Inver Grove Heights City Council

Monday, January 8, 2024 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, January 8, 2024, will be provided to the Council at or before the January 8, 2024 meeting.

1. <u>Call to Order</u>

2. <u>Roll Call</u>

3. <u>Presentations</u>

4. <u>Consent Agenda</u>

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.** Approval of the October 23, 2023 City Council Meeting Minutes
- **B.** Approval of the November 6, 2023 City Council Work Session Minutes
- **C.** Approval of the November 13, 2023 City Council Meeting Minutes
- **D.** Approval of Disbursements
- **E.** Personnel Actions
- **F.** Appointment of Acting Mayor
- **G.** 2024 Official Newspaper Designation
- **H.** Resolution Authorizing Official Depositories for 2024
- **I.** Approval of Electronic Fund Transfers 2024
- **J.** Revised 2024 City Council Meeting Schedule
- **K.** Revised 2024 Commission Meeting Schedules
- **L.** Authorization to Issue Request for Proposals for Central Maintenance Facility Needs Assessment and Master Site Plan
- **M.** Ordinance Amending the Bishop Heights PUD to Permit a Sit-Down Restaurant
- **N.** Approval of New Massage Therapist Licenses
- **O.** 2024 Contract with Messerli & Kramer for Government Relations Services
- **P.** 2024 Contract with Madden Galanter Hansen for Labor Relations Services
- **Q.** Resolution Approving Reorganization of Certain Staff Positions in the Parks & Recreation Department

- **R.** Resolution Making 2024 Councilmember Board and Liaison Appointments

5. <u>Public Hearing</u>

- **A.** 2024 Tobacco License Renewals
- **B.** 2024 Liquor License Renewals and Approval of Change in Management
- **C.** Consideration of New Liquor License Applications

6. <u>Regular Business</u>

- **A.** Rental Housing Licenses
- **B.** Discussion of Potential Tax Abatement or Other Assistance for Multi-Family Development in the NWA
- **C.** 3rd Reading of Ordinance Establishing a Minimum Rental Period for Residential Properties
- **D.** 2nd Reading of Ordinance Allowing Shipping Containers in Certain Zoning Districts
- **E.** Discussion of 2024 Legislative Positions & Priorities
- **F.** Request for Council Direction Regarding Vacant Commission Seats
- **G.** CLOSED SESSION: City Administrator Performance Evaluation

7. <u>Public Comment</u>

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. <u>Mayor and Council Comments</u>

9. <u>Adjourn</u>

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, OCTOBER 23, 2023 – 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:
The City Council of Inver Grove Heights met in regular session on Monday, October 23, 2023, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:
Present In-Person: Mayor Dietrich; Council Members: Murphy, Gliva, T'Kach, Scales; City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, Public Works Director Connolly, City Engineer Merchlewicz, Assistant City Engineer Dodge, City Planner Hunting, Police Chief Chiodo, Finance Director Hove, Parks and Recreation Director Lares

3. PRESENTATIONS:
4. CONSENT AGENDA:
A. Minutes of the August 21, 2023 City Council Work Session
B. Approval of Disbursements **Resolution 2023-259**
C. Personnel Actions **Resolution 2023-260**
D. Approval of Updated Salary Grade Assignments for Certain Non-Union Staff Positions
E. 2024 Employee Medical and Dental Insurance Contracts and City Contribution Amounts
F. Amendment to Long-Term Disability Insurance Contract
G. Amendment to Non-Conforming Use Certificate for Pine Bend Landfill **Resolution 2023-261**
H. Variance and Easement Vacation for South St. Paul Airport **Resolution 2023-262 & 2023-263**
I. Dakota County South Metro SWAT Joint Powers Agreement **Resolution 2023-264**
J. Resolutions 2023-265 & 2023-266 of Support for Somic Packaging MIF and JCF Applications
K. Storm Water Facilities Maintenance Agreement for 8341 Cleadis Ave

Mayor Dietrich referenced Agenda Item 4H., Variance and Easement Vacation for South St. Paul Airport. She requested follow up on the discussion the Planning Commission had regarding easements and the impacts of water drainage to current residents. She asked if this had been resolved.

> City Planner Allan Hunting replied because the taxiway would be reconfigured, there are existing drainage utility easements in the existing plat that would be vacated. Grading and drainage would not be allowed to have any negative impacts on the two abutting properties. Engineering had a chance to review and did not see any issues with the plan, proposed project, and easements. This will be further addressed when the taxi-way improvement is made next year.

Motion by Scales, second by Gliva, to approve the Consent Agenda as presented.

Ayes: 5
Nays: 0 Motion carried.

5. PUBLIC HEARING:
A. Assessment Hearing and Resolution Adopting Final Assessment Roll for 2023 Pavement Management Project 2023-09D; Dawn Way Area Street Rehabilitation. Resolution 2023-267

Assistant City Engineer Steve Dodge presented on the Assessment Hearing for the Dawn Way Area Street Rehabilitation Project:
Project Location:
- West of Concord Boulevard, adjacent to the airport
- 3.9 miles of road
- Project coordination effort: Residents, businesses, and agencies

Project History:
- Council authorized the Feasibility Report for a full street reconstruction, August 2020
- Project scope was re-evaluated, September 7, 2021
    - Determined that it was more cost effective to build the project in 1 year versus 2 years.
    - Moved it to a rehabilitation project versus a reconstruction project.
- Neighborhood flyer updates were delivered in late September 2021
- Four open houses were held with residents and property owners
- Council ordered the project in October 2022
- Project design, October 2022-February 2023
- Council authorized to go out for bids in January 2023
- Council awarded the project in March 2023
- Project was constructed April-October 2023
- Assessment Hearing, October 2023

Street Rehabilitation Summary:
- New Pavement Construction: Alley between 61st and 63rd and Delaney Alley/Dawn Ave.
- Partial Reconstruction: 64th Street and 66th Street
- Full Depth Reclamation: Various streets
- Mill & Overlay: Cromwell Court
- Street History:
    - Majority of the road was constructed in the 1970's, aged between 21 to 50 years

Other Notable Improvements:
- Water pressure reducing vault was replaced on Dawn Way
- Sanitary sewer lining project
- Storm structure replacements
- Sidewalk addition on 66th Street
- Minor utility adjustments
- South St. Paul (these portions were paid for by South St. Paul)

Funding Sources:
- Pavement Management-Local Streets Fund, Water Capital Fund, Sewer Capital Fund, Storm Water Capital Fund, Special Assessments, and the City of South St. Paul.

Project Financing:
- When the project was awarded: $5.4 million dollars
- Street and Storm Sewer improvements are assessable items, a majority of the project cost
- Final project cost showed a savings for a total of $5,174,320
- Special Assessments: Bid - $2,419,375 to Final - $2,241,403

Special Assessments:
- City policy for costs assessed to benefitting properties:
    - 55%: Full Depth Reclamation and Partial Reconstruction
    - 80%: Mill and Overlay
    - 100%: New Construction

- Single family lots
- Non-single family: Commercial, business, industrial, institutional, and high density residential

Special Benefit Cap:

- Reviewed by staff. Takes the Dakota County appraised value of the properties and groups them in similar type/class of property and project.
- 3.5% valuation of the appraised property value

Assessment Payments:

- After assessments are levied, the city mails out a statement
- Residents can pay in full within 30 days to the city or pay to the County by the end of the year with no interest.

Assessment Terms:

- 4.95% interest starts January 1, 2024
- 10-year payment term for all assessments
- Can pay the county in full at any time, required to pay interest for that year

Hardship Deferment for Assessments:
Staff has received a couple of applications and will be processing those within the next month. These will come before the Council on the Consent Agenda.

Assistant City Engineer Dodge mentioned besides the assessments included in the Council packets, two more objections were received.
City Clerk Rebecca Kiernan stated five items were received and are included in the packets. Two more were received from James Peng and Joshua Schmidt.

Motion by T'Kach, second by Gliva, to receive 7 objections into the public record.

Ayes: 5
Nays: 0 Motion carried.

Major Dietrich opened the Public Hearing.

Linda Skistad, 6576 Craig Avenue, requested clarification from the letter sent out to the public. She asked what the interest rate of 4.95% was based on and when the process of assessing the fees was simple, compound, or variable interest. She said she did not see any comment on how this would be changed, every year it went down.

Gwen Brummund, 6565 Dawn Way, mentioned she has a letter from May 31, 2012 when the area south of 66th Street was done. At that time, it was stated that Dawn Way would be done in 2014. During that time, she received an assessment for $394.16 and was informed it was because of the way the water went to the corner. Nothing was done on Dawn Way. When she called to inquire why, she was told she would be credited when Dawn Way was assessed. She said she reached out to Paul Merchlewicz this time who said because it was done so long ago, over 10 years, and accounting was different then, there was no good way to credit. She said she respects this but kept waiting and waiting for a road. She went to the City Council who told her to get 35% of the neighbors who want an assessment, and the city would do the assessment. She said she hates to be penalized because she will not get the credit. There are eight neighbors who had water go that direction that didn't have their street touched. She was hoping to be able to receive a credit in the small amount. She said she was unsure how to submit her objection.

Mayor Dietrich asked if the letter Ms. Brummund had could be given to City Clerk Kiernan.

Jim Peng, 6531 Craig Avenue, complimented staff on a great job with the project. He said he has a problem with the assessment. He has a duplex; the assessment is twice as much as a single house lot. He said Minnesota Statute specifies that assessments should be based on two factors, the frontage of the property next to the improvement and the units on the property/number of people or cars. The assessments today only consider how many units there are on the property. A single house is $7,000, a duplex is twice as much and a four-plex is four times as much. Front footage is not considered. He said he has objections to the assessment for his lot.

Ken Speltz, 6513 Craig Avenue, said all properties had infrastructure in place such as city water, sanitary sewer, electric, and phone. To him this project was more of a maintenance and repair project rather than improvement. It was his understanding that an assessment cannot be greater than what the improvement adds to the real property value. He did not understand how a duplex benefits twice as much as a single-family house right across the road. He said there were already paved roads and infrastructure, it was not like they were living on gravel roads with no infrastructure.

Jim McDonald, 6144 Dawn Way, stated he has an objection to file. He said he has been trying to recreate values with regards to the Special Benefit Cap. He asked for more information about how those numbers were determined.

Mayor Dietrich directed those wanting to file a formal objection to obtain information from the City Clerk.

City Administrator Kris Wilson noted that an objection must be filed prior to the close of the Public Hearing. It cannot be filed after the Public Hearing is closed.

Assistant City Engineer Dodge addressed questions asked:

- Duplexes are residential homes similar to twin homes. This classification is treated similarly to a residential single-family property. Those greater than a duplex have higher residential zoning and the use of adjusted front footage. Front footage is accounted for with duplexes. It is related to city policy and procedure.
- The Special Benefit Cap is reviewed based on the Dakota County property valuation basis. The city looks at a 3.5% valuation to meet the special benefit test.
- Objections are received. It is up to the property owner to appeal further to District Court following the 429 statute process. The objection is the first step. No changes will be made to levy the objections unless given direction.

Councilmember T'Kach asked how long people had to follow up on the process for the objections.

City Attorney Bridget McCauley Nason replied if the appeal is filed in writing before the close of the public hearing it begins the process. Following this, notice of the appeal would need to be served on the Mayor or City Clerk of the city within 30 days of the adoption of the assessment. Once the notice of appeal is served on the Mayor or City Clerk, it would need to be filed with the court within 10 days after service on the city. That is outlined further in Minnesota Statutes 429.061 and 429.081.

Assistant City Engineer Dodge addressed the question regarding interest rate stating rates are handled by Dakota County. They do not start per resolution until January 1, 2024. They go onto the county tax roll where they are paid twice a year. Dakota County runs the 4.95% as simple interest and re-evaluates it on an annual basis. Assessments can be paid in full. When paying in full with the county, the resident pays interest until the end of the year.
Public Works Director Brian Connolly stated the 4.95% interest rate value is based directly on what the bonding rate is for interest. Policy states the city will charge interest at a rate of 2% over the current bonding rate. The current bonding rate is 2.95%, adding 2% equals 4.95%. This is certified to the county; the county manages the payback. It is simple interest.

Mayor Dietrich requested an explanation on the comment regarding this being a repair and maintenance and not having new utilities or properties with new roadway.

Assistant City Engineer Dodge responded that improvements on this project were structural. They were reclamation, mill and overlay, or partial reconstruction. It is an assessable improvement because they are getting new subgrade and pavement; it provides a special benefit to the property. Maintenance not assessed for includes crack seal, patching potholes, and crack sealing.

City Engineer Paul Merchlewicz stated that he spoke with Ms. Brummund regarding the letter with reference to a credit that she received. She was assessed for work done south of her location. The letter was received because the assessment was levied to her property. Projects were done in 2007, 2009, 2010, and 2011. The reason she received a credit was due to the previous repetition of projects and the updates from them. During that timeframe assessments for storm water were levied on the area the drainage flowed from. In 2016 the assessment policy was updated with storm sewer utility. After that, the practice for neighborhoods was switched over to assess. After 10 years with no projects a credit was no longer warranted. The letter references projects already done, not projects to be done.

Mayor Dietrich asked the City Clerk if that information could be confirmed.

City Clerk Kiernan replied she would provide follow up.

Motion by Gliva, second by Scales, to close the Public Hearing at 6:43PM.

Ayes: 5
Nays: 0 Motion carried.

Councilmember T'Kach asked how long these improvements were expected to last.

Assistant City Engineer Dodge responded that the improvements are intended to last 20+ years.

Motion by Scales, second by Gliva, to approve Resolution 2023-267 approving special assessment and adopting final assessment roll for Project 2023-09D – Dawn Way Area Street Reconstruction.

Ayes: 5
Nays: 0 Motion carried.

6. <u>REGULAR BUSINESS</u>:

A. Rental Housing Licenses

City Administrator Kris Wilson presented two (2) Rental Housing Licenses for approval. Staff finds them to be in order. They appear in order of rental address, property owner, and property manager.

1. 6931 Claude Ave., 6931 Claude Ave. LLC. Inver Grove Heights, MN; John Schrager, Inver Grove Heights, MN
2. 5924 Concord Blvd., Isaiah Stokes, Inver Grove Heights, MN; Isaiah Ladell Stokes, Inver Grove Heights, MN

Motion by Gliva, second by T'Kach, to approve the two (2) Rental Housing Licenses as presented.

Ayes: 5
Nays: 0 Motion carried.

B. Consider a Resolution Approving the Street Name Change of Portions of Dakota County Road 28 and Dakota County Road 63 to Argenta Boulevard, and portions of 77th Street W. to Argenta Trail. Resolution 2023-268

Public Works Director Brian Connolly presented the Renaming of County Road 28/63 to Argenta Boulevard. Background:

- Argenta Trail exists in the northwest portion of the city
- Prior to 2017, the alignment was mainly contiguous from the northern border with Mendota Heights to Sunfish Lake where it turns into Delaware Avenue south to Trunk Highway 149 to Westcott Road in Eagan.
    - Was a Dakota County roadway north of Highway 55 during this time
    - Was a local road for the City of Inver Grove Heights south of Trunk Highway 55
- In 2017 the realignment of Argenta Trail and Trunk Highway 55 occurred.
    - Resulted in the extension of 77th Street to Yankee Doodle Road
    - Resulted in the disconnection and renaming of Argenta Court
- Between 2021 and 2023, the County did further realignment of County Road 63 north of Amana Trail to 65th Street (considered as new Argenta).
    - Resulted in the disconnection of the old alignment of Argenta Trail between 70th Street and 65th Street. This will be turned back from Dakota County to the City.
        - Agreed to in a previous Joint Powers Agreement.
        - Goes into effect on October 31st, 2023.

Justification for the Name Change:

- Current alignment of County Road 63 has no "common" or "local" name.
- Existing alignment of Argenta Trail north of 70th Street remains in place.
- Having two Argenta Trails causes confusion that could impact navigation for emergency responders, postal and parcel delivery, and the general public.
- City Code Title 11, Chapter 2, Section 2 Part O, states:
    - "No street names shall be used which will duplicate or be confused with the names of existing streets; and … street names shall be subject to the approval of the City Council."
- Standard naming nomenclature is to have north/south streets in this area maintain an "A" name.
- There are several developments adjacent to this alignment with Argenta in it including Argenta Hills. There is a desire to maintain "Argenta" in any street name.
- Changing the name of the existing segment of Argenta Trail would impact address assignment for approximately 20 rural residential properties.
- Renaming the section of new roadway would have much less impact with 3 parcels.

  - Two parcels do not access the new alignment. They access an intersecting street.
    - In this instance, the recommendation would be to select an address for the side street. This choice would be for the individual parcel owners to make.

Name Recommendation: Argenta Boulevard

- Maintains the Argenta name.
- Limits the impact of address adjustments to (3) three parcels.
- Supported by staff in public works, police, and fire departments for eliminating name confusion.
- Supported by Dakota County as it relates to parcel addressing.
- Follows the city's naming nomenclature with an "A" street in this portion of the city.
- Allows the opportunity to "clean up" roadway naming that did not follow standard naming nomenclature in the past:
  - Changing the 77th Street West north/south alignment to connect Yankee Doodle Road.
  - This closely mirrors the original alignment of Argenta Trail. Recommend the name be reverted back to Argenta Trail.
  - Does not have any impact on addressing.
- Costs associated with changing street signs:
  - Local street signs, $500 (material)
  - MnDOT signs, $12,500 (material and labor)
  - Staff proposes funding through Pavement Management Local Streets Fund, Fund 440
  - Final costs via Cooperative Agreement with MnDOT
- Recommend change becomes official on May 1, 2024.

Public Outreach:

- July 10, 2023: Staff sent out initial outreach letters to property owners whose addresses may be impacted by the proposed change and requested feedback.
  - Staff received feedback from three of the property owners indicating their preference for their address selection:
    - Keeping their address number.
    - Changing the street name to either "Argenta Boulevard" or utilizing a cross street where driveway access is located. 77th Street or 72nd Street. (Staff's recommendation is to use the street your driveway accesses).
    - One parcel remains un-impacted if 77th Street reverts back to "Argenta Trail".
  - There is a fourth parcel with no current resident. This parcel will be re-platted with no direct parcel access to Argenta Boulevard.
- October 4, 2023: Follow up letter sent inviting any impacted properties to this evening's City Council Meeting.
- Information regarding this was included in the fall 2023 edition of Insights.
- If a resolution is adopted this evening, a follow up letter will be sent to impacted properties with information regarding address changes, steps to follow, and an effective date.
  - City will notify the Postal Service and Dakota County for property information updates.
  - Items will continue to be delivered if the wrong address is placed on information/parcels. It may take extra time to receive items.

Next Steps/Action Requested: Staff recommendation is to approve the resolution approving the street name change of a portion of Dakota County Road 28 and Dakota County Road 63 to Argenta Boulevard, and portions of 77th Street West to Argenta Trail.

- Per resolution, the change would be effective on May 1, 2024.

Mayor Dietrich asked if MnDOT has a formula they use as a standard.

Public Works Director Connolly replied MnDOT provides quotes based on the size of the sign.

John Todd, 6689 Argenta Trail, stated the people he is speaking for are on the existing Argenta Trail from 65th down to 70th. The overwhelming feeling among the neighborhood is to keep it the same.

Motion by Scales, second by Gliva, to approve Resolution # 2023-268 – Approving the street name change of portions of Dakota County Road 28 and Dakota County Road 63 (Argenta Trail) to Argenta Blvd; and portions of 77th Street W to Argenta Trail

Ayes: 5
Nays: 0 Motion carried.

C. Approval of Final Plans and Specifications and Authorization to Advertise for Bid for Project No. 2024-01 (Skyview Park Court Reconstruction) & 2024-02 (Oakwood Park Court Reconstruction)

Parks and Recreation Director Adam Lares discussed the Skyview Park and Oakwood Tennis Court Reconstruction. All court inventory:

- 15 tennis-only courts (8 are school district specific)
- 8 Pickleball-only courts
- 6 courts are doubly lined for both pickleball and tennis

Skyview Park Location:

- 20+ years old (1999)
- Two single courts
- Cracks and deterioration
- Concrete containers and fencing are in good condition
- Parking lot and street parking
- Lights on a time sensor

Oakwood Park Location:

- 20+ years old (2000)
- Two single courts
- Cracks and deterioration
- Lights
- Street parking next to the courts, parking lot further away from the courts

Replacement Options:

- July 10, 2023, the City Council approved a contract with Fred Kolkmann Tennis & Sport Surfaces, LLC. for design, construction, administration, and inspection services for the 2024 reconstruction of Skyview and Oakwood Park tennis courts. Options include:
    - 2 tennis courts
    - 6 pickleball courts
    - Combination of 1 tennis and 2 pickleball courts
- Add-alternates will be an option and could include sidewalks and shelter outside of the courts

Community Engagement:

- Took place from August through September
- Survey was done
- Postcard mailer was sent to approximately 1,300+ residents surrounding both parks (500' radius)

- Posted yard signs at all city courts
- 3 open houses
- Community Events (Nite to Unite and Food Truck)
- 3 month long online/social media campaign

Survey Results: 285 participants

- 223 residents
- 55% adults 18+
- 42% active older adults (55%+)
- 40% were tennis players
- 65% were pickleball players

Preferences:

- 55% preferred pickleball
- 24% preferred tennis
- 20% equally the same

Results from what is preferred for Oakwood Park:

- 46% preferred 6 pickleball courts
- 34% combination of both
- 15% 2 single courts

Results from what is preferred for Skyview Park:

- 45% preferred 6 pickleball courts
- 34% combination of both
- 15% suggested tennis courts

PRAC's (Parks and Recreation Advisory Commission) Actions:

- Formed a Subcommittee group for projects
- Multiple site visits
- Attended open houses
- Reviewed and discussed all survey results, open house comments/feedback, and staff input
- Reviewed park system amenity inventory
- Unanimously agreed on a court design recommendation for both locations

Oakwood Park's Recommendation: Keep two single tennis courts
Skyview Park's Recommendation: Reconfigure to six pickleball courts
Staff Recommendation: Staff agrees with the recommendation of the PRAC:

- Meets the needs of recreation programming at both sites.
- Maintains access to tennis courts within the parks system.
- Responsive to the results of the survey/open houses.
- Allows for growth of either additional pickleball or tennis at Skyview in the future.

Estimated Project Cost: Skyview: $300,300
Estimated Project Cost: Oakwood: $265,650
Estimated Total Project Cost: $565,950
Funding:

- Fund 401, Park Capital Replacement Fund
- Estimated $500,000 balance at the end of 2023
- Proposed $315,000 allocation to the fund in 2024
- Total project balance in 2024: $815,000

Timeline:

- October 23, 2023: Council approves plans and specs, authorizes bid

- October 24, 2023: Bid notice published
- November 15, 2023: Bid opening
- November 27, 2023: Recommendation to the Council to award a Contract
- Spring 2024: Construction starts
- September 2024: Final completion

Action Requested:

- Approve final plans and specifications and authorize to advertise for bid for Project No. 2024-01 (Skyview Park Court Reconstruction) and 2024-02 (Oakwood Park Court Reconstruction).

Motion by Scales, second by T'Kach, to Approve Final plans and specifications and to authorize advertisement for bids for Project 2024-01 Skyview Park Court Reconstruction & 2024-02 Oakwood Park Court Reconstruction

Ayes: 5
Nays: 0 Motion carried.

D. 2nd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals
City Administrator Kris Wilson discussed the 2nd Reading as follows:
Definition of Short-Term Rental: The letting of a dwelling or dwelling unit for a period of less than thirty (30) consecutive days. Otherwise known as "vacation rentals" or "short term rentals," booked over the internet through sources such as VRBO or Airbnb.

- Excluding: Hospitals, state licensed residential care facilities, assisted living facilities, nursing homes, hotels or motels (believed to be licensed separately under Title 4, Chapter 16, of this Code), and supervised student housing.
- Previously, the 1st Reading also excluded rentals of owner-occupied homes and rentals of accessory dwelling units.

Changes from the 1st Reading:

- No exclusion for owner-occupied or ADU dwellings
- Neighborhood notification would be the city's responsibility (form attached to the application)
- Maximum occupancy standards established
- Prohibits sales or use for home occupation in addition to events (parties, weddings, reunions)
- Prohibits tents, campers, and RV's
- Removes "tourist homes" from types of businesses prohibited as a home occupation
- Renumbers the existing rental licensing provisions of the City Code

Proposed Maximum Occupancy Standards:

- Suggest having an overnight occupancy standard and a daytime occupancy standard:
  - From midnight to 6:00 a.m.
    - 2 adults per legal bedroom + 2 additional adults
    - Children under the age of 18 are not counted
  - From 6:00 a.m. to midnight:
    - Overnight occupants plus up to 4 additional adults
    - Children are not counted

Councilmember T'Kach inquired about the owner-occupied change. She does not believe it is necessary to eliminate this. If someone is renting a room out in their home, they are there. It could be homesteading, or they are on site. She said it seems less like a business and more like a relationship with people. She mentioned the ordinance states that people could not have a tent or camper to expand the capacity. She asked if it would be allowed to have a tent, camper, or RV with 3 people, which is within the capacity of the bedrooms in the house, and only one person in the house.

City Administrator Wilson replied she would have to look at other city codes about someone sleeping in a camper in the driveway of someone's home. This would also depend on what the Council determines. Staff can draft it to be allowable or not allowed.

Councilmember T'Kach asked about payments being quarterly. She said it seemed onerous for smaller rental quantities. She suggested it be quarterly unless it is over a certain dollar amount. She was worried about city staff having to take in small amount checks and the accounting it would take. She asked if it made sense for people to send dollars in twice a year like they do with property taxes. She inquired if it was possible there could be a huge children's party because children do not count as a number. She was concerned for the neighbors and noise issues.

City Administrator Wilson replied that could be a loophole in how it is currently drafted. She said it could be specified as a certain number of adults and their children; the parents have to be present.

Councilmember T'Kach asked what the cost of an FBI report was.

City Administrator Wilson replied she was unsure.

Councilmember T'Kach questioned if someone got a two-year license and did not wish to renew when they would be able to come back in without having to pay an extra 50%.

City Administrator Wilson replied there is no rule. Staff could think about this, look at other licensing procedures, and recommend something that is consistent.

Councilmember Gliva referenced neighborhoods that have covenance and HOA's and asked if that would take precedence over the ordinance first.

City Attorney McCauley Nason replied for city ordinance requirements, they would apply regardless of what the homeowner's association does/does not allow. The city could say the uses are allowed. For example, some HOA's do not allow fences. The city could say any property in this zoning district could have a fence. If HOA documents prohibit the use of the property in a particular manner, that would preclude from using that use of the property. This is not something the city would enforce; the city would still issue a license. If it is precluded from the homeowners association, it could not be done. There is a civil cause of action that would exist if violating those restrictions.

Councilmember Gliva asked if going through this process and determining during a period of time that it becomes a problem, hearing negative feedback, and police calls, she asked if there would be the ability to roll back. She questioned what would happen to license agreements at that point.

City Attorney McCauley Nason replied the city could amend the licensing requirements. If a license is issued the license would last the duration of the license. If wishing to add more substantial restrictions, the Council may wish to consider an "effective by this date," which is similar to hotel licensing.

Councilmember Gliva asked if there were 12 open licenses, if the city would let the licenses run out and then not renew.

City Attorney McCauley Nason replied that could be a direction taken. If there is a problem property, the ordinance is structured with the ability to suspend or revoke the license. If there is concern about how the property is complying with licensing restrictions, this would be addressed before the license expires.

Councilmember Gliva stated she was questioning what would happen if it becomes a big problem. If there is a means to enforce, she believed they could continue as short-term rentals.

Councilmember Murphy shared that he struggles with this. He appreciates some of the changes. He does not know how this works long term when they cannot proactively enforce code. There isn't the manpower to do it. He said he continues to advocate for those that are not in the room. He said he does not know the power the Council has to ignore its own rules. He questioned why they are licensing people that do not follow the rules instead of changing the rules such as not allowing people to sell crafts out of their garage. They license this when it clearly says in the city code, they cannot do it. He said he cannot support this; it makes zero sense to him how they would license this when it says they cannot license it.

City Administrator Wilson stated the Police Chief provided her with an answer to the cost of a background check. A background check from the BCA costs $8.00, one from the FBI costs $18.00.

Councilmember T'Kach mentioned a change she would like to have considered is the rental log can be viewed by the city at any time up to 12 months. She asked if this could be done with cause.

Mayor Dietrich referenced item #3 and asked if law enforcement has the ability to go in and count how many are in the residence. She said this may not be something that can be enforced.

City Administrator Wilson replied law enforcement would have access to the license. Occupancy allowed would be listed on the license.

City Attorney McCauley Nason responded it would likely be in response to a complaint. The police would go in and do an active investigation regarding what is occurring at the property.

Mayor Dietrich asked if there was the ability to look if there was a tent or trailer in the backyard that is difficult to see.

City Attorney McCauley Nason responded no, there has to be a reason such as suspicion or probable cause. They would not walk into the backyard unless there was a basis to do so.

Mayor Dietrich mentioned if a neighbor called and can see the backyard and sees a problem. She said she wants to know that these things they are doing can be enforced.

Motion by Scales, second by T'Kach, to approve the Second Reading of an Ordinance Establishing Licensing requirements for Short Term Rentals

Ayes: 4
Nays: 1 (Murphy) Motion carried.

E. 2nd Reading of Ordinance Establishing Hotel License

City Attorney Bridget McCauley Nason discussed the 2nd Reading:
Background:

- The Minnesota Department of Health license Hotels in the State of Minnesota
- No specific statutory authority for statutory cities to license hotels
- New legislation authorizes cities to issue hotel licenses

Key Ordinance Provisions:
Staff has prepared a Draft Ordinance Amendment that would establish a hotel license for the city.

- The hotel license would require all hotels to be licensed by the city, effective January 31, 2024.

Changes to the 2nd Reading:

- Exception to license requirement: Residential dwellings and residential dwelling units licensed under Title 4, Chapter 13, Articles A and B.
  - If there is a license for a rental dwelling (short term or long term), it would not be required to obtain a hotel license.
  - If having a license under the hotel section, do not have to be licensed as a rental dwelling.
  - If licensed as a rental dwelling, do not need a hotel license.
  - The Council could choose to require all of these types of rental properties that meet the definition of a hotel.
    - Furnished apartment house, or other building which is kept, used, or advertised as a place where sleeping or housekeeping accommodations are supplied for pay to guests for transient occupancy.
  - Does the Council want both a short term and/or long-term rental to have to obtain a rental license as well as a hotel license?
- There are limitations as to what the city can impose and include in the license restrictions:
  - City can require compliance with all state and local laws
  - City can revoke and deny the license if they do not comply with licensing requirements
- Effective date January 31, 2024

Requested Council Action: Consider the Second Reading of the Ordinance.

Motion by Scales, second by T'Kach, to approve the Second Reading of the Ordinance Establishing Hotel License

Ayes: 5
Nays: 0 Motion carried.

F. 2nd Reading of Ordinance Regarding Temporary Parking Restrictions

City Attorney McCauley Nason discussed the 2nd Reading of this Ordinance:
Background:

- City Code currently authorizes the temporary restriction of parking in emergency situations
- Staff needs additional flexibility to establish temporary no parking regulations in non-emergency situations such as:
  - Parade routes and road reconstruction

Key Ordinance Provisions:

- Authorize temporary no parking restrictions:
  - City Administrator
  - Chief of Police or Designee
  - Public Works Director or Designee
- Streets must be posted at least 12 hours before towing may occur
- Vehicles authorized to be impounded; towing authorized by Police Chief or designee

Requested Council Action: Consider Second Reading of the Ordinance.

Councilmember T'Kach asked if it was possible State Statute could override this. She was thinking of 24 hours' notice. 12 hours seemed like a short timeframe for people to plan what to do with their cars.

City Attorney McCauley Nason replied the minimum is 12 hours, it cannot be made shorter. The Council could say 24 hours or a longer period of time. She suggested staff comment as to how that timeframe was arrived at. She said even if the code states 12 hours the city could, as a policy, post it for a longer duration of time except in exceptional circumstances. She recommends checking with staff to see how this was typically posted. Council could give direction that even if it is a minimum of 12 hours per code, the expectation is that it is posted with more time for individuals to be made aware of the change.

Councilmember T'Kach questioned if the Public Works Director had the practice/policy he could share.

Public Works Director Connolly replied this does not allow them the opportunity to post for this, it has to go through Police. With most communities he has worked with in the past they require posting anywhere from 12-24 hours in advance. He said if this is approved, the timeframe would be noted on construction contracts.

Councilmember T'Kach asked if the Council would accept a friendly amendment to extend it to 24 hours. In case of emergency, it could be posted right away.

Councilmember Gliva was in favor of leaving it at 12 hours and making it a better practice. She agrees with the statute at 12 hours.

Motion by Gliva, second by Scales, to approve the Second Reading of the Ordinance Regarding Temporary Parking Restrictions

Ayes: 5
Nays: 0 Motion carried.

G. 1st Reading of Ordinance Establishing Development Fees for 2024

City Administrator Wilson presented the 1st Reading of an Ordinance Establishing Development Fees for 2024. The Process:

- Annual action of the City Council
- Required by state statute to be adopted via ordinance
- Ordinance requires 3 Readings in the city
- Public Hearing is to be held in conjunction with the 2nd Reading at the November 13th City Council meeting

Sections of the Proposed Ordinance:

1. Connection Fees for Water Utility System
2. Connection Fees for Sanitary Sewer Utility System
3. Connection Fees for Stormwater System
4. Trunk Line Assessments for Water & Sewer
5. Land Use Approval Fees & Deposits
6. Effective Date (January 1, 2024)

Sections 1- 4 Relate to Utility Connection Fees:

- Sets connection fees for water, sewer, and stormwater utilities.
- Paid at the time of connection to the system.
    - Most often paid by developers, sometimes by current residents.
- Evaluated and discussed as a part of last year's Utility Rate Study.

- Continue to propose higher rates in the Northwest Area (NWA) for core fees (plat connection fee and building permit connection fee) for water and sanitary sewer. This "pays the city back" for expenses incurred to extend water and sewer to the NWA in advance of development.
  - The city made a significant investment to do this.
  - There is still outstanding debt for the sanitary sewer extension into the NWA. The city is making annual debt service payments out of the sewer fund.
  - City Council at that time opted not to assess properties for extending water and sewer.
  - Instead, it was decided to use a bifurcated fee schedule to recoup the investments
- There were slight differences in various other fees. These were reconciled during last year's process to make them the same city wide.
- Recommendation for 2024 is a 5% increase in fees across the board.
- Consistent with estimated cost increases budgeted for in the Capital Improvement Plan (CIP).

Section 5, Land Use Application Fees & Deposits:

- Proposed fee changes shown in red in the draft ordinance.
- One city fee proposed to be increased to make all final plat applications have the same application fee.

Section 6, Effective Date of January 1, 2024.

Next Steps:

- 2nd Reading & Public Hearing: Monday, November 13, 2023 at 6:00 p.m.
- 3rd Reading: Monday, November 27, 2023

Requested Action: Motion to approve the 1st Reading of the Ordinance establishing utility connection and land-use application fees for 2024.

Mayor Dietrich asked if the Consultant or the Chamber have weighed in on this and if they will have the opportunity.

> City Administrator Wilson replied in past years staff has made sure the Chamber is aware before the Public Hearing. She said she could notify the Economic Development Consultant. Information is also published on the city website.

Councilmember Scales asked if the fees have been compared to other surrounding communities and how the city rates in comparison.

> City Administrator Wilson replied staff has not made a comparison for 2024. Outside of the NWA fees are competitive and significantly higher than the rest of Inver Grove Heights and other cities. She mentioned this comes up when developers are contemplating a multi-family development because there is a density multiplier on the fees. An apartment building would put more strain and demand on the sewer system. Staff is aware the fees are significantly higher in the northwest area; they are nearly double.

Councilmember Scales mentioned it's based on decisions the city made at the time utilities were placed.

> City Administrator Wilson replied when receiving questions and complaints regarding this, staff articulates that it was a policy choice. The Council at the time chose this option.

Motion by T'Kach, second by Scales, to approve the First Reading of the Ordinance Establishing Development Fees for 2024

Ayes: 5
Nays: 0 Motion carried.

Mayor Dietrich stated she has two items that need to be put into the record for Agenda Item 6D. 2nd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals.

Motion by Gliva, second by T'Kach, to accept two items into the record relating to Agenda Item 6D.

Ayes: 5
Nays: 0 Motion carried.

7. PUBLIC COMMENT:
Joe Farhnhorst, 9395 Tyne Lane, said he is for pickleball and tennis living together. He is not for mixing commercial entities in residential areas. He said he has been before the Council multiple times regarding the Airbnb Pub operating down his street that is advertising itself as a pub. It is a concern. It mixes commercial enterprises in residentially zoned areas. He is not in favor at all. It sets a bad precedence for further issues for residents and police. With regards to benefits and risks, it's a great benefit for the business owner and the city with revenue, assuming that offsets the cost that will be faced by the city. The residents fear the costs of this. They have to manage this, manage the noise, and parking. He does not think it's fair. They see zero benefits out of this as residents. He asked the Council to put themselves in its position, to offer up their neighboring house as the next Airbnb that could host 10-12-15, people. Moving it forward says this is a good idea. He encouraged the Council to talk to the residents and the City Council and Police of Maple Grove who had an incident last week. He said all it would take is one instance like that, the costs and risks would be huge. The city is mixing 100% commercial right in the middle of residential areas. It is bad for the community and residents.

8. MAYOR AND COUNCIL COMMENTS:
Councilmember T'Kach mentioned that the last Farmer's Market will be this Sunday.

H. Closed Session for Attorney-Client Privileged Discussion of Pending Litigation
City Attorney McCauley Nason stated the Council is asked to make a motion and second to move into Closed Session, pursuant to MN Statute Section 13D.05, Subdivision 3B attorney-client privilege regarding the Municipal Storm Water Pond Coordinated Litigation #21-3177.

Motion by Gliva, second by Scales, to move to Closed Session for Attorney-Client Privileged Discussion Pending Litigation at 8:01 p.m.

Ayes: 5
Nays: 0 Motion carried.

Motion by Gliva, second by Scales, to move back to open session.

Ayes: 5
Nays: 0 Motion carried.

9. ADJOURN:
Motion by Gliva, second by T'Kach, to adjourn the meeting at 8:17 p.m.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, NOVEMBER 6, 2023. 6:00 pm – 8150 BARBARA AVENUE

1. Call to Order:
The City Council of Inver Grove Heights met on Monday, November 6, 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, City Attorney Bridget McCauley Nason, Deputy City Clerk Katie Malott, Finance Director Amy Hove, Technology Manager Marc Gade, Parks and Recreation Director Adam Lares, Assistant Finance Director Sam Hosszu, Street Maintenance Superintendent Barry Underdahl, Fire Chief Judy Thill, Public Works Director Brian Connolly
Others Present: Jacob McNamara, Inver Grove Heights Paid-on-Call Firefighter/President, Inver Grove Heights Firefighters Relief Association; Lily Smith, Director, Inver Grove Heights Convention and Visitors Bureau (Visit IGH)

3. Discussion Items:
A. IGH Fire Relief Association Request for Pension Benefit Increase
City Administrator Kris Wilson provided an overview of the Inver Grove Heights Fire Relief Association:
- Separate legal entity from the city
- Guided by a Board of Directors
    - 3 city representatives are on the Board:
        - Fire Chief, Finance Director, Councilmember (Gliva), Paid-on-Call Firefighters
- Primary purpose is to provide for a pension to paid-on-call firefighters
- Funds for pensions come from:
    - Existing balance/assets
    - Interest/investment earnings
    - Fire Pension Aid from the State
    - Voluntary city contributions ($92,475 in 2023)
    - Mandatory city contributions, if necessary (city has not had to do this for several years)
- Full vesting requires 15 years of service. Partial vesting at 7 years.
    - Lump sum amount
    - In the year retiring, whatever the pension benefit amount is would be multiplied by years of service.

Setting Pension Amounts:
- Initiated by the Relief Association Board
- Requires City Council approval
- Projection for the next 10 years:
    - Fund balance at 105% or above
    - No need for a mandatory city contribution
- State sets the maximum amount for pension benefit:
    - Currently $15,000 per year of service (Previously $10,000)
    - Most recently increased for 2022

History of Pension Benefit in IGH:
- January 1, 2021: $10,000
- January 1, 2022: $12,750

- January 1, 2023: $13,875
- Request for 2024: $15,000 per year of service

Financial Projection with Benefit Increase (Run by a Financial Advisor, outside of the city)

- Modeled going to $15,000 benefit amount for 2024. 3% higher than 2023.
- Remains consistent for the next 10 years with no required city contribution.
- Stays above 5%.

As the chart/years progress, the city may not have reason to make a voluntary city contribution in future years.

- May be no reason to have the fund go to 151%.
- Legal use of the fund is to pay pensions to the paid-on-call firefighters.
- Want to keep the fund healthy and prepare for a downturn, investment return.
- If nothing else changes, there could be talk of other ways of investing the voluntary contribution.
    - Could be for another aspect of the fire department or another city need in future years.

Staff will continue to look at the fund and monitor.
Action for Council is general feedback on the request. If Council is agreeable to the requested increase, staff would prepare a resolution to be placed on the Council Consent Agenda for the next meeting.

Councilmember Murphy said he does not have enough information to make a decision. He said when noting projections like this they are usually accompanied by a worst-case scenario. If having a fixed number of on calls, always make a voluntary contribution, and always go up at 5% a year, it is always going to be very healthy. He asked if this could be back tested through some bad markets. He questioned if this money was invested.

City Administrator Wilson replied it is invested.

Councilmember Murphy suggested getting this back tested through bad markets. It would provide more information for the Council to make a decision to go to the maximum.

City Administrator Wilson replied that the report states what is assumed for a rate of return in making the projection. Multiple scenarios were not run this year. Previous years different benefit scenarios were run. She did not believe different investment scenarios were run historically.

Councilmember Murphy said it would be helpful to see this run without the voluntary contribution. He believes it is still healthy. He felt a probability analysis or back test could be run. He said what is noted here will always look good with a relatively fixed number of on-calls.

Councilmember Gliva mentioned she was in the Association meeting on Sunday. They did discuss this. The way she looks at this with the funding is there are enough dollars in there now, and they are overfunded. She would hate to see that sitting there and not being able to use it. She said the $15,000 seemed reasonable. She was not sure putting the $92-$94,000 for 2024 was necessary. She said there is likely city needs they could use it for. She questioned what would happen if that is taken out.

City Administrator Wilson replied the city budgets for this and transfers it to the Relief Association in the first quarter of the year. The city pays per scenario but can run additional scenarios showing one more contribution for 2024 and then it ceases or ceases immediately. Additional scenarios could come back to the November 27th meeting.

Councilmember Gliva asked what the fee would be for the scenarios.

City Administrator Wilson replied the contract agreement with Abdo has two more scenarios at a reasonable rate. She mentioned that a couple of years ago vesting schedules were looked at and differing dollar amounts.

Councilmember Murphy thought they were required to provide the information and that the city may already have it. He said running these projects have certain industry wide requirements.

City Administrator Wilson replied the Council was provided the entire packet this year from Abdo. One scenario was requested. Based on what was looked at historically, staff was fairly confident this one was going to come out positively. She mentioned that staff will look to utilize the other available scenarios.

Councilmember T'Kach said she was fine with $15,000, she felt it was a reasonable increase for the work they do. She questioned building the fund. She felt 150% of need seems like it needs more thought. She questioned for 2024, if they could do one or two years of contributions, or whatever Abdo or staff thinks reasonable, and then zero out. She asked if this was taxable income to the firefighters.

City Administrator Wilson replied her understanding was that once retired, it stays in the fund for a number of years and moves when hitting a certain age. There is a choice for management of their tax bill.

Councilmember Scales mentioned he is always concerned about making sure they are properly funded. 151% sounded high to him with the market. The last thing he wanted is to be underfunded. He believes there is a middle ground.

Mayor Dietrich said it would be helpful to see different scenarios in order to make a decision.

City Administrator Wilson clarified the Councils requests:

- Scenarios showing different declining city contribution amounts.
  - What it would look like if they do not make next years, or if they do make next years but do not make further ones and what that does to the health of the fund.
- Look if there are grimmer stock market investment return outcomes.

Councilmember Murphy said the sequence of returns would matter. People would still retire, be vested, and pull their money.

City Administrator Wilson replied there are a number of assumptions that go with this. They estimate how many would stay the 15 years, 10, or 7.

Councilmember T'Kach asked if there was anticipation of significate growth in the number of on-call firefighters.

City Administrator Wilson replied the city is having difficulty recruiting paid-on-call firefighters, getting them through the first year of training, and getting them to 15 or 7 years of service. A smaller percentage follows this path.

Councilmember T'Kach mentioned this may figure into a scenario.

Councilmember Gliva believed there was a cost estimate as to the number of paid-on-call making it to 15, 7, or dropping out. She thought it was based on prior years.

City Administrator Wilson replied staff could ask what assumptions were factored in.

City Administrator Wilson mentioned regardless of the path the Council goes, the decision to put a voluntary contribution in is an annual decision through the budget process.

Jacob McNamara stated he was the new President of the Relief Association and served a short term as Vice President with all of the leaves they have experienced. He addressed the audit numbers and why nothing was shown to indicate zeros. It was to show that they are already overfunded with this year's contribution. He suggested staying around 120-125% funded in the event something turns in the market. The state has them invest their money in certain ways to have so much invested in bonds to protect the fund from huge market swings. Numbers for next year show 120% overfunded. Based on projections, it shows enough for the fund to be healthy with $15,000. He said previous presidents may have had the opinion that the city contribution is an additional payment to what the paid-on-call department does. He does not think it is wise to take money if 150% funded; 151% funded shows the contribution continuing.

He said he was asked what the state's recommendation was for funding. He did not have the state's recommendation. He believes 120% is a good target point to stay at in case the market moves in either direction.

B. 2024 Convention & Visitors Bureau Budget Request

Lily Smith, Director, Visit Inver Grove Heights, said she would be presenting the proposed 2024 Budget and provide information about herself and what the CVB (Convention and Visitors Bureau) does.

She shared that she is a University of Wisconsin-Stout Graduate. She has a Business Administration Degree with a Minor in Marketing and Sales. She found herself in the tourism industry because in May 2020, she was looking for an internship and found one at Visit Grand Rapids. This led to a full-time position as a Marketing Coordinator. The community connection is what draws her to the tourism industry. She is thankful to be in her role.

Convention & Visitor's Bureau Fund 201:

Mission: To market and promote Inver Grove Heights to visitors; to maintain and stimulate the community's economic vitality.

Purpose: To market and promote Inver Grove Heights to visitors to stimulate the community's economic vitality by building upon our connection to the river and parks, fun experiences, local businesses, and regional attractions. We are rooted in our community's story.

Core Values:

- Collaboration, Service, Integrity, Change, Fun

CVB Board of Directors:

- Kim Koenig (Chair), Microtel Hotel
- Amy Baskerud (Vice Chair), Holiday Inn Express
- Joe Harms (Treasurer), Mississippi Pub/River Heights Marina
- Jodie Miller (Secretary), Town Square Television
- Evelyn S., AmericInn Hotel
- Amy Looze, City of Inver Grove Heights
- Natasha Freimark, Mall of America

The 2024 proposed budget was reviewed and approved by the CVB Board on September 28, 2023.

CVB Strategic Plan:

On December 16, 2021, the CVB Board approved a 3-year Strategic Plan for 2022-2024. Goals:

1. Strengthen core relationships with hotels, businesses, chamber and city leadership, and regional partners.
2. Grow revenue to invest in marketing, technology, and staffing.
3. Create a brand and marketing plan.
4. Develop a signature annual event to attract visitors.

Focuses for 2024:

1. New Visit Inver Grove Heights website

2. Get updated photography and videography of IGH hotels, attractions, outdoor recreation, and dining
3. Build relationships with community and regional partners
4. Explore new avenues of marketing for Visit IGH
5. Research and plan for a new signature annual event for IGH

Highlights: Hotel Rate Comparison: How IGH hotel rates compare with similar metro hotels:

- Inver Grove Heights is competitive, staying within a good rate
- Cities compared: Apple Valley, Burnsville, Eagan, Woodbury

2024 Revenues – 3% Lodging Tax:

- $202,500 Lodging Tax
- $10,000 Grant received from Explore MN Tourism
- Total Revenues: $212,500

Not a resident tax. All CVB's in the metro area collect at least a 3% lodging tax

Councilmember T'Kach asked how the CVB compares or what the relationship is to the Community Development Director or a Consultant.

Ms. Smith replied she has not had that chance yet; she started her position in August. She said a huge part of this is economic development and staying in contact. She looks forward to collaborating.

Councilmember T'Kach asked how she would come up with a new signature event for the city.

Ms. Smith responded she has had people reach out to her regarding this, there are some ideas. She mentioned that Joe Atkins has reached out to her interested in collaborating on it. He would have connections regarding who she could work with.

C. Proposed 2024 Budgets - Internal Service Funds

Finance Director Amy Hove stated the following Internal Service Funds and Allocations will be discussed:

1. Technology
2. City Facilities
3. Risk Management (Insurance)
4. Central Equipment

Technology Fund:

Marc Gade, Technology Manager, discussed the Technology Fund, Fund 606:

- During budget years 2020, 2021, and 2022, technology was a department within the General Fund but did not include capital costs.
- In 2023, it transitioned back to a separate fund for these activities.
- Technology Fund allocation covers:
    - Operating budget for IT Department
        - Phone stipends were added
        - Copier and postage costs were added
        - Department specific division software was removed (allocated back to the department/division)
    - Hardware Replacement cycle based on a 5-7-year average
    - A department's allocation is based on the number of FTE's and device counts.
        - 80% personnel, 20% capital

- 2024 Budget: Continued refinement of IT department budget, including assessment of capital needs and transition of appropriate costs to other departments.
- 2024 Technology Allocation: $1,265,900
- 2023 Technology Allocation: $1,276,200

Technology Fund 606, 2024 Capital:

- Capital included in departmental allocations ($104,000):
  - Wireless access points, card access, audio/visual for conference rooms, workstation devices, UPS (Uninterruptable Power Supply).
- Capital use of fund balance:
  - Fiber projects. (Previously funded out of the Host Community Fund)

Technology Fund Budget Summary:

- Total revenues: $1,281,900
- Personnel: $793,400 (6 FTE's)
- Professional/Technical: $10,000
- Purchased Services/Property/Equipment: $447,956
- Supplies: $51,950
- Capital Outlay: $102,400
  - Total Expenditures: $1,405,706

Decrease to the fund balance: $123,806. 2023 assumed spend down in fund balance was $104,310.
Technology Fund Cash Balance – Year End Cash Position: $1,012,000 (five-year average).

Parks and Recreation Director Adam Lares presented on behalf of Operations and Maintenance Supervisor Phil Stier, regarding City Facilities, Fund 605:

- Activities are funded by departmental allocations through expense code
  - City Facilities Allocation, $847,695 (6% increase)
- Up until 2022 this fund covered facility costs relating to the operation of City Hall. It is currently in the transition phase.
- The current allocation is based on historical FTE's and square footage by department.
  - Formula has not been updated for years
  - Allocation does not include a capital replacement component like Central Equipment
- Beginning in 2023, solar garden activities were added to the budget. $375,000 shows up as revenue (solar credits) and expense (solar charges). This needs a few years of activity for comparison purposes.

City Facilities Budget Summary:

- Departmental Allocations, up 6%, $847,695
- Interest & Other Revenues, $403,500
  - Total Revenues: $1,251,195
- Total Budget/Expenditures: $1,447,450

City Facilities/Highlights and Additional Requests:

- Additional overtime for department, $1,400
- New vehicle ($40,000), not budgeted due to plan as follows:
  - Department does not have a vehicle for travel/errand purposes as well as transporting tools and supplies between buildings. Currently using personal vehicle.
  - Staff evaluated vehicles scheduled to be replaced in 2024.
  - Parks Division is replacing F350 with tools/equipment that City Facilities could utilize.
  - Parks Division has sufficient dollars saved for vehicle replacement without needing trade-in credit.

  - Annual costs to city facilities for maintenance, insurance, and fuel plus vehicle replacement allocation would begin in 2025.

2024 Budget Summary:
- $1,251,195, Revenues
- -$1,447,450, Expenditures
  - $196,255 Decrease to fund balance
  - 2023 assumed spend down of $364,300 in fund balance (capital expenditures)

City Facilities 5-Year Capital Plan:
- Spending $375,500 in 2024
- Impacts Fire Stations 1 & 3, Public Works, City Hall/Police, Water Treatment Plant, Golf Course, Rich Valley.
- $242,500 average capital expenses, 2024-2028

2024 Capital Requests:
- LED lighting (could have rebates), ADA improvements.
  - Total $375,000

2024 Capital Funding:
- $375,500, 2024 Capital Items
- -$12,000, PW Capital from Central Equipment Fund
- -$125,000, Water Treatment Capital from Water Fund
- -$50,000, Golf Course Capital from Golf Course Fund
- $188,500, Capital paid out of City Facilities

Cash Position & CIP Spending:
- In 2021, $572,000 was transferred in after wrapping up the Fire Station Project.
- In 2022, staff recommendation was to close the Central Stores Fund and transfer $600,000 to City Facilities.
- 5-year Capital Plan anticipates $1,212,500 in capital spending.
- $645,000 (53%) falls under general city facility dollars
- There is adequate cash position to proceed over the next 5 years.

Mayor Dietrich asked if the ADA requirements were new.

Parks and Recreation Director Lares replied no. There was an ADA Plan that came before the Council. This was done via an assessment by a consulting firm. The city has met all required requirements and is moving forward with additional requirements. These were prioritized, the funding is in place.

Councilmember Scales asked if there was a way of transporting equipment or if the equipment is driven all over town. He has noticed them driving down Barnes Avenue. He asked if there was a more efficient way, perhaps by trailer.

Parks and Recreation Director Lares replied a majority of park equipment is housed at the public works facility or at Rich Valley Park. At some point staff will have to evaluate the need for additional maintenance facilities, specifically in the northwest/northeast section of the city.

Councilmember T'Kach asked for clarification on the 5-year Capital Plan.

Parks and Recreation Director Lares replied there is a total investment of $1,212,500, not all comes out of the City Facilities Fund. $645,000 falls under general city facility dollars. Because it is a 5-year plan things can change.

Assistant Finance Director Sam Hosszu discussed the Risk Management Fund, Fund 602. Overview:

- Premiums for Workers Compensation Insurance and Property and Casualty Insurance are accounted for in this fund.
- Corporate charges for attorney representation.
- Portion of finance staff's personnel costs.
- Activities are funded by departmental allocations through expense codes:
    - Insurance Allocation, $479,600
    - Workers Compensation Allocation, $774,000

New:

- Workers' compensation deductible (new in 2023).
- Insurance Agent fee (previously accounted for within the premium for property/casualty, now paid directly to the Agent).
- Renewals for 2023/2024 came in slightly higher than planned.
    - Staff recommends the utilization of fund balance savings to offset the increase in 2024.

Allocations:

- Workers' Compensation has increased steadily. Consistent with an increase in FTE's and increasing premiums.
- Property Casualty Insurance has stayed consistent.
- Cash balance over the last 5 years has averaged a balance of $983,000.
- In 2021 and 2022 the City received a property casual dividend totaling $167,611 for both years combined.

Risk Management Summary:

- 2023 Requested Budget Revenues by Type:
    - Departmental Allocations: $1,253,600
    - Interest & Other Reimbursements: $25,000
        - Total Revenues: $1,278,600
- 2023 Expenditures by Type:
    - Personnel: $32,000
    - Legal & Contracted Services: $21,000
    - Repair/Maintenance/Deductibles: $80,000
    - Insurance Premiums: $1,260,900
        - Total Expenditures: $1,393,900
- Deficit of $115,300 to the fund balance

Staff believes this to be a conservative budget. It assumes no dividend from the league, use of all of the $50,000 deductible, and also pays all of the budgeted $30,000 workers compensation deductible.

Councilmember Murphy referenced the 7% increase in workers' compensation premiums and the addition of FTE's. He questioned if that accounts for the seven or if the claims paying experience also accounts for a portion.

Assistant Finance Director Hosszu replied that the claims experience accounts for a portion of it. The 3-year lookback is high due to expensive claims that should fall off in the next renewal year.

Councilmember Murphy asked if they would expect a decrease or no increase.

Assistant Finance Director Hosszu replied he could not guarantee one or the other.

Councilmember Gliva mentioned it would not come down as fast as it went up.

Councilmember T'Kach asked if anything was being done to mitigate similar claims. She questioned if there was someone on staff that looks into those and prevents them in the future.

City Administrator Wilson replied there is no dedicated safety person, there is a safety committee that includes representatives from each department. It is chaired by the Police Chief with the help of the Human Resources Manager. There is a safety consultant that works with public works and maintenance operations. The group has become more active. They do look at workers' comp claims with personal information removed for trends.

Finance Director Hove stated Assistant Finance Director Hosszu is on that committee and is able to bring back historical reports from the League.

Finance Director Amy Hove discussed the Central Equipment Fund, Fund 603:

- Pays for vehicle and machinery maintenance and replacement.
- Activities are funded by departmental allocations through expense code.
  - Central Equipment Allocation (40070) $3,208,400, 1.41% increase
- The allocation is two-fold:
  - Operating: Based on a three-year average of fuel usage and repair parts and hours.
  - Capital: Based on vehicle replacement cost, specific to each department.

Departmental Allocations:

- Operations and Vehicle Replacement:
  - 2024: $3,208,400
  - 2023: $3,163,700

Central Equipment Budget Summary:

- Total Expenditures 2023 Budget: $3,318,772
- Total Expenditures 2024 Proposed Budget: $2,846,500
- Revenues by Type: 2023 Budget: $3,263,700
- Revenues by Type: 2024 Proposed Budget: $3,358,400
- Expenditures by Type: 2023 Budget: $3,318,772
- Expenditures by Type: 2024 Proposed Budget: $2,846,500

Mayor Dietrich asked how this changes with the equipment coming in and delays.

Finance Director Hove replied staff tries to budget and schedule the replacement in the year for which it is scheduled. If it doesn't come in, a carryover for the next year is brought forward. It is rolled into the next year's budget.

Finance Director Hove discussed Capital Equipment, 2024 Capital Requests:

- Building facility improvements: Replacing lighting in truck storage bay
- Police use of saved balances: Outfitting leased squads
- New equipment proposed: Parks, Chipper
- Equipment replacements
  - Total Capital Requests: $1,134,650

2024 Budget Summary

- $3,358,400 Revenues
- $-2,846,500 Expenditures
- $511,900 Increase to the Fund Balance

Mayor Dietrich mentioned that two residents sent an email in today regarding the streets department. She read a brief portion which thanked Street Superintendent Underdahl and the department.

Barry Underdahl, Street Maintenance Superintendent, stated during the 2023 round there were 10 items approved for purchase. Staff is still waiting on three of those items.
There are 10 items currently being requested for approval. Three divisions are involved in the request.
Number of vehicles:

- 57 vehicles in street maintenance
- 21 in utilities maintenance
- 51 in park maintenance
- There is a total of 203 vehicles/equipment in the fleet.
- There are 129 in the three divisions.
- There are 4 mechanics with over 203 vehicles to maintain.

Street Maintenance:

- 1992 Ingersoll-Rand Air Compressor #313. Replacement Cost: $39,650.
- 2014 Mack Single Axle Dump Truck #323. Replacement Cost: $243,000. Runs year round.
- 2017 Bobcat T595 Skid Loader #352. Replacement Cost: $76,000. (Trying to keep on a 7-year schedule).
- 2002 Caterpillar Forklift #5302. Replacement Cost: $50,360.

Utilities Maintenance:

- 2015 Chevrolet Van #418. Replacing televising equipment only. Replacement Cost: $120,706.
- 2012 Ford F350 Service Truck #409 with crane. Replacement Cost: $163,890.19

Parks Maintenance:

- 2015 Ford F350 #511. Replacement Cost: $64,546.12 (this is the vehicle going to city facilities)
- 2017 Bobcat Toolcat #535. Replacement Cost: $54,000
- 2018 Ferris Zero Turn Mower #533 and #539. Replacement Cost: $12,749

After the 10 items are purchased, there would be a balance of $179,651.

Councilmember T'Kach inquired if the larger vehicles were Tier 5 or 6.
Street Maintenance Superintendent Underdahl replied yes. They are keeping up with regulations.

Councilmember T'Kach asked if there was a plan for transition into electric vehicles.
Street Maintenance Superintendent Underdahl replied that the forklift they are looking at is electric. They are learning more about them. He agrees with having some of the pieces be electric.
Street Maintenance Superintendent Underdahl addressed Councilmember Scales's comment regarding transporting equipment stating the state has put them in a strange situation when hooking a 550 pickup to a skidloader trailer, the driver requires a Class A Commercial Driver's License. Seasonal workers cannot drive them. Sometimes there are not people that can pull them around. He said they try to limit the distance when driving the equipment.
Councilmember Scales was concerned about the equipment driving on narrow Barnes Avenue.

Councilmember T'Kach asked if the city was a part of the state contract on fuel.
Street Maintenance Supervisor Underdahl replied yes. They are requiring a certain number of bio fuels mixed in. The city is following along with other communities.

Councilmember Gliva asked if everything listed was traded in and if they were not kept or added.
Street Maintenance Supervisor Underdahl replied they are keeping one; #511 is going to facilities. They try not to add it because of the pressure it puts on the mechanics. They try to be

as lean as they can. They have tried taking bids or going to auction. Trading takes a lot of time, but they try to get good of numbers.

Street Maintenance Superintendent Underdahl stated this item will be on the next Consent Agenda.

Finance Director Hove referenced Cash Balances set aside for Equipment Replacements:

- Police: Saved $758,035 by the end of 2023.
- Fire: $3,980,291
- Recreation: 0 (Have one recreation van, purchased this year, restarting the allocation next year).
- Estimating $300,000 as excess dollars in the fund at year end 2023.
    - This does not take into consideration that the Golf Course will have another $1 million dollars left to pay on their loan.
    - Plus, the $372,000 from the VMCC.
    - Anticipate having $300,000 at year end.
    - Other revenue streams will come back into the fund continuing to build a reserve if there is future equipment needs.

Central Equipment:

- Saving up for larger equipment purchases (For example: Fire Truck)

Councilmember Scales asked if they are sure they are taking into account increased pricing and if they were starting to think of the prices of future trucks.

Finance Director Hove replied yes, there will be more focus on this early next year.

D. 2024 Staffing Requests & Other Outstanding Budget Items

City Administrator Kris Wilson stated staffing positions requested by city departments were reviewed at the September Work Session. At that time, recommendations were presented for Council.

New Staff Requested for 2024:

- Park Maintenance Worker
- Street Maintenance Worker (20% General Fund & 80% Stormwater Fund)
- Utility Billing Coordinator
- 3 full time Firefighters
- Assistant Fire Chief
- Police Officer (add to the Strategic Response Group)
- ½ time Communications Specialist

Current Staffing Levels by Department

- 53 Police (47 sworn)
- 18 Fire (full time)
- Public Works – Engineering, Streets, Utilities, Fleet
- 36 Parks and Recreation – Parks, Recreation, VMCC, Golf, Facilities Maintenance
- 14.5 Community Development – Planning, Inspections, Code Enforcement, Environmental Initiatives
- Administration – City Administrator's Office, Human Resources, City Clerk, Communications, IT
- 7.5 Finance

Recent Growth (Estimates for 2019-2023)

- 0.9 new in Finance
- 1.5 new in Street Maintenance
- 1.5 new in Parks Maintenance

- 2 new in Facilities Maintenance
- 13 new in Fire
- 6 new in Police
- 3 new in Administration plus 2 transfers
- 2 new in Community Development plus 1 transfer

It is up to the Council and residents to decide if the city is meeting expectations with these staffing levels in the different divisions.
City Administrator's Recommended Priorities (Included in the 2024 Preliminary Levy & Budget):

- Park Maintenance Worker
- Street Maintenance Worker
- Utility Billing Coordinator (new)
- Assistant Fire Chief
    - There is still a need to add Firefighters, need was greater to have an Assistant Fire Chief
    - Can be funded within the preliminary levy & budget
    - Retaining and hiring paid on call staff continues to be a struggle
    - Finding they are underspending the wage budget
    - Goals of having the Assistant Fire Chief is to put more time and attention to paid on call staff (training, scheduling)
    - Prior to full time staff there was an Acting Company Officer

Staff would like to know if additional information is needed on the staffing recommendations. These would be hired in next year's budget. If Council is supportive of the Utility Billing Coordinator, the city is hiring for a related existing vacant position and would like to conduct the recruitment simultaneously.

Councilmember T'Kach stated she is still on board with this plan.

