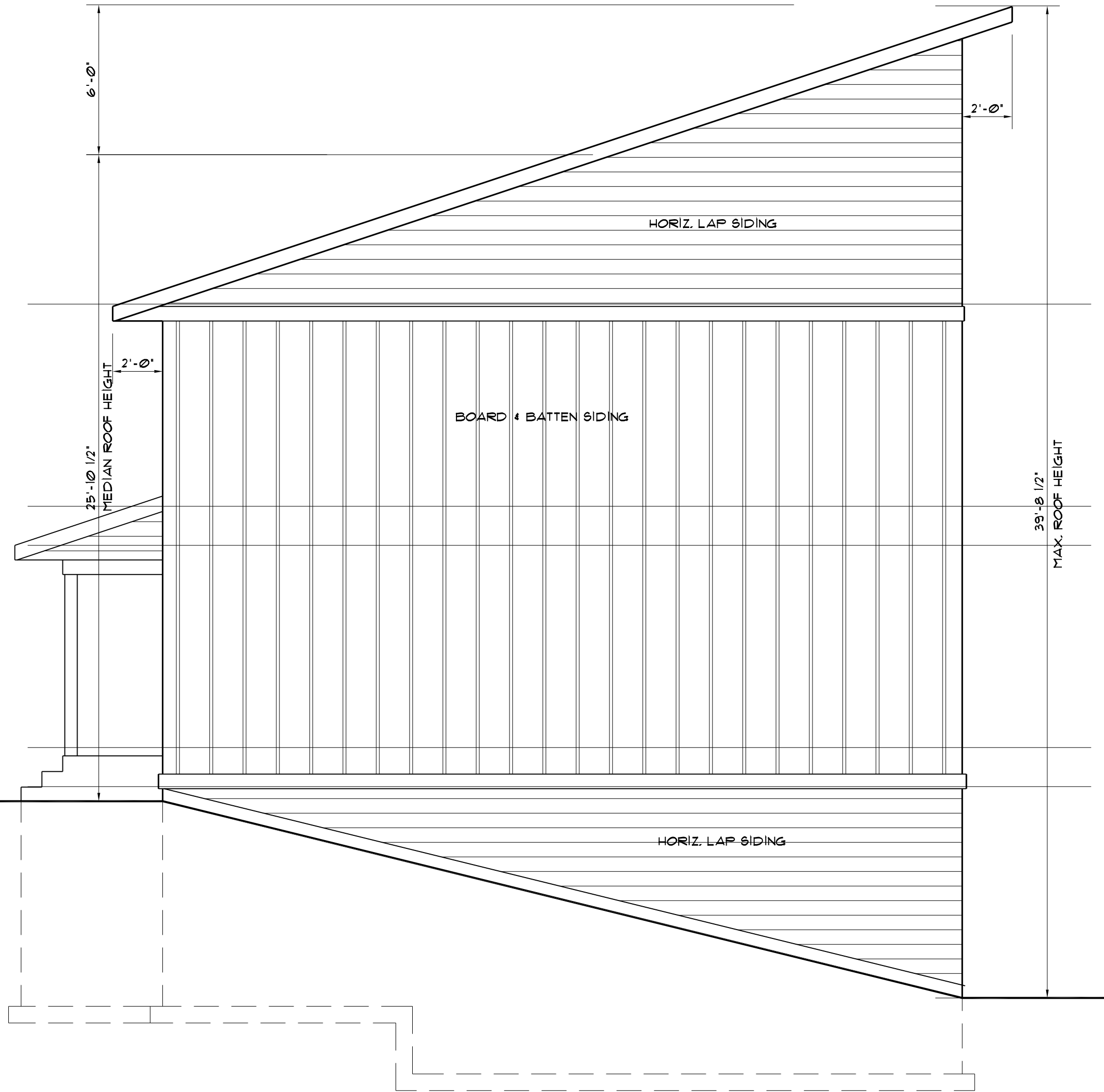
ISSUE
SEPTEMBER 28, 2023
REVISIONS

JOB #232750
SHEET #

6
OF X



1
5 SIDE ELEVATION
SCALE: 1/4" = 1'-0"



2
5 SIDE ELEVATION
SCALE: 1/4" = 1'-0"

3 UNIT TOWNHOMES FOR :

ILYA ZUBAREV
BUCKLEY CIRCLE & BUCKLEY WAY
INVER GROVE HEIGHTS, MN

ISSUE
SEPTEMBER 28, 2023
REVISIONS

JOB #232750
SHEET #

5
OF X



Request for Council Action

SUBJECT: **2nd Reading of Ordinance Establishing Development Fees for 2024**

MEETING DATE: November 13, 2023

ITEM TYPE: Public Hearing

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider approval of the second reading of the attached Ordinance, which establishes planning and development-related fees for calendar year 2024.

BACKGROUND

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

The proposed connection fees for the City's utility systems (Sections 1 thru 4 of the attached ordinance) reflect a 5% increase from the current rates. This corresponds with the estimated increase in capital costs in the utility sections of the proposed 2024-2028 Capital Improvement Plan (CIP), which will be funded in part by these connection fee revenues.

The recommended planning and land-use application fees (Section 5) contain just one recommended adjustment - to insure that the fee is the same for all final plat applications.

No changes to the proposed Ordinance have been made since the first reading was approved on October 23.

FISCAL IMPACT

The fiscal impact of these fees is extremely difficult to estimate as they are all dependent on the amount and type of development that occurs within a given year, and whether that occurs inside or outside the Northwest Area (NWA).

RECOMMENDATION

Staff recommends approval of the second reading.

ATTACHMENTS

1. Ordinance Establishing Development & Connection Fees for 2024 (2nd Reading Nov 13, 2023)

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

ORDINANCE NO. _____

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

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

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

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

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

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee*	\$1,805.00 \$1,720.00 multiplied by a density factor of 3.5 multiplied by net developable acres
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$1,060.00 \$1,010.00 per SAC unit
Water Treatment Plant Fee	\$945.00 \$900.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,225.00 \$2,120.00
1 ½ inch	\$4,440.00 \$4,230.00

2 inch	\$7,100.00 \$6,760.00
3 inch	\$14,200.00 \$13,520.00
4 inch	\$22,175.00 \$21,120.00
6 inch	\$44,340.00 \$42,230.00
8 inch (or larger)	\$70,960.00 \$67,580.00
Land Inside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee * (By Zoning District)	
R-1 and R-2	\$1,505.00 \$1,435.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$1,505.00 \$1,435.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$1,505.00 \$1,435.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$1,505.00 \$1,435.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,435.00 .
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by

	the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,435.00 .
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,435.00 .
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,435.00 .
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$4,095.00 \$3,900.00 per SAC unit
Water Treatment Plant Fee	\$945.00 \$900.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,225.00 \$2,120.00

1 ½ inch	\$4,440.00 \$4,230.00
2 inch	\$7,100.00 \$6,760.00
3 inch	\$14,200.00 \$13,520.00
4 inch	\$22,175.00 \$21,120.00
6 inch	\$44,340.00 \$42,230.00
8 inch (or larger)	\$70,960.00 \$67,580.00

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

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

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

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

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

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

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Sanitary Sewer Plat Connection Fee*	\$1,805.00 \$1,720.00 multiplied by a density factor of 3.5 multiplied by net developable acres

<i>Fees due at time of building permit or connection to sanitary sewer system ***</i>	
Sanitary Sewer Building Permit Connection Unit Fee	\$610.00 \$580.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit
B-Line Special Connection Charge (applicable only to the B-Line area)****	\$1540.00 \$1,465.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$735.00 \$700.00
1 ½ inch	\$1,460.00 \$1,390.00
2 inch	\$2,320.00 \$2,210.00
3 inch	\$4,640.00 \$4,420.00
4 inch	\$7,255.00 \$6,910.00
6 inch	\$14,500.00 \$13,810.00
8 inch (or larger)	\$23,195.00 \$22,090.00
Land Inside the Northwest Area	
<i>Fees due at time of plat ****</i>	
Sanitary Sewer Plat Connection Fee (By Zoning District)	
R-1 and R-2	\$2,710.00 \$2,580.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$2,710.00 \$2,580.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$2,710.00 \$2,580.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$2,710.00 \$2,580.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at

	density units. Then multiply the density units by \$2,710.00 \$2,580.00 .
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,580.00 .
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,580.00 .
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,580.00 .
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective

	fees for each component shall then be added to compute the total fee,
<i>Fees due at time of building permit or connection to water system ***</i>	
Sanitary Sewer Building Permit Connection Fee***	\$7,310.00 \$6,960.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller and sewer-only services)	\$735.00 \$700.00
1 ½ inch	\$1,460.00 \$1,390.00
2 inch	\$2,320.00 \$2,210.00
3 inch	\$4,640.00 \$4,420.00
4 inch	\$7,255.00 \$6,910.00
6 inch	\$14,500.00 \$13,810.00
8 inch (or larger)	\$23,195.00 \$22,090.00

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

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

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

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

Section Three. Amendment. Section 3-4-2-2(G) of the Inver Grove Heights City Code is hereby amended as follows:

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

Land Outside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	\$7,182 \$6,840.00 per net developable acre
	R-3A, R-3B and R-3C	\$9,337 \$8,892.00 per net developable acre
	All Other Zoning Districts (B, I and P)	\$16,519 \$15,732.00 per net developable acre
	Mixed Use Zoning Districts	Pro-rated
Land Inside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	A base charge of \$7,182 \$14,070.00 plus a NWA surcharge of \$7,230 per net developable acre
	R-3A, R-3B and R-3C	A base charge of \$9,337 \$16,122.00 plus a NWA surcharge of \$7,230 per net developable acre
	All Other Zoning Districts (B, I and P)	A base charge of \$16,510 \$22,962.00 plus a NWA surcharge of \$7,230 per net developable acre
	Mixed Use Zoning Districts	Pro-rated

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

For water trunk line area benefit	\$5,690 \$5,418 per acre
For sanitary sewer trunk line area benefit	\$5,690 \$5,418 per acre

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

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*
Administrative Subdivision	\$200		\$25/lot	
Comprehensive Plan Amendment	\$500		\$50	\$2,500
Comprehensive Plan Amendment - minor	\$200			\$250
Conditional Use Permit	\$500	\$52		\$6,000
Conditional Use Permit - amendment	\$150	\$52		\$1,000
Conditional Use Permit, single-family residential	\$250	\$52		
Determination of Substantially Similar Use	\$200			\$200
Final Plat - single family	\$500	\$52	\$25/lot	\$6,000
Final Plat - other (i.e. Commercial or Industrial)	\$500 \$200	\$52	\$100/acre	\$6,000
Interim Use Permit	\$500	\$52		\$1,250
Major Site Plan Review	\$500			\$6,000
Non-Conforming Use Certificate	\$500	\$52		\$1,250
Northwest Area Environmental Studies Fee (paid with Final Plat/PUD in NWA)	\$80/gross acre			
Northwest Area Sketch Plan Review				\$1,000
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000
Planned Unit Development (PUD) - Final	\$500	\$52		\$6,000
Planned Unit Development - Amendment	\$250	\$52		\$2,000
Preliminary Plat	\$500 + \$5 per lot			\$6,000

Rezoning	\$500		\$50	\$500
Street Dedication	\$150	\$52	\$50	
Street/Easement Vacation	\$150	\$52	\$50	\$500
Variance	\$200	\$52		
Waiver of Plat	\$300	\$52	\$25	
Wetland Replacement Plan	\$200		\$100/acre	\$2,500
Zoning Code Amendment	\$500			\$500
Zoning Code Amendment - minor	\$100			\$250
Zoning Interpretation Appeal	\$500			\$1,000

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



Request for Council Action

SUBJECT: Rental Housing Licenses**MEETING DATE:** November 13, 2023**ITEM TYPE:** Regular Business**CONTACT:** Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

The Council is asked to consider approval of rental housing licenses.

BACKGROUND

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

The following rental license applications have been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
7037, 7071, 7125 Concord Blvd	South Concord Investment St. Paul, MN	Mark Prokup St. Paul, MN
7400 Brady	Andy Nguyen Woodbury, MN	John Schrager Inver Grove Heights, MN
7033 Delaney Ave	Kazi Properties LLC Woodbury, MN	Yunus Katundu Woodbury, MN
2586 49th St E	Jeffrey & Kathleen Pan Mendota Heights, MN	Kathleen Pan Mendota Heights, MN
8779 Branson Dr	Amy J. Vann Inver Grove Heights, MN	Amy J. Vann Inver Grove Heights, MN
11425 Avery Dr.	Zachary & Mireille Miller Rochester, MN	Zachary Miller Rochester, MN
2524 76th St E	Dennis & Jean Conoryea West St Paul, MN	Dennis Conoryea West St Paul, MN

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

FISCAL IMPACT

None

RECOMMENDATION

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

ATTACHMENTS

None

Request for Council Action

SUBJECT: **5-Year Capital Improvement Plan (2024-2028)**

MEETING DATE: November 13, 2023

ITEM TYPE: Regular Business

CONTACT: Amy Hove, Finance Director, 651.450.2521
 Brian Connolly, Public Works Director, 651.450.2571
 Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the 2024-2028 Capital Improvement Plan.

BACKGROUND

A Capital Improvement Plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing and financing of capital improvements over a multi-year period. The purpose of a CIP is to help preserve existing assets and infrastructure, plan for future asset needs, and assist in the development of budgets, all while balancing community goals and priorities.

At the July 17, 2023 work session, staff presented the Council with a draft of a 5-Year Capital Improvement Plan for the years 2024-2028 with the purpose of building a document to help guide capital improvement decisions brought before the City Council and to be used in conjunction with annual budget discussions. Last year's version of the plan (2023-2027 CIP) reflected improvements within the Public Works Department (Engineering, Streets, and Utilities). This year's version of the plan (2024-2028 CIP) included the addition of capital projects under the direction of the Parks & Recreation Department (City Facilities, Community Center, Golf Course, and Parks). It is the goal of staff that next year's CIP will reflect projects for all City departments.

During 2024 budget discussions, staff have continued to reference the CIP and more specifically the 2024 projects that were incorporated into 2024 budgets. There have been some minor modifications to the plan since the original July 17, 2023 draft - all of which have been presented to the Council at various times during the budget process. Those changes include:

- **Community Center Brightside Room** - The draft CIP had this remodel budgeted in 2024 for \$200,000. However, during staff discussions, the recommendation was updated to consider a smaller, \$20,000 design and community engagement effort for 2024. This change was shared with Council during the Community Center 2024 budget presentation on September 25, 2023.
- **Automated Metering Infrastructure Implementation Project (AMI)** - Was shifted from years 2023-2026 to years 2025-2028. This keeps the project in the plan but recognizes the challenges of not having the staff capacity to start this project at this time. This project was discussed with Council during the Utility Fund's 2024 budget presentations on October 2,

2023 and the feedback was for staff to continue to explore this project (and not completely remove the project from the 5-year plan).

- **Water Treatment Plant Repair & Rehabilitation** - The original draft had a Phase 1 estimated cost of \$4,700,000, but the preliminary report shared with Council reflected an updated estimate of \$5,206,000. Funding was also updated to reflect the utilization of \$2.5 million in ARPA dollars and \$2.7 million from a State Public Facilities Authority loan (loan is yet to be confirmed - if not received, the City will utilize Water Capital Fund dollars).
- **Golf Course** - Increased the estimated cost for replacement of the chemical sprayer in 2024 (from \$85,000 to \$100,000) and swapped the initially planned 2024 roller replacement with a 2024 utility vehicle (cost neutral as both were estimated at \$15,000). This change was shared with the Council during the Golf Course's 2024 budget presentation on October 9, 2023.
- **Pavement Management-Local Streets** - Updated annual PMI 2024 project costs to reflect 2024 PMI feasibility study estimates and shifted one project (Inver Grove Trail) from 2024 to 2028.
- **Pavement Management-Local Streets** - Updated cost estimates and funding splits for the 2024 Babcock Trail Multi-Use Trail (joint City/County project).
- **Pavement Management-Partnership Projects** - Updated project costs and years based on Dakota County's changes to their 2024-2028 Transportation CIP. Most of the County's changes have been incorporated into the City's plan. Details on these changes were shared and discussed with Council at the November 6, 2023 work session.

The current 2024-2028 CIP has an estimated cumulative cost of \$137,794,523, the largest portion of which, \$108,139,873 (78%) is scheduled for ongoing Pavement Projects over the next five years. Funding for the CIP is coming from 20 unique funding streams as reflected in the Funding Source Summary. As one would expect, some of the largest funding streams are scheduled to pay for those above-mentioned pavement projects: \$34.4 million from the Pavement Management Fund (funded by tax levy and franchise fees), \$32.3 million from Special Assessments (resident share of city street project costs), and \$9 million from State Aid-Construction (transportation tax funding from State). There is another \$18.3 million in funding from Dakota County and Federal Grants towards Pavement-Partnership Projects.

The CIP was presented to both the Planning Commission and Park & Recreation Advisory Commission for their review and feedback - both provided support for the current version of the plan. In accordance with Minnesota Statute Section 462.356, the Planning Commission approved a Resolution finding the 2024-2028 CIP in conformance with the City's Comprehensive Plan. A copy of this Resolution is attached for reference.

In addition to the Pavement Management Projects, some of the larger CIP projects planned for 2024 include:

- Water Treatment Plant Repair and Rehabilitation, estimated at \$5,206,000 plus a new dehumidifier (\$125,000) for the building
- Phase V of Heritage Village Park: Inclusive Playground/Splash Pad - estimated cost of \$2,650,000 (includes \$2 million in state bond funding)

- Oakview/Skyview Tennis/Pickleball Court Rehabilitation (\$500,000)
- Lighting Improvements throughout the City's Facilities (\$121,000)
- Arena and mechanical improvements in the Community Center (\$362,000)

It is worth noting that there are a few intentional omissions from the 2024-2028 planned projects: acquisition of land for a park in the NWA and unprogrammed projects.

- ***Purchase of Land for Park in NWA*** - As discussed with Council at the November 6, 2023 work session, staff continue to explore the potential purchase of land in the NWA for the construction of a larger park. Given the sensitive nature of pursuing a purchase of land and the fact that staff needed further Council direction prior to reaching out to potential property owners (sellers), staff thought it reasonable to continue the pursuit of this land purchase without including it in this year's CIP. Staff have, however, identified ARPA funds and the Parks Acquisition & Development Fund as the funding source for this land purchase.
- ***Unprogrammed Projects*** - These are projects that have the potential to pop up in future years, however the funding sources and specific planning for them remain undetermined: 65th Street, Railroad Quiet Zones, Akron Avenue, Unprogrammed Stormwater Needs, Unprogrammed NWA Stormwater Outfalls, and the B-Line Lift Station. If, and when, the City has sufficient information to plan and fund these projects, they will get incorporated into future CIPs.

FISCAL IMPACT

The final 2024-2028 Capital Improvement Plan (CIP) will be incorporated into 2024 budgets; and continued planning for 2025 projects will be included in departmental work plans.

RECOMMENDATION

The Council is asked to adopt the attached Resolution, approving the 2024-2028 Capital Improvement Plan.

ATTACHMENTS

1. Resolution
2. 2024-2028 Capital Improvement Plan
3. Planning Commission Resolution 2023-01

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING AND ADOPTING THE 2024 - 2028
CAPITAL IMPROVEMENT PLAN (CIP)**

WHEREAS, City Public Works and Parks Department staff have prepared a five-year Capital Improvement Plan (CIP) for the period of 2024-2028; and

WHEREAS, the Council received an overview of the proposed five-year CIP at the July 17, 2023 Council work session; and

WHEREAS, staff have accounted for the project costs and funding sources as provided for in the five-year CIP in budgeting efforts for the 2024 budget associated with all impacted funding sources; and

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

WHEREAS, the Planning Commission received the proposed five-year CIP for the period of 2024-2028 at its meeting on October 17, 2023, and has found it to be consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan.

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

1. The City Council hereby receives and accepts Planning Commission Resolution 2023-01, finding that the proposed five-year Capital Improvement Plan for the period of 2024-2028 is consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan.
2. The City Council hereby approves and adopts the five-year Capital Improvement Plan for the period of 2024-2028.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 13th day of November 2023.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



5-Year Capital Improvement Plan (2024-2028)



**Approved by the Inver Grove Heights City Council
November 13, 2023**



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INTRODUCTION (PAGES 1 – 2)

Provides a brief narrative of the purpose of a Capital Improvement Plan and then provides an introduction and overview of the 2024-2028 Capital Improvement Plan.

DEPARTMENT SUMMARY (PAGE 3)

Summarizes project costs by the department managing those projects.

FUNDING SOURCE SUMMARY (PAGE 4)

Summarizes the funding sources that will be utilized for the projects described in the plan.

