



**Inver Grove Heights City Council**  
**Monday, January 22, 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](mailto:rkiernan@ighmn.gov)). Comments received prior to 4:00 p.m. on Monday, January 22, 2024, will be provided to the Council at or before the January 22, 2024 meeting.

**1. Call to Order**

**2. Roll Call**

**3. Presentations**

**4. Consent Agenda**

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

- A.** Approval of Minutes from the November 27, 2023 City Council Meeting
- B.** Approval of Minutes from the December 4, 2023 Special City Council Meeting
- C.** Approval of Minutes from the December 11, 2023 City Council Meeting
- D.** Approval of Minutes from the January 8, 2024 City Council Meeting
- E.** Approval of Disbursements
- F.** Personnel Actions
- G.** Approval of Summary of Conclusions Regarding Performance Evaluation of City Administrator
- H.** Resolution Amending Position Classification Plan
- I.** Approval of New Massage Therapist License
- J.** Resolution Approving Lawful Charitable Gambling Premises Permit at Pizza Pub of IGH, LLC
- K.** Resolution Appointing Deputy City Clerks to Administer Absentee Voting for the 2024 Election Cycle
- L.** Resolution Appointing Election Judges for the 2024 Presidential Nomination Primary
- M.** Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2024 Pavement Management Projects
- N.** Resolution Ordering Feasibility Study for Bacardi Avenue Street Improvements

- O. Acceptance of Donations to the Police Department
- P. Resolution Accepting a Minnesota Department of Public Safety DWI Officer Grant
- Q. Resolution Authorizing Application for Office of Justice Programs 2024 Firearms Storage Grant
- R. Resolution Approving Joint Powers Agreement for the Minnesota Internet Crimes Against Children Task Force
- S. Approval of Agreement with Salvation Army for Mobile Canteen Vehicle Storage
- T. Resolution Approving 2024 CDBG Application to Dakota County Community Development Agency
- 5. **Public Hearing**
  - A. 2024 Tobacco License Renewal
- 6. **Regular Business**
  - A. Third Reading of Ordinance Allowing Shipping Containers in the B-3 Zoning District and Approval of Summary Publication
- 7. **Public Comment**

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

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

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, NOVEMBER 27, 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 27, 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, T'Kach, Gliva, Scales; City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, Associate Planner Botten, City Planner Hunting, Public Works Director Connolly, City Engineer Merchlewicz, Finance Director Hove, Parks and Recreation Director Lares.

**3. PRESENTATIONS:**

**4. CONSENT AGENDA:**

- A.** Approve Minutes of the September 11, 2023, City Council Meeting
- B.** Approval of Disbursements, **Resolution 2023-285**
- C.** Personnel Actions
- D.** 2024 Pay Plan for Full-Time and Benefits-Eligible Part-Time Non-Union Employees
- E.** 2024 Pay Plan for Seasonal, Temporary, On-Call and Non-Regular Status Employees
- F.** Adoption of Paid Time Off Policy to Comply with State Earned Sick and Safe Leave Law
- G.** Amendment to Public Purpose Expenditure Policy Regarding Employee Recognition
- H.** Resolution Accepting Donation to the Police Department for K9 Program, **Resolution 2023-286**
- I.** Resolutions Approving a Joint Powers Agreement (JPA) with Dakota County and Awarding a Final Design Contract for City Project No. 2023-08, **Resolution 2023-287 & 2023-288**
- J.** Resolution Approving an Updated Special Assessment Policy, **Resolution 2023-289**
- K.** Change Order No. 2 for Project 2023-09D - Dawn Way Area Street Rehabilitation
- L.** Resolution Approving Hardship Assessment Deferrals for City Project No. 2023-09D - Dawn Way Area Street Rehabilitation, **Resolution 2023-290 & 2023-291**
- M.** Approval of Storm Water Facilities Maintenance Agreement for 6567 Alverno Ln
- N.** Resolution Authorizing Submission of Public Comments on Pine Bend Landfill's Environmental Assessment Worksheet and Air Quality Permit for 2022 Request for Major Modification of Permit #SW-45, **Resolution 2023-292**
- O.** Resolution Authorizing Submission and Execution of the 2024 Dakota County Community Waste Abatement Grant Application and Contract, **Resolution 2023-293**
- P.** Resolution Declaring Surplus Property and Authorizing Sale, **Resolution 2023-294**
- Q.** Resolutions Accepting Bids, Awarding a Contract and Approving Budgets for Skyview Park (Project No. 2024-01) and Oakwook Park (City Project No. 2024-02) Tennis Court Reconstruction, **Resolution 2023-295 & 2023-296**
- R.** 2024-26 Service Agreement with ISD 199 for Active Adult Program Services
- S.** Approval of Various Resolutions, Releases, and Related Documents for the Plats of Robert Curve 4th & 5th Additions, **Resolution 2023-297, 2023-298, & 2023-299**
- T.** Resolution Approving a Wetland Replacement Plan for Robert Curve 4th & 5th Additions, **Resolution 2023-300**

**U. Resolution Related to 3M and DuPont Settlements, Resolution 2023-301**

Councilmember T'Kach requested pulling Consent Agenda item 4N.

**Motion by Scales, second by Gliva to approve the Consent Agenda items 4A-4U omitting 4N.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Agenda Item 4N: Resolution Authorizing Submission of Public Comments on Pine Bend Landfill's Environmental Assessment Worksheet and Air Quality Permit for 2022 Request for Major Modification of Permit #SW-45, Resolution 2023-292**

Councilmember T'Kach stated that she pulled N to raise awareness with the public about this issue concerning the pending Pine Bend landfill expansion request. She said that the public can get engaged with this issue through the city's website and by attending the public meeting coming up on Thursday. She said that she believes Administrator Wilson will provide more information about those two ways the public can get engaged.

Administrator Wilson shared a brief background on Item O:

- Pine Bend Landfill (PBL) has applied with the state Pollution Control Agency to request a vertical expansion of their landfill, located in Inver Grove Heights.
- The City hired Barr Engineering to complete a technical review of Pine Bend Landfill's applications.
- The City's proposed comments include 33 recommendations for PBL's Environmental Assessment Worksheet and 41 recommendations for their Air Quality Permit.
- Proposed comments were reviewed by the Environmental Advisory Commission and recommended to Council for approval.
- With Council's approval these will be submitted to the State by the December 15 public comment deadline.
- Individual members of the public can make comments on these applications by following the links at [www.ighmn.gov/landfills](http://www.ighmn.gov/landfills)
- Attend the Pollution Control Agency's public meeting:  
Thursday, November 30  
5:30-7:00 pm  
Woodcrest Church  
525 Cliff Road, Eagan

**Motion by T'Kach, second by Gliva to approve Item 4N - Resolution authorizing submission of Public Comments on Pine Bend Landfill's EAW and Air Quality Permit for 2022 request for Major Modification of permit # SW-45.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**5. PUBLIC HEARING****5A. Public Hearing for 2024 Liquor License Renewal Applications and Approval of Change in Managers or Officers**

Clerk Kiernan stated that Council is asked to conduct a public hearing to consider approval of the renewal applications for liquor licenses for the 2024 calendar year and the approval of

new managers for Mallards Restaurant and Outback Steakhouse. Currently there are 30 active liquor licenses issued by the City, all expiring December 31<sup>st</sup>, 2023. Clerk Kiernan stated that all the licenses are listed within the packet. There are two establishments that have had a change in management. These changes included Nick Roble of Mallards Restaurant and Jamie Davis of Outback Steakhouse, who went through a full background investigation and have been approved by Chief Chiodo. All of the license applications submitted by the businesses have been reviewed by staff and found to be complete and eligible for renewal. She stated that staff recommends holding a public hearing and approving the liquor licenses and Officer changes listed.

Mayor Dietrich opened the Public Hearing and invited anyone from the public to comment.

**Motion by Scales; second by T’Kach to close public hearing.**

**Ayes: 5**  
**Nays: 0**      **Motion carried.**

**Motion by Gliva; second by T’Kach to approve liquor licenses.**

**Ayes: 5**  
**Nays: 0**      **Motion carried.**

Councilmember Gliva requested that they revote for 5A. She stated that she needs to recuse herself due to the relationship with Mississippi Pub.

**Motion by T’Kach; second by Scales to reconsider the vote on item 5A. Approval of liquor licenses.**

**Ayes: 5**  
**Nays: 0**      **Motion carried.**

**Motion by T’Kach; second by Dietrich to approve liquor licenses for 2024.**

**Ayes: 4**  
**Nays: 0**  
**Abstained: 1 (Gliva)**      **Motion carried.**

**5B. Public Hearing for 2024 Tobacco Sales License Renewal Applications.**

Clerk Kiernan stated that the Council is asked to conduct a public hearing to consider approval of the renewal applications for tobacco sales licenses for the 2024 calendar year. She said there are currently 32 active tobacco licenses that were issued by Dakota County for businesses in Inver Grove Heights, all expiring December 31<sup>st</sup>, 2023. Clerk Kiernan stated that a recently adopted ordinance transferred licensing responsibility from the County to the City, beginning with 2024 licenses. She said there are 18 licenses being brought forward this evening, and the remainder coming on December 11<sup>th</sup>, 2023. The 18 license applications submitted by the businesses have been reviewed by staff and found to be complete and eligible for renewal. She stated that staff recommends holding a public hearing and approving the tobacco licenses listed.

Mayor Dietrich opened the Public Hearing and invited anyone from the public to comment.

**Motion by T’Kach; second by Scales to close public hearing.**

**Ayes: 5**

**Nays: 0          Motion carried.**

**Motion by T’Kach; second by Scales to approve Tobacco retail licenses for 2024.**

**Ayes: 5**

**Nays: 0          Motion carried.**

## **6. REGULAR BUSINESS**

### **6A. Rental Housing Licenses**

Administrator Wilson stated that there are three rental housing license applications presented for approval tonight. She said the applications were found to be complete and eligible for a license, and that staff recommends approval. She requested that anyone in the audience who wishes to speak about one of these three specific applications be heard.

Mayor Dietrich asked if anyone from the Council and anyone from the public would like to speak about these items.

**Motion by T’Kach; second by Scales to approve three rental licenses.**

**Ayes: 5**

**Nays: 0          Motion carried.**

### **6B. Variance to Allow a Porch Within the Front Setback at 6930 Carmen Avenue. Resolution 2023-302**

Assistant City Planner Botten stated that this request is for the property located north of 70<sup>th</sup> Street and East of Carmen. She said that single family homes are located to the north, west and east of the lot, and a Church to the south of the lot. She said the porch would be located about 25 feet from the front property line, whereas 30 feet is the required setback. There is a 10-foot boulevard, so the porch would be about 35 feet from the edge of the road. She stated that due to a house fire, the house is being rebuilt and is using the original foundation. The proposed porch addition would comply with other zoning code requirements such as side setbacks, and impervious surface standards.

- Staff: Staff recommends denial of the variance request based on the following findings:
  - Approval could set a precedent for other encroachments into the front setback.
  - Denying the variance does not preclude the owner from reasonable use of the property; the home can be rebuilt, with a second story that complies with setback requirements.
  - Staff do not believe the facts presented satisfy the criteria needed to support granting a variance. A front porch is a nice amenity but there is room on the property to have an uncovered front entrance or to add a porch to the rear of the home that would comply with setbacks.

- Planning Commission: At the November 7, 2023, public hearing, the applicant was present. No neighbors testified at the hearing. The Commission recommended approval of the request with the three conditions listed in the approval resolution, identifying the practical difficulty that the owners are rebuilding a home damaged by a fire, and using the original foundation.

Mayor Dietrich asked Council if they have any questions and asked if the applicant wanted to address Council.

Brian Carpenter, 3010 Lunar Lane, Eagan, stated that he is with Capital City Construction & Remediation. He said that the variance application comes out of a fire tragedy, and that the homeowners were required to live in temporary housing during the home reconstruction. The family is taking the opportunity to add a second story to the property in the rebuild, and a permit for this has been approved. He thanked the Planning Commission for unanimous support for Council to approve the application. He said this proposal addresses specific challenges the property owners face and contributes positively to the overall character of the neighborhood. He urged the Council to stand in agreement with the Planning Commission and approve the variance.

Councilmember T'Kach asked if it is possible to move the home structure back a couple of feet to meet the current setback requirements?

Brian Carpenter replied that the first floor is cantilevered in the back, but the foundation is not being moved. Cantilevering out back further won't change the front footings of the home structure. He said the front of the home can't be pushed back without changing the foundation.

Liz Crandall, 6930 Carmen Ave, IGH, stated that she is one of the homeowners of the property. She said they experienced a fire at their home and decided to rebuild instead of buy a new home. Within the new plans they are seeking a variance to allow them to add a roof to cover the front entry of their home, which reduces the front yard setback to 25 feet. On November 7<sup>th</sup>, the Planning Commission voted unanimously to support approval of the variance. She asked the Council to align with the Planning Commission's recommendation.

Councilmember Murphy stated that he is very familiar with the area and the property. The Planning Commission's recommendation makes sense in order to support new construction code.

**Motion by Murphy; second by Scales to approve Variance to Allow a Porch Within the Front Setback at 6930 Carmen Avenue.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**6C. 3rd Reading of Ordinance Establishing Development Fees for 2024. Ordinance 1467**

Administrator Wilson presented the following background information:

The Process for Establishing Development Fees:

- Annual action of the City Council
- Required by state statute to be accomplished via ordinance

- Ordinances require 3 readings in IGH
- 1<sup>st</sup> Reading was held at Oct. 23, 2023 Council meeting
- 2<sup>nd</sup> Reading & Public Hearing held at Nov. 17 meeting

There are no changes since the second reading. Section overview:

- *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: Utility Connection Fees

- Sets the 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 in the Capital Improvement Plan (CIP)

Section 5: Land Use Application Fees & Deposits

- Proposed fee changes shown in red in the draft ordinance.
- Only one City fee proposed to be increased – to make all final plat applications have the same application fee

Section 6: Effective Date

- January 1, 2024

Requested Action: Motion to approve 3<sup>rd</sup> reading and grant final adoption to Ordinance establishing utility connection and land-use application fees for 2024.

Mayor Dietrich asked if there are any questions and asked if anyone from the public would like to speak.

**Motion by Scales; second by Gliva to approve the Third and Final reading of Ordinance 1467 Amending IGH City Code, Title 3, Chapter 4, Sections (2) and (3) related to water, sanitary sewer, and stormwater system connection fees and sanitary sewer and water trunk area assessments; section 8-7-4 related to stormwater system rates and charges; and section 10-3-8 related to land use approval fees and deposits.**

**Ayes: 5**

**Nays: 0          Motion carried.**

**6D. Continued 3rd Reading of Ordinance Establishing Licensing Requirement for Short-Term Rentals. Ordinance 1466.**

Mayor Dietrich stated there were a couple of questions asked at the previous reading that Attorney McCauley Nason answered as follows:

- Question: Can a group home operate in a residential zoning district and if so, is City Council approval required for such uses?  
Answer: Single family group homes, defined as State Licensed Residential facilities, serving six or fewer people are permitted use. They are permitted in a low-density residential zoning district. No Council approval is required.
- Question: What is the requirement for large assembly permits for large parties?  
Answer: A Large Assembly Permit is required for any gathering of more than 50 people on private property.

Administrator Wilson stated the City received emails that need to be accepted into public record.

**Motion by T’Kach; second by Gliva to put the email correspondences into Public Record.**

**Ayes: 5**

**Nays: 0            Motion carried.**

Administrator Wilson presented the following background information:  
The City has been discussing what to do about Short-Term Rentals for slightly over one year, with short-term rentals defined as a rental that is available for less than 30 days. In the summer of 2022, the City started to receive complaints about noise, traffic, and parties in residential neighborhoods. The City has weighed several possible responses, and tonight there are two ordinance options for regulating short-term rentals. The intent is to adopt only one of the following options or choose to not adopt either and give further direction.

***Option 1:*** Licensing of Short-Term Rentals

As currently drafted:

- Applies to all residential properties – including owner-occupied, ADUs, etc.
- Establishes occupancy limits based on # of bedrooms.
- Prohibits on-street parking.
- Prohibits parties, events, sales, etc.
- Requires a lodging license from the MN Dept of Health.
- Creates obligation to collect and remit lodging tax.

***Option 2:*** 30-day minimum stay for licensed rentals

- Does not apply to owner-occupied housing or ADUs on homesteaded properties.

Mayor Dietrich asked if there were any questions.

Councilmember Scales asked if the license for long-term rentals requires a 30-day minimum stay. He also asked for clarification as to why short-term rentals may not be covered under the current long-term rental license if there is no length of stay specified. Administrator Wilson stated that there is no specification regarding length of stay for the long-term rentals. She said that short-term rentals currently don’t fall within

the long-term rental license requirements because long-term rental licenses require criminal background checks for every tenant. She stated that the City's zoning code prohibits tourist homes as a home occupation, and clarification about this is ideal. The City could allow for short-term rentals by way of requiring a permit or could clarify that they are not allowed. She advised that something be done to clarify the issue, rather than continuing with the current hands-off approach.

Councilmember Scales asked if Council adopts Option 2, would that mean short-term rentals will continue to go unregulated. Administrator Wilson stated that Option 2 would regulate short-term rentals because the ordinance would require a short-term rental to have a license and require a 30-day minimum stay.

Councilmember Scales asked if this essentially bans short-term rentals that are less than 30-day rentals. Administrator Wilson answered that with Option 2, stays for less than 30 days would be against City Code, and thus considered a misdemeanor, unless the rental is within an owner-occupied property or an ADUs on a homesteaded property.

Councilmember Scales asked if there would be any regulation on the owner-occupied and homesteaded properties with short-term rental licenses. Administrator Wilson answered that with the ordinance as stated, the City would not be regulating these short-term rentals. She said the logic behind this is that these properties are more likely to be self-regulated by the owner since they live there and have longer-term relationships with their neighbors.

Councilmember Gliva asked if it's possible for the City to enforce the specific requirements listed in Option 1. Administrator Wilson stated that police would respond to any complaints related to noise, parking, or large assembly violations. If it were found that occupancy limits or other requirements were out of compliance, police would document the license violation. She said that staff can't revoke a short-term rental license. Any license violation would come before City Council and a recommended action would be advised by staff. She said the license holder would receive reasonable notice to be present at the Council meeting. She said that Councilmembers would also need to sort out what a reasonable response would be to different infractions.

Mayor Dietrich stated that she is concerned that the framework is not in place for Option 1 to be enforced and successful. She said she is also concerned that with the time it takes for the City's due process of license violations, this would leave the neighbors to deal with any continued disturbances until the issue gets resolved.

Councilmember T'Kach asked if there is a specific number of complaints the city has received regarding short-term rentals within the past year. Administrator Wilson stated that the complaints are handled informally because there is no current regulation. She said that one of the outcomes of licensing may be better documentation for complaints and violations.

Mayor Dietrich asked if anyone from the Public would like to speak.

David Cappell, 9272 Tyne Lane, IGH, stated that he purchased a home 14 months ago to be used as a short-term rental, after consulting with the City regarding short-term rental regulations. He said he typically gets families and non-profits using the home. He stated that he has a camera to watch street parking and finds that neighbors use the street more than the renters. He suggested changing the ordinance so that only the street space directly along the front property lines can be used. He said that all his direct neighbors have his phone number, and he received only one complaint from a neighbor who lives down the road who seemed to be upset about parking. He stated that there are a bunch of residents who are in support of licensing and willing to comply with new regulations.

Diantha Cavin, 4588 Bloomberg Lane, Inver Grove Heights, asked if everyone has read the email she sent or if she should read it aloud. Mayor Dietrich stated that it has been submitted to Public Record and that all Councilmembers have read it.

Stacey Christenson, 9242 Cheney Trail, IGH, stated that if he applies the regulations of the Option 1 ordinance to the short-term rental in his neighborhood, then the maximum occupants would be 16 people. He asked if it would still be allowed for them to have less than 50 people, since they would not need a large assembly permit for that. Administrator Wilson answered that the ordinance would not allow them to have more than 16 people in the property. She also shared some specific examples of what a large assembly permit is typically used for. Stacey asked if city ordinances would trump HOA rules. Attorney McCauley Nason stated that city ordinances apply to every resident in the city, whether they are part of an HOA or not. An HOA may have additional rules that are different from City ordinances and HOA residents would still be held liable to abide by HOA rules as well. She gave the following example, if an HOA does not allow rentals even though a city does, the HOA covenant would be a separate private restriction. The city could theoretically issue a rental license even though the resident would be in violation of the HOA's private rental restrictions. The HOA resident could potentially face a legal charge by the HOA even if they are abiding by the city ordinance. Stacey asked if a rental facility were a state licensed residential facility, would an HOA have grounds for restrictions. Attorney Nason stated that the City is bound by its ordinances with respect to state licensed residential facilities and can't speak to that question further.

Tamara Kappauf, 1186 82<sup>nd</sup> St E, Inver Grove Heights, said she runs a short-term rental in the lower level of her owner-occupied homesteaded property. She said the rental space is approximately 850 square feet, so it can't accommodate many people. She said she prefers staying at short-term rentals as opposed to hotels, because of bad experiences she has had at hotels. She said short-term rentals offer a great benefit to people who want a quiet and private place to stay in the community. She requests that if Council approves the third reading, that homesteaded properties are exempt and that the language clearly states exemption from licensing and oversight for owner-occupied homesteaded rentals. Councilmember T'Kach asked her to specify which language she is referring to. Tamara Kappauf stated that in Option 1 for the short-term

rental license ordinance there is a list of exempted properties. She requested that if Council decided to approve Option 1 for the ordinance, that Option 1 could get modified to make rental units on an owner-occupied homesteaded property exempt from licensing and oversight along with hotels and other exempted properties.

Anthony Verch, 7008 River Road, Inver Grove Heights, stated that he understands it's not easy to find a solution that works for everyone. He stated that last year, when the discussion about regulation began, he and other short-term rental owners were very interested in finding a way to improve owner regulation. He stated that he changed many of the rules and regulations for his property and has improved communication with neighbors. This has improved rule enforcement and guest behavior at his property. He said he heard that there aren't as many short-term rental complaints in general as there were when the initial conversation about the ordinance began. He purchased an extensively damaged property with the intent of rehabilitating it and then selling it. He said when he was ready to sell it, the value dropped substantially because of high waters, and a moratorium restricting flood insurance policies. He stated that he pays for the required short-term licensing fees every two years. He said he follows all the laws and the only way he can afford ownership of the property is by making use of it as a short-term rental. He stated that the income from this property helps support his family and kids and it would be detrimental to his family if he loses that income source if the 30-day minimum requirement were adopted. He said he fully supports regulations and thinks that regulating will help with issues related to party houses. He requested that the Council consider the impact of the 30-day minimum ordinance on families like his, who heavily rely on short-term rental income. He urged Council to support Option 1 for licensing and regulation.

Jake Kappel, 9272 Tyne Lane, Inver Grove Heights, stated that all the short-term rental hosts who showed up and spoke at this meeting care about their properties. He said he owns a short-term rental property to make additional income to support his 2-year-old and survive. He stated that his property has not had any disruptions. He said he has cameras in the front and back, as well as noise monitors inside that alert him if there is too much noise. He said he added a parking rule stating guests will be charged a fee if they park on the street instead of the driveway, and Airbnb supports these types of rules. He said he added that rule in response to neighbor complaints. He said that he thinks guests should be allowed 1-2 cars to park on the street during the months the city allows street parking. He stated that Airbnb checks into people using their platform, such as denying service to potential bad renters, and completing background checks on new accounts. He said that in his experience families who rent short-term rentals are very respectful because they want to be able to rent again in the future. He said that most of his bookings consist of 10-14 people, comprised of family members who want to stay and gather under the same roof. He said he believes that most hosts would agree that disruptive properties should not be allowed, and he supports an ordinance that would license and regulate the properties.

Diantha Cavin, 4588 Bloomberg Lane, Inver Grove Heights, stated that she wanted to clarify regarding the parking restrictions. She stated the city prohibits street parking at

night, so she asked if the ordinance could allow for 1-2 cars to be parked on the street during the day.

Steven Dick, 1630 52<sup>nd</sup> St. E., Inver Grove Heights, stated that he has been a proud resident for 12 years, and has been running a short-term rental for 10 years. He said that 93% of the cities allow for short-term rentals. He stated that short-term rental owners support regulation because they want peace in the neighborhoods. He said that if short term rentals are licensed, this will incentivize owners to be highly selective when accepting renters. He said if there were only three strikes allowed per year, then this would mean 99% of the nights need to be incident free. He said he supports these high standards and thinks the neighbors would too. He said that he thinks responsible owners can meet those standards because they already do. He stated that he has rules in place to restrict parties, by specifying in his rental listing "no parties," "no undisclosed guests," and "strict 10:00pm quiet hours". He said he has security cameras and holds a security deposit to encourage guests to follow the rules. He said he has heard neighbors say they prefer long-term rentals. He said he believes that long-term rentals don't ensure there won't be parties. If there is a ban on short-term rentals in the neighborhoods, owners will need to find other ways to make up the income to afford the property. He said the next best solution may be a group home, and neighbors may not like this either. He stated that a short-term rental is not a business operating in a residential zone, it is still a home being used for living in. He said he doesn't think that the length of a rental lease should have an impact on whether the zoning code needs to be commercial verse residential. He said he believes that banning a short-term rental that is not homesteaded is discriminatory. He said he is a responsible host for his non-homesteaded properties and believes that other non-homesteaded properties can be managed responsibly. He said he lives next door to one of his non-homesteaded rental properties and manages it with neighborly conduct. He said believes that rental policies and security measures such as cameras are more important factors to consider than whether a property is homesteaded. He requested that non-homesteaded property owners have equal treatment and consideration that is unbiased. He stated that he is providing a packet of his most recent guests to demonstrate the types of people who use his short-term rentals and shared a review to demonstrate how much value short-term rentals can provide to visitors. He said that short-term rental owners have put huge amounts of time and energy into these rental properties and a ban on them would negatively impact not only the owners, but also the cleaners, contractors, and the good people visiting who prefer to stay in a nice home setting. He has seven employees that help maintain his rental properties, including Sophia who also wants to speak. He asked Council to please support licensing of short-term rentals and holding owners accountable.

Sophia Hieb, 5395 Audobon Ave. Apt. 305, Inver Grove Heights, stated that the proposed prohibition of short-term rentals has significant importance in the community. She said she is deeply invested in the prosperity and growth of Inver Grove Heights, and said short-term rentals contribute substantially to the revenue of small businesses in the city. They generate income for hosts, restaurants, shops, and various services, including her cleaning services. The rentals attract tourists that amplify the city's charm and vibrancy. She said that short-term rentals accommodate diverse

travel experiences, and they give tourists a chance to immerse themselves in Inver Grove Heights' local community and culture. She urged Council to take another perspective and see how short-term rentals are and can benefit the city's economy and residents, and to reconsider the proposed ban on them.

Lisa and Jerry Slama, 9185 Inver Grove Trail, Inver Grove Heights, stated that they support licensing. She asked with respect to enforcement in the case of a short-term rental operator who isn't maintaining quiet and respectful renters, what code would be easiest to enforce. She asked if Option 1 or Option 2 would be easier to enforce to bring the party house under control. She also asked if the city has received any feedback about the proposed licensing ordinance from residents who have filed the complaints. Mayor Dietrich stated that she has had numerous conversations and feedback from constituents with a variety of opinions. Lisa stated that the licensing option gives both owner-occupied and non-occupying owners an opportunity to prove themselves and be held accountable. She said that she thinks that type of structure is better for everyone. Jerry stated that even though they would be exempt as a homesteaded rental property under Option 2, they both still support Option 1.

Andrew Moran, 9261 Cheney Trail, Inver Grove Heights, stated that there are a variety of opinions on the matter. He said he has lived in Inver Grove Heights for 5 years and has one child and another on the way. He read a posting for a party at one of the short-term rentals in Inver Grove Heights, and said it was his one experience with a short-term rental. The posting was for a Halloween party that invited 957 people and encouraged drugs. He said the party didn't happen, as far as he knows, and he requested that the Council take into consideration that short-term rentals invite these types of parties into family neighborhoods.

Ryan Elie, 9272 Tyne Lane, Inver Grove Heights, stated that he has 4 kids and appreciates short-term rentals because it is hard for him to fit his whole family into one hotel room, and they make travelling much more enjoyable. These can be an asset if they are managed properly. He said he also relies on short-term rental income and takes measures to rent out the home to good renters. He said owners are self-policing, and one example of how he regulates renters at his property is by requiring all renters to have a previous 5-star rating on Airbnb. He asked that Council look at verifiable information, such as police calls. He said his property has not had any police calls and the neighbors also have his phone number. He said he is doing his due diligence to make his short-term rental an asset to the city. He said he supports licensing and regulation.

Councilmember T'Kach stated that she supports the third reading of the licensing ordinance, and it provides more regulation than long-term rental licensing. She said that she thinks many of the owners are doing a good job and sees advantages to short-term rentals in the community. She said she supports licensing short-term rentals as a way of regulating them and believes problems can be addressed as they arise. She said she thinks the party houses can be minimized through regulations. She stated that there is a real economic benefit to the city and ultimately to the school district and the county. She shared some other benefits she sees, including improved home

maintenance, since Airbnb's need to be well maintained and visually appealing to be competitive. She stated that short-term rentals are part of the world now and thinks it would behoove the City should get on board with that change. She said that she believes that people who want to get around the law will continue to find ways to get around the law. She said the Police Department understands that the Council desires to address residents' quality of life issues, and she wants Airbnb rentals to stop causing problems within the community.

Councilmember Scales stated that for 100+ years people have been renting rooms or homes on a short-term basis. He stated that the party houses can be dealt with through the enforcement process. Similarly, there are certain owners in the city that don't take care of their property and the city deals with these code violations through the enforcement process in place. He said that he does not hear a widespread issue with short-term rentals. He said it seems that the party houses causing most of the problems are a select number of homes. He said he thinks the City should deal with party houses in the same way we deal with other code violations. He shared an example of a city in Arizona trying to ban short-term rentals, and homeowners sued the city. The case went to the Arizona supreme court and the city lost that court case. He said he doesn't know all the details of the case, but he questions whether banning is the right course of action. He said his preference is to license and regulate it, and deal with problems as they arise.

Councilmember Murphy stated that Council has established short-term rentals as a business, and that the city code currently prohibits businesses in neighborhoods. He said his stance is that Council should be addressing the city code regarding whether businesses should be allowed in neighborhoods, instead of discussing short-term rental licensing. He stated that he would not support the third reading of the ordinance for Option 1, but he could support the first reading or Option 2. He said he believes requiring a minimum stay solves a lot of the problems and still allows owners of homesteaded rental properties to supplement their income.

Councilmember Gliva stated that she struggles with allowing a non-homesteaded short-term rental business in residential neighborhoods because it goes against the city code. She said she is in favor of the first reading of Option 2, requiring a minimum stay.

Councilmember T'Kach stated that the city currently has businesses within the community, that are being operated out of residential homes. She said anytime someone buys a home, it is the responsibility of the owner to know the rules that pertain to them. She suggested consideration of creating a community that is welcoming to visitors who want to have their family together in a home vs. hotel.

Councilmember Gliva stated that she wants to clarify her point. She doesn't support making changes to the city code that would allow for a business to be added to an established residential neighborhood.

Councilmember Murphy stated that businesses are not allowed in residential neighborhoods according to the city code. He said that in response to a resident's previous comment about google searches for businesses, that not all businesses on google searches are real. He said that according to Forbes, as of 2019 there were 11 million fake businesses listed on google.

Administrator Wilson responded to Mayor Dietrich's request to see Option 1 and Option 2 in writing again, by sharing the PowerPoint presentation slides which were presented earlier.

Councilmember Scales stated that many of the successful businesses in Inver Grove Heights started in their homes. He said whether it's right or wrong, that's the reality of it. He stated if Council decides to call short-term rentals a business, then the city needs to be prepared to enforce city code for a lot of other businesses, which are being run out of residential homes. He said he doesn't understand why short-term rentals would be considered a business when long-term rentals are not. He said that he doesn't see the difference other than the length of time the renters are renting. He said he likes Option 1 and the idea of being able to regulate short-term rentals. He said party houses are a possible problem, and he thinks Council is trying to get regulation out before party houses become a serious problem. He said he doesn't believe a long-term ban on short-term rentals will stand.

Councilmember T'Kach stated that she doesn't think a ban on short-term rentals is going to accomplish their goals. She asked if there may be another option that would be a compromise, such as lower occupancy limits on a home.

Mayor Dietrich asked Attorney McCauley Nason if she could speak to the framework that is currently in place for the City to enforce some of these new regulation options. Attorney McCauley Nason stated that if the city has a license for short-term regulations, then there are several enforcement approaches that can be taken by the city. She said that education and issuance of a criminal citation are both enforcement measures. Criminal court takes a long time, sometimes months or longer. If the city has an ordinance requiring a license, the city can take adverse licensing action. This requires due process, which typically requires a hearing before the Council. If there is violation of a license, the Council can act by suspending, revoking, or not renewing a license. If the city is not able to gain compliance through any of these means, then the city can seek a court order through Dakota County District Court, which prohibits the business operation unless complying with the license. None of these are immediate.