Fire Chief Judy Thill stated there are many duties they are looking at for the Assistant Fire Chief position. They would like to focus on the paid-on call, adding an Acting Company Officer Program, and working to come up with programs. She mentioned she would be meeting with the City Administrator and firefighters to discuss how they can make the paid-on call last as long as they can. She mentioned there is a full-time officer development program they need to put into service. There is nothing developmental-wise for full-time staff for progressive training. There are operating guidelines and practices that are not getting done because there is not staff time to do so. She said she can do administrative policies and procedures; she cannot do operational. There needs to be someone to focus on this to make sure there is correct documentation.
She mentioned they had the Acting Company Officer Program. There is one open Paid on Call Battalion Chief position that Fire Marshal Oswald left open. There is nobody even close to filling that. There isn't anyone close to filling Lieutenant, but she knows there are people that want to rise up and take a leadership position. She stated that Fire Marshal Oswald carried the Paid-on Call Battalion Chief duties with him, he is doing both. Deputy Chief Bergum, hired in 2012, has the entire operations. The training person was hired in 2015. No other administrative staff has been hired since 2015.

Mayor Dietrich requested more information on the program that was started in the High School and who would continue to work on it.

> Fire Chief Thill replied that is the Explorer program and hopefully the future PSEO program. Deputy Chief Bergum and Fire Operations Supervisor Lieutenant Bernardy have been working with the schools. This program is being added on top of everything else they do. This would have a combination of an operational person and Lieutenant Bernardy. She said they look at

these as potential feeder programs. They look for the Explorer program to feed into paid on call, they would be trained while an Explorer so they can slide in. Once getting the PSEO Program there could be a Cadet Program they could be brought into. There is a combination of programs they can envision but do not have the staff time to implement.

Fire Chief Thill understands the need for firefighters. The better value for the community would be to add the Assistant Chief position now so they can pay attention to the paid on call and try to build that program.

Councilmember T'Kach asked how many paid-on call there is.

Fire Chief Thill replied they are down to 27. This is without the three in training. One more just signed up and is coming in with EMS training. Four are starting fire training in January. At one point the highest paid on call numbers were at 65.

Mayor Dietrich said she would support the staffing request.
Councilmembers Gliva and Scales agreed.

City Administrator Wilson stated they are four weeks away from the December Work Session. Residents are invited to come in and offer comments and ask questions on the budget. Historically this was called the Truth in Taxation Hearing. Residents will receive a mailing from Dakota County showing what their property taxes would be in 2024 if each of the jurisdictions makes their preliminary levy their final levy. This takes place on December 4th. December 11th is the final Council meeting of the year. Staff will ask the Council to adopt the budget and levy that evening.

Councilmember T'Kach asked what point in the budget process, as far as projects the Council or city want to get done, hasn't been thought about with contingency funds, community engagement, and studies staff is anticipating. She added consulting fees, if they were going to do a climate action plan, some type of environmental planning, or doing other strategic planning processes in the city. She mentioned there is a retreat in early 2024, but by then it would be too late to come up with any real significant Council activity.

City Administrator Wilson replied because of the annual nature of the budget cycle and the fact that no sooner are they are done when they audit the previous year, it is difficult during the budget process of August to early December, to initiate an idea, cost estimate it out, and have the Council determine whether to proceed. There are avenues of funding available if something comes up now or into the budget year. One of those is the General Fund, Fund Balance. A balance is carried so there is cash on hand to pay for expenses throughout the year. Around February and March, staff talks about what they have not spent in the 2023 budget. Sometimes staff will ask for carryovers or occasionally there is an opportunity to do something new or added. In the past the city has used the Host Community Fund to fund several things that come up throughout the year. Staff has tried to discipline themselves off of that practice.
She stated most of the departments have a budget for professional services or consultants. They vary in how specified they are. She suggested that most new initiatives for a city of this size originate in the goal setting/planning sessions early in the year.

E. Review of Dakota County 2024-2028 Transportation Capital Improvement Program (CIP)

Public Works Director Brian Connolly presented on the Dakota County 2024-2028 CIP Program:
Transportation CIP is reviewed annually:
Every year the county goes through a process in which they provide a CIP throughout various divisions.

- Spring – Draft CIP with city support letter
- Fall – Draft CIP with county and city revisions
- Year end – Final CIP with county adoption

The goal is to ensure conformance between the city and county CIP's.
City Public Works/Engineering Staff reviewed the 2024-2028 Dakota County CIP and incorporated known updates in the Draft City CIP. This was presented to the City Council on July 17th, 2023.
County Projects in the CIP:

- 70th Street and Highway 52
- Argenta Boulevard and Trunk Highway 55
- Cliff Road and Rich Valley Boulevard

Even though the county hasn't started some projects such as a preliminary study of the interchange at 494 and Argenta Boulevard, this was in their 2023 CIP and was already budgeted for.
Carryover Projects from 2023-2027 CIP:

- Previously supported via past City Council action at the end of 2022.
- Have been reviewed by staff and included in the Draft City CIP.
- Minor adjustments have been made.
    - 117th Street Reconstruction had a 2024/2025 construction season. Now proposing a 2025/2026 construction season with right of way acquisition occurring in 2024.

NEW 2024-2028 Dakota County CIP Projects:

- Intersection Study at Rich Valley Boulevard and Cliff Road.
    - Moved up to 2025 to try to take advantage of potential federal grant application funds
- Bike and Pedestrian Improvement Preliminary Study along Rich Valley Boulevard and Barnes Avenue.
    - This item is not in the city CIP. The county admits it is not prioritized in their 2018 Bicycle and Pedestrian Study.

City Requested Projects not included in the County CIP:

- Pedestrian overpass at Vista Pines Park over Argenta Boulevard.
    - The city is willing to participate in cost funding.
    - The county has not yet put it into their CIP.
        - Continue to push for this.

If the Council desires to have this project included in the future, communicate with County Board Representatives to encourage them about the importance of this project and to try to see if it is something they would be more willing to support moving forward in the future.
Budget Impacts:
The county has a transportation policy setting different levels of funding based on the type of project.

- The city can be asked to pay from 15% to 55% of the project.
- A vast majority of projects in the city typically have a city cost share of approximately 15%.
- City must approve all project costs via Joint Powers Agreement.
- The city can say it's too much, cannot afford it, or is willing to advance it.
- City typically utilizes Pavement Management Fund, Capital Utility Funds, and Municipal State Aid allotments to fund city cost share for county projects.
- A lot of the costs are study costs ranging from $15,000 to $45,000.
- Costs become more elevated when getting to construction.
- In the next five years the CIP has $940,000 in total costs related to county road projects.
    - 60% of this would be construction/shared costs.
    - 40% would be study costs.
- The city can accommodate most CIP cost adjustments the county makes on a year-to-year basis.

- As long as the project is more than one year out
- The city can access what the county calls "advance funding" from the county to cover city costs that may exceed budgeted levels and pay the county back in future years.

Budget Impacts: New Projects:

- Rich Valley and Cliff Road Intersection:
  - Original City cost: $37,500
  - Updated City cost: $48,750 (included in the final CIP adopted by Council)
- Rich Valley Blvd. and Barnes Avenue Bike and Pedestrian Improvements (not included in the city CIP)
  - Updated City cost: $52,500

Budget Impacts: City Requested Projects (not included):

- Argenta Trail (Boulevard) Pedestrian Overpass at Vista Pines Park Preliminary Study
  - Estimated City Cost Share: 15%/$15,000

Does the City Council wish to include this as a request as a part of the Dakota County Transportation CIP Resolution.

Councilmember Murphy said they should keep it in. He said it would not bother him if asking the county to pay for the whole thing. It is a great park with little access. He recommends keeping it in.

Councilmember Gliva asked if the $15,000 was for a study. She questioned where the value was.

Public Works Director Connolly replied it varies from project to project. This area is in a location where there is the natural ability to make a bridge. It's on top of a petroleum pipeline easement. The study looks at coordinating with pipeline owners and trying to identify costs they do not know about. The county has to do a study before doing anything because they have to justify the cost to show benefit and how they would pay for it. This is the city equivalent of the county's request to do a feasibility study for pedestrian trails in the rural areas of town. It has not showed up on a large comp plan or bicycle or pedestrian study. Studies can help with metrics to help determine whether it could qualify for a safety grant or money from other areas. Those funds cannot be applied for if this information is not in place.

Councilmember Gliva asked for more information about Rich Valleys bicycle and pedestrian.

Public Works Director Connolly replied it is the rural portions of Rich Valley Boulevard from Highway 3/South Robert Trail down to 117th Street, from Barnes Avenue north to the intersection of Highway 55. There are trails crossing over the highway by City Hall that come to a stop. The challenge the county has indicates these are rural roads. They do not typically put bike paths that are grade separated on rural roads. From staff's perspective, the roads are proposed to be overlayed in 2025 or 2026. The study may look at widening the roads. The question is what the city would get out of this. The county has done studies on bike paths in the past, this is not an area that has shown up. If the county wanted to do this the city could lend its support, but not fiscally.

Councilmember Gliva said she sees a safety issue with bikes unless it was leisure. She was unsure for what a bike path was needed there.

Councilmember Scales said he has no illusions they are going to be able to figure out Barnes Avenue with the ditches. Rich Valley is another issue with truck traffic. Those using Barnes Avenue are large bike groups. At times large groups of bikes go through. He is not suggesting the city say they would pay for a study but would like wording that states the city fully supports the county going after the study.

Councilmember T'Kach asked if going after a study with regards to Vista Pines, what the cost would be to build a project the study says is feasible.

Public Works Director Connolly replied it would be difficult to ascertain. He would guess a total cost could be $800,000; if the city pays 15%, $100,000. This would qualify under the county's cost sharing policy for up to 85% county costs. The county is looking at others approximate to the Mendota/Lebanon Greenway. There is benefit to the county in getting people to and from their existing/future greenway system. The county is looking at a potential bridge over Highway 55 for their Lebanon/Mendota Greenway. He said the county still has to get in a signed and lighted pedestrian crossing at grade to understand how many are using the area.

Councilmember T'Kach asked if there were other projects, or access to parks that the city has wanted to get done in previous years that go across a county road or may be in line in front of this. She was thinking of Concord and Heritage Village Park.

Public Works Director Connolly replied the county is actively doing projects to improve pedestrian safety along Concord with the Mississippi River Regional Trail. With greenway projects, anything that touches the greenway is 100% county covered.

Parks and Recreation Director Lares stated the county has installed two trails along Argenta Boulevard. The safe crossing is a reason why this appears to have jumped in priority. He was not aware of any other county roads or parks.

Public Works Director Connolly discussed Budget Impacts for 2024:

- 80th Street – Babcock to Bowman:
    - Currently four lanes, undivided. There are no medians.
    - The county has done several studies with respect to safety and crossing 80th Street.
    - A project was done at the high school to have a Safe Routes to School crossing at one of the intersections.
    - This changed the road from four lanes to three lanes.
    - The remainder of the road is looking for some sort of improvement to be done.
    - County is in the process of finalizing a design contract and getting a JPA before the end of the year.
    - This project has layered on items beyond what was in the County CIP:
        - Received money for Safe Routes for School improvement.
        - Looking at adding in some of the Safe Routes to School improvements. There are some piggybacking of final design items.
            - This has gone from $100,000 in price, to $245,000.
            - The city cost would increase from $15,000 to $37,000.
    - County is looking at a signal replacement at Blaine Avenue and 80th Street.
        - Does not fall under the CIP Plan, it is a maintenance project.
        - The county wanted to do this with the project. It has a strong impact on the city's funding capabilities.
        - Staff put the city cost share in the CIP with a contingency for a total of $375,000 for 2025.
        - County is proposing this work will be done in 2024, with the signal in 2025.

Staff Recommendations:

- Includes a Draft Resolution.
- Request to include the pedestrian overpass at Argenta Trail and Vista Pines Park.

- The resolution has a request that the county remove the city's cost contribution for the rural bicycle and trail study but would still support the county advancing this without city funding for the study component.
- The Council can decide and provide input as to what is wanted.
- Remaining items in the CIP recommend approval of the items moving forward.

Councilmember T'Kach supports what is listed as staff recommendations.
She referenced the west ramp on 70th and 52 and asked for an explanation of the proposal.

Public Works Director Connolly replied it is a MnDOT proposal that is going through the county because it is a county road interchange. MnDOT proposed the intersection on the west side only, to reconfigure the intersection with a potential roundabout. The county is looking for a 4 lane to 3 lane conversion on 70th Street.

F. Park Updates

Parks and Recreation Director Adam Lares presented park updates the Parks and Recreation Advisory Commission has been working on the last few months. There has been a subcommittee for both topics.
Heritage Village Park – Future Phases:

- Completed/Under Construction:
    - Phases 1 & 2 are complete: Included land acquisition and an 11 acre off-leash dog park (constructed in 2019).
    - Phase 3: Site improvements. Retaining wall, specialty concrete, playground curbs, and interpretive fence panels were added.
    - Phase 4: Construction began on the roundhouse picnic pavilion, sheltered bench-lined walkway, and accessible restrooms.

Phase 5:

- $2 million dollars in state bonding was received.
- This would include an inclusive playground, inclusive splash pad, and extending the parking lot.
- Planned for 2024 construction.
    - Currently working on preliminary design for the splash pad.

Future Phases/Items:

1. Moving two city-owned historic buildings (School House & Town Hall) to the park
2. Construction of an Amphitheater/Band shell
3. Construction of two additional picnic shelters
4. Expanding the dog park parking lot
5. Nature play area
6. Education and Historical Interpretive Nodes
7. Heritage Panels
8. River Walkway
9. Gardens
10. Lawn Game Area

PRAC (Parks and Recreation Advisory Commission) Recommendation:

- Propose that all remaining master-planned park amenities be considered as the sixth and final phase of the park's development.
- This recommendation was put forth after a thorough evaluation and discussion, resulting in a 7-1 PRAC vote in favor of forwarding the recommendation to the Council.

- The Commission believes that incorporating these amenities in the final phase will not only enrich the recreational opportunities at Heritage Village Park but also contribute to the community's overall well-being and fully realizing the planned park.

Final Phase 6 – Cost Estimate:

- Depending on the final design of several of the final amenities, specifically:
    - Amphitheater
    - 2 Shelters
    - Desired state of the two historic buildings
        - Estimated cost ranges from $1.4 million to $2.5 million dollars
- Potential funding sources include the city's Park Acquisition and Development Fund and possible state bonding or other state grant funds.

Possible Next Steps:

- If the Council is supportive of the continued planning and work toward a sixth and final phase of the park, the city has an opportunity to make a brief presentation before the House Capital Investment Committee on Tuesday, November 14th, as they consider potential local projects for next year's bonding bill. This would be considered at next year's legislative session.
    - No guarantees that bonding would be awarded
    - Would be an expected match from the city

Mayor Dietrich asked if there was framework put together if going before the Capital Investment Committee.

> Parks and Recreation Director Lares replied they do not have framework but would summarize the background of what has been done, the future of the park, what is currently happening in Phase 4, and what would be in Phase 5. Framework could consist of the remaining 10 items and a cost estimate/range of the items.

Mayor Dietrich said they usually request the city fund half. She asked if the city is in a position to do this.

> Parks and Recreation Director Lares replied they are in a position to do that in the Park Acquisition and Development Fund. It depends on what is done within the northwest area for any future development or acquisition.

Mayor Dietrich mentioned she has checked on the development of the buildings in the park. It seems there would need to be a full-time staff person just for that park and maybe additional equipment. She asked what this would look like expense wise, further ahead.

> Parks and Recreation Director Lares replied staff would be able to provide high level operating costs. They would need to look and see if they have the appropriate level of staffing to accommodate the needs at that park and how it combines with the remainder of needs within the entire parks system.

Councilmember Murphy liked the list of 10 and felt it was important for the community to wrap up Heritage Village Park and if possible, move the buildings there. He asked how they could find out the cost.

> Parks and Recreation Director Lares replied preliminarily, he received some quotes from a building mover to move two buildings to Heritage Village Park. The rough estimate was $200,000. This does not include backfilling the previous foundations, adding new foundations, architectural design, and utility connections. Within the $1.5 to $2.4 million dollar range, it would be roughly $400,000 to $450,000 to move those. This includes consulting work, permits, working with utilities to take down power lines, working with State Troopers, the local Police Department, and the County.

Councilmember Murphy asked if the all-in cost that was noted negatively impacts children having a place to play in the northwest.

Parks and Recreation Director Lares replied it was difficult for him to quantify based on what they decide to do in the northwest area. There is enough funding to look at acquisition or development of a future 4th park in the northwest area.

City Administrator Wilson said when referencing $400,000 to $450,000 as being all-in on moving the historic buildings, this works on the assumption that the interiors will not be open and usable to the public.

Parks and Recreation Director Lares replied that was correct.

City Administrator Wilson replied they would look presentable, nice, and historically accurate from the outside. The cost isn't to make them safe and useable spaces on the interior.

Parks and Recreation Director Lares replied the outside would be in a state to be presentable, but not fully furnished on the outside as they once were. Accessibility on the inside is not a part of the equation.

Councilmember Murphy commented they would not have to do two buildings if the money wasn't there. One building could be done.

Parks and Recreation Director Lares replied if the Council desires.

Councilmember T'Kach asked if there was talk amongst the PRAC about doing longer term historical interior refurbishing.

Parks and Recreation Director Lares replied that discussion has not happened. The priority is to get the buildings there. Once the buildings are there staff can look at additional funding options. As soon as the buildings move their current homes and get to the desired location, they lose the ability to get any type of historical legacy funding because they were moved from their initially stated home.

Councilmember Scales said finishing up Heritage Village Park is important. He is in favor of moving the buildings. It's the last history they have in the city. He believes in the future, Heritage Village would be a destination park. He sees a future city event there. He said he doesn't want to take away from a park in the northwest area, they should do everything they can to get both done.

Councilmember Gliva referenced the November 14th meeting. She assumes there would be opportunities to talk to legislators. She asked if there would still be opportunities after this.

City Administrator Wilson replied yes. It would take multiple meetings with legislators and committee hearings to advance it. If declining this opportunity, they may lose some goodwill of the legislators who got them the invitation.

Councilmember Gliva was unaware this was an invitation.

City Administrator Wilson replied the city received an email. A Representative has asked that the committee hear more about the city's project.

She asked the Council if they were comfortable with Parks and Recreation Director Lares, herself, and the Mayor, to give a 5 minute presentation to get on their radar.

Councilmember Gliva said she was indifferent in spending this and doing this now. She would like more information. There are parks in the northwest. She was unsure she would be asking for this right now.

Mayor Dietrich said she is concerned with the bigger picture of the gift received of lighting the swing bridge and a public boat launch and the monies needed. She was unsure of the expiration date for when they needed to have plans together. She said it was difficult to say go ahead to these two items when they are a part of the larger plan that is not completed.

Councilmember T'Kach said the dame of the park is what the intention of the park is about. Heritage Village Park intends to set off the city's heritage. It's about the history of the community and connection to the river. She felt this was a part of an ongoing legacy. Timing is not always perfect. She said November 14th is "nothing ventured, nothing gained". She said people want parks all over and large parks. She is very supportive of moving forward with all 10 items the PRAC came up with.

Parks and Recreation Director Lares clarified the comments by Council stating they are fine with doing the House Committee presentation on the 14th.

Mayor Dietrich agreed that was the preference of the majority.

Parks and Recreation Director Lares presented on Land Acquisition in the Northwest Area:
4th Northwest Area Park.
The 2040 Comprehensive Plan calls for 4-5 new neighborhood parks in the northwest area to accommodate the neighborhood's recreational needs for future residents of the northwest area.
Current Northwest Area Parks:

1. Vista Pines, 2022
2. Overlook Ridge Park, 2023
3. Argenta Hills, 2023

Quadrant 1 has townhomes and single-family homes. There is a tunnel access underneath 70th with trail access to Vista Pines Park.
Quadrants 2 and 5 have no parkland. They would have to travel to other quadrants to get to parkland.
Area of Focus (2)

- Park service area without barriers
- Potential for city acquisition
- Parcel of interest for acquisition:
    - 20.5-acre parcel
    - Located at 1285 70th Street West
    - Future Master-Planned road (67th Street) on the northside and along the eastside of the parcel.
        - Several visits were made to the area
        - The city owns stormwater to the southwest of the parcel
        - Could have passive and active land

PRAC Recommendation:

- City Council pursue land acquisition for a fourth northwest area park.
- Review the 2040 Comprehensive Plan as it relates to neighborhood parks.
- Examination of funding for park development.
- Exploration of pathways for acquiring park land, including through direct purchase and through park dedication at the time of development.
- Identification of areas in need, sometimes referred to as "park deserts."

PRAC Determination:

- Parcel meets the needs for both active play and passive recreation.
- Location fulfills park service area needs in a residential area without major barriers.

- Acquisition aligns with the city's Comprehensive Plan.
- Includes a future master-planned roadway (67th Street).

Funding:

- Park Acquisition and Development Fund
- Possible portion of ARPA Funds

Possible Next Steps:

- If Council is supportive of pursuing the identified parcel, they could direct staff to engage the landowner for potential acquisition.

Councilmember Scales asked if the landowner was interested in selling and if there has been any outreach.

City Administrator Wilson responded that it has not recently. Previous staff may have. She asked if the Council wanted staff and legal counsel to initiate the process. Conversation regarding potential purchase prices/values would take place in a closed setting.

Councilmember T'Kach requested more information on active and passive for this parcel.

Parks and Recreation Director Lares replied staff would like to evaluate design elements. There are natural spaces and to create a buffer around residences in the area. Fields could be multi use and active play. There could be an open-air shelter and play containers. He referenced Skyview Park as being 8-10 acres, Oakwood Park is 10-12 acres.

Councilmember Scales asked how this 20.5 acres compares to Rich Valley Park.

Parks and Recreation Director Lares responded Rich Valley is 40 acres.

Mayor Dietrich asked if there was one single family residence on this property and if it was occupied.

Parks and Recreation Director Lares replied yes. He was unsure if it was occupied.

Councilmember Murphy believes this is a fabulous idea. He asked if the one they are referencing had more difficult terrain in comparison to the parcel at the east.

Parks and Recreation Director Lares replied he was uncertain. He would need to evaluate. He was aware there were grade changes further east.

Councilmember Gliva asked if this was where the potential At Home Development was proposed.

Parks and Recreation Director Lares replied yes.

Parks and Recreation Director Lares asked if this was something the Council wanted to give direction to staff on, regarding pursuing engagement with the landowner to see if there is interest.

All Council agreed.

Councilmember Gliva asked if there was a reason this parcel was picked in comparison to the one to the east.

Parks and Recreation Director Lares replied given the proximity of the 70th Street roundabout and the remaining parcels to the east.

City Administrator Wilson replied high density and mixed use is the guiding by the roundabout. The street and a park would create a buffer and flow to the neighborhood. When At Home was proposed there were concerns about the density and connections to single family housing.

There may be an opportunity to cross 70th right into the park. This would be a larger park in the northwest area.

Councilmember Murphy referenced Agate Trail was supposed to go through, which creates an opportunity to cross.

City Administrator Wilson said if the Council is interested in a large park, more than four to five acres in the northwest area, the chances of getting this through park dedication are slim. Someone would have to develop a really large parcel to get a substantial dedication. This is an opportunity to get a larger park.

City Administrator Wilson stated plans are underway for the State of the City Event scheduled for Thursday, November 30th, 5:00 to 7:00 p.m. The communications staff is working hard on the program and the messaging. Staff would like all five Councilmembers to participate.

4. Adjourn:
Motion by T'Kach, second by Gliva, to adjourn the meeting at 9:07 p.m.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sheri Yourczek

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, NOVEMBER 13, 2023 - 6:00 P.M. - 8150 BARBARA AVENUE

1. CALL TO ORDER:
The City Council of Inver Grove Heights met in regular session on Monday, November 13, 2023, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:
Present In-Person: Mayor Dietrich; Council Members: Murphy, Gliva, T'Kach, Scales; City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, City Planner Hunting, Environmental Specialist Sutherland, Public Works Director Connolly, City Engineer Merchlewicz, Finance Director Hove, Parks and Recreation Director Lares.

3. PRESENTATIONS:
Veterans Day proclamation was presented to the City of Inver Grove Heights at the State of MN Veterans' Day program. Mayor Dietrich thanked IGH's Fire Department, Police Department and Parks and Recreation Department who made the event possible. It will be hanging in City Hall.

Administrator Wilson requested an amendment to the Regular Business agenda as follows: Item 6G: "3rd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals" be moved to earlier in the agenda so it is discussed after item 6D.

Motion by Gliva, second by T'Kach, to approve the agenda with the amendment to move item 6G.

Ayes: 5
Nays: 0 Motion carried.

4. CONSENT AGENDA:
A. Approve Minutes of the September 5, 2023, City Council Work Session
B. Approval of Disbursements, **Resolution 2023-269**
C. Personnel Actions
D. Approval of New Massage Therapist License
E. Resolution Approving Deposit of Dakota Broadband Board Funds into the Technology Fund, **Resolution 2023-270**
F. Resolution Accepting Donations for Fire & Police Departments, **Resolution 2023-271**
G. Resolution Accepting Donations and Sponsorships to the Parks and Recreation Department, **Resolution 2023-272**
H. Resolution Accepting Work and Approving Final Contractor Payment for South Grove Ultra-Thin Bonded Wear Course (City Project 2023-18), **Resolution 2023-273**
I. Resolution Ordering Feasibility Study for the Proposed 2025 Pavement Management Initiative (PMI) Projects, **Resolution 2023-274**
J. Resolution Regarding Dakota County's 2024-2028 Transportation Capital Improvement Program, **Resolution 2023-275**
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, **Resolution 2023-276**
M. Resolution Authorizing 2024 Equipment Orders for Golf Course, **Resolution 2023-277**
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, **Resolution 2023-278**
O. Rezoning Ordinance 1463 and Resolutions Approving Preliminary Plat, Conditional Use Permit and Variance for Buckley Corner Townhomes, **Resolution 2023-279-281**

Councilmember T'Kach requested pulling Consent Agenda item N.

Councilmember Gliva stated a resident would like to be heard concerning item O.

Motion by Scales, second by Gliva to approve the Consent Agenda except items 4N and 4O.

Ayes: 5
Nays: 0 Motion carried.

Agenda Item 4N: 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

Councilmember T'Kach pulled N to raise awareness about this issue concerning the Pine Bend landfill expansion request. The public comment period is open, and there are staff who will share some information about this issue.

Ally Sutherland shared a brief background on Item O: Pine Bend Landfill's 2022 application to the State of MN Pollution Control Agency to request vertical expansion. The City of IGH has historically made comments on applications like this and continues to make comments. The City of IGH hired Barr Engineering Co. to complete an analysis of the application. There are 32 recommendations from Barr Engineering Co. in the packet today. The City of IGH is requesting these recommendations be considered by the State of MN while reviewing the application. This application is currently on Step 2 out of 13 steps in the application process. The State of MN is hosting a Public Hearing on November 30th, 5:00 – 7:00pm at Woodcrest Church to share more information and invite public comments. There are also opportunities for public comment by visiting www.ighmn.gov/landfills and submitting a comment online.

Mayor Dietrich invited the public to comment on this item.

Motion by T'Kach, second by Scales to approve Resolution 2023-278 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

Ayes: 5
Nays: 0 Motion carried.

Agenda Item 4O. Rezoning Ordinance 1463 and Resolutions Approving Preliminary Plat, Conditional Use Permit and Variance for Buckley Corner Townhomes

Mayor Dietrich invited the public to comment on this item.

Beth Marshall, 6640 Buckley Circle, Inver Grove Heights. Beth Marshall stated that she opposes the proposal for the corner lot construction. Beth's first concern is the overall height of the proposed building. These townhouses would not fit into a cohesive plan for this whole area due to the height of the building. There are other aesthetic issues to consider – she is concerned about the walls to be built to hold back 9 feet of soil. The concessions offered do not address all the issues. Another concern is the time it is going to take to build these townhouses 2024 to 2032. There are 56 families currently living nearby who will be impacted with noise, liter, and other grief caused by an 8-year construction project. Another concern is the neighborhood's property values will drop because of the rental properties on this site. Beth stated that she is concerned about how close this construction project is to her front door - 165 steps.

Jancie Darson, 6610 Buckley Circle, Inver Grove Heights. Janice's backyard is adjacent to this proposed construction site. Janice is concerned about the high density for this construction project, with 9 buildings, three story high, being developed on 1 acre of land to house approximately 68 tenants. Years ago, neighborhoods were created so that each single-family home had 5 acres of land. For the last 35 years, the current development area has been quiet and safe. She stated that she is concerned about the impact this project will have on the neighborhood due to heavy equipment, noise, dirt on the road, and the length of the project. She believes there should always be a win-win for any new construction project, and that this project is a win-lose situation, because homeowners in this neighborhood will experience too many negative impacts such as loss in property value, loss in privacy, loss of safety of the neighborhood, loss of quiet and low traffic in the neighborhood. She is also concerned that with the height of the building, the new tenants can see into her home and backyard/patio, and she will lose sunlight in the windows if she needs to keep the shades drawn for privacy. Janice is also concerned about tree removal. She did some research on the land for sale on 65th Street. She believes this property is better suited for the development and would be a win-win for developers and local homeowners. Looking at the original proposal – they wanted to build for family and friends for medium density income. When you bring in rental units, it causes loss of value for neighbors. In closing, Janice recommends a redesign to the project as follows:

- Construction to come off of Buckley Way, free up Buckley Circle
- Have the buildings run North to South instead of East to West
- Fewer buildings to leave room for common grounds
- Build one level unit on the end of each building to allow for more privacy for adjacent homes.
- Build one level homes for Veterans

Marie Gadway, 6601 Buckley Circle, Unit 104, Inver Grove Heights. Marie has the same concerns as the previous neighbors, specifically the height of the proposed buildings and the length of time for the construction project. Marie asked, do permits last for 10 years, or does each phase of the project need a new permit? Marie stated, the builder said they are trying to make the new buildings aesthetic the same as the neighboring buildings, but the height does not blend well with the neighborhood.

Ilya Zubarrev, 17218 Finch Path, Farmington. Ilya is the owner of the land for the proposed construction project. Ilya showed a 3D view of the project and presented information to address the residents' concerns. Pertaining to the concern about the height, the buildings fit into the city regulation of 35 feet. He made a diagram of a 6-foot person standing 30 feet away from the building line on the front side of the property. From that view the person can see a 17-foot visible facade and cannot see the full height of the building. The other concern he addressed is the length of the time for the project. The project will need to be completed in three phases due to financial limitations. For each phase, the time required for the external building is about 3 months. This portion of the phase will cause the most noise. The rest of the construction will be internal work. Each phase will take place about 3 years apart, and cause about 3 months of noise.

Major Dietrich asked Ilya to speak into the retaining wall mentioned previously for holding dirt.

> Ilya presented a picture and stated that the plan has changed. There will no longer be a concrete wall needed to hold back dirt.

Mayor Dietrich asked Ilya if he had surveying done, and specifically if there will be tree removal.

> Ilya stated that the surveyor specified there are zero "significant" trees on the property currently. Some of the trees shown in the picture are current trees on an adjacent property. There will also be trees added as part of the project.

Mayor Dietrich asked Ilya to speak to the concern regarding government funded (Section 8) housing.

> Ilya stated that he was not planning to provide Section 8 housing. The plan is for him and his wife to live in the first unit, and family members to live in the second and third units. He stated that he has several other friends who are interested, and that they want to build a community where they can live together as neighbors. For other renters he has an application process.

Councilmember T'Kach asked if Ilya can speak to the idea brought up by a resident for North South orientation?

> Ilya stated the goal is to construct a Carbon Zero/Net Energy Zero build. The current orientation is built to collect as much solar energy as possible. If they change the orientation, then they cannot get as much energy. Ilya also states that the property is a little longer in one direction than the other.

Mayor Dietrich asked Administrator Wilson if there is anyone with the City of IGH who can address the question about the sequence of permitting for the project.

> Administrator Wilson stated that both City Planner Hunting and City Attorney McCauley Nason are present and can respond to additional questions if needed. Administrator Wilson stated that the owner would first plat the land, which is included in tonight's action. This would create property lots. The owner would then need to pay associated fees and file the plat with Dakota County. If an extension is needed, typically 90 days, the owner would present the extension request to City Counsil. Once a building permit is issued, the exterior work must be completed within 1 year. One 6-month extension request Is allowed.

Mayor Dietrich asked City Planner Hunting if he could address the residents' issues of noise and construction time.

City Planner Hunting stated that phase 1 of this project will plat the first three lots, and the remaining will be in an out lot. They are then required to construct the first three units including siding, the full road and driveways, the stormwater pond, the main utilities from Buckley Circle into the property, soil grading for the entire site. Most of the ground/earth work will be complete with phase 1. The next two phases would be just building permits. The Council would see subsequent final plats to divide up the remainder of the lots for phase 2 and phase 3 of building.

Major Dietrich asked what timeframe can be expected for Phase 1 work to be completed?

City Planner Hunting stated the owners will be required to have a development agreement. The applicant is proposing to submit the final plat in the winter or early spring, so that they can start construction in the spring. There is typically one year of construction needed for utility and roadwork to be completed. Then they will apply for the building permits and that will go through the timeline for that process.

Councilmember Gliva asked a question to clarify, in the first phase will they build 3 out of 5 of the units in the first building?

City Planner Hunting stated yes, they will finish 3 complete units in phase 1. Then in phase 2, they will remove the siding to add two more units to the building. They will submit another plat to create those last two lots to complete the 5-unit building in phase 2. Phase 3 would be completing the second northerly building. They will pay the park dedication fee for each lot that they plat.

Councilmember T'Kach asked, when will the Council see a landscape plan?

City Planner Hunting stated that the landscape plan is part of today's packet. The landscape plan is minimal because they only need to plant one tree per unit, nine overstory trees in total.

Councilmember T'Kach stated she hopes they will plant more trees.

Motion by T'Kach, second by Scales to approve Ordinance 1463 Amending Title 10, Chapter 4, (Zoning Map) on the Inver Grove City Code and approve Resolution 2023-279 Approving a Preliminary Plat to be known as Buckley Corner Townhomes to approve Resolution 2023-280 Approving a Conditional Use Permit for a nine (9) Unit townhome development and Motion to approve Resolution 2023-281 Approving Variances from Title 10-15B to reduced building setbacks and private roadway width.

Ayes: 4
Nays: 1 (Gliva) **Motion carried.**

5. <u>PUBLIC HEARING</u>

A. Second Reading of Ordinance Establishing Development Fees for 2024

Administrator Wilson discussed the Ordinance Establishing Development fees before inviting comments from members of the public. Overview given:

- Annual action of the City Counsil. It is required by state statute for fees to be established by city ordinance.
- Ordinances require 3 readings in the City of IGH.

- The first reading was held at the October 23rd, 2023, City Council meeting.
- The proposed ordinance has six sections as follows:
  - Section 1: Connection Fees for Water Utility System
  - Section 2: Connection Fees for Sanitary Sewer Utility System
  - Section 3: Connection Fees for Stormwater System
  - Section 4: Trunk Line Assessments for Water & Sewer
  - Section 5: Land Use Approval Fees & Deposits
  - Section 6: Effective Date (January 1, 2024)
- Sections 1-4: Set connection fees for water, sewer and stormwater utilities.
  - Paid at the time of connection to the system – most often by developers, but sometimes by current residents.
  - Evaluated as part of last year's Utility Rate Study
  - Continue to propose higher rates in the NWA for the core fees – plat connection fee and building permit connection fee – for water and sanitary sewer. This "pays the city back" for the expense incurred to extend water and sewer to the NWA.
  - Slight differences in various other fees were reconciled during last year's process to make them the same city-wide.
  - Recommendation for 2024 = 5% increase.
  - Consistent with the estimated cost increases budgeted for the Capital Improvement Plan (CIP).
- Some developers have given the message that the Northwest area is too expensive for development due to the higher proposed fees. This is something for the City and Counsil to watch as it may make development in the Northwest area less desirable. To give some context for this feedback here is an example:
  - Highland at Settler's Ridge – a development of 48 single family homes on 26.5 acres. If a similar development were built in 2024 under the rates seen in this ordinance, they would pay a total of $910,000 outside the Northwest area, and $1,457,000 inside the Northwest area – about 60% higher fees that would need to be paid when a developer is looking to develop in the Northwest area.
  - The difference in cost in the Northwest area will be greater for multi-family housing and business development. So, this is a factor to consider when reviewing the level of development in the Northwest area.
  - Administrator Wilson recommends continual reflection on how these fees are impacting development in the Northwest area. The City of IGH still has the debt from paying for these Northwest connection fees. It is important to keep that in mind before making any changes to fees based on some objections from developers.
- Section 5: Land Use Application Fees and Deposits
  - Proposed fee changes shown in red in draft ordinance.
  - Only one City fee proposed to be increased for consistency – to make all final plat applications have the same application fee.
- Section 6: Effective Date – January 1st, 2024.
- Next Steps: 3rd Reading on Monday, November 27th, 2023.

Councilmember Gliva asked how do the city fees outside the Northwest area compare to other city's fees?

Administrator Wilson said it would take some additional time to do a thorough analysis to compare proposed 2024 fees with other cities. However, in general, the fees outside the Northwest area are within a normal range compared with other cities within the twin cities suburban area. The City of IGH does not receive similar critique about the fees outside the Northwest area.

Mayor Dietrich invited the public to comment on this item.

Motion by Gliva, second by Scales to close the public hearing at 6:51pm.

Ayes: 5
Nays: 0 Motion carried.

Administrator Wilson stated that staff requests a Motion to approve the Second Reading of Ordinance Establishing Development Fees for 2024.

Motion by Gliva, second by T'Kach to approve the Second Reading of an ordinance Establishing Development Fees for 2024, amending Inver Grove City Code, Title 3, Chapter 4 Sections (2) and (3) related to water, sanitary sewer, and stormwater system connections fees, and sanitary sewer, and stormwater system rates and charges; and section 10-3-9 related to land use and approve fees and deposits.

Ayes: 5
Nays: 0 Motion carried.

6. <u>REGULAR BUSINESS:</u>
6A. Rental Housing Licenses
Administrator Wilson stated that there are nine rental residences, listed in the agenda packet, seeking licenses. They have been found to be compliant with all the necessary steps.

Motion by Scales, second by Gliva to approve rental housing licenses listed in agenda.

Ayes: 5
Nays: 0 Motion carried.

6B. 5-Year Capital Improvement Plan (2024-2028)

Finance Director Hove presented the final draft version of the Capital Improvement Plan for 2024-2028. Public Works Director Connelly and Parks & Recreation Director Lares are both here to answer any specific questions related to the projects in this plan.

- Capital Improvement Plan is a community planning and fiscal management tool used to coordinate the location, timing, and financing of capital improvements over a multi-year period.
- Purpose:
    - To preserve the city's existing assets and infrastructure.
    - Plan for the long-term asset needs of the city.
    - Assist in the development of budgets.
    - Balance community goals and priorities.
- Timeline:

  - July 17th, 2023 - Introduced at Council Work Session.
  - July 31st – November 6th, 2023 - Referenced in various budget discussions at Council meetings and work sessions.
  - October 17th, 2023 - Planning Commission adopted a Resolution Indicating CIP is consistent with Comprehensive Plan.
  - October 18th, 2023 - Reviewed by Park & Recreation Advisory Commission.
  - November 13th, 2023 - Brought to Counsil Meeting for consideration.
- Reminders: CIP is a work in progress planning tool
  - Last year (2023-2027) the CIP included primarily Public Works projects (Pavement Management Initiative and Utility Projects (Water, Sewer, Storm).
  - This year (2024 – 2028) the CIP includes Pavement Management Initiative, Utility Projects (Water, Sewer, Storm) as well as projects for City Facility, Community Center, Parks and Golf Course.
  - The current CIP doesn't include the following:
    - Parking lots & trails above the $250,000 set aside annually within the Pavement Management Fund for Park lots & trails.
    - Larger facility remodels/repairs:
      - Public Works Facility
      - Fire Station 1 & 3
      - Police Remodel or expansion
      - Roof replacements – study is underway
    - Central equipment – replacement schedule is currently in an Excel spreadsheet format.
    - Other potential General Fund needs or new equipment.
- Changes that were incorporated into the CIP since the July 17th work session.
  - Parks: 2024 woodchipper – funds to come from Central Equipment fund instead of General Fund (No change in cost).
  - Community Center: Instead of doing a Brightside Room revision, a study will be performed in 2024 (Decreased cost by $180,000).
  - Golf Course: Increased cost for 2024 Sprayer replacement (Increased cost by $15,000), Replaced $15,000 Roller with Utility Vehicle (No change in cost).
  - Water: Updated cost for 2024 Water Treatment Plant (Increased cost by $506,000) Change in funding source from Water Capital Fund to ARPA funds ($2.5 million) and PFA loan funds ($2,706,000).
  - Water: Moved the AMI (Automated Meter Infrastructure) project study from 2024 to 2025, with potential project implementation during 2026 - 2028 (Increased cost by $200,000). This project will allow water meters to be read remotely instead of the current protocol with staff going door to door to read them manually.
  - Pavement Management
    - Local Streets: Updated PMI Project costs to reflect 2024 PMI feasibility estimates. Updated cost estimates and funding splits for 2024 Babcock Trail Multi-use trail (joint city/county project).
    - Partnership projects: Updated project costs and years based on Dakota County's changes to their 2024-2028 Transportation CIP (most of which were incorporated into the City's CIP – discussed at the November 6th, 2023, Work Session).
    - Total changes: Increased cost by $2,154,937.

- The full 176-page CIP is included in the meeting documents today. In which you will find:
  - Introduction and Table of contents.
  - Department Summary – gives total project costs by department and details the percentage of funding that goes to each project. The total project cost is about 138,000,000 for projects to be completed over the next 5 years. Reference the report for more details.
  - Funding Source Summary – breaks down all the funding sources among 25 sources. Reference the report for more details.
  - Projects by Departments.
  - Projects by Funding Source.
  - Project Details – provides additional details for each project.
  - Unfunded/Unscheduled projects on the horizon – currently researching.
- Projects for 2024 are the following. Please note 2024 projects are more concrete. Projects for 2025 – 2028 are still in process and may see some changes still.
  - Water Treatment Plant Repair & Rehabilitation ($5.2 million), plus $125,000 dehumidifier.
  - Phase V of Heritage Village Park: Inclusive playground & Splash Pad ($2.6 million) - $2 million of funding from state bonding.
  - Oakview/Skyview Courts Rehabilitation ($500,000).
  - City Facilities: Lighting improvements ($121,000).
  - Community Center arena & mechanical improvements ($362,000).
  - Pavement Projects ($19,780,034).

Councilmember T'Kach asked, is there any opportunity to get bonding dollars from the state for the Water Treatment Facility project?

Finance Director Hove replied that approval of the CIP does not commit the City to the funding sources specified in the CIP. Regarding the Water Treatment project, the City is still waiting to hear back from the state if there will be any additional sources of loan funds. Staff has identified ARPA funds to be used for this project. However, Counsil has not committed to the use of ARPA funds for this project. If staff identify additional funding sources, this information would be brought to Counsil for further discussion.

Administrator Wilson added that the City has a unique situation with the possibility of state bonding funds, because there are legislators who are willing to support state bonding funds for this project. However, the timing of the project is especially important. The construction must be underway during low water use periods of the year, so that one portion of the plant can be shut down and repaired at a time, allowing for the other portion of the plant to remain in use. Then switching use so the other portion can be repaired. Additionally, the contract needs to be issued before specialty parts can be ordered. There are many factors to line up. It may be difficult to wait until the end of the legislative session when state bonding usually becomes clearer, and still be able to complete construction during the specified window. With the timing considerations for this project, the funding decision may be a difficult decision between proceeding without state funding or waiting to hear about state bonding while considering the impact it may have on the project timeline. The Council will likely face this decision in the first or second quarter of 2024. For the next several months, staff will continue to gather information regarding the funding options before the funding decision needs to be made.

Mayor Dietrich asked where the public can see the 5-year Capital Improvement Plan report.
Finance Director Hove replied that once the 5-year CIP gets approved, the report will be posted on the City of IGH's website in the Finance Department section.

Motion by Scales, second by Gliva to approve Resolution 2023-282 and adopt the 2024-2028 Capital Improvement Plan (CIP)

Ayes: 5
Nays: 0 Motion carried.

6C. Third Reading of Ordinance Establishing Hotel License

Attorney McCauley Nason presented the following background information and requests the consideration of the third reading of the ordinance included in the council packet. If the ordinance is approved, consider approval of the summary publication resolution:

- Hotels in the state of Minnesota are currently licensed by the Minnesota Department of Health.
- No specific statutory authority for statutory cities to license hotels.
- New legislation authorizes cities to issue hotel licenses.
- With this new legislative authority, the City of Inver Grove Heights has drafted a new draft ordinance amending the city code requiring all hotels to be licensed by the City, effective January 31st, 2024.
    - Hotel is defined as follows: 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.
    - Exception to license requirement: Residential dwellings and residential dwelling units licensed under Title 4, Chapter 13, Articles A and B.
    - Limited in licensing requirements:
        - Can require compliance with all state and local laws.
        - License revocation, and denial authorized if licensee does not comply with licensing requirements.
- Note: there are two changes to the ordinance in the packet. They are both highlighted:
    - Clarification of the definition of hotel to be used for licensing purposes.
    - Requirement that hotels provide proof of current license with MN Department of Health.

Mayor Dietrich asked if anyone had questions and if anyone from the public wanted to speak.

Tom Keefer, 5217 Cheney Trail, asked for clarification about whether renting out a second home as an Airbnb or would fall under this hotel license.
Attorney McCauley Nason responded that there is a separate license for rental properties. If City Counsil adopts regulations for short-term rental properties, and the property falls under the category of regular or short-term rental property, then a hotel license would not be needed for that property.

Motion by T'Kach, Second by Gliva to approve third and final reading of ordinance 1464 and approve Resolution 2023-283 approving the publication of a summary or ordinance1464, an ordinance amending IGH City Code, Title 4, Adding Chapter 16, Hotel Licensing

Ayes: 5
Nays: 0 Motion carried.

6D. Third Reading of Ordinance Regarding Temporary Parking Restrictions

Attorney McCauley Nason presented the following background information and requests the consideration of the third reading of the ordinance included in the council packet. If the ordinance is approved, consider approval of the summary publication resolution.

- The City Code currently authorizes the temporary restriction of parking in emergency situations.
- Staff need additional flexibility to establish temporary no parking regulations in non-emergency situations.
    - Parade routes
    - Road reconstruction
- Key Ordinance Provisions:
    - Authorize temporary no parking restrictions:
        - City Administrator
        - Chief of Police or Designee
        - Public Works Director or Designee
    - Streets must be posted at least 12 hours before towing may occur.
    - Vehicles authorized to be towed to impound lot; towing authorized by police chief or their designee.

Motion by Scales, Second by Gliva to approve Ordinance 1465 amending IGH City Code Title 6, Chapter 3, Sections 5 & 11 related to temporary parking restrictions and approve Resolution 2023-24 approving the publication of a summary of ordinance 1465, and ordinance amending IGH City Code Title 6, Chapter 3, Sections 5 & 11 related to Temporary Parking Restrictions.

Ayes: 5
Nays: 0 Motion carried.

6E. First Reading of Ordinance Amending Weed and Grass Regulations

Attorney McCauley Nason presented the following background information and requested consideration of the first reading of the ordinance included in the council packet.

- City currently regulates weeds and long grass as public nuisances.
- City also requires establishment of turf grass lawns or other approved landscaping following issuance of building permit/certificate of occupancy.
- New legislation requires cities to allow managed natural landscapes on all private property.

- Ordinance repeals and replaces existing regulations, makes additional changes to City Code related to required turf establishment, management of weeds, lawns, and natural landscapes.
- Key Ordinance Provisions:
    - Definition of Managed Natural Landscapes: "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 <u>does not include</u> turf-grass lawns left unattended for the purpose of returning to a natural state."
    - Other changes to the existing city code:
        - Clarifies that in all zoning districts, lawns or other vegetation shall not exceed 8 inches, except for vegetation other than turf grass that naturally exceed 8 inches.
        - Prohibits noxious and nuisance weeds on all properties, as well as unmanaged vegetation and volunteer trees.
    - Exemptions:
        - Property located in the A-Agricultural, E-Estate, and I-Industrial zoning districts.
        - Pastures and parks.
        - Areas previously maintained in a native state.
        - Natural areas and open spaces.

Attorney McCauley Nason noted that there is a typo at the beginning when it references an exemption - lawns that were maintained in a "non-natural state" should say "natural state." There may be some additional revisions added to the second reading.

Motion by T'Kach, Second by Scales to approve 1st reading of Ordinance amending IGH City Code Sections 5-9-2 and 4(D) related to weeds and grass.

Ayes: 5
Nays: 0 Motion carried.

6G. Continued to either November 27 or December 11, 2023 - Third Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals

Administrator Wilson presented the following background:

- Definition of "Short-Term Rental": The letting of a dwelling or dwelling unit for a period of less than thirty (30) consecutive days.
    - Excluding:
        - Hospitals.
        - State licensed residential care facilities.
        - Assisted living facilities.
        - Nursing homes.
        - Hotels or motels, which are (soon to be) separately licensed under Title 4, Chapter 16 of this Code.
        - Supervised student housing pursuant to subsection 10-14-2H of this code.
- Changes from 2nd Reading:

  - Clarifies that children 18 or under are not counted toward occupancy limit, <u>when accompanying their parent or guardian.</u>
  - Requires MN Department of Health lodging license. This provides assurance that there has been a building inspection completed by the state. This requirement can be removed from the ordinance if desired.
  - Specifically states that property taxes and utility bills must be current at the time of application.
- Options for Next Steps:
  - Option 1: Take Public Comment and then move to adopt 3rd and final reaching with or without changes.
  - Option 2: (Recommended by Staff) Take Public Comment and continue 3rd reading to allow for:
    - Any further changes or clarifications requested by Council.
    - Further work by staff regarding compliance and enforcement issues.

Councilmember Scales stated that he could support option 2 if staff can present additional information at the next council meeting. Mayor Dietrich concurred.

Councilmember Murphy stated that his position on this item is well known. The solution he suggests is that we change the rules instead of licensing for people to break the rules. He stated that this ordinance doesn't make sense to him. He said he would support a motion to continue discussion on this.

Councilmember Gliva stated that she spoke with residents about this topic recently and has been doing additional research and isn't sure that she can support this new ordinance. She stated that the residents she spoke with don't see any other reason why a group of people would rent a large house in a residential area and use it for a large event, other than to throw a large party and potentially cause a raucous. She stated that she is wavering in support of this ordinance. She stated that she would support a motion to continue discussion.

Councilmember T'Kach stated that we know there are potentially problem properties. These properties should be dealt with differently than the other properties that don't cause issues. She stated that there are supposed to be checks in place on platforms such as Airbnb, allowing the platform manager to remove a posting for a property for which there are complaints. She requested that the Council consider the original goals. One of the goals the Council started with was to bring more people to Inver Grove Heights and create opportunities for people to visit and be part of the activities within the city. She requested that the Council and staff take the time to consider how the city can enforce good behavior, so that there aren't issues with the properties that cause the most complaints. She stated that she supports short-term rentals and that she thinks there are a lot of people in the community who support them. She stated that she has personally grappled with how short-term rentals can affect neighbors. She stated that she believes it would be better to allow and regulate them, than to not allow them and try to enforce that. She stated that she believes the problem properties will persist no matter what the city decides. She stated that she supports the staff's recommendation to delay the final decision and hopes that people will consider approving it. She stated that the MN Department of Health licensure requirements are a costly process, and she thinks that could become a financial burden. She requested that staff specify the full costs for a short-term rental license including the MN Dept. of Health fees along with the fees the city would be collecting.

Administrator Wilson stated that there are several different options for today's vote, as follows.

1. If this ordinance is voted down today, there would be no regulation by the city of short-term rentals.
2. If the desire is to regulate short-term rentals, then Council could vote for continuance of the 3rd reading and request that staff update the ordinance so that it aligns with one of the two other options previously discussed:
    a. Amend the current city code pertaining to rental licenses to require a 30-day minimum. This would essentially eliminate the ability to do short-term rentals.
    b. Only allowing short-term rentals within a Homestead property. The reasoning behind this option being that residents who are currently living in the property they are renting have a stronger inclination to operate the rental space in a neighborly way.
3. If Council majority wants to move forward in a different direction, staff can do additional research and bring forward a different ordinance.

Administrator Wilson replied to the request for additional information about fees. She stated that there are fees associated with the MN Department of Health short-term rental licensing process. Administrator Wilson stated that she believes that the City of IGH should be working in tandem with the state, even if it imposes fees to this licensing process. Lastly, she stated that she believes there may be people in the room who would like to be heard. It is up to Madam Mayor if you would like to take Public Comment. She stated that the second reading was adopted quickly, and she received feedback from the public that there were some people who wished to be heard at that time, and she thinks that may be the case today as well.

Major Dietrich requested clarification regarding one of the options specified. She asked if the Council majority wants to require a 30-day minimum stay to all rental properties, then is the need for additional staff time to research compliance and enforcement issues pertaining to this current ordinance no longer needed, because this would place these rental properties in a different category of rentals?

> Administrator Wilson replied that requiring a 30-day minimum essentially prohibits short-term rentals. So, the question of how to enforce short-term rental requirements is largely a moot point. Instead, the City would be sending cease and desist notices to anyone found operating a short-term rental property, as they would be in violation of City Code.

Mayor Dietrich asked if anyone from the public wanted to speak.

Stacey Christenson, 9242 Cheney Trail, stated that in consideration of short-term rental licensing, he would like to share his scenario. He stated that he doesn't live in a problem neighborhood. The average home value is around $500,000 and everyone takes care of their property. A five-bedroom property was sold for $538,000 and is being run as a short-term rental property. He stated that half of Cheney Trail is under HOA (including his property) and the other half is not. With the help of the Home Owner's Association, they were able to get the second party shut down. The first party at this property went until about 4:00am -6:00am in the morning. There is a hot tub outside, and there were approximately 18 people there. The driveway was full. The music was loud. The smell of weed coming from the hot tub was very strong. The second party was a Halloween party posted online, showing 19 people planning to attend and 53 interested. Many children of various ages live along this street. He stated that he doesn't think that this type of party house is what residents want in Inver Grove Heights. He supports vacation rentals when they are not being used for large parties. Parking is allowed only on one side of the street, and parking becomes a problem when there are large parties at this rental property. With winter coming there is even less street parking. He requested that Council consider the safety of IGH residents before deciding.

Councilmember Scales asked, do you think there is a type of regulation that would make you feel more comfortable with short-term rentals or is it that you don't support it in general? He stated, as an example, the concern about parking he thinks the city could regulate. He asked if there would need to be more specific regulations in the ordinance that could address your concerns.

Stacey replied that he thinks regulation would be better to help prevent the parties. It is not a huge cost to rent for just one night split between many people. He stated he also supports longer-term rental, so the single night use for parties can't continue.

Councilmember T'Kach asked if he called the police regarding the party.

He answered that he did not call the police, but he spoke to an officer who was parked down the road. He asked the police officer if they could drive by that evening and keep an eye on that house. He stated the police were very responsive and helpful, but the party got shut down before anyone came to the home.

Councilmember T'Kach stated that the ordinance addresses the parking issue, stating that all the cars would need to be in the driveway. There is also a limit to the number of people that are allowed in the home based on the number of bedrooms. There is also the opportunity for police to ticket all the cars on the street if they are associated with the short-term rental property. She stated that it may be hard for police to discern which cars are associated with the rental property, and that is part of what city staff are trying to figure out in terms of enforcement. She stated that parking is clearly an issue for that particular property.

Stacey replied that maybe if the houses were spread out more and there was a bigger driveway it would be less of an issue. However, in their neighborhood the houses are close together and near a corner with a lower speed limit.

Councilmember T'Kach asked if the property was owner occupied.

Stacey replied that it is not. The person that purchased the property was given a letter by the Homeowner Association stating that the house can't be used as a VRBO rental. She claims that she didn't know that it couldn't be used as a VRBO. Now she is pursuing a group home license. He stated he is concerned that she may be trying to circumvent the system.

Councilmember T'Kach replied that it could potentially be a Homestead issue.

Stacey replied that he is concerned with her pursuing a group home license, because the house is not suitable for seniors since it is a two-story home. So, if it was being used as a different type of group home, he is concerned about changes in safety and increased traffic to the neighborhood.

Councilmember T'Kach stated that the short-term rental and the group home are two very different distinctions, and the group home request would come back to the Council she believes if there is some zoning or other change needed.

Lisa Slama, 9185 Inver Grove Trail, stated that she supports licensing of short-term rental licensing, and developing good relations with neighbors surrounding the rental. She stated that she manages a short-term rental that is located above her garage on her owner-occupied property. She believes that the ordinance speaks explicitly to not supporting parties and large events. She supports this and believes event hosting should not be part of how short-term rentals are used. She stated that she sent an email earlier to address the MN Department of Housing element to the ordinance. She stated that she supports inspections of short-term rentals and is familiar with inspections for short-term rentals. She stated that she doesn't think the MN Dept. of Housing inspection is of good value. She stated that she looked at what is covered by the MN Dept. of Housing inspections, and questions if it provides a false level of comfort for the city. She stated that she'd like to bring into conversation that the city requires a permit for events of 50 people or more. She asked what is currently in place to enforce this rule, and if it may be useful in determining how to enforce short-term rental rules including prevention of parties and large events.

Motion by Murphy, Second by Gliva to continue Third Reading to November 27, 2023, or December 11, 2023 allow for further changes or clarifications requested by Council and further work by staff regarding compliance and enforcement issues.

Ayes: 5
Nays: 0 Motion carried.

Mayor Dietrich asked Attorney McCauley Nason to gather and relay additional information to Council regarding the policy on gatherings of 50 people or more, and the policy regarding group homes, and would that need to come before Council.

Administrator Wilson stated that her intention is not to prolong the matter. She understands that the wish and motion is to continue deliberation on this matter. She asked, does Counsil want to see any different versions of the ordinance in the agenda packet when it returns?

Mayor Dietrich asked if alternative versions would be directed by staff recommendations. Administrator Wilson responded that staff was previously directed by Council majority to develop an ordinance that sets up a licensing structure. Without further direction staff would focus efforts on clarifying what compliance and enforcement would look like. She asked if there is any suggestion from the majority of Counsil, such as establishing a 30-day minimum or requiring the property to be homestead, that they would like to see specified in the next reading of the ordinance.

Councilmember Murphy stated that he still firmly believes that the city should be changing the rule allowing businesses in neighborhoods. He stated if he entertains this ordinance, he is hearing from residents and Councilmembers that the solution is requiring a minimum stay and homesteading, as well as a license issued by MN Dept. of Health.

Councilmember Scales stated that he agrees with discussion about a minimum stay requirement. He stated that he believes a 30-day minimum is essentially a banning of short-term rentals, and he doesn't agree with that. He stated that it is unclear why some rental properties are considered a business and others are not, depending on the length of stay. He stated that he likes the idea of learning about enforcement, and how to eliminate the party homes. He stated that the real issue appears to be the party homes. He stated that he is comfortable with short-term rentals, if the city can control the properties that are causing the big problems, which he believes are the minority of short-term rentals. There are a lot of short-term rentals that don't cause issues. He doesn't want the party houses to cause problems for everyone else. He stated that he really wants to find a way to control the properties causing the problems.

Councilmember T'Kach stated that she agrees with Councilmember Scales. She stated that if properties are licensed as short-term rentals, the city has a process for removing a license. She stated that the city would have more leverage to remove the properties that are causing the problems if there is regulation in place.

Councilmember Murphy stated that Councilmembers are talking about enforcement as if city staff can proactively enforce the rules. There are complaints on record for these homes and nothing has been done. The police have visited, but the businesses are still operating. He stated that as a reminder the City Code states that a business cannot be operated in a residential neighborhood. We've established over several meetings that these rentals are considered businesses. He stated that he doesn't understand the talk about enforcement because enforcement isn't happening.

Mayor Dietrich stated that her personal direction from constituents that she spoke with would be for staff to work towards establishing a 30-day minimum.

Councilmember Gliva stated that she thinks a 30-day minimum is something the Council should look at. She also likes the homestead requirement.

Administrator Wilson stated that staff will do the best they can with the direction given and bring back an update.

Mayor Dietrich stated that the Public Comment and Mayor and Council Comment are being moved up, before moving into a Closed Session. She stated the meeting will come back into Open Session before adjourning. She invited the public to speak about any items that are not on the agenda.

Terry Haukom, 11212 Apennine Way, stated that he paid his water bill through USPS in South St. Paul. He stated that he found out once he received a late payment notice from the city and was told by staff that many bill payments sent through USPS didn't make it to the city. He stated he was also told that the city contacted the post office because it is a recurring problem. He stated that he simply paid his bill as a good resident, in one of the ways the city requests payment, and because it didn't make it there the city charged a late fee. He stated that he spoke with the Assistant Finance Director who talked with the Finance Director and stated that the City Council approved a resolution that requires late fees to be paid with no exceptions. He stated that he is here on principle because that doesn't make sense. He took care of his responsibility and doesn't want to be forced to pay his bill online or drive 6.5 miles out of the way to the drop box. He stated that the city represents everyone and believes the city doesn't need to be that rigid. He asked for there to be some flexibility for situations like this, whether it is a late fee waiver once every 24 months for residents who typically pay on time, or some other option. He believes the city should use more common sense and offer understanding for situations like this one and be more neighborly. He stated that he has lived in IGH for 27 years and loves the city. He stated that Discover credit card offers more flexibility with late fees than the city. He stated that this is about our community.

Mayor Dietrich asked if he uses the envelope provided by the city to mail the payment. Terry Haukom replied yes. He stated that when he went to the city to share his complaint, he also paid his bill, minus the late fee. He stated that he isn't looking for great reform, just a little flexibility. He paid his bill immediately and isn't trying to get out of paying his bill.

He also shared a comment pertaining to the short-term rental discussion. He stated it is a difficult issue. He asked if the city wants a reputation as the people who stay in another city's Airbnb's but doesn't allow them here. He supports the idea of regulation and enforcement. He stated that he hopes we are looking at all sides of the situation.

Mayor Dietrich stated that the reading for that ordinance is continued, and she would appreciate his comments about it when it comes back to Council, probably at the end of this month.

Terry Haukom replied that there may be a situation where someone lives in a home part of the year and wants to rent it out when they are away. If they live there for part of the year, but don't homestead the property, that should be considered in the discussion as well.

Mayor Dietrich invited Mayor and Council comments.

Mayor Dietrich stated that she is excited that the 2023 State of the City is near, and she wants to make sure everyone knows they are invited. It will take place on Thursday, November 30th, 5:00pm- 7:00pm at Drkula's 32 Bowl. There are three ways to RSVP:

1. Ighmn.gov/SOTC2023
2. Call: 651-450-2500
3. Email: SOTC2023@ighmn.gov

Motion by T'Kach, Second by Gliva to move to Closed session pursuant to Attorney-Client Privilege for Aqueous Film forming foams (AFFF) products liability litigation of Public Water System (PWS)

Ayes: 5
Nays: 0 Motion carried.

6F. Moved to end of meeting - Closed Session Pursuant to Attorney-Client Privilege: Aqueous Film Forming Foams (AFFF) Products Liability Litigation Public Water Systems (PWS) Settlement.

Motion to move back to open session by Scales, Second by Gliva

Ayes: 5
Nays: 0 Motion carried.

Motion to adjourn at 8:39 p.m. by Gliva, Second by Scales

Ayes: 5
Nays: 0 Motion carried.

Minutes completed by Talia Sheldon-Desjardins, Administrative Assistant

Agenda Item 4.D.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: January 8, 2024
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 December 6, 2023 - January 2, 2024.

BACKGROUND
The following chart represents a summary by fund type of the disbursements processed during the period of December 6, 2023 - January 2, 2024. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	$1,160,826.01
Special Revenue	$124,522.58
Debt Service	
Capital Projects	$542,568.69
Enterprise	$433,084.07
Internal Service	$872,371.63
Escrows	
Total -All Funds	$3,133,372.98

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 (12.6.2023-1.2.2023)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF December 6, 2023 – January 2, 2024

WHEREAS, a detailed listing of disbursements for the period of December 6, 2023 – January 2, 2024, was presented to the council for approval.