PROJECTS BY DEPARTMENT (PAGES 5 – 8)

Provides a listing of all projects sorted by the managing department.

PROJECTS BY FUNDING SOURCE (PAGES 9 – 14)

Provides a listing of funding sources, and details of specific projects that are utilizing those funding resources. Projects with multiple funding sources will show up under multiple funding source categories.

PROJECT DETAILS (PAGES 15 – 166)

The project detail pages provide a description and additional details, such as employee contact, year planned, and amounts for each project in the plan.

UNFUNDED/UNSCHEDULED PROJECTS (PAGE 167)

Provides a listing of projects that have the potential to surface in future years, however the funding and specific planning for them remain undetermined.

A Capital Improvement Plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over a multi-year period. The purpose of a CIP is to help preserve existing assets and infrastructure, plan for future asset needs, and assist in the development of budgets, all while balancing community goals and priorities.

It is important to note that a CIP is a planning document subject to change and evolve over time. Given its five-year outlook, not every project identified in the CIP will be carried out exactly as planned. Additional study and design work, community input and Council direction, and funding availability will influence if and when certain projects are carried out. However, residents can generally expect projects listed in the earlier years of the CIP to be more certain than those in the outer years.

Last year's version of the CIP (2023-2027 CIP) reflected planned and proposed projects within the Public Works Department (Engineering, Streets, and Utilities). This year's version of the plan (2024-2028 CIP) expands on that to also include planned and proposed capital projects under the direction of the Parks & Recreation Department (City Facilities, Community Center, Golf Course, and Parks). It is staff's goal that next year's CIP will reflect projects for all City departments.

The current CIP reflects total estimated project costs of \$137,794,523, the largest of which, \$108,139,873 (78%) is scheduled for Pavement Projects over the next five years. Funding for the CIP is coming from 20 unique funding streams as reflected on the Funding Source Summary. As one would expect, some of the largest funding streams will pay for the above-mentioned pavement projects, including: \$34.4 million from the Pavement Management Fund (funded by tax levy and franchise fees), \$32.3 million from Special Assessments (resident share of city street project costs), and \$9 million from State Aid-Construction (transportation tax funding from State). There is another \$18.3 million in funding from Dakota County and Federal Grants towards Pavement-Partnership Projects.

The CIP was presented to both the Planning Commission and Park and Recreation Advisory Commission for their review and feedback – both provided support for the current version of the plan.

In addition to the Pavement Management Projects, some of the larger CIP projects planned for 2024 include:

- Water Treatment Plant Repair and Rehabilitation, estimated at \$5,206,000, with an additional investment of \$125,000 to replace the Plant's dehumidifier;

- Phase V of Heritage Village Park, which includes construction of an inclusive playground and splash pad at an estimated cost of \$2,650,000 (funding for this project includes \$2 million in state bond funds);
- Oakview/Skyview Tennis/Pickleball Court Rehabilitation (\$500,000);
- Lighting improvements throughout the City's Facilities (\$121,000);
- Arena and mechanical improvements in the Community Center (\$362,000)

DRAFT

City of Inver Grove Heights, MN
Capital Improvement Plan
2024 thru 2028

DEPARTMENT SUMMARY

Department	2024	2025	2026	2027	2028	Total
City Facilities	375,500	252,000	255,000	208,000	122,000	1,212,500
Community Center	512,900	689,500	609,750	1,300,000	385,900	3,498,050
Golf Course	178,000	78,000	445,000	73,500	135,000	909,500
Parks	3,525,600	625,000	500,000	700,000	550,000	5,900,600
Pavement Mgmt-Local Streets	15,296,257	18,063,132	15,795,849	15,359,140	17,715,279	82,229,657
Pavement Mgmt-Partnership Proj	4,483,777	11,360,317	9,736,122	120,000	210,000	25,910,216
Sewer	740,000	635,000	850,000	720,000	775,000	3,720,000
Stormwater	255,000	270,000	415,000	740,000	195,000	1,875,000
Water	5,396,000	435,000	1,915,000	2,950,000	1,843,000	12,539,000
TOTAL	30,763,034	32,407,949	30,521,721	22,170,640	21,931,179	137,794,523

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City of Inver Grove Heights, MN

Capital Improvement Plan

2024 thru 2028

FUNDING SOURCE SUMMARY

Source	2024	2025	2026	2027	2028	Total
American Rescue Plan Act (ARPA)	2,500,000					2,500,000
Central Equipment Fund	137,000	3,500	189,000	38,000	52,000	419,500
City Facilities Fund	188,500	168,500	48,000	170,000	70,000	645,000
Community Center Capital Fund	512,900	689,500	609,750	1,300,000	385,900	3,498,050
County-Cost Share	3,631,004	3,184,215	2,824,215			9,639,434
Federal-Grants & Aid	250,240	4,419,040	4,000,000			8,669,280
Golf Course Fund	228,000	78,000	450,000	73,500	135,000	964,500
Other Source-PFA Loan	2,706,000					2,706,000
Park Acquisition and Development Fund	650,600					650,600
Park Capital Replacement Fund	500,000	375,000	250,000	450,000	300,000	1,875,000
Pavement Management Fund	7,006,784	7,696,349	7,156,151	7,837,215	4,703,000	34,399,499
Sewer Capital Fund	1,455,169	2,135,728	1,428,549	1,460,309	1,221,542	7,701,297
Special Assessments	6,027,930	7,749,719	6,330,503	5,447,300	6,740,000	32,295,452
State-Bonding	2,344,843	176,838	570,534			3,092,215
State-MN DOT		300,000	1,070,000			1,370,000
State-State Aid (MSA)	660,000	1,855,346	1,453,712		5,040,000	9,009,058
Storm Water Capital Fund	613,225	1,097,770	1,351,691	1,391,121	772,222	5,226,029
Storm Water Capital Fund-NWA	50,000	31,000	10,000	15,000		106,000
Storm Water Utility Operating Fund	65,000					65,000
Water Capital Fund	1,235,839	2,447,444	2,779,616	3,988,195	2,511,515	12,962,609
GRAND TOTAL	30,763,034	32,407,949	30,521,721	22,170,640	21,931,179	137,794,523

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City of Inver Grove Heights, MN

Capital Improvement Plan

2024 thru 2028

PROJECTS BY DEPARTMENT

Department	Project #	2024	2025	2026	2027	2028	Total
City Facilities							
Lighting Improvements	FAC-001	121,000	20,000				141,000
CH-Replace Failing Heat Pumps in Data Closets	FAC-002	14,000	14,000				28,000
CH-Install Ductwork into Data Closets	FAC-003	8,500	8,500				17,000
Replace Water Heaters	FAC-004		3,500	42,000			45,500
ADA Improvements	FAC-2024-01	25,000					25,000
FIRE-Station #1 Make Up Air Unit	FAC-2024-02	42,000					42,000
GOLF-Fire Suppression System	FAC-2024-03	40,000					40,000
WTP-Dehumidifier	FAC-2024-04	125,000					125,000
CH-Build 3 Offices (replace filing area)	FAC-2025-01		50,000				50,000
CH-Lower Level Carpet	FAC-2025-02		20,000				20,000
FIRE-Station #1 Boiler/Pumps	FAC-2025-03		25,000				25,000
FIRE-Update Fire Alarm Panels (FS#1&3)	FAC-2025-04		21,000				21,000
Rich Valley-Boiler	FAC-2025-05		10,000				10,000
WTP-Make Up Air unit	FAC-2025-06		63,000				63,000
WTP-Roof Top Unit	FAC-2025-07		17,000				17,000
FIRE-Station #3 Roof Exhaust Fans	FAC-2026-01			6,000			6,000
GOLF-AC Unit #1	FAC-2026-02			5,000			5,000
WTP-Exhaust Unit 2	FAC-2026-03			13,000			13,000
PW-Cold Storage Sprinklers	FAC-2026-04			129,000			129,000
PW-Generator	FAC-2026-05			60,000			60,000
FIRE-Fire Station #1 Roof	FAC-2027-01				95,000		95,000
FIRE-Station #1 Roof Top Unit	FAC-2027-02				75,000		75,000
PW-Roof Exhaust Fans	FAC-2027-03				38,000		38,000
CH-Replace Water Heaters (2)	FAC-2028-01					30,000	30,000
FIRE-Replace 4 Exhaust Fans at FS#1	FAC-2028-02					17,000	17,000
FIRE-Update Locker Rooms at FS#1	FAC-2028-03					15,000	15,000
FIRE-Replace Roof Hatch at FS#3	FAC-2028-04					8,000	8,000
PW-Replace Oil Burner	FAC-2028-05					40,000	40,000
PW-Replace Electric Heater (Riser Room)	FAC-2028-06					12,000	12,000
City Facilities Total		375,500	252,000	255,000	208,000	122,000	1,212,500
Community Center							
Fitness Equipment (Annual Replacements)	VMCC-001		40,000	40,000		40,000	120,000
Common Areas Updates	VMCC-002	20,000	20,000	20,000			60,000
AQ-Lap Pool Lane Lines (16)	VMCC-2024-01	6,000					6,000
AQ-Dive Pool 3 Meter Dive Board	VMCC-2024-02	6,900					6,900
AQ-Dive Pool 3 Meter Dive Board Stand	VMCC-2024-03	35,000					35,000
AR-East Rink Matting	VMCC-2024-04	40,000					40,000
AR-Paint Team Rooms & Restrooms	VMCC-2024-05	15,000					15,000
AR- Re-key Interior Door Locks	VMCC-2024-06	65,000					65,000
AR-Updates to Kitchen/Kitchenette/window sills	VMCC-2024-07	60,000					60,000
AR- Doors/Frames (East Rink)	VMCC-2024-08	14,000					14,000
AR-new skate racks	VMCC-2024-09	10,000					10,000
MEC-Update Automation/AHU - incl humidity sensors	VMCC-2024-10	13,000					13,000
MEC-Replace Roof Top Unit #4	VMCC-2024-11	70,000					70,000

Department	Project #	2024	2025	2026	2027	2028	Total
MEC-Replace Water Softeners	VMCC-2024-12	75,000					75,000
GR-Brightside Room Reconfiguration	VMCC-2024-13	20,000					20,000
GR-Replace Concrete/Carpet Front Entry	VMCC-2024-14	13,000					13,000
GR-Community Room Partition	VMCC-2024-15	40,000					40,000
GR-IT server/panel upgrade	VMCC-2024-16	10,000					10,000
AQ-Pool Furniture	VMCC-2025-01		17,000				17,000
AR-Arena Entrance Mat (Logo)	VMCC-2025-02		10,000				10,000
AR-Replace R-22	VMCC-2025-03		200,000				200,000
AR - Volleyball poles/stands	VMCC-2025-04		10,000				10,000
FIT-Fitness Studio Floor	VMCC-2025-05		32,000				32,000
MEC-Boiler for Pools Only	VMCC-2025-06		110,000				110,000
MEC-Replace ADA Door Openers	VMCC-2025-07		7,500				7,500
MEC- HVAC (Daycare)	VMCC-2025-08		50,000				50,000
MEC-Radiant Heat (West Rink)	VMCC-2025-09		75,000				75,000
GR-Locker Room Lockers	VMCC-2025-10		105,000				105,000
CUS-Kiavac	VMCC-2025-11		13,000				13,000
AQ-ADA Lift	VMCC-2026-01			7,500			7,500
AQ-Lap Pool Bleachers (portable)	VMCC-2026-02			18,250			18,250
AQ-Lap Pool Stadium Seating	VMCC-2026-03			40,000			40,000
AQ-Lifeguard Lockers	VMCC-2026-04			22,000			22,000
AR-Skate Sharpener	VMCC-2026-05			5,000			5,000
FIT-Fitness Center Flooring	VMCC-2026-06			65,000			65,000
MEC-Roof Top Unit 1 (Arena)	VMCC-2026-07			80,000			80,000
MEC-Replace HVAC (Grove Room 2)	VMCC-2026-08			55,000			55,000
MEC-Replace HVAC (Life Guard Room)	VMCC-2026-09			50,000			50,000
MEC-Replace HVAC (Make Up Air East Rink)	VMCC-2026-10			56,300			56,300
MEC-Roof Top Unit 3 (Community Room 1-Arena)	VMCC-2026-11			80,000			80,000
GR-Benches-BP room/pool deck	VMCC-2026-12			12,700			12,700
GR-Building AED's (4)	VMCC-2026-13			6,000			6,000
GR-Lobby Furniture	VMCC-2026-14			14,000			14,000
GR-Repair Rear Grove Stairs	VMCC-2026-15			38,000			38,000
MEC-Replace East/West Rink Compressors (3)	VMCC-2027-01				1,300,000		1,300,000
AQ-Tile back of spa wall	VMCC-2028-01					10,000	10,000
AQ-Dive Pool 1 Meter Dive Board	VMCC-2028-02					6,900	6,900
AQ-Dive Pool 1 Meter Dive Board Stand	VMCC-2028-03					14,000	14,000
MEC-Armory Link Furnace	VMCC-2028-04					15,000	15,000
MEC-Generator 1st install	VMCC-2028-05					300,000	300,000
Community Center Total		512,900	689,500	609,750	1,300,000	385,900	3,498,050
Golf Course							
Beverage Cart Replacement	GC-2024-01	55,000					55,000
Ball Machine #1 Replacement	GC-2024-02	8,000					8,000
Ball Machine #2 Replacement	GC-2025-01		8,000				8,000
Golf Cart Replacement	GC-2026-01			250,000			250,000
Clubhouse/Front end Landscaping	GC-2026-02			100,000			100,000
Chemical Sprayer	GOLF-2024-01	100,000					100,000
Utility Vehicle	GOLF-2024-02	15,000					15,000
Toro GreensMaster 3150 3WD (2)	GOLF-2025-01		70,000				70,000
Toro GroundsMaster 3500	GOLF-2026-01			45,000			45,000
Ventrac w/ Mowing deck	GOLF-2026-02			50,000			50,000
John Deere Aercore 800	GOLF-2027-01				50,000		50,000
Turfco Tri-Wave Seeder	GOLF-2027-02				23,500		23,500
Toro ReelMaster 5510-D	GOLF-2028-01					60,000	60,000
Toro GroundsMaster 4000	GOLF-2028-02					75,000	75,000
Golf Course Total		178,000	78,000	445,000	73,500	135,000	909,500

Department	Project #	2024	2025	2026	2027	2028	Total
Parks							
Rich Valley Parking/trails mill & overlay	PKS-001		250,000	150,000	250,000	250,000	900,000
Groveland Park Parking Lot	PKS-2024-01	100,000					100,000
Salem Hills Park Parking Lot	PKS-2024-02	150,000					150,000
Oakwood/Skyview Courts	PKS-2024-03	500,000					500,000
Wood Chipper	PKS-2024-04	125,000					125,000
HVP-Phase 5 (Playground/Splash Pad)	PKS-2024-05	2,650,600					2,650,600
Oakwood Park Hockey Rink	PKS-2025-01		80,000				80,000
Groveland Park Hockey Rink	PKS-2025-02		45,000				45,000
Southern Lakes Park Playground	PKS-2025-03		100,000				100,000
Salem Hills Park Playground	PKS-2025-04		150,000				150,000
South Valley Park Trail	PKS-2026-01			100,000			100,000
Sleepy Hollow Playground	PKS-2026-02			100,000			100,000
Groveland Park Tennis Courts	PKS-2026-03			150,000			150,000
VMCC Skate Park	PKS-2027-01				150,000		150,000
VMCC Playground	PKS-2027-02				300,000		300,000
Ernster Park Playground	PKS-2028-01					150,000	150,000
Lions Park Playground	PKS-2028-02					150,000	150,000
Parks Total		3,525,600	625,000	500,000	700,000	550,000	5,900,600
Pavement Mgmt-Local Streets							
Annual Pavement Management Initiative Projects	PMI-001	12,784,233	14,915,092	13,750,849	12,974,140	17,025,279	71,449,593
Broad Area Patching	PMI-002	220,000	230,000	240,000	250,000	260,000	1,200,000
Crack Sealing and Pavement Rejuvenation	PMI-003	360,000	365,000	370,000	375,000	380,000	1,850,000
Traffic Calming & Safety Improvements	PMI-004	25,000	30,000	35,000	40,000	50,000	180,000
Cahill Ave Traffic Study	PMI-006		65,000				65,000
Inver Grove Heights FYA Feasibility Study	PMI-007	50,000					50,000
South Grove Maintenance Overlay	PMI-008	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000
ADA Intersection Improvements	PMO-2024-02	337,824					337,824
Babcock Trail (CSAH 73) - Upper 55 to I-494	PMO-2025-02	269,200	843,040				1,112,240
Pavement Mgmt-Local Streets Total		15,296,257	18,063,132	15,795,849	15,359,140	17,715,279	82,229,657
Pavement Mgmt-Partnership Proj							
County Overlays	PMDC-001		40,000		120,000		160,000
70th St (CSAH 26)-TH3 to CSAH 73 Scoping Study	PMDC-2024-01	45,000					45,000
70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study	PMDC-2024-02	15,000					15,000
80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction	PMDC-2024-03	90,000	375,000				465,000
Argenta/I-494 Interchange-Preliminary Engineering	PMDC-2024-04	100,000					100,000
80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study	PMDC-2025-01		67,500				67,500
Argenta/TH 55 Interchange-Preliminary Engineering	PMDC-2026-01			37,500			37,500
CSAH 71/CSAH 32 Intersection - Scoping Study	PMDC-2027-01		48,750				48,750
Barbara Ave Soundwall (TH 52)	PMMN-2025-01		400,000	1,270,000			1,670,000
70th St at TH 52-West Ramp Improvement	PMMN-2028-01					210,000	210,000
117th Street	PMO-2024-01	4,233,777	10,379,067	8,428,622			23,041,466
Argenta/Westcott/TH 149 FYA	PMO-2025-01		50,000				50,000
Pavement Mgmt-Partnership Proj Total		4,483,777	11,360,317	9,736,122	120,000	210,000	25,910,216
Sewer							
Sanitary Sewer Rehabilitation	SEW-001	240,000	270,000	300,000	330,000	365,000	1,505,000
Sanitary Sewer Cleaning & Televising	SEW-002	350,000	365,000	375,000	390,000	410,000	1,890,000
Lift Station Rehabilitation	SEW-003	150,000		175,000			325,000
Sewer Total		740,000	635,000	850,000	720,000	775,000	3,720,000

Department	Project #	2024	2025	2026	2027	2028	Total
Stormwater							
Minor Drainage Improvements	STW-001	15,000	85,000	85,000	90,000	100,000	375,000
Storm Sewer Televising	STW-002	55,000	60,000	65,000	70,000	75,000	325,000
Raingarden Inlet Rehabilitation	STW-003	20,000		20,000		20,000	60,000
Water Resource Management Plan Update	STW-2024-01	100,000					100,000
Stormwater Rate Study	STW-2024-02	65,000					65,000
Dickman Trail - Outfall Culvert Replacement	STW-2025-01		75,000	75,000	550,000		700,000
Pond JP-1 Outlet Skimmer	STW-2025-02		50,000				50,000
MS4 Program Implementation Efforts	STW-2026-01			20,000	30,000		50,000
Marcott Woods Park - Ravine Erosion Restoration	STW-2026-02			150,000			150,000
Stormwater Total		255,000	270,000	415,000	740,000	195,000	1,875,000
Water							
Well Pump & Service Rehabilitation (Pumps & VFD's)	WAT-001	130,000	135,000	140,000	150,000	160,000	715,000
Water Treatment Plant Sludge Pump Replacement	WAT-002		35,000	40,000	45,000	45,000	165,000
Babcock Booster Station Pump Inspection	WAT-003	30,000	35,000				65,000
Water Treatment Plant Booster Pump Inspection	WAT-2023-02	30,000	30,000	35,000	35,000	38,000	168,000
Water Treatment Plant Repair & Rehabilitation	WAT-2023-03	5,206,000					5,206,000
Automated Metering Infrastructure (AMI)	WAT-2023-04		200,000	1,600,000	1,600,000	1,600,000	5,000,000
Northside Water Tower Painting	WAT-2027-01			100,000	950,000		1,050,000
Water System Management Plan & Studies	WAT-2027-02				70,000		70,000
SCADA System Upgrade	WAT-2027-03				100,000		100,000
Water Total		5,396,000	435,000	1,915,000	2,950,000	1,843,000	12,539,000
GRAND TOTAL		30,763,034	32,407,949	30,521,721	22,170,640	21,931,179	137,794,523

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City of Inver Grove Heights, MN