Mayor Dietrich stated that her concern is that the processes in place will take too long. She said it's not good for the neighborhood to have to continue enduring disturbances while waiting for due process.

Councilmembers Scales stated that due process takes time, so the city doesn't enforce anything quickly. He said he believes regulating short-term rentals isn't any different from regulating anything else. He thinks it's a relatively small portion of short-term

rentals that are causing problems, in the same way there are only a few homes that consistently violate other city codes.

Mayor Dietrich responded that she wants to make sure the voices from community members who submitted emails into public record are being considered. She responded that disturbances caused by short-term rentals are more disruptive than some other code violations referenced, such as long grass.

Ryan Elie, 9272 Tyne Lane, IGH, asked Councilmember Gliva or Councilmember Murphy, to explain why a 30-day or longer-term rental would not be considered a business, and a shorter-term rental would be considered a business, since they say they would only support Option 2. Councilmember Murphy stated that in his original comment he said he could find a way to support Option 2. He said our city code currently says that businesses aren't allowed to operate in residential neighborhoods. He said he has not made his decision on how he will vote, because he thinks Council should be addressing the city code instead of licensing code violators. Ryan Elie asked if it could be possible to grandfather in the people who started a short-term rental a while back when the city said it was allowed.

Councilmember T'Kach said she wanted to get a reply about a lower occupancy number being amenable to other council members.

**Motion by T'Kach; second by Scales to approve the third and Final Reading of Ordinance 1466 amending IGH City Code, Title 4, Chapter 13 related to short term rentals and amending Title 10, Chapter 15, Section 26(D) related to Home Occupations.**

**Ayes: 2**

**Nays: 3      Motion failed.**

**Motion by Murphy; second by Gliva to approve the first reading of Ordinance 1468 amending IGH City Code Title 4, Chapter 13, related to rental licenses.**

**Ayes: 3**

**Nays: 2      Motion carried.**

#### **6E. 2nd Reading of Ordinance Amending Weed and Grass Regulations**

Attorney McCauley Nason provided the following background information:

- 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.
- "Managed Natural Landscapes" defined as: A planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants.

Managed natural landscapes do not include turf-grass lawns left unattended for the purpose of returning to a natural state.

- **Key Ordinance Provisions & Other Changes to the Existing City Code:**
  - Ordinance repeals and replaces existing regulations, makes additional changes to City Code related to required turf establishment, management of weeds, lawns, and natural landscapes.
  - 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 property, 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 space areas.
- **Changes to Draft Ordinance Following First Reading**
  - Minor wording clarifications (highlighted).
  - Allow notice to be sent by e-mail.
  - Added reference to requirement to establish lawns or other approved landscaping within one year of date of building or land alteration permit.
- **Requested Council Action: Consider the second reading of the ordinance included in tonight's council packet.**

Councilmember T'Kach stated that the 7-day time frame required to correct the violation, listed in Section 2, seems short, and she wants to know if the time frame was in the previous ordinance or if it was part of the changes made in today's reading. Attorney McCauley Nason stated that she didn't think it was part of the changes, but that she would verify and get an answer back to Council.

Tamera Kappauf, 1186 82<sup>nd</sup> St E, IGH, asked if Council is familiar with what Dakota County is doing with their Conservation Focused Area. She said the county recommends plants that aren't specified in the list the city presented, and some of them may grow over 8 inches. She recommended someone with the city contact Lisa West at Dakota County for more information. She suggested that the City align with the county program, so that Inver Grove Heights residents can be compliant with both City and County regulations.

Councilmember T'Kach asked how the city will send notices if they don't have a resident's email address. Attorney McCauley Nason replied that the city can provide a notice by posting it, giving it personally, or mailing it to the property. She said that email can also be used if there is an email address listed in their file. Councilmember T'Kach asked when the 7-day correction period begins. Attorney McCauley Nason replied that she thinks it starts the date the notice is provided.

Councilmember T'Kach stated that she is challenged by the 7-day correction period considering that people may not see the notification the first day it is provided. She asked if there can be more conversation about that.

Councilmember Scales asked if this ordinance is saying that the official notification can be provided through email alone, and whether email is considered an official form of notification in general. He said he doesn't support that and thinks it best if the email is only used as a secondary notification. Attorney McCauley Nason replied that an email is not an official form of notification in general. She said the way the ordinance is structured currently states that the notification can be provided by email or through other sources. She said if there are concerns with that, the wording could be changed to clarify that the official notice must be by mail, personal or posting, and that email can be used as an additional way to communicate.

Mayor Dietrich asked for staff to gather more information about the County initiatives.

**Motion by Gliva; second by Scales to approve the second reading of an Ordinance amending weed and grass regulations.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**6F. 1st Reading of Ordinance Allowing Shipping Containers in Certain Zoning Districts.**

City Planner Hunting provided the following background information:

- Staff presented some preliminary information at the July 10, 2023, council meeting to get direction from council on regulations governing shipping containers.
- Following that meeting, staff prepared a draft ordinance, and the Planning Commission held a public hearing on September 19, 2023. The Planning Commission recommended approval of the ordinance amendment with some wording changes to Condition #8 regarding coloration and aesthetics of the exterior.
- Allow them to be used as converted commercial kitchen or other retail operations. Allows them to be used with their standard ribbed exterior.
- **Amendment Summary:**
  - 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 does not include structures like railroad cars, recreational vehicles, bus bodies, semi-trailers, and similar prefabricated items.
  - Allowed in the B-3, I-1, I-2 and P districts city wide.
  - Allowed as an accessory use to a commercial or industrial business. Cannot be the only building on the property.
  - Containers allowed to retain their ribbed exterior metal surface.
- **B-3 Zoning Examples with Map shown:**
  - Shipping Containers are most likely to be used for retail operations along Cahill Avenue and Concord Boulevard.
  - Could be used on auto dealer lots along South Robert Trail.
- **P, I-1, I-2 Zoning Examples with Map shown:**

- Shipping Containers would be used by Parks Maintenance, Streets Maintenance and Fire Department for storage.
- Could be used for storage for industrial operations along Clark Road and Hwy 52/55.
- Performance standards that were common among entities that allowed include:
  - Maximum dimensions are 20 feet in length by 8 feet in width, by 8 feet in height.
  - Building permit required.
  - Shipping containers to be placed on a hard surface such as concrete, asphalt or gravel pad.
  - Shipping containers in the floodplain must comply with all floodplain requirements.
  - Shipping containers shall comply with all applicable setbacks for permanent principal structures.
  - Shipping containers shall not be used as a dwelling unit.
  - No stacking of shipping containers shall be allowed.
  - Shipping containers shall not be used solely for storage of any materials in the B-3 District.
  - Shipping containers shall be painted a color that is compatible with the primary structure or aesthetically appropriate for the intended use.
  - All shipping containers shall be structurally sound, operated in a safe manner, and maintained in good repair.
- Action Requested: Approve the First Reading of an Ordinance to allow Shipping Containers as an accessory use in the B-3, P, I-1, and I-2 zoning districts with the performance standards listed in the ordinance.

Councilmember Murphy asked if the paint requirement pertains to all the potentially allowable zones. City Planner Hunting replied that the paint requirement pertains to all the districts that would allow shipping containers.

Councilmember T’Kach asked what the difference is between these containers and a storage shed that someone could build in their backyard. City Planner Hunting replied that typically a backyard storage is constructed whereas these shipping containers are already in one piece. They are delivered to the site on a flatbed truck and tipped into place. Councilmember T’Kach asked if there is a limit to the size of a storage shed in a residential district. City Planner Hunting stated that typically in an urban residential district, code allows for one detached accessory structure with a maximum size of 1000 square feet. Councilmember T’Kach asked if there is a reason that residential properties are not included in this ordinance. City Planner Hunting stated that the initial direction from Council was to address commercial type operation of these structures.

Councilmember T’Kach stated that it seems that if these structures can be used for storage for commercial and industrial properties, then they could also be allowed on residential property for storage or a kids’ play structure.

Administrator Wilson asked City Planner Hunting to clarify if the current code in residential zoning districts allows for accessory structures to have a metal exterior that the shipping containers have. City Planner Hunting said that if the accessory structure is 120 Square feet or less, then it can have any type of siding material. He said if the accessory structure is larger than 120 square feet, then the structure needs to meet exterior standards. Exterior standards don't allow for the type of vertical ribbed metal siding seen on shipping containers. He said that since shipping containers are above 120 square feet, an additional exterior siding would need to be added to meet code.

Councilmember T'Kach stated she thinks people may have interest in using shipping containers on residential properties as well, as a prefab structure they can add to.

Councilmember Scales asked for clarification regarding whether adding a shipping container to a residential property would be considered a temporary structure or a permanent structure. He stated that his understanding of the code is that a temporary storage structure must be under 120 square feet, and if it is over that size it must meet the code requirements of a permanent structure including requirements for a foundation. City Planner Hunting stated that if it is over 120 square feet it must meet the exterior standards for a permanent structure. He said he didn't know if there are requirements for a foundation. He said they could be used as either a temporary storage structure, such as "Pods Moving & Storage" units, or as a permanent structure if someone chooses to add to it so it complies with code requirements. Councilmember Scales said his personal preference is for shipping containers to only be allowed for permanent use in Commercial and industrial zones.

Councilmember Gliva stated she likes the simplicity of the three zones listed in the ordinance.

Councilmember Murphy stated that he agrees.

**Motion by Scales; second by Gliva to approve first reading of an ordinance allowing shipping containers in certain zoning districts.**

**Ayes: 5**

**Nays: 0      Motion carried.**

#### **6G. Direction to Staff Regarding City Attorney Contract**

Administrator Wilson gave the following background information. City Attorney McCauley Nason is moving to a different law firm, Kennedy Graven. The city has an option to enter a contract with Kennedy Graven and retain Attorney Nason as City Attorney or to stay with the current firm LeVander, Gillen & Miller, and have a new, yet experienced, City Attorney assigned. Attorney Nason's employment transition takes place on December 1<sup>st</sup>. Administrator Wilson recommends the Council direct the City to change from LeVander, Gillen & Miller to Kennedy Graven for a City Attorney Contract, so the city can retain Attorney Nason as City

Attorney. She said if Council agrees, then there could be a vote next Monday, and then the first action of the December 4<sup>th</sup> meeting would be to approve that contract.

Councilmember Murphy stated that he has a potential conflict, and won't be participating in the conversation, and will abstain from any vote until further notice.

Councilmember Scales stated that he supports this recommended change and supports an RFP going out in 2025.

Administrator Wilson stated the new contract with Kennedy Graven would be for December 2023 through December 2025. She said the city would then do a planned RFP in 2025 which would give any law firm working in the field of municipal law an opportunity to compete for the city's business and would allow the city to check rates and services against the marketplace. She stated that the reasons for completing the RFP in 2025 are twofold. She said one reason is that the city is planning to hire a Community Development Director in the coming months, and it will be very beneficial to have a consistent City Attorney while the Community Development Director is being onboarded in 2024. She added that secondly, 2025 is not an election year, so it's a better time for staff to undertake an RFP project.

Mayor Dietrich, Councilmember T'Kach and Councilmember Gliva stated that they agree with the recommendation. Administrator Wilson stated that staff will prepare this for the next meeting.

Mayor Dietrich stated that the meeting will be moving into closed session and asked if there are any Public Comments.

Mayor Dietrich asked if there are any Mayor and Council Comments.

Mayor Dietrich stated that she has a couple of comments. She said she is excited that the 2023 State of the City is this Thursday, November 30<sup>th</sup>, 5:00pm- 7:00pm at Drkula's 32 Bowl. She said Holiday in the Heights is also kicking off this weekend with the tree lighting ceremony on Friday December 1<sup>st</sup>. It will be held at the Northeast end of the VMCC at 6:00pm. Skate with Santa takes place that night from 7:00pm - 8:30pm. Additionally, the Light up the Heights holiday light contest registration is open until December 3<sup>rd</sup>.

**6H. Closed Session Pursuant to Minn. Stat. Sec. 13D.05, subd. (3)(c)(3)** Attorney McCauley Nason requested a motion to move into a closed session pursuant to Minnesota Statutes, Section 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of real property identified located at 6971 Dickman Trail (PID 20-00200-56-070) as well as the property identified by Parcel IDs 20-39900-00-170, 00-210 and 00-250, and 20-00200-57-093.

**Motion by Gliva; second by Scales to move into a closed session pursuant to Minnesota Statutes, Section 13D.05, subd. 3(c)(3) to develop or consider offers or counteroffers for the purchase of real property identified located at 6971 Dickman Trail (PID 20-00200-56-070) as well as the property identified by Parcel IDs 20-39900-00-170, 00-210 and 00-250, and 20-00200-57-093.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Scales; second by Gliva to move into open session.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Gliva; second by Scales to adjourn at 8:59 p.m.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Talia Sheldon

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, DECEMBER 4, 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, December 4, 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, and Public Works Director Connolly

**3. REGULAR BUSINESS:**

**A. Authorization to Enter into Contract with Kennedy & Graven for Civil Legal Services**

City Administrator Wilson stated that the item is to retain the services of City Attorney Bridget McCauley Nason as she transitions from Levander, Gillen & Miller to Kennedy & Graven. The contract is retroactive to start on December 1, 2023 to have a lapse in contracts. The contract will be set until the end of 2025. The rates are the same.

**Motion by Scales, second by Gliva to approve the contract with Kennedy & Graven.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**4. PUBLIC HEARING:**

**A. Proposed 2024 Budget & Tax Levy**

Finance Director Amy Hove presented a recap of the 2024 budget process throughout 2023.

- June through September, the General Fund Budget and Preliminary tax levies were discussed at meetings and work sessions
- Council adopted the preliminary 2024 general fund budget and tax levies at the September 11<sup>th</sup>, 2023 meeting.
- At the October and November work sessions, additional budgets were reviewed
- Dakota County mails out Proposed Tax Notices the week on November 13<sup>th</sup>, 2023
- A public meeting (Truth in Taxation meeting) to discuss 2024 budgets and tax levies was held on December 4<sup>th</sup>, 2023. Public comment is welcome
- Council is set to approve the final 2024 budgets and levies on December 11<sup>th</sup>, 2023

Factors that can impact your property taxes:

- Market value
- Property classifications (e.g., homestead or non-homestead, agricultural or commercial/industrial)
- Taxing jurisdictions
  - o State-imposed on commercial/Industrial & Seasonal recreation Properties
  - o County
  - o City-Levy & Special Assessments
  - o School
  - o Other Special Taxing Districts

The levy is broken up into different funds.

- The general fund is the largest amount and most supported by the tax levy.
- The general fund-tax abatement is a part of the general fund but is separate when sent to the County. This is a tax refund from City projects based on the value change of the property after the project is finalized. It is a 10-year abatement and \$1.6 million is the maximum amount that can be abated and ends when whichever happens first.

- The Pavement Management fund has a 5% increase to stay consistent with Council goals.
- There is no new debt service that will be taken on for 2024. Altogether the total levy for 2024 is 7.9% in the amount of \$32,741,394. This is an increase of \$2,406,599. The City's current budget draft reflects an estimated city tax rate of 50.121% for 2024
- Market values citywide increased by 5.3%, the largest areas were Industrial (20.65%) and Rural vacant land (19.6%); Residential values rose by 3.75%
- Statewide, average preliminary city levies came in at 8.4%

The levy impact on median valued residential property:

- Change in rate is 2.68%
- 2024 median property value is \$342,000
- Estimated change is City taxes for the media property value is \$75.37

Funds supported by the tax levy are the General Fund, Economic Development Authority, Debt Service Funds, Pavement Management Program - Local Streets. Funds that are not supported by the tax levy are Convention & Visitor's Bureau, Community Host Funds, Host Community, Pavement Management Program Program-Partnership Projects, Water Funds, Sewer Funds, Storm Water Funds and Inver Wood Golf Course.

The general fund is sourced by different categories of revenue. Property tax funds 82% of the general fund. Department expenses have been further refined. One big change to see is that the legal expenses have been moved into the Mayor and City Council budget to better allocate those funds. The City Clerk and Human Resources budget were separated from the administration budget in 2023. The elections budget is a little higher for 2024 as it is an election year. Staffing changes are reflected in the Finance, Street Maintenance, Parks & Recreation and Fire departments. Public Works will no longer be its own category of funds and is split into Utilities, Street Maintenance and Engineering. Public Safety makes up 55% of the 2024 budget. Public Works and Parks & Recreation don't include capital improvements, only operations. Transfers and the SAFER Savings Plan has a slight increase, and this helps us to not have to have a significant hike in the tax levy from year to year.

The 2024 budget investments include:

- Existing personnel
  - o 3% general wage increase
  - o 10.53% Increase to health insurance (HAS Plan) and 9.67% to health insurance (HRA Plan)
  - o Increase to City's contribution for family and single+ one health insurance plans
  - o Update to long-term disability rates
- Improved Public Safety
  - o Hire additional Assistant Fire Chief for the Fire Department
  - o \$75,000 towards the expansion of mental health and physical health support services for Police & Fire
- SAFER Savings Plan - an additional \$200,000 (total of \$525,000) on 204 levy to prepare for end of grant funding
  - o Costs of 9 new firefighters scheduled to be fully supported by the tax levy in 2028
- Improved maintenance and support of city infrastructure
  - o Hire Utility Billing Coordinator in Finance Department
  - o Hire additional Streets Maintenance Work
  - o Hire additional Parks Maintenance Worker
  - o Added \$50,000 into Parks budget for Emerald Ash Borer (EAB) - will continue to be an annual expense
  - o Continued investment in Pavement Management Program
    - Budget includes additional \$145,000 (5% increase) from the levy towards this program

Storm Water Special Taxing District Levy

- Established under M.S. 444
- Used to fund trunk storm sewer improvements installed in conjunction with the 70<sup>th</sup> Street East Reconstruction project from Cahill Avenue to Concord Blvd (City Project 2001-02)
  - o Babcock Trl
  - o South Grove
  - o 70<sup>th</sup> Street
- Contains approximately 3,000 parcels
- 10-Year term (2018-2027)
- \$79,394 annually

The final steps of the 2024 budget are:

- Public Input
- Council direction for December 11<sup>th</sup>
- Final Special Tax District Levy
- Expenditure Budgets

Mayor asked for any members of the public to make comments on the presented 2024.

There are no comments from the public. There are no additional comments or questions from the council.

**Motion by T’Kach, second by Gliva, to close the public hearing on the 2024 budget at.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**5. DISCUSSION ITEMS**

**A. Possible Submission of a second staffing request for Adequate Fire & Emergency Response (SAFER) Grant Application**

Fire Chief Judy Thill stated that there is an opportunity to apply for another SAFER Grant for 3 full-time firefighters. The Federal Emergency Management Agency (FEMA) is expected to open its grant period after the 1<sup>st</sup> of the year. Chief Thill is asking the Council today if they would authorize the application of the grant.

Background

- Duty crew began in January 2016
  - o 3 paid-on-call (POC) firefighters working 4- or 8-hour shifts
- Filled 24 hours/day, 365 days/year
- Helped retain more experienced firefighters for a few more years
  - o At that time, over half the department had 10 or more years of service
- From 2017 to 2019, the department lost 30 POC firefighters and hired 20.
- From 2020 to 2023, the department lost 83 POC firefighters and hired 55.
  - o 17 lost to retirements (average 17 years of service)
  - o 9 lost to hiring fulltime SAFER firefighters/officers
  - o 2 lost to filling Fire Marshall and Fire Inspector
- Of remaining 55, close to half did not even start training or left before end of probation
- Constant hiring and training

2019

- Original 2016 duty crew, had 3 POC firefighters transferring out every 4-8 hours
  - o Did not provide for consistency in leadership
- Hired 3 fulltime 24-hour shift captains
  - o All came from POC ranks

- Duty crew then went to 1 FT officer and 2 POC fire fighters
- 2 other positions that year filled from POC ranks
  - Fire inspector (new) and Fire Operations Supervisor (backfill)

**2021-2022**

- Calls continued to rise
  - Increasing number of simultaneous
  - Simultaneous calls required calling out POC more often
- Council authorized application of SAFER grant
  - 3 officers, 6 firefighters
- Intent: have two 3-person crews in city
  - FT officer, FT firefighters, POC firefighters
    - Two crews of 3 at both station 1 and station 2
- Grant awarded late 2021 - hired early 2022
  - All 9 hired out of POC ranks
- Additionally
- Fire Inspector hired from POC ranks (backfill SAFER)
- Fire Marshal hired from POC ranks (backfill retirement)

**Paid-On-Call Numbers Decreasing**

- National Trend
- For IGH
  - Retirements, filling FT positions, leaving before training begins/end or probation, and normal reasons (job/family changes, move out of town)
- Number POC presently at 30
  - About half what is needed just to fill one POC position at both station 1 and station 2
  - Presently only have one POC position open for bidding at station 1 (to provide crew of 3 per insurance rating)
  - Still have crew of 2 FT at station 2, with POC spots filled occasionally
    - Weekends opened to POC
    - Weekdays using administrative staff
  - Consistently trying to hire POC

**Fire Department Evaluation Study**

- Council retained City Gate Associates in 2021
  - Provided comprehensive evaluation of fire department
- Final report presented July 2022
  - Decline of POC mentioned
- Recommendations
  - Maintain SAFER hires after 3-year period of performance
  - Fund 1 additional assistant chief position
  - Fund 1 additional full-time firefighter per shift (3 total FTE)
    - Reduce full-time firefighter vacancy & overtime, and help mitigate increasing number of POC shift vacancies without impacting administrative support staff
- Presently, have 12 full-time operational staff
  - 6 officers and 6 firefighters
  - Just enough to cover 2 FT personnel on each crew, each day
  - No available relief when any of those 12 take any leave
- Filling open full-time shifts: 3 options
  - Remaining FT staff members working overtime
    - Can get tricky with unique schedules
    - More experienced POC Firefighter fill parts of shift
    - With 24-hour shifts, using admin staff or POC firefighters can require piecemealing 4-5 different personnel to fill one shift

- Admin staff also filling open POC shifts to make sure crew at station 1 is fully staffed with 3
- Filling any shifts takes away admin staff from their hired duties

#### Applying for SAFER Grant

- Large fiscal impact to hire 3 firefighters in one year
- Staff requesting approval to apply for another SAFER grant
  - o Hire 3 firefighters as recommended by City Gate
  - o If grant awarded, would allow fire department to fill all 3 positions at one time as opposed to adding one per year
    - 1 per year on a 3-shift rotation, is not ideal
- Nothing changing regarding next year's SAFER grant
  - o Still pays all wages and benefit for three full years, with no city match
  - o In year 4, City would be responsible for paying full amount of 3 hired
- Grant opens sometime in early 2024, with awards announced in fall
- Hiring would take place in early 2025 for departments receiving awards

#### Adding 3 Positions

- Will provide some relief for present 12 fulltime firefighters for when they take leave
- When not providing relief for another fulltime staff, can act as a third firefighter at station 2
  - o Would help get us back toward intended 3 per crew at station 2

#### Additional Considerations

- More fulltime is not the only consideration being explored
- City Administrator/Fire Chief just completed 4 small group firefighter meetings
  - o Consisted of total of 13 POC/FT fire personnel
- Brainstormed ideas on how to maintain a POC workforce for as long as possible
  - o Many ideas: changes in response procedures and requirements, changes to training, and even adding a third classification of firefighters

#### Third Classification of Firefighters

- Third classification would involve hiring part-time firefighters: NOT in Relief Association, would be hired already trained with experience
- Come from other departments: FT looking for more income, POC looking for more experience
- Having PT could reduce stress on POC, so not pushing them to add extra hours to their schedules
  - o PT firefighters could help fill in open POC 3<sup>rd</sup> position at station 2
  - o PT could fill shift times where we have fewer POC available (weekdays and weekends)

#### Suggestions From Discussions

- Response and training suggestions need to be researched to determine impact on safety, response and operations
- Once done, recommendations will be taken ack to firefighters
- Any recommendation involving part time firefighters to be brought back to council for discussion

Staff is recommending City apply for another SAFER grant to fund 3 full-time firefighters.

Mayor thanks Chief Thill for the presentation and history of the grant.

Councilmember Tony Scales stated his full support for the application of this grant.

Councilmember John Murphy asked if the Chief sees the Paid-on-call structure of firefighting coming to an end. Chief Thill responds that she does see it coming to an end in larger communities of 20,000 and up. With all the training and continuing education, it is getting harder to find POC staff.

Councilmember Murphy asked if Chief Thill sees where a per capita for full time firefighters? Chief responds that there is not. It depends on the community.

Councilmember Mary T’Kach asked if the Chief is asking to apply for the grant and to hire 3 full-time and 3 part-time. Chief Thill said yes because with the POC budget and those numbers being down, the department could pay for part time out of that budget. The part-time positions could help fill in the vacancy at station 2, especially during the summer when it is harder to get POC to answer more than the minimum calls.

Councilmember T’Kach asked if there would be a plan to set money aside for when those staff paid for through the grant came up after 3 years the City would have the funds to keep them on staff. Administrator Wilson responds that there would be a plan, but not an official one yet. It would also be recommended to apply for the grant again as the City received funds for 9 staff members in the previous year of the grant.

Councilmember Sue Gliva asked if the City can apply for the grant and fund the 3-part time now and turn POC into part time, why hadn’t it been done sooner. Chief Thill said that POC have a 7-minute callback time where part time would not. Some POC may make the move over to part time if the opportunity is there. Where someone might want to start moving into full time and start earning towards their pension.

Gliva asked if there is money in the budget to hire part time out of the POC for 2024. Chief Thill said that 5 part time are the same amount roughly as the same amount of part time. There might have to be some budget shifting but the funds are there.

Councilmember Murphy asked what would make a POC move into part time. Chief Thill responds that POC pension earns a higher rate than part time. For someone just starting out and wanting to move into full time eventually part time might move them in that direction as opposed to someone who has been POC for a while and would stay in that position to keep earning that pension rate.

Mayor Dietrich thanks the fire department for their high standards of service even with the lack of staffing. Mayor Dietrich asked if Chief Thi8ll will be writing the grant herself. Chief Thill will write this grant herself because even though there are a lot of departments that apply for the grant but there are things that would help in favor of the fire department like the City Gate study and that there is already a grant the city is managing.

City administrator said the fire department is going to get the grant ready and then the Council will vote on the submission of the grant in a meeting coming up.

## **B. Closure of Union Cemetery to Additional Sales**

City Clerk Rebecca Kiernan presented on the possible closing of the Union Cemetery.

### **Overview**

- Union Cemetery, located in the northeast corner of Inver Grove Heights, has a history dating back to 1867 when Dr. Albert J. Gillette purchased the property

### **Status of Available Plots**

- Ground penetrating radar was completed on Block 3 by American Engineering & Testing in July 2023
- The original thought of 25 plots being available was incorrect
- After the survey was completed, there are 4 plots that could be potentially available – but the other plots show signs of being utilized
- There is a waiting list of 9 individuals requesting 16 plots

- The last update for the cost of a plot was \$60 back in 2011

Direction from Council

1. If Council would like to proceed with the sale of the potential 4 plots, staff recommends increasing the cost to reflect the going rate of other communities with cemeteries (\$2,400 going rate)
2. Staff recommends not allowing anymore City sales of plots at Union Cemetery
  - a. Anomalies listed in the report that aren't documented in city records (possible unmarked burials)
  - b. If, by chance, there are burials in the incorrect area, the city would need to make other arrangements to accommodate those (4 plots would be kept for relocation of possible pre-purchased plots)

Councilmember Murphy stated that he would be supportive of closing the cemetery to new sales in case of unmarked burials. Administrator Wilson confirms that there have been other owners of the land and cemetery, but the city is the current owner.

City Clerk Kiernan stated that she will call anyone that she has record of on the waiting list and let them know they will not be able to purchase any plots. The plots that have been purchased but not utilized can still be used or sold by private owners with notice to the city.

Councilmember Murphy asked what happens if this sale happens and the plot is utilized, who will be responsible for reorganizing the plot. These plots are not among the blocks that was surveyed, and the city is more certain are open.

Mayor Dietrich asked what would happen if the plot were already occupied.

Administrator Wilson said that the reason for not selling the remaining 4 lots that are unoccupied is in case any of the plots already sold and yet to be used turns up to be occupied, they can be moved to an open unsold plot. Verification of records happens when someone comes forward wanting to use their purchased plot for a loved one. If the plot had been sold, then the proof of purchase would need to be verified.

Councilmember Murphy asked what the city could be liable for if these sold plots are already occupied.

City Attorney Bridget McCauley Nason stated that the city would have to provide them with a plot in the cemetery where they have chosen to be laid to rest. Administrator Wilson stated that the other portions of the cemetery are older, and records have matched up better. Block 3 is the block where there was question. There are 4 blocks in the cemetery.

Councilmember T'Kach asked if there has been a demand for people wanting to buy plots in this cemetery.

City Clerk Kiernan said there have not been as many calls since the city has told the waiting list that plots are on hold while the ground penetrating testing was happening. There might be a call or 2 a year. T'Kach asked if there is any way to expand. City Clerk Kiernan said expanding would most likely prove difficult as there is a gravel pit neighboring the cemetery land.

### **C. Discussion of Procedure for Nomination and Award of the City's Commemorative Coin**

Councilmember Murphy presents that the commemorative coin is to recognize Inver Grove Heights residents for going above and beyond. Murphy thanks the Communications Manager for helping to get this project moving. The nomination would be submitted to staff. The City Administrator would narrow nominations down to 3 nominees. Twice a year a coin would be handed out at a city event like Inver Grove Heights Days. The mayor would hand out the award. Nominees' names would be confidential until a winner is chosen. The conversation about the nominees would need to be public. Nominees who do not win can still be in the running for the next time.

Mayor thanks Councilmember Murphy and Communications Manager Looze on their hard and thoughtful work on this award program.

Councilmember Scales thanks Councilmember Murphy for his work on the program. Scales support keeping the nominees anonymous until the winner is announced. Scales said that the hurdle is how to discuss a winner.

Councilmember Gliva and T'Kach agree that the names should be confidential until the end of the decision. Nominees would be given a simple pseudonym i.e., nominee A, with information on why they were nominated.

Administrator Wilson asked Attorney McCauley Nason if there is a data request for the nominees, that the names wouldn't be protected. Attorney McCauley Nason confirmed.

Councilmember T'Kach asked if the Council needs the Council to make the decision or could a committee be appointed to make the decision. Administrator Wilson stated that yes there could be a committee designated to make the decision of the award. However, it still does not change the public request data.

Councilmember Murphy stated that it is a program that could evolve. At this time, it would more likely stay in the Council's hands to help the award program grow in its early stages. If the nominee or winner is a minor, then that might have some privacy and legalities to it too.

Councilmember Murphy asked Legal if there are any rules that keep the discussion between Council as the pseudonym but then someone comes along and formally requests the names of the nominees. Attorney McCauley Nason stated that there are not.

Mayor Dietrich stated that she agrees with keeping the names of the nominees confidential until a winner is chosen and if a resident requests the names of the nominees that can handle as the city is legally bound to.

#### **D. Swing Bridge Lighting & Public Boat Launch Update**

Parks & Recreation Director Adam Lares presents on the Swing Bridge and public boat launch update. The State appropriated funds for these special projects via County and then to the City.

##### **Swing Bridge Lighting**

- \$548,000 in state appropriation to Dakota County
- Proposal from SHE = \$9,500
  - o Lighting and electrical engineering study would provide options and estimates for decorative lighting of the bridge:
    1. Direct view outline lighting
    2. Flood lighting
    3. A combination of the two systems
- Options would be used for community engagement
- Study costs not covered with state appropriated funds

##### **Timeline**

- To meet the state's timeline for spending the funds, the city needs to enter into a grant agreement with the state/county by June 2024
- Project will need to be complete, and funds will need to be spent by June 2025
- December 11, 2023 - Council approve contract with SHE

- Jan-Feb 2024 - SEH develop 3 options
- Feb-Mar 2024 - Community & PRAC Engagement
- March 25, 2024 - Approve contract SHE for final design (plans/specs), bid documents, and construction administration \*Grant agreement must be in place with the state to be reimbursed for expenses
- April-May 2024 - SEH finalize design, prepare bid documents, City post Ad for bid
- June 24, 2024 - Council accept bid, award contract, approve budget (June 24 or July 10)
- July-August 2024 - Start project construction
- August 2024-May 2025 - Construction continues/project must be completed by June 2025

Staff is asking for recommendation on to proceed with entering into an agreement with SEH to provide to utilize operating costs to start the project of lighting the Swing Bridge

Councilmember Murphy stated that he agrees with submitting the proposal to SHE and having the Swing Bridge lit. Murphy asked if the March 25<sup>th</sup> date is rigid or if there is movement for that date. Director Lares stated that is the date that staff would want to have the agreement in place to keep a timeline.

Councilmember Scales agrees with writing up the agreement with SEH to get the Swing Bridge lit.

Councilmember Gliva said that she believes this would be a great landmark for Inver Grove Heights.

Director Lares said that the lighting concepts have a lot of 'wow' factor and different viewpoints. Lares believes that this will be that draw for visitors.