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

Fund Type	Amount
General Fund	$1,160,826.01
Special Revenue	$124,522.58
Debt Service	-
Capital Projects	$542,568.69
Enterprise	$433,084.07
Internal Service	$670,347.31
Escrows	$202,024.32
Total - All Funds	$3,133,372.98

Approved by the City of Inver Grove Heights, Minnesota this 8th day of January 2024.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

City of Inver Grove Heights

Expense Approval Report
By Fund

Payment Dates 12/6/2023 - 1/2/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
HANSON SPORTS LLC	17521	12/08/2023	Flag football summer sports c...	101.44.6100.454.30700	567.60
HANSON SPORTS LLC	17522	12/08/2023	Sand volleyball summer sports...	101.44.6100.454.30700	774.00
OKER INVESTMENTS	172698205	10/10/2023	6535 Dawn Way Abatement	101.45.3000.419.30700	230.00
BEACON ATHLETICS	0579297-IN	12/14/2023	line chalk for ball fields	101.44.6000.451.60065	1,069.40
MN GLOVE & SAFETY, INC.	343405	12/29/2023	Winter gear Jake	101.44.6000.451.60045	373.86
DAKOTA COUNTY TECHNICAL ...	1186410	12/21/2023	Pursuit Refresher Trng - Johns...	101.42.4000.421.50080	500.00
NEWMAN SIGNS INC	TRFINV050289	12/14/2023	sign materials and parts	101.43.5200.443.60016	1,534.29
BUREAU OF CRIMINAL APPRE...	'00000761993	12/29/2023	CJDN Access Fee	101.42.4000.421.50072	1,560.00
FIRST IMPRESSION GROUP	150308	12/21/2023	Dept Envelopes	101.42.4000.421.50030	345.00
MN GLOVE & SAFETY, INC.	343714	12/29/2023	winter gear - Kyle	101.44.6000.451.60045	374.77
MN GLOVE & SAFETY, INC.	343716	12/29/2023	winter gear Nick	101.44.6000.451.60045	144.40
BIG TOP RENTAL, INC.	75941	10/31/2023	parks port-a-potties Oct 2023	101.44.6000.451.40050	2,126.25
SAINT PAUL, CITY OF	IN55900	10/31/2023	materials	101.43.5200.443.60016	4,140.96
SOCCER SHOTS	11/10/2023a	12/29/2023	Preschool soccer classes in Se...	101.44.6100.454.30700	4,315.00
DAKOTA AWARDS & ENGRAV...	26948	11/10/2023	City Council name plates	101.41.1000.413.60065	48.00
STREICHER'S	I1665264	12/21/2023	Uniform Allowance-Schrandt	101.42.4000.421.60045	532.97
DAKOTA AWARDS & ENGRAV...	26977	12/14/2023	Outgoing commissioner plaque	101.41.1000.413.60065	35.75
L.T.G. POWER EQUIPMENT	282075	11/15/2023	chain saw safety kit	101.44.6000.451.60040	109.99
COLLINS ELECTRICAL CONST.	234820.01	12/14/2023	Traffic Signal Maintenance	101.43.5200.443.40046	511.19
POLICE RECORDS AND INFOR...	23850	12/21/2023	Training - K Lee	101.42.4000.421.50080	288.99
DAKOTA CTY FINANCIAL SVCS	5501487	12/21/2023	Nov 23 radio subscriber fee Oc...	101.42.4000.421.30700	1,889.73
DAKOTA CTY FINANCIAL SVCS	5501487	12/21/2023	Nov 23 radio subscriber fee	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	5501487	12/21/2023	Nov 23 radio subscriber fee	101.43.5200.443.30700	46.66
ELLIE FAMILY SERVICS PLLP	IGHPD-11/16/2023	12/21/2023	Wellness Check Ups	101.42.4000.421.70501	663.05
SHI INTERNATIONAL CORP	B17636723	12/21/2023	Software License	101.42.4000.421.50070	76.69
INNOVATIVE OFFICE SOLUTIO...	IN4385761	11/17/2023	Paper for SOTC Communicati...	101.41.1100.413.60010	19.51
INNOVATIVE OFFICE SOLUTIO...	SCN-124077	12/14/2023	Markers	101.41.1100.413.60010	-28.91
ASPEN MILLS	323490	12/21/2023	Uniform Vest Purchase Keuler	101.42.4000.421.60045	1,118.95
A-7 AUSTIN, LTD	43103	12/14/2023	ACA HealthCare Forms	101.41.2000.415.60010	148.57
REVOLUTIONARY SPORTS, LLC	527	12/21/2023	preschool sport classes with r...	101.44.6100.454.30700	1,617.00
REVOLUTIONARY SPORTS, LLC	527	12/21/2023	preschool sport classes with r...	101.44.6100.454.30700	516.00
INNOVATIVE OFFICE SOLUTIO...	IN4386829	12/21/2023	Calendars for Sgts	101.42.4000.421.60010	58.24
GOODPOINTE TECHNOLOGY, ...	4470	11/21/2023	Icon - SaaS/Software Agmt	101.43.5100.442.50072	3,045.00
FIRST IMPRESSION GROUP	150059	11/22/2023	Printing for State of the City ...	101.41.1300.413.50030	155.00
ASPEN MILLS	323680	12/21/2023	Uniform purchase Mejia	101.42.4000.421.60045	75.95
RCM SPECIALTIES, INC.	9368	12/14/2023	spray patching	101.43.5200.443.40046	31,800.00
INNOVATIVE OFFICE SOLUTIO...	IN4389662	11/22/2023	Supplies for SOTC decorations...	101.41.1100.413.60010	10.50
SAINT PAUL, CITY OF	IN56474	12/14/2023	asphalt	101.43.5200.443.60016	6,499.60
UNIFIRST CORPORATION	1410025713	11/27/2023	Uniforms - Engineering	101.43.5100.442.60045	3.64
UNIFIRST CORPORATION	1410025713	11/27/2023	Uniforms - Streets	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410025713	11/27/2023	Uniforms - Parks	101.44.6000.451.60045	14.53
SANTA ROB	11/28/2023	12/21/2023	Breakfast with Santa services	101.44.6100.453.30700	300.00
PRECISE MRM	IN200-1045688	11/28/2023	Truck data	101.43.5200.443.30700	110.00
TYLER TECHNOLOGIES, INC	025-447267	11/29/2023	COA Progress Billing 11.16-11....	101.41.2000.415.30700	145.00
ALEX BILDEAUX	11/29/2023	11/29/2023	Chainsaw training	101.43.5200.443.50080	433.00
ALEX BILDEAUX	11/29/2023	11/29/2023	Chainsaw training	101.44.6000.451.50080	434.00
GOPHER LAWN AND SNOW S...	3314	11/29/2023	Brush Removal @ 8325 Cleadis...	101.45.3000.419.30700	85.00
MN GLOVE & SAFETY, INC.	344466	11/29/2023	winter gear	101.44.6000.451.60045	49.95
INNOVATIVE OFFICE SOLUTIO...	IN4393704	11/29/2023	office supplies	101.44.6100.459.60010	27.51
INNOVATIVE OFFICE SOLUTIO...	IN4393865	11/29/2023	Supplies for SOTC decorations...	101.41.1100.413.60010	32.96
TYLER TECHNOLOGIES, INC	025-447838	12/14/2023	COA Progress Billing 11.30.20...	101.41.2000.415.30700	36.25
CAMPBELL KNUTSON, P.A.	11/30/2023	12/21/2023	November 2023 Attorney Fees	101.42.4000.421.30410	17,108.52
KENISON, TERRI	11/30/2023	12/29/2023	cleaning Stations 1 2 3	101.42.4200.423.30700	1,600.00

Expense Approval Report **Payment Dates: 12/6/2023 - 1/2/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LANGUAGE LINE SERVICES	111643	12/21/2023	Interpretation Svcs Nov 2023	101.42.4000.421.30700	571.64
PRO-TEC DESIGN INC.	112344a	12/29/2023	Camera 11/30/2023	101.44.6000.451.40040	701.61
ST. PAUL PIONEER PRESS	1123572521	11/30/2023	NoPH - Liquor & Tobacco ren…	101.41.1140.413.50025	15.68
ST. PAUL PIONEER PRESS	1123572521	11/30/2023	Ord 1464 - Hotel	101.41.1140.413.50025	37.24
ST. PAUL PIONEER PRESS	1123572521	11/30/2023	Ord 1465 - temp parking	101.41.1140.413.50025	39.20
FIRST IMPRESSION GROUP	150893	11/30/2023	Printing services for Winter Br…	101.44.6100.459.50030	5,626.00
FIRST IMPRESSION GROUP	151075	12/21/2023	printing of survey cards, printi…	101.41.1300.413.50030	815.00
FIRST IMPRESSION GROUP	151242	11/30/2023	Printing for State of the City …	101.41.1300.413.50030	180.00
MARTIN-MCALLISTER	15770	11/30/2023	Pre-employment Psych evals F…	101.42.4200.423.30700	1,250.00
CULLIGAN	157966034674X113023	12/29/2023	bottled water unknown station	101.42.4200.423.60065	100.54
CULLIGAN	157984591006X113023	12/29/2023	bottled water unknown station	101.42.4200.423.60065	63.63
CULLIGAN	157985524824X113023	11/30/2023	Rich Valley Maint water svc	101.44.6000.451.40050	11.30
CULLIGAN	157985524824X113023	11/30/2023	Rich Valley Maint water delive…	101.44.6000.451.60065	20.25
VERIFIED HOLDINGS, LLC	348380	11/30/2023	Pre-employment background …	101.41.1120.413.30700	796.50
BIG TOP RENTAL, INC.	75942	11/30/2023	Monthly parks port-a-potties …	101.44.6000.451.40050	1,270.00
LEVANDER, GILLEN & MILLER P…	81.01 11/30/2023	12/14/2023	Council meetings monthly lega…	101.41.1000.413.30401	826.00
LEVANDER, GILLEN & MILLER P…	81.01 11/30/2023	12/14/2023	Mayor/Council monthly legal …	101.41.1000.413.30420	9,808.00
LEVANDER, GILLEN & MILLER P…	81.01 11/30/2023	12/14/2023	3m - DuPont settlements mon…	101.41.1100.413.30420	448.00
LEVANDER, GILLEN & MILLER P…	81.01 FINAL	12/21/2023	Final Council Meeting related …	101.41.1000.413.30401	294.00
LEVANDER, GILLEN & MILLER P…	81.01 FINAL	12/21/2023	Final Mayor/Council legal char…	101.41.1000.413.30420	1,176.00
GEOTAB USA, INC.	IN364441	12/21/2023	Region 1 ProPlus Software	101.42.4000.421.50072	283.43
IUOE	INV0177848	12/01/2023	UNION DUES IUOE	101.203.2031000	1,756.00
LELS	INV0177850	12/01/2023	UNION DUES (LELS LIEUTENA…	101.203.2031000	270.00
LELS	INV0177863	12/01/2023	UNION DUES (LELS SGT)	101.203.2031000	472.50
HERITAGE LANDSCAPE SUPPLY…	0013575190-001	12/08/2023	pesticides for parks	101.44.6000.451.60035	9,577.68
HERITAGE LANDSCAPE SUPPLY…	0013575190-002	12/08/2023	pesticide for parks	101.44.6000.451.60035	3,488.40
TKDA	002023006138	12/08/2023	Professional Services: 65th St.…	101.45.3200.419.30700	6,463.03
LEAGUE OF MN CITIES INS TR…	1004263	12/08/2023	Worker's Comp. Deductibles	101.41.1100.413.30700	1,076.19
ART BY CCELL LLC	10072	12/08/2023	Cookies and Canvas payment	101.44.6100.453.30700	1,215.00
LAURENTINA DEJONG	12/4/2023	12/08/2023	Winter 2023 decorating/fall cl…	101.44.6000.451.30700	1,262.50
UNIFIRST CORPORATION	1410027143	12/08/2023	Uniforms - Engineering	101.43.5100.442.60045	3.64
UNIFIRST CORPORATION	1410027143	12/08/2023	Uniforms - Streets	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410027143	12/08/2023	Uniforms - Parks	101.44.6000.451.60045	14.53
OKER INVESTMENTS	173294073	12/08/2023	8325 Cleadis Ave Abatement	101.45.3000.419.30700	149.00
HOLMES DESIGN, INC.	5503	12/08/2023	Winter Brochure design servic…	101.44.6100.459.30700	1,280.00
HOLMES DESIGN, INC.	5504	12/08/2023	Monthly fees for graphic desi…	101.44.6100.459.30700	3,240.00
INNOVATIVE OFFICE SOLUTIO…	IN4401035	12/08/2023	Clerk Supplies	101.41.1140.413.60010	46.22
PETTY CASH - WF PURCHASE …	12/11/2023	12/11/2023	11.2023 WF Fees	101.41.2000.415.70440	188.10
UNIFIRST CORPORATION	1410028400	12/14/2023	Uniforms - Engineering	101.43.5100.442.60045	3.64
UNIFIRST CORPORATION	1410028400	12/14/2023	Uniforms - Streets	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410028400	12/14/2023	Uniforms - Parks	101.44.6000.451.60045	14.53
M & J SERVICES, LLC	2866	12/21/2023	filed down concrete at VMCC …	101.44.6000.451.30700	415.00
STATE OF MINNESOTA DEPAR…	771823	12/21/2023	Training Stanton	101.42.4000.421.50080	250.00
STATE OF MINNESOTA DEPAR…	771824	12/21/2023	Training Heidelberg	101.42.4000.421.50080	250.00
STATE OF MINNESOTA DEPAR…	771825	12/21/2023	Training Steenberg	101.42.4000.421.50080	250.00
STATE OF MINNESOTA DEPAR…	771826	12/21/2023	Training Sheehan	101.42.4000.421.50080	250.00
STREICHER'S	I1670120	12/21/2023	Munitions Caddy	101.42.4000.421.60018	104.40
SAINT PAUL, CITY OF	IN56640	12/21/2023	Blacktop	101.43.5200.443.60016	2,380.05
LAKES AREA ASPHALT SERVICE…	12/12/2023	12/21/2023	refund permit #LCC20230000…	101.45.3300.3219500	100.00
ACME TOOLS	12150880	12/29/2023	credit memo for warranty bat…	101.42.4200.423.60040	-249.00
INNOVATIVE OFFICE SOLUTIO…	IN4406602	12/21/2023	AAA Battery	101.43.5100.442.60010	13.64
TYLER TECHNOLOGIES, INC	025-449040	12/21/2023	COA Progress Billing 12.1 & 12…	101.41.2000.415.30700	145.00
WS&D PERMIT SERVICE	12/13/2023	12/21/2023	Refund permit #PRBD202303…	101.207.2070100	6.50
MEYER, MICHELLE	12/13/2023	12/21/2023	Prize for Light up the Heights …	101.44.6100.453.60009	100.00
PARENT, AUTUMN	12/13/2023	12/21/2023	Prize for Light up the Heights …	101.44.6100.453.60009	150.00
JUNGBAUER, CHRISTY	12/13/2023	12/21/2023	Prize for Light up the Heights …	101.44.6100.453.60009	50.00
WS&D PERMIT SERVICE	12/13/2023	12/21/2023	Refund permit #PRBD202303…	101.45.3300.3221000	200.80
HIGHLAND SANITATION & RE…	0001140946	12/14/2023	clean up day	101.45.3000.420.60065	4,531.12
METRO JANITORIAL SUPPLY I…	11015941	12/14/2023	cleaning supplies	101.44.6000.451.60011	1,285.17
MN LIFE INSURANCE CO	12/1/2023	12/14/2023	Monthly Premium 12.2023	101.203.2030900	3,964.59

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN LIFE INSURANCE CO	12/1/2023	12/14/2023	Retro Premium Adjustments 1…	101.203.2030900	-74.57
MADDEN GALANTER HANSEN,…	12/8/2023	12/14/2023	Labor relation services throug…	101.41.1100.413.30420	80.00
MADISON NATIONAL LIFE INS…	1592744	12/14/2023	Monthly premium 11.2023	101.203.2031700	3,114.98
EYEMED	166058649	12/14/2023	Monthly premium 12.2023	101.203.2032700	223.75
EYEMED	166058650	12/14/2023	Premium Retro Adjustments 1…	101.203.2032700	-27.32
BERGERSON-CASWELL INC	33077	12/14/2023	winterized Skyview Park irrigat…	101.44.6000.451.40047	1,500.00
BERGERSON-CASWELL INC	33078	12/14/2023	winterized Rich Valley irrigati…	101.44.6000.451.40047	2,125.00
MN NCPERS LIFE INSURANCE	542000122023	12/14/2023	Monthly premium 12.2023	101.203.2031600	208.00
HOLMES DESIGN, INC.	5502	12/14/2023	Design services	101.41.1300.413.30700	3,666.25
DICK'S SANITATION SERVICE, I…	9898923T460	12/14/2023	PUMPKIN PICK UP	101.45.3000.420.40025	673.84
INNOVATIVE OFFICE SOLUTIO…	IN4404004	12/14/2023	office supplies	101.45.3000.419.60010	38.47
INNOVATIVE OFFICE SOLUTIO…	IN4404080	12/14/2023	Office Supplies	101.44.6000.451.60010	232.57
INNOVATIVE OFFICE SOLUTIO…	IN4404345	12/14/2023	Budget book Covers & Bindings	101.41.2000.415.60010	111.60
INNOVATIVE OFFICE SOLUTIO…	IN4404399	12/14/2023	Thermal paper	101.41.2000.415.60010	43.96
INNOVATIVE OFFICE SOLUTIO…	IN4409342	12/21/2023	calendars pens paper	101.45.3300.419.60010	120.77
ACTIVE NETWORK, LLC	1015312	12/29/2023	ActiveNet training	101.44.6100.459.50080	425.00
AMAZING ATHLETES	571416	12/29/2023	preschool sport programming-…	101.44.6100.454.30700	1,400.00
INNOVATIVE OFFICE SOLUTIO…	IN4410587	12/29/2023	office supply	101.44.6000.451.60010	12.60
ICMA RETIREMENT TRUST - 4…	INV0179464	12/15/2023	457 - ROTH AGE <50 %	101.203.2031400	1,016.55
ICMA RETIREMENT TRUST - 4…	INV0179465	12/15/2023	457 - ROTH AGE <50	101.203.2031400	505.00
ICMA RETIREMENT TRUST - 4…	INV0179466	12/15/2023	457 - ROTH AGE 50+	101.203.2031400	245.00
ICMA RETIREMENT TRUST - 4…	INV0179467	12/15/2023	457 -AGE <49 %	101.203.2031400	7,158.64
ICMA RETIREMENT TRUST - 4…	INV0179468	12/15/2023	457 -AGE 50+	101.203.2031400	2,385.29
ICMA RETIREMENT TRUST - 4…	INV0179469	12/15/2023	457 -AGE <49	101.203.2031400	6,293.38
ICMA RETIREMENT TRUST - 4…	INV0179470	12/15/2023	457 PLAN -AGE 50+ %	101.203.2031400	1,015.87
MN STATE RETIREMENT SYST…	INV0179471	12/15/2023	457 ROTH IRA (AGE 49 & UND…	101.203.2031400	510.00
AFSCME COUNCIL 5	INV0179472	12/15/2023	UNION DUES (AFSCME FULL S…	101.203.2031000	923.34
AFSCME COUNCIL 5	INV0179473	12/15/2023	UNION DUES (AFSCME FULL S…	101.203.2031000	41.96
MINNESOTA DEPARTMENT OF…	INV0179474	12/15/2023	CASE #001570640001	101.203.2032100	342.87
TEXAS STATE DISBURSEMENT…	INV0179475	12/15/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF…	INV0179476	12/15/2023	CASE #001490481201	101.203.2032100	357.72
MINNESOTA DEPARTMENT OF…	INV0179477	12/15/2023	CASE #000115468905	101.203.2032100	65.06
MINNESOTA DEPARTMENT OF…	INV0179478	12/15/2023	CASE #001563363401	101.203.2032100	426.85
MINNESOTA DEPARTMENT OF…	INV0179479	12/15/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF…	INV0179480	12/15/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLEC…	INV0179481	12/15/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
IGH FIRE RELIEF ASSN	INV0179482	12/15/2023	MEMBERSHIP DUES - FIRE REL…	101.203.2031000	396.00
IGH FIRE RELIEF ASSN	INV0179483	12/15/2023	MEMBERSHIP DUES - FIRE REL…	101.203.2031000	135.00
MEDSURETY ACH ONLY	INV0179484	12/15/2023	HSA ELECTION-FAMILY	101.203.2032500	3,938.16
MEDSURETY ACH ONLY	INV0179485	12/15/2023	HSA ELECTION-SINGLE	101.203.2032500	5,657.44
IGH PROFESSIONAL FIREFIGHT…	INV0179486	12/15/2023	UNION DUES (IAFF)	101.203.2031000	504.01
MN DEPT OF REVENUE (PAYR…	INV0179487	12/15/2023	LEVY - LETTER ID:L008683992…	101.203.2031900	0.15
MN STATE RETIREMENT SYST…	INV0179488	12/15/2023	MINNESOTA DEFERRED COM…	101.203.2031400	835.00
MN STATE RETIREMENT SYST…	INV0179489	12/15/2023	MINNESOTA DEFERRED COM…	101.203.2031400	1,234.07
ING DIRECT	INV0179490	12/15/2023	MSRS-HCSP	101.203.2032200	73.14
PERA	INV0179491	12/15/2023	PERA COORDINATED PLAN	101.203.2030600	50,132.84
PERA	INV0179492	12/15/2023	EMPLOYER SHARE (EXTRA PE…	101.203.2030600	3,856.43
PERA	INV0179493	12/15/2023	PERA DEFINED PLAN	101.203.2030600	15.77
PERA	INV0179494	12/15/2023	EMPLOYER SHARE (PERA DEFI…	101.203.2030600	15.77
PERA	INV0179495	12/15/2023	PERA POLICE & FIRE PLAN	101.203.2030600	31,847.89
PERA	INV0179496	12/15/2023	EMPLOYER SHARE (POLICE & F…	101.203.2030600	47,771.84
ICMA RETIREMENT TRUST - 4…	INV0179497	12/15/2023	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,938.76
ICMA RETIREMENT TRUST - 4…	INV0179498	12/15/2023	ROTH IRA (AGE 50 & OVER)	101.203.2032400	438.46
ICMA RETIREMENT TRUST - 4…	INV0179499	12/15/2023	ROTH-AGE <49 %	101.203.2032400	51.28
EFTPS	INV0179500	12/15/2023	FEDERAL WITHHOLDING	101.203.2030200	73,200.69
MN DEPT OF REVENUE (PAYR…	INV0179501	12/15/2023	STATE WITHHOLDING	101.203.2030300	30,617.74
EFTPS	INV0179502	12/15/2023	MEDICARE WITHHOLDING	101.203.2030500	20,145.40
EFTPS	INV0179503	12/15/2023	SOCIAL SECURITY WITHHOLDI…	101.203.2030400	51,212.44
FIRE PROTECTION SERVICES, I…	1876	12/29/2023	plan review for FM	101.42.4200.423.30700	2,283.86
TRI-STATE BOBCAT INC.	S37616	12/29/2023	Parks Bobcat snowblower	101.44.6000.451.60040	6,994.28

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
EXPERT TREE SERVICE AND SC…	10424	12/29/2023	tree removal work at various …	101.44.6000.451.30700	12,000.00
UNIFIRST CORPORATION	1410029956	12/21/2023	Uniform rentals Streets	101.43.5200.443.60045	39.18
UNIFIRST CORPORATION	1410029956	12/21/2023	Uniform rentals Parks	101.44.6000.451.60045	18.17
TOTAL CONSTRUCTION & EQU…	38135	12/21/2023	Street Lighting repair	101.43.5400.445.40042	407.76
REVOLUTIONARY SPORTS, LLC	539	12/29/2023	youth dance classes	101.44.6100.454.30700	156.00
REVOLUTIONARY SPORTS, LLC	539	12/29/2023	preschool dance classes	101.44.6100.454.30700	728.00
INNOVATIVE OFFICE SOLUTIO…	IN4411757	12/21/2023	planning office supplies	101.45.3200.419.60010	35.88
GRAINGER	9939894011	12/29/2023	soap/lotion dispensers	101.44.6000.451.60011	884.34
INNOVATIVE OFFICE SOLUTIO…	IN4413196	12/29/2023	Desk Supplies for Comm Speci…	101.41.1300.413.60010	14.08
INNOVATIVE OFFICE SOLUTIO…	IN4413304	12/29/2023	Admin front desk tape supply …	101.41.1100.413.60010	1.98
INNOVATIVE OFFICE SOLUTIO…	IN4413331	12/21/2023	planning office supplies	101.45.3200.419.60010	41.21
MN DEPT OF REVENUE	November 2023	12/19/2023	Taxes	101.207.2070300	1,958.95
MN DEPT OF REVENUE	November 2023 CR	12/19/2023	Taxes	101.207.2070300	-0.43
TOTAL CONSTRUCTION & EQU…	40239914.1	12/29/2023	LED lights at Skyview & Oakw…	101.44.6000.451.40047	14,340.00
INNOVATIVE OFFICE SOLUTIO…	IN4414273	12/29/2023	office supplies	101.45.3200.419.60010	32.29
SOUTH EAST TOWING, Inc.	12/1/2023	12/21/2023	Tow two vehicles for streets p…	101.43.5200.443.30700	247.50
HANDT, MATTHEW	12/1/2023	12/21/2023	Refund permit #LCC20230000…	101.45.3300.3219500	100.00
BENJAMIN GERALD BIGELOW	12/5/2023	12/21/2023	Breakfast with Santa PhotoBo…	101.44.6100.453.30700	425.00
LOUIS M RUTTEN	12/6/2023	12/21/2023	entertainment for state of the…	101.41.1000.413.30700	75.00
LOUIS M RUTTEN	12/6/2023	12/21/2023	State of the City - 2 hrs of live…	101.41.1100.413.30700	75.00
METROPOLITAN COUNCIL	12/8/2023	12/21/2023	Monthly SAC fee 11.2023	101.41.0000.3414000	-99.40
SOUTH ST PAUL, CITY OF	13860	12/21/2023	Skyzone summer field trip paid…	101.44.6100.452.30700	239.70
SOUTH ST PAUL, CITY OF	13861	12/21/2023	Entrance fee for Grand Slam p…	101.44.6100.452.30700	56.00
FIRST IMPRESSION GROUP	152064P	12/29/2023	postage for Insights winter 20…	101.41.1300.413.50035	3,145.59
TKDA	2023006464	12/21/2023	65th St. Area Plan Services	101.45.3200.419.30700	6,874.51
ESTRELLA-WELLS, RENEE	23-5205	12/21/2023	Insights layout	101.41.1300.413.30700	1,935.00
THE BANCORP BANK, N.A.	23-7582	12/21/2023	Search warrant fee case 2300…	101.42.4000.421.30700	80.00
SOUTH EAST TOWING, Inc.	238648	12/21/2023	Towing fees	101.42.4000.421.30700	110.00
SOUTH EAST TOWING, Inc.	239440	12/21/2023	Towing Fees	101.42.4000.421.30700	367.00
TAHO SPORTSWEAR	23TS5932	12/21/2023	T-Shirts for annual P&R schola…	101.44.6100.3650000	284.55
TAHO SPORTSWEAR	23TS5967	12/21/2023	t-shirts for youth volleyball le…	101.44.6100.454.60009	558.20
MATHESON TRI-GAS, INC.	28857973	12/21/2023	3 new OX tanks	101.42.4000.421.60065	97.96
LOCAL GOVERNMENT INFOR…	54243	12/21/2023	December 2023 Police Softwa…	101.42.4000.421.50072	2,741.00
HOLIDAY COMPANIES	80901122300	12/21/2023	November 2023 Squad Car W…	101.42.4000.421.60016	170.00
CRAIG RAPP	CPG-IGH-12.5-23.1	12/21/2023	Annual fee-Leadership Devlp…	101.41.1100.413.50080	700.00
ST PAUL STAMP WORKS INC	DR00010532	12/21/2023	dog park tags	101.44.6100.456.60009	206.98
ENTERPRISE FM TRUST	FBN4908644	12/21/2023	Monthly vehicle lease	101.42.4000.421.70300	18,366.00
STREICHER'S	I1669630	12/21/2023	Range Bag	101.42.4000.421.60018	115.00
BRITTANY MISKOWIEC	IGHPD-12042023	12/21/2023	Wellness Check Ins	101.42.4000.421.70501	6,050.00
NORTHLAND BUSINESS SYST…	IN107355	12/21/2023	Contract Payment	101.42.4000.421.30700	285.12
NORTHLAND BUSINESS SYST…	IN107355	12/21/2023	Transcription Contract	101.42.4000.421.30700	285.12
MACQUEEN EMERGENCY GR…	P23632	12/29/2023	2 gas detectors	101.42.4200.423.60040	1,975.40
ING DIRECT	INV0179840	12/22/2023	MSRS-HCSP	101.203.2032200	116,985.43
EFTPS	INV0179841	12/22/2023	FEDERAL WITHHOLDING	101.203.2030200	1,065.62
MN DEPT OF REVENUE (PAYR…	INV0179842	12/22/2023	STATE WITHHOLDING	101.203.2030300	582.06
EFTPS	INV0179843	12/22/2023	MEDICARE WITHHOLDING	101.203.2030500	383.90
UNIFIRST CORPORATION	1410031322	12/29/2023	Uniforms streets	101.43.5200.443.60045	42.82
UNIFIRST CORPORATION	1410031322	12/29/2023	Uniforms parks	101.44.6000.451.60045	17.08
RENEE DUBS ELLENA	23-5226	12/29/2023	Insights layout	101.41.1300.413.30700	2,005.00
BENJAMIN GERALD BIGELOW	11/1/2023c	12/29/2023	Photobooth for Ghostly Gathe…	101.44.6100.453.30700	425.00
G BOLTZ BOLTON	11/1/2023c	12/29/2023	Inflatable for Ghostly Gatheri…	101.44.6100.453.30700	200.00
SOUTH EAST TOWING, Inc.	12/1/2023a	12/29/2023	Tow two vehicles for streets p…	101.43.5200.443.30700	247.50
LAURENTINA DEJONG	12/4/2023c	12/29/2023	Winter 2023 decorating/fall cl…	101.44.6000.451.30700	1,262.50
LOUIS M RUTTEN	12/6/2023c	12/29/2023	State of the City - 2 hrs of live…	101.41.1100.413.30700	75.00
ACME TOOLS	12130975	12/29/2023	tools	101.42.4200.423.60040	2,428.96
ACME TOOLS	12130999	12/29/2023	lithium battery pack warrenty…	101.42.4200.423.60040	249.00
ACME TOOLS	12131011	12/29/2023	lithium battery pack	101.42.4200.423.60040	387.00
ACME TOOLS	12132871	12/29/2023	Milwaukee LED lights and Misc…	101.42.4200.423.60040	944.00
ACME TOOLS	12135888	12/29/2023	Milwaukee LED light	101.42.4200.423.60040	138.00
CULLIGAN	157986034674	12/29/2023	bottled water for St 2	101.42.4200.423.60065	116.64

Expense Approval Report **Payment Dates: 12/6/2023 - 1/2/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FIRE PROTECTION SERVICES, I...	1870	12/29/2023	working on plan reviews	101.42.4200.423.30700	163.18
CITY OF MAPLEWOOD	20064	12/29/2023	East Metro training facility ren...	101.42.4200.424.30700	5,300.00
MINNEAPOLIS OXYGEN CO.	20299114	12/29/2023	Oxygen cylinder rental	101.42.4200.423.30700	198.84
MINNEAPOLIS OXYGEN CO.	20299115	12/29/2023	Oxygen cylinder rental	101.42.4200.423.30700	15.96
MN GLOVE & SAFETY, INC.	343965	12/29/2023	winter gear Joe H	101.44.6000.451.60045	161.95
HANCE UTILITY SERVICES INC	35244	12/29/2023	location svcs at Allison Way	101.44.6000.451.30700	194.00
LOCAL GOVERNMENT INFOR...	54251	12/29/2023	DCC field ops invoice	101.42.4200.423.50072	215.00
DAKOTA CTY FINANCIAL SVCS	5500847B	12/29/2023	May MHZ Subscriber fee	101.42.4000.421.70501	1,843.07
DAKOTA CTY FINANCIAL SVCS	5500847B	12/29/2023	DCC subscriber fee	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	5500847B	12/29/2023	800 MHZ	101.43.5200.443.30700	46.66
COMCAST	8772105910359526X12052023	12/29/2023	cable invoice for Station 1	101.42.4200.423.30700	10.79
INNOVATIVE OFFICE SOLUTIO...	IN4397147	12/29/2023	office supplies FM	101.42.4200.423.60010	167.79
ICMA RETIREMENT TRUST - 4...	INV0180503	12/29/2023	457 - ROTH AGE <50 %	101.203.2031400	1,060.40
ICMA RETIREMENT TRUST - 4...	INV0180504	12/29/2023	457 - ROTH AGE <50	101.203.2031400	505.00
ICMA RETIREMENT TRUST - 4...	INV0180505	12/29/2023	457 - ROTH AGE 50+	101.203.2031400	245.00
ICMA RETIREMENT TRUST - 4...	INV0180506	12/29/2023	457 -AGE <49 %	101.203.2031400	7,789.27
ICMA RETIREMENT TRUST - 4...	INV0180507	12/29/2023	457 -AGE 50+	101.203.2031400	2,385.29
ICMA RETIREMENT TRUST - 4...	INV0180508	12/29/2023	457 -AGE <49	101.203.2031400	6,293.38
ICMA RETIREMENT TRUST - 4...	INV0180509	12/29/2023	457 PLAN -AGE 50+ %	101.203.2031400	1,015.87
MN STATE RETIREMENT SYST...	INV0180510	12/29/2023	457 ROTH IRA (AGE 49 & UND...	101.203.2031400	510.00
MINNESOTA DEPARTMENT OF...	INV0180511	12/29/2023	CASE #001570640001	101.203.2032100	342.87
TEXAS STATE DISBURSEMENT...	INV0180512	12/29/2023	CASE #0012022247	101.203.2032100	230.77
MINNESOTA DEPARTMENT OF...	INV0180513	12/29/2023	CASE #001490481201	101.203.2032100	357.72
MINNESOTA DEPARTMENT OF...	INV0180514	12/29/2023	CASE #000115468905	101.203.2032100	65.06
MINNESOTA DEPARTMENT OF...	INV0180515	12/29/2023	CASE #001563363401	101.203.2032100	426.85
MINNESOTA DEPARTMENT OF...	INV0180516	12/29/2023	CASE #001567848502	101.203.2032100	60.45
MINNESOTA DEPARTMENT OF...	INV0180517	12/29/2023	CASE #001521862201	101.203.2032100	200.73
WI SCTF (WI SUPPORT COLLEC...	INV0180518	12/29/2023	PARTICIPANT ID#0004986316	101.203.2032100	433.06
MEDSURETY ACH ONLY	INV0180519	12/29/2023	HSA ELECTION-FAMILY	101.203.2032500	3,938.18
MEDSURETY ACH ONLY	INV0180520	12/29/2023	HSA ELECTION-SINGLE	101.203.2032500	5,657.50
MN STATE RETIREMENT SYST...	INV0180521	12/29/2023	MINNESOTA DEFERRED COM...	101.203.2031400	835.00
MN STATE RETIREMENT SYST...	INV0180522	12/29/2023	MINNESOTA DEFERRED COM...	101.203.2031400	1,233.12
ING DIRECT	INV0180523	12/29/2023	MSRS-HCSP	101.203.2032200	232.56
PERA	INV0180524	12/29/2023	PERA COORDINATED PLAN	101.203.2030600	49,817.00
PERA	INV0180525	12/29/2023	EMPLOYER SHARE (EXTRA PE...	101.203.2030600	3,832.13
PERA	INV0180526	12/29/2023	PERA DEFINED PLAN	101.203.2030600	15.77
PERA	INV0180527	12/29/2023	EMPLOYER SHARE (PERA DEFI...	101.203.2030600	15.77
PERA	INV0180528	12/29/2023	PERA POLICE & FIRE PLAN	101.203.2030600	32,337.14
PERA	INV0180529	12/29/2023	EMPLOYER SHARE (POLICE & F...	101.203.2030600	48,505.77
ICMA RETIREMENT TRUST - 4...	INV0180530	12/29/2023	ROTH IRA (AGE 49 & UNDER)	101.203.2032400	2,938.76
ICMA RETIREMENT TRUST - 4...	INV0180531	12/29/2023	ROTH IRA (AGE 50 & OVER)	101.203.2032400	438.46
ICMA RETIREMENT TRUST - 4...	INV0180532	12/29/2023	ROTH-AGE <49 %	101.203.2032400	54.59
EFTPS	INV0180533	12/29/2023	FEDERAL WITHHOLDING	101.203.2030200	74,242.54
MN DEPT OF REVENUE (PAYR...	INV0180534	12/29/2023	STATE WITHHOLDING	101.203.2030300	30,892.44
EFTPS	INV0180535	12/29/2023	MEDICARE WITHHOLDING	101.203.2030500	19,831.04
EFTPS	INV0180536	12/29/2023	SOCIAL SECURITY WITHHOLDI...	101.203.2030400	49,282.36
INNOVATIVE OFFICE SOLUTIO...	SCN-123703	12/29/2023	return of wrong size cable ties	101.41.1200.414.60065	-46.34
DAKOTA ELECTRIC ASSN	200001093947 12/31/2023	12/31/2023	Electric	101.43.5400.445.40020	1,481.14
DAKOTA ELECTRIC ASSN	200002468379 12/31/2023	12/31/2023	Electric	101.44.6000.451.40020	455.99
DAKOTA ELECTRIC ASSN	200002501658 12/31/2023	12/31/2023	Electric	101.44.6000.451.40020	165.41
DAKOTA ELECTRIC ASSN	200003935632 12/31/2023	12/31/2023	Electric	101.44.6000.451.40020	188.95
DAKOTA ELECTRIC ASSN	200004267134 12/31/2023	12/31/2023	Electric	101.43.5400.445.40020	53.61
DAKOTA ELECTRIC ASSN	200004430542 12/31/2023	12/31/2023	Electric	101.44.6000.451.40020	18.80
DAKOTA ELECTRIC ASSN	200010036635 12/31/2023	12/31/2023	Electric	101.42.4200.423.40020	2,440.92
XCEL ENERGY	855682519	12/31/2023	FD natural gas charges	101.42.4200.423.40010	2,412.32
XCEL ENERGY	855682519	12/31/2023	FD electric charges	101.42.4200.423.40020	1,512.49
XCEL ENERGY	855682519	12/31/2023	Street lighting electric charges	101.43.5400.445.40020	1,408.77
XCEL ENERGY	855682519	12/31/2023	Parks natural gas charges	101.44.6000.451.40010	417.89
XCEL ENERGY	855682519	12/31/2023	Parks electric charges	101.44.6000.451.40020	599.76
XCEL ENERGY	856321576	12/31/2023	Street lighting electric charges	101.43.5400.445.40020	12,359.21

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	856513498	12/31/2023	PD electric	101.42.4000.421.40042	49.57
WELLS FARGO CREDIT CARD A...	Alert All Corp Bernardy, WF 1...	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60010	2,930.00
WELLS FARGO CREDIT CARD A...	Amazon.Com 721f151t3 Chio...	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	133.80
WELLS FARGO CREDIT CARD A...	Amazon.Com Ni78i3tp3 Mikel,...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.454.60009	218.96
WELLS FARGO CREDIT CARD A...	Amazon.Com Qq9aw6lz3 Jack...	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60045	104.98
WELLS FARGO CREDIT CARD A...	Amazon.Com Uy4mp5yr3 Jack...	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	21.16
WELLS FARGO CREDIT CARD A...	American Heart Shopcpr Bern...	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60018	45.70
WELLS FARGO CREDIT CARD A...	American Planning A Payable,...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.30700	295.00
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us 884wz6ov3 Pa...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	78.01
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Dc8dg2jd3 Ga...	12/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.60040	398.98
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Go29r6kx3 Joh...	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.60010	120.72
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us H33im52a3 Mi...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	36.98
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us H813j74z3 Pay...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	38.86
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Jh2l49ku3 Kier...	12/31/2023	Wells Fargo Purchase Cards	101.41.1200.414.60040	97.96
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Ls8ra34n3 Joh...	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.60045	75.95
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Payable, A WF ...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	-34.45
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Payable, A WF ...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	-10.99
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Payable, A WF ...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	-16.57
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Payable, A WF ...	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60001	-21.98
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Ph0es9rq3 Ga...	12/31/2023	Wells Fargo Purchase Cards	101.41.2000.415.60040	35.99
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Sc0500793 Joh...	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.60018	255.00
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Swenhaugen ...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.454.60009	-58.54
WELLS FARGO CREDIT CARD A...	Amzn Mktp Us Zc2bn25a3 Sw...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.454.60009	77.77
WELLS FARGO CREDIT CARD A...	Bca Training Education Allen, ...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	75.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Allen, ...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	-25.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Allen, ...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	-25.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Allen, ...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	-25.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Lee, Ka...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	25.00
WELLS FARGO CREDIT CARD A...	Bca Training Education Lee, Ka...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	-50.00
WELLS FARGO CREDIT CARD A...	Breezy Point Resort In Winget,...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	277.03
WELLS FARGO CREDIT CARD A...	Carhartt Kreuser, J WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60045	298.95
WELLS FARGO CREDIT CARD A...	Carhartt Lee, Katri WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	179.98
WELLS FARGO CREDIT CARD A...	Carhartt Sperl, Mik WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60045	289.98
WELLS FARGO CREDIT CARD A...	Ck Holiday # 06438 Winget, Da...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60016	12.00
WELLS FARGO CREDIT CARD A...	Clkbank Com_2skdka2j Mikel,...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.454.60009	20.55
WELLS FARGO CREDIT CARD A...	Clkbank Com_2skdkabj Mikel,...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.454.60009	10.74
WELLS FARGO CREDIT CARD A...	Colehaan.Com Otis, Josh WF 1...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	169.90
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Allen, Tar W...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	14.97
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Allen, Tar W...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	30.23
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Bernardy, ...	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50075	92.93
WELLS FARGO CREDIT CARD A...	Dog Waste Depot O'Connor, ...	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60065	3,960.00
WELLS FARGO CREDIT CARD A...	Drkula'S 32 Bowl Swenhaugen...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.455.60009	50.00
WELLS FARGO CREDIT CARD A...	Eig Constantcontact.Co Looze,...	12/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50070	20.00
WELLS FARGO CREDIT CARD A...	Ezcaterqdoba Allen, Tar WF 1...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60068	364.12
WELLS FARGO CREDIT CARD A...	Facebk Q8kadv3dx2 Looze, A...	12/31/2023	Wells Fargo Purchase Cards	101.41.1300.413.50025	230.63
WELLS FARGO CREDIT CARD A...	Fastsigns 270701 Mikel, Rac ...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	86.52
WELLS FARGO CREDIT CARD A...	Guardian Supply Madsen, Be...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	100.00
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Chiodo,...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	48.84
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Chiodo,...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	46.96
WELLS FARGO CREDIT CARD A...	Holiday Stations 0471 Chiodo,...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	41.90
WELLS FARGO CREDIT CARD A...	Homedepot.Com Lee, Katri WF...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	172.98
WELLS FARGO CREDIT CARD A...	Homedepot.Com Lee, Katri WF...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	35.34
WELLS FARGO CREDIT CARD A...	Iacp Allen, Tar WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	75.00
WELLS FARGO CREDIT CARD A...	Iimc Kiernan, R WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.41.1140.413.50070	50.00
WELLS FARGO CREDIT CARD A...	In Total Entertainmen Mikel, ...	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.30700	500.00
WELLS FARGO CREDIT CARD A...	Int'L Code Council Inc Johnson,...	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.60018	390.30
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Hawki...	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	59.88
WELLS FARGO CREDIT CARD A...	Inver Grove Heights Ac Hawki...	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60066	44.96
WELLS FARGO CREDIT CARD A...	Jimmy Johns # 589 Madsen, B...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	11.66
WELLS FARGO CREDIT CARD A...	Jimmy Johns 1436 - Eco Allen,...	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	114.56

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Jones & Bartlett Learn Bernar…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.424.60018	3,681.74
WELLS FARGO CREDIT CARD A…	Kahler Inn And Suites Allen, Ta…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	314.90
WELLS FARGO CREDIT CARD A…	Kahler Inn And Suites Allen, Ta…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	314.90
WELLS FARGO CREDIT CARD A…	Kwik Trip 11600011684 Chio…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50065	49.67
WELLS FARGO CREDIT CARD A…	Llrmi Chiodo, Mo WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	150.00
WELLS FARGO CREDIT CARD A…	Lookout Portable Secur Otis, J…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	110.00
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Jack…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60016	28.90
WELLS FARGO CREDIT CARD A…	Menards West St Paul M Jack…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60040	41.98
WELLS FARGO CREDIT CARD A…	Minnesota Glove & Sa Wonick,…	12/31/2023	Wells Fargo Purchase Cards	101.43.5100.442.60045	162.29
WELLS FARGO CREDIT CARD A…	Minnesota Onsite Waste John…	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.50070	230.00
WELLS FARGO CREDIT CARD A…	Mn Dept Of Agriculture Rivera…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.50070	10.00
WELLS FARGO CREDIT CARD A…	Neta Winget, Da WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	199.00
WELLS FARGO CREDIT CARD A…	Nj Criminal Allen, Tar WF 11/23	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	498.00
WELLS FARGO CREDIT CARD A…	Paradise Car Wash - Ea Allen, …	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.40041	219.99
WELLS FARGO CREDIT CARD A…	Paypal Minnesotaau Chiodo,…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50080	20.00
WELLS FARGO CREDIT CARD A…	Rascals Bar & Grill Johnson, S…	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.50075	74.34
WELLS FARGO CREDIT CARD A…	River Heights Marina I Chiodo,…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.40041	12.67
WELLS FARGO CREDIT CARD A…	Royal Canin Usa Rose, Ryan W…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60013	230.04
WELLS FARGO CREDIT CARD A…	Sams Club #4738 Allen, Tar WF…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	105.58
WELLS FARGO CREDIT CARD A…	Simplifile.Com Kiernan, R WF …	12/31/2023	Wells Fargo Purchase Cards	101.45.3200.419.50025	52.33
WELLS FARGO CREDIT CARD A…	Sp Mightyprobe T&T Johnson,…	12/31/2023	Wells Fargo Purchase Cards	101.45.3300.419.60040	206.00
WELLS FARGO CREDIT CARD A…	Sp Sheepdogmics.Com Otis, Jo…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	157.49
WELLS FARGO CREDIT CARD A…	Specialty Store Servic Chiodo,…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.40040	10,921.62
WELLS FARGO CREDIT CARD A…	Sportsmans Guide Lee, Katri …	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	92.47
WELLS FARGO CREDIT CARD A…	Sq Minnesota Cit Offi Allen, T…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	900.00
WELLS FARGO CREDIT CARD A…	Sq Minnesota Cit Offi Allen, T…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	1,950.00
WELLS FARGO CREDIT CARD A…	Sq Minnesota Cit Offi Wieder…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50080	975.00
WELLS FARGO CREDIT CARD A…	Sq The Apparel Lab Lee, Katri…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60045	1,330.00
WELLS FARGO CREDIT CARD A…	Taco Johns 9894 Madsen, Be…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	14.06
WELLS FARGO CREDIT CARD A…	Taco Johns 9894 Madsen, Be…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	14.06
WELLS FARGO CREDIT CARD A…	Target 00020461 Hofmeis…	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	20.00
WELLS FARGO CREDIT CARD A…	Target 00025197 Bauer, C…	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.50075	65.10
WELLS FARGO CREDIT CARD A…	Target 00025197 Bauer, C…	12/31/2023	Wells Fargo Purchase Cards	101.41.1120.413.60010	66.97
WELLS FARGO CREDIT CARD A…	Target 00025197 Hofmeis…	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	60.10
WELLS FARGO CREDIT CARD A…	Temu.Com Hofmeister WF 11…	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	60.97
WELLS FARGO CREDIT CARD A…	Temu.Com Hofmeister WF 11…	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	10.45
WELLS FARGO CREDIT CARD A…	The Corner Store Jackson, J W…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60040	47.58
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Hawk…	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.40040	126.42
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Hawk…	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	45.56
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Jacks…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.50080	54.94
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Oswa…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	219.70
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Hawk…	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	45.37
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Lee, K…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	109.99
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Ravn, …	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.60012	19.98
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Rivera…	12/31/2023	Wells Fargo Purchase Cards	101.43.5200.443.60065	5.99
WELLS FARGO CREDIT CARD A…	Turitto S Pizza Swoboda, B WF…	12/31/2023	Wells Fargo Purchase Cards	101.44.6000.451.50075	119.20
WELLS FARGO CREDIT CARD A…	Twin Cities Magic & Co Swenh…	12/31/2023	Wells Fargo Purchase Cards	101.44.6100.453.60009	98.33
WELLS FARGO CREDIT CARD A…	Usps Po 2688010540 Chiodo,…	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.50035	74.85
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Bergum, Er …	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60065	248.00
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Chiodo, Mo …	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.60011	237.46
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Oswald, Sc …	12/31/2023	Wells Fargo Purchase Cards	101.42.4200.423.40040	13.86
WELLS FARGO CREDIT CARD A…	Wal-Mart #5089 Wiederhoef…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.60065	35.58
WELLS FARGO CREDIT CARD A…	Wendy S 423 Madsen, Be WF …	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	13.27
WELLS FARGO CREDIT CARD A…	Wendy S 423 Madsen, Be WF …	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50075	14.79
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Chiod…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	15.99
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Lee, K…	12/31/2023	Wells Fargo Purchase Cards	101.42.4000.421.50070	12.79
				Fund 101 - GENERAL FUND Total:	**1,149,727.01**

Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CRIMEPOINT, INC.	21087	12/21/2023	Camera system for SRG	102.42.4000.421.60040	11,099.00
				Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:	**11,099.00**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 201 - C.V.B. FUND					
MICHAEL DAVID MARCOTTE	10/17/2023	10/17/2023	star of the north sponsor - hol…	201.44.1600.465.50025	550.00
LILLYANNA ELAINE SMITH	10/27/2023	10/27/2023	Fall photo shoot	201.44.1600.465.50025	35.28
LILLYANNA ELAINE SMITH	10/28/2023	10/28/2023	hotel stay refund	201.44.1600.465.50075	155.69
LILLYANNA ELAINE SMITH	10/29/2023	10/29/2023	fall photo shoot	201.44.1600.465.50025	33.33
LILLYANNA ELAINE SMITH	10/30/2023	10/30/2023	photo shooot	201.44.1600.465.50025	50.00
LIME VALLEY ADVERTISING, I…	23004.06	10/30/2023	programming services	201.44.1600.465.50025	115.00
HOUR MEDIA	11-23-AAA1057	11/10/2023	AAA living magazine Ad	201.44.1600.465.50025	970.00
LILLYANNA ELAINE SMITH	11/27/2023	12/14/2023	Experience Twin Cities	201.44.1600.465.50025	195.25
LILLYANNA ELAINE SMITH	11/27/2023	12/14/2023	USPS: Stamps	201.44.1600.465.50035	54.19
LILLYANNA ELAINE SMITH	11/27/2023	12/14/2023	Blvd & Aldi: chamber lunch & …	201.44.1600.465.50075	41.06
LILLYANNA ELAINE SMITH	11/27/2023	12/14/2023	Target & Dollar Store: Office S…	201.44.1600.465.60010	264.32
JOSEPH GARFIELD	EA8E0152-0003	11/27/2023	VIGH Edited Photos/1 Edited V…	201.44.1600.465.50025	719.50
GREENSPRING MEDIA GROUP	11-3-GS26304	12/08/2023	official visitor guide	201.44.1600.465.50025	5,220.00
TOWN SQUARE TELEVISION	2023-433	12/08/2023	Sponsorship-fall season sports…	201.44.1600.465.50025	3,000.00
RUSS M. LOWTHIAN	4087	12/14/2023	'24 HFB Community Map Part…	201.44.1600.465.50025	2,580.00
				Fund 201 - C.V.B. FUND Total:	**13,983.62**
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
MN LOCKS	101128005	10/13/2023	keys for cash drawer	205.44.6200.453.60065	9.75
MYRIAM, MORA	11/22/2023	12/21/2023	room cancelled less 15%	205.44.0000.3492500	257.12
AMERICAN RED CROSS	22643961	11/22/2023	CPR Class for Fitness by Tamm…	205.44.6200.453.60018	180.00
HAWKINS, INC.	6637550	11/28/2023	pool chemicals	205.44.6200.453.60024	6,462.33
DANZEN OF MINNESOTA, INC.	11/29/2023	11/29/2023	instructor payment for swing …	205.44.6200.453.30700	1,200.00
GRAINGER	9918842171	12/14/2023	penetrating aerosol spray	205.44.6200.453.60016	31.60
GRAINGER	9918842189	12/14/2023	motor & capacitor	205.44.6200.453.60016	181.01
INNOVATIVE OFFICE SOLUTIO…	IN4393704	11/29/2023	office supplies	205.44.6200.453.60010	28.68
FIRST IMPRESSION GROUP	150893	11/30/2023	Printing Services for Winter Br…	205.44.6200.453.50030	8,439.00
CULLIGAN	157011438908X113023	11/30/2023	softener salt	205.44.6200.453.60016	64.62
CULLIGAN	157011438908X113023	11/30/2023	softener salt	205.44.6200.453.60016	258.48
HUEBSCH SERVICES	20276246	11/30/2023	lobby mats	205.44.6200.453.40065	100.14
HUEBSCH SERVICES	20276246	11/30/2023	lobby mats	205.44.6200.453.40065	400.57
SUPREME AUDIO INC	228303	12/29/2023	repairs and replacement parts	205.44.6200.453.40042	359.90
INNOVATIVE OFFICE SOLUTIO…	SCN-124287	11/30/2023	office supplies	205.44.6200.453.60010	-38.72
TWIN SOURCE SUPPLY	00508408	12/08/2023	repairs to floor scrubber	205.44.6200.453.40042	117.77
TWIN SOURCE SUPPLY	00508408	12/08/2023	repairs to floor scrubber	205.44.6200.453.40042	117.78
R & R SPECIALTIES OF WI, INC.	0080647-IN	12/08/2023	Zamboni blade sharpening	205.44.6200.453.40042	115.00
HOLMES DESIGN, INC.	5503	12/08/2023	Winter Brochure design servic…	205.44.6200.453.30700	1,920.00
HOLMES DESIGN, INC.	5504	12/08/2023	Monthly Graphic Artist Fees fo…	205.44.6200.453.30700	4,860.00
MEDPRO WASTE DISPOSAL, L…	898662	12/08/2023	medical waste svc - 12/2023-2…	205.44.6200.453.50070	116.70
TWIN SOURCE SUPPLY	508575	12/21/2023	floor cleaner	205.44.6200.453.60011	62.71
TWIN SOURCE SUPPLY	508575	12/21/2023	floor cleaner	205.44.6200.453.60011	62.71
COMCAST	8772105910127188x12122023	12/21/2023	VMCC cable TV	205.44.6200.453.50070	328.10
INNOVATIVE OFFICE SOLUTIO…	IN4406475	12/21/2023	office supplies	205.44.6200.453.60010	78.23
TOTAL CONSTRUCTION & EQU…	38089	12/21/2023	repairs to sauna heater	205.44.6200.453.40040	533.44
TOTAL CONSTRUCTION & EQU…	38090	12/21/2023	replace receptacles in Fitness	205.44.6200.453.40040	140.03
TWIN SOURCE SUPPLY	00508432	12/14/2023	cleaning supplies	205.44.6200.453.60011	551.13
TWIN SOURCE SUPPLY	00508432	12/14/2023	cleaning supplies	205.44.6200.453.60011	551.13
APEC	125365	12/14/2023	HVAC filters	205.44.6200.453.60016	192.72
APEC	125459	12/21/2023	HVAC filters	205.44.6200.453.60016	192.72
LVC COMPANIES, INC.	129867	12/21/2023	annual fire alarm & sprinkler i…	205.44.6200.453.50055	796.00
LVC COMPANIES, INC.	129867	12/21/2023	annual fire alarm & sprinkler i…	205.44.6200.453.50055	796.00
PERFECTION PLUS, INC	315036	12/14/2023	monthly cleaning svcs - Dec 2…	205.44.6200.453.40040	6,912.70
MN GLOVE & SAFETY, INC.	344694	12/14/2023	bad weather gear - VMCC mai…	205.44.6200.453.60045	817.31
MN GLOVE & SAFETY, INC.	344694	12/14/2023	bad weather gear - VMCC	205.44.6200.453.60045	817.31
PUSH PEDAL PULL	373103	12/21/2023	Preventive Maintenance	205.44.6200.453.40042	1,049.00
TOTAL CONSTRUCTION & EQU…	38066	12/14/2023	replace floor box covers - Fitn…	205.44.6200.453.40040	1,729.76
TOTAL MECHANICAL SERVICES…	S8590	12/14/2023	repairs to condenser system in…	205.44.6200.453.40040	1,338.00
ACTIVE NETWORK, LLC	1015312	12/29/2023	ActiveNet training	205.44.6200.453.50080	425.00
RECREATION SUPPLY COMPA…	521136	12/21/2023	cleaner for pools	205.44.6200.453.60011	85.35
TWIN SOURCE SUPPLY	508709	12/21/2023	cleaning supplies	205.44.6200.453.60011	806.64

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TWIN SOURCE SUPPLY	508709	12/21/2023	cleaning supplies	205.44.6200.453.60011	806.64
MN DEPT OF REVENUE	November 2023	12/19/2023	Taxes	205.207.2070300	9,305.17
R & R SPECIALTIES OF WI, INC.	0080816-IN	12/21/2023	zamboni blade sharpening	205.44.6200.453.40042	40.00
HORIZON COMMERCIAL POOL…	INV60647	12/29/2023	pool parts & supplies	205.44.6200.453.60016	759.60
GILBERT MECHANICAL CONTR…	236800	12/21/2023	repairs to HVAC in VMCC	205.44.6200.453.40040	168.50
GILBERT MECHANICAL CONTR…	236800	12/21/2023	repairs to AHU2 in Grove	205.44.6200.453.40040	1,348.00
XCEL ENERGY	855682519	12/31/2023	Aquatic center natural gas cha…	205.44.6200.453.40010	8,530.17
XCEL ENERGY	856150817	12/31/2023	Ice arena load profile natural …	205.44.6200.453.40010	6,236.78
XCEL ENERGY	856150817	12/31/2023	Aquatic center electric charges	205.44.6200.453.40020	10,573.58
XCEL ENERGY	856150817	12/31/2023	Ice arena load profile electric	205.44.6200.453.40020	15,862.07
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us 8g4u483e3 Ho…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	100.52
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Bl55e7ss3 Gill, …	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	90.62
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Kl3g85f73 Hof…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	37.07
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Mf3j50uu3 Ho…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	28.81
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us S000a6er3 Ho…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	78.49
WELLS FARGO CREDIT CARD A…	Domino'S 1975 Hofmeister WF…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	158.48
WELLS FARGO CREDIT CARD A…	Domino'S 1975 Hofmeister WF…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	-10.65
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Roach,…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	3.76
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Roach,…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.40040	8.98
WELLS FARGO CREDIT CARD A…	Pool Supply Unlimited O'Conn…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60040	2,622.38
WELLS FARGO CREDIT CARD A…	Samsclub #4736 Abrahamson…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	128.92
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Gill, J…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.60065	259.36
WELLS FARGO CREDIT CARD A…	Zumba Fitness Crary, Amy WF…	12/31/2023	Wells Fargo Purchase Cards	205.44.6200.453.50070	38.99
			Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:		**100,623.96**
Fund: 290 - EDA-OPERATING FUND					
KRUEGER REAL ESTATE ADVIS…	11/30/2023	11/30/2023	Monthly Advisory Services-11.…	290.45.3000.419.30700	7,800.00
EHLERS AND ASSOCIATES, INC.	95742	12/14/2023	SOMIC Packaging - MIF Analys…	290.45.3000.419.30700	2,000.00
WELLS FARGO CREDIT CARD A…	The Business Journals Payable,…	12/31/2023	Wells Fargo Purchase Cards	290.45.3000.419.50070	70.00
			Fund 290 - EDA-OPERATING FUND Total:		**9,870.00**
Fund: 291 - EDA-ACQUISITIONS FUND					
LEVANDER, GILLEN & MILLER P…	81.01 11/30/2023	12/14/2023	McPhiillips acquisition monthl…	291.45.3000.419.30420	45.00
			Fund 291 - EDA-ACQUISITIONS FUND Total:		**45.00**
Fund: 401 - PARK CAPITAL REPLACEMENT					
WEBER, INC.	10/31/2023SV	10/31/2023	Pay Voucher #6, Project 2114,…	401.44.5900.744.80300	118,665.92
FLAGSHIP RECREATION LLC	F22499	12/21/2023	wood fiber & fabric for SV pla…	401.44.5900.744.80800	15,533.43
HOISINGTON KOEGLER GROUP…	021-002-32	12/14/2023	South Valley renovation svcs	401.44.5900.744.30700	3,432.60
BRAUN INTERTEC CORPORATI…	B369830	12/29/2023	SV Park construction materials…	401.44.5900.744.30700	4,475.00
			Fund 401 - PARK CAPITAL REPLACEMENT Total:		**142,106.95**
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WEBER, INC.	10/31/23HVP	12/21/2023	Pay Voucher 6 Project 2021-15…	402.44.6000.451.80300	145,266.54
SOUTH ST PAUL, CITY OF	13795	12/14/2023	Seidls Lake Design	402.44.6000.451.30300	39,020.25
WSB & ASSOCIATES, INC.	R-020153-000-16	12/29/2023	HVP Phase IV services	402.44.6000.451.30700	3,940.75
WSB & ASSOCIATES, INC.	R-023629-000-3	12/29/2023	HVP Phase V services	402.44.6000.451.30700	2,448.00
			Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:		**190,675.54**
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-7	12/21/2023	117th St. reconstruction Final…	436.73.5900.736.30300	42,405.21
			Fund 436 - 117TH STREET RECONSTRUCTION Total:		**42,405.21**
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
KIMLEY-HORN & ASSOCIATES, …	26471078	10/31/2023	2024 PMI Feasibility	440.74.5900.740.30300	34,806.19
ASTECH CORP	11/13/2023	11/13/2023	Final Pay Voucher #1, Project …	440.74.5900.740.80300	92,203.00
BOLTON & MENK, INC.	324624	12/21/2023	Bolland/62nd Construction Se…	440.74.5900.740.30300	96.50
BOLTON & MENK, INC.	324624	12/21/2023	Bolland/62nd Construction St…	440.74.5900.740.30300	96.50
BOLTON & MENK, INC.	324624	12/21/2023	Cheney-Coffman Construction…	440.74.5900.740.30300	96.50
BOLTON & MENK, INC.	324627	12/21/2023	Dawn Way Construction Servi…	440.74.5900.740.30300	1,125.50
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.09	11/30/2023	Special Assessment Appeal (D…	440.74.5900.740.30420	45.00
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.09	11/30/2023	Special Assessment Appeal (S…	440.74.5900.740.30420	1,267.00
KIMLEY-HORN & ASSOCIATES, …	160509029-1223	12/29/2023	Carleda Constr Phase Svcs	440.74.5900.740.30300	548.55
KIMLEY-HORN & ASSOCIATES, …	26555810	12/29/2023	PMI 2024 Final Design	440.74.5900.740.30300	27,968.75