Capital Improvement Plan

2024 thru 2028

PROJECTS BY FUNDING SOURCE

Source	Project #	2024	2025	2026	2027	2028	Total
American Rescue Plan Act (ARPA)							
Water Treatment Plant Repair & Rehabilitation	WAT-2023-03	2,500,000					2,500,000
American Rescue Plan Act (ARPA) Total		2,500,000					2,500,000
Central Equipment Fund							
Lighting Improvements	FAC-001	12,000					12,000
Replace Water Heaters	FAC-004		3,500				3,500
PW-Cold Storage Sprinklers	FAC-2026-04			129,000			129,000
PW-Generator	FAC-2026-05			60,000			60,000
PW-Roof Exhaust Fans	FAC-2027-03				38,000		38,000
PW-Replace Oil Burner	FAC-2028-05					40,000	40,000
PW-Replace Electric Heater (Riser Room)	FAC-2028-06					12,000	12,000
Wood Chipper	PKS-2024-04	125,000					125,000
Central Equipment Fund Total		137,000	3,500	189,000	38,000	52,000	419,500
City Facilities Fund							
Lighting Improvements	FAC-001	99,000	20,000				119,000
CH-Replace Failing Heat Pumps in Data Closets	FAC-002	14,000	14,000				28,000
CH-Install Ductwork into Data Closets	FAC-003	8,500	8,500				17,000
Replace Water Heaters	FAC-004			42,000			42,000
ADA Improvements	FAC-2024-01	25,000					25,000
FIRE-Station #1 Make Up Air Unit	FAC-2024-02	42,000					42,000
CH-Build 3 Offices (replace filing area)	FAC-2025-01		50,000				50,000
CH-Lower Level Carpet	FAC-2025-02		20,000				20,000
FIRE-Station #1 Boiler/Pumps	FAC-2025-03		25,000				25,000
FIRE-Update Fire Alarm Panels (FS#1&3)	FAC-2025-04		21,000				21,000
Rich Valley-Boiler	FAC-2025-05		10,000				10,000
FIRE-Station #3 Roof Exhaust Fans	FAC-2026-01			6,000			6,000
FIRE-Fire Station #1 Roof	FAC-2027-01				95,000		95,000
FIRE-Station #1 Roof Top Unit	FAC-2027-02				75,000		75,000
CH-Replace Water Heaters (2)	FAC-2028-01					30,000	30,000
FIRE-Replace 4 Exhaust Fans at FS#1	FAC-2028-02					17,000	17,000
FIRE-Update Locker Rooms at FS#1	FAC-2028-03					15,000	15,000
FIRE-Replace Roof Hatch at FS#3	FAC-2028-04					8,000	8,000
City Facilities Fund Total		188,500	168,500	48,000	170,000	70,000	645,000
Community Center Capital Fund							
Fitness Equipment (Annual Replacements)	VMCC-001		40,000	40,000		40,000	120,000
Common Areas Updates	VMCC-002	20,000	20,000	20,000			60,000
AQ-Lap Pool Lane Lines (16)	VMCC-2024-01	6,000					6,000
AQ-Dive Pool 3 Meter Dive Board	VMCC-2024-02	6,900					6,900

Source	Project #	2024	2025	2026	2027	2028	Total
AQ-Dive Pool 3 Meter Dive Board Stand	VMCC-2024-03	35,000					35,000
AR-East Rink Matting	VMCC-2024-04	40,000					40,000
AR-Paint Team Rooms & Restrooms	VMCC-2024-05	15,000					15,000
AR- Re-key Interior Door Locks	VMCC-2024-06	65,000					65,000
AR-Updates to Kitchen/Kitchenette/window sills	VMCC-2024-07	60,000					60,000
AR- Doors/Frames (East Rink)	VMCC-2024-08	14,000					14,000
AR-new skate racks	VMCC-2024-09	10,000					10,000
MEC-Update Automation/AHU - incl humidity sensors	VMCC-2024-10	13,000					13,000
MEC-Replace Roof Top Unit #4	VMCC-2024-11	70,000					70,000
MEC-Replace Water Softeners	VMCC-2024-12	75,000					75,000
GR-Brightside Room Reconfiguration	VMCC-2024-13	20,000					20,000
GR-Replace Concrete/Carpet Front Entry	VMCC-2024-14	13,000					13,000
GR-Community Room Partition	VMCC-2024-15	40,000					40,000
GR-IT server/panel upgrade	VMCC-2024-16	10,000					10,000
AQ-Pool Furniture	VMCC-2025-01		17,000				17,000
AR-Arena Entrance Mat (Logo)	VMCC-2025-02		10,000				10,000
AR-Replace R-22	VMCC-2025-03		200,000				200,000
AR - Volleyball poles/stands	VMCC-2025-04		10,000				10,000
FIT-Fitness Studio Floor	VMCC-2025-05		32,000				32,000
MEC-Boiler for Pools Only	VMCC-2025-06		110,000				110,000
MEC-Replace ADA Door Openers	VMCC-2025-07		7,500				7,500
MEC- HVAC (Daycare)	VMCC-2025-08		50,000				50,000
MEC-Radiant Heat (West Rink)	VMCC-2025-09		75,000				75,000
GR-Locker Room Lockers	VMCC-2025-10		105,000				105,000
CUS-Kiavac	VMCC-2025-11		13,000				13,000
AQ-ADA Lift	VMCC-2026-01			7,500			7,500
AQ-Lap Pool Bleachers (portable)	VMCC-2026-02			18,250			18,250
AQ-Lap Pool Stadium Seating	VMCC-2026-03			40,000			40,000
AQ-Lifeguard Lockers	VMCC-2026-04			22,000			22,000
AR-Skate Sharpener	VMCC-2026-05			5,000			5,000
FIT-Fitness Center Flooring	VMCC-2026-06			65,000			65,000
MEC-Roof Top Unit 1 (Arena)	VMCC-2026-07			80,000			80,000
MEC-Replace HVAC (Grove Room 2)	VMCC-2026-08			55,000			55,000
MEC-Replace HVAC (Life Guard Room)	VMCC-2026-09			50,000			50,000
MEC-Replace HVAC (Make Up Air East Rink)	VMCC-2026-10			56,300			56,300
MEC-Roof Top Unit 3 (Community Room 1-Arena)	VMCC-2026-11			80,000			80,000
GR-Benches-BP room/pool deck	VMCC-2026-12			12,700			12,700
GR-Building AED's (4)	VMCC-2026-13			6,000			6,000
GR-Lobby Furniture	VMCC-2026-14			14,000			14,000
GR-Repair Rear Grove Stairs	VMCC-2026-15			38,000			38,000
MEC-Replace East/West Rink Compressors (3)	VMCC-2027-01				1,300,000		1,300,000
AQ-Tile back of spa wall	VMCC-2028-01					10,000	10,000
AQ-Dive Pool 1 Meter Dive Board	VMCC-2028-02					6,900	6,900
AQ-Dive Pool 1 Meter Dive Board Stand	VMCC-2028-03					14,000	14,000
MEC-Armory Link Furnace	VMCC-2028-04					15,000	15,000
MEC-Generator 1st install	VMCC-2028-05					300,000	300,000

Community Center Capital Fund Total

512,900	689,500	609,750	1,300,000	385,900	3,498,050
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County-Cost Share

117th Street	PMO-2024-01	3,405,004	2,824,215	2,824,215			9,053,434
Babcock Trail (CSAH 73) - Upper 55 to I-494	PMO-2025-02	226,000	360,000				586,000

County-Cost Share Total

3,631,004	3,184,215	2,824,215		9,639,434
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Source	Project #	2024	2025	2026	2027	2028	Total
Federal-Grants & Aid							
117th Street	PMO-2024-01		4,000,000	4,000,000			8,000,000
ADA Intersection Improvements	PMO-2024-02	250,240					250,240
Babcock Trail (CSAH 73) - Upper 55 to I-494	PMO-2025-02		419,040				419,040
Federal-Grants & Aid Total		250,240	4,419,040	4,000,000			8,669,280
Golf Course Fund							
Lighting Improvements	FAC-001	10,000					10,000
GOLF-Fire Suppression System	FAC-2024-03	40,000					40,000
GOLF-AC Unit #1	FAC-2026-02			5,000			5,000
Beverage Cart Replacement	GC-2024-01	55,000					55,000
Ball Machine #1 Replacement	GC-2024-02	8,000					8,000
Ball Machine #2 Replacement	GC-2025-01		8,000				8,000
Golf Cart Replacement	GC-2026-01			250,000			250,000
Clubhouse/Front end Landscaping	GC-2026-02			100,000			100,000
Chemical Sprayer	GOLF-2024-01	100,000					100,000
Utility Vehicle	GOLF-2024-02	15,000					15,000
Toro GreensMaster 3150 3WD (2)	GOLF-2025-01		70,000				70,000
Toro GroundsMaster 3500	GOLF-2026-01			45,000			45,000
Ventrac w/ Mowing deck	GOLF-2026-02			50,000			50,000
John Deere Aercore 800	GOLF-2027-01				50,000		50,000
Turfco Tri-Wave Seeder	GOLF-2027-02				23,500		23,500
Toro ReelMaster 5510-D	GOLF-2028-01					60,000	60,000
Toro GroundsMaster 4000	GOLF-2028-02					75,000	75,000
Golf Course Fund Total		228,000	78,000	450,000	73,500	135,000	964,500
Other Source-PFA Loan							
Water Treatment Plant Repair & Rehabilitation	WAT-2023-03	2,706,000					2,706,000
Other Source Total		2,706,000					2,706,000
Park Acquisition and Development Fund							
HVP-Phase 5 (Playground/Splash Pad)	PKS-2024-05	650,600					650,600
Park Acquisition and Development Fund Total		650,600					650,600
Park Capital Replacement Fund							
Oakwood/Skyview Courts	PKS-2024-03	500,000					500,000
Oakwood Park Hockey Rink	PKS-2025-01		80,000				80,000
Groveland Park Hockey Rink	PKS-2025-02		45,000				45,000
Southern Lakes Park Playground	PKS-2025-03		100,000				100,000
Salem Hills Park Playground	PKS-2025-04		150,000				150,000
Sleepy Hollow Playground	PKS-2026-02			100,000			100,000
Groveland Park Tennis Courts	PKS-2026-03			150,000			150,000
VMCC Skate Park	PKS-2027-01				150,000		150,000
VMCC Playground	PKS-2027-02				300,000		300,000
Ernster Park Playground	PKS-2028-01					150,000	150,000
Lions Park Playground	PKS-2028-02					150,000	150,000

Source	Project #	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund Total		500,000	375,000	250,000	450,000	300,000	1,875,000
Pavement Management Fund							
Rich Valley Parking/trails mill & overlay	PKS-001		250,000	150,000	250,000	250,000	900,000
Groveland Park Parking Lot	PKS-2024-01	100,000					100,000
Salem Hills Park Parking Lot	PKS-2024-02	150,000					150,000
South Valley Park Trail	PKS-2026-01			100,000			100,000
70th St (CSAH 26)-TH3 to CSAH 73 Scoping Study	PMDC-2024-01	45,000					45,000
70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study	PMDC-2024-02	5,000					5,000
80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction	PMDC-2024-03	45,000	375,000				420,000
Argenta/I-494 Interchange-Preliminary Engineering	PMDC-2024-04	100,000					100,000
80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study	PMDC-2025-01		20,000				20,000
Argenta/TH 55 Interchange-Preliminary Engineering	PMDC-2026-01			37,500			37,500
CSAH 71/CSAH 32 Intersection - Scoping Study	PMDC-2027-01		48,750				48,750
Annual Pavement Management Initiative Projects	PMI-001	4,360,000	4,583,599	4,823,651	5,202,215	3,700,000	22,669,465
Broad Area Patching	PMI-002	220,000	230,000	240,000	250,000	260,000	1,200,000
Crack Sealing and Pavement Rejuvenation	PMI-003	360,000	365,000	370,000	375,000	380,000	1,850,000
Traffic Calming & Safety Improvements	PMI-004	25,000	30,000	35,000	40,000	50,000	180,000
Cahill Ave Traffic Study	PMI-006		65,000				65,000
Inver Grove Heights FYA Feasibility Study	PMI-007	50,000					50,000
South Grove Maintenance Overlay	PMI-008	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000
70th St at TH 52-West Ramp Improvement	PMMN-2028-01					63,000	63,000
117th Street	PMO-2024-01	166,000					166,000
ADA Intersection Improvements	PMO-2024-02	87,584					87,584
Argenta/Westcott/TH 149 FYA	PMO-2025-01		50,000				50,000
Babcock Trail (CSAH 73) - Upper 55 to I-494	PMO-2025-02	43,200	64,000				107,200
Pavement Management Fund Total		7,006,784	7,696,349	7,156,151	7,837,215	4,703,000	34,399,499
Sewer Capital Fund							
County Overlays	PMDC-001		5,000		25,000		30,000
70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study	PMDC-2024-02	1,750					1,750
80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction	PMDC-2024-03	6,000					6,000
80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study	PMDC-2025-01		7,000				7,000
Annual Pavement Management Initiative Projects	PMI-001	707,419	1,488,728	578,549	715,309	425,542	3,915,547
70th St at TH 52-West Ramp Improvement	PMMN-2028-01					21,000	21,000
Sanitary Sewer Rehabilitation	SEW-001	240,000	270,000	300,000	330,000	365,000	1,505,000
Sanitary Sewer Cleaning & Televising	SEW-002	350,000	365,000	375,000	390,000	410,000	1,890,000
Lift Station Rehabilitation	SEW-003	150,000		175,000			325,000
Sewer Capital Fund Total		1,455,169	2,135,728	1,428,549	1,460,309	1,221,542	7,701,297
Special Assessments							
Annual Pavement Management Initiative Projects	PMI-001	5,710,000	4,371,705	5,296,630	5,447,300	6,740,000	27,565,635
117th Street	PMO-2024-01	317,930	3,378,014	1,033,873			4,729,817
Special Assessments Total		6,027,930	7,749,719	6,330,503	5,447,300	6,740,000	32,295,452
State-Bonding							
HVP-Phase 5 (Playground/Splash Pad)	PKS-2024-05	2,000,000					2,000,000
117th Street	PMO-2024-01	344,843	176,838	570,534			1,092,215

Source	Project #	2024	2025	2026	2027	2028	Total
State-Bonding Total		2,344,843	176,838	570,534			3,092,215
State-MN DOT							
Barbara Ave Soundwall (TH 52)	PMMN-2025-01		300,000	1,070,000			1,370,000
State-MN DOT Total			300,000	1,070,000			1,370,000
State-State Aid (MSA)							
Annual Pavement Management Initiative Projects	PMI-001	660,000	1,755,346	1,253,712		5,040,000	8,709,058
Barbara Ave Soundwall (TH 52)	PMMN-2025-01		100,000	200,000			300,000
State-State Aid (MSA) Total		660,000	1,855,346	1,453,712		5,040,000	9,009,058
Storm Water Capital Fund							
County Overlays	PMDC-001		10,000		70,000		80,000
70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study	PMDC-2024-02	6,500					6,500
80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction	PMDC-2024-03	30,000					30,000
Annual Pavement Management Initiative Projects	PMI-001	436,725	817,770	946,691	596,121	481,222	3,278,529
70th St at TH 52-West Ramp Improvement	PMMN-2028-01					96,000	96,000
Minor Drainage Improvements	STW-001	15,000	85,000	85,000	90,000	100,000	375,000
Storm Sewer Televising	STW-002	55,000	60,000	65,000	70,000	75,000	325,000
Raingarden Inlet Rehabilitation	STW-003	20,000		20,000		20,000	60,000
Water Resource Management Plan Update	STW-2024-01	50,000					50,000
Dickman Trail - Outfall Culvert Replacement	STW-2025-01		75,000	75,000	550,000		700,000
Pond JP-1 Outlet Skimmer	STW-2025-02		50,000				50,000
MS4 Program Implementation Efforts	STW-2026-01			10,000	15,000		25,000
Marcott Woods Park - Ravine Erosion Restoration	STW-2026-02			150,000			150,000
Storm Water Capital Fund Total		613,225	1,097,770	1,351,691	1,391,121	772,222	5,226,029
Storm Water Capital Fund-NWA							
80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study	PMDC-2025-01		31,000				31,000
Water Resource Management Plan Update	STW-2024-01	50,000					50,000
MS4 Program Implementation Efforts	STW-2026-01			10,000	15,000		25,000
Storm Water Capital Fund-NWA Total		50,000	31,000	10,000	15,000		106,000
Storm Water Utility Operating Fund							
Stormwater Rate Study	STW-2024-02	65,000					65,000
Storm Water Utility Operating Fund Total		65,000					65,000
Water Capital Fund							
WTP-Dehumidifier	FAC-2024-04	125,000					125,000
WTP-Make Up Air unit	FAC-2025-06		63,000				63,000
WTP-Roof Top Unit	FAC-2025-07		17,000				17,000
WTP-Exhaust Unit 2	FAC-2026-03			13,000			13,000
County Overlays	PMDC-001		25,000		25,000		50,000
70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study	PMDC-2024-02	1,750					1,750
80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction	PMDC-2024-03	9,000					9,000
80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study	PMDC-2025-01		9,500				9,500

Source	Project #	2024	2025	2026	2027	2028	Total
Annual Pavement Management Initiative Projects	PMI-001	910,089	1,897,944	851,616	1,013,195	638,515	5,311,359
70th St at TH 52-West Ramp Improvement	PMMN-2028-01					30,000	30,000
Well Pump & Service Rehabilitation (Pumps & VFD's)	WAT-001	130,000	135,000	140,000	150,000	160,000	715,000
Water Treatment Plant Sludge Pump Replacement	WAT-002		35,000	40,000	45,000	45,000	165,000
Babcock Booster Station Pump Inspection	WAT-003	30,000	35,000				65,000
Water Treatment Plant Booster Pump Inspection	WAT-2023-02	30,000	30,000	35,000	35,000	38,000	168,000
Automated Metering Infrastructure (AMI)	WAT-2023-04		200,000	1,600,000	1,600,000	1,600,000	5,000,000
Northside Water Tower Painting	WAT-2027-01			100,000	950,000		1,050,000
Water System Management Plan & Studies	WAT-2027-02				70,000		70,000
SCADA System Upgrade	WAT-2027-03				100,000		100,000
Water Capital Fund Total		1,235,839	2,447,444	2,779,616	3,988,195	2,511,515	12,962,609
GRAND TOTAL		30,763,034	32,407,949	30,521,721	22,170,640	21,931,179	137,794,523

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project # FAC-001
Project Name Lighting Improvements

Description

The city's lighting throughout is old and inefficient. All lighting is to be changed to LED for brighter lighting and cost effectiveness. Some of the buildings are using the original lights that are dim and the bulbs are going out of production.

2023 = \$134,000

\$14,000 Fire Station #1 Replace Lighting in Truck Storage Bay
 \$25,000 Public Works Replace Lighting in Sand/Salt Garage
 \$10,000 Public Works Replace Lighting in Cold Storage
 \$85,000 Police Replace Lighting Controls System

2024 = \$121,000

\$15,000 Fire Station #3 Replace Lighting to LED
 \$12,000 Public Works Replace Lighting in Truck Storage Bay
 \$20,000 City Hall Replace Lights in Offices to LED
 \$54,000 City Hall Replace City Hall Main Areas to LED
 \$10,000 Golf Course Replace Lighting to LED
 \$10,000 Rich Valley Replace Lighting to LED

2025 = \$20,000

\$20,000 Fire Station #1 Replace Office Lights to LED

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	121,000	20,000				141,000
Total	121,000	20,000				141,000
Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund	12,000					12,000
City Facilities Fund	99,000	20,000				119,000
Golf Course Fund	10,000					10,000
Total	121,000	20,000				141,000

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-002
Project Name	CH-Replace Failing Heat Pumps in Data Closets

Description
The data closets with the servers supply access points to our employees and IT personnel. The units are under-sized and are creating failing conditions for the units and spaces around them.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	14,000	14,000				28,000
Total	14,000	14,000				28,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund	14,000	14,000				28,000
Total	14,000	14,000				28,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-003
Project Name	CH-Install Ductwork into Data Closets

Description
The data closets with the servers supply access points to our employees and IT personnel. The units are under-sized and are creating failing conditions for the units and spaces around them and will need ductwork replaced to feed air to the new heat pumps.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	8,500	8,500				17,000
Total	8,500	8,500				17,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund	8,500	8,500				17,000
Total	8,500	8,500				17,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project # FAC-004
Project Name Replace Water Heaters

Description

The Public works water heater is original and is over 15+ years. The water heater is failing with rust and water showing in different spots.

2025 = \$3,500

\$3,500 Public Works Replace Water Heater for Locker Room

The fire station water heaters are original are over 20+ years. The water heater is failing with rust and water showing in different spots.