Councilmember T'Kach asked if other environmental factors have been thought about and studied with the lighting of the bridge. Director Lares said that Inver Grove Heights residents along the river will be provided with information about the lighting of the bridge. Army Core of Engineers will also be involved. Regulatory factors will be researched prior to the lighting of the bridge. The bridge is also no longer active to be used as such. Any stakeholders will be communicated with about the project.

Councilmember T'Kach asked if this also ties in with the boat launch project. Director Lares said responds that these would be separate projects and appropriations. City Administrator Wilson adds that the topography and area of the bridge does not lend itself to be a great spot for a boat launch.

Mayor Dietrich asked if SEH provided a low or competitive bid as we do work with them frequently. Director Lares said that SEH is on the preferred vendor list with the city and had previously done the work on the lighting of the bridge.

#### Boat Launch

- \$1.2 million state appropriation to Dakota County
- "For adding a public boat launch along the Mississippi River between South St. Paul and Hastings
- City owns "Riverfront Park" along the Mississippi - a little over 4 acres total- split down the middle by River Rd. Difficult to envision as a public boat launch, given narrow road, topography, impacts on neighboring residents, etc.

#### Boat Launch - Public-Private Partnership

- Possible partnership with existing Marina (would need to make opportunity known/open to other marinas)
- State funds used to upgrade launch facilities at marina, as well as related dock, walkways, signage, etc. in return for free public access
- Will state approve? Would an easement be required?

- Length of agreement?
- Impacts if ownership of business changes?
- Comfort level with \$ given over upfront (must all be spent by June 30, 2025)
- Public expectations once term of agreement ends?

**Boat Launch - Possible Next Steps?**

- Formal letter to DNR, "pitching" the public-private partnership concept
- Ask Dakota County to proceed without City involvement
- Inquire about DNR's interest (as a public entity that owns land along the river in IGH)
- Other Direction?

Mayor Dietrich thanks Administrator Wilson for her presentation and thought of other ideas to make the boat launch work.

Mayor Dietrich asked if there is any way that there could be a request for an extension on the deadline to be able to visit the unintended consequences. Administrator Wilson said that the extension would have to be granted at the legislative level. It would most likely be put in with another bill in a couple of lines to extend the funds. Representative Hanson has said that he would like to see a fast deadline so that it shows there was more of a need for the project.

Councilmember Murphy said that he would like to see the option of public-private partners explored further. Murphy wouldn't want to hand over the funds without the City having more control over it. The boat launch would also need to be a more permanent fixture for the residents or visitors of Inver Grove Heights. The marinas seem like a logical place as there are too many residents along River Rd to involve and potentially upset their property. Also, he stated that maybe Dakota County has more staff time to devote to this project.

Councilmember Scales said he likes the idea of the public-private partnership, but he would also like to explore partnership with the DNR since this is what they do. Scales would like to see the boat launch at least stay in Inver Grove Heights and handing the project back to the county might move it from the city.

Councilmember Gliva asked if any of the marina owners have been talked to about the possibility of the partnership. Administrator Wilson has had a meeting with one of the marina owners and how funds would be used for the boat launch to accommodate use from the public. There have been discussions with the DNR and the County about options for the boat launch. Typically, the project is already being researched and planned and then funds are found, this project happened the other way.

Councilmember T'Kach asked what the demand for a public boat launch is. Administrator Wilson said she does not have the data for the demand, but the owner of the marina sells season passes to use their launch. The marina owner has to decide if it is the right business to move to partner with the city or keep their season pass structure.

Councilmember T'Kach asked if there could be other improvements around the boat launch that are connected to the park to create more of a draw. Administrator Wilson said that the hope would be to bring in private investors to build business and attraction to the area. The Swing Bridge proposal includes language to improve the surrounding area also, but the boat launch proposal does not. South St. Paul has a boat launch, but it is a bare stand-alone boat launch that does not even have a bathroom. Wilson said that launch might even be able to be a non-motorized boat launch.

Councilmember T'Kach maybe an option could be tied in with the park that is already owned by the city.

Administrator Wilson proposed that staff draft a letter to the DNR suggesting a public-private partnership and if it would work along the area or a potential partnership with the DNR as they have land that could be used for the boat launch.

Mayor Dietrich suggested that if there are marina owners interested and if they wanted to draft up what the project could look like.

**6. MAYOR AND COUNCIL COMMENTS**

Mayor Dietrich would like to have an email comment placed into public record about the Truth in Taxation

**Motion by Murphy, second by Scales, to approve an email comment regarding Truth in Taxation**

**Ayes: 5**

**Nays: 0      Motion carried.**

Councilmember Scales comments that the tree lighting this year and, although the weather was not ideal, was a very good time and the cookies were delicious.

Mayor Dietrich thanks staff and councilmembers for their work on the State of the City event.

**9. ADJOURN:**

**Motion by Scales, second by Gliva, to adjourn the meeting at 7:57 p.m.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Deputy City Clerk Katie Malott

**INVER GROVE HEIGHTS CITY COUNCIL MEETING**  
**MONDAY, DECEMBER 11, 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, December 11, 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, Police Chief Chiodo, Deputy Fire Chief Eric Bergum, Finance Director Hove, Assistant Finance Director Hosszu, and Parks and Recreation Director Lares

**3. PRESENTATIONS:**

Heather Stevenson, Assistant Director for Dakota County libraries, Inver Glen Library presented an update on expanded hours at Dakota County Libraries starting on Monday, December 18, 2023. Self-service hours will be 6 am to 11 pm seven days a week. Users can pick up holds, use computers, Wi-Fi, and use self-service check out services for materials such as books, movies and more. It will not replace staff but will make the library convenient for users.

Users can sign up for an access card to be able to use for when the library is not staffed by visiting [www.dakotacount.us/library](http://www.dakotacount.us/library) and search self-service.

**4. CONSENT AGENDA:**

- A.** Minutes of the July 24, 2023 City Council Meeting
- B.** Minutes of the September 11, 2023 City Council Meeting
- C.** Minutes of the September 25, 2023 City Council Meeting
- D.** Minutes of the October 2, 2023 City Council Work Session
- E.** Minutes of the October 9, 2023 City Council Meeting
- F.** Approval of Disbursements **Resolution 2023-303**
- G.** Personnel Actions
- H.** 2024 City Council Meeting Schedule
- I.** 2024 Advisory Commission Meeting Schedules
- J.** Resolution adopting 2024 Fee Schedule **Resolution 2023-304**
- K.** Resolution Ending Plot Sales at Union Cemetery **Resolution 2023-305**
- L.** Resolution Accepting Bids, Awarding a Contract and Approving Budgets for Seidls Lake Shoreland & Trail Project, **Resolution 2023-306 & 307**
- M.** Agreement with ASHLink Health for Fitness Memberships at the VMCC
- N.** Resolution Approving a Variance to Allow an Accessory Structure within the Side Setback at 2694 96<sup>th</sup> Street **Resolution 2023-308**
- O.** Resolution Approving a Variance to allow a covered entrance and cantilever within the front setback at 6940 Craig Avenue **Resolution 2023-309**
- P.** Resolution Approving a Conditional Use Permit for a Contractors Yard at 6840 Dixie Ave **Resolution 2023-310**
- Q.** Adoption of Paid Time Off Policy for Paid-on-Call Firefighters to comply with State Earned Sick and Safe Leave Law

- R.** Contract with SEH for the Rock Island Swing Bridge Lighting Preliminary Designs
- S.** Resolution Approving Revised Repayment Schedule for Golf Course Loan **Resolution 2023-311**
- T.** Resolution Accepting State Appropriation for Heritage Village Park and Authorizing Submission of Application for Disbursement of Funds **Resolution 2023-312**
- U.** Authorization to Contract for Appraisal for Potential Park Property
- V.** Approval of Summary Publication Resolution for Ordinance Amending Development Fees and Utility Connection Fees **Resolution 2023-313**
- W.** Exempt Gambling Permit for Ducks Unlimited.

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**5. PUBLIC HEARING:**

**A. Public Hearing for Additional 2024 Tobacco Sales License Renewal Applications**

There were 6 tobacco licenses brought forward for approval: Cameron’s Warehouse Liquors, Holiday #438, Holiday #71, Market Liquor, Arbor Point Liquors and A & M Liquor.

Major Dietrich opened the Public Hearing. No public hearing comments were received.

**Motion by Gliva, second by T’Kach, to close public hearing.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Scales, second by T’Kach, to approve additional Tobacco Retail Sales for 2024.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**6. REGULAR BUSINESS:**

**A. Rental Housing Licenses**

City Administrator Kris Wilson presented one Rental Housing License for approval. Staff finds it to be in order. It appeared as rental address, 8871 Branson Dr, property owner, Dublin Investments LLC and property manager Erik Eveland of St Michael MN.

**Motion by Scales, second by T’Kach, to approve the Rental Housing License as presented.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. Approve Final Adoption of the 2024 Budget & Tax Levy**

Finance Director Hove presented the Budget and Tax Levy for 2024.

#### 2024 Budget Calendar - Key Dates

- September 11, 2023 - Council adopts preliminary 2024 general fund budget and tax levies
- Week of November 13, 2023 - Dakota County mails out Proposed Tax Notices (2024 tax estimates based on proposed tax levies)
- December 4, 2023 - Public meeting to discuss 2024 budgets and tax levies (also referred to as Truth in Taxation Meeting)
- December 11, 2023 - Council to approve final 2024 budgets and tax levies
- December 28, 2023 - Deadline to certify final levies to Dakota County

#### 2024 Budget Summary

- Fund Budgets (26)
  - General Fund
  - Special Revenue Funds (5)
  - Capital Project Funds (2)
  - Debt Service Funds (6)
  - Enterprise Funds (8)
  - Internal Service Funds (4)
- Revenues
  - Tax Levy = \$32,741,394
  - Other Revenues = \$60,257,042
- Expenditures = \$90,184,381
- Net/Addition of Fund Balance = \$2,814,055

Citywide Tax Levy by Fund overall impact of 7.9% Citywide Tax Levy Increase on Median Valued Residential Property (\$342,800) equals an annual change in City taxes of \$75.37.

#### 2024 Key Budget Investments

- 3% general wage increase
- 10% increase to health insurance costs
- 4.0 New Staff Hires
  - 1 Assistant Fire Chief
  - 1 Street Maintenance Worker
  - 1 Parks Maintenance Worker
  - 1 Utility Billing Coordinator in Finance
- \$75,000 towards the expansion of mental health and physical health support services for Police & Fire
- SAFER Savings Plan - an additional \$200,000 set aside to prepare for end of the grant funding
- Additional \$145,000 (5%) levied for the Pavement Management Program; total 2024 tax levy investment of \$3,045,000
- Added \$50,000 into Parks budget for Emerald Ash Borer (EAB) - will continue to be an annual expense

Fund Budgets were shown as charts.

Council is asked to adopt 3 Resolutions

1. Set Final Citywide Levy
2. Set Final Special Taxing District Levy
3. Approve Fund-Level Budgets

**Motion by Scales, second by Gliva, to adopt all three resolutions: Resolution 2023-314 adopting the Final Citywide Tax Levy for Payable 2024; adopt Resolution 2023-315 adopting the Final Storm Water Special Taxing District Tax Levies for Payable 2024; to adopt Resolution 2023-316 adopting Final 2024 Budgets.**

**Ayes: 5**

**Nays: 0      Motion carried.**

### **C. Resolutions Establishing 2024 Water, Sanitary Sewer, and Stormwater Utility Rates**

City Administrator Wilson presented this item by defining the different utility systems the City has.

#### **3 Utility Systems**

- Water
- Sanitary Sewer
- Stormwater

#### **Primary Funding Sources:**

- Rates (paid monthly or quarterly by current users)
- Connection Fees (paid primarily by developers)

#### **Funds**

- Recently created one Operating and one Capital fund each for the City's Water and Sewer Utilities (i.e., "the checking account" and "the savings account")
- Stormwater Utility continues to have a third account that segregates development-related fees from the NWA

#### **2024 Water Rates**

Rates had been on "auto-pilot" – with little or no correlation to rising construction costs or saving for major rehabilitation needs starting out with 2016 at 2% and at present is approximately 5%. 2023 rates implemented a restructuring recommended by the City's utility rate study – so there was not a simple across the board percentage increase, however the new rate structure was anticipated to yield a 5% increase in water revenues, assuming the City sold the expected number of gallons of water in the year.

#### **Aging Infrastructure**

Utility Infrastructure has a finite lifespan

- 70 -100 years for Watermain
- 60 - 100 years for Sanitary Sewer

Oldest City Utilities Constructed in mid-1950's

- Approaching the lower limits of life expectancy
- More watermain will reach that life expectancy each year
- Will move into years of heavy replacement over the next two decades – need to build up reserves in order to avoid taking on debt for this work

Forecasted Water Rate Increases is a fixed charge and a volumetric charge each 2024 – 2028 of 10% each

Finance Director Hove went over 2024 Water Rates with a 10% increase for all of the metrics for single-family and Commercial/Industrial/Institutional classifications.

The estimated 2024 Water Bills for a single-family residence that quarterly using 10,000 gallons of water would be \$40.24 or an increase of \$3.68; using 18,000 gallons of water would be \$65.76 or an

increase of \$6.00; using 25,000 gallons of water would be \$90.65 or an increase of \$8.27 from 2023 rates.

Councilmember T’Kach brought up that she read that water hookup charges are not keeping pace with the actual cost. Administrator Wilson stated that hook up charges are were set with developer fees by ordinance. This is for utility rates, and we may want to look into in more in 2024.

### **2024 Sanitary Sewer Rates**

Sanitary Sewer Utility collects wastewater from individual properties and transmits it to the regional system. It pays the Metropolitan Council Environmental Services (MCES) to treat the wastewater at one of their 9 plants in the metro area. The fees paid to MCES make up 51% of our sanitary sewer utility budget, MCES rates are increasing 6.8% for 2024 and IGH’s total payment to MCES projected to increase by 7.35% due to the combination of higher rates and being a greater share of the total regional volume.

Forecasted Sewer Rate Increases is a fixed charge and a volumetric charge each 2024 – 2028 that ranges from 7% fixed rate for 2024 down to a fixed rate of 4% by 2028. The volumetric rate ranges from 6% in 2024 down to a rate of 2% by 2028. Staff’s actual recommendation for 2024 differs from rate increases forecasted in last year’s rate study, due to a higher than anticipated Met Council increase and continuing declines in development activity – which means we need to plan ahead for upcoming debt service payments.

#### **Outstanding Debt – Sanitary Sewer Utility**

The intent was for connection fees paid by development to repay the debt taken out to extend utility service to the NWA, but connection fees can be difficult to predict and have been falling in recent years. The City’s payment obligation on its sanitary sewer debt extends through 2036 and totals \$11.2 million. Payments for 2024 through 2031 are just over \$1 million per year.

The estimated 2024 Sewer Bills for a single-family residence that quarterly using 10,000 gallons of water would be \$74.36 or an increase of \$5.16; using 18,000 gallons of water would be \$116.04 or an increase of \$8.04; using 25,000 gallons of water would be \$150.51 or an increase of \$10.56 from 2023 rates.

Councilmember T’Kach asked Administrator Wilson if the Northwest Area debt service of \$11,000,000 is being spread across all of the city or just the northwest area. Administrator Wilson stated that the City relies on our developer fees first to cover the debt service. When the fees fall short in some years, then the city will need to tap into other fee sources to cover that debt service payment. There was a surcharge for the northwest area, but it did not cover the debt service payment and the city does not consider that fair for all residents. This will come up in January when the city meetings.

### **2024 Stormwater Rates**

Stormwater Rates are paid by all properties in the City – as part of monthly or quarterly utility bills for those on city water and sewer; in a stand-alone annual billing for those not on city water and sewer. There is a dual rate structure - NWA and non-NWA rates. NWA rates are in the ballpark of those charged by other metro-area cities. The Non-NWA rates are notably lower. Working to bring them together – over several years will be 5% increases for NWA and a 25% increase for non-NWA.

Stormwater Operating Fund has converging rates with 5% to 25% increases depending on if you are in the NWA. The City will be working to get them closer together by 2026 and 2027.

Stormwater Operating & Capital Funds were previously reliant on the Pavement Management Fund (for capital projects) and "free" labor from the Streets Maintenance Division. This is also the one utility system that we assess property owners for when projects are done in association with a street project in their neighborhood. The fund is currently reliant on transfer from the Host Community Fund (for capital projects); starting to charge labor expenses for maintenance to Stormwater Operating Fund (80% of new Street Maintenance Worker).

The Host Community Capital fund transfers will be as follows: 2023 is \$1,000,000; 2024 will be \$1,100,000; 2025 will be \$1,200,000; 2026 through 2028 will be \$300,000 each year.

Once the transfers in from the Host Community Fund phase down, the funding in this account declines steeply. Building a steady and sufficient source of revenue is essential to funding planned projects (\*see 5-year CIP) and starting to address the unprogrammed backlog. The identified means of doing this is through stormwater utility rates.

The requested action is to move approval of the three resolutions contained in the packet, establishing 2024 utility rates.

**Motion by Scales, second by Murphy, to adopt Resolution 2023-317 establishing Water Utility Rates Effective January 1, 2024; adopt Resolution 2023-318 establishing Sewer Utility Rates effective January 1, 2024; adopt Resolution 2023-319 establishing Storm Water Utility Rates effective January 1, 2024**

**Ayes: 5**

**Nays: 0      Motion carried.**

Administrator Wilson mention that these rate increases will show up on their bills starting in March and stormwater bills will show up in December 2024.

#### **D. Resolution Authorizing Increase to Pension Benefit for IGH Fire Relief Association**

City Administrator Kris Wilson explained what the IGH Fire Relief Association is. It is a separate legal entity from the City. A Board of Directors guide the Fire Relief Association – 3 City representatives (Fire Chief, Finance Director, and a Councilmember) are on the board. Their primary purpose is to provide 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), and mandatory City Contributions – if necessary. Full vesting requires 15 years of service, partial vesting at 7 years of service.

Setting Pension Amounts are initiated by the Relief Association Board and requires approval of the City Council. Projection for the next 10 years should show a fund balance at 105% or above and no need for a mandatory City contribution. The State sets the maximum pension benefit that is currently \$15,000 per year of service and has most recently increased for 2022.

The history of pension benefit in IGH has increase in the past 6 years, starting with \$8,050 in 2018 to \$13,875 in 2023. The request for 2024 is \$15,000 per year of service.

The financial projection with benefit increase and without voluntary city contributions will show as 118% funded. Staff recommends increasing the benefit to \$15,00 per year of service to be concurrent with the state's maximum benefit amount.

Councilmember Gliva asked for clarification that the voluntary contribution is already in the 2024 budget and Administrator Wilson confirmed. The City could amend the budget later in 2024 and use those funds for other items.

Councilmember Murphy thinks scenario 3 has the best modeling and asked who is the investment firm that the Relief Association uses of which Administrator Wilson responded Parr McKnight. He wanted to know why they did not present the analysis scenarios to the city rather than using Abdo to create those scenarios. He feels the association should have paid for these options to be brought forward to Council.

**Motion by Gliva, second by Murphy, to adopt Resolution 2023-320 approving a pension benefit increase for the Inver Grove Heights Fire Relief Association**

**Ayes: 5**

**Nays: 0      Motion carried.**

**E. Second Reading of an Ordinance Establishing a Minimum Rental Period for Rental Properties**

City Administrator Wilson brought forward the second reading of this ordinance. No changes were made to this ordinance from the first reading. As drafted this ordinance establishes a minimum rental period of 30-days for any property type not specifically excluded from the licensing requirement. Existing exclusions exempt owner-occupied housing and ADUs, as defined elsewhere in City Code. This definition of an ADU includes that it must be on a homesteaded property in order to be considered an ADU. Hospitals, nursing homes, hotels, motels, and student dorms are also excluded.

Requested Council Action is to consider the second reading of the ordinance and direct staff to include an effective date in the third reading to allow property owners time to transition the use of their property.

As far as the time frame for implementation, it was suggested that a one-year expiration of current operations would be acceptable by the majority of council.

Mayor Dietrich stated that she received a letter asking for council to grandfather those that already operate a short-term rental to continue operating. A grandfather clause would not be fair to those that reside next to those already existing short-term rental properties. It would also mean that the city would need to amend another section of city code if that is the wish of council. City Administrator Wilson would advise against this as it would prohibit new rentals, but the very folks that brought this to the city's attention would have to continue to put up with issues of the current short-term rental operations.

Mayor Dietrich asked what the recourse would be for those that do not comply with the proposed ordinance. City Attorney Nason stated that the City could proceed with three options.

1. If council adopts a 30-day minimum stay, those that have a license, the City could take adverse licensing action against the property owner via suspension, revocation or denial of existing rental license.
2. Would be to issue a citation of a misdemeanor for non-compliance of City Code.
3. Repeated violations, the city could seek an injunction from Dakota County District Court.

Councilmember Scales brought up that he still does not understand the difference between a business running a three-day rental versus a thirty-day rental. One is a business, and one isn't. What kind of length of time would the city give those that have short term rentals to end their business? It is already winter, and I'm sure that most of these rentals have reservations already in place for next summer. He would like to see a one-year expiration date.

Councilmember T'Kach has concerns about ordinance change. The City has a notion that if a property is homesteaded that they will be more apt to take care of their property and have less complaints about parties. She has been contacted by IGH residents stating that they own a second home with the intention of renting the property out for investment purposes. Would it be acceptable to move towards licensing these properties, rather than outright putting a ban on short term rentals? She would like to see a transition period of two to three years.

Councilmember Murphy says the path forward is to not have a business in a residential area. If there is a change, we should address by changing city code. Transitioning the business out of short-term rental within a year is acceptable.

Councilmember Gliva says she is in favor of the reading as it is. If council approves this ordinance, there may be additional investment businesses in the process of acquiring properties for rentals. Administrator Wilson said that the key would be to get the word out about the approval thirty-day minimum stays.

Public comment was received on this item

Jake Kappel, 9272 Tyne Ln, asked what section of city code is Councilmember Murphy quoting when referring to Short-term rentals not adhering to. City Attorney Nason stated Chapter 10-15-26. Home Occupations

David Kappel, 9272 Tyne Ln, states that the city needs to have legal look into where it states that short-term rentals are not allowed. Would like to see data from the police department of where these complaints are coming from and why aren't the owners being notified. The City should consider a buyout of these properties.

Anthony Verch, 7008 River Rd, wants to know why there are so many issues that were not been brought to his attention when they have occurred. He feels there are ordinances in place that already take care of the issues. He asks for regulations instead of complete banning of short-term rentals or be able to grandfather in those that already own these properties. Is there a path to move forward with licensing short-term rentals? He felt the issues have worked their way out and would like to see short-term regulation to move forward.

Steven Dick, 1630 52<sup>nd</sup> St E, stated that in the last reading that council separated the homestead owners from the non-homestead owners, which he feels is discriminatory. Mr. Dick feels that this ban is not fair for those that have invested in Inver Grove Heights. This is his primary income, and it solves the problem for those that want to come to town that do not want to stay at a hotel. His primary bookings are family gatherings. No one wants to have the party groups in their rentals. If you are dead set on a ban, please grandfather those of us that are here.

Councilmember T'Kach feels that council is being hypocritical since people use these rentals when they are out of town, but it is not good enough to have in Inver Grove Heights.

**Motion by Gliva, second by Scales to receive four emails into record.**

**Ayes: 5**

**Nays: 0      Motion carried**

**Motion by Murphy, second by Gliva, to approve second reading of an ordinance amending City Code, Title 4, Chapter 13, related to rental licenses to include a one-year termination of operation.**

**Ayes: 4**

**Nays: 1 (T'Kach)      Motion carried.**

#### **F. Third Reading of Ordinance Amending Weed and Grass Regulations and Summary Publication Summary**

City Attorney McCauley Nason discussed the 3rd Reading of this Ordinance. The 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.

The definition of Managed Natural Landscapes is a planned, intentional, and maintained planting of native or nonnative grasses, wildflowers, forbs, ferns, shrubs, or trees, including but not limited to rain gardens, meadow vegetation, and ornamental plants. Managed natural landscapes does not include turf-grass lawns left unattended for the purpose of returning to a natural state.

Other Changes to the Existing City Code is that the ordinance repeals and replaces existing regulations, makes additional changes to City Code related to required turf establishment, management of weeds, lawns, and natural landscapes. It 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. It prohibits noxious and nuisance weeds on all property, as well as unmanaged vegetation and volunteer trees.

Some key ordinance provision exemptions are property located in the A-Agricultural, E-Estate, and I-Industrial zoning districts, Pastures, parks, and areas previously maintained in a native state  
Natural areas and open space areas

In response to Questions/Council Direction Following Second Reading it is confirmed that current ordinance requires compliance within seven days of notification. It removed e-mail notification option. The city contacted County and made one minor wording revision.

The requested Council action is to consider third reading of the ordinance included in tonight's council packet (requires a 3/5ths vote). If the ordinance is approved, approve the attached summary publication resolution (requires a 4/5ths vote).

**Motion by Gliva, second by T'Kach, to approve third reading of Ordinance 1469 Amending City Code Sections 5-9-2 and 4(D) related to weeds and grass**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion by Gliva, second by T'Kach, to approve Resolution 2023-321 approving Summary Publication.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**G. Resolution Authorizing Application for the Mn Dept of Public Safety DWI Officer Grant**

Police Chief Melissa Chiodo is asking council to authorize staff to apply for the Mn Dept of Public Safety DWI Officer Grant. Chief stated the city has received this grant in 2021 and in 2022. This grant is awarded to cities that work toward zero deaths program on Minnesota roads. Officer Jacob Johnson was recognized two years in a row for being the top DWI enforcement officer in the state. In 2022, Minnesota had 446 traffic related fatalities, and the state reached out to the City to see if we would apply for the grant for 2024 because Dakota County has had 24 deaths and more than 2,000 injuries from traffic related incidents.

If Council approves the application has to be submitted by December 15 for it to take effect in January 2024. The fiscal impact would be \$112,500 dollars that could be applied to salary and fringe benefits of the officer appointed to DWI enforcement.

Councilmember T'Kach asked if we had a specific number of fatalities directly inside the City limits. Chief Chido stated that we have had several but do not have a specific number off hand. She would find out and report back to council.

**Motion by Scales, second by Murphy, to adopt Resolution 2023-322 authorizing IGH Police Department to apply for a Minnesota Department of Public Safety DWI Grant for 2024.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**H. Dakota County Drug Task Force Discussion**

Police Chief Chiodo reported to Council that earlier this fall, the Council discussed the pros and cons of the Police Department rejoining the Dakota County Drug Task Force. Following that conversation, staff was asked to seek out additional information regarding the possibility of assigning an officer to the Task Force on a part-time basis.

Mayor Dietrich, Chief Chiodo and Administrator Wilson met with the Dakota County Sheriff and the Task Force Commander on November 27 to discuss this, and other topics related to the Task Force. Sgt Winget, who served as the IGH officer assigned to the Task Force from approximately 2016 to 2020, also participated in the meeting. During this conversation, Sheriff Leko and Captain Fahey stated that the Task Force is willing to have an officer assigned to it on a part-time basis.

However, that would most likely lead to the IGH officer playing a support or back-up role on cases centered in other cities. To be most effective in this environment, an officer needs to be all in - working full-time hours and then some. Assigning an officer on a part-time basis may send a positive message of participation, but the return on that investment would be minimal.

Captain Fahey has also said the Task Force is willing to have one of our department members attend the weekly intel briefings, the Chief - or her designee - attend the board meetings and the City pay whatever yearly dues there are for that year.

It remains staff's recommendation that the City not assign an officer to the Task Force at this time.

The IGH Police Department's priority at this time is building out our Strategic Response Group. This allows the IGH PD to devote resources to key local priorities, which include sex trafficking cases, predatory offender checks and alcohol, massage therapy and tobacco compliance - in addition to narcotics investigations. These may not rise to the level of a County-priority or likely prosecution and conviction for the attorney's office, but they are important to IGH.

Even without having an officer on this task force, the City's public safety departments continue to be active "team players" with other departments and agencies in the county, both in terms of financial support and assignment of personnel. The Police Department has consistently assigned officers to the Dakota County SWAT team. The Fire Department has long had members active on the Special Operations Team (SOT) and one of our police officers recently expressed interest in joining this group as well. Additionally, both Chiefs are active with their respective Dakota County Chiefs' associations and participate in the oversight of the Dakota 911 center. Notably, all of these joint efforts require the time and resources of City personnel, but on a part-time or supplemental basis. They do not require the assignment of an officer on a full-time, multi-year basis, as is the norm for the Task Force.

The police department realizes this does not rise to the level of county priorities or prosecution of local convictions from the County Attorney's Office, but they are really important to the residents of Inver Grove Heights. Additionally, IGH is not the only City without an officer currently dedicated to the Drug Task Force, and we do participate in some cooperative efforts that other cities do not (such as the SWAT team and Mobile Field Forces). Even without having an officer on the task force, the city's public safety department continue to be active in the community.

Mayor Dietrich stated the DCDTF was inceptioned 25 years ago. Only one year were there dues owed to participate, and this coming year would be paid for.

Councilmember Murphy asked what the advantages would be to be on the Drug Task Force. Chief Chiodo mentioned that it would be that our officers would get to know other officers in other communities. However, the City already has other meetings where officers know each other. It would give officers a deep dive into work that they would not normally be able to participate in. Officers would receive different training opportunities.

Chief Chiodo stated that the task force goes wherever the leads take you, and that may be out of the city. There are currently three cities that do not have a designated staff person assigned to this group. She recommend that the City not assign an officer to the Dakota County Drug Task Force, but seek to partner in other ways, as the Task Force is willing. The Sheriff reports that no annual dues are being levied for 2024, but the City may wish to make dues payments in future years, if they resume. Additionally, one of our investigators can be made available to attend weekly check-in meetings with the Task Force in order to share information and coordinate as appropriate. If the Task Force seeks the Chief's involvement with the Board, she would be happy to do so - understanding that this may not be desired if we are not dedicating an officer to the group. Our department would continue to be available to support the Task Force with any search warrants or work that they have in Inver Grove Heights.

Staff is directed to acquire the new Joint Powers Agreement and then to proceed with part-time involvement with an officer attending weekly and then either Chief Chiodo or designee to attend on the board with Dakota County Drug Task Force.

#### **7. PUBLIC COMMENT:**

#### **8. MAYOR AND COUNCIL COMMENTS:**

Councilmember Murphy inquired about re-opening the dog park. Administrator Wilson mentioned she had not been able to connect with the South St Paul gun range.

Mayor Dietrich wished everyone a safe and happy holiday season.

#### **9. ADJOURN:**

**Motion by Gliva, second by Scales, to adjourn the meeting at 8:29 p.m.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by City Clerk Rebecca Kiernan.

**INVER GROVE HEIGHTS CITY COUNCIL MEETING  
MONDAY, JANUARY 8, 2024 - 6:00 P.M. - 8150 BARBARA AVENUE**

**1. CALL TO ORDER:**

The City Council of Inver Grove Heights met in regular session on Monday, January 8, 2024. 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, Finance Director Hove, Parks and Recreation Director Lares, and City Planner Hunting.

**3. PRESENTATIONS:** none

**4. CONSENT AGENDA:**

- A.** Minutes of the October 23, 2023 City Council Meeting
- B.** Minutes of the November 6, 2023 City Council Work Session
- C.** Minutes of the November 13, 2023 City Council Meeting
- D.** Approval of Disbursements **Resolution 2024-001**
- E.** Personnel Actions
- F.** Appointment of Acting Mayor
- G.** 2024 Official Newspaper Designation
- H.** Resolution Authorizing Official Depositories for 2024 **Resolution 2024-002**
- I.** Approval of Electronic Fund Transfers 2024 **Resolution 2024-003**
- 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 **Ordinance 1471**
- 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 **Resolution 2024-004**
- R.** Resolution Making 2024 Councilmember Board and Liaison Appointments **Resolution 2024-005**

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**5. PUBLIC HEARING:**

**A. Public Hearing for Additional 2024 Tobacco Sales License Renewal Applications**

There were 4 tobacco licenses brought forward for approval: Cahill Vape & Tobacco, Inver Grove Tobacco & Vape, Speedway #4411, and Speedway #4548.

Major Dietrich opened the Public Hearing. No public hearing comments were received.

**Motion to close public hearing by Gliva, second by Scales.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve additional Tobacco Retail Sales for 2024 by Scales, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. 2024 Liquor License Renewals and Approval of Change in Management**

There were 4 liquor license renewal brought forward for approval: AMC Theatre, LLC, Inver Wood Golf Course, Speedway #4411 and Speedway #4548.

Major Dietrich opened the Public Hearing.

Greg Grover, 7231 Cahill Ave, came forward to put in a complaint in regard to fire lane parking at both the Bierstube and Drkula's 32 Bowl properties.

**Motion to close public hearing by Gliva, second by Scales**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve additional Liquor license Renewals and Change in Management for 2024 by Scales, second by Murphy,**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. Consideration of New Liquor License Applications**

There were 3 New applications for Liquor licenses, 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.

Major Dietrich opened the Public Hearing. No public hearing comments were received.

