



Inver Grove Heights City Council
Monday, March 18, 2024 at 6:00 PM
8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE OF REMOTE ATTENDANCE: Mayor Brenda Dietrich is expected to attend this meeting remotely from 101 Caribbean Dr., Corpus Christi, TX 78418.

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to 4:00 p.m. on Monday, March 18, 2024, will be provided to the Council at or before the March 18, 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 Disbursements

B. Personnel Actions

C. Resolutions Awarding Contract and Approving Budgets for City Project Nos. 2024-09 D, F, G, H and I as part of the 2024 Pavement Management Initiative

D. Resolution Awarding Contracts for Construction Geotechnical Testing and Survey Staking Services for 2024 Pavement Management Initiative Projects

E. Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for ADA Pedestrian Ramp Improvements (City Project No. 2020-03)

F. Resolution Approving Contract with Wold Architects & Engineers for Central Maintenance Facility Needs Analysis and Site Plan Development (City Project 2017-01)

G. Resolution Approving Natural Resource Management Plan for Salem Hills Park / Harmon Park Reserve

H. Authorization to Purchase Golf Course Beverage Carts

I. Approval of 2nd Amendment to Declaration of Reciprocal Easements and Restrictive Covenants

J. Authorization to Purchase New Motors for Fire Department Boat

5. Public Hearing

6. Regular Business

- A.** Ordinance Amendment for Industrial Office Park Zoning District and Conditional Use Permit for 8360 Courthouse Blvd
- B.** Variance to Allow More than One Detached Accessory Building at 3834 64th Street
- C.** Third Reading of Ordinance Amending City Code Related to Residential Accessory Structures
- D.** Second Reading of Ordinance Establishing a Four-Year Term for the Office of Mayor
- E.** Second Reading of Ordinance Amending City Code Title 8, Chapter 4 Related to Connection to Public Sanitary Sewer System
- F.** Approval of Letter to State Senator Regarding Local Zoning Preemption Bills
- G.** CLOSED SESSION Pursuant to Minn. Stat. Sec. 13D.05, subd. (3)(c)(3) (Consider Offer to Acquire Land)
- H.** Authorization to Submit DEED Host Community Grant Application for State Fiscal Year 2024 and to Submit Amended Grant Application for State Fiscal Year 2023

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.



Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving disbursements for the period of March 6 – 12, 2024.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of March 6 – 12, 2024. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$65,179.83
Special Revenue	37,012.68
Debt Service	-
Capital Projects	18,179.50
Enterprise	27,933.87
Internal Service	42,845.48
Escrows	91.52
Total - All Funds	\$191,242.88

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 3.18.2024
2. Disbursements Listing (3.6.2024 - 3.12.2024)

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

RESOLUTION NO. _____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF March 6, 2024 -
March 12, 2024.**

WHEREAS, a detailed listing of disbursements for the period of March 6, 2024 - March 12, 2024.

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

Fund Type	Amount
General Fund	\$65,179.83
Special Revenue	37,012.68
Debt Service	-
Capital Projects	18,179.50
Enterprise	27,933.87
Internal Service	42,845.48
Escrows	91.52
Total - All Funds	\$191,242.88

Approved by the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Payment Dates 3/6/2024 - 3/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
MN DEPT OF PUBLIC SAFETY	00000781788	03/07/2024	Refund State Overpayment of...	101.42.4000.3660000	100.00
ST. PAUL PIONEER PRESS	0224572521	03/07/2024	Notice of Public Accuracy Test	101.41.1200.414.50025	19.76
LAW ENFORCEMENT TARGETS...	0589860-IN	03/07/2024	Paper Targets	101.42.4000.421.60018	437.76
HOLIDAY COMPANIES	080901032400	03/07/2024	Squad car washes	101.42.4000.421.40041	205.00
EXPERT TREE SERVICE AND SC...	10605	03/07/2024	tree removal in NV park	101.44.6000.451.30700	5,700.00
LANGUAGE LINE SERVICES	11210216	03/07/2024	Interpretation services	101.42.4000.421.30700	558.95
ANCOM TECHNICAL CENTER	119968	03/07/2024	Batteries for sirens	101.42.4000.421.70520	978.00
MANGO ENTERTAINMENT LLC	1208	03/07/2024	50% deposit for Movie in the ...	101.44.6100.453.30700	450.00
4IMPRINT	12186232	03/07/2024	Jr Officer Badge Stickers	101.42.4000.421.60068	302.37
FIRST IMPRESSION GROUP	153477-1	03/07/2024	Officer Business Cards	101.42.4000.421.50030	195.00
FIRST IMPRESSION GROUP	154664P	03/07/2024	Postage - Spring/Summer Bro...	101.44.6100.459.50035	1,493.46
CULLIGAN	157985524824X022924	03/07/2024	bottled water svc	101.44.6000.451.40050	11.30
MARTIN-MCALLISTER	15955	03/07/2024	Pre-employment leadership A...	101.45.3000.419.30700	1,500.00
MADISON NATIONAL LIFE INS...	1609860	03/07/2024	Monthly premiums 3.2024	101.203.2031700	3,260.45
SHRED-N-GO, INC.	163439	03/07/2024	HR File Shredding	101.41.1120.413.30700	35.00
EYEMED	166192063	03/07/2024	Monthly Premium 3.2024	101.203.2032700	250.71
EYEMED	166192063	03/07/2024	Retro Premiums 2.2024	101.203.2032700	8.83
DAKOTA COUNTY CHIEFS OF ...	2/16/2024	03/07/2024	2024 Membership Dues x 5	101.42.4000.421.50070	1,000.00
HERO TRAINING CENTER	2/21/2024	03/07/2024	Training Room Fees	101.42.4000.421.50080	140.00
JESSICA SHORT	2/29/2024	03/07/2024	Youth Dance classes	101.44.6100.454.30700	630.00
SOCCER SHOTS	2/29/2024	03/07/2024	Preschool sports programs	101.44.6100.454.30700	3,285.00
MINNESOTA/WISCONSIN PLA...	2024057	03/07/2024	playground parts	101.44.6000.451.40047	7,890.32
POLICE EXECUTIVE RESEARCH ...	23196	03/07/2024	2024 Membership Dues	101.42.4000.421.50070	200.00
SOUTH EAST TOWING, Inc.	240633	03/07/2024	Towing services	101.42.4000.421.30700	116.00
SOUTH EAST TOWING, Inc.	241373	03/07/2024	Towing services	101.42.4000.421.30700	145.00
SOUTH EAST TOWING, Inc.	242429	03/07/2024	Towing services	101.42.4000.421.30700	150.00
SOLBERG AGGREGATE CO	28586	03/07/2024	Gravel for maintenance	101.43.5200.443.60016	1,789.25
CIVICPLUS	289910	03/07/2024	Civic plus virtual web master	101.41.1300.413.50072	3,896.24
ASPEN MILLS	328000	03/07/2024	Pants, shirts, gloves, accessori...	101.42.4000.421.60045	638.06
VERIFIED HOLDINGS, LLC	350932	03/07/2024	Pre-employment background ...	101.41.1120.413.30700	578.20
LOCAL GOVERNMENT INFOR...	54600B	03/07/2024	Police Axon	101.42.4000.421.50072	450.00
LOCAL GOVERNMENT INFOR...	54600B	03/07/2024	Police Mobiles	101.42.4000.421.50072	7,016.00
DAKOTA CTY FINANCIAL SVCS	5501773	03/07/2024	Monthly MHZ Subscriber Fee 1...	101.42.4000.421.70501	1,959.72
DAKOTA CTY FINANCIAL SVCS	5501773	03/07/2024	Monthly MHZ Subscriber Fee 1...	101.42.4200.423.30700	1,726.42
DAKOTA CTY FINANCIAL SVCS	5501773	03/07/2024	Monthly Monthly MHZ Subscr...	101.43.5200.443.30700	46.66
AMAZING ATHLETES	623627	03/07/2024	Preschool sports classes	101.44.6100.454.30700	350.00
FUN EXPRESS INC	73010052601	03/07/2024	Egg Hunt Supplies for swag Ba...	101.44.6100.453.60009	207.26
GERTENS	793468/6	03/07/2024	Maintenance Material-dirt	101.43.5200.443.60016	77.85
GERTENS	793470/6	03/07/2024	Landscaping dirt	101.43.5200.443.60016	25.95
GERTENS	793471/6	03/07/2024	Maintenance Materials-Dirt C...	101.43.5200.443.60016	-25.95
STERICYCLE INC	8006237782	03/07/2024	Shredit Pickup	101.42.4000.421.30700	196.69
MN LIFE INSURANCE CO	87791351-00	03/07/2024	Monthly premium 3.2024	101.203.2030900	4,074.94
GRAINGER	9026593526	03/07/2024	Forcible Entry Tool Pieces	101.42.4000.421.60065	1,867.04
GRAINGER	9026593534	03/07/2024	Forcible Entry Tool Pieces	101.42.4000.421.60065	1,166.90
GRAINGER	9026593542	03/07/2024	Forcible Entry Tool Pieces	101.42.4000.421.60065	700.14
GRAINGER	9026593559	03/07/2024	Forcible Entry Tool Pieces	101.42.4000.421.60065	466.76
GEOTAB USA, INC.	IN372263	03/07/2024	Extension Harness	101.42.4000.421.60040	26.62
ENTERPRISE FM TRUST	IN373874	03/07/2024	Monthly ProPlus Software 2.2...	101.42.4000.421.50072	283.43
INNOVATIVE OFFICE Solutio...	IN4477088	03/07/2024	Card Stock - Clerk Licensing	101.41.1140.413.60010	19.84
INNOVATIVE OFFICE Solutio...	IN4477088	03/07/2024	Card Stock - Elections	101.41.1200.414.60010	19.84
NORTH AMERICAN RESCUE H...	IN782526	03/07/2024	Tourniquets	101.42.4000.421.60065	975.16
NORTH AMERICAN RESCUE H...	IN784165	03/07/2024	Gauze for wound packing	101.42.4000.421.60065	233.52
DASH MEDICAL GLOVES	INV1304745	03/07/2024	XL Medical Gloves	101.42.4000.421.60065	149.66

Expense Approval Report

Payment Dates: 3/6/2024 - 3/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WRAP TECHNOLOGIES, INC.	INV1958	03/07/2024	Bola Wraps, holsters and cass...	101.42.4000.421.60040	7,125.22
SAFE-FAST, INC.	INV287554	03/07/2024	Reflective clothing	101.43.5200.443.60045	75.50
Fund 101 - GENERAL FUND Total:					65,179.83
Fund: 201 - C.V.B. FUND					
LILLYANNA ELAINE SMITH	2/1/2024	03/07/2024	Mileage reimbursement	201.44.1600.465.50065	105.34
LILLYANNA ELAINE SMITH	2/29/2024	03/07/2024	Reimbursement for Parking	201.44.1600.465.50065	12.00
LILLYANNA ELAINE SMITH	2/29/2024	03/07/2024	Reimbursement for Parking	201.44.1600.465.50065	16.00
LILLYANNA ELAINE SMITH	2/29/2024	03/07/2024	Chamber Event: Let's Do Lunch	201.44.1600.465.50075	18.14
LILLYANNA ELAINE SMITH	2/29/2024	03/07/2024	Reimbursement for Hotel Stay	201.44.1600.465.50075	172.54
LILLYANNA ELAINE SMITH	2/29/2024	03/07/2024	Capitol Registration-Hospitalit...	201.44.1600.465.50080	50.00
Fund 201 - C.V.B. FUND Total:					374.02
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
TWIN SOURCE SUPPLY	00509279	03/07/2024	cleaning supplies	205.44.6220.475.60011	624.42
TWIN SOURCE SUPPLY	00509279	03/07/2024	cleaning supplies	205.44.6240.478.60011	624.41
TAHO SPORTSWEAR	10624	03/07/2024	clothing	205.44.6230.477.60045	306.00
ROBYN J. MILLS	10656	03/07/2024	Line Dancing Instructor 01 - 02...	205.44.6200.453.30700	360.00
GLOBAL INDUSTRIAL	121593599	03/07/2024	Silver Sneakers chairs	205.44.6230.477.60040	1,852.11
APEC	125553	03/07/2024	HVAC filters	205.44.6220.475.60016	333.25
APEC	125553	03/07/2024	HVAC filters	205.44.6240.478.60011	333.25
DANIEL BAUER	1265	03/07/2024	boiler operation log	205.44.6220.475.40040	250.00
DANIEL BAUER	1266	03/07/2024	Monthly check on roof top uni...	205.44.6220.475.40040	70.00
DANIEL BAUER	1266	03/07/2024	Monthly check on roof top uni...	205.44.6240.478.40040	70.00
DANIEL BAUER	1301	03/07/2024	replaced defective crank case ...	205.44.6240.478.40040	596.00
DANIEL BAUER	1307	03/07/2024	Replaced hot water pump in b...	205.44.6220.475.40040	22,000.00
FIRST IMPRESSION GROUP	153477-2	03/07/2024	Personal trainer business cards	205.44.6200.453.60065	45.00
FIRST IMPRESSION GROUP	154664P	03/07/2024	Spring Summer Brochure post...	205.44.6210.472.50035	2,240.20
CULLIGAN	157011438908X022924	03/07/2024	softener salt	205.44.6220.475.60016	434.13
CULLIGAN	157011438908X022924	03/07/2024	softener salt	205.44.6240.478.60011	108.54
116 ENTERPRISES, LLC.	176	03/07/2024	Tier II Reporting assistance	205.44.6240.478.30700	750.00
PATRICIA BRIESE	2/22/2024	03/07/2024	Refund for class	205.44.6250.3490300	30.00
HUEBSCH SERVICES	20098184	03/07/2024	lobby mat svc fee	205.44.6220.475.40065	0.63
TAHO SPORTSWEAR	24TS0585	03/07/2024	AQ Management shirts	205.44.6200.453.60045	174.20
TAHO SPORTSWEAR	24TS0586	03/07/2024	Swim Instructor shirts	205.44.6200.453.60045	305.90
AEP ONSITE PARTNERS, LLC	419-21482405	03/07/2024	Monthly Solar Panels 02.2024	205.44.6220.475.40020	2,584.67
AEP ONSITE PARTNERS, LLC	419-21482405	03/07/2024	Monthly Solar Panels 02.2024	205.44.6240.478.40020	2,429.25
MEDPRO WASTE DISPOSAL, L...	943075	03/07/2024	quarterly medical waste fee	205.44.6210.470.40025	116.70
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					36,638.66
Fund: 401 - PARK CAPITAL REPLACEMENT					
PW EQUIPMENT BROKERS	10883	03/07/2024	refrigerator/freezer for new S...	401.44.5900.744.60065	2,647.00
Fund 401 - PARK CAPITAL REPLACEMENT Total:					2,647.00
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
KIMLEY-HORN & ASSOCIATES, ...	27066687	03/07/2024	PMI Final Design	440.74.5900.740.30300	14,148.75
WSB & ASSOCIATES, INC.	R-022621-000-7	03/07/2024	Construction Materials Testing	440.74.5900.740.30300	373.75
WSB & ASSOCIATES, INC.	R-022722-000-6	03/07/2024	Construction Materials Testing	440.74.5900.740.30300	400.00
WSB & ASSOCIATES, INC.	R-022723-000-5	03/07/2024	Construction Materials Testing	440.74.5900.740.30300	278.75
WSB & ASSOCIATES, INC.	R-022724-000-5	03/07/2024	Construction Materials Testing	440.74.5900.740.30300	331.25
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					15,532.50
Fund: 500 - NW AREA CAPITAL PROJECTS					
KIMLEY-HORN & ASSOCIATES, ...	27066685	01/31/2024	CSAH 26/63 Construction Pha...	500.74.5900.746.30300	2,301.52
Fund 500 - NW AREA CAPITAL PROJECTS Total:					2,301.52
Fund: 510 - WATER-OPERATING FUND					
LONE OAK COMPANIES	94135	03/07/2024	Reminder Notices 2.2024 (50...	510.50.7100.512.30700	216.75
Fund 510 - WATER-OPERATING FUND Total:					216.75
Fund: 520 - SEWER-OPERATING FUND					
LONE OAK COMPANIES	94135	03/07/2024	Reminder Notices 2.2024 (50...	520.51.7200.514.30700	216.75
Fund 520 - SEWER-OPERATING FUND Total:					216.75
Fund: 550 - INVER WOOD GOLF COURSE					
GOLF COMPETE, INC.	03-2024-30291	03/07/2024	Annual ForeUP software fee	550.52.8500.526.50072	5,724.00

Expense Approval Report

Payment Dates: 3/6/2024 - 3/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
TOLL GAS & WELDING SUPPLY	10551229	03/07/2024	Welding supplies	550.52.8600.527.60012	121.71
MTI DISTRIBUTING CO	1418580-00	03/07/2024	equipment repair parts	550.52.8600.527.40042	1,726.79
MTI DISTRIBUTING CO	1418584-00	03/07/2024	equipment repair	550.52.8600.527.40042	87.43
WAGGLE GOLF, LLC.	20479	03/07/2024	Apparel for resale	550.52.8200.523.76200	1,823.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	Golf shop - change bank	550.100.1010700	1,000.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	Safe - Reserve Bank	550.100.1010700	1,000.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	Golf shop - 2B	550.100.1010700	100.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	Golf shop - 1B	550.100.1010700	100.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	Golf shop - 2A	550.100.1010700	100.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	F&B Vending	550.100.1010800	100.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	F&B Beverage Cart	550.100.1010800	100.00
PETTY CASH - INVERWOOD	3/1/2024	03/07/2024	F&B Clubhouse	550.100.1010800	100.00
TEE TIMES MAGAZINE	35867	03/07/2024	Tee Times Magazine ad	550.52.8500.526.50025	450.00
ADIDAS AMERICA INC.	6160870498	03/07/2024	Apparel for resale	550.52.8200.523.76200	331.25
ADIDAS AMERICA INC.	6160913967	03/07/2024	Apparel for resale	550.52.8200.523.76200	307.86
ADIDAS AMERICA INC.	6160965046	03/07/2024	Apparel for resale	550.52.8200.523.76200	2,160.44
ADIDAS AMERICA INC.	6160968986	03/07/2024	Apparel for resale	550.52.8200.523.76200	467.63
PRESTIGE FLAG	735500	03/07/2024	GC accessories flags	550.52.8600.527.60050	464.22
CLEVELAND GOLF/SRIXON	7810360	03/07/2024	Clubs for resale	550.52.8200.523.76250	474.86
CLEVELAND GOLF/SRIXON	7821502	03/07/2024	Apparel for resale	550.52.8200.523.76200	519.12
TITLEIST	917168831	03/07/2024	Golf balls for resale	550.52.8200.523.76450	-2,039.25
TITLEIST	917236415	03/07/2024	Apparel for resale	550.52.8200.523.76200	75.82
TITLEIST	917269334	03/07/2024	Apparel for resale	550.52.8200.523.76200	2,491.00
MN DEPT OF LABOR & INDUS...	ABR0325734X	03/07/2024	Annual pressure vessel fee	550.52.8600.527.40040	10.00
TOUR EDGE GOLF MFG., INC.	IN-01684190	03/07/2024	Rental clubs for Pro Shop	550.52.8000.521.40055	1,630.40
KENDELL DOORS & HARDWARE	IN088834	03/07/2024	Lower garage tear-out	550.52.8500.526.40040	2,775.00
GEMPLER'S INC.	INV0004576283	03/07/2024	shop supplies	550.52.8600.527.60012	694.67
P&W GOLF SUPPLY LLC	INV124657	03/07/2024	Pails & Tokens for Practice Ra...	550.52.8100.522.60015	2,302.90
Fund 550 - INVER WOOD GOLF COURSE Total:					25,198.85

Fund: 602 - RISK MANAGEMENT

KELTING, BRANDON	2/8/2024B	03/04/2024	Work Comp Settlement	602.00.2100.415.70210	100.00
INTOXIMETERS	754429	03/07/2024	Deductible: Replacement Brea...	602.00.2100.415.70200	640.00
LEAGUE OF MN CITIES INS TR...	8815	03/07/2024	Deductible: Case 303713	602.00.2100.415.70200	15,000.00
Fund 602 - RISK MANAGEMENT Total:					15,740.00

Fund: 603 - CENTRAL EQUIPMENT

OXYGEN SERVICE COMPANY, ...	0003578770	03/07/2024	Shop supplies	603.00.5300.444.60012	16.24
KIMBALL MIDWEST	101956478	03/07/2024	Shop supplies	603.00.5300.444.60012	199.44
OVERHEAD DOOR CO OF THE ...	134899	03/07/2024	Maintenance Facility Overhea...	603.00.5300.444.40040	3,881.08
DELEGARD TOOLS	367916/1	03/07/2024	Small tools	603.00.5300.444.60040	638.95
CRYSTEEL TRUCK EQUIPMENT	F51557	03/07/2024	New truck Parks f250 plow eq...	603.00.5300.444.80700	10,703.23
PRECISE MRM	IN001-1805641	03/07/2024	Dump truck camera and cable	603.00.5300.444.40041	402.90
TRENCHERS PLUS, INC.	IT08960	03/07/2024	Chipper parts	603.00.5300.444.40042	3,294.79
MACQUEEN EMERGENCY GR...	P10556	03/07/2024	LED lights for fire truck	603.00.5300.444.40041	282.45
MACQUEEN EMERGENCY GR...	P10602	03/07/2024	Fire truck lights and parts	603.00.5300.444.40041	394.00
TRI-STATE BOBCAT INC.	P12913	03/07/2024	Coupler for skid steer	603.00.5300.444.40042	108.52
TRI-STATE BOBCAT INC.	P13193	03/07/2024	Filters for skid loader	603.00.5300.444.40042	88.54
NUSS TRUCK AND EQUIPMENT	PSO083782-1	03/07/2024	Couplings and hose parts for ...	603.00.5300.444.40041	221.48
MACQUEEN EMERGENCY GR...	W05932	03/07/2024	Repairs on fire truck pressure ...	603.00.5300.444.40041	785.29
Fund 603 - CENTRAL EQUIPMENT Total:					21,016.91

Fund: 605 - CITY FACILITIES

MN LOCKS	101129563	03/07/2024	padlock key	605.00.7500.460.60016	12.40
DANIEL BAUER	1212	03/07/2024	FS #2 boiler #1 failed - replace...	605.00.7500.460.40040	2,265.00
APEC	125555	03/07/2024	HVAC filters City Hall/PD	605.00.7500.460.60016	1,537.46
APEC	125556	03/07/2024	HVAC filters FS #1	605.00.7500.460.60016	106.51
APEC	125557	03/07/2024	HVAC filters FS #3	605.00.7500.460.60016	62.62
DANIEL BAUER	1299	03/07/2024	replaced leaking part for water..	605.00.7500.460.40040	492.00
CULLIGAN	157985030228X022924	03/07/2024	softener salt	605.00.7500.460.60016	87.50
SHERWIN-WILLIAMS CO.	2342-3	03/07/2024	Paint supplies	605.00.7500.460.60016	120.46

Expense Approval Report**Payment Dates: 3/6/2024 - 3/12/2024**

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AEP ONSITE PARTNERS, LLC	419-21482405	03/07/2024	Monthly Solar Panels 02.2024	605.00.7500.460.40020	<u>1,404.62</u>
Fund 605 - CITY FACILITIES Total:					6,088.57
Fund: 702 - ESCROW FUND					
ST. PAUL PIONEER PRESS	0224572521	03/07/2024	NoPH: Lupe Dev - 24-02CPA	702.229.2283304	31.72
ST. PAUL PIONEER PRESS	0224572521	03/07/2024	NoPH: Rise Capital 24-06RZ	702.229.2283504	28.60
ST. PAUL PIONEER PRESS	0224572521	03/07/2024	NoPH: Wave Soccer 24-05ZA	702.229.2283704	<u>31.20</u>
Fund 702 - ESCROW FUND Total:					91.52
Grand Total:					191,242.88



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

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

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 3.18.24 (hires-terms)



Request for Council Action

SUBJECT: **Resolutions Awarding Contract and Approving Budgets for City Project Nos. 2024-09 D, F, G, H and I as part of the 2024 Pavement Management Initiative**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Steve Dodge, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, awarding the construction contract and approving budgets for City Project Nos. 2024-09 D, F, G, H and I as part of the 2024 Pavement Management Initiative.

BACKGROUND

Bids on the 2024 Pavement Management Initiative (PMI) project areas were opened on March 5, 2024, with four (4) bids received. McNamara Contracting Inc. is the low bidder with a total bid of \$5,316,421.80, which is approximately 26% under the engineer's estimate of \$7,224,044.75 and within the approved feasibility budgets for:

- 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 names and bid amounts for all bidders can be found on the attached Resolution awarding the contract to McNamara.

FISCAL IMPACT

The costs for City Project No. 2024-09D (Delano Way and Dempsey Way Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	12% LEAF (Legal, Eng., Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference from Feasibility Estimate
Street	1,256,100	653,011	78,361	32,651	764,023	(492,077)
Watermain	53,029	15,120	1,814	756	17,690	(35,339)
Sanitary Sewer	48,576	28,014	3,362	1,401	32,777	(15,799)

Storm Water	161,110	93,382	11,206	4,669	109,257	(51,853)
Total	\$1,518,815	\$789,527	\$94,743	\$39,477	\$923,747	(\$595,068)

The costs for City Project No. 2024-09F (Corcoran Path and Dawson Way Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	12% LEAF (Legal, Eng., Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference from Feasibility Estimate
Street	1,946,311	940,806	112,897	47,040	1,100,743	(845,568)
Watermain	146,942	45,500	5,460	2,275	53,235	(93,707)
Sanitary Sewer	53,434	32,954	3,954	1,648	38,556	(14,878)
Storm Water	55,862	31,145	3,737	1,557	36,439	(19,423)
Total	\$2,202,549	\$1,050,405	\$126,048	\$52,520	\$1,228,973	(\$973,576)

The costs for City Project No. 2024-09G (South Grove Area 7) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	25% LEAF (Legal, Eng., Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference from Feasibility Estimate
Street	3,441,280	1,707,376	426,844	85,369	2,219,589	(1,221,691)
Watermain	186,613	64,660	16,165	3,233	84,058	(102,555)
Sanitary Sewer	103,629	62,074	15,519	3,104	80,697	(22,932)
Storm Water	463,901	288,629	72,157	14,431	375,217	(88,684)
Total	\$4,195,423	\$2,122,739	\$530,685	\$106,137	\$2,759,561	(\$1,435,862)

The costs for City Project No. 2024-09H (96th Street and 99th Street Area) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	12% LEAF (Legal, Eng., Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference from Feasibility Estimate
Street	2,459,054	1,212,645	145,518	60,632	1,418,795	(1,040,260)
Watermain	n/a	-	-	-	-	-
Sanitary Sewer	n/a	-	-	-	-	-
Storm Water	124,193	65,878	7,905	3,294	77,077	(47,116)
Total	\$2,583,247	\$1,278,523	\$153,423	\$63,926	\$1,495,872	(\$1,087,376)

The costs for City Project No. 2024-09I (Bixby Way) are summarized as follows:

Improvement Type	Feasibility Estimate (Total Costs)	Low Bid (Contract Award)	16% LEAF (Legal, Eng., Admin, & Finance Costs)	5% Construction Contingency	Proposed Budget	Difference from Feasibility Estimate
Street Improvements	115,456	66,208	10,593	3,310	80,111	(35,345)
Watermain Improvements	9,311	2,130	341	106	2,577	(6,733)
Sanitary Sewer Improvements	11,496	5,129	821	257	6,207	(5,288)
Storm Water Improvement	5,343	1,761	282	88	2,131	(3,212)
Total	\$141,606	\$75,228	\$12,037	\$3,761	\$91,026	(\$50,578)

Funding for City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09H, and 2024-09I is recommended from the Pavement Management - Local Streets Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Storm Water Capital Fund (Fund 531), and Special Assessments as indicated in the accompanying Resolutions.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, awarding the contract to McNamara Contracting Inc. in the amount of \$5,316,421.80 and approving the budgets for City Project Nos. 2024-09 D, F, G, H and I.