The water heaters supply water to the City Hall and Police Department. The units are have high recovery ability, but they are starting to fail due to the water of IGH and the age of the building.

2026 = \$42,000

\$6,000 Fire Station #1

\$6,000 Fire Station #3

\$30,000 City Hall

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		3,500	42,000			45,500
Total		3,500	42,000			45,500

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund		3,500				3,500
City Facilities Fund			42,000			42,000
Total		3,500	42,000			45,500

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2024-01
Project Name	ADA Improvements

Description
An ADA study was done in 2011 and the following changes are required to bring our facilities into compliance:
2023 = \$38,000
\$5,000 Fire Station #3 Update locks & hardware
\$5,000 Public Works Update locks & hardware
\$13,000 City Hall Install ADA Door Openers-Council Chambers
\$5,000 City Hall Update locks & hardware
\$5,000 Water Plant Update locks & hardware
\$5,000 Golf Course Update locks & hardware
2024 = \$25,000
\$5,000 Fire Station #3 Update locks & hardware
\$5,000 Public Works Update locks & hardware
\$5,000 City Hall Update locks & hardware
\$5,000 Water Plant Update locks & hardware
\$5,000 Golf Course Update locks & hardware

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	25,000					25,000
Total	25,000					25,000
Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund	25,000					25,000
Total	25,000					25,000

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2024-02
Project Name	FIRE-Station #1 Make Up Air Unit

Description
Fire Station #1 is used by IGH Fire Department. This HVAC unit helps keep our Fire House warm and also helps remove moisture in the air. This unit is original to the building and is over 15+ years old and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	42,000					42,000
Total	42,000					42,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund	42,000					42,000
Total	42,000					42,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2024-03
Project Name	GOLF-Fire Suppression System

Description
The fire suppression system in the golf clubhouse is used by staff or emergency personnel in the event of a fire. The current system is from 1992 and needs to be replaced due to old age and the requirements of national & local authorities.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund	40,000					40,000
Total	40,000					40,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2024-04
Project Name	WTP-Dehumidifier

Description
The water treatment plant is used by public works staff. The HVAC unit that warms the plant and removes moisture from the air is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	125,000					125,000
Total	125,000					125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund	125,000					125,000
Total	125,000					125,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-01
Project Name	CH-Build 3 Offices (replace filing area)

Description
City hall is used by staff and has a filing storage space for paper storage. City hall is in the process of going paperfree and does not need as much storage space. The existing space could be reused to furnish offices in our ever growing employee pool.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund		50,000				50,000
Total		50,000				50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-02
Project Name	CH-Lower Level Carpet

Description
Lower city hall is used by staff and residents. The carpet in this area helps reduce sound. The current carpet is starting to rip and is stained in multiple areas and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		20,000				20,000
Total		20,000				20,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund		20,000				20,000
Total		20,000				20,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-03
Project Name	FIRE-Station #1 Boiler/Pumps

Description
Fire Station #1 is used by IGH Fire Department. The boiler pumps and motors feed the outside radiation lines that heat the main lobby areas. The boiler system is failing and will need to be updated to keep the building warm.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		25,000				25,000
Total		25,000				25,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund		25,000				25,000
Total		25,000				25,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-04
Project Name	FIRE-Update Fire Alarm Panels (FS#1&3)

Description
Fire Stations #1 & #3 are used by IGH Fire Department. The fire alarm panels are original to the buildings and 20+ years old. The dialer is still using the old telephone technology and needs to be updated to cell service.
2025 \$8,000 Fire Station #1
2025 \$13,000 Fire Station #3

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		21,000				21,000
Total		21,000				21,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund		21,000				21,000
Total		21,000				21,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-05
Project Name	Rich Valley-Boiler

Description
The mainenance building at Rich Valley Park is used by parks staff to do maintenance at the park. The boiler pumps and motors feed the outside radiation lines that heat the maintenance building. The boiler system is failing and will need to be updated to keep the building warm.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		10,000				10,000
Total		10,000				10,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund		10,000				10,000
Total		10,000				10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-06
Project Name	WTP-Make Up Air unit

Description
Replace one unit - This HVAC unit helps keep our Water Treatment Plant warm and also helps remove moisture in the air. This unit is original to the building and is over 15+ years old.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		63,000				63,000
Total		63,000				63,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund		63,000				63,000
Total		63,000				63,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2025-07
Project Name	WTP-Roof Top Unit

Description
The water treatment plant is used by public works staff. The rooftop HVAC unit helps keep the building warm and also helps remove moisture in the air. This unit is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		17,000				17,000
Total		17,000				17,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund		17,000				17,000
Total		17,000				17,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	FAC-2026-01
Project Name	FIRE-Station #3 Roof Exhaust Fans

Department	City Facilities
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	City Facilities

Description
Fire Station #3 is used by IGH Fire Department. The HVAC unit for the station helps keep the building warm and also helps remove moisture in the air. This unit is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			6,000			6,000
Total			6,000			6,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund			6,000			6,000
Total			6,000			6,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Golf Course

Project #	FAC-2026-02
Project Name	GOLF-AC Unit #1

Description
The golf clubhouse is used by golf staff and members/visitors of the golf course. The AC unit #1 in the clubhouse was replaced in 2010 and parts are no longer available for it. With the south-facing windows, the clubhouse can get steamy and hot and the unit is not keeping up for patrons and staff.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			5,000			5,000
Total			5,000			5,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund			5,000			5,000
Total			5,000			5,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentCity Facilities

ContactAdam Lares

TypeRepairs/Maintenance

Useful Life

CategoryCity Facilities

Project #	FAC-2026-03
Project Name	WTP-Exhaust Unit 2

Description

The water treatment plant is used by public works staff. Th HVAC unit for the plant helps keep the building warm and also helps remove moisture in the air. This unit is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			13,000			13,000
Total			13,000			13,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund			13,000			13,000
Total			13,000			13,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2026-04
Project Name	PW-Cold Storage Sprinklers

Description
The cold storage sprinkler lines in public works are used by staff or emergency personnel in the event of a fire. The lines are rusting and showing wear and tear after the last 15+ years and are in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			129,000			129,000
Total			129,000			129,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund			129,000			129,000
Total			129,000			129,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentCity Facilities

ContactAdam Lares

TypeEquipment

Useful Life

CategoryCity Facilities

Project #FAC-2026-05

Project NamePW-Generator

Description

Public works is used by staff, residents, and vendors. Our public works building does not have a back up generator. When the power goes down it makes it harder for our staff to protect and provide for the city. Purchasing one will allow public works to continue to do their jobs even in the event of a power loss.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			60,000			60,000
Total			60,000			60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund			60,000			60,000
Total			60,000			60,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2027-01
Project Name	FIRE-Fire Station #1 Roof

Description
Fire Station #1 is used by IGH Fire Department. The roof protects our fire fighting equipment and personnel. After an outside roofing inspection was done the roof was rated at a "D" and needs to be replaced to remove the leaks and moisture intrusions.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				95,000		95,000
Total				95,000		95,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund				95,000		95,000
Total				95,000		95,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	FAC-2027-02
Project Name	FIRE-Station #1 Roof Top Unit

Department	City Facilities
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	City Facilities

Description
Fire Station #1 is used by IGH Fire Department. The HVAC unit for this station helps keep our Fire House warm and also helps remove moisture in the air. This unit is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				75,000		75,000
Total				75,000		75,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund				75,000		75,000
Total				75,000		75,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	FAC-2027-03
Project Name	PW-Roof Exhaust Fans

Department	City Facilities
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	City Facilities

Description
Public works is used by staff, residents, and vendors. The public works HVAC unit helps keep the building warm and also helps remove moisture in the air. This unit is original to the building (over 15 years old) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				38,000		38,000
Total				38,000		38,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund				38,000		38,000
Total				38,000		38,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2028-01
Project Name	CH-Replace Water Heaters (2)

Description
Replace City Hall Water Heaters as they will have reached their end of life (15+ years old). The water heaters supply water to the City Hall and Police Department which are used by staff, residents, and visitors. The units are have high recovery ability, but they are starting to fail due to the water of IGH and the age of the building.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					30,000	30,000
Total					30,000	30,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund					30,000	30,000
Total					30,000	30,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	FAC-2028-02
Project Name	FIRE-Replace 4 Exhaust Fans at FS#1

Department	City Facilities
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	City Facilities

Description
Fire Station #1 is used by IGH Fire Department. The 4 exhaust fans at this fire station will have reached the end of their useful life (15+ years) and be in need of replacement. This HVAC unit helps keep our Fire House warm and also helps remove moisture in the air.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					17,000	17,000
Total					17,000	17,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund					17,000	17,000
Total					17,000	17,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Unassigned
Useful Life
Category City Facilities

Project #	FAC-2028-03
Project Name	FIRE-Update Locker Rooms at FS#1

Description
The lower level locker rooms at Fire Station #1 are being used by the full time duty fire fighters. The metal lockers have been in a moist area and are starting to rust and are in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					15,000	15,000
Total					15,000	15,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund					15,000	15,000
Total					15,000	15,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2028-04
Project Name	FIRE-Replace Roof Hatch at FS#3

Description
Replace roof hatch at Fire Station #3 that will have reached the end of its useful life (15+ years). The roof hatch is used by staff and emergency personnel and helps protect our fire fighting equipment and personnel, but still give us access to the roof. After an outside roofing inspection was done the roof hatch has shown signs of failing with rust on the outside and tears on the seals.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					8,000	8,000
Total					8,000	8,000

Funding Sources	2024	2025	2026	2027	2028	Total
City Facilities Fund					8,000	8,000
Total					8,000	8,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentCity Facilities

ContactAdam Lares

TypeRepairs/Maintenance

Useful Life

CategoryCity Facilities

Project #FAC-2028-05

Project NamePW-Replace Oil Burner

Description

Replace used oil burner that will have reached the end of its useful life (15+ years). The Pubic works maintenance shop oil burner is used by public works staff and helps offset our heating cost by removing used oil that is being stored in our shops. The unit is over 10+ years old and is failing due to moisture and rust issues.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					40,000	40,000
Total					40,000	40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund					40,000	40,000
Total					40,000	40,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department City Facilities
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category City Facilities

Project #	FAC-2028-06
Project Name	PW-Replace Electric Heater (Riser Room)

Description
Replace electric heater in the Cold/Salt storage riser room in public works will have reached the end of its useful life. Public works is used by staff, residents, and visitors. The riser heater helps protect our equipment in the cold storage building and the heater unit is slowly failing after 15+ years of service.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					12,000	12,000
Total					12,000	12,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund					12,000	12,000
Total					12,000	12,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-001
Project Name	Fitness Equipment (Annual Replacements)

Description
The fitness center is used by members and guests of the community center. Equipment is strategically rotated to extend the life of each item. Each year equipment is evaluated. Items that are at the end of their useful life or worn/damaged are replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		40,000	40,000		40,000	120,000
Total		40,000	40,000		40,000	120,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		40,000	40,000		40,000	120,000
Total		40,000	40,000		40,000	120,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-002
Project Name	Common Areas Updates

Description
There are several lobby and common areas inside the VMCC for members and guests to relax in while visiting the community center. These spaces have not been updated for 5-15+ years and are in need of fresh paint and new decor. This will give our guests a comfortable and fresh space to sit and enjoy.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	20,000	20,000	20,000			60,000
Total	20,000	20,000	20,000			60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	20,000	20,000	20,000			60,000
Total	20,000	20,000	20,000			60,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2024-01
Project Name	AQ-Lap Pool Lane Lines (16)

Department	Community Center
Contact	Adam Lares
Type	Equipment
Useful Life	
Category	Community Center

Description
Pool lap lines (lane marker ropes) are used by the VMCC patrons and Simley diving teams. It needs to be replaced due to normal wear and tear over the years.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	6,000					6,000
Total	6,000					6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	6,000					6,000
Total	6,000					6,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2024-02
Project Name	AQ-Dive Pool 3 Meter Dive Board

Department	Community Center
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	Community Center

Description
3-meter diving board is used by the VMCC patrons and Simley diving teams. It needs to be replaced due to normal wear and tear as well as humidity and chemical erosion.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	6,900					6,900
Total	6,900					6,900

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	6,900					6,900
Total	6,900					6,900

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-03
Project Name	AQ-Dive Pool 3 Meter Dive Board Stand

Description
3-meter diving board stand is used by the VMCC patrons and Simley diving teams. It needs to be replaced due to normal wear and tear as well as humidity and chemical erosion.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	35,000					35,000
Total	35,000					35,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	35,000					35,000
Total	35,000					35,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-04
Project Name	AR-East Rink Matting

Description
The matting (flooring through the hallways and at the ends of the rink) is used by the VMCC patrons, figure skaters, and the School district/hockey clubs. The matting is ripping due to the moisture, age of the matting and traffic used in the areas.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	40,000					40,000
Total	40,000					40,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-05
Project Name	AR-Paint Team Rooms & Restrooms

Description
11 Rink locker rooms are used by the VMCC patrons, School district, hockey associations, and general public. The paint is peeling, flaking, and pitting due to the moisture and cold temperatures.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	15,000					15,000
Total	15,000					15,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-06
Project Name	AR- Re-key Interior Door Locks

Description
The interior key system is 15+ years old and at end of useful life. The master keys have been issued and not returned for over 10+ years

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	65,000					65,000
Total	65,000					65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	65,000					65,000
Total	65,000					65,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-07
Project Name	AR-Updates to Kitchen/Kitchenette/window sills

Description
The VMCC has multiple conference rooms and kitchenette areas used and seen by the different user groups. All of the sills (north side of building) are cracking and swelling from moisture and water damage.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	60,000					60,000
Total	60,000					60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	60,000					60,000
Total	60,000					60,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-08
Project Name	AR- Doors/Frames (East Rink)

Description
The rink doors are being used by the Hockey players, their families and numerous visitors. These groups bring large bags that bang into the doors and create scratches for moisture to enter the metal. Rust and age are making the doors unstable and a hazard to everyone.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	14,000					14,000
Total	14,000					14,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	14,000					14,000
Total	14,000					14,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentCommunity Center

ContactAdam Lares

TypeEquipment

Useful Life

CategoryCommunity Center

Project #	VMCC-2024-09
Project Name	AR-new skate racks

Description
need to replace current racks for rental and skate lesson skates - old racks were handmade and are falling apart

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	10,000					10,000
Total	10,000					10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	10,000					10,000
Total	10,000					10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-10
Project Name	MEC-Update Automation/AHU - incl humidity sensors

Description
The current air handling unit does not have humidity sensors. Replacing the unit with one that has humidity sensors will increase efficiency inside the VMCC and prevent wood floor and wall damages from pool and ambient moisture.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	13,000					13,000
Total	13,000					13,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	13,000					13,000
Total	13,000					13,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-11
Project Name	MEC-Replace Roof Top Unit #4

Description
The current HVAC rooftop unit # 4 is in need of replacement. This unit regulates the heat and humidity in community room 2 and the arenas and is currently underperforming. Community room 2 is used for special events and programs, and the arenas are used for ice skating, open soccer/turf, and other programs. Replacing this unit will properly stabilize temperature in these spaces, prevent moisture wear, and keep our guests comfortable while in these areas.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	70,000					70,000
Total	70,000					70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	70,000					70,000
Total	70,000					70,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentCommunity Center

ContactAdam Lares

TypeRepairs/Maintenance

Useful Life

CategoryCommunity Center

Project #VMCC-2024-12

Project NameMEC-Replace Water Softeners

Description

The water softeneres in the waterpark and rinks are beyond their useful life at 15 years and are leaking and rusting. These water softeners provide treated water to the VMCC restrooms, locker rooms, and showers to prevent damage from the city's water. Replacing these will prevent wear minerals in the water while making a more comfortable restroom and locker room experience for our guests.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	75,000					75,000
Total	75,000					75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	75,000					75,000
Total	75,000					75,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-13
Project Name	GR-Brightside Room Reconfiguration

Description
The Brightside room is a space that can be used for many activities. It was previously rented out by a gymnastics studio but has been underutilized since that organization stopped renting in the spring of 2022. The city is considering remodeling and reconfiguring this room to better meet the needs of the community. In 2024, the city will use community and Council engagement to develop preliminary design work to create a multi-use space that supports VMCC vision and demands. Future remodeling costs will be developed once that engagement and preliminary design has occurred.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	20,000					20,000
Total	20,000					20,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	20,000					20,000
Total	20,000					20,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-14
Project Name	GR-Replace Concrete/Carpet Front Entry

Description
The concrete entrance pad and carpet in the community center entrance doorways are in need of replacement. This entrance is used by most of our community center guests. The concrete and entrance pad for the VMCC building are the first thing people see when they visit the VMCC. The concrete has started to pit and crack in different and assorted places making it unsightly and unsafe (tripping hazard).

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	13,000					13,000
Total	13,000					13,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	13,000					13,000
Total	13,000					13,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2024-15
Project Name	GR-Community Room Partition

Description
The VMCC community rooms 1 & 2 are separated by an accordian door made of inexpensive materials. The door is original to the rooms and is need of replacement due to age, extreme usage and noise issues between the two rooms. These rooms are used for special events and programs. Replacing these doors will make it easier for staff to adjust the room layout, create a nicer space, and reduce noise for other events happening.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	40,000					40,000
Total	40,000					40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	40,000					40,000
Total	40,000					40,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2024-16
Project Name	GR-IT server/panel upgrade

Description
Continued work on IT server/upgrade for phone and internet use in the building. Our current system is outdated and does not allow for guests or staff to connect well. The VMCC services our entire community for fitness, swimming, hockey, rentals, etc. Everyone that comes into the building brings a device that logs onto our network and the network is constantly changing based on the needs of the community.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	10,000					10,000
Total	10,000					10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund	10,000					10,000
Total	10,000					10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2025-01
Project Name	AQ-Pool Furniture

Description
The pool furniture is used by the VMCC patrons and School district. The furniture is peeling, cracking, and pitting due to the moisture and pool chemicals used in the areas and will need to be replaced. Purchased in 2014 & 2015.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		17,000				17,000
Total		17,000				17,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		17,000				17,000
Total		17,000				17,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2025-02
Project Name	AR-Arena Entrance Mat (Logo)

Description
The logo mats in the front entrances are in need of replacement. The logo matting shows the old logo in the matting and they are too small for inclement weather safety. New logos have been approved by council and will need to be changed.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		10,000				10,000
Total		10,000				10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		10,000				10,000
Total		10,000				10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Improvement
Useful Life
Category Community Center

Project #	VMCC-2025-03
Project Name	AR-Replace R-22

Description
Replace R-22 unit(s) as equipment parts and R-22 is no longer available. It's been phased out for 10+ years and was banned by the EPA in 2020 because of its particularly harmful impact on the ozone layer when released into the air.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Installation		200,000				200,000
Total		200,000				200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		200,000				200,000
Total		200,000				200,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2025-04
Project Name	AR - Volleyball poles/stands

Description
Replace volleyball poles and stands in the gym. The volleyball poles/stands are used by the VMCC patrons, Recreation programs, and various high schools. The current poles have some rust and show signs of damage from patron usage.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		10,000				10,000
Total		10,000				10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		10,000				10,000
Total		10,000				10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2025-05
Project Name	FIT-Fitness Studio Floor

Description
Replace Studio Flooring - The fitness studio is used to teach a variety of fitness programs and the wood floor is scratched from sand, salt and other debris on shoes and equipment.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		32,000				32,000
Total		32,000				32,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		32,000				32,000
Total		32,000				32,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2025-06
Project Name	MEC-Boiler for Pools Only

Description
The pool boilers are in need of replacement. The boilers are used to heat the waterpark-side of the VMCC as well as the pool water. Our current boilers are original and inefficient.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		110,000				110,000
Total		110,000				110,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		110,000				110,000
Total		110,000				110,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2025-07
Project Name	MEC-Replace ADA Door Openers

Description
The arena entrance (door E) is used by many community center visitors, and is a primary entrance for those coming to the senior club. We do not have enough door openers to operate the doors (7) needed for ADA compliance, making it difficult for guests who have mobility restrictions. Replacing two ADA door openers at this entrance will make it easier for our guests while also bringing our facility into ADA compliance.