**Motion to close the public hearing by T’Kach, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve the three new Liquor licenses of Nowhere Entertainment, Pizza Pub of IGH, and Perplebunny Axe House LLC by Scales, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

## **6. REGULAR BUSINESS:**

### **A. Rental Housing Licenses**

City Administrator Kris Wilson presented four Rental Housing Licenses for approval. Staff finds it to be in order. They appeared as rental addresses of 6415, 6417, 6423 & 6425 Concord Blvd, property owner, Margaret Sandquist of Mendota Heights, MN and property manager Mark Sandquist of Mendota Heights, MN.

**Motion to approve rental licenses for Margaret & Mark Sandquist 6415, 6417, 6423, & 6425 Concord Blvd by T’Kach, second by Scales.**

**Ayes: 5**

**Nays: 0      Motion carried.**

### **B. Discussion of Potential Tax Abatement**

City Administrator Wilson presented this item on Potential Use of Tax Abatement for Multi-Family Development in the northwest area (NWA). The City’s Comp Plan guides numerous parcels within the NWA for multi-family residential development. Only 1 multi-family project has been built – and it received a tax abatement. Multiple prospective developers have considered projects within the NWA, but they have not proceeded. The fee schedule specific to the NWA results in significantly higher fees for multi-family development, leading prospective developers to select projects in other communities. In recent months, multiple prospective developers have inquired about the potential for financial assistance to offset the cost of City fees.

Options the City could consider include Tax Abatement – the option selected previously and used for the Crossings, consider fee reductions – on a project-by-project basis, or by adopting an amended fee schedule for the NWA, or stay the course.

What is Tax Abatement? In a nutshell, developer and City enter into an agreement, agreed upon project is built and developer pays all fees. The property owner pays property taxes each year. The City portion of property taxes resulting from the improvement are "abated" or returned back to the property owner. This generally impacts City-portion of property taxes only. The applications for tax abatement are reviewed and analyzed by the City's financial advisor for developer background, experience and credit history, project costs - land, materials, financing, etc., economic viability of the project, with and without assistance, and an estimated value upon completion and property taxes that will be due is conducted. The goal is to determine whether city fees are really the issue and process takes time and costs money - not practical for every project.

The amount of abatement and number of years is determined up front through abatement agreement. The abatement cannot exceed the dollar value of the new City property taxes generated by the development, and the purpose is to make possible projects that are desirable to the City that would not happen without the assistance.

What the City is forgoing in new property tax revenue is revenue that we wouldn't have received if not for the development? Council must find that the value of the benefits are greater than the value of the abatement provided.

Why would the City specifically desire multi-family development? Land guided for that use in the NWA; current landowners with a desire to sell /develop. It creates a housing option for those that don't want or can't afford other housing types. It creates new customers and new workers for local businesses. It would generate revenue for utility funds, which will allow the City to make its debt payments without negatively impacting current residents and it would generate revenues for the Park Acquisition & Development Fund.

The alternatives to abatement are either reduce fees on a project-by-project basis or adopt a new (lower) fee schedule for the NWA as a whole.

City Administrator Wilson explained the impacts and magnitude of NWA Fee Schedule that water, sewer and stormwater connection fees are different in the NWA compared to the rest of the city. This was an intentional policy adopted in 2007 as a means of repaying the costs of advancing water and sewer service into the NWA - allowed City not to have to assess benefiting property owners that were not ready to develop. The fee revenue is used to make debt payments. Park dedication fees, building permit fees, and some other utility fees are the same citywide - just connection fees differ and rather large for the northwest area.

Both inside and outside the NWA, water and sewer plat connection fees are  $\text{base fee} \times \text{density factor} \times \text{net developable acres}$ . The base fee is higher in the NWA and the density factor escalates in the NWA. Outside the NWA, density factor is x3.5 for all zoning classifications. Inside the NWA, density factor escalates x2 for R1A & R1B, x4 for R-3A, x6.5 for R-3B, and x12 for R-3C zoning districts.

There is also a water and sewer connection fee due at the time of building permit. The water connection fee inside the NWA is \$4,095 per unit while outside the NWA is \$1,060 per unit. The sewer connection fee inside the NWA is \$7,310 per unit while outside the NWA is \$1,805 per unit.

Total Connection Fees are due at the time of platting and due at the time of building permit application. Examples are for a single-family development with 48 units on 26 acres zoned as R-1C, the

connection fee inside the NWA would be \$1,141,332 while outside the NWA would be \$595,402. For a townhouse development with 157 units on 12 acres zoned as R-3C, the connection fee inside the NWA would be \$2,596,349 while outside the NWA the fee would be \$525,854. For an apartment development with 152 units on 6.3 acres zoned as R-3C, the connection fees inside the NWA would be \$2,156,586 while outside the NWA the fee would be \$392,264.

Councilmember T'Kach asked if the cost of land outside the NWA might be more as services are already available and the market value should be reflected as the land in the NWA have not paid for the services that were installed.

Councilmember Gliva asked for clarification as the topography in the NWA is very challenging getting the water and sewer lines installed really deep. Did it cost more to get the infrastructure installed before the development in 2007? City Administrator Wilson stated that staff would need to research that answer and respond back to council.

Councilmember T'Kach stated when the NWA was being put together, the past council thought that the parcels would be larger so connections we be further apart, and the multi-family or apartments would be closer together maybe making these fees more affordable to developers. City Administrator Wilson stated that one of the challenges is that you can look at this from the city perspective as what the city needs are to be able to make debt payments but that does not always work out to make a project feasible for a developer.

If the city were to implement tax abatement, the pros would be that it would provide a structured environment to deliver financial assistance, Full Council discretion, and assistance is paid out over time. It helps ensure the City gets the project it was promised, can help attract developers who intend to hold and operate, and utility funds collect the revenue they need to make our debt service payments. The cons would be that the abatement would extend forward for years, committing future Councils, and the city general fund does not receive the newly generated tax revenue until the term of the abatement expires.

If the city were to implement a fee deduction, the pros would be a one-time action, does not obligate future Councils, and if the fee schedule is reduced for everyone, creates efficiencies and signals the market that IGH is a place to invest in. It will also impact the decisions of the Council in the future. The cons would consist of a challenge of determining how much of a reduction and of which fees. The developer gets the full benefit upfront, but utility funds receive less revenue, debt service may need to be paid from other sources, like property taxes or utility rates. The degree of Council discretion would require more research.

General questions for Council Discussion are is this City Council open to considering financial assistance for multi-family developments in the NWA? If yes, does the Council have a preference between tax abatement or direct fee reduction? How should staff respond to developer inquiries about financial assistance?

Councilmember Murphy, past City Council have made a decision on how to proceed with the data they have at the time of each development. Over time, we have made many adjustments to the comprehensive plan. He is supportive of either proposal but would like to see the one with the least impact to those residents already residing in Inver Grove Heights. The city is missing a key person at the table each time a development comes in. The existing owner of the land is receiving more value of

their land that they have not contributed in the increase. Can there be a comparison between the two that Ehlers can advise us on? Councilmember Murphy is leaning more toward fee reduction at this time.

Councilmember Scales likes the fee reduction. If land does not sell for development, then the city is not recouping its costs anyhow. The City is getting to be known as being hard to develop here because of these fees. The fees are pushing projects away to other communities. If the city has more of a competitive fee structure, He would rather have the development now, so that these properties are on the tax rolls, become members of the city rather than hope ten years later that the city is still in this situation.

Mayor Dietrich is concerned that when developers go online, our fees need to be competitive and spelled out. She would like developers to come to the table and would support tax abatement or fee reduction (developer credits). She would like the fees to show up on a space on our website that clearly spells out what the fees are.

Councilmember Gliva stated that there should be three groups to meet when a potential developer brings a development to the city. The landowner should be lowering their sale price because if it were for the utilities in the ground, their property would not be worth as much as they are asking for. She is in favor of a fee reduction as she is not a fan of tax abatement.

Councilmember T'Kach asked for clarification on the question of is the council open to considering financial assistance for multi-family housing developments in the NWA. Is it referring to single-family housing, multi-family housing or apartment buildings? City Administrator Wilson responded with multi-family being attached buildings and apartment buildings. She is not opposed to tax abatement or fee reductions; it all depends on the situation. The city has to pay its debts and would like to not have undue fees placed on existing residents.

City Administrator Wilson stated that the census of the council appears to seem open to either suggestion but reducing the fees are of the majority thought at this time. Staff will be bringing forward, with the assistance of a consultant, in the first quarter of this year a revision to the multi-family zoning code to apply citywide.

### **C. Third Reading of an Ordinance Establishing a Minimum Rental Period for Rental Properties**

City Administrator Wilson brought forward the third reading of this ordinance. No changes were made to this ordinance from the first reading. As drafted this ordinance establishes a minimum rental period of 30-days for any property type not specifically excluded from the licensing requirement. Existing exclusions exempt owner-occupied housing and accessory dwelling units (ADUs), as defined elsewhere in City Code. This definition of an ADU includes that it must be on a homesteaded property in order to be considered an ADU. Hospitals, nursing homes, hotels, motels, and student dorms are also excluded.

Changes from the second reading adds an effective date of December 1, 2024, to provide time for operators of existing short-term rentals to transition the use of their property.

**Motion to accept one email (Jake Kappel) into record by T'Kach, second by Scales.**

**Ayes: 5**

**Nays: 0      Motion carried**

Public comment was received on this item

David Kappel, 9272 Tyne Ln, brought up Home Owner Associations (HOA) are put into place to provide additional rules and regulations/restrictions on properties. At the time of the purchase of this home, this development did not have a HOA. He feels that this is an overreach of government to micromanage every situation in the city.

Jake Kappel, 9272 Tyne Ln, brought up the City Planning commission denying placing a full ban on short term rentals in 2017 and that the planning commission thinks should be involved in this agenda item. He thinks licensing is the way the city should proceed. He provided an article from the City of New Brighton that licenses short term rentals.

Steven Dick, 1630 52<sup>nd</sup> St E, asked council to reconsider. Mr. Dick feels that this ban is not fair for those that have invested in Inver Grove Heights. This is his primary income, and it solves the problem for those that want to come to town that do not want to stay at a hotel. His primary bookings are family gatherings. If you are dead set on a ban, please grandfather those of us that are here or push back the date of sunset.

Anthony Verch, 7008 River Rd, stated that the city is taking away the fundamental rights as a property owner. He has applied and was approved for rental licenses since inception of the program and nowhere in the license application did it ask if it was a short-term rental. He wanted to see the police reports and would like Council to grandfather these five property owners.

Councilmember Scales added that he thinks the city is being short sided by banning short-term rentals as there are many businesses that are run out of homes. He believes the city is setting itself up for legal issues in the future.

Councilmember T'Kach agreed with Councilmember Scales about the city being short sided in their thoughts that this will not come back up in the future for changes.

**Motion to table third reading 120 day to convene with other public by T'Kach, second by Scales.**

**Ayes: 2**

**Nays: 3 (Murphy, Dietrich, Gliva) Motion failed.**

Councilmember Murphy stated this has been a compromise the entire time they have been operating without complying to city code.

**Motion to approve third and final reading to Amend IGH City Code Title 4, Chapter 13, Related to rental license to reflect December 1, 2024 effective date by Murphy.**

**Motion to amend motion on table by Murphy, second by Gliva.**

**Ayes: 4**

**Nays: 1 (T'Kach) Motion carried**

**Motion to amend third and final reading of Ordinance 1470 to Amend IGH City Code Title 4, Chapter 13, Related to rental license to reflect April 1, 2025, effective date by Murphy, second by Gliva.**

**Ayes: 3**

**Nays: 2 (T'Kach, Scales) Motion carried.**

**D. Second reading of ordinance allowing shipping containers in certain zoning districts**

City Planner, Allan Hunting, presented this item that included the background that Council approved the first reading of the ordinance on November 27, 2023. At that meeting, no changes were suggested.

Staff is suggesting a few changes to the ordinance to make sure the City's current uses of shipping containers would be consistent with the new ordinance. 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.

The amendment summary is as follows

- 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 does not include structures like railroad cars, recreational vehicles, bus bodies, semi-trailers and similar prefabricated items.
- Allowed in the B-3, I-1, I-2 and P districts city wide.
- Allowed as an accessory use to a commercial or industrial business. Cannot be the only building on the property.
- Containers allowed to retain their ribbed exterior metal surface.
- Changes for Second reading include:
  1. Moved the allowed dimensions of shipping containers from the definition to the individual sections which address the different zoning districts. In the B and I districts, the maximum size remains at 8'x12'x8'. In the P district, containers are allowed to be up to 40 feet long so containers already owned by the City would be compliant with the ordinance.
  2. Created a new section (letter C of the ordinance) for the P district which contains the standards for maximum number of units and greater length than the B or I districts.

The action requested is to approve the Second Reading of an Ordinance to allow Shipping Containers as an accessory use in the B-3, P, I-1 and I-2 zoning districts with the performance standards listed in the ordinance and changes suggested by staff (highlighted in your packet).

Councilmember Scales wanted clarification if the forty-foot containers are just in the P zoning district. City Planner Hunting stated that the City already has forty-foot containers on city property and the rest of the I-1 & I-2 would be the twenty-foot just like B-3 zoning. He would like to see industrial (I) be the same as public institutional (P).

Councilmember Murphy wanted to know how this ordinance changed so much from the original reading in the fall of allowing containers in the B-3 zoning district for temporary use by establishments

wanting an accessory retail facility to sell alcohol out of? City Planner Hunting mentioned that the City has been using containers throughout the city, so staff adjusted to include the other zoning districts to address that issue as our current city code does not allow them without having to alter the exterior materials.

Councilmember Murphy asked if this ordinance would affect the new developments going into the city for securing their tools and materials. This intent is not clear for this ordinance to proceed as written.

Mayor Dietrich stated that she will need time to think on this subject as the original intent was for businesses in the B-3 zoning district. She is not ready to make a decision.

**Motion to approve second reading of Ordinance Amending IGH 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 to equate P & I-1/2 to be the same standards by Scales.**

Motion failed for a second as the clarity of P, I-1 & I-2 were not defined enough to proceed. City Administrator Wilson summarized that Council should still proceed in the ordinance approval process for the B-3 areas as planned for local businesses that would like to be compliant with a temporary accessory bar.

**Motion to direct staff to addresses shipping containers in the B-3 District only at this time by Murphy, second by T'Kach.**

**Ayes: 5**

**Nays: 0      Motion carried.**

## **E. Discussion of 2024 Legislative Positions and Priorities**

Katy Sen, Messerli & Kramer presented a preview of the 2024 Legislative Session with some key dates and tasks, the possible IGH Bonding Requests and some of the hot topics of particular interest.

There was a significant bonding bill approved last session with 117<sup>th</sup> Street W (\$5M) and Heritage Village Phase 5 (\$2M) being included in that bill.

This legislative session is a bonding year, so it is a shorter session starting February 12, 2024. They do not need to approve a budget as it is not an even year. This year they could not pass any legislation. It is more of a policy year and a bonding year because they do not need to vote on a budget. Bonding bills need two thirds votes so it would require bipartisan support. The November 4, 2023 forecast came out and stated that there isn't much cash to use in the forecast so instead of using cash, a bonding request would need General Obligation legislation. Leaders are trying to temper expectations of having successful excess cash for spending.

City Administrator Wilson presented a possible bonding request for the Water Treatment Plant Rehabilitation but with timing considerations and the likelihood of success at the legislature, staff recommends utilizing PFA Loan and to not seek State Bond Funding for this project due to needing to do this work in the winter when water usage is lower and can rehabilitate half of the facility at one time.

Another possible bonding request was for Heritage Village Park Phase 6. This is the final phase of the project that would include moving two historical buildings onto the site and buildout of the outdoor amphitheater. Staff recommends seeking State Bond Funding for this project in the amount of \$2M. It may take more than one year to be successful on being placed on the bonding bill.

City Administrator Wilson explained that the city belongs to three organizations that lobby at the legislature, the League of Minnesota Cities, Metro Cities (Met Council monitoring), and Municipal Legislative Commission (MLC), a subset of Metro Cities that works on behalf of member cities with like size, tax base, relationship to state with local government aid or fiscal disparities.

The anticipated hot topics from these three groups going to the legislature with the following items for consideration. Housing Development & City Regulations - affordable housing and placing limits on Cities on what the cities currently control or how cities apply fees.

The second topic is the School Resource Officer fix from the bill that was approved last session.

The last topic discussed was the City Role in Emergency Medical Services (EMS). There was a study done by the State Auditor as to who receives the EMS licenses and how they are determined. It was pretty critical of that process. There are a number of cities experiencing long wait times that are considered unacceptable for ambulatory services. Currently there is a zero role in cities to play in emergency medical services. The fire department feels that this would benefit the city to be part of the decision-making process on which ambulatory service provider for the area.

Mayor Dietrich commended Police Chief Chiodo for keeping our School Resource Officer in place even with the pressure from other cities to remove them.

Councilmember T'Kach brought up the state solid waste plan coming up. The City should pay attention to legislation around solid waste management since IGH is one of the largest Host city landfills.

The Council directed City Administrator to include a legislative synopsis during the Friday update rather than directly subscribed to the different legislative lobbyist. It is important to have Council participate in hearings when they come up during the legislative sessions.

#### **F. Request for Council Direction Regarding Vacant Commission Seats**

City Administrator Kris Wilson presented this item for discussion on vacant commission seats for both the Planning Commission and the Environmental Advisory Commission.

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.

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.

City Council agreed with staff and would prefer to wait to make an appointment to the open seats until May of 2024.

**7. PUBLIC COMMENT:****8. MAYOR AND COUNCIL COMMENTS:**

Mayor Dietrich wanted to remind residents that the Community Police Survey is available online, and responses are due by the end of January. The survey advises the police department on what areas residents would like staff to make a priority for the year.

**G. Closed Session: Administrator Performance Evaluation**

**Motion to move into closed session pursuant to Mn Statute Chapter 13D.05, subd. 3, for the purpose to conduct a performance evaluation of the City Administrator by Scales, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to move into open session by Gliva, second by T’Kach.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**9. ADJOURN:**

**Motion to adjourn the meeting at 10:12 p.m. by Gliva, second by T’Kach.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by City Clerk Rebecca Kiernan.



## Request for Council Action

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### SUBJECT:      **Approval of Disbursements**

**MEETING DATE:**    January 22, 2024  
**ITEM TYPE:**        Consent Agenda  
**CONTACT:**         Amy Hove, Finance Director, 651.450.2521

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### ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving disbursements for the period of January 3 - 16, 2024.

### BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of January 3 – 16, 2024. Disbursement details are attached to this memo.

| <b>Fund Type</b>  | <b>Amount</b>  |
|-------------------|----------------|
| General Fund      | \$261,965.40   |
| Special Revenue   | 110,646.20     |
| Debt Service      | -              |
| Capital Projects  | 1,096,824.80   |
| Enterprise        | 31,628.50      |
| Internal Service  | 321,679.82     |
| Escrows           | 46,152.56      |
| Total - All Funds | \$1,868,897.28 |

### FISCAL IMPACT

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

### RECOMMENDATION

Staff recommends approval of the disbursements as presented.

### ATTACHMENTS

1. Resolution
2. Disbursements Listing (1.3.2024-1.16.2024)

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

**RESOLUTION NO. \_\_\_\_**

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF January 3, 2024 -  
January 16, 2024**

**WHEREAS**, a detailed listing of disbursements for the period of January 3, 2024 - January 16, 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:

| <b>Fund Type</b>  | <b>Amount</b>  |
|-------------------|----------------|
| General Fund      | \$261,965.40   |
| Special Revenue   | 110,646.20     |
| Debt Service      | -              |
| Capital Projects  | 1,096.824.80   |
| Enterprise        | 31,628.50      |
| Internal Service  | 321,679.82     |
| Escrows           | 46,152.56      |
| Total - All Funds | \$1,868,897.28 |

Approved by the City of Inver Grove Heights, Minnesota this 22<sup>nd</sup> day of January 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



# Expense Approval Report

## By Fund

Payment Dates 1/3/2024 - 1/16/2024

| Vendor Name                     | Payable Number      | Post Date  | Description (Item)                 | Account Number        | Amount    |
|---------------------------------|---------------------|------------|------------------------------------|-----------------------|-----------|
| <b>Fund: 101 - GENERAL FUND</b> |                     |            |                                    |                       |           |
| ANCOM TECHNICAL CENTER          | 117927              | 10/23/2023 | Maintenance Contract 11/1/2...     | 101.130.1430000       | 5,090.16  |
| ANCOM TECHNICAL CENTER          | 117927              | 10/23/2023 | Maintenance Contract 11/1/2...     | 101.42.4000.421.70520 | 1,018.03  |
| FLAGSHIP RECREATION LLC         | F22455              | 12/31/2023 | 2023 picnic tables & benches       | 101.44.6000.451.60065 | 8,188.00  |
| ULINE                           | 172080658           | 12/31/2023 | 2023 water resistance shoe co...   | 101.45.3200.419.60045 | 57.60     |
| ACTIVE NETWORK, LLC             | 1015306             | 12/31/2023 | 2023 ANET training - second p...   | 101.44.6100.459.50080 | 425.00    |
| MUNICIPAL EMERGENCY SERV...     | IN1978204           | 12/31/2023 | 2023 - 9 sets of turnout gear      | 101.42.4200.423.60045 | 35,242.49 |
| PETTY CASH - POLICE             | 12/18/2023          | 12/18/2023 | Notary Filing Fees                 | 101.42.4000.421.50070 | 40.00     |
| SENTINEL MN LLC                 | 12/18/2023          | 12/31/2023 | 2023 LE Kit with Flash Holder J... | 101.42.4000.421.60018 | 16,340.00 |
| STERICYCLE INC                  | 8005631156          | 12/31/2023 | 2023- Shred it pickup 113023       | 101.42.4000.421.30700 | 201.08    |
| STREICHER'S                     | I1671630            | 12/31/2023 | 2023- Uniform Allowance Pur...     | 101.42.4000.421.60045 | 109.75    |
| ALEX PRO FIREARMS, LLC.         | 23109               | 12/31/2023 | 2023 Rifles and Suppressors        | 101.42.4000.421.60018 | 7,409.35  |
| ALEX PRO FIREARMS, LLC.         | 23109               | 12/31/2023 | 2023 Rifle and Suppressor for ...  | 101.42.4000.421.60040 | 869.95    |
| TAHO SPORTSWEAR                 | 23TS6212            | 12/31/2023 | 2023 T-Shirt Fall Volleyball Ch... | 101.44.6100.455.60009 | 119.35    |
| ASPEN MILLS                     | 325494              | 12/31/2023 | 2023 Initial Uniform Purchase...   | 101.42.4000.421.60045 | 2,256.73  |
| CLAREY'S SAFETY EQUIPMENT       | 209039              | 12/31/2023 | 2023 thermal imaging camera        | 101.42.4200.423.60065 | 8,118.00  |
| ADVANCED GRAPHIX, INC.          | 213164              | 12/31/2023 | 2023- Black Lettering for Lock...  | 101.42.4000.421.60065 | 19.25     |
| AMERICAN LEGAL PUBLISHING...    | 29900               | 12/23/2023 | American Legal - web hosting ...   | 101.41.1140.413.50072 | 500.00    |
| JULEE QUARVE-PETERSON, IN...    | 23-198              | 12/31/2023 | 2023 Playground Safety inspec...   | 101.44.6000.451.30700 | 3,500.00  |
| PRECISE MRM                     | IN200-1046275       | 12/26/2023 | GPS Data for plow trucks           | 101.43.5200.443.30700 | 110.00    |
| PERFORMANCE PLUS LLC            | 123859              | 12/31/2023 | 2023 yearly physicals for FF's     | 101.42.4200.423.30700 | 4,579.00  |
| MCFOA                           | 2024 MCFOA dues     | 12/27/2023 | Metro Chief Fire Officers Assn...  | 101.42.4200.423.50070 | 100.00    |
| HILLYARD INC                    | 605347758           | 12/31/2023 | 2023 cleaning supplies for the ... | 101.42.4200.423.60011 | 2,484.72  |
| GET MESSY LLC                   | 61242v1             | 12/31/2023 | 2023 Art and craft for Ghostly...  | 101.44.6100.453.30700 | 350.00    |
| MUNICIPAL EMERGENCY SERV...     | IN1983500           | 12/31/2023 | 2023 Uniform shirts                | 101.42.4200.423.60045 | 1,023.02  |
| INNOVATIVE OFFICE Solutio...    | IN4419806           | 12/31/2023 | 2023 Office Supplies for Bldg ...  | 101.45.3300.419.60010 | 21.82     |
| MATHESON TRI-GAS, INC.          | 0028946315          | 12/31/2023 | 2023-New Oxygen Tanks              | 101.42.4000.421.60065 | 141.30    |
| 4IMPRINT                        | 26455106            | 12/31/2023 | 2023-Department swag items         | 101.42.4000.421.60065 | 5,519.56  |
| MINNEAPOLIS OXYGEN CO.          | 00119598            | 12/31/2023 | 2023 oxygen cylinder rental fe...  | 101.42.4200.423.30700 | 218.68    |
| KENISON, TERRI                  | 12/31/2023          | 12/31/2023 | 2023 cleaning stations 1 2 and...  | 101.42.4200.423.30700 | 1,600.00  |
| FIRST IMPRESSION GROUP          | 151818              | 12/31/2023 | 2023-Business Cards Allen & L...   | 101.42.4000.421.50030 | 120.00    |
| CULLIGAN                        | 157984591006X123123 | 12/31/2023 | 2023 bottled water and salt fo...  | 101.42.4200.423.60065 | 165.94    |
| CULLIGAN                        | 157984591188X123123 | 12/31/2023 | 2023 bottled water and salt fo...  | 101.42.4200.423.60065 | 83.85     |
| CULLIGAN                        | 157985524824X123123 | 12/31/2023 | 2023 Rich Valley water machi...    | 101.44.6000.451.40050 | 11.30     |
| CULLIGAN                        | 157986034674X123123 | 12/31/2023 | 2023 bottled water and equi...     | 101.42.4200.423.60065 | 214.16    |
| VERIFIED HOLDINGS, LLC          | 349238              | 12/31/2023 | 2023 Pre-employment backgr...      | 101.41.1120.413.30700 | 202.00    |
| STREAMLINE DESIGN INC           | 42628               | 12/31/2023 | 2023 NDTA uniform shirts           | 101.42.4200.424.60045 | 624.96    |
| HILLYARD INC                    | 605351888           | 12/31/2023 | 2023 cleaning supplies for the ... | 101.42.4200.423.60011 | 495.99    |
| BIG TOP RENTAL, INC.            | 76375               | 12/31/2023 | 2023 Dec port a potties            | 101.44.6000.451.40065 | 1,270.00  |
| TOTAL ENTERTAINMENT/KIDS...     | 8276                | 12/31/2023 | 2023 Food Truck Days DJ.           | 101.44.6100.453.30700 | 450.00    |
| GEOTAB USA, INC.                | IN367252            | 12/31/2023 | 2023- Dec Monthly Billing Pro...   | 101.42.4000.421.50072 | 283.43    |
| CliftonLarsonAllen, LLP         | L231021338          | 12/31/2023 | 2023 UB Manual-Progress Billi...   | 101.41.2000.415.30700 | 11,142.60 |
| MRPA                            | 1/1/2024            | 01/04/2024 | Annual Memberships 2024            | 101.44.6000.451.50070 | 567.67    |
| MRPA                            | 1/1/2024            | 01/04/2024 | Annual Memberships 2024            | 101.44.6100.459.50070 | 895.16    |
| LANGUAGE LINE SERVICES          | 11114614            | 12/31/2023 | 2023 Language Line Usage           | 101.42.4000.421.30700 | 513.71    |
| MN DEPT OF AGRICULTURE          | 12/4/2023           | 01/04/2024 | 2024 Pesticide license             | 101.43.5200.443.50070 | 75.00     |
| MN DEPT OF AGRICULTURE          | 12/4/2023           | 01/04/2024 | 2024 Pesticide licenses            | 101.44.6000.451.50070 | 70.00     |
| UNIFIRST CORPORATION            | 1410032872          | 12/31/2023 | 2023 Streets Uniforms              | 101.43.5200.443.60045 | 44.92     |
| UNIFIRST CORPORATION            | 1410032872          | 12/31/2023 | 2023 Parks Uniforms                | 101.44.6000.451.60045 | 18.17     |
| ADVANCED GRAPHIX, INC.          | 211461              | 12/31/2023 | 2023 lobby vinyl logo for wall     | 101.41.1300.413.30700 | 303.00    |
| CIVICPLUS                       | 288473              | 01/04/2024 | CivicClerk 2024 Subscription       | 101.41.1140.413.50072 | 4,806.90  |
| LOCALITY MEDIA, INC.            | 4399                | 01/04/2024 | new inspection/preplan softw...    | 101.42.4200.423.50072 | 6,800.00  |
| PLUNKETT'S PEST CONTROL         | 8331342             | 01/04/2024 | pest control for stations          | 101.42.4200.423.30700 | 343.64    |
| NEOGOV                          | INV-38977           | 01/04/2024 | Neogov Insight applicant track...  | 101.41.1120.413.50072 | 9,863.04  |

## Expense Approval Report

Payment Dates: 1/3/2024 - 1/16/2024

| Vendor Name                           | Payable Number | Post Date  | Description (Item)                 | Account Number        | Amount            |
|---------------------------------------|----------------|------------|------------------------------------|-----------------------|-------------------|
| HOSE / CONVEYORS INC                  | 00106916       | 01/11/2024 | nozzles                            | 101.44.6000.451.60040 | 82.32             |
| TYLER TECHNOLOGIES, INC               | 025-445184     | 01/11/2024 | 2024 Fees-Finance & Utility Bil... | 101.41.2000.415.50072 | 51,413.94         |
| TRI-COUNTY LAW ENFORCEM...            | 12/8/2023      | 01/11/2024 | 2024 Annual Dues                   | 101.42.4000.421.50070 | 90.00             |
| UNIFIRST CORPORATION                  | 1410034244     | 01/11/2024 | Streets Uniforms                   | 101.43.5200.443.60045 | 69.59             |
| UNIFIRST CORPORATION                  | 1410034244     | 01/11/2024 | Parks Uniforms                     | 101.44.6000.451.60045 | 19.45             |
| EYEMED                                | 166101994      | 01/11/2024 | 1.2024 Premium                     | 101.203.2032700       | 224.22            |
| METRO CITIES                          | 1733           | 01/11/2024 | 2024 Membership Dues               | 101.41.1000.413.50070 | 10,332.00         |
| MUNICIPAL LEGISLATIVE CO...           | 2024-9         | 01/11/2024 | 2024 MLC Member Dues               | 101.41.1000.413.50070 | 8,913.00          |
| INTECH SOFTWARE SOLUTION...           | 2191           | 01/11/2024 | 2024 Election Software subscr...   | 101.41.1200.414.50072 | 5,838.00          |
| L.T.G. POWER EQUIPMENT                | 282297         | 01/11/2024 | pruner/batteries/charger           | 101.44.6000.451.60040 | 1,367.96          |
| L.T.G. POWER EQUIPMENT                | 282897         | 01/11/2024 | misc parts                         | 101.44.6000.451.60065 | 365.73            |
| L.T.G. POWER EQUIPMENT                | 282931         | 01/11/2024 | work gloves                        | 101.44.6000.451.60045 | 88.40             |
| L.T.G. POWER EQUIPMENT                | 282947         | 01/11/2024 | sharpener                          | 101.44.6000.451.60040 | 49.95             |
| LEAGUE OF MN CITIES                   | 397758         | 01/11/2024 | 2024 Online Training Subscrip...   | 101.42.4000.421.50080 | 4,320.00          |
| LEADSONLINE LLC                       | 408584         | 01/11/2024 | 2024 Software License Renew...     | 101.42.4000.421.50072 | 4,442.00          |
| MN LIFE INSURANCE CO                  | 79589151-00    | 01/11/2024 | 1.2024 Premium                     | 101.203.2030900       | 4,080.57          |
| INNOVATIVE OFFICE Solutio...          | I4421449       | 01/11/2024 | 2x Notebooks for Building (Ste...  | 101.45.3300.419.60010 | 64.58             |
| INNOVATIVE OFFICE Solutio...          | IN4422713      | 01/11/2024 | 2024 Wall Calendar                 | 101.41.1100.413.60010 | 11.70             |
| TARGET SOLUTIONS LEARNING             | INV86596       | 01/11/2024 | 2024 Guardian Tracking Softw...    | 101.42.4000.421.50072 | 2,465.50          |
| LEXIPOL LLC                           | INVLEX122494   | 01/11/2024 | 2024 Software License              | 101.42.4000.421.50072 | 17,407.41         |
| TRACKER PRODUCTS LLC                  | TPINV-004279   | 01/11/2024 | 2024 SAFE Cloud Based License      | 101.42.4000.421.50072 | 3,580.80          |
| <b>Fund 101 - GENERAL FUND Total:</b> |                |            |                                    |                       | <b>260,245.40</b> |

**Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND**

|                                                             |            |            |                                   |                       |                 |
|-------------------------------------------------------------|------------|------------|-----------------------------------|-----------------------|-----------------|
| COVERTTRACK GROUP INC                                       | SOCT003969 | 12/31/2023 | 2023-Stealth 5 tracking service.. | 102.42.4000.421.60040 | 1,720.00        |
| <b>Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:</b> |            |            |                                   |                       | <b>1,720.00</b> |