ATTACHMENTS

1. Resolution Awarding Contract for 2024 PMI Projects Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09H, and 2024-09I
2. Resolution Approving Budget - 2024-09D
3. Resolution Approving Budget - 2024-09F
4. Resolution Approving Budget - 2024-09G
5. Resolution Approving Budget - 2024-09H
6. Resolution Approving Budget - 2024-09I

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

RESOLUTION NO. _____

**RESOLUTION AWARDING CONTRACT TO MCNAMARA CONTRACTING, INC. FOR THE 2024
PAVEMENT MANAGEMENT INITIATIVE PROJECT NOS. 2024-09D, 2024-09F, 2024-09G, 2024-09H AND
2024-09I**

WHEREAS, pursuant to an advertisement for bids for the 2024 Pavement Management Initiative, City Project No. 2024-09D – Delano Way and Dempsey Way Area, City Project No. 2024-09F – Corcoran Path and Dawson Way Area, City Project No. 2024-09G – South Grove Area 7, City Project No. 2024-09H – 96th Street and 99th Street Area, and 2024-09I – Bixby Way bids were received and opened online on March 5, 2024, at 11:00 a.m., read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
McNamara Contracting Inc.	Yes	\$5,316,421.80
OMG Midwest Inc. (dba Minnesota Paving & Materials)	Yes	\$5,485,099.54
Bituminous Roadways Inc.	Yes	\$5,643,781.85
Northwest Asphalt	Yes	\$5,907,908.75

WHEREAS, McNamara Contracting Inc. is the lowest responsible bidder for a total amount of \$5,316,421.80.

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

1. The Mayor and Clerk are hereby authorized and directed to enter a contract with McNamara Contracting Inc., in the name of the City of Inver Grove Heights, for the 2024 Pavement Management Initiative, City Projects 2024-09D, 2024-09F, 2024-09G, 2024-09H, 2024-09I according to plans and specifications therefore approved by the Council and on file at the Office of the City Clerk.
2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposit of the successful bidder and the next lowest bidder shall be retained until the contract has been fully executed.
3. Project funding for City Project Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09H and 2024-09I in the contract amount of \$5,316,421.80 shall be provided by the Pavement Management – Local Streets, Water Capital, Sewer Capital, and Storm Water Capital funds, and through Special Assessments.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE BUDGET FOR CITY PROJECT NO. 2024-09D – DELANO WAY AND
DEMPSEY WAY AREA**

WHEREAS, the City Council has considered City Project No. 2024-09D providing a full depth reclamation, paving, spot driveway disturbance, spot curb and gutter replacement, storm sewer improvements, watermain adjustments and repairs, utility casting adjustments and replacements, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW, THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2024-09D:

PROJECT COSTS	2024-09D
Construction Bid	\$789,526.90
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$94,743.23
Construction Contingency (5%)	\$39,476.35
TOTAL	\$923,746.48

FUNDING SOURCES	2024-09D
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$420,741.61
Water Capital (Fund 511)	\$17,690.40
Sewer Capital (Fund 521)	\$32,776.56
Storm Water Capital (Fund 531) ⁽²⁾	\$42,021.90
Special Assessments ⁽²⁾	\$410,516.01
TOTAL	\$923,746.48

(1) Cost based on 12% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE BUDGET FOR CITY PROJECT NO. 2024-09F – CORCORAN PATH AND
DAWSON WAY AREA**

WHEREAS, the City Council has considered City Project No. 2024-09F providing a full depth reclamation, paving, trail removal, sidewalk spot replacement, spot driveway disturbance, spot curb and gutter replacement, storm sewer improvements, watermain adjustments and repairs, utility casting adjustments and replacements, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2024-09F:

PROJECT COSTS	2024-09F
Construction Bid	\$1,050,404.50
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$126,048.54
Construction Contingency (5%)	\$52,520.23
TOTAL	\$1,228,973.27

FUNDING SOURCES	2024-09F
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$588,594.06
Water Capital (Fund 511)	\$53,235.00
Sewer Capital (Fund 521)	\$38,556.18
Storm Water Capital (Fund 531) ⁽²⁾	\$14,015.25
Special Assessments ⁽²⁾	\$534,572.78
TOTAL	\$1,228,973.27

(1) Cost based on 12% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

RESOLUTION APPROVING THE BUDGET FOR CITY PROJECT NO. 2024-09G – SOUTH GROVE AREA 7

WHEREAS, the City Council has considered City Project No. 2024-09G providing a full depth reclamation, paving, sidewalk spot replacement, spot driveway disturbance, spot curb and gutter replacement, storm sewer improvements, watermain adjustments and repairs, utility casting adjustments and replacements, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2024-09G:

PROJECT COSTS	2024-09G
Construction Bid	\$2,122,739.05
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$530,684.76
Construction Contingency (5%)	\$106,136.95
TOTAL	\$2,759,560.76

FUNDING SOURCES	2024-09G
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$1,367,120.47
Water Capital (Fund 511)	\$84,058.00
Sewer Capital (Fund 521)	\$80,696.78
Storm Water Capital (Fund 531) ⁽²⁾	\$129,882.98
Special Assessments ⁽²⁾	\$1,097,802.53
TOTAL	\$2,759,560.76

(1) Cost based on 25% of contract bid costs for the work due to use of supplemental external design staffing.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE BUDGET FOR THE 2024 PAVEMENT MANAGEMENT INITIATIVE, CITY
PROJECT NO. 2024-09H – 96TH STREET AND 99TH STREET AREA**

WHEREAS, the City Council has considered City Project No. 2024-09H providing a full depth reclamation, mill and overlay, localized street replacement, paving, spot driveway disturbance, spot curb and gutter replacement, storm sewer improvements, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2024-09H:

PROJECT COSTS	2024-09H
Construction Bid	\$1,278,523.35
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$153,422.80
Construction Contingency (5%)	\$63,926.17
TOTAL	\$1,495,872.32

FUNDING SOURCES	2024-09H
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$717,742.14
Water Capital (Fund 511)	-
Sewer Capital (Fund 521)	-
Storm Water Capital (Fund 531) ⁽²⁾	\$26,747.55
Special Assessments ⁽²⁾	\$751,382.63
TOTAL	\$1,495,872.32

(1) Cost based on 12% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

RESOLUTION APPROVING THE BUDGET FOR CITY PROJECT NO. 2024-09I – BIXBY WAY

WHEREAS, the City Council has considered City Project No. 2024-09I providing a mill and overlay, paving, spot driveway disturbance, spot curb and gutter replacement, storm and utility casting adjustments, appurtenances, and restoration; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

NOW THEREFORE, BE IT RESOLVED BY THE INVER GROVE HEIGHTS CITY COUNCIL, that the following budget is hereby adopted for City Project No. 2024-09I:

PROJECT COSTS	2024-09I
Construction Bid	\$75,228.00
Legal, Engineering, Administrative, & Finance (LEAF) ⁽¹⁾	\$12,036.48
Construction Contingency (5%)	\$3,761.41
TOTAL	\$91,025.89

FUNDING SOURCES	2024-09I
Pavement Management – Local Streets (Fund 440) ⁽²⁾	\$27,514.89
Water Capital (Fund 511)	\$2,577.30
Sewer Capital (Fund 521)	\$6,206.70
Storm Water Capital (Fund 531) ⁽²⁾	\$352.20
Special Assessments ⁽²⁾	\$54,374.80
TOTAL	\$91,025.89

(1) Cost based on 16% of contract bid costs for the work.

(2) Assessments, pavement management, and storm water are prorated based on the final cost estimate using bid pricing.

BE IT FUTHER RESOLVED that the Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Awarding Contracts for Construction Geotechnical Testing and Survey Staking Services for 2024 Pavement Management Initiative Projects**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Steve Dodge, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting proposals for construction geotechnical testing services and for construction staking services from WSB, and awarding contracts thereto for the 2024 Pavement Management Initiative (PMI) Project Nos. 2024-09 D, F, G, H and I.

BACKGROUND

The contract for the 2024 PMI projects was awarded on March 18, 2024 for Project Nos.:

- 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

To carry out these projects, construction geotechnical testing services and survey staking services will also be needed. Therefore, staff requested and received proposals for geotechnical testing services from two firms within the City's consultant engineering pool (WSB & American Engineering Testing). The lowest quote was provided by WSB for \$73,916.

Staff also requested and received proposals for survey staking services from two firms within the City's consultant engineering pool (WSB & Bolton & Menk). The lowest quote was provided by WSB for \$69,300.

FISCAL IMPACT

Funding for these consultant efforts will come from the legal, engineering, administrative, and finance (LEAF) costs as provided in the budget resolution included for the 2024 PMI projects elsewhere on tonight's Council Agenda. Funding will be through the Pavement Management - Local Streets fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund (Fund 521), Storm Water Operating Fund (Fund 531), and Special Assessments.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, accepting the proposals and awarding contracts for geotechnical testing services and for survey staking services to WSB, for 2024 Pavement Management Initiative Project Nos. 2024-09 D, F, G, H and I.

ATTACHMENTS

1. Resolution - Award Geotechnical Testing and Survey Staking Services - 2024-09 D, F, G, H and I
2. Geotechnical Testing Services Proposal from WSB - 2024-09 D, F, G, H and I
3. Survey Staking Services Proposal from WSB - 2024-09 D, F, G, H and I

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING PROPOSALS AND AWARDING CONTRACTS FOR
CONSTRUCTION GEOTECHNICAL TESTING SERVICES AND SURVEY STAKING
SERVICES FOR THE 2024 PAVEMENT MANAGEMENT INITIATIVE (PMI)**

WHEREAS, as part of the City's Pavement Management Initiative, staff has requested separate proposals for construction geotechnical testing services and survey staking services for 2024 PMI Project Nos. 2024-09 D, F, G, H and I; and

WHEREAS, staff solicited two proposals for geotechnical testing services from consultants within the City's current engineering consulting pool, and the lowest cost proposal was received from WSB for \$73,916.00; and

WHEREAS, staff solicited two proposals for survey staking from consultants within the City's current engineering consulting pool, and the lowest cost proposal was received from WSB for \$69,300.00; and

WHEREAS, staff has reviewed the proposals and recommends the City Council accept WSB's proposals in the amount of \$73,916.00 for geotechnical testing services and \$69,300.00 for survey staking services for the 2024 PMI Project Nos. 2024-09 D, F, G, H and I.

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

1. WSB's proposal in the amount of \$73,916.00 is hereby accepted for geotechnical testing services for 2024 Pavement Management Initiative Project Nos. 2024-09 D, F, G, H and I.
2. WSB's proposal in the amount of \$69,300.00 is hereby accepted for survey staking services for 2024 Pavement Management Initiative Project Nos. 2024-09 D, F, G, H and I.
3. The Mayor and the City Clerk are hereby authorized and directed to enter Work Order Contracts with WSB in the amounts of \$73,916.00 for geotechnical testing services and \$69,300.00 for survey staking services.
4. The Public Works Director is authorized to direct the use of contingency funds up to 10% of the contract amounts (\$7,390 for geotechnical testing and \$6,930 for survey staking) for changes in site conditions, testing quantity adjustment, staking quantity adjustment, or additional testing and staking as deemed necessary to confirm the quality of the work constructed.

5. The costs for these services will be funded by project legal, engineering, administrative, and finance (LEAF) funds identified in the budget approved on March 18, 2024 for Projects Nos. 2024-09D, 2024-09F, 2024-09G, 2024-09H, and 2024-09I respectively.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 18th day of March 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

2024 PMI Construction Testing

Project Identification: – This work involves Construction Testing services for projects in the 2024 Pavement Management Initiative; 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), and 2024-09I (Bixby Way).

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, Suite 300, Minneapolis, MN 55416** ("Contractor"). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor ("Master Services Agreement") and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.
2. The City needs a Contractor to provide professional services for review and revision of preliminary design, final design, right of way acquisition, and bidding preparation and services.

Work Order Contract

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

1.1. Effective Date:

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

1.2. Expiration Date:

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

1.3. Exhibits:

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

Exhibit A = Specifications, Duties, and Scope of Work

Exhibit B = Progress Report Form

2. Scope of Work and Deliverables:

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

take precedence over the requirements to deliver the specific scope items listed in this contract.

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

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*: **\$69,746.00**

Direct Expense Costs: **\$4,170.00**

* 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 specific to this project are examples of Direct Expense Costs. 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 **\$73,916.00**

5. Terms of Payment:

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

6. Contractor’s Project Manager:

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

Name/Title: Mark Watson, P.E., Director of Material Testing
Address: 540 Gateway Boulevard
Burnsville, MN 55337
Telephone: 612-248-9365
E-Mail: mwatson@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.	Name/Title:	Steve Dodge, P.E.
Address:	8150 Barbara Ave Inver Grove Heights MN, 55077	Address:	8150 Barbara Ave Inver Grove Heights MN, 55077
Telephone:	651-450-2572	Telephone:	651-450-2541
E-Mail:	pmerchlewicz@ighmn.gov	E-Mail:	sdodge@ighmn.gov

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

8. Termination and Suspension

8.1. Termination by the City

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

8.2. Termination for Insufficient Funding

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

8.3. Suspension

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

9. Plain Language; Accessibility Standards

9.1. Plain Language

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

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

City Contract No.: 23-27_IGHMSA_E_WO_16
City Project: 2024 PMI Construction Testing

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: _____

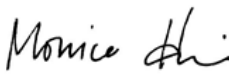
Brenda Dietrich, Mayor

ATTEST: _____

Rebecca Kiernan, City Clerk

Date: March 12, 2024

CONSULTANT



BY: Monica Heil

IT'S: VP of Municipal Services

Exhibit A: Scope of Work

1. Project Overview

1.1. Description

- 1.1.1. This work requires testing various materials in accordance with the proper procedure, reporting results compared to the corresponding specifications, and making recommendations for materials disposition (if required).

1.2. General Statement of Scope of Work

- 1.2.1. As part of the 2024 Pavement Management Initiative (PMI), the City requires assistance with Construction Testing efforts for all project locations including:

Location

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)

1.3. Standards and Specifications

- 1.3.1. Standards and specifications required for this project includes the following:
- a. Trained personnel with calibrated equipment will perform all test procedures in accordance with the requested standard.
 - b. Electronic test data, if used or captured, must be available transferred to the City at the end of the project in a format readable and usable without the need for additional, non-standard software.

1.4. Project Deliverables

- 1.4.1. Deliverables for this project include:
- a. Final Materials Test Report and recommendations (if required).
 - b. Recommendations during project progression, if necessary, for the disposition of materials requiring corrective action.

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. 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. Provide updates to the City's project manager on the status of the project budget, and general status/progress monthly with invoice submittals.
- 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.

3. Construction Testing

3.1. Construction Testing

- 3.1.1. Perform all material testing and inspection in accordance with the requirements of the Construction Contract
- 3.1.2. The Construction Contract associated with this work utilizes the 2023 SALT Schedule of Materials Control and all minimum testing requirements will be based on those requirements.
- 3.1.3. Provide all material testing and inspection in a manner that does not cause delay to the contractor or the City. Coordination may require frequent interaction with the Project Manager or field staff to understand site attendance and delivery of results.
- 3.1.4. Refer to **Exhibit C** for estimated quantities for each project area requiring construction testing and inspection. Additional testing and inspection may be required depending on Construction Contractor operations.

Exhibit B: Progress Report Form

For Invoice No.: _____

City Finance ID:

Contract Expiration Date: []

[]

Contractor Project No. TBD Upon Award of Contract

Notes	Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
	Construction Testing	\$73,916.00			
	Subtotal	\$73,916.00			
	Total				

Date

Exhibit C: Estimated Construction Testing Quantities

Item No.	Item	Unit	Delano Way and Dempsey Way Area 2024-09D	Corcoran Path and Dawson Way Area 2024-09F	South Grove Area 7 2024-09G	96th Street and 99th Street Area 2024-09H	Bixby Way 2024-09I	Total
1	Nuclear Density Tests	EA	3	2	7	0	0	12
2	DCP Tests	EA	0	0	15	0	0	15
3	Proctor Tests	EA	1	1	3	0	0	5
4	Sieve Analysis	EA	3	5	10	5	0	23
5	Moisture Content	EA	3	5	10	5	0	23
6	Test Rolls and Other Observation	EA	2	3	5	3	0	13
7	Concrete Field Testing	EA	6	6	14	10	2	38
8	Concrete Cylinder Testing	EA	18	18	42	30	6	114
9	Bituminous Sampling	EA	4	6	12	8	1	31
10	Bituminous Core Testing	EA	22	30	60	32	4	148
11	Topsoil Testing	EA	3	3	6	4	1	17

2024 PMI Construction Surveying

Project Identification: – This work involves Construction Surveying services for projects in the 2024 Pavement Management Initiative; 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), and 2024-09I (Bixby Way).

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, Suite 300, Minneapolis, MN 55416** ("Contractor"). This work order contract is issued under the authority of the City of Inver Grove Heights Master Professional Services Agreement between the City and Contractor ("Master Services Agreement") and is subject to all applicable provisions of the Master Services Agreement, which is incorporated herein by reference.

Recitals

1. The Contractor will furnish all products and perform all services defined in Article 2 of this Work Order Contract, Scope of Work and Deliverables, below.
2. The City needs a Contractor to provide professional services for review and revision of preliminary design, final design, right of way acquisition, and bidding preparation and services.

Work Order Contract

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

1.1. Effective Date:

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

1.2. Expiration Date:

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

1.3. Exhibits:

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

Exhibit A = Specifications, Duties, and Scope of Work

Exhibit B = Progress Report Form

2. Scope of Work and Deliverables:

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

take precedence over the requirements to deliver the specific scope items listed in this contract.

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

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*: **\$69,300.00**

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 **\$69,300.00**.

5. Terms of Payment:

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

6. Contractor's Project Manager:

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

Name/Title: Jim Barich, Survey Coordinator
Address: 701 Xenia Avenue South
Suite 300
Minneapolis, MN 55416
Telephone: 612-463-6904
E-Mail: jbarich@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.	Name/Title:	Steve Dodge, P.E.
Address:	8150 Barbara Ave Inver Grove Heights MN, 55077	Address:	8150 Barbara Ave Inver Grove Heights MN, 55077
Telephone:	651-450-2572	Telephone:	651-450-2541
E-Mail:	pmerchlewicz@ighmn.gov	E-Mail:	sdodge@ighmn.gov

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

8. Termination and Suspension

8.1. Termination by the City

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

8.2. Termination for Insufficient Funding

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

8.3. Suspension

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

9. Plain Language; Accessibility Standards

9.1. Plain Language

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

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

City Contract No.: 23-27_IGHMSA_E_WO_15
City Project: 2024 PMI Construction Surveying

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: _____

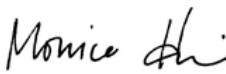
Brenda Dietrich, Mayor

ATTEST: _____

Rebecca Kiernan, City Clerk

Date: March 12, 2024

CONSULTANT



BY: Monica Heil

IT'S: VP of Municipal Services

Exhibit A: Scope of Work

1. Project Overview

1.1. General Statement of Scope of Work

1.1.1. As part of the 2024 Pavement Management Initiative (PMI), the City requires assistance with Construction Surveying efforts for all project locations including:

Roadway	Approximate Length
2024-09D (Delano Way and Dempsey Way Area).....	3830 feet
2024-09F (Corcoran Path and Dawson Way Area)	5810 feet
2024-09G (South Grove Area 7).....	10020 feet
2024-09H (96th Street and 99th Street Area)	11110 feet
2024-09I (Bixby Way).....	770 feet

1.2. Project Deliverables

1.2.1. Deliverables for this project include:

- a. Construction survey of:
 - i. Storm Catch Basins Manholes
 - ii. Sanitary Manholes
 - iii. Commercial Driveways
 - iv. Spot Curb Topo Survey
 - v. Spot Curb Replacement
 - vi. Ped Ramps
 - vii. Sidewalk
 - viii. Full Reconstruct
- b. As-Built Survey in a .CSV format for:
 - i. Roadway
 - ii. Valves
 - iii. Sanitary Manholes
 - iv. Catch Basins & Storm Manholes
 - v. Hydrants

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. 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. Provide updates to the City's project manager on the status of the project budget, and general status/progress monthly with invoice submittals.
- 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.

3. Construction Surveying

3.1. Construction Surveying

- 3.1.1. Determine and set horizontal and vertical control as necessary for each project area.
- 3.1.2. Make all necessary surveying checks for field verification of actual conditions and make the necessary minor surveying and staking adjustments to fit the construction to actual field conditions.
- 3.1.3. Some Plan details may be dependent upon actual field conditions at the time of construction. It may be necessary to perform some field survey or office computations in order to stake these components.
- 3.1.4. Accurately provide all necessary computations, stakes, and marks to establish lines, slopes, elevations, points, and continuous profile grades in accordance with MnDOT Specification 1508 and the requirements shown in the Plan for Construction Staking.
- 3.1.5. Provide construction surveying for all project areas in a timely manner to ensure unobstructed progression of the Construction Contractors crews and forces throughout the duration of each area of the project.
- 3.1.6. Refer to **Exhibit C** for estimated quantities for each project area requiring Construction Surveying.

3.2. Provided by the City:

- a. The City will provide electronic data used to develop the project documents including CAD files and any survey data that may have been collected. "Printed Plan" information will always govern over any electronic plan information provided.

4. As-Built Surveying

4.1. As-Built Survey

- 4.1.1. Capture as-built asset features for incorporation back into the City's systems using survey grade accuracy.
- 4.1.2. Collect all installed or modified as-built asset features. Examples of modified features: existing Structures connected to new pipe, existing pipe with new liner, and existing pond or basin regraded, among others.
- 4.1.3. Refer to **Exhibit C** for estimated quantities for each project area requiring As-Built Surveying.

City Contract No.: 23-27_IGHMSA_E_WO_15
City Project: 2024 PMI Construction Surveying
Exhibit B: Progress Report Form

Exhibit B: Progress Report Form

For Invoice No.: _____

City Contract No.: 23-27_IGHMSA_E_WO_15 Billing Period: from _____ to _____
City Finance ID: _____

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

From: []
[]
[]

Contractor Project No. TBD Upon Award of Contract

2024 PMI Construction Surveying

Notes	Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
	Construction Surveying	\$53,000.00			
	As-Built Survey	\$16,300.00			
	Subtotal	\$69,300.00			
	Total				

Contractor's Project Manager

Date

Exhibit C: Estimated Construction Survey and As-Built Quantities

Item No.	Item	Unit	Delano Way and Dempsey Way Area 2024-09D	Corcoran Path and Dawson Way Area 2024-09F	South Grove Area 7 2024-09G	96th Street and 99th Street Area 2024-09H	Bixby Way 2024-09I	Total
Construction Survey								
1	Storm Catch Basins Manholes	EA	2	14	35	4	0	55
2	Sanitary Manholes	EA	0	1	3	0	0	4
3	Comercial Driveways	EA	0	0	0	0	0	0
4	Spot Curb Topo Survey	LF	2930	3000	7413	8245	455	22043
5 ^(a)	Spot Curb Replacement	LF	2930	3000	7413	8245	455	22043
6	Ped Ramps	EA	0	1	1	0	0	2
7	Sidewalk	LF	0	0	0	0	0	0
8 ^(b)	Full Reconstruct	LF	0	0	0	350	0	350
As-built Survey^(c)								
9 ^(d)	Road	LF	N/A	N/A	N/A	350	0	350
10	Valves	EA	16	38	52	0	0	106
11	Sanitary Manholes	EA	16	33	46	0	4	99
12	Catch Basins & Storm Manholes	EA	31	21	78	63	2	195
13	Hydrant	EA	8	18	23	0	2	51

(a) Replacement curb staking assume 1 staking trip per 2000 feet (minimum 2 staking days per area)

(b) Stake curb stakes for Reconstruction portion every 25 feet.

(c) As-built survey for structure top casting shots only.

(d) No road as built needed except for sections of 96th and 99th that are reconstructed.



Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for ADA Pedestrian Ramp Improvements (City Project No. 2020-03)**

MEETING DATE: March 18, 2024
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2020-03 – ADA Pedestrian Ramp Improvements.

BACKGROUND

In 2017, the City completed an ADA Transition Plan for Transportation Infrastructure. This plan set the stage for addressing ADA compliance for pedestrian and bicycle facilities throughout the city. Prior to the development of the plan, the City had put together an inventory, documenting ramps that are not ADA compliant and in need of correction or work. Both of these tools were used as justification and background to apply for grant funding that would allow the City to bring selected ramps into compliance. In 2020, the City applied for Regional Solicitation grant funding through the Metropolitan Council, and subsequently received notice that we were eligible to receive grant funding for the reconstruction of 30 pedestrian ramps across the city and bring them into compliance with ADA standards. The grant provided funding for construction of the improvements in 2024.

Over the past year, City staff have worked to create and assemble the final plan and specifications to meet the requirements of the grant. Since the grant is part of a federal program, all project documents must also conform with the Minnesota Department of Transportation Delegated Contracting Process so that funding may be distributed appropriately. Staff completed the production of the required project documents and submitted them to MnDOT on March 1, 2024, for final approval. Once approval is received, the plans will be ready for public advertisement for bidding. To avoid delay in the bidding process, the Council is asked to approve the final plans and specifications, pending implementation of any comments from MnDOT, and authorize staff to advertise for bids upon completion of any final edits. The final plans and specifications, as submitted to MnDOT, are available for viewing by contacting the City Engineer.

FISCAL IMPACT

This specific action being requested (authorization to advertise for bids) does not have a direct financial cost. Based on the final design, the estimated cost for the project work is \$337,542. Grant funding for this project is a maximum of \$250,000 with the requirement that the City provide a minimum 20% project cost match. The current estimate for City participation is \$87,542, which will be funded through the Pavement Management - Local Projects Fund (Fund 440).

Staff anticipates presenting the results of the bidding process and a recommendation to award a contract at one of the two April City Council meetings, subject to receiving final approval from MnDOT in a timely manner.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2020-03.

ATTACHMENTS

1. Resolution Approving Plans, Specs & Authorizing Ad for Bids

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

RESOLUTION NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR THE CITY PROJECT NO. 2020-03**

WHEREAS, the City applied for a grant as part of the Metropolitan Council 2020 Regional Solicitation for ADA pedestrian ramp improvements across the City; and

WHEREAS, On December 16, 2020, the Metropolitan Council Transportation Advisory Board (TAB) completed its review and selected the City as a recipient of program funding for project construction in 2024; and

WHEREAS, as a requirement of the receipt of funding, the City must follow the Delegated Contracting Process (DCP) with the Minnesota Department of Transportation (MnDOT) as the federal funds will be distributed through their process; and

WHEREAS, as part of the DCP, the City submitted final design plans and specifications for City Project No. 2020-03, as prepared by staff, to the MnDOT on March 1, 2024, and are awaiting final comments and design approval; and

WHEREAS, to ensure no delay in bidding for the project, it is in the best interest of the City to ensure that upon final approval from MnDOT, the plans and specifications for City Project No. 2020-03 can be advertised for public bidding.

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

1. The draft version of the plans and specifications for City Project No. 2020-03 are on file with the City Engineer, and Council hereby approves the project to be bid upon receipt and integration of comments from the Minnesota Department of Transportation.
2. The City Engineer and Engineering staff are hereby authorized to advertise for bids pursuant to the provisions of Minnesota Statutes Chapter 471, with respect to City Project No. 2020-03.
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 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Approving Contract with Wold Architects & Engineers for Central Maintenance Facility Needs Analysis and Site Plan Development (City Project 2017-01)**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a contract with Wold Architects & Engineers for the Central Maintenance Facility Needs Analysis and Site Development Plant (City Project No. 2017-01), and authorizing related expenditures.

BACKGROUND

On January 8, 2024, the City Council authorized the issuance of a Request for Proposal (RFP) for the Central Maintenance Facility Needs Assessment and Site Plan Development (City Project No. 2017-01). The issuance of the RFP was in conjunction with one of the primary City Council goals of 2023, which was to complete an updated needs analysis and develop a preliminary site plan for the expansion, remodeling, and/or re-purposing of the City's Central Maintenance Facility (CMF) and surrounding facilities, including existing cold storage buildings and parking and security around and adjacent to the City's Police Station. These facilities were constructed between 1985 and 1991, and have not been expanded since their original construction.