Justification
upgrade and end of useful life

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		7,500				7,500
Total		7,500				7,500

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		7,500				7,500
Total		7,500				7,500

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2025-08
Project Name	MEC- HVAC (Daycare)

Description
Child care at the VMCC is used by members and guests while they work out. The current HVAC unit that controls the heat and humidity for child care is under performing and unable to stabilize the area. This can make the room uncomfortable for our staff and children while they're in the room. Replacing the HVAC system will make the space more comfortable for all.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		50,000				50,000
Total		50,000				50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2025-09
Project Name	MEC-Radiant Heat (West Rink)

Description
The ice arenas are used by VMCC members, Simley high school sports teams and their families, residents, and guests. UV radiant heating is used in both rink stands to keep guests comfortable. The current units in the west rink are cracked and too small to keep up with demand. Replacing these units will keep our guests at a more comfortable temperature while they watch events on the ice.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		75,000				75,000
Total		75,000				75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		75,000				75,000
Total		75,000				75,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2025-10
Project Name	GR-Locker Room Lockers

Department	Community Center
Contact	Adam Lares
Type	Equipment
Useful Life	
Category	Community Center

Description
The community center locker rooms are used by members, residents, and guests visiting the facility. The locker rooms currently have large locker banks made out of pressed wood. The moisture and heat from the pools is causing the wood to swell and break along the joints and hinges. This is also creating mold. Replacing these lockers will create better and safer storage for our guests.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		105,000				105,000
Total		105,000				105,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		105,000				105,000
Total		105,000				105,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2025-11
Project Name	CUS-Kiavac

Description
The restrooms of the community center are used by members, residents, guests, and vendors. The current cleaning unit used to clean these restrooms is broken and needs to be replaced with a power washer that has an attached vacuum. This will allow operations staff to continue daily and restorative cleaning tasks, keeping the facility clean, fresh, and sanitized for our guests each day.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		13,000				13,000
Total		13,000				13,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund		13,000				13,000
Total		13,000				13,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2026-01
Project Name	AQ-ADA Lift

Department	Community Center
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	Community Center

Description
The life in the pool is used by guests with mobility restrictions to get in and out of the water safely. In 2026, the current lift will be beyonds its useful life of 5 years and in need of replacement due to erosion from pool chemicals. This will allow our guests with mobility restrictions to continue to safely enter and exit the water.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			7,500			7,500
Total			7,500			7,500

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			7,500			7,500
Total			7,500			7,500

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2026-02
Project Name	AQ-Lap Pool Bleachers (portable)

Department	Community Center
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	Community Center

Description
The bleachers in the pool are used by VMCC guests and Simley diving teams. The benches are showing wear and tear and the humidity in the pool is causing erosion. To keep our facility safe and looking fresh these benches will need to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			18,250			18,250
Total			18,250			18,250

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			18,250			18,250
Total			18,250			18,250

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2026-03
Project Name	AQ-Lap Pool Stadium Seating

Description
The bleachers in the pool are used by VMCC guests and Simley diving teams. The benches are showing wear and tear and the humidity in the pool is causing erosion. To keep our facility safe and looking fresh these benches will need to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			40,000			40,000
Total			40,000			40,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			40,000			40,000
Total			40,000			40,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2026-04
Project Name	AQ-Lifeguard Lockers

Description
In the lifeguard locker room are storage lockers used by lifeguards and aquatics staff. The lockers are showing signs of chemical erosion, moisture damage, and general wear and tear and need to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			22,000			22,000
Total			22,000			22,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			22,000			22,000
Total			22,000			22,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2026-05
Project Name	AR-Skate Sharpener

Department	Community Center
Contact	Adam Lares
Type	Equipment
Useful Life	
Category	Community Center

Description
The skate sharpener in the ice arena is used by staff to sharpen skates for VMCC patrons, figure skaters, and hockey skaters, the current sharpener (E-Z Sharp M#02-1730F) is over 20 years old. Parts are no longer available for this sharpener so it needs to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			5,000			5,000
Total			5,000			5,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			5,000			5,000
Total			5,000			5,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-06
Project Name	FIT-Fitness Center Flooring

Description
The fitness center is used by VMCC members, residents, and guests. The floor of the lower area is over 15 years old and in need of replacement. It is torn and cut from extensive use and has become a safety hazard. To keep the fitness center safe for our guests, it needs to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			65,000			65,000
Total			65,000			65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			65,000			65,000
Total			65,000			65,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-07
Project Name	MEC-Roof Top Unit 1 (Arena)

Description
The ice arena is used by VMCC members, residents, Simley hockey teams, figure skaters, and guests. The current HVAC unit to control the heat and humidity for this area is under performing and cannot stabilize the area. The unit needs to be replaced to prevent damage to the arena and to make it more comfortable for guests using the space.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			80,000			80,000
Total			80,000			80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			80,000			80,000
Total			80,000			80,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-08
Project Name	MEC-Replace HVAC (Grove Room 2)

Description
The TRX Room (Grove Room 2) is used for group fitness classes and personal training. The current HVAC unit used to control the heat and humidity for this space is underperforming and unable to stabilize the area. The unit needs to be replaced to make a more comfortable environment for our guests while they use the space.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			55,000			55,000
Total			55,000			55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			55,000			55,000
Total			55,000			55,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-09
Project Name	MEC-Replace HVAC (Life Guard Room)

Description
The lifeguard locker room is used for lifeguards and aquatic staff. The space does not currently have an HVAC unit to control the heat and humidity. Separating the HVAC from the main unit to be able to regulate this space will make a more comfortable environment for our staff and also prevent moisture damage to our equipment.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			50,000			50,000
Total			50,000			50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			50,000			50,000
Total			50,000			50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-10
Project Name	MEC-Replace HVAC (Make Up Air East Rink)

Description
The east rink is used by VMCC members, residents, guests, and staff for open skate/soccer/turf and programs. The make up air HVAC unit used to control the heat and humidity of the space is underperforming and unable to stabilize the area. Replacing the unit will create a more comfortable environment for guests using this space and also prevent moisture issues.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			56,300			56,300
Total			56,300			56,300

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			56,300			56,300
Total			56,300			56,300

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-11
Project Name	MEC-Roof Top Unit 3 (Community Room 1-Arena)

Description
Community room 1 is used by staff for rec programs/meetings, renters for special events, and VMCC visitors. The roof top HVAC unit for this space (unit #3) used to control the heat and humidity for this space is underperforming and unable to stabilize the area and needs to be replaced. This will make the room more comfortable for guests using the space.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			80,000			80,000
Total			80,000			80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			80,000			80,000
Total			80,000			80,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2026-12
Project Name	GR-Benches-BP room/pool deck

Description
The birthday party room and pool deck are used by VMCC pool visitors, renters hosting birthday parties/meetings, members, guests, and the school district. The current benches and furniture in these areas are peeling, cracking, and pitting due to the moisture and pool chemicals used. Replacing them will keep these spaces looking nice, comfortable, and safe for future use.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			12,700			12,700
Total			12,700			12,700

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			12,700			12,700
Total			12,700			12,700

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2026-13
Project Name	GR-Building AED's (4)

Description
There are multiple AEDs in the VMCC building used by staff and guests in emergencies. The current AEDs need to be replaced due to lifecycle and updates of units.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			6,000			6,000
Total			6,000			6,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			6,000			6,000
Total			6,000			6,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2026-14
Project Name	GR-Lobby Furniture

Description
The lobby in the main entrance of the community center is used by VMCC members, fitness class participants, guests attending special events, staff, and vendors. The furniture in the lobby is original to the building (installed in 2001) and has cracked seating and rusty legs. Replacing the furniture will freshen up the lobby and make it a more welcoming and safe space for guests visiting the community center.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			14,000			14,000
Total			14,000			14,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			14,000			14,000
Total			14,000			14,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2026-15
Project Name	GR-Repair Rear Grove Stairs

Description
The second floor aquatic stands emergency doors lead to metal stairs in the back of the building. These stairs are used by staff for maintenance and cleaning and would also be used by VMCC guests in the event of an emergency. These stairs are metal and concrete but have started to deteriorate and rust. This makes using the stairs a hazard and a liability.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			38,000			38,000
Total			38,000			38,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund			38,000			38,000
Total			38,000			38,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2027-01
Project Name	MEC-Replace East/West Rink Compressors (3)

Department	Community Center
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	Community Center

Description
The east and west rinks are used by VMCC members, guests, Simley sports teams, renters, and staff for programs. The three compressor units for the areans are using an R-22 refrigerant and pumps that we can no longer get parts for. These compressors need to be replaced to remove obsolete equipment and make the system more energy efficient.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				1,300,000		1,300,000
Total				1,300,000		1,300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund				1,300,000		1,300,000
Total				1,300,000		1,300,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Repairs/Maintenance
Useful Life
Category Community Center

Project #	VMCC-2028-01
Project Name	AQ-Tile back of spa wall

Description
The spa is used by VMCC members, guests, and the school district. The tile of the back wall is discoloring due to the moisture and pool chemicals used in these areas and needs to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					10,000	10,000
Total					10,000	10,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund					10,000	10,000
Total					10,000	10,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2028-02
Project Name	AQ-Dive Pool 1 Meter Dive Board

Department	Community Center
Contact	Adam Lares
Type	Equipment
Useful Life	
Category	Community Center

Description
The 1-meter diving board is used by VMCC members, guests, and Simley diving teams. It needs to be replaced due to normal wear and tear and erosion from pool chemicals.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					6,900	6,900
Total					6,900	6,900

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund					6,900	6,900
Total					6,900	6,900

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2028-03
Project Name	AQ-Dive Pool 1 Meter Dive Board Stand

Description
The stand used to hold the 1-meter diving board is used by VMCC members, guests, and Simley diving teams. It needs to be replaced due to normal wear and tear and chemical erosion.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					14,000	14,000
Total					14,000	14,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund					14,000	14,000
Total					14,000	14,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	VMCC-2028-04
Project Name	MEC-Armory Link Furnace

Department	Community Center
Contact	Adam Lares
Type	Repairs/Maintenance
Useful Life	
Category	Community Center

Description
The link between the National Guard Armory and the VMCC is used by VMCC members, guests, staff, and National Guard personnel to go from one section of the building to the other (especially in the winter). The furnace that controls the temperature in this link is aging and needs to be replaced to be more efficient.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					15,000	15,000
Total					15,000	15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund					15,000	15,000
Total					15,000	15,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Community Center
Contact Adam Lares
Type Equipment
Useful Life
Category Community Center

Project #	VMCC-2028-05
Project Name	MEC-Generator 1st install

Description
The community center is used by members, residents, and guests. In the past there have been several issues with power outages. We need to install new back-up generators to prevent power loss during an emergency to prevent ice loss, pool damage, and electronic equipment damage.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					300,000	300,000
Total					300,000	300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Community Center Capital Fund					300,000	300,000
Total					300,000	300,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GC-2024-01
Project Name	Beverage Cart Replacement

Description
Beverage carts are used by golf staff to serve beverages to golfers on the course. The carts were replaced in 2019 and are at the end of their useable life (5 seasons) and are in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	55,000					55,000
Total	55,000					55,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund	55,000					55,000
Total	55,000					55,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GC-2024-02
Project Name	Ball Machine #1 Replacement

Description
The driving ball machine (#1) is used by golf course staff and customers. The machine was replaced in 2011 and is at the of its usable life (5-10 years) and in need of replacement.

Justification
end of useful life

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	8,000					8,000
Total	8,000					8,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund	8,000					8,000
Total	8,000					8,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GC-2025-01
Project Name	Ball Machine #2 Replacement

Description
The driving ball machine (#2) is used by golf course staff and customers. The machine was replaced in 2011 and is at the of its usable life (5-10 years) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		8,000				8,000
Total		8,000				8,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund		8,000				8,000
Total		8,000				8,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GC-2026-01
Project Name	Golf Cart Replacement

Description
The fleet, starter, and ranger cars are used by golf course staff and customers. The carts were replaced in 2019. In 2026 they'll be 7 years old, beyond their useful life of 5 years and ready for trade-in to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			250,000			250,000
Total			250,000			250,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund			250,000			250,000
Total			250,000			250,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	GC-2026-02
Project Name	Clubhouse/Front end Landscaping

Department	Golf Course
Contact	Matt Moynihan
Type	Repairs/Maintenance
Useful Life	
Category	Golf Course

Description
The clubhouse is used by golf course staff and customers. The landscaping at the clubhouse and front end of the golf course has rock walls that are crumbling and at the end of their useful life. These needs to be replaced to keep the facility looking nice.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund			100,000			100,000
Total			100,000			100,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course

Contact Matt Moynihan

Type Equipment

Useful Life

Category Golf Course

Project #GOLF-2024-01

Project NameChemical Sprayer

Description

The Toro MulitiPro 1750 topdress/sprayer (300 gallon unit w/ GPS) is used by golf course staff to do landscaping/maintenance. The current unit was replaced in 2015 and is now beyond its useful life.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund	100,000					100,000
Total	100,000					100,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course

Contact Matt Moynihan

Type Equipment

Useful Life

Category Golf Course

Project #	GOLF-2024-02
Project Name	Utility Vehicle

Description
The EZ Go 800 Workhorse utility vehicle is used by golf course staff. The current vehicle was replaced in 2004 and is at the end of its useful life (10 years) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund	15,000					15,000
Total	15,000					15,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GOLF-2025-01
Project Name	Toro GreensMaster 3150 3WD (2)

Description
The Toro GreensMaster 3150 3WD mowers are used by golf course staff for landscaping/maintenance. The mowers were purchased in 2004 & 2008 and are beyond their useful life (10 years) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment		70,000				70,000
Total		70,000				70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund		70,000				70,000
Total		70,000				70,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GOLF-2026-01
Project Name	Toro GroundsMaster 3500

Description
The Toro GroundsMaster 3500 mower is used by golf course staff for mowing through rough areas. It was purchased in 2011 and is beyond its useful life (10 years) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			45,000			45,000
Total			45,000			45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund			45,000			45,000
Total			45,000			45,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GOLF-2026-02
Project Name	Ventrac w/ Mowing deck

Description
The golf course is used by residents, guests, and staff. A new multi-use equipment piece is needed - this will give staff the ability to use it in various capacities and more versatile in ability to get additional attachments.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment			50,000			50,000
Total			50,000			50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund			50,000			50,000
Total			50,000			50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Golf Course
Contact Matt Moynihan
Type Equipment
Useful Life
Category Golf Course

Project #	GOLF-2027-01
Project Name	John Deere Aercore 800

Description
Golf course staff use the John Deere Aercore 800 aerator to do landscaping/maintance at the golf course. The current unit was purchase in 2000 and is beyond its useful life and should be replaced with a Toro Procore 648.

Justification
end of useful life

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				50,000		50,000
Total				50,000		50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund				50,000		50,000
Total				50,000		50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	GOLF-2027-02
Project Name	Turfco Tri-Wave Seeder

Department	Golf Course
Contact	Matt Moynihan
Type	Equipment
Useful Life	
Category	Golf Course

Description
The seeder is used by golf course staff for landscaping/maintenance at the golf course. The original was scrapped years ago and this extra piece is required to complete jobs as needed.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment				23,500		23,500
Total				23,500		23,500

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund				23,500		23,500
Total				23,500		23,500

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	GOLF-2028-01
Project Name	Toro ReelMaster 5510-D

Department	Golf Course
Contact	Matt Moynihan
Type	Equipment
Useful Life	
Category	Golf Course

Description
The Toro ReelMaster 5510-D is used on fairways by golf course staff for landscaping/maintenance. The current unit was purchased in 2015 and will be beyond its useful life (10 years) and should be replaced with a Toro ReelMaster 3575.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					60,000	60,000
Total					60,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund					60,000	60,000
Total					60,000	60,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	GOLF-2028-02
Project Name	Toro GroundsMaster 4000

Department	Golf Course
Contact	Matt Moynihan
Type	Equipment
Useful Life	
Category	Golf Course

Description
The Toro GroundsMaster 4000 mower is used by golf course staff to mow through the rough. This piece of equipment was purchased in 2018 and will be at the end of its useful life (10 years) and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment					75,000	75,000
Total					75,000	75,000

Funding Sources	2024	2025	2026	2027	2028	Total
Golf Course Fund					75,000	75,000
Total					75,000	75,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-001
Project Name	Rich Valley Parking/trails mill & overlay

Description
The Rich Valley parking lot and trails provide our many user groups adequate parking and pathways to move through the complex for their events. They are now more than 26 years old, at the end of their useful life, and currently they are being patched annually. Park Pavement Management funding in years 2025-2028 will be deferred to complete 2029 reconstruction project to the parking lots and trails.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		250,000	150,000	250,000	250,000	900,000
Total		250,000	150,000	250,000	250,000	900,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund		250,000	150,000	250,000	250,000	900,000
Total		250,000	150,000	250,000	250,000	900,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2024-01
Project Name	Groveland Park Parking Lot

Description
The existing parking lot at Gorveland Park was built in 2000. Its currently 24 years old, beyond its useful life of 20 years. The parking lot needs to be milled and overlaid.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	100,000					100,000
Total	100,000					100,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2024-02
Project Name	Salem Hills Park Parking Lot

Description
Salem Hills Park parking lot was built in 1995. It is 29 years old, beyond its useful life of 20 years. It needs to be milled and overlaid.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	150,000					150,000
Total	150,000					150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	150,000					150,000
Total	150,000					150,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2024-03
Project Name	Oakwood/Skyview Courts

Description
Skyview and Oakwood Park tennis courts are scheduled to be replaced in 2024 due to poor surface conditions. These courts were built in 1999 & 2000. As they are 23-24 years old, they are beyond their useful life of 20 years.
Parks & recreation collected resident feedback in August 2023 about whether they'd like to see tennis courts, pickleball courts, or a combination of both at these courts. The IGH Parks and Recreation Advisory Commission (PRAC) reviewed resident feedback, recreation programming needs, and current park amenities.
IGH PRAC selected final designs. Skyview Park tennis court will be replaced with 6 pickleball courts. Oakwood Park will be replaced with 2 tennis courts.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	500,000					500,000
Total	500,000					500,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund	500,000					500,000
Total	500,000					500,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Equipment
Useful Life
Category Parks

Project #	PKS-2024-04
Project Name	Wood Chipper

Description
Parks, Streets, and Stormwater departments use wood chippers. These departments have rented them for years as the city does not currently own one. Due to frequent use, purchasing a wood chipper will save money.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Equipment	125,000					125,000
Total	125,000					125,000

Funding Sources	2024	2025	2026	2027	2028	Total
Central Equipment Fund	125,000					125,000
Total	125,000					125,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Parks
Contact Adam Lares
Type Improvement
Useful Life
Category Parks

Project #	PKS-2024-05
Project Name	HVP-Phase 5 (Playground/Splash Pad)

Description
In 2023, the City was awarded \$2 million in state bonding to bring Heritage Village Park to full fruition with the construction of an inclusive playground, splash pad, and addition to parking lot with an additional \$650,600 contributed from city funds for Phase 5 of this multi-year, multi-phased park.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction	2,650,600					2,650,600
Total	2,650,600					2,650,600

Funding Sources	2024	2025	2026	2027	2028	Total
Park Acquisition and Development Fund	650,600					650,600
State-Bonding	2,000,000					2,000,000
Total	2,650,600					2,650,600

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2025-01
Project Name	Oakwood Park Hockey Rink

Description
Oakwood Park has a hockey rink that is used by residents and staff for classes and pick-up games. The hockey rink boards and supports are currently 22 years old, beyond their useful life of 15 years, and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		80,000				80,000
Total		80,000				80,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund		80,000				80,000
Total		80,000				80,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2025-02
Project Name	Groveland Park Hockey Rink

Description
Groveland Park has a hockey rink that is used by residents and staff for classes and pick-up games. The hockey rink boards and supports are currently 22 years old, beyond their useful life of 15 years, and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		45,000				45,000
Total		45,000				45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund		45,000				45,000
Total		45,000				45,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Project #	PKS-2025-03
Project Name	Southern Lakes Park Playground

Department	Parks
Contact	Brian Swoboda
Type	Repairs/Maintenance
Useful Life	
Category	Parks

Description
Southern Lakes Park playground is used by families in the community. In 2025, the current playground will be 24 years old, beyond its useful life of 20 years, and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		100,000				100,000
Total		100,000				100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund		100,000				100,000
Total		100,000				100,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2025-04
Project Name	Salem Hills Park Playground

Description
Salem Hills Park playground is used by families in the community. In 2025, the playground equipment will be 25 years old, beyond its useful life of 20 years, and in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		150,000				150,000
Total		150,000				150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund		150,000				150,000
Total		150,000				150,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	PKS-2026-01
Project Name	South Valley Park Trail

Department	Parks
Contact	Brian Swoboda
Type	Repairs/Maintenance
Useful Life	
Category	Parks

Description
Residents walk and bike along the South Valley Park trails between 80th St. & 70th St. Re-occurring maintenance is needed to keep these trails safe and accessible for the community, including crack replacement and seal coating.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund			100,000			100,000
Total			100,000			100,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2026-02
Project Name	Sleepy Hollow Playground

Description
Sleepy Hollow playground is used by families in the community. In 2026, it will be 24 years old, beyond its useful life of 20 years. Playground equipment needs to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			100,000			100,000
Total			100,000			100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund			100,000			100,000
Total			100,000			100,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2026-03
Project Name	Groveland Park Tennis Courts

Description
court reconditioning - new paint/stripes - end of useful life (26 years vs. 20)

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			150,000			150,000
Total			150,000			150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund			150,000			150,000
Total			150,000			150,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Parks
Contact Brian Swoboda
Type Repairs/Maintenance
Useful Life
Category Parks

Project #	PKS-2027-01
Project Name	VMCC Skate Park

Description
The VMCC skatepark is used by residents, members, and staff for programs. The skatepark is 24 years old, beyond its useful life of 20 years. Elements of the skatepark need to be rebuilt and/or replaced; metals are rusting the concrete pad is cracking.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				150,000		150,000
Total				150,000		150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund				150,000		150,000
Total				150,000		150,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department Parks

Contact Brian Swoboda

Type Repairs/Maintenance

Useful Life

Category Parks

Project #	PKS-2027-02
Project Name	VMCC Playground

Description
The playground at the VMCC is used by residents and community center members. In 2027, the playground equipment will be 26 years old, beyond its useful life of 20 years. In addition, the parts needed to repair wood structure from Scandinavia are no longer availalbe. The playground equipment will be in need of replacement.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance				300,000		300,000
Total				300,000		300,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund				300,000		300,000
Total				300,000		300,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	PKS-2028-01
Project Name	Ernster Park Playground

Department	Parks
Contact	Brian Swoboda
Type	Repairs/Maintenance
Useful Life	
Category	Parks

Description
Ernster Park playground is used by families in the community. In 2028, it will be 22 years old, beyond its useful life of 20 years. In addition, the current playground is located under power lines, posing a safety hazard. The playground needs to be replaced and moved out from under the power lines to better serve the community.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					150,000	150,000
Total					150,000	150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund					150,000	150,000
Total					150,000	150,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Project #	PKS-2028-02
Project Name	Lions Park Playground

Department	Parks
Contact	Brian Swoboda
Type	Repairs/Maintenance
Useful Life	
Category	Parks

Description
Lions Park playground is used by families in the community. In 2028, it will be 26 years old, beyond its useful life of 20 years. In addition, parts for this playground are difficult to find. The playground equipment will need to be replaced.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance					150,000	150,000
Total					150,000	150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Park Capital Replacement Fund					150,000	150,000
Total					150,000	150,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project # PMI-001
Project Name Annual Pavement Management Initiative Projects

Description

This constitutes the annual program to rehabilitate or reconstruct the City's approximately 155 miles of public roadways. These projects consist of three primary pavement rehabilitation types: mill and overlay, reclamation, or full reconstruction.