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BOLTON & MENK, INC.	326558b	12/29/2023	Bolland Trl & 62nd - as built su…	440.74.5900.740.30300	8,356.50
BOLTON & MENK, INC.	326560	12/29/2023	Dawn Way Construction Svcs	440.74.5900.740.30300	771.00
			Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:		**167,380.99**
Fund: 500 - NW AREA CAPITAL PROJECTS					
KIMLEY-HORN & ASSOCIATES, …	26555807	12/29/2023	CSAH 26/63 Construction Pha…	500.74.5900.746.30300	8,320.98
			Fund 500 - NW AREA CAPITAL PROJECTS Total:		**8,320.98**
Fund: 510 - WATER-OPERATING FUND					
USABLUEBOOK	INV00169279	12/21/2023	WTP Supplies	510.50.7100.512.60016	1,352.27
USABLUEBOOK	INV00169295	12/21/2023	WTP Parts	510.50.7100.512.60016	17.56
HAWKINS, INC.	6629233	11/15/2023	water chemicals	510.50.7100.512.60019	23,514.98
GRAINGER	9905781671	11/15/2023	Caulk gun for water plant	510.50.7100.512.60016	69.87
GRAINGER	9905781705	11/15/2023	returned caulk gun	510.50.7100.512.60016	-41.52
MINNESOTA DEPARTMENT OF…	11/16/2023	12/21/2023	4th QTR 2023 water test fees	510.207.2070100	20,958.00
AUTOMATIC SYSTEMS CO.	040873	11/20/2023	Flow switch for well 5	510.50.7100.512.30700	1,708.42
MAX STEININGER, INC.	11/22/2023	11/22/2023	Less: Sales Tax Permit #2308	510.207.2070300	-48.54
MAX STEININGER, INC.	11/22/2023	11/22/2023	Hydrant Deposit Permit #2308	510.227.2270100	1,500.00
MAX STEININGER, INC.	11/22/2023	11/22/2023	Less: Hydrant Usage Permit #…	510.50.0000.3813000	-681.32
CORE & MAIN LP	T773981	11/22/2023	meters	510.50.7100.512.75500	6,311.05
MN DEPT OF LABOR & INDUS…	ABR0320624X	12/14/2023	air compressor check	510.50.7100.512.40040	10.00
CINTAS CORPORATION	4175367900	12/14/2023	Rugs at water plant	510.50.7100.512.40065	171.92
GOPHER STATE ONE-CALL	3110489	12/14/2023	Locate tickets	510.50.7100.512.30700	480.60
LONE OAK COMPANIES	93617	11/30/2023	UT statement processing (50%)	510.50.7100.512.30700	491.55
GRAINGER	9919885856	11/30/2023	Parts for water treatment plant	510.50.7100.512.60016	294.92
CORE & MAIN LP	U024027	11/30/2023	meters	510.50.7100.512.75500	3,094.83
HAWKINS, INC.	6629062	12/08/2023	water chemicals	510.50.7100.512.60019	7,874.00
ADVANCED ENGINEERING AN…	90890	12/08/2023	LSLI Consultant Services	510.50.7100.512.30700	3,689.00
SHERWIN-WILLIAMS CO.	0177-3	12/14/2023	paint for well 7	510.50.7100.512.60016	78.61
SHERWIN-WILLIAMS CO.	0249-0	12/14/2023	paint supplies for well 7	510.50.7100.512.60016	11.88
FERGUSON WATERWORKS	0521146-1	12/14/2023	Parts for Water Treatment Pla…	510.50.7100.512.60016	2,067.69
SOUTH ST PAUL STEEL SUPPLY…	1169579	12/21/2023	Fire Hyd steel	510.50.7100.512.60016	950.00
LONE OAK COMPANIES	12/6/2023	12/14/2023	Postage (50%)-Reminder Noti…	510.50.7100.512.50035	344.25
LONE OAK COMPANIES	12/6/2023	12/14/2023	Postage (50%)-Utility Bills 12.…	510.50.7100.512.50035	1,378.00
GOODIN COMPANY	2598916-00	12/14/2023	Parts for water treatment plant	510.50.7100.512.60016	75.13
GOODIN COMPANY	2598919-00	12/14/2023	Parts for water treatment plant	510.50.7100.512.60016	237.04
CINTAS CORPORATION	4166758211	12/14/2023	Rugs for water plant	510.50.7100.512.40065	126.10
HAWKINS, INC.	6639704	12/14/2023	Water plant chemicals	510.50.7100.512.60019	1,961.00
ADVANCED ENGINEERING AN…	91341	12/14/2023	LSLI Consultant Services	510.50.7100.512.30700	3,656.50
GRAINGER	9923675509	12/14/2023	Parts for Water Treatment Pla…	510.50.7100.512.60016	1,757.42
INNOVATIVE OFFICE SOLUTIO…	IN4404271	12/14/2023	office chair	510.50.7100.512.40043	103.48
HAWKINS, INC.	6646400	12/21/2023	WTP Chemicals	510.50.7100.512.60019	10.00
GRAINGER	9938912079	12/21/2023	WTP air filters	510.50.7100.512.60016	273.48
OXYGEN SERVICE COMPANY, …	8689199	12/29/2023	Chlorine shut off valve	510.50.7100.512.40042	38.37
MN DEPT OF REVENUE	November 2023	12/19/2023	Taxes	510.207.2070200	1,845.49
MN DEPT OF REVENUE	November 2023	12/19/2023	Taxes	510.207.2070300	48.54
AUTOMATIC SYSTEMS CO.	40997	12/29/2023	Well 5 repair flow switch	510.50.7100.512.40042	568.90
CINTAS CORPORATION	4178164045	12/29/2023	WTP Rugs	510.50.7100.512.30700	171.92
GRAINGER	9944698829	12/29/2023	WTP Fans	510.50.7100.512.40042	492.72
XCEL ENERGY	855682519	12/31/2023	Water natural gas charges	510.50.7100.512.40010	1,584.98
XCEL ENERGY	855682519	12/31/2023	Water electric charges	510.50.7100.512.40020	25,015.74
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Dk42549q3 Kr…	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	68.97
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Kramer, Er WF …	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	-6.99
WELLS FARGO CREDIT CARD A…	Eurofins Environment T Krame…	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.30700	3,240.00
WELLS FARGO CREDIT CARD A…	Fleet Farm 6500 Gubash, Sc …	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60045	450.70
WELLS FARGO CREDIT CARD A…	Homedepot.Com Johnson, M…	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	9.97
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Johns…	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	56.25
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Johns…	12/31/2023	Wells Fargo Purchase Cards	510.50.7100.512.60016	24.97
			Fund 510 - WATER-OPERATING FUND Total:		**117,408.70**
Fund: 511 - WATER-CAPITAL FUND					
DAKOTA AGGREGATES, LLC.	7330108	11/17/2023	watermain break repairs	511.50.7100.512.40043	462.48

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
VALLEY-RICH CO, INC	32832	12/21/2023	Watermain break repair 75th ...	511.50.7100.512.40043	10,332.82
WATER CONSERVATION SERV...	13607	11/27/2023	Water main leak detection	511.50.7100.512.40043	699.30
STANTEC CONSULTING SERVI...	2164469	12/08/2023	Water treatment plant engine...	511.50.7100.512.30300	15,013.25
			Fund 511 - WATER-CAPITAL FUND Total:		**26,507.85**
Fund: 520 - SEWER-OPERATING FUND					
ALEX BILDEAUX	11/29/2023	11/29/2023	Chainsaw training	520.51.7200.514.50080	433.00
INDUSTRIAL CHEM LABS & SV...	385269	12/21/2023	Lift Station Degreaser	520.51.7200.514.40043	297.79
LONE OAK COMPANIES	93617	11/30/2023	UT statement processing (50%)	520.51.7200.514.30700	491.54
METROPOLITAN COUNCIL	0001165585	12/08/2023	sewer charge	520.51.7200.514.40015	194,938.29
LONE OAK COMPANIES	12/6/2023	12/14/2023	Postage (50%)-Utility Bills 12....	520.51.7200.514.50035	1,378.00
LONE OAK COMPANIES	12/6/2023	12/14/2023	Postage (50%)-Reminder Noti...	520.51.7200.514.50035	344.25
OPTION ONE MECHANICAL LLC	3563	12/14/2023	Furnace at lift station	520.51.7200.514.40043	1,187.00
DAKOTA ELECTRIC ASSN	200010048618 12/31/2023	12/31/2023	Electric	520.51.7200.514.40020	169.24
XCEL ENERGY	855682519	12/31/2023	Sewer natural gas charges	520.51.7200.514.40010	249.57
XCEL ENERGY	855682519	12/31/2023	Sewer electric charges	520.51.7200.514.40020	1,597.37
WELLS FARGO CREDIT CARD A...	Sierra #4046 Johnson, M WF ...	12/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.60045	119.95
WELLS FARGO CREDIT CARD A...	Sp Unrl.Co Johnson, M WF 11...	12/31/2023	Wells Fargo Purchase Cards	520.51.7200.514.60045	153.00
			Fund 520 - SEWER-OPERATING FUND Total:		**201,359.00**
Fund: 521 - SEWER-CAPITAL FUND					
METROPOLITAN COUNCIL	12/8/2023	12/21/2023	Monthly SAC fee 11.2023	521.217.2170000	9,940.00
			Fund 521 - SEWER-CAPITAL FUND Total:		**9,940.00**
Fund: 530 - STORM WATER-OPERATING					
M & J SERVICES, LLC	2855	12/14/2023	Fall Sweeping	530.74.5900.741.40066	6,037.50
M & J SERVICES, LLC	2856	12/14/2023	storm water repairs	530.74.5900.741.40066	4,965.00
M & J SERVICES, LLC	2857	12/14/2023	storm sewer repair	530.74.5900.741.40066	4,420.00
M & J SERVICES, LLC	2858	12/14/2023	storm sewer repair	530.74.5900.741.40066	2,575.00
M & J SERVICES, LLC	2861	11/27/2023	storm water repair	530.74.5900.741.40066	4,745.00
M & J SERVICES, LLC	2863	12/08/2023	storm water repair	530.74.5900.741.40066	5,240.00
XCEL ENERGY	855682519	12/31/2023	Storm water electric charges	530.74.5900.741.40020	1,683.31
			Fund 530 - STORM WATER-OPERATING Total:		**29,665.81**
Fund: 533 - STORM WATER-CAPITAL FUND NWA					
SAVATREE	12917239	11/16/2023	Scenic Hills Storm Outlot C Tr...	533.74.5900.748.80300	4,839.64
			Fund 533 - STORM WATER-CAPITAL FUND NWA Total:		**4,839.64**
Fund: 550 - INVER WOOD GOLF COURSE					
P&W GOLF SUPPLY LLC	INV120188	10/19/2023	greenskeepers	550.52.8600.527.60020	1,032.60
P&W GOLF SUPPLY LLC	INV120261	10/20/2023	picker baskets	550.52.8100.522.60015	588.58
SAVATREE	12897179	12/21/2023	stump removal	550.52.8600.527.50045	1,189.08
COVERALL NORTH AMERICA I...	1590032335	10/27/2023	Monthly clubhouse cleaning s...	550.52.8500.526.40040	-141.27
UNIFIRST CORPORATION	1410024285	12/14/2023	uniforms	550.52.8600.527.60045	155.57
TRI-STATE BOBCAT INC.	P08867	12/21/2023	equipment repair bandit chip...	550.52.8600.527.40042	536.30
TRI-STATE BOBCAT INC.	P08965	12/21/2023	equipment repair bandit chip...	550.52.8600.527.40042	22.04
ST. PAUL PIONEER PRESS	1123520544	12/14/2023	ads for Anniversary Memb.	550.52.8500.526.50025	2,650.00
KREMER SERVICES LLC	88314	12/21/2023	repair truck - 2008 Ford F-250	550.52.8600.527.40042	1,149.35
UNITED COMMERCIAL UPHOL...	042859	12/08/2023	recovered seats on carts	550.52.8400.525.40042	1,188.00
UNIFIRST CORPORATION	1410027145	12/08/2023	uniforms and towels	550.52.8600.527.60045	155.57
COVERALL NORTH AMERICA I...	1590032430	12/08/2023	Dec 2023 clubhouse cleaning ...	550.52.8500.526.40040	1,459.69
MANSFIELD OIL COMPANY	24862159B	12/08/2023	cart fuel	550.52.8400.525.60021	833.47
HEGGIES PIZZA	407565	12/08/2023	food for resale	550.52.8300.524.76050	150.50
HEGGIES PIZZA	410294	12/08/2023	food for resale	550.52.8300.524.76050	169.05
HEGGIES PIZZA	413642	12/08/2023	food for resale	550.52.8300.524.76050	210.75
KENDELL DOORS & HARDWARE	IN087991	12/08/2023	door parts for clubhouse	550.52.8500.526.40040	360.00
UNIFIRST CORPORATION	1410028406	12/14/2023	uniforms	550.52.8600.527.60045	155.57
BERGERSON-CASWELL INC	33079	12/14/2023	outside labor blow out irrigati...	550.52.8600.527.50045	2,375.00
SOUTH BAY DESIGN	DEC2023	12/14/2023	monthly site updates - Nov 20...	550.52.8500.526.50025	224.00
UNIFIRST CORPORATION	1410029958	12/21/2023	uniforms and towels	550.52.8600.527.60045	155.57
KENDELL DOORS & HARDWARE	IN088571	12/21/2023	new door & hardware east sid...	550.52.8500.526.40040	3,250.00
MN DEPT OF REVENUE	November 2023	12/19/2023	Taxes	550.207.2070300	5,172.28
UNIFIRST CORPORATION	1410031324	12/29/2023	uniforms and towels	550.52.8600.527.60045	155.57
SAVATREE	13826773	12/29/2023	tree removal hole 7	550.52.8600.527.50045	3,305.88

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
USGA	12/31/2023	12/31/2023	2024 USGA membership	550.130.1430000	150.00
DAKOTA ELECTRIC ASSN	200002013605 12/31/2023	12/31/2023	Electric	550.52.8600.527.40020	288.83
XCEL ENERGY	855682519	12/31/2023	GC natural gas charges	550.52.8500.526.40010	85.65
XCEL ENERGY	855682519	12/31/2023	GC electric charges	550.52.8500.526.40020	683.13
XCEL ENERGY	855682519	12/31/2023	GC maintenance natural gas c…	550.52.8600.527.40010	236.86
XCEL ENERGY	855682519	12/31/2023	GC maintenance electric char…	550.52.8600.527.40020	613.96
WELLS FARGO CREDIT CARD A…	Benchmarkemailcom Otness, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.60065	138.00
WELLS FARGO CREDIT CARD A…	Facebk Txzgkx3hy2 Moynihan,…	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	903.38
WELLS FARGO CREDIT CARD A…	Facebk 7v3fgv3gy2 Moynihan, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	500.00
WELLS FARGO CREDIT CARD A…	Facebk Uwa4nvbgy2 Moyniha…	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	900.00
WELLS FARGO CREDIT CARD A…	Harbor Freight Tools 7 Lage, T…	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.60040	19.44
WELLS FARGO CREDIT CARD A…	Iheart Media Moynihan, WF …	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.50025	2,561.37
WELLS FARGO CREDIT CARD A…	In Plumbing Restorati Moynih…	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.40040	275.00
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Otness,…	12/31/2023	Wells Fargo Purchase Cards	550.52.8500.526.60065	23.77
WELLS FARGO CREDIT CARD A…	Minnesota Golf Course Metz, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.50080	300.00
WELLS FARGO CREDIT CARD A…	The Home Depot #2845 Lage, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.60012	124.72
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Metz, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.60012	194.45
WELLS FARGO CREDIT CARD A…	Twin City Saw & Servic Metz, J…	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.40042	133.88
WELLS FARGO CREDIT CARD A…	Twin City Saw & Servic Metz, J…	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.40042	116.50
WELLS FARGO CREDIT CARD A…	U Of M Contlearning Ol Metz, …	12/31/2023	Wells Fargo Purchase Cards	550.52.8600.527.50080	290.00
			Fund 550 - INVER WOOD GOLF COURSE Total:		**35,042.09**
Fund: 602 - RISK MANAGEMENT					
LEAGUE OF MN CITIES INS TR…	8593	12/21/2023	Deductible- LMC 310032 - Fire…	602.00.2100.415.70200	7,891.27
LEAGUE OF MN CITIES INS TR…	12/7/2023	12/14/2023	12.1.23 Worker's Comp Premi…	602.00.2100.415.50009	71,670.67
LEAGUE OF MN CITIES INS TR…	12/7/2023	12/14/2023	Worker's Compensation Prem…	602.130.1430000	143,341.33
LEAGUE OF MN CITIES INS TR…	12/1/2023	12/29/2023	WC Deductible 496797	602.00.2100.415.70210	219.92
LEAGUE OF MN CITIES INS TR…	12/1/2023	12/29/2023	WC Deductible 496772	602.00.2100.415.70210	241.94
			Fund 602 - RISK MANAGEMENT Total:		**223,365.13**
Fund: 603 - CENTRAL EQUIPMENT					
DAVIS EQUIPMENT CORPORAT…	EI18388	12/21/2023	553 Aerator	603.00.5300.444.40042	640.50
CINTAS CORPORATION	4171089449	12/14/2023	rugs	603.00.5300.444.40065	236.95
PUMP AND METER SERVICE I…	4001006	10/19/2023	39 morrison replacement lid	603.00.5300.444.40040	2,452.00
MN GLOVE & SAFETY, INC.	343476	12/21/2023	Work Gloves. (Dozen)	603.00.5300.444.60045	84.00
CINTAS CORPORATION	4172509770	12/14/2023	rugs	603.00.5300.444.40065	126.10
CINTAS CORPORATION	4172509805	12/14/2023	rugs	603.00.5300.444.40065	236.95
BIG TOP RENTAL, INC.	75939	10/31/2023	Portable restroom for PW buil…	603.00.5300.444.40040	70.00
CENTENNIAL GLASS	I00013575	11/11/2023	2020 Squad car windshield	603.00.5300.444.40041	440.00
CENTENNIAL GLASS	I00013576	11/11/2023	Dump truck windshield	603.00.5300.444.40041	125.00
CENTENNIAL GLASS	I00013577	11/11/2023	Dump truck windshield	603.00.5300.444.40041	125.00
DIAMOND MOWERS INC	254047	12/21/2023	538 Flail mower	603.00.5300.444.40042	547.02
INVER GROVE FORD	5337370	11/13/2023	Squad car spark plug and parts	603.00.5300.444.40041	50.67
NORTH AMERICAN TRAILER S…	030004215579	11/14/2023	Dump truck filter and parts	603.00.5300.444.40041	191.45
H&L MESABI	12678	12/14/2023	402 Utilities F550 Plow blades	603.00.5300.444.40041	680.00
H&L MESABI	12678	12/14/2023	505 Parks F550 Plow blades	603.00.5300.444.40041	680.00
CINTAS CORPORATION	4173991021	11/14/2023	Rugs at Public Works building	603.00.5300.444.40065	324.25
NORTH AMERICAN TRAILER S…	030004215659	11/15/2023	Dump truck parts	603.00.5300.444.40041	44.45
FERRELLGAS	1124872531	12/14/2023	Patch truck propane	603.00.5300.444.40041	162.58
MANSFIELD OIL COMPANY	24723527b	12/29/2023	Fuel	603.140.1450060	13,476.71
NORTH AMERICAN TRAILER S…	030004215709	11/16/2023	Dump truck filter and parts	603.00.5300.444.40041	181.55
PUMP AND METER SERVICE I…	1004487	11/16/2023	Annual lift inspection	603.00.5300.444.40040	1,540.00
DIAMOND MOWERS INC	254297	12/21/2023	538 Flail mower	603.00.5300.444.40042	926.98
TOWMASTER TRAILERS INC	464934	12/14/2023	Dump truck valve cable pull off	603.00.5300.444.40041	318.46
INVER GROVE FORD	6403902	11/16/2023	unmarked squad car electrical …	603.00.5300.444.40041	124.99
NUSS TRUCK AND EQUIPMENT	PSO057644-1	11/16/2023	Dump truck sealing ring	603.00.5300.444.40041	16.19
FACTORY MOTOR PARTS COM…	1-Z34121	11/17/2023	Credit for battery	603.140.1450050	-32.00
FACTORY MOTOR PARTS COM…	1-Z34122	11/17/2023	Shop supplies	603.00.5300.444.60012	99.80
INVER GROVE FORD	5337602	11/17/2023	Brake parts for Fire's squad car	603.00.5300.444.40041	212.72
HANCO CORPORATION	63863-00	11/20/2023	Shop supplies	603.00.5300.444.60012	58.25
KREMER SERVICES LLC	88186	11/20/2023	Utilities truck front axle align…	603.00.5300.444.40041	167.94
NUSS TRUCK AND EQUIPMENT	PSO057153-2	11/20/2023	Dump truck inversion valve	603.00.5300.444.40041	139.42

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FACTORY MOTOR PARTS COM...	1-9210397	11/21/2023	Stock oil filters	603.140.1450050	129.44
LITTLE FALLS MACHINE INC	369656	12/21/2023	312 Dump truck chain	603.00.5300.444.40041	114.93
GRAINGER	9912013654	12/14/2023	Shop supplies Cutting oil	603.00.5300.444.60012	281.27
TRI-STATE BOBCAT INC.	P08477	11/21/2023	Bobcat tail light	603.00.5300.444.40042	41.99
MACQUEEN EMERGENCY GR...	P10134	12/14/2023	Fire truck door seal	603.00.5300.444.40041	27.60
NORTH AMERICAN TRAILER S...	3.00004E+11	12/21/2023	323 Dump truck	603.00.5300.444.40041	321.61
NORTH AMERICAN TRAILER S...	30004215929	12/29/2023	323 Dump truck brake valve	603.00.5300.444.40041	321.61
INVER GROVE FORD	5337771	12/21/2023	S1 Fire squad spark plug, etc. ...	603.00.5300.444.40041	184.17
INVER GROVE FORD	5337772	12/21/2023	S1 Fire squad ignition cover	603.00.5300.444.40041	13.35
FERRELLGAS	RNT10118643	12/14/2023	tank run	603.00.5300.444.40041	12.00
METRO JANITORIAL SUPPLY I...	11015938	12/14/2023	Janitorial Supplies	603.00.5300.444.60011	392.53
UNIFIRST CORPORATION	1410025713	11/27/2023	Other rentals	603.00.5300.444.40065	137.62
UNIFIRST CORPORATION	1410025713	11/27/2023	Uniforms - CE	603.00.5300.444.60045	35.21
TOWMASTER TRAILERS INC	465047	12/14/2023	Dump truck cap and gasket	603.00.5300.444.40041	53.22
INVER GROVE FORD	5337900	12/21/2023	2131 Squad car spark plug, etc.	603.00.5300.444.40041	120.71
INVER GROVE FORD	6404493	12/21/2023	2025 Squad car exhaust repairs	603.00.5300.444.40041	949.85
ARROW MOWER, INC.	83881	12/21/2023	Chainsaw Maintenance	603.00.5300.444.60016	61.56
CINTAS CORPORATION	4175367891	11/28/2023	Rugs at Public Works building	603.00.5300.444.40065	324.25
INVER GROVE FORD	5337919	12/21/2023	2131 Squad car water hose	603.00.5300.444.40041	116.15
INVER GROVE FORD	5337940	12/21/2023	2131 Squad car exhaust valve	603.00.5300.444.40041	100.74
RDO EQUIPMENT COMPANY	P4229901	12/21/2023	325 Sweeper no lic	603.00.5300.444.40042	78.06
NUSS TRUCK AND EQUIPMENT	PSO059899-1	11/28/2023	Roller filters and cartridge	603.00.5300.444.40042	127.10
INVER GROVE FORD	5337985	12/21/2023	2131 Squad car brake repairs	603.00.5300.444.40041	362.25
INVER GROVE FORD	5337986	12/21/2023	1602 Umarked squad TPMS s...	603.00.5300.444.40041	52.89
EMERGENCY AUTOMOTIVE TE...	BA112823-33	11/29/2023	Fire truck whelen amber lens	603.00.5300.444.40041	25.52
INVER GROVE FORD	Q001367963	12/21/2023	2131 Squad car brake repairs	603.00.5300.444.40041	274.74
NORTHERN SAFETY TECHNOL...	56781	12/21/2023	Squad build outs	603.00.5300.444.80701	4,419.29
THE REINALT- THOMAS CORP...	6228082	12/21/2023	2002 Unmarked police	603.00.5300.444.60014	680.00
BIG TOP RENTAL, INC.	75940	11/30/2023	Portable restroom for PW buil...	603.00.5300.444.40040	70.00
POMP'S TIRE SERVICE, INC.	980113042	12/14/2023	Parks F250 tires and alignment	603.00.5300.444.60014	632.32
POMP'S TIRE SERVICE, INC.	980113077	12/21/2023	Stock tires	603.140.1450050	1,080.00
PUMP AND METER SERVICE I...	1001413	12/08/2023	Annual electronic leak detecto...	603.00.5300.444.40040	604.00
JOHN DEERE GOVERNMENT &...	117513456	12/08/2023	522 John Deere tractor	603.00.5300.444.80400	74,013.20
LAURENTINA DEJONG	12/4/2023	12/08/2023	Winter 2023 decorating/fall cl...	603.00.5300.444.40040	450.00
MIDWAY FORD	134238	12/08/2023	New Parks F550	603.00.5300.444.80700	56,054.14
UNIFIRST CORPORATION	1410027143	12/08/2023	Other rentals	603.00.5300.444.40065	137.62
UNIFIRST CORPORATION	1410027143	12/08/2023	Uniforms - CE	603.00.5300.444.60045	44.36
FACTORY MOTOR PARTS COM...	1-9176063	12/08/2023	Stock batteries	603.140.1450050	406.40
UNIFIRST CORPORATION	1410028400	12/14/2023	Other rentals	603.00.5300.444.40065	141.12
UNIFIRST CORPORATION	1410028400	12/14/2023	Uniforms - CE	603.00.5300.444.60045	40.10
MANSFIELD OIL COMPANY	24889113	12/21/2023	Fuel	603.140.1450060	7,989.39
MANSFIELD OIL COMPANY	24889114	12/21/2023	Fuel	603.140.1450060	3,426.21
MANSFIELD OIL COMPANY	24889115	12/21/2023	Fuel	603.140.1450060	13,471.33
NORTH AMERICAN TRAILER S...	30004216692	12/21/2023	348 Trailer	603.00.5300.444.40042	47.44
INVER GROVE FORD	6400877	12/21/2023	2334 Squad car deact. daytime...	603.00.5300.444.40041	224.99
INNOVATIVE OFFICE SOLUTIO...	IN4405405	12/14/2023	office supplies	603.00.5300.444.60010	101.20
H&L MESABI	12825	12/21/2023	347 Loader	603.00.5300.444.40042	658.00
CINTAS CORPORATION	4176816188	12/21/2023	lobby mats	603.00.5300.444.40065	324.25
INVER GROVE FORD	5338512	12/29/2023	307 Bucket truck parts kit	603.00.5300.444.40041	20.90
COMO LUBE & SUPPLIES	700481	12/21/2023	Used oil filters and parts wash...	603.00.5300.444.40025	478.53
MIDWAY FORD	134479	12/29/2023	#339 F250 New Acquisition in ...	603.00.5300.444.80700	48,121.12
MIDWAY FORD	134480	12/29/2023	#502 F250 2023 Equipment R...	603.00.5300.444.80700	43,042.42
MANSFIELD OIL COMPANY	24810299	12/29/2023	Fuel	603.140.1450060	2,448.23
MANSFIELD OIL COMPANY	24810300	12/29/2023	Fuel	603.140.1450060	5,710.93
MANSFIELD OIL COMPANY	24810301	12/29/2023	Fuel	603.140.1450060	13,482.11
TOWMASTER TRAILERS INC	465492	12/29/2023	319 Dump truck wind jack	603.00.5300.444.40041	148.28
TOWMASTER TRAILERS INC	465508	12/29/2023	324 Dump truck rocker switch	603.00.5300.444.40041	28.66
INVER GROVE FORD	6399023	12/29/2023	804 Inspections F150 engine r...	603.00.5300.444.40041	149.99
INVER GROVE FORD	6405485	12/29/2023	2327 Squad car electrical repa...	603.00.5300.444.40041	179.99
KIMBALL MIDWEST	101704510	12/14/2023	Shop supplies	603.00.5300.444.60012	417.37

Expense Approval Report **Payment Dates: 12/6/2023 - 1/2/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
H&L MESABI	12381	12/14/2023	Bobcat skis loader teeth for bl...	603.00.5300.444.40042	298.00
OVERHEAD DOOR CO OF THE ...	133987	12/14/2023	security gate repair	603.00.5300.444.40040	263.20
NORTH AMERICAN TRAILER S...	30004216915	12/29/2023	542 Trailer brakes	603.00.5300.444.40042	125.76
PERFECTION PLUS, INC	315036	12/14/2023	monthly cleaning svcs - Dec 2...	603.00.5300.444.40040	521.62
POMP'S TIRE SERVICE, INC.	980113216	12/14/2023	Tires for Streets F250	603.00.5300.444.60014	632.32
POMP'S TIRE SERVICE, INC.	980113277	12/14/2023	Streets F550s tires and alignm...	603.00.5300.444.60014	594.00
INNOVATIVE OFFICE SOLUTIO...	IN4404080	12/14/2023	Office Supplies	603.00.5300.444.60010	68.10
INNOVATIVE OFFICE SOLUTIO...	IN4409285	12/21/2023	office supply	603.00.5300.444.60010	30.72
SAFE-FAST, INC.	INV284168	12/14/2023	clothing and safety supplies	603.00.5300.444.60045	452.70
MACQUEEN EMERGENCY GR...	P10237	12/29/2023	T6 Fire Truck circuit board	603.00.5300.444.40041	486.64
MACQUEEN EQUIPMENT INC	P54256	12/14/2023	Sweeper RDO fuel equipment	603.00.5300.444.40042	169.28
TRI-STATE BOBCAT INC.	W03017	12/14/2023	Bobcat swash plate sensor	603.00.5300.444.40042	1,706.67
NORTH AMERICAN TRAILER S...	30004216916	12/29/2023	542 Parks Trailer brake	603.00.5300.444.40042	117.88
POMP'S TIRE SERVICE, INC.	980113609	12/21/2023	542 Trailer	603.00.5300.444.60014	600.00
EMERGENCY AUTOMOTIVE TE...	AW121523-1	12/21/2023	E21 Fire truck	603.00.5300.444.40041	83.33
SNAP-ON INDUSTRIAL	ARV/59825220	12/29/2023	torq tool	603.00.5300.444.60040	233.95
KIMBALL MIDWEST	101741501	12/29/2023	Shop supplies	603.00.5300.444.60012	199.59
MN DEPT OF REVENUE	12/18/2023	12/18/2023	Monthly Fuel	603.00.5300.444.60021	262.49
UNIFIRST CORPORATION	1410029956	12/21/2023	Shop towels, Fender Covers, R...	603.00.5300.444.40065	135.12
UNIFIRST CORPORATION	1410029956	12/21/2023	Uniform rentals Mechanics	603.00.5300.444.60045	29.10
TITAN MACHINERY	19118366GP	12/21/2023	341 Backhoe repair parts	603.00.5300.444.40042	68.04
NORTH AMERICAN TRAILER S...	30004216998	12/29/2023	L13 Fire truck tubing	603.00.5300.444.40041	42.74
MACQUEEN EMERGENCY GR...	P10252	12/29/2023	T26 Fire truck keypad for hand...	603.00.5300.444.40041	281.64
MACQUEEN EMERGENCY GR...	P10255	12/29/2023	E33 Fire truck light part	603.00.5300.444.40041	305.92
NUSS TRUCK AND EQUIPMENT	PSO065650-1	12/29/2023	319 Dump truck antenna	603.00.5300.444.40041	75.20
LITTLE FALLS MACHINE INC	369918	12/29/2023	319 Dump truck lift cylinder	603.00.5300.444.40041	1,107.22
TRI-STATE BOBCAT INC.	P10168	12/29/2023	520 Skid loader parts	603.00.5300.444.40042	101.89
NUSS TRUCK AND EQUIPMENT	SWO016476-1	12/29/2023	319 Dump truck false code	603.00.5300.444.40041	867.38
METRO JANITORIAL SUPPLY I...	11015927	12/21/2023	5300 liquid defoamer	603.00.5300.444.40040	448.43
CUSTOM HOSE TECH	119483	12/21/2023	FL1 Fire Dept forklift.	603.00.5300.444.40042	69.00
FACTORY MOTOR PARTS COM...	1-9244302	12/21/2023	Stock Filters	603.140.1450050	47.52
FACTORY MOTOR PARTS COM...	1-Z34300	12/21/2023	Stock Battery	603.140.1450050	241.31
NORTH AMERICAN TRAILER S...	30004217278	12/29/2023	502 Parks F250 emergency lig...	603.00.5300.444.40041	332.92
LITTLE FALLS MACHINE INC	369810	12/21/2023	324 Dump Truck buffer brace	603.00.5300.444.40041	2,381.29
TOWMASTER TRAILERS INC	465337	12/21/2023	312 Dump truck plow lights	603.00.5300.444.40041	623.60
TOWMASTER TRAILERS INC	465352	12/21/2023	Stock - backup alarm	603.140.1450050	157.84
TOWMASTER TRAILERS INC	465715	12/29/2023	324 Dump truck back up light	603.00.5300.444.40041	281.26
INVER GROVE FORD	5338154	12/21/2023	2002 Unmarked squad brake ...	603.00.5300.444.40041	551.05
INVER GROVE FORD	5338256	12/21/2023	2029 Squad car buckle assemb...	603.00.5300.444.40041	86.58
INVER GROVE FORD	5338289	12/21/2023	307 Boom truck brake parts	603.00.5300.444.40041	469.23
INVER GROVE FORD	5338398	12/21/2023	802 Inspections F150 starter ...	603.00.5300.444.40041	250.05
INVER GROVE FORD	5338424	12/21/2023	returned core	603.00.5300.444.40041	-35.00
INVER GROVE FORD	5338903	12/29/2023	2030 Squad car hose	603.00.5300.444.40041	70.27
INVER GROVE FORD	6389918	12/21/2023	E21 Fire truck repairs to fuel in...	603.00.5300.444.40041	5,688.80
INVER GROVE FORD	6399168	12/21/2023	2029 Squad car gas engine re...	603.00.5300.444.40041	447.00
KREMER SERVICES LLC	88331	12/21/2023	531 Sweeper W/Lic	603.00.5300.444.40041	314.58
CENTENNIAL GLASS	I00013641	12/21/2023	2020 Squad car	603.00.5300.444.40041	310.00
INVER GROVE FORD	5338955	12/29/2023	303 Streets F550 parts	603.00.5300.444.40041	107.95
INVER GROVE FORD	5338958	12/29/2023	303 Streets F550 steering sen...	603.00.5300.444.40041	145.11
UNIFIRST CORPORATION	1410031322	12/29/2023	Shop roll towels, rags, fender ...	603.00.5300.444.40065	160.26
UNIFIRST CORPORATION	1410031322	12/29/2023	Uniforms Mechanics	603.00.5300.444.60045	57.77
FLEETPRIDE	113482457	12/29/2023	E33 Fire Dept parts	603.00.5300.444.40041	79.38
FLEETPRIDE	113482553	12/29/2023	E33 Fire truck joint clamp	603.00.5300.444.40041	10.66
CINTAS CORPORATION	4178163998	12/29/2023	Rugs	603.00.5300.444.40065	324.25
INVER GROVE FORD	6384365	12/29/2023	2026 Squad car fluid leak	603.00.5300.444.40041	208.09
MIDWAY FORD	73542	12/29/2023	328 Streets F350 Rhino lining	603.00.5300.444.40041	625.00
EMERGENCY AUTOMOTIVE TE...	BA122123-32	12/29/2023	Light package for Sq 5 W/O BO	603.00.5300.444.80700	4,744.84
TITAN MACHINERY	19137816GPa	12/29/2023	341 Backhoe latch	603.00.5300.444.40041	14.75
MACQUEEN EMERGENCY GR...	P10294	12/29/2023	E33 Fire truck low coolant	603.00.5300.444.40041	42.20
POMP'S TIRE SERVICE, INC.	980113899	12/29/2023	344 Streets F450 tires	603.00.5300.444.60014	1,807.28

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CENTENNIAL GLASS	I00013682	12/29/2023	2334 Squad car windshield	603.00.5300.444.40041	440.00
LAURENTINA DEJONG	12/4/2023c	12/29/2023	Winter 2023 decorating/fall cl…	603.00.5300.444.40040	450.00
INVER GROVE FORD	5338105	12/29/2023	2029 Squad car brake parts	603.00.5300.444.40041	664.59
MACQUEEN EMERGENCY GR…	P09811	12/29/2023	Credit for returned parts	603.00.5300.444.40041	-1,087.05
XCEL ENERGY	855682519	12/31/2023	PW natural gas charges	603.00.5300.444.40010	530.07
XCEL ENERGY	855682519	12/31/2023	PW electric charges	603.00.5300.444.40020	1,524.38
XCEL ENERGY	856321576	12/31/2023	Equipment maintenance electr…	603.00.5300.444.40020	7,397.58
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Aa9cm4wf3 Ja…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	12.84
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Vf3dy36s3 Jack…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	116.99
WELLS FARGO CREDIT CARD A…	Inver Grove Heights Ac Jackso…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	35.56
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	321.50
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40040	234.52
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	30.38
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	36.97
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40041	259.07
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.40042	5.29
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	14.99
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	45.20
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	37.70
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60040	16.99
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.140.1450050	26.45
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.140.1450050	313.02
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.140.1450050	149.90
WELLS FARGO CREDIT CARD A…	O'Reilly 1767 Jackson, R WF 1…	12/31/2023	Wells Fargo Purchase Cards	603.140.1450050	46.95
WELLS FARGO CREDIT CARD A…	Tractor-Supply-Co #019 Jacks…	12/31/2023	Wells Fargo Purchase Cards	603.00.5300.444.60012	31.98
				Fund 603 - CENTRAL EQUIPMENT Total:	**350,931.83**

Fund: 605 - CITY FACILITIES

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SEACOLE	234300	11/17/2023	liquid salt for CH	605.00.7500.460.60016	2,637.25
KENDELL DOORS & HARDWARE	IN087008	12/21/2023	replace locks and cores at CH	605.00.7500.460.30700	5,372.16
KENDELL DOORS & HARDWARE	IN087008	12/21/2023	replace locks and cores with …	605.00.7500.460.40040	5,372.16
MN DEPT OF LABOR & INDUS…	ABR0320839X	11/25/2023	pressure vessel at FS #1	605.00.7500.460.50070	10.00
MN DEPT OF LABOR & INDUS…	ALR0155331X	11/25/2023	City Hall Annual Operation 20…	605.130.1430000	100.00
CULLIGAN	157985030228X113023	11/30/2023	softener salt	605.00.7500.460.60016	79.90
HUEBSCH SERVICES	20276245	11/30/2023	lobby mats	605.00.7500.460.40065	176.60
LAURENTINA DEJONG	12/4/2023	12/08/2023	Winter 2023 decorating/fall cl…	605.00.7500.460.30700	1,737.50
HILLYARD INC	605324216	12/08/2023	CH cleaning supplies	605.00.7500.460.60011	985.57
DANIEL BAUER	1173	12/14/2023	repairs to PW garage radiant …	605.00.7500.460.40040	880.00
DANIEL BAUER	1174	12/21/2023	repairs to PD garage heat	605.00.7500.460.40040	755.00
DANIEL BAUER	1179	12/21/2023	repair to HVAC in council cha…	605.00.7500.460.40040	706.77
HILLYARD INC	700569005	12/14/2023	repairs to ADV265504 floor sc…	605.00.7500.460.40042	489.28
TOTAL CONSTRUCTION & EQU…	38088	12/21/2023	remove light fixtures for HVAC…	605.00.7500.460.40040	1,007.07
CINTAS CORPORATION	5188392884	12/21/2023	first aid supplies	605.00.7500.460.60065	83.94
DANIEL BAUER	1168	12/14/2023	FS #2 repair heat at reception	605.00.7500.460.40040	585.00
LVC COMPANIES, INC.	129860	12/21/2023	PW Cold Storage repair to leak…	605.00.7500.460.40040	495.00
LVC COMPANIES, INC.	129919	12/21/2023	annual fire alarm inspection FS…	605.00.7500.460.50055	390.00
HUEBSCH SERVICES	20279626	12/21/2023	lobby mats	605.00.7500.460.40065	176.60
PERFECTION PLUS, INC	315036	12/14/2023	monthly cleaning svcs - Dec 2…	605.00.7500.460.40040	5,133.19
TOTAL CONSTRUCTION & EQU…	38119	12/21/2023	floorbox/adapter plate/grind f…	605.00.7500.460.40040	2,504.20
LVC COMPANIES, INC.	130146	12/21/2023	FS #1 Annual Cellular Monitor…	605.00.7500.460.50055	640.00
LVC COMPANIES, INC.	130147	12/21/2023	FS #3 Annual Cellular monitor…	605.00.7500.460.50055	640.00
LVC COMPANIES, INC.	130148	12/21/2023	WTP Annual Fire Alarm monit…	605.00.7500.460.50055	380.00
LVC COMPANIES, INC.	130151	12/21/2023	annual cellular monitoring RV …	605.00.7500.460.50055	640.00
LVC COMPANIES, INC.	130221	12/21/2023	annual fire extinguisher svc &…	605.00.7500.460.40042	158.55
GIP III ZEPHYR ACQUISITION P…	INVRGRV-12312	12/21/2023	solar gardens Oct 2023	605.00.7500.460.40021	22,628.61
GIP III ZEPHYR ACQUISITION P…	INVRGRV-22312	12/21/2023	solar gardens Oct 2023	605.00.7500.460.40021	6,389.26
DANIEL BAUER	1185	12/21/2023	FS #2 boiler tune-ups (3)	605.00.7500.460.40040	1,965.00
DANIEL BAUER	1186	12/21/2023	FS #1 inspection & tune-up on…	605.00.7500.460.40040	305.00
LVC COMPANIES, INC.	130285	12/21/2023	progress billing on WTP fire al…	605.00.7500.460.80200	7,500.00
DANIEL BAUER	1204	12/29/2023	FS #2 glycol for snow melt loop	605.00.7500.460.60016	230.00
GILBERT MECHANICAL CONTR…	236800	12/21/2023	repairs to HVAC in PD	605.00.7500.460.40040	168.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GILBERT MECHANICAL CONTR…	236800	12/21/2023	conversion work to Alerton co…	605.00.7500.460.80200	3,201.50
GILBERT MECHANICAL CONTR…	62170	12/29/2023	Alerton installation at FS1 & F…	605.00.7500.460.80200	3,750.00
GILBERT MECHANICAL CONTR…	240026	12/29/2023	replace CO sensor cartridges i…	605.00.7500.460.40040	2,563.82
GRAINGER	9946184141	12/29/2023	v-belts for FS3 rooftop unit	605.00.7500.460.60016	26.72
LVC COMPANIES, INC.	130910	12/29/2023	FS #1 annual fire ext svc & ma…	605.00.7500.460.40040	224.40
LVC COMPANIES, INC.	130911	12/29/2023	FS #3 annual fire ext svc & ma…	605.00.7500.460.40040	143.55
LVC COMPANIES, INC.	130912	12/29/2023	PD Annual Fire Ext Inspection…	605.00.7500.460.40040	1,011.85
LVC COMPANIES, INC.	130913	12/29/2023	PW annual Fire Ext maint & svc	605.00.7500.460.40040	896.55
LAURENTINA DEJONG	12/4/2023c	12/29/2023	Winter 2023 decorating/fall cl…	605.00.7500.460.30700	1,737.50
XCEL ENERGY	855682519 CR	12/31/2023	Solar credits	605.46.0000.3653000	-34,528.51
XCEL ENERGY	856150817 CR	12/31/2023	Solar credits	605.46.0000.3653000	-339.28
WELLS FARGO CREDIT CARD A…	Amazon Prime F17rx0zu3 Stier…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60065	16.15
WELLS FARGO CREDIT CARD A…	Amazon.Com Ym5622fa3 Stier…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	55.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us 8g4br46l3 Halv…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60011	51.38
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us 8g4br46l3 Halv…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60011	39.58
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Hb1ci3bl3 Halv…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60011	56.38
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Se54w75f3 Stie…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	445.05
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us X57h01o93 Hal…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60065	19.22
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Zs2el9113 Hal…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	33.64
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	71.79
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.40040	64.80
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	9.02
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	39.94
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	39.98
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60016	82.74
WELLS FARGO CREDIT CARD A…	The Home Depot #2843 Todd,…	12/31/2023	Wells Fargo Purchase Cards	605.00.7500.460.60040	8.78
				Fund 605 - CITY FACILITIES Total:	**51,044.64**

Fund: 606 - TECHNOLOGY FUND

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CONSOLIDATED COMMUNICA…	11/15/2023	11/15/2023	Phones 11.2023	606.00.1400.413.50020	996.41
CONSOLIDATED COMMUNICA…	11/15/2023b	12/29/2023	Phones 11.2023	606.00.1400.413.50020	996.41
ZAYO GROUP, LLC	20042394	11/15/2023	City Hall Phones 11.2023	606.00.1400.413.50020	1,152.60
OPG-3, INC.	7332	11/15/2023	Laserfiche fast track project se…	606.00.1400.413.30700	410.00
QUADIENT LEASING USA, INC.	17178850	12/29/2023	Postage Machine Ink rplcmt 1…	606.00.1400.413.40044	140.60
CDW GOVERNMENT INC	NG18167	11/22/2023	Computer monitor	606.00.1400.413.60040	231.59
ZAYO GROUP, LLC	20055905	11/23/2023	Multi-site phones 11.2023	606.00.1400.413.50020	1,549.13
AT&T MOBILITY	287298708193X12032023	12/29/2023	PD Cell Phones 11.25.2023	606.00.1400.413.50020	2,939.90
AT&T MOBILITY	287299110577X12032023	12/29/2023	CH Cell phones 11.25.2023	606.00.1400.413.50020	3,024.15
US INTERNET	4176924	11/25/2023	Email filtering system monthly…	606.00.1400.413.50072	230.00
SPOK, INC.	G0317493X	12/29/2023	Monthly Translation Svcs 11.2…	606.00.1400.413.50072	5.15
PRO-TEC DESIGN INC.	112447a	12/29/2023	Help Desk Services 12.14.2023	606.00.1400.413.30700	510.00
ZAYO GROUP, LLC	20130293	12/29/2023	City Hall Phones 11-15-2023	606.00.1400.413.50020	1,152.65
EXCEL AV GROUP	153004	12/29/2023	USB Addition 12-19-2023	606.00.1400.413.80610	915.00
CENTURY LINK	651-455-9072 12/19/2023	12/29/2023	Phone bill for Station 1	606.00.1400.413.50020	51.18
PRO-TEC DESIGN INC.	112532	12/29/2023	Lenel Onguard System Upgrade	606.00.1400.413.30700	484.50
COMMERCIAL INFRASTRUCTU…	I10559	12/29/2023	Install Camera at City Hall	606.00.1400.413.30700	180.00
ZAYO GROUP, LLC	20144049	12/29/2023	Multi-site Phones 12.2023	606.00.1400.413.50020	1,527.28
US INTERNET	4229600	12/29/2023	Email filtering system monthly…	606.00.1400.413.50072	230.00
MARCO TECHNOLOGIES, LLC	35467666	12/29/2023	Printer & Copier lease contract…	606.00.1400.413.40050	6,322.71
LOCAL GOVERNMENT INFOR…	54125B	12/29/2023	Line Locating 8.2023	606.00.1400.413.30700	114.75
LOCAL GOVERNMENT INFOR…	54125B	12/29/2023	Annual software renewal-Insi…	606.00.1400.413.50072	16,425.89
LOCAL GOVERNMENT INFOR…	54260	12/29/2023	PD Monthly Internet and Fiber…	606.00.1400.413.50072	2,560.00
CDW GOVERNMENT INC	NM11560	12/29/2023	Printer ink	606.00.1400.413.40050	451.20
CDW GOVERNMENT INC	NM48921	12/29/2023	PrintHead	606.00.1400.413.40044	254.66
WELLS FARGO CREDIT CARD A…	Amazon.Com 8i2ko9dk3 Gade,…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	38.45
WELLS FARGO CREDIT CARD A…	Amazon.Com Tm68q2n23 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	79.96
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us 7y2jl5as3 Gade…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	110.30
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us A78dj57c3 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	170.00
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Gade, Marc WF…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	-15.78
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us H65ii3w13 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	22.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Hz2q54kt3 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	31.94

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Km9p66l63 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	19.99
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us L94s84o03 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	15.78
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us M34kg7vx3 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	154.52
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Oj8h93jj3 Gade…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	42.49
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Tb91t5kq3 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.60041	40.99
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Uz1wb2ix3 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	26.98
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Ww01f00k3 G…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	180.50
WELLS FARGO CREDIT CARD A…	Amzn Mktp Us Zc8fn3u63 Ga…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50080	64.64
WELLS FARGO CREDIT CARD A…	Dmi Dell Small Bus Gade, Mar…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.80610	1,134.23
WELLS FARGO CREDIT CARD A…	Zoom.Us 888-799-9666 Gade,…	12/31/2023	Wells Fargo Purchase Cards	606.00.1400.413.50072	31.98
				Fund 606 - TECHNOLOGY FUND Total:	**45,005.71**
Fund: 702 - ESCROW FUND					
JOSHUA & HEATHER BECK	10/4/2023	11/09/2023	Escrow Release	702.229.2285703	1,121.67
BARR ENGINEERING COMPANY	23190218.02-5	11/22/2023	PBL 6/22 Expansion Permit App	702.229.2293002	7,950.00
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.06	12/14/2023	pine bend landfill research	702.229.2293002	28.00
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.13	12/14/2023	Canvas @ IGH legal charges	702.229.2298003	563.50
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.13	12/14/2023	Peltier reserve legal charges	702.229.2304103	269.50
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.13	12/14/2023	Canvas @ IGH 2nd Add. legal …	702.229.2308303	661.50
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.13	12/14/2023	Robert Curve 5th addition lega…	702.229.2309503	4,079.00
LEVANDER, GILLEN & MILLER P…	11/30/2023 81.14	12/14/2023	SWFMA - 6567 Alverno legal c…	702.229.2282404	780.50
ST. PAUL PIONEER PRESS	1123572521	11/30/2023	NoPH Stuart Dev 23-46PDZ	702.229.2282504	58.80
ST. PAUL PIONEER PRESS	1123572521	11/30/2023	NoPH Ivan's Tree Service 23-4…	702.229.2282604	24.99
KIMLEY-HORN & ASSOCIATES, …	160509043.3	12/29/2023	Highlands Constr Observation	702.229.2288102	7,768.46
LEVANDER, GILLEN & MILLER P…	81.13 FINAL	12/21/2023	Robert Curve 5th Add. Review…	702.229.2309503	2,107.00
SMNPT-1	11/9/2023	12/08/2023	Partial Escrow Release	702.229.2307103	50,625.00
DAKOTA CTY ATTORNEY	12/13/2023	12/21/2023	Forfeiture Funds 23003197	702.229.2291000	458.00
STATE OF MINNESOTA - GENE…	12/13/2023	12/21/2023	Forfeiture Funds 23003197	702.229.2291000	229.00
EMMONS & OLIVIER RESOUR…	00095-0074-31	12/29/2023	Settlers Ridge Constr Observat…	702.229.2304103	1,510.42
EMMONS & OLIVIER RESOUR…	00095-0080-16	12/29/2023	Basin Insp reporting	702.229.2308903	702.77
VALLEY HOMESTEAD PROPERT…	12/14/2023	12/21/2023	Escrow Release	702.229.2283203	3,000.00
BARR ENGINEERING COMPANY	23190328.22-14	12/21/2023	Robert Curve Stormwater Rev…	702.229.2309503	205.50
BARR ENGINEERING COMPANY	23190218.00-321	12/21/2023	Pine Bend Landfill Technical A…	702.229.2293002	629.00
BARR ENGINEERING COMPANY	23190218.00-321	12/21/2023	Bitum. Rdwys: Disc/Conf filter…	702.229.2307003	32.00
BRAUN INTERTEC CORPORATI…	B369627	12/29/2023	Peltier Rsrv Geotechnical Anal…	702.229.2309603	6,774.00
Bilotta, Steve	12/18/2023	12/29/2023	Escrow Reduction	702.229.2306803	28,125.00
Bilotta, Steve	12/20/2023	12/21/2023	Escrow Release	702.229.2296103	9,546.82
STANTEC CONSULTING SERVI…	2173616	12/29/2023	Stormwater Facility Construct…	702.229.2298003	5,378.76
STANTEC CONSULTING SERVI…	2175350	12/29/2023	Stormwater Facility Construct…	702.229.2298003	603.50
AMBERWOOD, LLC	12/6/2023	12/21/2023	Escrow Refund - Amberwood	702.229.2287903	57,184.77
HEALING GARDEN LLC	12/6/2023	12/21/2023	Escrow Refund - Healing Gard…	702.229.2304803	11,234.99
DAKOTA CTY ATTORNEY	12/7/2023	12/21/2023	Forfeiture Funds 19002983	702.229.2291000	214.88
WELLS FARGO CREDIT CARD A…	Simplifile.Com Kiernan, R WF …	12/31/2023	Wells Fargo Purchase Cards	702.229.2282004	52.33
WELLS FARGO CREDIT CARD A…	Simplifile.Com Kiernan, R WF …	12/31/2023	Wells Fargo Purchase Cards	702.229.2282204	52.33
WELLS FARGO CREDIT CARD A…	Simplifile.Com Kiernan, R WF …	12/31/2023	Wells Fargo Purchase Cards	702.229.2309903	52.33
				Fund 702 - ESCROW FUND Total:	**202,024.32**
				Grand Total:	**3,133,372.98**

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: January 8, 2024
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, which includes a number of end-of-season terminations.

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

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

RECOMMENDATION
Staff recommends approval of the attached personnel actions.

ATTACHMENTS
1. Personnel Actions 1.8.24

CITY OF INVER GROVE HEIGHTS

Agenda Item 4.F.

Request for Council Action

SUBJECT: Appointment of Acting Mayor

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to appoint Councilmember John Murphy to the position of Acting Mayor for the year 2024.

BACKGROUND
The Acting Mayor presides over City Council meetings in cases where the Mayor is absent.

FISCAL IMPACT
NA

RECOMMENDATION
Mayor Dietrich recommends the appointment of Councilmember Murphy to fill the role of Acting Mayor, as needed, during calendar year 2024.

ATTACHMENTS
None

Agenda Item 4.G.

Request for Council Action

SUBJECT: 2024 Official Newspaper Designation

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to designate the Pioneer Press as the official newspaper of record for the City of Inver Grove Heights in 2024.

BACKGROUND
Annually, the City Council designates the official newspaper of record for the City. This is where official legal notices, such as notices of public hearings and adopted ordinances, are published as required by state law.

The Pioneer Press is the current official newspaper of record for the City and has submitted a bid to be the designated paper for the City in 2024. Their circulation for a full Sunday publication is 136,492 issues. The daily circulation in Dakota County is approximately 42,000 issues, with Inver Grove Heights having 7,500 issues. The Pioneer Press' proposed rate for one-time publication is $7.28 per column inch in 2024, which is an increase from $6.86 per column inch currently.

The Star Tribune also submitted a bid to be the designated paper for the City. Their circulation in Dakota County is 156,027 for full Sunday publication and 86,901 for weekday publication. The Star Tribune's proposed rate equates to approximately $17.90 per column inch.

FISCAL IMPACT
Funding for publication of required documents and notices is included in the City's adopted 2024 budget.

RECOMMENDATION
Staff recommends designating the Pioneer Press as the City's official newspaper for 2024.

ATTACHMENTS
1. Pioneer Press - Quote for 2024

TwinCities.com PIONEER PRESS
10 River Park Plaza • Suite 700 • St. Paul, MN 55107

Rebecca Kiernan
City of Inver Grove Heights

Hi Rebecca,

Thank you for the opportunity to bid on the public notice publications for City of Inver Grove Heights.

The Saint Paul Pioneer Press is a Daily Newspaper located in Saint Paul, MN, primarily serving Ramsey, Dakota, Washington, and Anoka counties and Western Wisconsin.

Our Legal Publication rates for all notices for 2024 are as follows:

$7.28 per column inch per publication (this = $0.52 per line, there are 14 lines per column inch)

Sunday full circulation is 136,492 – however, you may publish a notice on any day of the week.

Deadline to submit legal notices (please note, holidays will have early deadlines):

Deadlines for Liner (text only) ads.

Publication day	Deadline to submit materials
Monday	Friday 4 pm
Tuesday	Monday 12 pm
Wednesday	Tuesday 12 pm
Thursday	Wednesday 12 pm
Friday	Thursday 12 pm
Saturday	Friday 11 am
Sunday	Thursday 4 pm

Deadlines for Display ads.
Notice includes chart, graphics, map, or any special formatting.

Publication day	Deadline to submit materials.
Monday	Friday 3 pm
Tuesday	Monday 11 am
Wednesday	Tuesday 11 am
Thursday	Wednesday 11 am
Friday	Thursday 11 am
Saturday	Friday 10 am
Sunday	Thursday 3 pm

All legal notices should be emailed to legals@pioneerpress.com. Once we receive your request, you'll receive a confirmation email and will be contacted shortly. You will be emailed a proof (which includes the cost) and an affidavit will be emailed within 7 days of publication.

Thank you for considering the Saint Paul Pioneer Press as the official legal newspaper for City of Inver Grove Heights. Please let me know if you have any questions, we look forward to partnering with you in the coming year.

Thank you,

True Lee – Advertising
tlee@pioneerpress.com

CITY OF INVER GROVE HEIGHTS

Agenda Item 4.H.

Request for Council Action

SUBJECT: Resolution Authorizing Official Depositories for 2024

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, authorizing official depositories for 2024.

BACKGROUND
Annually, the City Council designates banks, brokers and dealers which may be used by the City during the calendar year.

The following institutions have been designated in the past and the City has been satisfied with their services:

- Bremer Bank, N.A.
- Wells Fargo Bank, N.A.
- RBC Capital Markets, LLC
- Wells Fargo Securities, LLC
- Stifel Nicolaus & Co., Inc.
- Moreton Capital Markets, LLC
- US Bankcorp
- Ehlers Investment Partners
- UBS Financial Services, Inc.

In 2023, the City designated the use of Oppenheimer & Co, Inc. An account was established with them in 2023 and staff are satisfied with their services.

Although not utilized in recent years, staff recommend that PMA Financial Network and Prudent Man Advisors, LLC (PMA) & the 4M Fund remain on the list of authorized depositories. The 4M Fund, also known as the Minnesota Municipal Money Market Fund, is administered by PMA and is a customized cash management and investment program for Minnesota public funds sponsored and governed by the League of Minnesota Cities.

FISCAL IMPACT
This is a procedural action with no specific fiscal impact.

RECOMMENDATION
Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION AUTHORIZING OFFICIAL DEPOSITORIES FOR 2024

WHEREAS, the Finance Director or designee(s), as custodian of public monies of the City of Inver Grove Heights, regularly deposits said monies in depositories of the City; and

WHEREAS, the Finance Director or designee(s) shall also invest funds not immediately needed pursuant to Minnesota Statutes; and

WHEREAS, it is the express intention of the City to maximize its investments and interest earnings by allowing each financial institution to compete for such investments;

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that the following financial institutions are hereby designated as public depositories for the City:

- Bremer Bank, N.A.
- Wells Fargo Bank, N.A.
- RBC Capital Markets, LLC
- Wells Fargo Securities LLC
- Stifel Nicolaus & Co., Inc.
- Moreton Capital Markets, LLC
- US Bancorp
- Ehlers Investment Partners
- UBS Financial Services, Inc.
- Oppenheimer & Co, Inc.
- PMA Financial Network/Securities, LLC 4M Fund

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of January 2024.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.I.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Electronic Fund Transfers 2024

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, authorizing electronic fund transfers in 2024.

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

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

FISCAL IMPACT

RECOMMENDATION
Staff recommends adoption of the attached Resolution authorizing electronic fund transfers in 2024.

ATTACHMENTS
1. Resolution Authorizing Electronic Funds Transfers

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. __________

RESOLUTION AUTHORIZING ELECTRONIC FUND TRANSFERS FOR 2024

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

WHEREAS, Minnesota State Statute 471.38, subdivision 3a requires governing bodies delegate this authority annually.

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

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of January, 2024.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.J.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Revised 2024 City Council Meeting Schedule

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to adopt the attached Revised 2024 City Council meeting schedule.

BACKGROUND
The 2024 Council meeting calendar continues the practice of scheduling most City Council Work Sessions on the first Monday of each month and Regular Meetings on the second and fourth Monday of each month, except in December, when there is only one Regular Meeting.

A revision is being proposed to the originally adopted calendar due to the second meeting in October being inaccurately listed as October 21 when it should have been listed as October 28.

Additionally, Council is asked to note that the second regular meeting in March is scheduled for the third Monday - Monday, March 18 - rather than the fourth Monday, due to known issues with Council and staff availability. This is not a change from what was presented with the original version of the calendar, but was not called out at the time and seems worthy of note.

FISCAL IMPACT
none

RECOMMENDATION
Staff recommends approval of the attached Revised City Council meeting schedule for calendar year 2024.

ATTACHMENTS
1. 2024 IGH City Council Meeting Schedule - Revised 1-8-2024

2024 City Council Meeting Schedule

CITY OF INVER GROVE HEIGHTS

Regular Council Meetings are typically held on the 2nd and 4th Mondays of the month and start at 6:00 p.m. Council Work Sessions are typically held on the 1st Monday of the month and also start at 6:00 p.m. ***However, meeting dates and times are subject to change due to holidays, Council availability and the business needs of the City.*** Unless otherwise posted, meetings take place in the Council Chambers at City Hall, 8150 Barbara Avenue, Inver Grove Heights, MN, 55077.

January

8 Regular Meeting
22 Regular Meeting
29 Goal-Setting Workshop

February

5 Work Session
12 Regular Meeting
26 Regular Meeting

March

4 Work Session
11 Regular Meeting
18 Regular Meeting

April

1 Work Session
8 Regular Meeting
22 Regular Meeting

May

6 Work Session
13 Regular Meeting
20 Commission Appointments
28 Regular Meeting*

June

3 Work Session
10 Regular Meeting
24 Regular Meeting

July

8 Regular Meeting
15 Budget Workshop
22 Regular Meeting

August

5 Work Session
12 Regular Meeting
26 Regular Meeting

September

3 Work Session*
9 Regular Meeting
23 Regular Meeting

October

7 Work Session
14 Regular Meeting
28 Regular Meeting

November

4 Work Session
12 Regular Meeting*
25 Regular Meeting

December

2 Work Session
9 Regular Meeting

* = Meetings moved to Tuesday to avoid Monday holidays.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Revised 2024 Commission Meeting Schedules

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to approve the attached Revised 2024 Meeting Schedules for the City's Planning Commission and Economic Development Authority.

BACKGROUND
Section 2-1-6 of the City Code specifies that each Commission and task force shall file a schedule of regular meetings with the City Clerk. Attached are the revised 2024 schedules for the Planning Commission and the Economic Development Authority.

One change is proposed for each. The Tuesday, March 5 Planning Commission meeting is being moved to Wednesday, March 6 to avoid a conflict with the Presidential Nominating Primary. For the Economic Development Authority, the April meeting is being corrected to April 1, rather than the originally listed April 8, which was a mistake.

FISCAL IMPACT
none

RECOMMENDATION
Staff recommends approval of the attached revised schedules of meetings for 2024.

ATTACHMENTS
1. 2024 IGH Planning Commission Meeting Schedule - Revised 1-9-24
2. 2024 IGH Economic Development Authority Meeting Schedule - Revised 1-8-24

CITY OF INVER GROVE HEIGHTS

2024 Planning Commission Schedule

Regular Planning Commission meetings are typically held on the on 1st and 3rd Tuesdays and start at 7:00 p.m. Unless otherwise posted, meetings take place in Council Chambers at City Hall, 8150 Barbara Avenue, Inver Grove Heights MN 55077. Meetings are subject to change.

January

2 Regular Meeting
16 Regular Meeting

February

6 Regular Meeting
20 Regular Meeting

March

6 Regular Meeting*
19 Regular Meeting

April

2 Regular Meeting
16 Regular Meeting

May

7 Regular Meeting
21 Regular Meeting

June

4 Regular Meeting
18 Regular Meeting

July

2 Regular Meeting
16 Regular Meeting

August

6 Regular Meeting
20 Regular Meeting

September

4 Regular Meeting*
17 Regular Meeting

October

1 Regular Meeting
15 Regular Meeting

November

6 Regular Meeting*
19 Regular Meeting

December

3 Regular Meeting
17 Regular Meeting

*Normal meeting date changed due to holiday or conflicting event

The Planning Division reserves the right to cancel a meeting due to lack of agenda items.

2024 Economic Development Authority Commission Schedule

Economic Development Authority meetings are the First Monday of the month
and begin at 5:00 p.m.
City Hall Council Chambers
8150 Barbara Ave, Inver Grove Heights, MN 55077
Meetings are subject to change.

MEETING TYPE	**DATE**
Regular Meeting	Monday, February 5
Regular Meeting	Monday April 1
Regular Meeting	Monday, June 3
Regular Meeting	Monday, August 5
Regular Meeting	Monday, October 7
Regular Meeting	Monday, December 2

Agenda Item 4.L.

Request for Council Action

SUBJECT: Authorization to Issue Request for Proposals for Central Maintenance Facility Needs Assessment and Master Site Plan

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to authorize the issuance of the attached Request for Proposals (RFP) for a Central Maintenance Facility Needs Assessment and Master Site Plan (City Project 2017-01).