**Fund: 201 - C.V.B. FUND**

|                                      |                |            |                                   |                       |                  |
|--------------------------------------|----------------|------------|-----------------------------------|-----------------------|------------------|
| MAC INTERNATIONAL MINUT...           | 2839689        | 12/31/2023 | 2023 Visit IGH Cards              | 201.44.1600.465.60010 | 211.00           |
| RIVER HEIGHTS CHAMBER OF ...         | 103482         | 12/31/2023 | 2023 Monthly Service Contrac...   | 201.44.1600.465.30700 | 6,581.50         |
| RIVER HEIGHTS CHAMBER OF ...         | 103483         | 12/31/2023 | 2023 Monthly service contract     | 201.44.1600.465.30700 | 6,851.50         |
| ORANGE142, LLC                       | Inv-O-2199     | 12/31/2023 | 2023 Co-op from EMT Market...     | 201.44.1600.465.50025 | 2,000.00         |
| MINNESOTA ASSOCIATION OF...          | 1033           | 01/11/2024 | MACVB Membership                  | 201.44.1600.465.50070 | 450.00           |
| Action Sports Advertising Pro...     | 12/5/2023      | 01/11/2024 | Visit IGH Marketing at Drkula's.. | 201.44.1600.465.50025 | 305.00           |
| Catherine Pieper                     | 8407           | 01/11/2024 | 2024 -New website retainer        | 201.44.1600.465.50025 | 15,000.00        |
| Constant Contact, Inc                | JO7BGIGBB34123 | 01/11/2024 | 2024 - E-Newsletter 12-Month...   | 201.44.1600.465.50070 | 630.00           |
| <b>Fund 201 - C.V.B. FUND Total:</b> |                |            |                                   |                       | <b>32,029.00</b> |

**Fund: 205 - COMMUNITY CENTER-OPERATING FUND**

|                               |                     |            |                                  |                       |          |
|-------------------------------|---------------------|------------|----------------------------------|-----------------------|----------|
| ACTIVE NETWORK, LLC           | 1015306             | 12/31/2023 | 2023 ANET training - second p... | 205.44.6200.453.50080 | 425.00   |
| HUEBSCH SERVICES              | 20283020            | 12/31/2023 | 2023 lobby mats                  | 205.44.6200.453.40065 | 100.02   |
| HUEBSCH SERVICES              | 20283020            | 12/31/2023 | 2023 lobby mats                  | 205.44.6200.453.40065 | 400.08   |
| AMERICAN RED CROSS            | 22652665            | 12/31/2023 | 2023 Lifeguard re-cert           | 205.44.6200.453.50080 | 88.00    |
| LVC COMPANIES, INC.           | 130918              | 12/31/2023 | 2023 VMCC Annual Fire Ext Sv...  | 205.44.6200.453.40040 | 2,635.99 |
| LVC COMPANIES, INC.           | 130918              | 12/31/2023 | 2023 VMCC Annual Fire Ext Sv...  | 205.44.6200.453.40040 | 2,635.98 |
| R & R SPECIALTIES OF WI, INC. | 0080829-IN          | 12/31/2023 | 2023 Zamboni blade sharpeni...   | 205.44.6200.453.40042 | 65.00    |
| DANZEN OF MINNESOTA, INC.     | 12/9/2023           | 12/31/2023 | 2023 Dance Party Instruction ... | 205.44.6200.453.30700 | 200.00   |
| LVC COMPANIES, INC.           | 131508              | 12/31/2023 | 2023 VMCC - repair automati...   | 205.44.6200.453.40040 | 320.00   |
| CULLIGAN                      | 157011438908X123123 | 12/31/2023 | 2023 Softener salt               | 205.44.6200.453.60016 | 442.44   |
| CULLIGAN                      | 157011438908X123123 | 12/31/2023 | 2023 Softener salt               | 205.44.6200.453.60016 | 110.61   |
| TAHO SPORTSWEAR               | 23TS6279            | 12/31/2023 | 2023 Fitness Challenge promo...  | 205.44.6200.453.60065 | 309.10   |
| AEP ONSITE PARTNERS, LLC      | 419-21471497        | 12/31/2023 | 2023 Dec solar gardens           | 205.44.6200.453.40020 | 1,058.98 |
| AEP ONSITE PARTNERS, LLC      | 419-21471497        | 12/31/2023 | 2023 Dec solar gardens           | 205.44.6200.453.40020 | 1,174.23 |
| TOTAL MECHANICAL SERVICES...  | 58930               | 12/31/2023 | 2023 rink system leak check      | 205.44.6200.453.40040 | 1,620.00 |
| GRAINGER                      | 9952309178          | 12/31/2023 | 2023 VMCC fire ext. tags         | 205.44.6200.453.60016 | 15.33    |
| GRAINGER                      | 9952309178          | 12/31/2023 | 2023 VMCC fire ext. tags         | 205.44.6200.453.60016 | 15.33    |
| MRPA                          | 1/1/2024            | 01/04/2024 | Annual Memberships 2024          | 205.44.6200.453.50070 | 480.34   |
| MEI TOTAL ELEVATOR SOLUTI...  | 1053718             | 01/04/2024 | Annual VMCC elevator svc         | 205.44.6200.453.40040 | 1,184.24 |
| SESAC                         | 10704031            | 01/04/2024 | 2024 music license               | 205.44.6200.453.50070 | 1,159.00 |
| TWIN SOURCE SUPPLY            | 00508913            | 01/11/2024 | cleaning supplies                | 205.44.6220.475.60011 | 482.59   |
| TWIN SOURCE SUPPLY            | 00508913            | 01/11/2024 | cleaning supplies                | 205.44.6240.478.60011 | 482.58   |
| MEDICINE LAKE TOURS           | 01/05/2024#2        | 01/11/2024 | Jan. 2024 TIS Trip payment       | 205.44.6250.480.50090 | 2,058.00 |

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| Vendor Name                                                      | Payable Number | Post Date  | Description (Item)                 | Account Number        | Amount            |
|------------------------------------------------------------------|----------------|------------|------------------------------------|-----------------------|-------------------|
| ASCAP                                                            | 1/1/2024       | 01/11/2024 | Annual Music License 2024          | 205.44.6210.470.50070 | 434.00            |
| MEDICINE LAKE TOURS                                              | 1/5/2024       | 01/11/2024 | Feb 2024 TIS Trip payment          | 205.44.6250.480.50090 | 1,275.00          |
| HAWKINS, INC.                                                    | 6658425        | 01/11/2024 | pool chemicals                     | 205.44.6220.475.60024 | 158.00            |
| GRAINGER                                                         | 9949496930     | 01/11/2024 | water hose & cart                  | 205.44.6220.475.60040 | 485.36            |
| GRAINGER                                                         | 9950171281     | 01/11/2024 | control box                        | 205.44.6220.475.60016 | 341.45            |
| <b>Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:</b>         |                |            |                                    |                       | <b>20,156.65</b>  |
| <b>Fund: 206 - COMMUNITY CENTER-CAPITAL FUND</b>                 |                |            |                                    |                       |                   |
| OWENS COMPANIES                                                  | 1697           | 12/31/2023 | 2023 - progress billing on Con...  | 206.44.6200.459.80200 | 50,499.00         |
| <b>Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:</b>           |                |            |                                    |                       | <b>50,499.00</b>  |
| <b>Fund: 270 - HOST COMMUNITY FUND</b>                           |                |            |                                    |                       |                   |
| JR'S APPLIANCE DISPOSAL                                          | 112077         | 12/31/2023 | 2023 Mis. Dumped Appliances        | 270.45.3000.419.40025 | 161.55            |
| <b>Fund 270 - HOST COMMUNITY FUND Total:</b>                     |                |            |                                    |                       | <b>161.55</b>     |
| <b>Fund: 290 - EDA-OPERATING FUND</b>                            |                |            |                                    |                       |                   |
| KRUEGER REAL ESTATE ADVIS...                                     | 12/31/2023     | 12/31/2023 | 2023 Monthly Advisory Servic...    | 290.45.3000.419.30700 | 7,800.00          |
| <b>Fund 290 - EDA-OPERATING FUND Total:</b>                      |                |            |                                    |                       | <b>7,800.00</b>   |
| <b>Fund: 401 - PARK CAPITAL REPLACEMENT</b>                      |                |            |                                    |                       |                   |
| WEBER, INC.                                                      | 11/30/2023SV   | 12/31/2023 | 2023 Pay Voucher 7 Proj 2021...    | 401.44.5900.744.80300 | 584,678.50        |
| <b>Fund 401 - PARK CAPITAL REPLACEMENT Total:</b>                |                |            |                                    |                       | <b>584,678.50</b> |
| <b>Fund: 402 - PARK ACQUISITION &amp; DEVELOPMENT FUND</b>       |                |            |                                    |                       |                   |
| WEBER, INC.                                                      | 11/30/2023HVP  | 12/31/2023 | 2023 Pay Voucher 7 Proj 2021...    | 402.44.6000.451.80300 | 301,285.24        |
| <b>Fund 402 - PARK ACQUISITION &amp; DEVELOPMENT FUND Total:</b> |                |            |                                    |                       | <b>301,285.24</b> |
| <b>Fund: 440 - PAVEMENT MGMT-LOCAL STREETS</b>                   |                |            |                                    |                       |                   |
| MCNAMARA CONTRACTING I...                                        | 11/29/2023     | 12/31/2023 | 2023 Pay Voucher 5 Proj 2022...    | 440.74.5900.740.80300 | 16,311.06         |
| MCNAMARA CONTRACTING I...                                        | 11/29/2023     | 12/31/2023 | 2023 Pay Voucher 5 Proj 2022...    | 440.74.5900.740.80300 | 22,586.23         |
| MCNAMARA CONTRACTING I...                                        | 11/29/2023     | 12/31/2023 | 2023 Pay Voucher 5 Proj 2022...    | 440.74.5900.740.80300 | 159,048.52        |
| WSB & ASSOCIATES, INC.                                           | R-024055-000-1 | 12/26/2023 | PMI 2025 -Feasibility Study        | 440.74.5900.740.30300 | 12,915.25         |
| <b>Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:</b>             |                |            |                                    |                       | <b>210,861.06</b> |
| <b>Fund: 510 - WATER-OPERATING FUND</b>                          |                |            |                                    |                       |                   |
| FERGUSON ENTERPRISES, LLC                                        | 0250461        | 12/31/2023 | 2023 CB Parts                      | 510.50.7100.512.60016 | 177.20            |
| FERGUSON ENTERPRISES, LLC                                        | 0252912        | 12/31/2023 | 2023 New Locator                   | 510.50.7100.512.60016 | 1,065.60          |
| UTILITY CONSULTANTS INC                                          | 118783         | 12/31/2023 | 2023 Radium Testing                | 510.50.7100.512.30700 | 475.00            |
| CORE & MAIN LP                                                   | T988832        | 12/31/2023 | 2023 meters                        | 510.50.7100.512.75500 | 3,155.53          |
| WATER CONSERVATION SERV...                                       | 13718          | 12/31/2023 | 2023 Watermain break leak d...     | 510.50.7100.512.40046 | 513.10            |
| GOPHER STATE ONE-CALL                                            | 3120489        | 12/31/2023 | 2023 Locates                       | 510.50.7100.512.30700 | 217.35            |
| NASSEFF PLUMBING & HEATI...                                      | 56215          | 12/31/2023 | 2023 Preventative Maint repai...   | 510.50.7100.512.40040 | 1,979.38          |
| OTIS ELEVATOR COMPANY                                            | 100401391397   | 01/04/2024 | Elevator Service                   | 510.50.7100.512.30700 | 1,479.24          |
| CITY OF BLOOMINGTON                                              | 12/4/2023      | 12/31/2023 | 2023 Bacteria Test                 | 510.50.7100.512.30700 | 480.00            |
| LONE OAK COMPANIES                                               | 93793          | 12/31/2023 | 2023 UT Statement Processing...    | 510.50.7100.512.30700 | 209.25            |
| LONE OAK COMPANIES                                               | 93827          | 12/31/2023 | 2023 UT Statement Processing...    | 510.50.7100.512.30700 | 554.22            |
| HOSE / CONVEYORS INC                                             | 00106948       | 01/11/2024 | Fill Station Parts                 | 510.50.7100.512.60016 | 678.32            |
| HOSE / CONVEYORS INC                                             | 00106958       | 01/11/2024 | Fill Station Parts                 | 510.50.7100.512.60016 | 156.40            |
| HOSE / CONVEYORS INC                                             | 00106959       | 01/11/2024 | Fill Station Parts                 | 510.50.7100.512.60016 | -33.76            |
| LONE OAK COMPANIES                                               | 1/9/2024       | 01/11/2024 | 1.2024 reminder notice paper...    | 510.50.7100.512.30700 | 37.50             |
| LONE OAK COMPANIES                                               | 1/9/2024       | 01/11/2024 | 1.2024 reminder notices post...    | 510.50.7100.512.50035 | 448.25            |
| LONE OAK COMPANIES                                               | 1/9/2024       | 01/11/2024 | 1.2024 Utility bills postage (5... | 510.50.7100.512.50035 | 818.50            |
| ASSURE CO RISK MANAGEME...                                       | 12996          | 01/11/2024 | WTP Annual EPA RMP Compli...       | 510.50.7100.512.30700 | 4,200.00          |
| VAG USA, LLC                                                     | 439053093      | 01/11/2024 | Valve Parts                        | 510.50.7100.512.40042 | 2,455.22          |
| GRAINGER                                                         | 9948780789     | 01/11/2024 | Valve for WTP                      | 510.50.7100.512.60016 | 733.62            |
| GRAINGER                                                         | 9953145654     | 01/11/2024 | WTP Parts                          | 510.50.7100.512.60016 | 590.28            |
| GRAINGER                                                         | 9953145662     | 01/11/2024 | WTP Parts                          | 510.50.7100.512.60016 | -733.62           |
| INNOVATIVE OFFICE SOLUTIO...                                     | IN4425136      | 01/11/2024 | Desk Calendar                      | 510.50.7100.512.60016 | 21.32             |
| CORE & MAIN LP                                                   | U176692        | 01/11/2024 | Meter Radios                       | 510.50.7100.512.75500 | 2,678.48          |
| <b>Fund 510 - WATER-OPERATING FUND Total:</b>                    |                |            |                                    |                       | <b>22,356.38</b>  |
| <b>Fund: 511 - WATER-CAPITAL FUND</b>                            |                |            |                                    |                       |                   |
| STANTEC CONSULTING SERVI...                                      | 2176391        | 12/31/2023 | 2023 Water treatment plant e...    | 511.50.7100.512.30300 | 1,069.25          |
| <b>Fund 511 - WATER-CAPITAL FUND Total:</b>                      |                |            |                                    |                       | <b>1,069.25</b>   |

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| Vendor Name                                     | Payable Number          | Post Date  | Description (Item)                 | Account Number        | Amount            |
|-------------------------------------------------|-------------------------|------------|------------------------------------|-----------------------|-------------------|
| <b>Fund: 520 - SEWER-OPERATING FUND</b>         |                         |            |                                    |                       |                   |
| SUSA                                            | 2024 Membership Johnson | 12/27/2023 | SUSA Membership                    | 520.51.7200.514.50070 | 125.00            |
| SUSA                                            | 2024 Membership Kramer  | 12/27/2023 | SUSA Membership                    | 520.51.7200.514.50070 | 125.00            |
| LONE OAK COMPANIES                              | 93793                   | 12/31/2023 | 2023 UT Statement Processing...    | 520.51.7200.514.30700 | 209.25            |
| LONE OAK COMPANIES                              | 93827                   | 12/31/2023 | 2023 UT Statement Processing...    | 520.51.7200.514.30700 | 554.22            |
| LONE OAK COMPANIES                              | 1/9/2024                | 01/11/2024 | 1.2024 reminder notice paper...    | 520.51.7200.514.30700 | 37.50             |
| LONE OAK COMPANIES                              | 1/9/2024                | 01/11/2024 | 1.2024 Utility bills postage (5... | 520.51.7200.514.50035 | 818.50            |
| LONE OAK COMPANIES                              | 1/9/2024                | 01/11/2024 | 1.2024 reminder notices post...    | 520.51.7200.514.50035 | 448.25            |
| <b>Fund 520 - SEWER-OPERATING FUND Total:</b>   |                         |            |                                    |                       | <b>2,317.72</b>   |
| <b>Fund: 550 - INVER WOOD GOLF COURSE</b>       |                         |            |                                    |                       |                   |
| COLLEGE CITY BEVERAGE                           | 962185                  | 12/31/2023 | 2023 credit for annual returns     | 550.52.8300.524.76150 | -268.75           |
| KENDELL DOORS & HARDWARE                        | IN088570                | 12/31/2023 | 2023 replacement of Club Hou...    | 550.52.8500.526.40040 | 3,250.00          |
| KENDELL DOORS & HARDWARE                        | IN088750                | 12/31/2023 | 2023 GC seals on front door        | 550.52.8500.526.40040 | 40.00             |
| COPY RIGHT                                      | 93884                   | 12/22/2023 | Anniversary Memb cards             | 550.52.8000.521.50030 | 290.63            |
| MRPA                                            | 1/1/2024                | 01/04/2024 | Annual Memberships 2024            | 550.52.8500.526.50070 | 21.83             |
| UNIFIRST CORPORATION                            | 1410032874              | 12/31/2023 | 2023 uniforms and towels           | 550.52.8600.527.60045 | 155.57            |
| COLLEGE CITY BEVERAGE                           | 943696                  | 12/31/2023 | 2023 alcohol for resale            | 550.52.8300.524.76150 | 280.75            |
| COLLEGE CITY BEVERAGE                           | 945685                  | 12/31/2023 | 2023 liquor for resale             | 550.52.8300.524.76150 | 186.55            |
| SOUTH BAY DESIGN                                | 1/1/2024                | 01/11/2024 | Qtrly Hosting & Monthly site ...   | 550.52.8500.526.50025 | 391.00            |
| Illinois Casualty Company                       | 1/9/2024                | 01/11/2024 | 2024 Annual liquor liability in... | 550.52.8500.526.50014 | 1,382.00          |
| UNIFIRST CORPORATION                            | 1410034246              | 01/11/2024 | uniforms and towels                | 550.52.8600.527.60045 | 155.57            |
| <b>Fund 550 - INVER WOOD GOLF COURSE Total:</b> |                         |            |                                    |                       | <b>5,885.15</b>   |
| <b>Fund: 603 - CENTRAL EQUIPMENT</b>            |                         |            |                                    |                       |                   |
| TRES INC                                        | INVERGROVE23-101        | 12/31/2023 | 2023 new Aerial Truck #307         | 603.00.5300.444.80700 | 65,217.64         |
| MIDWAY FORD                                     | 134570                  | 12/31/2023 | 2023 Streets pickup #328           | 603.00.5300.444.80700 | 39,750.67         |
| FACTORY MOTOR PARTS COM...                      | 1-9300415               | 12/31/2023 | 2023 Stock filters                 | 603.140.1450050       | 47.52             |
| POMP'S TIRE SERVICE, INC.                       | 980113806               | 12/31/2023 | 2023 Stock Truck tires             | 603.00.5300.444.60014 | 1,591.78          |
| ADVANCED GRAPHIX, INC.                          | 213191                  | 12/31/2023 | 2023-Roof Numbers and appli...     | 603.00.5300.444.80701 | 310.00            |
| INVER GROVE FORD                                | 5339071                 | 12/31/2023 | 2023 344 F450 Streets tires        | 603.00.5300.444.60014 | 484.88            |
| NUSS TRUCK AND EQUIPMENT                        | PSO067627-1             | 12/31/2023 | 2023 510 Parks water truck va...   | 603.00.5300.444.40041 | 80.03             |
| NUSS TRUCK AND EQUIPMENT                        | PSO067650-1             | 12/31/2023 | 2023 510 Parks water truck va...   | 603.00.5300.444.40041 | 230.51            |
| BIG TOP RENTAL, INC.                            | 76374                   | 12/31/2023 | 2023 Porta Pottie                  | 603.00.5300.444.40065 | 70.00             |
| DAVIS EQUIPMENT CORPORAT...                     | EE05495                 | 12/31/2023 | 2023 new Parks equipment           | 603.00.5300.444.60040 | 1,614.05          |
| UNIFIRST CORPORATION                            | 1410032872              | 12/31/2023 | 2023 CE Other Rentals              | 603.00.5300.444.40065 | 129.38            |
| UNIFIRST CORPORATION                            | 1410032872              | 12/31/2023 | 2023 CE Uniforms                   | 603.00.5300.444.60045 | 28.18             |
| ALLDATA LLC                                     | 3/6/2023                | 01/04/2024 | Online repair manuals              | 603.00.5300.444.50072 | 1,500.00          |
| MIDWAY FORD                                     | 134481                  | 01/11/2024 | 2024 Ford F150 #511                | 603.00.5300.444.80700 | 48,655.49         |
| MIDWAY FORD                                     | 134571                  | 01/11/2024 | 2024 Approved Rplcmt Utilitie...   | 603.00.5300.444.80700 | 49,972.19         |
| UNIFIRST CORPORATION                            | 1410034244              | 01/11/2024 | Central Equipment Rentals          | 603.00.5300.444.40065 | 174.90            |
| UNIFIRST CORPORATION                            | 1410034244              | 01/11/2024 | Central Equipment Uniforms         | 603.00.5300.444.60045 | 39.88             |
| <b>Fund 603 - CENTRAL EQUIPMENT Total:</b>      |                         |            |                                    |                       | <b>209,897.10</b> |
| <b>Fund: 605 - CITY FACILITIES</b>              |                         |            |                                    |                       |                   |
| GILBERT MECHANICAL CONTR...                     | 237216                  | 12/31/2023 | 2023 IDEC relays & snap socke...   | 605.00.7500.460.60016 | 352.37            |
| LVC COMPANIES, INC.                             | 130914                  | 12/31/2023 | 2023 WTP annual fire ext svc ...   | 605.00.7500.460.40040 | 1,294.93          |
| LVC COMPANIES, INC.                             | 130916                  | 12/31/2023 | 2023 RV Maint bldg fire ext svc    | 605.00.7500.460.40040 | 615.15            |
| HUEBSCH SERVICES                                | 20283019                | 12/31/2023 | 2023 lobby mats                    | 605.00.7500.460.40065 | 176.60            |
| KENDELL DOORS & HARDWARE                        | IN089342                | 12/31/2023 | 2023 CH front door repairs         | 605.00.7500.460.40040 | 400.00            |
| LVC COMPANIES, INC.                             | 130919                  | 12/31/2023 | 2023 GC annual fire ext svc &...   | 605.00.7500.460.40040 | 335.50            |
| DANIEL BAUER                                    | 1209                    | 12/31/2023 | 2023 review HVAC issue             | 605.00.7500.460.40040 | 305.00            |
| LVC COMPANIES, INC.                             | 131260                  | 12/31/2023 | 2023 PD annual fire alarm/spr...   | 605.00.7500.460.40040 | 650.00            |
| LVC COMPANIES, INC.                             | 131262                  | 12/31/2023 | 2023 WTP annual fire alarm/s...    | 605.00.7500.460.40040 | 650.00            |
| LVC COMPANIES, INC.                             | 131264                  | 12/31/2023 | 2023 PW annual fire alarm/spr...   | 605.00.7500.460.40040 | 810.00            |
| LVC COMPANIES, INC.                             | 131276                  | 12/31/2023 | 2023 RV annual fire alarm/spr...   | 605.00.7500.460.40040 | 650.00            |
| LVC COMPANIES, INC.                             | 131292                  | 12/31/2023 | 2023 FS #2 annual fire alarm/...   | 605.00.7500.460.40040 | 619.00            |
| LVC COMPANIES, INC.                             | 131337                  | 12/31/2023 | 2023 GC fire alarm/sprinkler i...  | 605.00.7500.460.40040 | 870.00            |
| LVC COMPANIES, INC.                             | 131419                  | 12/31/2023 | 2023 FS#1 Fire Alarm & sprink...   | 605.00.7500.460.40040 | 650.00            |
| LVC COMPANIES, INC.                             | 131532                  | 12/31/2023 | 2023 PD - repair automation        | 605.00.7500.460.40040 | 320.00            |
| CULLIGAN                                        | 157985030228X123123     | 12/31/2023 | 2023 softener salt                 | 605.00.7500.460.60016 | 112.25            |
| AEP ONSITE PARTNERS, LLC                        | 419-21471497            | 12/31/2023 | 2023 Dec solar gardens             | 605.00.7500.460.40020 | 607.94            |

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| Vendor Name                              | Payable Number | Post Date  | Description (Item)                | Account Number        | Amount              |
|------------------------------------------|----------------|------------|-----------------------------------|-----------------------|---------------------|
| MEI TOTAL ELEVATOR SOLUTI...             | 1053718        | 01/04/2024 | Annual CH & FS #2 elevator svc    | 605.00.7500.460.40040 | 3,552.84            |
| MN DEPT OF LABOR & INDUS...              | ALR0157138X    | 01/11/2024 | WTP Annual Elevator Operati...    | 605.00.7500.460.40040 | 100.00              |
| <b>Fund 605 - CITY FACILITIES Total:</b> |                |            |                                   |                       | <b>13,071.58</b>    |
| <b>Fund: 606 - TECHNOLOGY FUND</b>       |                |            |                                   |                       |                     |
| EXCEL AV GROUP                           | 152691         | 12/31/2023 | 2023 - Council chambers AV e...   | 606.00.1400.413.80610 | 32,884.00           |
| MATRIX COMMUNICATIONS, ...               | M007722        | 12/19/2023 | NEC SWA Renew 2023-2024 &...      | 606.00.1400.413.50072 | 6,459.00            |
| LOCAL GOVERNMENT INFOR...                | 54418          | 12/31/2023 | 2023 - PD Adobe Renew/netw...     | 606.00.1400.413.50072 | 8,620.54            |
| LOCAL GOVERNMENT INFOR...                | 54418          | 12/31/2023 | 2023 - PD Adobe Renew/netw...     | 606.130.1430000       | 2,386.60            |
| MATRIX COMMUNICATIONS, ...               | M007692        | 01/04/2024 | Comp Maintenance Annual C...      | 606.00.1400.413.50072 | 9,861.00            |
| ESRI INC                                 | 94595774       | 01/11/2024 | Software Maint Annual Subs f...   | 606.00.1400.413.50072 | 38,500.00           |
| <b>Fund 606 - TECHNOLOGY FUND Total:</b> |                |            |                                   |                       | <b>98,711.14</b>    |
| <b>Fund: 702 - ESCROW FUND</b>           |                |            |                                   |                       |                     |
| Eric Gunderson                           | 10/18/2023     | 12/31/2023 | 2023 Release Escr Bal Gunder...   | 702.229.2289503       | 724.52              |
| ETERNITY HOMES LLC                       | 10/23/2023     | 12/31/2023 | 2023 Refund - Permit #PRBD2...    | 702.229.2299800       | 2,500.00            |
| BARR ENGINEERING COMPANY                 | 12/15/2023     | 12/31/2023 | 2023 PB Landfill 6-2022 Exp P...  | 702.229.2293002       | 11,754.18           |
| BARR ENGINEERING COMPANY                 | 23190218.02-7  | 12/31/2023 | 2023 PB Landfill 6-2022 Exp P...  | 702.229.2293002       | 1,111.00            |
| SMNPT-1                                  | 01/05/2024#2   | 12/31/2023 | 2023 Escrow Reduction - Chip...   | 702.229.2305403       | 9,754.76            |
| MN1 Inver Grove Heights, LLC             | 01102024       | 12/31/2023 | 2023 Escrow Release - Silverst... | 702.229.2292002       | 9,709.20            |
| ISD #199                                 | 1/4/2024       | 12/31/2023 | 2023 planning escrow release      | 702.229.2287503       | 3,060.80            |
| Staples Land Co. LLC                     | 1/4/2024       | 12/31/2023 | 2023 planning escrow release      | 702.229.2306603       | 1,175.47            |
| BULK FLUID SYSTEMS, LLC                  | 1/4/2024       | 12/31/2023 | 2023 Planning Escrow Release      | 702.229.2308203       | 589.06              |
| BJ Baas Builders, Inc.                   | 1/4/2024       | 12/31/2023 | 2023 planning escrow release      | 702.229.2308503       | 148.57              |
| SMNPT-1                                  | 1/5/2024       | 12/31/2023 | 2023 Escrow Release - Chipotle    | 702.229.2307103       | 5,625.00            |
| <b>Fund 702 - ESCROW FUND Total:</b>     |                |            |                                   |                       | <b>46,152.56</b>    |
| <b>Grand Total:</b>                      |                |            |                                   |                       | <b>1,868,897.28</b> |



## Request for Council Action

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**SUBJECT:**      **Personnel Actions**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Cora Bauer, HR Coordinator, 651.450.2490

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### **ACTION REQUESTED**

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

### **BACKGROUND**

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

### **FISCAL IMPACT**

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

### **RECOMMENDATION**

Staff recommends approval of the attached personnel actions.

### **ATTACHMENTS**

1.    Personnel Actions 1.22.24



## Request for Council Action

---

**SUBJECT:**       **Approval of Summary of Conclusions Regarding  
Performance Evaluation of City Administrator**

**MEETING DATE:**   January 22, 2024  
**ITEM TYPE:**       Consent Agenda  
**CONTACT:**        Bridget Nason, City Attorney

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### **ACTION REQUESTED**

The Council is asked to approve a summary of conclusions regarding the City Administrator's performance evaluation.

### **BACKGROUND**

At its January 8, 2024 meeting, the City Council met in closed session pursuant to Minn. Stat. Sec. 13D.05, subd. 3(a) to evaluate the performance of City Administrator Kris Wilson. State statute requires that at its next regular meeting after holding a closed session to evaluate the performance of an employee, the Council must summarize its conclusions regarding the evaluation. The Council is asked to adopt the attached summary as the summary of its conclusions regarding the evaluation of the City Administrator including the related salary adjustments.

### **FISCAL IMPACT**

The salary increase to be approved can be accommodated within the City's adopted budget.

### **RECOMMENDATION**

Adopt the attached summary of the Council's conclusions regarding its recent performance evaluation of the City Administrator.

### **ATTACHMENTS**

1.   City Administrator Performance Evaluation Summary

## **Summary of Conclusions Regarding Evaluation of City Administrator Kris Wilson**

The City Council met in closed session to conduct a performance evaluation of City Administrator Kris Wilson at its January 8, 2024 meeting. The Council evaluated the City Administrator in the following areas and found the City Administrator generally exceeds expectations in the seven areas of evaluation, namely: 1) City Council relationships; 2) communication; 3) citizen inquiries and complaints; 4) decision making/problem solving; 5) dependability and interpersonal skills; 6) fiscal and strategic management; and 7) organizational leadership. The City Council is very satisfied with the administrative leadership of the City Administrator, and expressed appreciation for the City Administrator's professionalism, dedication, and leadership. The Council provided direction to the City Administrator regarding areas for priority and continued focus. The Council directed that the City Administrator's salary be increased to \$ 201,238 retroactive to September 1, 2023.



## Request for Council Action

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**SUBJECT:**        **Resolution Amending Position Classification Plan**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Kris Wilson, City Administrator, 651.450.2511

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, amending the City's position classification plan.

### **BACKGROUND**

The City maintains a formal position classification plan that assigns each staff position within the City organization to a pay grade. Each pay grade then has a minimum and maximum wage or salary amount, and incremental steps for moving within the range.

As part of the recently approved reorganization within the Parks & Recreation Department, the Council is asked to amend the position classification plan to reflect the following changes:

1. Addition of the position of Community Center Manager to Pay Grade 20
2. Deletion of the position of Guest Services Supervisor from the plan.

### **FISCAL IMPACT**

This action does not have a direct fiscal impact for 2024, because the new Community Center Manager is expected to be brought on lower in the Grade 20 pay scale and therefore at a cost less than or equal to what was budgeted for the Guest Services Supervisor this year. However, over time, it is expected that the Community Center Manager will progress through the wage scale, reaching a maximum salary of \$122,616 at some point in the future, as compared to a maximum salary of \$110,011 for the Guest Services Supervisor (both in 2024 dollars).

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution, amending the City's position classification plan.

### **ATTACHMENTS**

1. Resolution Amending Position Classification Plan (Jan 2024)
2. Inver Grove Heights Position Classification Plan (Jan 22 2024)

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AMENDING THE CITY'S POSITION CLASSIFICATION PLAN**

**WHEREAS**, the City maintains a formal position classification plan that assigns each staff position within the City organization to a pay grade. Each pay grade then has a minimum and maximum wage or salary amount, and incremental steps for moving within the range; and

**WHEREAS**, from time to time there is a need to amend the classification plan to add or remove positions to coincide with the changing needs of the organization or to adjust the classification of an existing position to maintain competitive rates of pay within the market or reflect changes in job duties.