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement	12,784,233	14,915,092	13,750,849	12,974,140	17,025,279	71,449,593
Total	12,784,233	14,915,092	13,750,849	12,974,140	17,025,279	71,449,593

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	4,360,000	4,583,599	4,823,651	5,202,215	3,700,000	22,669,465
Sewer Capital Fund	707,419	1,488,728	578,549	715,309	425,542	3,915,547
Special Assessments	5,710,000	4,371,705	5,296,630	5,447,300	6,740,000	27,565,635
State-State Aid (MSA)	660,000	1,755,346	1,253,712		5,040,000	8,709,058
Storm Water Capital Fund	436,725	817,770	946,691	596,121	481,222	3,278,529
Water Capital Fund	910,089	1,897,944	851,616	1,013,195	638,515	5,311,359
Total	12,784,233	14,915,092	13,750,849	12,974,140	17,025,279	71,449,593

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Repairs/Maintenance
Useful Life
Category Roads and Streets

Project #	PMI-002
Project Name	Broad Area Patching

Description
The City’s street replacement/maintenance program has included the overlay and patching of large areas of roadways by city maintenance staff since 2013. This effort, known as "broad area patching," has addressed significant pavement deficiencies on approximately 70% of rural roadways within the community. This annual effort has been a critical component of extending the life of pavements that have deteriorated to a point beyond typical maintenance repair, while extending the life of these roadways for 10-15 years until a more thorough pavement rehabilitation project can be completed. Broad area patching is a non-assessed maintenance technique, due to the limited roadway life extension, and no improvements related to other roadway components typically assoicated with a more robust pavement rehabilitation effort (ditch grading, shouldering, culvert repair/replacement, curb replacement (if applicable), and road subgrade repairs).

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	220,000	230,000	240,000	250,000	260,000	1,200,000
Total	220,000	230,000	240,000	250,000	260,000	1,200,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	220,000	230,000	240,000	250,000	260,000	1,200,000
Total	220,000	230,000	240,000	250,000	260,000	1,200,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Repairs/Maintenance
Useful Life
Category Roads and Streets

Project #	PMI-003
Project Name	Crack Sealing and Pavement Rejuvenation

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	360,000	365,000	370,000	375,000	380,000	1,850,000
Total	360,000	365,000	370,000	375,000	380,000	1,850,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	360,000	365,000	370,000	375,000	380,000	1,850,000
Total	360,000	365,000	370,000	375,000	380,000	1,850,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMI-004
Project Name	Traffic Calming & Safety Improvements

Description
Through the City's Traffic Control Committee, staff often identify localized projects that could be performed independently of PMI projects, either by maintenance staff or via small contracts, that may warrant consideration for implementation. These may include the installation of pedestrian curb ramps, crosswalk treatments, minor geometric revisions to roadways via curb replacement/installation or pavement markings, and demonstration projects that may be utilized to determine future enhancements to be implemented with a PMI project. This project effort sets aside money to address these potential project items with limited design or contracting costs on an annual basis.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement	25,000	30,000	35,000	40,000	50,000	180,000
Total	25,000	30,000	35,000	40,000	50,000	180,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	25,000	30,000	35,000	40,000	50,000	180,000
Total	25,000	30,000	35,000	40,000	50,000	180,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMI-006
Project Name	Cahill Ave Traffic Study

Description
Cahill Avenue has long been considered the "main street" of Inver Grove Heights. The majority of the roadway between Upper 55th Street and Concord Blvd. consists of a four lane wide collector street. There are limited/no turn lanes located north of 80th Street, and a lack of both on-road and off-road bicycle facilities. The areas adjacent to Cahill Ave. are fully developed. Utilities within portions of Cahill Ave. will likely need rehabilitation or replacement in the next ten years, as will the general pavement surface. This study endeavors to identify if current and future traffic volumes may mandate a revision to the lane configuration, and consideration of additional "complete street" improvements to accommodate bicyclists and pedestrians, to assist with future scoping of a comprehensive capital improvement for Cahill Ave. in future CIP revisions.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study		65,000				65,000
Total		65,000				65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund		65,000				65,000
Total		65,000				65,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMI-007
Project Name	Inver Grove Heights FYA Feasibility Study

Description
This project endeavors to perform a feasibility study to determine the cost and scope to install flashing yellow arrows (FYA) on signal systems located throughout the City. The study will also look at funding mechanisms that might be available to the City to make signal system improvements, such as grants and local partnership agency contributions. The study will involve coordination with MnDOT and Dakota County, who share maintenance responsibility with the City for the majority of signal systems within the City.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	50,000					50,000
Total	50,000					50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	50,000					50,000
Total	50,000					50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Brian Connolly
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMI-008
Project Name	South Grove Maintenance Overlay

Description
This project consists of a reduced-thickness mill and overlay of streets located within the South Grove Neighborhood that have previously received a pavement reconstruction and/or rehabilitation project, but have experienced excessive surface stripping and delamination. The project endeavors to complete a 1.5" pavement mill and overlay on impacted streets, with no replacement or upgrade of curb and gutter, utility castings, or subsurface utilities. The project is being proposed as a maintenance effort, due to the unexpected nature of the pavement surface deterioration, and the rapidly increasing time and costs needed to address these issues by City Street Division staff and contractors.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000
Total	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000
Total	1,250,000	1,615,000	1,400,000	1,720,000		5,985,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Local Streets
Contact Brian Connolly
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMO-2024-02
Project Name	ADA Intersection Improvements

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction	337,824					337,824
Total	337,824					337,824

Funding Sources	2024	2025	2026	2027	2028	Total
Federal-Grants & Aid	250,240					250,240
Pavement Management Fund	87,584					87,584
Total	337,824					337,824

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Local Streets
Contact Brian Connolly
Type Improvement
Useful Life
Category Trails & Parking Lots

Project #	PMO-2025-02
Project Name	Babcock Trail (CSAH 73) - Upper 55 to I-494

Description
This project includes the installation of an off-road trail along the east side of Babcock Trail, to provide local connectivity between adjacent properties in an area that has been noted the top-priority trail gap by both the City of Inver Grove Heights and Dakota County. This project has been proposed since 2018, and received Regional Solicitation Grant funding to supplement the bulk of the cost for the project effort.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	269,200					269,200
Construction		843,040				843,040
Total	269,200	843,040				1,112,240

Funding Sources	2024	2025	2026	2027	2028	Total
County-Cost Share	226,000	360,000				586,000
Federal-Grants & Aid		419,040				419,040
Pavement Management Fund	43,200	64,000				107,200
Total	269,200	843,040				1,112,240

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMDC-001
Project Name	County Overlays

Description
When Dakota County resurfaces its highways, it is the best time for the City to improve its utility structures within the roadway. While the County pays 100% of the costs for pavement resurfacing, concrete replacement, and signing and striping costs, cities are responsible for costs associated with local utilities such as watermain, sanitary sewer, and storm sewer, mainly in the form of casting adjustments, replacements, or minor rehabilitation. The costs and program years shown in the City CIP are based on the current Dakota County maintenance CIP for 2024-2028.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction		40,000		120,000		160,000
Total		40,000		120,000		160,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Capital Fund		5,000		25,000		30,000
Storm Water Capital Fund		10,000		70,000		80,000
Water Capital Fund		25,000		25,000		50,000
Total		40,000		120,000		160,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMDC-2024-01
Project Name	70th St (CSAH 26)-TH3 to CSAH 73 Scoping Study

Description
Dakota County has indicated the desire to advance a preliminary engineering scoping study for 70th Street between TH 3 and Babcock Trail (CSAH 73). The purpose of this study is to identify the preferred design, cost, and scope for upgrading the current 2-lane roadway to accommodate growth and development adjacent to the corridor. Dakota County has not yet programmed the construction of the proposed improvements in their 5-year Capital Improvement Plan, pending results of the preliminary engineering study.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	45,000					45,000
Total	45,000					45,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	45,000					45,000
Total	45,000					45,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMDC-2024-02
Project Name	70th St (CSAH 26)-CSAH 73-Cahill Lane Reduct Study

Description
Dakota County has indicated the desire to advance a preliminary engineering scoping study for 70th Street between Babcock Trail (CSAH 73) and Cahill Ave. The purpose of this study is to identify the cost and scope for converting the current four-lane section of roadway to a three-lane roadway. The study will determine if improvements beyond just re-paving and re-striping the roadway, such as intersection curb modifications, turn lane additions/removals, etc. are recommended. Dakota County has not yet programmed the construction of the proposed improvements in their 5-year Capital Improvement Plan, pending results of the preliminary engineering study.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	15,000					15,000
Total	15,000					15,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	5,000					5,000
Sewer Capital Fund	1,750					1,750
Storm Water Capital Fund	6,500					6,500
Water Capital Fund	1,750					1,750
Total	15,000					15,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMDC-2024-03
Project Name	80th St (CSAH 28)-CSAH 73-Bowman Lane Reduction

Description
Dakota County is in the process of soliciting engineering services for a study to review the cost and scope of converting the current four-lane section of 80th Street, from Babcock Trail (CSAH 73) to Bowman Ave., to a three-lane roadway, and implementing pedestrian and bicycle facility improvements. Pending the results of the study, Dakota County has programmed the construction of proposed improvements in their 5-year Capital Improvement Plan for 2024..

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement	90,000	375,000				465,000
Total	90,000	375,000				465,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	45,000	375,000				420,000
Sewer Capital Fund	6,000					6,000
Storm Water Capital Fund	30,000					30,000
Water Capital Fund	9,000					9,000
Total	90,000	375,000				465,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMDC-2024-04
Project Name	Argenta/I-494 Interchange-Preliminary Engineering

Description
Dakota County has been working with City staff to plan for a scoping study associated with an Argenta Trail interchange at I-494. The Argenta/I-494 interchange preliminary engineering effort is scheduled to begin in 2023 due to increased land development pressures, and the need to identify right-of-way needs and interchange configuration options.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund	100,000					100,000
Total	100,000					100,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Study
Useful Life
Category Roads and Streets

Project #	PMDC-2025-01
Project Name	80th St (CSAH 28)-TH 3to CSAH 73 Scoping Study

Description
Dakota County has indicated the desire to advance a preliminary engineering scoping study for 80th Street between TH 3 and Babcock Trail (CSAH 73) . The purpose of this study is to identify the cost and scope for realigning and upgrading 80th Street, to consolidate and align the roadway to Amana Trail west of TH 3, provide access to adjacent development parcels, and provide a corridor for utility service to those parcels. Dakota County has not yet programmed the construction of the proposed improvements in their 5-year Capital Improvement Plan, pending results of the preliminary engineering study.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study		67,500				67,500
Total		67,500				67,500

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund		20,000				20,000
Sewer Capital Fund		7,000				7,000
Storm Water Capital Fund-NWA		31,000				31,000
Water Capital Fund		9,500				9,500
Total		67,500				67,500

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMDC-2026-01
Project Name	Argenta/TH 55 Interchange-Preliminary Engineering

Description
Dakota County has been working with City staff to coordinate a scoping study associated with an Argenta Trail interchange at TH 55. The Argenta/TH 55 interchange preliminary engineering effort is scheduled to begin in 2026, and follows a similar study effort for the Argenta/I-494 interchange study. It is anticipated that the Argenta/TH 55 improvements will only be warranted if the Argenta/I-494 interchange is constructed.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study			37,500			37,500
Total			37,500			37,500

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund			37,500			37,500
Total			37,500			37,500

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Partnership P
Contact Brian Connolly
Type Study
Useful Life
Category Roads and Streets

Project #	PMDC-2027-01
Project Name	CSAH 71/CSAH 32 Intersection - Scoping Study

Description
Dakota County has indicated the desire to advance a preliminary engineering scoping study for CSAH 71 (Rich Valley Blvd) and CSAH 32 (Cliff Road) intersection modifications, in anticipation of improvement needs following the completion of the 117th Street Reconstruction project in 2026. The purpose of this study is to identify the cost and scope for design and construction of such improvements, to include the upgrade/reconstruction of portions of both roadways adjacent to the intersection. Dakota County has not yet programmed the construction of the proposed improvements in their 5-year Capital Improvement Plan, pending results of the preliminary engineering study.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study		48,750				48,750
Total		48,750				48,750

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund		48,750				48,750
Total		48,750				48,750

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMMN-2025-01
Project Name	Barbara Ave Soundwall (TH 52)

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		400,000				400,000
Construction			1,270,000			1,270,000
Total		400,000	1,270,000			1,670,000

Funding Sources	2024	2025	2026	2027	2028	Total
State-MN DOT		300,000	1,070,000			1,370,000
State-State Aid (MSA)		100,000	200,000			300,000
Total		400,000	1,270,000			1,670,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMMN-2028-01
Project Name	70th St at TH 52-West Ramp Improvement

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction					210,000	210,000
Total					210,000	210,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund					63,000	63,000
Sewer Capital Fund					21,000	21,000
Storm Water Capital Fund					96,000	96,000
Water Capital Fund					30,000	30,000
Total					210,000	210,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Pavement Mgmt-Partnership P
Contact Brian Connolly
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMO-2024-01
Project Name	117th Street

Description
This project, led by the City of Inver Grove Heights, is a cooperative project effort with Dakota County to upgrade 117th Street between US 52 and Rich Valley Blvd (CSAH 71) from a two-lane rural section roadway to a median-divided urban roadway with turn lanes, truck acceleration lanes, and two improved railroad crossings. Supplemented with an \$8 million federal freight grant and \$5 million in bonding money approved in 2023, this project is anticipated to advance to final design in early-2023, with construction starting in late-2024 and project completion in 2026.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design	1,666,983					1,666,983
Land	2,566,794					2,566,794
Construction		10,379,067	8,428,622			18,807,689
Total	4,233,777	10,379,067	8,428,622			23,041,466

Funding Sources	2024	2025	2026	2027	2028	Total
County-Cost Share	3,405,004	2,824,215	2,824,215			9,053,434
Federal-Grants & Aid		4,000,000	4,000,000			8,000,000
Pavement Management Fund	166,000					166,000
Special Assessments	317,930	3,378,014	1,033,873			4,729,817
State-Bonding	344,843	176,838	570,534			1,092,215
Total	4,233,777	10,379,067	8,428,622			23,041,466

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Pavement Mgmt-Partnership P
Contact Brian Connolly
Type Improvement
Useful Life
Category Roads and Streets

Project #	PMO-2025-01
Project Name	Argenta/Westcott/TH 149 FYA

Description
This project is being proposed in conjunction with the City of Eagan and MnDOT to upgrade the signal system at Argenta Trail/Westcott Road/TH 149 to include flashing yellow arrows (FYA), and upgrade the intersection to current American with Disabilities Act (ADA) standards. The cost estimate provided includes the City of Inver Grove Heights' share (25% of the total cost). The project is contingent on the City of Eagan receiving grant funding through MnDOT's Local Partnership Program.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Pavement Management Fund		50,000				50,000
Total		50,000				50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	SEW-001
Project Name	Sanitary Sewer Rehabilitation

Department	Sewer
Contact	Eric Kramer
Type	Repairs/Maintenance
Useful Life	
Category	Sewer Utility

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	240,000	270,000	300,000	330,000	365,000	1,505,000
Total	240,000	270,000	300,000	330,000	365,000	1,505,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Capital Fund	240,000	270,000	300,000	330,000	365,000	1,505,000
Total	240,000	270,000	300,000	330,000	365,000	1,505,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Sewer
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Sewer Utility

Project #	SEW-002
Project Name	Sanitary Sewer Cleaning & Televising

Description
A sewer cleaning and maintenance program is required for the City to be able to obtain higher-level insurance coverage from the Leage of Minnesota Cities Insurance Trust to cover sanitary sewer backups or pipe failures. This project effort endeavors to visually document and televise all sanitary sewer mainline pipe within the City on a rotating, six-year basis, starting in 2023.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	350,000	365,000	375,000	390,000	410,000	1,890,000
Total	350,000	365,000	375,000	390,000	410,000	1,890,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Capital Fund	350,000	365,000	375,000	390,000	410,000	1,890,000
Total	350,000	365,000	375,000	390,000	410,000	1,890,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Sewer
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Sewer Utility

Project #	SEW-003
Project Name	Lift Station Rehabilitation

Description
The City of Inver Grove Heights owns and maintains 11 sanitary sewer lift stations throughout the community, and schedules preventative maintenance activities on a rotating basis. This includes the repair or replacement of lift station pumps, electrical service panels, and emergency generators, and structural improvements. The intent of this program is to reduce the number of emergency failures and backups within the system. Work in 2024 is proposed on Lift Station NE-1 (Doffing Ave) and work in 2026 is proposed on Lift Station NE-4 (Forest Haven/Blackberry) to coincide with a Street Reconstruction project.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	150,000		175,000			325,000
Total	150,000		175,000			325,000

Funding Sources	2024	2025	2026	2027	2028	Total
Sewer Capital Fund	150,000		175,000			325,000
Total	150,000		175,000			325,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	STW-001
Project Name	Minor Drainage Improvements

Department	Stormwater
Contact	Brian Connolly
Type	Repairs/Maintenance
Useful Life	
Category	Storm Water Utility

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	15,000	85,000	85,000	90,000	100,000	375,000
Total	15,000	85,000	85,000	90,000	100,000	375,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund	15,000	85,000	85,000	90,000	100,000	375,000
Total	15,000	85,000	85,000	90,000	100,000	375,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Stormwater
Contact Brian Connolly
Type Repairs/Maintenance
Useful Life
Category Storm Water Utility

Project #	STW-002
Project Name	Storm Sewer Televising

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	55,000	60,000	65,000	70,000	75,000	325,000
Total	55,000	60,000	65,000	70,000	75,000	325,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund	55,000	60,000	65,000	70,000	75,000	325,000
Total	55,000	60,000	65,000	70,000	75,000	325,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Stormwater
Contact Paul Merchlewicz
Type Repairs/Maintenance
Useful Life
Category Storm Water Utility

Project #	STW-003
Project Name	Raingarden Inlet Rehabilitation

Description
This project endeavors to replace existing raingarden curb depressions with catch basin diversion structures, and to rehabilitate boulevard rain garden plantings and mulch material to be more resistant to erosion and to reduce maintenance needs.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Installation	20,000		20,000		20,000	60,000
Total	20,000		20,000		20,000	60,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund	20,000		20,000		20,000	60,000
Total	20,000		20,000		20,000	60,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Stormwater
Contact Brian Connolly
Type Study
Useful Life
Category Storm Water Utility