BACKGROUND

At the beginning of each year, the City Council discusses overall goals for each year, to include prioritization of specific initiatives for which staff are directed to undertake and advance. In 2023, one of those initiatives was to complete a needs analysis and develop a preliminary site plan for the expansion, remodeling, and/or re-purposing of the CIty's Central Maintenance Facility (CMF) and surrounding facilities, including existing cold storage buildings and parking and security around and adjacent to the City's Police Station. These facilities were constructed between 1985 and 1991, and have not been expanded since their original construction. Staff have reviewed past needs analysis reports for the CMF, and noted the following key review efforts that have occurred over the past 20 years:

1. **2003** - A facility assessment and space study was completed to review the operational and space needs for the City Hall and CMF site. The study revealed extensive needs for both facilities, with a greater need identified for the CIty's Police and City Hall facilities. In subsequent years, the City Council approved further study and eventual expansion at City Hall in several phases, which was completed in 2012, but did not advance additional review of the CMF at that time.

2. **2015** - A facility evaluation report that focused specifically on the CMF was completed and accepted by the City Council. This report noted increased space and facility needs from the 2003 reports, noting several operational shortcomings and deficiencies, and included a recommendation to expand the existing CMF building square footage (34,500 SF) by approximately 2.7 times (93,300 SF) to meet the future needs of the City at that time. The expansion recommended additional indoor vehicle storage space, modified vehicle maintenance bays, and additional office space to meet the needs of CMF staff. Due to the site constraints, the recommended improvements in the 2015 report did not address site circulation and outdoor storage needs. In 2017, the City Council decided not to advance a final design for the CMF due to the noted site constraints and fiscal concerns over other ongoing facility improvements associated with the pending construction of Fire Station No. 2.

In 2021, the City purchased property south of the current CMF site, recognizing the need to have more land for a future CMF expansion, to meet the needs of the City's various CMF operations. This site has not been fully surveyed, nor has geotechnical evaluation been performed to understand if any soil correction or grading work would be necessary on this site to make it ready for a future CMF expansion. As such, these items are proposed to be completed with the current needs analysis and master site plan development effort.

Over the past year, the City's Public Works Director has met with several engineering and architectural consultants to review the City's existing facilities, understand the general operational needs and constraints of each division that utilizes these facilities (streets, utilities, parks maintenance, central equipment, and police), and discuss an appropriate scope for a needs analysis and overall CMF master site plan development. It is evident that the CMF is undersized for the City's current operational needs, outdated, and lacks many of the basic facility functions that are necessary to maintain today's current fleet of vehicles and equipment. Further needs that were unaddressed in past project efforts, including secure parking and possible space for a future firearms training facility at the Police Department, have also been included in this comprehensive study effort.

The attached Request for Proposals, which is ready to be posted on the City's procurement webpage for any interested firm to respond, includes three primary goals:

1. An updated needs study, drawing on past needs analysis, current facility conditions, and future facility needs.
2. A master site plan, schematic design, and phasing plan, detailing recommendations for implementation of new buildings, building expansion, rehabilitation, and re-purposing, to be phased in over a defined time of up to 10 years.
3. Preliminary cost estimates for design and phasing plans as developed.

The RFP does not include final design or preparation of construction plans and specifications, nor does it include construction-phase services for improvements to the CMF. The deliverable for this needs analysis and master site plan includes a presentation of findings and recommendation to the City Council at a worksession in the Fall of 2024, and a final report to be considered for acceptance and used in the advancement of future CMF improvements.

FISCAL IMPACT

There is no specific fiscal impact to issuing the RFP, but upon selection of a consultant to perform the work, the cost for that effort will be funded through the Public Works Facility Remodel/Expansion fund (Fund 437) as part of City Project 2017-01.

RECOMMENDATION

Staff recommends that the Council authorize the issuance of the attached Request for Proposals for the Central Facility Needs Assessment and Master Site Plan.

ATTACHMENTS

1. RFP - City Project No. 2017-01

REQUEST FOR PROPOSALS
FOR PROFESSIONAL SERVICES

FOR

CENTRAL MAINTENANCE FACILITY
NEEDS ANALYSIS AND MASTER SITE PLAN

City Project No. 2017-01

January 8, 2024

Proposals Due: February 16, 2024, 3:00 PM

1. Introduction

Objective/Purpose

The City of Inver Grove Heights is soliciting proposals from qualified professional service firms experienced in providing innovative architectural, design, and planning approaches to perform an updated needs analysis, master site plan, and schematic design of the City's Central Maintenance Facility (CMF) site. The selected firm will work with City staff in several departments to identify current and future needs and develop options that will allow the City to complete a phased improvement to its CMF site to optimize the site and meet the maintenance and operational needs of the City well into the future.

This request for proposal (RFP) covers services which consist of the following summary tasks:

1. An updated needs study, utilizing past needs analysis performed, and current facility conditions, and current and future facility needs.
2. A master site plan, schematic design, and phasing plan, detailing the recommended implementation of any new buildings and rehabilitation of existing buildings to ensure continued operations and increased efficiencies in the workplace. This plan may include one or more design options and should include flexibility to adapt to both immediate improvement needs, as well as those that can be phased in estimated timeframes of 5, 10 and greater than 10 years in the future.
3. Preliminary cost estimates for the schematic design and phasing plans developed.

This RFP does not include final design or preparation of construction plans and specifications, nor does it include construction-phase services for improvements to the CMF site.

Solicitation Process

The RFP, and any addendums thereto, will be posted on the City's procurement webpage (https://ighmn.gov/1392/Current-Bids-Proposals).

Proposal Submittal Requirements

Proposals must be in digital format and must be received via e-mail (attachment or file share link) or contained on a flash drive by **3:00 p.m.** on **Friday, February 16, 2024**. All proposals, questions, and correspondence will be directed to:

Brian Connolly
Public Works Director
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
bconnolly@ighmn.gov
651-450-2571

Late proposals will not be considered. All questions are to be submitted in writing (via e-mail is acceptable), and no later than **February 7, 2024**. City responses to questions will be posted to the City's procurement webpage no later than February 9, 2024.

To ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other City staff or City Council members regarding these proposals. Violation of this prohibition may result in rejection of the consultant's submittal.

Pre-Proposal Site Reviews

The City welcomes inquiries from interested consulting firms to meet directly with the City's Public Works staff at current CMF located at 8168 Barbara Ave., Inver Grove Heights, MN 55077 prior to ***February 2, 2024***. ***Please contact Brian Connolly to arrange a meeting date and time***. The purpose of these meetings will be to provide a tour of the existing facilities, answer questions regarding the required services detailed in the RFP and allow interested Consultants to visually see existing site configurations and constraints which are to be considered when preparing the proposals. City responses to questions brought up during these meetings that are deemed to be materially significant to the scope of this RFP will be posted to the City's procurement webpage no later than February 9, 2024, as described in the previous section. No instruction or clarifications will be valid until in writing.

Financial Liability Limitations

The City shall not be liable for any expenses incurred by the applicant including, but not limited to, expenses associated with the preparation of the statement, attendance at interviews, preparation of a cost statement or any future contract negotiations.

Right of Review

The City of Inver Grove Heights reserves the right to reject any and all proposals or to request additional information from any or all proposers.

2. City and Central Maintenance Facility Background

The City of Inver Grove Heights is in northern Dakota County, Minnesota, approximately 10 miles south of downtown St. Paul, and has an estimated 2022 population of 35,500, with that population estimated to grow to 46,700 by 2040. Incorporated as a City in 1965, the City most recently expanded its CMF in the late-1980's. The current CMF site exists at 8168 Barabara Ave., and is bordered by Barbara Ave. to the north, Babcock Trail to the west, Trunk Highway 55 to the south, and an existing drainage pond and open space to the east (refer to the figures in ***Exhibit A)***. The CMF exists within a site of approximately 6.2 acres, and consists of two primary buildings:

- **Maintenance Center** – Constructed in 1985, this building has an existing footprint of approximately 35,000 square feet, and consists of a heated indoor equipment storage garage, four mechanics bays, office space, break room, and locker facilities to house the City's Parks Maintenance, Streets, Utilities, and Central Equipment divisions. This building most recently received a building envelope rehab, including new windows, roof flashing, and repairs to the exterior brick in 2022.
- **Cold Storage Building/Salt Storage Shed** – Constructed in 1991, this building has an existing footprint of approximately 27,500 square feet and serves two primary functions: Approximately 18,000 square feet is utilized for salt, sand, and other mined material storage, while the remaining 9,500 is utilized for storage of other materials and small equipment for the City's Public Works and Parks Departments. The building is not insulated and does not have an HVAC system. No major rehabilitation on this building has occurred since its construction.

The current CMF also includes a fuel island with associated underground storage tanks. The site itself is surrounded by perimeter security fencing and is part of the greater municipal complex for the City, including the City Hall/Police Station to the east, and the City's Veterans Memorial Community Center, National Guard Armory, and skate park to the north. The adjacent Police Station has two parking lots that house both Police and employee vehicles immediately adjacent to the

CMF, neither of which exists within a secure perimeter, and both are undersized for current City operational needs. The Police Department has also been saving funds to construct a firearms training range/facility somewhere within the greater municipal campus. This RFP will also include reviewing existing Police Station parking lot configuration, external site security needs, and considerations for the construction of a firearms training facility, either through re-purposing of existing building space, or as part of a future new building.

The City owns three parcels totaling approximately 7.15 acres to the south of the current CMF, extending toward TH 55. These parcels were acquired over the past three years with the intention to expand and connect the current CMF facilities to these parcels in the future as part of a contiguous municipal campus. Approximately one (1) acre of this site is currently being utilized as exterior material storage for sand, gravel, and landscaping materials for the City's Parks Maintenance division. The City's Economic Development Authority also owns a 4.27-acre parcel to the west of Babcock Trail at Barbara Ave. that, while not acquired for the City's CMF, may offer an alternative site option for CMF expansion should analysis prove it to be more cost effective than utilizing the southern adjacent parcels. The site immediately to the east of the existing CMF is owned by the Minnesota Department of Transportation (MnDOT). It is anticipated that access between the current CMF and the site to the south may require construction and permanent use of the MnDOT property. Based on past conversations, it is anticipated that MnDOT will work with the City to allow such use.

Refer to ***Exhibit A*** for further site details.

Reference Documents/Supplemental Information

The City accepted a CMF evaluation and recommendation report in 2015, which explored the general needs of the existing CMF, and explored options for expansion of the existing building within the current CMF site. The improvements recommended within this report were not advanced, although many of the City's needs remain. Due to changes in managerial and operational philosophies at the City since 2015, as well as the acquisition by the City of adjacent parcels since that time, an update to the 2015 evaluation is necessary. While the report can be used as a baseline for background information, *it should not be utilized as a foundation for needs assumptions*. A copy of this report has been included in ***Exhibit B***.

3. Scope of Services

The selected Consultant will work closely with several City staff, including, but not limited to, the Street Superintendent, Utility Superintendent, Parks Superintendent, Lead Mechanic, Facilities Operation Manager, Police command staff, and the Public Works Director when performing the tasks and deliverables as noted in the "Consultant Work Tasks" section below.

Primary Scope

The primary work scope can be broken down into three distinct categories and deliverables:

1. An updated needs study, utilizing past needs analysis performed, and current facility conditions, and current and future facility needs.
2. A master site plan, schematic design, and phasing plan, detailing the recommended implementation of any new buildings and rehabilitation of existing buildings to ensure continued operations and increased efficiencies in the workplace. This plan may include one or more design options and should include flexibility to adapt to both immediate improvement needs, as well as those that can be phased in estimated timeframes of 5, 10 and greater than 10 years in the future.

3. Preliminary cost estimates for the schematic design and phasing plans developed.

Consultant Work Tasks

Consultant activities during design will, at a minimum, include the general tasks listed below. The Consultant may add or expand upon these tasks to present a comprehensive list of activities suitable to attached to the contract as part of the scope of work.

Task 1: Project Management

1.1 Schedule and conduct a kick-off meeting and bi-weekly project management team (PMT) meetings for the duration of the Consultant's contract work, to include the key Consultant staff, and to include the City's Public Works Director, and additional City staff as warranted. Meetings will include a defined meeting agenda, and written meeting notes/minutes including required action items (follow-up items) needed to complete the project scope items as defined within this RFP.

1.2 Prepare monthly progress reports and supporting data. Progress reports will include accomplished tasks to-date, and anticipated progress for the subsequent month, pending issues, and completion target dates. A Gantt chart or similar schedule progress bar chart will supplement the progress reports and be utilized for sharing progress and schedule with other City departments throughout the project duration.

1.3 Coordinate activities and information gathering with any subconsultants, City staff, and external government agencies (MnDOT, Dakota County, etc.).

1.4 Perform progress billing on a routine basis, of not less than monthly intervals.

Task 2: Existing Condition and Needs Assessment

2.1 Review available reports, maps, and data, and become familiar with the existing facility layout and uses through discussions with City staff.

2.2 Conduct necessary field reconnaissance to assess existing conditions of the CMF, focusing on factors that could affect the project scope. This may include, but is not limited to:

- Identifying the nature of work performed in each building/workspace.
- Identifying what working relationships exist (spatial and direct) between departments that utilize the CMF, and accounting for the need to maintain these working relationships through the needs assessment.
- Evaluating existing storage locations for vehicles and other equipment for the streets, parks, central equipment, and utility divisions, as well as the Police Department.
- Evaluating existing facility floorplans for functionality.
- Evaluating site security and safety protocols.
- Evaluating existing building conditions, with a focus on deficiencies in both external and internal building areas (building envelope, roof, HVAC, electrical, and mechanical systems, etc.) in relation to relevant building code standards.
- Determining estimated life expectancy for each building, or subcomponents thereto.
- Evaluating vehicular access requirements and limitations.
- Evaluating snow storage needs.
- Evaluating firearms training facility needs for the Police Department.

2.3 Conduct a workshop (may be a part of an extended PMT) with relevant City staff to define current and future operational needs for the divisions utilizing the CMF and adjacent site areas.

2.4 Identify existing operational deficiencies and forecasted needs based on expected growth needs in the City's fleet of vehicles, equipment, and staff based on projected population growth and similar metrics utilized among peer communities.

2.5 Evaluate building and site needs to accommodate an "ultimate buildout" of a CMF that includes such needs as office space, staff work areas, vehicle maintenance bays, vehicle wash bays, locker rooms, meeting space, and interior and exterior storage for vehicles, equipment, and materials. This analysis should include the minimum gross areas of specific facility components to accommodate future needs.

- Evaluation should include a component related to sustainable building practices. The City does _not_ have a sustainable building policy, but desires an understanding of what sustainable building practices may be implemented in site improvements that provide fiscal incentives and/or life-cycle cost benefits to the City (energy and water conservation, sustainable building materials, utilization of renewable energy, etc.).

2.6 Complete a _DRAFT_ existing condition and needs assessment report to be reviewed and commented on by City staff before proceeding to ***Task 3***.

Task 3: Master Site Plan, Schematic Design, and Phasing Plan

3.1 The Consultant will be expected to develop a master site plan for the CMF, which will include a minimum of two options, as identified by the Consultant, that includes expansion of the CMF by utilizing existing City-owned property adjacent to the current CMF. These options should be accompanied by the items detailed in ***Tasks 3.2 – 3.4***.

- The options provided should differ materially in their content. If only two options are provided, one should take a "minimalist approach" to providing improvements/upgrades that are considered to cover only the most baseline of CMF needs at the lowest reasonable cost, while the other should provide recommended or "enhanced" components that may be considered beneficial to operational efficiencies at a higher capital investment.

3.2 Provide site master plans to identify proposed site layout, site traffic flow and access, site grading, storm water management, public utility extensions and/or relocation (water and sewer). Site plans should include:

- Location and size (footprint) of each building
- Exterior parking needs for the public, employees, and City equipment
- Location and size of exterior/outdoor storage and/or equipment staging areas

3.3 Provide a schematic design of building options to accommodate key future needs including, but not limited to interior space relationships; staff movements and functions; HVAC, electrical, fire protection, lighting, and mechanical systems; structural systems; site security; staff and customer/public accessibility; energy efficiency; and implementation of current or future electric or hydrogen vehicle capabilities.

- Schematics should include architectural sketches of the exterior of any new or remodeled buildings, and interior sketches of key common areas or workspaces to compare to existing CMF facility spaces.
- Where applicable, inclusion of any sustainability elements of building or site elements (i.e., solar panels, infiltration or water reuse basins, waste reduction, vehicle charging stations, etc.) should be shown/identified.

3.4 The Consultant will consider and propose options for phasing of the master site plan elements that include, but are not limited to:

- Developing an immediate (12 - 24 months), short term (2-5 years), mid-term (5-10 years), and long-term (10+ years) sequence of events, establishing the necessary stages of design, construction, and/or remodeling activities.
- Assessment of construction code compliance in the facilities and buildings.
- Preliminary cost estimates (see ***Task 4***).

3.5 Perform a comprehensive topographical survey of the existing CMF and adjacent sites to identify surface elevations, grading, and utility work needed for the master site plans noted above. Provide the topographic point files to the City in an AutoCAD-compatible format.

3.6 Perform soil borings on the site located to the south of the current CMF, and if necessary, on the City's Economic Development Authority site to the west of Babcock Trail, to identify the type and suitability of materials for the site improvements as identified in the master site plan layouts. Provide the City at least one digital copy of the soil boring report and soil boring data, including locations of borings identified in the topographic survey (see ***Task 3.5***).

Task 4: Cost Estimates

4.1 Perform preliminary cost estimates for the master site plan and schematic designs compiled as part of ***Task 3***.

4.2 Include costs broken down by phases as identified in ***Task 3.4***.

4.3 Costs should include all site preparation/soil correction, and extension of necessary public and private utilities, roadway access, stormwater management, building construction, interior buildout (including furniture, fixtures, and equipment), other site improvements (parking, landscaping improvements, signage, etc.), and all soft costs (i.e., legal, engineering, administrative, and financial (LEAF)).

4.4 Identify and summarize any potential strategies for the City to consider in financing the proposed improvements, including recommendations related to energy design assistance or sustainable building programs.

Task 5: Deliverables & Council Presentations

5.1 At the completion of ***Tasks 2-4***, the Consultant shall complete a *DRAFT* Facility Master Plan (FMP) report that summarizes the existing conditions, needs assessment, master plan layouts, schematic designs, costs, evaluation of alternatives considered, and Consultant-recommended design, with necessary justification thereto.

5.2 Following completion of the draft FMP, the Consultant shall present the findings contained in the draft FMP to the City Council at a City Council Work Session. The presentation should adequately summarize the work effort performed by the Consultant and should include the facilitation of discussion among the City Council over the report findings, and any additional input requested by the City Council for the Consultant to complete the FMP report. The Public Works Director will assist the Consultant in providing feedback on material proposed to be presented, and in facilitating the compilation of material for the City Council agenda packet.

5.3 Following City Council comment and input, the Consultant shall compile a *FINAL* FMP that takes into consideration any comments or feedback received. The final FMP shall consist of three (3) bound hardcopies of the report, and one digital PDF file. The Consultant shall submit any supporting component files that were utilized in the development of the FMP to the City in their original file format.

Project Schedule

The schedule in ***Table 1*** below provides target milestone dates and are subject to adjustment. The City endeavors to stay as close to this timeline as possible and welcomes Consultant recommendations to accelerate any work components to exceed these schedule goals.

TABLE 1: Project Schedule

Action Item	Date
Request for Proposals (RFP) posted to City website	January 8, 2024
Pre-proposal site reviews	Prior to February 2, 2024
Last date to submit questions regarding RFP	February 7, 2024
City posts question response to RFP website	February 9, 2024
Proposals due (via email or flash drive)	**February 16, 2024 (3 PM)**
Evaluation of proposals/Consultant interviews (If necessary)	February 19 – March 1, 2024
Final Contract Negotiation Complete	March 8, 2024
Award Contract *	March 18, 2024
DRAFT Facilities Master Plan	**September 20, 2024**
Facility Master Plan – Presentation to City Council *	**October 7, 2024**
Final Facility Master Plan – Adoption by City Council *	**November 12, 2024**

BOLD items are Consultant Contract Deliverables
* Denotes City Council Meeting

Proposal Requirements

Proposers shall submit a concise proposal clearly addressing the requirements outlined in the RFP. Proposers shall submit the proposal electronically. Physical copies of the proposal will not be accepted nor utilized by the City for the review and selection of a consultant. Proposals shall be formatted on 8-1/2" x 11" pages for text, with 11"x17" pages allowable for drawings and tabulations. Proposals shall not exceed **<u>10 pages in length</u>**, exclusive of a cover/transmittal letter, resumes of key staff members, and the proposed fee schedule/cost proposal (see below for separate submittal requirements). The proposal must include, at a minimum, the following information:

1) Cover letter signed by the project manager and/or a company principal committing the Consultant to the project and performance of the project work.
2) A summary of the Consultant's understanding of the project as a whole with presentation of the Consultant's unique capabilities to perform the services required; its approach to completing the project, including innovative ideas to improve the overall project and manage costs to the City; and a general project approach to be taken by the Consultant in the completion of the work.
3) The Consultant's qualifications, experience, and history in performing this type of work. List at least three (3) similar projects completed by the firm in the past 10 years, including references for the persons, firms, or agencies that the City may contact to verify experience of the Consultant and key staff members.
4) List any subcontractors, subconsultants, or partner firms that will be utilized as part of the design work, and what special expertise those entities may contribute to the overall value of the project.
5) Provide a detailed work plan with quality control procedures and a proposed project schedule including a list of tasks and project deliverables.
6) Identify any modifications to the attached Professional Services Agreement (***Exhibit C***) the Consultant will request be considered prior to entering into an agreement with the City.

Proposals shall remain effective for 120 days beyond the submittal date.

Fee Schedule

A fee schedule shall be submitted in a **separate PDF file from the body of the proposal**. Separately submitted information does not count against the page total limitation listed above. The fee schedule shall include the following key information:

a. Consultant fee schedule for the duration of the project, including itemized hours and cost for each major task and subtask, and any optional tasks to be performed by the Consultant.
b. The fee schedule should include an hourly rate schedule for key staff and subconsultants.

The City and the Consultant will negotiate the scope of services and the fee for engineering support during construction of the first phase of improvements after the design is completed.

Evaluation Procedure – Modified Best Value Negotiation

The fee paid to a Consultant is a small fraction of the total project life-cycle cost, and yet a Consultant plays a very key and important role in the successful implementation and maximized effectiveness of any project. A Consultant must provide high-quality services in their area of technical expertise and focus attentiveness to the main issues of the client and the project as a whole.

The City will select one firm with which to negotiate an agreement for services, based on the defined scope of work in this RFP, and period of performance with proposed manpower, material and estimated costs. If the City cannot reach a contractual agreement with the first Consultant selected, the City may elect to negotiate with other qualified participating firms. The City reserves the right to select a consultant based on the review of the proposals exclusively, or to request the top candidates to participate in an oral interview for this project. The City will notify all respondents to the RFP of the results of the section process.

The proposal evaluation committee may include the following staff positions (actual committee makeup to be determined prior to reviewing proposals):

- Street Superintendent
- City Engineer
- Public Works Director
- Parks and Recreation Director
- City Administrator
- City Council Member(s) (not to exceed two)

Additionally, the City may solicit the assistance of other partner agencies, including adjacent municipalities, to provide technical guidance and expertise in selecting the Consultant for this project.

The City will evaluate proposals based on the factors outlined in ***Table 2***.

TABLE 2: Proposal Evaluation Criteria

Firm Qualifications: Technical experience in performing work of a similar nature, experience working with public agencies, record of completing work on schedule, strength and stability of the firm, and assessment of client references.
Team/Staff Qualifications: Experience and references for key team members on assignments that are similar in complexity and requirements. Experience of the team with planning, design, needs assessment, and facility master planning for public agencies.
Demonstrated Understanding of the Project Requirement: Familiarity with needs assessment for public works facilities. Recognition of potential project challenges. Potential value added through innovative approaches to the final project outcome and long-term functionality.
Defined Scope & Design Approach: Effective understanding of the tasks and deliverables identified in the scope of work. Identification of value-added tasks or specific preliminary or final design requirements not specifically identified in the RFP.
Ability to Meet Schedule and Contract Constraints: Demonstrating an ability to meet the schedule constraints outlined in the RFP and identifying means and methods to accelerate the work schedule to complete the required tasks efficiently and effectively. Limiting exclusions or modifications to the City's Professional Service Agreement (***Exhibit C***).
Overall responsiveness of the RFP: Representing an understanding of the City's needs, project goals, expected results, and required deliverables.

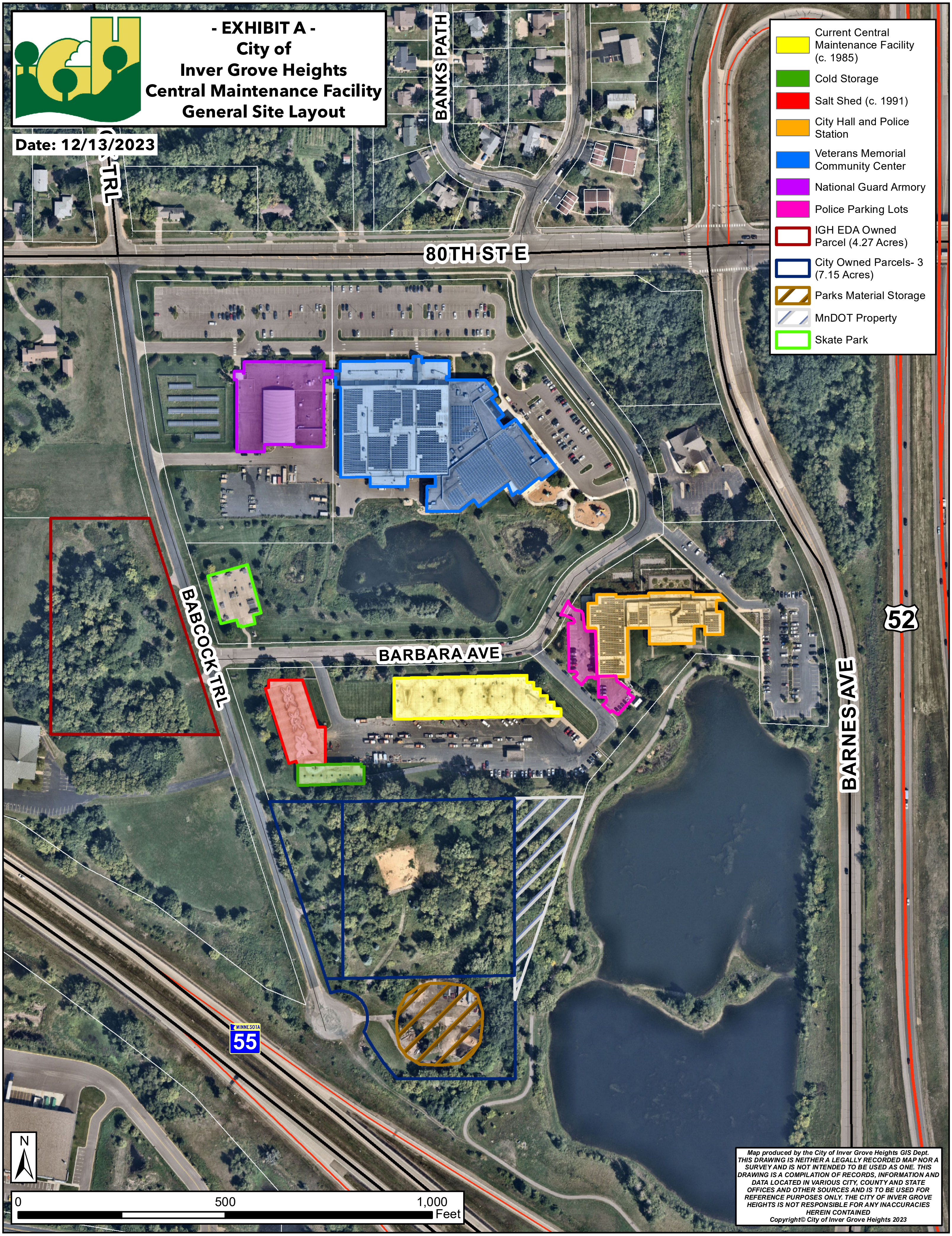
Upon completion of the review of the proposals by the City's evaluation committee, the proposals will be ranked by the evaluation committee. At the discretion of the City, the top candidates may be requested to perform an in-person interview with the evaluation committee, which may be utilized to further rank the top candidates.

Exhibits (Attachments)

Exhibit A – City of Inver Grove Heights – Central Maintenance Facility – General Site Layout

Exhibit B – 2015 Facility Evaluation and Recommendation Report

Exhibit C – Inver Grove Heights Standard Professional Services Agreement


- EXHIBIT A -
City of
Inver Grove Heights
Central Maintenance Facility
General Site Layout
Date: 12/13/2023
Current Central Maintenance Facility (c. 1985)
Cold Storage
Salt Shed (c. 1991)
City Hall and Police Station
Veterans Memorial Community Center
National Guard Armory
Police Parking Lots
IGH EDA Owned Parcel (4.27 Acres)
City Owned Parcels- 3 (7.15 Acres)
Parks Material Storage
MnDOT Property
Skate Park
BANKS PATH
80TH ST E
BABCOCK TRL
BARBARA AVE
BARNES AVE
52
MINNESOTA
55
N
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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 PURPOSES ONLY. THE CITY OF INVER GROVE HEIGHTS IS NOT RESPONSIBLE FOR ANY INACCURACIES HEREIN CONTAINED
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EXHIBIT B

2015 Inver Grove Heights Facility Evaluation & Recommendation Report

Prepared by Oertel Architects, Ltd.

2015

Inver Grove Heights Facility Evaluation & Recommendations Report

Prepared by:

Oertel Architects, Ltd.
1795 St. Clair Avenue
St. Paul, MN 55105
(651) 696-5186

September 8, 2015

Inver Grove Heights Maintenance Facility
Evaluation and Recommendations Report

Table of Contents:

City of Inver Grove Heights: Existing Maintenance Facility Evaluation and Recommendations Report

1. **Introduction:**

The City of Inver Grove Heights hired Oertel Architects to perform a comprehensive study of the existing City of Inver Grove Heights Public Works Maintenance Facility.

This comprehensive planning study, evaluation, and report involved a number of tasks and planning exercises which included the following:

- Kick off meeting with staff
- Assessment of existing conditions of the primary site and the golf course maintenance facility
- Assessment of the building conditions at the primary site
- Meetings with staff to determine short and long term needs and goals
- Review of vehicle and equipment storage requirements
- Preparation of space needs program for planning
- Progress meetings with staff
- Discussion of salt handling operations
- Review of current and future operations
- Meetings with staff to discuss findings
- Preparation of several planning options
- Review of planning options with staff
- Development of the preferred planning options
- Preparation of cost estimates for planning options
- Preparation of summary of existing conditions
- Completion of final evaluation and recommendations report

The goal of this comprehensive study is to increase the productivity of staff, provide safe working conditions, provide plans for modernized and efficient maintenance operations, provide plans for a facility that can appropriately service and maintain the current maintenance equipment and larger maintenance vehicles, determine plans for increasing operational efficiency, provide a long term plan for site operations, site storage requirements, evaluate compliance with applicable codes, site storm water treatment and overall environmental improvements.

2. Summary of Observations:

Existing primary maintenance site:

See attached existing conditions Site Plan S-1

The current primary maintenance site is approximately 11.5 acres in size (this includes the existing City Hall building which is not part of this assessment). The P.W./Maintenance portion of the site is approximately 6 acres. Ideally a Public Works site that accommodates all of the functions that are intended at this site would be approximately 6.3 acres. The current size of the site is sufficient for current operations, however storage off-site of particular materials would create additional opportunities for the use of the very limited available open areas on site. Leveraging off-site storage may be required at times if additional building components are added to the current site, which is part of the proposed plans for this study. If any additional building area is added to the existing (shared) site a major site plan review and a variance would likely be required. The current (shared) site is zoned type "P Institutional District" which allows 20% building coverage on a site. The existing City Hall and Public Works Maintenance Buildings currently have approximately 20% coverage.

The location of the site is in a mixed commercial and residential area. Directly to the north is the Inver Grove Heights Aquatic and Fitness center, to the east are the Inver Grove Heights City Hall and a pond, to the south is an old farmstead / residence, and to the west is a church. Although the site is not ideal in that it has no area for expansion directly adjacent to it, it is located between Highway 52 and Highway 55 (two major thoroughfares). Control of dirt and dust generated by maintenance activities and the necessary on-site storage of loose materials should remain a priority to negate neighbor concerns and help minimize any impact to City systems.

Visually, the existing primary maintenance site is buffered on all sides by trees and shrubs, and changes in elevation (except for the east side), these are important elements in the screening of operations from the neighbors, and should be maintained as is (or increased in the future).

Surface storm water currently drains to the south east portion of the site. The proposed site plans would have an impact on the pervious land areas, however a large percentage of the proposed building area additions would occur in areas that are already impervious (bituminous paving). The preferred site option would add approximately 39,000 s.f. of impervious site area, which could be treated in a number of different methods. Storm water drainage and BMP treatment options should be further evaluated and implemented after the final schematic design option is selected based on building size and location requirements. Options such as Water Quality structure enhanced sumps, Bioretention boxes, and Water Quality filters could be used to address storm water drainage water quality concerns. Any of the proposed plan options could also employ options to harvest rooftop rainwater from the existing and additional roof areas of the buildings, which could be used for irrigation and other purposes.

The existing site has significant changes in elevations on the North and the West sides. This characteristic along with the existing physical accommodations dictate vehicle routes, and potential areas for proposed building additions. That being said, the majority of the site is relatively flat and well suited for potential construction. Green space on the existing site is limited and would remain limited (and potentially reduced) with the potential addition or new structure(s) which are proposed. City code does not specifically state a green space requirement, although all space which is not paved or built upon is required to be "green" space. Additional trees may be required depending on which plan option is chosen by the city.

The only option for a significant building addition, or new detached structure on the existing Public Works site would be directly to the south of the new facility, unless demolition of one or all of the existing maintenance buildings took place. The area to the south of the existing maintenance facility is relatively flat on the north end (closest to the existing maintenance building) but does begin to slope rather significantly towards the south end. Any building or site work to the very south end of the site would likely require some retaining walls (or the building would act as a retaining wall) in order to accommodate the existing grade conditions. Building on any portion of the existing site would require geotechnical borings in order to evaluate the existing soil and subsurface conditions for the potential design of a new building, and potential soil corrections requirements (if any). Depending on the option that is chosen for the potential addition / new building, the existing fuel island may need to be relocated elsewhere on site.

The space allocated for staff and City vehicle parking is currently at capacity during peak summer operations when staffing is at the highest level. If any additions or new buildings are built which occupy current parking spaces, those parking spaces will need to be replaced elsewhere on the site, or within the proposed buildings/additions. The proposed site plans indicate new parking spaces to accommodate the required stalls that are being displaced by the proposed buildings/additions.

Currently, open site area exists for misc. storage based on seasonal functions, for loose materials, etc. This open site storage space may need to be relocated on a seasonal basis to other sites, or within the current salt storage facility. Although some storage can take place within the existing salt storage facility, after it is reconfigured and repurposed, additional yard area will likely be required to meet all of the variable storage needs. Currently there are two City-owned properties, and one potential future acquisition property which could be used for exterior storage needs:

- Gisch property parcels 20-01100-25-030 & 20-01100-25-041 (City-owned)
    - Approximately 8.5 acres overall
    - Approximately 3 miles to the east of the existing maintenance facility
    - Located between train tracks and River Road (adjacent to the Mississippi River)
    - Majority of the site is currently wooded, with some clear areas that are currently being used for loose material storage (with some concrete containment dividers)
- Kuchera property parcel 20-01600-31-021 (City-owned)
    - Approximately 2 acres
    - Approximately ¼ mile south of the existing maintenance facility
    - Located at the southern end of Babcock Trail, adjacent to Highway 55 and pond
    - Most of the site is relatively clear, currently has areas which are being used for loose material storage (with some concrete containment dividers)
    - The site also has a small garage building which is used for minimal storage
- Kundla property parcels 20-01700-01-021 & 20-01600-31-011 (Privately-owned)
    - Approximately 5 acres overall
    - Located directly to the south of the existing maintenance facility
    - Located between the maintenance facility site and the Kuchera property parcel
    - Currently privately owned
    - This site would be an ideal site for the City to own, as it would allow for direct access to exterior yard storage from the existing maintenance facility site, and also connect directly to the City-owned Kuchera property site.

Currently the City has sufficient open yard storage to address the needs of the Maintenance operations. Some of this yard storage occurs at the existing Maintenance Facility site, if a renovation / addition occurs to the existing facility, these yard storage requirements will need to be addressed elsewhere.

This yard storage can occur at both of the City-owned properties (Gisch and Kuchera), although accessing the Gisch site is somewhat remote. As a long term plan it may be beneficial to the City to consider the acquisition of the Kundla property. This would allow for direct access to yard storage from the existing Maintenance facility site; this would also allow the City further options for potential maintenance facility expansion options (beyond the ones shown in this study for immediate consideration).

Existing Fuel Island:

See attached existing conditions Site Plan S-1

The existing fuel island canopy is functional as is. The existing fuel island (concrete island and curb) does have some areas of spalling and cracking, which is normal for exterior concrete conditions such as this. The existing concrete pavement, above the existing in-ground fuel tanks, also has some areas of spalling and cracking. The existing fuel tanks are original. The existing fuel dispensers and pumps are approximately 8 years old but do meet all applicable standards and are tested annually. If the fuel tanks and / or fuel dispensers require relocation it would likely be a better value to replace them with new units as it is generally quite expensive, if not impossible to relocate them and have them re-certified for use. Any future upgrades to the fuel island may want to consider lengthening the island (and canopy) and adding additional dispensers for improved access by multiple users at once.

Existing Salt/Sand Storage building:

See attached existing conditions Site Plan S-1

The existing salt / sand storage building (approximately 17,585 s.f.) has concrete block and poured concrete walls. The existing building functions acceptably for the existing salt storage operations, and has a larger storage capacity than currently required. The lighting in the existing building is dated, and requires the lamps to warm up for a significant amount of time before full light levels are achieved. The existing building is not heated, therefore brine making and storage within the building is not currently an option.

Existing Cold Storage building:

See attached existing conditions Site Plan S-1

The existing cold storage building (approximately 8,892 s.f.) has concrete block and poured concrete walls and a roof assembly of steel joists and metal decking. The existing cold storage building is in fair to good condition and functions well for small equipment and small vehicle storage. The building does not have a power assisted exhaust system relying instead upon an influx of air through doorways. Overall, the building is currently well organized and being used to near capacity. Some double or triple handling is required to access a particular piece of equipment or particular part due to the arrangement of the space and access to the overhead doors. This is a concern if there is an urgent need to access equipment used in emergencies. Extra care is required when handling vehicles and equipment within the space due to it being used to near capacity. The existing cold storage building is not ideal for year round vehicle storage as the space is not heated, and only has overhead doors on the longitudinal side of the building. The space has a storage mezzanine which can currently be accessed from the exterior elevated drive and associated overhead door. Abandoning the elevated exterior drive and single overhead door would be a viable option if a forklift was used to access the materials / equipment stored on the mezzanine level. The building lighting is currently sufficient for storage requirements, but is not ideal for shop functions. The existing cold storage building is also currently used for some shop functions. These shop functions would be better suited in a different space (one with more appropriate heating / ventilation / lighting) or the existing building could be renovated to suit such functions. The building would require rather minimal renovations to be converted to a heated storage space, with updated ventilation and lighting provisions.

Existing Maintenance building:

See attached existing conditions Site Plan S-1, existing conditions Floor Plan S-2

The existing maintenance building (approximately 34,564 s.f. – first floor, 3,742 s.f. – second floor) currently has the following areas: the administration / office area, office storage areas, restrooms, the locker room / multi-purpose room area, a kitchenette, the vehicle maintenance area, parts storage, vehicle and equipment storage, bulk fluid storage, mechanic's office, department meeting areas, a brine making and storage area, a wash bay, a mechanical room, and an electrical room.

Existing Administration / Office Area:

- The Office area lacks any open / shared office space.
- Offices consist of 5 private offices.
- The Administrative area is a small area near the entry with a reception desk.
- Current storage needs are met, but storage needs are met by using multiple storage areas on both floors, not with one central storage space.
- The current office area is utilized to its fullest capacity.
- The existing finishes in the administration / office area are in fair condition.
- The office area lacks multiple meeting areas, as a result department meetings are held within the maintenance area of the building, in rooms that were originally planned as shop space.
- One multi-purpose meeting / training / lunchroom is located on the second floor which can accommodate approximately 45 people. However, the second floor space is only accessible by stairs, there is no accessible elevator service.
- The current facility has a number of ADA accessibility compliance issues which will need to be addressed when any significant renovation or addition occurs to the existing facility.
    - *The State Building Code mandates that any addition or renovation work that occurs to the existing building (not as a separate building on the site) will need to budget 20% of the total cost to address existing ADA compliance issues (until all areas are compliant or have comparable areas on accessible levels).*
    - *All of the second floor functions which include the following are currently only accessible by stairs (not ADA compliant):*
        1. *Men's locker room*
        2. *Multi-purpose room*
        3. *Kitchenette*

There are two options for addressing the ADA requirements / accessibility for the second floor functions:

1. An elevator can be added to access those functions
2. Or all of those functions (men's locker room, multi-purpose room, and kitchenette) can be relocated to the first floor level

   Unfortunately, adding an elevator would only address getting to those spaces, some of the spaces would still not provide full ADA compliance for other reasons. The multi-purpose room can function as is, the kitchenette would require minimal upgrades for sink / countertop accessibility, the men's locker room would need to be completely renovated to provide full ADA accessibility.

- The existing men's locker room, located on the second floor, does not meet current ADA requirements for clearances around fixtures, turning radius within the room, and types of fixtures. The current space is too small to address all of the ADA requirements while still allowing for a sufficient number of lockers.
- The existing women's locker room, located on the first floor, does not meet current ADA requirements for clearances around fixtures, turning radius within the room, and types of fixtures. The current space is too small to address all of the ADA requirements while still allowing for a sufficient number of lockers.
- The existing restrooms, located on the first floor, do not meet current ADA requirements. If the women's locker room is relocated elsewhere, the existing restrooms on the first floor could be re-configured to accommodate ADA accessibility.
- The existing kitchenette located on the second floor does not meet current ADA requirements. This can simply be addressed by changing out some of the lower cabinets to provide appropriate accessibility.

- The existing finishes in the kitchenette are in fair condition.
- The existing finishes in the multi-purpose room are in fair condition.
- The existing secondary storage area on the second floor is in fair condition.
- The existing HVAC room on the second floor is full to capacity and has dated equipment.
- The existing electrical room is in fair condition, but lacks a separate I.T. room.
- The existing finishes in the locker room area are in fair condition.

Existing Vehicle Maintenance Area:

- The existing vehicle maintenance area consists of 4 bays.
- None of the existing bays can be accessed from the exterior of the building.
- None of the existing bays have drive-through bays.

- The maintenance area does not have any windows, daylight, direct exterior access.
- The maintenance area has 1 light truck in- floor lift, one in-floor heavy truck lift, one two post rotary lift, and one set of moveable lifts (4 pieces). The heavy lift can accommodate most of the City vehicles with the exception of longer vehicles such as a ladder truck.
- The maintenance area has a 5 ton overhead bridge crane for lifting of equipment.
- The lighting in the maintenance area could be improved for greater efficiency and improved workspace visibility.
- The existing overhead radiant heat works sufficiently, however many maintenance areas are changing to in floor radiant heat for increased comfort of the workers.
- There is also a waste oil unit heater which is used at times, for supplementary heating, the heater was recently rebuilt.
- The current individual vehicle exhaust system is an in-floor system.
- CO / NO2 sensors and associated switches for exhaust / make-up air systems have had reliability issues in the past.

- The maintenance area lacks a dedicated / isolated welding / fabrication bay, which is common in newer facilities.
- The existing storage mezzanine (above the Mechanic's office / bulk fluid room) has limited functionality as the 5-ton bridge crane that can be used at the mezzanine has very limited clearance between the bottom of crane hook and the top of floor.
- The existing occupancy sensor in the mezzanine area is not working appropriately.

Existing Welding Area:

- There is currently no dedicated welding bay / area.

Existing Mechanic's Office:

- The existing Mechanic's office is currently shared with the parts room, and both are undersized by current standards.
- It is common for the Mechanic's office to have windows and doors that look out on the maintenance area so that direct supervision can take place from the office, to monitor work status and worker safety, currently no windows exist in the shared parts / office room.

Existing Bulk Fluid Storage:

- The existing bulk fluid (lube) room has single layer tanks with no provisions for spill containment.
- If any renovation / addition occurs this will need to be updated to meet current code requirements.

Existing Parts Storage Area:

- The existing parts storage area is very well organized, but is small by current standards.

- Many parts are ordered from local parts stores which reduces the volume of on-site inventory. The existing parts tracking system utilizes an older format, but functions acceptably due to the efforts of current personnel. Upgrades may be appropriate as the spaces are modified or relocated.
- Lighting in the parts room could be improved for increased overall visibility.

Existing Vehicle Storage Area:

- The existing vehicle area currently serves many functions, some of which were not initially intended to occur in that space. Current functions are as follows:

    1. *Vehicle storage*
    2. *Wash bay*
    3. *Brine production and storage*
    4. *Parks storage*
    5. *Streets storage*
    6. *Misc. storage*
    7. *Equipment storage*
    8. *Wood shop*

- The existing vehicle storage area is used to its fullest capacity.
- The brine production and storage, and the wash "bay" functions which occur in the existing vehicle storage area take up much needed vehicle storage space.
- Storage of vehicles and equipment requires double and triple handling of equipment and vehicles to store as many items indoors as possible.
    - All critical vehicles and equipment cannot be stored indoors due to lack of room.
    - Double and triple handling of vehicles and equipment on a daily basis is time-consuming and is not ideal for worker safety.
- Lighting in the vehicle storage area is primarily T-8 type fixtures. There are a few areas where light levels could be increased in order to increase working efficiency and productivity.
- Task lighting for the functions which were not originally intended for the vehicle storage area is insufficient in some areas and should be upgraded if that task space remains.
- HVAC systems and make-up air / exhaust systems with integrated NO2 / CO sensors are dated, but are adequate for the current space and level of use.
- The existing make-up air unit is approximately 30 years old, this should likely be replaced at the same time as any significant renovation / addition to the facility.
- Updating, replacing, and /or adding to the systems will be required with any building modification, addition, or change in work spaces, in order to maintain a healthy and energy efficient environment.
- The CO / NO2 sensors currently operate appropriately, but have reliability issues in the past.
- The existing exterior walls and existing structural systems appear to be in good condition.

- The interior finishes of the existing vehicle storage area are in reasonable condition, some painting and patching at the lower portions of the wall is required.
- Electrical panelboard open breaker covers are beginning to rust, should be replaced.
- Ductwork in a few locations needs to be replaced.
- Cleaning of trench drains occurs approximately once a month during winter.
- If significant work is done to the floor it would be beneficial to add dedicated sand traps (in lieu of collecting debris in the trench drains).
- A portion of the roofing and roof deck needs to be patched in (at area of old paint booth), currently a temporary cap exists at this area.

Existing Small Equipment Maintenance Area:

- Currently there is no dedicated small equipment maintenance area.

Existing Wood Shop Area:

- The existing wood shop area is not enclosed and is within the vehicle storage space.
- The configuration is not ideal for worker productivity, efficiency, or safety due to proximity to the traffic lane.
- However, wood working is minimal at the facility.
- This configuration also uses valuable floor space in vehicle storage which is insufficient to meet current vehicle requirements.

Existing Wash Bay:

- The existing wash bay area is not enclosed and is within the vehicle storage space.
- The existing wash bay is a single vehicle, manual wash bay, it is undersized for the current fleet vehicles, there is currently no dedicated sand/containment pit.
- This configuration is not ideal, especially for larger pieces of equipment, the surfaces or boxes of which may be difficult to access from the floor.
- There is minimal space for staging equipment waiting for the bay which impacts the traffic flow on site.
- Having the wash bay open to the vehicle storage area results in water spray and vapor intrusion within the entire vehicle storage area which is not ideal for working conditions or for equipment longevity.
- The current wash area has no undercarriage washing system.

Existing Brine Production and Storage Area:

- Although it is fairly common for brine production and storage to occur within vehicle storage, it takes up valuable floor space which is already lacking in the existing vehicle storage area.
- Filling trucks with brine requires the use of the drive lane or a dedicated vehicle space.

Existing "Department" Rooms:

- The 3 existing "department" rooms were originally planned as shop and storage spaces for those individual departments.
- Currently these department rooms are being used for department staff meetings and department office / storage / locker areas, as those functions have no other space within the existing facility to take place.
- As a result, the originally planned department "shop" and storage spaces are divided between the Department rooms and the existing Cold Storage building (attached to the existing Salt Storage building).

Existing Storage/Shop building:

See attached existing conditions Site Plan S-1

- The existing cold storage/shop building currently serves many functions, some of which were not initially intended to occur in that space. Current functions are as follows:

    1. *Vehicle storage*
    2. *Equipment storage*
    3. *Material storage*
    4. *Sign storage*
    5. *Department shop and storage*
- The existing cold storage building is currently used for many functions which were not planned for when the building was constructed.
- The building lacks appropriate task lighting for any activities besides strictly placing and removing items for and from storage.
- The building lacks insulation and heat, making it difficult, if not impossible, to work as a shop space during the cold season.
- The sign storage area is very well organized, but lacks any separation from the vehicle / equipment storage area.
- The other "shop" areas are also open to everything that surrounds them.
- The current "shop" configuration is not ideal for worker productivity, efficiency, or safety.
- The upper storage mezzanine is not accessed very frequently.
- The current exterior ramp and overhead door that provide direct / driving access to the existing upper storage mezzanine could be abandoned, and the mezzanine could just be accessed by the stairs and forklift (or crane).
- The overall structure of the existing Cold Storage building is in good condition.

Existing Salt/Sand Storage building:

See attached existing conditions Site Plan S-1

- The existing salt/sand building currently serves primarily as it was originally intended, for salt and sand storage.

- The building lacks appropriate task lighting for any activities besides strictly placing and removing salt/sand for and from storage.
- The building lacks insulation and heat, which is common for a salt/sand building.
- The lighting and lighting controls in the building are dated, the lights require considerable warm-up time, lending them ineffective for the first ten minutes of operation.
- Given current salt/sand usage, the building has additional room which could be utilized for other material / equipment storage functions.
- The overall structure of the existing Salt/Sand Storage building is in good condition.

3. Summary of Program Recommendations:

The following program recommendations are based on multiple meetings with the Maintenance Facility staff, and on the experience we have established through similar projects for other entities:

The following are minimal space requirements based on the staff, equipment, vehicles, and parts which need to be stationed, stored, and maintained by the various departments within the Maintenance Facility:

Office Area:

- The existing office area to receive interior finish upgrades, renovation and reconfiguration, and an office area addition.

    1. The office area receives an addition which accommodates the following:

        - Men's Locker and Restroom (with 46 full size lockers)
        - Women's Locker and Restroom (with 11 full size lockers)
        - Open office and employee area with open workstations
        - Copy and printer / plotter area
        - 3 new offices
        - Small conference room
        - Elevator

    2. An elevator is added to the office area in order to access the existing multi-purpose room (currently on the second floor).

    3. The existing locker room on the second floor is to be converted to a kitchenette and vending area, an elevator lobby, and an elevator equipment room.

    4. The remainder of the office area receives the following:

- The existing administrative area and 4 of the existing offices essentially remain as is, with minor upgrades.
- The existing janitor's closet remains as is.
- The existing storage area remains as is.
- The existing first floor locker room / restrooms be converted to a mud room with wet lockers.
- One existing office to be converted to a plan room.
- Minor renovations to ensure ADA accessibility to all common spaces.

Existing HVAC / Electrical / I.T. rooms:

- All of these areas will need to be renovated to add additional services, replace existing services to meet new demands of renovated / additional building(s).

Existing Department rooms:

- The existing department rooms receive minor interior upgrades / improvements.
- Locker storage space will be provided in new locker rooms and new mud room.
- Sign shop and other shop functions will be relocated to the converted storage building.

Existing Lube Room and Parts / Mechanic's office:

- Convert to dedicated storage rooms.

Existing Vehicle Maintenance area:

- Convert existing vehicle maintenance area into vehicle storage area (remove portions of existing walls to open the space into the adjacent vehicle storage space).
- Minor renovations as required.

Existing Vehicle Storage area:

- Convert in entirety to vehicle and equipment storage, wash bay to be re-located, brine making and storage may also be re-located.
- Remove portions of existing south and west walls to allow for new drive-thru bays, etc.

Existing Salt Storage building:

- Renovate to clear out a portion of the building for displaced yard storage (boneyard).
- Potential for adding a covered chute for salt/sand delivery at west side of building.
    - This would benefit loading/unloading and overall traffic flow on site.
- Potential barriers for materials confinement.
- Approximate requirements of Salt storage alone = 2,000 tons (per ½ season = 20 events).
    - Area required = approximately 4,000 s.f. (with 16' tall pile).
- Remainder of existing building to be used for displaced yard storage = approximately 13,000 s.f.

- This space could be used for a covered materials storage area for misc. materials such as, class V, mulch, sand, rock, topsoil, etc. Covering and enclosing misc. materials such as this would result in less material waste, cleaner overall operations, and manage dust.
- This space could also be used misc. "boneyard" items.

<u>Existing Cold Storage and Shop building:</u>

- Convert entire building to a heated building.
- Add additional lighting, HVAC, controls, electrical, and plumbing.
- Convert building to heated vehicle, equipment storage and shop space. (approx. 8,892 s.f.)
  - Shop space for sign shop, carpentry / wood shop, and department shops.
    (approx. 6,292 s.f.)
  - Approximately 1,000 s.f. dedicated to Golf Course equipment for winter storage.
  - Approximately 1,600 s.f. dedicated to vehicle and equipment storage.
- Ideally one carpentry / wood shop should be provided for the current operations
  - Minimum area required = approx. 800 s.f.
  - Ideal area = approx. 1,000 s.f.
  - Carpentry Shop area of proposed plan = approx. 800 s.f.
  - Park equipment which is being maintained by staff at the Maintenance Facility often requires access to a carpentry shop. Currently this takes place within the Vehicle Storage area, and would be better served in a dedicated shop space. The proposed plan will convert a portion of the existing cold storage building into a carpentry shop.
- A minimum of one sign shop is required for the current operations
  - Minimum area required = approx. 800 s.f.
  - Ideal area = approx. 1,200 s.f.
  - Sign Shop area of proposed plan = 1,200 s.f.
  - The current operations require a sign shop for fabrication and storage of signs. Currently this takes place within the Cold Storage area and the Department area, and would be better served in a dedicated shop space. The proposed plan will convert a portion of the existing cold storage building into a sign shop, with minor renovations.

<u>Proposed Vehicle Storage (addition):</u>

- The quantity of vehicles listed below require storage in a heated storage environment, in order to effectively accomplish the operational requirements of the City. The existing Vehicle Storage area will be renovated and added on to, in order to accomplish the storage requirements for current and future (10 year planned) needs.
  - 19 Large vehicles
  - 55 Medium vehicles
  - Minimum sq. ft. required = 56,192 s.f.
- The quantity of vehicles listed below require storage on site, ideally this would be heated storage, but cold storage is also an option for the following:

    - 0 Large vehicles
    - 8 Medium vehicles
    - Minimum sq. ft. required = 6,355 s.f.
- Grand total of required vehicle storage space (heated & cold) = 62,547 s.f.
- The quantity of vehicles which can be accommodated in a heated storage environment with the preferred plan option is:
    - 15 Large vehicles
    - 65 Medium vehicles
    - Total sq. ft. of existing/renovated/new vehicle storage = 65,300 s.f. (preferred plan)
        - The difference in the required sq. ft. per the program document and the actual required sq. ft., as depicted in the preferred plan, is a result of adding onto an existing facility (while providing dedicated trailered vehicle parking), which results in some inefficiencies which could only be avoided (given the current site and existing building configuration) if the entire facility was new construction.
    - The existing vehicle storage area (along with the converted existing vehicle maintenance area = 29,500 s.f.
    - The proposed vehicle storage additions would total approximately 35,800 s.f. (for the preferred plan option).

<u>Proposed Vehicle Maintenance (addition):</u>

The vehicles and equipment which are being maintained at the Maintenance Facility require maintenance bays, clearances, lifts, and maintenance equipment which are not all currently available at the existing facility. In order to efficiently and effectively maintain all vehicles and equipment a new Vehicle Maintenance area is proposed.

- The current fleet size requires a minimum of 7 maintenance bays to provide optimum efficiency in scheduling and operations (up to 10 have been provided for similar sized fleets).
    - Minimum area required = approx. 9,418 s.f.
    - Ideal area = approx. 14,472 s.f.
    - Vehicle Maintenance area of preferred plan option = 9,440 s.f. (area does not include small engine bay / tire & shop bay / welding & fabrication bay)

<u>Small Engine Repair Shop:</u>

The equipment which is being maintained at the Maintenance Facility requires a small engine repair shop. Currently this takes place within the vehicle maintenance area, and would be better served in a dedicated bay. The preferred plan would add a shared bay within the proposed Vehicle Maintenance area (this bay would be shared with a tire & brake repair area).

- A minimum of one repair bay is required for the current operations
    - Minimum area required = approx. 800 s.f.
    - Ideal area = approx. 1,360 s.f. (for shared bay with tire & brake)
    - Small Engine Repair space of preferred plan = 1,000 s.f.

Welding and Fabrication Bay:

The current operations require a Welding and Fabrication bay, which currently takes place in the Vehicle Storage and Vehicle Maintenance areas, depending on the size and type of the project. A dedicated bay would increase efficiency of operations and free the much needed space for Vehicle Maintenance and Vehicle Storage. The preferred plan would add a dedicated bay for Welding & Fabrication.

- A minimum of one welding and fabrication bay is required for the current operations
  - Minimum area required = approx. 1,120 s.f.
  - Ideal area = approx. 1,300 s.f.
  - Welding and Fabrication bay area of preferred plan = 1,300 s.f.

Wash Bay:

The current operations would benefit from multiple wash bays (whether automated or manual) to increase operational efficiencies and the lifespan of vehicles and equipment. An automated wash bay would ensure that all vehicles could be quickly washed after weather events, but is not as thorough or as effective as manual washing. Regular and consistent washing of vehicles significantly reduces wear on vehicles, and the maintenance required to repair them. Currently the wash bay is within the vehicle storage area, and does not have an undercarriage wash component. The preferred plan would add 2 large manual wash bays, which would accommodate 4 large vehicles at one time.

- A minimum of two manual wash bays is required for the current operations
  - Minimum area required = approx. 3,072 s.f. (for two manual bays)
  - Ideal area = approx. 7,424 s.f. (for two manual bays and one automated bay)
  - Wash Bay area of proposed plan = 4,483 s.f. (for large manual bays)
- Brine making and storage may be relocated adjacent to the wash bays

Fuel Island:

If the preferred plan is implemented a new fuel island would be required (as mentioned previously it would be difficult, if not impossible, to relocate the existing tanks and dispensers and have them re-certified.

- The new fuel island would have 4 dispensers and 2 tanks and a canopy overhead.

Exterior parking, staging, and dumpster areas:

Currently all of the existing parking stalls are used during peak operations by full-time and seasonal staff. Any existing parking stalls that are displaced by renovations / additions to the existing facility will need to be replaced on site. Public parking is limited.

- 57 Parking stalls are shown on the preferred plan (4 accessible stalls).
- Dedicated motorcycle (and bicycle) parking is shown on the preferred plan.
- Proposed dumpster locations are also shown on the preferred plan.
- Exterior staging areas will be quite limited due to the existing site constraints, however most staging will be able to be accommodated indoors with the preferred plan.

3. **Summary of Program Recommendations:**

The following figures are a summary of the Program recommendation quantities which were outlined in the previous paragraphs. The figures show the current square footage of the areas, the optimum areas for those functions (based on previous project experience), and the proposed areas of the proposed plan (based on available area of the existing site and building parameters):

FUNCTION	CURRENT AREA	OPTIMUM AREA (if NEW building)	PROPOSED AREA	NET ADDITION
OFFICE (1st floor)	1,557 SQ.FT.	8,741 SQ.FT.	5,229 SQ.FT.	3,672 SQ.FT.
OFFICE (2ND floor)	1,491 SQ.FT.	(Included above)	1,583 SQ.FT.	92 SQ.FT.
CARPENTRY SHOP	0 SQ.FT.	1,000 SQ.FT.	(800 SQ.FT. - included in converted cold storage #)	Renovate existing area
SIGN SHOP	0 SQ.FT. (currently in cold storage)	1,200 SQ.FT.	(1,200 SQ.FT. - included in converted cold storage #)	Renovate existing area
HEATED VEHICLE STORAGE	23,400 SQ.FT.	56,192 SQ.FT.	65,300 SQ.FT. (eliminates need for cold storage)	41,900 SQ.FT.
VEHICLE MAINTENANCE	4,690 SQ.FT.	17,542 SQ.FT. (includes welding & small engine repair)	11,873 SQ.FT. (includes welding & small engine repair)	7,183 SQ.FT.
WASH BAYS	0 SQ.FT. (currently in vehicle storage)	7,424 SQ.FT.	4,483 SQ.FT.	4,483 SQ.FT.
SALT STORAGE	17,585 SQ.FT.	4,000 SQ.FT.	4,000 SQ.FT.	Renovate existing area
MATERIALS STORAGE & COLLECTION AREA (COVERED)	0 SQ.FT.	12,400 SQ.FT.	13,585 SQ.FT.	Renovate existing area
BRINE MAKING & STORAGE	0 SQ.FT. (currently in vehicle storage)	1,500 SQ.FT.	(1,500 SQ.FT. - included in converted cold storage #)	Renovate existing area
COLD STORAGE	8,892 SQ.FT.	6,355 SQ.FT.	8,892 SQ.FT. (convert to heated storage / shop)	Renovate existing area
EXISTING MEZZANINE	2,251 SQ.FT.	2,251 SQ.FT.	2,251 SQ.FT.	0 SQ.FT.
MISC. / CIRCULATION	3,417 SQ.FT.	3,417 SQ.FT.	3,417 SQ.FT.	0 SQ.FT.
TOTAL AREA OF ALL BUILDINGS	**63,283 SQ.FT.**	**122,022 SQ.FT.**	**120,613 SQ.FT.**	**57,330 SQ.FT.**

4. **Comparison with Other Communities:**

The following chart illustrates a few cities that have modern facilities which meet current and short term needs, relative to the City of Inver Grove Heights. Note that while differences in operations and conditions vary from city to city, there are many similarities between cities. Types of equipment, service levels, staff sizes, and types of operations remain relatively consistent between cities of similar sizes, particularly suburban cities that have and will experience growth.