**NOW THEREFORE, BE IT RESOLVED** by the Inver Grove Heights City Council that the following changes be made to the City's Position Classification Plan:

1. The position of Community Center Manager is hereby added to the plan at Grade 20.
2. The position of Guest Services Supervisor is hereby removed from the plan.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk

## City of Inver Grove Heights Job Ratings – Salary Grade & Exempt Status

| Classification Title:                | Salary Grade | Exempt Status |
|--------------------------------------|--------------|---------------|
| City Administrator                   | 31           | E             |
| Chief of Police                      | 28           | E             |
| Director of Public Works             | 27           | E             |
| Director of Parks & Recreation       | 27           | E             |
| Fire Chief                           | 27           | E             |
| Director of Community Development    | 27           | E             |
| Director of Finance                  | 27           | E             |
| Deputy Fire Chief                    | 24           | E             |
| Police Commander                     | 24           | E             |
| Human Resources Manager              | 24           | E             |
| City Engineer                        | 24           | E             |
| Technology Manager                   | 23           | E             |
| Police Lieutenant                    | 22           | E             |
| Assistant Finance Director           | 22           | E             |
| Assistant Chief/Fire Marshal         | 22           | E             |
| Chief Building Official              | 22           | E             |
| Assistant City Engineer (P.E.)       | 21           | E             |
| City Planner                         | 21           | E             |
| Parks Superintendent                 | 21           | E             |
| Communications Manager               | 21           | E             |
| Recreation Superintendent            | 21           | E             |
| Shift Captain – Fire                 | 21           | NE            |
| Street Maintenance Superintendent    | 21           | E             |
| Utilities Superintendent             | 21           | E             |
| <b>Community Center Manager</b>      | <b>20</b>    | <b>E</b>      |
| Golf Course Clubhouse Superintendent | 20           | E             |
| Sergeant                             | 20           | NE            |
| City Clerk                           | 19           | E             |
| Golf Course Superintendent           | 19           | E             |
| Shift Lieutenant - Fire              | 19           | NE            |
| Associate Planner                    | 18           | NE            |
| Fire Operations Supervisor           | 18           | E             |
| <b>Guest Services Supervisor</b>     | <b>18</b>    | <b>E</b>      |
| Operations & Maintenance Supervisor  | 18           | E             |
| Senior Accountant                    | 18           | NE            |
| Systems Administrator                | 18           | E             |
| Utility Billing Coordinator          | 18           | NE            |
| Aquatics Coordinator                 | 17           | NE            |
| Firefighter/Fire Inspector           | 17           | NE            |
| Fitness Coordinator                  | 17           | NE            |
| Graduate Civil Engineer              | 17           | E             |
| Police Officer                       | 17           | NE            |
| Senior Engineering Technician        | 17           | NE            |
| Senior Combination Inspector (Bldg.) | 17           | NE            |
| Accountant/Wage and Benefits Coord.  | 16           | NE            |
| Assistant Planner                    | 16           | NE            |
| Environmental Specialist             | 16           | NE            |
| Combination Inspector (Bldg.)        | 16           | NE            |
| Firefighter                          | 16           | NE            |

| Classification Title:                | Salary Grade | Exempt Status |
|--------------------------------------|--------------|---------------|
| Golf Operations Coordinator          | 16           | E             |
| Mechanic Lead Worker                 | 16           | NE            |
| Park Maintenance Coordinator         | 16           | NE            |
| Recreation Coordinator               | 16           | NE            |
| Support Services Supervisor          | 16           | E             |
| Assist. Golf Course Superintendent   | 15           | E             |
| Engineering Technician               | 15           | NE            |
| Environmental Resources Tech.        | 15           | NE            |
| GIS Specialist                       | 15           | NE            |
| Human Resources Coordinator          | 15           | NE            |
| Code Compliance Coordinator          | 15           | NE            |
| Water Plant Operator                 | 15           | NE            |
| Accounting Technician, Sr.           | 14           | NE            |
| GIS Tech II                          | 14           | NE            |
| Golf Course Mechanic                 | 14           | NE            |
| IT Specialist                        | 14           | NE            |
| Mechanic                             | 14           | NE            |
| Communications Specialist            | 13           | NE            |
| Deputy City Clerk                    | 13           | NE            |
| Street Maintenance Lead Worker       | 13           | NE            |
| Utilities Lead Worker                | 13           | NE            |
| Accounting Technician                | 12           | NE            |
| Administrative Specialist            | 12           | NE            |
| Community Develop. Support Spec.     | 12           | NE            |
| Engineering Support Specialist       | 12           | NE            |
| Public Works Support Specialist      | 12           | NE            |
| Records Specialist                   | 12           | NE            |
| Sign Worker – Street Maintenance     | 12           | NE            |
| Assistant to Chief Building Official | 11           | NE            |
| Sr. Office Support                   | 11           | NE            |
| Recreation Specialist                | 11           | NE            |
| Evidence Technician                  | 10           | NE            |
| GIS Tech I                           | 10           | NE            |
| Office Support II                    | 10           | NE            |
| City Facilities Maintenance Worker   | 10           | NE            |
| Parks Maintenance Worker             | 10           | NE            |
| Street Maintenance Worker            | 10           | NE            |
| Utility Maintenance Worker           | 10           | NE            |
| VMCC Maintenance Worker              | 10           | NE            |
| Custodian II                         | 9            | NE            |
| Lead Customer Service Specialist     | 9            | NE            |
| Office Support                       | 9            | NE            |
| VMCC Operations Worker               | 9            | NE            |
| Customer Service Specialist          | 8            | NE            |
| Golf Course Technician               | 4            | NE            |
| Police Cadet                         | 3            | NE            |
| Golf Course Cashier                  | 2            | NE            |
|                                      |              |               |
| Table last updated                   | As of:       | 1/22/24       |



## Request for Council Action

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

**MEETING DATE:**   January 22, 2024

**ITEM TYPE:**       Consent Agenda

**CONTACT:**        Katie Malott, Deputy City Clerk, 651.450.2470

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### **ACTION REQUESTED**

The Council is asked to approve a new massage therapist license for Heather Clayton to be employed at OyeSpa LLC.

### **BACKGROUND**

Heather Clayton has applied for a new massage therapist license to be employed at OyeSpa LLC, 7741 Amana Trail. The application was accompanied by the necessary license fee and all other supporting information. The background investigation was completed by the Police Department with no basis found for denial of the license.

### **FISCAL IMPACT**

None

### **RECOMMENDATION**

Staff recommends approval of the massage therapist license.

### **ATTACHMENTS**

None



## Request for Council Action

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**SUBJECT:**       **Resolution Approving Lawful Charitable Gambling Premises Permit at Pizza Pub of IGH, LLC**

**MEETING DATE:**   January 22, 2024

**ITEM TYPE:**       Consent Agenda

**CONTACT:**        Rebecca Kiernan, City Clerk, 651.450.2513

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### **ACTION REQUESTED**

The Council is asked to approve a premises permit for the South St. Paul Hockey Association to conduct lawful charitable gambling operations at Pizza Pub of IGH, 5660 Bishop Ave.

### **BACKGROUND**

The South St. Paul Hockey Association has submitted an application for premises permit to conduct lawful charitable gambling operations at Pizza Pub of IGH, subject to approval by the State Charitable Gambling Board and the IGH City Council. The South St Paul Hockey Association also conducts charitable gambling at B-52's Burgers and Brews. The organization's gambling manager, Dennis Hosford, has reviewed the city's local gambling ordinance and can confirm that their organization would fulfill the intent of the ordinance, which is to continue to maintain the use of the proceeds within the defined trade area.

### **FISCAL IMPACT**

NA

### **RECOMMENDATION**

Staff recommends approval of the Lawful Gambling Premises permit at Pizza Pub of IGH, LLC.

### **ATTACHMENTS**

1.   Resolution Gambling Premise Permit - Pizza Pub of IGH
2.   Permit Application - Pizza Pub

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

**RESOLUTION NO.**

**RESOLUTION APPROVING THE APPLICATION OF SOUTH ST PAUL HOCKEY ASSOCIATION  
FOR A PREMISES PERMIT TO CONDUCT LAWFUL PURPOSE GAMBLING AT PIZZA PUB OF  
IGH LOCATED AT 5660 BISHOP AVE, INVER GROVE HEIGHTS, MINNESOTA**

**WHEREAS,** Minnesota Statutes require premises on which lawful gambling is conducted to be licensed by the Minnesota Charitable Gambling Control Board, and

**WHEREAS,** The South St. Paul Hockey Association has submitted an application Lawful Gambling Premises Permit at Pizza Pub of IGH, 5660 Bishop Ave, Inver Grove Heights, and

**WHEREAS,** the City of Inver Grove Heights has conducted the required background investigation on the application which has not developed any facts that would constitute the basis for denial, now

**THEREFORE, BE IT RESOLVED,** By the City Council of the City of Inver Grove Heights, County of Dakota, State of Minnesota, hereby approves the application of the South St Paul Hockey Association for a lawful gambling premises permit at Pizza Pub of IGH, 5660 Bishop Ave, Inver Grove Heights, subject to compliance with the provisions of the City's Gambling Ordinance or Minnesota Statutes relating to charitable gambling.

**FURTHER,** to direct staff to forward a copy of this resolution to the Minnesota Charitable Gambling Control Board.

Adopted this 22<sup>nd</sup> day January, 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk

**LG214 Premises Permit Application****Annual Fee \$150 (NON-REFUNDABLE)****REQUIRED ATTACHMENTS TO LG214**

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

**Mail the application and required attachments to:**

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

**Questions?** Call 651-539-1900 and ask for Licensing.**ORGANIZATION INFORMATION**

Organization Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Chief Executive Officer (CEO) \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Gambling Manager: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

**GAMBLING PREMISES INFORMATION**

Current name of site where gambling will be conducted: \_\_\_\_\_

List any previous names for this location:

\_\_\_\_\_

Street address where premises is located: \_\_\_\_\_  
(Do not use a P.O. box number or mailing address.)City: \_\_\_\_\_ **OR** Township: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Does your organization own the building where the gambling will be conducted?

\_\_\_ **Yes** \_\_\_ **No** **If no**, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? \_\_\_ Yes \_\_\_ No \_\_\_ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? \_\_\_ Yes \_\_\_ No \_\_\_ Don't know

**GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA**

Bank Name: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

Bank Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: **MN** Zip Code: \_\_\_\_\_**ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES**

Address (Do not use a P.O. box number): \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**MN****MN****MN**

**ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION**

| <b>CITY APPROVAL</b><br><b>for a gambling premises</b><br><b>located within city limits</b>                                                     | <b>COUNTY APPROVAL</b><br><b>for a gambling premises</b><br><b>located in a township</b>                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| City Name: _____                                                                                                                                | County Name: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Date Approved by City Council: _____                                                                                                            | Date Approved by County Board: _____                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Resolution Number: _____<br>(If none, attach meeting minutes.)                                                                                  | Resolution Number: _____<br>(If none, attach meeting minutes.)                                                                                                                                                                                                                                                                                                                                                                                                           |
| Signature of City Personnel:<br><br>_____                                                                                                       | Signature of County Personnel:<br><br>_____                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Title: _____ Date Signed: _____                                                                                                                 | Title: _____ Date Signed: _____                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <div style="border: 1px solid black; padding: 10px; width: fit-content; margin: 0 auto;"> <b>Local unit of government<br/>must sign.</b> </div> | <b>TOWNSHIP NAME:</b> _____<br><br><b>Complete below only if required by the county.</b><br>On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)<br><br>Print Township Name: _____<br><br>Signature of Township Officer: _____<br><br>Title: _____ Date Signed: _____ |

**ACKNOWLEDGMENT AND OATH**

- |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.</li> <li>2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.</li> <li>3. I have read this application and all information submitted to the Board is true, accurate, and complete.</li> <li>4. All required information has been fully disclosed.</li> <li>5. I am the chief executive officer of the organization.</li> </ol> | <ol style="list-style-type: none"> <li>6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.</li> <li>7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.</li> <li>8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.</li> <li>9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.</li> <li>10. I understand the fee is non-refundable regardless of license approval/denial.</li> </ol> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Signature of Chief Executive Officer (designee may not sign)**
**Date**

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

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

*An equal opportunity employer*



## Request for Council Action

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**SUBJECT:**        **Resolution Appointing Deputy City Clerks to Administer Absentee Voting for the 2024 Election Cycle**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Rebecca Kiernan, City Clerk, 651.450.2513

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, appointing deputy city clerks for the purpose of administering absentee voting for the 2024 Election Cycle.

### **BACKGROUND**

The number of people voting by absentee ballot has been on the rise since state election laws were amended in 2014 to allow for "no excuse" absentee voting. As a result, it is important that the City has a sufficient number of people appointed and trained to issue absentee ballots.

Therefore, the Council is asked to appoint the following individuals as deputy city clerks for the duration of the 2024 election cycle (Presidential Primary, State Primary and the General Election):

- Sandra Scheuble, Election Specialist
- Beth Van Epps, Election Specialist
- Cyndi Hanson, Absentee Ballot Specialist
- Dian Piekarski, Absentee Ballot Specialist/Election Judge
- Diane Hawkins, Absentee Ballot Specialist/Head Election Judge
- Mary Egging, Absentee Ballot Specialist/Head Election Judge
- Kymn Paulson, Absentee Ballot Specialist/Head Election Judge

Once appointed and trained, these individuals, along with the City's full-time City Clerk and Deputy City Clerk, may carry out the duties of administering absentee ballots.

### **FISCAL IMPACT**

NA

### **RECOMMENDATION**

Staff recommends approval of the attached Resolution, appointing deputy city clerks for the purpose of administering the 2024 elections.

### **ATTACHMENTS**

1.     Appointing Deputy City Clerks for Election Purposes - 2024



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

**RESOLUTION \_\_\_\_\_**

**A RESOLUTION APPOINTING DEPUTY CITY CLERKS FOR THE PURPOSE OF  
ADMINISTERING ELECTIONS**

**WHEREAS**, Minn. Stat. 203B.05 allows counties to designate municipalities to administer absentee balloting; and

**WHEREAS**, Dakota County has designated the City of Inver Grove Heights to administer absentee ballots for Inver Grove Heights voters; and

**NOW THEREFORE BE IT RESOLVED** by the City Council of the City of Inver Grove Heights, Minnesota, that

a.) The appointment of the following people and/or positions to deputy city clerk is approved:

- Sandra Scheuble, Election Specialist
- Beth Van Epps, Election Specialist
- Cyndi Hanson, Absentee Ballot Specialist
- Dian Piekarski, Absentee Ballot Specialist/Election Judge
- Diane Hawkins, Absentee Ballot Specialist/Head Election Judge
- Mary Egging, Absentee Ballot Specialist/Head Election Judge
- Kymn Paulson, Absentee Ballot Specialist/Head Election Judge

b.) Said deputy city clerks are hereby appointed to administer absentee ballot voting and

c.) These appointments shall expire on November 9, 2024.

**ADOPTED** this 22nd day of January, 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



## Request for Council Action

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**SUBJECT:**        **Resolution Appointing Election Judges for the 2024 Presidential Nomination Primary**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Rebecca Kiernan, City Clerk, 651.450.2513

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, appointing election judges for the Presidential Nomination Primary to be held on March 5, 2024.

### **BACKGROUND**

Minnesota Statue 204B.21 provides that election judges for precincts in a municipality shall be appointed by the governing body of the municipality and the appointments shall be made at least 25 days before the election at which they will serve.

### **FISCAL IMPACT**

none

### **RECOMMENDATION**

Staff recommends approval of the attached Resolution.

### **ATTACHMENTS**

1.    Resolution Appointing Election Judges

**CITY OF INVER GROVE HEIGHTS**

**DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. 2024-\_\_\_\_\_**

**A RESOLUTION APPOINTING ELECTION JUDGES**

**WHEREAS**, Minnesota Statute provides that election judges for precincts in a municipality shall be appointed by the governing body of the municipality; and

**WHEREAS**, the appointments shall be made at least 25 days before the election at which the election judges will serve;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Inver Grove Heights, Minnesota, that the individuals listed on the attached Exhibit A are hereby appointed to serve as election judges for the Minnesota State General Election on November 8, 2022 at the hourly rate of \$12.15 for election judges and \$14.25 for head judges; and

**BE IT FURTHER RESOLVED** that the election judges hereby appointed shall be in addition to those previously appointed by action of the City Council and may be further supplemented by subsequent action of the City Council; and

**BE IT FURTHER RESOLVED** that the City Clerk and/or the Deputy Clerk are hereby authorized to assign duly appointed election judges to individual precincts and to specific tasks and duties as needed for the effective and efficient conduct of election operations and to designate Head Election Judges from within those election judges appointed by the City Council.

**DATED** this 26th day of September 2022.

\_\_\_\_\_  
Brenda Dietrich, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk

**EXHIBIT A: 2022 Election Judges for the City of Inver Grove Heights, MN**

|                    |                             |                              |
|--------------------|-----------------------------|------------------------------|
| Nicola Abbott      | Lyn Hartman                 | Dian Piekarski               |
| Khadji Ahmed       | John Hauser                 | Amy Powers-Johnson           |
| Frank Alexander    | Diane Hawkins               | Linnea Raessler              |
| Kathleen Alexander | Kaitlyn Heisick             | Katherine Rother             |
| Theresa Allen      | Angela High-Pippert         | Kathy Schowalter             |
| Cheryl Anderson    | Sharon Hinrichs             | Teresa Schultz               |
| Linda Baker        | Betty Hockinson             | JoEllen Schwake              |
| Susan Barry        | Ashley Hogenson             | Ashley Scott                 |
| Jerry Biese        | Sandra Honerbrink           | Darlene Scott                |
| Frank Brewer       | Elizabeth Hovland           | Alan Shilepsky               |
| Renee Briguet      | Marci Jacobson              | Boris Shtern                 |
| Carol Brunzell     | Ben Johnston                | Ann Stallons                 |
| Karen Bryngelson   | Debra Kammerer              | Francie Sullivan             |
| Rita Clare         | Mahbubur Khan               | Paulette Tanem               |
| Daniel Collins     | Alice Lesney                | William Thornton             |
| Amy Delgado        | Susan LeVahn                | Anne Todd                    |
| Lori DeMaio        | Clifford MacDonald          | Charles Turner               |
| Maria Dols         | Greg Malecha                | Taisha Turner                |
| Katherina Dosh     | Ramy Mansur                 | Janet Ulve                   |
| Nancy Duescherl    | Susan Marcotte              | Dawn Vorderbruggen<br>Gaetke |
| JoAnn Dwornicki    | Bradley Mathison            | Richard Webb                 |
| Mary Egging        | Mary McArdle                | Jane Weber                   |
| Joan Elbert        | James Mitchell              | Kaye Wohlwend                |
| Yvonne Erhart      | Danielle Moynihan           | Scott Zemke                  |
| Paula Gabay        | Wayne Oesterrich            | Jeanne Zimmer                |
| Mary Garfield      | Jenelle Ollerich<br>(Suchy) |                              |
| Mary Gisch         | Daniel Passer               |                              |
| Melissa Goski      | Kymn Paulson                |                              |
| Chris Grinsteinner | Kade Perry                  |                              |
| Judith Hamen       | Sophia Peterson             |                              |



## Request for Council Action

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**SUBJECT:**        **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2024 Pavement Management Projects**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Steve Dodge, Assistant City Engineer, 651.450.2541

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos. 2024-09 D, F, G, H and I, as part of the City's 2024 Pavement Management Initiative (PMI).

### **BACKGROUND**

On September 25, 2023, the Council held a public hearing and then ordered projects and authorized the preparation of plans and specifications for the following 2024 Pavement Management Initiative (PMI) projects:

- 2024-09D – Delano Way and Dempsey Way Area
- 2024-09F – Corcoran Path and Dawson Way Area
- 2024-09G – South Grove Area 7
- 2024-09H – 96th Street and 99th Street Area
- 2024-09I – Bixby Way

The final plans and specifications have been completed and are now available for viewing at the Engineering Division's office at City Hall. The pavement rehabilitation projects are proposed to be bid together to take advantage of economies of scale and to streamline contract administration efforts. The bid opening is tentatively scheduled for March 5, 2024, with the Council receiving bids and considering a contract award on March 18, 2024.

### **FISCAL IMPACT**

Funding for the projects will be from the Pavement Management - Local Streets Fund (440), Water Capital Fund (511), Sewer Capital Fund (521), Storm Water Capital Fund (531) and Special Assessments. Final budgets for the projects will be brought forth for City Council consideration at the time of contract award.

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos. 2024-09 D, F, G, H and I.

**ATTACHMENTS**

1. Resolution Approving Plans and Specifications and Authorizing Advertisement for Bids

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING  
ADVERTISEMENT FOR BIDS FOR THE 2024 PAVEMENT MANAGEMENT INITIATIVE PROJECTS**

**WHEREAS**, on September 25, 2023, following published notice given pursuant to Minnesota Statutes, Section 429.031 and a public hearing, the City Council ordered City Project Nos. 2024-09 D, F, G, H, and I; and

**WHEREAS**, pursuant to a resolution passed by the City Council on September 25, 2023, plans and specifications for City Project Nos. 2024-09 D, F, G, H, and I were authorized to be prepared by staff; and

**WHEREAS**, staff have prepared plans and specifications for bidding the following projects for Council review and approval:

- 2024-09D – Delano Way and Dempsey Way Area
- 2024-09F – Corcoran Path and Dawson Way Area
- 2024-09G – South Grove Area 7
- 2024-09H – 96th Street and 99th Street Area
- 2024-09I – Bixby Way

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

1. The plans and specifications for City Project Nos. 2024-09 D, F, G, H, and I, are on file with the City are hereby approved as the plans and specifications, in accordance with which said improvements shall be constructed.
2. The City Engineer is hereby authorized to advertise for bids pursuant to the provisions of Minnesota Statutes Chapter 429, with respect to City Project Nos. 2024-09 D, F, G, H, and I.
3. The contract for these improvements shall be executed no later than two years after the adoption of this Resolution.

Approved by the City Council of the City of Inver Grove Heights, Minnesota on this 22nd day of January 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



## Request for Council Action

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**SUBJECT:**       **Resolution Ordering Feasibility Study for Bacardi Avenue Street Improvements**

**MEETING DATE:**   January 22, 2024

**ITEM TYPE:**       Consent Agenda

**CONTACT:**        Paul Merchlewicz, City Engineer, 651.450.2572

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, ordering a Feasibility Study for Bacardi Avenue Street Improvements as part of the 2025 Pavement Management Initiative.

### **BACKGROUND**

Bacardi Avenue and 88th Street West are located along the western edge of Inver Grove Heights near its border with the City of Eagan. These roadways are two of the last remaining City-maintained roadways with an aggregate base surface. These roadways are within the 2040 Municipal Urban Service Area (MUSA) as defined by the Metropolitan Council, and Bacardi Avenue has water main and sanitary sewer located within the roadway. Right-of-way is by prescriptive rights, as this area is not platted.

Argenta Trail is the border roadway between the City of Eagan and the City of Inver Grove Heights. Both Cities have been working cooperatively on the completion of a feasibility study to upgrade Argenta Trail to an urban section roadway, while performing the replacement and/or extension of water and sewer infrastructure along and across Argenta Trail to service all properties within the 2040 MUSA boundary. The Argenta Trail reconstruction project is anticipated to be constructed in the summer of 2025.

Bacardi Ave. and 88th Street have been explored for reconstruction and paving at least twice in the past 30 years because of resident petitions for improvements. The project was not previously advanced due to high assessments and both political and resident opposition. Recent changes in the City's financing approach for rural gravel roads have made the improvement of these roadways more fiscally and politically palatable, and this upgrade has been programmed in the City's Capital Improvement Program (CIP) for construction in 2025.

A draft scope of services was issued to WSB, LLC. (WSB) as they are the consultant selected to perform the preliminary and final design on the Argenta Trail project, and are able to utilize the same design team and efforts to review the feasibility of the Bacardi Ave. improvements in a cost-effective manner. The work scope includes Project Management, Project Understanding, Feasibility Analysis and Report, Preliminary Hydraulic Design and Stormwater Design, Roadway Analysis, Utility Coordination, Right-of-Way, Easement, and Permitting Evaluation, Project Surveying, and Geotechnical Engineering and Analysis.

WSB presented a proposal for \$61,611 to prepare the feasibility study as defined by the scope of

work. In addition to the amount submitted by WSB, staff are recommending the inclusion of a contingency value equal to \$5,000 to account for potential additional work necessary to ensure project scope and feasibility has been sufficiently explored in the project area.

### **FISCAL IMPACT**

The proposed feasibility study costs are to be funded through the Pavement Management – Local Street Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Stormwater Capital Fund (Fund 531), and special assessments. The total cost for this effort, including contingency, is \$66,611.

### **RECOMMENDATION**

Staff recommends approval of the attached Resolution, ordering the feasibility study and accepting the engineering services proposal from WSB, plus contingency, for Bacardi Avenue.

### **ATTACHMENTS**

1. Resolution - Order Feasibility and Engineering Services - Bacardi Avenue
2. 2025 PMI - Bacardi - Feasibility Services - WO Contract

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION ORDERING FEASIBILITY STUDY, ACCEPTING ENGINEERING SERVICES  
PROPOSAL FROM WSB, LLC. AND AUTHORIZING PRELIMINARY ENGINEERING FOR BACARDI  
AVENUE AS PART OF THE 2025 PAVEMENT MANAGEMENT INITIATIVE**

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

| <u><b>Project No.</b></u> | <u><b>Improvements</b></u> |
|---------------------------|----------------------------|
| 2025-09G                  | Bacardi Avenue             |

**WHEREAS**, the project area referenced above has been reviewed through the Capital Improvement Plan (CIP) process, and is recommended by City staff; and

**WHEREAS**, the City has provided a scope of work, and requested and received an engineering services proposal from WSB, LLC. in the amount of \$61,611.00 to perform services necessary to complete a feasibility study for Bacardi Avenue.

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

1. The Bacardi Avenue improvements project is hereby initiated.
2. The proposal from WSB, LLC. dated January 16, 2024, in the amount of \$61,611.00 is hereby accepted.
3. The City Engineer and Engineering Division staff, in coordination with WSB, LLC. are hereby authorized to prepare the feasibility report, conduct geotechnical investigations, and complete related professional engineering services on the proposed Bacardi Avenue improvements.
4. As part of the preliminary design fee for the project, the City Engineer is authorized to direct the use of contingency funds up to \$5,000 for changes in scope that may occur through the final design efforts.
5. The City Attorney is hereby authorized to assist the City Engineer on this project as needed.
6. Project funding is provided through the Pavement Management – Local Street Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Stormwater Capital Fund (Fund 531), and special assessments.

7. The Mayor and City Clerk are authorized to enter a Work Order contract for the scope of work included by reference as part of the current Master Professional Services Agreement with WSB, LLC.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 22nd day of January 2024.

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Brenda Dietrich, Mayor

ATTEST:

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Rebecca Kiernan, City Clerk

Project Identification

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

| Location            | Expected Approach            |
|---------------------|------------------------------|
| Bacardi Avenue..... | Reconstruction/Urban Upgrade |

This written authorization to proceed and work order contract (work order contract) is between the City of Inver Grove Heights (City) and **WSB,LLC .**, a Corporation, Address: **701 Xenia Avenue South, Minneapolis, MN, 55416** (“Contractor”). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor (“Master Services Agreement”) and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

- 1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.
- 2. The City needs a Contractor to provide professional services in the preparation of feasibility report(s) for the Bacardi Avenue Project identified in the 2025 Pavement Management Initiative.

Work Order Contract

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

1.1. Effective Date:

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

1.2. Expiration Date:

This work order contract will expire on July 31, 2025, or when all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3. Exhibits:

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

**Exhibit A** = Specifications, Duties, and Scope of Work

**Exhibit B** = Progress Report Form

**Exhibit C** = Project Location Map

2. Scope of Work and Deliverables:

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

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

| Items                            | Date Due        |
|----------------------------------|-----------------|
| Expected Notice to Proceed ..... | January 2024    |
| Feasibility Report (Draft) ..... | May 2024        |
| Feasibility Open House .....     | June 2024       |
| Feasibility Report (Final) ..... | July 2024       |
| Public Improvement Hearing ..... | August 12, 2024 |

- 2.3. The City’s Project Manager has the authority to update and adjust all interim project schedule dates, when necessary, at progress meetings within the terms of the work order contract.

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

- 3.1. After authorizing the Contractor to begin work, the City will furnish any data or material in its possession relating to the project that may be of use to the Contractor in performing the work.
- 3.2. All such data furnished to Contractor, will remain the property of the City and will be promptly returned upon the City’s request or upon the expiration or termination of this work order contract.
- 3.3. The Contractor will analyze all such data furnished by the City. If Contractor finds any such data to be incorrect or incomplete, Contractor will bring the facts to the attention of City before proceeding with the part of the project affected. The City will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.

4. Consideration of Payment:

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

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

Labor Rate Costs\*: **\$61,611.00**  
Direct Expense Costs: **\$0.00**

\* Labor Rate includes direct labor, overhead and profit

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

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

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

4.1.5. **Total Obligation.** The total obligation of City for all compensation and reimbursements to Contractor under this contract will not exceed **\$61,611.00**

**5. Terms of Payment:**

- 5.1. The City will promptly pay all valid obligations under this work order contract as required.
- 5.2. The Contractor must submit invoices electronically for payment, monthly, using the cover letter format set forth in **Exhibit B**. Attach supporting hourly breakdown demonstrating work performed over the invoice period.
- 5.3. The Contractor must submit the signed invoice, the signed progress report and all required supporting documentation, for review and payment, to the City's Finance Department, at [invoices@ighmn.gov](mailto:invoices@ighmn.gov). If the Contractor cannot support electronic submission of the invoice package, the Contractor must contact the City's Authorized Representative for possible alternatives.

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

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

Name/Title: Monica Heil, P.E., Vice President of Municipal Services  
Address: 540 Gateway Boulevard, Burnsville, MN 55337  
Telephone: 952-843-8323  
E-Mail: [mheil@wsbeng.com](mailto:mheil@wsbeng.com)

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

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

#### **Authorized Representative/Project Manager**

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

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

## **8. Termination and Suspension**

### **8.1. Termination by the City**

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

### **8.2. Termination for Insufficient Funding**

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

### **8.3. Suspension**

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

## **9. Plain Language; Accessibility Standards**

### **9.1. Plain Language**

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

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

City Contract Number: 23-27\_IGHMSA\_E\_WO\_07  
City Project Number: 2025-09G  
Contract

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

Date: \_\_\_\_\_, 20\_\_

**CITY OF INVER GROVE HEIGHTS**

BY: \_\_\_\_\_

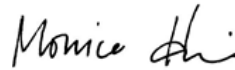
Brenda Dietrich, Mayor

ATTEST: \_\_\_\_\_

Rebecca Kiernan, City Clerk

Date: Jan. 16, 2024

**CONSULTANT**



BY: Monica Heil

IT'S: VP of Municipal Services

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## **Exhibit A: Scope of Work**

### **1. Project Overview**

#### **1.1. General Statement of Scope of Work**

- 1.1.1. The delivery of this contract includes the development of a feasibility report consistent with MN Statute 429 regarding assessments.

#### **1.2. Project Background**

- 1.2.1. Bacardi Avenue and 88<sup>th</sup> Street West are located along the western edge of Inver Grove Heights near its border with the City of Eagan. These roadways are two of the last remaining City-maintained roadways with an aggregate base surface. These roadways are within the 2040 Municipal Urban Service Area (MUSA) as defined by the Metropolitan Council, and Bacardi Avenue has watermain and sanitary sewer located within the roadway. Right-of-way is by prescriptive rights, as this area is not platted.
- 1.2.2. Argenta Trail is the boarder roadway between the City of Eagan and the City of Inver Grove Heights. Both Cities have been working cooperatively on the completion of a feasibility study to upgrade Argenta Trail to an urban section roadway, while performing the replacement and/or extension of water and sewer infrastructure along and across Argenta Trail. The Argenta Trail reconstruction project is anticipated to be constructed in the summer of 2025.
- 1.2.3. Bacardi Ave. and 88<sup>th</sup> Street have been explored for reconstruction and paving at least twice in the past 30 years as a result of resident petitions for improvements. The project was not advanced due to high assessments and both political and resident opposition. Recent changes in management philosophy and the City of Inver Grove Heights assessment policy have made upgrade of these roadways more fiscally and politically palatable, and this upgrade has been programmed in the City's Capital Improvement Program (CIP) for construction in 2025.
- 1.2.4. Three primary infrastructure changes are anticipated as part of the Bacardi Ave. Reconstruction project:
- a. Rerouting of sanitary sewer from the north terminus of Bacardi Ave. west along the 88<sup>th</sup> Street W. alignment, and disconnection and/or abandonment of public sewer that extends into the Emerald Hills mobile home community.
  - b. Termination of Bacardi Ave. at 88<sup>th</sup> Street W. via a cul-de-sac or hammer-head roadway, and conversion of 88<sup>th</sup> Street W. into a stormwater ditch or treatment area, with sanitary sewer and water utilities continuing to reside in this prescriptive easement area.
  - c. Upgrade of Bacardi Ave. to a paved section. The feasibility study will review the costs and feasibility of installing a rural roadway section with ditches, or an urban section with curb and gutter.

## **2. Project Management**

### **2.1. Project Coordination and Administration**

- 2.1.1. Project management includes work necessary for communicating and completing the project tasks on time and within budget. The Contractor must not reassign the project manager or their primary duties without the written consent of the City's project manager. The Contractor's staff must have the training and expertise necessary for the work tasks to which they are assigned.
- 2.1.2. Meeting summaries must be submitted no later than three business days after each meeting. Final meeting summaries must be submitted no later than one business day after receiving comments on draft summaries.
- 2.1.3. The Contractor will:
  - a. Prepare invoices accompanied by:
    - i. Progress report form (**Exhibit B**).
    - ii. Supporting data for direct expenses.
    - iii. Manage, coordinate, direct, and monitor subcontractor services, including reviewing progress reports, deliverables, schedule, and invoices.
  - b. Update the City's project manager on the status of the project schedule, budget, and general status/progress at the weekly progress meetings.
  - c. Store all deliverables in an organized electronic document management system and make deliverables available to the City's project manager as needed whether the file is incomplete, in draft form, or the final deliverable.
  - d. Track issues and action items that develop during the project that either need resolution or implementation. The Contractor will review project issues and action items with the City's project manager at the weekly progress meetings.

### **2.2. Project Meetings**

#### **2.2.1. Kickoff Meeting**

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

#### **2.2.3. Project Management Team (PMT) Meetings**

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

- 2.2.5. Progress meeting attendees may vary depending on issues that need discussion. The Contractor's project manager must attend these meetings.
- 2.2.6. One PMT meeting will be used to address City comment on the draft feasibility stage to discuss City comments and provide resolution before finalizing the feasibility report and other required deliverables.
- 2.2.7. The Contractor will:
  - a. *Meet with the City's project manager weekly to review progress of deliverables, issues, and team effectiveness.*
  - b. Solicit feedback from the City's project manager to assess whether all services meet the requirements of the project.
  - c. Identify needs and issues and discuss steps.

### **3. Project Understanding**

#### **3.1. Project Walkthrough**

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

### **4. Feasibility Analysis and Report**

#### **4.1. Standards and Guidance**

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

#### **4.2. Stakeholder Involvement/Meetings**

- 4.2.1. Stakeholder involvement and meetings include the work necessary to gather input on the proposed project improvements.
- 4.2.2. The Contractor will:
  - a. Attend up to two individual meetings with project stakeholders or residents to discuss the project. These meetings will focus on past design efforts and review any current drainage or erosion concerns in the neighborhood.
  - b. Assist staff with correspondence and coordination with residents and stakeholders within the project area. Assume this will include the preparation of letters for up to two mailings which will be sent to residents to inform them of the project.

- c. Coordinate mailings to residents/stakeholders to notify them of the project. Assume the City will provide postage and mail the letters.

#### **4.3. Informational Meetings and Public Hearings**

- 4.3.1. Informational meetings and public hearings will be used to share information discovered during the stakeholder involvement phase before and during the feasibility/assessment process.
- 4.3.2. The Contractor will:
  - a. Prepare for and attend **two** public open house neighborhood meetings. Assume the public open house neighborhood meetings will include preparation of a presentation and up to four boards for public viewing for the defined project area. Assume open houses will be available virtually and the presentations and boards will be shared virtually. Assume the open houses will be recorded and uploaded to the City project website for those who could not attend.
  - b. Attend one regular City Council meeting to provide City staff support for Council acceptance of the feasibility report and ordering the final design of the project.

#### **4.4. Report Preparation**

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

#### **4.5. Preliminary Cost Estimates**

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

#### **4.6. Financing Plan**

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

#### **4.7. Assessment Roll Preparation**

- 4.7.1. The assessment roll will align with the cost estimates for the project to determine the appropriate share of the project allocated to property owners.
- 4.7.2. The Contractor will:
- a. Prepare a draft and final assessment roll based on the cost estimate included in the report and the current City assessment policy. Assume City staff will review the draft assessment roll for consistency with City policy and provide comments on the draft assessment roll.
  - b. The Contractor will provide property valuation data to assist in the calculation of average property value by zoning classification, to assist the City in calculating a benefit appraisal value for each type of property classification. The City will provide zoning classification information as necessary.
  - c. Include the final assessment roll in the final version of the feasibility study.

### **5. Preliminary Hydraulic Design and Stormwater Design**

#### **5.1. General**

- 5.1.1. The current lack of stormwater and hydraulic facilities make it necessary to evaluate the current drainage patterns and determine a proposed solution to accommodate drainage of any proposed roadway upgrade (rural vs. urban section).

#### **5.2. Standards and Guidance**

- 5.2.1. All deliverables must be prepared in accordance with:
- a. Current version of the National Pollutant Discharge Elimination System (NPDES) Construction Stormwater Permit
  - b. Minnesota Pollution Control Agency (MPCA) Minnesota Stormwater Manual
  - c. Minnesota Department of Natural Resources (DNR) Best Practices for Meeting DNR General Public Waters Work Permit
- 5.2.2. All deliverables must be prepared in accordance with the following project-specific standards:
- a. Stormwater Storage and Treatment Systems:
    - i. Construct all stormwater treatment and storage systems with a minimum of two feet of vertical freeboard above the high-water level (HWL) of a 100-year, 24-hour storm event to the berm crest (continuous flat surface).
    - ii. Construct berm crest width of five feet minimum.

- iii. Provide a wet pretreatment basin/cell upstream of all infiltration and filtration systems unless another method is approved by the City.
      - iv. Underground structural stormwater storage and/or infiltration facilities will not be approved on this project, unless approved by the City.
    - b. Wet Stormwater Ponds and Filtration Basins:
      - i. Line stormwater ponds and filtration basins if they are located within a very high or a high-vulnerability area of a Drinking Water Supply Management Area (DWSMA), within an Emergency Response Area (ERA), or located within contaminated soils. *This project is in an area classified as a "moderate vulnerability" DWSMA.*
      - ii. Provide a minimum depth from the normal water level (NWL) to the pond bottom of at least three feet and a maximum depth of 10 feet.
      - iii. Provide a 1:10 (V:H) bench extending from a wet pond NWL a minimum of 10 feet horizontally into the pond. Above the NWL, slopes must be no steeper than 1:3 (V:H) with 1:4 slopes preferred.
      - iv. Base filtration rates for the design of the filtration basin on the MPCA Stormwater Manual. Base ponding depth within the filtration basin on the design filtration rate and a maximum 48-hour drawdown period.
    - c. Infiltration Basins:
      - i. Infiltration is not permitted in areas with soil or groundwater contamination, karst, within three feet of a regional groundwater table, in Hydrologic Soil Group D, where soil infiltration rates are more than 8.3 inches per hour without modification, within 200 feet of a private water supply well, within 100 feet from a septic system, or within 100 feet of buildings or building foundations.
      - ii. Base infiltration rates for the design of infiltration basins on measured infiltration rates along with the MPCA Stormwater Manual correction factor. Alternatively, use the MPCA Stormwater Manual design infiltration rates for the applicable soil texture.
      - iii. Provide an overflow to establish the maximum water quality ponding depth to achieve the required maximum 48-hour drawdown period.
    - d. Hydrologic Methods:
      - i. Design the drainage system so pre-project conditions are not exceeded for flood damage potential.
      - ii. Design stormwater storage and treatment facilities using the Atlas 14, 100-year, 24-hour rainfall event with an antecedent moisture condition of 2.
- 5.2.3. All deliverables must be prepared using approved drainage design software.

| Software | Possible Vendor                 | Functions                                                                                                                                                                                                                        |
|----------|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| HydroCAD | HydroCAD Software Solutions LLC | <ul style="list-style-type: none"> <li>• Generate NRCS (SCS) hydrograph</li> <li>• Develop stage-storage and stage-discharge for ponds</li> <li>• Combine/route hydrographs through ponds and channels</li> </ul>                |
| XP-SWMM  | Innovyze                        | <ul style="list-style-type: none"> <li>• Generate NRCS (SCS) hydrograph or model historical storm</li> <li>• Dynamic routing of hydrographs through ponds, pipes, and channels with varying tailwater/flow conditions</li> </ul> |

### 5.3. Preliminary Hydraulics Design/Recommendation

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

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

- vii. How the preliminary drainage system design will preserve existing drainage patterns wherever possible unless approved by the City Engineer.
- viii. Modeling results of existing and proposed conditions stormwater systems as required for project permitting and/or as directed by the City Engineer.

#### **5.4. Preliminary Stormwater System Analysis**

- 5.4.1. The Contractor will compile available water resources-related information, regulatory requirements applicable to the project, and develop a water resources design criteria summary document.
- 5.4.2. The summary document must include and identify:
  - a. Existing stormwater drainage plans, models, and survey data including available data on culverts, ditches, storm sewer systems, and stormwater treatment systems within the project area.
  - b. Information collected during the field survey relating to existing conditions.
  - c. Available soil conditions where infiltration, filtration, and wet ponds are proposed and where stormwater trunk line piping is proposed. Identify the source(s) of the data including web-based data, soil borings, and other.
  - d. Water resources issues including, but not limited to, areas with historically inadequate drainage (e.g., known flooding areas, citizen-identified concerns and complaints), environmentally sensitive areas, localized flooding, and maintenance problems associated with drainage, erosion areas, high groundwater table areas, areas known to contain contaminated soil or water, karst areas, ERAs, and DWSMAs including the degree of vulnerability of each DWSMA throughout the project area.
  - e. Volume control, water quality, and rate control requirements as imposed by watershed district and/or watershed management organization standards and rules, and any local governmental unit standards and rules.
  - f. Existing drainage systems that require cleaning and/or inspection and make recommendations if features need repair or replacement.
- 5.4.3. The Contractor will prepare drainage overview map(s) for the project area including:
  - a. Existing and proposed drainage features including, but not limited to, culverts, ditches, storm sewer, outfalls, drop inlets, catch basins, wet ponds, dry ponds, infiltration basins, and filtration basins. Available municipal drainage system information must be included.
  - b. Delineated drainage areas to each point of inflow and outflow from the project. Existing and proposed drainage areas must identify the time of concentration and modeled peak flows for the design events identified in the water resources design criteria summary. Existing and proposed ponding or detention areas must show the model peak water surface elevation for the 100-year design storm event.

- c. All waters that receive project runoff: public waters, outstanding resource value waters, special waters, and impaired waters.
- d. Federal Emergency Management Agency (FEMA) Floodplain boundaries, Watershed District flood elevations and/or floodplain boundaries, National Wetlands Inventory (NWI) wetland boundaries, jurisdictional ditches, karst areas, ERAs and DWSMAs, and other relevant drainage system information including agricultural drainage tile systems within and adjacent to the project area.
- e. Existing drainage infrastructure and locations for repair, lining, replacement, and erosion control recommendations.

## **5.5. Preliminary Stormwater System Design**

### **5.5.1. The Contractor will:**

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

### **5.5.2. Deliverables:**

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

## **6. Roadway Analysis**

### **6.1. General**

6.1.1. The existing gravel section of Bacardi Ave. ranges in width from 24' - 28'. This scope of work is to identify options for reconstructing the roadway to a consistent width, with the limits of work intended to remain within the existing 60' of prescriptive ROW.

- a. Construction of a cul-de-sac or hammerhead roadway treatment at the north end of Bacardi Ave. will likely result in the need for the City to obtain additional ROW. Refer to **Section 8.1**.

### **6.2. Roadway Width Analysis**

6.2.1. Contractor will determine the appropriate width for roadways to be reconstructed and take into consideration the following:

- a. Condition and existence of existing drainage features.
- b. Utility conditions, potential adjustments, and location including lighting, sewer, storm, water, and private utilities.
- c. On-street parking accommodation and need.
- d. Ancillary construction impacts such as driveways, vegetation, and property.

### **6.3. Benefit/Cost Analysis**

6.3.1. Contractor will provide a Benefit/Cost Analysis to determine if constructing a rural section roadway vs. an urban section (with curb and gutter) provides a better overall solution to the City and its residents.

6.3.2. Deliverables

- a. Preliminary cost estimate representing construction of roadways for both a rural and urban section.
- b. Preliminary cost estimate representing an "optimized" and consistent roadway width and configuration that matches the objectives of the City's Pavement Management Citizen Task Force findings: [Citizen Task Force | Inver Grove Heights, MN - Official Website \(ighmn.gov\)](https://www.ighmn.gov/citizen-task-force/)
- c. Include findings with preferred option in Feasibility Report.

## **7. Utility Coordination**

This task is for utility coordination only.

### **7.1. Initiate GSOC Utility Design Ticket and Collect Responses**

7.1.1. Initiate and collect utility information within the project limits.

7.1.2. The Contractor will:

- a. Initiate the GSOC Utility Design Locate Ticket and collect information provided, including any maps that may be collected.

- b. Catalog all utility information, including ticket numbers, into the City's file system for use during final design.

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

### **8.1. Right-of-Way and Easements**

- 8.1.1. Understanding impacts to public and private rights of way impacts the budget and is necessary for identification in the feasibility study and report.
- 8.1.2. The Contractor will:
  - a. Evaluate the need for right-of-way acquisition, permanent and temporary easements, and potential right-of-entry agreements.
  - b. Upon completing this evaluation, make a recommendation to City staff as to which method of construction accessibility to use within the project limits.
- 8.1.3. Completion of formal easement/ROW maps and legal descriptions will be part of a separate contract effort.

### **8.2. Permitting**

- 8.2.1. Assess and collect permit information during the feasibility study.
- 8.2.2. The Contractor will:
  - a. Compile a list of all necessary permits required to complete the project.
  - b. Assemble a matrix of permits and applicable agencies for coordination and timing for completion.

## **9. Project Surveying**

### **9.1. Feasibility Survey**

- 9.1.1. Surveying will be needed to identify utility locations when marked and roadway and drainage features, among others to gain an understanding of project features to determine the appropriate project solution.
- 9.1.2. The Contractor will:
  - a. Provide the City's Project Manager with a survey plan and work plan for each roadway area of the feasibility study.
  - b. Perform necessary surveys to capture field information to provide information to aid in decision making and project understanding in the feasibility study.
  - c. Provide topographic survey of centerline roadway and edge of traveled roadway, shoulder, and any rural ditch bottoms, side slope, and backslope.
  - d. Utility castings/structures survey, including survey of existing culverts (if found).
  - e. Provide the final survey to the City in AutoCAD format for use in the final design of the project(s).

## **10. Geotechnical Engineering and Analysis**

### **10.1. Geotechnical Investigation**

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

- a. Standard Penetration Test (SPT) borings along the roadway alignment to a depth of 10 feet.
- b. Potholing and surface replacement (if necessary).
- c. Visual inspections.

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

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

- a. Perform Laboratory testing, including classification (sieve analysis, density, moisture content, etc.), R-value, and other tests to determine feasibility of soil for construction.
- b. Include in the report a boring map, logs and analysis, GPR results and analysis, pavement and topsoil samples, recommendations for the proposed R-value to be used on the roadway for pavement section design.

City Contract Number: 23-27\_IGHMSA\_E\_WO\_07

City Project Number: 2025-09G

Exhibit B

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**Exhibit B: Progress Report Form**

**For Invoice No.:** \_\_\_\_\_

City Contract No.: 23-27\_IGHMSA\_E\_WO\_07

Billing Period: from \_\_\_\_\_ to \_\_\_\_\_

City Project No: 2025-09G

Contract Notice to Proceed Date: [ \_\_\_\_\_ ]

Contract Expiration Date: [ \_\_\_\_\_ ]

From: [ \_\_\_\_\_ ]

[ \_\_\_\_\_ ]

[ \_\_\_\_\_ ]

Contractor Project No. 024458-000

**Project 2025-09G - Bacardi Avenue Reconstruction**

| Notes | Description                                              | Contract Value | Amount Billed to Date | Previous Amount Billed | Current Amount Due |
|-------|----------------------------------------------------------|----------------|-----------------------|------------------------|--------------------|
|       | <b>Project Management</b>                                | \$6,030.00     |                       |                        |                    |
|       | <b>Project Understanding</b>                             | \$1,970.00     |                       |                        |                    |
|       | <b>Feasibility Analysis and Report</b>                   | \$19,140.00    |                       |                        |                    |
|       | <b>Prelim. Hydraulic Design</b>                          | \$13,794.00    |                       |                        |                    |
|       | <b>Roadway Analysis</b>                                  | \$2,732.00     |                       |                        |                    |
|       | <b>Utility Coordination</b>                              | \$768.00       |                       |                        |                    |
|       | <b>Right of Way, Easement, and Permitting Evaluation</b> | \$2,010.00     |                       |                        |                    |
|       | <b>Project Surveying</b>                                 | \$7,467.00     |                       |                        |                    |
|       | <b>Geotechnical Investigation</b>                        | \$7,700.00     |                       |                        |                    |
|       | <b>Subtotal</b>                                          | \$61,611.00    |                       |                        |                    |
|       | <b>Total</b>                                             |                |                       |                        |                    |

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Contractor's Project Manager

Date

City Contract Number: 23-27\_IGHMSA\_E\_WO\_07

City Project Number: 2025-09G

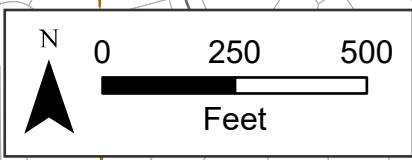
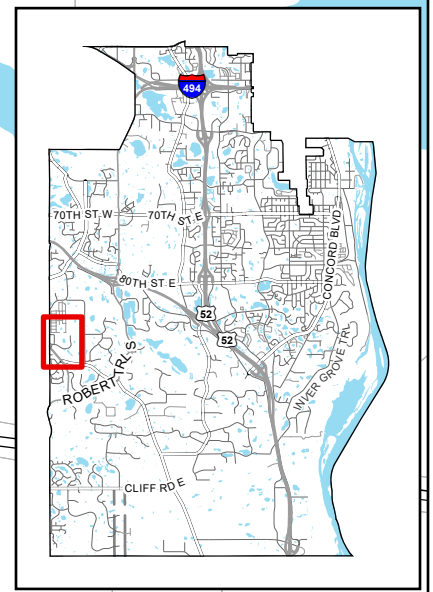
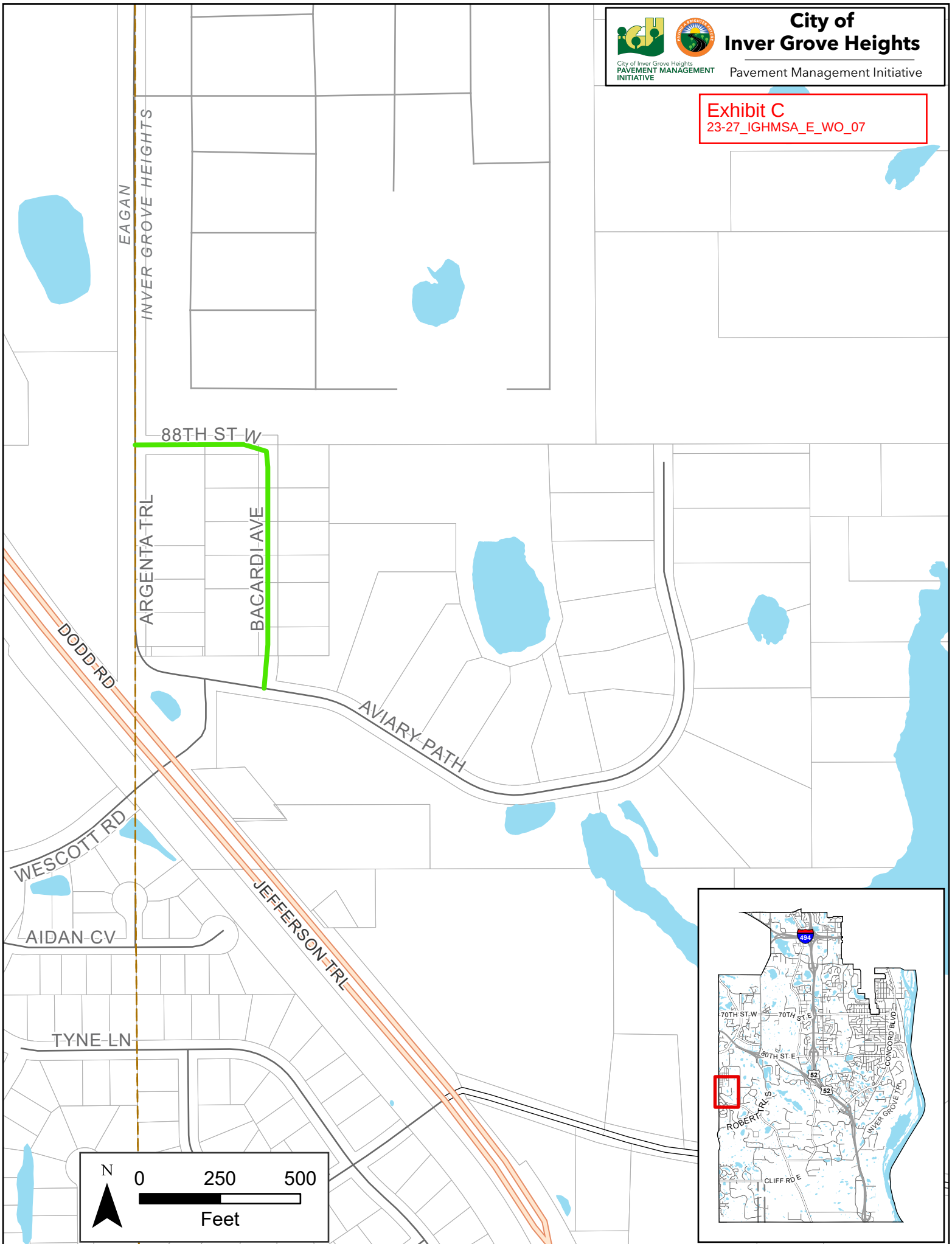
Exhibit C

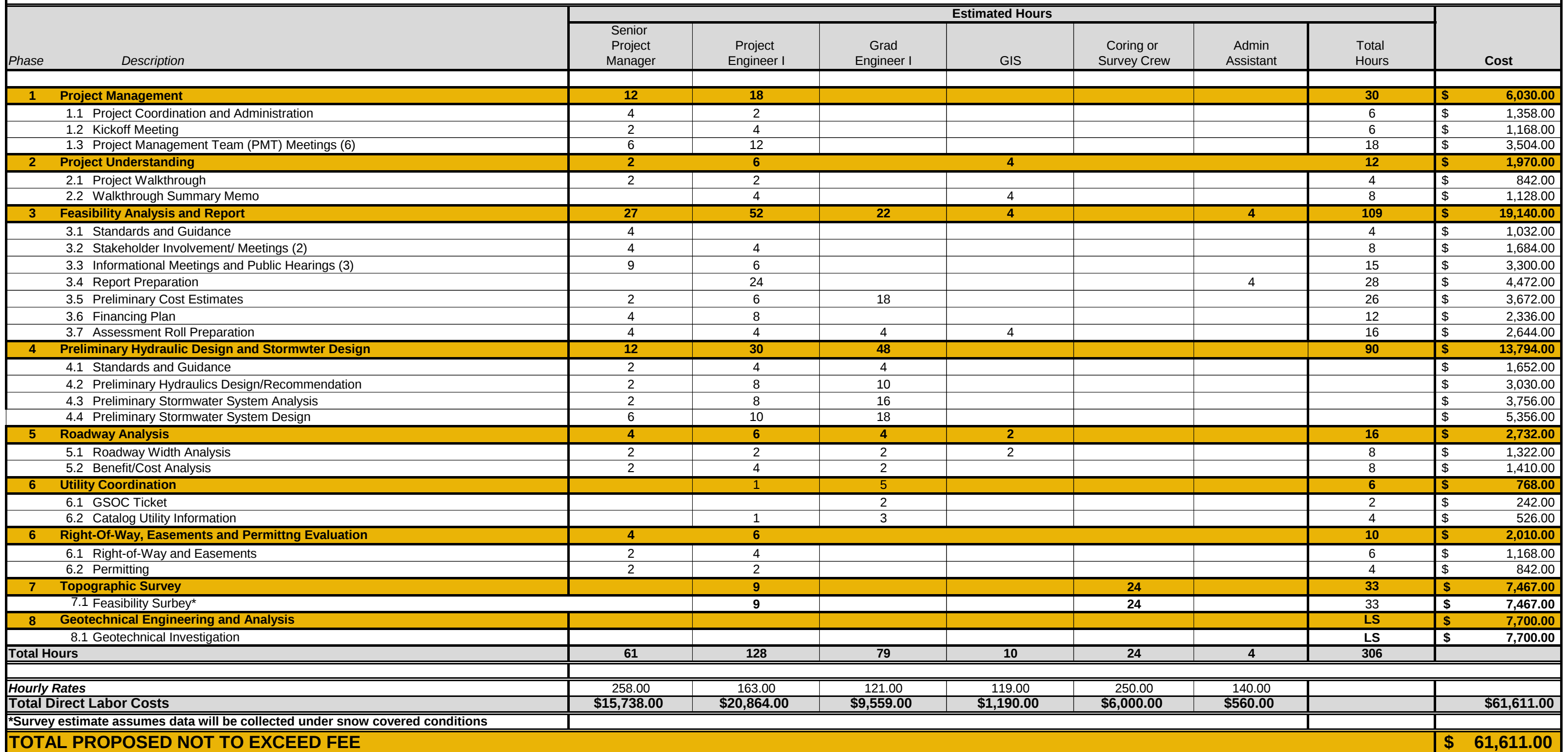
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**Exhibit C: Project Area Map**



**Exhibit C**  
23-27\_IGHMSA\_E\_WO\_07







## Request for Council Action

---

**SUBJECT:**        **Acceptance of Donations to the Police Department**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Melissa Chiodo, Police Chief, 651.450.2526

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### **ACTION REQUESTED**

The Council is asked to formally accept the donations made to the Inver Grove Heights Police Department in 2023 by the Inver Grove Heights Public Safety Foundation.

### **BACKGROUND**

During calendar year 2023, the Inver Grove Heights Public Safety Foundation made non-monetary donations to the Police Department with a total value of \$9,360.95, as outlined in the attached memo from the Foundation.

### **FISCAL IMPACT**

The \$9,360.95 donated by the Inver Grove Heights Public Safety Foundation provided additional resources, above and beyond the adopted departmental budget.

### **RECOMMENDATION**

It is recommended that the City Council formally approve the acceptance of the donations for 2023, as outlined in the attached memo.

### **ATTACHMENTS**

1.     2023 Donation to Police Department



INVER GROVE HEIGHTS

**PUBLIC SAFETY  
FOUNDATION**

P.O. Box 2703 | Inver Grove Heights, MN 55076  
612-361-6944 | info@ighpsf.org

January 3, 2024

Dear Chief Chiodo,

As you know the Foundation is organized for the public purpose of raising funds to assist public safety in the City of Inver Grove Heights by supplementing, but not substituting traditional funding for the City's Police Department.

As such for the calendar year 2023, the Foundation donated the following to the Inver Grove Heights Police Department.

| Program            | Item              | Amount  |
|--------------------|-------------------|---------|
| Pink Patch Program | Steins/Patches    | 950.00  |
| Misc Recognitions  | Funeral Flowers   | 1775.00 |
|                    | Officer Lunch     | 1000.00 |
|                    |                   |         |
| Shop With a Cop    | Target            | 1667.37 |
|                    | Walmart           | 1673.58 |
| Explorers          | State Competition | 2295.00 |
| Total              |                   | 9360.95 |

Sincerely,

Foundation Board Member/Treasurer



## Request for Council Action

---

**SUBJECT:**        **Resolution Accepting a Minnesota Department of Public Safety DWI Officer Grant**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Melissa Chiodo, Police Chief, 651.450.2526

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, accepting the Minnesota Department of Public Safety DWI Officer Grant awarded to the Inver Grove Heights Police Department.

### **BACKGROUND**

The Minnesota Department of Public Safety funds several programs designed to reduce incidents of impaired driving through the application of various enforcement strategies. All enforcement grants support the statewide Toward Zero Deaths (TZD) safety program, which works to create a safe driving culture in Minnesota by supporting a goal of zero road fatalities.

The City Council authorized the Police Chief to apply for this grant at the City Council meeting on December 11, 2023. The Department of Public Safety subsequently awarded the grant to the IHG PD, which now requires formal acceptance by the Council.

### **FISCAL IMPACT**

The grant award is for \$101,431.53 to be used for the salary and benefits of our DWI officer for the period January 1 - September 30, 2024.

### **RECOMMENDATION**

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

### **ATTACHMENTS**

1. Resolution - DWI Officer Grant 2024

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

**RESOLUTION AUTHORIZING EXECUTION OF AGREEMENT BETWEEN  
THE CITY OF INVER GROVE HEIGHTS AND MINNESOTA DEPARTMENT OF  
PUBLIC SAFETY FOR THE DWI OFFICER GRANT FOR JANUARY 1, 2024,  
THROUGH SEPTEMBER 30, 2024**

**RESOLUTION NO.\_\_\_\_**

**WHEREAS**, The City of Inver Grove Heights and the Minnesota Department of Public Safety agree to have a grant funded DWI officer position for January 17, 2024, through September 30, 2024.

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

1. The City Council hereby approves entering into a grant agreement with the Minnesota Department of Public Safety for the DWI Officer grant for the period of January 17, 2024, through September 30, 2024.
2. The City Council hereby authorizes Police Chief Chiodo to execute such the DWI Officer grant agreements and amendments as are necessary to implement the project on behalf of the Inver Grove Heights Police Department and to be the fiscal agent and administer the grant.
- 3.

Adopted by the City Council of Inver Grove Heights this 22nd day of January 2024.

Ayes:

Nays:

\_\_\_\_\_  
Brenda Dietrich, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



## Request for Council Action

---

**SUBJECT:**        **Resolution Authorizing Application for Office of Justice Programs 2024 Firearms Storage Grant**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Melissa Chiodo, Police Chief, 651.450.2526

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, authorizing the Police Department to apply for the Office of Justice Programs (OJP) Firearms Storage Grant.

### **BACKGROUND**

Minnesota Statute 624.7171 -7178, addressing Extreme Risk Protection Orders (ERPOs), took effect January 1, 2024. Part of this new statute requires that when a police department takes possession of a firearm through an ERPO, they must secure the firearm at the police station until the ERPO expires.

The Office of Justice Programs is offering grants to police departments for the purchase of gun lockers. The current state of the firearm storage in the Inver Grove Heights Police Department evidence room is approaching full capacity, presenting a financial constraint on expanding the available space. This situation raises concerns about the potential overcrowding, which could compromise the organization of firearm storage and give rise to a cascade of issues. Complicating matters is the need to store firearms surrendered as part of an extreme risk protection order, which falls outside the category of evidence.

The IPolice Department would like to apply for OJP grant funds to purchase gun storage that meets the requirements of the statute regarding storage of firearms surrendered because of an extreme risk protection order.

### **FISCAL IMPACT**

The Police Department would like to apply for a grant of \$10,000. There is no match requirement for the City.

### **RECOMMENDATION**

Staff recommend adoption of the attached Resolution, authorizing the Police Department to apply for the Office of Justice Programs Firearms Storage Grant 2024.

### **ATTACHMENTS**

1. Resolution Authorizing Application for OJP Firearm Storage Grant

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

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING APPLICATION FOR  
THE OFFICE OF JUSTICE PROGRAMS (OJP)  
FIREARMS STORAGE GRANT PROGRAM 2024**

**WHEREAS**, new legislation addressing Extreme Risk Protection Orders (ERPOs) took effect in Minnesota on January 1, 2024, and

**WHEREAS**, part of this new legislation requires police departments to store surrendered firearms in a certain manor, and

**WHEREAS**, the Inver Grove Heights Police Department will need new, separate storage to hold the surrendered firearms, and

**WHEREAS**, the U.S. Department of Justice's Office of Justice Programs has grant funds available to police departments to purchase or expand firearms storage.

**NOW, THEREFORE, BE IT RESOLVED** by the Inver Grove Heights City Council, that the Council does hereby authorize the Inver Grove Heights Police Department to apply for a grant of up to \$10,000 for the purpose of expanding firearms storage.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota, this 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

Attest:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



## Request for Council Action

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**SUBJECT:**        **Resolution Approving Joint Powers Agreement for the Minnesota Internet Crimes Against Children Task Force**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Melissa Chiodo, Police Chief, 651.450.2526

---

### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, approving a Joint Powers Agreement with the Minnesota Internet Crimes Against Children (ICAC) Task Force.

### **BACKGROUND**

The Minnesota Bureau of Criminal Apprehension has an Internet Crimes Against Children (ICAC) Task Force that assists local law enforcement agencies with their investigations of internet crimes against children. The IGH Police Department desires to enter into the necessary Joint Powers Agreement in order to have access to this resource as needed.

### **FISCAL IMPACT**

There is no fiscal impact for the services provided by the BCA.

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution, approving the Joint Powers Agreement.

### **ATTACHMENTS**

1. Resolution Approving ICAC JPA

RESOLUTION NO. \_\_\_\_\_

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF  
INVER GROVE HEIGHTS ON BEHALF OF ITS POLICE DEPARTMENT REGARDING THE MINNESOTA  
INTERNET CRIMES AGAINST CHILDREN TASK FORCE (ICAC)**

WHEREAS the City of Inver Grove Heights on behalf of its Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to utilize applicable state and federal laws to investigate and prosecute crimes committed against children and the criminal exploitation on children that is committed and/or facilitated by or through the use of computers.

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

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the City of Inver Grove Heights on behalf of its Police Department, are hereby approved. A Copy of the Joint Powers Agreement is attached to this Resolution and made a part of it.
2. That Chief Melissa Chiodo, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That Brenda Dietrich, the Mayor for the City of Inver Grove Heights, and Rebecca Kiernan, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Passed and Adopted by the Council on this 22<sup>nd</sup> day of January 2024.

CITY OF \_Inver Grove Heights

\_\_\_\_\_  
By: [Brenda Dietrich]  
Its Mayor

ATTEST: \_\_\_\_\_  
By: [Rebecca Kiernan]  
Its City Clerk



## Request for Council Action

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**SUBJECT:**       **Approval of Agreement with Salvation Army for Mobile Canteen Vehicle Storage**

**MEETING DATE:**   January 22, 2024  
**ITEM TYPE:**       Consent Agenda  
**CONTACT:**        Judy Thill, Fire Chief, 651.450.2495

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### **ACTION REQUESTED**

The Council is asked to approve the attached lease agreement with the Salvation Army for storage of its Mobile Canteen Vehicle (MCV) at Fire Station # 3.

### **BACKGROUND**

The Salvation Army operates several Mobile Canteen Vehicles (MCVs) across the Twin Cities metropolitan area. These vehicles respond to fires, natural disasters, and other emergencies and provide food, hot beverages, and other similar services to first responders and individuals impacted by the event. In order to respond in a timely manner, the MCVs must be located in a secure area in the community they are primarily intended to serve. The attached lease agreement authorizes the Salvation Army to store a MCV at IGH's Fire Station # 3. There is no specific end date for the lease, but the City has the right to terminate it upon 30 days' written notice to the Salvation Army.

### **FISCAL IMPACT**

Because of the service the Salvation Army's Mobile Canteen Vehicle provides to both the public and the first responder community, there is no lease payment proposed. The attached agreement requires the Salvation Army to carry certain forms of insurance to protect against any unexpected costs being placed back on the City.

### **RECOMMENDATION**

Staff recommends approval of the attached lease agreement.

### **ATTACHMENTS**

1.   Salvation Army Lease Agreement

## **LEASE**

**THIS LEASE** (the “Lease”), made and entered into as of January 23, 2024 (the “Effective Date”), by and between the City of Inver Grove Heights, a Minnesota municipal corporation (“Lessor”), and The Salvation Army Services, Inc., an Illinois non-profit corporation (“Lessee”).

WHEREAS, Lessor owns space suitable for storage of a certain mobile canteen vehicle (the “MCV”) and Lessee requires a place to store the MCV and a base to operate the MCV for emergency disaster relief to support the community, including the City of Inver Grove Heights, Minnesota (the “City”); and

WHEREAS, Lessee’s operation of the MCV provides an important service during emergency disaster response to Lessor’s police force, fire fighters, and other first responders; and

WHEREAS, Lessee’s ability to operate the MCV is dependent on volunteers and charitable contributions and Lessee receives limited public funding; and

**NOW, THEREFORE**, in consideration of the mutual benefits and covenants herein contained, and based on the parties’ mutual desire to enter this Lease, it is mutually agreed that:

### **Section 1. Leased Space**

1.1 The vehicle space is located at 2059 Upper 55<sup>th</sup> Street, Inver Grove Heights, MN 55077 inside Inver Grove Heights Station #3 (the “Property”). The vehicle space is on the west side of the station in one of the two smaller apparatus bays. The space is approximately 800 square feet and is on concrete pavement. The MCV must be parked in this designated space inside of Inver Grove Heights Fire Station # 3.

1.2 The purpose of the Leased Space is to provide a location for the Lessee to store the MCV and associated equipment for response to disasters and emergency scenes. The Leased Space will be equipped with a power outlet and is adjacent to restrooms and a kitchen providing a washing sink. The Lessee will provide any additional furnishing and electronic devices to be used by the Lessee’s staff and/or volunteers. Lessee and its authorized staff and/or volunteers shall have access to the restrooms and kitchen for use in connection with Lessee’s use of the MVC.

### **Section 2. Covenants**

2.1 Lessee shall use the Leased Space only for an area to store and re-supply the MCV for response to disasters and emergency scenes and to clean food containers and coolers used during response efforts. Lessee and its volunteers and staff shall not access other areas of the Property other than as specifically authorized in this Lease.

2.2 Lessee hereby agrees to perform each and every obligation, duty, and covenant of Lessor as Lessee under the lease with respect to the Leased Space accruing after the Effective Date of this Lease.

2.3 Lessee shall make no modifications, alterations, or improvements to the Leased Space without in each case receiving the prior written approval of Lessor, which approval shall not be unreasonably withheld, provided, Lessee shall pay the cost of all such modifications, alterations, or improvements. Upon the expiration of this Lease or the earlier termination hereof, all such improvements shall be the property of the Lessor, excluding, however, trade fixtures, which shall remain Lessee's property.

2.4 Lessor shall have the right to enter upon and inspect the Leased Space from time to time during the term of this Lease and, upon reasonable notice to Lessee, to make any repairs deemed necessary by Lessor.

2.5 Lessor shall be responsible at its sole cost and expense, without reimbursement from Lessee, for repair, maintenance and replacement of structural elements of the Leased Space, except where such repairs and maintenance are occasioned by the negligence or misconduct of Lessee, its officers, agents, employees, or invitees.

2.6 Subject to ordinary wear and tear, Lessee shall keep the Leased Space in a safe, neat, clean, and presentable condition at all times and promptly repair any damage occasioned by Lessee, its agents, servants, employees, or invitees. Lessor shall be responsible for all snow and ice removal from the Property.

2.7 Insurance:

- a. Workers' Compensation. Lessee must maintain Workers' Compensation insurance in compliance with all applicable state statutory limits. The policy shall also provide Employer's Liability coverage with limits of not less than \$1,000,000 bodily injury each accident, \$1,000,000 bodily injury by disease, policy limit and \$1,000,000 bodily injury by disease for each employee.
- b. General Liability. Lessee must maintain an occurrence from Comprehensive General Liability coverage. Such coverage shall include, but not be limited to, bodily injury, property damage – broad form, and personal injury for the hazards of premises/operations, broad form, contractual, independent contracts, and products/completed operation.

Lessee must maintain aforementioned Comprehensive General Liability coverage with limits of liability not less than \$1,500,000 each occurrence; \$1,500,000 personal and advertising injury; \$2,000,000 general aggregate, then \$2,000,000 products and completed operations aggregate. These limits may be satisfied by the comprehensive general liability coverage or in combination with an umbrella or excess liability policy, provided coverage by the umbrella or excess policy is no less than the underlying comprehensive general liability coverage.

- c. Automobile Liability. Lessee must carry automobile liability coverage. Coverage shall afford total liability limits for bodily injury liability and property damage liability in the amount of \$1,500,000 per accident. The liability limits may be afforded under a Commercial Policy, or in combination with an umbrella or Excess Policy provided

coverage of ridges afforded by the Umbrella Excess Policy is not less than the underlying Commercial Auto Liability coverage.

Coverage shall be provided for bodily injury and property damage for the ownership use, maintenance or operation of all owned, non-owned and hired automobiles.

The Commercial Automobile Policy shall include at least statutory personal injury protection, uninsured motorists and underinsured motorists' coverage.

- d. Lessee's Property Insurance. Lessee must keep in force during the term of the Lease a policy covering damages to its property, including the MCV, kept at the Leased Space. The amount of coverage shall be sufficient to replace the damaged property and loss of use and comply with any ordinance or state law requirements.
- e. Additional Insured – Certificate of Insurance. Lessee shall provide, prior to entrance on the Leased Space, evidence of the required insurance in the form of a Certificate of Insurance issued by a company (rated A+ or better) by Best Insurance Guide, licensed to do business in the state of Minnesota, which includes all coverage required in herein. Lessee will name Lessor as an Additional Insured on the General Liability and Commercial Automobile Liability Policies. The Certificate(s) shall also provide the coverage may not be canceled, non-renewed, or materially changed without thirty (30) days prior to written notice to Lessor.
- f. Risk of Loss. Lessee assumes all risk of loss or damage of Lessee's property or leasehold improvements within the Leased Space, including any loss or damages caused by water leakage, fire, windstorm, explosion, theft, or act of any other lessee or other cause. Lessor will not be liable to Lessee, or its employees, for loss of or damage to any property in or at the Leased Space or the Property.
- g. Damage or Destruction. If the Leased Space is destroyed or damaged so as, in Lessee's judgment, to hinder its effective use of the location for the purposes of this Lease, Lessee may elect to terminate this Lease.

2.8 Upon termination of this lease, Lessee shall remove itself and all of Lessee's personal property and equipment from the Leased Space; provided that the Lessee shall, at its own expense, repair any damage occasioned by such removal, and shall surrender the Leased Space to Lessor in the same condition as on the date hereof received except for normal wear and tear, casualty loss, and Lessor's maintenance obligations.

2.9 So long as Lessee performs and observes all of the covenants, agreements, terms and conditions hereof on the part of Lessee to be performed and observed, Lessor covenants that Lessee shall peacefully have and enjoy the Leased Space without hindrance or interference by Lessor.

2.10 Lessee agrees to defend, indemnify, and hold Lessor and its respective officers, employees and agents harmless against any loss, liability, damages, and expense (including

reasonable attorneys' fees) arising out of or resulting from Lessee's use or occupancy of the Leased Space, or caused by any act or omission of Lessee, its officers, employees, agents, invitees, and representatives except to the extent such loss, liability, damage, or expense is covered by insurance maintained by Lessor or required to be maintained by Lessor.

2.11 Except for the negligence or intentional misconduct of Lessor, Lessor's agents, servants or employees, Lessee shall insure against, and shall defend and indemnify Lessor and hold it harmless from, any and all liability for any loss, damage, or injury to person or property, arising out of use, occupancy, or operations of Lessee and occurring in, on, or about the Leased Space or the Property, and Lessee hereby releases Lessor from any and all liability for the same. Lessee's obligation to indemnify Lessor hereunder shall include the duty to defend against any claims asserted by reason of such loss, damage, or injury and to pay any judgments, settlements, costs, fees, and expenses, including attorney's fees, incurred in connection therewith.

2.12 Notice. Any notice required to be given pursuant to the Lease shall be deemed to be properly provided if in writing and either personally delivered or sent by registered or certified mail, postage prepaid, to the party for which it is intended at the address for such party set forth below, unless notice of a different address is provided pursuant to the Section.

Lessor: City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
Attn: \_\_\_\_\_

Lessee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Attn: \_\_\_\_\_

2.13 Entire Lease; Amendment. The Lease constitutes the entire agreement between the parties and supersedes all prior oral and written agreements relating to the same subject matter. The Lease may be amended only in writing signed by each of the parties.

2.14 This Lease shall be binding upon and be enforceable against the parties and their respective heirs, successors, and assigns.

2.15 Governing Law. This Lease is made in and shall be construed under the laws of the State of Minnesota.

2.16 No Waiver. This failure of either party to complain of any default by the other party hereunder or to enforce any of such party's rights hereunder, no matter how long such failure may continue, shall never constitute a waiver of such party's rights hereunder, including the right to seek monetary damages for a default. No waiver of any provision hereof shall constitute a waiver of any other provision hereof, nor a waiver of the same provision at any subsequent time.

### **Section 3. Term**

3.1 The term of this Lease shall commence on the Effective Date and shall continue until terminated by either party. Lessor may terminate the Lease, in its sole discretion and with or without cause, upon 30 days' notice provided to Lessee. Lessee may terminate the Lease at any time with or without cause without notice.

**Section 4. Rent; Utilities**

4.1 Lessee shall not be charged rent or other fee under this Lease. Lessee agrees to provide its Mobile Canteen Vehicle services to the City for City Public Safety training/disaster preparedness events as agreed to by the Parties.

4.2 Lessor shall pay all utility charges as they become due.

[REMAINDER OF THE PAGE INTENTIONALLY LEFT BLANK]

**IN WITNESS WHEREOF**, the parties have duly executed this Lease effective as of the day and year first above written.

**LESSOR: CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_

Brenda Dietrich

Its: Mayor

By: \_\_\_\_\_

Rebecca Kiernan

Its: City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**LESSEE: THE SALVATION ARMY SERVICES, INC.**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



## Request for Council Action

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**SUBJECT:**        **Resolution Approving 2024 CDBG Application to Dakota County Community Development Agency**

**MEETING DATE:**    January 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Kris Wilson, City Administrator, 651.450.2511

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, approving the City's application to the Dakota County Community Development Agency (CDA) for the 2024 Community Development Block Grant (CDBG) program.

### **BACKGROUND**

The Community Development Block Grant (CDBG) is a federal grant program of the U.S. Department of Housing and Urban Development (HUD) which is focused on providing assistance to low and moderate income individuals and neighborhoods. The City makes an annual application for the allocation of the grant funds to the Dakota County Community Development Agency (CDA), which then makes an application to HUD. If funds are awarded, the CDA administers the program funds on behalf of the federal government and the City.

CDBG funds are scheduled to be awarded in June of 2024 for grant defined program activities for the fiscal year (FY) starting on July 1, 2024 and concluding on June 30, 2025. CDBG funding allocations to the county and cities are based on population counts and income levels found in U.S. Census data, as well as federal budget allocation amounts. While the federal budget for FY 2024 has not yet been determined by Congress, it is estimated that the City of Inver Grove Heights may receive an allocation of approximately \$86,430 for the upcoming year.

For the last five years or so, the City of Inver Grove Heights has partnered with the Dakota County CDA to provide low to moderate income homeowners with loans for housing rehabilitation and weatherization needs that are defined as life and safety needs. Common improvements approved for loans are leaky roof repairs or replacements, furnace replacements, electrical and plumbing repairs and weatherization improvements. The demand for such loans remains strong as there is a waiting list. The partnership with the CDA stretches the loan dollars available as the CDA is able to administer the program more efficiently given their experience administering the program county-wide. This relieves city staff from having to devote time to income-qualify applicants, oversee construction and manage loan portfolios. This type of city/county partnership is the most common use of CDBG funds in Dakota County as the demand for funds is high and the partnership keeps administrative costs low.

Partnering with the CDA on the Low Income Housing Rehabilitation Loan Program not only assists those income qualified individuals with needs, but also has broader positive impacts for the City's neighborhoods, as these loans enable improvements to housing stock within the city that may

otherwise not occur. As a result, the City's tax base is modestly enhanced, the possibility of growing blight is minimized, and neighborhood property values are preserved.

### **FISCAL IMPACT**

Allocation of the the City's 2024 CDBG funds to Dakota County CDA reduces the City's administrative costs and maximizes the amount of the grant funding available for loans to homeowners.

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution.

### **ATTACHMENTS**

1. IGH City Council Resolution Supporting CDBG Application (2024)
2. FY 2024 IGH CDBG Application

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

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE APPLICATION FOR FISCAL YEAR 2024  
DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

**WHEREAS**, the City of Inver Grove Heights is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2024 (starting July 1, 2024 and ending June 30, 2025); and

**WHEREAS**, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

**WHEREAS**, the Dakota County CDA has requested Fiscal Year 2024 CDBG applications be submitted by January 19, 2024, based on an allocation of funds approved in the Annual Action Plan.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Inver Grove Heights hereby approves the following:

1. The attached Fiscal Year 2024 CDBG application is approved for submission to the Dakota County CDA.
2. The City Administrator is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of Inver Grove Heights, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota, this 22<sup>nd</sup> day of January, 2024.

\_\_\_\_\_  
Brenda Dietrich, Mayor

ATTEST:

\_\_\_\_\_  
Rebecca Kiernan, City Clerk



# COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPLICATION FOR PROGRAM YEAR 2024

Application must be received by the Dakota County Community Development Agency  
**NO LATER THAN FRIDAY, JANUARY 19, 2024**  
For July 1, 2024 – June 30, 2025

## General Information

|                                                 |                          |
|-------------------------------------------------|--------------------------|
| Applicant Name: City of Inver Grove Heights     | UEI #: VU9GWXHLAGE5      |
| Contact Name: Kris Wilson                       |                          |
| Applicant Address: 8150 Barbara Avenue          |                          |
| City, State, Zip: Inver Grove Heights, MN 55077 |                          |
| Phone: 651-450-2546                             | Email: kwilson@ighmn.gov |

## Proposed Activities

| Activity                                   | Requested Funding Amount                                  |
|--------------------------------------------|-----------------------------------------------------------|
| #1 Title: Housing Rehabilitation           | CDBG Request: \$ 86,430                                   |
| #2 Title: Click or tap here to enter text. | CDBG Request: \$ Click or tap here to enter text.         |
| #3 Title: Click or tap here to enter text. | CDBG Request: \$ Click or tap here to enter text.         |
| #4 Title: Click or tap here to enter text. | CDBG Request: \$ Click or tap here to enter text.         |
| #5 Title: Click or tap here to enter text. | CDBG Request: \$ Click or tap here to enter text.         |
|                                            | Total Request: \$ <b>Click or tap here to enter text.</b> |

## Contingency Funding Request:

Please note the funding levels for activities if there is an increase or decrease in federal funding levels. Specify which activities should be fully funded at the requested level and which should be increased or decreased. HO Rehab

**PLEASE NOTE:** AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit and NO MORE THAN 35% of the any one community's proposed funding can be for PUBLIC SERVICES. As public services may not account for more than 15% of the County's total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff.

## Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.

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Signature of Authorized Official

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Date

---

Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL  
OF THE REQUEST FOR CDBG FUNDS.**

## I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 1

Activity Title: Housing Rehabilitation

## II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

The program provides home improvement loans to eligible low and moderate income homeowners throughout the city. Loans are repayable upon sale of the home or refinancing. Home improvements commonly include one or more of the following: a roof replacement, furnace replacement, electric or plumbing repairs, insulation/weatherization.

Has this Activity received CDBG funding before? ☒ Yes ☐ No

Check the eligible activity category of the proposed activity: (See attached definitions)

|                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Affordable Rental Housing</b><br><input type="checkbox"/> Rehabilitation of Multi-Unit Residential<br><input type="checkbox"/> Fair Housing Activities<br><input type="checkbox"/> Energy Efficiency Improvements                                                                                                            | <b>Public Services</b><br><input type="checkbox"/> Senior Services<br><input type="checkbox"/> Youth Services<br><input type="checkbox"/> Transportation Services<br><input type="checkbox"/> Operational Support                                                                                                       |
| <b>Affordable Homeowner Housing</b><br><input type="checkbox"/> Homeownership Assistance<br><input type="checkbox"/> New (Re)Construction Homeowner Housing<br><input checked="" type="checkbox"/> Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential<br><input type="checkbox"/> Fair Housing Activities | <b>Public Facilities</b><br><input type="checkbox"/> Recreational Parks<br><input type="checkbox"/> Public Water/Sewer Improvements<br><input type="checkbox"/> Street Improvements<br><input type="checkbox"/> Sidewalks<br><input type="checkbox"/> Assessment Abatement<br><input type="checkbox"/> ADA Improvements |
| <b>Homelessness</b><br><input type="checkbox"/> Coordinated Access to Services & Shelter<br><input type="checkbox"/> Housing Stabilization<br><input type="checkbox"/> Emergency Shelter Operation                                                                                                                              | <b>Neighborhood Revitalization</b><br><input type="checkbox"/> Acquisition of Real Property<br><input type="checkbox"/> Clearance and Demolition<br><input type="checkbox"/> Clean-up of Contaminated Site                                                                                                              |
| <b>Economic Development</b><br><input type="checkbox"/> Employment Training<br><input type="checkbox"/> Economic Development Assistance<br><input type="checkbox"/> Rehabilitation of Commercial/Industrial Buildings<br><input type="checkbox"/> Micro-Enterprise Assistance<br><input type="checkbox"/> Relocation            | <b>Planning and Administration</b><br><input type="checkbox"/> Planning<br><input type="checkbox"/> Administration                                                                                                                                                                                                      |

**Describe the activity schedule:**

Is this a continuation of a previously funded activity? ☒ Yes ☐ No

Is this a time-specific project? ☒ Yes ☐ No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: 7/1/24

Proposed Activity Completion Date: 6/30/25

**III. CDBG National Objective**

**CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.**

- |                                                                                                                                                            |                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Low/Mod Area Benefit                                                                                                              | <input type="checkbox"/> Low/Mod Limited Clientele Benefit |
| <input checked="" type="checkbox"/> Low/Mod Housing Benefit                                                                                                | <input type="checkbox"/> Low/Mod Jobs Benefit              |
| <input type="checkbox"/> Slum/Blight Area Benefit                                                                                                          | <input type="checkbox"/> Slum/Blight Spot Benefit          |
| <input type="checkbox"/> Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> <a href="#">Click or tap here to enter text.</a> |                                                            |

**If you checked the Low/Mod Area Benefit box, please answer the following:**

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*  
[Click or tap here to enter text.](#)

How many residents live in this area? [Click or tap here to enter text.](#)

What is the percentage of low and moderate-income beneficiaries? [Click or tap here to enter text.](#)%

How was this documented? ☐ HUD Data ☐ Survey  
*(Please include a copy of survey)*

**If you checked the Low/Mod Housing Benefit box, please answer the following:**

How many Low/Mod Households will benefit? 3-5 Households  
*(Income eligibility must be verified by written documentation)*

Where will this activity occur? *(Address of property, neighborhood, or citywide)*  
[Click or tap here to enter text.](#)

**If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:**

How many Low/Mod People or Households will benefit? [Click or tap here to enter text.](#) People [Click or tap here to enter text.](#) Households (Please choose either People or Households for each project).

How will income be verified?

- ☐ Income Verification Request Forms
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)

**If you checked the Low/Mod Jobs Benefit box, please answer the following:**

*To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.*

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain  
*For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.*

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

**If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:**

What are the boundaries of the slum/blight area or the address of the slum/blight spot? [Click or tap here to enter text.](#)

*(Please provide letter from building inspector or other documentation noting deficiencies and include photos)*

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

#### IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

|                                                     | <b>Outcome #1<br/>Availability/Accessibility</b>                                                 | <b>Outcome #2<br/>Affordability</b>                                                              | <b>Outcome #3<br/>Sustainability</b>                                                              |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| <b>Objective #1<br/>Suitable Living Environment</b> | <input type="checkbox"/> Accessibility for the purpose of creating a suitable living environment | <input type="checkbox"/> Affordability for the purpose of creating a suitable living environment | <input type="checkbox"/> Sustainability for the purpose of creating a suitable living environment |
| <b>Objective #2<br/>Decent Housing</b>              | <input type="checkbox"/> Accessibility for the purpose of providing decent housing               | <input checked="" type="checkbox"/> Affordability for the purpose of providing decent housing    | <input type="checkbox"/> Sustainability for the purpose of providing decent housing               |
| <b>Objective #3<br/>Economic Opportunity</b>        | <input type="checkbox"/> Accessibility for the purpose of creating economic opportunities        | <input type="checkbox"/> Affordability for the purpose of creating economic opportunities        | <input type="checkbox"/> Sustainability for the purpose of creating economic opportunities        |

Indicate how the activity outcome will be measured and projected number of beneficiaries.

- ☐ People \_\_\_\_\_
 ☐ Public Facilities \_\_\_\_\_
 ☐ Businesses \_\_\_\_\_
- ☒ Households 3-5
☐ Jobs \_\_\_\_\_
 ☐ Organizations \_\_\_\_\_
- ☐ Housing Units \_\_\_\_\_

#### V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ 86,430

Total CDBG Request: \$ 86,430

CDBG Percent of Total Cost: 100%

Describe all funding sources.

| <b>Source of Funds</b>           | <b>Amount</b>                       | <b>Committed</b>         | <b>Pending</b>                      |
|----------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| CDBG                             | \$ 86,430                           | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Click or tap here to enter text. | \$ Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/>            |
| Click or tap here to enter text. | \$ Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/>            |
| Total:                           | \$ Click or tap here to enter text. | <input type="checkbox"/> | <input type="checkbox"/>            |

**Please itemize project expenses, using the following guidance as applicable:**

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

| Itemized Use of Funds/Expenses    | Costs                               | CDBG Funds Requested                | Other Funding Sources               |
|-----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Construction/Rehabilitation Costs | \$ 86,430                           | \$ 86,430                           | \$ Click or tap here to enter text. |
| Click or tap here to enter text.  | \$ Click or tap here to enter text. | \$ Click or tap here to enter text. | \$ Click or tap here to enter text. |
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| Click or tap here to enter text.  | \$ Click or tap here to enter text. | \$ Click or tap here to enter text. | \$ Click or tap here to enter text. |
| <b>Total:</b>                     | \$86,430                            | \$ 86,430                           | \$ Click or tap here to enter text. |

\* \* \* \* \*

***Please review each section for completeness.  
Each activity should have separate Sections I through V.***

## **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES**

**Please Note:** Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year. All activities must meet a National Objective.

**CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government, general government expenses, or political activities.**

**Acquisition/Disposition:** Includes acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or otherwise, for public purpose. Real property to be acquired may include: land, air rights, easements, water rights, rights-of-way, buildings and other property improvements, or other interests in real property.

**Demolition/Clearance:** Includes clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

**Economic Development Activities:** Includes but are not limited to: (1) construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) loans to pay for the expansion of a factory or commercial business, and (3) training for by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

**Homeownership Assistance:** Includes financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

**Rehabilitation:** Includes single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

**Relocation:** Includes relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

**Public Facilities/Improvements:** CDBG funds may be used by the subrecipient or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. This includes neighborhood facilities, firehouses, public schools, libraries, and shelters for homeless people, as well as water and/or sewer treatment plants. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds.

**Public Services:** CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities may not exceed 35% of a city's allocation and the total public services of all subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

**Planning:** Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include, but are not limited to: comprehensive plans; individual project plans; community development plans, capital improvement programs; small area and neighborhood plans; environmental and historic preservation studies; and functional plans (such as plans for housing, land use, energy conservation, or economic development). Except for small cities and townships, the amount of CDBG funds obligated within a program year to support planning activities may not exceed 15% of a community's allocation.

**General Grant Administration:** CDBG funds may be used for general administration costs incurred by a subrecipient to administer its CDBG program. CDBG grant funds obligated to general grant administration may not exceed 10% of the community's allocation. Administration costs directly associated with a CDBG activity should be part of the activity as project administration and are not considered general grant administration expenses. Please talk to the Dakota County CDA before you allocated funds to grant admin.

**Planning and General Grant Administration Activities may not exceed 20% of the total grant awarded to Dakota County for that year.**

**SAMPLE RESOLUTION – SUBMIT WITH FY 2024 CDBG APPLICATION**

**CITY OF \_\_\_\_\_  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE APPLICATION  
FOR FISCAL YEAR 2024 DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK  
GRANT FUNDING**

WHEREAS, the City of \_\_\_\_\_ is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2024 (starting July 1, 2024 and ending June 30, 2025); and

WHEREAS, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested Fiscal Year 2024 CDBG applications be submitted by January 19, 2024, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City of \_\_\_\_\_ hereby approves the following:

1. The Fiscal Year 2024 CDBG application is approved for submission to the Dakota County CDA.
2. The \_\_\_\_\_ (Mayor, City Administrator, City Clerk, etc.) for the City of \_\_\_\_\_ is authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of \_\_\_\_\_, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 202\_\_\_\_.

By: \_\_\_\_\_

ATTEST:

\_\_\_\_\_



## Request for Council Action

**SUBJECT: 2024 Tobacco License Renewal**

**MEETING DATE:** January 22, 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 a renewal application for a tobacco sales license for the 2024 calendar year.

### BACKGROUND

A total of 28 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 three tobacco license renewals still pending that will be brought forward once their applications are complete.

The one license listed below is being brought forward for a public hearing and Council consideration at this time:

| Doing Business As | Premise Address |
|-------------------|-----------------|
| Walgreens #04882  | 5825 Cahill Rd  |

The license application submitted by the above-listed business has 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 renewal listed above.

### ATTACHMENTS

None



## Request for Council Action

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**SUBJECT:**       **Third Reading of Ordinance Allowing Shipping Containers in the B-3 Zoning District and Approval of Summary Publication**

**MEETING DATE:**   January 22, 2024  
**ITEM TYPE:**       Regular Business  
**CONTACT:**       Allan Hunting, City Planner, 651.450.2554

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### **ACTION REQUESTED**

The Council is asked to consider the third and final reading of an ordinance amending the zoning code to allow shipping containers in the B-3 zoning district, and if approved, adopt the attached Summary Publication Resolution.

### **BACKGROUND**

The City Council reviewed the second reading of this ordinance at its January 8 meeting. The Council directed staff to modify the ordinance to address shipping containers in the B-3 District only at this time because that was the original focus of the ordinance. Further research is to be done before addressing the use of shipping containers in the institutional and industrial districts.

Based on Council direction, the attached 3rd reading version of the ordinance provides for shipping containers in the B-3 district with the performance standards previously discussed.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

Staff recommends that Council approve the third reading and grant final adoption of the attached ordinance and adopt the attached Resolution for summary publication.

### **ATTACHMENTS**

1. Strike through version of ordinance
2. Final version ordinance
3. Summary Publication Resolution - Shipping Containers

**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  
district 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.

Ordinance No. \_\_\_\_\_  
2

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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

Ordinance No. \_\_\_\_\_

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7. located and all other applicable zoning ordinance requirements, except as modified herein.

8. Shipping containers shall not be used as a dwelling unit.
9. No stacking of shipping containers shall be allowed.
10. 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.
11. 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.

Ordinance No. \_\_\_\_\_

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**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

**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, zoning district subject to the following performance standards:

1. A limit of one shipping container shall be allowed per lot.
2. The maximum dimensions of the shipping container shall not exceed 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 primarily for storage purposes.
9. Notwithstanding to provisions 10-15-17, 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.

**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

**CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA  
RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING THE SUMMARY PUBLICATION OF ORDINANCE 1470  
AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 10, CHAPTER 2, SECTION 2  
ADDING A DEFINITION OF A SHIPPING CONTAINER AND ADDING TITLE 10,  
CHAPTER 15, SECTION 37, SHIPPING CONTAINERS AS AN ACCESSORY USE**

**WHEREAS**, on January 22, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. 1470, an ordinance Amending Title 10, Chapter 2, Sections 2 adding a definition of a shipping container and adding Title 10, Chapter 15, Section 37 shipping containers as an accessory use; and

**WHEREAS**, state law requires that all ordinances adopted be published prior to becoming effective; and

**WHEREAS**, pursuant to Minn. Stat. Sec. 412.191, subd. 4, the Council may, by a 4/5 vote, direct that only the title and a summary be published; and

**WHEREAS**, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. 1470 which is attached hereto as **Exhibit A**; and

**WHEREAS**, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. 1470 would clearly inform the public of the intent of the ordinance; and

**WHEREAS**, due to the length of Ordinance No. 1470 the City Council desires to publish a summary of the Ordinance.

**NOW THEREFORE BE IT RESOLVED**, by a vote of at least four-fifths of its members, that the City Council of the City of Inver Grove Heights hereby:

1. Approves the text of the summary of Ordinance No. 1470 attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. 1470 in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. 1470 is available for inspection during regular business hours

at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. 1470 upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 22nd day of January, 2024.

**CITY OF INVER GROVE HEIGHTS**

By: \_\_\_\_\_  
Brenda Dietrich, Mayor  
Its: Mayor

Attested:

By: \_\_\_\_\_  
Rebecca Kiernan  
Its: City Clerk

(Published in the *Pioneer Press* on \_\_\_\_\_, 2024.)

## **EXHIBIT A**

### **SUMMARY PUBLICATION ORDINANCE NO. 1470**

#### **A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. 1470, AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 10, CHAPTER 2, SECTION 2 ADDING A DEFINITION OF A SHIPPING CONTAINER AND ADDING TITLE 10, CHAPTER 15, SECTION 37, SHIPPING CONTAINERS AS AN ACCESSORY USE**

On January 22, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted an ordinance amending Title 10, Chapter 2, Section 2 by adding a definition of a Shipping Container and addition Title 10, Chapter 15, Section 37, Shipping Container

The Ordinance establishes that a shipping container shall be allowed on a B-3 zoning district provided that a limit of one shipping container is allowed per lot. The maximum dimensions of the shipping container are twenty feet in length by eight feet in height. Property owners may be required to obtain a building permit from the city and shall be placed on a hard surface such as concrete, asphalt or a gravel pad. A shipping container shall comply with all applicable building setback for the zoning district for which it is located, and shall not be used as a dwelling unit, and shall be not be used solely for storage purposes. Shipping containers are allowed to retain their vertical ribbed metal siding but must be painted a color that is compatible with the primary structure, and the shipping container shall be structurally sound, operated in a safe manner and maintained in good repair.

The effective date of this ordinance is upon its passage and publication as provided by law.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. 1470, and it is directed that only the above title and summary of Ordinance No. 1470 conforming to Minn. Stat. Sec. 331A.01 be published, with the following:

### **NOTICE**

A printed copy of the full text of Ordinance No. 1470 is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.