Project #	STW-2024-01
Project Name	Water Resource Management Plan Update

Description
The Water Resource Management Plan guides and helps plan for water resource management activities within the City. The Water Resource Management Plan is required to be updated periodically and approved by the applicable watersheds and the Metropolitan Council. The last minor revision was performed in 2018, although the Northwest Area Stormwater Management Plan, which is a key accompanying reference document, has not been updated since 2006.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	100,000					100,000
Total	100,000					100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund	50,000					50,000
Storm Water Capital Fund-NWA	50,000					50,000
Total	100,000					100,000

DRAFT

Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentStormwater

ContactBrian Connolly

TypeStudy

Useful Life

CategoryStorm Water Utility

Project #	STW-2024-02
Project Name	Stormwater Rate Study

Description
This study is a continuation of the 2022 Comprehensive Rate Study that was commissioned to look at the City's three utilities (Water, Sanitary Sewer, and Stormwater). The stormwater utility study effort was postponed due to the existing complexities within the City's current utility structure.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study	65,000					65,000
Total	65,000					65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Utility Operating Fund	65,000					65,000
Total	65,000					65,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Stormwater
Contact Paul Merchlewicz
Type Improvement
Useful Life
Category Storm Water Utility

Project #	STW-2025-01
Project Name	Dickman Trail - Outfall Culvert Replacement

Description
This project addresses the deterioration of an existing large-diameter storm sewer culvert under Dickman Trail that has been corroding and deteriorating for several years. The culvert crosses under Dickman Trail and the adjacent UP Railroad, and is a critical outfall for stormwater from the south-central portion of the City to the Mississippi River.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design		75,000	75,000			150,000
Repairs/Maintenance				550,000		550,000
Total		75,000	75,000	550,000		700,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund		75,000	75,000	550,000		700,000
Total		75,000	75,000	550,000		700,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Stormwater
Contact
Type Improvement
Useful Life
Category Unassigned

Project #	STW-2025-02
Project Name	Pond JP-1 Outlet Skimmer

Description
Pond JP-1, located west of Clayton Ave. at 77th Street, is a landlocked basin with no outlet pipe. A piped outlet was completed with an adjacent townhome development in 2023 to accommodate an eventual emergency overflow structure to be installed in Pond JP-1, which was recommended as part of the hydraulic modeling of the area around the new townhome development to prevent adjacent property flooding in extreme (100-year) rainfall events.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction		50,000				50,000
Total		50,000				50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund		50,000				50,000
Total		50,000				50,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	STW-2026-01
Project Name	MS4 Program Implementation Efforts

Department	Stormwater
Contact	Brian Connolly
Type	Repairs/Maintenance
Useful Life	
Category	Storm Water Utility

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance			20,000	30,000		50,000
Total			20,000	30,000		50,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund			10,000	15,000		25,000
Storm Water Capital Fund-NWA			10,000	15,000		25,000
Total			20,000	30,000		50,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Project #	STW-2026-02
Project Name	Marcott Woods Park - Ravine Erosion Restoration

Department	Stormwater
Contact	Paul Merchlewicz
Type	Improvement
Useful Life	
Category	Storm Water Utility

Description
This project addresses extensive ravine erosion within Marcott Woods Park due to stormwater discharge from the adjacent neighborhood streets.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Construction			150,000			150,000
Total			150,000			150,000

Funding Sources	2024	2025	2026	2027	2028	Total
Storm Water Capital Fund			150,000			150,000
Total			150,000			150,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-001
Project Name	Well Pump & Service Rehabilitation (Pumps & VFD's)

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	130,000	135,000	140,000	150,000	160,000	715,000
Total	130,000	135,000	140,000	150,000	160,000	715,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund	130,000	135,000	140,000	150,000	160,000	715,000
Total	130,000	135,000	140,000	150,000	160,000	715,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-002
Project Name	Water Treatment Plant Sludge Pump Replacement

Description
The Water Treatment Plant contains several sludge and recycle wash water pumps that dispose of the water treatment by-product/waste, and recycle the backwash water within the plant. The majority of these pumps are original to the plant, and need to be maintained and/or replaced on a regular interval.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance		35,000	40,000	45,000	45,000	165,000
Total		35,000	40,000	45,000	45,000	165,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund		35,000	40,000	45,000	45,000	165,000
Total		35,000	40,000	45,000	45,000	165,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-003
Project Name	Babcock Booster Station Pump Inspection

Description
This is a mechanical review of the condition and recommended maintenance activities for the booster pumps at the Babcock Booster Station. This is necessary to determine if rehabilitation or pump replacement will be necessary in the coming years due to pump age and usage cycles. Inspection and rehabilitation are proposed to occur on one pump per year (two pumps total).

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	30,000	35,000				65,000
Total	30,000	35,000				65,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund	30,000	35,000				65,000
Total	30,000	35,000				65,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-2023-02
Project Name	Water Treatment Plant Booster Pump Inspection

Description
This is a mechanical review of the condition and recommended maintenance activities for the booster pumps at the Water Treatment Plant. This is necessary to determine if rehabilitation or pump replacement will be necessary in the coming years due to pump age and usage cycles. Inspection and rehabilitation are proposed to occur on one pump per year.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Repairs/Maintenance	30,000	30,000	35,000	35,000	38,000	168,000
Total	30,000	30,000	35,000	35,000	38,000	168,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund	30,000	30,000	35,000	35,000	38,000	168,000
Total	30,000	30,000	35,000	35,000	38,000	168,000

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Capital Improvement Plan
City of Inver Grove Heights, MN

2024 *thru* 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-2023-03
Project Name	Water Treatment Plant Repair & Rehabilitation

Description
This project is intended to review and replace several aged components in the Water Treatment Plant, to ensure continued operation and treatment efficiency. This project is expected to include a combination of internal piping and pump rehabilitation and upgrade of filter media to address removal of radium and PFAS ("forever chemicals") contamination in conformance with MnPCA regulations. Preliminary Construction estimate was \$4,700,000 in the DRAFT CIP presented to Council on July 17, 2023. This estimate was updated to \$5,206,000 in August 2023 after receiving consultant's update.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement	5,206,000					5,206,000
Total	5,206,000					5,206,000

Funding Sources	2024	2025	2026	2027	2028	Total
American Rescue Plan Act (ARPA)	2,500,000					2,500,000
Other Source	2,706,000					2,706,000
Total	5,206,000					5,206,000

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Capital Improvement Plan

City of Inver Grove Heights, MN

2024 *thru* 2028

DepartmentWater

ContactEric Kramer

TypeInfrastructure

Useful Life

CategoryWater Utility

Project #	WAT-2023-04
Project Name	Automated Metering Infrastructure (AMI)

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study		200,000				200,000
Improvement			1,600,000	1,600,000	1,600,000	4,800,000
Total		200,000	1,600,000	1,600,000	1,600,000	5,000,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund		200,000	1,600,000	1,600,000	1,600,000	5,000,000
Total		200,000	1,600,000	1,600,000	1,600,000	5,000,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Water
Contact Eric Kramer
Type Repairs/Maintenance
Useful Life
Category Water Utility

Project #	WAT-2027-01
Project Name	Northside Water Tower Painting

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Planning/Design			100,000			100,000
Repairs/Maintenance				950,000		950,000
Total			100,000	950,000		1,050,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund			100,000	950,000		1,050,000
Total			100,000	950,000		1,050,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Department Water
Contact Eric Kramer
Type Study
Useful Life
Category Water Utility

Project #	WAT-2027-02
Project Name	Water System Management Plan & Studies

Description
This effort includes the regular review and update of the City’s comprehensive water supply and wellhead protection plans, in conjunction with the City’s next comprehensive plan update.

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Preliminary Study				70,000		70,000
Total				70,000		70,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund				70,000		70,000
Total				70,000		70,000

DRAFT

Capital Improvement Plan
City of Inver Grove Heights, MN

2024 thru 2028

Project #	WAT-2027-03
Project Name	SCADA System Upgrade

Department	Water
Contact	Eric Kramer
Type	Improvement
Useful Life	
Category	Water Utility

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

Justification

Expenditures	2024	2025	2026	2027	2028	Total
Improvement				100,000		100,000
Total				100,000		100,000

Funding Sources	2024	2025	2026	2027	2028	Total
Water Capital Fund				100,000		100,000
Total				100,000		100,000

DRAFT

City of Inver Grove Heights, MN

Capital Improvement Plan

UNFUNDED / UNSCHEDULED PROJECTS

Department	Project #	Year Undetermined	Total
Pavement Mgmt-Local Streets			
65th Street Extension (TH 3 to Babcock Trl)	PMI-010	8,746,000	8,746,000
<i>Pavement Management Fund</i>		500,000	500,000
<i>Sewer Capital Fund</i>		50,000	50,000
<i>Special Assessments</i>		5,150,000	5,150,000
<i>State-State Aid (MSA)</i>		2,000,000	2,000,000
<i>Storm Water Capital Fund-NWA</i>		275,000	275,000
<i>Water Capital Fund</i>		771,000	771,000
Railroad Quiet Zone Upgrades	PMI-0XX	2,800,000	2,800,000
<i>Unfunded</i>		2,800,000	2,800,000
Pavement Mgmt-Local Streets Total		11,546,000	11,546,000
Pavement Mgmt-Partnership Proj			
Akron Avenue - Rosemount to CSAH 32	PMDC-20XX	525,000	525,000
<i>Pavement Management Fund</i>		100,000	100,000
<i>State-State Aid (MSA)</i>		425,000	425,000
Pavement Mgmt-Partnership Proj Total		525,000	525,000
Sewer			
B-Line Lift Station & Force Main	SEW-004	5,200,000	5,200,000
<i>Sewer Capital Fund</i>		5,200,000	5,200,000
Sewer Total		5,200,000	5,200,000
Stormwater			
Unprogrammed Stormwater CIP Projects	STW-007	19,600,000	19,600,000
<i>Storm Water Capital Fund</i>		19,600,000	19,600,000
Future NWA Trunk Storm Sewer Outfalls	STW-008	9,500,000	9,500,000
<i>Storm Water Capital Fund-NWA</i>		9,500,000	9,500,000
Stormwater Total		29,100,000	29,100,000
GRAND TOTAL		46,371,000	46,371,000

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

RESOLUTION NO. PC 2023-01

A RESOLUTION APPROVING RECOMMENDATION THAT THE CITY OF INVER GROVE HEIGHTS' FIVE-YEAR CAPITAL IMPROVEMENT PLAN (2024-2028) IS CONSISTENT WITH THE CITY OF INVER GROVE HEIGHTS' COMPREHENSIVE PLAN.

WHEREAS, City Staff have prepared a five-year Capital Improvement Plan (CIP) for the period of 2024-2028; and

WHEREAS, the CIP for the period includes projects in the areas of the Parks Department (City Facilities, Community Center, Golf Course, and Parks) and the Public Works Department (Pavement Management, Sewer, Stormwater, and Water); and

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

WHEREAS, the Planning Commission has received the proposed five-year CIP for the period of 2024-2028 and has found it to be consistent with the City of Inver Grove Heights' 2040 Comprehensive Plan.

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

1. The Planning Commission has reviewed the proposed five-year Capital Improvement Plan for the period of 2024-2028 and finds that is consistent with the City's Comprehensive Plan.

Adopted by the Planning Commission of the City of Inver Grove Heights this 17th day of October 2023.



Scott Clancy, Vice-Chair

ATTEST:



Stacy Bodsberg, Secretary



Request for Council Action

SUBJECT: **3rd Reading of Ordinance Establishing Hotel License**

MEETING DATE: November 13, 2023

ITEM TYPE: Regular Business

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider the third reading of an ordinance establishing a hotel license requirement 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 (temporarily revoke), revoke, or deny a license.

The attached ordinance is identical to the ordinance presented to the Council for a second reading on October 23 with the exception of the addition of the words "for the purposes of this Chapter" and the requirement that the applicant provide proof of a current hotel license issued by the Minnesota Department of Health. Those changes are highlighted on the attached ordinance.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends approval of the third and final reading of the attached ordinance. If the Council approves the third reading of the ordinance, the Council is also asked to approve the attached summary publication resolution.

ATTACHMENTS

1. Hotel Licensing Ordinance
2. Summary Publication Resolution

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4
ADDING CHAPTER 16, HOTEL LICENSING**

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 licensed as a rental dwelling under Title 4, Chapter 13, Articles A or B of this Code, shall not be considered a hotel **for purposes of this Chapter** 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 has a current license issued by the Minnesota Department of Health.
 7. Proof that the hotel is current on the payment of its required lodging tax.
 8. Proof that the property where the hotel is located is current on its payment of property taxes and payment of all City utility bills.
 9. 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 (temporary revocation), 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

**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 4, ADDING CHAPTER 16, HOTEL LICENSING**

WHEREAS, on November 13, 2023, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. _____, an ordinance Amending Inver Grove Heights City Code, Title 4, adding Chapter 16, Hotel Licensing; 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 13th day of November, 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.)

EXHIBIT A

**SUMMARY PUBLICATION
ORDINANCE NO. _____**

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE
NO. _____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 4, ADDING CHAPTER 16, HOTEL LICENSING**

On November 13, 2023, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance No. _____, an ordinance Amending Inver Grove Heights City Code, Title 4, adding Chapter 16, Hotel Licensing.

Ordinance _____ amends the City Code to require that, beginning on January 31, 2024, all hotels must obtain a hotel license issued by the City. Rental dwellings licensed under the City Code are exempt from the hotel license requirement. The Ordinance establishes licensing requirements and grounds for revocation, denial, or suspension of a hotel license.

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.



Request for Council Action

SUBJECT: **3rd Reading of Ordinance Regarding Temporary Parking Restrictions**

MEETING DATE: November 13, 2023

ITEM TYPE: Regular Business

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider a third 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 non-emergency 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.

The attached third reading version of the draft ordinance is identical to the second reading version of the ordinance which was approved at the October 23 council meeting.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends approval of the third and final reading of the attached ordinance. If the ordinance is approved, the Council is asked to also approve the attached summary publication resolution.

ATTACHMENTS

1. Ordinance Amending Temporary Parking Restrictions
2. Summary Publication Resolution-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 temporary "No Parking" signs, which signs shall be posted at least twelve (12) hours before any towing may occur. No person shall park any vehicle on a street subject to a temporary parking restriction and posted with temporary "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 ~~administrator 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: Impounded vehicles shall be released from an impound lot pursuant to the release provisions found in Minnesota Statutes, Chapter 168B. Such vehicle shall not be removed therefrom until reasonable costs of storing and towing the same have been fully paid. ~~The administrator shall have the further authority to direct employees of the city to remove any such vehicle, and to that event, the 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

**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 6, CHAPTER 3, SECTIONS 5 AND 11 RELATED TO TEMPORARY PARKING
RESTRICTIONS**

WHEREAS, on November 13, 2023, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. _____, an ordinance Amending Inver Grove Heights City Code, Title 6, Chapter 3, Sections 5 and 11 related to temporary parking restrictions; 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 13th day of November, 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.)

EXHIBIT A

**SUMMARY PUBLICATION
ORDINANCE NO. _____**

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. _____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 6, CHAPTER 3, SECTIONS 5 AND 11 RELATED TO TEMPORARY PARKING RESTRICTIONS

On November 13, 2023, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance _____, an ordinance Amending Inver Grove Heights City Code, Title 6, Chapter 3, Sections 5 and 11 Related to Temporary Parking Restrictions.

Ordinance _____ authorizes certain City staff to establish temporary no parking zones, and requires the posting of no parking signs at least 12 hours before any towing may occur. Impoundment of vehicles signs is authorized, and the requirements for release of impounded vehicles found in Minn. Stat. Cha. 168B are adopted.

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.



Request for Council Action

SUBJECT: **1st Reading of Ordinance Amending Weed and Grass Regulations**

MEETING DATE: November 13, 2023

ITEM TYPE: Regular Business

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider the first reading of the attached Ordinance, amending the City's weed and grass regulations.

BACKGROUND

The City Code currently prohibits long grass and weeds, and adopts certain turf establishment requirements. During the most recent legislative session, state statutes were amended to require cities to permit managed natural landscapes on all private properties. A "managed natural landscape" is defined as a "planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes do not include turf-grass lawns left unattended for the purpose of returning to a natural state. Managed natural landscapes may include plants and grasses that are in excess of eight inches in height and have gone to seed, but may not include any noxious weeds and must be maintained.

The attached ordinance includes other revisions suggested by staff related to the process for abatement of long grass and weeds, as well as turf establishment requirements. The existing code language is also attached for comparison.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends consideration of a first reading of the attached ordinance.

ATTACHMENTS

1. Ordinance Amending Weed and Grass Regulations
2. Existing City Code Section 5-9-4(D)

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

ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE SECTIONS 5-9-2 AND 4(D) RELATED TO WEEDS AND GRASS

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

Section One. Amendment. Section 5-9-4(D) of the Inver Grove Heights City Code is hereby repealed in its entirety and replaced as follows:

D. Weeds And Grass:

1. The following shall apply to property in all zoning districts:

- a. Lawns or vegetation on a property outside of the traveled portion of any street or alley including right-of-way's adjacent to the property shall not exceed a height of (8) eight inches, measured from the base at ground level to the tip of each stalk, stem, blade, or leaf, except permitted vegetation other than turf grass that naturally exceeds (8) eight inches in height due to the plant's cultivar.
- b. Noxious weeds, nuisance weeds, unmanaged volunteer trees, and unmanaged vegetation shall not be permitted on any property, except that unmanaged vegetation and volunteer trees are permitted on land that has not been previously graded, landscaped, mowed or otherwise previously maintained in a non-natural state.
- c. Managed Natural Landscapes as defined in Minnesota Statutes, Section 412.925 are permitted on any property and shall conform with all the requirements set forth in that statute as well as this section of the City Code.

The following areas are exempt from the requirements listed above:

- a. Wetlands, stormwater ponds and/or their surface conveyances, lakes, streambeds, and a fifty-foot (50') buffer area around such areas.
- b. Pastures and parks, park facilities, and recreation areas as defined by Section 7-5-1(B) this Code.
- c. Railroad rights-of-way
- d. Property located in the A-Agricultural, E-Estate and I-Industrial Zoning Districts.

- e. Areas with slopes steeper than a four to one (4:1) slope ratio.
- f. An area of land that has not been graded, landscaped, mowed or otherwise previously disturbed by human or mechanical means.
- g. The natural areas and open space areas as defined in the Northwest Area Overlay Zoning District regulations, [title 10, chapter 13](#), article J of this Code.
- h. Public land and right-of-ways within the Mississippi River Corridor Critical Area (MRCCA) Zoning District.

2. Upon determining that a violation of section 5-9-4(D)(1) exists, the Enforcement Officer or designee shall mail or post upon the property a written notice to the owners of the property and/or the responsible parties in apparent control of the property. The notice shall state that the responsible parties in control of the property and/or the owners must correct the violation within seven (7) days after the date of the notice and that failure to do so may result in the City correcting the violation, charging the cost of correction to the owners and specially assessing the cost thereof against the property pursuant to Minnesota Statutes section 429.101 if the owners do not pay for the cost of the correction. If the owner(s) or other responsible party has not corrected the violation within the time stated in the violation notice, the City may correct the violation and may charge the cost of correction to the owner(s). The owners are liable for the costs and must pay the costs within thirty (30) days after the invoice. If the owners do not pay for the costs, the City may specially assess the property pursuant to Minnesota Statutes section 429.101.

3. Within all zoning districts, responsible parties have the obligation to establish lawns, native landscaping, or other approved landscaping within (1) one year of the date a building permit is issued for the property and must maintain that perennial vegetative cover for perpetuity. The City Engineer may grant an extension to the one-year deadline for establishing lawns or landscaping in extraordinary circumstances.

Section Two. Amendment. Section 5-9-2 of the Inver Grove Heights City Code is hereby amended to add the following definitions:

TURF GRASS OR TURF GRASS LAWN: A lawn composed mostly of grasses commonly used in regularly cut lawns or play areas, including but not limited to bluegrass, fescue, and ryegrass blends, intended to be maintained at a height of no more than eight inches.

MANAGED NATURAL LANDSCAPE: A planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes does not include turf-grass lawns left unattended for the purpose of returning to a natural state.