CITY	POPULATION (APPROXIMATE)	CURRENT TOTAL BUILDING AREA (HEATED ONLY – 1st Floor)	NOTES
CHANHASSEN	24,432	88,300 SQ.FT.	INCLUDES LIMITED SPACE FOR CITY GROWTH
HOPKINS	18,025	67,357 SQ.FT.	
MAHTOMEDI	8,013	29,000 SQ.FT.	
MAPLE GROVE	65,415	191,000 SQ.FT.	INCLUDES LONG-TERM PLAN FOR CITY GROWTH
ST. ANTHONY	8,583	27,450 SQ.FT.	
VADNAIS HEIGHTS	12,983	40,100 SQ.FT.	
INVER GROVE HEIGHTS (CURRENT)	34,344	**34,564 SQ.FT.** (All areas shown do **not** include 2nd story / mezzanine)	AREA IS CURRENTLY INSUFFICIENT TO MEET OPERATIONAL REQUIREMENTS
INVER GROVE HEIGHTS PROPOSED (PREFERRED PLAN)	**34,344**	**99,194 SQ.FT.** *PROPOSED PLAN*	**AREA INDICATES PROPOSED HEATED SPACES** (INCLUDING CONVERTING EXISTING COLD STORAGE SPACE TO HEATED)

5. **Summary of Deficiencies:**

In summary, the existing Inver Grove Heights Maintenance Facility has a number of shortcomings which include the following:

- The existing Maintenance buildings are currently experiencing some problems due to age and normal deterioration. The following repairs will eventually be required in order to maintain the buildings:
    - Through-wall flashing repair around perimeter of main Maintenance building
    - Roof replacement on main Maintenance building
    - Roof replacement on Cold Storage building
    - Cold Storage building and Salt Storage building lighting (fixture) replacement
    - Glass block replacement (particular areas)
    - Concrete slab replacement in particular areas
    - Ventilation system improvements
    - Fire Alarm system replacement
    - The total estimated cost implications of the above noted repair / replacement / maintenance items is approximately $645,000
    - The above repairs would be offset (savings) if the preferred renovation / addition to the existing facility is implemented (approximately half of the cost would be absorbed into the renovation / addition due to work associated with the renovation)
- Lack of ADA compliant accessibility to many areas of the building
    - Men's locker and shower areas are only available upstairs, which are not accessible (as no elevator exists at the facility
    - The multi-purpose (training/meeting/lunch) room is also inaccessible, located upstairs
    - The kitchenette is inaccessible, located upstairs
    - The current restroom and locker rooms lack appropriate accessibility clearances and provisions
- Current working conditions for many of the areas are substandard (by current standards) in that they lack:
    - Appropriate lighting for working conditions
    - Proper ventilation and exhaust (to mitigate fumes from vehicles and equipment, in select areas)
    - The appropriate maintenance equipment and environment to service the current vehicles and equipment
    - Separation of particular shop functions from other areas
    - Proper space for safe handling and maintenance of all vehicles and equipment
    - Sufficient storage for the equipment and vehicles
- Shortage of appropriate storage space for vehicles and equipment
    - Results in lost time, and inefficient operations (especially in emergency situations) due to double and triple handling of equipment, and inability to quickly access required equipment and vehicles

- There is a lack of appropriate working conditions for a number of the shop operations, this is due to a lack of overall space for the facility
    - The current operations do make the best use of the available space, as efficiently as currently possible, the current facility simply lacks the appropriate dedicated space that is required to maintain and service all of the existing equipment in an effective and efficient manner
    - Appropriate working conditions are currently unavailable for the required operations of Welding, Fabrication, Sign preparation and storage, Wood shop, Washing of vehicles and equipment, Brine production and storage, Small Equipment maintenance, and misc. storage
- The current Vehicle Maintenance area lacks the appropriate clearances and appropriate equipment to service the newer, larger vehicles of the City
- The current Mechanic's Office is currently undersized and shares the function of a Parts Room, worker safety and efficiency is also reduced as there is no direct viewing of the Maintenance area from the Mechanic's Office (lack of interior observation windows).
- The Vehicle Maintenance area lacks any drive-through lanes
    - The lack of drive-through lanes can make it difficult to service broken-down vehicles, as there are limited options for towing/pulling a vehicle or piece of equipment into position to services it
    - Drive-through lanes also increase options for servicing extremely large pieces of equipment and vehicles
- The Lube / Bulk-fluid room lacks spill containment provisions which are required by current code
- There is a deficient amount of heated Vehicle Storage space to appropriately store all of the vehicles and equipment which should be stored in heated spaces
    - Part of this deficiency is due to the fact that a number of other operations that are currently taking place within the heated Vehicle Storage of the existing facility (as stated previously)
    - Not storing vehicles and equipment in the appropriate/controlled environment may accelerate their deterioration and decrease efficiency
    - A lack of required heated Vehicle Storage space also requires additional labor costs associated with retrieving vehicles and equipment from disconnected spaces and time associated with preparing and warming up the vehicles and equipment prior to being able to fully utilize them
    - Lack of appropriate dedicated Vehicle Storage space is also inefficient and increases worker safety concerns as vehicles and equipment require regular double and triple handling
- Deficient Cold Storage space for all vehicles and equipment
    - Storing all vehicles and equipment indoors (within both cold and heated storage spaces) would increase the lifespan of the vehicles and equipment
- Lack of natural daylight in all of the working spaces

    - This may affect the productivity and overall welfare of the employees
    - Natural daylighting can also be a means of decreasing energy consumption if associated with the proper sensors and controls
- The current NO2 and CO sensors may need to be replaced as they have had reliability issues in the past
- Current lighting controls are dated and have limited flexibility

6. Summary of Findings and Recommendations:

See attached Proposed Site Plan S-3, and Proposed Floor Plan S-4

Based on numerous meetings with the staff it was determined that attached plan was the preferred option (7 different options were developed and discussed as part of the study). There are a number of attributes to this plan as outlined below:

- The Office Area addition will provide the following improvements to the facility:
    - ADA accessibility and accessible fixtures to all common areas
    - Appropriately sized locker and restrooms (with accommodations for all staff)
    - A Plan Room
    - Open employee office / work / workstation area for all employees
    - Elevator
    - Additional dedicated offices
    - An accessible renovated Kitchen
    - An accessible Multi-Purpose room
- The proposed option allows for all of the heated Vehicle Storage space to be connected to the main facility, which will increase operational efficiencies and worker safety
    - This option also allows for nearly all of the vehicles and equipment to be stored in a heated / tempered environment, this will increase the overall lifespan of all vehicles and equipment stored in this condition
    - This option allows for multiple trailered vehicles to be stored in a ready configuration (vehicles with trailers already attached) which increases operational safety & efficiency
    - The existing Vehicle Storage area can be fully utilized as a vehicle storage space as all of the other functions that currently take place within that area are relocated to other, dedicated areas
- The preferred option provides 2 large manual wash bays, which can accommodate 4 large vehicles at once
    - This will increase the likelihood that all vehicles will be washed after an emergency event, which will increase the lifespan of the vehicles and reduce maintenance requirements
    - This will also increase productivity as there will be less wait-time for usage
- The Vehicle and Equipment Maintenance area will be a new facility addition which meets current standards:
    - Drive-through bays increase efficiency and options

  - All current vehicles and equipment will be able to be appropriately serviced
  - The bulk fluid storage area will meet current code requirements
  - Dedicated maintenance area for Small Engine and Equipment repairs
  - A dedicated welding and fabrication bay increases worker safety
- The existing Salt/Sand storage would largely remain as is with minor improvements. Reorganizing the existing building would allow for more “loose” materials to be stored indoors, out of the elements.
- The preferred plan would allow for the existing Cold Storage/Shop space to be converted to a heated space with dedicated shop areas, with minimal renovation work.
- The preferred plan would allow for temporary seasonal storage of misc. equipment from departments which lack winter storage capabilities.

- **Campus wide gains:**
  - Natural daylight can be utilized / implemented throughout the buildings
  - Energy efficient lighting systems and controls
  - Energy efficient HVAC / plumbing systems and controls
  - Reduce double and triple handling of vehicles and equipment
  - Majority of operational overhead doors to be south facing (energy efficiency)
  - Operational efficiency gained
  - Staff comfort and overall welfare increased
  - Overall safety benefits
  - Vehicle and Equipment lifespan increased

7. Cost Estimates:

This estimate is preliminary, based on industry averages for this type of Public Works facility:

- Estimate includes new equipment related to the work (crane, lifts, wash bay equipment, etc.)
- The estimates below are for bidding and construction in 2015/2016.
- Add 5% to the net cost for every year into the future for the actual bidding to occur.
- Cost estimate for preferred option, listed in phases:

Div	Item	Sub-total	Total
	Phase A: **South storage/maintenance addition**		
01	**General Conditions**		**$550,000.00**
	GS, permits, O & P	see above	
02	**Sitework**		**$392,000.00**
	Earthwork	$40,000.00	
	Utilities	$45,000.00	
	Paving, patching, milling	$95,000.00	
	Site concrete	$30,000.00	
	Fencing/retaining wall	$62,000.00	
	Landscape, etc.	$35,000.00	
	Demo	$85,000.00	
03	**Concrete**		**$945,000.00**
	Footings, aprons, misc.	$85,000.00	

	Floors, 7"	$380,000.00	
	Floors, 4"	$5,000.00	
	Pre-cast wall panels	$470,000.00	
	Plank floors	$5,000.00	
04	**Masonry**		**$85,000.00**
	CMU walls	$85,000.00	
05	**Steel**		**$480,000.00**
	Columns, beams, joists	$420,000.00	
	Misc. Metals	$60,000.00	
06	**Wood, plastic**		**$40,000.00**
	Rough carp./deck	$30,000.00	
	Finish carpentry	$10,000.00	
07	**Thermal / Moisture**		**$303,000.00**
	Waterproofing	$4,000.00	
	Insulation	$4,000.00	
	Roofing	$260,000.00	
	Sheet metal	$30,000.00	
	Joint sealers	$5,000.00	

08	**Openings**		**$178,000.00**
	Doors/frames	$24,000.00	
	OH doors	$140,000.00	
	Access doors	$1,000.00	
	Hardware	$12,000.00	
	Louvers	$1,000.00	
09	**Finishes**		**$79,000.00**
	Vinyl base	$1,000.00	
	Acoustic ceilings	$3,000.00	
	Painting		
	Steel	$8,000.00	
	Ceilings	$50,000.00	
	Walls (selected areas)	$9,000.00	
	Flooring	$3,000.00	
	Tile	$5,000.00	
10	**Specialties**		**$5,000.00**
	Toilet accessories		
	FE		

	Misc.	$5,000.00	
11	**Equipment (maint.)**		**$565,000.00**
	crane	$200,000.00	
	Wash bay equipment	$180,000.00	
	Fuel island	$185,000.00	
12	**Furnishings**		**$0.00**
13	**Conveying equip.**		**$120,000.00**
	Lifts	$120,000.00	
21	**Fire suppression**		**$90,000.00**
22	**Plumbing**		**$470,000.00**
23	**HVAC**		**$510,000.00**
26	**Electrical**		**$480,000.00**
	Building and site	**Subtotal of all**	**$5,292,000.00**
	Fees, inspections, expenses, borings, survey		**$500,000.00**
	Contingency of 10%		**$500,000.00**
	Total of all items		**$6,292,000.00**

	Phase A: Office addition		
	Addition and renovation		**$730,000.00**
	New (based on sf costs)	$655,000.00	
	Renovation	$75,000	
	Fees, inspections, expenses, borings, survey		$80,000.00
	Contingency of 10%		$81,000.00
	Total of all items		**$891,000.00**
01	**Phase B: West Addition**		
	General Conditions		**$125,000.00**
	GS, permits, O & P	see above	
02	**Sitework**		**$170,000.00**
	Earthwork	$150,000.00	
	Paving, patching, milling	$5,000.00	
	Demo	$15,000.00	

03	**Concrete**		**$320,000.00**
	Footings, aprons, misc.	$25,000.00	
	Floors, 7"	$105,000.00	
	Pre-cast wall panels	$190,000.00	
04	**Masonry**		**$0.00**
05	**Steel**		**$120,000.00**
	Columns, beams, joists	$120,000.00	
06	**Wood, plastic**		**$10,000.00**
	Rough carp./deck	$10,000.00	
07	**Thermal / Moisture**		**$92,000.00**
	Roofing	$80,000.00	
	Sheet metal	$10,000.00	
	Joint sealers	$2,000.00	
08	**Openings**		**$67,000.00**
	Doors/frames	$1,000.00	
	OH doors	$65,000.00	
	Hardware	$1,000.00	
09	**Finishes**		**$17,000.00**

	Painting		
	Steel	$2,000.00	
	Ceilings	$15,000.00	
10	**Specialties**		**$1,000.00**
	Misc.	$1,000.00	
11	**Equipment**		**$0.00**
12	**Furnishings**		**$0.00**
13	**Conveying equip.**		**$0.00**
21	**Fire suppression**		**$30,000.00**
22	**Plumbing**		**$125,000.00**
23	**HVAC**		**$150,000.00**
26	**Electrical**		**$160,000.00**
	Building and site	**Subtotal of all**	**$1,387,000.00**
	Fees, inspections, expenses, borings, survey		$125,000.00
	Contingency of 10%		$130,000.00
	Total of all items		**$1,642,000.00**

	Phase C: Shop, storage, and salt buildings - renovation		
	Shop upgrades	$175,000.00	
	Salt storage renovation	$45,000.00	
	New opening for salt	$35,000.00	
	West access to salt building	$35,000.00	
	Building and site	**Subtotal of all**	**$290,000.00**
	Fees, inspections, expenses, borings, survey		$25,000.00
	Contingency of 10%		$29,000.00
	Total of all items		**$344,000.00**
	Grand Total of all items, all phases		**$9,169,000.00**

This estimate is preliminary, based on industry averages for this type of Public Works facility:

- Estimate includes new equipment related to the work (crane, lifts, wash bay equipment, etc.)
- The estimates above are for bidding and construction in 2015/2016.
- Add 5% to the net cost for every year into the future for the actual bidding to occur.
- Cost estimate for preferred option, listed in phases.

8. Design and Construction Phasing:

Regardless of when the proposed work for the phases proceeds, there is an optimal time of year for the project to start. Given that the city departments work on a 24/7 basis all year, disruption to operations should be as minimal as is possible. In addition, current timing of material / equipment orders, building at the optimal time of year, and other factors need to be considered.

Note that building components and equipment orders currently have long lead time periods. This is expected to continue into the foreseeable future. Steel and precast concrete, for example, have lead times approaching four months or more. Consequently, being able to bid out a project, and completing an agreement with a contractor shortly thereafter, is best done well ahead of an actual construction start. This would also reduce the overall time for the contractor to be on site and further improve the contractor's ability to execute the project in a timely fashion.

The phasing of future improvements is proposed to be into three steps. These steps can be sequential or spread apart by several years. That is to say that the design and bidding for phase B can take place while phase A of the construction is underway, with phase B of the work starting just after the balance of work items from phase A have been completed.

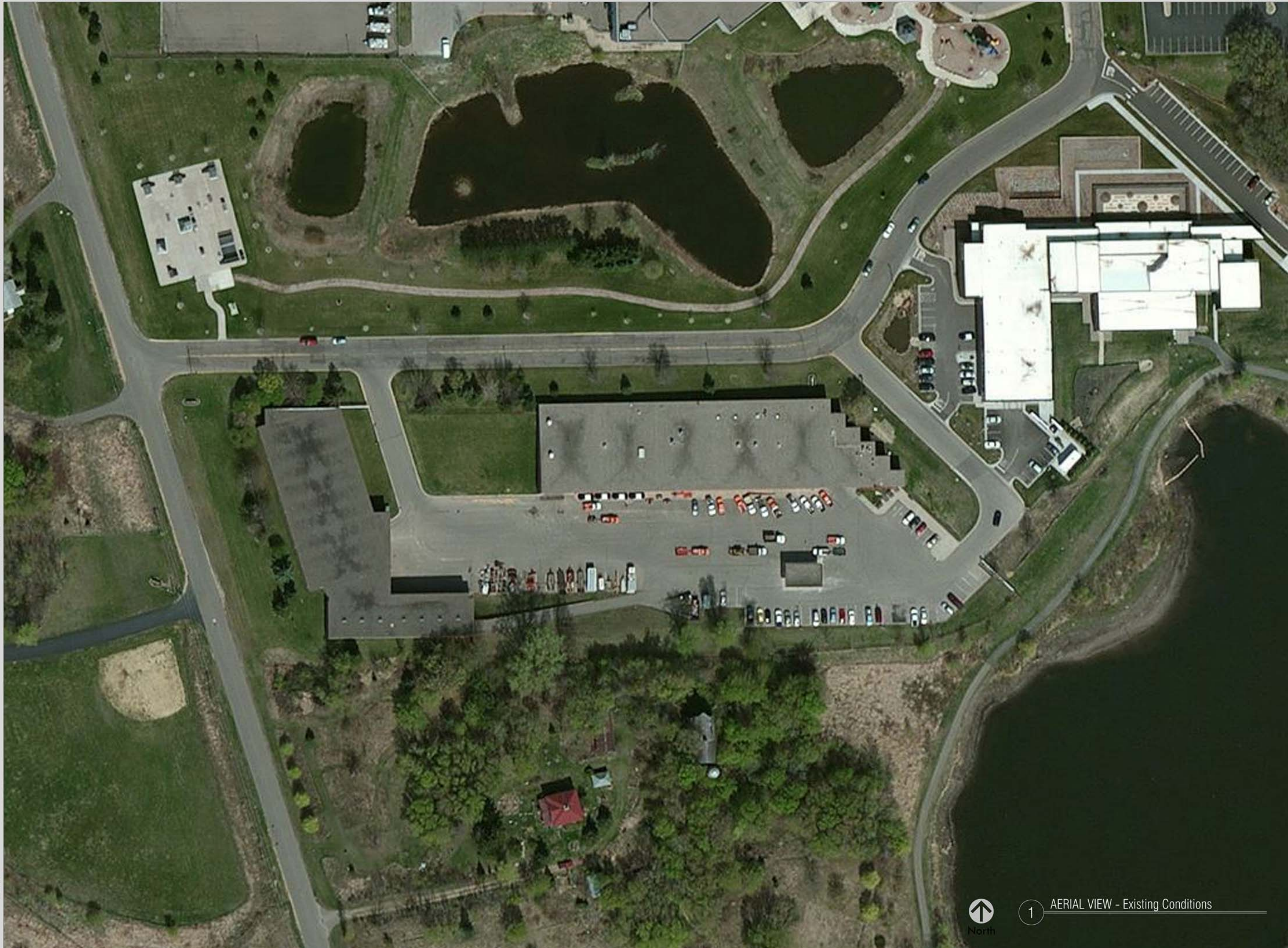
During the evaluation portion of the study, it was determined which improvements were of first or second priority. This prioritizing helps in phasing the work. Since city operations will always remain on a 24/7 basis, and construction can greatly impact city operations, phasing the work will allow city staff to relocate parking of vehicles and daily operations after phase A of the work has been completed to allow the contractor work on subsequent phases with minimal operational impacts.

To further help diminish negative impacts on city operations, timing the work during the less inclement times of the year is important. For example, timing the bidding and lead orders will help reduce the amount of time contractors are physically on site. The ordering of lead items can be made during the winter, with materials and goods produced and delivered so they are immediately available for construction of the new work in the spring and early summer.

The proposed phasing of the renovation / addition scope of work is as follows:

- Phase A (Office and South addition)
    - Office area addition
    - Vehicle Storage addition
    - Vehicle Maintenance addition
    - Renovations to existing Maintenance facility
- Phase B (West addition)
    - Vehicle Storage addition
- Phase C (Renovations)
    - Renovate existing Salt / Sand Storage building
    - Renovate existing Cold Storage building

9. Attachments (following pages):



North

1 AERIAL VIEW - Existing Conditions

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PROJECT NAME:
Inver Grove Heights
Public Works Study

8150 Barbara Ave.
Inver Grove Heights,
MN. 55077

PROJECT NUMBER: 14-30

DATE ISSUED: April 1, 2015

DRAWN BY: E.M.W.

CHECKED BY: J.L.O.

REVISIONS:

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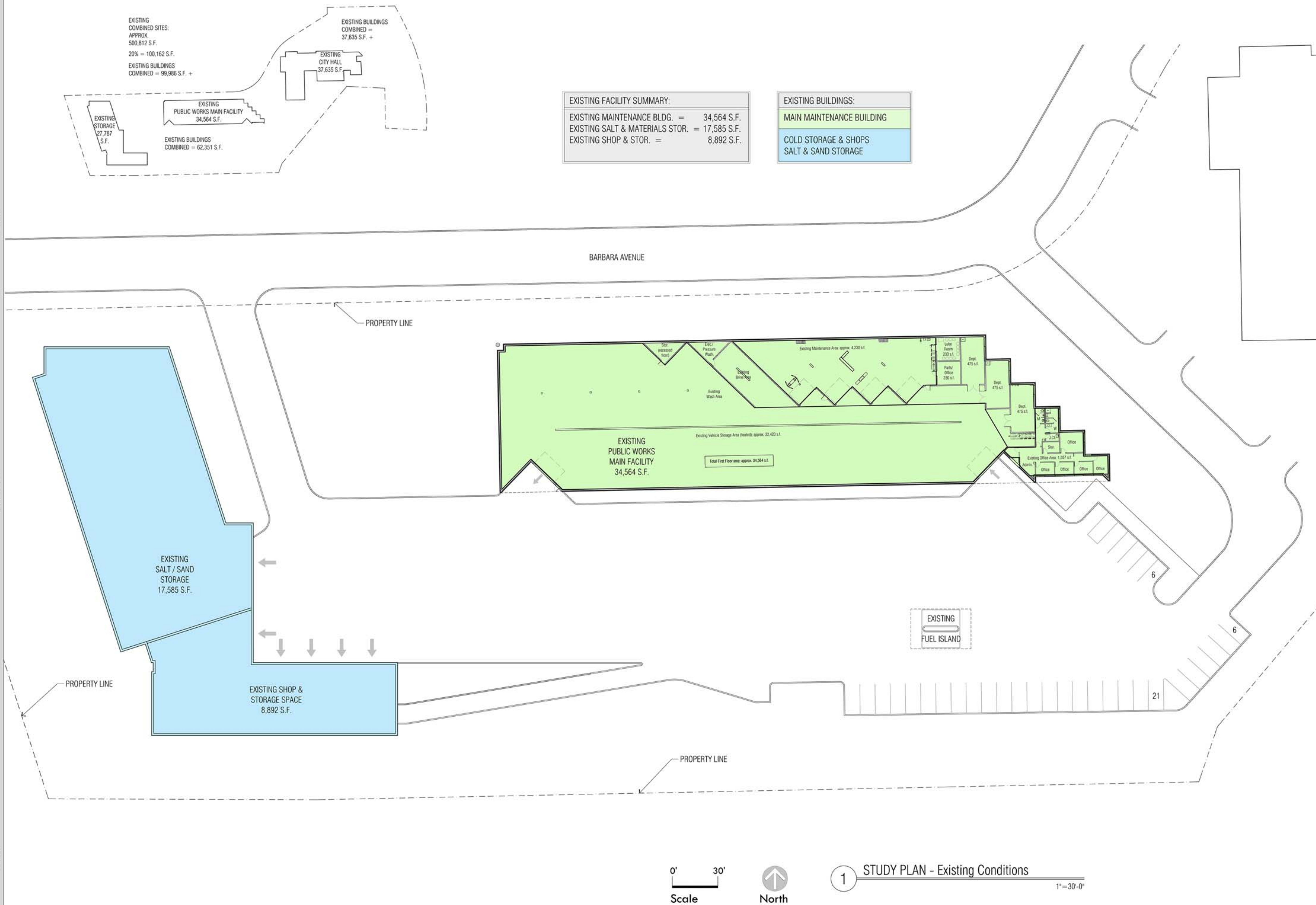
SIGNATURE:

DATE:

REGISTRATION: 15840

SHEET NAME:
EXISTING CONDITIONS

SHEET NO:
S-0



1 STUDY PLAN - Existing Conditions
1"=30'-0"

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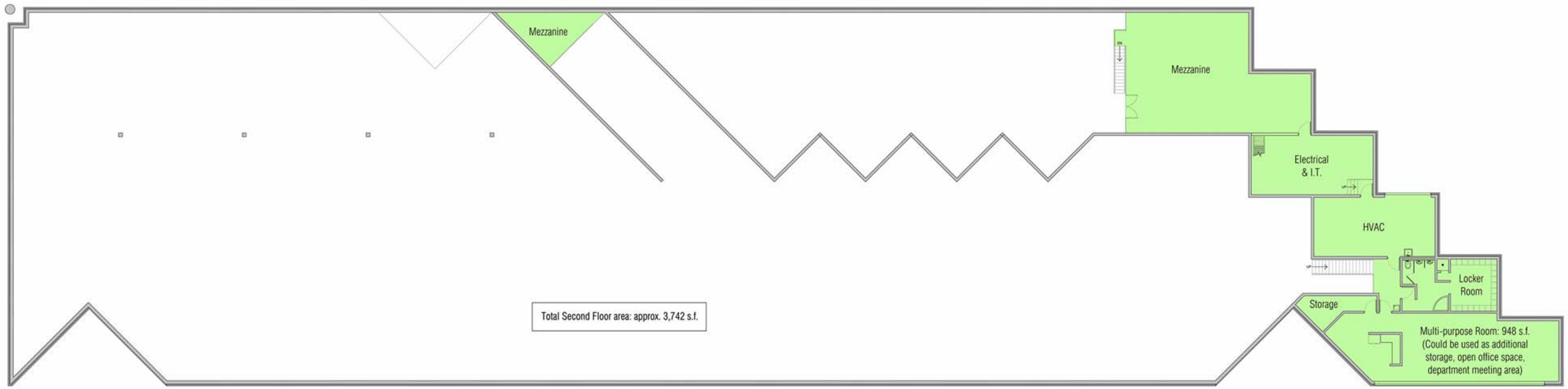
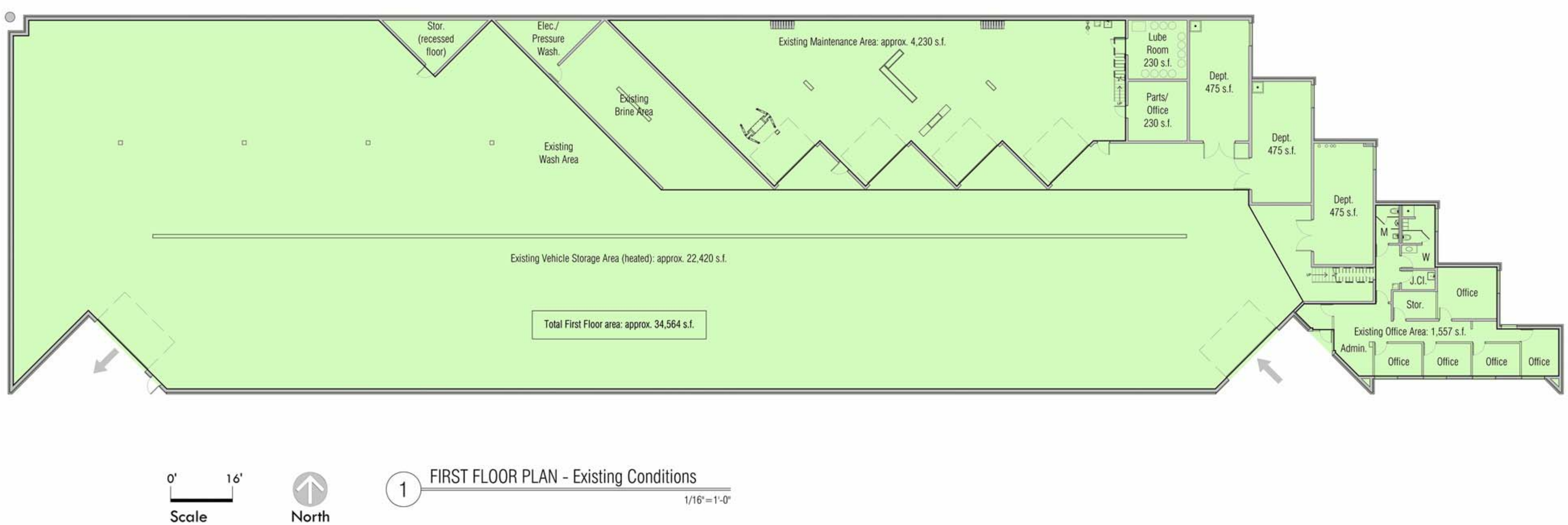
EXISTING SITE PLAN

SHEET NO:
S-1



2 SECOND FLOOR PLAN - Existing Conditions

1/16"=1'-0"



1 FIRST FLOOR PLAN - Existing Conditions

1/16"=1'-0"

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DATE:

REGISTRATION: 15840

SHEET NAME:

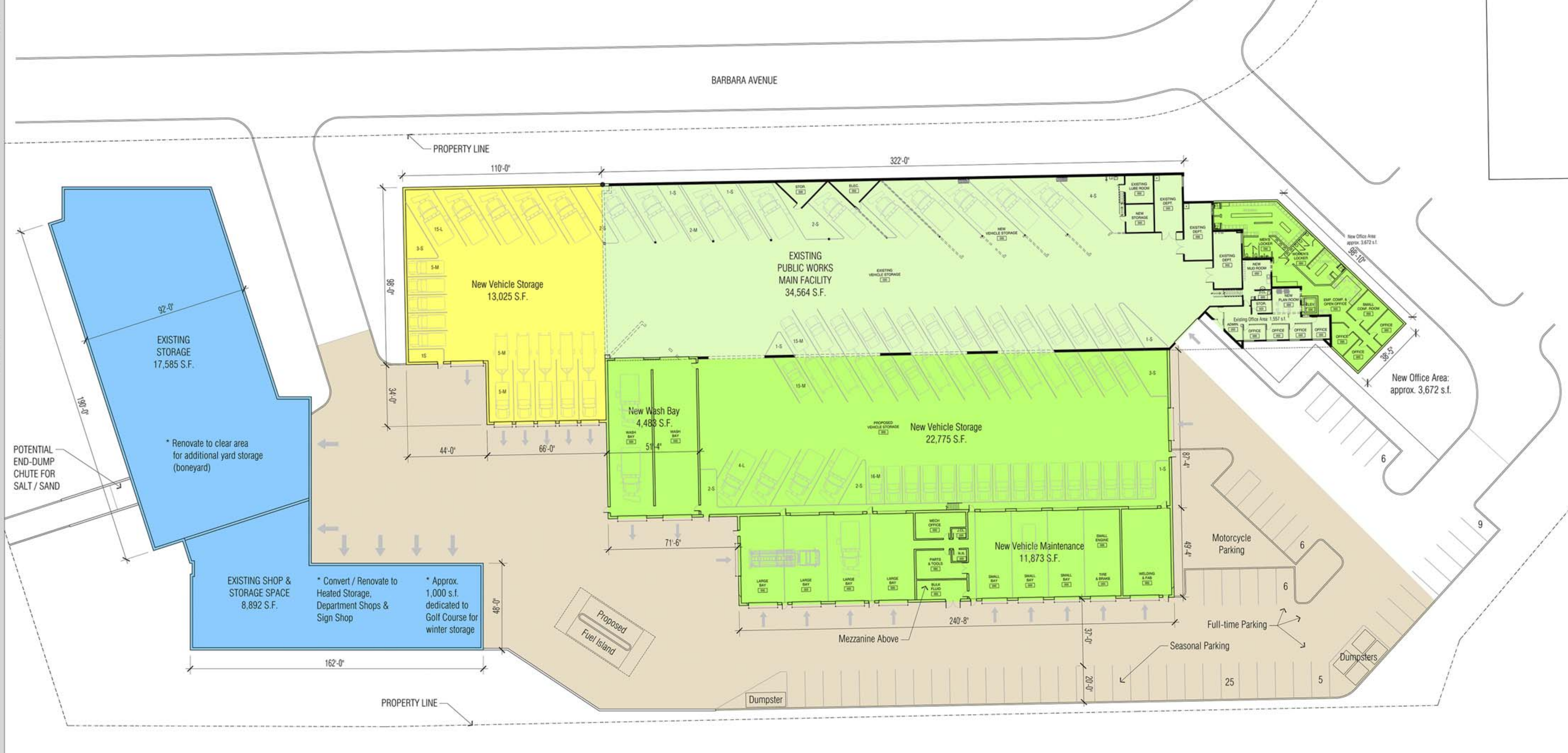
EXISTING FLOOR PLANS

SHEET NO:

S-2

FINAL OPTION SUMMARY:		
VEHICLE COUNT (PROGRAM):	MAIN MAINTENANCE BUILDING:	
19 LARGE VEHICLE BAYS	EXISTING MAINTENANCE BLDG. (WITH RENOVATIONS) =	34,564 S.F.
63 MEDIUM VEHICLE BAYS	NEW VEHICLE STORAGE ADDITION =	22,775 S.F.
	NEW VEHICLE STORAGE ADDITION =	13,025 S.F.
VEHICLE COUNT (INTERIOR HEATED STORAGE):	NEW VEHICLE MAINTENANCE ADDITION =	11,873 S.F.
19 LARGE VEHICLE BAYS	NEW OFFICE AREA ADDITION =	3,672 S.F.
63 MEDIUM VEHICLE BAYS	NEW WASH BAY ADDITION =	4,483 S.F.
VEHICLE COUNT (EXTERIOR STORAGE):	SALT STORAGE / SHOP BUILDING:	
0 LARGE VEHICLE STALLS	EXISTING SALT & MATERIALS STOR. (RENOV.) =	17,585 S.F.
0 MEDIUM VEHICLE STALLS	EXISTING SHOP & STOR. (CONVERT TO HEATED & RENOV.) =	8,892 S.F.
	(Approx. 1,000 s.f. for winter storage of Golf Course equip.)	
PARKING COUNT FOR PERSONAL VEHICLES:		
(VISITORS & EMPLOYEE PARKING)		
57 STALLS		

PROPOSED PHASES:
PHASE A: OFFICE ADDITION SOUTH VEHICLE STORAGE ADDITION VEHICLE MAINTENANCE ADDITION RENOVATE MAIN FACILITY
PHASE B: WEST VEHICLE STORAGE ADDITION
PHASE C: RENOVATE COLD STORAGE RENOVATE SALT STORAGE
ALL PHASES : ASSOCIATED SITE WORK



0' 30'
Scale

North

1 PROPOSED SITE PLAN
1"=30'-0"

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8150 Barbara Ave.
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PROJECT NUMBER: 14-30
DATE ISSUED: August 21, 2015
DRAWN BY: E.M.W.
CHECKED BY: J.L.O.
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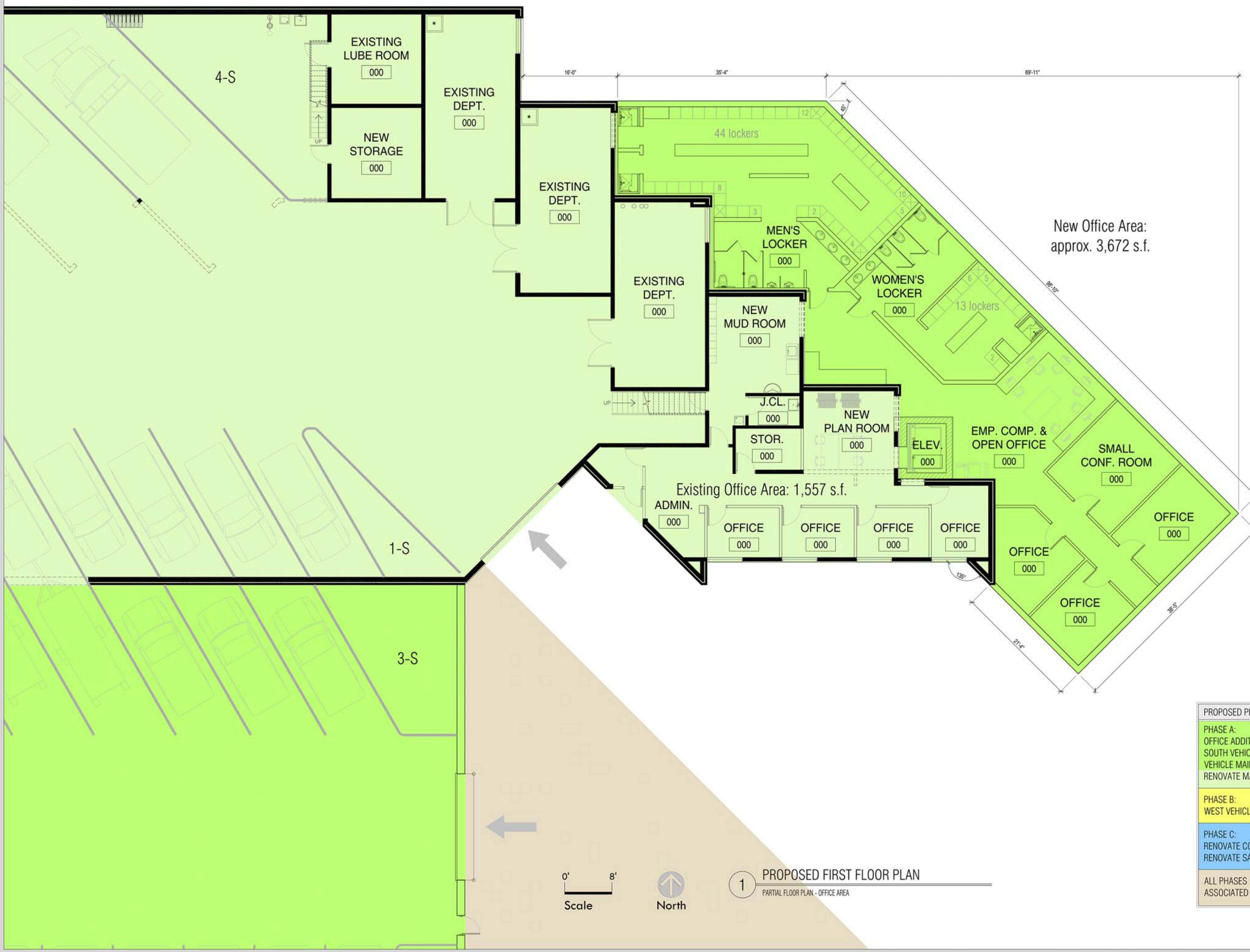
SIGNATURE:
DATE:
REGISTRATION: 15840

SHEET NAME:
PROPOSED
SITE PLAN

SHEET NO:
S-3



1 PROPOSED FIRST FLOOR PLAN

PARTIAL FLOOR PLAN - OFFICE AREA

PROPOSED PHASES:

PHASE A:
OFFICE ADDITION
SOUTH VEHICLE STORAGE ADDITION
VEHICLE MAINTENANCE ADDITION
RENOVATE MAIN FACILITY

PHASE B:
WEST VEHICLE STORAGE ADDITION

PHASE C:
RENOVATE COLD STORAGE
RENOVATE SALT STORAGE

ALL PHASES :
ASSOCIATED SITE WORK

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CHECKED BY: J.L.O.

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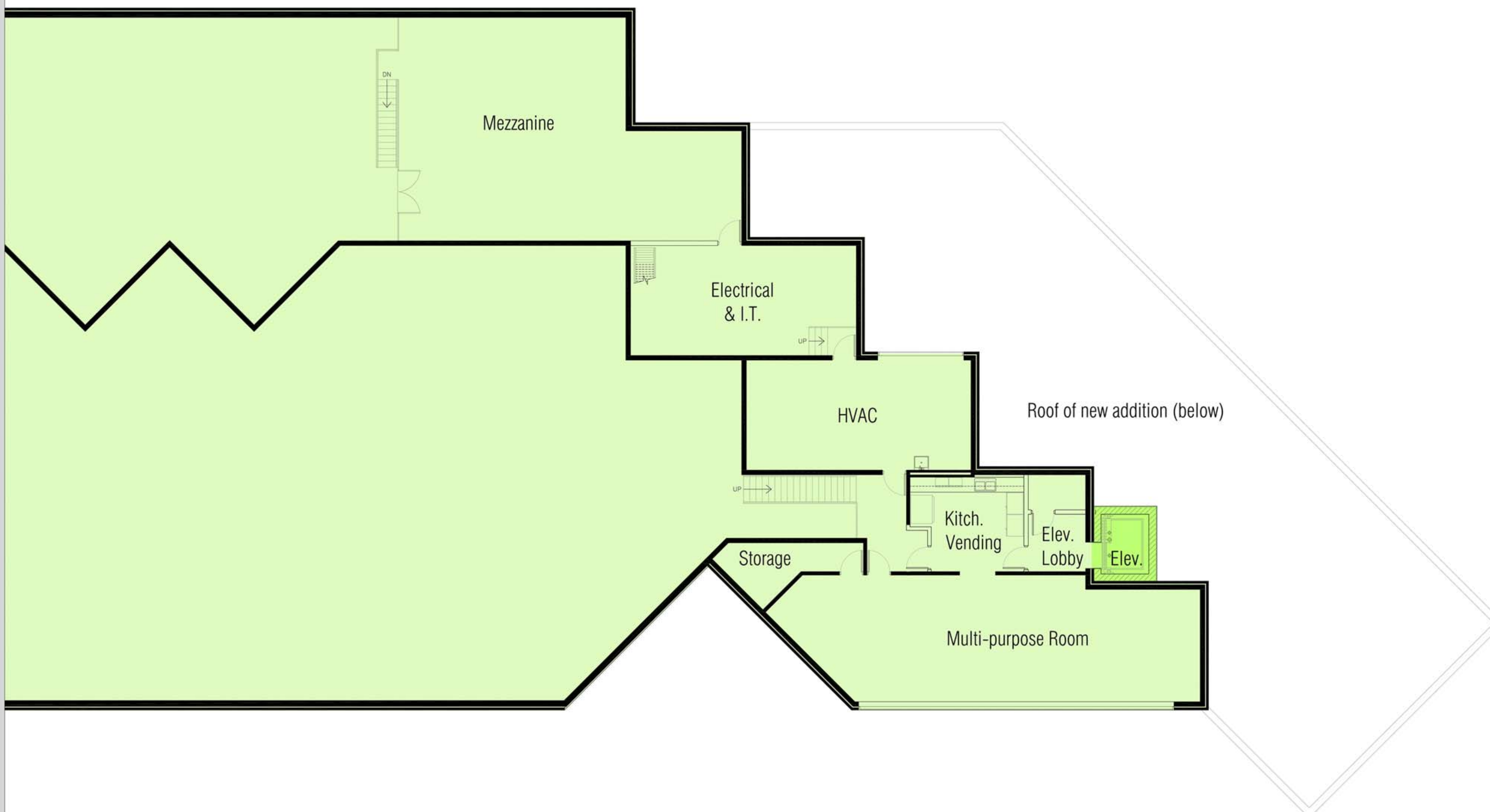
SIGNATURE:

DATE:

REGISTRATION: 15840

SHEET NAME: PROPOSED FLOOR PLAN

SHEET NO: S-4



PROPOSED PHASES:
PHASE A: OFFICE ADDITION SOUTH VEHICLE STORAGE ADDITION VEHICLE MAINTENANCE ADDITION RENOVATE MAIN FACILITY
PHASE B: WEST VEHICLE STORAGE ADDITION
PHASE C: RENOVATE COLD STORAGE RENOVATE SALT STORAGE
ALL PHASES : ASSOCIATED SITE WORK

0' 8'
Scale

North

1 PROPOSED SECOND FLOOR PLAN
PARTIAL 2ND FLOOR PLAN - OFFICE AREA 1/8" = 1'-0"

OERTEL ARCHITECTS
1795 Saint Clair Avenue
ST. Paul, Minnesota 55105
(651) 696-5186 Tel
(651) 696-5188 Fax
www.oertelarchitects.com

PROJECT NAME:
Inver Grove Heights
Public Works Study

8150 Barbara Ave.
Inver Grove Heights,
MN. 55077

PROJECT NUMBER: 14-30
DATE ISSUED: August 14, 2015
DRAWN BY: E.M.W.
CHECKED BY: J.L.O.
REVISIONS:

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED ARCHITECT IN THE STATE OF MINNESOTA

SIGNATURE:
DATE:
REGISTRATION: 15840

SHEET NAME: PROPOSED SECOND FLOOR PLAN
SHEET NO: S-5

PLOT SCALE:
PRINTED: 8-20-2015
FILE NAME:

INVER GROVE HEIGHTS

PUBLIC WORKS SPACE PROGRAM - 10 Year

OERTEL ARCHITECTS, LTD.

ROOM	SQ.FT.	SIZE (rough dim)	#	TOTAL	ADJACENCIES	NOTES
OFFICE AREA						
Director/Supervisor Offices	168	12'x14'	3	504		Parks Sup., Street Maint. Sup., Utility Sup. (Directors off-site)
Lead Office	120	12'x10'	4	480	Reception, Department Offices	Lead Parks Maint., Mechanic, Street Maint., Utility Maint.
Crew Leader Work Station	64	8'x8'	0	0	Crew Leader office per department	One each per department category in staff list
Support Specialist/Reception/Entry	160	16'x10'	1	160	Gen. Work Area and offices	open reception desk, public entry
Plan/Map room	156	13'x12'	1	156	General Office, Departmental offices	Map and plan racks, flat files, table
Small Conference Room	168	14'x12'	1	168		Conference Table and Chairs for 6 people
Employee Computer/Open Office Area	383	20'x18' +/-	1	383	General Office areas	SQ.FT. is based on area per person for # of emp. (current)
Copy Center/Work Room	153	16'x10' +/-	1	153	Employee Computers, Reception, General Offices	40% ratio of Employee Computer Area
IT Room	120	12'x10'	1	120	General Office areas	
Multi-purpose/breakroom	1500	As Req'd	1	1500	Vending, Office Area (includes space for kitchenette)	Area based on total # of full-time & part-time emp's (future proj.)
Janitor Closet	48	8'x6'	1	48	Restrooms	
Men's Restroom and Locker Area	1262	32'x56'	1	1262	Office Area, Vehicle Areas	2'x2' open face lockers
Women's Restroom and Locker area	753	24'x55'	1	753	Office Area, Vehicle Areas	2'x2' open face lockers
Record Storage/ General Storage Areas	200	10'x20'	1	200	Offices, Gen. Work Area	
Mechanical and Electrical Room	589	Varies	1	589	10% of total office area, not including these rooms.	
OFFICE AREA SUBTOTAL	6475	*DOES NOT INCLUDE CIRCULATION*				
	8741	*DOES INCLUDE CIRCULATION*				

VEHICLE STORAGE						
Large Spaces	612	18'x34'	19	11705	PARKING SPACES AREA ONLY!!!	Single axle and Tandem Space Parking
Medium Spaces	200	10'x20'	55	11025		
Small Spaces	100	10'x10'	28	2813		
VEHICLE PARKING SUBTOTAL	49488					Area number from Vehicle Storage Test Formula page
DOUBLE TRAFFIC LANE STORAGE INCREASE	6705			56192		
Mezzanine Storage				1200		Attachment and small equipment storage area
General Storage area				2500		Area within Vehicle storage for parking small pieces of equip. or trailers
VEHICLE MAINTENANCE						
SEE VEHICLES PAGE Large Maintenance Bay	1152	24'x48'	5	5227	Vehicle Storage, Small Bays, Parts Room, Mech. Offices	Double Bays w/ (2) 75,000# vehicle lifts, lube reels, ovhd crane
SEE VEHICLES PAGE Small Maintenance Bay	800	20'x40'	3	2310	Vehicle Storage, Large bays, Parts Room, Mech Offices	Single bay each w/ 12,000# lift, lube reels, ovhd crane
Welding Bay/ Fabrication	1120	28'x40'	1	1120	Maintenance Bays, Part Room	Welding curtain, benches, etc.
Small Engine Repair Bay	800	20'x40'	1	800		
Tire and Brake Shop	560	20'x28'	1	560		
Lube Room	224	14'x16'	1	224	Exterior wall location, all Maintenance bays	
Mechanic's Office	320	20'x16'	1	320		
Parts and Tools Room	420	15'x28'	1	420	Maintenance Bays, Mechanic's Offices	Shipping and Receiving access
Vehicle Wash Bay	1536	32'x48'	1	1536		Automated washbay doubles area at **minimum.**
Automated Wash Bay	4352	32'x136'			NOTE: Not included in total building count	
VEHICLE MAINTENANCE SUBTOTAL	12517	**MIN.** REQ'D AREA				
Double Bay Maintenance Subtotal	12562				DOUBLE MAINTENANCE BAYS ARE 24'x96' FOR LARGE BAYS	
Maintenance Support Spaces Subtotal	4980					Offices, Multi-purpose Room, Locker Rooms
VEHICLE MAINTENANCE SUBTOTAL	17542	**MAX.** AREA PER PROGRAM				

DEPARTMENTAL SHOPS						
Sign Shop	800	40'x20'	1	800	Vehicle Storage, Office Area	Overhead doors, work benches, hoists, tool and parts storage
Utility Shop	800	40'x20'	1	800		
Parks Shop	800	40'x20'	1	800		
DEPARTMENTAL SHOPS SUBTOTAL	2400					
MISC. AND COLD STORAGE	NOT INCLUDED IN BUILDING TOTAL					
Large Space	612	18'x34'	0	0	Misc. PW Cold Storage	Does not account for future growth of cold storage needs
Medium Space	200	10'x20'	8	1600	Misc. PW Cold Storage	
Small Space	100	10'x10'	15	1500	Misc. PW Cold Storage	
Golf Course Equipment	1000	Varies	1	1000	Toro 4000d, (2) Toro 3500d, Ford Tractor, Kawasaki Mule, 8 Golf Carts, Top Dresser	
MISC. AND COLD STORAGE (net)	4100					CHECK S1 / S2 OCCUPANCY STORAGE LIMITS
COLD STORAGE TOTAL	6355					Includes Drive Lane increase factor at interior
BUILDING PROGRAM TOTALS				TOTAL		
SUB-TOTAL				*77584*		
CIRCULATION @ 30%				*5698*		circulation takes maintenance, and office portions only, remainder of numbers have circulation already built in.
TOTAL				83282	Does NOT include Cold Storage	

SITE PROGRAM REQUIREMENTS						
SALT/SAND BUILDING***	4000	50'x80'	1	4000	Approximate size if half capacity stored at County	provide min. 8' tall barrier walls and cover for mixing
	***Salt building size determined by salt pile, full width of building, and within/ 10' min. of length of building for pile overage. Min. pile height is assumed 16' tall. Area calculated by tons required of salt					
	Salt capacity for programmed size: 2,061 Tons for 16' tall pile					
PARKING SPACES	270	9'x18'	40	10899	Note: Total staff count is 50 (full-time & seasonal)	Parkings spaces per floor area (1/2000) plus 2 HC spaces and 1 van aisle
FUEL ISLAND	1500	30'x50'	1	1500	2 dispensers (diesel and gas at each dispenser)	
MATERIAL STORAGE BINS	400	20'x20'	6	2400		asphalt, class V rock, sand, black dirt, etc.
STORM WATER RETENTION	5360	44'x60'	1	5360		1" rain on impervious programmed area, 5' deep average depth w/ 25% overage for slope
COLLECTIONS AREA	10000	Varies	1	10000		Brush and Composting collections / public access / Open Yard Storage
VEHICLE IMPOUND	200	9'x18'	1	200		
TRASH AREA	400	20'x20'	1	400	Rear of the building	enclosed dumpster area
SUB-TOTAL				34759		
SITE CIRCULATION @ 150%				52138		
TOTAL				86897		
SITE AREA TOTALS						
MAIN BUILDING	83282					
CIRCULATION AROUND BUILDING	20821					
COLD STORAGE	6355					
CIRCULATION AROUND BUILDING	2050					
BLDG TOTALS	112508					
25% GREEN SPACE	21724					
SITE COMPONENTS TOTAL	86897					
GRAND TOTAL SITE AREA NEEDED	221129	6.60		*Total squarefootage and acreage, plus added 30% of programmed acreage for drainage paths, easements, setbacks, etc.*		

INVER GROVE HEIGHTS FACILITY TEST FORMULA

VEHICLE STORAGE

	Size	Current Fleet	Planning Years	increase per 10 years	
Large Vehicles 19	18x38	17	10	0.125	USE DECIMAL!
Medium Vehicles 55	10x20	49	10	0.125	USE DECIMAL!
Small Vehicles 28	10x10	25	10	0.125	USE DECIMAL!

Angles Parking increase Factor

1.25

DEGREE PARKING	Input Factor
30/60	1.25
45	1.5
90	1.75

adds additional drive lane/ turning radius req'd for space

Vehicle Storage Number: 49,488

Uses a multipling factor (1.55 for ***single lane traffic aisle***) for an area increase to include vehicle circulation, number is an average based on the study of prior completed projects of Oertel Architects, by taking total area of Vehicle storage and dividing by the amount of space used for parking

VEHICLE MAINTENANCE

Mechanic Based

Number of mechanics: 3

Current	Planning Years	Increase per 10 years	
3	10	0.1	USE DECIMAL!

Current mechanic count is 2, but 3 is planned for in near future

Number of Bays (total): 7.425

Number of Bays per mechanic* times number of mechanics
*average based on previous project studies

Number of Large Bays (min).: 5

Typical size double large bay =24'x96' =2304 sq ft

Number of Small bays (min).: 3

Typical size Single large bay =24'x48' =1152 sq ft
Typical size Single small bay =20'x40' =800 sq ft

Vehicle Maintenance Bays: 7,537

Vehicle Maintenance Bays: 12,562

Mechanics Support Area: 1881

area includes mechanic's offices (120 sq. ft. per mechanic) and resource area (200 sq.ft. per), parts room, tool crib, etc.

Vehicle Maintenance Area*: 9,418

*doesn't include special use bays such as welding bay, tire balancing bay, etc.

Vehicle Based

Number of Vehicles: 74

Large Vehicles	Medium Vehicles
17	57

Does **not** count Small Vehicles, Fire, Engineering, Inspections, Police, Golf Cour. Counts vehicles in Cold & Warm Stor.

Number of Bays (total): 7.4

Number of total vehicles divided by number of vehicles per mechanic*
*average based on previous project studies (10 per mechanic)

Number of Large Bays (min).: 4

Typical size large bay =24'x96' =2304 sq ft

Number of Small bays (min).: 3

Typical size large bay =24'x40' =960 sq ft

Vehicle Maintenance Bays: 12,480

Mechanics Support Area: 1876

area includes mechanic's offices (120 sq. ft. per mechanic) and resource area (200 sq.ft. per), parts room, tool crib, etc.

Vehicle Maintenance Area*: 14,356

*doesn't include special use bays such as welding bay, tire balancing bay, etc.

Department Vehicles (Warm Storage)				Department Vehicles (Cold Storage)		
Name	Large 18x38	Medium 10x20	Small / Attachments 10x10	Large 18x38	Medium 10x20	Small 10x10
Public Works		1				
Street Dept.	14	13	9		3	1
Utility Dept.	2	10	3		5	3
Parks & Rec Dept.	1	25	12			11
Maint. Shop			1			
PW Storage Subtotal	17	49	25	0	8	15

Staff - Full Time						
Department	Current	% Increase per 10 years	No. Years for Planning	Projected Staff		
Public Works	14	10	10	15.4		
Utility	8	10	10	8.8		
Parks & Rec.	7	10	10	7.7		
Total	29	men to women 6-1 (approx. - verify)		32	projected men to women 3-1	0.75

Staff - Part Time						
Department	Current	% Increase per 10 years	No. Years for Planning	Projected Staff		
Public Works	2	10	20	2.4		
Utility	4	10	20	4.8	projected men to women 3-1	0.75
Parks & Rec.	15	10	20	18.0		
Total	21	men to women 6-1 (approx. - verify)		25		

Department	Useage	Count	Veh #	Vehicle Description
Streets	Year round	1	301	Ford F250
Streets	Year round	1	302	Mack GU812
Streets	Year round	1	303	Ford F550
Streets	Year round	1	305	Mclean MV
Streets	Year round	1	306	Case Loader
Streets	Year round	1	307	Ford F550
Streets	Year round	1	308	Godwin Pump
Streets	Year round	1	309	Case Grader
Streets	Seasonal	1	310	HMDE BT-TR
Streets	Year round	1	311	Sterling L8500
Streets	Year round	1	312	Mack GU812
Streets	Year round	1	313	Ingersoll Rand-185 Comp.
Streets	Year round	1	314	Honda Poly Pump
Streets	Year round	1	315	Ford F250
Streets	Year round	1	316	Ford F550
Streets	Year round	1	317	Town. Trailer
Streets	Year round	1	318	Ford F550
Streets	Year round	1	319	Sterling LT9500
Streets	Year round	1	320	Redi-H Trailer
Streets	Year round	1	321	Sterling LT9500
Streets	Year round	1	322	Mauldin Tack Trailer
Streets	Year round	1	323	Mack GU812
Streets	Year round	1	324	Ford LT9500
Streets	Year round	1	325	Elgin Sweeper
Streets	Year round	1	327	Ford F350
Streets	Year round	1	328	Ford F250 - 4WD
Streets	Year round	1	329	Sterling LT9500
Streets	Year round	1	330	Ford F550
Streets	Year round	1	331	Fliner Sweeper
Streets	Year round	1	332	Bobcat Toolcat
Streets	Year round	1	333	Cat Loader
Streets	Year round	1	334	Graco Roadlazer
Streets	Seasonal	1	335	Morbk Chipper
Streets	Year round	1	337	Stone Roller
Streets	Year round	1	339	Ford F150
Streets	Year round	1	341	Case 590
Streets	Year round	1	342	P-B Patcher
Streets	Year round	1	343	Graco Linelazer
Streets	Year round	1	344	Water Tank (on #321)
Streets	Year round	1	345	Ingersoll Comp.
Streets	Year round	1	346	Mclean MV
Streets	Year round	1	347	Case Loader
Streets	Year round	1	348	Wildcat Snowblower
Streets	Year round	1	349	Van-Boh Skid Grader
Streets	Year round	1	350	Sweepster Broom
Streets	Year round	1	351	Loegereng Snowblower
Streets	Year round	1	352	ASV Track Loader
Streets	Year round	1	353	Erskine Snowblower
Streets	Year round	1	354	Virnig V-Plow
Streets	*Cold Storage Total*	8		
Streets	*Heated Storage Total*	39		

Department	Useage	Count	Veh #	Vehicle Description
Parks	Year round	1	501	Ford Ext-Van
Parks	Year round	1	502	Ford F250
Parks	Year round	1	503	Ford F150
Parks	Year round	1	504	Ford F350
Parks	Year round	1	505	Ford F550
Parks	Year round	1	506	Ford F150
Parks	Year round	1	507	Ford F250
Parks	Year round	1	508	Ford F250
Parks	Year round	1	509	Ford F550
Parks	Year round	1	510	Sterling M7500
Parks	Year round	1	510-A	Tank
Parks	Year round	1	510-B	10 YD Rolloff Box
Parks	Year round	1	511	Chevy Silverado
Parks	Year round	1	520	John Deere Skid Loader
Parks	Year round	1	520-A	Cat Auger
Parks	Year round	1	522	John Deere Tractor
Parks	Year round	1	523	John Deere Tractor
Parks	Year round	1	524	Kubota RTV 1100
Parks	Year round	1	525	John Deere Tractor
Parks	Year round	1	526	Toro Workman
Parks	Year round	1	526-A	Toro Spray Painter
Parks	Year round	1	530	Toro Groundsmaster 5910
Parks	Year round	1	531	Toro Groundsmaster 5910
Parks	Seasonal	1	532	Toro Mower
Parks	Seasonal	1	533	Toro Zeromaster 72"
Parks	Seasonal	1	535	Toro Mower
Parks	Seasonal	1	538	Diamond
Parks	Seasonal	1	539	Toro Zeromaster 60"
Parks	Year round	1	540	Towmaster Trailer
Parks	Year round	1	542	Towmaster Trailer
Parks	Year round	1	543	Felling Trailer
Parks	Year round	1	544	Felling Trailer
Parks	Seasonal	1	545	Turf Sprayer
Parks	Year round	1	547	Trailer-Legion
Parks	Seasonal	1	548	Toro Walk Behind
Parks	Year round	1	549	Towmaster Trailer
Parks	Year round	0.5	550	Billygoat Vacuum
Parks	Year round	0.5	551	Honda Welder / Generator
Parks	Year round	0.5	552	Honda Pressure Washer
Parks	Year round	0.5	553	Ryan Renovaire
Parks	Year round	0.5	554	Aerway Aerator
Parks	Year round	0.5	555	Aeravator
Parks	Seasonal	1	556	Herd Spreader
Parks	Year round	1	557	Diamond Edger
Parks	Year round	1	559	Snowthrower Ariens
Parks	Year round	1	560	Snowthrower Ariens
Parks	Seasonal	1	561	Diamond Master
Parks	Year round	1	562	Campbell Compressor
Parks	Year round	0.5	563	Turfco/Aerator
Parks	Year round	0.5	564	CAT Power Rake
Parks	*Cold Storage Total*	19		
Parks	*Heated Storage Total*	25		

Department	Useage	Count	Veh #	Vehicle Description
Utility	Year round	1	402	Ford F350
Utility	Year round	1	403	Freightliner FL350
Utility	Seasonal	1	404	Sreco Easement
Utility	Year round	1	405	Ford F250
Utility	Year round	1	408	Chevy 2500
Utility	Year round	1	409	Ford F350
Utility	Year round	1	410	Ford F250
Utility	Year round	1	411	Ford F250 - 4WD
Utility	Year round	1	413	Ford F250
Utility	Year round	1	414	Ford F250
Utility	Year round	1	415	Chevy K2500
Utility	Year round	1	416	Ford F250
Utility	Year round	1	417	Chevy Silverado
Utility	Year round	1	418	Chevy 2500
Utility	Year round	1	440	Felling Trailer
Utility	Year round	1	441	Tow Trailer
Utility	Year round	1	442	PJ Trailer
Utility	Seasonal	1	443	Exmark Metro 21
Utility	Seasonal	1	444	Exmark TT4817KAC Mower
Utility	Seasonal	1	445	Exmark TTP17KA483
Utility	Year round	1	450	Cummins Genset
Utility	Year round	1	451	Cat Generator
Utility	*Cold Storage Total*	6		
Utility	*Heated Storage Total*	16		
Maint. Shop	Year round	1	5301	Onan Generator
Maint. Shop	Year round	1	5302	Cat Forklift
Maint. Shop	Year round	1	5303	Washer
Maint. Shop	Year round	1	5304	Hotsy Washer
Maint. Shop	*Heated Storage Total*	1		
P.W.	Year round	1	201	Ford F150
P.W.	*Heated Storage Total*	1		

EXHIBIT C

City of Inver Grove Heights - Standard Professional Services Agreement

CITY OF INVER GROVE HEIGHTS
PROFESSIONAL SERVICES AGREEMENT

Central Maintenance Facility Needs Analysis and Master Site Plan
City Project No. 2017-01

This **PROFESSIONAL SERVICES AGREEMENT** (Agreement) is entered into this ____ day of ________, 20__, by and between the City of Inver Grove Heights, a Minnesota municipal corporation, (City) and ________, a ________ (Consultant).

WHEREAS, the City has accepted the proposal of the Consultant for certain professional services as described in **Exhibit A**; and

WHEREAS, Consultant desires to perform the Services for the City under the terms and conditions set forth in this Agreement.

NOW THEREFORE, in consideration of the mutual consideration contained herein, it is hereby agreed by City and Consultant as follows:

1. Term of Agreement. This Agreement shall be in effect from the date of execution by all parties and shall continue until the time identified in **Exhibit A: Scope of Services, unless terminated earlier in accordance with the terms of this Agreement**. The Term of this Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate upon the same terms and conditions as herein stated.

2. Scope of Services. City hereby agrees to engage Consultant as an Independent Contractor for the purposes of performing all of the services and supplying the goods (if any) set forth in the attached **Exhibit A: Scope of Services.**

3. Time is of the Essence. This Agreement is made in anticipation of conditions permitting continuous and orderly progress through completion of work as detailed in the Scope of Services and the Consultant's Proposal. Times for performance shall be extended as necessary for delays or suspensions due to circumstances outside the reasonable control of the Consultant. Notwithstanding any other provision of this Agreement, the Consultant shall not have liability for or be deemed in breach because of delays caused by any factor outside of its reasonable control, including but not limited to natural disasters, adverse weather, or acts of the City, third parties, or governmental agencies.

4. Contract Documents. The following documents shall be referred to as the "Contract Documents," all of which shall be taken together as a whole, as the contract between the City and Consultant:

A. This Professional Services Agreement.
B. Request for Proposals, dated January 8, 2024, including any addenda thereto.

C. Consultant's Proposal dated ____________________(Proposal)

In the event of a conflict among the provisions of the Contract Documents, the terms of this Professional Services Agreement shall control in resolving any such conflict within the Contract Documents.

5. Compensation. The City shall pay the Consultant and the Consultant shall accept as payment for performance of the Services described in the Scope of Services the fee(s) as described on **Exhibit B: Schedule of Payment and Fee Schedule.** The total contract amount listed on **Exhibit B: Schedule of Payment and Fee Schedule** is inclusive of reimbursables, taxes, and all other charges (the "Fee"). Unless the City has agreed to pay the Consultant on an hourly basis, this Fee shall not be adjusted if the estimated hours to perform a task, the number of required meetings, or any other estimate or assumption is exceeded. Consultant shall submit itemized bills for the Services provided to the City on a monthly basis. Prior to payment, Consultant will submit evidence that all payrolls, materials bills, subcontractors, and other indebtedness connected with the Services have been paid as may be required by the City. Bills submitted to the City shall be paid in the same manner as other claims made to the City. The Fees for Professional Services shall be as specified in the attached **Exhibit B: Schedule of Payment and Fee Schedule**, or as specified in a supplemental agreement or work order approved in writing by the City. The Consultant may update its fee schedule annually by providing the City with its revised fee schedule.

6. Change Orders. Any changes to the Scope of Services shall require prior written approval by the authorized representative of the City or by the City Council. The City will not pay additional compensation for Services that do not have prior written authorization.

7. Compliance with Laws and Regulations. In providing Services hereunder, Consultant shall abide by all laws, regulations, statues, ordinances, and rules pertaining to the provisions of the Services to be provided to the City.

8. Standard of Care. Consultant represents that it has the requisite training. skills, and experience necessary to provide the Services, and is appropriately licensed and has obtained all permits from all applicable agencies and governmental entities. Consultant shall exercise the same degree of care, skill, and diligence in the performance of the Services as is ordinarily possessed and exercised by a professional consultant under similar circumstances.

9. Indemnification. The Consultant agrees, to the fullest extent permitted by law, to defend, indemnify and hold the City harmless from any damage, liability, or cost (including reasonable attorney's fees and cost of defense) to the extent caused by the Consultant's negligent acts, errors, or omissions in the performance of the professional services under this Agreement and those of his or her subcontractors or anyone for whom the Consultant is liable. No supplemental agreement, work order, or Authorization to Proceed under this Agreement may reduce or limit this obligation.

10. Insurance. Unless more specific insurance provisions are listed in the Scope of Services, the following will apply. At all times during its performance under this Agreement, Consultant will obtain and keep in force the following types of insurance in the following amounts:

i. Commercial General Liability. Consultant will obtain and keep Commercial General Liability insurance including coverage for bodily injury and property damage with limits not less than $1,000,000 each occurrence and $2,000,000 annual aggregate.

ii. Automobile Liability. Consultant will obtain and keep Automobile Liability insurance with a minimum limit of not less than $1,000,000 per occurrence, Combined Single Limit for Bodily Injury and Property Damage, including coverage for owned, hired or non-owned vehicles, as applicable.

iii. Professional Liability/Errors & Omissions. Consultant will obtain and keep Professional Liability/Errors & Omissions insurance with a limit of not less than $1,000,000 per claim/occurrence and $2,000,000 annual aggregate for damages caused by error, omission or negligent acts related to any professional services to be provided under this Agreement. If written on a claims-made basis, the professional liability insurance will be maintained for a period of not less than two (2) years following the expiration or termination of this Agreement.

iv. Workers' Compensation/Employers Liability. Consultant will obtain and keep Workers' Compensation insurance as required by statute and Employers Liability insurance with limits not less than $1,000,000 each accident, $1,000,000 disease – each employee, $1,000,000 disease – policy limit.

These insurance policies are to be issued by an insurance company authorized to do business in the State of Minnesota with an A.M. Best rating of A- or better. City shall be included as an additional insured for General Liability, Automobile Liability, and any Umbrella/Excess Liability policy. Limit requirements may be met through combination of Primary and Umbrella/Excess insurance. All such policies will provide for thirty (30) days' written notice to the City prior to cancellation or non-renewal or ten (10) days' written notice for non-payment of premium. Consultant's insurance must be primary and non-contributory with regard to any insurance or self-insurance maintained by the City. Consultant and its insurers waive all rights of subrogation against the City. A Certificate of Insurance evidencing the requirements contained in this clause must be provided prior to the commencement of the Services and annually thereafter as dictated by the terms of the Certificate of Insurance.

11. Independent Contractor. The City hereby retains Consultant as an Independent Contractor upon the terms and conditions set forth in this Agreement. Consultant is not an employee of the City and is free to contract with other entities as provided herein. Consultant shall be responsible for selecting the means and methods of performing the work outlined in the Scope of Services. Consultant shall furnish any and all supplies, equipment, and incidentals necessary for Consultant's performance under this Agreement. Consultant shall be exclusively responsible under this Agreement for Consultant's own FICA payments, Workers' Compensation payments, unemployment compensation payments, withholding amounts, and/or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

12. Subcontractors. Consultant shall not enter into any subcontracts for Services provided under this Agreement without the express written consent of the City. Consultant shall comply with the provisions of Minnesota Statutes § 471.425. Consultant must pay subcontractor for all undisputed services provided by subcontractor within ten (10) days of Consultant's receipt of payment from the City. Consultant must pay interest of 1.5% (one and one-half percent) per month or any part of a month to subcontractor on any undisputed amount not paid on time to subcontractor. The minimum monthly interest penalty payment for an unpaid balance of $100 or more is $10.

13. <u>Minnesota Government Data Practices Act.</u> Pursuant to Minnesota Statutes, § 13.05, subd. 11, all of the data created, collected, received, stored, used, maintained, or disseminated by Consultant in performing the functions of the City while performing the Services are subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statues Chapter 13, and Consultant must comply with the Minnesota Government Data Practices Act as it applies to (1) all data provided by the City pursuant to this Agreement, and (2) all data created, collected, received, stored, used, maintained, or disseminated by Consultant pursuant to this Agreement. Consultant is subject to all the provisions of the Minnesota Government Data Practices Act, including by not limited to the civil remedies of Minnesota Statutes, Section 13.08, as if it were a government entity. In the event Consultant receives a request to release data, Consultant must immediately notify City. City will give Consultant instructions concerning the release of the data to the requesting party before the data is released. Consultant agrees to defend, indemnify, and hold City, its officials, officers, agents, employees, and volunteers harmless from any claims resulting from Consultant's officers', agents', partners', employees', assignees', or subcontractors' unlawful disclosure and or use of protected data. The terms of this paragraph shall survive the cancellation or termination of this Agreement.

14. <u>Intellectual Property Rights.</u>

A. Intellectual Property Rights of City. City owns all rights, title, and interest in all the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the Works and Documents created and paid for under this Agreement. "Works" means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the Consultant, its employees, agents and subcontractors, either individually or jointly with others in the performance of this Agreement. Works includes Documents. "Documents" are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Consultant, its employees, agents, or subcontractors, in the performance of this Agreement. Documents will be the exclusive property of the City and the Consultant must immediately return all such Documents to the City upon completion or cancellation of this Agreement. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire". The Consultant assigns all right, title, and interest it may have in the Works and the Documents to the City. The

Consultant must, at the request of the City, execute all papers and perform all other acts necessary to transfer or record the City's ownership interest in the Works and Documents.

B. Intellectual Property Rights of Consultant. The Consultant retains title and interest in all its standard details, plans, specifications, and engineering computation documents ("Previously Created Works and Documents"), whether in written or electronic form, which have been incorporated into the Works and Documents, but which were developed by the Consultant independent of this Agreement. The Consultant issues to the City a royalty-free, nonexclusive, and irrevocable license to use the Previously Created Works and Documents.

C. Notification. Whenever the Consultant reasonably believes it, or its employees or subcontractors has made an invention, improvement, or discovery (whether or not patentable) in the performance of this Agreement, and has or actually or constructively reduced it to practice, the Consultant will immediately give the City's authorized representative written notice thereof and must promptly furnish the City's authorized representative with complete information and/or disclosure thereon.

D. Representation. The Consultant must perform all acts and take all steps necessary to ensure that all intellectual property rights in the Works and Documents created and paid for under this Agreement are the sole property of the City and that neither the Consultant nor its employees, agents or subcontractors retain any interest in and to the Works and Documents created and paid for under this Agreement, except that the Consultant need not obtain patents, copyrights or trademarks. The Consultant represents that the Works and Documents created and paid for under this Agreement do not and will not infringe upon any intellectual property rights of other persons or entities. The Consultant will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the City, at the Consultant's expense, from any action or claim brought against the City to the extent that it is based on a claim that all or part of the Works or Documents created and paid for under this Agreement infringe upon the intellectual property rights of others. The Consultant will be responsible for payment of any and all such claims, demands, obligations, liabilities, costs and damages including but not limited to reasonable attorney fees. If such a claim or action arises, or in the Consultant's or the City's opinion is likely to arise, the Consultant must, at the City's discretion, either procure for the City the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing Works or Documents created and paid for under this Agreement as necessary and appropriate to obviate the infringement claim. This remedy of the City will be in addition to and not exclusive of other remedies provided by law. This Article does not apply to Consultant's Previously Created Works and Documents as described in 14.B.

E. City's Reuse of Works and Documents. If the Works and Documents created and paid for under this Agreement are engineering plans, specifications or recommendations requiring the certification of a licensed professional engineer, the City acknowledges that such plans, specifications, and recommendations have been created solely for the specific project covered by this Agreement and may not be suitable for reuse on other projects. There will be no restriction on reuse of the Works and Documents created and paid for under this Agreement but reuse without the written verification or adaptation by the Consultant will be done at City's sole risk and without liability to the Consultant.

15. Equal Opportunity and Non-Discrimination. Consultant agrees to comply with applicable provisions of all applicable federal, state, and city laws, regulations, statutes, and ordinances pertaining to the civil rights and non-discrimination in the application for and employment of applicants for employment, employees, subcontractors and suppliers of the Consultant.

16. Assignment. Neither party shall assign this Agreement, or any interest arising herein, without the written consent of the other party.

17. Waiver. Any waiver by either City or Consultant of any breach of this Agreement shall be in writing. No waiver by a party of any default or nonperformance will be deemed a waiver of any subsequent default or nonperformance.

18. Notices. Any notice required under this agreement shall be sent to the parties as follows:

City: City of Inver Grove Heights
Attention: Public Works Director
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Consultant: ___________________________

19. Termination. This Agreement may be terminated by either party upon thirty (30) days written notice delivered to the other party at the address listed in Section 18 of this Agreement. Upon Termination, if there is no default by Consultant, Consultant shall be paid for Services rendered and reimbursable expenses until the effective date of Termination. This Agreement may be terminated by either party upon written notice in the event of substantial failure by the other party to perform in accordance with the terms of this Agreement. The non-performing party shall have fifteen (15) calendar days from the date of Termination notice to cure or to submit a plan for cure that is acceptable to the other part.

20. Controlling Law/Venue. The City and Consultant agree to negotiate all disputes related to this Agreement in good faith for a period of thirty (30) days from the date of the notice of dispute prior to proceeding to file a lawsuit regarding the dispute. This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota. In the event of litigation, the exclusive venue shall be in the District Court of the State of Minnesota for Dakota County.

21. Entire Agreement. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

[THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK SIGNATURES TO FOLLOW]

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

CONSULTANT

Dated: ______________, 20___

____

By: __________________________

Its: ___________________________

<u>**EXHIBIT A**</u>

<u>**SCOPE OF SERVICES**</u>

Part 1 – Request for Proposals

Part 2 – Consultant Proposal

EXHIBIT B

SCHEDULE OF PAYMENT AND FEE SCHEDULE

CITY OF INVER GROVE HEIGHTS

Agenda Item 4.M.

Request for Council Action

SUBJECT: Ordinance Amending the Bishop Heights PUD to Permit a Sit-Down Restaurant

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED
The Council is asked to adopt the attached Ordinance, amending the Bishop Heights PUD (Ordinance #1488) to allow a sit-down restaurant on Lot 3, Block 1, Bishop Heights 4th Addition plat, located at 5751 Blaine Avenue.

BACKGROUND
The applicant is requesting an amendment to the Bishop Heights PUD Ordinance to allow for a fast casual restaurant to be located within an existing building located on the northwest corner of Blaine Avenue and Upper 55th Street. There are 4 current tenants in the 5 bay building. The proposed restaurant would utilize the vacant space plus half of an existing tenant space.

The existing site has 42 parking spaces. Based on calculations of parking requirements per code for the existing uses, the requirement for all tenants would be 44 spaces. The applicant has provided information on how the proposed pizza restaurant sales break down and their peak times. Delivery and in-store pick up account for 80% of their sales, with sit down being 20%. Peak times are 12-1 pm and 5-7 pm with the majority of sales being at night. This peak demand would occur when some of the other businesses are closed for the day. Based on this information, staff believes the existing parking is sufficient to accommodate the new restaurant's use.

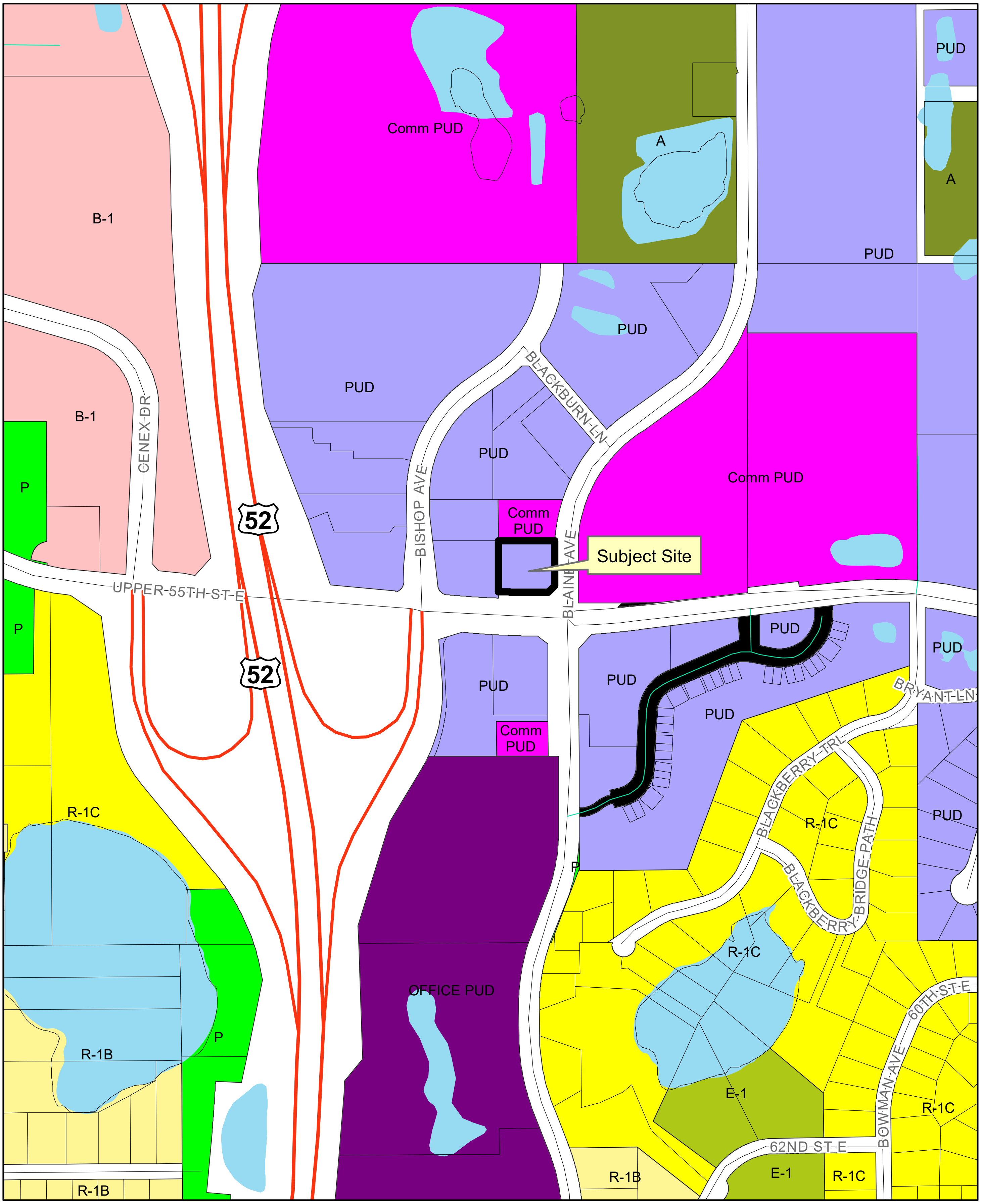
FISCAL IMPACT
N/A

RECOMMENDATION
The Planning Commission considered the request on December 19 with only one question asked regarding the space occupied by the chiropractic office. They recommended approval of the amendment (9-0).

Staff also recommends approval of the attached Ordinance.

ATTACHMENTS
1. Location Map
2. Ordinance Amendment
3. Staff Report

Location Map
Case No. 23-50ZCA



CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

Ordinance No._______

AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE RELATED TO THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494

THE CITY OF INVER GROVE HEIGHTS ORDAINS THAT ORDINANCE NUMBER 1448 IS HEREBY AMENDED TO READ AS FOLLOWS:

Section One. Amendment. Section V of Ordinance 1448 is hereby amended to restate and add the following:

SECTION V. **Land Use Regulations.** For the above referenced property contained within the Commercial Planned Unit Development District No. 2011-01, the following land use regulations shall apply:

B. USES
All development shall be restricted to the following uses:

Parcel No.	Legal Description*	Specific Use
1	Lot 1, Block 1, Bishop Heights	65,000 square foot, 16-screen theater
2	Lot 2/3, Block 1, Bishop Heights	7,400 square foot sit down restaurant
3	Lot 2/3, Block 1, Bishop Heights	36,371 square foot, 89 room motel
4	Lot 4, Block 1, Bishop Heights	25,292 square foot, 63 room motel
5	Lot 5 and part of Lot 4, Bishop Heights	6,163 square foot sit down restaurant
6	Lot 2, Block 2, Bishop Heights	6,500 square foot bank and office building
7	Lot 3, Block 2, Bishop Heights	4,271 square foot gas station convenience store
8	Lot 1, Block 1, Krech's Addition	15,120 square foot drug store
9	Tracts A-D, F and G	42,000 square foot lawn, garden, floral & nursery retail center (two buildings: 29,400 sf in one, 12,400 sf in other); 605,000 square feet of greenhouses and nursery buildings; 2,150 sf accessory structures (2 barns) for storage of materials and equipment; nursery fields and nursery field caretaker's residence; outside storage/display of nursery and landscaping stock and materials; nursery and landscaping services, 5.7 acres of growing fields and one house for use by employees**

10	Lot 1, Block 1, Bishop Heights 2nd Addition	1,710 sf quick service oil change store
11	Lot 1, Block 1, Bishop Heights 3rd Addition	6,832 sf auto service center store
12	Lots 1-31, Block 1, Blackberry Town Office Park	65,415 net sf town office space, 31 units
13	Lot 1, Block 1, Blackberry Town Office Park Second Addition	4,950 gross sf veterinary clinic
14	Lot 1, Block 1, Inver Grove Market	10,200 square feet of general retail, 3,809 square feet of recreation center, 5,680 square feet of sit-down restaurant, and 1,516 square feet of fast-food restaurant (without a drive through window)
15	Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2	Rock and Block Yard for Gerten's Greenhouses
16	Lots 1-88, Brentwood Village	80 townhome units
17	Lot 1, Bk 2, Bishop Heights	7,200 sf sit down restaurant
18	Lots 1 & 2, Block 1, Outlot A Brentwood Village Apts.	219 apartment units
19	Outlot B, Bishop Heights	43,400 square foot medical/office building
20	Lot 2, Block 1, Inver Grove Market	5,200 square foot bank building
21	Lot 3, Block 1, Bishop Heights 4th Addition	9,100 square feet of general retail, restaurant with a drive-through, feline veterinary clinic, ~~and massage therapy~~ **sit down restaurant**
22***	Lot 1, Block 1, Bishop Heights 4th Addition	15,400 square foot office/retail/ sit-down restaurant
23	Lot 1, Block 1, Scenic Heights Addition	16,000 square foot office condominium
24	Outlot A, Brentwood Hills Apartments	24 multiple family townhome units
25	Lot 2, Block 1, Inver Grove Professional Addition	13,318 square foot office building
26	Lot 2, Block 1, Bishop Heights 4th Addition	2,370 square foot sit-down restaurant with pick up only drive through window

* More detailed legal descriptions available in Exhibit A
** Uses on Tracts A-D, F & G shall be governed not only by this ordinance, but also by the conditions found in Resolution No 98-210, Resolution 11-28 and Resolution 16-82.
***Parcel 22 shall be subject to the following conditions:

1. A Joint Parking Agreement affecting the restaurant in Lot 1, Block 1 Bishop Heights 4th Addition between Outlot B, Bishop Heights and Lot 3, Block 1, Bishop Heights 4th Addition. This document must be drafted by the City attorney's office, signed by the land owners, and recorded with the County.

2. If restaurant parking becomes a problem restaurant employees shall park off site at any of the locations listed in the Joint Parking Agreement.

D. <u>GENERAL PROVISIONS</u>

8. Traffic:

The forecasted p.m. peak hour traffic generated by the developments shall not exceed:

Lot	Parcel #	Trips
Lot 1, Block 1, Bishop Heights	1	177
Parcel A, Bishop Heights (Described in Exhibit A)	2	72
Parcel B, Bishop Heights (Described in Exhibit A)	3	83
That part of Lot 4, Block 1, Bishop Heights described in Exhibit A.	4	38
Lot 5, Block 1, Bishop Heights and that portion of Lot 4 described in Exhibit A.	5	78
Lot 2, Block 2, Bishop Heights	6	120
Lot 3, Block 2, Bishop Heights	7	180
Lot 1, Block 1, Krech's Addition	8	116
Tracts A-D, F and G as described in Exhibit A	9	208
Lot 1, Block 1, Bishop Heights 2nd Addition	10	18
Lot 1, Block 1, Bishop Heights 3rd Addition	11	28
Lots 1-31, Block 1, Blackberry Town Office Park	12	141
Lot 1, Block 1, Blackberry Town Office Park Second Addition	13	20
Lot 1, Inver Grove Market	14	148
Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2	15	40
Lots 1-88, Brentwood Village	16	43
Lot 1, Bk 1, Bishop Heights	17	78
Lots 1 & 2, Bk 1, Brentwood Village Apartments	18	136
Outlot B, Bishop Heights	19	146

Lot	Parcel #	Trips
Lot 2, Inver Grove Market	20	205
Lot 3, Block 1, Bishop Heights 4th Addition	21	~~34~~ **62**
Lot 1, Block 1, Bishop Heights 4th Addition	22	126
Lot 1, Block 1, Scenic Heights Addition	23	23
Outlot A, Brentwood Hills Apartments	24	19
Lot 2, Block 1, Inver Grove Professional Addition	25	20
Lot 2, Block 1, Bishop Heights 4th Addition	26	178

The trips have been determined by the City using national or state traffic generation studies or reports prepared by engineering professionals, including the Trip Generation Report, prepared by the Institute of Transportation Engineers. This determination is being made by the City at the time of final development plan approval. Any change which effects the site plan or uses, as approved in Section V, A and B, including an increase in building size, shall require a redetermination by the City of forecasted p.m. peak hour trips, and shall not exceed the number of trips, as hereby approved.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the 8th day of January, 2024.

CITY OF INVER GROVE HEIGHTS

By: ______________________________
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.A.

CITY OF INVER GROVE HEIGHTS

Planning Commission Report

MEETING DATE:	December 19, 2023
CASE NO:	23-50ZCA
APPLICANT:	Tono Pizzeria
PROPERTY OWNER:	Inver Grove Market II, LLLP
REQUEST:	Southeast Quadrant Ordinance Amendment (Bishop Heights)
LOCATION:	5751 Blaine Ave / PID #20-14153-01-030
COMPREHENSIVE PLAN:	RC, Regional Commercial
ZONING:	PUD (Southeast Quadrant)
STAFF CONTACT:	Allan Hunting, 651.450.2554

ACTION REQUESTED

In order to utilize the property as proposed, the applicant has requested the following specific action:

1. Add an additional 2,800 square feet of restaurant use to the list of uses on Lot 3, Block 1, Bishop Heights 4th Addition.

BACKGROUND

The applicant is requesting an Amendment to the Bishop Heights Planned Unit Development (PUD) Ordinance to allow for a fast casual restaurant to be located within an existing building located on the northwest corner of Blaine Avenue and Upper 55th Street. There are 4 current tenants in the 5 bay building. The proposed restaurant would utilize the vacant space plus half of an existing tenant space.

The Bishop Heights PUD was set up with its own ordinance with all uses approved individually and listed in the ordinance. The original approval for this building was 9,100 square feet of general retail. This was amended when Caribou Coffee went in and added a restaurant with a drive-through at one end and a veterinary clinic is located on the other end. The proposed use expands the restaurant use in the building. Therefore, the ordinance needs to be amended to reflect the proposed use.

EVALUATION OF REQUEST

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

North	Restaurant	Zoned: Planned Unit Development	Guided: RC, Regional Commercial
East	Greenhouse	Zoned: Commercial	Guided: RC, Regional Commercial
West	Gas Station	Zoned: Planned Unit Development	Guided: RC, Regional Commercial
South	Restaurant	Zoned: Planned Unit Development	Guided: RC, Regional Commercial

ANALYSIS
The **current** SE Quadrant PUD approval for this lot is:

21	Lot 3, Block 1, Bishop Heights 4th Addition	9,100 square foot building retail/restaurant with drive-through/feline veterinary clinic.

The **requested** use change for the lot is proposed as follows:

21	Lot 3, Block 1, Bishop Heights 4th Addition	9,100 square foot building retail/restaurant with drive-through/veterinary clinic/sit-down restaurant.

The applicant has provided information on the existing users and square footage space for those tenants. A review of parking requirements for all the existing uses plus the proposed restaurant has been calculated and compared to the amount of parking on the site.

The existing site has 42 parking spaces. Based on my calculations of the parking requirement per the City Code for the existing uses, the requirement for all would be 44 spaces. The applicant has provided information on how the pizza restaurant sales break down and their peak times. Delivery and in-store pick-up account for 80% of their sales, with sit down being 20%. Peak times are between 12-1 pm and 5-7 pm with the majority of sales being at night. This peak demand would occur when some of the other businesses are closed for the day.
Based on this information, staff is confident that the existing parking is sufficient to address the new restaurant's use.

When the Bishop Heights PUD was put in place in the mid 1990s, it was important to track traffic generation for all the new development to come to make sure traffic generation at the Upper 55th Street and Highway 52 intersection remain below capacity. All the lots in the Bishop Heights PUD are approved with a PM peak traffic generation number. As the area has now developed and matured, traffic has not exceeded traffic capacity along Upper 55th and at the intersection. For the proposed restaurant, it is assumed the use would generate approximately 28 vehicle trips during the PM peak period. The ordinance will also be updated with the new trip generation assumed for this lot in the PUD.

ALTERNATIVES

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

- Approval of an **Amendment to the Southeast Quadrant PUD Ordinance** to allow the uses approved for Lot 3, Block 1, Bishop Heights 4th Addition to be a retail/restaurant with drive-through/veterinary clinic/sit-down restaurant and to amend the trip generation table to include the trips assumed for the new restaurant.

B. Denial. If the Planning Commission does not support the request, a recommendation of denial should be forwarded to the City Council. With a recommendation of Denial, the basis of the recommendation should be given.

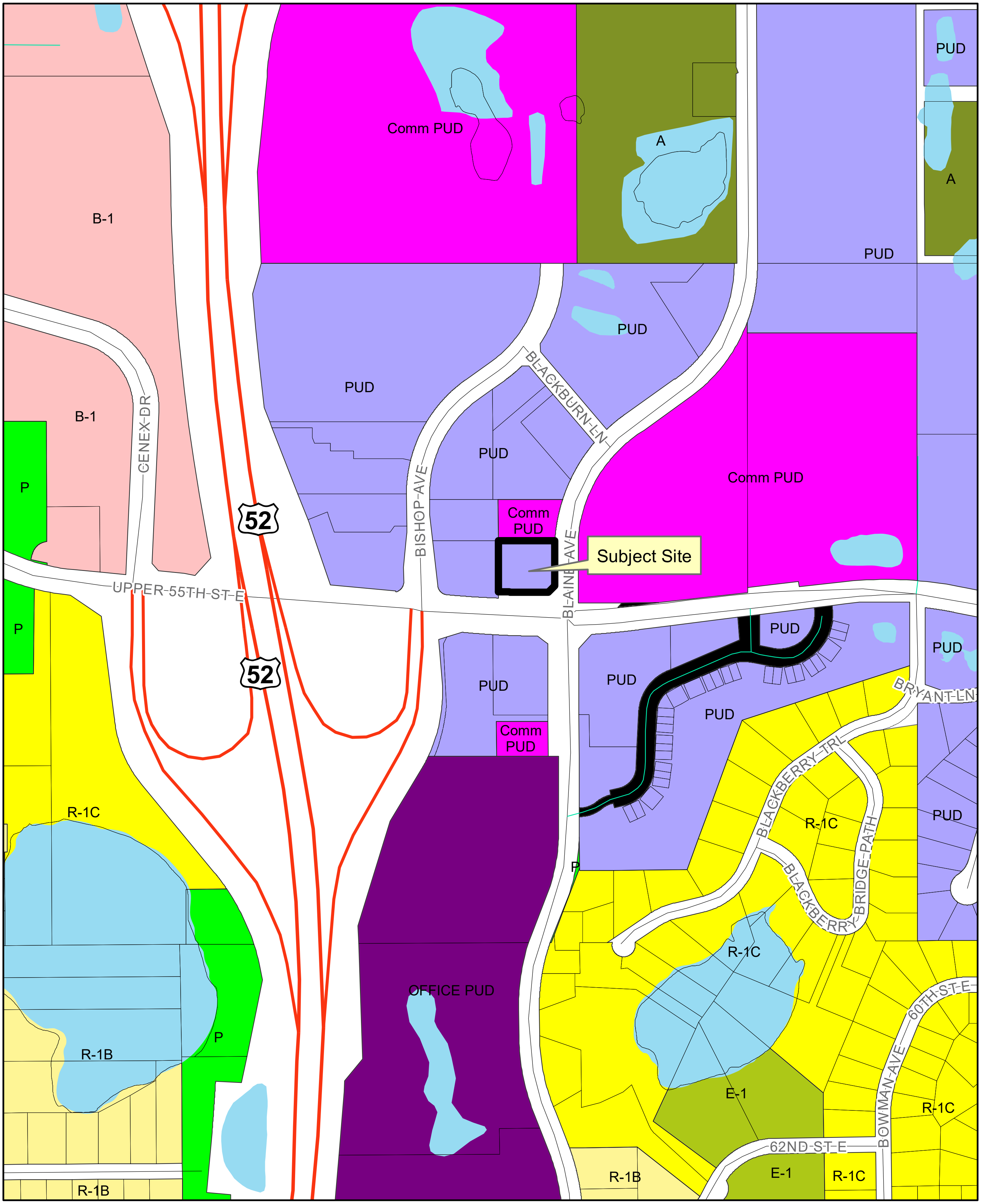
RECOMMENDATION

Based on the information in the preceding report, staff is recommending approval of the request as presented.

ATTACHMENTS

1. Location Map
2. Applicant Narrative
3. Site Plan
4. Proposed Ordinance
5. Letter of Support

Location Map
Case No. 23-50ZCA



To whom it may concern,

We are applying for the ordinance amendment for the restaurant use in the building located at 5473 Blaine Ave, Suite #5751 Inver Grove Heights, MN.

The restaurant that we would like to put in the space is Tono Pizzeria + Cheesesteaks, currently we have 5 locations around the metro. The restaurant offers a quick service/take out; the amount of ideal seating would be between 25-30 seats. The square footage is 2500sf to 2900 sf for the space.

For further information please check out our website www.tonomn.com and our background information pager below as well as an example of our location blueprint.

THE DUAL CONCEPT

Shaz Khan, CFO and Co-Owner
Tono Pizzeria + Cheesesteaks, Maplewood, MN (two locations)

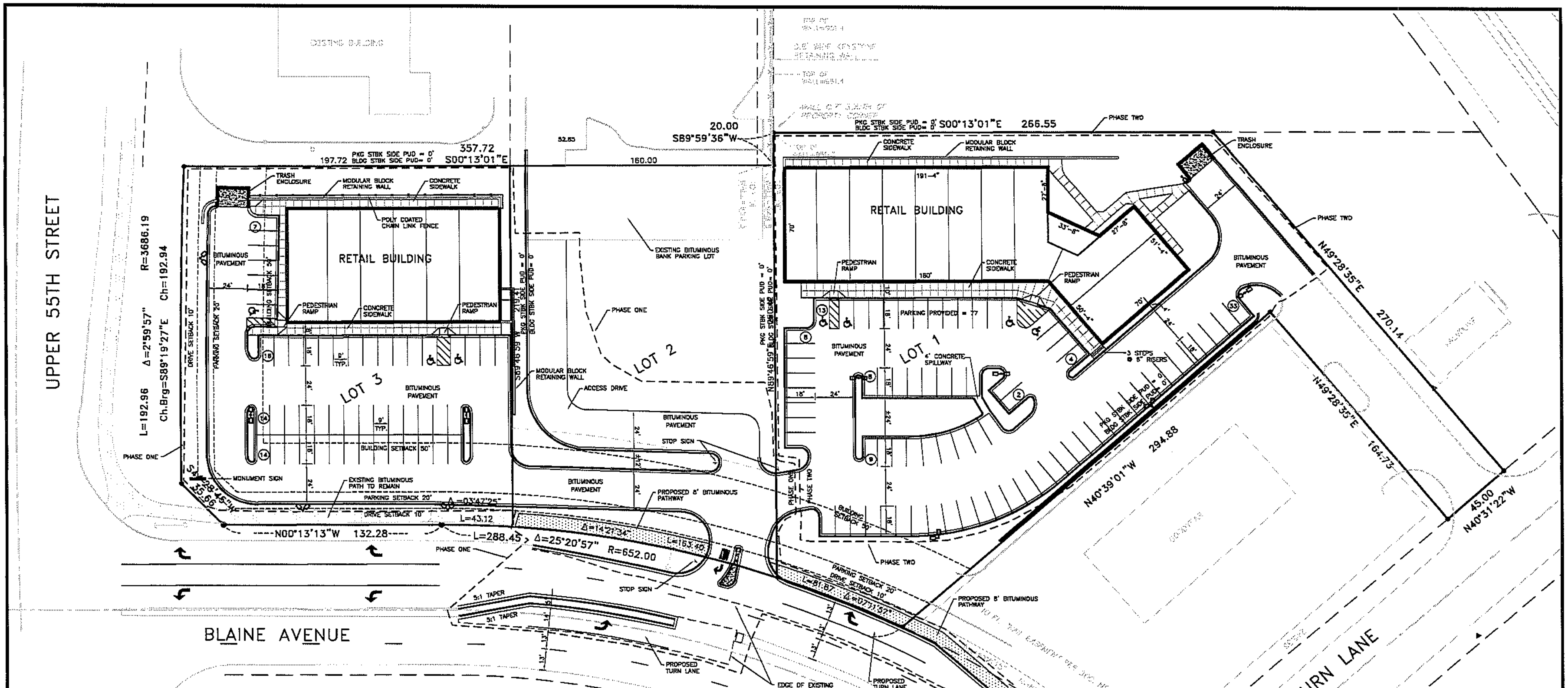
We're a fast-casual brick-oven pizzeria with cheesesteaks, and we keep two things at the forefront: customer visibility and flow of materials/staff in the kitchen. With limited real estate, there are two ways to approach design-from-scratch: One is to design form around function, and the other—which we do—is to design function around form. Each has its own tangible benefits.

Beautiful spaces create a more pleasant environment. At the heart of our kitchen is a hand-built brick oven that's constructed in-store. We want this to be the centerpiece that grabs the customer's attention. Everything else revolves around this piece. Determine what your centerpiece is—and if such a feature doesn't exist, place the focus on branding and staff.

Customers really love seeing their food being made; it offers transparency into the process, validates safety and health processes, and builds trust between the consumer and the brand. Use glass displays between pizza makers and the customer, with a lot of open space. Lighting is also a huge factor, as the proper temperature and placement of lighting can amplify ambience and help direct customers' eyes to the elements you desire.

Finally, consider flow of product in the kitchen. How do the raw ingredients (and the staff carrying them) move around the kitchen in a fashion that is fluid? We make sure that the dough prep is done in one area, the visually stunning dough stretching and tossing is happening in the line of sight of customers (as are the topping additions), and there's an island where our 12" completed pies can land after exiting the visible flames of our brick oven.

To accomplish all of this, we work with our equipment supplier to lay out all the equipment and then mock up our movement in the space by taping off areas, simulating the equipment before it's installed, while we are under construction. In the pandemic era, this is even more necessary—to ensure we are complying with social distancing, without creating a disconnection between our brand and our customers.



SITE DATA:

EXISTING		
LOT 1	±76,200 S.F.	1.74 ACRES
LOT 2	±37,030 S.F.	0.85 ACRES
LOT 3	±43,331 S.F.	0.99 ACRES
TOTAL	±156,561 S.F.	3.58 ACRES

LOT 1 DATA:	
BUILDING AREA:	15,471 S.F.
TOTAL NUMBER OF PARKING STALLS PROVIDED:	77
TOTAL NUMBER OF PARKING STALLS REQUIRED: 1 PER 200 S.F. @ 90% EFF.	70
NUMBER OF HANDICAP STALLS PROVIDED:	4
NUMBER OF HANDICAP STALLS REQUIRED:	4
LOT 3 DATA:	
BUILDING AREA:	9,100 S.F.
TOTAL NUMBER OF PARKING STALLS PROVIDED:	51
TOTAL NUMBER OF PARKING STALLS REQUIRED: 1 PER 200 S.F. @ 90% EFF.	41
NUMBER OF HANDICAP STALLS PROVIDED:	3
NUMBER OF HANDICAP STALLS REQUIRED:	3

SITE PLAN NOTES:

1. ALL DIMENSIONS ARE TO FACE OF BUILDING AND/OR FACE OF CURB.
2. REFER TO ARCHITECTURAL DRAWINGS FOR CONCRETE STOOPS ADJACENT TO PROPOSED BUILDING.
3. ALL CONCRETE CURB AND GUTTER ADJACENT TO CONCRETE WALK SHALL BE SEPARATED BY A 1/2 INCH EXPANSION JOINT.
4. CONTINUOUS CONCRETE CURB & GUTTER WHICH CHANGES TYPE SHALL HAVE A FIVE (5) FOOT TRANSITION.
5. ALL PARKING STALL STRIPING SHALL BE 4 INCH WHITE.
6. ALL CURB & GUTTER SHALL BE B612 UNLESS CALLED OUT AS OTHER.
7. ALL WORK SHALL COMPLY WITH THE CITY OF INVER GROVE HEIGHTS ENGINEERING STANDARDS AND SHALL BE PERFORMED DURING HOURS APPROVED BY THE CITY OF INVER GROVE HEIGHTS.

PRELIMINARY
NOT FOR CONSTRUCTION

SITE IMPROVEMENTS LEGEND:

- STANDARD BITUMINOUS PAVEMENT
- CONCRETE PAVEMENT
- CONCRETE CURB & GUTTER
- LIGHT FIXTURE, 30' HT., 400 WATT

0' 30' 60' 90'
SCALE IN FEET

NORTH

SITE PLAN

reprise DESIGN INCORPORATED
12400 Portland Avenue South
Portland Corporate Center
Burnsville, MN 55337

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly registered ______ under the laws of the State of ______

Signature ______

Date ______ Registration Number ______

RETAIL CENTER
NEW FREESTANDING BUILDING
UPPER 55TH STREET AND BLAINE AVENUE
INVER GROVE HEIGHTS, MINNESOTA

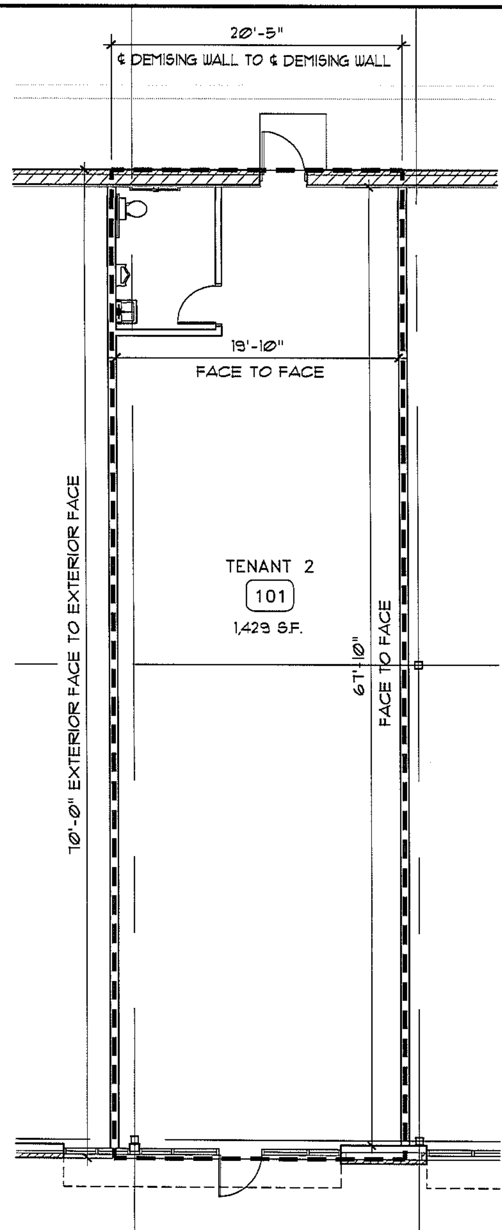
SITE PLAN

REVISIONS

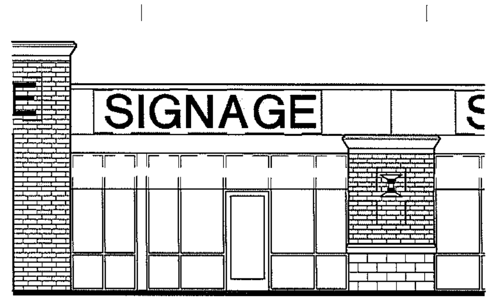
DRAWN BY	MK
CHECKED BY	BRJ
DATE ISSUED	2-7-04
SCALE	1" = 30'
JOB NO.	04015

C-1

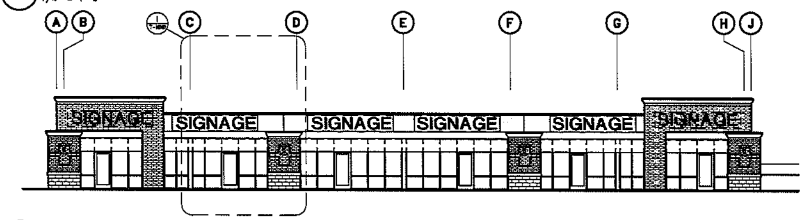
SHEET ___ OF ___



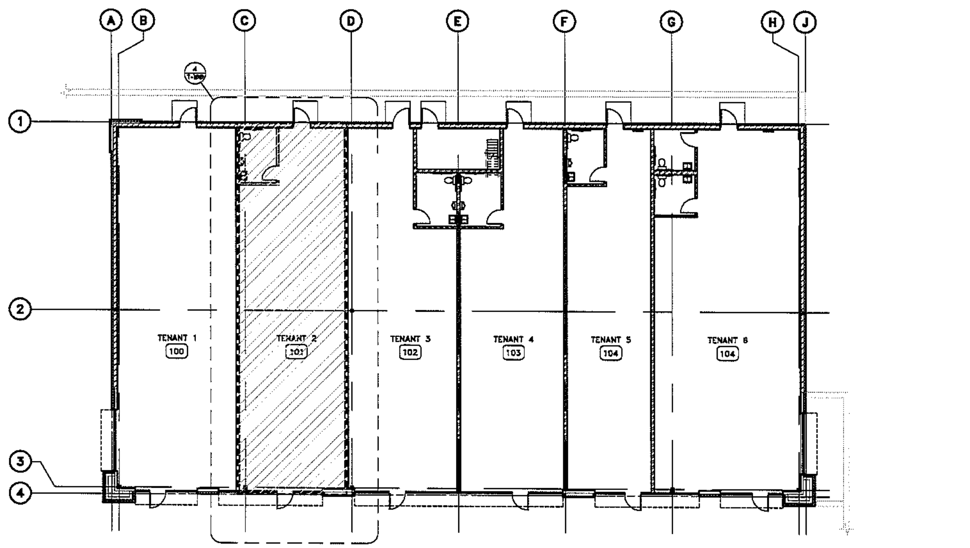
4 FLOOR PLAN
1/4" = 1'-0"



1 ENLARGED STOREFRONT ELEVATION
1/4" = 1'-0"



2 FRONT ELEVATION
1/128" = 1'-0"



3 KEY PLAN
1/128" = 1'-0"

reprise DESIGN INCORPORATED

12400 PORTLAND AVENUE SOUTH
SUITE 185
PORTLAND CORPORATE CENTER
BURNSVILLE, MN 55337
PHONE: 952-232-4042
FAX: 952-232-4043

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 ARCHITECT under the laws of the State of MINNESOTA

Signature BRIAN R. JOHNSON
Date 18050 Registration Number

TENANT 2
TENANT BUILD-OUT AREA PLAN
UPPER 55TH STREET AND BLAINE AVENUE
INVER GROVE HEIGHTS, MINNESOTA

TENANT SPACE

DATE ISSUED	9-22-05
DRAWN BY	FBS
CHECKED BY	BRJ
JOB NO.	04226

T-100

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

Ordinance No._______

AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE RELATED TO THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494

THE CITY OF INVER GROVE HEIGHTS ORDAINS THAT ORDINANCE NUMBER 1448 IS HEREBY AMENDED TO READ AS FOLLOWS:

Section One. Amendment. Section V of Ordinance 1448 is hereby amended to restate and add the following:

SECTION V. **Land Use Regulations.** For the above referenced property contained within the Commercial Planned Unit Development District No. 2011-01, the following land use regulations shall apply:

B. USES
All development shall be restricted to the following uses:

Parcel No.	Legal Description*	Specific Use
1	Lot 1, Block 1, Bishop Heights	65,000 square foot, 16-screen theater
2	Lot 2/3, Block 1, Bishop Heights	7,400 square foot sit down restaurant
3	Lot 2/3, Block 1, Bishop Heights	36,371 square foot, 89 room motel
4	Lot 4, Block 1, Bishop Heights	25,292 square foot, 63 room motel
5	Lot 5 and part of Lot 4, Bishop Heights	6,163 square foot sit down restaurant
6	Lot 2, Block 2, Bishop Heights	6,500 square foot bank and office building
7	Lot 3, Block 2, Bishop Heights	4,271 square foot gas station convenience store
8	Lot 1, Block 1, Krech's Addition	15,120 square foot drug store
9	Tracts A-D, F and G	42,000 square foot lawn, garden, floral & nursery retail center (two buildings: 29,400 sf in one, 12,400 sf in other); 605,000 square feet of greenhouses and nursery buildings; 2,150 sf accessory structures (2 barns) for storage of materials and equipment; nursery fields and nursery field caretaker's residence; outside storage/display of nursery and landscaping stock and materials; nursery and landscaping services, 5.7 acres of growing fields and one house for use by employees**

10	Lot 1, Block 1, Bishop Heights 2nd Addition	1,710 sf quick service oil change store
11	Lot 1, Block 1, Bishop Heights 3rd Addition	6,832 sf auto service center store
12	Lots 1-31, Block 1, Blackberry Town Office Park	65,415 net sf town office space, 31 units
13	Lot 1, Block 1, Blackberry Town Office Park Second Addition	4,950 gross sf veterinary clinic
14	Lot 1, Block 1, Inver Grove Market	10,200 square feet of general retail, 3,809 square feet of recreation center, 5,680 square feet of sit-down restaurant, and 1,516 square feet of fast-food restaurant (without a drive through window)
15	Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2	Rock and Block Yard for Gerten's Greenhouses
16	Lots 1-88, Brentwood Village	80 townhome units
17	Lot 1, Bk 2, Bishop Heights	7,200 sf sit down restaurant
18	Lots 1 & 2, Block 1, Outlot A Brentwood Village Apts.	219 apartment units
19	Outlot B, Bishop Heights	43,400 square foot medical/office building
20	Lot 2, Block 1, Inver Grove Market	5,200 square foot bank building
21	Lot 3, Block 1, Bishop Heights 4th Addition	9,100 square feet of general retail, restaurant with a drive-through, feline veterinary clinic, ~~and massage therapy~~ **sit down restaurant**
22***	Lot 1, Block 1, Bishop Heights 4th Addition	15,400 square foot office/retail/ sit-down restaurant
23	Lot 1, Block 1, Scenic Heights Addition	16,000 square foot office condominium
24	Outlot A, Brentwood Hills Apartments	24 multiple family townhome units
25	Lot 2, Block 1, Inver Grove Professional Addition	13,318 square foot office building
26	Lot 2, Block 1, Bishop Heights 4th Addition	2,370 square foot sit-down restaurant with pick up only drive through window

* More detailed legal descriptions available in Exhibit A
** Uses on Tracts A-D, F & G shall be governed not only by this ordinance, but also by the conditions found in Resolution No 98-210, Resolution 11-28 and Resolution 16-82.
***Parcel 22 shall be subject to the following conditions:

1. A Joint Parking Agreement affecting the restaurant in Lot 1, Block 1 Bishop Heights 4th Addition between Outlot B, Bishop Heights and Lot 3, Block 1, Bishop Heights 4th Addition. This document must be drafted by the City attorney's office, signed by the land owners, and recorded with the County.

2. If restaurant parking becomes a problem restaurant employees shall park off site at any of the locations listed in the Joint Parking Agreement.

D. GENERAL PROVISIONS

8. Traffic:

The forecasted p.m. peak hour traffic generated by the developments shall not exceed:

Lot	Parcel #	Trips
Lot 1, Block 1, Bishop Heights	1	177
Parcel A, Bishop Heights (Described in Exhibit A)	2	72
Parcel B, Bishop Heights (Described in Exhibit A)	3	83
That part of Lot 4, Block 1, Bishop Heights described in Exhibit A.	4	38
Lot 5, Block 1, Bishop Heights and that portion of Lot 4 described in Exhibit A.	5	78
Lot 2, Block 2, Bishop Heights	6	120
Lot 3, Block 2, Bishop Heights	7	180
Lot 1, Block 1, Krech's Addition	8	116
Tracts A-D, F and G as described in Exhibit A	9	208
Lot 1, Block 1, Bishop Heights 2nd Addition	10	18
Lot 1, Block 1, Bishop Heights 3rd Addition	11	28
Lots 1-31, Block 1, Blackberry Town Office Park	12	141
Lot 1, Block 1, Blackberry Town Office Park Second Addition	13	20
Lot 1, Inver Grove Market	14	148
Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2	15	40
Lots 1-88, Brentwood Village	16	43
Lot 1, Bk 1, Bishop Heights	17	78
Lots 1 & 2, Bk 1, Brentwood Village Apartments	18	136
Outlot B, Bishop Heights	19	146

Lot	Parcel #	Trips
Lot 2, Inver Grove Market	20	205
Lot 3, Block 1, Bishop Heights 4th Addition	21	~~34~~ **62**
Lot 1, Block 1, Bishop Heights 4th Addition	22	126
Lot 1, Block 1, Scenic Heights Addition	23	23
Outlot A, Brentwood Hills Apartments	24	19
Lot 2, Block 1, Inver Grove Professional Addition	25	20
Lot 2, Block 1, Bishop Heights 4th Addition	26	178

The trips have been determined by the City using national or state traffic generation studies or reports prepared by engineering professionals, including the Trip Generation Report, prepared by the Institute of Transportation Engineers. This determination is being made by the City at the time of final development plan approval. Any change which effects the site plan or uses, as approved in Section V, A and B, including an increase in building size, shall require a redetermination by the City of forecasted p.m. peak hour trips, and shall not exceed the number of trips, as hereby approved.

Section Two. Effective Date. This Ordinance shall be in full force and effect upon its publication as provided by law.

Passed in regular session of the City Council on the ____day of _________, 2024.

CITY OF INVER GROVE HEIGHTS

By: ________________________________

Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

IGH Retail Center LLC

11985 Technology Drive, Suite 110
Eden Prairie, MN 55344
Phone (612) 578-3615
Email: cytucci1@gmail.com

December 11, 2023

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

RE: Tono Pizzeria – Case # 23-50ZCA

Allan:

This letter shall serve as a letter of support from IGH Retail Center LLC, the neighboring property to the north of the proposed location, for the inclusion of the fast food restaurant within the existing building located at 5751 Bishop Avenue.

We believe the synergy with what is already in place and the new Chipotle scheduled to open in December will make this corner more vibrant for all users, not just the new tenant proposed. More selection for area businesses and their workers, as well as for the community in general at this corner will only help the current tenants survive and thrive in a difficult retail environment.

As owners of the neighboring property, we welcome the idea of a new Tono Pizzeria or any new offering which will make this corner more vibrant for all who are there.

Thank you,

Paul Tucci
Manager, IGH Retail Center LLC

Agenda Item 4.N.

Request for Council Action

SUBJECT: Approval of New Massage Therapist Licenses

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED
The Council is asked to approve new massage therapist licenses for Pauline Johanik to be employed at Onalos Massage and Lucero Ezekiel to be employed at OyeSpa LLC.

BACKGROUND
Pauline Johanik has applied for a new massage therapist license to be employed at Onalos Massage, 2898 Upper 5th St E, IGH, 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.

Lucero Ezekiel has applied for a new massage therapist license to be employed at OyeSpa LLC, 7741 Amana Trl, IGH, MN 55077. 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 licenses.

ATTACHMENTS
None

Agenda Item 4.O.

Request for Council Action

SUBJECT: **2024 Contract with Messerli & Kramer for Government Relations Services**

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into the attached agreement with the firm of Messerli & Kramer for governmental relations services during calendar year 2024.

BACKGROUND

For several years, the City of Inver Grove Heights has contracted with Katy Sen of the firm Messerli & Kramer to provide government relations services, representing the City's interests with the Minnesota legislature and various state agencies. These services include assistance monitoring proposed legislation as it gets introduced and works its way through the process, drafting bills of specific benefit to IGH and then identifying sponsors and working to get hearings for them, and advising the City on strategy and presentation of its legislative agenda.

FISCAL IMPACT

The quoted price for this contract is $44,500 for calendar year 2024, which is an increase of $1,500 from the 2023 price. Funding for this contact is included in the Professional Services line of the adopted 2024 budget for the Mayor & Council.

RECOMMENDATION

I recommend that the Council authorize the appropriate officials to enter into the attached contract on behalf of the City, for government relations services for calendar year 2024.

ATTACHMENTS

1. M&K Contract for 2024 Legislative Session

MESSERLI & KRAMER, P.A.
and
CITY OF INVER GROVE HEIGHTS

Contract for Government Relations Services
2024 Legislative Session Representation

This contract for the provision of government relations services is entered into between Messerli & Kramer P.A. and the City of Inver Grove Heights.

SERVICES TO BE PROVIDED

During the period January 1, 2024 through December 31, 2024, Messerli and Kramer will provide government affairs services on behalf of the City of Inver Grover Heights for items included on the City's 2024 Legislative Platform. Katy Sen will be lead lobbyist from Messerli and Kramer.

LEGISLATIVE SERVICES TO BE PROVIDED

Lobbying. Messerli & Kramer will provide legislative lobbying for the City of Inver Grove Heights on items included on the City's Legislative Platform. This includes monitoring bill introductions; monitoring hearings of interest to the City; drafting of bills; requesting bill hearings; lobbying key legislators and executive branch staff. The Firm will provide advice on strategy and process to represent the interests of the City at the Legislature.

Liaison with State Government Officials. Messerli and Kramer will facilitate meetings with the Governor's Office and other members of the executive branch as needed.

BUDGET

For legislative services as outlined above related to the City of Inver Grove Heights, for the term of the contract, Messerli & Kramer will charge a retainer of $44,500. Invoices will be sent quarterly in January, April, July, and October in the amount of $11,125. Invoices will be due upon receipt.

CONFLICTS OF INTEREST

Together with this contract we have included a copy of Messerli & Kramer's Conflict of Interest policy and a list of current governmental relations clients. Included are the procedures that will follow should a conflict of interest arise.

AMENDMENTS

Amendments to this contract may be made upon the request of either party and upon their mutual consent of the same.

TERMINATION

This contract may be terminated by either party upon 30 days written notice to the other party.

This contract is entered into on the ___________ day of _________________ 2023 by

______________________	_________________________
Katy Sen	Kris Wilson
Lobbyist Principal	City Manager
Messerli & Kramer, P.A.	City of Inver Grove Heights

MESSERLI | KRAMER

Messerli & Kramer P.A. is aware that conflicts between clients can negatively impact their legislative programs. We assume the responsibility to examine the issues presented by any potential clients for conflict with existing client legislative initiatives. To that end, we have developed a Conflicts of Interest Policy which we include as part of all client representation agreements. It is our belief that most conflicts can be avoided through a commitment to early identification of issues and by notification of clients.

Conflicts of Interest Policy

Messerli & Kramer P.A. has an affirmative obligation to promptly detect and immediately report any potential conflict between the legislative objectives of its clients. Legislative clients also have an affirmative responsibility to detect potential conflicts and notify Messerli & Kramer P.A. regarding them. A conflict of interest will be deemed to exist whenever either a legislative client or the firm determines there is a conflict. Prospective clients are advised to review the aforementioned firm profile of current clients.

We make every attempt to identify any potential conflict of interest with existing clients prior to being retained by a new legislative client. This process includes a full discussion within our Government Relations Department and disclosure of the potential conflict issues to existing legislative clients who may be affected. If any significant conflict becomes apparent that cannot be resolved at this stage, the firm will decline the new representation absent client consent.

If a conflict of interest arises between two or more existing legislative clients, the following guidelines will apply:

1. An attempt will be made to resolve or compromise the conflict between the clients. A compromise must be agreed to by all affected clients.
2. If a client elects to withdraw the conflicting issue from its legislative program, the conflict of interest will be considered resolved.
3. If the conflict is not resolved by a client's withdrawal of the issue or mutual compromise of the conflicting points of view, Messerli & Kramer P.A. must withdraw from representation of all clients on that particular legislative issue. Messerli & Kramer P.A. will contact appropriate parties to explain the conflict and the firm's withdrawal from the issue.
4. The client, with the firm's assistance, will be responsible for making their own arrangements for legislative representation on the issue giving rise to the conflict and withdrawal. Messerli & Kramer P.A. will renegotiate any retainer or contract agreement with an affected client to reflect the withdrawal.
5. If a pattern of conflicts develops between legislative clients, the Firm will evaluate the situation with the affected clients. The Firm will cease representation as necessary to eliminate any continuing conflict of interest and will explain the withdrawal to all affected parties.

MESSERLI | KRAMER

2023 Government Relations Clients

30,000 Feet
Abbott Laboratories
Alliance for Automotive Innovation
Animal Humane Society
Association of Dental Support Organizations
Canterbury Park
City of Bloomington
City of Edina
City of Inver Grove Heights
City of Saint Paul
Community Associations Institute
Consumer Data Industry Association
Delaware North
Diageo North America
Ecolab
Essar Capital Americas
Fair Vote MN
Family Tree Clinic
Great River Passage Conservancy
Hennepin County Medical Center
Hennepin County Regional Railroad Authority
I-494 Corridor Commission
Medical Alley Association
Minnesota Firefighter Initiative
Minnesota Society of Certified Public Accountants
Minnesota Sports and Events
Minnesota Twins Baseball Club
Minnesota Valley Transit Authority
Minnesota Zoo
North American Council on Adoptable Children
Native American Community Clinic
Neighborhood House
Northside Economic Opportunity Network
Pediatric Home Service
Reproductive Health Alliance
Saint Cloud Regional Airport
SHI International Corp.
Shipt
Takeda Pharmaceuticals
Twin Cities Orthopedics
US Bancorp

Agenda Item 4.P.

Request for Council Action

SUBJECT: **2024 Contract with Madden Galanter Hansen for Labor Relations Services**

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into the attached contract on behalf of the City, for 2024 labor relations services from the firm of Madden Galanter Hansen.

BACKGROUND

The City currently has seven collective bargaining units (i.e. unions) that represent a majority of full-time City employees. During contract negotiations, and at a various times throughout the year as issues come up, the City requires the legal advice and guidance of a firm that specializes in the field of public-sector labor relations. For the past several years, the HR Manger and City Administrator have utilized the services of Susan Hansen with the firm of Madden Galanter Hansen for this purpose and has been very happy with her services. The attached contract will allow for the continued utilization of Madden Galanter Hansen for the 2024 calendar year.

FISCAL IMPACT

The City utilizes and pays for the services of Madden Galanter Hansen on an as-needed, per-hour basis. The quoted rate for 2024 is $215.00 per hour for most services, which is an increase of $15.00 per hour over the 2023 rate. Work on arbitration cases and administrative hearing representation is billed at $225.00 per hour, also a $15.00 per hour increase over 2023. Funding for these costs are provided for within the Professional Services line item of the HR Division's budget.

RECOMMENDATION

I recommend that the Council authorize the appropriate officials to enter into the attached contract on behalf of the City.

ATTACHMENTS

1. MGH Labor Consult Agmt with IGH (2024 Final)

CONSULTING SERVICES CONTRACT

This Agreement, by and between the City of Inver Grove Heights, hereinafter referred to as "City" and Madden Galanter Hansen, LLP, Attorneys at Law, 7760 France Avenue South, Suite 290, Bloomington, Minnesota 55435-5834, hereinafter referred to as "Consultant."

RECITALS

WHEREAS, the City is required under the Minnesota Public Employment Labor Relations Act (PELRA) to undertake the negotiations of contracts with employees represented by exclusive representatives (unions); and

WHEREAS, the City has determined that retaining a consultant to assist in its negotiations with the unions best fulfills its obligations with respect to labor negotiations; and

WHEREAS, the City may need legal advice on complex labor and employment related issues in the future.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements contained within the Contract, the City and the Consultant agree as follows:

A. Scope of Services

As requested and directed by the City Administrator, their designee, or the Human Resources Manager, provide legal advice and assistance regarding labor relations and complex personnel matters, including:

1. Representation, with the labor negotiating team, in labor negotiations including:

    a. Assistance in developing/drafting initial contract language and terms;

    b. Analysis of existing contract language for administrative and legal implications and offer recommendations regarding the same;

    c. Preparation of management negotiations strategy;

    d. Management spokesperson for "at the table" labor negotiations;

    e. Preparation of management proposals and timely drafting of final labor bargaining agreement and finalization;

    f. Pre-labor negotiation briefings, settlement summaries and appropriate status reports for the City Council information and action as necessary or as requested.

2. Representation in grievance matters and counseling with management staff in initial grievance steps. Handling of grievance arbitrations.

3. Representation of the City in unit determination hearings.

4. Provide legal representation and advice to the City related to labor relations advice, including proposed union contract terms, personnel matters, and data practices issues on an ongoing, as-needed basis, and communicate and coordinate efforts with the City Attorney's Office, as directed by Management.

B. <u>Consideration and Terms of Payment</u>

1. Consideration for all services performed shall be as follows:

   Providing of labor negotiation services, travel and other labor relation services, including negotiations other than arbitration, administrative hearing and litigation representation, billed in tenths of an hour at the rate of $215.00 per hour. Arbitration and administrative hearing representation, if requested by the City, shall be at the rate of $225.00 per hour.

2. Consultant will also be reimbursed for expenses, including mileage consistent with the amount set forth by the IRS per mile, photocopying charges at $.15 per page, charges for facsimile transmissions at the rate of $.50 per page, and reimbursement of long distance telephone charges.

3. The Consultant will submit invoices on a periodic basis to the City for payment for services performed. Payment shall be made within thirty days after receipt of invoices for services performed.

C. <u>Changes</u>

The City and Consultant may, from time to time, require changes in the terms of this Contract. Any such changes that are mutually agreed to by the parties shall be incorporated as written amendments to this Agreement and attached hereto.

D. <u>Duration</u>

The terms of this Agreement shall be applicable for a period commencing January 1, 2024 through December 31, 2024. The contract may also be terminated by either party after giving ninety (90) days written notice.

E. <u>Independent Contractor</u>

It is agreed by the parties that at all times and for all purposes hereunder, that the Consultant is an independent contractor and not an employee of the City.

F. Insurance

The Consultant agrees it will defend, indemnify and hold harmless the City, its officers and employees against any and all liability, loss, costs, damages and expenses which the City, its officers or employees may hereafter sustain, incur, or be required to pay arising out of the negligent or willful acts of omission of Consultant and out of Consultant's performance or failure to adequately perform its obligations pursuant to this Agreement.

The Consultant further agrees, in order to protect itself and the City under the indemnity provisions set forth above, the Consultant will maintain at all times during the term of this Agreement, general, professional, and auto liability policies on an occurrence basis, including lawyer's professional liability insurance with a coverage amount of not less than $2 million dollars ($2,000,000.00) per claim, $5 million dollars ($5,000,000.00) aggregate. Consultant shall provide the City with a copy of the Certificate of Insurance showing all of the coverages carried by Consultant upon request by the City. Except as required above, all such policies shall provide limits not less than the tort liability limitations set forth in Minnesota Statutes Section 466.04. If applicable, the Consultant also agrees to maintain Workers Compensation insurance in the statutory amounts. Certificates of insurance showing the coverage listed here shall be during the term of this contract, have and keep in force liability insurance coverage provided to the City prior to the effective date of this contract. All policies shall provide that they shall not be canceled, materially changes, or not renewed without thirty days prior notice thereof to the City. This provision shall act as a condition subsequent; failure to abide by this provision shall be deemed as a substantial breach of contract.

G. **Data Practices**

The City may disclose private and/or confidential data to Consultant as necessary for purposes of legal advice and consultation. Consultant agrees to abide by the applicable provisions of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13, pertaining to privacy or confidentiality. Consultant understands that all of the data created, collected, received, stored, used, maintained or disseminated by the Consultant in performing those functions that the City would perform as a government entity, is subject to the requirements of Chapter 13 and the Consultant must comply with those requirements as if it were a government entity. This does not create a duty on the part of the Consultant to provide the public with access to public data if the public data is available from the City, except as required by the terms of this Agreement.

IN WITNESS WHEREOF, the parties have caused the Contract to be duly executed intending to be bound thereby.

City of Inver Grove Heights

Dated:____________________ By: ________________________________

____

Its ___________

Madden Galanter Hansen, LLP

Dated: 12/11/2023

By:
Susan K. Hansen
Its Partner

Agenda Item 4.Q.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Approving Reorganization of Certain Staff Positions in the Parks & Recreation Department

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a reorganization of certain staff positions within the Parks & Recreation Department and authorizing related personnel actions to carry-out the reorganization.

BACKGROUND

A recent staff resignation in the Parks & Recreation Department led to a review of staff positions, duties and reporting structures. As a result, Council is asked to authorize the creation of two new positions and the elimination of two existing positions, to better meet the needs of the Department. One of the positions to be eliminated is vacant, while the other is currently filled, meaning its elimination will unfortunately result in a layoff.

The reorganization involves the oversight of operations and maintenance at the Veteran's Memorial Community Center (VMCC) and City facilities more broadly. The current organizational structure has the position of Operations and Maintenance Supervisor, which recently became vacant due to a staff resignation. This position was responsible for overseeing the maintenance of all City facilities, including the VMCC, City Hall, Maintenance Facility, Fire Stations, etc. as well as certain daily operations at the VMCC, such as pool operations, ice rink resurfacing and community room set-ups. The recommendation is to eliminate this position and replace it with the new position of Facilities Maintenance Superintendent. This new position would still report to the Parks & Recreation Director, but it would be focused entirely on the maintenance of all City facilities and would no longer have oversight over the daily operations at the VMCC. Those responsibilities would be combined with a majority of the tasks performed by the current Guest Services Supervisor into the second new position, titled Community Center Manager. The current Guest Services Supervisor position would be eliminated, resulting in the layoff of the incumbent employee.

Finally, with this layoff, staff is recommending that the City offer the impacted employee a separation agreement that would provide for 6 weeks of pay and 3 months of continued employer contribution toward health insurance in return for a release of claims by the employee. This is consistent with the City's practice in other layoff situations where a position is being eliminated due to a departmental restructuring.

FISCAL IMPACT

Funding for the separation agreement would come from the unspent wages and benefits that will accrue while the new position of Community Center Manager is posted and filled. The pay range for the new position of Community Center Manager is expected to be somewhat higher than the existing Guest Services Supervisor, but because a new employee would start lower in that pay range, it will not have a budgetary impact for 2024. Similarly, the new position of Facilities Maintenance Superintendent is expected to be placed in a somewhat higher pay range than the existing Operations & Maintenance Supervisor, but this can be accommodated within the adopted 2024 budget due to the position not being filled for the entire year.

RECOMMENDATION
Staff recommends adoption of the attached Resolution.

ATTACHMENTS
1. Resolution Approving Parks & Recreation Department Reorganization (Jan 2024)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING A REORGANIZATION OF STAFF POSITIONS WITHIN THE PARKS & RECREATION DEPARTMENT AND RELATED PERSONNEL ACTIONS

WHEREAS, the City's Parks and Recreation Department is responsible for the delivery of recreation services; operation of the Veteran's Memorial Community Center; development, maintenance and programming of City parks; operations and maintenance of Inver Wood Golf Course; and the maintenance, repair and improvement of all City facilities; and

WHEREAS, from time to time there is a need to adjust the staff positions and organizational structure of a department in order to ensure the most effective and efficient delivery of public services and maintenance of City facilities; and

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that the new positions of Facilities Maintenance Superintendent and Community Center Manager are hereby established within the Parks & Recreation Department.

BE IT FURTHER RESOLVED that the positions of Operations & Maintenance Supervisor and Guest Services Supervisor are hereby eliminated, effective January 22, 2024, and that the City Administrator is hereby authorized to provide notice of layoff to the current Guest Services Supervisor.

BE IT FURTHER RESOLVED, that the Council authorizes the City Administrator to offer a Separation Agreement to the current Guest Services Supervisor, which would provide for 6 weeks of pay and 3 months of continued employer contribution toward health insurance premiums, in return for a release of claims, and to authorize the City Administrator to enter into such agreement on behalf of the City if the agreement is accepted by the employee.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of January, 2024.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 4.R.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Making 2024 Councilmember Board and Liaison Appointments

MEETING DATE: January 8, 2024
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, appointing Councilmembers to various board and liaison roles for 2024.

BACKGROUND
Each year in January, the Council appoints individual members to serve as liaisons or Board members to various groups and organizations that the City belongs to. Because it can take some time to get up to speed on the issues that come before these bodies, it is often helpful to have the same liaison appointed for at least two years in a row. Therefore, barring any scheduling conflicts or specific requests from the Council, the attached Resolution reappoints the same individuals to each of the roles.

Two specific items should also be noted:

1. The Dakota Broadband Board (DBB) has been dissolved, therefore there is no longer a need to appoint a representative to this body.

2. The City currently does not have an alternate to the Dakota 911 Board of Directors. If there is a Councilmember interested in serving as an alternate to this body, it would be appropriate to remove this item from consent and make a motion to adopt the Resolution and appoint an alternate.

FISCAL IMPACT
None.

RECOMMENDATION
Staff recommends adoption of the attached Resolution.

ATTACHMENTS
1. Resolution Making 2024 Council Liaison Appointments

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION MAKING 2024 COUNCIL BOARD AND LIAISON APPOINTMENTS

WHEREAS, the Mayor and Council of the City of Inver Grove Heights represent the City on a number of Boards and in liaison roles to a number of local organizations; and

WHEREAS, to reduce confusion and duplication it is useful to have clearly appointed representatives for this purpose;

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that the following appointments are hereby made for calendar year 2024:

Dakota 911 Board of Directors – Councilmember John Murphy

IGH Fire Relief Association Board of Directors – Councilmember Sue Gliva, Finance Director Amy Hove, and Fire Chief Judy Thill

Municipal Legislative Commission – Mayor Brenda Dietrich; alternate – Councilmember Sue Gliva

River Heights Chamber of Commerce Local Issues – Councilmember Sue Gliva; alternate – Councilmember Tony Scales

Northern Dakota County Cable Commission – Councilmember Mary T'Kach

Yellow Ribbon Committee – Councilmember Tony Scales

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of January, 2024.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 5.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: 2024 Tobacco License Renewals

MEETING DATE: January 8, 2024
ITEM TYPE: Public Hearing
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED
The Council is asked to conduct a public hearing and consider approval of renewal applications for tobacco sales licenses for the 2024 calendar year.

BACKGROUND
A total of 24 Inver Grove Heights retailers held active tobacco licenses issued by Dakota County with an expiration date of December 31, 2023. For 2024 and beyond, responsibility for issuing these licenses has been taken on by the City. Most license renewals have already been processed and approved. However, there are 4 tobacco license renewals still pending.

The 4 licenses listed below are being brought forward for a public hearing and Council consideration at this time:

Doing Business As	**Premise Address**
Cahill Vape & Tobacco	7806 Cahill Ave
Inver Grove Tobacco & Vape	6570 Cahill Ave
Speedway #4548	5728 Bishop Ave
Speedway #4411	7501 Concord Blvd

The license applications submitted by the above-listed businesses have been reviewed by staff and found to be complete and qualified for renewal.

FISCAL IMPACT
None

RECOMMENDATION
Staff recommends holding a public hearing and approving the tobacco sales license renewals listed above.

ATTACHMENTS
None

Agenda Item 5.B.

Request for Council Action

SUBJECT: 2024 Liquor License Renewals and Approval of Change in Management

MEETING DATE: January 8, 2024
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to conduct a public hearing and consider approval of renewal applications for liquor licenses for the 2024 calendar year, along with approval of new managers for AMC Theatres, Speedway #4411, and Speedway #4548.

BACKGROUND

The following 2024 Liquor License renewal applications, which were still outstanding as of the Council's final meeting of 2023, are now complete and brought forward for City Council approval.

	Establishment	Liquor License Type
1.	AMC Theatre LLC	On-Sale and Sunday
2.	Inver Wood Golf Course	On-Sale and Sunday
3.	Speedway #4411	3.2% Off-Sale
4.	Speedway #4548	3.2% Off-Sale

Of the listed establishments, there were three that had a change in management in 2023. Sabastian Glavis, manager at AMC Theatres, Cheri Alsaker, manager at Speedway #4411, and Cody Logeland, manager at Speedway #4548, went through full background investigations and have been approved by the Police Department.

All of the license applications submitted by the above-listed businesses have been reviewed by staff and found to be complete and eligible for renewal at this time.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends holding a public hearing and approving the liquor license renewal and management changes listed.

ATTACHMENTS

None

Agenda Item 5.C.

Request for Council Action

SUBJECT: Consideration of New Liquor License Applications

MEETING DATE: January 8, 2024
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to consider applications for new liquor licenses for the following three establishments: Nowhere Entertainment LLC, Pizza Pub of IGH LLC and Perplebunny Axe House LLC.

BACKGROUND
Nowhere Entertainment LLC has applied for an On-Sale and Sunday Liquor License for Nowhere Haunted House entertainment establishment located at 5300 Robert Trail S, Suite #200.

Pizza Pub of IGH LLC has applied for an On-Sale, a 2 am Liquor and Sunday Liquor License for the former Old World Pizza establishment located at 5660 Bishop Avenue.

Perplebunny Axe House LLC has applied for an On-Sale Exclusive Liquor License located at 5858 Blaine Ave.

The Police Department has conducted the requisite background investigation on the applicants and found no basis for denial of these requests. Fees and certificates of insurance have been received. The public hearing notices were all published in the December 24, 2024, issue of the Pioneer Press.

FISCAL IMPACT
None.

RECOMMENDATION
Staff recommends approval of all licenses listed. However, the actual issuance of the licenses would be contingent upon fulfilling all requirements to hold those licenses through the Minnesota Alcohol and Gambling Enforcement Divisions, and the satisfactory and inspection approvals from the Fire and Building Departments.

Staff recommends conducting a public hearing followed by adoption of a motion to approve the liquor license applications for Nowhere Entertainment LLC, Pizza Pub of IGH LLC, and Perplebunny Axe House LLC as listed above.

ATTACHMENTS
None

Agenda Item 6.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: January 8, 2024
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
6415 Concord Blvd & 6417 Concord Blvd	Margaret Sandquist Mendota Heights, MN	Mark Sandquist Mendota Heights, MN
6423 Concord Blvd & 6425 Concord Blvd	Margaret Sandquist Mendota Heights, MN	Mark Sandquist Mendota Heights, 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

Agenda Item 6.B.

Request for Council Action

SUBJECT: Discussion of Potential Tax Abatement or Other Assistance for Multi-Family Development in the NWA

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to receive a presentation and engage in a discussion regarding its interest in considering tax abatement for multi-family residential development in the northwest area (NWA).

BACKGROUND

Over the last few months, City staff have received multiple inquiries from developers wanting to know the Council's appetite for considering tax abatement for multi-family residential development in the northwest area (NWA). In order to provide accurate feedback to these inquiries, staff seeks to engage the Council in a discussion of the subject and gather some preliminary feedback to inform possible next steps.

Tax Abatement

In Minnesota, tax abatement is a property-tax based tool available to local governments to spur economic development or redevelopment. Unlike tax increment financing, which is another property-tax based economic development tool, a tax abatement approved by a city impacts only the city-portion of a property tax bill. Counties and school districts have the authority to enter into tax abatement agreements for their own portions of a property tax bill or be a party to the City's tax abatement agreement if they so choose, but in my experience, this is uncommon, at least within the metro-area.

Tax abatement can take several different forms and be used for several different types of economic development projects. To grant a tax abatement, the City Council must find that the proposed project (1) will produce benefits to the City at least equal to the cost of the abatement; and (2) is in the public interest because it will (a) increase or preserve the City's tax base, (b) provide employment opportunities in the City, (c) provide or help acquire public facilities,(d) help redevelop blighted areas, (e) help provide access to services for City residents, (f) finance or provide public infrastructure or (g) phase in a certain property tax increases. The purpose of providing a tax abatement is not to simply make a project less expensive for the developer, or to enhance their profit margin, but to make possible a project that is desirable to the City and would not otherwise proceed in the foreseeable future.

Tax Abatement Process

To initiate the process, a developer or property owner submits an application for tax abatement, which includes information about the property, the developer, the proposed project and its financial pro forma. That application is reviewed and analyzed by the City's financial advisor, Ehlers. Ehlers reviews the application to evaluate: 1) the background, experience and creditworthiness of the developer; 2) the economic viability of the project, with and without assistance from the City; and 3) the amount of new property tax revenue the proposed development would generate for the City and that could possibly be available for abatement. The results of Ehlers' analysis are then presented to the City Council.

When evaluating a tax abatement request, the City Council should consider whether the financial analysis demonstrates, and the Council believes, that the proposed development, or a similar and equally desirable development, would not occur without the assistance of abatement. If that is the case, and the Council desires to see the development proceed, then offering a tax abatement would be reasonable.

Next, if there is support for proceeding with a tax abatement, City attorneys draft an abatement agreement. The tax abatement agreement details how much tax abatement revenue will be provided to the developer and under what conditions it will be provided. The City may choose the dates of the abatement term, and whether to abate all or a portion of City taxes during that term. The agreement is the mechanism for the City to ensure its development goals are met, and could include such things as affordable housing requirements, design elements, environmental standards, or job creation requirements. Depending on the amount and use of the tax abatement funds, the tax abatement agreement may need to include a business subsidy agreement under Minnesota Statutes, 116J.113-.115.

To adopt the tax abatement, the City Council holds a public hearing and adopts an abatement resolution. The City Council may approve the tax abatement agreement at that same meeting, or at a different one.

After approval and execution of the tax abatement and abatement agreement, the developer constructs the development, paying all applicable development fees and costs as any other project would. This includes utility connection fees, park dedication fees and building permit fees. The property owner is then required to pay their property tax bill in full in each year, with the tax amount calculated on the taxable market value established in accordance with state law, just like any other property. The City then "abates", or returns back to the property owner, all or a part of the city-portion of that property tax payment that is attributable to the value increase generated by the development in accordance with the abatement agreement.

The abatement is paid out to the property owner incrementally, with payments made approximately every six months, as the City receives its property tax revenues from the County. Abatement payments continue in accordance with the abatement agreement until the total amount of the abatement has been received by the property owner or the timeframe on the abatement has expired, whichever comes first.

Crossings at Inver Woods

As noted above, the City has one existing/outstanding tax abatement which is for the Crossings at Inver Woods, a 152-unit, market-rate apartment building constructed in 2021-2022. The tax abatement agreement for this project was entered into by the City Council in October of 2020. Once the project was deemed "substantially complete" in late 2022, abatement payments to the developer/property owner began in July of 2023.

The Crossings' tax abatement agreement provides for an abatement of $1.6 million over 10 years. For that time period, the City will be providing services (police, fire, snowplowing, parks and recreation, etc.) to the residents of the Crossings, while only retaining the property tax revenue equivalent to what was paid when that site was vacant land. However, the City did receive full utility connection and park dedication fees upfront, which can and will be used toward the City's obligations and projects in those areas. The County and school district are receiving their full property tax payments from the development, which likely would not have occurred without the assistance of abatement. And finally, when the abatement agreement expires in 10 years, the City will receive the full property tax payment on the apartment building for decades to come. Furthermore, the apartment project has created a housing option for those not seeking or not able to afford a single-family home in the NWA and those households create additional customers and provide a potential workforce for businesses in the area.

Impact of Fees in the NWA
Utility connection fees are the primary reason IGH may wish to consider tax abatement for multi-family development in the NWA, as such development may not occur without the assistance.

When the boundaries of the NWA were officially established and water and sewer service was extended into the area, the City Council at the time elected not to assess the benefiting property owners. Instead, the Council opted to use a combination of utility funds on hand and new debt issuance to pay the upfront costs, with the intent to repay those funds, and make the debt payments, through fees paid at the time of development. The City established utility connection fees specific to the NWA area which are intentionally higher than the fees charged elsewhere in the city, in order to raise the funds to pay back that upfront investment. The City currently has debt service payments totaling just over $1 million due annually through 2031 and somewhat smaller payments due annually through 2036, to pay off the debt taken on to extend sewer service to the NWA. If sufficient revenue is not collected from utility connection fees paid by development, the City is obligated to make these debt service payments through other revenues. Higher sewer rates for all IGH customers or higher property taxes for all property owners are the most likely means of raising the needed funds, if development fees do not come through in time.

This NWA fee structure is not only higher than the fees charged elsewhere in the City, it follows a somewhat different structure – which impacts multi-family development more than single-family development. Outside the NWA, the water and sewer plat connection fees are a set dollar amount ($1,805 each for 2024) multiplied by a density factor of 3.5, multiplied by the number of net developable acres. This is the formula for all types of development, including single-family, multi-family, commercial, industrial, etc. However, within the NWA, the set dollar amount is lower for water ($1,505 compared to $1,805) but is multiplied by an escalating density factor, depending on the zoning of the project. R-1 and R-2 development has a density factor of times 2, R-3A has a density factor of times 4, R-3B is times 6, and R-3C is times 12. Sanitary sewer plat connection fees see the same escalating density factors, but also have a higher set dollar amount as the basis ($2,710 inside the NWA, compared to $1,805 outside the NWA for 2024). When starting with this higher base, and then applying one of the higher density factors, the final fee for a multi-family project in the NWA is significantly larger than the fee for an equivalent project outside the NWA.

Examples of the fee differential for both multi-family and single-family development, inside and outside the NWA, are attached for reference.

Since the NWA overlay district was established, there has been only one apartment building constructed – the Crossings at Inver Wood – and it required tax abatement to make the project viable. Several other sites in the NWA that are guided and/or zoned for multi-family residential development have sat undeveloped. The one apartment project that has advanced to the construction phase in IGH since the Crossings at Inver Wood, is Trident Development's Avalon Apartments and Townhomes. This project is being constructed near the intersection of Hwy 3 and Diffley Rd, which is outside the NWA and therefore subject to the lower fee amounts.

There are certainly numerous factors that impact whether a development project proceeds, including the seller's desired price for their land, topography and site preparation costs, the cost of construction materials and labor, current interest rates and financing terms, development fees charged by the city and competing opportunities in other communities. Ehlers' analysis of tax abatement applications attempts to isolate the various factors to determine, for example, whether the land price is competitive with the market or the financing terms are reasonable, before the City takes action on an abatement application.

Approval of a tax abatement request is always a discretionary act by a City Council. There are no factors or situations that would legally require the Council to approve an economic development tax abatement. However, a Council may wish to consider abatement in order to facilitate certain types of development, the development of certain areas of the city, or the development of projects that would yield particular fee revenues for the City.

Alternatively, if the Council desires to do something, but does not wish to support a tax abatement, it may wish to consider reducing or restructuring the connection fees charged in the NWA. This could be expected to facilitate further development, especially the multi-family residential development that is particularly impacted by the current fee structure. It would also generate property tax revenue for the city, county and school district, without delay. However, a likely result of such development paying lower fees is a shortfall of revenue to repay the debt taken on by the City to extend utilities to the NWA and that shortfall would have to be made up from another, yet-to-be identified source. That said, if nothing is done and no development occurs, that will mean no fee revenue at all, and the City will also have to turn to other sources of funds to make its debt payments.

FISCAL IMPACT

RECOMMENDATION

This is a discussion item. Staff is not recommending a particular action at this time.

ATTACHMENTS

1. Comparison of Connection Fees (inside vs outside the NWA) (2024 fees)

26 acres
48 single family homes
R-1C zoning

Inside the NWA	**Base**	**Density Factor**	**Net Developable Acres**	**Total Fee**
Sewer Plat Connection Fee	$2,710	2	26	$140,920
Water Plat Connection Fee	$1,505	2	26	$78,260
Stormwater Plat Connection Fee	$14,412		26	$374,712

	Base	**Units**		**Total Fee**
Sewer Bldg Permit Connection Fee	$7,310	48		$350,880
Water Bldg Permit Connection Fee	$4,095	48		$196,560
			TOTAL	**$1,141,332**

Outside the NWA	**Base**	**Density Factor**	**Net Developable Acres**	**Total Fee**
Sewer Plat Connection Fee	$1,805	3.5	26	$164,255
Water Plat Connection Fee	$1,805	3.5	26	$164,255
Stormwater Plat Connection Fee	$7,182		26	$186,732

	Base	**Units**		**Total Fee**
Sewer Bldg Permit Connection Fee	$610	48		$29,280
Water Bldg Permit Connection Fee	$1,060	48		$50,880
			TOTAL	**$595,402**

difference	$545,930

1.9 times higher in NWA

6.3 acres
152 unit apartment bldg
R-3C zoning

Inside the NWA	**Base**	**Density Factor**	**Net Developable Acres**	**Total Fee**
Sewer Plat Connection Fee	$2,710	12	6.3	$204,876
Water Plat Connection Fee	$1,505	12	6.3	$113,778
Stormwater Plat Connection Fee	$16,567		6.3	$104,372
	Base	**Units**		**Total Fee**
Sewer Bldg Permit Connection Fee	$7,310	152		$1,111,120
Water Bldg Permit Connection Fee	$4,095	152		$622,440
			TOTAL	**$2,156,586**

Outside the NWA	**Base**	**Density Factor**	**Net Developable Acres**	**Total Fee**
Sewer Plat Connection Fee	$1,805	3.5	6.3	$39,800
Water Plat Connection Fee	$1,805	3.5	6.3	$39,800
Stormwater Plat Connection Fee	$9,337		6.3	$58,823
	Base	**Units**		**Total Fee**
Sewer Bldg Permit Connection Fee	$610	152		$92,720
Water Bldg Permit Connection Fee	$1,060	152		$161,120
			TOTAL	**$392,264**
			difference	$1,764,323

5.5 times higher in NWA

Agenda Item 6.C.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **3rd Reading of Ordinance Establishing a Minimum Rental Period for Residential Properties**

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to consider the 3rd reading of the attached Ordinance, establishing a 30-day minimum rental period for residential properties.

BACKGROUND

For approximately the past year and a half, 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 meetings on November 27 and December 11, 2023, the Council approved the first and second readings of the attached ordinance, which amends existing City Code language related to rental licensing to establish a 30-day minimum rental period for residential rentals. If granted final approval, this ordinance would not apply to rentals of owner-occupied housing or accessory dwelling units (ADU) on homesteaded property, as these two categories of residential units are currently exempted from the City's rental licensing requirement. Non-owner occupied units would be subject to the requirement that all rentals be for a period of 30-days or more.

The attached ordinance adds an effective date of December 1, 2024 for the 30-day minimum rental period requirement, in order to provide the current operators of non-owner-occupied short-term rentals a reasonable time period to meet any near-term rental contracts that may be less than 30 days. It will also provide sufficient time for such rental property owners to ensure compliance with all requirements of the City's rental licensing ordinance, including the requirement for a rental license itself.

FISCAL IMPACT

NA

RECOMMENDATION

ATTACHMENTS

1. Ordinance Establishing 30-day Minimum Rental Period (3rd Reading)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _______

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 4, CHAPTER 13, RELATED TO RENTAL LICENSES

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Section 4-13-2 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:

HOTEL OR MOTEL: For purposes of this Chapter, a hotel or motel shall mean a hotel or motel as defined in Section 10-2-2.

RENTAL: ~~An owner or nonowner occupied single- or multi-family~~ A dwelling or dwelling unit that is let to a party other than the owner of the property or a member of the owner's family.

Section Two. Amendment. Section 4-13-3 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:

4-13-3: LICENSE REQUIRED:

A. General Rule: No person, partnership, business entity, or corporation shall operate a rental dwelling or rental dwelling unit in the city without a license. The licensee shall be the owner. No dwelling or dwelling unit, other than those exempt from the licensing requirements of this Chapter, shall be rented or let for a period of less than thirty (30) consecutive days.

Section Three. Effective Date. Following its passage and publication as provided by law, this Ordinance shall be in full force and effect as of December 1, 2024.

Passed in regular session of the City Council of the City of Inver Grove Heights on the ____ day of ___________, 2024.

CITY OF INVER GROVE HEIGHTS

By: ______________________________

Brenda Dietrich, Mayor

ATTEST:

____

Rebecca Kiernan, City Clerk

Agenda Item 6.D.

Request for Council Action

SUBJECT: **2nd Reading of Ordinance Allowing Shipping Containers in Certain Zoning Districts**

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED
The Council is asked to consider the second reading of the attached ordinance, amending the zoning code to allow shipping containers as an accessory use in certain zoning districts.

BACKGROUND
After the Council considered a variance application to allow a shipping container for Jersey's Bar in May of last year, Council asked staff to look into possible regulations to allow shipping containers in certain zoning districts. Staff presented some preliminary information to Council on July 10, 2023. Following that meeting, staff prepared a draft ordinance and the Planning Commission held a public hearing on September 19, 2023.

These containers typically go by the term "shipping" or "cargo" containers. Containers are six-sided steel containers originally constructed as cargo containers used for the transport of goods and materials. The definition of what is proposed to be allowed does not include structures like railroad cars, recreational vehicles, bus bodies, semi-trailers and similar prefabricated items.

A primary benefit to businesses of allowing such containers is that they can be purchased as used containers or be customized for the specific use and can be hauled onto the site, put in place and be ready to go. There would be no construction of a building. The containers proposed would be allowed with their existing exterior ribbed metal material without the need for a variance.

Under the draft ordinance, shipping containers would be permitted as an accessory use in the B-3, I-1, I-2 and P zoning districts. Within the B-3 district, shipping containers are intended to be used as an accessory retail building with some storage allowed. They are not intended to be used solely as storage buildings in the B-3 District. Only one container would be allowed per lot in the B-3 District. Since storage may be the primary use in industrial or institutional zoning, these containers would be allowed to be used solely for storage in the I-1, I-2 and P zoning districts, with a maximum of three to five shipping containers being allowed on a property, depending on the zoning district.

The attached version of the ordinance, presented for the second reading, differs from the version Council approved a first reading of, in a couple of areas - which are highlighted in yellow on the attached. The purpose of these changes is to make the City's own current uses of shipping containers code compliant. The Fire Department, Public Works, and Parks Maintenance all have existing shipping containers. The Fire Department intends to use theirs for training purposes in the area behind Station 2. Public Works and Parks Maintenance both use theirs for storage of materials, such as seasonal flood-fighting supplies. Therefore, the revisions call out the use of shipping containers on property zoned P: Public Institutional, with slightly more relaxed standards in regard to size and number.

FISCAL IMPACT

N/A

RECOMMENDATION

The Planning Commission recommended approval of the ordinance. The Council approved the first reading of the ordinance at its November 27, 2023 meeting.

Staff recommends approval of the 2nd reading of the ordinance, as attached.

ATTACHMENTS

1. Ordinance Regarding Use of Shipping Containers in Certain Zoning Districts (2nd Reading)
2. Shipping container picture
3. Retail use shipping container picture
4. Planning Commission Recommendation
5. Planning Report
6. Map of B-3 Zoned Properties
7. Map of I-1, 1-2, P Zoned Properties

Second Reading

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 10, CHAPTER 2, SECTION 2 ADDING A DEFINITION OF SHIPPING CONTAINER AND
ADDING TITLE 10, CHAPTER 15, SECTION 37, SHIPPING CONTAINERS AS AN ACCESSORY USE

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 10, Chapter 2, Section 2, **DEFINITIONS**, of the Inver Grove Heights City Code is hereby amended to add the following:

Shipping Container:

A "shipping container" is a six-sided steel unit originally constructed as a general cargo container used for the transport of goods and materials. Shipping containers do not include similar structures such as railroad cars, recreational vehicles, bus bodies, semi-trailers, and similar prefabricated items.

Section Two. Amendment. Title 10, Chapter 15 of the Inver Grove Heights City Code is hereby amended to add the following:

10-15-37: SHIPPING CONTAINERS AS AN ACCESSORY USE

Shipping containers are allowed as an accessory use in the B-3, ~~P~~, I-1, I-2 zoning districts subject to the following performance standards:

A. For shipping containers located on properties zoned B-3:

1. A limit of one shipping container shall be allowed per lot.
2. The maximum dimensions of the shipping container are twenty feet (20') in length by eight feet (8') in width by eight feet (8') in height.
3. Property owners may be required to obtain a building permit from the city prior to placing or moving the shipping container onto the property. The Building Official shall determine what permits may be needed based on the use of the container.
4. The shipping container shall be placed on a hard surface such as concrete, asphalt or a gravel pad.
5. A shipping container located within the floodplain shall comply with all floodplain requirements.

6. The placement of the shipping container shall comply with all applicable building setbacks for the zoning district in which it is located and all other applicable zoning ordinance requirements, except as modified herein.
7. A shipping container shall not be used as a dwelling unit.
8. A shipping container shall not be used solely for storage purposes.
9. Shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or aesthetically appropriate to the intended use and in compliance with signage regulations.
10. The shipping container shall be structurally sound, operated in a safe manner and maintained in good repair. No shipping container may contain any holes, peeling paint, rust or damage.

B. For shipping containers located on properties zoned ~~P,~~ I-1 and I-2:

1. A limit of (3) three shipping containers shall be allowed per lot.
2. The maximum dimensions of the shipping containers are twenty feet (20') in length by eight feet (8') in width by eight feet (8') in height.
3. Property owners may be required to obtain a building permit from the city prior to placing or moving the shipping container on to the property. The Building Official shall determine what permits may be needed based on the use of the container.
4. Shipping containers shall be placed on a hard surface such as concrete, asphalt or a gravel pad.
5. Shipping containers located within the floodplain shall comply with all floodplain requirements.
6. The placement of shipping containers shall comply with all applicable building setbacks for the zoning district in which it is located and all other applicable zoning ordinance requirements, except as modified herein.
7. Shipping containers shall not be used as a dwelling unit.
8. No stacking of shipping containers shall be allowed.
9. Shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or aesthetically appropriate to the intended use and in compliance with signage regulations.
10. All shipping containers shall be structurally sound, operated in a safe manner and maintained in good repair. No shipping container may contain any holes, peeling paint, rust or damage.

C. For shipping containers located on properties zoned P:

1. A limit of five (5) shipping containers shall be allowed per lot.
2. The maximum dimensions of the shipping containers are forty feet (40') in length by eight feet (8') in width by eight feet (8') in height.
3. Property owners may be required to obtain a building permit from the city prior to placing or moving the shipping container on to the property. The Building Official shall determine what permits may be needed based on the use of the container.
4. The shipping container shall be placed on a hard surface such as concrete, asphalt or a gravel pad.

5. Shipping containers located within the floodplain shall comply with all floodplain requirements.
6. The placement of shipping containers shall comply with all applicable building setbacks for the zoning district in which it is located and all other applicable zoning ordinance requirements, except as modified herein.
7. All shipping containers shall be structurally sound, operated in a safe manner and maintained in good repair. No shipping container may contain any holes, peeling paint, rust or damage.

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 on the ____day of _________, 2024.

CITY OF INVER GROVE HEIGHTS

By: ________________________________

Brenda Dietrich, Mayor

ATTEST:

____

Rebecca Kiernan, City Clerk

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RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: September 19, 2023

Consider an Ordinance Amendment to Title 10 of the City Code (Zoning Regulations) to add Shipping Containers to Section 10-2-2 Definitions and to add Section 10-15-37: Shipping Containers as an Accessory Use. (Case No. 23- 38ZA).
Reading of Public Notice

Commissioner Weber read the Public Hearing Notice. No notices were mailed out.

Presentation of Request
City Planner Allan Hunting mentioned that a discussion about shipping containers came up when Jersey's Bar requested a variance when placing a shipping container on the property to be used as an outside bar. At that time, they needed a variance for exterior building materials. The Council asked staff to review and look into the possibility of allowing shipping containers in the city. There was not much information locally, but did find nationwide information. Shipping containers/cargo containers are a six-sided ribbed structure designed for shipping on semis or cargo ships. The benefit in allowing these is that they can be purchased new or used, customized, and brought to the site. No construction is needed. Information was brought before the Council in July; they continue to support the idea. Council requested staff to draft an ordinance to allow these in B-3 Districts in public and industrial districts. It is not specific to a geographic area. It would be an accessory to a principal use, they cannot be the only structure on the site.
Background:
• Noticed for commercial use as a bar/kitchen or other commercial kiosk in the B-3 District
•Could be used in parks
• In industrial zones the shipping container could be used as storage

Staff created definition of a shipping container consists of units that are 20 feet long, 8 feet high, and 8 feet wide. They are not looking to allow the larger 40-foot containers. Due to the B-3 use/commercial, conditions would be:
• Limiting to just one (1) accessory structure on the property
• Depending on use, may/may not need building permits
• Should be placed on some type of hard surface, asphalt, concrete, gravel (not grass)
• If by the river or floodplain area, should comply with those regulations
• Need to meet all necessary setbacks in the zoning district
• Not be used as a dwelling unit
• Should not be used solely for storage purposes o If in the B-3 District, would like to see these utilized as a type of commercial use

• Allow with ribbed siding. No other siding is needed to meet code requirements. • Need to be in good shape, painted properly, not banged up or rusted. Previous company markings or identification should be painted over.

In industrial/public areas, likely used for storage:
• Allow more than one, limiting to 3
• Building permit may be necessary depending on how it would be used
• Placed on a hard surface
• Recommend no stacking of the units, on ground level
• Vertical ribbed, good shape, painted, more appealing

Staff recommends an ordinance be adopted by the Council but are presenting it to the Planning Commission to see if there are any comments or suggestions.
Chair Niemioja referenced "not solely for storage purposes" in the B-3, stating that is what she wanted to avoid most. She liked the idea of it being used like a food truck/café. She questioned for example, if CHS wanted this on their parking lot as a donut/coffee shop, but only rent it 6 months of the year, if it would work out to shut it down for the 6 months, they are not using it and then open it back up.
City Planner Hunting agreed.
Chair Niemioja referenced painting and if it has to match the other building(s) or if, for example, they could paint it with donuts pictured on it.
City Planner Hunting replied the recommendation is that it not be painted as signage. Signage cannot be painted on a building; it would not be allowed on these containers.
Chair Niemioja asked about having one at the dog park and if kids from the elementary school could paint dogs on it.
City Planner Hunting replied that could be possible, it is not business signage.
Chair Niemioja said she was trying to think of what would make it appealing. She referenced the photo of the bar/food truck container and said it would be neat if it had some type of design.
Commissioner Weber said if it couldn't be a billboard for a business, but wanted to wrap it with something cool, he questioned how to determine.
Chair Niemioja replied it could probably not have words on it such as "Bills Donut Shop".
City Planner Hunting replied that would be a sign.
Commissioner Heidenreich questioned for example, if having graffiti on it such as the one at Jersey's Bar, which would be similar to a railroad train. He does not believe they should be overly restrictive. He could see signs stating "Must be 18", "Bar", "Cash Only". He does not believe they need to overregulate and should skip that part. His thought was that they should strip every rule.
Commissioner Weber asked if this precludes a residential property from using a shipping container for a pool.
City Planner Hunting replied a shipping container would not be allowed in a residential district. If someone wanted to put one in as an accessory structure, they would have to comply with accessory structure materials.
Commissioner Weber mentioned there is a company that turns shipping containers into a hot tub or pool.

Associate Planner Heather Botten replied that would be a different code amendment.
Commissioner Weber shared that there was a company in Eagan called Nomadic Shack that takes shipping containers and turns them into dwelling units. He asked about putting an ADU or a granny pod on their personal property.
City Planner Hunting replied it would not meet minimum size requirements. It may have to be a bigger one. It would still need to be sided correctly, comply with all building codes, and have approval from the building official.
Commissioner Teiken asked for more information on circumstances referenced that would require a building permit.
City Planner Hunting replied the building official mentioned it would have to be looked at based on the use. He thought a permit may be needed if running electricity and/or water.
Commissioner Teiken asked if the permit would mean that a future plan would come before the Planning Commission.
City Planner Hunting replied no.
Commissioner Heidenreich said this does not allow a temporary use in a residential or interculture area. He provided an example of a family losing their home to a fire, a container would be a very secure way to store belongings on site. Other examples could include someone having a major remodel or storm damage on a property. He suggested allowing a temporary use on all properties. He said the temporary use of a container up to 40 feet could be used as long as it is maintained on the property for 6 months, 8 months, or 1 year.
Associate Planner Botten mentioned the code may have flexibility regarding a roll off or storage container that is parked temporarily.
Commissioner Heidenreich said this code says no shipping containers. He could see a neighbor complaining that the code says no shipping containers. He recommends it last as long as the building permit is enforced.
City Planner Hunting stated that Council directed staff to deal with business use. He suggested staff take the comments mentioned and if Council wants to go further, they could, or it could be looked at through the code. He said there has not been questions regarding pods, which is temporary storage on a site. It could be looked at that way.
Chair Niemioja mentioned no stacking was important. Commissioner Weber said they could be stacked more securely than a structure could be built. They can be locked together. They are stocked in shipping yards and boats 10 high.
Chair Niemioja asked if Commissioner Weber would recommend stacking no higher than 3.
Commissioner Weber recommends no stacking higher than the limit. If not wanting to use up a parking lot, stacking these would be more secure than a structure.
Chair Niemioja said she was looking at it from an eyesore standpoint or road view blockage.

Opening of the Public Hearing
With no people in the audience, Chair Niemioja closed the public hearing.

Planning Commission Discussion
Commissioner Weber asked if no stacking could be adjusted to say "no stacking any higher than the structure on the property".
Commissioner Presley mentioned it does not specify whether shipping containers can be stacked or not in the B-3. She questioned if it should specify.

City Planner Hunting replied they are only allowing one.
Commissioner Presley referenced P, I-1, and I-2, and if they could solely be used for storage. It does not specify that it can't be.
City Planner Hunting replied that is what its assumed they would be used for, solely for storage.
Commissioner Twedt said he would not be in favor of stacking. It could become a question of if the directions were followed or if they were sure they are secured. He was more comfortable with having just the one.

Planning Commission Recommendation
Motion by Weber to Approve the Zoning Code Amendment with the recommended Zoning Ordinance to allow for shipping containers to be allowed as an accessory use in the B-3, I-1, I-2, and P, Zoning Districts with the performance standards listed under A. and B.
Commissioner Clancy questioned whether they wanted to add an opinion or recommendation to strike any requirements under the B-3 usage, specifically, A.8.
City Planner Hunting said the Commission may want to modify it. There is an important first clause included that states they are allowed to retain the vertical metal siding. It could be left at that or modified.
Chair Niemioja agreed with maintaining the first part of the clause and suggested it state that they paint it a color that is compatible with the primary structure on the lot, or aesthetically appropriate for the use of the storage container.
Commissioner Weber asked if they could say it is not allowed to be used as signage or advertising. It opens it up to get wrapped or something else.
Commissioner Heidenreich said they should be allowed to put signage on, but not advertising.
Chair Niemioja suggested it be pursuant to the code guidelines related to business signage.
Motion Amended by Weber to adjust #8 to state that shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or aesthetically appropriate to the intended use of the container and is in compliance with business signage regulations under city code. Second by Heidenreich.

Ayes: 8
Nays: 0 Motion carried.

Agenda Item 4.A.

CITY OF INVER GROVE HEIGHTS

Planning Commission Report

MEETING DATE:	September 19, 2023
CASE NO:	23-38ZA
APPLICANT:	City of Inver Grove Heights
PROPERTY OWNER:	NA
REQUEST:	Zoning Code Amendment relating to allowing Shipping Containers
LOCATION:	NA
COMPREHENSIVE PLAN:	NA
ZONING:	NA
STAFF CONTACT:	Allan Hunting, 651.450.2554

ACTION REQUESTED

BACKGROUND

After City Council approved the Variance to allow a shipping container for Jersey's Bar and Grill in May of this year, Council asked staff to research possible regulations to allow shipping containers.

Staff conducted some research and found some regulations for shipping containers in other cities and states. Researching ordinances for abutting or nearby cities, only Mounds View and Apple Valley addressed them. Mounds View allows temporary use in residential districts for storage and Apple Valley does not allow in any district. All other abutting city codes did not address.

These containers typically go by the term "shipping" or "cargo" containers. Containers are six-sided steel containers originally constructed as cargo containers used for the transport of goods and materials and do not include structures like railroad cars, recreational vehicles, bus bodies, semi-trailers and similar prefabricated items.

A primary benefit to a business allowing such containers is that they can be purchased as used containers or be customized for the specific use and can be hauled onto the site, put in place and be ready to go. There would be no construction of a building. The containers proposed to be allowed utilize the existing exterior ribbed metal material without the need for a Variance.

EVALUATION OF REQUEST

Staff presented some background information to the City Council at a Council meeting in July. Council continued to support the idea of allowing shipping containers and asked staff to prepare an Ordinance and present to Planning Commission at a public hearing.

The City Council wanted to allow shipping containers as an accessory for use throughout the city. Staff looked at how these containers might be used and felt that they might be used differently in commercial zoning as opposed to industrial zoning. In commercial areas, they would most likely be used as outdoor bars (Jersey's Bar), kiosks or the like. In industrial areas, they would most likely be used for storage units. As a result, staff has prepared different performance standards for these districts.

The following contains the proposed draft language for a Code Amendment allowing shipping containers in the city.

10-2-2: DEFINITIONS

SHIPPING CONTAINER
A "shipping container" is a six-sided steel unit originally constructed as a general cargo container used for the transport of goods and materials. The maximum dimensions allowed are twenty feet (20') in length by eight feet (8') in width by eight feet (8') in height. Shipping containers do not include similar structures such as railroad cars, recreational vehicles, bus bodies, semi-trailers, and similar prefabricated items.

10-15-37: SHIPPING CONTAINERS AS AN ACCESSORY USE

Shipping containers are allowed as an accessory use in the B-2, P, I-1, I-2 zoning districts subject to the following performance standards:

A. For shipping containers located on properties zoned B-3:

1. A limit of one (1) shipping container shall be allowed per lot.
2. Property owners may be required to obtain a building permit from the City prior to placing or moving the shipping container onto the property. The Building Official shall determine what permits may be needed based on the use of the container.
3. The shipping container shall be placed on a hard surface such as concrete, asphalt or a gravel pad.
4. A shipping container located within the floodplain shall comply with all floodplain requirements.
5. The placement of the shipping container shall comply with all applicable building setbacks for the zoning district in which it is located and all other applicable zoning ordinance requirements, except as modified herein.
6. A shipping container shall not be used as a dwelling unit.
7. A shipping container shall not be used solely for storage purposes.
8. Shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or to blend in with the surrounding environment.
9. The shipping container shall be structurally sound, operated in a safe manner and maintained in good repair. No shipping container may contain any holes, peeling paint, rust or damage.

B. For shipping containers located on properties zoned P, I-1 and I-2:

1. A limit of three (3) shipping containers shall be allowed per lot.
2. Property owners may be required to obtain a building permit from the City prior to placing or moving the shipping container on to the property. The Building Official shall determine what permits may be needed based on the use of the container.
3. Shipping containers shall be placed on a hard surface such as concrete, asphalt or a gravel pad.
4. Shipping containers located within the floodplain shall comply with all floodplain requirements.
5. The placement of shipping containers shall comply with all applicable building setbacks for the zoning district in which it is located and all other applicable zoning ordinance requirements, except as modified herein.
6. Shipping containers shall not be used as a dwelling unit.
7. No stacking of shipping containers shall be allowed.
8. Shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure on the lot or to blend in with the surrounding environment.
9. All shipping containers shall be structurally sound, operated in a safe manner and maintained in good repair. No shipping container may contain any holes, peeling paint, rust or damage.

ALTERNATIVES

The Planning Commission has the following actions available on the proposed project:

A. Approval:

If the proposed request is found to be acceptable, approval of the applicable following action should be taken:

- Recommend amending the Zoning Ordinance to allow for shipping containers to be allowed as an accessory use in the B-3, I-1, I-2, and P zoning districts with the performance standards listed.

B. Denial:

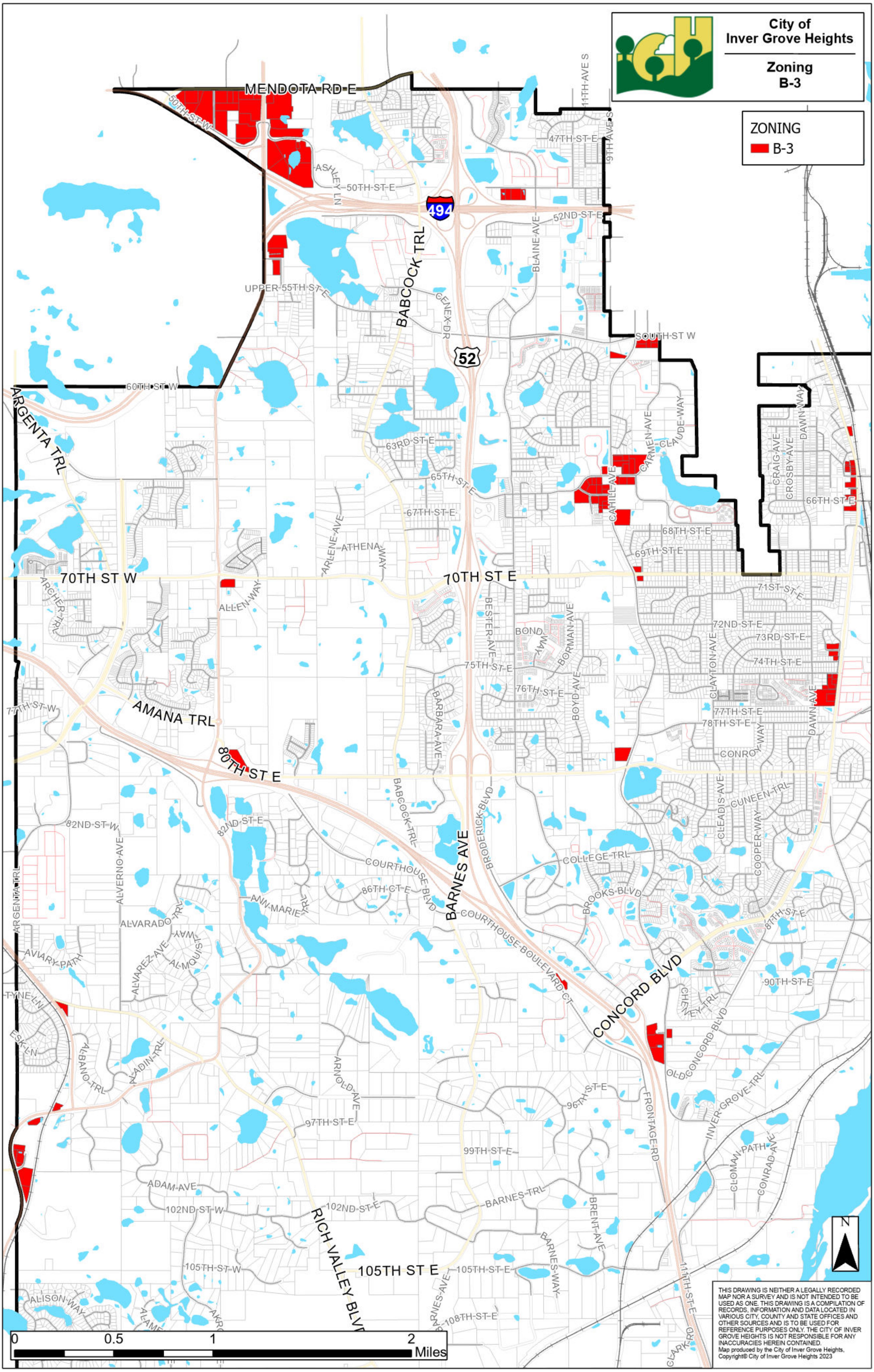
If the Planning Commission finds issues with the Ordinance, a recommendation of denial should be made or specify recommended changes to the Ordinance.

RECOMMENDATION

Staff recommends Approval of an Ordinance to allow shipping containers.

ATTACHMENTS

None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63RD ST E
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67TH ST E
CARMEN AVE
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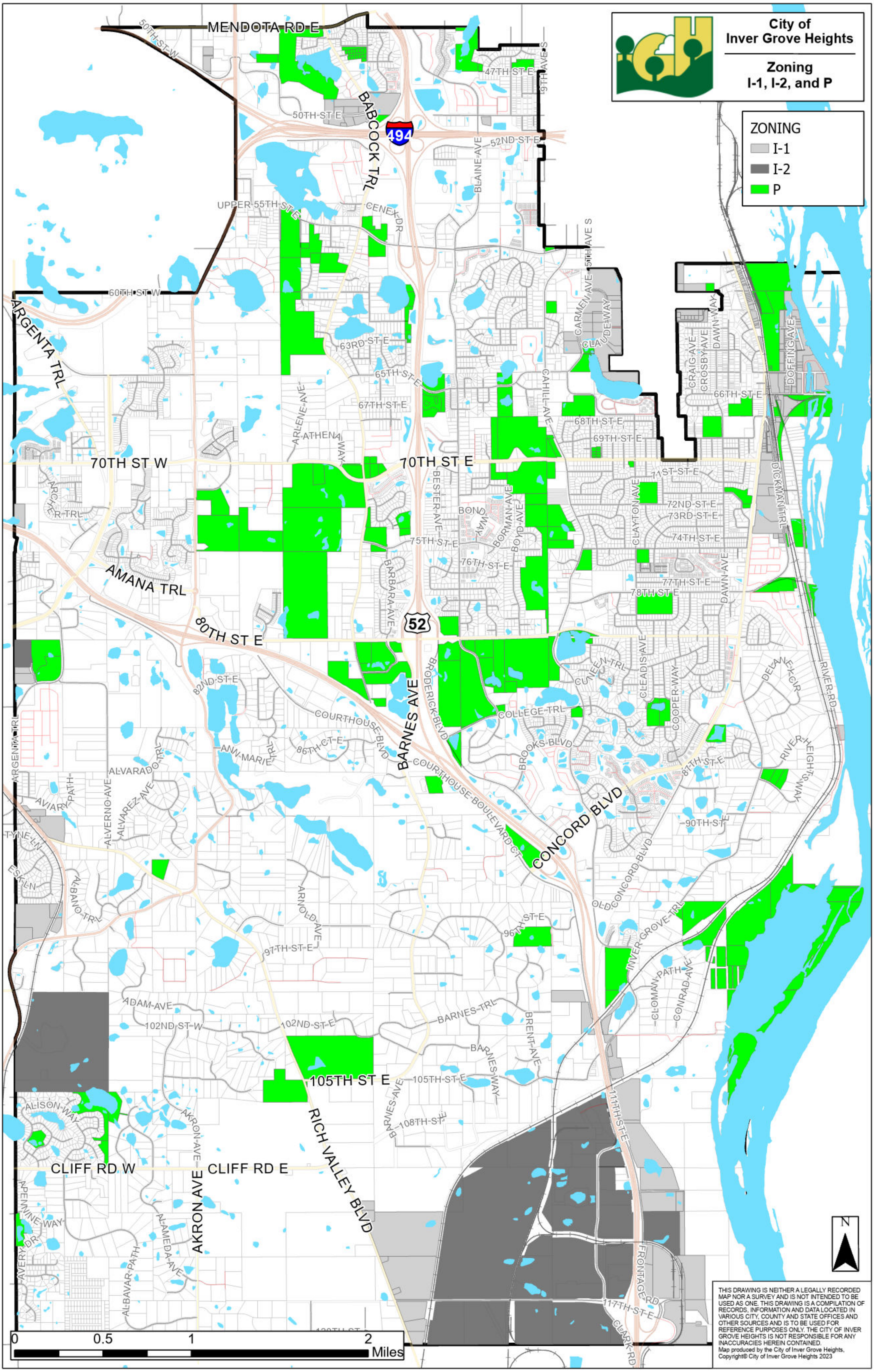
City of
Inver Grove Heights
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I-1, I-2, and P
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Agenda Item 6.E.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Discussion of 2024 Legislative Positions & Priorities

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to discuss and provide direction regarding legislative positions and priorities for the 2024 Minnesota Legislative Session.

BACKGROUND

The Minnesota Legislature will convene for the 2024 session on February 12, 2024. To guide the official efforts of City staff and elected officials as it relates to advocating for or against individual pieces of legislation and to guide the work of the City's lobbyist, the City has traditionally adopted a written document outlining its legislative positions and priorities. The 2023 document is attached as a reference, along with the 2024 positions and priorities of the Municipal Legislative Commission (MLC), to which the City belongs.

Katy Sen, the City's lobbyist, will be present at the Council meeting and will join the City Administrator in providing an overview of issues of interest to the City that appear likely to be subjects of the session. City of IGH requests for state funding of specific local projects will also be discussed.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. IGH 2023 Legislative Positions & Priorities
2. Municipal Legislative Commision 2024 Legislative Platform

CITY OF
INVER GROVE
HEIGHTS

2023 Legislative Priorities & Positions

Local Control

Local government entities are closest to their constituents and most knowledgeable about their communities' needs and opportunities. Therefore, locally elected officials are in the best position to make decisions about city operations, finances, and regulations.

The City of Inver Grove Heights calls on the Minnesota Legislature to:

A. Support local government authority for land use decisions, zoning, and regulatory controls.
B. Support city authority to protect existing taxpayers and recover costs associated with development activity.
C. Oppose fiscal limitations such as levy limits, fund balance restrictions, reverse referenda on the decisions of local government officials, or other limitations to the local government budget and taxation process.

State Bonding

The City of Inver Grove Heights seeks state funding support, through bonding or other available resources, for the following local projects of regional importance:

Priority: Reconstruction of 117th St.

In 2023, the City of Inver Grove Heights' highest priority request for state bonding support is for the reconstruction of 117th Street, an essential transportation corridor for utilities and industry serving the state and region. Those that rely on the roadway for their daily operations include Republic Services' Pine Bend Landfill, Xcel Energy, and Flint Hills Resources. The estimated total project cost of improving and modernizing 117th Street is more than $24 million. In recognition of the regional significance of this roadway and in order to meet the timeline necessary to retain a sizable federal grant, the City is requesting $5 million in state bonding support.

Inclusive Playground & Splash Pad at Heritage Village Park

Located just west of the Mississippi River, Heritage Village Park is a multi-year, multi-phase effort to redevelop 65 acres of once polluted and flood-prone land into an amenity for the community and the region. Previous phases have connected the park to a regional trail and added an off-leash dog area. This request for $2.5 million in state bonding support would help fund construction of an inclusive playground and splash pad along with related walkways, landscaping, and infrastructure.

Transportation Funding

The City of Inver Grove Heights supports comprehensive, regionally balanced transportation funding that addresses the long term needs of our state, including investments that will reduce congestion, provide funding for local roads and bridges and build a transit system that matches demands in a post-pandemic world. The City calls on the State to adopt a fair and equitable distribution of federal infrastructure funding in a manner that addresses state, regional and local needs in a balanced manner. The City also supports continued and/or renewed investment in the Transportation Economic Development (TED) and Corridors of Commerce programs.

Common Interests of the City Government Community

The City of Inver Grove Heights is an active member of the League of Minnesota Cities, Municipal Legislative Commission and Metro Cities and supports the legislative platforms of these organizations.

Additional Legislative Positions

A. *Fiscal Disparities* – The City of Inver Grove Heights advocates for legislation that would reflect a meaningful analysis of the present-day applicability of the state's 1971 commercial industrial "tax-base sharing" law and opposes the use of fiscal disparities to fund social or physical metropolitan programs because of its complexities results in a metropolitan-wide property tax increase hidden from the public.

B. *Support Local Control/Reduce Unfunded Mandates* **–** The City of Inver Grove Heights supports a) the necessary changes to the Data Practices Act to protect municipalities from abusive or harassing requests, while helping to compensate for overly broad and burdensome requests; and b) supports reducing the number of state and regional agencies that regulate municipal activities related to water quality and water supply.

C. *State Property Taxes – The* City of Inver Grove Heights opposes the extension of state-levied property taxes to additional classes of property and/or the increase in taxation levels on the present state property tax.

D. *Public Employees Retirement Association (PERA)* **–** The City of Inver Grove Heights supports sharing the cost for retirement programs between employees and cities and supports cities and fire relief associations working together to determine the best application of State Fire Aid. This also includes advocating for state funding of costs related to state-mandated changes to the provision of the retirement program, which have the effect of enhancing benefits beyond existing levels.

E. *Local Government Aid (LGA)* – The City of Inver Grove Heights advocates for policies that more fairly address the disparities in property tax burdens as a percentage of income as documented by the Voss Data Base. The City supports continued funding of Voss Data Base and compilation of data by the Department of Revenue.

F. *City's Role in Environmental Protection and Sustainable Development* – The City of Inver Grove Heights is committed to environmental protection and sustainability. The city supports public protection efforts to reduce greenhouse gas emissions and to further protect surface and ground water, as well as infrastructure design and techniques that are environmentally and economically beneficial and compliant.

MUNICIPAL LEGISLATIVE
COMMISSION

DRAFT
2024 MLC Legislative Platform

We believe sound policy advances and maintains strong communities. The Municipal Legislative Commission (MLC) supports initiatives that will help our cities, businesses, region, and state develop and thrive. Below are MLC's positions on key policy areas that will guide our advocacy efforts during the coming year.

Public Safety

MLC cities are dedicated to ensuring public safety in our communities. At the same time, we are increasingly concerned about the local budgetary implications of specific policies and one-size-fits-all approaches that limit local officials' ability to tackle complex challenges. Issues such as PTSD and addressing duty disability claims persist as significant challenges for our communities. The uncertainty surrounding recent legislative modifications to the use of force by Student Resource Officers (SROs) is also a concern our association urges the legislature to address. Emergency medical services present another growing worry for our cities. The ongoing challenges of ensuring timely and high-quality ambulance and emergency services continue to mount for some communities. Consequently, MLC believes local control over these services would produce the most favorable outcomes for our communities.

MLC supports these specific policies and programs empowering local elected officials to effectively manage public safety issues in our communities:

I. Local control of Emergency Medical Services (EMS)

The Emergency Services Regulatory Board (EMSRB) is the state's regulatory entity that oversees and issues ambulance licenses. This board has the authority to designate exclusive emergency medical services (EMS) operating areas or primary service areas (PSA) for ambulance providers, and once approved, a provider can operate in a PSA for an indefinite period of time. Unfortunately, the EMSRB has not imposed operational standards to ensure that a PSA has adequate coverage and service levels. As a result, this current system is not serving all communities very well.

MLC supports:

a. Allowing *local units of government* to designate which licensed ambulance services provider or providers may serve their communities and to determine the appropriate level of service
b. Providing *local units of government* with tools and authority to ensure transparency regarding performance standards and quality assurance metrics

II. Clarification of School Resource Officer (SRO) Authority

Recent legislative changes that limit the use of force towards students by SRO's has caused considerable confusion within the SRO program. Although the Attorney General has issued two opinions attempting to clarify the student discipline laws, confusion and legal ambiguity remain.

MLC supports: Legislative clarification regarding SRO's authority for use of force in school settings.

III. Address Near Automatic PERA Approval of PTSD Duty Disability Claims

The number of Public Safety Duty Disability claims has risen consistently since 2019. According to the Public Employees Retirement Association (PERA), the following number of applications were received:

2019: 118 applications

2020: 241 applications

2021: 302 applications

2022: 257 applications

More than 80 percent of these applications are related to PTSD and 95 percent are from law enforcement employees (although law enforcement make up only 80 percent of PERA plan, with firefighters making up about 20 percent).

Eligibility for PTSD and duty disability criteria is set by state law. As a result, fewer than 1 percent of applications are denied by PERA. The financial implications are significant for cities once an employee becomes eligible for a PERA duty disability (requirement to provide continued health insurance benefits until the employee reaches the age of 65).

MLC supports:

a. Undertaking a thorough review of MN Statute 353.031–Disability Determination Procedures–to address potential changes to criteria used and the appeals process
b. Full state funding for programs that pay for health insurance for police and fire employees injured in the line of duty

Housing and Home Ownership

Housing is a top priority for MLC cities, particularly in supporting affordable home ownership and housing options for black, indigenous, and people of color (BIPOC). Many challenges exist in producing affordable home ownership opportunities, including an under production of new construction for the past decade, high cost and scarcity of land, increased costs in building materials and labor, the increase in institutional investors purchasing existing homes, as well as the housing industry focus on more expensive single family home construction.

MUNICIPAL LEGISLATIVE COMMISSION

MLC cities are supportive and interested in promoting more production of moderately priced starter homes. As a result, MLC is open to exploring legislative or regulatory changes that would produce more of this affordable housing, including the "missing middle" housing such as duplexes, townhomes, cottage housing, etc.

MLC supports these specific policies and programs for affordable home ownership:

I. **Expanding investments in Naturally Occurring Affordable Housing (NOAH) preservation**

II. **Incentivizing local units of government to encourage development of additional "missing middle" housing options**

III. **Authorizing cities to implement strategies that would enhance production of additional affordable housing options**

IV. **Recognizing that land use decisions, such as zoning and regulatory controls, should be made at the local government level**

Infrastructure and Transportation Investments

According to 2020 census data, MLC cities combined are among the biggest job producing areas in the state with over half a million employees (530,660) compared to Minneapolis/St. Paul, with a total combined of 455,689 employees. Along with those jobs comes added congestion and demand on transit and roads in MLC cities and as a result, our association supports increased, regionally balanced, investments in transportation and infrastructure to maintain and grow our robust transportation network. We are also monitoring the Metropolitan Governance Task Force to determine our position on specific recommendations that group will make in January 2024.

MLC supports these specific infrastructure and transportation policies and programs:

I. **Authority to Implement Infrastructure Fees**

Many MLC cities continue to be among the fastest growing in the state of Minnesota. That growth is accompanied by incremental costs to infrastructure (i.e., water, sewer, parks, storm water, and roads). To facilitate continued orderly residential growth, it is essential that development fees are collected to ensure infrastructure meets the demand made by new development without shifting costs to existing residents.

Cities currently have the authority to impose fees on new development of other infrastructure such as water, sanitary, and storm sewer, as well as for park purposes. It is a logical extension to allow fees for public infrastructure such as road improvements necessitated by new development.

MUNICIPAL LEGISLATIVE COMMISSION

MLC supports: Authorizing local units of government to collect street infrastructure fees to offset the cost for safety and capacity improvements to collector road networks necessitated by new development.

II. **Passage of a robust, regionally balanced bonding bill that includes significant investments in suburban communities**

Property Tax Relief and Tax Policy

MLC supports local control including in the areas of taxes and fiscal policy. MLC cities believe strongly in the promotion of policies that bring greater stability and predictability in the fiscal relationship between the state and local units of government. We are also monitoring the Local Taxes Advisory Task Force to determine our position on specific recommendations that group will make in January 2024.

MLC supports these specific property tax relief and tax policies and programs:

I. **Supporting more frequent review of the Local Government Aid (LGA) program in recognition of the growing financial needs of cities in the state, including those who currently receive no LGA**

II. **Eliminating the moratorium on local sales tax authorizations**

III. **Supporting direct property tax relief through the Property Tax Refund and Renters Credit programs**

IV. **Simplifying the process for a sales tax exemption on construction materials for cities, counties, school districts, and other local governments**

V. **Preserving the integrity of the Fiscal Disparities Program by not removing revenue from the pool to pay for one-off legislative priorities**

Agenda Item 6.F.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Request for Council Direction Regarding Vacant Commission Seats**

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED
The Council is asked to provide direction regarding its desired approach to mid-year vacancies on the City's Planning Commission and Environmental Advisory Commission.

BACKGROUND
Two of the City's three advisory commissions currently have a vacant seat. Planning Commission chair LIz Niemioja resigned as of the end of 2023, following her election to the ISD 199 School Board, and Environmental Advisory Commission member George Fell resigned earlier in the fall of 2023. Both bodies are 9-member commissions and require 5 members present to achieve a quorum and conduct business.

The City's typical process for making appointments to advisory commissions is to advertise for applicants in the late winter / early spring of each year and then conduct interviews and make appointments in May of each year, with the new or reappointed members taking their seats starting June 1. The Council has the option to make appointments to fill these current vacancies earlier or to wait for the annual process to come around.

The vacant seat on the Planning Commission is for a term set to expire this May, while the vacant seat on the Environmental Advisory Commission is for a term set to expire in May of 2026.

FISCAL IMPACT
None.

RECOMMENDATION
Staff recommends waiting to make appointments to these seats as part of the annual process in the spring. The Commissions can both operate effectively even with the vacancies and in the past it has proven to be more effective and efficient to recruit applicants and on-board new members on the regular, annual cycle, rather than trying to do so mid-year.

ATTACHMENTS
None

Agenda Item 6.G.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: CLOSED SESSION: City Administrator Performance Evaluation

MEETING DATE: January 8, 2024
ITEM TYPE: Regular Business
CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED
The Council is asked to go into a closed session, pursuant to Minnesota Statute Chapter 13D.05, subd. 3, to conduct a performance evaluation of the City Administrator.

BACKGROUND
The City Administrator's contract provides that the Council shall perform an annual performance evaluation of the City Administrator. A review form has been provided to Councilmembers for completion prior to the meeting, if possible.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS
None