The RFP was open to any qualified firm that would be able to provide the services as detailed in the RFP. Proposals were due on February 16, 2024, and the City received seven qualified proposals. The proposals were evaluated on a qualification basis by a staff panel consisting of the Street Superintendent, Parks Superintendent, and the Public Works Director, and ranked on several technical criteria. The top three rated proposals/firms were then invited to an in-person interview with Councilmember Scales and the Public Works Director. The final recommendation of all evaluation panel participants is that Wold Architects & Engineers (Wold) is the best suited firm to perform this work for the City.

Wold's proposed fee for the study effort is \$163,015. Staff recommends including a 15% contingency (\$24,485) to account for potential changes in scope or design needs that might arise through the needs analysis and site planning effort, including additional geotechnical exploration and survey needs for the properties the City has procured for a future City campus expansion, but have not verified the existing soil and topographic conditions.

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

effort includes a presentation of findings and recommendations to the City Council at a work session in the fall of 2024, and a final report to be considered for acceptance and used in the advancement of future CMF improvements.

FISCAL IMPACT

The cost for this contract will be funded through the Public Works Facility Remodel/Expansion fund (Fund 437) as part of City Project 2017-01, in the total amount of \$187,500. This fund has an existing balance of \$3,147,498.67 to accommodate this expenditure.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving a contract with Wold Architects & Engineers for the Central Maintenance Facility Needs Analysis and Site Plan Development.

ATTACHMENTS

1. Resolution Awarding Contract to Wold Architects & Engineers

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

RESOLUTION NO. _____

**RESOLUTION ACCEPTING PROPOSAL AND AWARDING CONTRACT TO WOLD ARCHITECTS
& ENGINEERS FOR CITY PROJECT NO. 2017-01 - CENTRAL MAINTENANCE FACILITY NEEDS
ANALYSIS AND SITE PLAN DEVELOPMENT**

WHEREAS, on January 8, 2024, the City Council authorized the issuance of a Request for Proposal for the Central Maintenance Facility Needs Assessment and Site Plan Development (City Project No. 2017-01); and

WHEREAS, the City received seven (7) qualified proposals by the proposal submittal date of February 16, 2024; and

WHEREAS, staff evaluated and rated the submitted proposals based on qualifications, interviewed the top three rated proposal firms, and believe that Wold Architects & Engineers (Wold) is the best suited firm to provide the project work to the City.

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

1. Wold's proposal in the amount of \$163,015.00 is hereby accepted for City Project 2017-01 – Central Maintenance Facility Needs Analysis and Site Plan Development.
2. The Public Works Director is authorized to direct the use of contingency funds up to 15% of the proposal amount (\$24,485.00) for changes in scope that may occur through the needs analysis and site plan development efforts.
3. The Mayor and the City Clerk are hereby authorized and directed to enter a Professional Services Agreement with Wold Architects and Engineers for Project No. 2017-01 in the not-to-exceed amount of \$187,500.00.
4. The costs for these services will be funded through the Public Works Facility Remodel/Expansion Fund (Fund 437), in the total amount of \$187,500.00.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 18th day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Resolution Approving Natural Resource Management Plan for Salem Hills Park / Harmon Park Reserve

MEETING DATE: March 18, 2024
ITEM TYPE: Consent Agenda
CONTACT: Brian Swoboda, Parks Superintendent, 651.450.2582
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the 5-year Natural Resource Management Plan (NRMP) for Salem Hills Park / Harmon Park Reserve and authorizing Dakota County to manage the plan.

BACKGROUND

In response to citizen concerns throughout Dakota County regarding the loss of open space and natural areas, the County has secured funding and created a new initiative to collaborate with cities to identify publicly-owned open and green space to enhance management efforts to better protect, preserve and restore natural resource areas.

On December 13, 2021, the City Council authorized staff to submit applications for a City-County Conservation Collaboration (CCCC) Grant to Dakota County. Applications were submitted for three city parks (Seidls Lake, Salem Hills/Harmon Reserve and Heritage Village / Rock Island Swing Bridge Park) for the purpose of writing Natural Resource Management Plans to guide restoration activities for prairies and forests, remove invasive species and enhance biodiversity.

At this time, the NRMP for Salem Hills Park/Harmon Park Reserve has been completed and is ready for execution. The plan was prepared by Friends of the Mississippi (FMR) and thoroughly reviewed by City staff. The executive summary of the 5-year plan is attached. The full plan is available by contacting the Parks & Recreation Director.

The NRMP for Seidls Lake Park has already been approved by the Council. The NRMP for Heritage Village / Rock Island Swing Bridge Park is not yet complete but will be brought back for approval when completed.

The Salem Hills Park/Harmon Park Reserve NRMP concentrates restoration efforts to restore the site back to native vegetation, which entails removing invasive species, removing diseased, dead and non-desirable trees, controlling herbaceous plants, promoting existing native plant communities and following up with treatments of mowing, spraying, seeding, replanting and prescribed burns.

The County's grant program covers 85% of the cost of the proposed restoration efforts. The City is responsible for 15% of all project costs through in-kind work or cash contributions. The restoration recommended at Salem Hills/Harmon Reserve is estimated to cost \$620,000 over the 5-year plan,

meaning the City would be responsible for in-kind or cash match of up to \$93,000. The remaining \$527,000 will be paid for by Dakota County through the CCCC grant. In 2024, park staff are preparing to do several in-kind projects that equal \$20,930, which has been accepted by the County as the City's in-kind match. This would result in a City responsibility to have an additional \$72,070 of in-kind or cash contribution for the remaining 4 years of the plan. Park staff are confident there will be plenty of items within the plan to meet the full remaining balance with in-kind to work. The County plans on contracting with the Friends of the Mississippi to oversee and hire all restoration work activities through the next 5 years of the NRMP.

The City of Inver Grove Heights, through its Park Maintenance Division, takes great pride in preserving natural resources and, as possible, restoring and sustaining natural areas throughout the City's park system. Collaborative partnerships like this are extremely beneficial because they help free up staff for other maintenance activities.

FISCAL IMPACT

In the first year of the plan, the in-kind work by parks staff is valued at \$20,930. The city's remaining balance to fulfill the overall 15% requirement for the in-kind or cash contribution match will be \$72,070. However, as previously mentioned, park staff are confident this can be met through in-kind work over the next four years of the plan.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the Salem Hills Park/Harmon Park Reserve Natural Resource Management Plan and authorizing Dakota County to fund, lead, and implement the NRMP over the next five years as indicated in the plan.

ATTACHMENTS

1. Resolution - Approving Salem Hills / Harmon Park Reserve NRMP & Authorizing Dakota County to Manage
2. Executive Summary - Salem Hills / Harmon Reserve NRMP

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE NATURAL RESOURCE MANAGEMENT PLAN FOR SALEM HILLS
PARK & HARMON PARK RESERVE**

WHEREAS, on December 13, 2021, the City Council approved staff to submit applications for City-County Conservation Collaboration (CCCC) Grant to Dakota County. Applications were submitted for three city parks (Seidls Lake, Harmon Reserve and Heritage Village Park) for the purpose of writing Natural Resource Management Plans (NRMP) that guide restoration activities for prairies, forests, remove invasives and enhance biodiversity; and

WHEREAS, to date, the Salem Hills Park and Harmon Park Reserve NRMP is complete and restoration efforts can begin. The NRMP's have not yet been completed for Heritage Village Park and will be brought back for approval when complete; and

WHEREAS, over the past year, staff have worked with Dakota County on this new initiative. This grant program covers 85% of all restoration efforts and the City is responsible for 15% of all project costs by in-kind work and or hard dollars. To date, Salem Hills Park and Harmon Park Reserve NRMP written by the Friends of the Mississippi (FMR) has been completed and is ready for execution; and

WHEREAS, the County's grant program covers 85% of the cost of the proposed restoration efforts. The City is responsible for 15% of all project costs through in-kind work or cash contributions. The restoration recommended at Salem Hills and Harmon Reserve is estimated to cost \$620,000 over the 5-year plan, meaning the City would be responsible for in-kind or hard match of up to \$93,000. The remaining \$527,000 will be paid for by Dakota County through the CCCC grant. In 2024, park staff are preparing to do several in-kind projects that equal \$20,930, which has been accepted by the County as the City's in-kind match. This would result in a responsibility of the city to have an additional \$72,070 of in-kind or cash contribution for the remaining 4 years of the plan. Park staff are more than certain they will have plenty of items within the plan to meet the full remaining balance with in-kind to work; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, approves the Natural Resource Management Plan prepared by the Friends of Mississippi River for Salem Hills Park and Harmon Park Reserve.

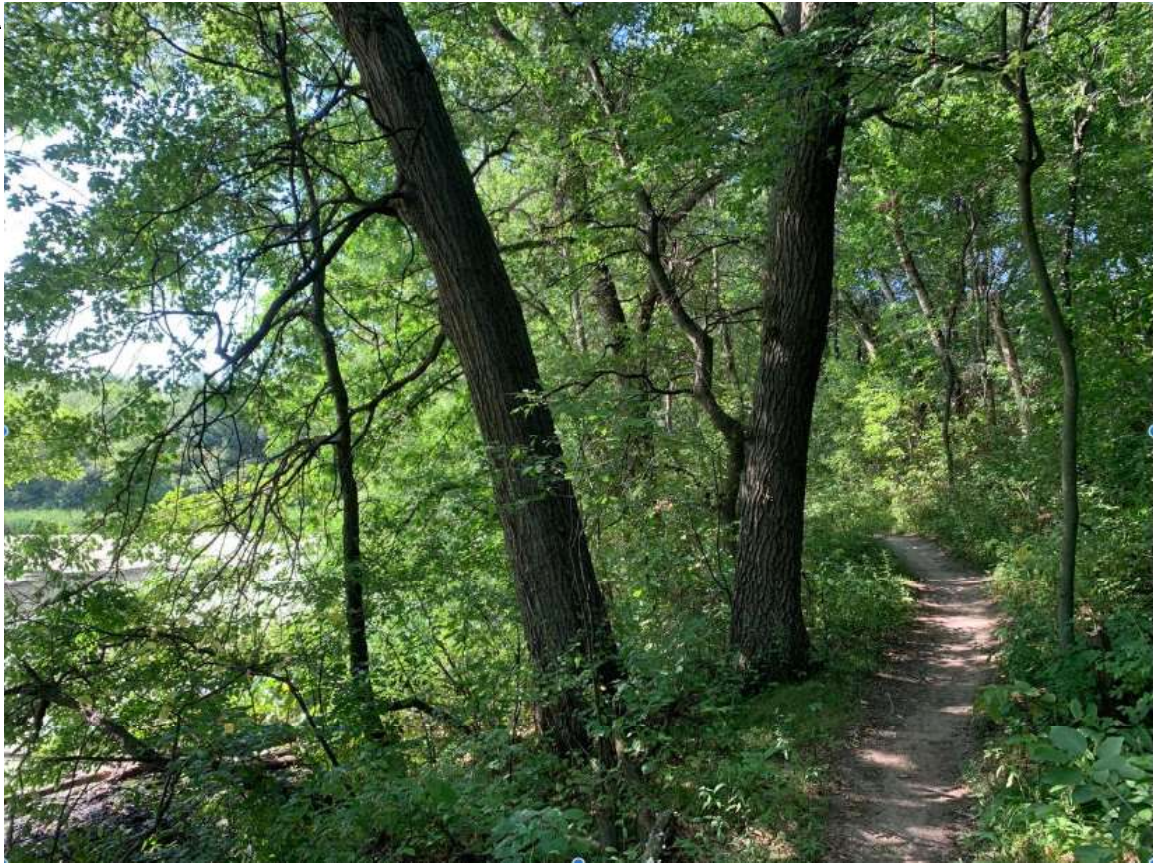
BE IT FUTHER RESOLVED the Council authorizes Dakota County to fund, lead, and implement the NRMP at Salem Hills Park and Harmon Park Reserve over the next five years as indicated in the plan.

Adopted by the City Council of the City of Inver Grove Heights on this 18 day of March 2024.

John Murphy, Acting Mayor

ATTEST:

Rebecca Kiernan, City Clerk



A trail winds along the west side of the emergent marsh in Unit 8.

Natural Resource Management Plan for the City of Inver Grove Heights Harmon Park Reserve and Salem Hills Park March 2024

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Contacts

Landowner

Name: Brian Swoboda, Park Superintendent, City of Inver Grove Heights
Address: 8150 Barbara Avenue, Inver Grove Heights, MN 55057
Phone (Office): 651-450-2582
Email: bswoboda@ighmn.gov

Dakota County

Project Lead: Joe Walton
Address: 14955 Galaxie Avenue, Apple Valley, MN 55124
Phone: 952-891-7507
Email: Joseph.Walton@CO.DAKOTA.MN.US

Signatures

Landowner

As landowner of the property, I have reviewed and approve this Natural Resource Management Plan (NRMP). I agree to follow the guidelines included in this NRMP to manage the property. The NRMP will be used to develop a mutually acceptable Joint Powers Agreement (JPA) with the County to begin implementing the NRMP. Other applicable local, state, and federal laws and regulations not addressed within this NRMP will still be followed.

Name: Adam Lares, Inver Grove Heights Parks and Recreation Director	Date

Dakota County

Dakota County prepared and discussed this NRMP with the landowner. The County agrees to work with the landowner to use the NRMP as the basis for creating a jointly developed Management Agreement to implement the NRMP in a fair and reasonable manner. The County will assess and update the NRMP to assist the landowner in managing the property.

Tom Lewansky, Natural Resource Manager

Date

Executive Summary

General Property Description

Harmon Park Reserve and Salem Hills Park are adjacent parks and comprise a total of 88-acres owned and managed by Inver Grove Heights in northern Dakota County, Minnesota. Land for the Harmon Park Reserve was donated with the intent on protecting it from development. Salem Hills Park is a City park that includes several amenities in addition to natural space. The stewardship and ongoing restoration of the adjacent parks necessitates the development of a comprehensive natural resources management plan that considers the natural resources as one system with management steps and objectives that can be completed by the municipality. This natural resource management plan (NRMP) has been developed to address that need.

The park is located southeast of the intersection of Upper 55th Street East and Annette Avenue East and extends to northwest of the intersection of Babcock Trail and 65th Street East in Inver Grove Heights. Woodlands and savanna with small pocket wetlands create the perimeter of the park which surrounds the central prairie, a 6.5-acre prairie restoration that has been ongoing since the 1990's. Combined gravel and dirt mountain bike and hiking trails covering over 4 miles traverse the park and cross through all plant communities. Two areas containing mountain bike skills features exist in the wooded area to the north of the tennis courts and in the prairie area to the very south of the park. In addition to the prairie restoration, pine and conifer plantings have also been completed.

This NRMP provides a detailed assessment of the natural resources in Harmon Park Reserve and Salem Hills Parks, goals for natural resource improvement and restoration, and a set of recommended and prioritized activities to achieve these goals. These activities are organized by management units that have been developed for the park with divisions considering both municipal boundaries and differentiation in vegetation and land cover types. Costs associated with implementation of management activities across a 5-year timeline are provided.

Natural Resource Assessment

The Natural Resources Assessment of Harmon Park Reserve and Salem Hills Park was conducted on October 6, 2022 and May 3, 2023. The assessment included preparatory aerial photo and map review of the park and surrounding area followed by an on-the-ground inventory of vegetation conditions, wildlife observations, evaluation of water resources, park infrastructure affecting natural resources, human use, and inspection for park misuse and erosion. Field notes, points of interest, draft management unit boundaries, and photos were recorded to document site conditions. Detailed plant species observations are included in Appendix A. This detailed assessment of natural resource conditions informs management goals listed in the following section.

Broadly, Harmon Park Reserve and Salem Hills Park can be described as a mosaic of habitats including mature woodland, wetland pockets, degraded oak savanna, and restored prairie. There are two types of woodlands present in the park. In the north and south, mature deciduous woodlands contain box elder (*Acer negundo*), green ash (*Fraxinus pennsylvanica*), cottonwood (*Populus deltoides*), black cherry (*Prunus serotina*), northern pin oak (*Quercus ellipsoidalis*), red oak (*Quercus rubra*), bur oak (*Quercus macrocarpa*) and American elm (*Ulmus americana*). The woodlands in the middle of the park are mixed coniferous-deciduous and contain additional species including eastern red cedar (*Juniperus virginiana*), several spruce species (*Picea* spp.), red pine (*Pinus resinosa*) and white pine (*Pinus strobus*). As is common in many woodlands in the Upper Midwest, invasive species such as amur maple (*Acer ginnala*), common buckthorn (*Rhamnus cathartica*), Tatarian honeysuckle (*Lonicera tatarica*), and garlic mustard (*Alliaria petiolata*) have greatly altered the respective shrub layer and herbaceous plant composition within the woodlands. With dense shade and aggressive growth, these plants have displaced a more diverse understory typical of oak woodlands. Invasive earthworms, through

rapid consumption of organic material in the soil profile, are contributing to both soil loss and the absence of conditions that would otherwise support a more abundant and diverse herbaceous plant community.

Three wetlands and some additional wetter areas occur within the park. The marsh in the center of the park is classified as a wetland with an unconsolidated bottom by the National Wetland Inventory (NWI) based on data gathered between 2012-2015. It appears to be natural based on aerial photograph records but was likely altered by human activities and connects to an adjacent stormwater pond that lies outside of the park to the east. The plant community is indicative of highly fluctuating water and high nutrient availability based on the presence of reed canary grass (*Phalaris arundinacea*) and willows (*Salix* sp.). Two palustrine emergent wetlands are located in the park, one in the northeast of the central section of the park and another that just crosses the central-western park boundary. Both of these areas contain native plant communities. An additional wet area exists in the northeast section of the southern 1/3 of the park. This area is not classified on the NWI but does contain wetland vegetation, likely a result of receiving neighboring stormwater runoff. Nearly all the wet areas within the park contain aggressive invasive species including reed canary grass (*Phalaris arundinacea*) and/or hybridized or narrow-leaved cattail (*Typha angustifolia*).

Degraded oak savanna exists in a large central corridor running the length of the park from north to south. White oak (*Quercus alba*), bur oak (*Quercus macrocarpa*), and quaking aspen (*Populus tremuloides*) are present within the understory and tree canopy. The herbaceous layer consists of Kentucky bluegrass (*Poa pratensis*), Canada goldenrod (*Solidago canadensis*), and Missouri gooseberry (*Ribes missouriensis*) among many others. Fire suppression has resulted in several uniform stands of early successional tree species including box elder (*Acer negundo*) and quaking aspen, as well as large monocultures of smooth sumac (*Rhus glabra*). Without substantial woody removal and reintroduction of prescribed fire, these areas will trend toward woodland.

The central prairie lies in the southern 1/3 of the park. This area was initially restored from an agricultural field in 2003. The prairie is dominated by nonnative and invasive cool season grasses including Kentucky bluegrass (*Poa pratensis*), smooth brome (*Bromus inermis*), and Timothy (*Phleum pratense*). There are areas of native prairie species including Indian grass (*Sorghastrum nutans*), lance leaf coreopsis (*Coreopsis lanceolata*), wild lupine (*Lupinus perennis*), round headed bush clover (*Lespedeza capitata*), golden alexanders (*Zizia aurea*), and white wild indigo (*Baptisia alba*). Several populations of herbaceous invasive species including birds-foot trefoil (*Lotus corniculatus*), spotted knapweed (*Centaurea stoebe*), leafy spurge (*Euphorbia esula*), and crown vetch (*Securigera varia*) exist along trail edges and mow breaks. The application of prescribed fire has prevented surrounding woody encroachment, and this unit is largely free of woody species. A mountain bike trail loops around this unit and in some areas has led to erosion adjacent to the trail. This restored prairie does provide some floral resources for pollinators, but could be improved through continued management of nonnative cool season grasses and invasive forbs.

Based on the natural resources assessment, the primary issues identified to be affecting the natural resource quality within the park are the abundance of woody and herbaceous invasive species and lack of adequate disturbance regimes, the associated lack of diversity within the plant communities, and erosion because of extensive mountain bike trails. The goals and prioritized activities in the following sections seek to address these primary issues.

Goals

Goal 1: Reduce or eliminate invasive plants.

At the root of several issues present in Harmon Park Reserve and Salem Hills Park is the abundance of invasive plant species. The two most abundant invasive plant species, Amur maple (*Acer ginnala*) and common buckthorn (*Rhamnus cathartica*) have become dominant in the woodlands and displaced what would be a more diverse native plant community. Large stands of these species do not offer the myriad ecosystem services that native plants can provide. Neither species provides floral resources for pollinators or adequate nutrition for bird species. Amur maple releases allelopathic chemicals into the soil, preventing other species from surviving and reducing diversity. Buckthorn creates dense shade, which leads to a sparse and low-diversity herbaceous plant community made up of only the most shade tolerant plants. Large areas of bare ground related to the sparse understory vegetation are susceptible to sheet and rill erosion. Buckthorn also increases soil nitrogen levels which foster increased weedy growth for species like garlic mustard. Both species' aggressive growth, shading, and alteration of soil chemistry prevent the germination and establishment of native shrub and tree species, and as a result, the tree canopy lacks recruitment of diverse species and becomes more evenly aged.

In open areas, the understory is dominated by invasive forbs and grasses. Spotted knapweed (*Centaurea stoebe*), birds-foot trefoil (*Lotus corniculatus*), and crown vetch (*Securigera varia*) are invasive forbs that thrive in sunny, disturbed environments. These species are able to rapidly colonize disturbed areas and create monocultures, outcompeting and eliminating space for native forbs. Populations of these plants exist along nearly every mountain bike trail and mow break within the park and have been creeping into the interior of areas that are full sun. Similarly, invasive grasses including Kentucky bluegrass (*Poa pratensis*) and smooth brome (*Bromus inermis*) are mixed into the understory along trails and in open areas. Kentucky bluegrass is a standard turf lawn species that poses a threat to prairie and savanna communities because it forms a thick, monoculture mat, preventing other species from co-existing. Additionally, both Kentucky bluegrass and smooth brome are exceptional at taking up nitrogen and other nutrients faster than native plants, giving them the competitive edge. Integrated management of these five priority invasive species and prevention of additional weedy establishment paired with reintroduction of native species will be necessary to improve habitat. Finding innovative solutions to slow the spread of these species along trails will greatly assist in management efforts.

Garlic mustard is established in the herbaceous layer at Harmon Park Reserve and Salem Hills Park, particularly in the deciduous woodland communities. Garlic mustard's propensity for early and late season growth, tolerance for a wide range of light and soil moisture conditions, prolific seed production, and long-lived seed all contribute to its ability to become dominant in woodlands and wooded edges. Garlic mustard is also allelopathic, releasing chemicals into the soil to slow or prevent the growth of other plants, and may also inhibit the beneficial soil mycorrhizae which help tree roots take up water and nutrients. Garlic mustard takes advantage of early spring sun before trees are fully leafed out by flowering and setting seed before many woodland plants have entered flowering. For this reason, garlic mustard outcompetes native spring ephemerals and has drastically shifted woodland understories in the places it has become established. Management of this species while it is not dominant and in conjunction with buckthorn removal will improve the chances for garlic mustard to be eliminated or reduced to a manageable level.

In wetter areas, reed canary grass (*Phalaris arundinacea*) has become abundant. Typically, an invasive plant of wetlands and wet prairies, reed canary grass is tolerant of a wide range of soil moisture and is present in all open areas within the park including the emergent marsh, pocket wetlands, low-lying areas, and oak savannas adjacent to the marsh. Targeted removal of this species by repeated mowing, spot herbicide application, and introduction of shade and aggressive native wet-tolerant plants where appropriate will reduce the existing populations and prevent its spread by rhizomes and seed.

To a lesser extent, the presence of round-leaf bittersweet (*Celastrus orbiculatus*), Tartarian honeysuckle (*Lonicera tatarica*), black locust (*Robinia pseudoacacia*), and Siberian elm (*Ulmus pumila*) have also displaced native plants within the park, are diminishing associated ecosystem services, and have the potential to become well-established and spread to open niches as the removal of other invasive species occurs. Targeted removal of these species will reduce the existing populations and prevent their spread to other areas of the park.

Goal 2: Promote existing native plant communities.

Diverse, native plant communities within the park provide wildlife habitat for a range of mammal, bird, and insect species, offer nectar resources for pollinators, create structural diversity that supports a wide array of habitats, stabilize soil by absorbing the force of rain and by holding soil in place with deep roots, store carbon, and support a thriving mosaic of plants for humans to steward and enjoy. These native plant communities have evolved with certain disturbance regimes, soil chemistries, soil fungi, and interactions with other species guilds. Ensuring that these conditions are sustained will lead to their long-term resilience. Support of existing native plant communities includes reducing invasive species, preventing new or reintroducing invasive species after eradication, preventing erosion and trampling with well-planned trail corridors, and maintaining historic disturbance regimes such as fire.

Goal 3: Reestablish native plant communities.

Where invasive species have been removed and overall plant diversity is lacking, native plant communities can be reestablished. With guidance from the Field Guides to the [Native Plant Communities of Minnesota](#), species present in nearby reference locations, and remnant plant communities within the park, diverse native vegetation can be restored. Local ecotype seed suited to the site, herbaceous plant plugs, and bare root trees and shrubs are economical methods to reestablish native plants. Species selection, especially of trees, should be informed by recent research on the suitability of species given changing climate regimes. The planting of typical Minnesota-native and grown trees and shrubs can be supplemented with individuals grown in more southerly growth zones and/or species with native ranges to the south (assisted migration). Additionally, where native plant populations have persisted in the park and surrounding landscape, seed collection and redistribution of that seed can expand populations of species already well-adapted to the site. The reestablishment of native plant communities will greatly improve habitat, provide multiple ecosystem services, and be more resilient over the long-term.

Goal 4: Reduce the negative impacts of mountain bike trails.

Some areas of Harmon Park Reserve and Salem Hills Park are negatively impacted by the mountain bike trails. Mountain bikes and equipment used to maintain trails assist in the spread of invasive species, both by transporting species from one area of the park to another, and transporting species from other parks into a new park. Nearly every trail is lined with populations of nonnative species. In alignment with the goal of reducing or eliminating invasive species, practices to encourage all users to clean their bikes and maintenance equipment before and after use could be explored. Additionally, heavy mountain bike traffic in combination with sandy loam soil types and a discontinuous herbaceous layer leave some segments of trail prone to erosion. In areas where deep gullies have formed, secondary trails adjacent to original trails have formed. This outward expansion contributes to increased soil compaction, which reduces many species' ability to establish adjacent to the trail, ultimately contributing to further erosion as the soil is not stabilized with a robust root system. Currently, users are asked not to use the trail if the course is muddy to protect against erosion. Installing BMPs to reduce further soil erosion would stabilize the soil, stand up to heavy mountain bike use, and provide a way to reduce the negative feedback resulting from soil erosion. BMPs include adding gravel, large flat stones, or wood features which could also introduce a technical skill element to the mountain bike course.

Goal 5: Plan and implement for climate resiliency.

Minnesota's climate has changed and continues to warm, and precipitation events have become more frequent and extreme. In addition to the assisted migration of plant species considered native to the south, climate change

mitigation can be incorporated into natural resource management. Preventing soil erosion during heavy precipitation and rapid snowmelt by establishing healthy plant communities, siting trails across gentle slopes, and promoting the development of soil organic matter will build resiliency during extreme precipitation. Related, understanding and responding to fluctuations in lake and wetland water levels caused by these events will assist in planning vegetation restoration and locating infrastructure. In addition to this resilience, the preservation of both woodland and grassland native plant communities will foster carbon sequestration.

Goal 6: Develop a five-year implementation strategy and associated budget and develop a long-term natural resource monitoring and maintenance protocol.

This natural resource management plan provides guidance for near-term restoration activities and associated costs by management unit. Activities that may be carried out by volunteers or municipal staff are identified, but typical costs for contracted labor are provided. These recommendations are informed by on-the-ground site assessments, guidance of city staff, and successful implementation of these activities within similar ecological systems. In addition to short-term restoration, this plan also provides direction for the development of protocols for long-term natural resource monitoring and maintenance typical for these systems.

Recommended and Prioritized Activities

The recommended activities for management of the natural resources within Harmon Park Reserve and Salem Hills Park are centered on reduction and elimination of invasive plant species, reintroduction of disturbance regimes, followed by reintroduction and reestablishment of native and climate-resilient plant species to transition the site toward sustaining native plant communities. Over time, these activities will improve habitat and increase biodiversity and resiliency. Recommendations are categorized by general habitat type. Phases of restoration are suggested in the summary section below.

Woodland and Forest

Invasive species reduction and elimination

Removal of established buckthorn, amur maple, and non-native honeysuckles and continual reduction or suppression of resprouts and new germinant plants will support the goal of their elimination within the park. Pockets of mature buckthorn on flat areas in Units 1, 3 and 12 could be forestry mowed when the ground is frozen. This is a relatively efficient and inexpensive method of removing buckthorn requiring minimal herbicide use. Forestry mowing shreds the buckthorn stump reducing its ability to resprout. Some stump sprouting will occur, and smaller diameter buckthorn, as well as newly germinating buckthorn, will persist after this treatment, and follow-up foliar herbicide treatments are necessary. In areas where remnant forest native plant communities are to be protected (Units 1A, 5, 12A, 12B and 12C), buckthorn should be cut by hand flush to the ground in the fall while it is still actively growing, and a triclopyr-based herbicide should be applied to the cut stump. Given that portions of these units have been forestry mowed in the past to remove large, mature buckthorn plants, this more time and cost intensive method is the next step to managing remaining re-sprouts. Likewise, follow up treatments to manage smaller diameter buckthorn and new germinant plants are necessary but to protect neighboring native plants, judicious foliar herbicide treatment with triclopyr is best.

Initial removal of amur maple (*Acer ginnala*), non-native honeysuckles, and Siberian elm (*Ulmus pumila*) should be completed with the removal of buckthorn and concurrent follow-up herbicide treatments to manage resprouts. Non-native honeysuckles have similar growth patterns and habitat impacts as common buckthorn but cut-stem treatment with glyphosate-based herbicides is more effective. Amur maple and Siberian elm's fast growth rate, high seed production, and high germination rate in favorable conditions can allow them to become dominant in disturbed and open habitats. There are large pockets of Unit 3B and 3C where amur maple has become a monoculture that can be forestry mowed. In open areas where amur maple has colonized (all savanna

units), removal should be paired with forestry mowing to open the canopy, and targeted removal of individual trees may be necessary.

In tandem with manual removal or foliar herbicide application to manage resprouted invasive woody plants and new germinants, a simple graminoid (grass) seed mix should be installed after initial removal. The recommended species are silky wild rye (*Elymus villosus*), Canada wild rye (*E. canadensis*), Virginia wild rye (*E. virginicus*), bottlebrush grass (*E. hystrix*), switchgrass (*Panicum virgatum*), and fowl manna grass (*Glyceria striata*). These grasses are quick to establish, tolerant of shade, and are inexpensive enough to allow for high seeding rates. These species create quick cover after the disturbance of woody removal and stabilize bare ground, offer some habitat benefits, and can shade stumps and potential germinants of buckthorn reducing resprouting and the need for herbicide applications. With time and sustained reduction of buckthorn, it is recommended to introduce more diverse herbaceous and woody species to the site.

In conjunction with the removal of woody invasive species, the removal of herbaceous invasive species should be undertaken. While weedy species such as common burdock (*Arctium minus*) and creeping Charlie (*Glechoma hederacea*) are present, garlic mustard (*Alliaria petiolata*) is present in patches throughout all wooded areas of the park. Known small and discrete populations of garlic mustard can easily be hand-pulled by volunteers, park stewards, or park staff, while removal of larger stands of garlic mustard may necessitate mowing or hand-pulling by contractors. Where garlic mustard dominates the herbaceous layer, judicious use of a broadleaf herbicide is effective at quickly reducing large stands. As the shrub layer is opened up with the removal of invasive woody plants, garlic mustard and other weedy herbaceous plants will have increased sunlight and more growth advantage. As such, monitoring and response to new populations is key to eradication.

Hazard tree removal

Due to the abundance of green ash throughout the park and the advancement of emerald ash borer (EAB) across Dakota County, several diseased green ash trees are present along the trails and should be proactively removed to prevent park user injury and damage to infrastructure. Green ash in areas of the park not accessible by trail can be retained for wildlife habitat. Removal of the hazard trees (approximately 45) could be combined with woody invasive species removal methods.

Reestablishment of native species

Once invasive woody plants are eliminated or considerably reduced, the reintroduction of both native shrubs and trees is recommended. The planting of bare root trees and shrubs throughout the woodlands is cost effective, can rapidly create a shrub layer and provide wildlife cover, nesting habitat, and nectar and food resources. In the mesic hardwood forest units (1A, 1B, 5, 12A, 12B, and 12C), initial invasive woody and green ash removal will create gaps in forest age structure that intentional planting will fill over time. Once the understory is opened following invasive woody and green ash removal, the missing size classes of native trees can be filled with bare root trees. In the mixed white pine-oak woodland units (3A, 3B, and 3C), deciduous species can be added after selectively thinning out dense stands of conifers to increase diversity over time. These units will likely be missing key age classes of trees in the short term, but over the course of 20-30 years age structure will return.

Appendix B lists tree species recommended for restoration. In addition to these species, it is recommended to incorporate some tree species that are known to be climate change adapted. Recent research conducted by the U.S. Forest Service, Mississippi Park Connection, and further informed by data from private industry points to several tree species that are either native to the Twin Cities Metro area and highly adapted to the effects of climate change or native to more southerly (warmer and drier) growth zones and perform well within the Twin Cities Metro. Species from this list to consider for restoration at Harmon Park Reserve and Salem Hills Park include red maple (*Acer rubrum*), sugar maple (*Acer saccharum*), bitternut hickory (*Carya cordiformis*),

hackberry (*Celtis occidentalis*), honeylocust (*Gleditsia triacanthos*), ironwood (*Ostrya virginiana*), white oak (*Quercus alba*), northern pin oak (*Quercus ellipsoidalis*), bur oak (*Quercus macrocarpa*), blackjack oak (*Quercus marilandica*), and northern red oak (*Quercus rubra*).

In addition to the restoration of woody plants, reintroduction of woodland herbaceous plants is recommended to create a more structurally diverse plant community, offer early season nectar resources for pollinators, stabilize erodible sandy soils with deep roots and the gradual addition of organic material as plants senesce. The establishment of native woodland plants can be phased and begin with small plantings near park benches and natural gathering places with subsequent seeding in less visible areas where rapid establishment is less important.

Wetlands

Invasive species reduction and elimination

Removal of reed canary grass (*Phalaris arundinacea*) and continual reduction or suppression of resprouts and new germinant plants will support the goal of their elimination within the park. Reed canary grass can be challenging to eliminate once large monocultures are established. A combination of mowing, herbicide use, and establishment of shade cover is recommended. Mowing or weed-whipping areas inaccessible by mowers multiple times for 1-2 full growing seasons will exhaust the energy stored within the plant's large, rhizomatous root system. After the stand exhibits signs of stress, an aquatic safe herbicide can be used to spot spray in areas where native diversity should be maintained (Units 4, 6, 7A, and 9) and broadcast sprayed in large monoculture areas (Units 7B, 8, and 11). Herbicides containing imazapyr are especially effective on reed canary grass.

Reestablishment of native species

Once invasive wetland species are eliminated or considerably reduced, the reintroduction of native shrubs and/or native perennial grasses, sedges, and forbs is recommended. A prescribed fire should be conducted after herbicide treatment of invasive species and before reestablishing native species to remove thatch buildup and allow for good seed-soil contact for plant establishment. Following a fall prescribed fire, the wetlands should be seeded with diverse, hydrologically appropriate seed mixes that provide good pollinator resources. A sedge meadow seed mix should be used for Unit 6, a shallow emergent marsh seed mix for Unit 8, a wet prairie mix for Unit 11, and a native stormwater mix for Units 7A, 7B, and 7C. Although the native plant community trajectories for these units varies, the management is similar because of similar invasive species. Appendix B lists additional species suggested for restoration.

Savanna

Reintroduction of disturbance regime / Invasive species reduction and elimination

The first step in moving the areas targeted for savanna restoration away from woodland is substantial tree removal to open up the canopy and increase light availability to the groundlayer. Over time, a lack of disturbance has led to the uniform establishment of pioneer tree species including box elder (*Acer negundo*), quaking aspen (*Populus tremuloides*), amur maple (*Acer ginnala*) and Siberian elm (*Ulmus pumila*). Although some of the woody growth is native, oak savanna plant communities require less than 25% canopy cover by oak and hickory species rather than woodland species. Forestry mowing is the most cost-effective way to remove woody cover of small diameter, while individually felling large trees may be necessary to achieve canopy cover goals. Additional nonnative woody removal of common buckthorn and honeysuckles can be conducted at the same time. Similar to forestry mowing described in the woodland invasive species management section above, follow-up treatments to manage smaller diameter woody resprouts and new germinant plants are necessary, but to protect neighboring native plants, judicious foliar herbicide treatment with triclopyr is best. Also, a simple grass seed mix should be installed after removal. Grasses are quick to establish, inexpensive enough to allow for high seeding rates, and can provide some competition for woody resprouts. As there is likely to be thick wood

mulch after forestry mowing, two successive years of spring seeding may be necessary to get enough grass establishment to ultimately carry enough fuel for a prescribed burn.

After initial woody removal, the increased light availability is likely to lead to population booms of common herbaceous invasive and weedy species including garlic mustard (*Alliaria petiolata*), burdock (*Arctium minus*), and Canada thistle (*Cirsium arvense*). Garlic mustard can be managed as described above in the woodland section. Similar to reed canary grass, Canada thistle spreads via rhizomes and by seed. For large patches, repeated mowing during the spring and summer will starve the root system of energy. After continual mowing, applying herbicide in the fall before frost will allow for maximum effectiveness because the plant will draw the herbicide down into the root system. In areas where other native diversity is present and herbicide use could be damaging, targeted spot mowing before plants go to seed can be effective but may take longer to control than mowing in combination with herbicide.

Nonnative cool season grasses present in the savanna are also a target for reduction and elimination. Kentucky blue grass (*Poa pratensis*), a commonly introduced turf grass species, is particularly aggressive within prairie systems because of its shallow root system, ability to rapidly colonize and take up nutrients. Kentucky blue grass, alongside other nonnative cool season grasses present in the savanna, will be suppressed with spring burns and the subsequent seeding of native, warm season grasses.

Reestablishment of native species

Following initial woody removal and reduction of invasive species, a prescribed burn is recommended to remove thatch and woody debris, suppress any remaining invasive or weedy plant populations, and open up the soil surface. A fall burn paired with broadcasting a savanna seed mix during the dormant season is suggested for best results. Oak savanna seed mixes generally contain species that can adapt to varying light conditions, ranging from full sun to partial shade. Depending on the remaining canopy cover after woody removal, more shade-tolerant species may be added to the mix if necessary if the remaining canopy is greater than 25%. Appendix B lists additional species suggested for restoration. Seeded areas should be mowed for one year to dampen weed growth and encourage native plants to establish robust root systems. Finally, reestablishment of appropriate tree species for oak savanna should be conducted via planting bare root trees in Units 2A, 2B and 9A and strategically planting a few containerized trees in Unit 4. Although oak trees presently exist within these units, recruitment is likely low and planting trees will jumpstart establishing the proper canopy. Trees such as bur oak (*Quercus macrocarpa*), white oak (*Quercus alba*), and shagbark hickory (*Carya ovata*) are recommended to do well based on climate resiliency projections in this region.

Erosion control

Erosion along the trail resulting from heavy mountain bike use is prevalent in some areas. To limit future erosion and widening of soil compaction zones adjacent to the trail, the installation of best management practices (BMPs) is recommended. BMPs can be as simple as installing gravel in areas of the trail that are eroded to protect the soil surface, or as complex as installing larger rocks or wood features that both protect the soil surface and act as a technical skill element.

Prairie

Invasive species reduction and elimination

Management of nonnative cool season grasses from the prairie is a priority to increase floral diversity and provide better quality habitat for pollinators. Kentucky bluegrass (*Poa pratensis*) and smooth brome (*Bromus inermis*) are distributed throughout the prairie, intermixed with other native grass and forb species. To selectively target these populations, management via prescribed fire is recommended in the spring to damage the cool season grasses before native species emerge for the season. Following burns, the prairie should be seeded with a warm season graminoid (grass) seed mix containing species such as big bluestem (*Andropogon*

gerardii), side oats grama (*Bouteloua curtipendula*), June grass (*Koeleria macrantha*), little bluestem (*Schizachyrium scoparium*), and sand dropseed (*Sporobolus cryptandrus*). These warm season grasses will begin to grow as soil temperatures increase and will be able to compete with nonnative cool season grasses after herbicide treatment. Over time, these warm-season grasses will provide good fuel for future prescribed fires.

An additional priority is targeted removal of several invasive forb populations. Currently, there are populations of leafy spurge (*Euphorbia esula*), spotted knapweed (*Centaurea stoebe*), birds-foot trefoil (*Lotus corniculatus*), crown vetch (*Securigera varia*), and Canada thistle (*Cirsium arvense*) adjacent to mountain bike trails and mow breaks within the prairie. As some of these populations exist adjacent to native forb populations, timing spot applications of herbicide in early spring and late fall before and after the native plants are active is one way to limit nontarget impacts. If those herbicide windows are missed, mowing and removal of flowers before plants go to seed is a good alternative to reduce the seed bank. Consistently conducting spot treatment visits 3-4 times annually will help reduce these populations over time.

Promote existing and increase native plant diversity

The central prairie currently contains several native prairie species in small populations throughout the unit. There are some spring and summer flowering species present, but the majority of native forbs produce flowers late in the season. These include goldenrods (Canada goldenrod, giant goldenrod, stiff goldenrod, and showy goldenrod) and asters (heath aster, panicled aster, calico aster, and New England aster). While these species provide great habitat in the fall, the abundance and diversity of early- and mid-season species could be increased to create sufficient nectar resources throughout the entire year. A cost-effective method for adding diversity is to add seed to small pockets equally distributed throughout the entire unit to create diverse zones of floral resources and save on seed costs. Forbs such as golden alexanders (*Zizia aurea*), prairie phlox (*Phlox pilosa*) and large-flowered beardtongue (*Penstemon grandiflorus*) provide exceptional early season resources, and leadplant (*Amorpha canescens*), whorled milkweed (*Asclepias verticillata*), and button blazing star (*Liatris aspera*) are among some of the options for adding mid-season floral diversity. Over time, these small established populations will expand outward and ideally increase diversity throughout the entire unit.

Erosion control

Similar to the savanna native plant community, erosion along mountain bike trails within the prairie unit is an issue that should be prioritized. Implementation of BMPs to reduce erosion and reduce invasive species seed spread is recommended.

Summary & Phasing

The prioritized activities for management of the natural resources within Harmon Park Reserve and Salem Hills Park are centered on increasing diversity within the native plant communities and targeting the reduction and elimination of invasive plant species prevalent throughout the park. A shared top priority is the reduction and elimination of those invasive plant species that are most injurious to the site and the ecosystem services it may provide. Removal of invasive species is to be followed by reintroduction and reestablishment of native and climate-resilient plant species as noted in the previous section.

Due to the significant effort already taken to control common buckthorn throughout the site, and its considerable impact on native plant communities, habitat, soil erosion and degradation, and erosion, the removal of this species is a high priority. If, due to budget or timing constraints, buckthorn removal within the park is to be phased, priority should be placed on management units where efforts have already been concentrated and native plant communities are present (Units 1A, 2A, 2B, 5, 12A, 12B, 12C). Secondarily, amur maple and buckthorn should be removed from altered native plant communities in Units 3A, 3B, and 3C. As amur maple and buckthorn are removed, Tartarian honeysuckle (Units 2A, 2B, 4, 5) and Siberian elm (Units

2A, 2B, 5) also present should be eliminated. Revegetation of both herbaceous and woody species as previously described should be prioritized following invasive woody removal.

As this prioritized initial work is undertaken, the reduction or elimination of those species that are isolated to certain areas at present but have growth patterns that will likely cause significant habitat impacts should come next. Removal of spotted knapweed (all units adjacent to trails), birds-foot trefoil (Units 3B, 3C, 9, 10), crown vetch (Units 3B, 3C, 9, 10), leafy spurge (Unit 10), and round-leaf bittersweet (Units 9 and 12A) should be targeted very early in restoration. Eliminating emerging invaders largely spread via mountain bike trails will prevent their spread to nearby native plant communities and the increased costs and resources to manage larger and more established populations.

As woody invasive species are reduced and eliminated, the abundance of invasive herbaceous species, such as garlic mustard and Canada thistle, will likely increase as sunlight to the understory increases. Garlic mustard's growth patterns, high seed production, and long seed viability all point to the prioritization of its management in tandem or directly following invasive woody removal.

A potential breakdown of phases is described below. This considers including units with similar management tasks within each phase, both to achieve economies of scale whereby the cost per acre is reduced as well as simplify the management strategy at any given time. Additionally, it spreads the cost out over a longer period of time, making restoration implementation more feasible.

Phase 1: Habitat Enhancement

Units 1A, 2A, 2B, 5, 12A, 12B, 12C

Significant effort has been taken to control common buckthorn in some of these units. It is a priority to continue progressing on these woodland and savanna units to restore native plant communities. Costs are moderate and impact is high.

Phase 2: Prairie

Unit 10

The central prairie has been a target for restoration activities for many years. Invasive species management and increases in native species diversity is relatively low-cost and high impact.

Phase 3: Savanna / Woodland Complex Restoration

Units 4, 9A, 9B, 11

Restoring these units to oak savanna will take significant cost and effort, but maintenance will be cost-effective in the long term. Additionally, reconstruction of oak savanna habitat could provide key habitat resources to threatened and endangered species.

Phase 4: Mixed Forest

Units 1B, 3A, 3B, 3C

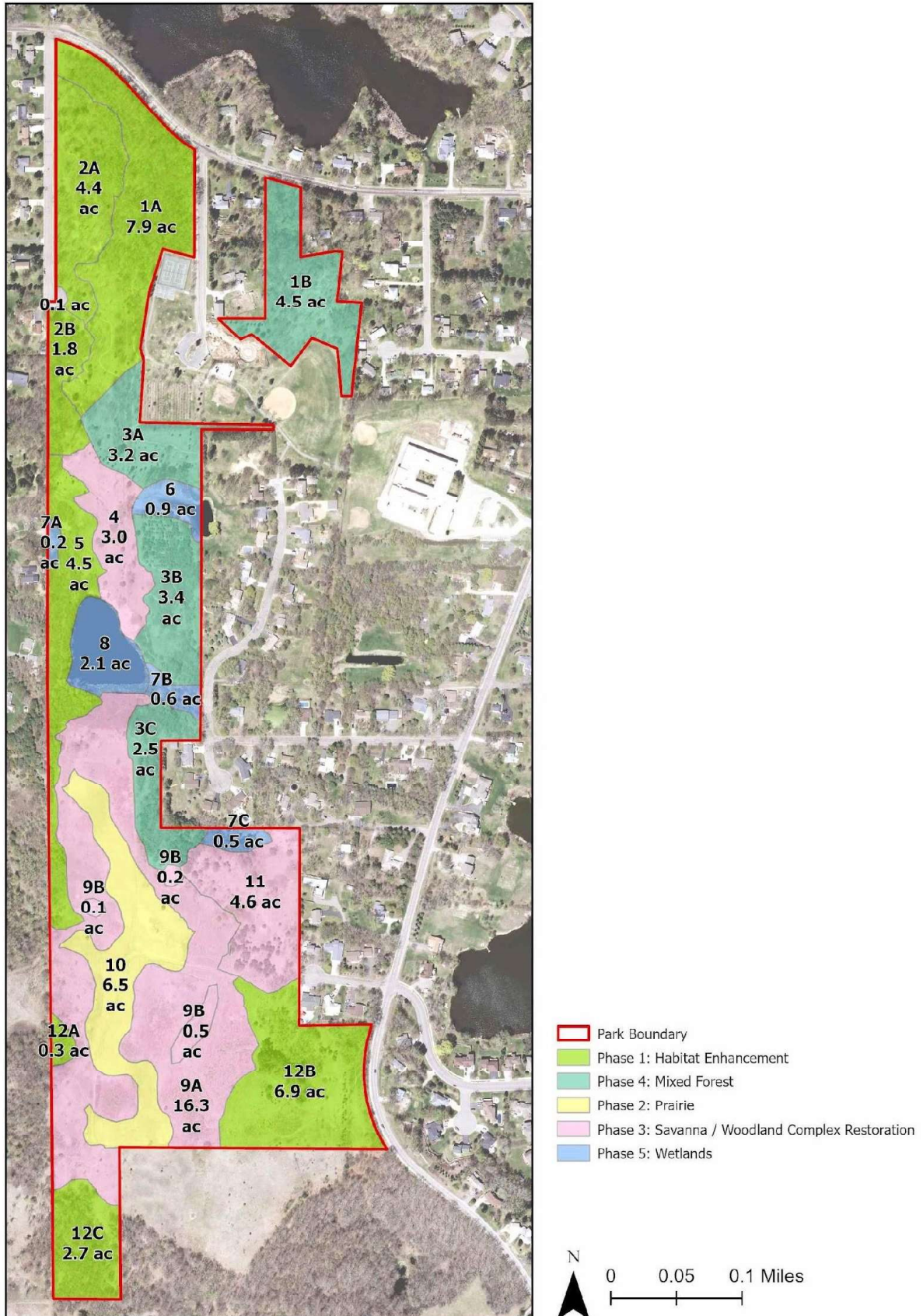
Invasive species management, especially common buckthorn and amur maple is the key management priority in these units. These units contain tree canopies that are not consistent with native plant communities in this region, and restoration of a historical community is costly and moderate impact.

Phase 5: Wetlands

Units 6, 7A, 7B, 7C, 8

Maintaining native plant communities in urban wetlands and stormwater infrastructure is challenging and costly due to the constant influx of nutrients and seeds from up stream. Restoration costs are high and likelihood of success is low-moderate.

Restoration Phase Map



Estimated Costs

The estimated costs for restoration of the management units over five years is summarized in the table below. Management units where tasks are similar and economies of scale can be achieved have been combined.

Phase	Unit	Estimated Cost
1	Unit 1A	\$50,525
	Units 5, 12A, 12B, 12C	\$63,075
	Units 2A, 2B	\$63,600
	Subtotal Phase 1	\$177,200
2	Unit 10	\$43,750
	Subtotal Phase 2	\$43,750
3	Unit 4	\$43,550
	Units 9A, 9B	\$166,060
	Unit 11	\$68,865
	Subtotal Phase 3	\$278,475
4	Unit 1B	\$24,750
	Units 3A, 3B, 3C	\$58,950
	Subtotal Phase 4	\$58,950
5	Units 7A, 7B, 7C	\$21,390
	Units 6, 8	\$39,650
	Subtotal Phase 5	\$61,040
Grand Total		\$619,415

Detailed cost estimates can be found in the Five-Year Work Plan. Estimated costs will be refined and finalized through a request for proposals from contactors.



Request for Council Action

SUBJECT: Authorization to Purchase Golf Course Beverage Carts**MEETING DATE:** March 18, 2024**ITEM TYPE:** Consent Agenda**CONTACT:** Matt Moynihan, Clubhouse Superintendent, 651.450.4324
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to authorize the purchase of two golf course beverage carts from Yamaha Golf & Utility for \$52,981.25.

BACKGROUND

The City's current Capital Improvement Plan (CIP) includes the acquisition of two new beverage carts for Inver Wood golf course, and the adopted budget for 2024 provides \$55,000 for this purpose. The existing beverage carts, in service for six years, exhibit significant wear and tear, largely attributed to the rugged terrain of our golf courses and the heavy daily usage of the carts.

To address this issue, staff proposes replacing the two 2018 beverage carts with a 2023 in-stock Yamaha Deluxe Bistro model and a 2024 Yamaha Deluxe Bistro model. Although the Yamaha option entails a higher price than the second quote, from Club Car, they are readily available in Minnesota and will be delivered on site prior to the golf season beginning. In contrast, other vendors would need to build and ship their beverage carts from out of state, with no guarantee of arrival date and the possibility that they wouldn't arrive until after the 2024 golf season.

FISCAL IMPACT

As previously stated, \$55,000 was budgeted for this purchase. Acquiring both carts from Yamaha will result in a total cost that is \$2,018.75 under the budgeted amount.

Vendor	Quoted Price
Yamaha Golf & Utility + Tax	\$52,981.25
Club Car	\$47,561.60

RECOMMENDATION

Staff recommends that Council authorize the purchase of two golf course beverage carts with Yamaha Golf & Utility for \$52,981.25

ATTACHMENTS

1. Quote from Yamaha Golf & Utility



Quote

3350 W Hwy 13
Burnsville, MN 55337
Office # 952-890-5541

DATE: March 13, 2024
INVOICE # 062023-01
FOR:

Bill To: Inverwood Golf Course
1850 70th St E
Inver Grove Heights, MN 55077

DESCRIPTION	AMOUNT
Car- 2024 Yamaha Umax Bistro EFI Deluxe Beverage Car	\$25,000.00
Color - Bluestone	
<u>Options included in above price</u>	
Black Canvas Top	
1 Black Bucket Seat	
1 Ice Chest	
Stock Tires	
2 Trash Cans	
2 Cold Trays	
Display Cabinet with Cash Drawer	
Headlights/Horn	
Full Windshield	
Total before tax	\$25,000.00
Tax	\$2,031.25
J0G-500167	TOTAL \$27,031.25



Quote

3350 W Hwy 13
Burnsville, MN 55337
Office # 952-890-5541

DATE: March 13, 2024
INVOICE # 062023-01
FOR:

Bill To: Inverwood Golf Course
1850 70th St E
Inver Grove Heights, MN 55077

DESCRIPTION		AMOUNT
Car- 2023 Yamaha Umax Bistro EFI Deluxe Beverage Car		\$24,000.00
Color - Glacier		
<u>Options included in above price</u>		
Black Canvas Top		
2 Black Bucket Seats		
Stock Tires		
2 Trash Cans		
2 Cold Trays		
Display Cabinet with Cash Drawer		
Headlights/Horn		
Full Windshield		
Total before tax		\$24,000.00
Tax		\$1,950.00
J0G-400559	TOTAL	\$25,950.00

Request for Council Action

SUBJECT: **Approval of 2nd Amendment to Declaration of Reciprocal Easements and Restrictive Covenants**

MEETING DATE: March 18, 2024

ITEM TYPE: Consent Agenda

CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to approve the Second Amendment to Declaration of Reciprocal Easements and Restrictive Covenants for Lots 1, 2, and 3, Block 1, Bishop Heights 4th Addition.

BACKGROUND

In 2002, the owners of Lots 1, 2, and 3, Block 1, Bishop Heights 4th Addition executed a Declaration of Reciprocal Easements and Restrictive Covenants (Declaration) which subjected the previously-referenced property to certain private easements, restrictions, covenants, and agreements, including an easement for ingress and egress across a portion of Lot 2 for the benefit of all three lots. The Declaration provided that it could only be modified in writing and that any such modification was required to be signed by the property owners as well as the City. The property owners are seeking to amend the declaration for a second time, and have requested the City execute the attached City approval of the Second Amendment to the Declaration of Reciprocal Easement and Restrictive Covenants.

The modifications being made clarify private responsibilities for the shared driveways and other shared facilities among these three, neighboring commercial properties and were spurred by the development of the new Chipotle building, which sits on the middle of the three lots.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends that the Council authorize the appropriate City officials to execute the attached Second Amendment to the Declaration of Reciprocal Easements and Restrictive Covenants.

ATTACHMENTS

1. 2nd Amendment to Declaration of Reciprocal Easements and Restrictive Covenants

SECOND AMENDMENT TO DECLARATION OF RECIPROCAL EASEMENTS AND RESTRICTIVE COVENANTS

This Second Amendment to Declaration of Reciprocal Easements and Restrictive Covenants (the “**Amendment**,”) is dated _____, 2023 (the “**Effective Date**”), and entered into by and between IGH Retail Center LLC, a Minnesota limited liability company (“**IGH Retail**”), 5681 GLG Properties, LLC, a Minnesota limited liability company (“**GLG**”) and Inver Grove Market II, LLLP, a Minnesota limited liability limited partnership (“**IG Market**”). IGH Retail, GLG and IG Market are sometimes collectively referred to herein as the “**Parties**”.

RECITALS

A. Kassan Realty Co. Limited Partnership, a Minnesota limited partnership; Metzen Realty, Inc., a Minnesota corporation; the Estate of Edward M. Lehman, Sr., a single person; Edward A. Kuntz and Rose Kuntz, husband and wife; and Alvin W. Goebel and Marlys Goebel, husband and wife, executed and recorded that certain Declaration of Reciprocal Easements, and Restrictive Covenants dated January 15, 2002, recoded March 4, 2002, with the Office of the Recorder for Dakota County, Minnesota, as Document Number 1869324 (the “**Original Declaration**”).

B. The Declaration was amended by that certain First Amendment to Declaration of Reciprocal Easements and Restrictive Covenants dated May 18, 2005, recorded May 19, 2005, as Document Number 2323678 (the “**First Amendment**”).

C. The Original Declaration, First Amendment and this Amendment are collectively referred to as the “**Declaration**”.

D. The real property covered by the Declaration is located in the City of Inver Grove Heights, Dakota County, Minnesota and is legally described as:

Lots 1, 2 and 3, Block 1, Bishop Heights 4th Addition, Dakota County, Minnesota.
(the “**Property**”).

E. GLG is the owner of Lot 1, Block 1, Bishop Heights 4th Addition, Dakota County, Minnesota (the “**GLG Parcel**”).

F. IGH Retail is the owner of Lot 2, Block 1, Bishop Heights 4th Addition, Dakota County, Minnesota (the “**IGH Retail Parcel**”).

G. IG Market is the owner of Lot 3, Block 1, Bishop Heights 4th Addition, Dakota County, Minnesota (the “**IG Market Parcel**”).

H. IGH Retail is in the process of developing the IGH Retail Parcel and its development of the IGH Retail Parcel differs from the current Site Plan as referenced in the First Amendment.

I. The Parties desire to amend the Declaration in order to incorporate the changes to the Site Plan, as hereinafter set forth.

AGREEMENT

1. Recitals/Capitalized Terms. The Recitals set forth above shall be considered a substantive part of this Amendment. Any capitalized term used in this Amendment and not otherwise defined shall be given the definition given to it in the Declaration. From and after the date of this Amendment, any reference to the “Declaration” shall mean and refer to the Original Declaration and the First Amendment, as amended by this Amendment.

2. Lot 2 Site Plan. The IGH Retail Parcel is in the process of being developed. The IGH Retail Parcel will be developed in accordance with the site plan dated February 21, 2023, prepared by Contour Civil Design, attached hereto as **Exhibit A** (the “**Lot 2 Site Plan**”). The Parties, by execution of this Amendment hereby approve and consent to the Lot 2 Site Plan and the depictions of Lot 2 on all prior site plans are hereby of no further force or effect and are entirely replaced by the Lot 2 Site Plan contained herein.

3. Installation, Maintenance and Repair; Shared Driveway. Paragraph 6 of the Original Declaration is hereby deleted in its entirety and replaced with the following:

6.) Installation, Maintenance and Repair Obligations: Installation, maintenance and repair obligations under this Agreement are as follows:

(a) Shared Driveway and Drive Aisles. The Lot 2 Owner shall be responsible for all maintenance, repair and replacement of the drive aisles and driveway on the IGH Retail Parcel. Said maintenance shall include, but is not limited to snow removal and all pavement repair, maintenance and replacement. The costs of all maintenance, repair and replacement of the shared driveway and drive aisles on the IGH Retail Parcel (Lot 2) shall be shared equally between the Owners of the Lots. Except as provided herein, the Lot 2 Owner shall invoice the other Lot Owners on a monthly basis, as needed, for their respective share of said maintenance costs. In the event that a repair or replacement needed is in excess of TEN THOUSAND Dollars and No/100 (\$10,000.00), the Lot 2 Owner will notify the other Lot Owners in writing by providing a copy of the proposal detailing the work to be completed and requesting their approval, which approval shall not be unreasonably withheld. All invoices shall be paid within ten (10) business days from the request for payment, whether to the Lot 2 Owner or to a third-party vendor directly.

Nothing contained herein shall obligate the Lot 1 and Lot 3 Owner to be responsible for or share in any costs related to the installation, maintenance or repair of the

initial development work on the IGH Retail Parcel, including but not limited to the initial installation of utilities, pavement or sidewalks necessary for IGH Retail's development of the IGH Retail Parcel.

(b) Private Storm, Sanitary Sewer and Water Easements. Each Owner shall be responsible to maintain, repair or replace all easements and easement areas for private storm water, sanitary sewer and water on their respective Lot, at their sole cost. Each Owner of any Lot desiring to install storm water pipes, sanitary sewer pipes or water lines in the aforesaid easements shall do so at its sole expense.

Further, each Owner shall repair and restore any damage caused by or on behalf of said Owner in connection with the installation, maintenance and/or repair of any driveway, underground utilities, pipes or lines of any other Owner's Lot. Each Owner shall maintain and repair that portion of the underground utilities, pipes or lines on its Lot.

4. Conflicts. In the event of a conflict or inconsistency between the provisions of this Amendment and the Original Declaration or First Amendment, the provisions of this Amendment shall control.

5. Binding Effect. This Amendment shall be binding upon, and shall inure to the benefits of the Parties hereto and their respective successors and assigns.

6. Full Force and Effect. Except as to the extent amended herein, the Declaration remains in full force and effect. Each of the Parties hereto represents and warrants that it has the full capacity, right, power and authority to execute, deliver and perform this Amendment, and all required actions, consents and approvals therefore have been duly taken and obtained. Furthermore, each of the undersigned represents and warrants that upon full execution of this Amendment, the Declaration as amended by this Amendment shall be binding on all Parties, including the holder of any mortgagee's interest.

7. Counterparts. This Amendment may be executed in counterparts, all of which, taken together, shall constitute one document.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to become effective as of the day and year first set forth above, subject to all of the terms and conditions set forth herein.

[SIGNATURE PAGE TO FOLLOW]

IN WITNESS WHEREOF, the undersigned has caused this First Amendment to Declaration to be executed on the day and year first written herein.

By: _____
Name: _____
Its: _____

STATE OF MINNESOTA)) ss
COUNTY OF _____)

[SEAL]

My Commission Expires:

Barna, Guzy & Steffen, Ltd.
200 Coon Rapids Blvd. NW, Suite 400
Coon Rapids, MN 55433
(763) 780-8500 (AKG)

My Commission Expires:

My Commission Expires:

CONSENT OF CITY
TO SECOND AMENDMENT TO DECLARATION OF RECIPROCAL EASEMENTS
AND RESTRICTIVE COVENANTS

The undersigned, on behalf of the City of Inver Grove Heights, Minnesota, a Minnesota municipal corporation, in accordance with the requirements of Section 14 of the Original Declaration, hereby consents to the Amendment to the Declaration and agrees that the Property is subject to said Declaration and to all the terms, provisions, covenants, conditions, restrictions and easements contained therein.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

Attest: _____
Rebecca Kiernan
Its: City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Brenda Dietrich and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said Mayor and City Clerk acknowledged said instrument to be the free act and deed of said municipality.

NOTARIAL STAMP OR SEAL (OR OTHER TITLE OR RANK)

Notary Public

MORTGAGEE CONSENT TO
SECOND AMENDMENT TO DECLARATION OF RECIPROCAL EASEMENTS AND
RESTRICTIVE COVENANTS

The undersigned, **Tradition Capital Bank** (“**Mortgagee**”), such Mortgagee being the holder of that certain Mortgage and Security Agreement and Fixture Financing Statement granted by IGH Retail Center LLC, a Minnesota limited liability company, in favor of Mortgagee, dated June 2, 2023, recorded June ___, 2023, as Document Number _____ (the “**Mortgage**”), that currently encumbers all of the IGH Retail Parcel, hereby consents to the execution and recording of the within and foregoing Second Amendment to Declaration of Reciprocal Easements and Restrictive Covenants and further agrees that the Mortgage and any interest of the Mortgagee in the IGH Retail Parcel encumbered by the Mortgage acquired pursuant to the enforcement of the Mortgage shall be subject to the terms and provisions of the Declaration; provided, however, that the Mortgage shall remain in full force and effect, and this Consent shall not waive, invalidate or discharge the lien of the Mortgage or waive, invalidate or modify any terms or provisions of the Declaration which benefit the IGH Retail Parcel encumbered by the Mortgage.

Executed this ____ day of _____, 2023.

Tradition Capital Bank

By: _____
Its: _____

STATE OF MINNESOTA)
) ss:
COUNTY OF _____)

The undersigned, a Notary Public in and for the said County, in the State aforesaid, DOES HEREBY CERTIFY that _____, the _____ of Tradition Capital Bank, a Minnesota banking corporation, who is personally known to me to be the same person whose name is subscribed to the foregoing instrument appeared before me this day in person and acknowledged that he signed and delivered the said instrument as his/her own free and voluntary act and as the free and voluntary act of said company, for the uses and purposes therein set forth.

Witness my hand and Notarial Seal this ____ day of _____, 2023.

Notary Public

Printed Name

My commission expires: _____.

EXHIBIT A
Lot 2 Site Plan



Request for Council Action

SUBJECT: Authorization to Purchase New Motors for Fire Department Boat

MEETING DATE: March 18, 2024
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to authorize the expenditure of \$43,594 for the purchase of twin Suzuki 200 HP motors from Dan's Southside Marine for the Fire Department's fire/rescue boat, and to declare the existing motors surplus property and authorize staff to sell or dispose of them in accordance with applicable rules and regulations.

BACKGROUND

In early February, one of the motors on the Fire Department's fire/rescue boat suffered a serious mechanical issue. This motor, along with a second one, is part of a matched pair of motors that came with the boat when it was acquired in January 2021 through the MN DNR surplus equipment program. The motors are about 20 years old, and staff's efforts to get a repair quote have uncovered that parts for these motors are difficult to find and may result in repair costs that exceed the value of the motor.

Fire Department staff have searched for a pair of used, but newer, motors that could work for the boat but none have been located anywhere in Minnesota. Used motors have been identified in Florida, New Jersey, New York, and North Carolina, but these would have to be purchased sight unseen and then shipped to Minnesota. There would also be a cost for parts and installation to get the motors running on the boat.

Location	Age	Asking price	Additional Costs (shipping, installation)	Total Costs
Florida	2022	\$38,000	\$10,000-\$13,000	\$48,000 - \$51,000
North Carolina	2017	\$22,000	\$10,000-\$13,000	\$32,000 – \$35,000
New Jersey	2012	\$16,000	\$10,000-\$13,000	\$26,000 – \$29,000
New York	Unknown	\$16,000	\$10,000-\$13,000	\$26,000 – \$29,000

Therefore, Fire Department staff have also sought out quotes to purchase new motors locally. The least expensive Twin 200 HP motors were manufactured by Suzuki. Quotes from two vendors were

received: \$43,898.90 from BMR in Burnsville and \$43,593.56 from Dan's Southside Marine in Bloomington. These costs include all of the parts and labor to install the motors on our boat and the motors would come with a 3-year warranty.

Staff is recommending the purchase of two new motors as a better long-term value for the City and the best way to ensure the fire/rescue boat remains ready for deployment as needed on the river.

At this point, it is unclear whether the existing motor that is broken has any resale value for parts or scrap, or whether the twin motor might be sold or traded-in for some amount. Staff would work to determine whether any value can be obtained in exchange for the existing motors, given that one is currently non-working and both are approximately 20 years old. If no value can be obtained from them, staff would arrange for appropriate disposal.

FISCAL IMPACT

The lowest quoted price for two new motors, installed, is \$43,593.56 from Dan's Southside Marine in Bloomington. There is \$35,743.70 available in the Fire Department's account within the Public Safety Equipment Fund. Sources of money in this fund and other recent allocations are as follows:

FD Share of 2022 Dakota 911 Rebate	\$12,170.50
FD Share of 2023 One-Time Public Safety Funds from State of MN	\$344,107.00
Allocated toward Engine 33 Replacement	(\$243,750.00)
2023 Radio Purchase	(\$76,783.80)
Remaining Available Funds	\$35,743.70

In addition to using this \$35,743.70, the remaining \$7,849.86 would come from the Fire Department's adopted 2024 budget.

RECOMMENDATION

Staff recommends the purchase of two new motors from Dan's Southside Marine, at a cost of \$43,593.56, and declaration of the existing two boat motors as surplus property.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Ordinance Amendment for Industrial Office Park Zoning District and Conditional Use Permit for 8360 Courthouse Blvd**

MEETING DATE: March 18, 2024
ITEM TYPE: Regular Business
CONTACT: Heather Botten, Associate Planner, 651.450.2569

ACTION REQUESTED

The Council is asked to consider an Ordinance Amendment to allow a Recreation Center as a Conditional Use in the Industrial Office Park (IOP) zoning district and, if adopted, approve a Conditional Use Permit for a Recreation Center use at the property located at 8360 Courthouse Blvd. Ste 100.

- Zoning Code Amendment Requires 3/5th Vote
- Conditional Use Permit Requires 4/5 Vote
- 60-day deadline: April 2, 2024 (1st 60-days)

BACKGROUND

The applicant is requesting to operate Wave Soccer Club out of a portion of an existing industrial building located in Inverpoint Business Park. Staff believes this type of use fits closest with the land use Recreation Center. A Recreation Center is currently a conditional use in the General Business (B3) district and a permitted use in the Institutional (P) District. The applicant is requesting to amend the Zoning Code to allow a Recreation Center as a conditional use in the IOP, Industrial Office Park zoning district.

A Recreation Center is defined in City Code as: A facility open to the public for leisure, amusement, and recreation activities, including but not limited to anyone or a combination of the following: bowling alley, skating rinks, gymnasiums, swimming pools, fitness centers and entertainment facilities for the purpose of providing recreation and entertainment.

The soccer club would occupy roughly 24,000 square feet of the 96,000 square foot building. The space would include an indoor turf area, a hard court, offices, and a conference room. The proposed use would have peak operation times in the evening and on weekends, which would not conflict with the everyday uses of the existing industrial type tenants.

Access to the site is not changing; it would continue to be off Courthouse Boulevard. The applicant submitted a traffic circulation plan for their specific use that includes one-way traffic through the development to accommodate the drop-off of players.

FISCAL IMPACT

NA

RECOMMENDATION

Staff: Staff recommends approval of the ordinance amendment and conditional use permit with the conditions listed in the attached Resolution. Following the Planning Commission meeting, two conditions were added to the CUP resolution (#'s 5 and 6) to help alleviate some of the neighbors' concerns regarding traffic and use.

Planning Commission: A public hearing was held at the Planning Commission's March 6, 2024 meeting. The applicant was present, and one neighbor testified against the request stating concerns with additional traffic and safety. The Planning Commission unanimously recommended approval of the requests with the conditions listed in the attached Resolution.

Under City Code section 1-2-3(G), this ordinance amendment may be adopted in one reading because the Planning Commission held a public hearing regarding the request.

ATTACHMENTS

1. Ordinance Amendment
2. Resolution Granting Conditional Use Permit
3. Email from Applicant
4. Supplemental Information from Applicant
5. Letter from United Properties
6. Planning Commission Recommendation
7. Planning Report
8. Comments from Neighbors

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
ORDINANCE NO. _____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 10,
CHAPTER 6, SECTION 2 AMENDING THE LAND USE TABLE TO ADD
RECREATION CENTER AS A CONDITIONAL USE IN THE IOP, INDUSTRIAL
OFFICE PARK ZONING DISTRICT

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Inver Grove Heights City Code Title 10, Chapter 2,
Section 2 is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording
and the underlined text shows the language added to the code:

10-6-2 Land Uses in all nonresidential districts

Use	Zoning District											
	B- 1	B- 2	B- 3	B- 4	OP	I- 1	IOP	I- 2	P	MU- PUD	COMM- PUD	OFFICE- PUD
Recreation centers			C				<u>C</u>		P			

Section Two. Effective Date. This Ordinance shall be in full force and effect from
and after its passage and publication according to law.

Passed in regular session of the City Council on the _____ day of
_____, 2024.

CITY OF INVER GROVE HEIGHTS

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. 2024-

**RESOLUTION APPROVING A CONDITIONAL USE PERMIT FOR A RECREATION
CENTER**

Wave Soccer Club
Case No. 24-05ZA

WHEREAS, the request is for the property located at 8360 Courthouse Blvd, Ste 100 and legally described as:

Lot 2, Block 1, Inverpointe Business Park Second Addition, according to the recorded plat, Dakota County, Minnesota

WHEREAS, an application for a conditional use permit has been submitted to allow a recreation center – soccer training facility out of the existing building;

WHEREAS, the aforescribed property is IOP, Industrial Office Park;

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

WHEREAS, a public hearing concerning the conditional use permit was held before the Inver Grove Heights Planning Commission in accordance with Minnesota Statute, Section 462.357, Subdivision 3 on March 6, 2024;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a conditional use permit to allow a recreation center to be operated out of the existing building is hereby approved subject to the following conditions:

1. All parking/drive aisles areas shall be properly marked and follow all fire and building code requirements.
2. The applicant must apply for and obtain a building permit for any signage or building improvements.

3. Operation of a new business may not commence until an Occupancy permit is obtained from the City Inspections Department.
4. The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.
5. The Recreation Center- Soccer Club training space shall be limited to a soccer training center and due to the limited parking spaces available, no tournaments, scrimmages, or games shall be held at the facility.
6. No parking or stacking of vehicles is allowed on Courthouse Blvd.

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

Adopted by the City Council of Inver Grove Heights this 18th day of March, 2024.

AYES:
NAYS:

ATTEST:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

From: [Tim Kuss](#)
To: [Heather Botten](#)
Cc: [Jonathan Weber](#); [Jessica Kottke](#)
Subject: Some answers regarding questions presented for 8360 Courthouse Blvd Ste 100
Date: Tuesday, March 12, 2024 4:23:41 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[United Properties Wave Soccer Letter of Support.pdf](#)
[Wave CH Presentation.pptx](#)

Hello Heather,

We wanted to get you some answers to the questions posed for the property at 8360 Courthouse Blvd Ste 100 in IGH. Thank you for taking the time to review this information and please know that we are entering into this property with the goal of being good neighbors. This space is one of over 100 we have seen in the last three years and is by the far the best fit for our needs and allows us to give the most back to our players and families. We have listened to and heard what concerns have been expressed and plan on addressing our community about our expectations of how they arrive and depart the facility and how they purport themselves with the neighbors. We look forward to the discussion at the City Council meeting and again wish to express our excitement about this opportunity for our club and our appreciation for your process and communication.

Warm Regards,



Timothy Kuss
Vice President, Wave Soccer Club
Vicepresident@wavesoccer.org
www.wavesoccer.org
 

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.



Wave Soccer Club

8360 Courthouse Blvd Suite 100, IGH, MN 55077

Traffic and Operation

- Run time Nights and Weekends
 - 5:00 PM till 10:00 PM Week nights and 9:00 AM till 10:00 PM on weekends
 - Most teams will run 90 Minutes meaning only 4 rotations
- Wave Soccer Club facilitates 47 soccer teams.
 - Teams age range from U8-U19
 - Team sizes as small as 9 and as many as 18
 - This facility will serve as additional training space not our sole training space so only a portion of our club will utilize this space weekly.
- Typical traffic volumes
 - Younger teams U8-U13 (14 players or less per team) usually 10 cars per team more ride share happening as we grow
 - Older teams U14-U19 Mostly Ride share and we see 6-12 cars per team
- Space capacity
 - This space allows at max 4 teams per hour in the facility
 - Anticipated traffic flow would be at most 40 cars in a 90 minute rotation.

Traffic Flow Map



- As illustrated on the left, we plan to have our membership follow the traffic flow in and out of the facility as pictured.
- The planned exit has a NO Right Turn sign, when exiting on to Courthouse, which we will enforce at the club level.
- We will make an announcement to our entire organization asking them to follow this traffic flow pattern to be respectful to neighbors.
- We will enforce the no entrance or exit thru Ann Marie Trail.
- Our goal is to help build community and relationships and we will do all in our power to avoid creating additional inconveniences for anyone.

Industrial Building vs Commercial Property

- Industrial Building are better suited for this use
 - Larger ceiling heights
 - Larger Pole Spacing
 - Easier Access
 - Operation hours of other Industrial business are opposite our operation hours
- Commercial Properties
 - Smaller footprints
 - Lower ceiling heights
 - Often include restaurants that operate during the same hours

Hard Court and Additional Training

- The front 50x75 foot area of the space is planned as a hard court.
 - Hard court is used for Futsal which is "Soccer" on a hard court with a weighted ball and smaller footprint.
 - Pickleball will also be lined out on this area for use by teams for agility and coordination activity and simple fun.
 - Soccer skills are advanced by health and fitness so we will use many different training modalities to achieve this goal.
 - Speed and agility are major components of that training
 - At this time, there are no plans for any additional use other than Wave Soccer.

Other Uses

- Wave will be using the space for the soccer club primarily.
 - Wave will be using this space in many ways to promote the health, fitness, and soccer advancement for all of our players.
 - We will have many types of training in the space to include but not limited to. Soccer Skills, Futsal, speed, agility, flexibility and weight training.

Being Neighborly

- We are a community club.
 - When we say community we mean everyone not just our membership
 - We will work diligently to make sure there is no issues with our neighbors.
 - We will always be available by phone or email, to address any concerns or issues.
 - We intend for Wave to be a great addition to the community and have no intentions of causing strife to the surrounding neighborhoods.
 - Our membership lives all over the area. Eagan, Inver Grove Heights, Rosemount, Lakeville, Saint Paul, Isanti, and many others.
 - Our goal is to be open and accessible to all and to promote the love of soccer and provide resources for our members to be their best.

Wave Soccer Club, Inc.

- Contacts
 - Jonathan Weber – President@wavesoccer.org 651-775-5793
- Thank you for your time and please ask any and all questions!!



**UNITED
PROPERTIES**

250 Nicollet Mall, Ste 500
Minneapolis, MN 55401
(952) 835-5300

1331 17th Street, Ste 604
Denver, CO 80202
(720) 898-8866

303 Colorado Street, Suite 1500
Austin, TX 78701
(512) 866-6500

March 11, 2024

Mayor and City Council
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

Dear Mayor and City Councilmembers:

I am writing on behalf of United Properties to express our strong support for the Zoning Code Amendment request for Recreational Center to be a conditional use in the Industrial Office Park (IOP) Zoning District, and for a CUP to be granted for Wave Soccer at the InverPoint Business Park Building #2. United Properties is excited to welcome the Wave Soccer Club to our business park and community. We understand that Wave Soccer's parking demand (quantity of spaces and expected peak demand) is on weekends and after business hours, and therefore is highly complementary to our development. In our experience as developers and owners of business parks, it is common in the marketplace for recreation users to occupy spaces such as what is being considered here – for many of the same reasons as listed above. More broadly speaking, we believe that Wave Soccer's presence in the business park will be an asset for the greater community.

Sincerely,
Connor McCarthy
Vice President
United Properties

RECOMMENDATION TO CITY OF INVER GROVE HEIGHTS

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: March 6, 2024

SUBJECT: Zoning Code Amendment request for a Recreational Center to be a conditional use in the IOP, Industrial Office Park Zoning District and a Conditional Use Permit request to allow a Recreational Center use in 24,000 square feet of the existing building for a soccer club at 8360 Courthouse Boulevard, Suite 100. (Wave Soccer Club, Inc. – Case No. 24-05ZA)

Reading of Public Notice

Secretary Presley read the Public Hearing Notice. Notices were mailed to 13 property owners on February 15, 2024.

Presentation of Request

Associate Planner Botten presented a summary of the staff report.

Planning Commission Discussion

Vice-Chair Clancy inquired that for future applications would there be parking requirements or would the parking be reviewed. Botten stated that each use would be reviewed separately.

Commissioner Schaefer inquired how many parking spots there are currently. Botten stated that for the current space, they are designated 42 spots. But that there are more spots for each tenant.

Opening of Public Hearing

Jonathan Weber, 10394 Andrea Trail, Wave Soccer Club, Applicant, stated that he has read and understood the staff report. The club is excited to have a home space.

Commissioner Wippermann questioned if tournaments would be held in the space. Mr. Weber stated that there will not be tournaments, the space will only be used for training purposes.

Benjamin Davidson, 8453 Courthouse Boulevard, stated that his property is directly across the street from the main entrance. Concerned about the amount of traffic that the club will bring. Would like to see better signage for the entire facility.

Vice-Chair Clancy closed the public hearing.

Planning Commission Discussion

Vice-Chair Clancy stated that he's excited that this space is being utilized with a different sort of use.

Commissioner Teiken stated that soccer is the most popular sport in the world. The sport also requires the existence of clubs like this. This opportunity is something good for the kids of the community.

Commissioner Schaefer requested that the applicant respond to the concerns raised by the resident.

Opening of Public Hearing

Vice-Chair Clancy re-opened the Public Hearing at 7:59pm.

Vice-Chair Clancy asked the applicant to address the concerns raised by the resident, Mr. Davidson.

Jonathan Weber, 10394 Andrea Trail, Wave Soccer Club, Applicant, stated that the club has come up with a plan for how their parents will drop off and pick up so that there is no disruption. On the older teams there are around 18 kids, most ride share, there won't be a huge amount of traffic. Willing to work with the neighbors.

Benjamin Davidson, 8453 Courthouse Boulevard, questioned why the public hearing notice wasn't sent out to neighbors past the standard of 350 feet.

Ms. Botten stated that the requirements in the City Code are 350 feet from the property, and that is what was followed. Mr. Davidson stated that when the buildings were first constructed the mailings went to property owners a lot further than that. Ms. Botten stated that for a specific use of a building, it would just be 350 square feet.

Planning Commission Recommendation

Motion by Heidenreich, Second by Teiken, to Approve the Zoning Code Amendment and Conditional Use Permit requests subject to the conditions listed in the staff report.

Ayes: 6

Nays: 0 Motion Carried.

The item is tentatively scheduled to go before the City Council on March 18, 2024.



Planning Commission Report

MEETING DATE:	March 6, 2024
CASE NO:	24-05ZA
APPLICANT:	Wave Soccer Club, Inc.
PROPERTY OWNER:	Inverpoint 2 Industrial Owner, LLC
REQUEST:	Zoning Code Amendment & Conditional Use Permit
LOCATION:	8360 Courthouse Boulevard
COMPREHENSIVE PLAN:	IOP, Industrial Office Park
ZONING:	IOP/PUD, Planned Unit Development
STAFF CONTACT:	Heather Botten, 651.450.2569

ACTION REQUESTED

The request consists of the following:

- Zoning Code Amendment to allow a Recreation Center as a Conditional Use in the IOP, Industrial Office Park zoning district.
- Conditional Use Permit to allow a Recreation Center to be operated out of an existing building in an IOP, Industrial Office Park zoning district.

BACKGROUND

The applicant is requesting to operate Wave Soccer Club out of a portion of an existing building located in Inverpoint Business Park. Staff believes this type of use fits closest with the land use Recreation Center.

A Recreation Center is defined in City Code as: A facility open to the public for leisure, amusement, and recreation activities, including but not limited to anyone or a combination of the following: bowling alley, skating rinks, gymnasiums, swimming pools, fitness centers and entertainment facilities for the purpose of providing recreation and entertainment.

A Recreation Center is a conditional use in the B-3, General Business district and a permitted use in the P, Institutional District. The applicant is requesting to amend the Zoning Code to allow a Recreation Center use to be conditionally allowed within the IOP, Industrial Office Park zoning district.

The property is approximately 6.41 acres in size and is connected to city utilities. The current tenants include more typical industrial uses. The soccer club would occupy roughly 24,000 square feet of the 96,000 square foot building. The space would include an indoor turf area, a gym training area,

offices, and a conference room. The proposed use would have peak operation times that would not conflict with the everyday uses of the existing tenants. The applicant has stated their peak hours would be in the evenings and weekends. The applicant estimates that around 600 kids would use the facility weekly, typically with parents dropping off and not staying or parking their vehicle.

EVALUATION OF REQUEST

SURROUNDING USES.

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

North:	Industrial Uses	Zoned: PUD, Planned Unit Development	Guided: IOP, Industrial Office Park
West:	Industrial Uses	Zoned: PUD, Planned Unit Development	Guided: IOP, Industrial Office Park
East:	Industrial Uses	Zoned: PUD, Planned Unit Development	Guided: IOP, Industrial Office Park
South:	Residential	Zoned: E-1, Estate Residential	Guided: RDR, Rural Density Residential

SITE PLAN REVIEW.

Setbacks: There are no proposed building additions or changes to the exterior at this time.

Parking Lot: Parking requirements for the proposed use could be calculated by using the Private Club requirements of 10 spaces, plus 1 space for each 300 square feet of floor area in excess of 2,000 square feet of floor area in the principal structure. Using this formula, 83 parking spaces would be required. Based on the applicant's information that most parents drop off and then pick up their child, and that peak times for the club would be nights and weekends, staff believes the existing parking is sufficient for the proposed use.

Access: Access to the site is not changing; there is access off Courthouse Boulevard. There is roughly 200 feet between the parking lot and Courthouse Boulevard, providing stacking room for traffic to move safely on and off Courthouse Boulevard.

Lighting: There are no changes proposed to the existing site lighting.

Signage: Signage is not approved as part of the Conditional Use Permit request. Signage on the property shall follow Section 10-15E of the City Code. A building permit is required for any new signs or changes to the existing signs.

Fire Marshal Review: All plans shall be subject to the review and approval of the City Fire Marshal for fire lane designation and the signage or marking of the fire lanes at the time of building.

Engineering Review: Engineering has reviewed the plans. There is no additional impervious surface being added and no changes being made to the existing parking lot. Engineering takes no exception to the request.

PROPOSED ORDINANCE LANGUAGE

10-6-2 Land Uses in all Nonresidential Districts

Use	Zoning District											
	B-1	B-2	B-3	B-4	OP	I-1	IOP	I-2	P	MU-PUD	COMM-PUD	OFFICE-PUD
Recreation center			C				C		P			

CONDITIONAL USE PERMIT (CUP)

This section reviews the plans against the CUP criteria in the Zoning Ordinance (Section 10-3A).

1. *The use is consistent with the goals, policies, and plans of the City Comprehensive Plan, including future land uses, utilities, streets and parks.*

The use is consistent with the goals, policies, and plans of the 2040 Comprehensive Plan.

2. *The use is consistent with the City Code, especially the Zoning Ordinance and the intent of the specific Zoning District in which the use is located.*

This standard would be met. The proposed use fits within a warehouse type setting along with the club's offices.

3. *The use would not be materially injurious to existing or planned properties or improvements in the vicinity.*

This standard would be met. The proposed use will not create any adverse physical impacts upon the neighborhood. There will not be any changes to the existing or surrounding properties.

4. *The use does not have an undue adverse impact on existing or planned City facilities and services, including streets, utilities, parks, police and fire, and the reasonable ability of the City to provide such services in an orderly, timely manner.*

The proposed request does not appear to have any negative effects on City facilities or services.

The City Fire Marshal and Building Official would review and approve plans for City Code compliance prior to any occupancy permits for the use.

5. *The use is generally compatible with existing and future uses of surrounding properties, including:*

a) *Aesthetics/Exterior Appearance*

There are no exterior changes proposed to the site.

b) *Noise*

The proposed use would not generate noises that are inconsistent with the IOP district.

c) *Traffic*

The peak hours for the soccer club would be during the weekday evening hours, and on weekends. The proposed use will likely not create a traffic problem.

d) *Drainage*

No additional impervious surface is proposed; this condition is met.

e) *Fencing, landscaping and buffering*

No additional fencing or landscaping would be required for the proposed use.

6. *The property is appropriate for the use considering: size and shape; topography, vegetation, and other natural and physical features; access, traffic volumes and flows; utilities; parking; setbacks; lot coverage and other zoning requirements; emergency access, fire lanes, hydrants, and other fire and building code requirements.*

The applicant would be utilizing an existing building. No additions are proposed at this time. The Fire Marshal and Building Official would be reviewing the site to be in compliance with fire and building codes.

7. *The use does not have an undue adverse impact on public health, safety or welfare.*

Staff is not aware of any public health, safety or welfare issues associated with the proposal. This standard has been met.

8. *The use does not have an undue adverse impact on the environment, including, but not limited to, surface water, groundwater, and air quality.*

No additional hard surface is being added to the site. This standard has been met.

ALTERNATIVES

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

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

- Approval of the Zoning Code Amendment to amend the land use table to allow Recreation Centers as a conditional use in the IOP district.
- Approval of the Conditional Use Permit to allow a Recreation Center within an existing building located in the IOP zoning district subject to the following conditions:
 - 1) All parking/drive aisles areas shall be properly marked and follow all fire and building code requirements.
 - 2) The applicant must apply for and obtain a building permit for any signage or building improvements.
 - 3) Operation of a new business may not commence until an Occupancy permit is obtained from the City Inspections Department.
 - 4) The City Code Enforcement Officer, or other designee, shall be granted right of access to the property at all reasonable times to ensure compliance with the conditions of this permit.

B. Denial. If the Planning Commission does not find it necessary to amend the land use table or does not support the Conditional Use Permit application, the Commission could recommend denial of the proposed requests. With a recommendation for denial, findings or the basis for the denial should be given.

RECOMMENDATION

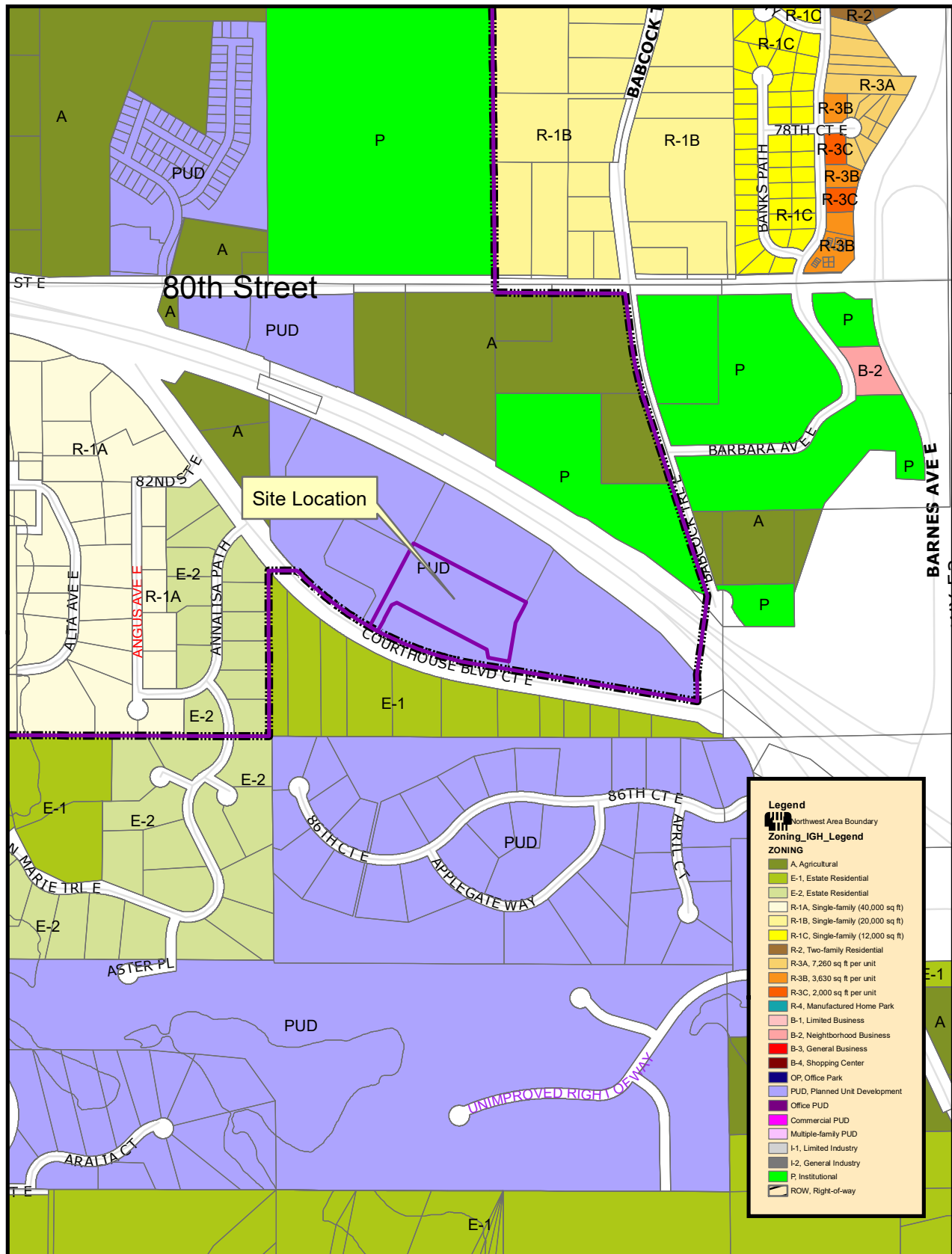
Based on the information in the preceding report and the conditions listed in Alternative A, Staff is recommending Approval of the Zoning Code Amendment and Conditional Use Permit as presented.

ATTACHMENTS

1. Zoning & Location Map
2. Narrative
3. Site Plan



Wave Soccer Club Case No. 24-05ZA



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

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

To whom it may concern,

Wave Soccer Club, Inc. is a 501c3 nonprofit youth soccer club that operates in the southeast metro and are looking to add an indoor training center. We have come to the point where our club needs better indoor training space and are planning on moving into a space at 8360 Courthouse Boulevard Suite 100 in IGH. This 24000 square foot space will be broken up into 3 major areas.

The back 110 foot by 150 foot area will be indoor turf space to allow for small practice areas. The front will be comprised of two areas one being office space with bathrooms and a conference room and the other 100 foot by 50 foot area will be hard surface for Futsal and gym training.

This new space will allow our club to grow and have training space that fits the needs of our teams and their families. Wave Soccer currently rents space in 3 different domes forcing our families to drive all over the metro for practices during the fall, winter, and spring months. The space will be our “home” and allow us to grow and keep a community feel.

The current building is occupied by businesses during the day and our operations will typically happen from 5PM to 10 PM Monday thru Friday and various times on the weekends.

The parking needs for the space are minimal as parents drop kids off and then pick up an hour later. We will create a traffic flow to come in on the east side of the property and leave out the center exit. At most during anytime about 15 spaces will be used.

Below is the building layout as Exhibit A and our layout is Exhibit B.

Thank you,
Jonathan Weber
President
Wave Soccer Club, Inc

EXHIBIT A

Premises and Building

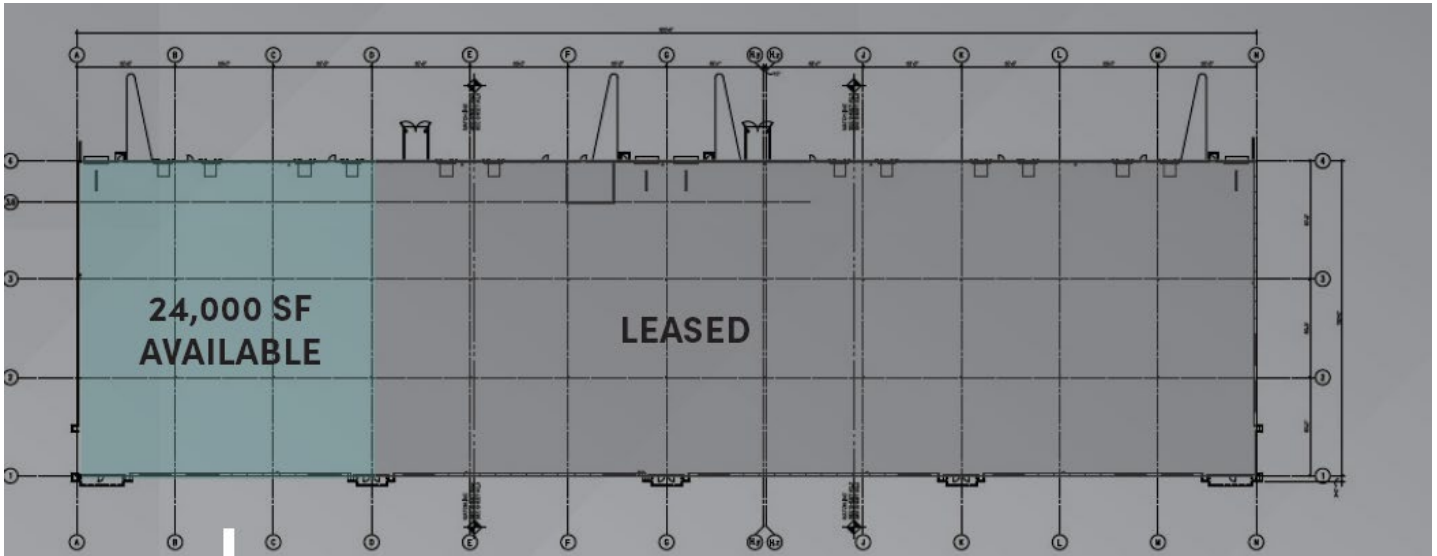
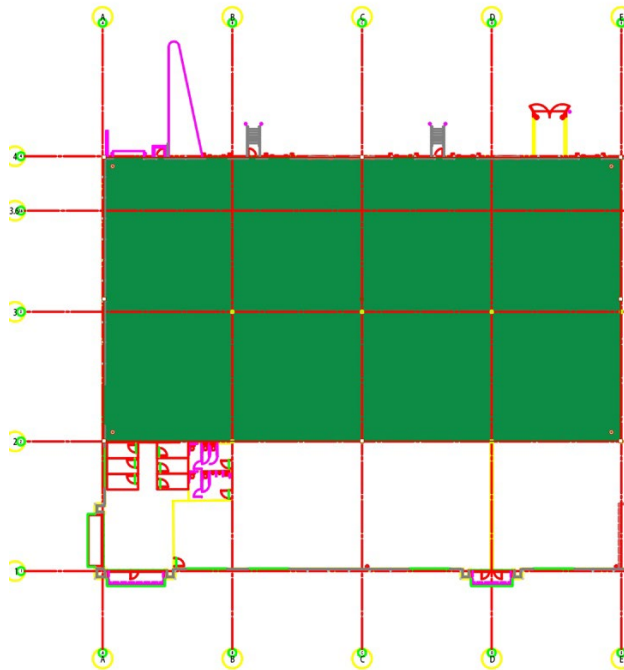


Exhibit B

24000 sqft space layout. Office and meeting rooms in lower left. Green area is all turf.



From: [Allan Hunting](#)
To: [Heather Botten](#); [Stacy Bodsberg](#)
Subject: FW: Eagan wave
Date: Monday, March 11, 2024 8:21:44 AM

From: Benjamin Davidson
Sent: Saturday, March 9, 2024 4:49 PM
To: Allan Hunting <ahunting@ighmn.gov>
Subject: Eagan wave

Good afternoon,

I recently attended a planning meeting this past Wednesday evening to get more information on one of our City planning commissioners ideas to open a Eagan Wave soccer training facility/gym/Pickleball recreational center/facility in an industrial office park in our neighborhood.

First off, let me explain that I was one of the folks in the neighborhood that pushed for this industrial office park. Other than semi trucks consistently missing their entrance when they come off of Barnes Avenue, idling trucks overnight from time to time and plowing all hours of the night. They have been great neighbors. Most of us completely understand that this industrial park is much better than the alternative of apartments, senior, living, or even a small development of townhouses or cookie cutter homes. There is light traffic at 6 AM when they are coming to work and light traffic between 330 and 430 when most of the buildings are emptying out for the day, just as promised when United properties was pitching the building to us. We were promised operation hours between 7 AM and 10 PM and zero operation on the weekends. For the most part, this is what we see other than the above mentioned snowplowing that wakes our children up from time to time at 2 AM. Thankfully, this year there was not much snow.

I am currently looking at three of the buildings and as promised there is no weekend traffic and parking lots are empty building one is fully occupied. Building two is 3/4 occupied and building three is full fully occupied. Industrial space is becoming a hot commodity. I know this because I build it for a living. Here are a few pics of a typical Saturday at Simpson Stongtie as well as the other occupied buildings.







Changing the zoning code from office industrial park to accommodate a sports training facility should not be allowed for multiple reasons. Starting with safety of our children... Riding their bikes to friends houses and walking their dogs would be impossible with the traffic this will add. Consistent traffic from a recreational center Monday through Friday plus weekends day and night is a major safety concern. The current buildings other than the previously mentioned semi trucks that consistently miss their turn and end up backing up 1000 feet have not posed a traffic problem whatsoever with an average of 20 employees per 80,000 ft.², there are not many issues. Adding 30 to 60 cars per hour dropping off and picking up kids coming from their gym/Pickleball/soccer training and who knows what's next... I can only imagine batting

cages, golf simulators, maybe even apply to put an ice rink for some hockey training in those buildings. This opens up the door to say our codes do not matter. We are just trying to fill space. Which in turn will lead to more and more traffic.

When attending the planning meeting on Wednesday night, a gentleman was applying to amend the code wanting two structures in his yard while having a porch not attached to his house and wanting to add a large shed in the backyard. The planning commission shut that down for reasons of...if we allow one person to do it, we may have to allow everybody to do it. This same theory holds true to this office industrial park as elected officials is your job to hold up what's best for your constituents and upholding codes, rules and regulations. Allowing this in our residential neighborhood is not what is best for us.

With this facility serving without a doubt Eagan and Rosemount there is no way to guarantee Anne-Marie Trail is not going to be jammed with cars coming up Highway three. There is already plenty of semi trucks, traveling that route into the industrial complex, which was promised when the development began there would be major efforts to stop that from happening. So between entrances off of Barnes on courthouse Boulevard and coming from Anne-Marie Trail with consistent semi traffic backing down the roads you can only imagine the safety concerns we have with living on Courthouse Boulevard and Ann Marie Trail. This will also affect the our neighbors coming in and out of 86th Court, East in the Orchard Trail Manly development. Traffic is already heavy leaving the industrial park at the stop sign on the corner of courthouse and Barnes. The accidents will pile up on Barnes from Courthouse and Hwy 3 from Ann Marie trail.

Eagan Wave soccer club facility brings virtually zero employment to the city as well.

Other than personal relationships people at the city may have with the applicant... There is zero reason this should be approved. This applicant has already gone through sac/wac determination at the met council and has drawings into the city. I get the feeling this projects impact has been majorly overlooked.

We look forward to attending the City Council meeting on Monday the 18th as well as your feedback.

Thank you for your time and service.

I'd welcome a call anytime to discuss these concerns.

Ben Davidson

From: [Katie Kinsey](#)
To: [Stacy Bodsberg](#)
Subject: Recreational Center on Courthouse Blvd
Date: Tuesday, March 12, 2024 8:47:00 AM

Hi Stacy,

I recently learned of the Zoning Code Amendment request for a Recreational Center inside one of new the industrial buildings on Courthouse Blvd.

I am writing to express my opposition to this idea due to increased traffic along Courthouse Blvd and especially Ann Marie Trail and Annalisa Path as it connects our neighborhood to highway 3.

My family and I live on Courthouse Blvd and one of the things we love the most about this area is the quiet, solitude and safety. We walk our dogs on Courthouse, Ann Marie and Annalisa Path every day, and Courthouse Blvd is already feeling significantly more dangerous with the added traffic from the Industrial Park employees.

It is filled with Semi trucks (they're supposed to enter and exit through only one part of the industrial area, but not all of them do) and the employees driving to and from work are often driving distracted and careless. It's not their neighborhood so they don't care.

Regarding Ann Marie Trail and Annalisa Path,

I can tell you first hand that those streets cannot physically handle any more traffic because of the condition of the roads! How many times are they going to half-ass attempt to fill the potholes and crumbling asphalt? These roads are in desperate shape already, and the thought of increasing any amount of traffic on them would be laughable if it wasn't so dangerous.

Though I originally stated that I am in opposition to the Recreational Center, there are a few ways that I could easily become the biggest proponent of this proposal. I truly think there is a win-win opportunity here that would make any resident in opposition much more open to the idea.

1) Implement a dedicated walking/biking path along Courthouse Blvd, from the exit at Barnes Ave to Annalisa Path. This would do wonders for the neighborhood by providing a safe place to walk, even amid the industrial park traffic.

2) Please resurface Ann Marie and Annalisa Trail. This should be done regardless of whether or not the recreation facility is approved.

In general, I have always felt that IGH is way behind Eagan and Mendota Heights in terms of walkability. We have some of the most beautiful roads in the county that are just begging for dedicated walking/biking paths. I am talking specifically about Highway 3, the section from the Target area to Cliff Rd. What an absolutely gorgeous highway that no one can enjoy recreationally because there is no safe shoulder or dedicated path. Rich Valley too...what an amazing walk/bike ride that would be to connect with the Cliff Rd project.

I love IGH but there is so much room for improvement. I hope my feedback is valuable.

Thank you!

Katie Kinsey
8115 Courthouse Blvd.

Sent from my iPhone

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

From: [Lesli Neal](#)
To: [Stacy Bodsberg](#)
Subject: RE: Wave Soccer Club
Date: Saturday, March 9, 2024 10:26:22 AM

Good Morning Stacy,

My name is Lesli Cooper and I live at 8325 Courthouse Blvd, IGH 55077. We received a letter in reference to Wave Soccer Club wanting to move in across the street. Me and my husband are against this as it would cause a lot traffic late at night through our neighborhood. We moved out here to get away from busy streets. The industrial companies leave at five and our neighborhood remains quiet for the rest of the night. We will be coming to the meeting to object to this zoning amendment. Thank you for you time,

Lesli and Clark Cooper

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From: [Rachel Droubie](#)
To: [Stacy Bodsberg](#)
Subject: Fwd: Case No. 24-05ZA
Date: Saturday, March 9, 2024 3:55:32 PM

Hi Stacy,

I incorrectly entered your email address in my initial email to City Council Members and Planning Department employees, so I am resending this to make sure you have it too. Thanks!

----- Forwarded message -----

From: **Rachel Droubie** <droubier@isd199.org>
Date: Sat, Mar 9, 2024 at 3:50 PM
Subject: Case No. 24-05ZA
To: <bdietrich@ighmn.gov>, <sgliva@ighmn.gov>, <jmurphy@ighmn.gov>, <tscases@ighmn.gov>, <mtkach@ighmn.gov>, <sbodsberg@ighms.gov>, <ahunting@ighmn.gov>, <hbotten@ighms.gov>

Mayor Dietrich, IGH City Council Members, IGH Planning Department and fellow IGH residents,

By mail on March 8th, I received a public hearing notice for Case No. 24-05ZA regarding the request for a Zoning Code Amendment and Conditional Use Permit by the applicant Wave Soccer Club, inc.

As a property owner within 350 feet, I am writing this email with the purpose of strongly urging the City Council Members and Planning Commission Members to deny this request. I plan to attend the hearing on 3/18 and testify my position, if possible.

Antecedent to the approval and construction of large buildings in our neighborhood, we were nervous about the increase in traffic on our streets, especially considering the lack of street lighting, parking and walking space. However, not enough neighbors were able to participate in the conversation and the projects ensued. Subsequently, there has been a constant, noticeable increase in the use of Ann Marie Trl./Annalisa Path by passenger vehicles and commercial vehicles, regardless of the deterrence signage or channelizing devices. Presently, we find it more dangerous to drive or walk on our streets, due to the increase in daily use by vehicles, some of which being overweight or oversized for the physical limitations of the road.

If a recreational center were to be approved for 8360 Courthouse Blvd by the applicant Wave Soccer Club, inc. out of Eagan, the amount of traffic on our street coming from this direction, in addition to traffic incidents or blockages, would drastically increase every evening. Being that recreational/athletic activities primarily occur in the evening hours, I might add that this timeframe is our only reprieve from the noise and necessary precautionary actions caused by the aforementioned vehicles. Not to mention, there are valid safety concerns for the drivers of these vehicles, as Ann Marie Trl./Annalisa Path is a winding, sloped, unlit road that lacks any parking/walking extension. Furthermore, indoor soccer/recreational facilities are more frequently utilized in the winter, multiplying the risk in safely navigating Ann Marie Trl./Annalisa Path as a pedestrian or vehicle operator.

Lastly, although I highly value the participation in athletic and recreational activities, I fail to see any value being extended to our neighborhood or city from an applicant not headquartered

in IGH or actively recruiting in IGH. Secondly, I see this as a deterrent for teams/programs to seek turf rental at the Veterans Memorial Community Center.

As a stakeholder in this neighborhood and our community, I would respectfully but strongly urge the denial of this request for this specific property and any surrounding properties.

Thank you for your time and consideration,

Rachel J. Droubie

English Language Teacher - IGHMS & Simley High School

Simley Girls Lacrosse - Varsity Head Coach

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Request for Council Action

SUBJECT: **Variance to Allow More than One Detached Accessory Building at 3834 64th Street**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Heather Botten, Associate Planner, 651.450.2569

ACTION REQUESTED

The Council is asked to consider a variance to allow more than one detached accessory structure on the property located at 3834 64th Street East (Christensen - Case No. 24-03V)

- Requires 3/5th vote
- 60- day deadline: March 29, 2024 (1st 60-days)

BACKGROUND

The applicant is proposing a 624 sq ft detached accessory building on a residential property, zoned R-1C, Single-Family Residential. The lot contains a single-family home, with an attached garage and a 256 sq ft detached, three-season porch. Residential lots zoned R-1C are allowed one detached accessory structure with a maximum size of 1,000 gross square feet. The applicants are requesting to keep the existing 256 sq ft porch located behind the home in addition to the proposed 624 sq ft structure, which would result in two detached accessory structures.

The size of the two accessory buildings combined would be less than 1,000 gross square feet. However, in this zoning district, City Code only allows one accessory structure that is larger than 120 sq feet, and the addition of the proposed structure would result in two accessory structures in excess of 120 sq feet.

The City has reviewed and modified the allowed size and number of accessory structures over the years, increasing the size on larger lots, but has held the size and number in the urban areas to control the massing and bulk of structures on a lot.

FISCAL IMPACT

Not applicable

RECOMMENDATION

Staff: Staff finds the request for an additional structure to be more of a convenience to the applicant and not a practical difficulty. Approval of the request could set a precedent for other requests to allow more than one detached building on an R-1 lot. Therefore, staff recommends denial of the request as presented.

Planning Commission: At the March 6, 2024, public hearing, the applicant was present and no members of the public testified. The Planning Commission unanimously recommended denial of the variance due to the lack of practical difficulty.

ATTACHMENTS

1. Resolution of Denial
2. Planning Commission Recommendation
3. Planning Report

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

RESOLUTION NO. _____

**RESOLUTION DENYING A VARIANCE TO ALLOW TWO DETACHED ACCESSORY
STRUCTURES WHEREAS ONE IS THE MAXIMUM ALLOWED**

Case No. 24-03V
Michael and Diane Christensen

WHEREAS, the request is for the property located at 3834 64th Street and legally described as follows:

**Lot 4, Block 1, Village Heights, according to the recorded plat,
Dakota County, Minnesota**

WHEREAS, an application has been received for a Variance to allow two detached accessory buildings on the property that exceed 120 square feet whereas one is the maximum allowed on a lot zoned R-1C, Single-family Residential;

WHEREAS, the afore described property is zoned R-1C, Single-Family Residential;

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

WHEREAS, the City of Inver Grove Heights Planning Commission reviewed the request on March 6, 2024 in accordance with City Code Section City Code 10-3-3:C;

WHEREAS, a practical difficulty or uniqueness was not found to exist based on the following findings:

1. Denying the variance request does not preclude the applicant from reasonable use of the property as there is an attached garage and an existing accessory structure on the property. The smaller accessory building could be removed and a larger one could be constructed.

2. Approval of the variance could set a precedent for the number of accessory buildings allowed on a property zoned R-1C, Single-family Residential.
3. The facts presented do not satisfy the criteria needed to show a practical difficulty on the lot to support granting a variance. Allowing more than one detached accessory structure appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow more than one detached accessory building is hereby denied. If the applicant chooses to construct a new larger building on the property, the existing structure will have to be removed prior to obtaining the final certificate of occupancy for the new structure.

Adopted by the City Council of Inver Grove Heights this 18th day of March, 2024.

Brenda Dietrich, Mayor

Ayes:

Nays:

ATTEST:

Rebecca Kiernan, City Clerk

**RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: March 6, 2024

SUBJECT: Variance request to construct an additional accessory structure on property at 3834 64th Street East and identified as PID No. 20-81500-01-040. (Michael & Diane Christensen – Case No. 24-03V)

Reading of Public Notice

Secretary Presley read the Public Hearing Notice. Notices were mailed to 4 property owners on February 14, 2024.

Presentation of Request

Associate Planner Botten presented a summary of the staff report.

Planning Commission Discussion

Commissioner Weber inquired about the drainage and utility easement on the property. Botten stated that there is a 10-foot easement on the rear property line.

Commissioner Wippermann stated that there is a hoop structure, covered with tarps on the property and inquired if that was permitted use. Botten stated that it is not.

Opening of Public Hearing

Diane Christensen, 3834 64th Street East, Applicant, stated that she has her husband, Michael, on speaker phone. Mr. Christensen stated that he did read the staff report and is surprised by staff recommendation of denial. Was under the impression that the request was supported.

Chair Weber stated that our City Code only allows one accessory structure in their zoning district, that is the rationale for the recommendation of denial.

Commissioner Schaefer inquired if the applicant could expand onto their existing structure for what they need. Mr. Christensen stated that wouldn't be feasibly possible.

Chair Weber closed the public hearing.

Planning Commission Discussion

Commissioner Heidenreich stated that if the Commission approves the request, they would be setting a precedence for future applications. Recommends denying the request and move it along to City Council for their final decision.

Chair Weber stated that he would agree. The Commission has to follow what the City Code states.

Planning Commission Recommendation

Motion by Clancy, Second by Teiken, to Deny the Variance request based on the three rationales listed in the staff report.

Recommendation to City Council
March 6, 2024
Page 2

Ayes: 7
Nays: 0 Motion Carried.

The item is tentatively scheduled to go before the City Council on March 18, 2024.



Planning Commission Report

MEETING DATE:	March 6, 2024
CASE NO:	24-03V
APPLICANT:	Michael & Diane Christensen
PROPERTY OWNER:	Same as Applicant
REQUEST:	Variance to allow more than one detached accessory structure on a residential property.
LOCATION:	3834 64th Street East
COMPREHENSIVE PLAN:	LDR, Low Density Residential
ZONING:	R-1C, Single-Family Residential
STAFF CONTACT:	Heather Botten, 651.450.2569

ACTION REQUESTED

The request consists of the following:

- Variance to allow two accessory structures on an R-1C zoned property.

BACKGROUND

The applicant is proposing a 624 square foot detached accessory building on a 14,850 square foot residential property, zoned R-1C, Single-Family Residential. The property has a 10-foot drainage and utility easement that runs along the west side of the property. The proposed structure would be located eight feet from the rear property line and five feet from the side property line. The lot contains a single-family home, with an attached garage and a 256 square foot detached three season porch.

Residential lots zoned R-1C are allowed one detached accessory structure with a maximum size of 1,000 gross square feet. The applicants are requesting to keep the existing 256 square foot three season porch located behind the home. The applicant has stated the existing structure is used as a porch when weather permits and storage for patio furniture during the winter months.

The proposed 624 square foot structure would be in compliance with the exterior building material and impervious surface requirements.

EVALUATION OF REQUEST

SURROUNDING USES.

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

North, East & South:	Single-Family	Zoned: R-1C, Single-Family Residential	Guided: LDR, Low Density Residential
West:	South St. Paul Airport		

ENGINEERING.

Engineering has reviewed the request and takes no exception to the Variance or the proposed location of the structure, encroaching two feet into the easement.

VARIANCE.

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

1. The Variance request is in harmony with the general purpose and intent of the City Code and consistent with the Comprehensive Plan.

The City Council has reviewed and modified the allowed size and number of accessory structures over the years, increasing the size on larger lots, but has held the size and number in the urban areas to control the massing and bulk of structures on a lot. Staff does not believe the Variance to allow more than one accessory structure is consistent or in harmony with the Zoning Ordinance and Comprehensive Plan.

2. The property owner proposes to use the property in a reasonable manner not permitted by the Zoning Ordinance.

The size of the two accessory buildings combined on the applicant's property would be less than 1,000 gross square feet, complying with the maximum size allowed.

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

Based on lot size and zoning, the property is allowed one detached accessory building up to 1,000 gross square feet in size. The request for an additional building may be considered a convenience to the applicant, not a practical difficulty.

4. The Variance will not alter the essential character of the locality.

The developed urban neighborhood contains a variety of structure sizes. The existing detached structure is tucked behind the home and not visible from the street. The applicants lot provides perimeter screening from the airport to the west. Due to screening on the property and location of the existing structure, the proposed structure does not appear to alter the character of the neighborhood as only one structure would be visible from the street.

5. Economic considerations alone do not constitute an undue hardship.

Economic considerations do not appear to be a basis or a sole basis for either of these requests.

ALTERNATIVES

The Planning Commission has the following actions available for the Variance request:

A. Approval. If the Planning Commission finds the request to be acceptable, the Commission should recommend approval.

- Approval of a Variance to allow two accessory structures, whereas one is the maximum allowed on a lot zoned R-1C, Single-Family Residential, subject to the following conditions:
 - 1) The site shall be developed in substantial conformance with the site plan on file with the Planning Department.
 - 2) The accessory structures shall not be used for commercial uses, storage related to a commercial use, or home occupations.
 - 3) A grading/erosion control plan shall be required at the time of the building permit application.
 - 4) If a driveway extension or other impervious surface is added to the property in addition to the proposed accessory structure, a stormwater facilities maintenance agreement would be required to be approved by the City and the property owner.

Practical Difficulty: To be stated by Planning Commission if supported.

B. Denial. If the Planning Commission does not favor the proposed Variance request, it should be recommended for denial, which could be based on the following rationale:

1. Denying the Variance request does not preclude the applicant from reasonable use of the property as there is an attached garage and an existing accessory structure on the property.
2. Approval of the Variance could set a precedent for the number of accessory buildings allowed on a property zoned R-1C.
3. The facts presented did not satisfy the criteria needed to show a practical difficulty on the lot to support granting a Variance. Allowing more than one detached accessory structure appears to be a convenience to the landowner and not dictated by unique circumstances of the property.

RECOMMENDATION

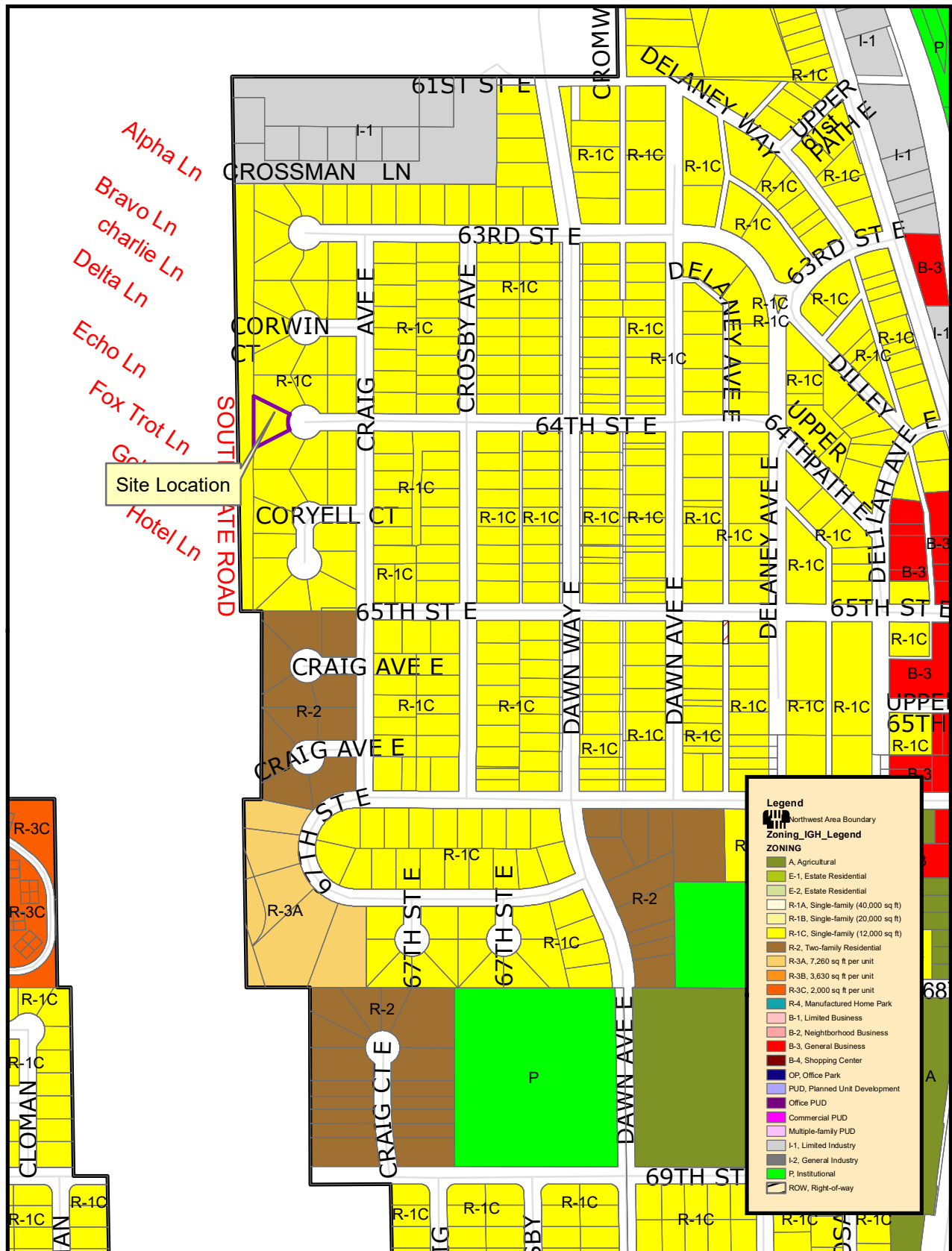
Staff considers the direction for the City to limit size and number of accessory structures on R-1C lots to control the massing, bulk and development of lots with accessory buildings. Based on the information in the preceding report and the reasons listed in Alternative B, staff does not believe there is sufficient rationale to support the Variance criteria and therefore recommends Denial of the Variance to allow more than one accessory building on the property.

ATTACHMENTS

1. Zoning and Location Map
2. Applicant Narrative
3. Site Plan



Christensen Case No. 24-03V



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

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

Jan 29 2024

Inver Grove Heights – Permits

Stacy Bodsberg, Heather Botten and Luke Steenberg,

Subject: variance for construction of a SECOND GARAGE/SHOP (Christensen)

I am requesting consideration for a third “out”building variance for construction of a SECOND GARAGE/SHOP on the backyard of my property (pie shaped court lot/abutting SSP airport w fence). I currently have a detached patio screen house for summertime leisure as a second “outbuilding”. Wintertime it is used to store patio furniture.

There is adequate space for the building and my neighbor (adjacent fence line) already has a second garage built (similar location). The airport property is hangars and frontage road.

5 foot setback at south neighbor (w garage) and 10 foot at the west side airport fence (I would request reducing this to 8 feet?).

The building would be a Menards build plan, 24w x 26d standard concrete slabbed double garage per permit standards.

The access would be through fence gate w grass/lawn approach (no gravel/asphalt/concrete).

The underground 100 amp electric run would be approximately 60 ft from side of attached garage near driveway.

Double garage, concrete slab, underground electricity w sub panel.

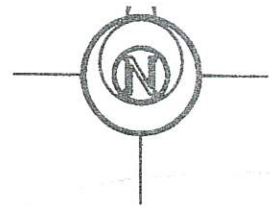
I have provided images/drawings of my lot and location of new building.

After our discussion and review I measured the impervious surfaces and came up with **4402 sq ft, Heather said the allowance was 4455.** (my numbers included overhangs which doesn't make sense to me because that ground takes water like the rest of the lawn)

Thanks for your time,

Mike Christensen

according to the recorded plat thereof.
DAKOTA COUNTY, MINNESOTA



BLOCK 1

LOT 3

hub elevation =

SCALE : 1" = 30'

hub elevation =

64TH STREET EAST

BITUMINOUS SURFACE

54°06'41"

56°06'41"

60°00'

DRIVE

N 62°32'50" E 142.24'

32.00'

PROPOSED HOUSE

4.00'

25.50'

28.00'

36.21'

11.38'

10.00'

10.00'

10.00'

10.00'

10.00'

10.00'

10.00'

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10.00'

10.00'

10.00'

10.00'

10.00'

LOT 4

DRAINAGE & UTILITY EASEMENT PER PLAT

N 00°19'45" W 183.89'

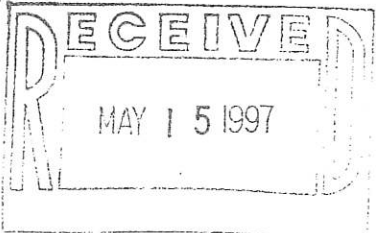
LOT 5

hub elevation =

S 63°20'06" E 142.01'

BENCHMARK:

Top Hub Hydrant -
Lot 10 & 11, Block 1
Elevation 818.51



NOTE: VERIFY ELEVATIONS & DIMENSIONS PRIOR TO CONSTRUCTION

- o Denotes iron monument
- 983.5 x Denotes existing elev.
- (987.0) Denotes proposed elev.
- Denotes Off-Set hub
- (819.36) = Top of block elev.
- (819.70) = Top of fin. garage floor
- (811.40) = Top of basement floor elev.
- Indicates direction of surface drainage

Westergren & Associates, Inc.

ENGINEERS & LAND SURVEYORS

8500 210TH STREET WEST LAKEVILLE, MINNESOTA 55044

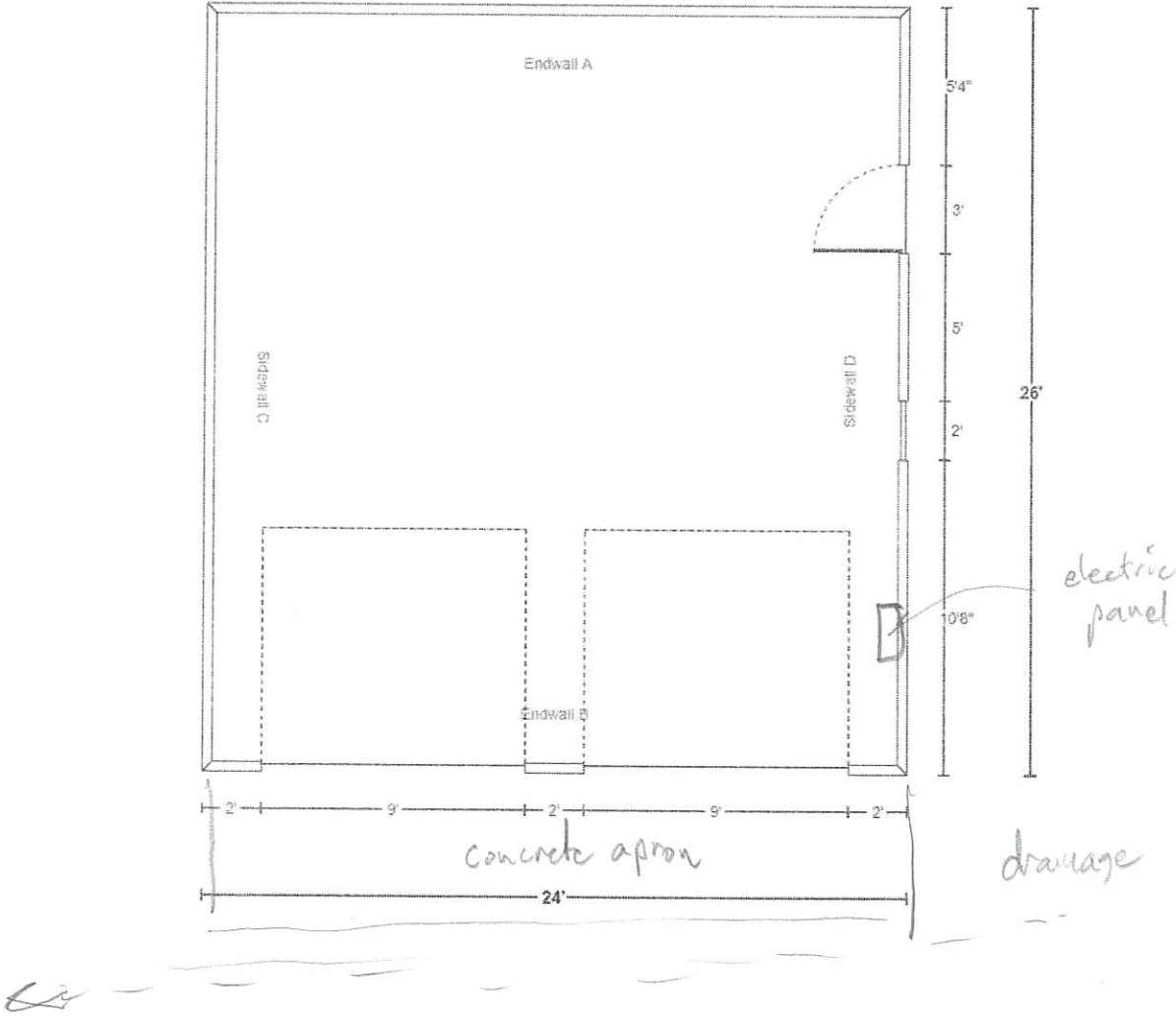
PHONE : (612) 469-1899 FAX: (612) 469-1899

I HEREBY CERTIFY THAT THIS SURVEY WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION, IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, WAS CONDUCTED IN ACCORDANCE WITH THE CURRENT RECOMMENDED PROCEDURES FOR THE PRACTICE OF LAND SURVEYING ADOPTED BY THE MINNESOTA SOCIETY OF PROFESSIONAL SURVEYORS, AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA. THIS CERTIFICATE SHOWS THE LOCATION OF ALL BUILDINGS ATTACHED TO THIS LAND, AND THE LOCATION OF ALL VISIBLE ENCUMBRANCES, IF ANY, FROM OR ON THIS LAND. NO LIABILITY IS ASSUMED EXCEPT TO THE CLIENT FOR WHOM THIS SURVEY WAS PREPARED, FOR NEGLIGENCE, MISFEASANCE, AND SUCH LIABILITY IS ASSUMED ONLY FOR THE ACTUAL COST OF THIS SURVEY.

DATED THIS 15TH DAY OF MAY, 1997.

How to recall and purchase your design at home:  OR 1. On Menards.com, enter "Design & Buy" in the search bar 2. Select the Garage Designer 3. Recall your design by entering Design ID: 301751004188 4. Follow the on-screen purchasing instructions	How to purchase your design at the store: 1. Enter Design ID: 301751004188 at the Design-It Center Kiosk in the Building Materials Department 2. Follow the on-screen purchasing instructions
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Garage Image





Request for Council Action

SUBJECT: Third Reading of Ordinance Amending City Code Related to Residential Accessory Structures

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Heather Botten, Associate Planner, 651.450.2569

ACTION REQUESTED

The Council is asked to consider the third and final reading of the attached Ordinance, amending the City Code as it relates to residential accessory structures.

BACKGROUND

In recent years, the City Council has considered multiple requests for variances from the zoning chapter of the City Code as it relates to accessory structures on larger residential lots. As a result, the attached Ordinance has been prepared, which would increase the maximum accessory structure size allowed for lots of five acres or more in the Agricultural (A) and Estate Residential (E-1) zones.

Under the draft ordinance, the allowable size for residential accessory structures in the Agricultural and E-1 zoning districts would be as follows:

For single-family residential uses in the A or E-1 Zoning Districts			
	Lot Size	Total Combined Size of Allowable Accessory Structures	Maximum # of Detached Structures Allowed
No Change	< 2.5 acres	1,000 gross sq. feet	1
	2.5 - 3.39 acres	1,600 gross sq. feet	1
	3.40 to 4.99 acres	Lot size x 480 sq. feet	1
Proposed Change	5.00 to 7.49 acres	3,000 gross sq. feet (currently 2,400 gross sq. ft.)	2
	7.50 to 9.99 acres	3,500 gross sq. feet (currently 2,400 gross sq. ft.)	2

	10.00 acres or more	3,750 gross sq. feet (currently 2,400 gross sq. ft.)	2
--	---------------------	---	---

Language is also proposed that would allow a residential property without an attached garage to have an additional detached structure. Finally, some minor changes to the ordinance include adding a definition of gross square feet and removing a sentence that requires separation from the principal structure. The ordinance is also amended to state that no more than two accessory structures of 120 square feet or less be allowed on residential property.

The Council approved the second reading of the proposed ordinance at its February 26, 2024 meeting and directed staff to utilize the City's website and social media accounts to get the word out regarding the proposed ordinance changes. The additional public notification spurred two residents to stop by City Hall to see how the changes impacted their property, plus one email and one phone call.

No substantive changes have been made to the proposed ordinance since the second reading, but one typo was identified and corrected.

FISCAL IMPACT

Not Applicable

RECOMMENDATION

Staff recommends approval of the third and final reading of the attached Ordinance. If the third reading of the ordinance is approved, staff also recommends approval of the attached summary publication resolution.

ATTACHMENTS

1. Proposed Ordinance Third Reading
2. Summary Publication Resolution

THIRD READING

CITY OF INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 10, CHAPTER 15, SECTION 18, ACCESSORY STRUCTURES, TITLE 10,
CHAPTER 7, SECTION 2.B BULK STANDARDS, TITLE 10, CHAPTER 8A, SECTION
2.B BULK STANDARDS AND TITLE 10, CHAPTER 2, SECTION 2, DEFINITIONS
RELATED TO ACCESSORY STRUCTURE STANDARDS**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS
FOLLOWS:

Section One. Amendment. Title 10, Chapter 15, Section 18, **ACCESSORY STRUCTURES**, of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

A. Each detached accessory structure to single-family residential uses in all E-2, R-1 and R-2 zoning districts shall not exceed a total maximum gross ~~floor-area square feet~~ of one thousand (1,000) square feet. The gross floor-area square feet figure may exclude any usable attic space or loft space. The total number of all detached accessory structures on lots in the E-2, R-1 and R-2 zoning districts shall be limited to one.

B. On lots of five (5) acres or more, but less than 7.50 acres in size, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed a total gross floor-area of three thousand (3,000) gross square feet. On lots 7.5 acres or more but less than 10 acres in size, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed a total of three thousand five hundred (3,500) gross square feet. On lots 10 acres and greater, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed a total of three thousand seven hundred fifty (3,750) gross square feet. The gross ~~floor-area square feet~~ figure may exclude any usable attic space or loft space. ~~The total number of all detached accessory structures on lots of five (5) acres or more in size in the A or E-1 zoning district shall be limited to two (2).~~ On lots of five (5) acres or more in size in the A or E-1 zoning district, the maximum number of detached accessory structures is two (2).

C. On lots of 2.5 acres or more, but less than 3.4 acres in size, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed ~~a gross floor-area~~ of one thousand six

hundred (1,600) gross square feet. On lots 3.4 acres or more, but less than in size up to five (5) acres in size, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed a gross floor area square feet equal to the lot size (in acres) multiplied by four hundred and eighty (480). The gross ~~floor area~~square feet figure may exclude any usable attic space or loft space. ~~The total number of all detached accessory structures on lots of 2.5 acres or more, but less than five (5) acres in size in the A or E-1 zoning district, shall be limited to one. On lots of 2.5 acres or more, but less than five (5) acres in size in the A or E-1 zoning districts, the maximum number of detached accessory structures is one (1).~~

D. On lots of less than 2.5 acres in size, which are located in an A or E-1 zoning district, detached accessory structures to single-family residential uses shall not exceed ~~a gross floor area square feet of~~ one thousand (1,000) gross square feet. The gross floor area square feet figure may exclude any usable attic space or loft space. ~~The total number of all detached accessory structures on lots of less than 2.5 acres in size in the A or E-1 zoning district shall be limited to one. On lots of less than 2.5 acres in size in the A or E-1 zoning districts, the maximum number of detached accessory structures is one (1).~~

E. ~~In all residential zoning districts (R, E and A) there shall be a minimum space of six feet (6') between the principal and accessory structure unless attached, and a minimum space of six feet (6') between all other accessory structures.~~

F. ~~E.~~ Detached accessory structures in the A and E-1 zoning districts that exceed ~~a gross floor area square feet of~~ one thousand (1,000) gross square feet must maintain a fifty foot (50') minimum setback from all property lines.

G. ~~F.~~ In no zoning district may an accessory structure be constructed on a lot prior to the construction of the lot's principal structure.

H. ~~G.~~ Exceptions to the requirements contained in this section relating to accessory structures are as follows:

1. ~~In addition to the accessory structures allowed in Section 18, parts A-E above, up to two (2) additional accessory structures of no more than one hundred twenty (120) square feet per structure are allowed. (2) accessory structures to as permitted additional small accessory structures for single-family residential uses in all A, E and R zoning districts each with gross floor areas square feet of one hundred twenty (120) square feet or less.~~
2. ~~In the A and E-1 zoning districts, accessory structures used exclusively for agricultural purposes are exempt from the standards in this Section 18. Accessory structures to principal agricultural uses (i.e., farms, ranches, stables, greenhouses, nurseries, and uses deemed similar by the city council) in the A and E-1 zoning districts.~~

3. Each residential lot with a principal building is allowed attached garage space or one detached garage up to 500 750 square feet, in addition to an accessory building or buildings as allowed per this section.

Section Two. Amendment. Title 10, Chapter 7, Section 2(B) of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

B. Accessory Structure Standards:

Maximum size:	A total of:
<u>Lot size $\geq$ 10 acres</u>	<u>3,750 gross square feet in no more than two buildings</u>
<u>Lot size 7.5 acres – 9.99 acres</u>	<u>3,500 gross square feet in no more than two buildings</u>
<u>Lot size 5 acres – 7.49 acres</u>	<u>3,000 gross square feet in no more than two buildings</u>
<u>Lot size $\geq$ 5 acres</u>	<u>2,400 square feet</u>
<u>Lot size 3.4 acres - 5 <u>4.99</u> acres</u>	Lot size (in acres) multiplied (x) by 480 = maximum gross square feet <u>limited to one building</u>
Lot size 2.5 - 3.3 acres	1,600 gross square feet <u>limited to one building</u>
Lot size < 2.5 acres	1,000 gross square feet <u>limited to one building</u>

Note:

1. Accessory structures used exclusively for agricultural purposes are exempt from these standards.
2. See Chapter 15, Section 18 of this title for applicable accessory structure performance standards.

Section Three. Amendment. Title 10, Chapter 8A, Section 2(B) of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

B. Accessory Structure Standards:

Maximum size:	A total of:
<u>Lot size $\geq$ 10 acres</u>	<u>3,750 gross square feet in no more than two buildings</u>
<u>Lot size 7.5 acres – 9.99 acres</u>	<u>3,500 gross square feet in no more than two buildings</u>
<u>Lot size 5 acres – 7.49 acres</u>	<u>3,000 gross square feet in no more than two buildings</u>
<u>Lot size $\geq$ 5 acres</u>	<u>2,400 square feet</u>
<u>Lot size 3.4 acres - 5 <u>4.99</u> acres</u>	Lot size (in acres) multiplied (x) by 480 = maximum gross square feet <u>limited to one building</u>
Lot size 2.5 - 3.3 acres	1,600 gross square feet <u>limited to one building</u>
Lot size < 2.5 acres	1,000 gross square feet <u>limited to one building</u>

Note:

1. Accessory structures used exclusively for agricultural purposes are exempt from these standards.
2. See Chapter 15, Section 18 of this title for applicable accessory structure performance standards.

Section Four. Amendment. Title 10, Chapter 2, Section 2, DEFINITIONS of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out~~ text shows the deleted wording and the underlined text shows the language added to the code:

Gross Square Feet (GSF): The sum of the horizontal areas of each story of the building measured from the exterior face of the exterior walls.

Section Five. Effective Date. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Passed in regular session of the City Council 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 PUBLICATION OF A SUMMARY OF ORDINANCE
NO. _____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 10, CHAPTER 15, SECTION 18, ACCESSORY STRUCTURES, TITLE 10,
CHAPTER 7, SECTION 2B BULK STANDARDS, TITLE 10, CHAPTER 8A, SECTION 2B
BULK STANDARDS, AND TITLE 10 CHAPTER 2, SECTION 2 DEFINITIONS RELATED
TO ACCESSORY STRUCTURE STANDARDS**

WHEREAS, on March 18, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. _____, an ordinance Amending Inver Grove Heights City Code Sections 10-15-18, 10-7-2B, 10-8A-2B, and 10-2-2; and

WHEREAS, state law requires that all ordinances adopted be published prior to becoming effective; and

WHEREAS, pursuant to Minn. Stat. Sec. 412.191, subd. 4, the Council may, by a 4/5ths vote, direct that only the title and a summary of the ordinance be published; and

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. _____ which is attached hereto as **Exhibit A**; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. _____ would clearly inform the public of the intent of the ordinance; and

WHEREAS, due to the length of Ordinance No. _____, the City Council desires to publish a summary of the Ordinance.

NOW THEREFORE BE IT RESOLVED, by a vote of at least four-fifths of its members, that the City Council of the City of Inver Grove Heights hereby:

1. Approves the text of the summary of Ordinance No. _____ attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. _____ in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete printed copy of

Ordinance No. _____ is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. _____ upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 18th day of March, 2024.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

Attested:

By: _____
Rebecca Kiernan
Its: City Clerk

(Published in the *Pioneer Press* on _____, 2024.)

EXHIBIT A

SUMMARY PUBLICATION ORDINANCE NO. _____

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. _____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 10, CHAPTER 15, SECTION 18, ACCESSORY STRUCTURES, TITLE 10, CHAPTER 7, SECTION 2B BULK STANDARDS, TITLE 10, CHAPTER 8A, SECTION 2B BULK STANDARDS, AND TITLE 10 CHAPTER 2, SECTION 2 DEFINITIONS RELATED TO ACCESSORY STRUCTURE STANDARDS

On March 18, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance _____, an ordinance amending Inver Grove Heights City Code Title 10, Chapter 15, Section 18, Accessory Structures, Title 10, Chapter 7, Section 2B Bulk Standards, Title 10, Chapter 8A, Section 2B Bulk Standards, and Title 10, Chapter 2, Section 2 Definitions Related to Accessory Structure Standards.

Ordinance _____ changes the measurement of accessory structures from gross floor area to gross square feet, increases the size of permitted accessory structures on lots exceeding 5.0 acres in size, and makes additional related revisions to these code sections. The ordinance also permits up to two additional accessory structures of no more than 120 square feet on residentially zoned lots. Each residential lot with a principal building is allowed an additional detached garage of up to 750 square feet if the building does not have an attached garage.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. _____, and it is directed that only the above title and summary of Ordinance No. _____ conforming to Minn. Stat. Sec. 331A.01 be published, with the following:

NOTICE

A printed copy of the full text of Ordinance No. _____ is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.



Request for Council Action

SUBJECT: **Second Reading of Ordinance Establishing a Four-Year Term for the Office of Mayor**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to consider the second reading of the attached Ordinance, which changes the term of office for the position of Mayor from two to four years, beginning with the individual elected at the November 2024 election and taking office in January of 2025.

BACKGROUND

The City of Inver Grove Heights is a statutory city under Minnesota law, and therefore has the ability to establish either a two or a four-year term for the office of Mayor. Inver Grove Heights currently has a two-year term for Mayor, while each City Councilor serves a four-year term. Staff was recently directed to prepare an ordinance that would change the mayoral term to four years and bring it forward for Council discussion and consideration.

The Council approved the first reading of the ordinance at its February 26 meeting and no changes have been made to the proposed ordinance since that time. Council directed staff to carry out a public information plan to let residents know of the proposed change and provided ways for them to share opinions and feedback. As such, the proposal has been shared on the City's website and social media accounts and through email blasts to subscribers, with directions to share feedback through attendance at the March 18 or April 22 Council meetings or by emailing the City Clerk's office. As of Wednesday, March 13, a total of 28 emails have been received, with 21 reflecting support for the proposed change to a four-year term and 7 in favor of maintaining a two-year term. A compilation of the email and online feedback received is attached for Council's information.

Also, attached is a list of cities in Minnesota with a population of 10,000 or more and the current length of their mayoral term. This list was obtained from the League of MN Cities and reflects what cities have self-reported.

Of the 106 cities with a population of 10,000 or more, 79 have a four-year term for mayor and 27 currently have a two-year term. If the list is narrowed to the 60 cities with a population of 20,000 or more, there are 50 with a four-year mayoral term and 10 with a two-year term. On either version of the list, Inver Grove Heights is the largest city to have a two-year term.

For cities within Dakota County, the current mayoral terms are as follows:

4-year Term	2-year Term
Apple Valley Burnsville Eagan Farmington Hastings Lakeville Rosemount South St. Paul	Inver Grove Heights Mendota Heights West St. Paul

If the Council desires to make this change to City Code and have the person elected Mayor at the upcoming November 5, 2024 election serve a four-year term, then the ordinance would need to be adopted and effective at least four weeks prior to the close of the filing period for the office of mayor. The 2024 filing period for all city offices up for election this November runs from May 21 to June 4, 2024. Therefore, adoption of a third and final reading would need to take place no later than the April 22 Council meeting.

FISCAL IMPACT

None.

RECOMMENDATION

ATTACHMENTS

1. Ordinance Establishing 4-Year Term for Office of Mayor (2nd Reading - March 18, 2024)
2. Compiled Resident Feedback on Proposed Change to Mayoral Term
3. Mayoral Terms from LMC (Jan 2024)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 1, CHAPTER 7, SECTION 2; ELECTED OFFICIALS; TIME AND TERM**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 1, Chapter 7, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The ~~struck-out text~~ shows the deleted wording and the underlined text shows the language added to the code:

1-7-2: ELECTED OFFICIALS; TIME AND TERM:

- A. The following officers shall be elected for the terms and in the years shown in the following table:

Officer	Year Elected	Subsequent Election	Next Subsequent Election	Subsequent Terms
Mayor	<u>2022</u> 1985	<u>2024</u> 1988	<u>2028</u> 1990	<u>4</u> 2 years
Council member	1983	1988	1992	4 years
Council member	1983	1988	1992	4 years
Council member	1985	1990	1994	4 years
Council member	1985	1990	1994	4 years

~~B. From the date of next subsequent elections specified in subsection A of this section, officers shall be elected at regular intervals for the terms specified in said subsection A.~~

- B~~C~~. New terms shall begin and each old term shall expire on the first Monday of January in the year following the election of the officer.

- C~~D~~. Elections shall be held on the first Tuesday after the first Monday of November in each even numbered year after 1987.

Section Two. Effective Date. This Ordinance shall be in full force and effect following its passage and publication as provided by law.

Passed in regular session of the City Council of the City of Inver Grove Heights on the ____ day of _____, 2024.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Mayoral Term - Resident Feedback Summary

Name	4-Year	2-Year	Notes
Georgann Dean	1		
Dolphy family		1	
Mark Sampson		1	Has a question in his email
Sheri Yourczek	1		
Ben Fladager	1		
Ted Tranzeluk	1		
Doug Swaser	1		
Susan Hernandez-Hendrickson		1	Has a question in her email
Anne Lee	1		
Buzz Bauman	1		
D Maroney	1		
Mike Sigrist		1	
Samantha Fitzgerald	1		
Judith Solarz	1		
Howard ML	1		
Patrick Randall	1		
Kathy Floraczak	1		
Joleen Durken	1		
Raymond Peplinski	1		
Nicholas Nownes	1		
Arlene Moehring			Can see benefit to both - Has question
Lynn S. (Nextdoor)		1	
Shannon H. (Nextdoor)		1	Has further questions in posting
Jeff P. (Nextdoor)			Support a 3-year term
John Wendt			Supports a citywide vote on this matter
Paul Mandell		1	
Jan Anderson	1		Supports change to take place in 2026
jfyksen@comcast.net	1		
Barb Dietzmann	1		
Leslie Martin	1		
Bob Kendall	1		
TOTALS	21	7	

Emails & Postings with Questions

Mark Sampson <markofrsa@gmail.com>

Two years is long enough for anyone to prove whether or not they are capable of doing the job. If they are performing adequately, they will probably be re-elected. If not, then they will not be re-elected. If there is a 4 year term and the person is lousy at the job we are stuck with them for 4 years!

Stick with 2 years, and if there are no term limits in place add term limits to no more than 4 terms. Also implement an age limit of 60 to run for mayor. What other cities do really should have no bearing on what IGH does!

Which council member sponsored this ordinance?

Thanks

Mark

Susan Hernandez-Hendrickson <smhendrickson321@gmail.com>

To whom it may concern:

The previous mayor probably worked hard to get reelected every two years. Why change something that has worked for this city for so long. Whose idea is it? Do they have too much time on their hands to get involved in changing what isn't broken, but seems to be working.

I think with bigger cities within the twin- cities it's good measure to only keep it at a two year mayoral term.

a moehrin <moehring07tin@gmail.com>

Thank you for the opportunity to weigh in on this change.

I am encouraged this change does not apply to the current holder of the mayor seat, it should be with a new term.

I support the discussion that a 4 year term would be more effective. It takes some time to work well as team players.

The discussion that a lot of sister cities in MN have 4 year terms does not make sense and hurts your suggested change. Each city is different and if a 2 year term has worked since 1965, well who can argue with success, since IGH is thriving.

What measures will be developed and also communicated to the citizens that a 4 year term is working?

Thank you, Arlene Moehring



Shanna H. • South Grove • 3d



The reasoning between the two as posted on the link provided is quite weak. At surface level, the only point that may be worth considering is the fact that a 4-year allows for potential consistency/continuity with longer-term projects. I don't feel that it's that strong of an argument for the 4-year term. And I don't believe that the reason is because everyone else is doing it, another point on the shared link, so the question is why has this come up? What are the challenges within the mayoral office to have brought this forward for the city to consider a change?

Like Reply Share



1

All Other Emails & Postings

Georgann Dean georganndean@comcast.net

I think it should be 4 years.
Georgann Dean

Dolphy Family dolphyfamily@gmail.com

Keep two-year term.

Sheri Yourczek <syourczek@comcast.net>

I am absolutely in favor of a change from a two-year term to a four-year term for Mayor.
Sheri Yourczek

Ben Fladager bflad@hotmail.com

I agree with the proposed 4-year term. It provides a newly elected official a learning curve to absorb the workings of City government and time to formulate and initiate policies. Time better spent than on a continuous campaign trail with 2-year terms 🤔. Thanks for seeking voter input.
Ben Fladager, 8130 Casper Way Court.

Ted Trenzeluk ttrenzel@hotmail.com

I fully support the proposal of making the Mayor term 4 years instead of 2.
Thanks,
Ted Trenzeluk
7305 Bancroft Way
Inver Grove Hts. 55077

DJ Swaser djswaser@comcast.net

City of IGH,

I support the four year term for the Mayor term. Matches the City Council Member term and allows for more time working together as a team for our city.

Thank you,

Doug Swaser

6543 Bixby Way

651.308.9666

ANNE LEE anncth@aol.com

I feel it should be 4 years. Often it can take a year or even two to become an effective leader. With the next two years allowing the person to make changes or move forward with policies. The commissioner and mayor should be offset by two years.

Anne Lee

7050 Ballard Court

Buzz Bauman buzzbauman@yahoo.com

4 Year.

D Maroney dmaroney521@gmail.com

Good morning. I was very excited to see this discussion come up again. My opinion is that it is ridiculous to expect a mayor, or city council member, to be able to accomplish anything within a 2 year term. We are not a small village, or township, any longer. I vote for 4 year terms.

Mike Sigrist sigrist1124@comcast.net

Keep them at two.

Mike Sigrist

Samantha Fitzgerald skfitzgerald@gmail.com

Hi,

I support the idea of changing the mayoral term length to 4 years. I think it makes sense to make it the same length as the Council seats.

Thank you.

Samantha Fitzgerald

judithsolarz <judithsolarz@gmail.com>

Mayors should have 4year terms so they can accomplish more of their agenda.

howardml@comcast.net

Definitely move to the four year term, as it gives a newly elected official more time to get acclimated to the position.

dekerandall@comcast.net

Good morning,

I am in favor of a 4 year term for the city's mayor, with a two term limit. Makes a lot of sense to me.

Thanks,

Patrick

Patrick Randall

7577 Alpine Court

Inver Grover Heights, MN 55077

651.253.3597

dekerandall@comcast.net

Kathy Florczak <kaflorczak@gmail.com>

Yes I agree that a 4 year term makes sense

Thank you

Kathy Florczak

3864 77th St E, Inver Grove Heights, MN 55076

JOLEEN DURKEN joleend@msn.com

Four years is a very good idea 🤔

MIKE PEPLINSKI mikepep465@msn.com

I am in favor of a four-year term for the Mayor.
Raymond Peplinski
5688 Brent Ave. Apt. #127
IGH, MN 55076

comments from a new user nln.53100@gmail.com

I support a mayoral term of four years.
Nicholas Nownes
3305 73rd St E
(612) 807-3316



Lynn S. • Rich Valley/Robert Trail • 3d



Absolutely No, also need term limits, if their doing a bad job, can't get rid of them

Like Reply Share



Jeff P. • South Grove • 1d



I'm for a three year term here's why: In any job there is a learning curve. For most people it takes FOUR seasons (or quarters) to experience the job in the new context. This experience converts to wisdom, if the person is responsible and learns from it. This learning is then applied in the NEXT four quarters where planning and anticipation are enhanced. In the THIRD set of Quarters (third year) the right person has a command and can really hit their stride, "come into their own" and we get a good sense of the actual ability to make a difference. I think all political terms including appointees should be this way.

Like Reply Share

John Wendt jtwendt@gmail.com

Dear Friends,

While this proposal is very interesting, I strongly believe that it should be voted upon by all the citizens of Inver Grove Heights and not just the City Council.

Thank you!

Perhaps there should be a little more publicity on this - say on the Website or on the City Newsletters?

The idea, while it is very interesting, appears to be rushed and done so quietly,

We don't want it to look that way.

Thank you!

Best,

John

PAUL MANDELL <mandellfam@msn.com>

I am opposed to the change. It reduces responsiveness of office holders to the voters, and given how low the participation if the voters already, changing to a longer term should have to be tested as the change needing support via pos. a referendum, v. on track toward approval unless opponents weigh in.

We need more, not less accountability.

Paul Mandell,
8320 Cleadis Ave, IGH

Jan Anderson <jananderson75@comcast.net>

I want to add my two cents on the issue of the mayoral term. It's a good idea to make it 4 years instead of 2, but make the change in 2026 instead of 2024 so it's less likely to be perceived as political. Let's tone down the politics where we can!

Jan Anderson

jfyksen@comcast.net

I think a 4 year term should be implemented as to save the city and the candidates the expense of running in an election. My hope is that the people choose wisely and elect a good mayor.

BARBARA DIETZMANN bajd55@comcast.net

Hello,

I feel that the city council should change the mayoral term from 2 years to 4 years.

Barb Dietzmann

651-340-2254

Leslie Martin lesliemartinpr@gmail.com

Make it a 4-year term to be consistent with other cities our size.

Leslie Martin

8673 April Ct.

IGH 55077

Bob Kendall

FW: "Should the IGH Mayor serve a four-year term?"

Yes.

Bob Kendall

6913 Benton Way

IGH

Current Population	Name	Mayor's Term
436934	Minneapolis	4 Years
310992	Saint Paul	4 Years
125055	Rochester	4 Years
91330	Bloomington	4 Years
86924	Duluth	4 Years
84993	Brooklyn Park	4 Years
80762	Plymouth	4 Years
77224	Woodbury	4 Years
73828	Lakeville	4 Years
73512	Blaine	4 Years
71230	Maple Grove	4 Years
71122	St. Cloud	4 Years
68889	Eagan	4 Years
64522	Burnsville	4 Years
64023	Eden Prairie	4 Years
63415	Coon Rapids	4 Years
55673	Apple Valley	4 Years
54474	Minnetonka	4 Years
54048	Edina	4 Years
49786	St. Louis Park	4 Years
46200	Moorhead	4 Years
46173	Mankato	4 Years
45961	Shakopee	4 Years
41581	Maplewood	4 Years
41027	Cottage Grove	4 Years
36810	Roseville	4 Years
36543	Richfield	4 Years
35652	Inver Grove Heights	2 Years
33938	Brooklyn Center	4 Years
33137	Savage	4 Years
32822	Andover	2 Years
29962	Fridley	4 Years
28712	Ramsey	4 Years
28170	Chaska	2 Years
27858	Oakdale	4 Years
27855	Prior Lake	4 Years
27544	Owatonna	4 Years
27141	Shoreview	2 Years
27005	Chanhassen	4 Years
27001	Elk River	4 Years
26943	Rosemount	4 Years
26626	Austin	4 Years
25995	Winona	4 Years
25067	White Bear Lake	4 Years
24679	Faribault	4 Years

Current Population	Name	Mayor's Term
24007	Champlin	4 Years
23719	Farmington	4 Years
23405	New Brighton	2 Years
22791	Crystal	4 Years
22705	Otsego	4 Years
22467	Hastings	4 Years
22034	Golden Valley	4 Years
21962	Willmar	4 Years
21658	Lino Lakes	2 Years
21592	Columbia Heights	2 Years
21552	New Hope	4 Years
21169	West St. Paul	2 Years
20862	Forest Lake	2 Years
20489	South Saint Paul	4 Years
20371	Saint Michael	2 Years
19855	Northfield	4 Years
19606	Sartell	4 Years
19425	Stillwater	4 Years
18608	Hopkins	2 Years
18500	Albert Lea	4 Years
18127	Anoka	2 Years
16884	Buffalo	2 Years
16873	Red Wing	4 Years
16524	Ham Lake	4 Years
16354	Hugo	2 Years
16133	Hibbing	4 Years
15947	Bemidji	4 Years
15263	Alexandria	4 Years
15087	Monticello	2 Years
15037	Hutchinson	2 Years
14986	Robbinsdale	4 Years
14895	Brainerd	4 Years
14886	North Mankato	2 Years
14430	Rogers	2 Years
14115	New Ulm	4 Years
14085	Fergus Falls	4 Years
14052	Worthington	4 Years
13811	Marshall	4 Years
13593	Waconia	2 Years
13559	Sauk Rapids	4 Years
13514	Lake Elmo	4 Years
13270	Vadnais Heights	2 Years
12965	Mounds View	2 Years
12864	Cloquet	4 Years
12590	Saint Peter	2 Years

Current Population	Name	Mayor's Term
12492	Big Lake	4 Years
12486	North Saint Paul	4 Years
11961	East Bethel	2 Years
11756	North Branch	2 Years
11658	Mendota Heights	2 Years
11346	Grand Rapids	2 Years
11289	Victoria	4 Years
10632	Little Canada	2 Years
10549	Fairmont	4 Years
10541	Cambridge	4 Years
10320	Hermantown	4 Years
10119	Detroit Lakes	4 Years



Request for Council Action

SUBJECT: **Second Reading of Ordinance Amending City Code Title 8, Chapter 4 Related to Connection to Public Sanitary Sewer System**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to consider the second reading of the attached Ordinance, amending City Code, Title 8, Chapter 4, Section 4 related to connection to the public sewer system.

BACKGROUND

The current City Code Title 8, Chapter 4, Section 4 provides connection requirements for existing and new buildings to connect to public sanitary sewer when it becomes available. The current Code requires that existing buildings with access to sanitary sewer connect within one year following the sanitary sewer service becoming available to the property. No such requirement for connection exists in City Code for connecting to public watermain.

The Code, as written, dates to 1974, which predated the existence of several building and plumbing code requirements related to Sanitary Sewer Treatment Systems (SSTS) (a.k.a. – septic systems). SSTS must be inspected regularly for operational compliance and be repaired or replaced if found to be non-compliant. Maintenance records for individual SSTS must be submitted by property owners on a regular basis to Dakota County, and the City's Building Inspection Division regularly reviews these reports for compliance through various building permit application processes.

The proposed revision to this Code is intended to allow for properties with SSTS that are inspected on a regular basis and found to be compliant to continue to operate these systems until they become non-compliant, either through age or other deficiency, prior to being required to connect to an available public sanitary sewer system. Properties with non-compliant systems that have access to a public sanitary sewer system will not be given permits to repair or replace the SSTS and will be required to connect to the public sanitary sewer system in a specified amount of time. The revisions also provide clarity as to when the City's Building Official may require a compliance inspection of an existing SSTS.

The primary impetus for this City Code modification is twofold:

1. The City has not consistently enforced the requirement that existing buildings connect when sanitary sewer becomes available; and
2. As part of the Argenta Trail reconstruction project (City Project No. 2023-09E) being proposed in conjunction with the City of Eagan (tentative construction in 2025), the extension of sanitary

sewer is proposed for four properties within the Metropolitan Council's 2040 Municipal Urban Service Area (MUSA). While some of these properties are known to have non-compliant septic systems and would benefit immediately from sanitary sewer being extended to this area, some properties have invested in the installation of new, compliant septic systems within the past 5-7 years and may have 15-20 years of anticipated service life remaining.

From a staff perspective, requiring properties to remove and/or abandon compliant SSTs and connect to the City's sanitary sewer system appears to be overly burdensome from a fiscal perspective, while not providing properties a full return on their investment in their SSTs.

The Council received and approved the first reading of this ordinance at the March 11 City Council reading with no changes requested.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the second reading of the attached ordinance amending the City Code related to connection to the public sewer system.

ATTACHMENTS

1. Sewer Connection Ordinance (Second Reading)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 8,
CHAPTERS 4 AND 5 RELATED TO CONNECTION TO PUBLIC SANITARY
SEWER SYSTEM**

THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS ORDAINS AS FOLLOWS:

Section One. Amendment. Title 8, Chapter 4, Section 4 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~striketrough~~ and the added language is underlined:

8-4-4: CONNECTION TO AND CONSTRUCTION OF PUBLIC SEWER:

A. Connection Required:

1. Existing Buildings: Any building used for human habitation or occupancy and located on property adjacent to a public sanitary sewer main, or in a block through or to which the public sanitary sewer system extends, shall be connected to the city sanitary sewer system as follows:
 - a. Properties without compliant subsurface sewage treatment systems (SSTS) shall be connected to the public sanitary sewer system as follows:
 - i. Systems posing an imminent threat to public health and safety shall connect to the public sanitary sewer system within thirty (30) days of issuance of a Notice of Noncompliance to the owner of the property where the noncompliant SSTS is located.
 - ii. Systems that have been identified as failing to protect groundwater shall connect to the public sanitary sewer system within ten (10) months of issuance of a Notice of Noncompliance to the owner of the property where the noncompliant SSTS is located.
 - b. Properties with compliant SSTS systems at the time the public sanitary sewer system becomes available are not required to connect to the public sanitary sewer system until such time as the existing SSTS becomes noncompliant. The City will not issue a permit or otherwise authorize the repair or replacement of an SSTS that becomes noncompliant if the property where the SSTS is located

has access to the public sanitary sewer system. Property owners will have until the end of the calendar year after the SSTS becomes noncompliant to connect to the public sanitary sewer system, unless the SSTS is subsequently issued a Notice of Noncompliance for failing to protect groundwater or as an imminent threat to public health and safety, in which case the property shall connect to the public sanitary sewer system as outlined in Section 8-4-4-A-1(a).

~~c. by the end of the calendar year next following the year within which such connection became available to any such property. Provided, however, that upon petition of the property owner, the city council, in its discretion, may waive the requirement that an existing building be connected within the time prescribed herein if the existing building is removed from the property within a time period set by the city council, which time period shall not exceed twelve (12) months.~~

2. The Building Official may require a compliance inspection on an existing SSTS where extension of the public sanitary sewer system enables connection of the property or any building on the property to the system to determine compliance of the SSTS with all applicable SSTS standards.
3. For purposes of this Section, a compliant SSTS shall mean an SSTS that is in compliance with all state, county, and City statutes, rules and regulations for SSTS. A noncompliant SSTS means an SSTS that is not in compliance with all applicable state, county, and City statutes, rules, and regulations for SSTS.

2. New Buildings: All buildings hereafter constructed within the city on property adjacent to a public sewer main, or in a block through or to which the public sanitary sewer system extends, shall be connected to the city sanitary sewer system for the disposal of all human wastes. (1974 Code § 710.03)

B. Connections From Outside City Limits: No buildings located on property lying outside the limits of the city shall be connected to the sanitary sewer system unless express authorization therefor is obtained from the council. (1974 Code § 710.17)

C. Use Of Cesspools And Septic Tanks Discontinued: When connection is made to the sewer system, all cesspools and septic tanks situated upon the property served by said sewer connection must be pumped and filled. If the sewer connection passes over such cesspools or septic tanks, cast iron, ductile iron, or gasketed PVC pipe must be used to bridge such span. (1974 Code § 710.19)

D. Permit To Construct: No person shall proceed with the construction, enlargement, alteration, or repair, or make any type of connection to the city sanitary sewer system except upon making an application therefor on a form provided by the city and receiving a permit issued by the city for such purposes. (1974 Code § 710.05)

Section Two. Amendment. Title 8, Chapter 5, Section 9(2)(C)(1) of the Inver Grove Heights City Code is hereby amended to add the following language:

- i. When required by the Building Official pursuant to Section 8-4-4-A(2) of this Code.

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



Request for Council Action

SUBJECT: **Approval of Letter to State Senator Regarding Local Zoning Preemption Bills**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council will be asked to make any desired edits and then authorize the Mayor to sign a letter to the City's state senator regarding pending legislation that would preempt local zoning controls in numerous ways.

BACKGROUND

At its March 4 work session, the Council received a presentation and discussed pending legislation that would preempt cities' authority over local zoning. The bill(s) would require that multi-family housing be permitted in commercial zoning districts and at heights and setbacks different than those established by the City's zoning code. The legislation would also mandate that cities allow greater density on residential lots currently zoned for single family housing, establish lower minimum lot sizes and not enforce architectural and aesthetic mandates, among other things.

Following its March 4 discussion, the Council directed staff to draft a letter to the City's legislative delegation outlining its concerns with the bills. A letter to the City's state representatives was approved by Council at its March 11 meeting and sent by staff the following day. However, it was determined that a slightly different letter should be drafted for the City's state senator, as the specific provisions of the zoning preemption bill moving forward in the Senate are somewhat different than the House bill. A draft of the Senate letter will be distributed to the Council in advance of Monday's meeting.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: **CLOSED SESSION Pursuant to Minn. Stat. Sec. 13D.05, subd. (3)(c)(3) (Consider Offer to Acquire Land)**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to move to a closed session to develop or consider offers or counteroffers for the purchase of real property.

BACKGROUND

The Council is asked to make a motion to close the meeting pursuant to Minnesota Statutes, Section 13D.05, subdivision 3(c) (3) in order to develop or consider offers or counteroffers for the purchase of the real property located at 6971 Dickman Trail, and property located on Dickman Trail and legally described as Lots 14-17, OM Johnson Addition.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends a motion to close the meeting as described above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Authorization to Submit DEED Host Community Grant Application for State Fiscal Year 2024 and to Submit Amended Grant Application for State Fiscal Year 2023**

MEETING DATE: March 18, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize staff to submit the City's DEED Host Community Economic Development Grant Application for state fiscal year 2024 and consider an amended application for state fiscal year 2023.

BACKGROUND

The City of Inver Grove Heights is a landfill host community and is thereby eligible for an annual Host Community Economic Development Grant from the state. The grants follow the state's fiscal year, with a fresh allocation available each July 1, which must be spent by the following June 30. The City has been looking to utilize these grant funds to acquire land in the area around Concord Blvd in the northern portion of the city in order to compile sufficient land to spur redevelopment in the area.

The requested action will include the grant application for state fiscal year 2024, which begins July 1, and consideration of an amended application for the current fiscal year, which ends June 30.

FISCAL IMPACT

The City is eligible for grant funding of approximately \$415,000 in each state fiscal year, which run from July 1 to June 30. No matching funds from the City are required in order to obtain the grant.

RECOMMENDATION

ATTACHMENTS

None