MEADOW VEGETATION: Grasses and flowering broad-leaf plants that are native to, or adapted to, the state of Minnesota, and that are commonly found in meadow and prairie plant communities, not including noxious weeds. "Noxious weed" has the meaning given in Minnesota Statutes, Section 18.77, subd. 8

ORNAMENTAL PLANTS: grasses, perennials, annuals, and groundcovers purposely planted for aesthetic reasons.

RAIN GARDEN: a native plant garden that is designed not only to aesthetically improve properties, but also to reduce the amount of stormwater and accompanying pollutants from entering streams, lakes, and rivers; and

NOXIOUS WEED: Means an annual, biennial, or perennial plant that the Commissioner of Agriculture designates to be injurious to public health, the environment, public roads, crops, livestock, or other property and includes any plant species listed as a "noxious weed" by Federal, State, or County authorities.

NUISANCE WEED: means a plant generally not valued, growing wild and rank, and regarded as cumbering the ground or hindering the growth of desired vegetation and/or volunteer tree(s), volunteer shrub(s), noxious weeds, invasive trees and plants and any other vegetation that is deemed a nuisance by the weed inspector.

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 ____ day of _____, 2023.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

D. Weeds And Grass:

1. No responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height greater than eight inches (8") within any of the R Residential Districts on parcels less than one acre in size outside of the traveled portion of any street or alley. Upon determining that a violation of this subsection D1 exists, the Enforcement Officer shall send a written notice by certified mail to the owners of the property and to the responsible parties in apparent control of the property. The notice shall state that the responsible parties in apparent control of the property and the owners must correct the violation within seven (7) days after the date of the notice and that failure to do so may result in the City correcting the violation, charging the cost of correction to the owners and specially assessing the cost thereof against the property pursuant to Minnesota Statutes section 429.101 if the owners do not pay. If the owners or responsible parties in apparent control of the property have not corrected the violation, the City may correct the violation and may charge the cost of correction to the owners. The owners are liable for the costs and must pay the costs within thirty (30) days after the invoice. If the owners do not pay for the costs, the City may specially assess the property pursuant to Minnesota Statutes section 429.101.

2. Within the R Residential Districts, on parcels less than one acre in size, responsible parties have the obligation to establish turf grass lawns or other approved landscaping within one year of the date a building permit is issued for the property. Within the R Residential Districts, on parcels less than one acre in size, responsible parties must maintain turf grass lawns so that such turf grass lawns are no higher than eight inches (8"). The following areas are exempt from the requirements of this subsection D2:

a. Wetlands, drainage ponds, water quality (NURP) ponds, lakes, streambeds, and a fifty foot (50') buffer area around such areas.

b. Pastures and parks, park facilities, and recreation areas as defined by subsection [7-5-1B](#) of this Code.

c. Railroad rights-of-way.

d. A Agricultural and E-1 and E-2 Estate Zoning Districts.

e. Areas with slopes steeper than a four to one (4:1) slope ratio.

f. Undisturbed, natural areas that have not been maintained in the past.

g. The natural areas and open space areas as defined in the Northwest Area Overlay Zoning District regulations, [title 10, chapter 13](#), article J of this Code.

3. Within the B-1, B-2, B-3, B-4, and B-PUD Business Districts, no responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height greater than eight inches (8"). Upon determining that a violation of this subsection exists, the Enforcement Officer shall follow the process identified in subsection D1 of this section.

4. Within the B-1, B-2, B-3, B-4, and B-PUD Districts, responsible parties must establish turf grass lawns or other approved landscaping within one year of the date a certificate of occupancy or temporary certificate of occupancy is issued, whichever occurs first, for the property. Within the B-1, B-2, B-3, B-4, and B-PUD Districts, responsible parties must maintain turf grass lawns so that such turf grass lawns are no higher than eight inches (8"). The following areas are exempt from the requirements of this subsection D4:

a. Wetlands, drainage ponds, water quality (NURP) ponds, lakes, streambeds, and a fifty foot (50') buffer area around such areas;

b. Parks, park facilities, and recreation areas as defined by subsection [7-5-1B](#) of this Code;

c. Railroad rights-of-way;

d. Areas with slopes steeper than a four to one (4:1) slope ratio; and

e. The natural areas and open space areas as defined in the Northwest Area Overlay Zoning District regulations. (Ord. 1337, 5-22-2017)

E. Storage Containers: In R Residential Districts, on parcels less than one acre in size, responsible parties must comply with the following regulations for storage containers:

1. Storage containers shall not exceed sixteen feet (16') in length.

2. Storage containers shall not remain on the property for more than ninety (90) days per calendar year.

3. No more than two (2) storage containers shall be on the property at one time.



Request for Council Action

SUBJECT: **Closed Session Pursuant to Attorney-Client Privilege:
Aqueous Film-Forming Foams (AFFF) Products Liability
Litigation Public Water System (PWS) Settlement**

MEETING DATE: November 13, 2023

ITEM TYPE: Regular Business

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to make a motion pursuant to Minn. Stat. Sec. 13D.05, subd. 3(b) to move into closed session pursuant to the attorney-client privilege regarding the pending multidistrict litigation and proposed settlement in Aqueous Film-Forming Foam (AFFF) Products Liability Litigation (MDL 2873).

BACKGROUND

FISCAL IMPACT

n/a

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: **3rd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals**

MEETING DATE: November 13, 2023
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to review the attached proposed Ordinance, which establishes a licensing requirement for short-term rentals. A few changes have been made since the 2nd reading, to respond to Council feedback and in light of new information discovered by staff. While the Council has the option to approve a third and final reading of the ordinance at this meeting, staff is recommending the third reading be continued to allow for further refinement prior to final adoption.

BACKGROUND

For approximately the past year, the City Council and staff have been discussing and gathering information regarding short-term rentals, such as those commonly advertised on Airbnb or VRBO, including information about how other cities are or are not regulating them. At its August 28 meeting, the Council directed staff to prepare a draft ordinance that would establish a licensing requirement for short-term rentals operating in Inver Grove Heights and that the licensing requirements be tailored specifically to short-term rentals. (The City has an existing requirement in City Code for longer-term residential rental properties to obtain a city license.)

Attached is a draft ordinance for Council consideration and discussion. Changes made since the second reading are indicated in red and include the following:

1. Specifies that minor children who are accompanying their parent or legal guardian are not counted toward the occupancy limits. The previous version stated that any minor child was not counted toward the occupancy limits.
2. Proposed language has been added that would require anyone applying for a short-term rental license from the City to provide proof that they have obtained a hotel/motel license from the Minnesota Department of Health. Staff has recently confirmed with the Department of Health that they do require "vacation rentals" to obtain a hotel/motel license because they are providing "*a place where sleeping accommodations are furnished to the public and furnishing accommodations for periods of less than one week.*" It is unknown how many of the short-term rentals currently operating within the city have such a license currently, but making it a requirement for entry into the City's short-term rental licensing process provides added protections in the areas of safety and sanitation, which the City does not have the bandwidth to ensure.

This has not previously been discussed as part of this short-term rental licensing process, therefore Council is asked to provide feedback and direction as to whether it wishes to make obtaining a state license a condition of being eligible for a city short-term rental license.

Finally, staff has some concerns about the City's ability to ensure that license conditions are complied with and its ability to hold licensees accountable for license violations, under the current language of the ordinance. Therefore, staff is recommending that the 3rd reading of the Ordinance be continued to a future Council meeting to allow more time for consultation and review and to ensure that there is a common understanding of how license conditions can and will be enforced.

FISCAL IMPACT

RECOMMENDATION

Staff recommends continued review and discussion of the proposed ordinance, as described above, followed by continuation of the 3rd reading to a future date.

ATTACHMENTS

1. Short-Term Rental Licensing Ordinance for 3rd Reading (Nov 13 2023)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 4, CHAPTER 13 RELATED TO SHORT TERM RENTALS AND AMENDING
TITLE 10, CHAPTER 15, SECTION 26(D) RELATED TO HOME OCCUPATIONS**

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

Section One. Amendment. Title 4, Chapter 13 is hereby renumbered and renamed as Title 4, Chapter 13, Article A: Rental License. All existing sections (4-13-1 through 4-13-11) shall be renumbered to add a reference to Article A in each section (4-13A-1 through 4-13A-11).

Section Two. Amendment. Title 4, Chapter 13 is hereby amended to add the following language. The additional language is shown underlined:

4-13-4: EXEMPTIONS:

This article does not apply to the following:

- I. Rental dwellings and rental dwelling units used exclusively as a short-term rental and licensed under Article B of this Chapter.

Section Three. Amendment. Title 4, Chapter 13 of the Inver Grove Heights City Code is hereby amended to add Article B as follows:

ARTICLE B; SHORT-TERM RENTALS

4-13B-1: Policy; Purpose; Objective; Intent

It is the purpose of this Article to protect and preserve the stability and character of residential areas within the city by establishing standards for the operation of short-term rental housing. The operation of short-term rental housing is a business enterprise that includes certain responsibilities. Rental owners, operators and managers are responsible to take such reasonable steps as are necessary to ensure that the guests who occupy such short-term rental housing, as well as neighboring properties, may pursue the quiet enjoyment of the normal activities of life in surroundings that are safe, secure, and sanitary, free from noise, nuisances and annoyances, and free from unreasonable fears about safety of persons and property.

4-13B-2: Definitions

Except as expressly provided in this Article, words, terms and phrases used in this Article have the meanings given them by Section 4-13A-3. For purposes of this Article, the following terms below have the meanings given them:

SHORT-TERM RENTAL: The letting of a residential dwelling or dwelling unit for any period of less than thirty (30) consecutive days.

4-13B-3: License Required

- A. **General Rule:** No person, partnership, business entity, or corporation shall operate a short-term rental dwelling or short-term rental dwelling unit in the city without first obtaining a short-term rental license. The licensee shall be the owner of the dwelling or dwelling unit.
- B. **Exemptions:** No short-term rental license is required for the following:
 - 1. Hospitals.
 - 2. State licensed residential care facilities.
 - 3. Assisted living facilities.
 - 4. Nursing homes.
 - 5. Hotels or motels, which are separately licensed under Title 4, Chapter 16 of this Code.
 - 6. Supervised student housing pursuant to subsection 10-14-2H of this code.
- C. **Non-Transferable:** A short-term rental license is nontransferable. If there is a change in the ownership of the rental dwelling or rental dwelling unit, a new license is required.
- D. **License Term:** The term of the license shall be two years, beginning on April 1 of all odd-numbered years.
- E. **License Fees:** Applicants for a license shall pay a fee as set by resolution adopted by the City Council. The fee is not refundable, even if the application is withdrawn, denied, revoked or suspended, or the applicant ceases to operate the property as a short-term rental during the term of the license.
- F. **Renewal And Late Fees:**
 - 1. An application for license renewal must be filed at least sixty (60) days prior to the license expiration date.
 - 2. An applicant who fails to submit a completed renewal application at least sixty (60) days prior to the expiration date shall pay a late fee equal to fifty percent (50%) of the license fee, in addition to the required license fee for the renewal.

4-13B-4: License Application

Application for a license must be made to the city by the owner of a short-term rental dwelling or dwelling unit on forms provided by the city. After the city has received a completed application, including all required documentation and fees, the application will be reviewed by city staff and then submitted to the city council for consideration. Incomplete applications will be rejected by city staff and will not be submitted to the city council.

- A. Neighbor Notification: At the time a license application is submitted, the applicant shall provide the necessary information to complete a neighbor notification form, which the City shall mail to the owners of all properties abutting the lot on which the rental dwelling or dwelling unit is located as well as all properties located directly across the street from the dwelling or dwelling unit of the application for a short-term rental license.
- B. Required Applicant Information: The following information shall be required with each application for a short-term rental license.
 - 1. Natural Person: If the applicant is a natural person, the applicant must provide the information required in Section 4-13A-3(B)(1).
 - 2. Partnership: If the applicant is a partnership, the applicant must provide the information required in Section 4-13A-3(B)(2).
 - 3. Corporation: If the applicant is a corporation or other organization, the applicant must provide the information required in Section 4-13A-3(B)(3).
 - 4. Additional Information From All Applicants: All applicants must provide the information required in Section 4-13A-3(B)(4).
 - 5. Property Contact Information: All applicants must provide the information required in Section 4-13A-3(4)
 - 6. Number And Type Of Units: The license application must contain the number of units and types of units (condominium, apartment, townhome, etc.) within the rental dwelling, as well as the maximum occupancy of each dwelling or dwelling unit. If the number or types of units changes, the licensee must notify the city.
 - 7. The applicant must attach to the application proof of a valid Hotel / Motel License from the Minnesota Department of Health for the rental dwelling or dwelling unit for which a short-term rental license is applied for. The city will not accept a short-term rental license application that does not have proof of this state license attached.
 - 8. Payment of Property Taxes and Utility Bills. In order for an application for a short-term rental license to be accepted, all property taxes and city utility bills, including water, sanitary sewer, stormwater and street light fees, if applicable, must be paid in full as of the date of application.
- B. Changes On Application: An applicant must notify the city in writing of any changes to the name(s) provided on the application including, but not limited to, owners, the property management company, property managers, twenty-four

(24) hour contact information, or agents responsible for management of the rental dwelling or rental dwelling unit. Any changes may result in additional background checks, as required by this Article, if deemed necessary by the city

- C. The applicant must file with the city proof of insurance as required in Section 4-13A-3(E). The applicant may not cancel or change the insurance without fifteen (15) days' prior written notice to the city by certified mail. The certification of insurance must be continuously in effect until fifteen (15) days after receipt of the written notice of cancellation or change, provided however, the certification must not extend for more than two (2) years.

D. Criminal Background Investigation.

- 1. In order to protect the general welfare of the public for all applications, criminal history background reports from the BCA must be submitted with the application for any owner who has or would have the means to enter rental dwelling units or any manager who has or would have the means within the scope of the individual's duties, to enter rental dwelling units. To satisfy this requirement:

- a. An owner who has or would have the means to enter rental dwelling units must provide a copy of a BCA public criminal conviction history report, which must be dated within twenty-four (24) months of the date of the application.
- b. A manager must provide a BCA public criminal conviction history report and a response from the superintendent of the BCA required by Minnesota statutes section 299C.68, both of which must be dated within twenty-four (24) months of the application.

If not a Minnesota resident, a criminal conviction history report from the appropriate government agency in the state of residency is also required.

- 2. Authorization: At the time of making applications for an initial or renewal license, the applicant must provide written authorization to the city to investigate all facts set out in the application. The information obtained from the investigation shall be used to assist the police chief in making a recommendation as to whether the applicant should be granted a license.
- 3. Police Chief Recommendation: The Police Chief or their designee shall make a recommendation to the City Council as to whether the applicant should be granted a license, based on any of the following criteria:
 - a. Whether the owner or manager subject to the investigation required in this Article was convicted of a crime or offense in the last five (5) years involving or directly relating to the business for which a license is sought; or
 - b. Whether the owner or manager subject to the investigation required in this Article was convicted of a "background check crime" as defined by Minnesota statutes section 299C.67, subd. 2, or as it may be amended, within the last ten (10) years; or

- c. Whether there is a material misrepresentation in the application or other grounds for denial of the license application under Sections 3-2-10 or 4-13A-8(b) of the Code.

4-13B-5: License Hearing

A. New Or Renewal Application Consideration:

1. Action: The city council must take action on each new or renewal license application within a reasonable time following receipt of a completed application and recommendation from the police chief or their designee regarding the application.
2. Procedure: At the city council meeting at which the license application is considered, any person must be provided an opportunity to be heard for or against the license. The city council may then take any of the following actions:
 - a. Approve the license,
 - b. Deny the license,
 - c. Approve the license with reasonable conditions,
 - d. Approve the license on a provisional basis, or
 - e. Continue the license application for additional information.

B. Denial, Suspension, or Revocation of License or License Application: At the recommendation of the chief of police, city administrator, or building official, the city council or its designee may hold a hearing to take action on a short-term rental license to deny, suspend, or revoke a license or to consider other actions against the license holder. In addition to those grounds enumerated in section 3-2-10 of this code, any license may be denied, suspended, issued on a conditional or provisional basis, or revoked for one or more of the following reasons listed in section 4-13A-8(B).

C. Suspension Or Revocation Hearing: Short-term rental licenses may be suspended or revoked following the procedures in Section 4-13A-8(C).

D. Reapplication Following License Revocation or Denial: Upon denial or revocation of a license, the owner may not reapply for a license for the same rental dwelling or rental dwelling unit for a period of six months.

4-13B-6: Performance Standards

All short-term rental dwellings and short-term rental dwelling units shall be subject to the following performance standards.

A. Maintenance Standards: The licensee must ensure that every short-term rental dwelling and short-term rental dwelling unit is maintained in compliance with all city codes and state laws, including:

1. The City's Building code (title 9, chapter 1 of this code)

2. The City's Zoning code (title 10 of this code),
 3. Animal control requirements (title 5, chapter 4 of this code),
 4. Fire prevention code (title 9, chapter 2 of this code),
 5. Property nuisances (title 5, chapter 9 of this code),
 6. Miscellaneous offenses (title 5, chapter 5 of this code),
 7. The applicable provisions of the 2021 International property maintenance code as adopted and with the exceptions found in Section 4-13-1-E.
- B. **Occupancy Maximums:** The maximum overnight occupancy of a rental dwelling or dwelling unit, between the hours of midnight and six a.m., shall be two adults per legal bedroom, plus an additional two adults. For example, the maximum overnight occupancy for a four-bedroom home would be ten adults. A legal bedroom is defined as a room of at least 70 square feet in size that has proper egress directly to the outdoors. A dwelling or dwelling unit's legal bedrooms for the purpose of operating a short-term rental shall match the number of bedrooms identified in the most current records of the Dakota County Assessor's office. The maximum daytime occupancy of a rental dwelling or dwelling unit, between the hours of six a.m. and midnight, shall be the overnight occupancy plus no more than four unregistered adults. Children under the age of 18 **who accompany their parent or legal guardian** are not counted for purposes of determining total occupancy.
- C. **Parking Requirements:** In all zoning districts, all renter and/or guest parking for a short-term rental dwelling or short-term rental dwelling unit must be on an improved driveway or improved parking surface located on the premise or property where the short-term rental unit is located.
- D. **Tents, Campers and RVs:** No campers or recreational vehicles may be parked on the premise of a short-term rental and no tents may be erected or utilized for overnight sleeping accommodations.
- E. **Events, Sales and ~~Home Occupations~~Business Operations:** Events, sales and the conducting of ~~home occupations~~other business operations are not allowed to be hosted or conducted by renters or guests on the premises. For purposes of this section, an event means a gathering on the premises of more than four unregistered adults. Sales include garage sales, estate sales, or any other exchange of items or goods for money, and business operations include events at which sales are made or a fee is paid to attend the event.
- F. **Required Postings**
1. **Display Of License Certificate:** The license certificate must be exhibited in a conspicuous place at or near the entrance to the short-term rental dwelling or short-term dwelling unit. One license certificate must be displayed for each building.

2. Display of Property Address and Emergency Contact Information: The property address and emergency contact information for the license and any property manager must be prominently posted in each short-term dwelling.

- G. Tenant Register: As a condition of the license, the licensee must, as a continuing obligation, maintain a current register of tenants and other persons who have a lawful right to occupancy of short-term rental dwellings or short-term rental dwelling units. In its application, the applicant must designate the name of the person or persons who will have possession of the register and must promptly notify the city of any change in the identity, address or telephone numbers of such person. The register must be available for inspection by city officials at all times and must be kept for a period of twelve (12) months.
- H. Payment of Lodging Taxes: The property owner must pay all applicable federal, state and local taxes related to the short-term rental. In addition, the licensee is required to collect and remit to the city on a quarterly basis the lodging tax imposed under Title 4, Chapter 10 of this code. If no sales are made during a quarter, a report must be submitted to the city stating that no sales were made or lodging tax collected during that quarter.
- I. Responsibility for Acts of Managers: Licensees are responsible for the acts or omissions of their managers as it pertains to the short-term rental dwelling.

4-13B-6: Inspections; Compliance Orders

Short-term rental dwellings and dwelling units may be inspected in the same manner and per the process found in Section 4-13A-6. Violations of this Article may be addressed by the issuance of compliance orders and criminal citations in the same manner and per the process found in Section 4-13A-7.

Section Four. Amendment. Title 10, Chapter 15, Section 26(D) of the Inver Grove Heights City Code is hereby amended to read as follows. The ~~struck-out~~ text shows the deleted wording:

D. Other Home Occupations: Home occupations include minor repair services, photo or art studios, dressmaking, teaching limited to three (3) students at any one time, in home daycare as licensed by the state, licensed massage therapy in accordance with the regulations of title 4, chapter 8 of this code and similar uses; however, a home occupation shall not be interpreted to include ~~tourist homes~~, restaurants or similar uses.

Section Five. 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 ____ day of _____, 2023.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk