



Inver Grove Heights City Council
Monday, June 24, 2024 at 6:00 PM
8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to **12:00 p.m.** on Monday, June 24, 2024, will be provided to the Council at or before the June 24, 2024 meeting.

1. Call to Order

2. Roll Call

3. Presentations

A. Recognition of 2024 Sustainable IGH Award Winners

4. Consent Agenda

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

A. Approval of Minutes of the June 3, 2024, City Council Work Session

B. Approval of Disbursements

C. Personnel Actions

D. Resolution Amending Position Classification Plan

E. Approval of New Massage Therapist License

F. Resolution Approving Additional Water & Sewer Cash Reserve Transfers

G. Resolution Approving a Variance to Allow Outdoor Storage at 8450 Courthouse Blvd

H. Resolution Approving Replacement Trustee for the City's Health Reimbursement Plan (HRA VEBA)

I. Resolution Declaring Certain Fitness Equipment Surplus Property and Authorizing Sale

J. Equipment Use Agreement with Galvan Painting

K. Memorandum of Agreement Regarding the Climate Pollution Reduction Grant - Twin Cities Commercial Energy Efficiency Collaboration

L. Approval of Final Plans and Specifications and Authorization to Advertise for Bids for the Lighting of the Rock Island Swing Bridge, City Project 2024-19

M. Authorization to Enter into Contract with Option One Mechanical for New Dehumidification System at the Water Treatment Plant

- N. Resolution Revising 2024 Parks Capital Improvement Plan & Authorization of Project Contract
- O. Resolution for FY 2024 Host Community Grant with MN Department of Employment and Economic Development

5. **Public Hearing**

- A. Temporary Two-Day Liquor License for Church of St Patrick
- B. Off-Sale Liquor License for Gasx, LLC (451 Beer)
- C. Application for New Tobacco Sales License

6. **Regular Business**

- A. Rental Housing Licenses
- B. Dakota County Presentation on Akron Avenue (CR 73)
- C. 3rd Reading of Ordinance Amending City Code Title 1, Chapters 2 and 5, Related to City Council Procedures

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: **Recognition of 2024 Sustainable IGH Award Winners**

MEETING DATE: June 24, 2024

ITEM TYPE: Presentations

CONTACT: Ally Sutherland, Environmental Specialist, 651.604.8511

ACTION REQUESTED

The Council is asked to recognize the 2024 Sustainable IGH Award winners.

BACKGROUND

The 2024 Environmental Advisory Commission Work Plan includes a goal to develop an environmental and sustainability recognition program for Inver Grove Heights residents and businesses. The Sustainable IGH Award program has been developed and the 2024 application period opened March 24 and closed April 30. A total of 18 applications were submitted by 13 residents and 5 businesses. The intent of the program is to recognize those taking sustainable actions in Inver Grove Heights and to inspire others to start taking sustainable actions at their home or business.

Applicants may receive an award if they submit an application demonstrating completion of at least one action in each of the following five categories: Energy Efficiency, Water Conservation, Recycling/Waste Abatement, Native Landscaping and Community. Applicants can achieve a higher award level, such as Silver or Gold, by completing more actions. The award types and number of actions required to receive each award are shown below:

- **Bronze Award:** 5 required actions
- **Silver Award:** 5 required actions + 5 additional actions
- **Gold Award:** 5 required actions + 10 additional actions

On June 10, 2024, the City Council approved recognition awards for the 2024 applicants. On June 24, 2024, the City Council will recognize the following 2024 Sustainable IGH Awardees for their achievements:

- **Inver Glen Library:** Gold (27 actions) & Special Recognition Award.
Inver Glen Library was selected to receive a 2024 Special Recognition award for operating an organization that fundamentally supports reuse of gently used goods in the IGH community by providing free rentals of books, media, and more for all. The library demonstrated it has gone above and beyond standard library operations as well by developing and partnering with other local organizations to host free or low-cost community programs such as second-hand book sales, Fix-It Clinics, and Puzzle and Board Game Swaps, and for their support in being the host site for the new Inver Glen Library Organics Drop Off.

- **Robert Heidenreich:** Gold (43 actions) & Special Recognition Award.
Robert Heidenreich was selected to receive a 2024 Special Recognition Award for demonstrating significant achievements at home by completing 43 impactful sustainable actions dispersed between all program categories. Mr. Heidenreich also showcased his dedication to maintaining 40 beehives for approximately 1.2 million bees on his agricultural-zoned property and planting multiple native gardens to support pollinators, wildlife and his beehives.
- **Amanda Braith:** Silver (12 actions)
- **Amy and Allan Hunting:** Gold (23 actions)
- **Charlotte Svobodny:** Gold (25 actions)
- **Chris and Sara Goodman:** Gold (34 actions)
- **Chris Garnsworthy:** Gold (33 actions)
- **Elizabeth Ziebarth:** Gold (22 actions)
- **Ella Wilsey:** Gold (21 actions)
- **Jeff Parsons:** Gold (44 actions)
- **Karen Asmundson:** Gold (38 actions)
- **Kim Browning:** Gold (42 actions)
- **Laura Grevas:** Gold (25 actions)
- **Roodly Richard:** Silver (14 actions)
- **Gramercy Park Cooperative:** Gold (31 actions)
- **Key Community Bank:** Gold (18 actions)
- **Oyespa:** Gold (33 actions)
- **Republic Services:** Gold (26 actions)

FISCAL IMPACT

This item is budget neutral for the City. Xcel Energy Partners In Energy supported this award ceremony by funding the printed awards, printed certificates, yard signs and award plaques.

RECOMMENDATION

The Council is asked to present recognition awards to 2024 Sustainable IGH Awardees.

ATTACHMENTS

1. Application Summaries

2024 Sustainable IGH Award Applications

Summary of Applications

- 18 applications received. All are included in this packet, organized in alphabetical order.
 - o Resident applications (page 2)
 - o Business applications (page 38)
- 13 resident applications
 - o 2 silver award recommendations (completed 5 required actions + 5 additional actions)
 - o 11 gold award recommendations (completed 5 required actions + 10 additional actions)
- 5 business applications
 - o 5 gold recommendations (completed 5 required actions + 10 additional actions)

Applicant	Type	Energy	Landscaping & Water	Waste	Community	Required Actions	Additional Actions	Total Actions	Award Type
Amanda Braith (pg. 2)	Resident	1	3	7	1	5	7	12	Silver
Amy Hunting (pg. 3)	Resident	1	10	11	1	5	18	23	Gold
Robert Heidenreich (pg. 9)	Resident	10	18	12	3	5	38	43	Gold
Charlotte Svobodny (pg. 14)	Resident	4	6	13	2	5	20	25	Gold
Chris and Sara Goodman (pg. 16)	Resident	8	11	12	3	5	29	34	Gold
Chris Garnsworthy (pg. 19)	Resident	9	9	13	2	5	28	33	Gold
Elizabeth Ziebarth (pg. 21)	Resident	3	10	7	2	5	17	22	Gold
Ella Wilsey (pg. 22)	Resident	5	6	8	2	5	16	21	Gold
Jeff Parsons (pg. 24)	Resident	8	20	14	2	5	39	44	Gold
Karen Asmundson (pg. 27)	Resident	6	14	17	1	5	33	38	Gold
Kim Browning (pg. 31)	Resident	8	19	12	3	5	37	42	Gold
Laura Grevas (pg. 35)	Resident	5	5	14	1	5	20	25	Gold
Roodly Richard (pg. 37)	Resident	1	5	6	2	5	9	14	Silver
Gramercy Park Cooperative (pg. 38)	Business	4	12	12	3	5	26	31	Gold
Inver Glen Library (pg. 43)	Business	4	5	12	6	5	22	27	Gold
Key Community Bank (pg. 46)	Business	4	3	5	6	5	13	18	Gold
Oyespa (pg. 48)	Business	7	7	9	10	5	28	33	Gold
Republic Services (pg. 52)	Business	6	2	12	6	5	21	26	Gold

Applications - Residents

Applicant	Amanda Braith, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+7
Award Recommendation	Silver
Energy Actions	- Use a programmable thermostat.
Landscaping & Water Actions	- Buy locally grown produce or grow your own food. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers.
Waste Actions	- Recycle at your home or business following Dakota County's recycling rules. - Prevent unwanted mail by unsubscribing from mailing lists. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Volunteer or donate to benefit the IGH community.
Additional Comments	- N/A
Photos	- N/A

Applicant	Amy Hunting, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+18
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting.
Landscaping & Water Actions	- Remove invasive vegetation and diseased or infested trees from your property: <i>Our Buck-thorn clearing has been a many years' project that keeps going on, but the results are great, and we have started several other people in the area to clear theirs out. It is really a bad problem around us, and we have used suggestions from the county and the DNR on removal. See photo.</i> - If recommended by a certified arborist, treat trees to prevent or mitigate emerald ash borer infestations, oak wilt or other tree diseases. - Buy locally grown produce or grow your own food. - Install bird or bat houses on your property. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Wait until the dishwasher or washing machine is fully loaded before running it. - Additional Action: <i>We have a bee/pollinator lawn in a sunny spot. We also did hop on the No MOW MAY train and have a couple of signs that we put up on our bee lawn area. We wait until the dandelion's flower, and when they begin to wilt, we do our first mowing - before they go to seed. Other neighbors' comment that they would like to do the same in coming years.</i> - Additional Action: <i>I made a bee bath because I found out that bees need a water source, so I went on-line and found how to make one. I used a glass dish with small rocks for them to land on and filled it with water so the tops of the rocks had room for them to land on and keep dry. Well, we saw a few bees go to it, but what they decided they wanted instead was a decorative bird bath (I sent you a picture of it) that has a giant bee painted in the glass. It must look like a Mother Bee or something to them- so anyway we let them decide what they wanted and we make sure it only has a little water in it so they can stand on the edges and drink without going into the water and possibly drowning. See photo.</i> - Additional Action: <i>Keep fallen trees for pollinator habitat</i> - Additional Action: <i>For several years now we have been planting native cone flowers. They multiply by themselves if you let them, and we have noticed that butterfly's love them. We also have a lot of neighbors and even people in cars that stop to ask us about them and notice the butterfly activity. See photo.</i>

Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Participate in a Community Swap. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Participate on a local community board.
Additional Comments	- N/A
Photos	- Here are photos of bird houses that we have hung on our property (bluebird, woodpecker, robin, chickadee). - This is a picture of our bee lawn which is made up of natural grasses, white clover, common violets and dandelions. - This is a close up photo of what we use for a bee bath. The bees love to drink water out of it. - Here is a photo of our pollinator garden showing native cone flowers. - This is a photo showing areas of our lot where we have cleared invasive buckthorn. - This a photo of a sample of a harvest from our home vegetable garden. - Here is a photo from last year of our spring grass that we left with leaves, sticks and growth until the dandelions flowered and then the grass was mowed before they went to seed which we will be doing this year.

Amy Hunting, Resident



No Mow May.jpg



Pollinator Garden 2.JPG



Pollinator Garden.jpg



Vegetables from home garden.jpg

Amy Hunting, Resident



Bee bath 2.jpg



Bee bath.jpg



Bee lawn 2.jpg



Bee lawn.jpg



Bird House 2.jpg



Bird House 3.jpg



Bird House 4.jpg



Bird House 5.jpg

Amy Hunting, Resident



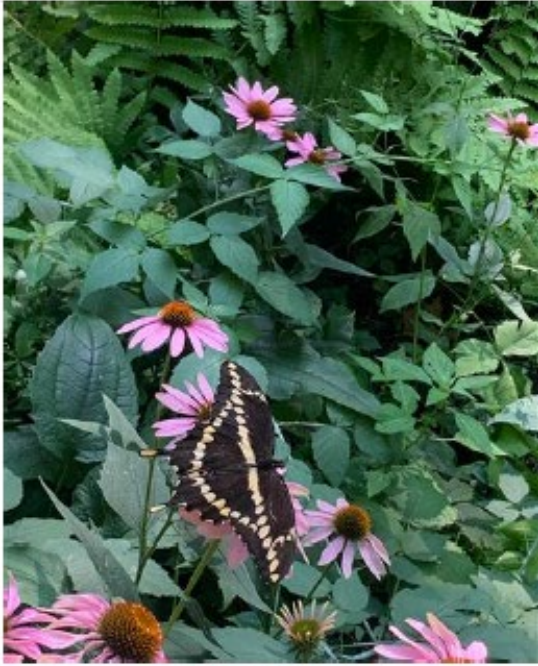
Bird House.jpg



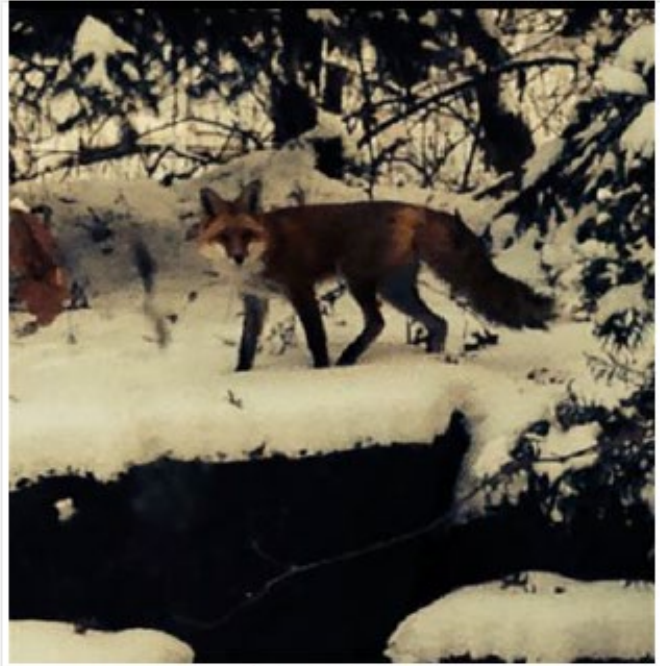
Buckthorn Clearing.jpg

Applicant	Robert Heidenreich, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+38
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Drive an electric vehicle or purchase fleet electric vehicles. - Installed an electric vehicle charging station. - Additional Action: <i>I upgraded most windows, replaced all the attic insulation with foam then fiberglass blown in.</i> - Additional Action: <i>All my doors have new weatherstripping except one.</i> - Additional Action: <i>Removed all the siding and added Tyvek then resided.</i>
Landscaping & Water Actions	- Plant a low-maintenance turf lawn with species such as fine fescues, buffalo grass, blue gramma, pussytoes, etc. - Remove invasive vegetation and diseased or infested trees from your property. - If recommended by a certified arborist, treat trees to prevent or mitigate emerald ash borer infestations, oak wilt or other tree diseases. - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. - Install bird or bat houses on your property. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Follow the City's Smart Salting guidelines in winter. - Replace older toilets with WaterSense-labeled, high-efficiency toilets. - Replace faucets and showerheads with WaterSense-labeled, high-efficiency versions. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Utilize rebates on water-efficient products. - Additional Action: <i>I host 40 bee hives for approximately 1.2M bees.</i> - Additional Action: <i>Don't water except new plant as needed. I don't have an irrigation system 90% of my property is Deciduous Forest.</i>

	- Additional Action: <i>My Gardens are specifically planted to support my bee hives and all the native pollinators at my home. These plants draw many types of butterflies, bumble bees, and lots of birds that enjoy the area.</i> - Additional Action: <i>Store rainwater for use on property.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Attend a City residential special collections event to recycle unwanted items such as Clean-Up Day or Paper Shredding Collection. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more. - Additional Actions: <i>Report illegal dumping if witnessed or recorded on security cameras.</i>
Community Actions	- Offer free or reduced-cost assistance to a neighbor(s) in need. - Participate on a local community board. - Volunteer or donate to benefit the IGH community: <i>I donate free firewood cut and split to the community.</i>
Additional Comments	- N/A
Photos	- See below.



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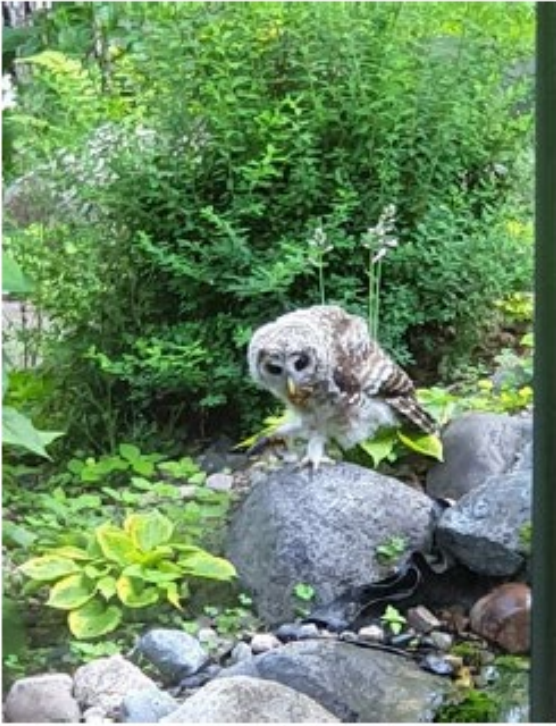
IMG_1414.jpeg



IMG_1373.jpeg



IMG_1376.jpeg



IMG_1418.jpeg



IMG_1415.jpeg



IMG_1416.jpeg



IMG_1413.jpeg

Robert Heidenreich, Resident



image.jpg



IMG_1419.jpeg



Applicant	Charlotte Svobodny, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+20
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric.
Landscaping & Water Actions	- Buy locally grown produce or grow your own food. - Install bird or bat houses on your property. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Follow the City's Smart Salting guidelines in winter. - Take shorter showers. - Additional Action: <i>Watering the lawn only as needed. I've let it go dormant during drought periods.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Participate in the Dakota County Recycling Ambassador Program. - Attend a City residential special collections event to recycle unwanted items such as Clean-Up Day or Paper Shredding Collection. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Volunteer or donate to benefit the IGH community. - Offer free or reduced-cost assistance to a neighbor(s) in need.

Additional Comments	- <i>I've been working toward native plants and had nature surprise me with heirloom double Rudbeckia golden glow a/k/a Cutleaf Coneflower native to MN. Another nickname for it is Outhouse Flower because it grew around them a lot. I very much encourage them!</i> - <i>I saw my first hummingbird in IGH around some years ago</i>
Photos	- N/A

Applicant	Chris & Sara Goodman, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+29
Award Recommendation	Gold
Energy Actions	- Use a programmable thermostat. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Power your property with renewable energy with solar panels, wind power or geothermal: <i>Solar Panels have completely eliminated our electric bill and we are producing more than we use in a year and eating into our gas bill with the surplus of production. Our neighbors have been super curious to get solar or plant a raingarden based on our positive fiscal and overall aesthetic of the projects.</i> - Bike, ride share, or take public transportation as primary source of transportation. - Additional Action: <i>We have two hybrid vehicles with 30+ miles per gallon</i> - Additional Action: <i>Last year we invested in Marvin Windows for the entire house which have been great as they have energy saving features plus we had them installed and all installation and including sealing around the windows with both wrap and foam.</i> - Additional Action: <i>Home Energy Squad did an analysis at some point over the past 10 years as we got the option of water efficient shower nozzles and our two doors they indicated needed new weather stripping.</i>
Landscaping & Water Actions	- Build a rain garden on your property per the City guidelines. - Use a Landscaping for Clean Water grant from Dakota County Soil & Water Conservation District to complete a Landscaping for Clean Water project, including rain gardens and more: <i>Both of our Raingardens were recognized by the county and featured in their advertising of the program. Our neighbors have been super curious to get solar or plant a raingarden based on our positive fiscal and overall aesthetic of the projects. We have less squishiness/ water saturation, in our back yard as a result of our raingardens.</i> - If recommended by a certified arborist, treat trees to prevent or mitigate emerald ash borer infestations, oak wilt or other tree diseases. - Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. - Take one or more Landscaping for Clean Water classes.

	- Install bird or bat houses on your property. - Follow the City's Smart Salting guidelines in winter. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers.
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Participate or volunteer at a Dakota County Fix-It Clinic. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Teach IGH residents or other businesses about your completed actions. - Participate on a local community board. - Volunteer or donate to benefit the IGH community.
Additional Comments	- N/A
Photos	- See below.



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IMG_0738.jpg



IMG 1691.jpg

Applicant	Chris Garnsworthy, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+28
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Installed an electric vehicle charging station. - Additional Action: <i>We use smart outlets to turn off vampire power supplies to increase energy efficiency.</i> - Additional Action: <i>Added storm doors a couple years ago to increase energy efficiency.</i> - Additional Action: <i>We use Sense and track our energy use.</i>
Landscaping & Water Actions	- Remove invasive vegetation and diseased or infested trees from your property. - Use locally made compost in gardens or landscaping. - Install bird or bat houses on your property. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Additional Action: <i>Don't water our lawn.</i> - Additional Action: <i>We have planted some flowering cherry trees for pollinators.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Take home free second-hand products from the Reuse Zone, located at the The Recycling Zone. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins.

	- Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Participate in the Dakota County Recycling Ambassador Program. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Teach IGH residents or other businesses about your completed actions. - Volunteer or donate to benefit the IGH community.
Additional Comments	- <i>I coordinate an internal Green Team at my place of employment in White Bear Lake. Planned Earth Day activities this year.</i> - <i>Installed composting at my place of employment, reducing our landfill tonnage by 30%.</i>
Photos	- N/A

Applicant	Elizabeth Ziebarth, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+17
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances.
Landscaping & Water Actions	- Remove invasive vegetation and diseased or infested trees from your property. - Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Follow the City's Smart Salting guidelines in winter. - Replace older toilets with WaterSense-labeled, high-efficiency toilets. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Additional Actions: <i>Water lawn before the heat of the day (typically 4a.m.-10a.m.),</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Use homemade green cleaners or Safer Choice cleaning products. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business.
Community Actions	- Offer free or reduced-cost assistance to a neighbor(s) in need. - Volunteer or donate to benefit the IGH community: <i>Ran a food shelf at Emanuel Lutheran Church in IGH for over 50 years. Met many people through the food shelf. I have enjoyed working with, others, improving my own emotional health others.</i>
Additional Comments	- <i>Very conscious of use of water and electricity</i>
Photos	- N/A

Applicant	Ella Wilsey, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+16
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Completed home energy audit. - Additional Actions: <i>I had two new energy efficient patio doors in a front door and storm door installed. See photo.</i> - Additional Actions: <i>I also put in an energy efficient air conditioner and furnace last summer.</i>
Landscaping & Water Actions	- Remove invasive vegetation and diseased or infested trees from your property. - Buy locally grown produce or grow your own food. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Additional Actions: <i>Planted a pollinator-friendly plants in garden and outdoor containers. See photo.</i> - Additional Actions: <i>Use a smart lawn irrigation system</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Take home free second-hand products from the Reuse Zone, located at the The Recycling Zone. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services. - Teach IGH residents or other businesses about your completed actions: <i>I'm an avid composter and recycler: I try to encourage other people in my community and my family to do the same.</i>
Additional Comments	

Photos

- *Here are 2 pictures. 1 of 1 of my energy efficient patio doors I had installed and also my little garden down by the woods*

Ella Wilsey, Resident



20240424_102117.jpg



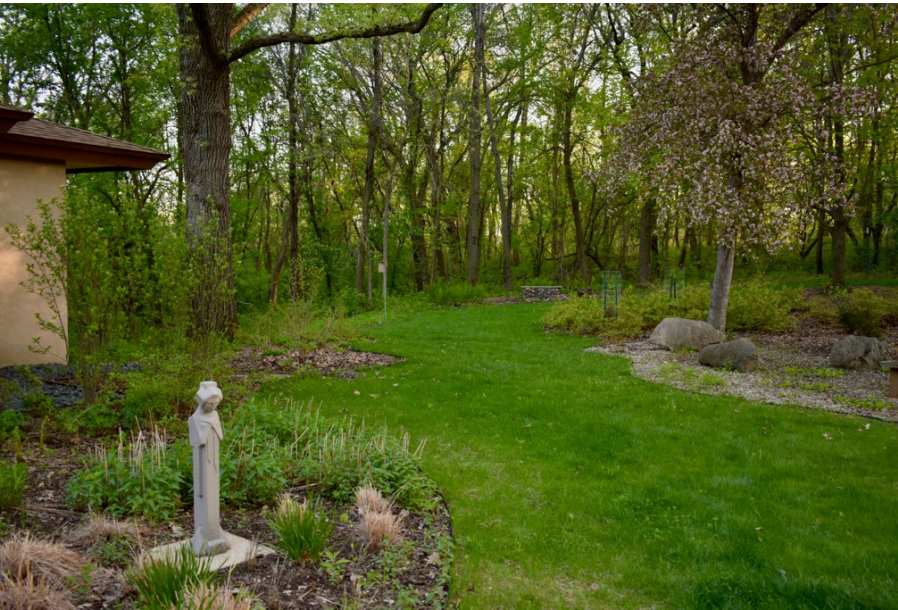
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Applicant	Jeff Parsons, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+39
Award Recommendation	Gold
Energy Actions	- We have completed a home energy audit in May of 2022. - Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Subscribe to a community solar garden. - Additional Actions: <i>I use electric yard and garden equipment (e.g. lawn mower, leaf blower, chainsaw and snowblower)</i>
Landscaping & Water Actions	- Plant a low-maintenance turf lawn with species such as fine fescues, buffalo grass, blue gramma, pussytoes, etc: <i>I have overseeded the lawn with a "low mow" mix of grass seed that is (according to the Gerten's webpage) LEED certified.</i> - Use a Landscaping for Clean Water grant from Dakota County Soil & Water Conservation District to complete a Landscaping for Clean Water project, including rain gardens and more. - Remove invasive vegetation and diseased or infested trees from your property. - If recommended by a certified arborist, treat trees to prevent or mitigate emerald ash borer infestations, oak wilt or other tree diseases. - Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. - Take one or more Landscaping for Clean Water classes. - Install bird or bat houses on your property. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Participate in the Master Water Stewards, Master Naturalist or Master Gardener program. - Additional Actions: <i>I have taken measures to prevent window collisions by birds.</i> - Additional Actions: <i>I try to practice integrated pest management in order to minimize the use of pesticides.</i> - Additional Actions: <i>As for our lawn, we do not water it.</i>

	- Additional Actions: <i>Since we purchased the house in 2018, I have reduced the size of the lawn by at least a third and replaced it with beds for shrubs and perennials. I almost exclusively use native plants (or cultivars of native plants). The previous owners had planted hostas, irises, and day lilies, and some of them still remain in the landscape.</i> - Additional Actions: <i>I plant with pollinators in mind- both in containers and in the ground.</i> - Additional Actions: <i>I don't have an irrigation system. My intention is to use as little water in the landscape as possible and I think I can best achieve that by using native plants that can survive on the average amount of precipitation we receive.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Take home free second-hand products from the Reuse Zone, located at the The Recycling Zone. - Participate in a Community Swap. - Participate or volunteer at a Dakota County Fix-It Clinic. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Volunteer or donate to benefit the IGH community. - Teach IGH residents or other businesses about your completed actions: <i>I get the benefit of exercise from gardening and the sense of community by sharing my hobby of saving seeds and sharing them with others.</i>
Additional Comments	- <i>I get the psychological boost from seeing the many creatures that are drawn by the plants and bugs to be found.</i>

	- <i>It has become a hobby of mine to grow my own plants from seeds that I collected from my garden.</i>
Photos	- N/A

Jeff Parsons, Resident



Applicant	Karen Asmundson, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+33
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Utilized rebates on energy efficient or renewable energy powered products. - Additional Actions: <i>I replaced my windows (they were original to my house built in 1994) in 2022.</i> - Additional Actions: <i>I had replaced door seals on my exterior doors, insulated my garage and finished the wall adjacent to my house.</i>
Landscaping & Water Actions	- Build a rain garden on your property per the City guidelines: <i>Built a raingarden as part of the Blue Thumb project in 2016. See photo.</i> - Use a Landscaping for Clean Water grant from Dakota County Soil & Water Conservation District to complete a Landscaping for Clean Water project, including rain gardens and more. - Remove invasive vegetation and diseased or infested trees from your property: <i>My rain garden was featured in a Dakota County flyer a few years ago. See photo.</i> - Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Take one or more Landscaping for Clean Water classes. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Follow the City's Smart Salting guidelines in winter. - Replace faucets and showerheads with WaterSense-labeled, high-efficiency versions. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Participate in Adopt-a-Drain. - Additional Action: <i>Water lawn only as needed, before the heat of the day (typically 4 a.m.-10 a.m.)</i> - Additional Action: <i>I have a programmable sprinkler system that includes a sensor but typically irrigate only when I'm home and can keep an eye on it. I only water the areas of my yard that need it.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules.

	- Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Take home free second-hand products from the Reuse Zone, located at the The Recycling Zone. - Participate or volunteer at a Dakota County Fix-It Clinic. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Participate in the Dakota County Recycling Ambassador Program: <i>I was excited to become a Recycling Ambassador (Master Recycler) when the program was first introduced in Dakota County in 2014. Working with two other Master Recyclers in my cohort, we helped get a grant to initiate Fix-It Clinics in Dakota County and realized my previous dream. Our first clinic was in January 2016. We achieved an 86% fix rate and kept 8 tons of material out of landfill during the first 3 years of the program. In recent years, I have participated in a variety of activities that promote recycling (paper shredding events, Dakota County Fair recycling/waste collection) and minimize waste (City of IGH Clean-Up event).</i> - Attend a City residential special collections event to recycle unwanted items such as Clean-Up Day or Paper Shredding Collection. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more. - Additional Action: <i>Helped start Fix-It Clinics in Dakota County. In 2012 or so, I volunteered at a Hennepin County Fix-It Clinic for the first time and utilized my sewing skills as a mender. My Eureka! Moment: realizing we needed our own Fix-It Clinics in Dakota County. See photo.</i>
Community Actions	- Organize a local community group or complete a community project.
Additional Comments	- Reduced household trash to less than one bin per month

	- <i>As the daughter of two Depression-era parents, reusing and repurposing philosophies (use it up, wear it out, make it do or do without) were instilled at an early age and have continued through adulthood.</i> - <i>I attended my first auction sale when I was two weeks old when my parents looked for fixer-upper furnishings for their new home. I grew up learning how to fix, refinish, and repurpose furniture by working on projects with my parents. They ultimately helped me furnish my own home with similar auction and flea market finds.</i> - <i>My passion for recycling and reducing waste was sparked while taking chemistry courses in college in the early 1990s. As a professional organizer from 2004-2009, I worked with clients to reduce clutter in their homes and provide suitable outlets for items they wanted to divest, trying to keep as many items out of the landfill as possible.</i> - <i>I worked with my quilting guild, Dakota County Star Quilters, in the mid-2000s to promote textile waste recycling from the quilt-making process and to improve utilization of fabric scraps and quilt batting. Leave no scrap behind became a personal mantra.</i> - <i>After installing a rain garden in 2016, I became more aware of the importance of native landscaping/wildlife gardening. I completed an Introduction to Beekeeping through Dodge Nature Center in 2022 and although I didn't plan to keep bees, the course significantly reinforced the importance of pollinators in our environment. I received a Lawns to Legumes grant in 2023 (deferred because of knee surgery) and will be installing a Native Wildflower Pollinator garden this summer.</i>
Photos	- <i>I included photos from the first Dakota County Fix-It Clinic in January 2016 and photos of my rain garden.</i>



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IMG_20160123_123824226.jpg



IMG_1354.jpeg



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Applicant	Kim Browning, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+37
Award Recommendation	Gold
Energy Actions	- Implement actions recommended by your home energy audit. - Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Additional Action: <i>Teach kids to reduce energy consumption.</i> - Additional Action: <i>Lawn equipment fully electric.</i>
Landscaping & Water Actions	- Plant a low-maintenance turf lawn with species such as fine fescues, buffalo grass, blue gramma, pussytoes, etc. - Build a rain garden on your property per the City guidelines: <i>Installed two rain gardens. See photo.</i> - Use a Landscaping for Clean Water grant from Dakota County Soil & Water Conservation District to complete a Landscaping for Clean Water project, including rain gardens and more. - Remove invasive vegetation and diseased or infested trees from your property. - Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees: <i>Installed 9 rain barrels. See photo.</i> - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. <i>Utilize grass clippings and leaves in garden.</i> - Take one or more Landscaping for Clean Water classes. - Install bird or bat houses on your property: <i>Installed 2 bat houses and bluebird houses and other bird houses. See photo.</i> - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns. - Follow the City's Smart Salting guidelines in winter. - Replace older toilets with WaterSense-labeled, high-efficiency toilets. - Replace faucets and showerheads with WaterSense-labeled, high-efficiency versions. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers. - Additional Action: <i>Planted native gardens as well as large prairie.</i>

	- Additional Action: <i>Raise monarchs and plant milkweed.</i> - Additional Action: <i>I use iNaturalist to track species and have submitted over 500 entries to help scientists. Also participate in MN bee counts.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Take home free second-hand products from the Reuse Zone, located at the The Recycling Zone. - Participate in a Community Swap. - Rent equipment such as tools, outdoor gear and event supplies instead of buying. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.
Community Actions	- Teach IGH residents or other businesses about your completed actions. <i>Teach kids about helping environment.</i> - Volunteer or donate to benefit the IGH community. <i>Give eggs and fresh produce to neighbors. Donated many gently used items through IGH buy nothing Facebook group. Sharing produce with neighbors build community.</i> - Participate on a local community board.
Additional Comments	- <i>Garden helps family and neighbors that walk by de-stress.</i> - <i>We have Rusty patch bumblebees, monarchs and a diverse wildlife. See photos.</i>
Photos	- See below.



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1000000306.jpg



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1000004856.jpg



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1000004854.jpg



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1000001270.jpg



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Applicant	Laura Grevas, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+20
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Utilized rebates on energy efficient or renewable energy powered products. - Subscribe to Xcel Energy's Renewable*Connect or Dakota Electric's Wellspring Renewable Energy program to support renewable energy.
Landscaping & Water Actions	- Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Buy locally grown produce or grow your own food. - Follow the City's Smart Salting guidelines in winter. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers.
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use homemade green cleaners or Safer Choice cleaning products. - Participate in a Community Swap. - Participate or volunteer at a Dakota County Fix-It Clinic. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP. - Sell gently used goods at a local donation center, garage sale or online outlets. - Compost organics via a residential organics drop-off, at home or at your business. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Participate in the Dakota County Recycling Ambassador Program. - Attend a City residential special collections event to recycle unwanted items such as Clean-Up Day or Paper Shredding Collection. - Join a tour of local recycling facilities. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more.

Community Actions	- Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services.
Additional Comments	- N/A
Photos	- N/A

Applicant	Richard Roodly, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+9
Award Recommendation	Silver
Energy Actions	- Use LED bulbs for all lighting.
Landscaping & Water Actions	- Collect rainwater in a rain barrel or other grey water systems to water your landscaping and trees. - Buy locally grown produce or grow your own food. - Use locally made compost in gardens or landscaping. - Wait until the dishwasher or washing machine is fully loaded before running it. - Take shorter showers.
Waste Actions	- Recycle at your home following Dakota County's recycling rules. - Reduce food waste by meal planning, storing food properly, and more. - Prevent unwanted mail by unsubscribing from mailing lists. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Adopt an IGH park. - Incorporate sustainability into your business purchasing.
Community Actions	- Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services: <i>I have been adopted recreation park for cleaning. I make sure that the park are clean by volunteering to pick up trash to keep the park clean.</i> - Teach IGH residents or other businesses about your completed actions: <i>Last year I adopted a dog park it was real fun meeting new people and tell them about what I do to keep the park clean.</i>
Additional Comments	- <i>We use as little water as possible in my house to keep our water bill as low as possible. Bill reduced about 3%.</i>
Photos	

Applications - Businesses

Applicant	Gramercy Park Cooperative, Resident
Total Required Actions Completed	5
Total Additional Actions Completed	+26
Award Recommendation	Gold
Energy Actions	- Use a programmable thermostat: <i>Programmable thermostats installed in the Gramercy room this past year.</i> - Use an EnergyStar appliance or upgraded to more energy efficient appliances; have purchased energy star appliances when we switch out refrigerators, ovens and dishwashers. - Bike, ride share, or take public transportation as primary source of transportation: <i>There are spaces for bikes in your garage stall which many use. We have an 'Out To Lunch Bunch' that goes to lunch once per month and several members ride share. We offer MetroMobility rides once per week for grocery shopping and once per month for clothing shopping for all MetroMobility users. In addition, we also have several volunteers offering rides to doctor appointments, airport, shopping.</i> - Additional Action: <i>Garage, Stairways (3), Hallways, Offices, Outside lighting has all been converted to LED lighting.</i>
Landscaping & Water Actions	- Use a Landscaping for Clean Water grant from Dakota County Soil & Water Conservation District to complete a Landscaping for Clean Water project, including rain gardens and more. - Remove invasive vegetation and diseased or infested trees from your property: <i>Canadian thistle, Crown Vetch, and other noxious weeds were removed. Diseased ash trees have been removed from the property. We have been using an arborist to identify and mark trees (Ash mostly, but some evergreen) and removing them. We have taken out around 40 trees in the past few years.</i> - If recommended by a certified arborist, treat trees to prevent or mitigate emerald ash borer infestations, oak wilt or other tree diseases. - Buy locally grown produce or grow your own food. We have garden plots for members to use to grow their own vegetables and flowers. - Use locally made compost in gardens or landscaping. - Leave grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns: <i>We work with our lawn care team in leaving the grass longer in the hotter months. This keeps the grass greener with less watering.</i> - Follow the City's Smart Salting guidelines in winter. - Wait until the dishwasher or washing machine is fully loaded before running it.

	- Additional Action: <i>Gramercy has a 2 1/2 acre prairie project in its 7th year of growth.</i> - Additional Action: <i>We work with Dakota County every year in making sure our stormwater culverts are clear.</i> - Additional Action: <i>We have the Prairie restoration project along with our ponds catching storm water.</i> - Additional Action: <i>We work with the city guidelines when programming our smart lawn watering system. Adjust and reduce the time with percentages to reduce water usage.</i>
Waste Actions	- Recycle at your business following Dakota County's recycling rules. - Participate in a Community Swap. - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist, or ThredUP: <i>Our puzzles that are ongoing in two atriums are all purchased at thrift stores.</i> - Sell gently used goods at a local donation center, garage sale or online outlets. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Use the City's online Recycling Guide to find out where to get rid of hundreds of unwanted items. - Utilize The Recycling Zone to dispose of hazardous waste, small electronics, recyclables and more. - Offer public recycling opportunities for plastic bags, batteries, or other recyclable materials. - Additional Action: <i>Gramercy has a 'Give and Take' reuse table. See photo.</i> - Additional Action: <i>Gramercy has a huge library consisting of 2,500 donated books. See photo.</i> - Additional Action: <i>Used cardboard boxes are flattened for reuse, moving cartons, etc. See photo.</i> - Additional Action: <i>Participated in the Dakota County Multifamily Recycling Program. See photos.</i>
Community Actions	- Offer free or reduced-cost assistance to a neighbor(s) in need: <i>"Gramercy Shares" is a group to give back to the community. Neighbors, Inc. is the recipient of money, food and clothing donations.</i> - Organize a local community group or complete a community project: <i>a project under way is collecting plastic bags and made into balls of plarn (plastic yarn) which are made into sleeping mats for homeless.</i> - Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services.
Additional Comments	- <i>Our members get great joy from their gardens as well as the beauty of the prairie.</i>
Photos	- See below



Cardboard.jpg



Library.jpg



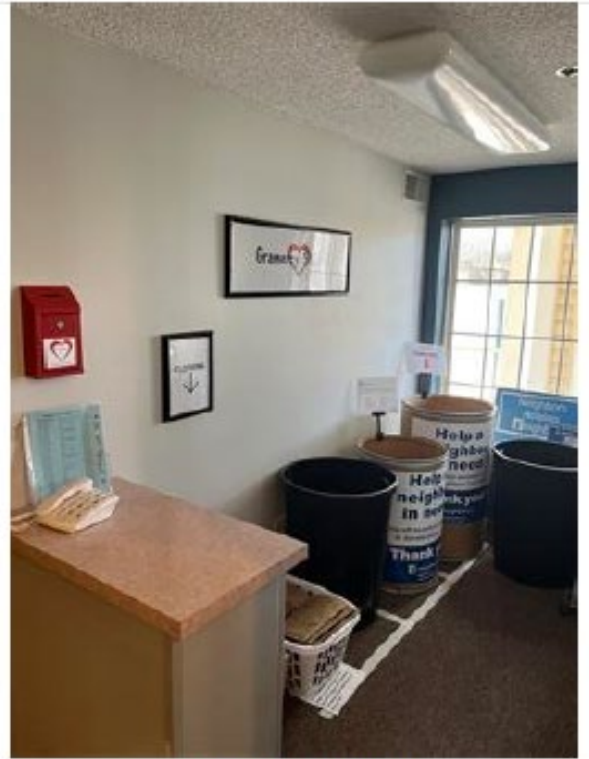
Give and Take table.jpg



Gramercy Shares sign.jpg



Prairie.jpg



Neighbors Inc..jpg



Recycling.jpg



Gramercy Park Cooperative, Business



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IMG_2429.jpg

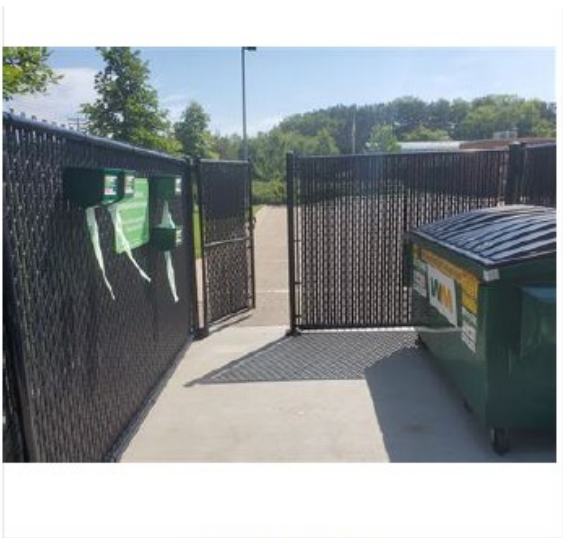
Applicant	Inver Glen Library, Business
Total Required Actions Completed	5
Total Additional Actions Completed	+22
Award Recommendation	Gold
Energy Actions	- Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Additional Action: <i>We are in the process of switching over to all LED lighting in our branch.</i> - Additional Action: <i>Motion-censored/zoned lighting</i>
Landscaping & Water Actions	- Build a rain garden on your property per the City guidelines. - Remove invasive vegetation and diseased or infested trees from your property. - Install bird or bat houses on your property. - Additional Action: <i>Plant pollinator friendly plants on property</i> - Additional Action: <i>Timed lawn irrigation system for early in day</i>
Waste Actions	- Recycle at your business following Dakota County's recycling rules. - Use homemade green cleaners or Safer Choice cleaning products. - Use reusable bags, mugs, and to-go containers, utensils and napkins. - Compost organics via a residential organics drop-off, at home or at your business. - Operate a waste reduction, recycling or composting business. - Offer public recycling opportunities for plastic bags, batteries, or other recyclable materials: <i>Accept donations of books and other items to sell in ongoing and twice-yearly large scale booksale.</i> - Offer reusable bags, mugs, and to-go containers, utensils and napkins to customers. - Operate a reuse business: <i>Books, media and other items are rented out for free.</i> - Additional Action: <i>We host the Inver Glen Library Organics Drop Off site within the library parking lot.</i> - Additional Action: <i>We design and host programs like the "Puzzle and Board Game Swap" that keep things out of the landfills. We weigh the items as they are taken to see how much was kept out of the landfills. We also host a fabric swap.</i> - Additional Action: <i>We host Fix-It Clinics onsite.</i> - Addition Action: <i>Offer programs/events and displays about waste reduction (currently a "Save Your Food" Display), see photos.</i>
Community Actions	- Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services. - Promote workplace diversity during the hiring process.

	- Host employee appreciation events and/or activities. - Have an internal wellness committee that coordinates wellbeing initiatives for employees. - Offer an employee volunteer service day, when employees are encouraged to donate their time. - Additional Action: <i>Offer free classes, computer and internet usage, and item rentals (books, media and more) to Dakota County residents.</i>
Additional Comments	- N/A
Photos	- See below.

Inver Glen Library, Business



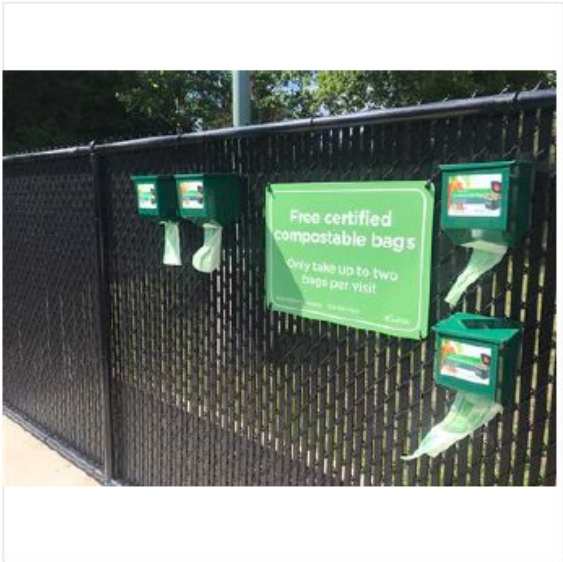
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Inver Glen Library, Business



IMG_7646.JPEG



Save Your Food Display.jpg



IMG_2713.JPG



IMG_2707.JPG

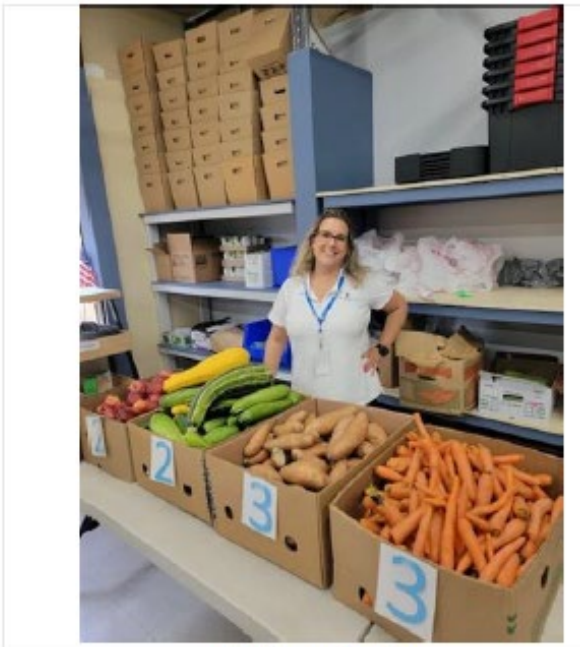
Applicant	Key Community Bank, Business
Total Required Actions Completed	5
Total Additional Actions Completed	+13
Award Recommendation	Gold
Energy Actions	- Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances: <i>We just installed a high efficiency water heater, and mini fridges in our conference rooms.</i> - Additional Action: <i>This past year we updated all of our outside signage to LED lighting. See photo.</i>
Landscaping & Water Actions	- Remove invasive vegetation and diseased or infested trees from your property. - Wait until the dishwasher or washing machine is fully loaded before running it. - Additional Actions: <i>We are planting some native plants in our new landscaping plans.</i>
Waste Actions	- Recycle at your business following Dakota County's recycling rules. - Prevent unwanted mail by unsubscribing from mailing lists. - Incorporate sustainability into your business purchasing. - Offer public recycling opportunities for plastic bags, batteries, or other recyclable materials. - Additional Action: <i>Every year we host a free "Shred Day" event where anyone can come and shred sensitive papers in a safe and secure manner in our parking lot. According to our vendor - documents, once shredded, are re-pulped and reprocessed into recycled goods. Each ton of paper saves 17 trees, 7000 gallons of water, 50 pounds of air pollution, 4000 kilowatts of electricity and 3 cubic yards of limited landfill space.</i>
Community Actions	- Organize a local community group or complete a community project. - Participate on a local community board: <i>Holly Christenson, our Vice President Cash Management represents Key Community Bank on the Board of Directors for the South St. Paul Educational Foundation which helps supports local students via scholarships and grants to further their educational pursuits.</i> - Donate to, volunteer at, or run a local organization that offers free or low-cost community assistance services: <i>Every Thursday one staff member volunteers at Neighbors, Inc. food shelf for 3 hours, and 2 hours one Saturday a month. We also host two food drives for Neighbors, Inc. every year and sponsor multiple families for the holidays.</i> - Promote workplace diversity during the hiring process. - Host employee appreciation events and/or activities.

	- Offer an employee volunteer service day, when employees are encouraged to donate their time.
Additional Comments	- <i>It is outside of this area, but I am also on the Board of Directors representing Key Community Bank for Cars for Neighbors which is based out of Ham Lake, Minnesota. Cars for Neighbors provides car care to individuals in need who cannot afford to have their vehicle fixed. Cars for Neighbor also has a partnership with Environmental Initiative through Project Clean Air Repair (Project CAR) to provide funding to upgrade the emissions systems in older vehicles reducing harmful emissions released into the air.</i>
Photos	- See below.

Key Community Bank, Business



No Hunger November.jpg



Neighbors_ Inc..jpg



Applicant	Oyespa, Business
Total Required Actions Completed	5
Total Additional Actions Completed	+28
Award Recommendation	Gold
Energy Actions	- Implement actions recommended by your business energy audit. - Use LED bulbs for all lighting. - Use a programmable thermostat. - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Participate in an energy savings program through Xcel Energy or Dakota Electric. - Utilized rebates on energy efficient or renewable energy powered products. - Use energy benchmarking software to monitor building energy usage.
Landscaping & Water Actions	- Buy locally grown produce or grow your own food: <i>We purchase café food through USFOODS, some of the food items we purchase are locally sourced. At the time of ordering, we attempt to pick locally sourced items.</i> - Replace older toilets with WaterSense-labeled, high-efficiency toilets. - Replace faucets and showerheads with WaterSense-labeled, high-efficiency versions. - Select an Energy Star-approved washing machine. - Wait until the dishwasher or washing machine is fully loaded before running it. - Utilize rebates on water-efficient products. - Additional Action: <i>Landscaping company is asked to maintain property, including removing invasive vegetation and diseased or infested trees, and leaving grass 2 ½ - 3 ½ inches high during hot weather to promote deep root growth and shade the growth crowns.</i>
Waste Actions	- Recycle at your home following Dakota County's recycling rules: <i>We have a recycling program through Republic Services and Green Circle Salons.</i> - Reduce food waste by meal planning, storing food properly, and more: <i>Our food menus are optimized for max use and less wastage. By making fresh meals we avoid pre-making, thereby reducing waste on unsold food.</i> - Prevent unwanted mail by unsubscribing from mailing lists. - Rent equipment such as tools, outdoor gear and event supplies instead of buying: <i>For store events, we rent tent, patio heater, etc. For repairs we rent ladders, etc. We avoid purchase when it's not a long-term capital asset/investment.</i> - Shop secondhand at brick-and-mortar stores, garage sales or through online outlets such as Facebook, Nextdoor, Craigslist,

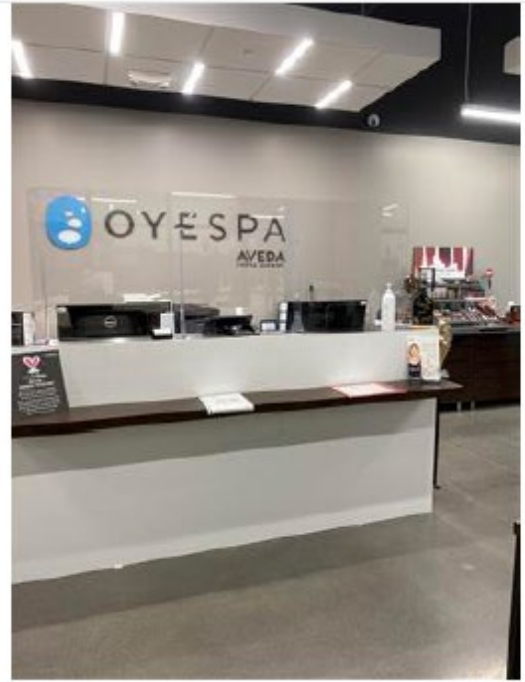
	or ThredUP: <i>Certain furniture or tools we try to purchase used or on eBay/Facebook marketplace, if available.</i> - Sell gently used goods at a local donation center, garage sale or online outlets: <i>Certain furniture or tools we try to purchase used or on eBay/Facebook marketplace, if available.</i> - Use reusable bags, mugs, and to-go containers, utensils and napkins: <i>If guest picks dine in we use reusable plates and bowls for serving our food.</i> - Incorporate sustainability into your business purchasing: <i>For our business orders with vendors, we combine orders to minimize packaging that comes to our location, we order once a month.</i> - Offer reusable bags, mugs, and to-go containers, utensils and napkins to customers: <i>We use packaging from Good Start Packaging which are environment friendly and certified compostable.</i>
Community Actions	- Teach IGH residents or other businesses about your completed actions. - Offer free or reduced-cost assistance to a neighbor(s) in need. - Organize a local community group or complete a community project. - Promote workplace diversity during the hiring process. - Offer free or reduced-cost services to vulnerable populations (food, shelter/housing, transportation, education, healthcare, counseling, childcare, etc.) - Offer free or reduced-cost services to employees (transportation, education, healthcare, counseling, childcare, etc.) - Have an internal wellness committee that coordinates wellbeing initiatives for employees. - Have an internal green team that coordinates environmentally friendly business practices. - Additional Action: <i>Raise funds for Earth Month - CharityWater</i> - Additional Action: <i>We have participated in IGH council meetings and have spoken about ways to bring improvement to the city development.</i>
Additional Comments	- <i>We have Plasma Air Filtration in the entire building.</i> - <i>B Corporation Certification: Oyespa is not just a business; it's a community leader in environmental and social responsibility, proudly holding B Corporation status. This certification is testament to their commitment to higher standards of purpose, ensuring that every aspect of their operations enriches and sustains the community and the environment. Explore more about B Corp at https://oyespa.com/bcorp. View our B Impact Score at: https://oyespa.com/bis.</i> - <i>Green Circle Salons Partnership: In collaboration with Green Circle Salons, Oyespa significantly minimizes its ecological</i>

	footprint by recycling and repurposing salon waste. This proactive approach not only enhances their operational sustainability but also sets a benchmark for environmental stewardship within the beauty industry. Learn more about their partnership with GreenCircleSalons at https://oyespa.com/gcs. - <i>Earth Month Initiatives: During Earth Month, Oyespa launches special initiatives to highlight the importance of ecological conservation and sustainability. These efforts are aimed at empowering the community to join in the vital task of nurturing and preserving our natural environment. Discover the exciting activities planned for Earth Month 2024 at https://oyespa.com/em.</i> - <i>Future Goals and Community Engagement: Looking ahead, Oyespa and Oyevida are relentlessly pursuing advancements in their sustainability agenda. Their mission extends beyond mere business goals, aiming to cultivate a greener, more conscious community. Their story is a compelling call to action for all, advocating for a sustainable future through innovation and dedicated effort.</i>
Photos	- See below.

OYESPA, Business



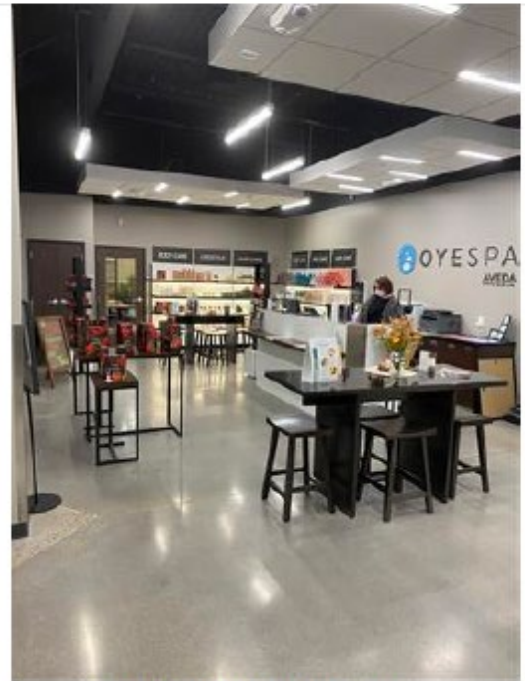
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Applicant	Republic Services (Hauling Division, Recycling Center, and Pine Bend Landfill), Business
Total Required Actions Completed	5
Total Additional Actions Completed	+21
Award Recommendation	Gold
Energy Actions	- Use a programmable thermostat: <i>All three IGH locations were converted last year.</i> - Use an EnergyStar appliance or upgraded to more energy efficient appliances. - Utilized rebates on energy efficient or renewable energy powered products. - Additional Action: <i>Capture and convert methane from our Pine Bend Landfill to produce approximately 2,140 dekatherms of RNG per day.</i> - Additional Action: <i>Converted 130 light fixtures to LED at Recycling Center and Hauling Division.</i> - Additional Action: <i>We currently have 42 vehicles (60%) in our Fleet at the hauling division that exceed emission standards.</i>
Landscaping & Water Actions	- Buy locally grown produce or grow your own food: <i>Completed a 10' x 10' salsa garden at the hauling division. See photo.</i> - Additional Action: <i>Reporting or fixing water leaks.</i>
Waste Actions	- Recycle at your business following Dakota County's recycling rules. - Rent equipment such as tools, outdoor gear and event supplies instead of buying: <i>Ongoing at all 3 Inver Grove Heights locations whereby we often rent industrial equipment for a period of time vs buying.</i> - Incorporate sustainability into your business purchasing. - Additional Action: <i>Using shingles for landfill cover.</i> - Additional Action: <i>Operate a Recycling Center. In 2023 our Recycling Center captured: 22,946 tons of fiber saving 390,000 trees, 5400 tons of glass saving 11,000 cubic yards of landfill space, 625 tons of aluminum saving 25,000 barrels of crude oil, 600 tons of steel cans saving 1080 barrels of crude oil, and 2400 tons of plastics saving 38000 barrels of crude oil.</i> - Additional Action: <i>All 110 employees last year at the hauling division were given Bento Boxes and thermal mugs.</i> - Additional Action: <i>We installed water fountains, saved over 1100 water bottles to date. Installed water fountains at all 3 Inver Grove Heights locations in 2023. These water fountains serve 180 employees.</i> - Additional Action: <i>Our yearly average of tire retreads at the hauling division is around 75 tires which is the equivalent of 1672 gallons of crude oil saved. Retreading tires is less expensive than buying new.</i>

	- Additional Action: <i>Continuously promote and/or refer the general public to the City of Inver Grove Heights website Recycling Guide.</i> - Additional Action: <i>Provide tours at the Recycling Center on a continual basis for the general public and area business. We host a site tour at Recycling Center and Pine Bend Landfill on at least a yearly basis for the Dakota County Ambassador Program. In fact, we just hosted this group on 5/7/2024. This included ~60 hrs of public tours to our Recycling Center and Pine Bend Landfill.</i> - Additional Action: <i>We offer and provide Organic Pick-Up service for Commercial Customers within our Dakota County service territory, including the City of Inver Grove Heights. We collected 3.12 tons of organics from the City of Inver Grove Heights in 2023.</i> - Additional Action: <i>Participate in the Dakota County Organics Drop Site program by hauling organics from the public Rosemount drop site.</i>
Community Actions	- Teach IGH residents or other businesses about your completed actions. - Organize a local community group or complete a community project. - Promote workplace diversity during the hiring process. - Host employee appreciation events and/or activities. - Offer an employee volunteer service day, when employees are encouraged to donate their time: <i>240 work hrs of cleaning ditches.</i> - Additional Action: <i>We support community events including Hometown Heroes Cookout, Inver Grove Heights Tree Lighting and Touch-A-Truck.</i>
Additional Comments	- N/A
Photos	- See below.



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INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, JUNE 3, 2024 - 6:00 P.M. - 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, June 3, 2024, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: T'Kach, Gliva, and Scales; City Administrator Wilson, City Attorney McCauley Nason, Deputy City Clerk Malott, Fire Chief Thill, Police Chief Chiodo and Communications Manager Looze.

3. DISCUSSION ITEMS

A. Potential Partnership with Dakota County CDA for use of Affordable Housing Sales Tax Revenue

Administrator Wilson presented this item. In 2023 the Minnesota Legislature imposed a quarter-cent sales tax in the metropolitan area. The proceeds are to be divided between the cities and counties. Inver Grove Heights will receive funds annually from Local Affordable Housing Aid (LAHA). The first distribution will be later in 2024 and needs to be used towards qualifying affordable housing purposes. The funds do not have to be spent in the same year they are received, allowing the City a few years to determine what to spend it on. An option for these funds is to partner with the Dakota County CDA who operates multiple programs that the funds could be applied towards. Inver Grove Heights receives Community Development Block Grants and has been depositing the funds with the CDA for many years.

The Executive Director of the Dakota County CDA Tony Schertler said the sales tax is being distributed to the cities and counties which is separate from the CDA. The CDA has the staff capacity and expertise in affordable housing to administer the funds if the city chooses. The sales tax dollars from Inver Grove Heights would be spent within the community. Schertler introduced Lisa Alfson, the Director of Community and Economic Development for the Dakota County CDA.

Alfson provided an overview of the Local Affordable Housing Aid. LAHA is a direct allocation of dedicated sales tax to cities and counties for the purposes of developing and preserving affordable housing and helping people experiencing homelessness find housing. Inver Grove Heights is estimated to receive \$381,741 in 2024. The Annual reporting requirements begin December 2025 and distribution of LAHA is estimated to occur annually on July 20 and December 26.

LAHA Qualifying Projects:

- Construction, acquisition, rehabilitation, demolition, or removal of existing structures for homeownership (115% AMI or less) or rental (80% AMI or less)
- Financing (gap financing, permanent financing, etc.) for homeownership (115% AMI or less) or rental (80% AMI or less)
- Emergency Rental Assistance
- Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable and supportive housing

The LAHA funding has higher limits for income than typical funding for affordable housing. The income level for homeownership is 115% of the Area Media Income (AMI) approximately \$143,650 for a household of four. The income level for rental goes up to 80% AMI, approximately \$94,650 for a family of four.

In the fall of 2023, the CDA started actively engaging with city staff to determine the needs of cities for affordable housing. They met with their board to determine what they could provide to cities. The funds will come in every year with three years to use them. The CDA has considered different options that would have a tangible impact on the cities.

Collaboration Option #1 - Home Improvement Loan Program:

Purpose: To provide low- and moderate-income households the means to maintain the safety and integrity of existing in homes, to remove architectural barriers in homes to allow independent living for people with disabilities, and to reduce lead-based paint hazards.

- Program started early 1980s
- Current program: 0% interest, deferred loan to qualified low- and moderate-income homeowners
 - Max loan = \$35,000
 - Min loan = \$15,000
- Loan payable when property homeowner no longer occupies, sold, refinanced
 - CDA puts 30-year mortgage against property to retain legal rights
- Repayment is required

When the loans are repaid the money is put back into the program and loaned to another eligible property homeowner. The underwriting and income verification is done within the CDA.

Eligible Home Improvement Loan Projects:

- Priority Health & Safety:
 - Lead-based paint removal
 - Radon mitigation
 - Furnace & other HVAC repairs
 - Windows
 - Roofs
 - Plumbing
 - Electrical
 - Accessibility items (bathrooms, ramps, etc.)
 - Foundation repair
 - Weatherization (in conjunction with other work)
- Other items:
 - Siding
 - Non-critical sidewalk
 - Bathrooms
 - Flooring
 - Decks
 - Garages
 - Kitchens

Dakota County Homeowner Profile (2018-2022):

- Average Household Size: 2.66
- Average Age of Homeowner: 57 years
- Average Age of Home: Built in 1953
- Average Income: \$45,350
- Average # Loans: 61
- Average Loan Amount: \$28,441

Statistics & Resources:

- IGH Home Improvement Loan Numbers (2018-2022)
 - Served 32 households (appx. 6 households/annually)

- Spent \$881,217
 - City CDBG allocation = \$796,275; County CDBG = \$28,870; CDA levy = \$56,072)
- LAHA funds
 - Could serve up to 12 households/annually (avg. loan \$32,000)
- Waitlist is currently closed. Three IGH households on the waitlist
 - Hope to open waitlist in September

The Home Improvement Loan Program is not marketed and has always had a waitlist. The CDA could loan up to \$1.2 million in year two for the Home Improvement Loan Program. It would require one additional full-time Rehab Advisor.

Collaboration Option #2 – Radon Mitigation Grant:

- Pair with Enhanced Home Improvement Loan Program
- HUD now requires radon testing for all federally funded programs
 - Radon mitigation required if test is over 4 pCi/L
 - Dakota County has higher than average radon, many homes over the limit
- \$3,000 - \$5,000 for testing and mitigation system
- Reserve up to \$200,000 per year of LAHA (Assist appx. 40 homes/year)
- No additional staff needed

Collaboration Option #3 – Preservation & New Construction Gap Financing:

- Expand existing CDA-administered gap financing resources for residential multi-family and single-family preservation and new construction
- Details to be determined, but structure would mimic primary gap funding source, i.e., HOPE, HOME, etc.
- No additional staff needed
 - Proposing a nominal fee be charged to cities if/when LAHA dollars are used for gap financing

CDA proposes allowing them to be the administrators for their LAHA funds. They would complete the annual state reports that will be required starting in December 2024 and provide quarterly reports to city partners.

Next Steps:

- Obtain formal approval from interested cities (in form of Council Resolution)
- Execute Joint Powers Agreement (currently being drafted by CDA attorney)
- Agree on start date
- Implement Programs

Council Member Scales asked if Inver Grove Heights funds would go to Inver Grove Heights residents.

Alfson said that each city's LAHA funds would be in their own account and would be distributed to their residents based on Council's direction.

Mayor Dietrich asked Administrator Wilson if the LAHA funds could be used to help lower the fees in the NWA.

Administrator Wilson said it could be used in projects in the NWA but there would need to be commitments from the developers that they would have income restrictions and there would be deed restrictions.

Council Member T'Kach asked if the funds could be used for projects where some of the homes were affordable and others were market rate.

Alfson said the legislation is not very restrictive and it does not say how many units need to be affordable compared to market rate. It would be possible to work with a developer and use the funds to reduce their fees if they were willing to have some affordable units.

Council Member T'Kach said they may want to consider having this fund to go towards developments where we would like to see affordable housing.

Alfson said the current funding sources for affordable housing make it difficult to use towards developments that are not 100% affordable housing.

Council Member T'Kach asked if it could be applied towards a mixed use development that included commercial.

Alfson said the CDA's understanding is that as long as a portion of the development is affordable, the LAHA funds could be used.

Council Member T'Kach asked if the CDA considered increasing the \$35,000 maximum for the home loan program.

Alfson said it can be increased but that would mean less loans that could be provided. It would also mean the homeowners would have to pay back more money out of the equity when they sold their home. There is nothing preventing homeowners from using their own funds in combination with the home loan from the CDA.

Council Member Gliva asked for more information on home ownership and if the CDA could use LAHA funds towards the purchase of a lot and designated for a first time home buyer.

Alfson said there is no current CDA program that this would be under but in the past the CDA has worked with Habitat for Humanity and sold lots to them at low rates. The LAHA funds could be used for this purpose. The CDA is currently selling some single family homes in Dakota County that will be income restricted to 115% of AMI.

Council Member Gliva said she is interested in seeing how the selling of the single family homes works out because home ownership is important to build equity in a person's life.

Mayor Dietrich asked what the legislature requested for checks on return on investment for LAHA funds.

Alfson said the legislation is vague. There will be required reporting every year, but they do not know what information will be requested in the reports. The CDA has a lot of checks and balances because they are accountable to the taxpayers and the federal government.

Council Member T'Kach asked if Alfson had a breakdown of what the CDA would consider the best allocation for the LAHA funds.

Alfson said the CDA does a lot of home improvement loans and radon mitigation. Emergency rental assistance was very important during Covid and is still important. A portion of the quarter-cent sales tax will go to the cities and counties, but another portion is going to the Metropolitan Council to focus on rental assistance. These funds will go through the counties to the CDA to do more Section 8 Housing vouchers. Cities are allowed to do rental assistance but there will already be a sizable portion of this tax going towards rental assistance.

Schertler said they expect cities to do more single family rehabilitation and home ownership programs. City code enforcement officers should be encouraged to talk about these programs when they encounter properties that are outside of code. The counties will look more at emergency services.

B. Dakota County CDA Request to Build 2nd Senior Housing Building at Hillcrest Pointe

Executive Director of the Dakota County CDA Tony Schertler said the Dakota County CDA Board encouraged them to build more senior housing with their existential function bonds. He introduced Deputy Executive Director of the CDA Kari Gill to provide information on the potential development.

Kari Gill said there is currently an affordable senior living building Hillcrest Pointe near the Walmart. When the CDA purchased the vacant property, it was bank-owned and zoned for office buildings. They did go through rezoning in order to build the housing development. During the initial development phases there was a specific requirement that they could not subdivide the property or build any additional buildings without Council approval. The CDA is asking for direction from Council whether there is any interest in developing an additional building on the property. They have not contacted an architect or developed any plans as of now. If there is any interest in an additional building it would likely be around the same size of the current building.

Mayor Dietrich asked if they were planning an assisted living center or senior living.

Gill said it would be affordable independent senior rentals.

Mayor Dietrich asked if there would be any pet restrictions.

Gill said they do not permit pets, but they do allow service animals and emotional support animals.

Council Member Scales said he was on the Planning Committee when the first building was built and there was a lot of concern about a lack of open space. He said they've been a good neighbor to the community and it may be a good idea to contact the neighbors to get their feedback on the development of an additional building.

Gill asked if Council would like them to have a neighborhood meeting.

Council Member Scales said he would not be able to provide any advice on what they should do but it may be a good idea to get the feedback from the area.

Schertler said they are not asking for a commitment from the Council at this time. They want to be able to tell their board if there is a general interest in the project to determine if it is worth pursuing.

Administrator Wilson asked if there is a waiting list and if there is priority given to residents of the city when there is an opening.

Gill said when they open an additional building adjacent to an existing building they may work with their existing waiting list. There are thousands of people on their waiting lists. They have 29 senior buildings in Dakota County with three in Inver Grove Heights. They do a county preference in all of their buildings but not a city preference.

Schertler said the funds are not needed but this is an eligible development for LAHA funds.

Council Member T’Kach said she is supportive of this type of housing and agrees that engaging with the neighbors prior to moving forward would be a good idea.

Mayor Dietrich said she is supportive of an affordable senior living project because there is a need.

Gill said they will do preliminary planning, look into a neighborhood meeting, and advise Council when they have further information.

C. Communications, Media Inquiries & Information Sharing Related to a Critical Incident

Administrator Wilson presented this item. Police Chief Chiodo, Fire Chief Thill, Communications Manager Looze and Administrator Wilson worked together to develop this information for Council. In February, the City of Burnsville experienced the loss of three first responders in a critical incident. These situations could happen in any city.

There are a wide variety of critical incidents that could occur:

- Severe storms (including snow and ice, wind and rain, tornado, etc.)
- Flooding (forecasted seasonal flooding or unexpected flash flooding)
- Large fire or hazardous incident
- Train derailment or airplane crash
- Officer involved shooting
- Civil unrest or significant protest
- Serious injury or loss of life of a city staff member at work
- Mass-casualty event

A “Critical Incident” generally includes:

- A significant threat to public safety – such as a mass shooting in a public place, chemical spill, or hazardous incident, etc., or
- A disruption in public services – such as a bridge collapse, major road closure that is unexpected and likely to be ongoing for more than a few hours; disruption to the municipal water supply, etc., or
- A line of duty death of a city employee, or
- Some combination or variation of the above

A Critical Incident creates the need for information sharing with:

- The City Council
 - As our governing body
- The public
 - Due to significant public or media interest
 - To communicate information necessary for public safety (*please avoid this area of town, please boil water, please keep your windows shut etc., as well as where to get more information*)
- The media
 - Can help the City reach more residents with the facts
 - Will create a narrative of events if we do not provide one
- City staff
 - So, they know what is expected of them and can do their jobs
 - So, they feel connected and supported (*particularly is the case of a line of duty death of a coworker*)
- Victims and their families

Who will notify the Council and when?

- We will make every effort to notify you quickly and to have that notification come from the City Administrator but...
- Incident may be witnessed, filmed and/or live streamed by participants and/or spectators before there is any opportunity to notify the Council
- Why not directly from the Police Chief, Fire Chief or other Department Head?
 - Because they are focused on operational needs
 - A critical incident requires a team effort

Some universal truths:

- There will never be enough information and it will never be shared fast enough.
- The media and residents will pressure you to share more than you should or to speculate about what you do not yet or may never know.
- As leaders, you will feel like you should be doing something and we will most likely be asking you to both do and say nothing, initially.
- Leadership by example can take the form of patience and endurance.

Reasons to have one messenger:

- It is important to quickly establish "the City" (often the Police and/or Fire Chief and City Administrator) as the most reliable source of information about the incident.
- Crises are a time for unity, and this includes unity in communication.
- One source of accurate information:
 - Cuts down chaos and stress
 - Allows the City to coordinate responses and to respond more rapidly to inquiries.
 - Allows for consistent messaging
 - Allows the City to control the narrative, to the extent possible
 - Combat scams and fraudulent fundraising

During or immediately following a critical incident:

- Important that elected officials do not speak to or share information with anyone about the incident.
- This includes:
 - The media
 - Residents, constituents, or members of the public
 - Neighbors, friends, family members
 - Other elected officials - neighboring cities, county commissioners, state representatives, school board members, etc.
 - Mayor or Council members may be requested to contact other elected officials
- This also includes posting, commenting, or sharing information on social media - including correcting false statements made by others.
- The Council will get incident updates from the City Administrator on a confidential basis.
- Assume anything you learn from calls, texts, emails or conversations with the City Administrator or other senior staff are confidential
- Assume anything you say, post, comment or tweet is or will become public - it may even go viral
- In a major incident it may be difficult to remember where you learned what - so the best response is always to say nothing and direct questions back to official City sources

What are the official City sources?

- Anything that is intended for the public will be shared:
 - At official press briefings or press conferences held by the City
 - On a centralized page of the City website - to which all other avenues of communication will direct people

- Follow-up reports by staff at public Council meetings

Press Briefings & Press Conferences:

- Press Briefing – generally held near the site of an incident, most likely by Police Chief or Fire Chief or the incident commander. Council should not attend.
- Press Conference – announced in advance
 - Preferred location would be VMCC Community Room
 - Welcome from the Mayor – other members of Council in attendance but not speaking
 - Scheduled based on the evolution of the incident and availability or need to share new information – not scheduled around individual schedules

Why elected officials should not share information about a critical incident with anyone:

- Liability / Privacy / Data Practice Laws
- Could negatively impact an investigation into a potential crime
- To protect victims and grieving family members
- These are often rapidly evolving and changing situations – what is true one minute may not be true in five minutes
- Can result in “spectators” or concerned citizens arriving at a scene, which can be dangerous and delay staff’s work in responding to the incident
- Need to let staff do their jobs
- Comments can be taken out of context or turned into soundbites which take on a life of their own

Messages from Council during a critical incident period:

- Express human concern and support for those impacted
- Direct people to the designated City webpage
- Express trust and confidence in City staff to manage the situation and be as transparent as possible
- Keep it brief and general
- There will be a time and place to review and critique staff’s response later

The police department has their own critical incident communications plan. These plans are not as publicized, but they are communicated to the people involved.

Council Member Scales said he appreciated the detail and the chiefs and staff that oversee these incidents.

Council Member T’Kach asked if there was an emergency app that residents can sign up for to receive alerts.

Chief Chiodo said the information is on the City website and residents can sign up through 911 with their address to receive alerts. Directions to sign up can be found on the police department’s website or through Dakota County’s 911.

Council Member T’Kach asked if the public was aware of the option to sign up for alerts or if it should be communicated through the next Insights Newsletter.

Chief Chiodo said a lot of residents have signed up, but it is always an option to publish it again.

Mayor Dietrich thanked Administrator Wilson, Chief Thill, Chief Chiodo and Communications Manager Looze for putting together the information for Council.

Administrator Wilson said the Police Chief serves as the Emergency Management Director. They get emergency management assistance and policy updates through Dakota County. The fire department and police department are parts of hazardous response teams in multiple jurisdictions. City staff does a lot of work behind the scenes when critical incidents occur.

4. ADJOURN:

Motion to adjourn at 7:15 p.m. by Scales, second by Gliva.

Ayes: 4

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.



Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: June 24, 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 June 5 – 18, 2024.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of June 5 – 18, 2024. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$121,862.62
Special Revenue	14,345.99
Debt Service	-
Capital Projects	435,904.65
Enterprise	340,044.65
Internal Service	38,416.18
Escrows	25,834.35
Total - All Funds	976,408.44

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 6.24.2024
2. Disbursements Listing (6.5.2024 - 6.18.2024)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF June 5, 2024 -
June 18, 2024.**

WHEREAS, a detailed listing of disbursements for the period of June 5, 2024 - June 18, 2024 was presented to council for approval.

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

Fund Type	Amount
General Fund	\$121,862.62
Special Revenue	14,345.99
Debt Service	-
Capital Projects	435,904.65
Enterprise	340,044.65
Internal Service	38,416.18
Escrows	25,834.35
Total - All Funds	976,408.44

Approved by the City of Inver Grove Heights, Minnesota this 24th day of June 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Expense Approval Report

By Fund

Payment Dates 6/5/2024 - 6/18/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
CITY OF SOUTH ST PAUL	5/11/2024	06/06/2024	SSP St Lights 1.24-4.22.2024	101.207.2070900	59.04
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Ordinance 1474 - Mayoral Te...	101.41.1100.413.50025	99.84
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	NoPH - Body Art	101.41.1140.413.50025	17.68
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	NoPH - Tobacco Shop	101.41.1140.413.50025	17.16
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Notice of Candidate Filing	101.41.1200.414.50025	47.84
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	NoPH: 2024 Nuisance Abatem...	101.45.3000.419.50025	51.48
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	2023 Summary Financial Repo...	101.41.2000.415.50025	1,366.56
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH 24-17X	101.45.3200.419.30700	28.60
BEACON ATHLETICS	0594158-IN	06/06/2024	50lb line chalk bags (X48)	101.44.6000.451.60016	1,049.40
UNIFIRST CORPORATION	1410063075	06/06/2024	Streets Uniforms	101.43.5200.443.60045	86.46
UNIFIRST CORPORATION	1410063075	06/06/2024	Parks Uniforms	101.44.6000.451.60045	34.00
UNIFIRST CORPORATION	1410064589	06/06/2024	Streets Uniforms	101.43.5200.443.60045	40.54
UNIFIRST CORPORATION	1410064589	06/06/2024	Parks Uniforms	101.44.6000.451.60045	19.45
CULLIGAN	157985524824X053124	06/06/2024	Softener water filters for Rich ...	101.44.6000.451.40047	592.00
CULLIGAN	157985524824X053124	06/06/2024	Bottled water svc at Rich Valley	101.44.6000.451.40065	11.30
CULLIGAN	157985524824X053124	06/06/2024	Bottled water at Rich Valley	101.44.6000.451.60065	33.00
DAJ ENTERPRISES LLC (ECO W...	20550	06/06/2024	Fertilizer	101.44.6000.451.60030	5,448.00
TACTICAL 21 POLICE K-9 CERTI...	2402	06/06/2024	K9 certification training	101.42.4000.421.50080	175.00
WARRANT DIVISION - RECORDS	24411077	06/06/2024	Bail Money - Case#24001687	101.207.2071000	78.00
L.T.G. POWER EQUIPMENT	285982	06/06/2024	Parts for trimmers	101.44.6000.451.40042	179.75
SOLBERG AGGREGATE CO	28935	06/06/2024	Gravel for maintenance	101.43.5200.443.60016	1,254.39
GOPHER LAWN AND SNOW S...	3466	06/06/2024	Lawn Care Service for 7393 Cl...	101.45.3000.419.30700	170.00
MN GLOVE & SAFETY, INC.	347186	06/06/2024	Hi-Viz rain gear for Rivera-Par...	101.43.5200.443.60045	49.95
GOPHER LAWN AND SNOW S...	3480	06/06/2024	Lawn services at the cemetery...	101.44.6000.451.30700	405.00
GOPHER LAWN AND SNOW S...	3481	06/06/2024	Ditch mowing 5.2024	101.44.6000.451.30700	260.00
VERIFIED HOLDINGS, LLC	353533	06/06/2024	Pre-employment background ...	101.41.1120.413.30700	1,854.95
BUREAU OF CRIMINAL APPRE...	35373	06/06/2024	BCA Conference - Lee	101.42.4000.421.50080	300.00
BUREAU OF CRIMINAL APPRE...	35374	06/06/2024	BCA Conference - Steenberg	101.42.4000.421.50080	300.00
BUREAU OF CRIMINAL APPRE...	35377	06/06/2024	BCA Conference - Stanton	101.42.4000.421.50080	300.00
METROPOLITAN COUNCIL	6/5/2024	06/06/2024	Monthly SAC Fees 5.2024	101.41.0000.3414000	-273.35
INTOXIMETERS	760947	06/06/2024	Breathalyzer mouthpieces	101.42.4000.421.60065	295.00
XCEL ENERGY	877578996	06/06/2024	Acct 51-0014695326-1 New ...	101.44.6000.451.40020	55.49
GRAINGER	9122945174	06/06/2024	Hudson Sprayer Repair Kits	101.43.5200.443.60065	46.52
O-SUN COMPANY	9258	06/06/2024	Replacement canister for shoe...	101.42.4000.421.60065	49.49
CINTAS CORPORATION	9274297232	06/06/2024	AED monitoring agreement	101.44.6000.451.30700	130.50
STREICHER'S	I1699795	06/06/2024	SWAT gear - hats, holsters, pa...	101.42.4000.421.60045	772.95
PRECISE MRM	IN200-1048939	06/06/2024	GPS Data for trucks	101.43.5200.443.30700	110.00
INNOVATIVE OFFICE SOLUTIO...	IN4554139	06/06/2024	Pocket folders for interviews ...	101.41.1120.413.60010	51.35
INNOVATIVE OFFICE SOLUTIO...	IN4556000	06/06/2024	Office Supplies - Batteries	101.43.5100.442.60010	28.25
CITY OF SAINT PAUL	IN58417	06/06/2024	Asphalt for patching	101.43.5200.443.60016	8,641.73
SAFE-FAST, INC.	INV291043	06/06/2024	Marking Paint	101.43.5200.443.60016	136.32
CALLYO 2009 CORP.	N18045	06/06/2024	Callyo Standard Software 8.20...	101.42.4000.421.50072	3,540.00
MADISON NATIONAL LIFE INS...	1626621	06/12/2024	1.2024 - 5.2024 Retro Premiu...	101.203.2031700	15.27
MADISON NATIONAL LIFE INS...	1626621	06/12/2024	6.2024 Premium	101.203.2031700	4,320.45
EYEMED	166319282	06/12/2024	6.2024 Premium	101.203.2032700	250.71
KENNEDY & GRAVEN	181465	06/12/2024	Legal - General Business	101.41.1000.413.30420	17,001.44
MN NCPERS LIFE INSURANCE	542000072024	06/12/2024	7.2024 Premium	101.203.2031600	208.00
HALE, WILLIAM	6/7/2024	06/12/2024	Performer pymnt for Inver Gr...	101.44.6100.453.30700	450.00
REACH MEDIA NETWORK	96260	06/12/2024	REACH screen licenses	101.44.6100.459.50070	420.00
GEOTAB USA, INC.	IN385369	06/12/2024	5.2024 ProPlus Software	101.42.4000.421.50072	283.43
Fund 101 - GENERAL FUND Total:					50,862.94

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND					
MOTOROLA SOLUTIONS, INC.	8281891798	06/06/2024	New portable radios, warranty..	102.42.4200.423.60040	70,999.68
Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:					70,999.68
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
TWIN SOURCE SUPPLY	00511033	06/06/2024	Janitor Suppls - tissues, trash ...	205.44.6220.475.60011	560.73
TWIN SOURCE SUPPLY	00511033	06/06/2024	Janitor Suppls - tissues, trash ...	205.44.6240.478.60011	560.72
CULLIGAN	157011438908X053124	06/06/2024	Water softener salt	205.44.6220.475.60011	222.00
CULLIGAN	157011438908X053124	06/06/2024	Water softener salt	205.44.6240.478.60011	55.50
AMERICAN RED CROSS	22689411	06/06/2024	Certification fees for lifeguards	205.44.6220.475.30700	392.00
TWIN SOURCE SUPPLY	510874	06/06/2024	janitorial supplies - wax liners,...	205.44.6220.475.60011	452.46
TWIN SOURCE SUPPLY	510874	06/06/2024	janitorial supplies - wax liners,...	205.44.6240.478.60011	452.46
TWIN SOURCE SUPPLY	510978	06/06/2024	janitorial supply - plastic bottl...	205.44.6240.478.60011	5.55
CINTAS CORPORATION	5213849563	06/06/2024	Refill first aid supplies cabinet	205.44.6210.470.60065	493.60
CINTAS CORPORATION	5213849585	06/06/2024	First aid supply	205.44.6220.475.60065	19.36
CHEMSEARCH	8544028	06/06/2024	Cooling tower water condition...	205.44.6240.478.40040	695.24
CHEMSEARCH	8618990	06/06/2024	Cooling tower water condition...	205.44.6240.478.40040	695.24
CINTAS CORPORATION	9274297089	06/06/2024	AED monitoring agreement	205.44.6210.470.30700	522.00
MEDPRO WASTE DISPOSAL, L...	989120	06/06/2024	Quarterly disposal fee 6.2024	205.44.6210.470.40025	116.70
INNOVATIVE OFFICE Solutio...	IN4547753	06/06/2024	Desk organizer for Jamie	205.44.6210.470.60010	70.68
REACH MEDIA NETWORK	96260	06/12/2024	REACH screen licenses	205.44.6210.470.50070	630.00
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					5,944.24
Fund: 270 - HOST COMMUNITY FUND					
JR'S APPLIANCE DISPOSAL	113090	06/06/2024	Disposal of dumped electronic...	270.45.3000.419.40025	193.75
Fund 270 - HOST COMMUNITY FUND Total:					193.75
Fund: 290 - EDA-OPERATING FUND					
KRUEGER REAL ESTATE ADVIS...	5/31/2024	06/06/2024	Monthly Contracted Charge 5...	290.45.3000.419.30700	7,800.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - EDA Matters	290.45.3000.419.30420	408.00
Fund 290 - EDA-OPERATING FUND Total:					8,208.00
Fund: 401 - PARK CAPITAL REPLACEMENT					
WEBER, INC.	4/25/2024	06/06/2024	Pay Voucher 12 - Proj 2021-14,...	401.44.5900.744.80300	169,934.82
Fund 401 - PARK CAPITAL REPLACEMENT Total:					169,934.82
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
PRO-TEC DESIGN INC.	114577	06/06/2024	Heritage Village Phase IV cam...	402.44.6000.451.80800	2,000.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Heritage Village claim	402.44.6000.451.30420	705.00
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					2,705.00
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.00-12	06/06/2024	117th St. reconstruction Final...	436.73.5900.736.30300	238,497.49
Fund 436 - 117TH STREET RECONSTRUCTION Total:					238,497.49
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	93689	06/06/2024	CMF Site Plan Analysis - Invoic...	437.73.5900.737.30700	19,548.49
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					19,548.49
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Ad for Bid - 2020-03 Ped Ramp..	440.74.5900.740.50025	176.80
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Amend Ad for Bid - 2020-03	440.74.5900.740.50025	175.76
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	City Project 202	440.74.5900.740.50025	164.32
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH 2025-09E PMI	440.74.5900.740.50025	172.64
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH 2025-09F PMI	440.74.5900.740.50025	260.00
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH 2025-09D PMI	440.74.5900.740.50025	340.08
WSB & ASSOCIATES, INC.	R-024941-000-1	06/06/2024	2024 PMI Construction Surve...	440.74.5900.740.30700	347.25
WSB & ASSOCIATES, INC.	R-025329-000-1	06/06/2024	Survey Staking	440.74.5900.740.30700	1,357.00
WSB & ASSOCIATES, INC.	R-025331-000-1	06/06/2024	Survey Staking	440.74.5900.740.30700	1,984.00
WSB & ASSOCIATES, INC.	R-025333-000-1	06/06/2024	Survey Staking	440.74.5900.740.30700	241.00
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					5,218.85
Fund: 510 - WATER-OPERATING FUND					
CITY OF SOUTH ST PAUL	5/11/2024	06/06/2024	SSP Water 1.24-4.22.2024	510.50.7100.512.40005	405.39
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Ordinance 1476 Public San Se...	510.50.7100.512.50025	20.54
KEYS WELL DRILLING CO	2024063	06/06/2024	Repair HSP at Water Plant	510.50.7100.512.40042	2,330.00

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHADES OF GREEN OUTDOOR ...	2230	06/06/2024	Weed and fertilizer at water p...	510.50.7100.512.30700	1,900.00
DELEGARD TOOLS	392170/1	06/06/2024	Small Tools	510.50.7100.512.60040	68.03
MINNESOTA DEPARTMENT OF...	5/22/2024	06/06/2024	Class C water operator license...	510.50.7100.512.50070	55.00
LONE OAK COMPANIES	94705	06/06/2024	05.2024 Reminder Letters (50...	510.50.7100.512.30700	139.05
CORE & MAIN LP	U989228	06/06/2024	Marking stakes and grease for...	510.50.7100.512.40043	3,471.26
Fund 510 - WATER-OPERATING FUND Total:					8,389.27
Fund: 511 - WATER-CAPITAL FUND					
KEYS WELL DRILLING CO	2024028	06/06/2024	Well 5 Pump Rehabilitation	511.50.7100.512.40043	70,155.00
Fund 511 - WATER-CAPITAL FUND Total:					70,155.00
Fund: 520 - SEWER-OPERATING FUND					
CITY OF SOUTH ST PAUL	5/11/2024	06/06/2024	SSP Sewer 1.24-4.22.2024	520.51.7200.514.40016	797.70
METROPOLITAN COUNCIL	0001173660	06/06/2024	Monthly MCES Invoice 7.2024	520.51.7200.514.40015	194,938.29
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Ordinance 1476 Public San Se...	520.51.7200.514.50025	20.54
LONE OAK COMPANIES	94705	06/06/2024	05.2024 Reminder Letters (50...	520.51.7200.514.30700	139.05
Fund 520 - SEWER-OPERATING FUND Total:					195,895.58
Fund: 521 - SEWER-CAPITAL FUND					
METROPOLITAN COUNCIL	6/5/2024	06/06/2024	Monthly SAC Fees 5.2024	521.217.2170000	27,335.00
EQUIX INTEGRITY, INC.	5/24/2024	06/12/2024	Final Pay Voucher #3, Project ...	521.51.7200.514.40043	5,313.73
Fund 521 - SEWER-CAPITAL FUND Total:					32,648.73
Fund: 530 - STORM WATER-OPERATING					
CITY OF SOUTH ST PAUL	5/11/2024	06/06/2024	SSP Storm 1.24-4.22.2024	530.74.5900.741.40030	114.72
M & J SERVICES, LLC	2921	06/06/2024	Multiple Storm Sewer Repairs	530.74.5900.741.40066	1,800.00
GERTENS	K85587/6	06/06/2024	Hardwood Mulch for Storm W...	530.74.5900.741.40066	131.70
CORE & MAIN LP	U325098	06/06/2024	Storm Water Markers	530.74.5900.741.40066	535.88
Fund 530 - STORM WATER-OPERATING Total:					2,582.30
Fund: 531 - STORM WATER-CAPITAL FUND					
ANOKA SOIL AND WATER CO...	2024100	06/06/2024	Rain Garden Inlet Rehab	531.74.5900.741.40066	5,100.00
EQUIX INTEGRITY, INC.	5/24/2024	06/12/2024	Final Pay Voucher #3, Project ...	531.74.5900.741.40066	84.37
Fund 531 - STORM WATER-CAPITAL FUND Total:					5,184.37
Fund: 550 - INVER WOOD GOLF COURSE					
MTI DISTRIBUTING CO	1427024-00	05/30/2024	Credit for returned equipment...	550.52.8600.527.40042	-2,005.75
MTI DISTRIBUTING CO	1428756-00	05/30/2024	Pump Kit and Damper	550.52.8600.527.40042	1,202.94
HERITAGE LANDSCAPE SUPPLY...	0013253636-001	06/06/2024	Golf course chemicals	550.52.8600.527.60035	14,331.40
YAMAHA GOLF & UTILITY, INC.	01-305506	06/06/2024	Golf cart parts	550.52.8500.526.40044	916.48
YAMAHA GOLF & UTILITY, INC.	01-305529	06/06/2024	Cables for golf carts	550.52.8500.526.40044	125.68
COLLEGE CITY BEVERAGE	1029579	06/06/2024	Alcohol for resale	550.52.8500.526.76150	208.85
COLLEGE CITY BEVERAGE	1029580	06/06/2024	Alcohol for resale	550.52.8500.526.76150	120.00
UNIFIRST CORPORATION	1410063078	06/06/2024	Lobby mats	550.52.8500.526.40050	45.34
COVERALL NORTH AMERICA I...	1590036738	06/06/2024	Club house cleaning 6.2024	550.52.8500.526.30700	1,459.69
DENNY'S 5TH AVENUE BAKERY	29647	06/06/2024	Buns, subs and donuts resale	550.52.8500.526.76100	110.21
DENNY'S 5TH AVENUE BAKERY	29847	06/06/2024	Buns, subs and donuts resale	550.52.8500.526.76100	127.09
DENNY'S 5TH AVENUE BAKERY	29932	06/06/2024	Buns, subs and donuts resale	550.52.8500.526.76100	116.12
ARTISAN BEER COMPANY	3684256	06/06/2024	Alcohol for resale	550.52.8500.526.76150	406.20
M. AMUNDSON LLP	383628	06/06/2024	Snacks for resale - candy, chips..	550.52.8500.526.76100	482.84
COCA COLA BOTTLING COMP...	41588909004	06/06/2024	Pop & water for resale	550.52.8500.526.76100	103.46
PHILLIPS WINE & SPIRITS	6787667	06/06/2024	Alcohol for resale	550.52.8500.526.76150	233.85
PHILLIPS WINE & SPIRITS	6787868	06/06/2024	Alcohol for resale	550.52.8500.526.76150	1,092.95
PERFORMANCE FOOD GROUP ...	72043828	06/06/2024	Vinyl gloves	550.52.8500.526.60065	35.76
PERFORMANCE FOOD GROUP ...	72043828	06/06/2024	Shredded lettuce for food resa..	550.52.8500.526.76100	10.94
PERFORMANCE FOOD GROUP ...	72203180	06/06/2024	Paper food tray for resale	550.52.8500.526.76100	47.74
PRESTIGE FLAG	740626	06/06/2024	New MN state flags	550.52.8600.527.60011	269.39
TITLEIST	918152199	06/06/2024	Golf balls for resale	550.52.8500.526.76400	564.07
TITLEIST	918176190	06/06/2024	Apparel for resale	550.52.8500.526.76200	51.45
CINTAS CORPORATION	9273352073	06/06/2024	AED monitoring agreement	550.52.8500.526.30700	216.25
BREAKTHRU BEVERAGE MINN...	116125443	06/12/2024	Beer for resale	550.52.8500.526.76150	235.00
SHAMROCK GROUP	3027233	06/12/2024	Ice for bev. resale	550.52.8500.526.76100	189.20
COCA COLA BOTTLING COMP...	41665427012	06/12/2024	Pop & water for resale	550.52.8500.526.76100	2,417.86
HEGGIES PIZZA	462731	06/12/2024	Pizzas for resale	550.52.8500.526.76100	69.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PLAISTED COMPANIES, INC.	70976	06/12/2024	bunker sand 18	550.52.8600.527.60011	1,126.51
PERFORMANCE FOOD GROUP ...72234606		06/12/2024	club house supplies - trash lin...	550.52.8500.526.60065	141.30
PERFORMANCE FOOD GROUP ...72234606		06/12/2024	foods for resale	550.52.8500.526.76100	737.08
Fund 550 - INVER WOOD GOLF COURSE Total:					25,189.40

Fund: 603 - CENTRAL EQUIPMENT

CUMMINS INC.	E4-5807B	06/05/2024	Pressure switch for grader	603.00.5300.444.40042	59.88
OXYGEN SERVICE COMPANY, ...	0003586683	06/06/2024	tank rental	603.00.5300.444.60016	17.36
ZARNOTH BRUSH WORKS	0198205-IN	06/06/2024	Broom refill for Elgin sweeper	603.00.5300.444.40042	604.00
METRO JANITORIAL SUPPLY I...	11015990	06/06/2024	shop supplies	603.00.5300.444.60011	506.86
FERRELLGAS	1126913132	06/06/2024	33lb gas tank for fork lift	603.00.5300.444.60016	62.00
EMERGENCY APPARATUS MA...	132213	06/06/2024	Fire truck engine repairs	603.00.5300.444.40041	1,442.15
UNIFIRST CORPORATION	1410063075	06/06/2024	Shop towels, fender covers, rol...	603.00.5300.444.40065	190.02
UNIFIRST CORPORATION	1410063075	06/06/2024	Mechanics Uniforms	603.00.5300.444.60045	40.18
UNIFIRST CORPORATION	1410064589	06/06/2024	Shop rags, fender covers, roll ...	603.00.5300.444.40065	146.03
UNIFIRST CORPORATION	1410064589	06/06/2024	Mechanic Uniforms	603.00.5300.444.60045	28.18
MTI DISTRIBUTING CO	1426717-00	06/06/2024	Labor + Service Visit for Mower	603.00.5300.444.40042	375.00
MTI DISTRIBUTING CO	1428995-00	06/06/2024	Mower valve assembly	603.00.5300.444.40042	1,152.48
MTI DISTRIBUTING CO	1430645-00	06/06/2024	Mower blade services	603.00.5300.444.40042	406.92
MTI DISTRIBUTING CO	1431574-00	06/06/2024	Prong rake for sand pro machi...	603.00.5300.444.40042	144.40
MTI DISTRIBUTING CO	1431985-00	06/06/2024	Wire harness for mower	603.00.5300.444.40042	2,736.41
CFA SOFTWARE INC	15341	06/06/2024	Computerized Fleet Maint Mn...	603.00.5300.444.50072	2,995.00
TRANSMISSION SHOP, INC.	227678	06/06/2024	Transmission and torque conv...	603.00.5300.444.40041	6,664.54
BEAUDRY OIL & SERVICE INC	2612269	06/06/2024	Diesel fuel	603.00.5300.444.60021	837.24
BEAUDRY OIL & SERVICE INC	2612270	06/06/2024	Diesel fuel	603.00.5300.444.60021	1,902.41
GERLACH OUTDOOR POWER ...	267883	06/06/2024	Mower cap	603.00.5300.444.40042	8.63
L.T.G. POWER EQUIPMENT	285716	06/06/2024	Deflector and gasket for mow...	603.00.5300.444.40042	94.79
CINTAS CORPORATION	4193888859	06/06/2024	lobby mats	603.00.5300.444.40065	324.25
THE REINALT- THOMAS CORP...	6241587	06/06/2024	Vehicle tires	603.00.5300.444.40041	270.00
MN DEPT OF LABOR & INDUS...	ABR0328799X	06/06/2024	Pressure vessel fee	603.00.5300.444.50070	10.00
RUFFRIDGE-JOHNSON	IA27268	06/06/2024	Paver parts - cables, rod, hex ...	603.00.5300.444.40042	2,108.01
MACQUEEN EMERGENCY GR...	P11022	06/06/2024	Fire truck light repairs	603.00.5300.444.40041	68.69
TRI-STATE BOBCAT INC.	P17889	06/06/2024	Door handle for tool cat	603.00.5300.444.40042	105.19
TRI-STATE BOBCAT INC.	P18074	06/06/2024	Bobcat outer air repairs	603.00.5300.444.40042	107.42
NUSS TRUCK AND EQUIPMENT	PSO106504-2	06/06/2024	Dump truck parts core	603.00.5300.444.40041	-500.00
NUSS TRUCK AND EQUIPMENT	PSO108019-1	06/06/2024	Gaskets for dump truck	603.00.5300.444.40041	62.05
NUSS TRUCK AND EQUIPMENT	PSO108225-1	06/06/2024	Tubes and clamps for dump tr...	603.00.5300.444.40041	693.27
Fund 603 - CENTRAL EQUIPMENT Total:					23,663.36

Fund: 605 - CITY FACILITIES

LVC COMPANIES, INC.	141433	06/06/2024	WTP fire alarm system retrofit	605.00.7500.460.80200	6,500.00
CULLIGAN	157985030228X053124	06/06/2024	Water softener salt	605.00.7500.460.60011	70.35
HUEBSCH SERVICES	20321420	06/06/2024	Lobby mats	605.00.7500.460.40050	176.60
CINTAS CORPORATION	5213849572	06/06/2024	City Hall first aid supplies	605.00.7500.460.60065	193.89
ECOSAFE ZERO WASTE USA IN...	INV/2024/01174	06/06/2024	Compostable can liners	605.00.7500.460.60011	184.20
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22406	06/12/2024	4.2024 Solar Gardens	605.00.7500.460.40021	7,627.78
Fund 605 - CITY FACILITIES Total:					14,752.82

Fund: 702 - ESCROW FUND

ST. PAUL PIONEER PRESS	0424572521	06/06/2024	Ordinance 1475 - Amend Zoni...	702.229.2283504	114.40
ST. PAUL PIONEER PRESS	0424572521	06/06/2024	NoPH: Nicholas Bazan 24-13Z	702.229.2284504	27.04
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH Case 24-12ZPA	702.229.2284204	31.20
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH: 24-16PUD	702.229.2285004	26.52
ST. PAUL PIONEER PRESS	0524572521	06/06/2024	NoPH Case 24-14ZPA	702.229.2294904	28.60
BARR ENGINEERING COMPANY	23190328.21-18	06/06/2024	Storm Water Basin Constructi...	702.229.2300703	4,751.34
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Stuart Development	702.229.2282504	1,530.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Yellowtree Prelim & Fi...	702.229.2283404	2,397.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Rise Capital Rezoning	702.229.2283504	9,651.75
KENNEDY & GRAVEN	181465	06/12/2024	Leagl - Wave Soccer Club	702.229.2283704	765.00
KENNEDY & GRAVEN	181465	06/12/2024	Leagl - Grebin - 1845 77th St. ...	702.229.2283904	433.50
KENNEDY & GRAVEN	181465	06/12/2024	Legal - SWFMA	702.229.2284604	153.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Buckley Corner Townh...	702.229.2284904	4,003.50

Expense Approval Report

Payment Dates: 6/5/2024 - 6/18/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Pine Bend Landfill	702.229.2293002	60.00
KENNEDY & GRAVEN	181465	06/12/2024	Legal - Development Contract...	702.229.2298003	1,861.50
				Fund 702 - ESCROW FUND Total:	25,834.35
				Grand Total:	976,408.44



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Janet Shefchik, HR Manager, 651.450.2512

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 6.24.24



Request for Council Action

SUBJECT: Resolution Amending Position Classification Plan

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

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

BACKGROUND

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

At this time, the Council is asked to adopt an amended position classification plan to reflect the following changes:

1. Move the positions of Utilities Lead Worker and Street Maintenance Lead Worker from Grade 13 to Grade 14 to more accurately reflect the responsibilities of the positions and ensure market competitiveness.
2. Add the new position of Assistant Fire Chief - Operations & Standards to the pay plan at Grade 22.

FISCAL IMPACT

This change to the Lead Worker positions was budgeted for as part of the 2024 budget process. However, implementation was delayed by the need to settle the new union contract with the Utilities division union first. The addition of the Assistant Fire Chief position was also included in the adopted 2024 budget, and is just now being filled following the recruitment and hiring process.

RECOMMENDATION

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

ATTACHMENTS

1. Resolution Approving Amended Position Classification Plan (June 2024)
2. Inver Grove Heights Position Classification Plan (June 2024 amendment)

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

RESOLUTION NO. _____

RESOLUTION AMENDING THE CITY'S POSITION CLASSIFICATION PLAN

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

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

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

1. The positions of Utilities Lead Worker and Street Maintenance Lead Worker are each moved up one pay grade, from Grade 13 to Grade 14.
2. The new position of Assistant Fire Chief – Operations and Standards is added to the pay plan at Grade 22, which is the same pay grade as the existing position of Assistant Fire Chief – Fire Marshal.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 24th day of June, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

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

Classification Title:	Salary Grade	Exempt Status
Golf Operations Coordinator	16	E
Mechanic Lead Worker	16	NE
Park Maintenance Coordinator	16	NE
Recreation Coordinator	16	NE
Support Services Supervisor	16	E
Assist. Golf Course Superintendent	15	E
Engineering Technician	15	NE
Environmental Resources Tech.	15	NE
GIS Specialist	15	NE
Human Resources Coordinator	15	NE
Code Compliance Coordinator	15	NE
Water Plant Operator	15	NE
Accounting Technician, Sr.	14	NE
GIS Tech II	14	NE
Golf Course Mechanic	14	NE
IT Specialist	14	NE
Mechanic	14	NE
Street Maintenance Lead Worker	14	NE
Utilities Lead Worker	14	NE
Communications Specialist	13	NE
Deputy City Clerk	13	NE
Accounting Technician	12	NE
Administrative Specialist	12	NE
Community Develop. Support Spec.	12	NE
Engineering Support Specialist	12	NE
Public Works Support Specialist	12	NE
Records Specialist	12	NE
Sign Worker – Street Maintenance	12	NE
Assistant to Chief Building Official	11	NE
Sr. Office Support	11	NE
Recreation Specialist	11	NE
Evidence Technician	10	NE
GIS Tech I	10	NE
Office Support II	10	NE
City Facilities Maintenance Worker	10	NE
Parks Maintenance Worker	10	NE
Street Maintenance Worker	10	NE
Utility Maintenance Worker	10	NE
VMCC Maintenance Worker	10	NE
Custodian II	9	NE
Lead Customer Service Specialist	9	NE
Office Support	9	NE
VMCC Operations Worker	9	NE
Customer Service Specialist	8	NE
Golf Course Technician	4	NE
Police Cadet	3	NE
Golf Course Cashier	2	NE
Table last updated	As of:	6/24/24



Request for Council Action

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

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to approve a new massage therapist license for Xiulan Tang.

BACKGROUND

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

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends approval of the massage therapist license.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Resolution Approving Additional Water & Sewer Cash Reserve Transfers

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, transferring additional Water and Sewer operating fund cash balances to their respective capital funds.

BACKGROUND

As a result of the 2022-2023 Utility Rate Study, the Council approved minimum cash reserve policies for the Water and Sewer Operating Funds. Under that policy, the targeted year-end cash balance for the Water Operating Fund is 180 days and the Sewer Operating Fund is 90 days of the following year's budgeted operating costs. Operating costs are determined by taking each fund's total budget and then subtracting out the amount budgeted for depreciation, as depreciation does not factor into operating needs and instead serves as a basis for these annual transfers.

At the March 11, 2024 Council Meeting, staff brought forward 2023 calculations and respective transfers for approval. It was recently discovered that depreciation was not removed from the calculation, resulting in smaller than intended capital transfers.

The chart below outlines the original transfers approved by the Council on March 11, the recalculated/corrected transfers, and the difference (additional transfers proposed in 2024).

	Original (with depreciation)	Corrected (without depreciation)	Difference (additional transfer)
Water Operating Fund (Fund 510)			
2024 Operating Budget	4,075,370	2,951,870	(1,123,500)
Minimum Balance Calculation (6 months)	2,037,685	1,475,935	(561,750)
 Cash Balance 12/31/2023	2,609,647	2,609,647	-
Less: Carryovers/Budget Amendments	(108,000)	(108,000)	-
Less: Minimum Cash Balance Target	(2,037,685)	(1,475,935)	561,750
Cash Balance - transfer to Water Capital	\$ 463,962	\$ 1,025,712	\$ 561,750

	Original (with depreciation)	Corrected (without depreciation)	Difference (additional transfer)
Sewer Operating Fund (Fund 520)			
2024 Operating Budget	4,574,320	3,774,320	(800,000)
Minimum Balance Calculation (3 months)	1,143,580	943,580	(200,000)
 Cash Balance 12/31/2023	1,865,425	1,865,425	-
Less: Carryovers/Budget Amendments	-	-	-
Less: Minimum Cash Balance Target	(1,143,580)	(943,580)	200,000
Cash Balance - transfer to Sewer Capital	\$ 721,845	\$ 921,845	\$ 200,000

Since 2023 financial activities have been finalized for the year, these additional capital fund transfers (Water of \$561,750 and Sewer of \$200,000), if approved, will be recorded in 2024.

FISCAL IMPACT

The City's minimum cash reserve policies are intended to provide improved transparency regarding financial resources available for each utility system's capital needs. There is no net fiscal impact as these balances remain available for each respective fund's use, regardless of whether they reside in the operating fund or the capital fund of the utility. It is, however, preferable to allocate and house any funds available for future capital in the capital funds.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, transferring additional Water and Sewer operating fund cash balances to their respective capital funds.

ATTACHMENTS

1. Resolution Approving Transfers

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

RESOLUTION NO. _____

**RESOLUTION APPROVING ADDITIONAL WATER AND SEWER CASH RESERVE
TRANSFERS**

WHEREAS, the City's minimum cash reserve policies for the Water Operating Fund and Sewer Operating Fund requires that any funds in excess of year-end cash reserve targets are to be transferred to each fund's respective capital funds, and;

WHEREAS, on March 11, 2024, the City Council approved 2023 transfers of \$463,962 from the Water Operating Fund to the Water Capital Fund and \$721,845 from the Sewer Operating Fund to the Sewer Capital Fund, and;

WHEREAS, staff later determined an error had been made in those calculations (depreciation not excluded) which resulted in smaller 2023 transfers, and;

WHEREAS, to correct the error, staff recommend additional transfers of \$561,750 from the Water Operating Fund to the Water Capital Fund and \$200,000 from the Sewer Operating Fund to the Sewer Capital Fund be made in 2024 to ensure that each capital fund reflect appropriate balances available for future capital needs;

NOW, THEREFORE BE IT RESOLVED, BY CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights approves additional transfers of excess operating cash balances:

- Transfer of \$561,750 from the Water Operating Fund (510) to the Water Capital Fund (511).
- Transfer of \$200,000 from the Sewer Operating Fund (520) to the Sewer Capital Fund (521).

Adopted this 24th day of June 2024 by the City Council of Inver Grove Heights, MN

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving a Variance to Allow Outdoor Storage at 8450 Courthouse Blvd**

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Allan Hunting, City Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a Variance to allow outdoor storage of one nitrogen tank on the property located at 8450 Courthouse Blvd.

Requires 3/5th vote

60-day deadline - July 5, 2024

BACKGROUND

The tenant of the building at 8450 Courthouse Blvd, Simpson Strong Tie, is requesting a variance to allow outdoor storage of a tank containing nitrogen that is used as part of their metal fabrication business.

City Code Title 10, Chapter 11B-3, Performance Standards, 2.B states that no outdoor storage of materials, product, refuse or any other material construed as outdoor storage shall be permitted in the IOP district. Staff interpret this to mean all aspects of a business in the IOP district shall be conducted within the building, other than parking of vehicles.

In this case, the applicant is proposing to construct a 782 gallon tank that would contain nitrogen. The tank would be located adjacent to the east wall of the building on the grass area between the building and parking lot. The tank would be approximately nine feet tall and the pad area about six feet wide.

Nitrogen gas is non-toxic or reactive and not flammable. It will displace oxygen and therefore adding nitrogen gas into a confined area, such as inside the building, would reduce the oxygen concentration if a leak occurred, creating an unsafe condition. Therefore, the applicant is requesting the variance to allow the tank to be placed outside.

FISCAL IMPACT

N/A

RECOMMENDATION

The Planning Commission reviewed the request at its June 4, 2024 meeting and recommended approval (8-0). Staff also recommends approval of the request with the condition listed in the attached resolution.

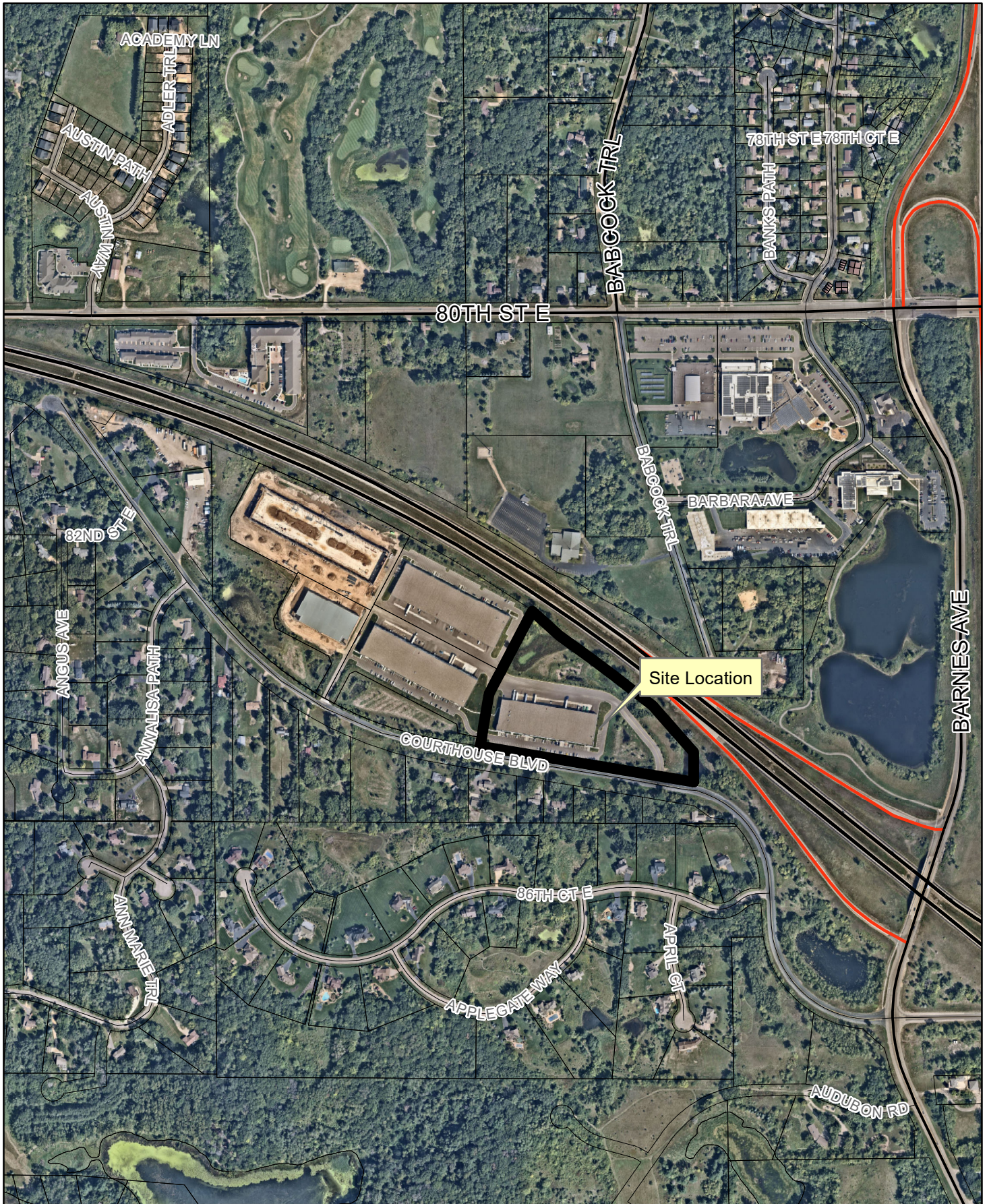
ATTACHMENTS

1. Location Map
2. Staff Report
3. Resolution of Approval (Variance for Outdoor Storage)



Location Map

Case No. 24-15V





Planning Commission Report

MEETING DATE:	June 4, 2024
CASE NO:	24-15V
APPLICANT:	Toll Company
PROPERTY OWNER:	Stag Industrial Holdings, LLC
REQUEST:	Variance
LOCATION:	8450 Courthouse Boulevard
COMPREHENSIVE PLAN:	Industrial Office Park
ZONING:	IOP, Industrial Office Park
STAFF CONTACT:	Allan Hunting, 651.450.2554

ACTION REQUESTED

The tenant of the building, Simpson Strong Tie, is requesting a Variance to allow outdoor storage of a tank containing nitrogen that is used as part of their metal fabrication business.

BACKGROUND

Title 10, Chapter 11B-3, Performance Standards, 2.B states that no outdoor storage of materials, product, refuse or any other material construed as outdoor storage shall be permitted in the IOP district. Staff interprets this to mean all aspects of a business in the IOP district shall be conducted within the building, other than parking of vehicles.

In this case, the applicant is proposing to construct a 782 gallon tank that would contain nitrogen. The tank would be located adjacent to the east wall of the building on the grass area between the building and the parking lot. The tank would be approximately nine feet tall and the pad area about six feet wide.

Nitrogen gas is non-toxic or reactive and not flammable. It will displace oxygen and therefore adding nitrogen gas into a confined area, such as inside the building, would reduce the oxygen concentration if a leak occurred, creating an unsafe condition. Therefore, the applicant is requesting the variance to allow the tank to be placed outside.

EVALUATION OF REQUEST

The subject property is surrounded by:

North:	Highway 55		
East:	Courthouse Boulevard, Highway 55		
West:	InverPoint Business Park	Zoned: IOP, Industrial Office Park	Guided: Industrial Office Park
South:	Single-Family Homes	Zoned: E-1, Estate District	Guided: RDR, Rural Density Residential

VARIANCE REVIEW

Title 10, Chapter 11B-3, Performance Standards, 2. B. states that no outdoor storage of materials, products, refuse or any other material construed as outdoor storage shall be permitted in the IOP district.

City Code Title 10, Chapter 3. Variances, states that the City Council may grant Variances when they are in harmony with the general purposes and intent of the Zoning Ordinance and consistent with the Comprehensive Plan and establishes that there are practical difficulties in complying with the official control. In order to grant the requested 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.

a) The use of the tank is associated with an existing tenant of the most eastern building in the industrial park. The tank and slab it would be constructed on is located adjacent to the building next to the parking lot. The outdoor storage is not located in the parking lot or does not take up any other open space or create a highly visible distraction. The use of the tank is consistent with an allowed use in that district. The only difference is the tank is outside the building.

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

The proposed location of the tank appears to be in a reasonable location that does not conflict with the intent of the outdoor storage restriction. The tank is located next to the building in a green space between the building and the parking lot.

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

The reason to locate the tank outside appears to be one of safety, since a nitrogen leak inside a building does displace oxygen which would create an unsafe condition for the occupants of the building.

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

The single tank located next to the building does not appear to change the character of the area or the industrial park.

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

Economic considerations do not appear to be a basis or a sole basis for this request.

ALTERNATIVES

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

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

- Approval of the **Variance** to allow outdoor storage of a nitrogen tank subject to the following condition:

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

Site Layout Plan dated 5/21/2024

Plan & Elevation View dated 5/21/2024

Practical Difficulty:

- Safety reasons to have tank outside of the building.
- The tank is located between the building and parking lot. There is open grass area along the building. Not impacting any other open space or parking areas or any other operational aspects of the site.

B. Denial. If the Planning Commission does not favor the request, a recommendation of denial should be forwarded to the City Council. With a recommendation of denial, findings or the basis for the denial should be given.

RECOMMENDATION

The location of the tank does not appear to have an impact on any operational aspects of the site or any parking areas or required open space. Safety of indoor air quality also appears as a basis for the Variance.

Staff would recommend approval of the Variance request as proposed.

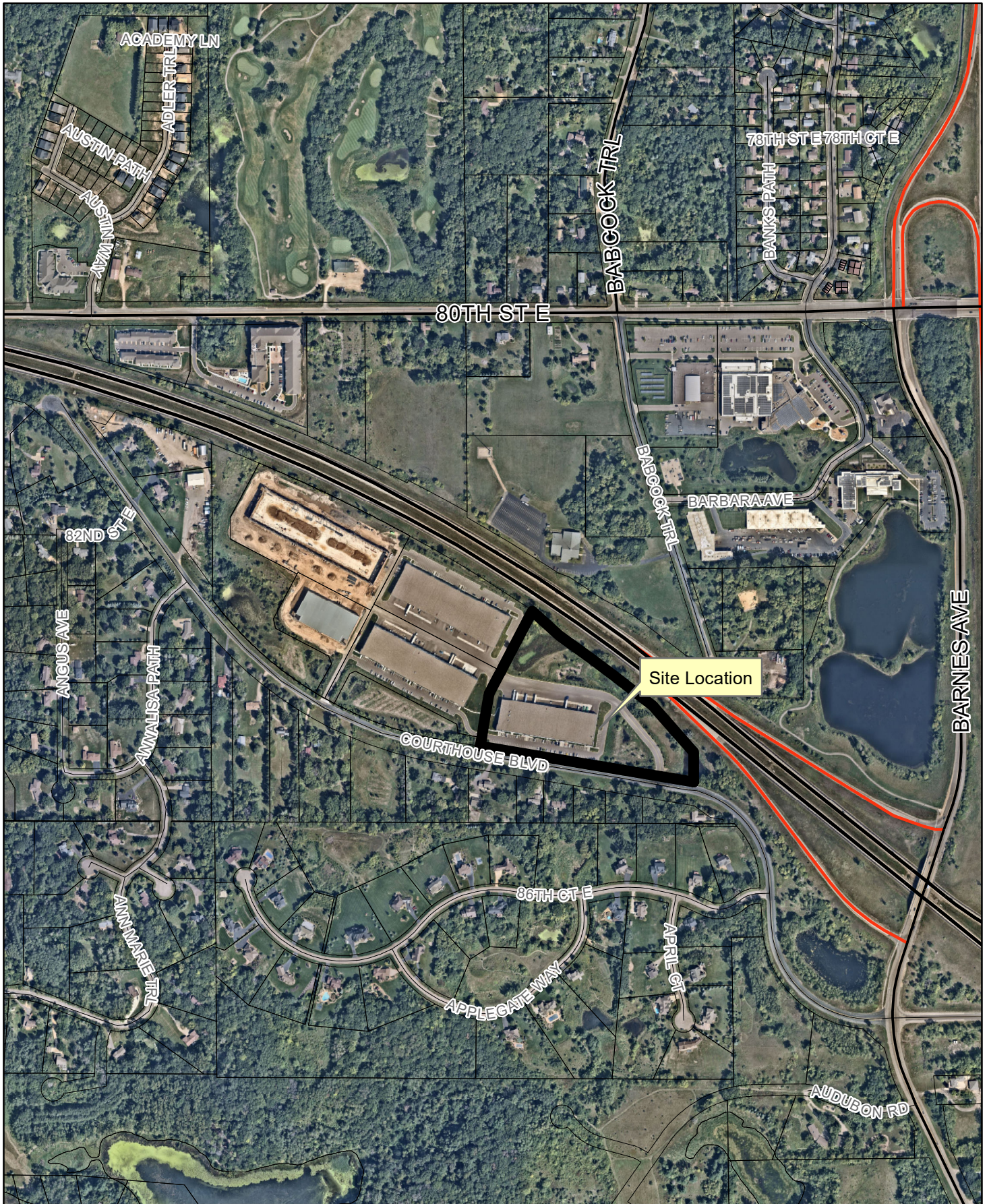
ATTACHMENTS

1. Location Map
2. Narrative
3. Site Layout Plan
4. Tank Details



Location Map

Case No. 24-15V



Narrative

At Simpson Strong Tie, Nitrogen gas is used in the manufacturing process as an assist gas for LASER cutting of steel parts. This is a very common practice in the metal fabrication industry. Today, nearly all steel parts are cut using LASER. The process requires a large volume of Nitrogen gas. The gas is normally supplied from a cryogenic bulk storage vessel. I have attached technical literature within this building package: The P&ID depicts the component function and flow-path inside the tank. The O&D shows dimensions, weight, capacity, etcetera. I have also included an SDS for Nitrogen as a cryogenic liquid. And a second SDS for Nitrogen as a gas. Below is a brief explanation of the storage vessel. The tank is a 3,000 Liter, 500 psig, vacuum insulated, cryogenic vessel. The gross capacity of the tank is 782 gallons. The cryogenic contents are converted from liquid to gas outside the vacuum insulated inner barrel of the tank. The tank can be set up to hold, Argon, Oxygen, Nitrogen, CO2, Etcetera. In this case "NITROGEN". The expansion ratio of Nitrogen is approximately 700 to one. The volume of Nitrogen gas when converted from liquid is 72,800 scf. The gas is not toxic or reactive, but it will displace oxygen. Adding Nitrogen gas into a confined area will reduce the oxygen concentration. If too much Nitrogen is added it will reduce the Oxygen concentration, creating an unsafe condition. The bulk tank is not required to be placed outdoors, but for the safety reasons listed above we avoid placing them indoors whenever possible.

LOT BOUNDRIES

Lot 1, Block 1, Inverpoint Business Park First Addition.

HWY 55

Skyline Displayes

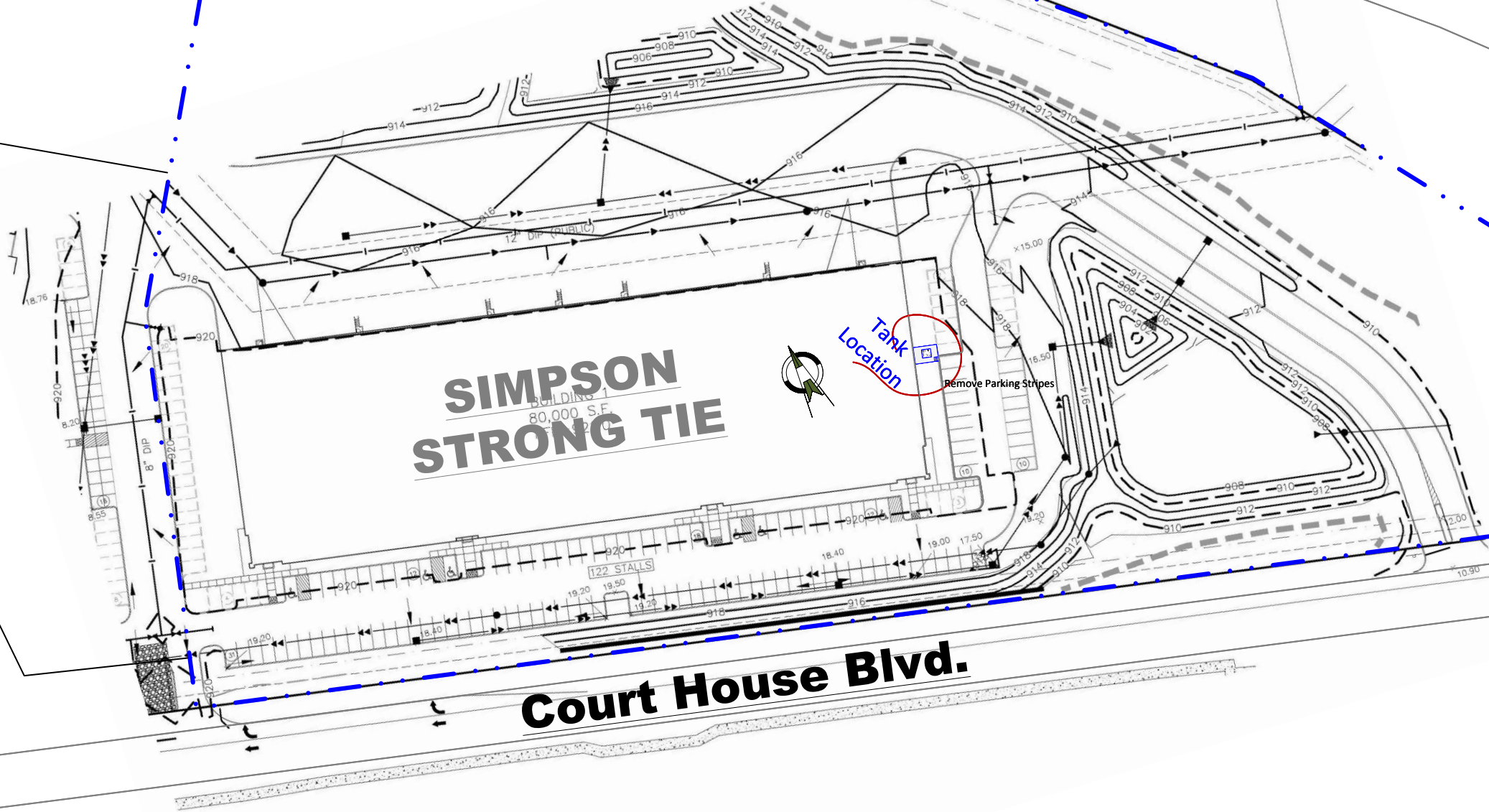
**Road Equipment,
Parts Center**

**SIMPSON
STRONG TIE**

Tank
Location

Remove Parking Stripes

Court House Blvd.



SIMPSON STRONG TIE

PLAN & ELEVATION VIEW

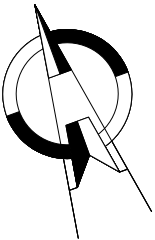


2) 12" x 3' treads, 1) 12" x 3' foot pad at curb line

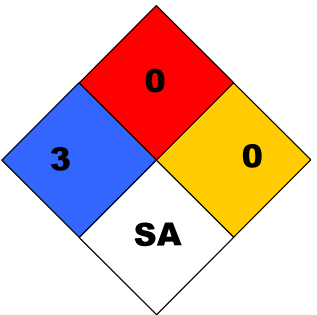
3) 7" risers...21" pad elevation at 1ft behind curb

Concrete: 4000 PSI @ 28 days
Reinforcing: ASTM A615 grade 60
Soil Bearing Capacity: 2000PSF min.
Grounding: Per NFPA 70, NEC Article 501 & PIP-2
Expansion joints: Use ½" polyfoam board
(use of asphalt impregnated board is prohibited)
Use Chem Seal CS2727 sealant
by Neely Industries 800 242-1483

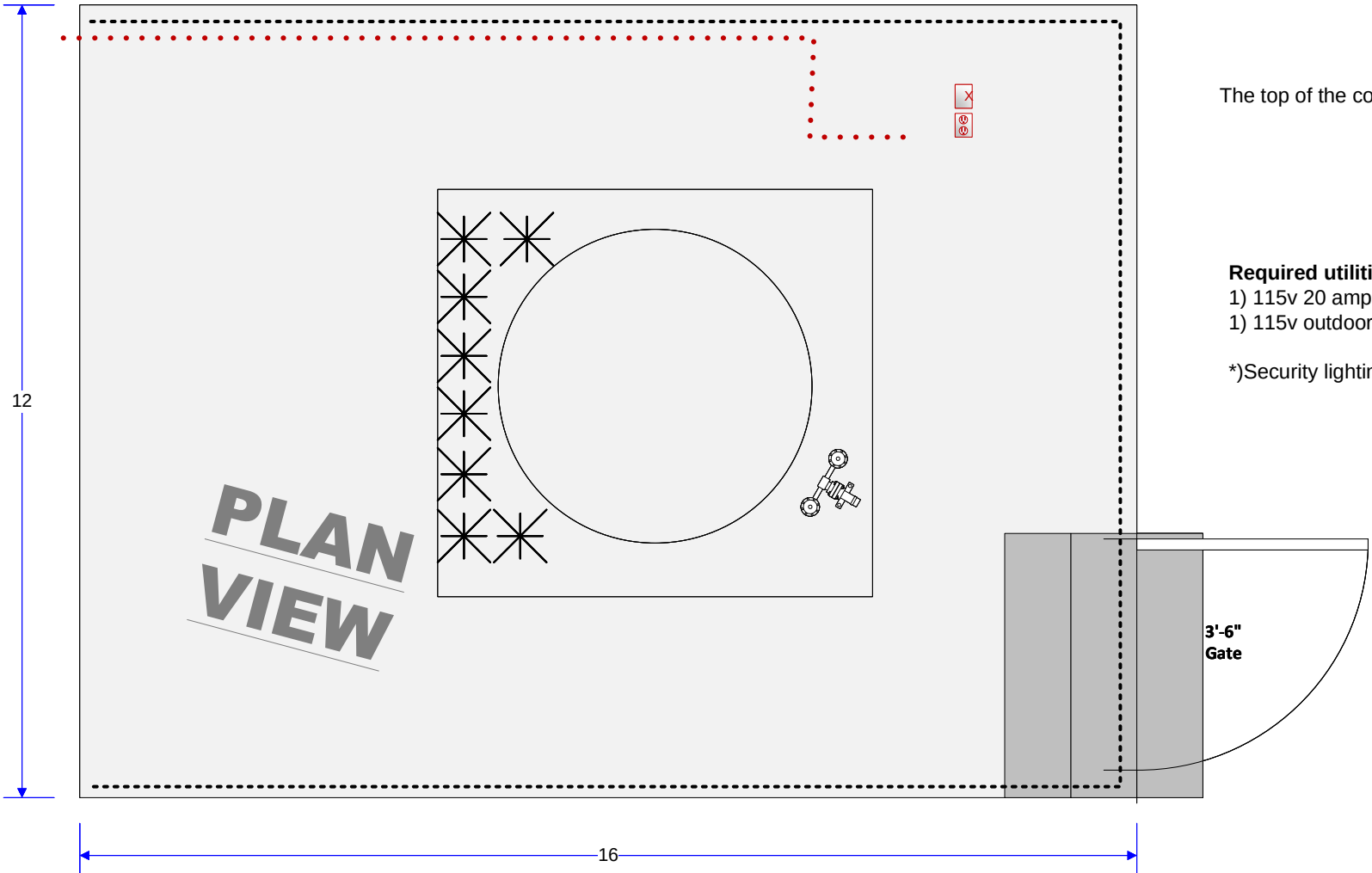
The top of the concrete converter pad to be level and @ 3" above grade on the West side



Required utilities
1) 115v 20 amp courtesy receptacle (5 Feet High)
1) 115v outdoor outlet box X-Tra deep cover, for telemetry
(All @ 5 ft. high)
)Security lighting



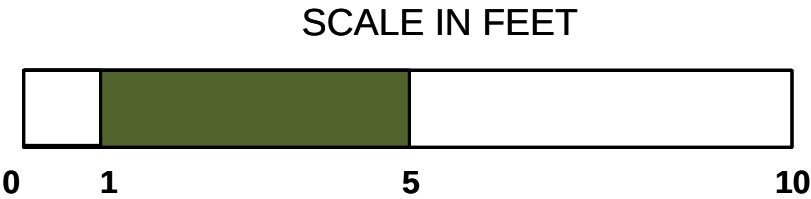
NFPA placard to be displayed



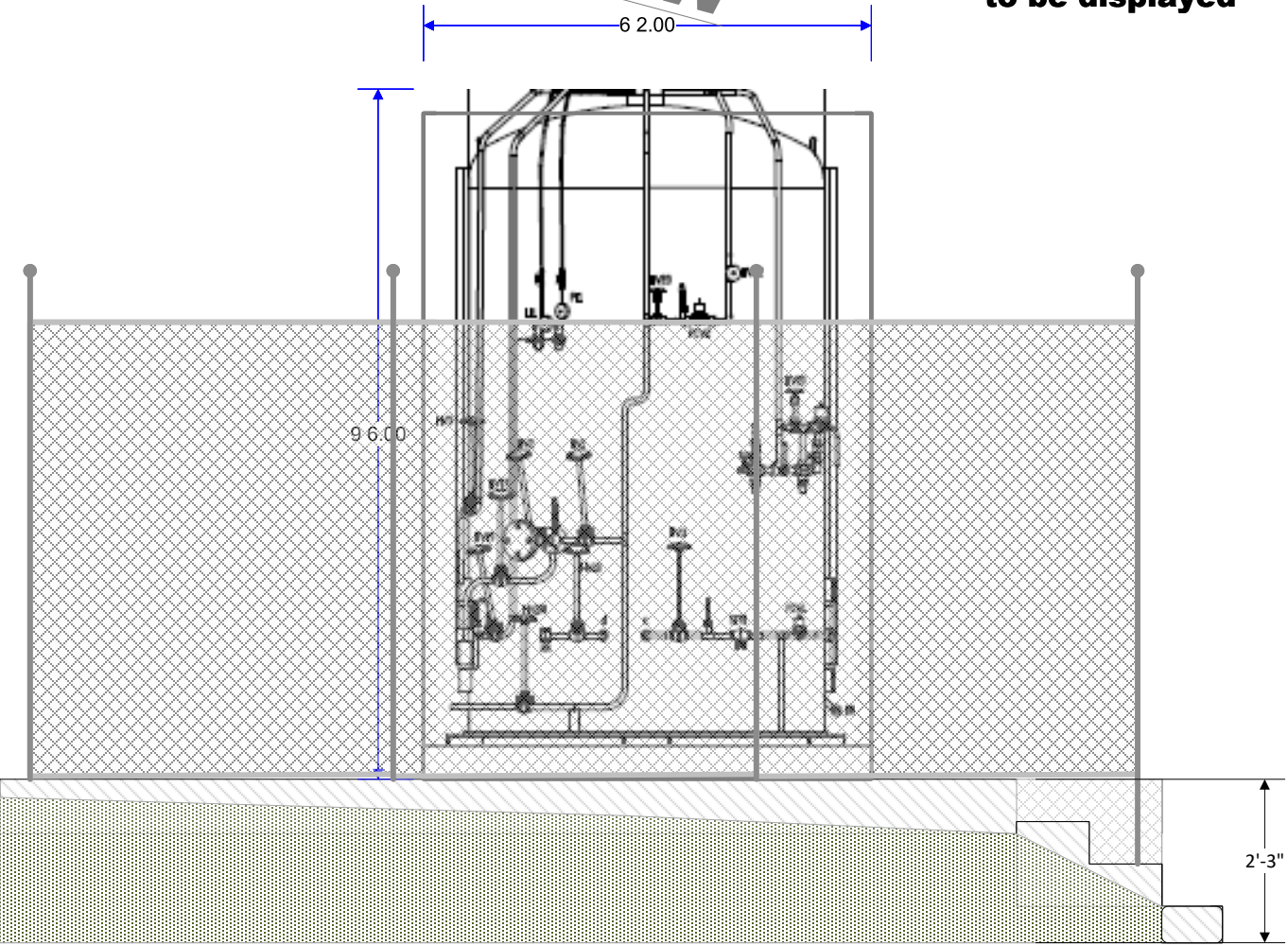
Facility Requirements
1) converter pad
1) six foot cyclone security fence
1) 42" ft man gate
1) NFPA placards
) 24hr clear transport tanker access

Pour (1) 12' x 16' x 9" Thick
Tank Pad and use
Bottom: # 5 Bars @ 9" OC Both Ways
Top: None
With a 3" Bottom Clearance over
4" of Compacted Crushed Stone

TOLL			
TITLE:	BULK STORAGE FACILITY, PLAN & ELEVATION VIEW SIMPSON STRONG TIE, INC. WINTER 2023		
COMPANY:	Toll Company	CREATOR:	Thomas Litzkow
PREPARED FOR:	Kyle Mueller	DATE:	Dec 6 th 2023

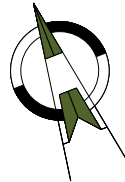


ELEVATION VIEW

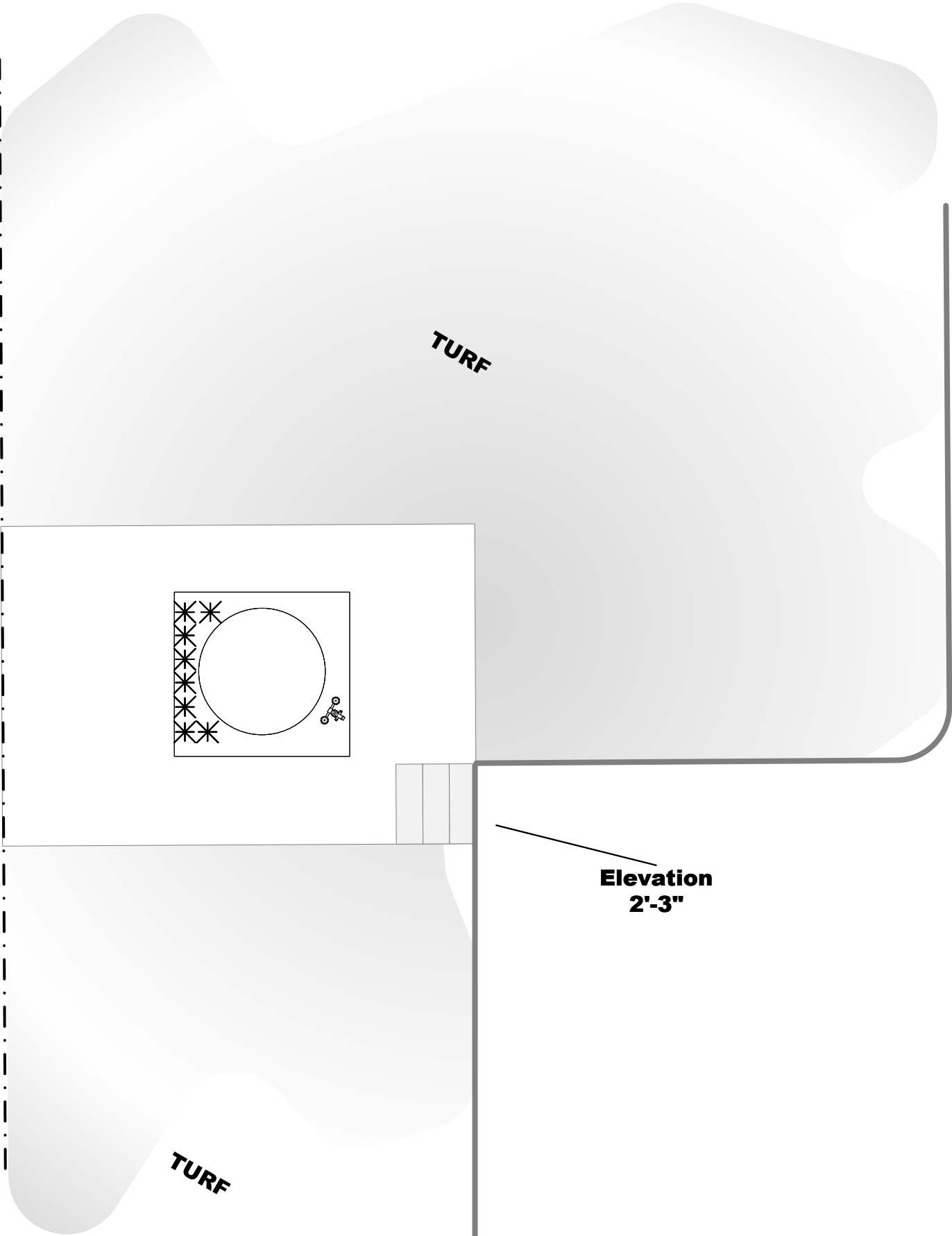


SIMPSON STRONG TIE

PLAN VIEW



Building



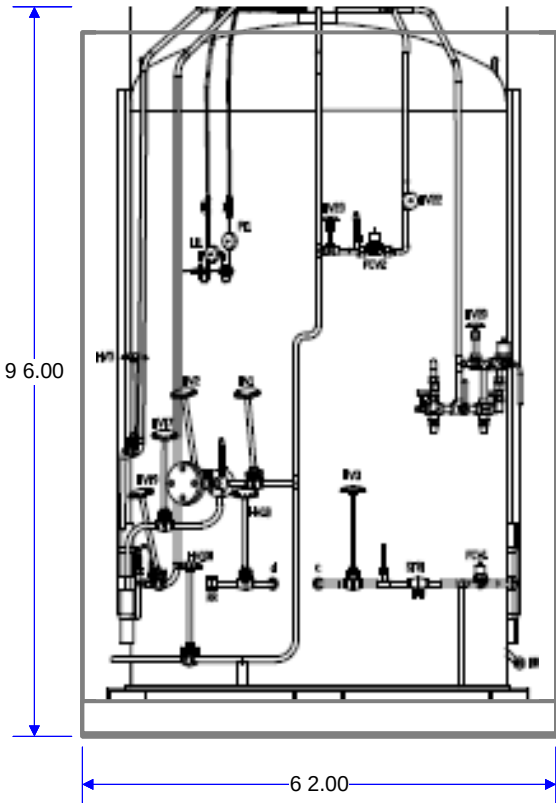
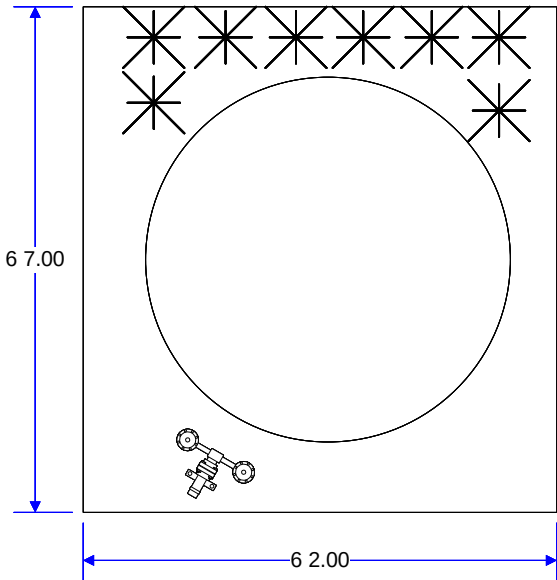
TURF

TURF

Elevation
2'-3"

SIMPSON STRONG TIE

3,000 Liter Weights and Dimensions



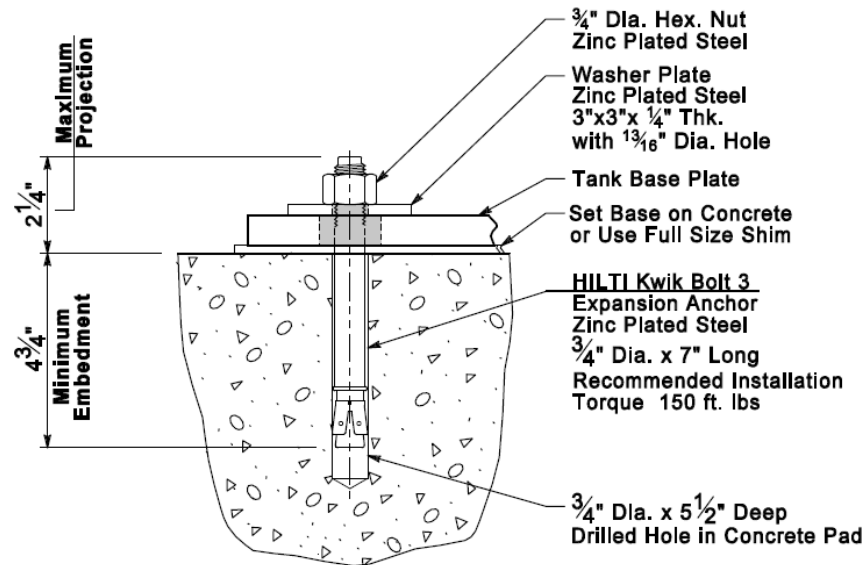
3,000 L Taylor Wharton

H: 9'-2"
H w Pallet: 9'-6"
Dia: 4'-11"
Pal: 6'-7" X 6'-2"
MT: 4,806 lb
Full Nitrogen: 9,544 lb
Full Oxygen: 11,497 lb
Full Argon: 12,9716,132 lb
MAWP: 500 psig
[Net Capacity: 713 US Gal](#)
[8 Hour Withdrawal Rate GAN: 3,531 SCFH](#)

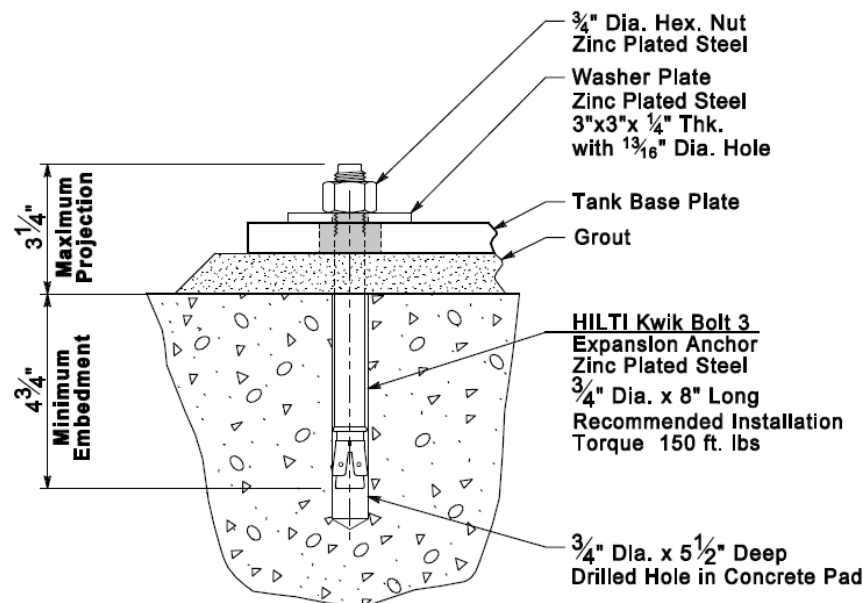
TOLL			
TITLE:	3,000 Liter Taylor Wharton O&D		
COMPANY:	Toll Company	CREATOR:	Thomas Litzkow
PREPARED FOR:	Kyle Mueller	DATE:	Dec 6 th 2023



3,000 Gallon and Smaller Tank Anchoring Detail,

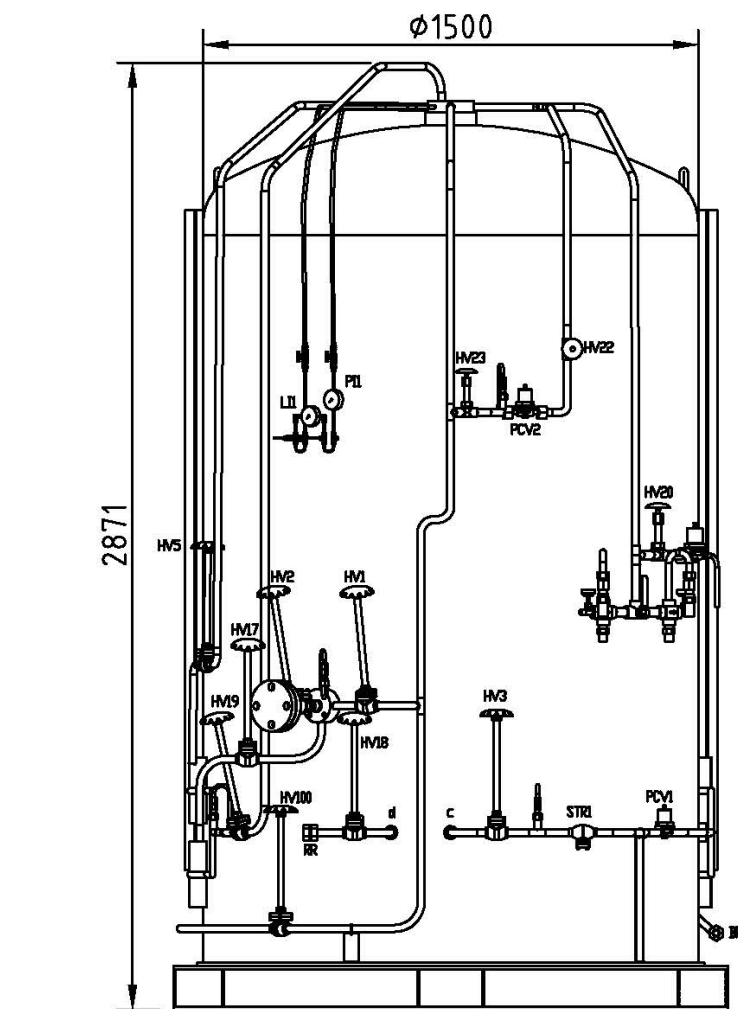


**3000 Gallon and Smaller Tank Anchoring Detail
Where Tank Is Set Directly on Concrete**

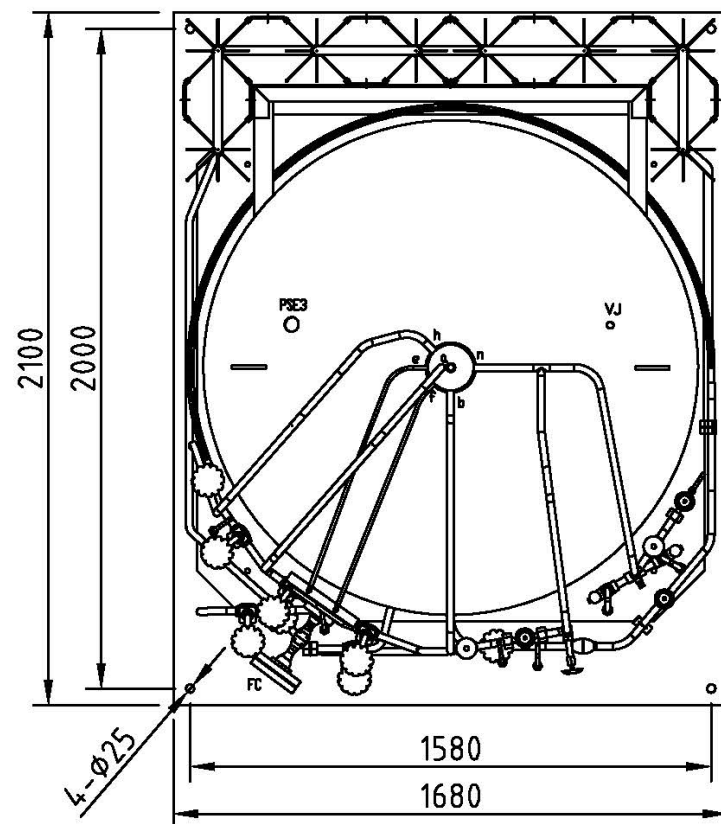
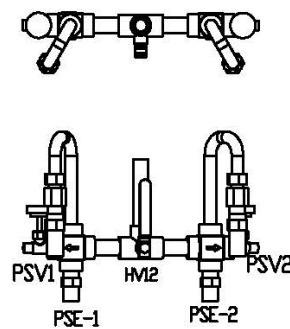


**3000 Gallon and Smaller Tank Anchoring Detail
Where Grout is Required to Level Tank**

Equipment Installation Procedure



SAFETY ARRANGEMENT



MODEL		MB3000 VHP	
DESIGN DATA		INNER VESSEL	OUTER VESSEL
CODE	ASME Section VII DIV.1 2017 Edition MANDATORY APPENDIX 44		
DESIGN PRESSURE	Psi (MPa)	500 (3.45)	-14.7 PSI (-0.1MPa)
MAWP	Psi (MPa)	500 (3.45)	FULL VACUUM
OPERATION PRESSURE	Psi (MPa)	435 (3.00)	FULL VACUUM
DESIGN TEMPERATURE		-320~120°F (196~50 °C)	120°F (50 °C)
GROSS CAPACITY	US gallon (m³)	782 (2.96)	
FILLING PERCENTAGE		90%	
NET CAPACITY	US gallon (m³)	713 (2.70)	
MAIN MATERIAL		TYPE 304 SA-240/240M ASME Section II Part A	TYPE 304 SA-240/240M ASME Section II Part A
WELD-JOINT FACTOR		SHELL AND HEAD: 1.0 (0.9 FOR WITH BACKING STRIP)	
ANNULAR PRESSURE WITH MULTILAYER SUPER INSULATION			≤3 mTorr (micron)
INSULATION		VACUUM AND MULTILAYER INSULATION	
NER, %/DAY (NITROGEN)		≤ 1 %	
ESTIMATED TARE WEIGHT	Lbs (kg)	4806 (2180)	
WEIGHT WITH FULL MEDIUM Lbs (kg)	LIN	9544 (4329)	
	LIX	11497 (5215)	
	LAr	12974 (5885)	
MAX. N2 WITHDRAWAL RATE	(SCFH 0MPa/h)	3531 (100)	
NOTES:			
1. THE MAXIMUM N2 WITHDRAW RATES ARE GUARANTEED FOR A CONTINUOUS WITHDRAW RATE DURING 8 HOURS.			
2. WIND LOAD: IBC2009/ASCE-7 2010, BASIC WIND SPEED 130 MPH			
3. SEISMIC LOAD: SEISMIC REGION SAN FRANCISCO, WITH ACCELERATION 200% g IN A PERIOD OF 0.2 SECONDS.			

4.	UPDATE NOTES	14.08.19	MN	ASK	HA
3.	UPDATE PALLET DIMENSION	26.07.19	MN	ASK	HA
2.	UPDATE P&ID	18.03.19	MN	ASK	HA
1.	ADD PART NO. AND UPDATE P&ID	05.03.19	MN	ASK	HA
REV	DESCRIPTION	DATE	PREPARED	CHECKED	APPROVED
SIMILAR TO:	NO. SHOTS:	SH. NO.:	TOLERANCES	DRAFTSMAN	DATE
		1/2	UNLESS OTHERWISE SPECIFIED:	MN	01.10.18
PART NAME:			LINEAR : .1 .06	DESIGN ENGINEERING	
GENERAL ARRANGEMENT MICROBULK TANK MB 3000 VHP			ANGULAR : ±	MN	01.10.18
			MACH. SURFACES - 125	REVIEWER	
			REMOVE BURRS	ASK	01.10.18
			UNLESS OTHERWISE SPECIFIED	APPROVAL	
			DO NOT SCALE DRAWING	HA	01.10.18
			TAYLOR-WHARTON MALAYSIA SHAH ALAM, MALAYSIA		
			PROPRIETARY INFORMATION : THE INFORMATION IN THIS DOCUMENT IS THE PROPERTY OF TAYLOR-WHARTON AND MAY NOT BE REPRODUCED OR DISCLOSED TO OTHERS WITHOUT THE WRITTEN PERMISSION OF TAYLOR-WHARTON.		
			NUMBER TWM-GA-MB3000VHP		
			REV. 4		

PROPRIETARY INFORMATION
THE INFORMATION IN THIS DOCUMENT IS THE PROPERTY OF TAYLOR-WHARTON
IS SUBJECT TO RETURN UPON DEMAND
AND MAY NOT BE REPRODUCED OR DISCLOSED TO OTHERS WITHOUT THE WRITTEN
PERMISSION OF TAYLOR-WHARTON.

SHEET 1 OF 2

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

RESOLUTION NO. 2024 -

**APPROVING A VARIANCE TO ALLOW OUTDOOR STORAGE OF
ONE NITROGEN TANK IN THE IOP, INDUSTRIAL OFFICE PARK DISTRICT**

CASE NO. 24-15V

Property located at 8450 Courthouse Boulevard and legally described as follows:

Lot 1, Block 1, Inverpoint Business Park First Addition, according
to the recorded plat, Dakota County, Minnesota

WHEREAS, the applicant is requesting a variance from City Code Title 10, Chapter 11B-3, Performance Standards, 2B to allow outdoor storage of one nitrogen tank;

WHEREAS, the afore described property is zoned IOP, Industrial Office Park District;

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 June 4, 2024 in accordance with City Code Section City Code 10-3-3:C;

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

1. Safety reasons to have tank outside of building
2. The tank is located between the building and parking lot. The area is open grass area along the building. Not impacting any other open space or parking areas and any other operational aspects of the site.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that the variance to allow outdoor storage of one nitrogen tank is hereby approved subject to the following conditions:

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

Site Layout Plan
Plan and Elevation View

dated 5/21/24
dated 5/21/24

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

Adopted by the City Council of Inver Grove Heights this 24th day of June, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving Replacement Trustee for the City's Health Reimbursement Plan (HRA VEBA)**

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Janet Shefchik, HR Manager, 651.450.2512

ACTION REQUESTED

The Council is asked to approve the attached Resolution, removing Hand Benefits & Trust Company as Trustee for the City's Health Reimbursement Plan, and appointing MG Trust/Matrix as the successor Trustee.

BACKGROUND

The City uses Medsurety as its third-party administrator for a number of its employee benefit plans, such as the Health Savings Account (HSA), Health Reimbursement Account (HRA VEBA), Flexible Spending Account (FSA) plans, and other COBRA eligible benefit plans.

Medsurety is familiar with and utilizes several different firms as trustees to handle the monetary transactions associated with these plans. The City's Health Reimbursement Account (HRA VEBA) is one of two medical plans offered through HealthPartners. The money for the HRA VEBA is held in a trust, and Hand Benefits and Trust Company is the current Trustee for that plan.

Medsurety has reviewed the differences in trustees and believes that using MG Trust/Matrix as the Trustee for the City's Health Reimbursement Plan would be more advantageous to the City. After speaking with Medsurety, the Human Resources Manager and City Administrator agree.

Hand Benefits & Trust Company seeks a formal resolution of the governing body, prior to proceeding with the transfer of funds to the new trustee.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends approval of the attached Resolution, removing Hand Benefits & Trust Company as Trustee for the City's Health Reimbursement Plan, and appointing MG Trust/Matrix as the successor Trustee.

ATTACHMENTS

1. City of IGH Resolution Changing HRA Trustee (final)

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

RESOLUTION NO. _____

**RESOLUTION REMOVING HAND BENEFITS & TRUST COMPANY AS TRUSTEE FOR THE CITY OF
INVER GROVE HEIGHTS HEALTH REIMBURSEMENT PLAN AND APPOINTING MG TRUST/MATRIX
AS SUCCESSOR TRUSTEE**

WHEREAS, City of Inver Grove Heights has previously established and is presently maintaining the City of Inver Grove Heights Health Reimbursement Plan (the "Plan") with such Plan intended to qualify under Section 501(c)(9) of the Internal Revenue Code, as amended (the "Code") and the trust made a part thereof exempt under Section 501(a) of the Code; and

WHEREAS, Hand Benefits & Trust Company (HB&T) currently serves as Trustee under the Plan; and

WHEREAS, the Plan reserves to the City, the right to remove such Trustee and upon removal appoint a Successor Trustee to serve in such capacity under the terms of the Plan; and

WHEREAS, the City has determined that it is desirable to remove the current Trustee and replace such Trustee with MG Trust/Matrix.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Inver Grove Heights exercising its authority under the terms of the City of Inver Grove Heights Health Reimbursement Plan hereby removes Hand Benefits & Trust Company (HB&T) as trustee with regard to the Plan and hereby appoints MG Trust/Matrix as Successor Trustee of such Plan to serve under the Plan effective 7/17/2024, with respect to contributions made to the Plan on or after such date. With respect to assets transferred by 7/17/2024, such appointment as Successor Trustee shall be effective as of the date such assets are transferred to the Successor Trustee.

BE IT FURTHER RESOLVED, BY CITY OF INVER GROVE HEIGHTS, that the proper officers of City of Inver Grove Heights are hereby authorized and directed to notify Hand Benefits & Trust Company (HB&T) in writing of their removal as trustee of the Plan and direct that Hand Benefits & Trust Company (HB&T) transfer plan assets to MG Trust/Matrix in its capacity as Successor Trustee; and the proper officers of the City shall notify the participants, investment managers, and any and all other appropriate parties of the appointment of MG Trust/ Matrix as Successor Trustee and shall execute on behalf of the City such instruments and documents as necessary in order to effectuate the intent of the foregoing resolution.

Approved by the City Council of Inver Grove Heights, Minnesota, this 24th day of June 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Resolution Declaring Certain Fitness Equipment Surplus Property and Authorizing Sale

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, declaring certain fitness equipment as surplus property and authorizing its sale.

BACKGROUND

The Veterans Memorial Community Center offers a variety of fitness classes and a fitness center managed by the Parks and Recreation Department staff. Equipment is purchased based on member interests and needs, as well as to meet industry standards and trends. Over time, as interests and equipment change, some items become obsolete or are replaced with newer models.

Staff have identified items that are no longer needed and are therefore requesting authorization to sell them. These items include used fitness equipment, parts, electronics, and storage racks. Having been upgraded, these items are no longer utilized in the fitness center.

Internet research indicates a secondary market for such used items. Staff plan to place the items for sale on the government auction site available via the League of MN Cities website.

FISCAL IMPACT

Selling the items is preferable to throwing them away. In addition, the revenue will partially offset the cost of purchasing new items.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Surplus Equipment Resolution (Fitness Equipment - Summer 2024)

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

RESOLUTION NO. _____

**DECLARING CERTAIN FITNESS EQUIPMENT AS
SURPLUS PROPERTY AND AUTHORIZING ITS SALE**

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

- 1 Proform 600 Treadmill
- 2 Century Wave master Heavy Bags
- 4 BE AXS900TRXD 900 Mhz Stereo FM Transmitters
- 9 BE FM TV Audio Receivers
- 4 MYE Smart Programming Audio Receivers
- 1 Hex 3 tier powerhouse dumbbell Rack
- 2 Matrix Livestrong Spin Bikes
- 2 40# Kettlebells
- 4 30# Kettlebells
- 4 25# Kettlebells
- 3 20# Kettlebells
- 3 15# Kettlebells
- 5 10# Kettlebells
- 2 4 ft flat shelves

NOW THEREFORE, be it resolved by the City Council of the City of Inver Grove Heights, Minnesota, as follows:

1. The equipment or property listed above is declared surplus with an approximate value of \$2,155 and is authorized to be sold.

Adopted this 24th day of June 2024 by the City Council of the City of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Equipment Use Agreement with Galvan Painting**

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Julie Dorshak, Recreation Superintendent, 651.450.2588

ACTION REQUESTED

The Council is asked to approve the attached Equipment Use Agreement with Galvan Painting.

BACKGROUND

The City has entered into an agreement with Galvan Painting to paint various locations in the Veterans Memorial Community Center (VMCC). The painting will be completed in a series of stages beginning on June 25, 2024, and will be completed by the end of the year. A one and two person lift will be necessary for the completion of this project throughout the building. Galvan Painting would need to rent the lifts and coordinate staging and mobilization during the project. However, the City owns a suitable lift and can make it available for Galvan Painting staff to utilize through an Equipment Use Agreement.

The Equipment Use Agreement outlines the borrower's responsibilities in ensuring that only trained personnel use the lift and that all safety measures will be followed. The agreement was reviewed and approved by the City Attorney.

FISCAL IMPACT

The contractor's use of the City's equipment will reduce the cost of the painting project.

RECOMMENDATION

Staff recommends approval of the attached equipment use agreement with Galvan Painting.

ATTACHMENTS

1. IGH Equipment Use Agreement

EQUIPMENT USE AGREEMENT

THIS AGREEMENT is made this 24th day of June 2024 by and between the City of Inver Grove Heights, Minnesota (the “Lender”) and Galvan Painting (the “Borrower”).

1. Loaned Equipment. The City of Inver Grove Heights (Lender) has contracted with Galvan Painting Borrower) for certain painting services within the Veterans Memorial Community Center (VMCC). In order to perform the painting services, the Borrower needs to use certain equipment including lifts, and the Lender owns the necessary lifts and other equipment which it is willing to let the Borrower use solely for the purpose of performing the painting services. Lender hereby agrees to lend the following equipment (the “Equipment”) to the Borrower:
 - a. Two Person Lift: Sky Jack SJ11 3226
 - b. One Person Lift: Sky Jack: SJ20 Scissor Lift
2. Fees. The Borrower shall pay to the Lender the following amount for each piece of Equipment that is on loan:
 - a. \$0/day for Two Person Lift
 - b. \$0/day for One Person Lift
3. Term. The Borrower shall be entitled to **use** the Equipment from June 25, 2024, through December 31, 2024, solely for the purpose of performing the painting services within the VMCC.
4. Return of Equipment. The Borrower is responsible for examining the Equipment prior to receiving it from the Lender and must return the Equipment in the same condition in which it was received, except normal wear and tear. Any Equipment using fuel or other fluids must be returned with the same level of fuel that the Equipment had when loaned to the Borrower.
5. Routine Maintenance. The Borrower is responsible for any routine maintenance required to operate the Equipment while in the Borrower’s possession. Routine maintenance would include fuel, lubricants, fluids, repair of a flat tire, and other items that are typically incidental to the use of the Equipment.
6. Trained Personnel. The Borrower agrees that only trained personnel shall be allowed to operate the Equipment. The Borrower agrees to follow all safety precautions including the wearing of personal protective equipment while using the Equipment.
7. Transportation. The Borrower shall be responsible for transporting the Equipment within the VMCC.

8. Storage. Borrower shall store the Equipment in a safe place while in the Borrower's possession.
9. Damage to Equipment. The Borrower shall be responsible for any damage to or loss of the Equipment while the Equipment is being used by the Borrower.
10. Insurance. The Borrower agrees to maintain commercial general liability (CGL) insurance in the minimum amount of \$1,000,000 per occurrence for bodily injury and property damage. The Borrower shall name the Lender as an additional insured on the Borrower's CGL insurance. The Borrower shall provide the Lender with a certificate of insurance evidencing the required insurance coverages. The Borrower's insurance shall be primary and non-contributory to any other valid and collectible insurance available to the City
11. Workers' Compensation. The Borrower shall be responsible for injuries or death of its own personnel while using the Equipment. The Borrower will maintain workers' compensation insurance covering its own personnel while they are using the Equipment. Use of Lender's equipment to perform the painting services shall not in any way make the employees of Borrower employees of Lender for any purpose, including workers compensation coverage.
12. Indemnification. The Borrower agrees to defend and indemnify the Lender against any claims brought or actions filed against the Lender or any officer, employee, or volunteer of the Lender for injury to, death of, or damage to the property of any third person or persons, arising from the Borrower's use of the Equipment.
13. Assumption of Risk. The Borrower acknowledges that using the Equipment has certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The Borrower assumes any and all risks, whether known or unknown, while using the Equipment.
14. Waiver. The Borrower understands and agrees that neither the City or any person acting on behalf of the City may be held liable in any way for any event which occurs in connection with using the Equipment which may result in harm, injury or other damage to the Borrower or any other person, including damage to property. This waiver of liability does not waive city liability for any injuries that the Borrower obtains as the result of willful, wanton or intentional misconduct by the City or any person acting on behalf of the City.
15. Entire Agreement. This Agreement supersedes any prior or contemporaneous representations or agreements, whether written or oral, between the Borrower and Lender and contains the entire agreement.
16. Amendments. Any modification or amendment to this Agreement shall require a written agreement signed by both the Borrower and the Lender.
17. Governing Law. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Minnesota.

18. Captions. Captions or headings contained in this Agreement are included for convenience only and form no part of the agreement between the Borrower and the Lender.
19. Waivers. The waiver by either the Borrower or the Lender of any breach or failure to comply with any provision of this Agreement by the other party shall not be construed as, or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.
20. Counterparts. This Agreement may be executed in counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.
21. Savings Clause. If any court finds any portion of this Agreement to be contrary to law or invalid, the remainder of the Agreement will remain in full force and effect.

IN WITNESSS WHEREOF, the Borrower and Lender, by action of their respective governing bodies, caused this Agreement to be approved.

**CITY OF INVER GROVE HEIGHTS
MINNESOTA, LENDER**

**GALVAN PAINTING, MINNNEOTA
BORROWER**

BY: _____
Its Mayor

BY: _____

AND: _____
Its Clerk

Request for Council Action

SUBJECT: **Memorandum of Agreement Regarding the Climate Pollution Reduction Grant - Twin Cities Commercial Energy Efficiency Collaboration**

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Ally Sutherland, Environmental Specialist, 651.604.8511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, executing a Memorandum of Agreement Regarding the Climate Pollution Reduction Grant Twin Cities Commercial Energy Efficiency Collaboration.

BACKGROUND

The City of Minneapolis and eleven cities from the Twin Cities metropolitan area are proposing to form a coalition of local governments with support from four local agencies to provide energy efficiency grant funding to businesses, commercial property owners, nonprofits and government organizations. The cities of Minneapolis, St. Paul, Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Richfield, Roseville and St. Louis Park, the Midway Chamber of Commerce, African Economic Development Solutions, the Lake Street Council, and Energy Smart are currently seeking to participate in this collaboration.

To provide energy grants to commercial entities, the City of Minneapolis will lead the proposed coalition and will apply on behalf of the coalition for the Environmental Protection Agency's (EPA) Climate Pollution Reduction Grant (CPRG). The EPA's CPRG program will provide \$5 billion in grants to states, local governments, tribes, and territories to develop and implement ambitious plans for increasing energy efficiency and reducing greenhouse gas emissions and other harmful air pollution. The Twin Cities coalition is requesting \$9.9 million from the EPA to fund 4 years of staffing personnel at supporting agencies, 1,323 energy audits for eligible commercial businesses, 566 energy efficiency projects, and 69 solar projects. The resulting emission reductions are estimated to be 30,461.73 tons of greenhouse gases, 9.24 tons of sulfur dioxide, and 21.56 tons of nitrogen oxides.

To receive funding, eligible commercial participants must first sign up for a free energy audit with Energy Smart, a program sponsored by the Minnesota Chamber of Commerce with funding from energy utilities, to assess lighting, HVAC, insulation and renewable energy options. After the assessment, participants receive a customized report with recommendations on how to save energy, lower costs, and reduce emissions. The recommendations include estimates on utility rebates, federal grants and tax credits. Energy Smart staff assist with finding a contractor, reviewing bids, and submitting all grant and rebate paperwork. Through the coalition's proposed energy grant, eligible entities can receive funding for 20% of their total project cost, up to \$20,000. Entities that track energy usage through energy benchmarking can receive funding for 25% of their total project cost,

up to \$75,000.

Energy Smart will implement and administer the energy grant program by performing energy consultations and technical assistance for small to medium-sized businesses and managing a turn-key grant process for businesses in smaller coalition municipalities. The cities of Inver Grove Heights, Bloomington, Burnsville, Eagan, Eden Prairie, Inver Grove Heights, Richfield, and Roseville will utilize Energy Smart's turnkey services to manage the energy audits and cost share distribution and reporting on behalf of the cities. All program costs and paperwork will be covered by the energy grant, City of Minneapolis and Energy Smart.

The City of Minneapolis anticipates receiving notification if the grant has been awarded after the application deadline of August 1. A signed Memorandum of Agreement (MOA) is required as part of the grant application to showcase the coalition's commitment to implementing the workplan if the award is received. If the coalition receives the award, the signed MOA will become effective once all parties have been notified. Any party may withdraw from the MOA at any time or any reason with 90 days' notice.

FISCAL IMPACT

The City of Inver Grove Heights will not incur any costs for participating in this program. The City would only be responsible for promoting the grant opportunity to eligible entities within the City. The grant outreach falls into the existing commercial energy outreach goals included in existing work plans of the City's Environmental Specialist, Environmental Advisory Commission and Energy Action Plan for 2024 and beyond.

RECOMMENDATION

The Council is asked to adopt the attached Resolution, executing a Memorandum of Agreement Regarding the Climate Pollution Reduction Grant Twin Cities Commercial Energy Efficiency Collaboration.

ATTACHMENTS

1. Resolution
2. Draft Project Narrative
3. Draft Memorandum of Agreement

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

RESOLUTION NO. _____

**RESOLUTION EXECUTING A MEMORANDUM OF AGREEMENT REGARDING
THE CLIMATE POLLUTION REDUCTION GRANT TWIN CITIES COMMERCIAL ENERGY
EFFICIENCY COLLABORATION**

WHEREAS, The City of Minneapolis and eleven other cities from the Twin Cities Metropolitan area are proposing to form a coalition of local governments and agencies to provide energy efficiency grant funding to businesses, commercial property owners, nonprofits and government organizations; and

WHEREAS, to provide energy grants to commercial entities, the City of Minneapolis is leading the proposed collation and has applied for the Environmental Pollution Control Agency's (EPA) Climate Pollution Reduction Grants (CPRG) program; and

WHEREAS, Minneapolis has requested \$9.9 million to fund the energy grants for eligible commercial entities located in cities participating in this coalition; and

WHEREAS, all costs and paperwork associated with the program will be handled by the City of Minneapolis and Energy Smart, and the City of Inver Grove Heights is responsible for promoting the grant opportunity to eligibly entities within the City; and

WHEREAS, the City sees value in leveraging no-cost external partnerships, such as the CPRG coalition, to support existing city environmental programming, including the 2024 Environmental Advisory Commission Work Plan; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the Council authorizes that Mayor Brenda Dietrich act as the legal Sponsor for the project contained in Climate Pollution Reduction Grant Twin Cities Commercial Energy Efficiency Collaboration and is hereby authorized to execute the Memorandum of Agreement on behalf of the City of Inver Grove Heights.

Adopted this 24th day of June, 2024 by the City Council of the City of Inver Grove Heights, Minnesota.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Project Narrative of the CPRG Twin Cities Commercial Energy Efficiency Collaboration

City of Minneapolis – Lead Applicant

Project Summary and Approach:

The City of Minneapolis will lead a coalition of local governments from the Twin Cities Metropolitan area to provide grant funding to eligible businesses, property owners, nonprofits and government organizations through a program built on the foundation of success Minneapolis has had with the [Minneapolis Green Cost Share program](#). Minneapolis has been operating a Green Cost Share Program since 2013 and has recently scaled up its program with local funding. However, Minneapolis is one of only a few of cities in the Twin Cities Metropolitan area that have a program to assist business and property owners with energy efficiency and renewable energy investments. With the help of the CPRG grant we will be able to provide an already tested and true program to 11 other cities in the metropolitan area. These cities have committed local dollars to hire sustainability staff but do not have substantial program dollars to support an independent cost share program of their own. This grant will provide program dollars to those cities that have started a cost share program, help establish a cost share program in St. Paul and provide a turnkey program to other cities who would like to participate but are but are not interested in starting their own cost share program.

Project Partners:

The City of Minneapolis will partner with the cities of Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Richfield, Roseville, St. Louis Park and St. Paul, Minnesota. These cities have existing sustainability staff and would participate by reaching out to local business and property owners in their community. Our implementations partners include Energy Smart, the Lake Street Council, the African Economic Development Solutions, and the Midway Chamber of Commerce.

Bloomington, Burnsville, Eden Prairie, Eagan, Inver Grove Heights, Richfield, and Roseville would like to have a turnkey Commercial Energy Efficiency program in their city that would bring the benefits of an incentive program to their community without the expense of hiring new staff, developing a standalone program, and securing program funding. Edina, Hopkins, and St. Louis Park, already have a cost share program and the staff to manage it but have limited program dollars. These cities would receive the audit and utility rebate technical assistance from Energy Smart but review and distribute their own cost share funding. St. Paul will use funding to increase their climate staff capacity which will help them continue incentive funding with local or other dollars after the CPRG grant funds have been fully expended. With new staff in place St. Paul would also manage, review, and distribute funds while receiving technical assistance support from Energy Smart and other partners.

Cities will participate in the proposed work through active engagement in developing and refining programming to effectively deliver on the purpose of ensuring low-income and disadvantaged communities are centered and prioritized in the work of decarbonizing business, industrial, nonprofit and government-owned properties in the participating cities. At a minimum, this means the coalition cities will:

- Actively promote the program to business and property owners in their community

- Collaborate with Black, Indigenous, People of Color and Immigrant (BIPOC) community organizations to help promote the opportunities
- Participate in the four annual convenings
- Share information from the communities we serve to local, state, and federal program staff as part of program development and to improve programming and results over time
- Contribute in specific ways that emerge out of the development of the proposed work and make sense for our organization
- Commit to signing on to a MOA with Minneapolis no later than July 1, 2024

How the Program will Work – Ensuring Benefits to J40 Designated Communities

Funding received from a CPRG grant will be placed in a pool of funding that will be available on a first come, first served basis. The fund will set aside 50% of the funding for EJ communities to ensure we meet and surpass the Justice 40 (J40) requirements. The funds will flow from the EPA to the City of Minneapolis, who will then distribute funds based on how the MOUs have been established. For cities receiving the turnkey services funding will flow to Energy Smart who will conduct the energy audits and disburse the funds to the contractors and/or property owners. Minneapolis will disburse program funds directly to cities that have an operating cost share program as well as to Minneapolis property owners.

To receive funding eligible commercial participants sign up for a free energy audit with [Energy Smart](#), a program sponsored by the Minnesota Chamber of Commerce with funding from energy utilities, to assess lighting, HVAC, insulation and renewable energy options. Other partners include local business associations such as the [Lake Street Council](#).

After the assessment, participants will receive a customized report with recommendations on how to save energy, costs, and emissions. The recommendations will also include estimates on utility rebates, federal grants and tax credits and the additional Cost Share grants. Energy Smart staff will assist with finding a contractor and reviewing bids as well as completing and submitting all grant and rebate paperwork once the project(s) are complete.

To be eligible the property must:

- Be in the participating cities of Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Minneapolis, Richfield, Roseville, St. Louis Park and St. Paul, Minnesota
- Fall into one of the following categories
 - Business Commercial
 - Industrial
 - Nonprofit Commercial
 - Government-owned

Eligible Improvements

The energy efficiency project must:

- Qualify for an Xcel or CenterPoint utility rebate, or other local utility serving the participating city.
- Electrify a piece of gas equipment

- Grants, matches and rebates cannot exceed total project cost.
- If the request is more than \$5,000 for LED lighting, the project must include a non-lighting component, sensors, or controls.

The match is based on the total cost of the project and the incentive category for which the project qualifies:

Category	Maximum match from CPRG funding
Base	20% up to \$20,000
Environmental Justice*	30% up to \$30,000
Energy benchmarked building	25% up to \$75,000

Eligibility for base incentive: Any eligible commercial property located in the participating city's boundaries.

Environmental Justice category

- See definition from EPA CPRG NOFA

Energy benchmarked Building

Commercial and multifamily residential buildings greater than 50,000 square feet under a city or state Energy Benchmarking ordinance.

Equipment guidelines

Equipment must meet the recommended minimum efficiency guidelines, unless otherwise recommended by a utility energy audit partner.

Recommended minimum energy efficiency guidelines

Terms

AFUE - Annual fuel utilization efficiency

ECM - Electronically commutated motor

EER - Energy efficiency ratio

EF - Energy factor

HSFP - Heating seasonal performance factor

IEER - Integrated energy efficiency ratio

SEER - Seasonal energy efficiency rating

UEF - Uniform energy factor

Efficiency Measures

Boiler: 91% AFUE

Furnace: 96% AFUE or higher

ECM motor

Gas water heater tank < 75,000 BTU: .68 UEF

Gas water heater tank > 75,000 BTU: 88% efficient

Gas water heater tankless: .87 UEF

Heat pump water heater: 3.5 EF

Attic/roof insulation - pitch roof: R-49 and air sealing

Attic/roof insulation - flat roof: Evaluated case by case

Wall insulation: Minimum of R-11

Attic joist insulation: Minimum of R-10

Ventilation - bathroom exhaust: Multispeed with ECM motor

Air source heat pumps: (SEER, EER, HSFP)

Central: 16 SEER (10.5 EER), HSFP 9.5

Non-ducted: 16 SEER (9.0 EER), HSFP 10.6

Air source heat pumps: (SEER2, EER2, HSFP2)

Central: 15.2 SEER2 (10 EER2), HSFP2 8.1

Non-ducted: 16 SEER2 (9.0 EER2), HSFP2 9.5

Rooftop Unit <5.4 Tons: 15 SEER or greater

Rooftop Unit >5.4 Tons: 12 EER and 13 IEER or greater

How our GHG Reduction Proposal Supports the MPCA PCAP?

The Twin Cities Commercial Energy Efficiency (TCCEE) Program matches with goal 3.2 on the MPCA PCAP which states “Reduce greenhouse gas emissions from commercial and public buildings by promoting energy efficiency, renewable energy, electrification, and lower-carbon design, materials, and fuels.” It goes on to describe how to achieve this goal: “Accelerate commercial and public building decarbonization through energy efficiency, renewable energy, and electrification; expand and improve district heating and cooling; implement local geothermal networks to reduce greenhouse gas emissions; and support workforce development, especially in LIDACs. Buildings include, but are not limited to schools, government buildings, commercial properties, small business districts” . Our program will focus on action 3.2.1 from the PCAP to “Decarbonize existing commercial and public buildings by combining

multiple technologies and approaches including: energy efficiency, energy recovery, energy storage, renewable energy, and electrification. Eligible activities include, but are not limited to energy audits, energy efficiency upgrades, HVAC and electrical upgrades, solar panels, and battery installations, transitioning to low-temperature water heating systems, local geothermal networks, and district heating and cooling systems.”

TCCEE incentives will help accelerate the transition to a more electrified and low carbon future for commercial properties throughout the metropolitan area with 50% of the funding dedicated to LIDAC and J40 designated communities.

Supporting CPRG Program Goals

The City of Minneapolis has been managing the [Green Cost Share Program](#) for the last 10 years and has achieved significant GHG reductions. The Green Cost Share program is a local incentive program to prevent climate change and reduce air pollution in the City of Minneapolis. Through this program the city offers matching funds to participants when completing a solar, energy efficiency, or air pollution reduction project.

Over the last 10 years the program has funded 1,071 projects that have saved 172,412 Million Btus and 16,074 metric tons of carbon dioxide. Our goal over the next four years of TCCEE is to double the annual number of projects completed, with at least 50% of them in EJ communities, and dramatically scale up the cumulative GHG reductions throughout the Twin Cities.



With Minneapolis’ experience with our own EJ communities known as Green Zones we have developed new ways to reach out to and connect with BIPOC community members and organizations. We will

build upon the relationships we developed during our outreach efforts as part of the [Minneapolis Climate Equity Plan](#) and described later in this narrative. This means that our EJ communities will see the greatest benefits resulting from a reduction in CAPS, HAPS and GHG emissions.

The results show that our Green Cost Share program and the Energy Smart audit and technical assistance have and will continue to maximize the leverage of local, state, federal and utility rebates, and incentives. The CPRG funding is anticipated to leverage 3 to 1 these other funding services meaning that \$8 million in CPRG direct program investments will leverage an additional \$24 million in other investments. Starting in 2024, the City of Minneapolis committed \$10 million in local funding to a Climate Legacy Initiative to support implementation of the Minneapolis Climate Equity Plan. With the EPA supporting our coalition we can help our 11 other city partners do the same. This program would be the first of its kind in Minnesota to “scale up” a successful commercial efficiency program across the 12 local jurisdictions representing more than 1.2 million people.

As a result of already having a program in place and a relationship with Energy Smart and our local utilities we believe we can accelerate the program implementation starting in the fall of 2024 and invest the full CPRG funding over a four-year period rather than five years, starting in late 2024. This means this grant will accelerate and increase the magnitude of near-term GHG reductions. Minneapolis currently has Energy Smart and the Lake Street Council under a 3-year master contract that will allow us to immediately start serving our local city partners.

Minneapolis has also invested heavily in outreach to our BIPOC business members since the murder of George Floyd and the following civil unrest that destroyed more than a thousand buildings, many of which were on and around East Lake Street. The Minneapolis Lake Street business district was heavily damaged and was home to the 3rd police precinct that was gutted by fire on the third day of unrest. The City of Minneapolis looked to partners such as the Lake Street Council for help in planning a new future for Lake Street. We are proposing to incorporate best practices and training led by the Lake Street Council into our TCCEE program so that our local partners can learn from our efforts to reach BIPOC businesses, churches, and nonprofits in their community to take advantage of this opportunity.

Demonstration of Funding Need

Energy Smart completed 393 energy consultations in 2021, 40% or 139 resulted in a project that had documented savings within the next 24 months. Energy Smart has been increasing its number energy consultations in local [Minnesota EJ communities](#)¹ going from 46% in 2021 to 64% of total energy consultations in 2023. However, it has been challenging to get business to finance and move forward with energy efficiency recommendations. Over the last five years Energy Smart has recorded that utility rebates, business energy grants and the current local funding covers only 32% of the upgrade costs. We believe that by providing additional grant match of 20% and 30% for EJ based projects we can increase the project match to 50% to 60%. Additional funding from the recently approved IRA tax credits will also make these programs viable for almost everyone we audit. If we are not able to get a property owner to move forward with the recommendations, we forfeit all the upfront investment in the energy consultation/audit and follow up. By getting a higher conversion rate we save time and money.

¹ MN Pollution Control Agency [Environmental Justice Areas of Concern](#)

It not only uses funding more efficiently it uses staff resources more efficiently. With a tight labor market finding skilled professionals to work in this field is challenging. Increasing the project conversion rate reduces unproductive staff time and leads to more action and less time completing audits that are not acted on.

The City of Minneapolis has been exploring numerous opportunities for additional funding including the creation in 2023 of the [Climate Legacy Initiative](#) of \$10 million that is used across the enterprise and the community to implement actions listed in the [2023 Minneapolis Climate Equity Plan](#). Of this, less than 20% is used to support businesses through the existing Minneapolis Green Cost Share program. We need to be able to double this with the help of CPRG to have hope we can achieve our local climate goals to reduce GHG emissions for our community by 75% by 2030 and carbon neutral by 2050.

Three cities in our coalition have setup commercial cost share grant programs and have allocated small amounts of local funding to help two – six businesses annually. There is capacity to do more in these cities, but they do not have the local sources to scale the effort to truly be effective.

St. Paul, the capital city of Minnesota is beautiful and filled with state government offices that do not pay property taxes. With a tax base less than half the size of Minneapolis, St. Paul has not had the budget to invest in a commercial cost share program. But they do have great leadership and want to use this opportunity to build additional capacity and show results so there will be a case to continue the support after the CPRG grant funding has ended.

Funding for commercial energy efficiency cost share grants have not been available from state or federal sources in the past. None of the cities in the coalition have applied for federal or state grant funding for a program like this.

Over the last year Minneapolis has applied for three federal grant opportunities to support our commercial energy efficiency green cost share program. Unfortunately, we were not awarded any funding through those processes. Those grants were the NOAA Climate Resilience Regional Challenge, Department of Commerce Recompete Pilot Program, and the Department of Energy's Buildings Upgrade Prize.

Transformative Impact

The most significant transformative impact will be the collaborative engagement with BIPOC community-based organizations. There has never been a collaborative effort to coordinated across the metro area to engage non-climate community-based organizations. These organizations have constituents that reach across city boundaries and are trusted members of their communities and can help us reach and engage with their communities' elders, business, and property owners about the benefits of this program.

The second transformative impact of this grant is the extensive collaboration among the cities. This funding has the potential to solidify the relationship and coordination with a dozen cities across the metro. It is our belief, that his grant, if funded, would lead to many collaborations with our BIPOC and local city partners that will lead to even more significant GHG reductions in the future.

Impact of GHG Reduction Measures

In this proposal the anticipated number and type of projects as well as emission reductions are derived from real-time data from the City of Minneapolis Green Cost Share Program from 2021 – 2023. This timely and post-pandemic data is the most relevant and replicable to predict GHG reduction projects in the near future. From this period, 330 greenhouse gas emission reduction projects included on-site solar installation or energy efficiency improvements were implemented. GHG emission reductions were calculated using total average annual kWh saved and eGrid emission factors. Solar projects were given a 25-year lifespan with a .5% annual degradation factor.

This proposal will seek to replicate the success of the Minneapolis Green Cost Share Program with two important distinctions. First, it will allocate 50% of total project costs to LIDAC communities to directly address environmental justice and climate vulnerability issues. This allocation will be supported by increasing capacity of community liaisons to introduce businesses to energy efficiency resources and information with culturally centric approaches. Second, it will serve as a model to replicate and expand the Green Business Cost Share Program across participating metro coalition members. This will occur by expanding the accessibility of free business energy audits in cities that currently do not offer them, and increase public dollars directed toward GHG emission reduction projects for cities that have a cost share program established, but have insufficient funding to meet the magnitude of necessary emission reduction from commercial buildings to achieve city, metro, and statewide climate goals.

The Twin Cities Commercial Energy Efficiency Program Proposal will provide additional capacity for Minneapolis and St. Paul to coordinate the execution and management of this contract with all financial and reporting responsibilities. It increases capacity for Energy Smart to expand their free business energy assessment services to offer approximately 529 reports to cities that are unable to currently provide these services. With an estimated 60% assessment-to-project conversion rate, 317 projects are anticipated from these audits. This proposal also creates additional capacity for communications and outreach in community-based organizations in low-income and disadvantaged communities while also documenting lessons learned and creating engagement materials for other cities interested in replicating EJ-centered outreach. With a conservative estimate of a 40% assessment-to-project conversion rate for 794 audits in LIDAC and environmental justice communities, 318 projects are anticipated from these audits.

An estimated 635 total GHG-reducing projects are anticipated from this funding: 69 on-site solar projects and 566 energy efficiency projects.

For 2025 – 2030, projects estimates are:

- 69 solar projects
 - Dollars spent: \$1,594,200
 - GHG reduced: 3,049.25 tons at \$523/ton
- 566 energy efficiency projects
 - Dollars spent: \$6,376,800
 - GHG reduced: 10,159.28 tons at \$628/ton
- Total: \$603/ton; 13.33 tons of combined SO₂ (3.99 tons) and NO_x (9.34 tons) reduced

For 2025 – 2050, projects estimates are:

- 69 solar projects
 - Dollars spent: \$1,594,200
 - GHG reduced: 10,336.62 tons at \$154.23/ton

- 566 energy efficiency projects
 - Dollars spent: \$6,376,800
 - GHG reduced: 20,125.11 tons at \$316.86/ton
 - Total: \$262/ton; 30.8 tons of combined SO₂ (9.24 tons) and NO_x (21.56 tons) reduced
- Detailed technical analysis is provided in the technical calculations appendix.

3. Environmental results

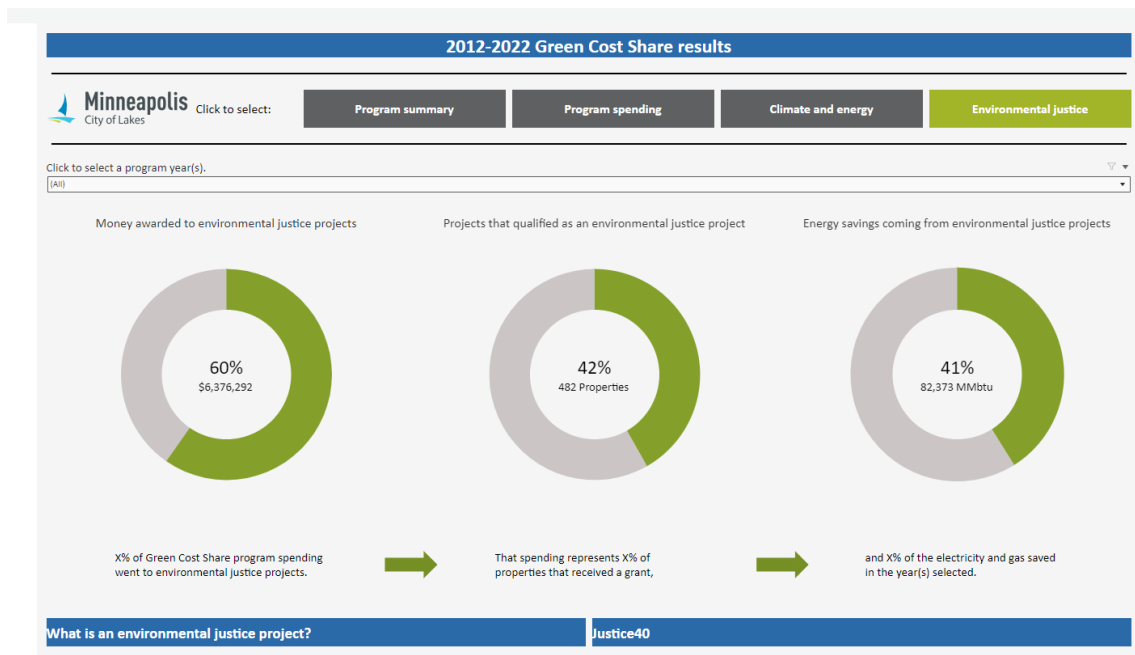
Outputs	
Total Number of Energy Audits performed @ 60% project conversion rate	529
Number of audits performed in EJ communities @ 40% project conversion rate	794
Number of projects funded	635
Number of staff hired	4
Number of BIPOC CBOs partnered with	5
Number of residents trained	25
Number of training workshops held	8
Outcomes	
Annual GHG savings 2025-2050	1,218.47 tons
Reduction in cumulative metric tons of GHG emissions: 2025-2030 and 2025 - 2050	2025-2030: 13,208.53 tons 2025-2050: 30,461.73 tons
Reduction in annual amount of CAP and HAP emissions in 2030	2.67 tons
Reduction in annual amount of CAP and HAP emissions in low income and disadvantaged communities in 2030	1.33 tons
Number of annual and cumulative costs savings for participants	Annual Individual Savings: \$2,885.48 (24,861.7 median project kWh saved @ \$0.1158/kWh) Annual Total Savings (635 businesses): \$1.83 million (15,822,783 kWh @ \$0.1158/kWh) Cumulative Individual Savings: \$57,709.60 (@ 20yrs) Cumulative Total Savings (635 businesses): \$36,645,565.43

Number of annual and cumulative costs savings for participants in LIDAC communities	Annual Individual Savings: \$1,442.74 (24,861.7 median project kWh saved @ \$0.1158/kWh) Annual Total Savings (318 businesses): \$916,139 million (7,911,391 kWh @ \$0.1158/kWh) Cumulative Individual Savings: \$28,854.8 (@ 20yrs) Cumulative Total Savings (318 businesses): \$18,322,782.72
Private dollars invested per dollar of CPRG	\$23,913,000 (other funds leveraged with 25% program coverage)

Performance Measures and Plan

The performance measures will be administered by Energy Smart and the City of Minneapolis. Both organizations have a history of managing similar programs. Energy Smart has more than 16 years of experience performing commercial energy audits and utilizing utility rebates and other incentives on behalf of property owners. The City has more than 10 years of experience managing the Green Cost Share program as well as millions in federal and state grants. The City has a AAA bond rating and a 2024 annual budget of \$1.7 Billion.

Information will be gathered from Energy Smart and our local government sponsors and uploaded to a page on our Green Cost Share Website with a specific standalone dashboard for this grant. This will allow us to update progress at least semi-annually and will be what we use as the basis for our reports to the EPA. A screen shot of the [Green Cost Share EJ and J40](#) communities dashboard is shown below.



Authorities, Implementation Timeline and Milestones

The City of Minneapolis will function as the contract manager and be responsible for reporting progress semi-annually to the EPA and coordinate the collection of results from all partners. We will also use our existing infrastructure to pay grants to participants and manage all invoicing and budget between partners and the EPA.

Energy Smart brings 16 years of local business energy efficiency program experience to this proposal. They will be a program implementer and administrator by performing energy consultations and technical assistance for small to medium-sized businesses and managing a turn-key grant process for businesses in smaller coalition municipalities. Energy Smart is committed to providing accessible and equitable services for businesses to improve their facilities, save on energy costs, and reduce air pollutants. A letter of Commitment and staff bios are included in the application.

Lake Street Council (LSC) is a small nonprofit organization that fosters the economic vitality of Lake Street, in Minneapolis, MN, a key business and cultural corridor in south Minneapolis. They amplify Lake Street's vibrancy to create a thriving and livable commercial corridor by connecting business owners and entrepreneurs from communities of color and historically disinvested communities to vital resources, training, and opportunities. As advisors, troubleshooters, and bridge builders, LSC support entrepreneurs to increase their economic potential while making meaningful contributions to Lake Street. Since 2015, our organization has tested and implemented outreach and engagement strategies for helping hundreds of small, BIPOC and immigrant-owned businesses access energy assessments and technical assistance through our partner Energy Smart. They utilize their position in the community as a trusted source of advice and support to help build pathways for small businesses to explore and take advantage of clean energy opportunities. A letter of Commitment and staff bios are included in the application.

The City of St. Paul will conduct extensive outreach to Saint Paul businesses, with a focus on smaller businesses located in Low-Income and Disadvantaged census tracts, to encourage utilization of grant funds to pursue renewable energy, electrification and decarbonization projects. The City of Saint Paul has a long history of delivering programs that benefit local businesses as well as programs targeting greenhouse gas reductions and energy efficiency.

St. Paul will also use staff funding to establish the City's first St. Paul Cost Share program that they plan will continue on after the CPRG grant period. A letter of Commitment and staff bio are included in the application.

African Economic Development Solutions (AEDS) will participate in the proposed work by actively engaging in the development and refinement of programming and strategies to effectively deliver energy efficiency, electrification, and decarbonization services to businesses, with a strong emphasis on those located in disadvantaged communities. A letter of Commitment is included in the application.

Cities of Edina, Hopkins and St. Louis Park will administer the distribution of grant funds as they have staff and resources to do this at no cost to the grant. They are interested in growing their programs with the support of the CPRG grant. This is an example of the work these three cities will perform as part of the grant implementation: Edina has years of experience delivering incentives for commercial efficiency, like providing free ASHRAE Level 1 Audits and matching utility rebates for equipment maintenance and replacement. The coalition proposal will allow Edina to scale up our citywide efforts as we work to decrease building energy emissions and achieve our Climate Action Plan goals. As part of the coalition, we will promote energy efficiency and building electrification opportunities for commercial buildings; and administer cost-share funds for buildings located in the city of Edina.

Cities of Bloomington, Burnsville, Eagan, Eden Prairie, Inver Grove Heights, Richfield, Roseville will utilize Energy Smart's turnkey services to manage the energy audits and cost share distribution and reporting on behalf of the cities. Minneapolis will contract with Energy Smart to disburse funds to Energy Smart on behalf of property owners in these communities. Here is an example of the work these three cities will perform as part of the grant implementation: In 2018, Bloomington adopted a goal to reduce energy-related greenhouse gas emissions by 75% by 2035 (from a 2016 baseline). We know that commercial energy use contributes a significant amount of greenhouse gas emissions to our overall total. This opportunity will allow us to scale up our citywide efforts to meet our emission reduction goals.

A letter of Intent from our city collaborators and a letter of commitment from our implementation partners as well as staff bios are included in the appendix of this application.

Timeline for Twin Cities Commercial Energy Efficiency Grant		
Milestones	Date	Responsible Party
Collaborate with State MPCA to draft and execute MOUs with collaboration partners and submit by July 1	April-June 2024	City of Minneapolis and partner cities
Ongoing Quarterly CPRG Partners meeting	May, August, December, March	City of Minneapolis and partners

Execute contracts with EPA, Energy Smart, LSC	July - Sept 2024	City of Minneapolis
Begin staff recruitment and hiring	Oct - Dec 2024	Minneapolis, St. Paul, Energy Smart
Begin planning for outreach, engagement, and communications	Nov - Feb 2025	LSC, all partner cities, AEDS, Chamber of Commerce
Program outreach Launch	Feb 2025	LSC, all partner cities, AEDS, Chamber of Commerce
Deliver first semi-annual report to EPA	April 1, 2025	Minneapolis, St. Paul, Energy Smart - assumes an October 2024 start date to the grant
Launch new CPRG Dashboard webpage	May 1, 2025	City of Minneapolis
Launch BIPOCI partners outreach	June, 2025	LSC, all partner cities, AEDS, Chamber of Commerce
Public and Semi-Public Engagement with all stakeholders	June - Sept 2025	All partners
Green Careers Job training	ongoing	City of Minneapolis and career training partners
Ongoing quarterly partners meeting and semi-annual reporting to EPA	2025-2028	All Partners

4. Low Income and Disadvantaged Communities

Community Benefits and Engagement

In summer of 2023, the City of Minneapolis completed its Climate Equity Plan. A replacement of the 2013 Climate Action Plan, this document is the foundation of City of Minneapolis' greenhouse gas reduction efforts over the next 10 years. At the core of this document is centering equity and elevating voices of low-income and disadvantaged communities that have historically been underinvested and underserved.

Outreach, engagement, and listening sessions began in February of 2022 and community input was incorporated into the creation, revising, and finalizing of the climate goals within the document. Voices from Black, Indigenous, and People of Color communities as well as immigrant, (BIPOCI) elderly, young, and differently-abled were intentionally centered. Listening sessions with cultural groups included: Hmong Community, Lao Assistance Center, Little Earth of United Tribes Community, Native American Community, One Family One Community, Climate Generations – A Polar Explorer Will Steger Youth Initiative, Latinx Churches, several Somali, and Oromo Community facilitators and organizers.

In addition, Minneapolis designated in 2017 two Environmental Justice Communities known as Green Zones; communities that have been deeply affected by pollution as well as racial, political, and economic marginalization. Located in North and South Minneapolis, these communities were in the 90th percentile of vulnerability characteristics that include air quality, brownfield sites, housing characteristics, food access, vegetation, health outcomes, race, language spoken, unemployment, education, and income. EPA priority LIDAC census tracts also overlay with these boundaries.

Within the Climate Equity Plan, the Buildings & Industry category sets ambitious goals to achieve 75% GHG reduction by 2030. These are goals based on the C40 Cities and United Nations supported Race to Zero. Our efforts to center equity in this work include:

- Provide access to no-cost energy audits to all building owners, small and large.
- Develop a program model with equity-based criteria for qualifying buildings utilizing City resources
- Expand the Green Cost Share Program to incentivize commercial buildings to increase efficiency and on-site renewable energy
- Advocate for and educate business and residents about Federal, State, and local resources to reduce energy use and improve air quality both outdoors and indoors

Leading the way in community engagement and relationship building, Lake Street Council and Energy Smart have been working together to provide free energy assessments for BIPOC and immigrant-owned businesses along the Lake Street cultural corridor since 2015. As a first point of contact, Lake Street Council is a trusted and well-respected organization within the Lake Street business community. After introducing and familiarizing business owners with free resources as well as the benefits of energy efficiency, a Lake Street Council representative refers the business to Energy Smart, which then provides a free energy assessment and assistance leveraging technical and financial resources to complete identified projects. The City of Minneapolis Green Cost Share provides further financial incentives for projects at a prioritized environmental justice match.

LIDAC Continual Engagement:

This proposal will replicate the model created by Lake Street Council, allowing for staff capacity and engagement within multiple community organizations to engage local BIPOC businesses in culturally relevant ways. In addition, these partnerships will provide additional insight into effective engagement strategies with other business and cultural communities on an ongoing basis, allowing for adaptive program management to tailor resources to business community needs.

In addition to expanding this community-centric engagement model in Minneapolis, this effort will help inform coalition partners' approaches to the needs of cultural communities within their jurisdictions. Sharing materials and lessons learned from programmatic expansion will allow partners to build on pre-existing expertise, utilize resources that can be tailored to specific communities, and clearly exhibit the business demand to leverage additional public resources to support a sustainable and long-term continuation of this effort.

CJEST Census Tracts and EPA EJScreen Census Block Group IDs – See Attachment

Job Quality and Training

The City of Minneapolis has two primary paths for workforce and green careers development. The first is the Minneapolis Employment and Training (MET) programs through the City of Minneapolis Department of Community Planning and Economic Development (CPED). MET works with community-based partners to help residents find and keep jobs with an emphasis on low-income adults, laid-off workers, and youth. MET is the administrative team to the Minneapolis Workforce Development Board, which guides the design of local workforce in coordination with 15 other workforce boards designated by the Governor across the state of Minnesota. Workforce initiatives include career counseling, computer lab access, resume-writing help, skills assessment and training, and free jobseeker workshops across a variety of fields, including manufacturing, construction, and administrative/professional services.

In addition, the City's Health department also offers career preparation for climate-specific fields. Through the Green Careers Explorations Program (GCEP), the City partners with public schools, nonprofits, government, and the energy sector to connect youth with training and certification for green careers like solar and heat pump installation. Participants complete an industry certification or credentialing program, get on-the-job experience, meet, and network with clean energy professionals, and earn money from employers.

Contractors are rewarded for participating in these programs by scoring higher on City requests for proposals on publicly resourced initiatives. In this way, career ladders are supported holistically from community engagement all the way through job placement with thriving wages supported by funded programs.

Past Performance with Federal Grants

Project Title: Minneapolis Enhanced Air Quality Monitoring

Assistance Agreement Number: Grant Number (FAIN) 00E03365

Brief Description: The purpose of this competitively ARP selected grant is to conduct ambient air monitoring of pollutants of greatest concern in communities with environmental and health outcome disparities stemming from pollution and the COVID-19 pandemic. The Minneapolis Health Department (MHD) will collaborate with community members from Green Zones environmental justice neighborhoods, community based organizations, residents, and educators to: 1) monitor for exposures to VOCs and other pollutants from industrial and residential activities as well as traffic, 2) develop air quality curriculum, outreach materials, and hands on activities with air sensors as well as understanding and interpreting air sensor data, and 3) increase understanding of hyper local air pollution sources and strategies to mitigate air pollution in environmental justice communities

These are on-going programs and have successfully submitted adequate and timely reports towards outputs and outcomes successfully achieved.

Contact:

Juan Morales, EPA Project Manager

77 West Jackson Blvd. AR-18J

Chicago, IL

Morales.juan@epa.gov

312-886-6036

Project Title: HUD Lead Hazard Control and Healthy Homes Grant

Assistance agreement Number: Instrument Number: MNLHD0437-20

Brief Description:

This funding is used to detect and remove lead and other harmful pollution from low-income homes in Minneapolis. These are on-going programs and have successfully submitted adequate and timely reports towards outputs and outcomes successfully achieved.

Contact:

Virginia Jackson
HUD Technical Representative
Virginia.L.Jackson@hud.gov
202-402-4897

Project Title: Minneapolis Public Health Infrastructure Program

Agreement Number: Award Number 1NE11OE000027-01-00

Brief Description: This grant is being used to strengthen the Public Health workforce by looking at retention and diversification. Additionally, it is being used to strengthen our Public Health Foundational Capabilities such as communications. These are on-going programs and have successfully submitted adequate and timely reports towards outputs and outcomes successfully achieved.

Contact:

Kristin Loncorich
Health and Human Services Program Officer
uik5@cdc.gov
770-488-2742

Staff Expertise

Kim Havey has been the Director of Sustainability in the Sustainability, Healthy Homes, and Environment division of the Minneapolis Health Department for the last six years. He is responsible for the development of policy and programs that support the City's Climate Equity Goals and elevates racial and environmental justice initiatives. With an education and twenty years of experience in urban planning and the environment, Kim leverages the resources of the community and city to create a more resilient, equitable and healthy community through public policy and collaboration with local utilities, community residents, business, and government. Kim has a master's degree in Urban Planning from the University of MN – Twin Cities and a Bachelor of Business Administration in Real Estate and Finance from the University of WI-Madison. For the last three years Kim has been a President Joe Biden appointee to the White House Environmental Justice Advisory Council (WHEJAC).

Russ Stark is the Chief Resilience Officer for the City of Saint Paul working in Mayor Melvin Carter's Office, where he leads the City's climate and sustainability work. Previously, Russ served for 10 years on the Saint Paul City Council including three years as Council President. Prior to his public service, he worked at nonprofits focused on community development, environmental advocacy, and improved transportation options, including early planning for what is now the Green Line LRT. Russ has a Bachelor's in Political Science from Swarthmore College and a Master of Urban Affairs and Public Policy from the University of Delaware.

Patrick Deal first began working with Energy Smart in February of 2017. As a graduate of Saint John's University with a BA in Environmental Studies, Patrick learned field research firsthand by completing fellowships in Colorado, the Bahamas and China. After graduating, Patrick conducted diagnostic

residential energy audits throughout the Twin Cities metro. Enthusiastic about energy conservation and field investigation, Patrick joined Energy Smart and has helped hundreds of Minnesota Businesses identify ways to reduce energy consumption.

Matt Kazinka's work at the Lake Street Council centers on making communities more sustainable and welcoming to everyone. He has developed programs to help small businesses and community organizations access financial and technical resources that will help them create less waste and use less energy. He has also participated in collaborative efforts to improve transit, biking, and walking infrastructure in small business districts like Lake Street in Minneapolis.

All the other participating cities have at least one staff person dedicated to sustainability in their city. They will help with the program management and outreach. Additional bios are included as an attachment.

DRAFT

MEMORANDUM OF AGREEMENT

BETWEEN

**THE CITY OF MINNEAPOLIS, MINNESOTA,
THE CITY OF ST. PAUL, MINNESOTA,
THE CITY OF BLOOMINGTON, MINNESOTA,
THE CITY OF BURNSVILLE, MINNESOTA,
THE CITY OF EAGAN, MINNESOTA,
THE CITY OF EDEN PRAIRIE, MINNESOTA,
THE CITY OF EDINA, MINNESOTA,
THE CITY OF HOPKINS, MINNESOTA,
THE CITY OF INVER GROVE HEIGHTS, MINNESOTA,
THE CITY OF RICHFIELD, MINNESOTA,
THE CITY OF ROSEVILLE, MINNESOTA,
THE CITY OF ST. LOUIS PARK, MINNESOTA,
THE MIDWAY CHAMBER OF COMMERCE,
THE AFRICAN ECONOMIC DEVELOPMENT SOLUTIONS,
THE LAKE STREET COUNCIL, AND
ENERGY SMART**

**REGARDING THE
CLIMATE POLLUTION REDUCTION GRANT
TWIN CITIES COMMERCIAL ENERGY EFFICIENCY COLLABORATION**

DRAFT

PREAMBLE

WHEREAS, the Minnesota Cities of Minneapolis, St. Paul, Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Richfield, Roseville and St. Louis Park, the Midway Chamber of Commerce, the African Economic Development Solutions, the Lake Street Council, and Energy Smart seek to form a coalition of local governments and nonprofits from the Twin Cities Metropolitan area to provide grant funding to eligible businesses, property owners, nonprofits and government organizations through a program built on the foundation of success Minneapolis has had with the Minneapolis Green Cost Share program; and

WHEREAS, with the funding made available through the Climate Pollution Reduction Grant recently awarded to several Minnesota units of government the participating Minnesota cities that are parties to this agreement will expand the Green Cost Share program to those parties by providing program dollars to support Green Cost Share programs in those cities; and

WHEREAS, the Minnesota Cities of Minneapolis, St. Paul, Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Richfield, Roseville and St. Louis Park are authorized to work cooperatively pursuant to the authority contained in Minnesota Statutes § 471.59, commonly known as the Joint Powers Act.

NOW, THEREFORE, the Minnesota Cities of Minneapolis, St. Paul, Bloomington, Burnsville, Eagan, Eden Prairie, Edina, Hopkins, Inver Grove Heights, Richfield, Roseville and St. Louis Park enter into this Memorandum of Agreement and agree as follows:

I. SCOPE OF THIS MEMORANDUM OF AGREEMENT

The parties to this Memorandum of Agreement (“MOA” or “Agreement”) agree:

- a. That the City of Minneapolis will cooperate with the other parties to establish commercial energy efficiency initiatives such as green cost share programs or to provide funding for existing municipal cost share programs through funding received from the United States Environmental Protection Agency’s Climate Pollution Reduction Grant.
- b. To work cooperatively with existing implementation partners of City of Minneapolis such as Energy Smart, the Lake Street Council, African Economic Development Solutions and the Midway Chamber of Commerce.
- c. To actively promote the program to business and property owners in their community.
- d. To collaborate with Black, Indigenous, People of Color and Immigrant (BIPOCI) community organizations to help promote the program.
- e. To participate in four annual meetings of this coalition.

f. To share information with local, state, and federal staff to improve programming and results over time.

g. Exhibit A is for reference only and is not part of the parties' agreement herein.

II. PARTICIPATING PARTIES' RESPONSIBILITIES

The Minnesota cities that are parties to this Agreement agree that they are accountable to the City of Minneapolis and accept full responsibility for effectively carrying out the full scope of work and the proper financial management of the program as defined in Section I: Scope of this Memorandum of Agreement and as stated below:

- The City of Minneapolis will act as the contract manager and be responsible for reporting progress semi-annually and coordinate the collection of results from all partners. Minneapolis will also use existing infrastructure to pay grants to participants and manage all invoicing and budget between partners and the EPA.
- The City of St. Paul will conduct extensive outreach to Saint Paul businesses, with a focus on smaller businesses located in Low-Income and Disadvantaged census tracts, to encourage utilization of grant funds to pursue weatherization and decarbonization projects. The City of Saint Paul has a long history of delivering programs that benefit local businesses as well as programs targeting greenhouse gas reductions and energy efficiency. City of St. Paul will use staff funding to establish the City's first St. Paul Cost Share Program that will continue on after the CPRG grant period.
- Cities of Edina, Hopkins and St. Louis Park will administer the distribution of grant funds as they have staff and resources to do this at no cost to the grant. They are interested in growing their programs with the support of the CPRG grant. This is an example of the work these three cities will perform as part of the grant implementation: Edina has years of experience delivering incentives for commercial efficiency, like providing free ASHRAE Level 1 Audits and matching utility rebates for equipment maintenance and replacement. The coalition proposal will allow Edina to scale up citywide efforts to decrease building energy emissions and achieve Climate Action Plan goals. As part of the coalition, Edina will promote energy efficiency and building electrification opportunities for commercial buildings; and administer cost-share funds for buildings located in the city of Edina.
- Cities of Bloomington, Burnsville, Eagan, Eden Prairie, Inver Grove Heights, Richfield, and Roseville will utilize Energy Smart's turnkey services to manage the energy audits and cost share distribution and reporting on behalf of the cities. Minneapolis will contract with Energy Smart to disburse fund to Energy Smart on behalf of projects in these communities. This is an example of the work these seven cities will perform as part of the grant implementation: In 2018, Bloomington adopted a goal to reduce energy-related greenhouse gas emissions by 75% by 2035 (from a 2016 baseline). Commercial

energy use contributes a significant amount of greenhouse gas emissions to Bloomington's overall total. This opportunity will allow Bloomington to scale up citywide efforts to meet emission reduction goals.

III. GOVERNMENT DATA

The parties acknowledge that this Agreement, as well as any data created, collected, stored, or maintained under the terms of this Agreement, are “Government Data” within the meaning of the Minnesota Government Data Practices Act (MGDPA) (Minnesota Statutes chapter 13). The civil remedies of Minn. Stat. §13.08 apply to the release of the data governed by the MGDPA.

IV. CONTACTS

The primary contacts of each party to this Agreement are:

City of Minneapolis:

Patrick Hanlon

Deputy Commissioner: Sustainability, Healthy Homes, and Environment

Patrick.Hanlon@minneapolismn.gov

612-716-0873

City of Saint Paul:

Russ Stark

Chief Resilience Officer

Russ.stark@ci.stpaul.mn

651-324-2807

City of Bloomington:

Emma Struss

Sustainability Coordinator

estruss@Bloomingtonmn.gov

952-563-4862

City of Burnsville:

Bridget Rathsack

Sustainability Coordinator

Bridget.Rathsack@burnsvillemn.gov

952-895-4524

City of Eagan:

Gillian Catano

Sustainability Coordinator

gcatano@cityofeagan.com

651-675-5518

City of Eden Prairie:

Jennifer Fierce

Sustainability Coordinator

jfierce@edenprairie.org

(952) 949-8313

City of Edina:

Marisa Bayer

Sustainability Manager

MBayer@EdinaMN.gov

952-826-1621

City of Hopkins:

Mikala Larson

Sustainability Specialist

mlarson@hopkinsmn.com

952-548-6368

City of Inver Grove Heights:

Ally Sutherland

Environmental Specialist

asutherland@ighmn.gov

651-604-8511

City of Richfield:

Rachel Lindholm

Sustainability Specialist

rlindholm@richfieldmn.gov

612-861-9188

City of Roseville:

Noelle Bakken

Sustainability Specialist

Noelle.bakken@cityofroseville.com

651-792-7057

City of St. Louis Park:

Emily Ziring

Sustainability Manager

EZiring@stlouisparkmn.gov

952-924-2191

The Midway Chamber of Commerce:

Chad Kulas

Executive Director

chad@midwaychamber.com

651-646-2636

The African Economic Development Solutions:

Dr. Gene Gelgelu

Founder, President, CEO

ggelgelu@aeds-mn.org

651-646-9411 x.101

The Lake Street Council:

Matt Kazinka

Senior Strategic Initiatives Manager

mkazinka@lakestreetcouncil.org

612-823-0096

Energy Smart:

Patrick Deal

Program Manager

pdeal@mnchamber.com

651-292-3902

The parties agree that if there is a change regarding the information in this section, the party making the change will notify the other party in writing of such change.

V. RESOLUTION OF DISAGREEMENTS

Should disagreement arise on the interpretation of the provisions of this MOA, or amendments and/or revisions thereto, that cannot be resolved at the operating level, the area(s) of disagreement shall be stated in writing by each party in dispute and presented to the other parties for consideration. If agreement on interpretation is not reached within thirty (30) days, the parties in dispute shall forward the written presentation of the disagreement to their respective higher officials for appropriate resolution.

VI. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other parties and the results thereof.

Subject to the limitations of Minnesota Statutes sections 466.01 to 466.15 and other applicable law, every municipality is subject to liability for its torts and those of its officers, employees and agents acting within the scope of their employment or duties whether arising out of a governmental or proprietary function, in accordance with Minn. Stat. §466.02.

VII. EFFECTIVE DATE OF THE AGREEMENT AND AGREEMENT AMENDMENT

This Agreement will become effective after each respective party signs the Agreement and all parties have been notified that the Climate Pollution Reduction Grant has been awarded to parties of this Agreement. This Agreement may be amended only by written agreement of all the parties.

VIII. TERMINATION OF AGREEMENT

This agreement will terminate upon written notice of the final close out report that the City of Minneapolis will submit to the parties or seven (7) years from the effective date of this Memorandum of Agreement. The foregoing notwithstanding, any party may withdraw from this agreement upon ninety (90) days' notice to the other parties.

BY THEIR SIGNATURES, THE UNDERSIGNED REPRESENT THAT THEY HAVE THE AUTHORITY TO BIND THE PARTIES THEY REPRESENT.

THE CITY OF MINNEAPOLIS, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF SAINT PAUL, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF BLOOMINGTON, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF BURNSVILLE, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF EAGAN, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF EDEN PRAIRIE, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF EDINA, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF HOPKINS, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF INVER GROVE HEIGHTS, MINNESOTA

By: _____ Date: _____
Brenda Dietrich, Mayor

By: _____ Date: _____
Rebecca Kiernan, City Clerk

THE CITY OF RICHFIELD, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF ROSEVILLE, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE CITY OF ST. LOUIS PARK, MINNESOTA

By: _____
Mayor

By: _____
City Clerk

THE MIDWAY CHAMBER OF COMMERCE

By: _____

THE AFRICAN ECONOMIC DEVELOPMENT SOLUTIONS

By: _____

THE LAKE STREET COUNCIL

By: _____

ENERGY SMART

By: _____

DRAFT



Request for Council Action

SUBJECT: **Approval of Final Plans and Specifications and Authorization to Advertise for Bids for the Lighting of the Rock Island Swing Bridge, City Project 2024-19**

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to approve the final plans and specifications and authorize staff to advertise for bids for the lighting of the Rock Island Swing Bridge, City Project 2024-19.

BACKGROUND

On May 8, 2024, the Council authorized preparation of plans and specifications for City Project No. 2024-19, Lighting of the Rock Island Swing Bridge (RISB)

As a result, the final plans and specifications have been prepared by City consultant, SEH, and full plans are available by request to the Parks and Recreation Director. The bid opening is scheduled for July 17, for Council to receive bids and consider awarding the project on July 22, 2024.

Timeline

The anticipated schedule for construction is as follows:

June 24, 2024	City Council approve Plans and Specs and Authorizes Bidding
June 26, 2024	Bid Notice Published (Pioneer Press, City Website, & Quest)
July 17, 2024	Bid Opening
July 22, 2024	Recommendation to City Council for Award of Contract
Fall 2024	Construction Starts
Spring 2025	Final Completion

FISCAL IMPACT

The specific action of approving the plans and specifications and authorizing staff to seek bids has no financial cost. If a bid is accepted and a construction contract is awarded, funding for the project would come primarily from a \$458,000 grant from the State of Minnesota and, if needed, Park Capital Replacement Funds (Fund 401).

The combined cost estimate to light the bridge with all of the add/alts and a 10% contingency is currently \$552,959. Depending on how the bids come in and what decisions the Council makes

regarding the add/alts, this amount could be reduced and result in a total project cost closer to the amount of the grant.

Rock Island Swing Bridge Lighting Project No. 2024-19	Cost
Estimated Construction Cost with add/alt (park entry & pier lighting)	\$502,690.00
Construction Contingency 10%	\$50,269.02
<i>Subtotal</i>	\$552,959.02

RECOMMENDATION

Staff recommends approval of the final plans and specifications and authorization to seek bids for City Project No. 2024-19 - Lighting of the Rock Island Swing Bridge.

ATTACHMENTS

1. 240617 Rock Island Swing Bridge Plan

CITY PROJECT NO. 2024-19

PROJECT LOCATION

THE CONTRACTOR SHALL CALL THE GOPHER STATE ONE CALL SYSTEM AT 811 BEFORE COMMENCING EXCAVATION.



Know what's **below**.
Call before you dig.

01
of 46

Save: 6/17/2024 11:42 AM jilla Plot: 6/17/2024 3:47 PM \\seihinc.com\panzuralp\projects\IJI\INVER\178504\5-final-dsgn\5-1-drawings\35-Electplansheets\INVER178504TL.dwg

GENERAL CONSTRUCTION NOTES:

1.

ALL WORK SHALL CONFORM TO APPLICABLE LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS.
2.

CONSTRUCTION LIMITS ARE THE RIGHT OF WAY UNLESS NOTED OTHERWISE.
3.

THE LOCATION OF EXISTING UTILITIES SHOWN ARE APPROXIMATE AND MAY NOT BE COMPLETE. THE CONTRACTOR SHALL HAVE ALL UTILITIES LOCATED IN THE FIELD BEFORE DIGGING. THERE WILL BE NO ADDITIONAL COMPENSATION TO THE CONTRACTOR FOR WORKING AROUND EXISTING UTILITIES.
4.

WHERE SECTION OR SUBSECTION MONUMENTS ARE ENCOUNTERED, THE ENGINEER SHALL BE NOTIFIED BEFORE SUCH MONUMENTS ARE REMOVED. THE CONTRACTOR SHALL PROTECT AND CAREFULLY PRESERVE ALL PROPERTY MARKS AND MONUMENTS UNTIL THE OWNER AND AUTHORIZED SURVEYOR OR AGENT HAS WITNESSED OR OTHERWISE REFERENCED THEIR LOCATION.
5.

CONTAMINATED SOIL MAY BE ENCOUNTERED DURING EXCAVATION, CONTRACTOR SHALL COORDINATE TESTING. IF CONTAMINATED SOIL IS DISCOVERED,THE CONTRACTOR SHALL ADVISE THE CITY TO DISPOSE OF THE CONTAMINATED MATERIAL THEN CONTRACTOR SHALL BACKFILL WITH CLEAN FILL (INCIDENTAL). IF NO CONTAMINATION IS ENCOUNTERED, CONTRACTOR SHALL SALVAGE ALL TOPSOIL AND REUSE ON SITE WHERE NEEDED. SALVAGING OF TOPSOIL IS INCIDENTAL. CONDUIT TRENCHING NOT ALLOWED.
6.

WHENEVER THE WORD "INCIDENTAL" IS USED IN THIS PLAN SET, IT SHALL MEAN NO DIRECT COMPENSATION WILL BE MADE.
7.

CONTRACTOR SHALL PROVIDE ACCESS TO ALL PROPERTIES, UNLESS ALTERNATE PROVISIONS ARE APPROVED BY THE PROPERTY OWNER AND THE ENGINEER.
8.

CONTRACTOR SHALL NOTIFY ALL PROPERTY OWNERS A MINIMUM OF 48 HRS IN ADVANCE OF DISRUPTION TO SERVICE.
9.

CONTRACTOR SHALL SUPPLY A TRASH CONTAINER ON SITE FOR CONSTRUCTION DEBRIS/TRASH. ABSOLUTELY NO TRASH TO BE DISCARDED IN EXCAVATIONS. CONTRACTOR SHALL ENSURE TRASH IS COLLECTED FROM WORK ACTIVITIES AND DISCARDED IN APPROPRIATE TRASH CONTAINERS DAILY.
10.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING AND REPAIRING ALL EXISTING AREAS, PAVEMENTS, STRUCTURES, OR OTHER FACILITIES DAMAGED DURING CONSTRUCTION ACTIVITIES TO EQUAL OR BETTER CONDITIONS.
11.

UNDERGROUND UTILITY INVESTIGATION AND SITE RESTORATION IS CONSIDERED INCIDENTAL.
12.

THE CONTRACTOR SHALL TAKE SPECIAL CARE NOT TO DAMAGE ANY TREES OR BUSHES. ANY ROOTS EXPOSED OR REMOVED BY EXCAVATION SHALL IMMEDIATELY BE SAWCUT AND SEALED TO PREVENT FURTHER DAMAGE TO THE TREE. ROOTS SHALL NOT BE LEFT EXPOSED WITHOUT SOIL COVER FOR MORE THAN 24 HOURS.

TURF ESTABLISHMENT NOTES:

1.

CONTRACTOR SHALL TAKE CARE TO MINIMIZE PROJECT DISTURBANCE.
2.

WHEN STREET SWEEPING IS REQUESTED BY THE OWNER/ENGINEER, THE CONTRACTOR SHALL RESPOND WITHIN 4 HOURS. IF THE CONTRACTOR DOES NOT COMPLY, A \$250 PENALTY WILL BE ASSESSED PER INCIDENT. (INCIDENTAL)

BASE BID AND ADD/ ALTERNATE SUMMARY:

1.

BASE BID SHALL INCLUDE DMX/ETHERNET LIGHTING CONTROLS, CABINET "B" MODIFICATIONS INCLUDING ENVIRONMENTALLY CONTROLLED ENCLOSURE, BARN LIGHT MODIFICATION (TYPE SPECIAL 4), ALL LIGHTING ON THE INTERIOR OF THE ENTIRE BRIDGE, (TYPE SPECIAL 1 AND TYPE SPECIAL 2), ALL EXTERIOR BRIDGE LIGHTING ON HISTORIC SECTION OF THE BRIDGE (TYPE SPECIAL 3), AND ALL EQUIPMENT AND ACCESSORIES REQUIRED FOR A COMPLETE AND OPERATIONAL COLOR CHANGING BRIDGE LIGHTING SYSTEM.
2.

ADD/ ALTERNATE 1 SHALL INCLUDE CABINET "A" MODIFICATION, ARCHWAY LIGHTING (TYPE SPECIAL 5 AND TYPE SPECIAL 6), AND ALL EQUIPMENT AND ACCESSORIES REQUIRED FOR A COMPLETE AND OPERATIONAL COLOR CHANGING AND STATIC WHITE ARCHWAY LIGHTING SYSTEM.
3.

ADD/ ALTERNATE 2 SHALL INCLUDE PIER LIGHTING (TYPE SPECIAL 7) AND ALL ACCESSORIES REQUIRED FOR A COMPLETE AND OPERATIONAL COLOR CHANGING PIER LIGHTING SYSTEM.
4.

ADD/ ALTERNATE 3 SHALL INCLUDE EXTENDED FACTORY EQUIPMENT WARRANTY FOR 10 YEARS.
5.

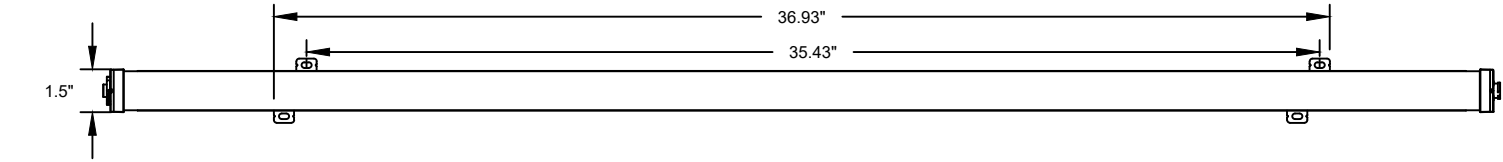
ADD/ ALTERNATE 4 SHALL INCLUDE EXTENDED CONTRACTOR LABOR AND INSTALLATION WARRANTY TO 5 YEARS.

STATEMENT OF ESTIMATED QUANTITIES												
PAY ITEMS	BASE BID		ADD/ ALTERNATE #1		ADD/ ALTERNATE #2		ADD/ ALTERNATE #3		ADD/ ALTERNATE #4		PROJECT TOTALS	
	Unit	QTY.	Unit	QTY.	Unit	QTY.	Unit	QTY.	Unit	QTY.	Unit	QTY.
MOBILIZATION	LIN FT	1	LUMP SUM	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	1
REMOVE UNDERGROUND WIRE	LIN FT	1,277	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	1,277
LIGHTING UNIT TYPE SPECIAL 1	EACH	15	EACH	0	EACH	0	EACH	0	EACH	0	EACH	15
LIGHTING UNIT TYPE SPECIAL 2	EACH	24	EACH	0	EACH	0	EACH	0	EACH	0	EACH	24
LIGHTING UNIT TYPE SPECIAL 3	EACH	30	EACH	0	EACH	0	EACH	0	EACH	0	EACH	30
LIGHTING UNIT TYPE SPECIAL 4	EACH	1	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1
LIGHTING UNIT TYPE SPECIAL 5	EACH	0	EACH	2	EACH	0	EACH	0	EACH	0	EACH	2
LIGHTING UNIT TYPE SPECIAL 6	EACH	0	EACH	1	EACH	0	EACH	0	EACH	0	EACH	1
LIGHTING UNIT TYPE SPECIAL 7	EACH	0	EACH	0	EACH	7	EACH	0	EACH	0	EACH	7
MODIFY SERVICE CABINET	EACH	1	EACH	1	EACH	0	EACH	0	EACH	0	EACH	2
PVC COATED JUNCTION BOX	EACH	30	EACH	2	EACH	0	EACH	0	EACH	0	EACH	32
DATA ENABLER PRO	EACH	6	EACH	2	EACH	1	EACH	0	EACH	0	EACH	9
SURGE PROTECTOR POWERCORE	EACH	6	EACH	1	EACH	1	EACH	0	EACH	0	EACH	8
PDS-400 48V EO	EACH	10	EACH	0	EACH	0	EACH	0	EACH	0	EACH	10
PDS-400 48V CA4	EACH	1	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1
ENVIRONMENTALLY CONTROLLED ENCLOSURE	EACH	1	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1
LIGHTING CONTROL SYSTEM	EACH	1	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1
COMMISSIONING	EACH	1	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1
1/2" NON-METALLIC CONDUIT	LIN FT	667	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	667
1" NON-METALLIC CONDUIT	LIN FT	216	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	216
1.5" NON-METALLIC CONDUIT	LIN FT	87	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	87
1/2" RIGID STEEL CONDUIT	LIN FT	704	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	704
3/4" RIGID STEEL CONDUIT	LIN FT	356	LIN FT	0	LIN FT	20	LIN FT	0	LIN FT	0	LIN FT	376
1/2" PVC COATED RSC	LIN FT	30	LIN FT	25	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	55
3/4" PVC COATED RSC	LIN FT	750	LIN FT	75	LIN FT	124	LIN FT	0	LIN FT	0	LIN FT	949
1" PVC COATED RSC	LIN FT	0	LIN FT	25	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	25
UNDERGROUND WIRE 1/C 6 AWG	LIN FT	1720	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	1,720
UNDERGROUND WIRE 1/C 8 AWG	LIN FT	3773	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	3,773
UNDERGROUND WIRE 1/C 10 AWG	LIN FT	0	LIN FT	1,255	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	1,255
UNDERGROUND WIRE 1/C 12 AWG	LIN FT	5015	LIN FT	172	LIN FT	762	LIN FT	0	LIN FT	0	LIN FT	5,949
CAT 5e CABLE	LIN FT	2513	LIN FT	552	LIN FT	0	LIN FT	0	LIN FT	0	LIN FT	3,065
SOIL TEST	LUMP SUM	1	LUMP SUM	0	LUMP SUM	0	LUMP SUM	0	LUMP SUM	0	LUMP SUM	1
EXTENDED MATERIAL WARRANTY	EACH	0	EACH	0	EACH	0	EACH	1	EACH	0	EACH	1
EXTENDED LABOR WARRANTY	EACH	0	EACH	0	EACH	0	EACH	0	EACH	1	EACH	1

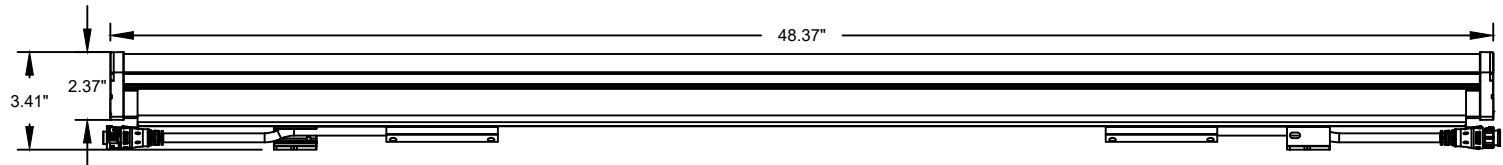
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EQUIPMENT SCHEDULE								
SYMBOL	DESCRIPTION	WATTAGE & CCT	LUMENS	MOUNTING	OPTICS	COLOR & FINISH	MANUFACTURER & SERIES #	BASE BID/ALTERNATE
—	LIGHTING UNIT TYPE SPECIAL 1 (2)4' COLOR CHANGING LED (RGBW) LINEAR LUMINAIRE MOUNTED ON EXISTING BRIDGE STRUCTURE, TRANSLUCENT LENS, 50' LEADER CABLE	57 WATT RGBW	1986	ON EXISTING BRIDGE STRUCTURE	210°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: (2)101-000200-09 LEADER CABLE: 108-000200-00	BASE BID (QTY 15) (TOTAL OF 30 LUMINAIRES)
—	LIGHTING UNIT TYPE SPECIAL 2 (1)4' COLOR CHANGING LED (RGBW) LINEAR LUMINAIRE MOUNTED ON EXISTING BRIDGE STRUCTURE, TRANSLUCENT LENS, 50' LEADER CABLE	28.5 WATT RGBW	993	ON EXISTING BRIDGE STRUCTURE	210°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: (1)101-000200-09 LEADER CABLE: 108-000200-00	BASE BID (QTY 24)
▲	LIGHTING UNIT TYPE SPECIAL 3 COLOR CHANGING LED (RGBW) LUMINAIRE WITH SLIP FITTER MOUNT, MOUNTING BRACKET, DIFFUSER LENS, & 10' LEADER CABLE	100 WATT RGBW	4313	ON EXISTING BRIDGE STRUCTURE	25°x43°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: 423-000103-03 DIFFUSER LENSE: 120-000197-12 SLIPFITTER MOUNT: 120-000197-04 MOUNTING BRACKET: FABRICATED LEADER CABLE: 108-000055-03	BASE BID (QTY 30)
★	LIGHTING UNIT TYPE SPECIAL 4 LED NODES TO BE MOUNTED INSIDE EXISTING LUMINAIRE ON BRIDGE STRUCTURE, 50' LEADER CABLE	12.5 WATT RGBW	555	ON EXISTING BRIDGE STRUCTURE	140°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: 401-000002-13 LEADER CABLE- 108-000085-01 MOUNTING PLATE: FABRICATED	BASE BID (QTY 1)
◀	LIGHTING UNIT TYPE SPECIAL 5 COLOR CHANGING LED (RGBW) LUMINAIRE WITH JUNCTION BOX MOUNTED ON EXISTING ARCHWAY STRUCTURE	47 WATT RGBW	2547	ON EXISTING PARK ENTRANCE ARCHWAY STRUCTURE	10°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: 423-000027-01 ACCESSORY WIRING COMPARTMENT: 106-000011-30	ALTERNATE #1 (QTY 2)
◀	LIGHTING UNIT TYPE SPECIAL 6 LED TAPE LIGHT MOUNTED ON EXISTING PARK ENTRANCE ARCHWAY	8 WATT 2700K	560	ON EXISTING PARK ENTRANCE ARCHWAY STRUCTURE	120°	BLACK POWDER COAT	GM LIGHTING - LUMINAIRE: V120-SO-27-4'-0" LEADER CABLE- V120-PCHW-8 MOUNTING CHANNEL- V120-CHL-4 LENS- V120-CHL-4-LENS END CAPS- V120-ECC	ALTERNATE #1 (QTY 1)
●	LIGHTING UNIT TYPE SPECIAL 7 COLOR CHANGING LED (RGBW) LUMINAIRE WITH JUNCTION BOX MOUNTED ON EXISTING BRIDGE STRUCTURE	47 WATT RGBW	2547	ON EXISTING BRIDGE STRUCTURE	80°	BLACK POWDER COAT	COLOR KINETICS - LUMINAIRE: 423-000027-01 ACCESSORY WIRING COMPARTMENT: 106-000011-30 DIFFUSER- 120-000185-11 TRIM RING- 120-000185-01	ALTERNATE #2 (QTY 7)
●	DATA ENABLER PRO	N/A	N/A	ON EXISTING BRIDGE STRUCTURE	N/A	GRAY MATTE POWDER COAT	COLOR KINETICS - DATA ENABLER PRO- 106-000004-00	BASE BID (QTY 6) ALTERNATE #1 (QTY 2) ALTERNATE #2 (QTY 1)
●	PDS-400 48V EO POWER SUPPLY	N/A	N/A	ON EXISTING BRIDGE STRUCTURE	N/A	GRAY MATTE POWDER COAT	COLOR KINETICS - POWER SUPPLY- 109-000200-00	BASE BID (QTY 10)
●	PDS-400 48V CA4 POWER SUPPLY	N/A	N/A	ON EXISTING BRIDGE STRUCTURE	N/A	GRAY MATTE	COLOR KINETICS - POWER SUPPLY- 109-000035-00	BASE BID (QTY 1)
	POWERCORE SURGE PROTECTOR	N/A	N/A	ON EXISTING BRIDGE STRUCTURE	N/A	GRAY MATTE POWDER COAT	COLOR KINETICS - SURGE PROTECTOR- 124-000001-01	BASE BID (QTY 6) ALTERNATE #1 (QTY 1) ALTERNATE #2 (QTY 1)
	ENVIRONMENTALLY CONTROLLED ENCLOSURE INCLUDES AC & HEATING UNIT,	N/A	N/A	ON EAST SIDE OF SERVICE CABINET "B"	N/A	CREAM POWDER COAT	DDB UNLIMITED - OUTDOOR ENCLOSURE- SOD-302420 AC & HEATER- ACP-2000-T20-110 INSULATION- SOD-INS LOUVER COVER- ZP-NDCPP	BASE BID (QTY 1)
LIGHTING CONTROL SYSTEM (INCLUDES IPLAYER4, ETHERNET SWITCH, ICOLOR CONTROL MODULE, AND POWER SUPPLY)								
	IPLAYER4	N/A	N/A	RACK MOUNT IN ENVIRONMENT CONTROLLED ENCLOSURE	N/A	BLACK POWDER COAT	COLOR KINETICS - IPLAYER: 103-000042-26	BASE BID (QTY 1)
	POE ETHERNET SWITCH	N/A	N/A	RACK MOUNT IN ENVIRONMENT CONTROLLED ENCLOSURE	N/A	N/A	COLOR KINETICS - SWITCH- 120-000084-01	BASE BID (QTY 1)
	ICOLOR COMMUNICATION MODULE	N/A	N/A	ENVIRONMENT CONTROLLED ENCLOSURE	N/A	N/A	COLOR KINETICS - CONTROLLER- 103-000084-01 MOUNTING EQUIPMENT- PATPA-WW-XX	BASE BID (QTY 1)
	RACK MOUNTED POWER SUPPLY	N/A	N/A	RACK MOUNT IN ENVIRONMENT CONTROLLED ENCLOSURE	N/A	N/A	HEAVY DUTY RACK MOUNTED SURGE PROTECTION POWER SUPPLY WITH A MINIMUM OF 6 OUTLETS ON THE FRONT AN BACK	BASE BID (QTY 1)



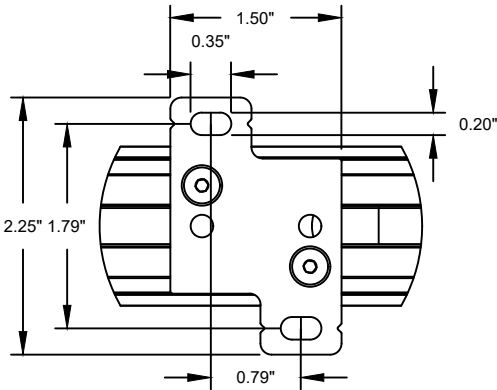
LUMINAIRE TOP VIEW



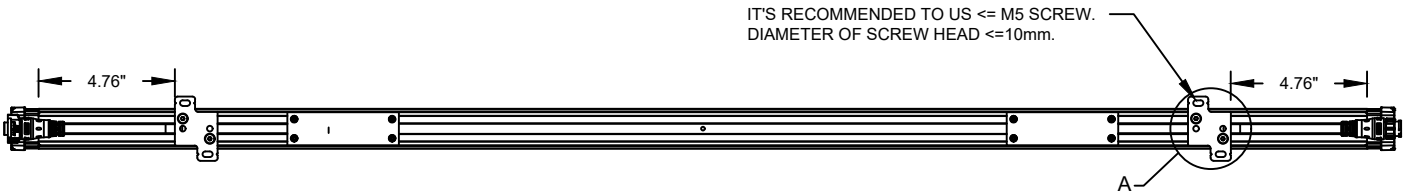
LUMINAIRE FRONT VIEW



LUMINAIRE RIGHT SIDE VIEW



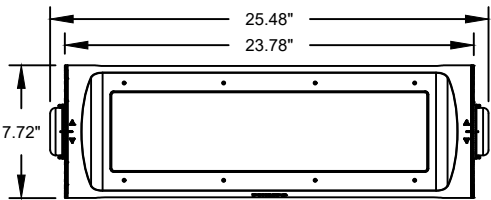
DETAIL A



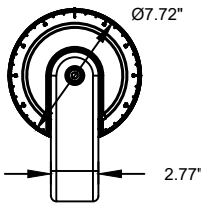
LUMINAIRE BOTTOM VIEW

NOTE:
LIGHTING UNIT TYPE SPECIAL 1 INCLUDES (2) LUMINAIRES CONNECTED IN SERIES.
LIGHTING UNIT TYPE SPECIAL 2 INCLUDES (1) LUMINAIRE.

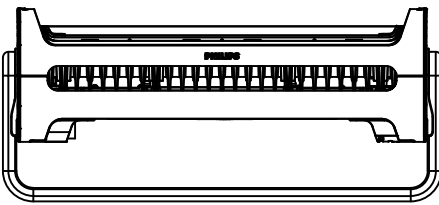
LIGHTING UNIT TYPE SPECIAL 1 & 2 DETAILS
NOT TO SCALE



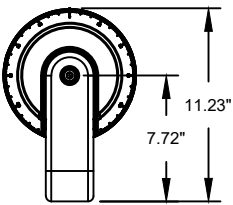
LUMINAIRE TOP VIEW



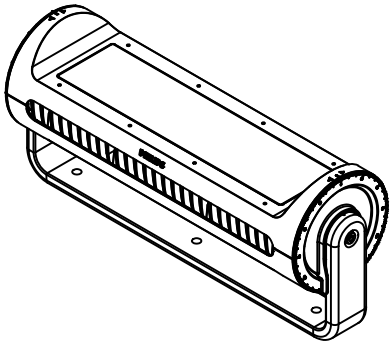
LUMINAIRE LEFT SIDE VIEW



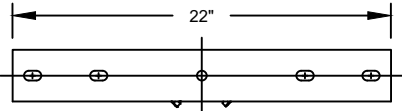
LUMINAIRE FRONT VIEW



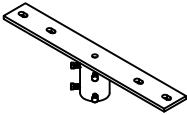
LUMINAIRE RIGHT SIDE VIEW



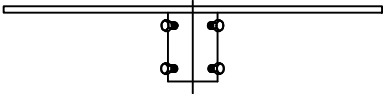
LUMINAIRE ISOMETRIC VIEW



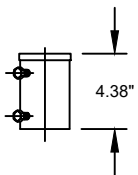
SLIPFITTER TOP VIEW



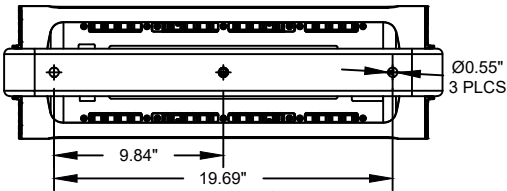
SLIPFITTER ISOMETRIC VIEW



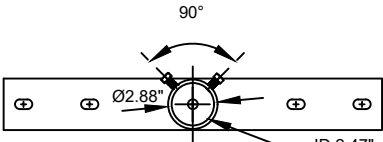
SLIPFITTER FRONT VIEW



SLIPFITTER RIGHT SIDE VIEW



LUMINAIRE BOTTOM VIEW



SLIPFITTER BOTTOM VIEW

LIGHTING UNIT TYPE SPECIAL 3 DETAILS
NOT TO SCALE

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Designed By	JEK	-			-		
Checked By	JPC	-			-		

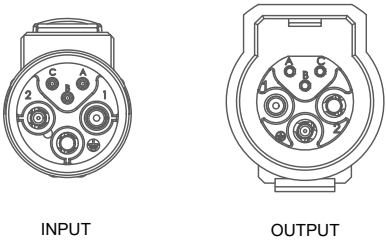
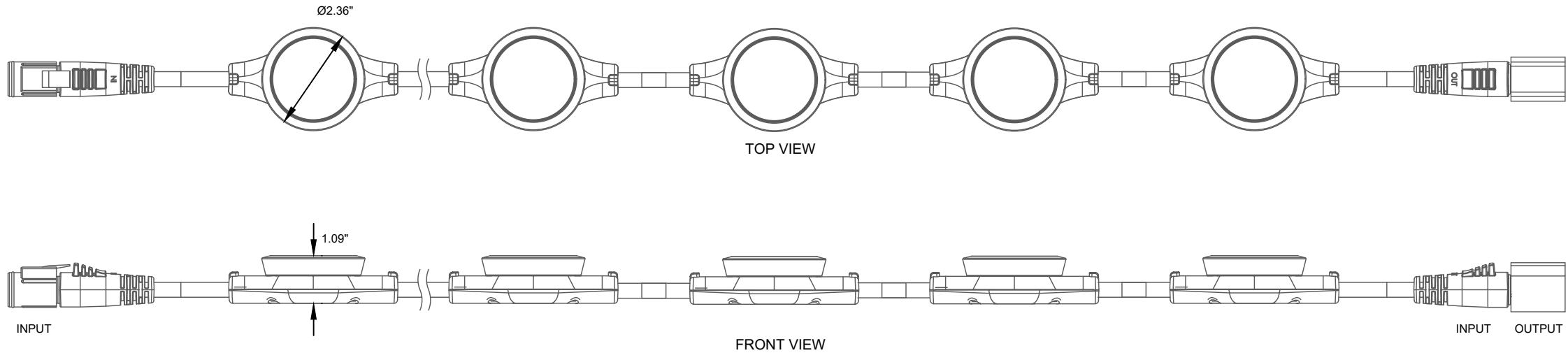


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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

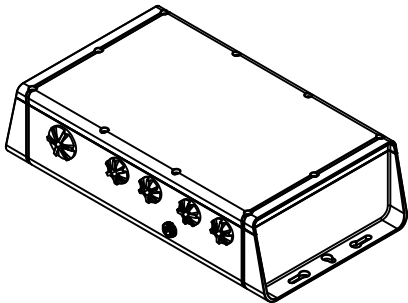
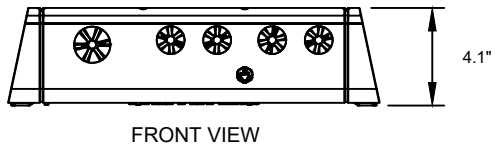
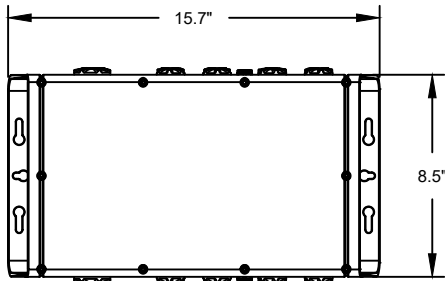
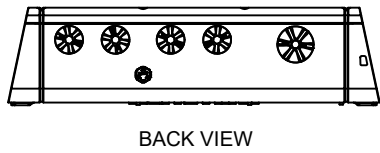
ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS



LIGHTING UNIT TYPE SPECIAL 4 DETAILS
NOT TO SCALE

NOTE:
LIGHTING UNIT TYPE SPECIAL 4 INCLUDES A (5) NODE ASSEMBLY CONNECTED IN SERIES.



ISOMETRIC VIEW



RIGHT SIDE VIEW

PDS-400 48V CA4
NOT TO SCALE



CONTRACTOR SHALL REMOVE EXISTING LED DRIVER AND LIGHT ENGINE, FABRICATE, AND INSTALL MOUNTING SURFACES TO MOUNT LED NODES, AND INSTALL LED NODES IN EXISTING LUMINAIRE HOUSING

LIGHTING UNIT TYPE SPECIAL 4 MOUNTING LOCATION
NOT TO SCALE

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SEH Project	INVER178504	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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Designed By	JEK	.	.	.	.	.	.
Checked By	JPC	.	.	.	.	.	.



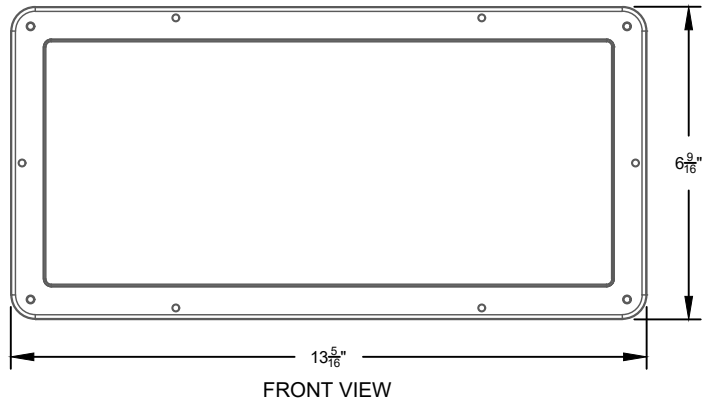
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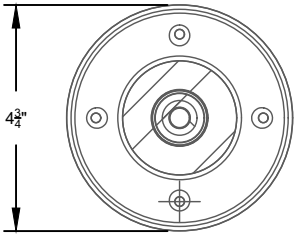
ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

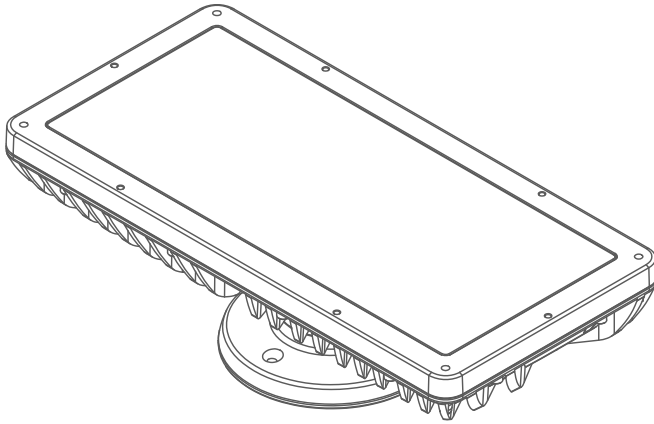
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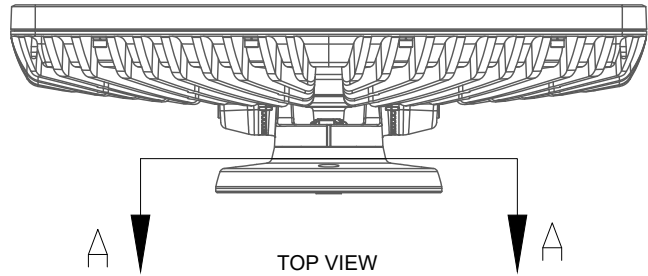
FRONT VIEW



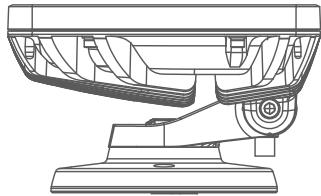
SECTION A-A



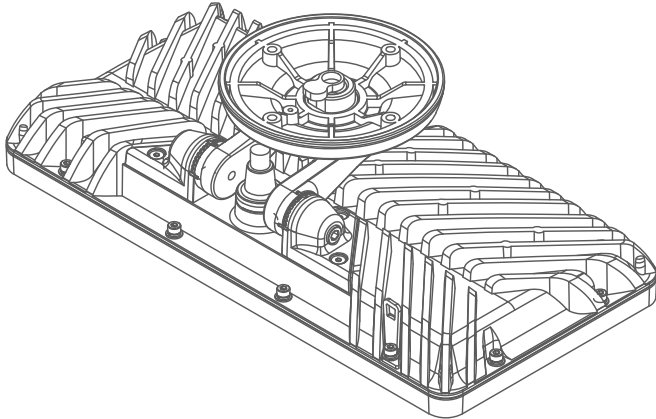
ISOMETRIC VIEW



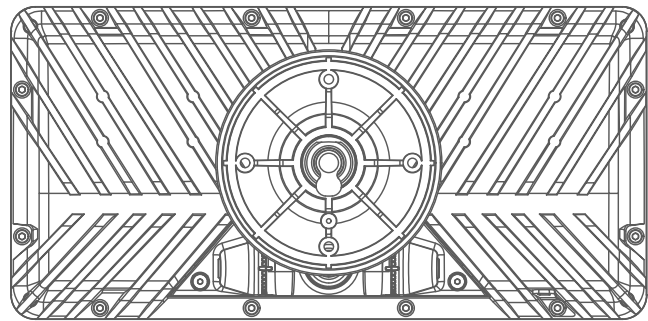
TOP VIEW



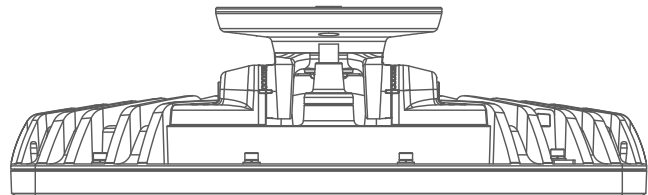
RIGHT SIDE VIEW



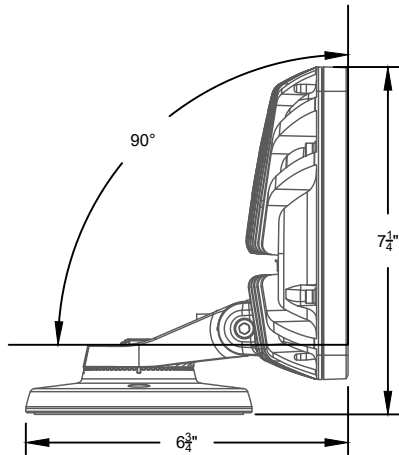
ISOMETRIC VIEW



BACK VIEW



BOTTOM VIEW



LUMINAIRE ROTATED VIEW

LIGHTING UNIT TYPE SPECIAL 5 & 7 DETAILS
NOT TO SCALE

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Designed By	JEK	-			-		
Checked By	JPC	-			-		



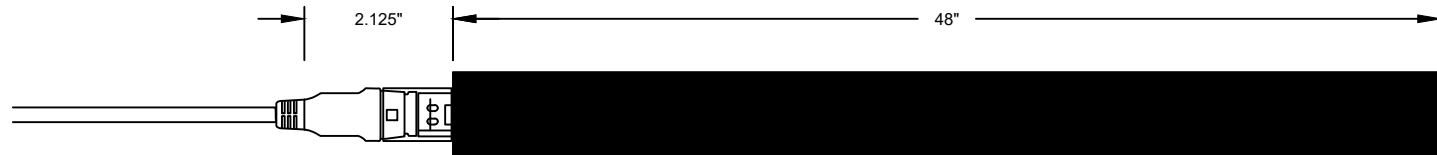
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JOHN CARLSON, PE
DATE: 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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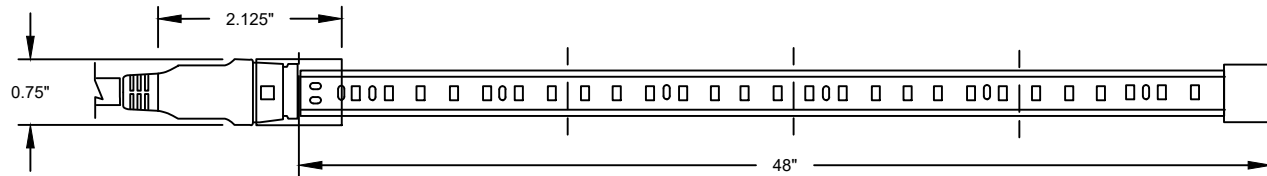
CHANNEL TOP VIEW



CHANNEL SIDE VIEW W/LENS



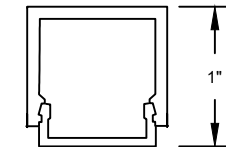
CHANNEL SIDE VIEW W/LENS & END CAP



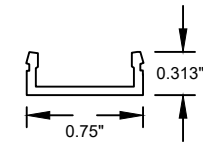
LUMINAIRE TOP VIEW



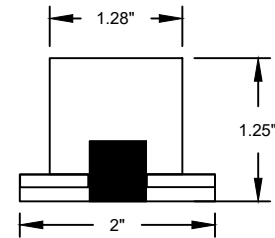
LUMINAIRE FRONT VIEW



END VIEW W/LENS



END VIEW



END CAP

NOTE:
1. CONTRACTOR SHALL HAVE EXTRUDED CHANNEL POWDER COATED BLACK PRIOR TO INSTALLATION.

LIGHTING UNIT TYPE SPECIAL 6 DETAILS
NOT TO SCALE

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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

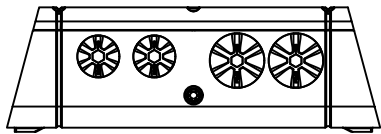


FRONT/TOP VIEW

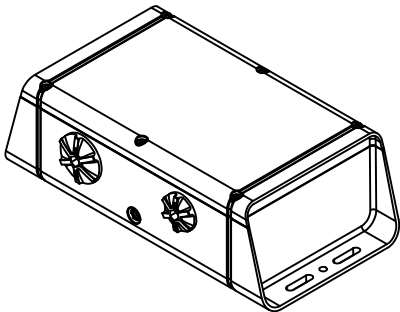


BACK/TOP VIEW

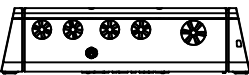
IPLAYER 4 DETAILS
NOT TO SCALE



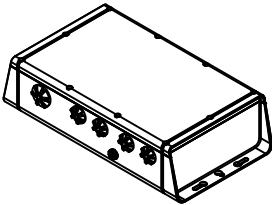
BACK VIEW



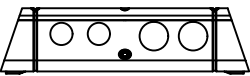
ISOMETRIC VIEW



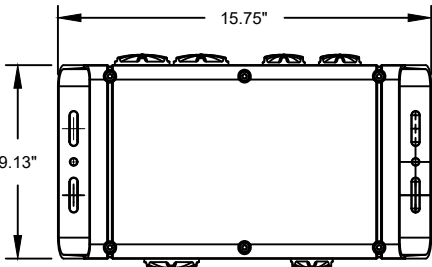
BACK VIEW



ISOMETRIC VIEW



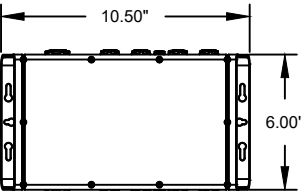
BACK VIEW



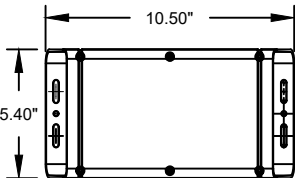
TOP VIEW



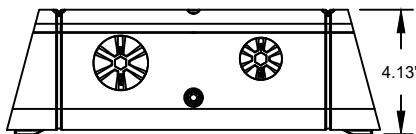
RIGHT SIDE VIEW



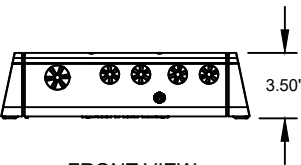
TOP VIEW



TOP VIEW



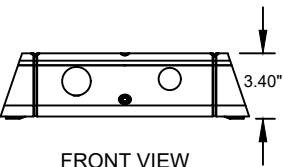
FRONT VIEW



FRONT VIEW



RIGHT SIDE VIEW



FRONT VIEW

DATA ENABLER PRO DETAILS
NOT TO SCALE

PDS-400 48V EO DETAILS
NOT TO SCALE

POWERCORE SURGE PROTECTOR DETAILS
NOT TO SCALE

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Designed By	JEK	-			-		
Checked By	JPC	-			-		



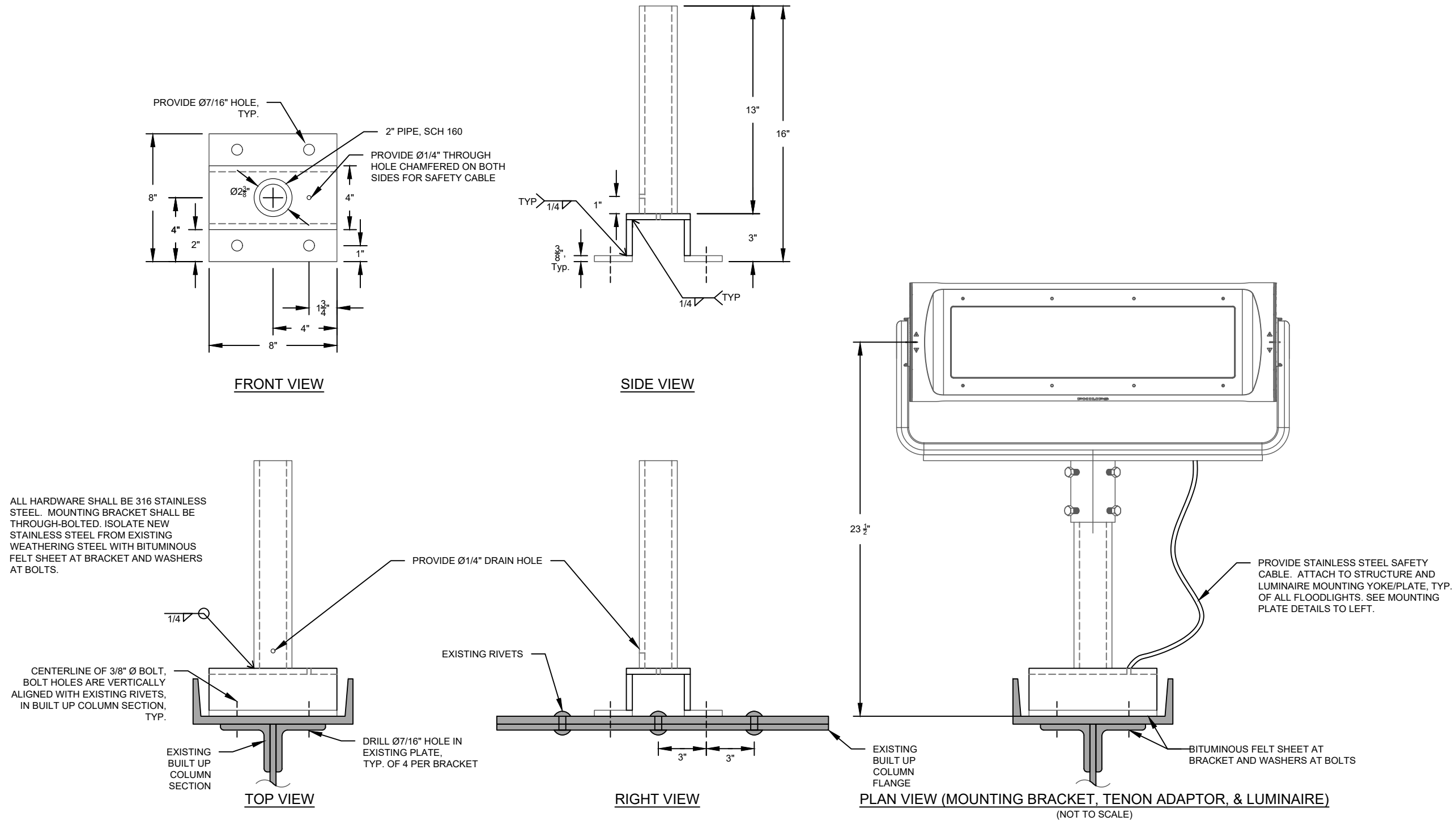
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JOHN CARLSON, PE
DATE: 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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LIGHTING UNIT TYPE SPECIAL 3 MOUNTING BRACKET DETAIL
(NOT TO SCALE)

- NOTES:
1. CONTRACTOR SHALL VERIFY THAT THE PROPOSED BRACKETRY SPECIFIED FOR MOUNTING LUMINAIRES WILL BE ACCOMMODATED BY THE EXISTING BRIDGE STRUCTURE. STRUCTURAL FABRICATION DRAWINGS SHALL BE SUBMITTED TO ENGINEER PRIOR TO THE INSTALLATION
 2. MOUNTING BRACKET SHALL BE MANUFACTURED FROM STAINLESS STEEL. BRACKET SHALL BE POWDER COATED BLACK.
 3. CONTRACTOR OPTION TO FABRICATE BRACKET FROM BENT PLATE. SUBMIT FABRICATION DRAWINGS PRIOR TO FABRICATING.

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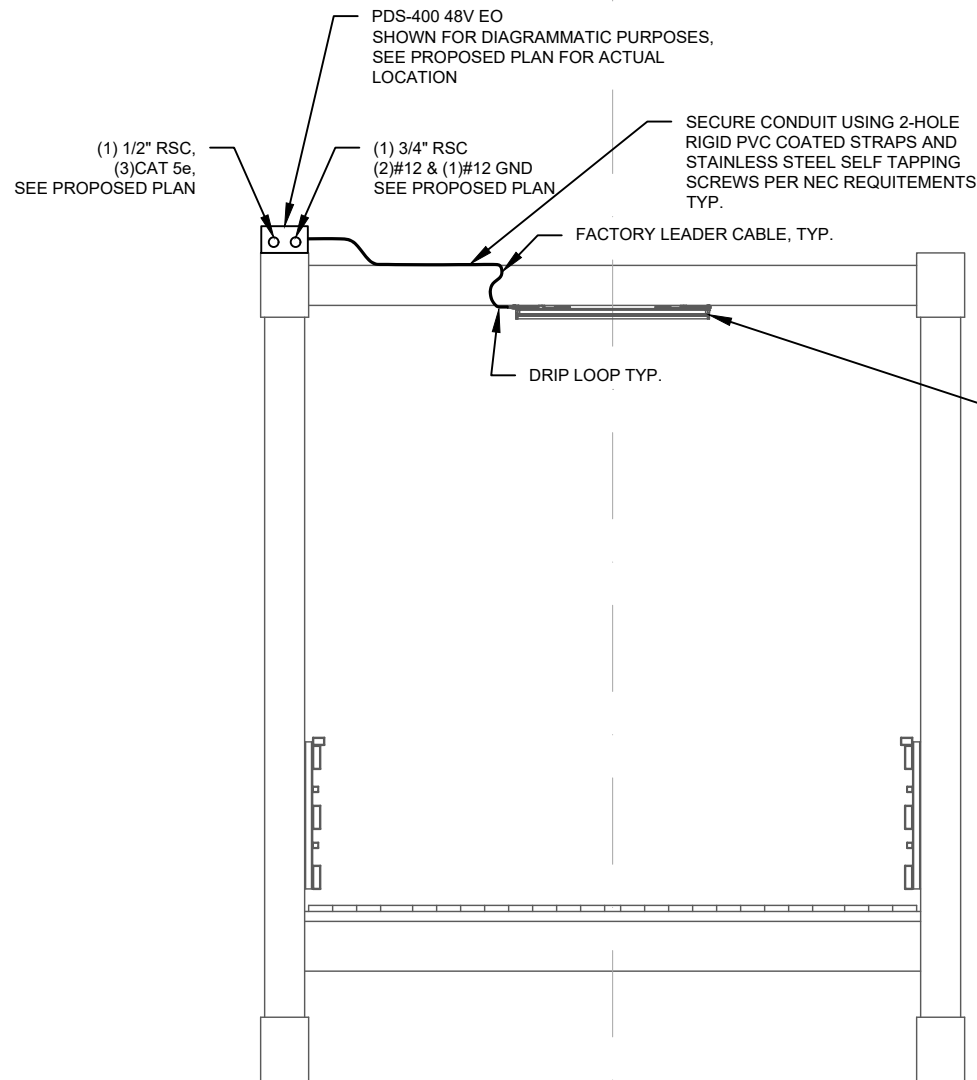
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ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

**LIGHTING PLAN
DETAILS**

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TYPICAL SECTION SMALLER TRUSS DETAIL
NOT TO SCALE

LIGHTING UNIT TYPE SPECIAL 2,
LIGHTING UNIT SHALL BE CENTERED
OVER WALKWAY

(1) 3/4" PVC COATED RSC (DARK GRAY),
(2) #12 & (1) #12 GND (POWER), (1) #12
(SIGNAL),
TYP.

SECURE CONDUIT USING 2-HOLE
RIGID PVC COATED STRAPS AND
STAINLESS STEEL SELF TAPPING
SCREWS PER NEC REQUIREMENTS
TYP.

PVC COATED (DARK GRAY)
JUNCTION BOX
TYP.

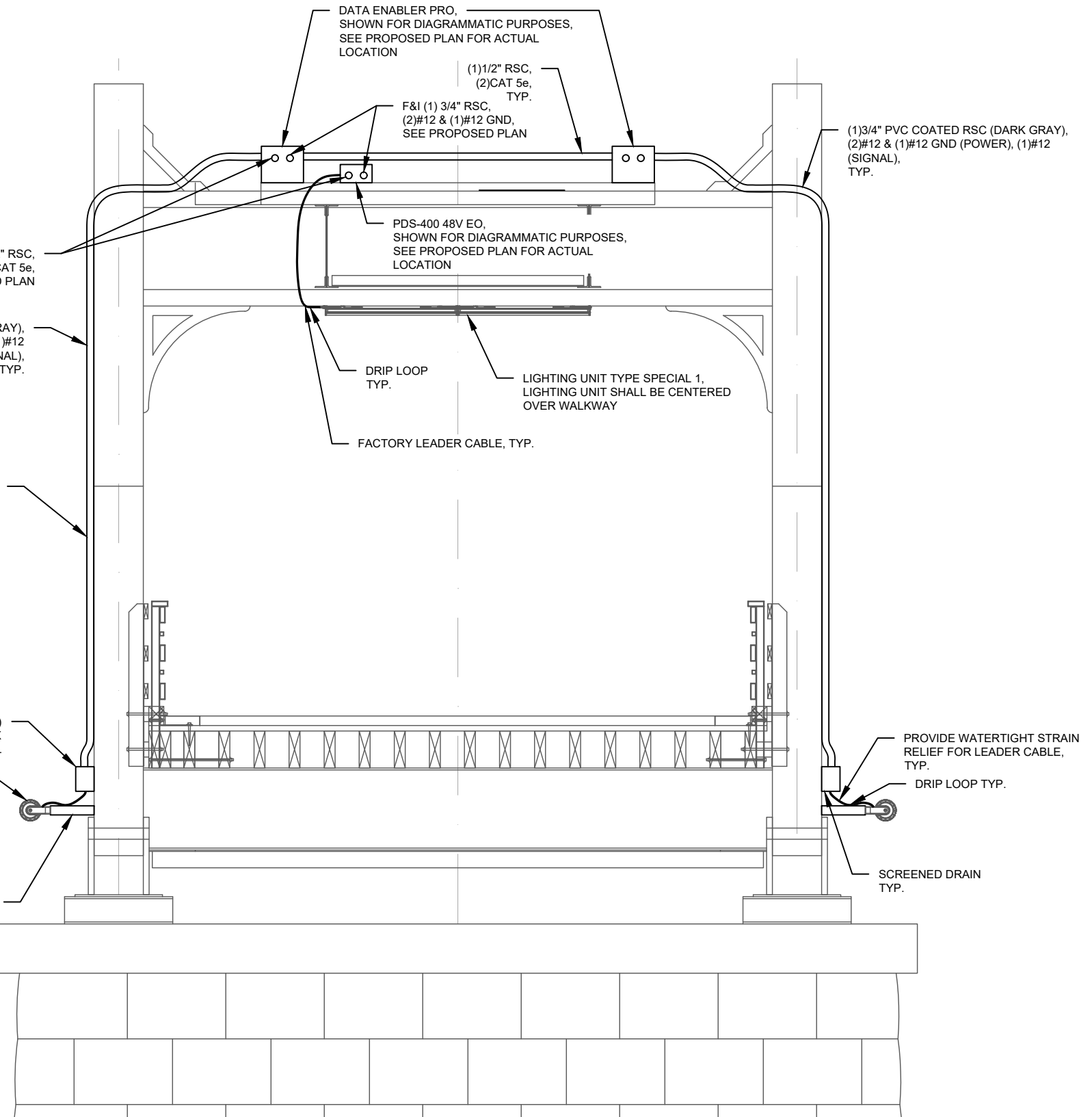
LIGHTING UNIT
TYPE SPECIAL 3,
TYP.

PROVIDE MOUNTING
BRACKET FOR LIGHTING UNIT
TYPE SPECIAL 3, TYP.
COORDINATE MOUNTING
LOCATIONS WITH ENGINEER.
SEE DETAIL FOR BRACKET

NOTES:
1. ALL ITEMS SHOWN ON THIS SHEET INCLUDED IN BASE BID



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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001



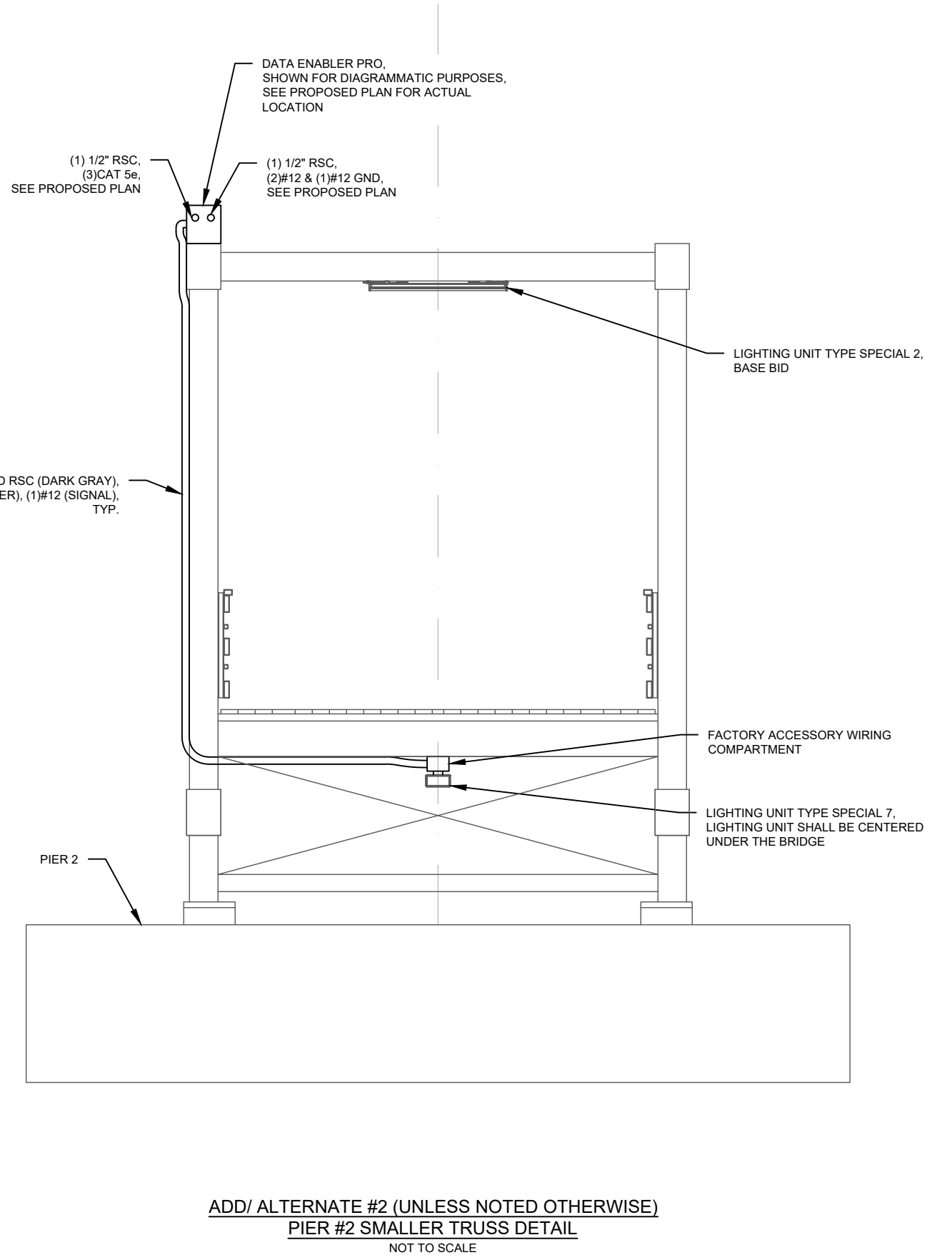
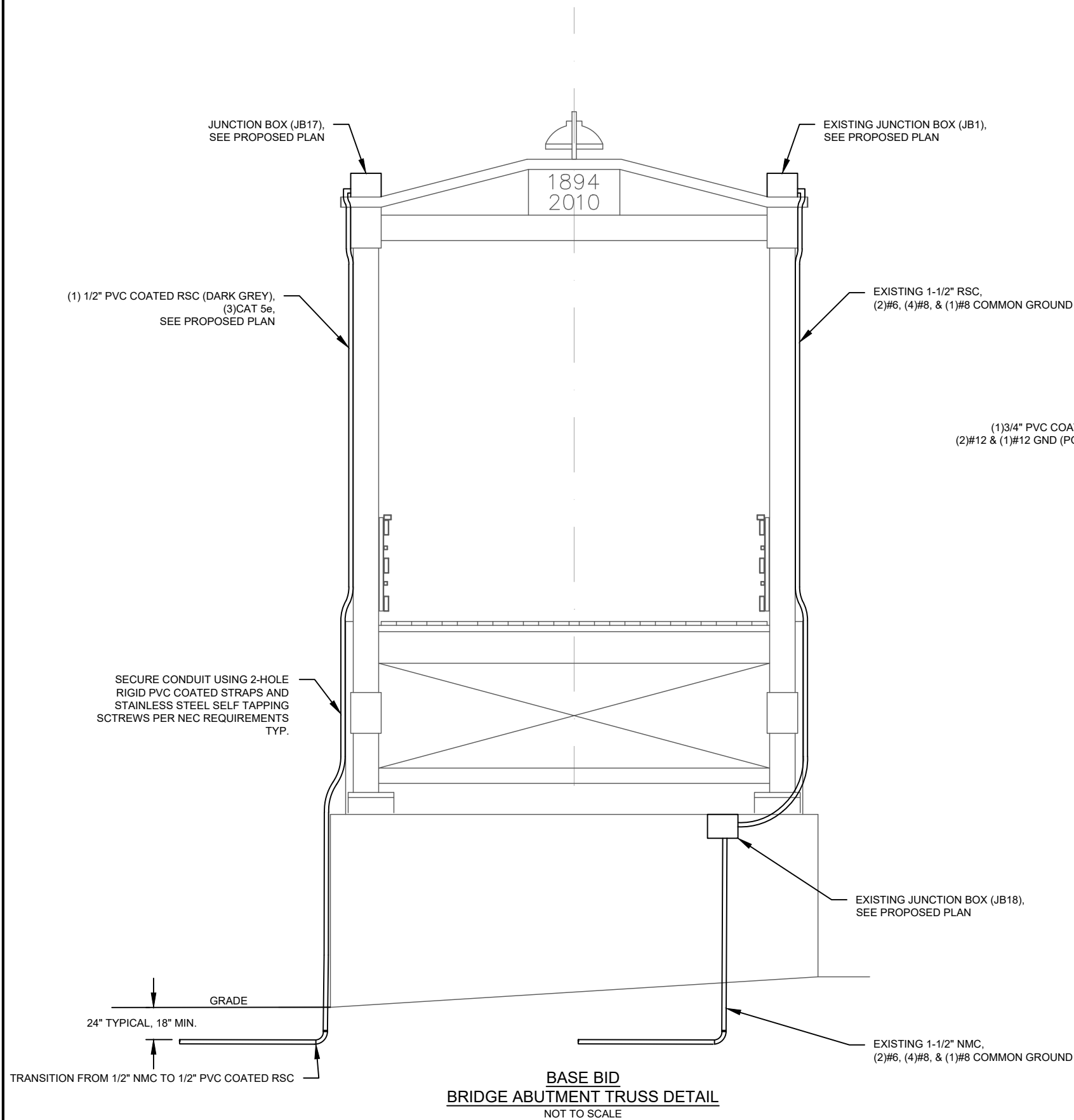
TYPICAL SECTION LARGER HISTORIC TRUSS
DETAIL
NOT TO SCALE

SEH Project	INVER178504	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
Drawn By	JCL	.			.		
Designed By	JEK	.			.		
Checked By	JPC	.			.		

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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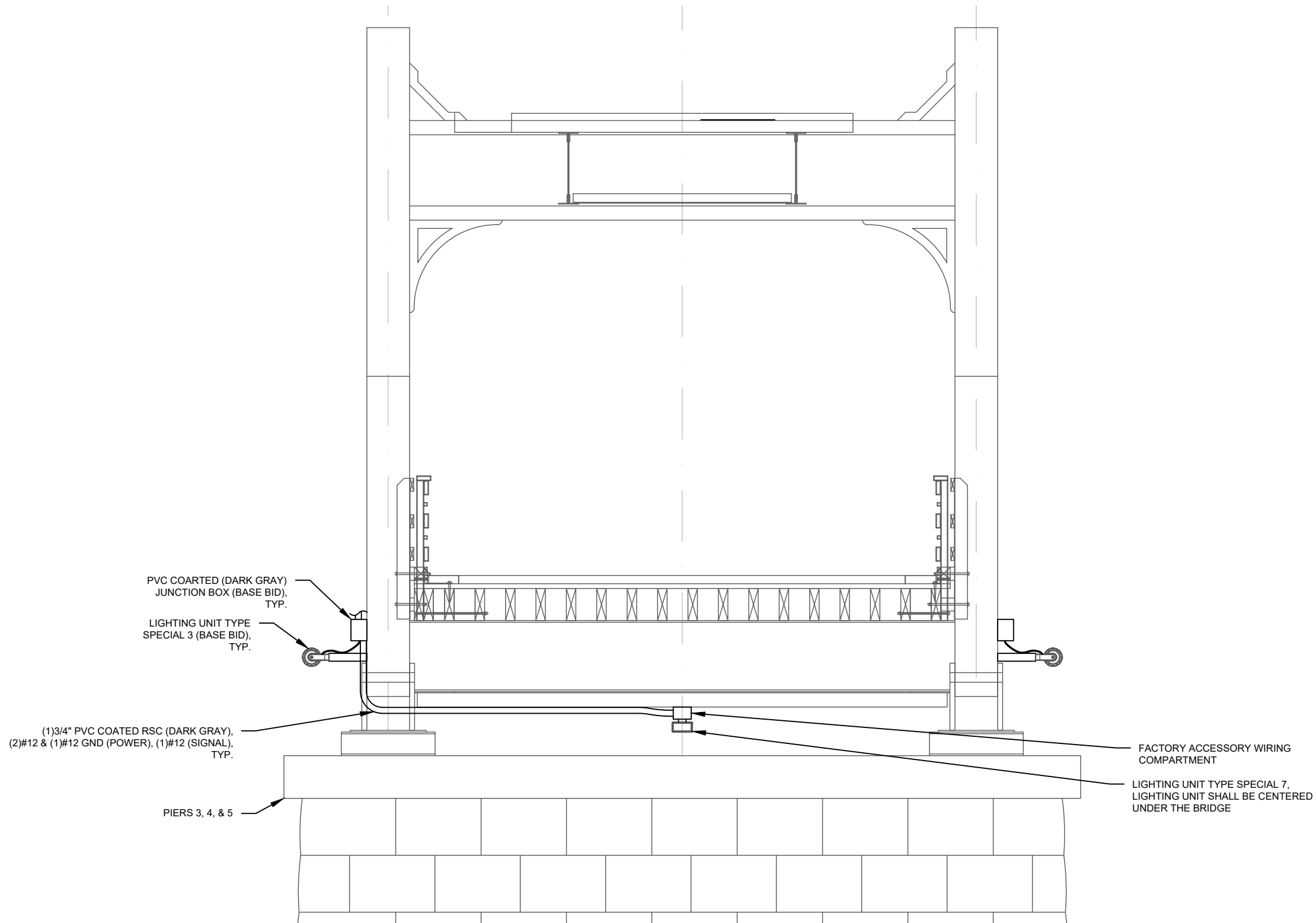
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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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ADD/ALTERNATE #2 (UNLESS NOTED OTHERWISE)
TYPICAL SECTION LARGER HISTORIC TRUSS DETAIL
NOT TO SCALE

NOTES:
1. ALL ITEMS SHOWN ON THIS SHEET INCLUDED IN BASE BID

NOTES:
CONTRACTOR TO SUBMIT PHOTOS & SKETCH ON PLANS TO INSTALL LIGHTING UNIT TYPE SPECIAL 7. ANY ADDITIONAL FABRICATED BRACKETS IS INCIDENTAL.

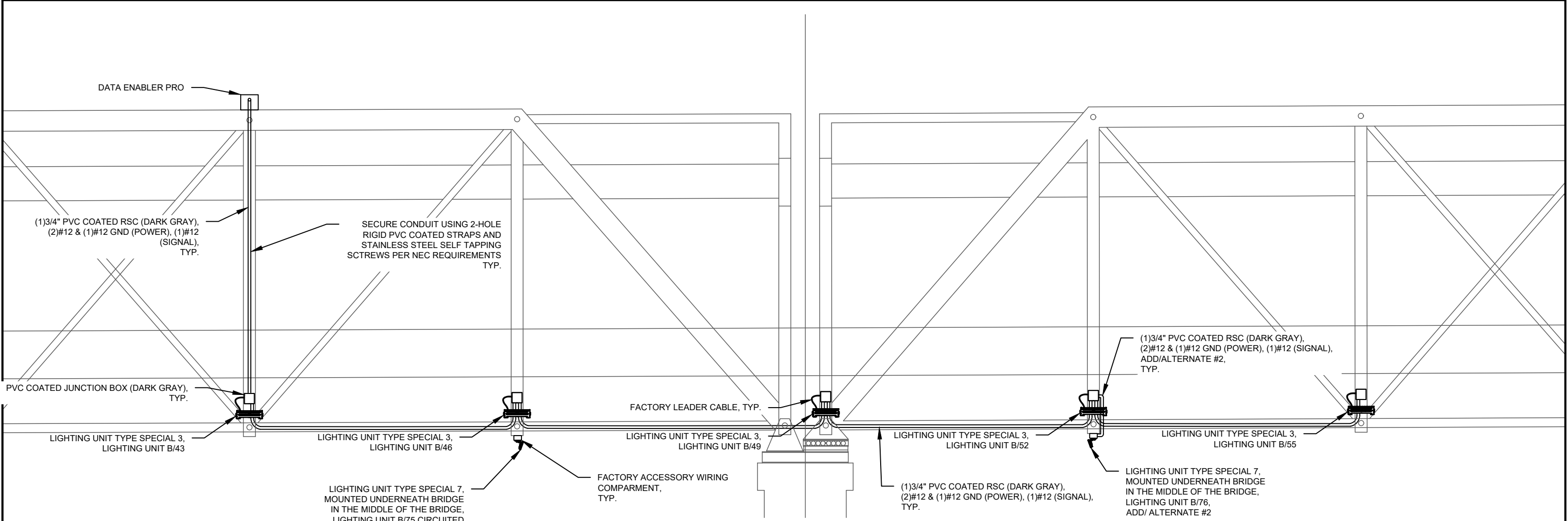
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Designed By	JEK	-			-		
Checked By	JPC	-			-		



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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

**LIGHTING PLAN
DETAILS**

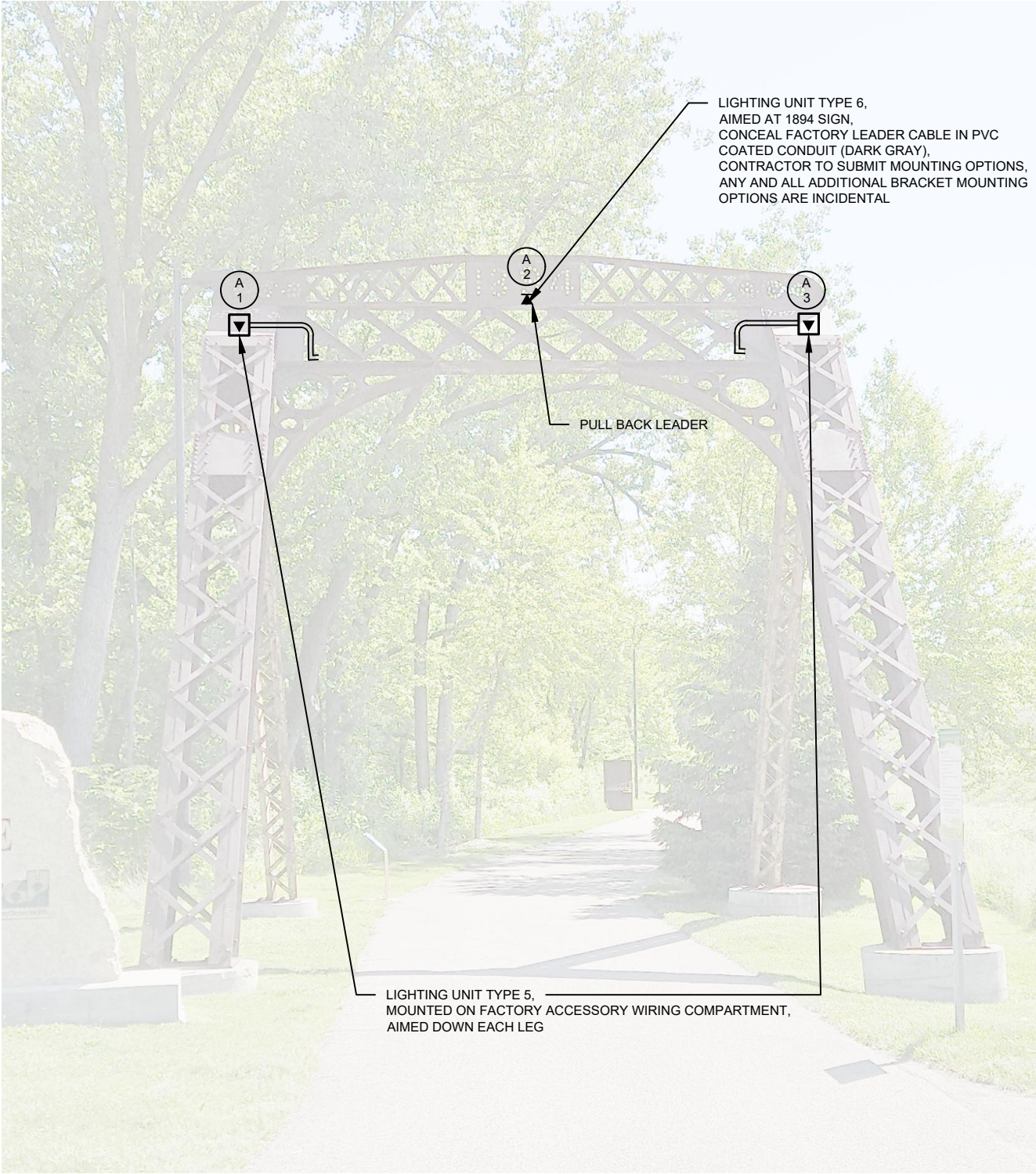


HISTORIC BRIDGE ELEVATION DETAIL
NOT TO SCALE

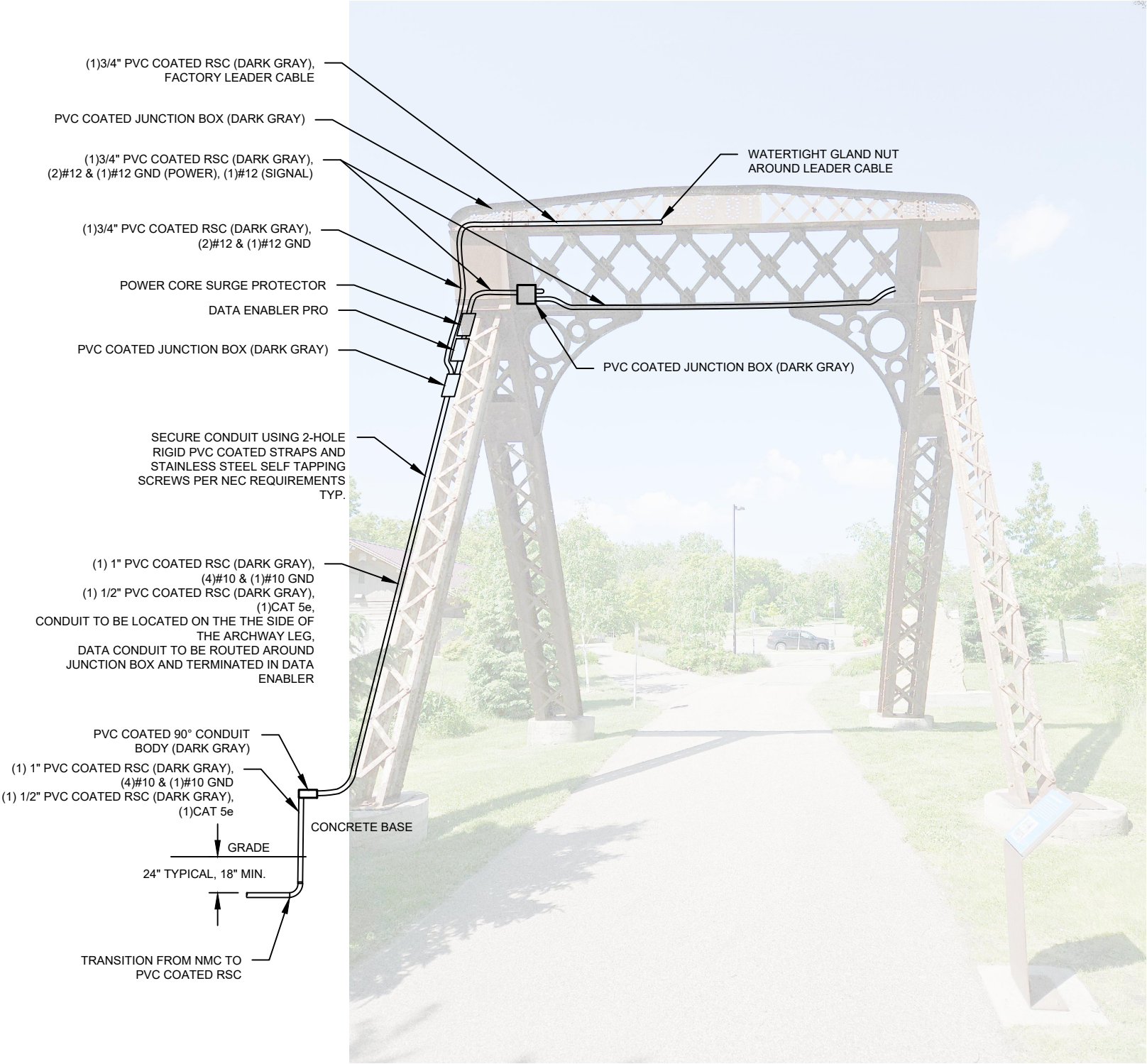
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1. ALL ITEMS SHOWN ON THIS SHEET INCLUDED IN BASE BID UNLESS NOTED OTHERWISE

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ADD/ ALTERNATE #1
PARKWAY ENTRANCE ARCHWAY - FRONT VIEW
NOT TO SCALE



**ADD/ ALTERNATE #1
LEGEND**

◀ LIGHTING UNIT TYPE SPECIAL 5
◀ LIGHTING UNIT TYPE SPECIAL 6
JB JUNCTION BOX
A 1 LIGHTING UNIT NUMBER

ADD/ ALTERNATE #1
PARKWAY ENTRANCE ARCHWAY - REAR VIEW
NOT TO SCALE

NOTES:
ALL ITEMS SHOWN ON THIS SHEET INCLUDED IN ADD/ ALTERNATE #1

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Checked By	JPC	.			.		



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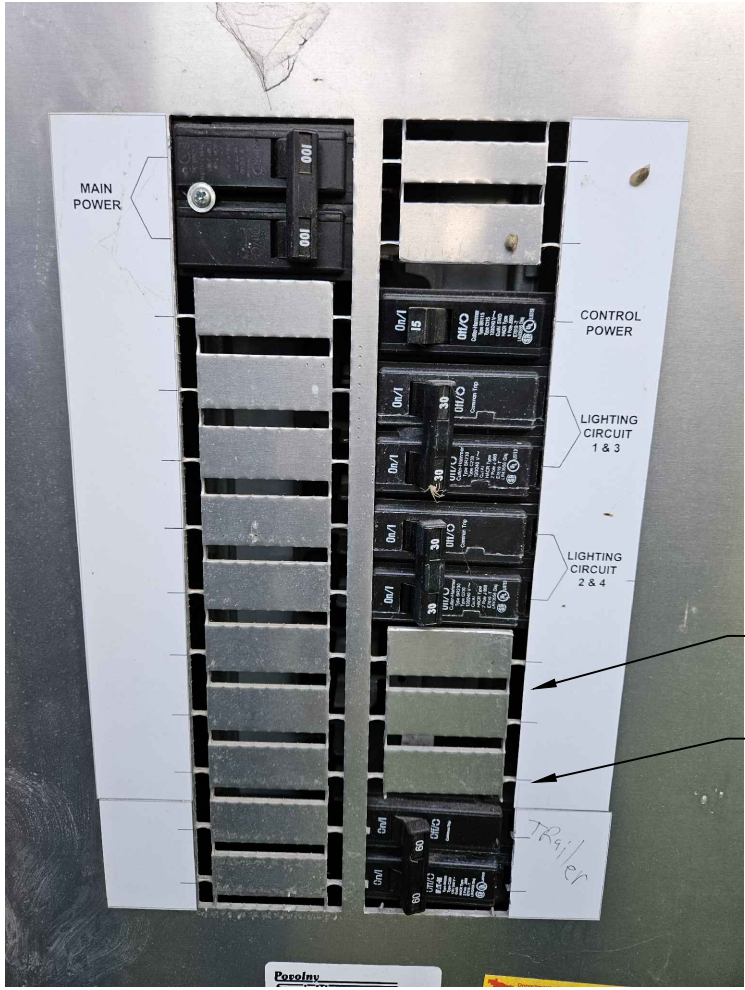
ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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ADD/ ALTERNATE #1
EXISTING SERVICE CABINET "A"
FRONT VIEW



ADD/ ALTERNATE #1
EXISTING SERVICE CABINET "A"
ELECTRICAL PANEL

NOTES:
ALL ITEMS SHOWN ON THIS SHEET INCLUDED IN ADD/ ALTERNATE #1



ADD/ ALTERNATE #1
EXISTING SERVICE CABINET "A"
BACK VIEW

SEH Project	INVER178504	Rev.#	Revision Issue Description	Date	Rev.#	Revision Issue Description	Date
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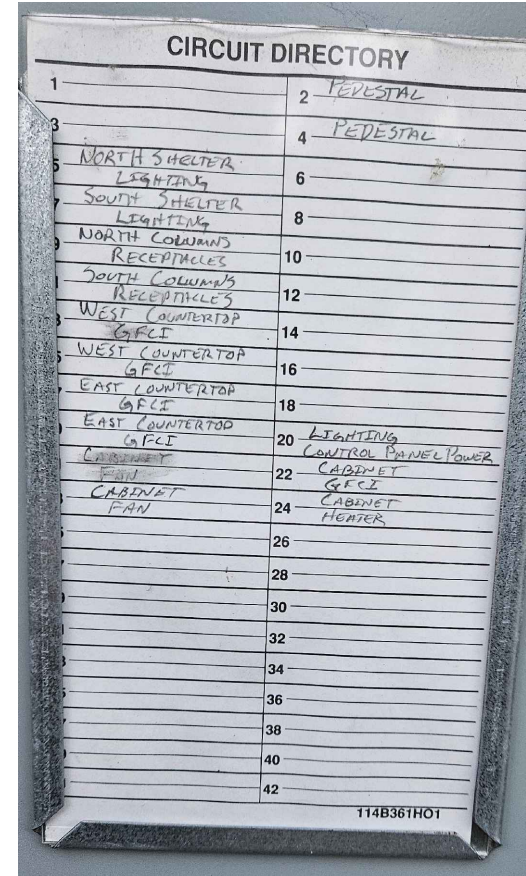
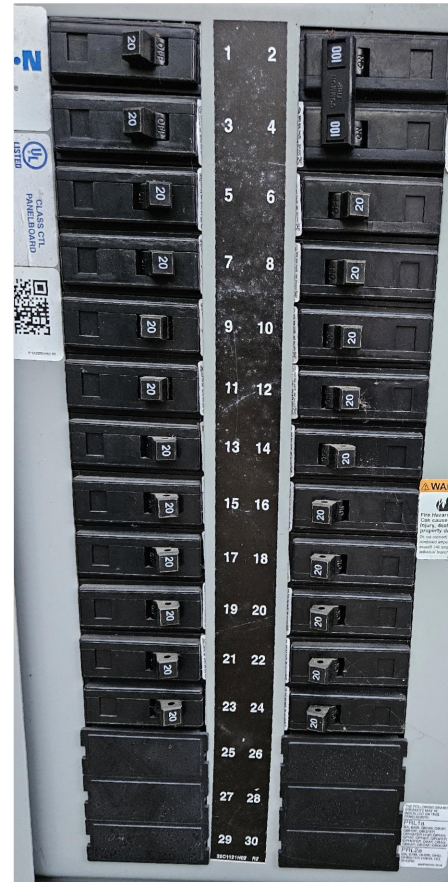


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ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS



EXISTING SERVICE CABINET "B" NOTES

- 90° CONDUIT BODY
SC (INCIDENTAL), —
COMMON GROUND



EXISTING SERVICE CABINET "B"
BACK VIEW



JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

LIGHTING PLAN DETAILS

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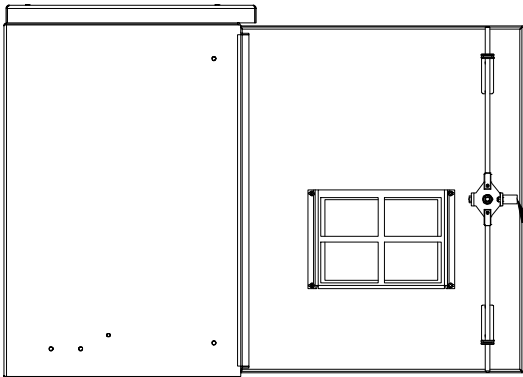
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ENVIRONMENTALLY CONTROLLED ENCLOSURE NOTES:

- 1. CABINET SHALL BE MANUFACTURED BY DDB UNLIMITED. 1.800.753.8459.
- 2. COORDINATE MOUNTING LOCATION WITH CITY STAFF PRIOR TO INSTALLATION.
- 3. MANUFACTURE SHALL INSTALL ACP-2000-T20-110 AIR CONDITIONER UNIT
- 4. STAINLESS STEEL MIN. 1/4-20 MOUNTING HARDWARE WITH SEALING WASHERS SHALL BE USED FOR FASTENING ENVIRONMENTALLY CONTROLLED CABINET TO EXISTING SERVICE CABINET "B"
- 5. CONTRACTOR TO ENSURE BOTH THE EXISTING ELECTRICAL CABINET AND THE NEW ENVIRONMENTALLY CONTROLLED ENCLOSURE ARE COMPLETELY WATER TIGHT.
- 6. COORDINATE WITH MARK GADE WITH THE CITY TO PROVIDE ADDITIONAL RACK MOUNTED NETWORK SWITCH AND FIBER CONNECTION FROM CITY'S NETWORK FOR INTERNET CONNECTION (INCIDENTAL)

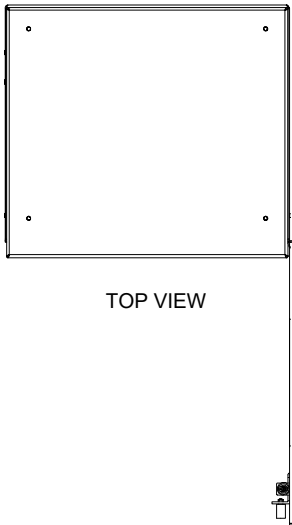
ENVIRONMENTALLY CONTROLLED ENCLOSURE CONSTRUCTION

- NEMA 3R
- PAINTED CREAM
- ENCLOSURE SHALL BE SOD-302420, 30"HX24"WX20"D, FRONT EIA 19" RACKING RAILS, 15 RU'S, STAILLESS STEEL DOOR HINGE, 3 POINT LOCKING HANDLE, PAINTED CREAM.
- 1/2" INSULATION FOR SOD SERIES ENCLOSURES
- OD DOOR LOUVER COVER PLATE, PAINTED CREAM, FOR THE 3 LOUVER SET UP
- STAINLESS STEEL HARDWARE
- LISTED IN ACCORDANCE WITH UL50/50E TYPE 3R

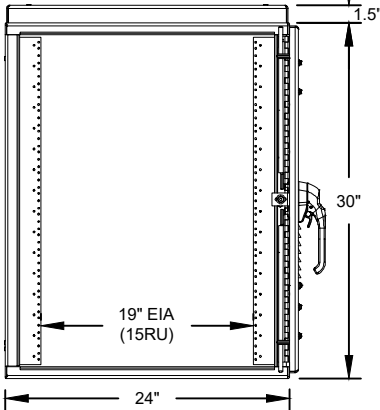


LEFT SIDE VIEW

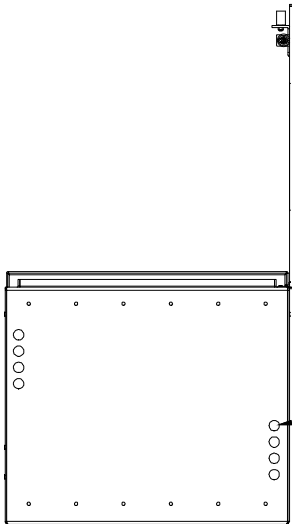
3 POINT LOCKING,
CITY TO PROVIDE
LOCK FOR CABINET



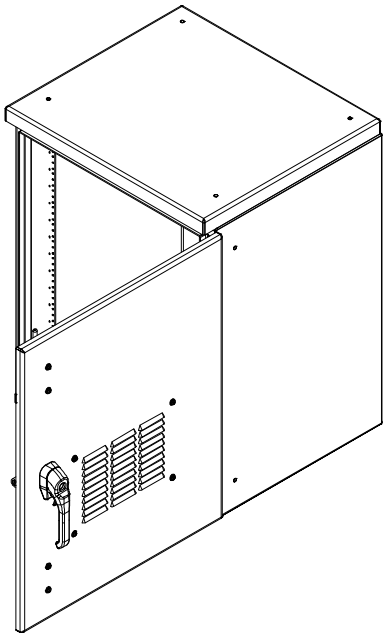
TOP VIEW



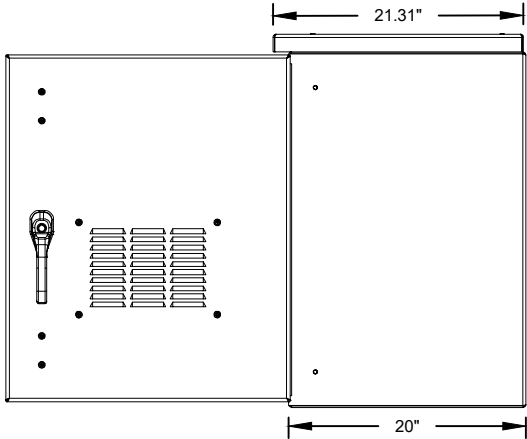
FRONT VIEW



BOTTOM VIEW



ISOMETRIC VIEW



RIGHT SIDE VIEW



ACP-2000-T20-110 AIR CONDITIONER UNIT
WITH HEAT PACKAGE
(MOUNTED TO RIGHT SIDE OF ENCLOSURE)

ENVIRONMENTALLY CONTROLLED ENCLOSURE DETAILS
NOT TO SCALE

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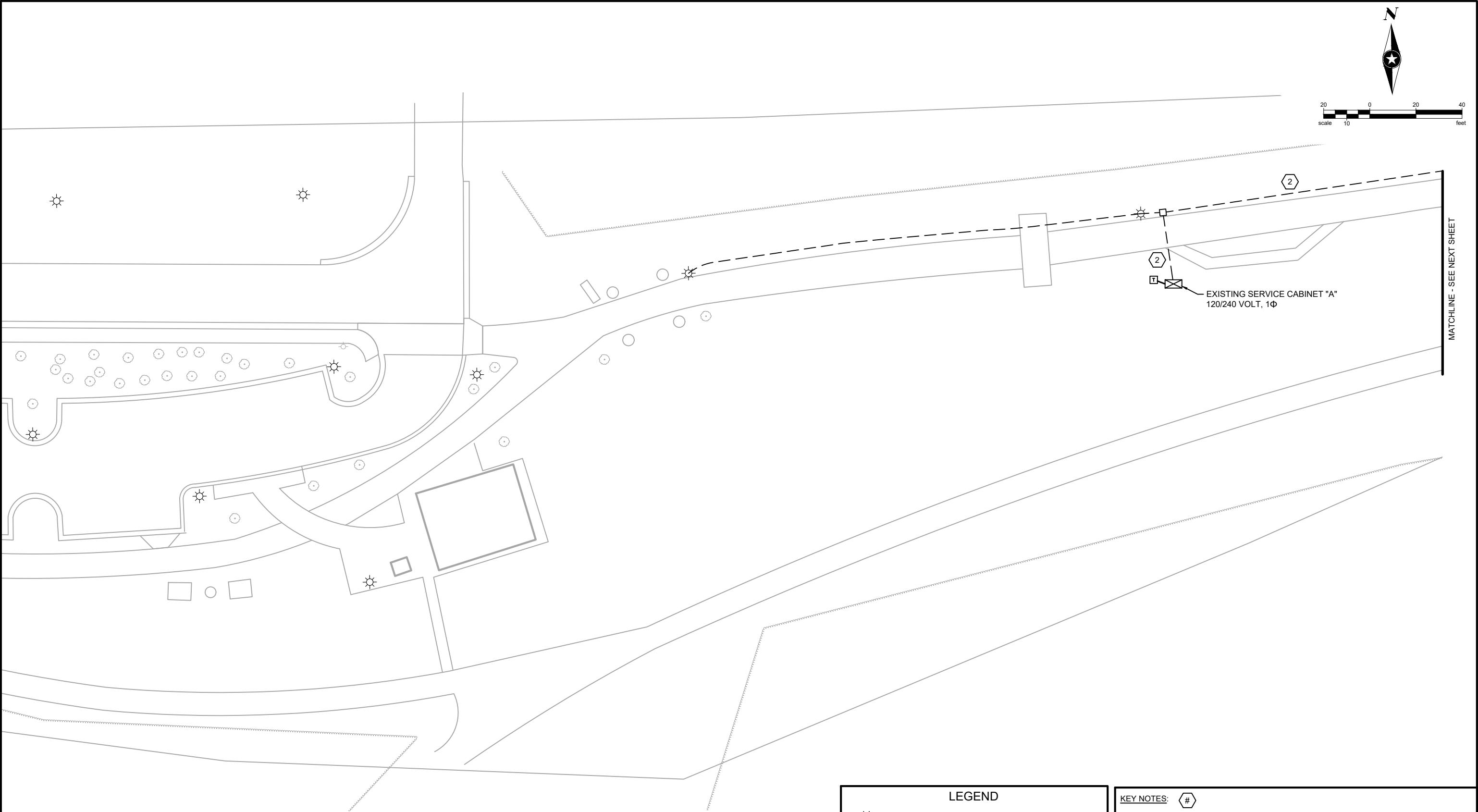
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JOHN CARLSON, PE
DATE: 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
DETAILS

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PLAN VIEW

LEGEND

EXISTING LIGHTING UNIT

EXISTING LIGHTING UNIT

EXISTING SERVICE CABINET

EXISTING CIRCUIT IN CONDUIT

EXISTING JUNCTION BOX

EXISTING HANDHOLE

KEY NOTES:

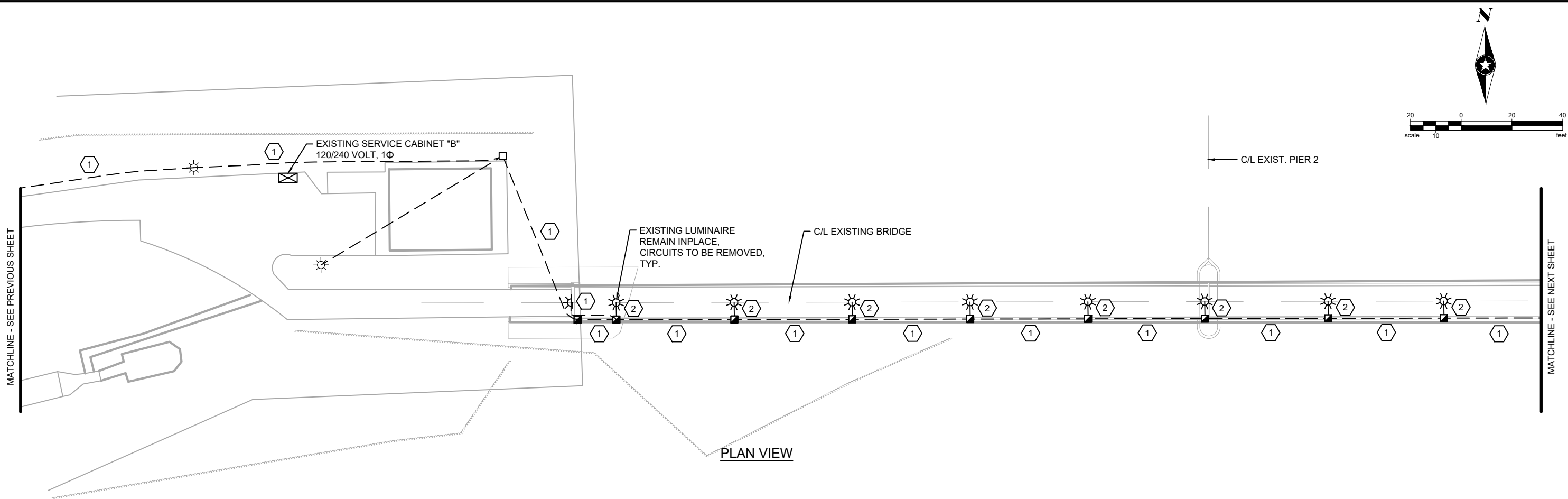
1.

REMOVE EXISTING BRIDGE LIGHTING CIRCUITRY. PROTECT CONDUIT FOR FUTURE USE. PAID FOR AS REMOVE UNDERGROUND WIRE.

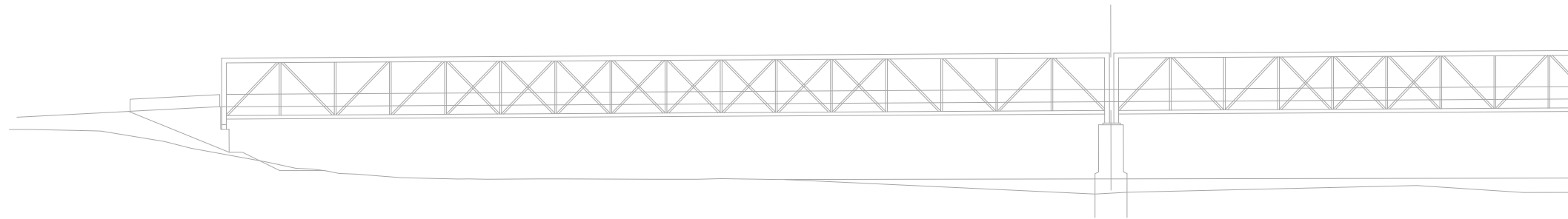
2.

REMOVE EXISTING CIRCUITRY AND FLEXIBLE CONDUIT. CAP EXISTING CONDUIT ENTRY POINTS WITH WEATHERPROOF METHODS. (INCIDENTAL)

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PLAN VIEW



ELEVATION VIEW

LEGEND	
	EXISTING LIGHTING UNIT
	EXISTING LIGHTING UNIT
	EXISTING SERVICE CABINET
	EXISTING CIRCUIT IN CONDUIT
	EXISTING JUNCTION BOX
	EXISTING HANDHOLE

- KEY NOTES:
- REMOVE EXISTING BRIDGE LIGHTING CIRCUITRY. PROTECT CONDUIT FOR FUTURE USE. PAID FOR AS REMOVE UNDERGROUND WIRE.
 - REMOVE EXISTING CIRCUITRY AND FLEXIBLE CONDUIT. CAP EXISTING CONDUIT ENTRY POINTS WITH WEATHERPROOF METHODS. (INCIDENTAL)

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Designed By	JEK	.			.		
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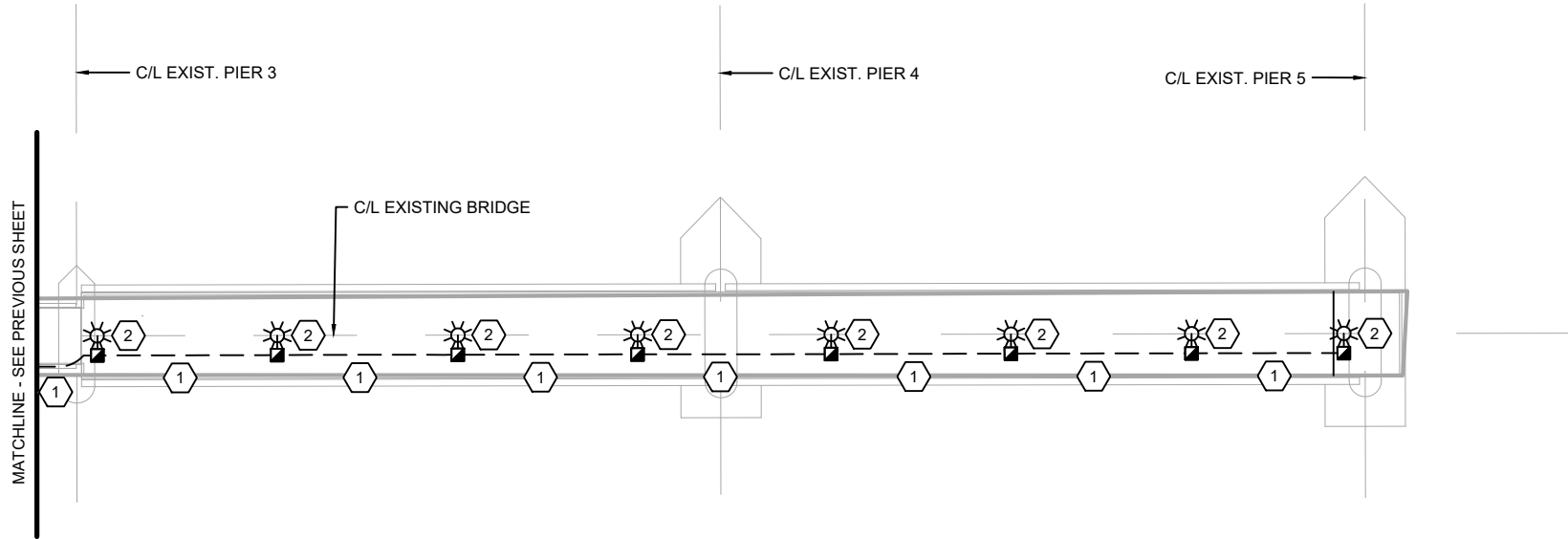
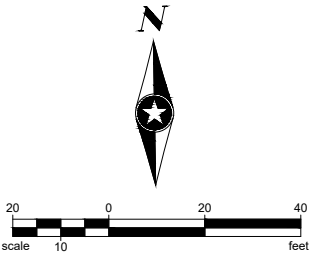
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JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

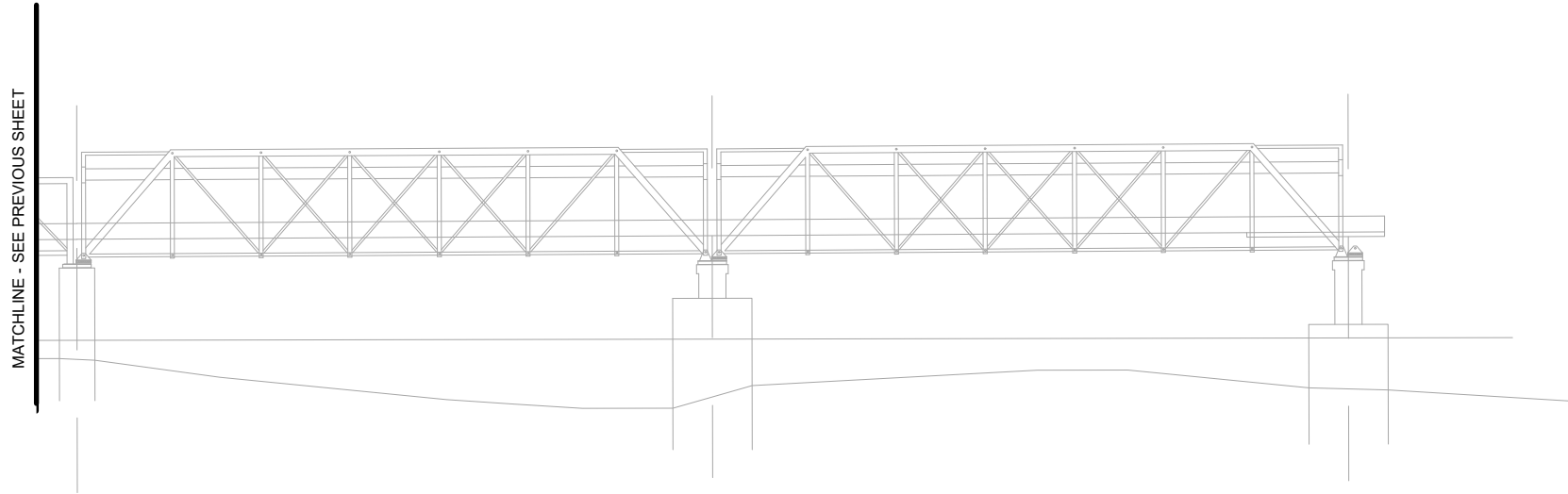
ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
REMOVALS

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PLAN VIEW



ELEVATION VIEW

LEGEND

EXISTING LIGHTING UNIT

EXISTING LIGHTING UNIT

EXISTING SERVICE CABINET

EXISTING CIRCUIT IN CONDUIT

EXISTING JUNCTION BOX

EXISTING HANDHOLE

KEY NOTES:

1.

REMOVE EXISTING BRIDGE LIGHTING CIRCUITRY. PROTECT CONDUIT FOR FUTURE USE. PAID FOR AS REMOVE UNDERGROUND WIRE.

2.

REMOVE EXISTING CIRCUITRY AND FLEXIBLE CONDUIT. CAP EXISTING CONDUIT ENTRY POINTS WITH WEATHERPROOF METHODS. (INCIDENTAL)

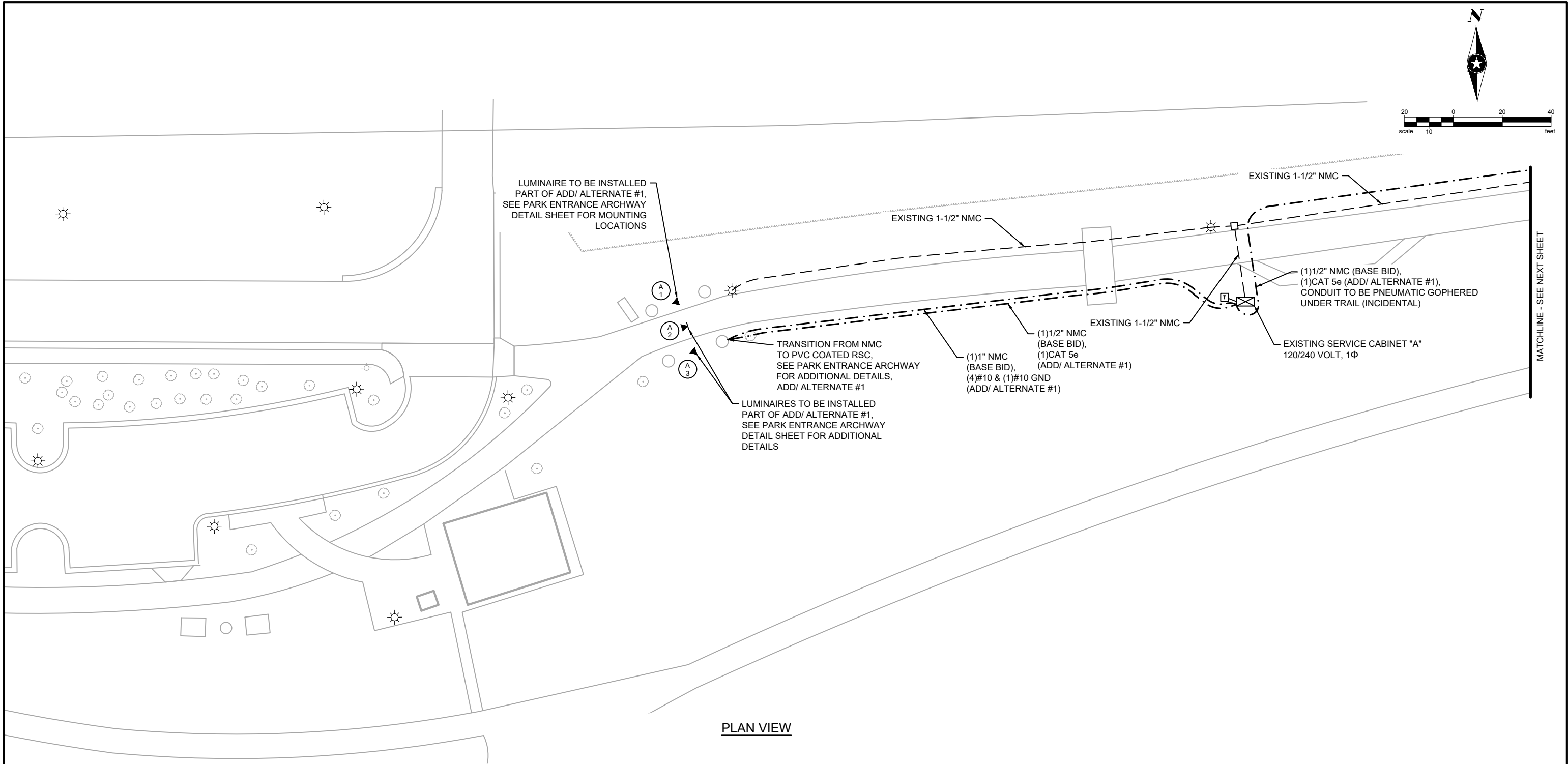
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ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
REMOVALS

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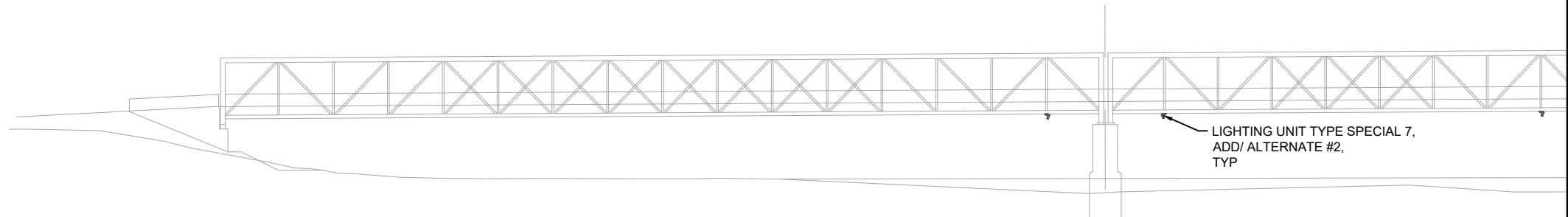
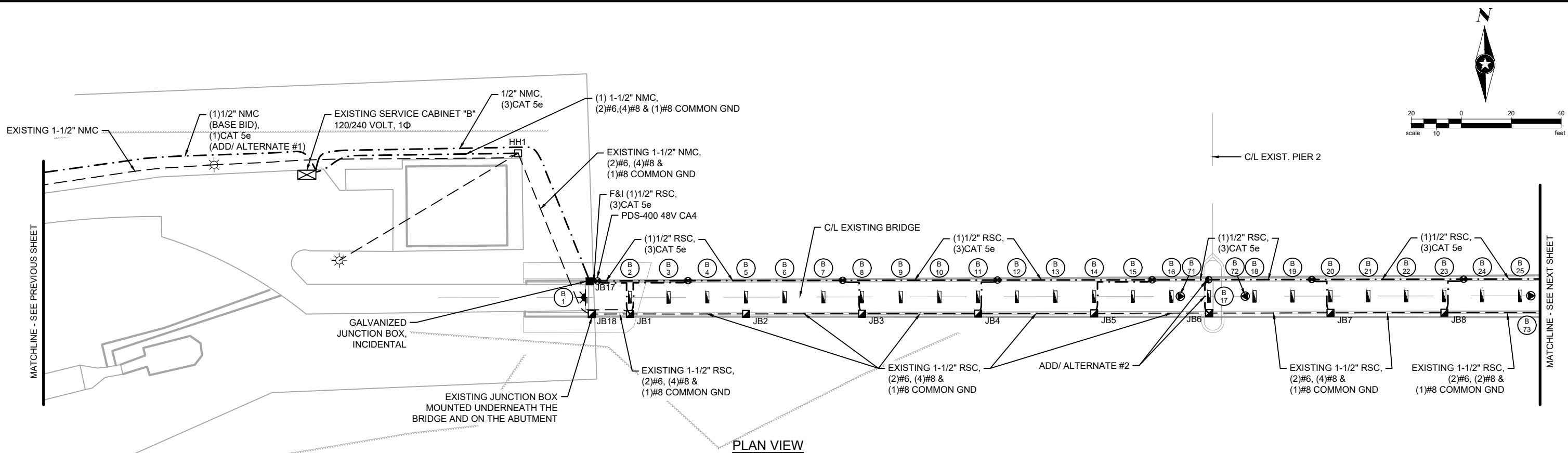
PLAN VIEW

LEGEND			
	LIGHTING UNIT TYPE SPECIAL 1		PROPOSED CONDUIT
	LIGHTING UNIT TYPE SPECIAL 2		EXISTING CONDUIT
	LIGHTING UNIT TYPE SPECIAL 3		LIGHTING UNIT NUMBER
	LIGHTING UNIT TYPE SPECIAL 4		JUNCTION BOX
	LIGHTING UNIT TYPE SPECIAL 5 (ADD/ ALTERNATE #1)		EXISTING SERVICE CABINET
	LIGHTING UNIT TYPE SPECIAL 6 (ADD/ ALTERNATE #1)		EXISTING PAD MOUNTED TRANSFORMER
	LIGHTING UNIT TYPE SPECIAL 7 (ADD/ ALTERNATE #2)		EXISTING JUNCTION BOX
	PDS-400 48V EO (UNLESS NOTED OTHERWISE)		EXISTING HANDHOLE
	DATA ENABLER PRO		EXISTING LIGHTING UNIT

NOTES:

- ALL CONDUIT SHALL BE 3/4" RSC UNLESS NOTED OTHERWISE. ALL CONDUIT TO BE MOUNTED TO THE BRIDGE PER NEC REQUIREMENTS
- VERIFY ALL LIGHTING UNIT LOCATIONS WITH ENGINEER AND OWNER PRIOR TO MOUNTING TO STRUCTURE.
- ALL CONDUCTORS SHALL BE COPPER, TYPE XHHW-2, (2)#12 & (1)#12 GND UNLESS NOTED OTHERWISE.
- ALL CONDUIT SHALL BE PNEUMATIC GOPHERED AT TRAIL CROSSINGS (INCIDENTAL).

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ELEVATION VIEW

LEGEND			
	LIGHTING UNIT TYPE SPECIAL 1		PROPOSED CONDUIT
	LIGHTING UNIT TYPE SPECIAL 2		EXISTING CONDUIT
	LIGHTING UNIT TYPE SPECIAL 3		LIGHTING UNIT NUMBER
	LIGHTING UNIT TYPE SPECIAL 4		JUNCTION BOX
	LIGHTING UNIT TYPE SPECIAL 5 (ADD/ ALTERNATE #1)		EXISTING SERVICE CABINET
	LIGHTING UNIT TYPE SPECIAL 6 (ADD/ ALTERNATE #1)		EXISTING PAD MOUNTED TRANSFORMER
	LIGHTING UNIT TYPE SPECIAL 7 (ADD/ ALTERNATE #2)		EXISTING JUNCTION BOX
	PDS-400 48V EO (UNLESS NOTED OTHERWISE)		EXISTING HANDHOLE
	DATA ENABLER PRO		EXISTING LIGHTING UNIT

- NOTES:
- ALL CONDUIT SHALL BE 3/4" RSC UNLESS NOTED OTHERWISE. ALL CONDUIT TO BE MOUNTED TO THE BRIDGE PER NEC REQUIREMENTS
 - VERIFY ALL LIGHTING UNIT LOCATIONS WITH ENGINEER AND OWNER PRIOR TO MOUNTING TO STRUCTURE.
 - ALL CONDUCTORS SHALL BE COPPER, TYPE XHHW-2, (2)#12 & (1)#12 GND UNLESS NOTED OTHERWISE.
 - ALL CONDUIT SHALL BE PNEUMATIC GOPHERED AT TRAIL CROSSINGS.

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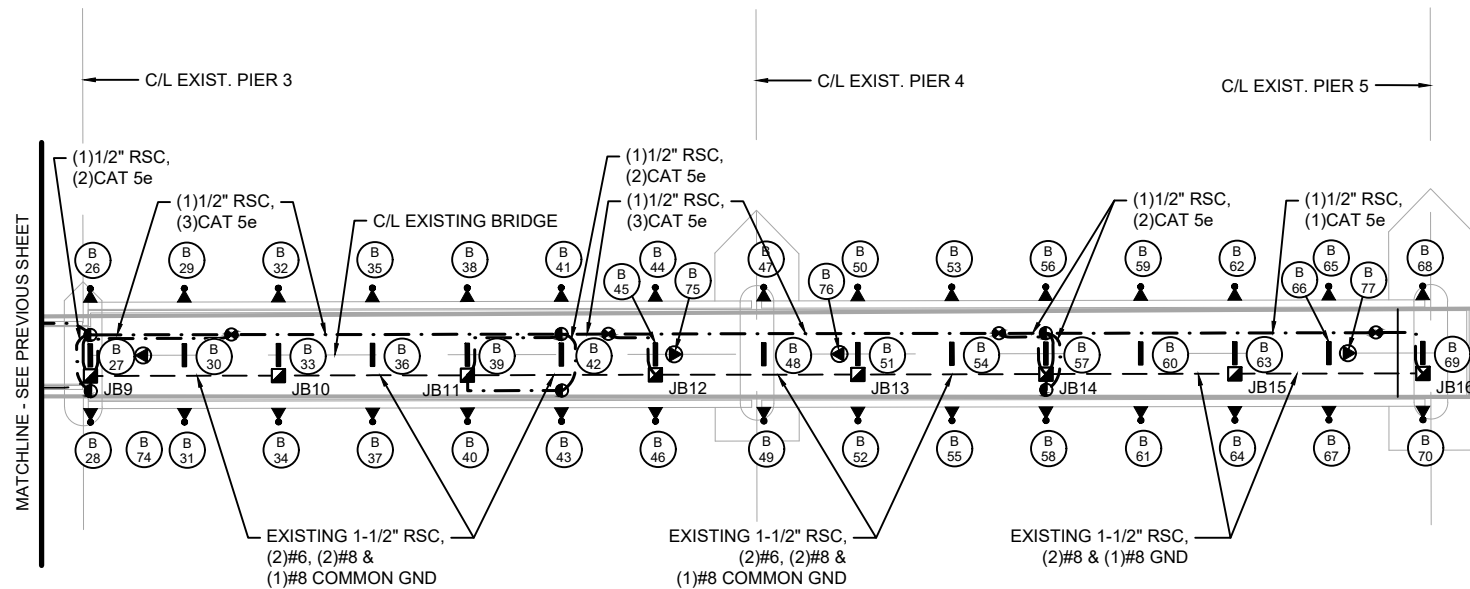
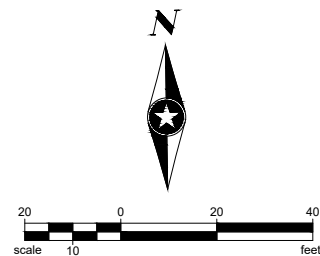


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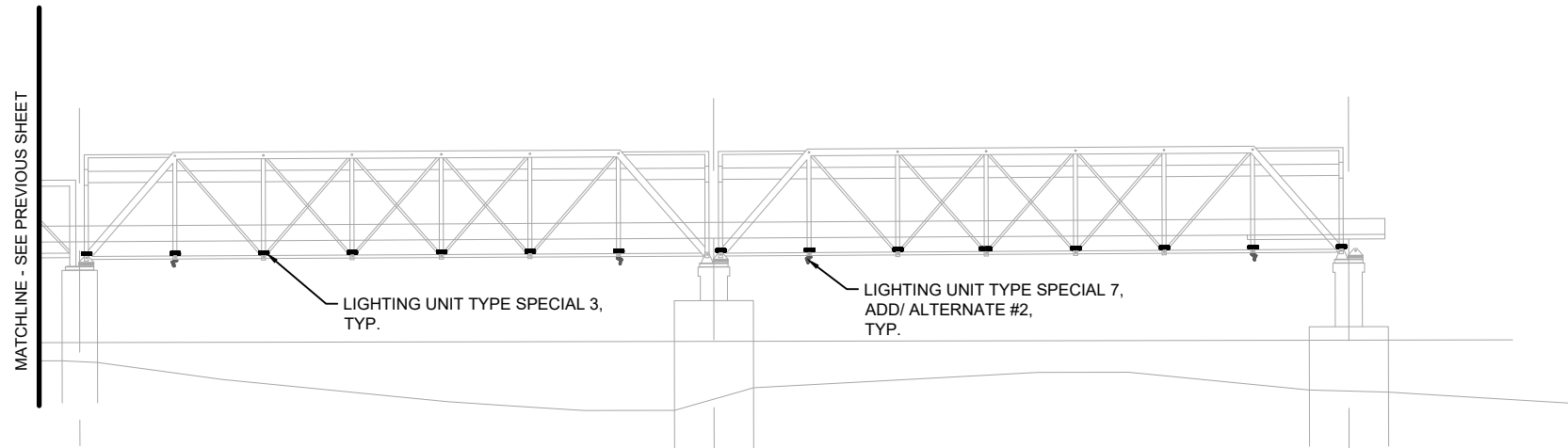
JOHN CARLSON, PE
DATE: 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
PROPOSED



PLAN VIEW



ELEVATION VIEW

LIGHTING UNIT TYPE SPECIAL 1

LIGHTING UNIT TYPE SPECIAL 2

LIGHTING UNIT TYPE SPECIAL 3

LIGHTING UNIT TYPE SPECIAL 4

LIGHTING UNIT TYPE SPECIAL 5 (ADD/ ALTERNATE #1)

LIGHTING UNIT TYPE SPECIAL 6 (ADD/ ALTERNATE #1)

LIGHTING UNIT TYPE SPECIAL 7 (ADD/ ALTERNATE #2)

PDS-400 48V EO (UNLESS NOTED OTHERWISE)

DATA ENABLER PRO

PROPOSED CONDUIT

EXISTING CONDUIT

LIGHTING UNIT NUMBER

JUNCTION BOX

EXISTING SERVICE CABINET

EXISTING PAD MOUNTED TRANSFORMER

EXISTING JUNCTION BOX

EXISTING HANDHOLE

EXISTING LIGHTING UNIT

- NOTES:
- ALL CONDUIT SHALL BE 3/4" RSC UNLESS NOTED OTHERWISE. ALL CONDUIT TO BE MOUNTED TO THE BRIDGE PER NEC REQUIREMENTS
 - VERIFY ALL LIGHTING UNIT LOCATIONS WITH ENGINEER AND OWNER PRIOR TO MOUNTING TO STRUCTURE.
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 - ALL CONDUIT SHALL BE PNEUMATIC GOPHERED AT TRAIL CROSSINGS.

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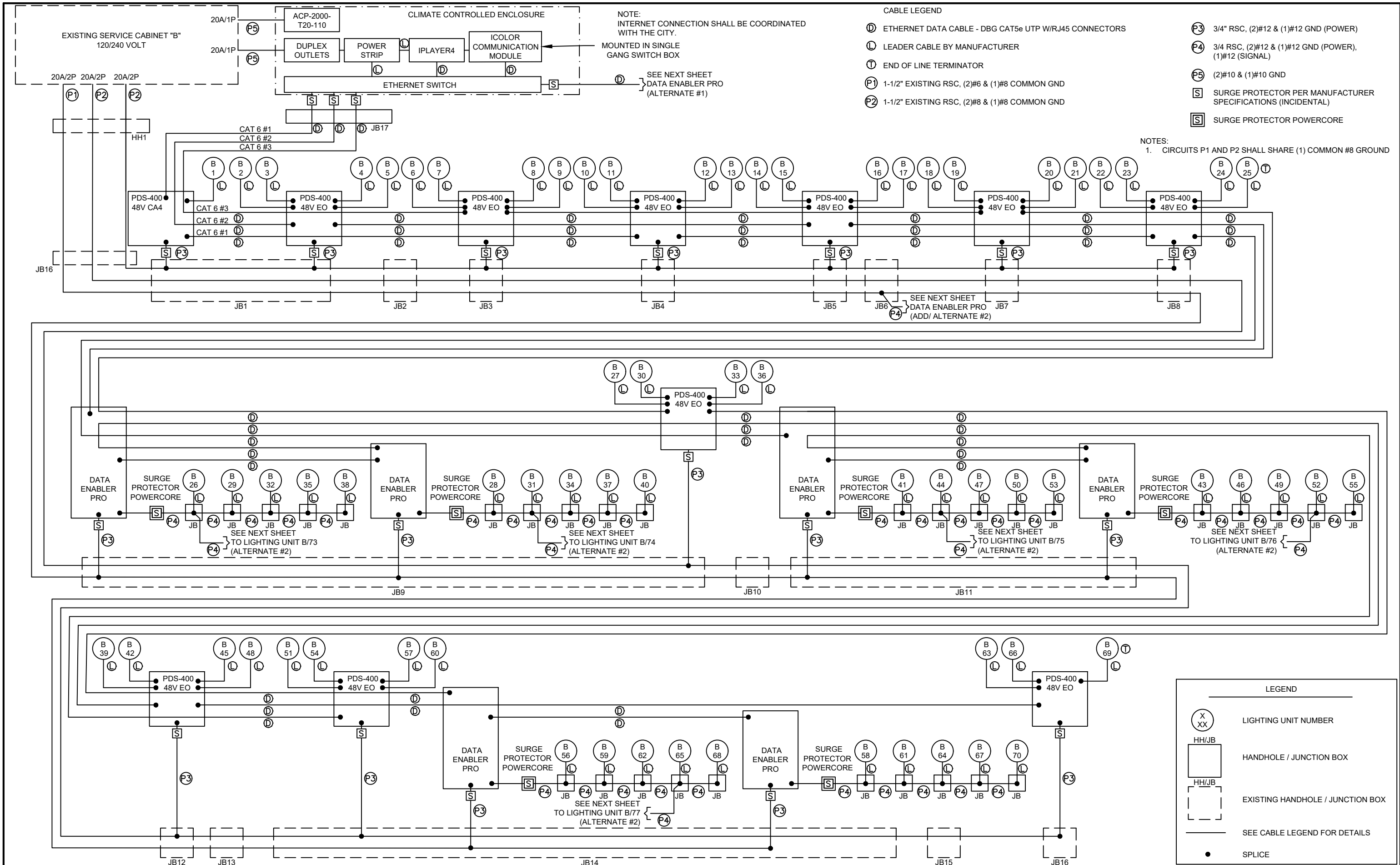
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JOHN CARLSON, PE
DATE: 6-17-24 LICENSE NO. 24001

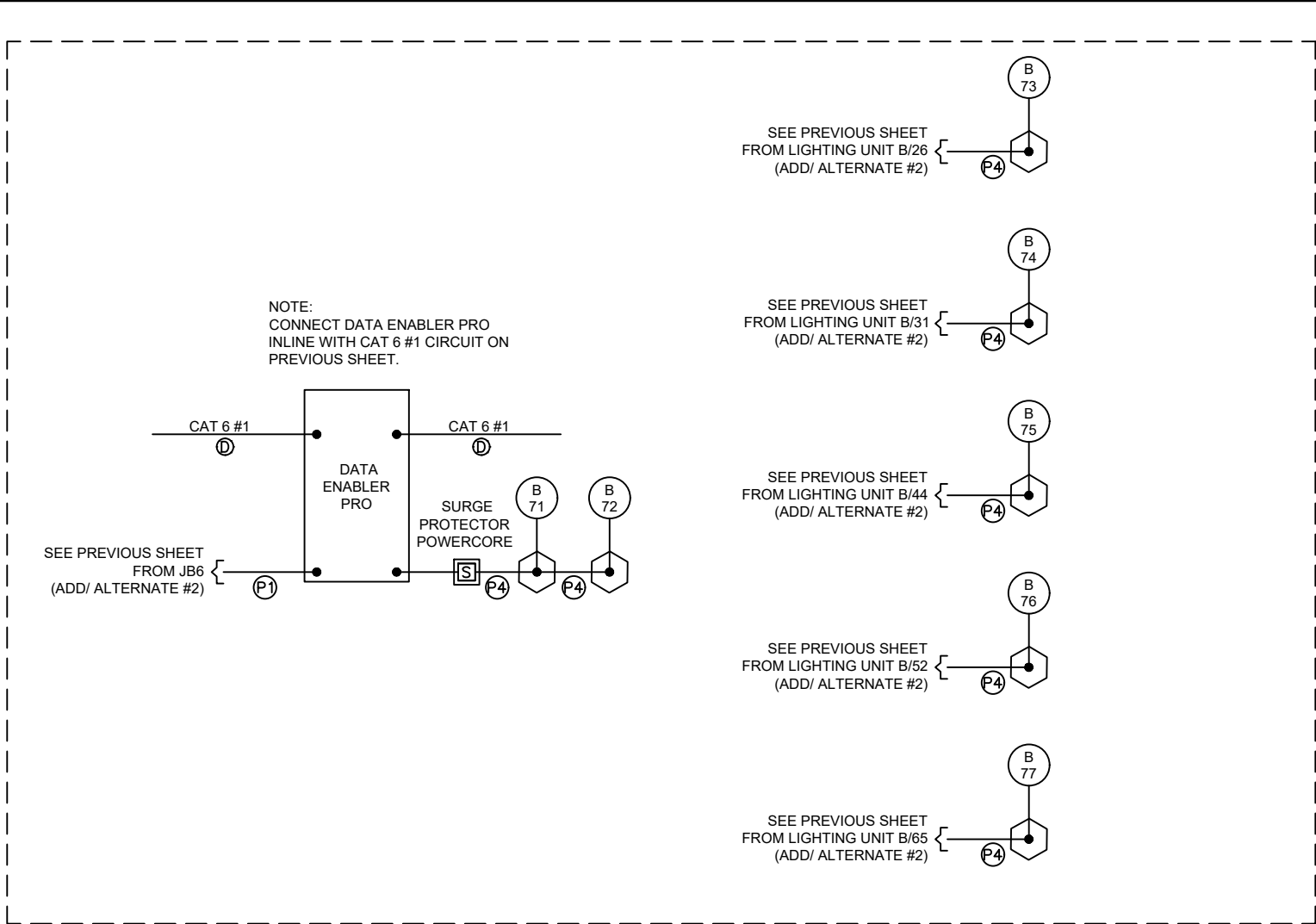
ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
PROPOSED

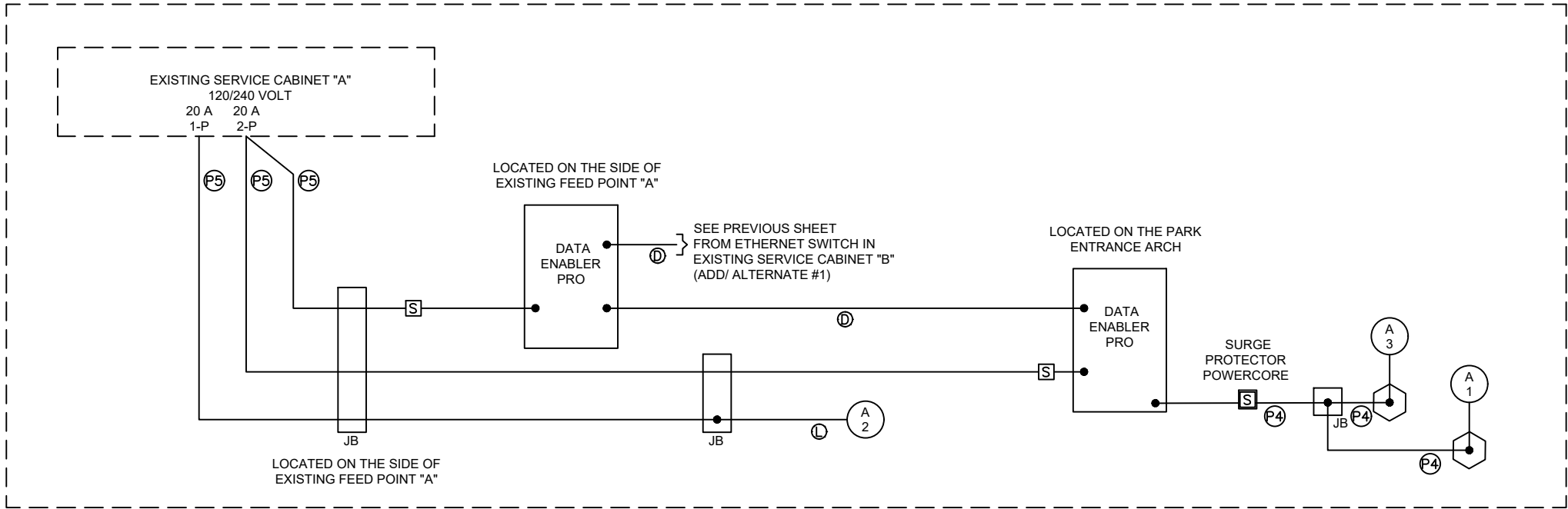
Save: 6/17/2024 3:14 PM jilla Plot: 6/17/2024 3:41 PM lshinc.com\panzuraj\projects\F\INVER1785045-final.dsgn\51-drawings\35-Electrical\INVER178504_T_DET.dwg



Save: 6/17/2024 3:14 PM jilla Plot: 6/17/2024 3:41 PM lshinc.com\panzuraj\projects\F\INVER1785045-final\dsng\61-drawings\35-Electrical\INVER178504_T_DET.dwg



PAID FOR AS ADD/ ALTERNATE #2

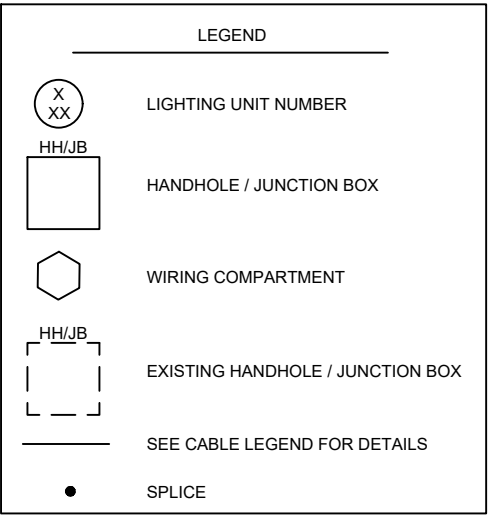


PAID FOR AS ADD/ ALTERNATE #1

CABLE LEGEND

- ① ETHERNET DATA CABLE - DBG CAT6 UTP W/RJ45 CONNECTORS
- ② LEADER CABLE BY MANUFACTURER
- ③ END OF LINE TERMINATOR
- ④ (2)#6 & (1)#6 GND
- ⑤ (2)#8 & (1)#8 GND

- ⑥ (2)#12 & (1)#12 GND (POWER)
- ⑦ (2)#12 & (1)#12 GND (POWER), (1)#12 (SIGNAL)
- ⑧ (2)#10 & (1)#10 GND
- ⑨ SURGE PROTECTOR
- ⑩ SURGE PROTECTOR POWERCORE



SEH Project	INVER178504	Rev.#	Revision Issue	A	Date	Rev.#	Revision Issue	Description	Date
Drawn By	JCL	-	A	Description		-			
Designed By	JEK	-				-			
Checked By	JPC	-				-			



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

JOHN CARLSON, PE
DATE 6-17-24 LICENSE NO. 24001

ROCK ISLAND SWING BRIDGE
INVER GROVE HEIGHTS, MN

LIGHTING PLAN
WIRING DIAGRAM



Request for Council Action

SUBJECT: **Authorization to Enter into Contract with Option One Mechanical for New Dehumidification System at the Water Treatment Plant**

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to approve a contract with Option One Mechanical for a new Dehumidification System at the Water Treatment Plant, at a cost of \$187,900.

BACKGROUND

The City's 2024-2028 Capital Improvement Plan (CIP) for City Facilities includes \$125,000 for the replacement of a Dehumidification Unit at the Water Treatment Plant in 2024 and \$63,000 for an adjacent Make-Up Air Unit in 2025. Both are proposed to be funded from the City's Water Capital Fund (Fund 511).

Upon further consideration, staff is proposing to complete both projects in 2024 to coincide with the rehabilitation work at the Water Treatment Plant.

Three vendors submitted proposals for the project. The lowest bid was from Option One Mechanical, at \$187,900 for both units. See proposal tabulation below.

Vendor	Dehumidification Unit	Make-Up Air Unit	Total Price
<i>Budget</i>	<i>\$125,000</i>	<i>\$63,000</i>	<i>\$188,000</i>
Option One Mechanical	\$156,600	\$31,300	\$187,900
True Mechanical	\$169,000	\$20,500	\$189,500
Owens Companies	Lump Sum	Lump Sum	\$210,800

FISCAL IMPACT

Funding for this project will come from the Water Capital Fund (Fund 511), which has sufficient funding for both replacements in 2024 due to other planned projects coming in under budget.

RECOMMENDATION

Staff recommends approval of the attached Resolution.

ATTACHMENTS

1. IGH Dehumidification Project 4.18.2024



OPTION ONE MECHANICAL

1062 Dodd Road, WSP, MN 55118

Mechanical Proposal

Company Name City Of IGH	Phone Office / Cell: 651-450-2500	Date 6/3/2024
Street Address 8150 Barbara Ave	E-Mail ptodd@ighmn.gov	
City, State, Zip IGH, MN 55077	Project Location 7400 Babcock Trail- Water Treatment Plant	
Attention Patrick Todd	Project Description Dehumidification Project	

The undersigned does hereby provide the following proposal for the scope of work in accordance with project information and the proposal clarifications as stated herein. Option One Mechanical will provide all necessary tools & labor to furnish and install equipment and materials as described below.

Ref: IGH Dehumidification 4.18.24

JOB SCOPE: Replace existing dehumidification unit with alternate Add to replace MUA.

- Disconnect existing MUA and move out of room to allow for replacement of dehumidification system.
- Disconnect, demo and remove existing Bry-Air dehumidification unit.
- Isolate, drain and remove chilled water coil.
- Furnish and set (1) Fisair DFRA series Desiccant rotor air dehumidifier with:
 - Module casing designed as self-supporting and compact unit. Manufactured in galvanized steel plate with phosphate priming coat and RAL7035 enamel finish. Including sealing gaskets, component and manhole cover plates to easy unit maintenance and inspection. Double wall insulated panels all around plates in reactivation/wet air in contact with process/dry air. Corrosion protection according to C3 class as per ISO 12944.
 - Type V process air filter, synthetic fiber made of MERV 8 classification (EN 779: 2012).
 - Desiccant rotor made of inert, fire resistant, hygienic, high performance silica gel material, which is thermally and chemically stable to prevent deliquescence. Rotation driving system by gear motor for the rotor with a pulley and V belt dragging system for the perimeter transmission with tensioner.
 - Process fan: Single inlet centrifugal fan direct driven.
 - Rotor reactivation air by means of low NOx line type gas burners.
 - Modulating combustion device.
 - 3,000 Nominal CFM Process Supply Air/ 1,000 Nominal CFM Reactivation Air / 90# Drying Capacity.
- Furnish and install new chilled water coil.
- Reconnect gas piping to new dehumidification unit & MUA.
- Reconnect electrical to all equipment.
- Fabricate sheet metal transitions and connect.
- Factory start up & first year labor warranty.



OPTION ONE MECHANICAL

1062 Dodd Road, WSP, MN 55118

Note: Work to be performed M-F 7:00A to 3:30PM

Includes: Field measuring and Fab drawings

Excludes: Premium time and over time

Total Base Bid

We quote lump sum price of

ONE HUNDRED FIFTY-SIX THOUSAND SIX HUNDRED DOLLARS NO/100----- \$ 156,600.00



Alternate Add#1

- Furnish and install new RUPP Model R2D.500-20D Direct gas Fired heated Make Up Air Unit
 - 20" Mixed Flow Direct Drive Fan
 - V-Bank with EZ filters
 - Temperature control
 - Factory mounted VFD
 - Intake & Discharge air dampers to prevent room air migration back to MUA in off times.

Includes:

- Gas piping
- Electrical
- Factory start-up with 1st year remote monitoring.
- First year warranty

Total sum ad to above base bid:

THIRTY-ONE THOUSAND THREE HUNDRED DOLLARS NO/100----- \$ 31,300.00

Any additional maintenance, repair or alteration would be made upon the owner's request, and would be paid by the owner at Option One Mechanical Inc. prevailing rates. This agreement does not constitute any guarantee regarding the condition or operation of the owner's systems except for the work being performed at the time of the services we are performing it. All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will become an extra charge over and above the estimate. Option One Mechanical will not be held liable for agreements contingent upon strikes, accidents or delays beyond our control. Building owner to carry fire, property and other necessary insurance. Our workers are covered by workmen's compensation insurance. All accounts over 30 days customer agrees to pay all reasonable collection fees and/or attorney fees. No performance bond is included in this quote. Please note: Proposal may be withdrawn by us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL - The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Authorized Signature _____

Ray Kowski

651-955-6369

Rayk@optiononemechanical.com



OPTION ONE MECHANICAL

1062 Dodd Road, WSP, MN 55118



Request for Council Action

SUBJECT: Resolution Revising 2024 Parks Capital Improvement Plan & Authorization of Project Contract

MEETING DATE: June 24, 2024
ITEM TYPE: Consent Agenda
CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
Brian Swoboda, Parks Superintendent, 651.450.2582

ACTION REQUESTED

The Council is asked to: (1) adopt the attached Resolution revising the 2024 Parks Capital Improvement Plan, and (2) authorize the appropriate officials to enter into a contract with Bituminous Roadways for the Rich Valley Athletic Complex Trail Repair Project.

BACKGROUND

Last fall, the Council adopted the City's 2024-2028 Capital Improvement Plan (CIP), which includes a section for Parks. For 2024, the plan included \$3,525,600 for capital improvements, encompassing parking lots, tennis court renovations, a wood chipper, and Phase 5 Development at Heritage Village Park. Noteworthy, that \$2 million of the Heritage Village Park project comes from State Bonding.

During the 2024 budget process, cost estimates and prioritization for the CIP projects were determined based on the condition of all items and funding availability. However, as the new year has progressed, the priorities for CIP items have shifted due to street projects near Groveland Park and the poor condition of a segment of the Rich Valley Athletic Complex entrance trail. These developments necessitate earlier than planned repairs to the trail to ensure safety and efficiency in operations, thereby maintaining high-quality service delivery at our premier athletic complex.

As a result, staff is seeking to revise the current list of 2024 CIP projects to address the highest priority needs for the Parks Division while staying within the overall \$3,525,600 budget. Several items are proposed to be deferred to 2025, based on potential cost savings from combining parking lot construction with street projects, and the need to close Groveland Park for an extended period in 2025 to accommodate street equipment for those scheduled street projects.

Below is a summary of the previously approved CIP and the proposed revisions to the CIP.

Project	Approved 2024 Capital Projects	Revised 2024 Capital Projects
Groveland Park Parking Lot	\$100,000	\$0
Salem Hills Park Parking Lot	\$150,000	\$0
Oakwood/Skyview Courts	\$500,000	\$419,299.66

Wood Chipper	\$125,000	\$125,000
HVP- Phase 5 (Playground/Splash Pad)	\$2,650,600 (\$2 million from State Bonding)	\$2,650,600
Rich Valley Trail Repair	\$0	\$72,700
Total	\$3,525,600	\$3,267,599.66

The table below provides additional status detail on the proposed changes:

Project	Approved 2024 Capital Projects	Revised 2024 Capital Projects	Status
Groveland Park Parking Lot	\$100,000	\$0	Defer to 2025
Salem Hills Park Parking Lot	\$150,000	\$0	Defer to 2025
Oakwood/Skyview Courts	\$500,000	\$419,299.66	Currently under construction
Wood Chipper	\$125,000	\$125,000	Complete
HVP- Phase 5 (Playground/Splash Pad)	\$2,650,600 (\$2 million from State Bonding)	\$2,650,600	Pending Final Design and Council Approval
Rich Valley Athletic Complex Trail Repair	\$0	\$72,700	Pending Council Approval
Total	\$3,525,600	\$3,267,599.66	

With this revised plan, staff requested quotes from several vendors for the Rich Valley trail repair. Below are the quotes for the project for which we are seeking authorization to proceed with a contract. Bituminous Roadways, Inc provided the lowest quote.

Project	Quoted Price	Vender
Rich Valley Athletic Complex Trail Repair	\$72,700	Bituminous Roadways, Inc
	\$82,500	Blacktop Pros

FISCAL IMPACT

Approval of the proposed changes to the list of 2024 capital projects for parks will allow the City to remain under the total budget of \$3,525,600 for the year while addressing priority needs.

The total cost of the Rich Valley trail repair is \$72,700. Of this amount, \$50,000 would come from the Pavement Management Fund for Parks, reallocated from the two parking lot projects proposed to be deferred to 2025. The remaining \$22,700 would come from the 2024 Parks operating budget. See the table below for a breakdown.

Funding Source	Amount
Pavement Management Fund	\$50,000
Parks Operating Budget	\$22,700
Total	\$72,700

RECOMMENDATION

Staff recommends approval of the attached Resolution.

ATTACHMENTS

1. Resolution - Approval of Revised 2024 Parks CIP
2. Map of Proposed Trail Work
3. Low Bid for Rich Valley Park Trail Work

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

RESOLUTION NO. _____

RESOLUTION APPROVING THE REVISED 2024 PARKS CAPITAL IMPROVEMENT PLAN

WHEREAS, Council adopted a 2024 Capital Improvement Plan (CIP) Projects for Parks, which included \$3,525,600 in capital improvements, encompassing parking lots, tennis court renovations, a woodchipper, and Phase 5 Development at Heritage Veillage Park; and

WHEREAS, as 2024 year has progressed, the priorities for CIP items have shifted due to street projects near Groveland Park and the poor condition of a segment of the Rich Valley Athletic Complex entrance trail. These developments necessitate earlier repairs to ensure safety and efficiency in operations, thereby maintaining high-quality service delivery at our premier athletic complex; and

WHEREAS, as a result, staff revised the current 2024 CIP projects to accomplish the highest priority needs for the park system while staying within the \$3,525,600 approved budget. Through that process several items were deferred to 2025. Below is the revised CIP for the Parks; and

Revised 2024 Capital Improvement Plan for Parks:

Division	Cost
Oakwood/Skyview Courts	\$419,299.66
Wood Chipper	\$125,000
HVP- Phase 5 (Playground/Splash Pad)	\$2,650,600
Rich Valley Athletic Complex Trail Repair	\$72,700
Total	\$3,267,599.66

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, approves the revised 2024 Capital Improvement Plan for the Parks Department as indicated above in the amount of \$3,267,599.66.

BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, as part of the Revised Capital Improvement Plan, the Parks and Recreation Director is authorized to direct the use of funds up to \$3,267,599.66 for the scope of the work with various vendors that will be providing varies service within the plan. In order to keep the projects timely and efficient as quotes are received for worked identified in the plan, the director will only authorize service where two quotes have been obtained and will award work to the lowest quote for service requested. Unless the vendor is an approved state contract vendor in which a second quote will not be obtained.

Adopted by the City Council of the City of Inver Grove Heights on this 24th day of June 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Rich Valley Park
Rich Valley Park

Rich Valley Athletic Complex

4" REMOVAL AND REPLACEMENT 1755.0 SQ YD

Google Earth

Image Landsat / Copernicus





Your Preferred Pavement Partner Since 1946

1520 Commerce Drive | Mendota Heights | MN | 55120
651-686-7001 (P) | 651-687-9857 (F)
www.bitroads.com | info@bitroads.com

To:	CITY OF INVER GROVE HEIGHTS #35265	Contact:	BRIAN SWOBODA
Address:	8150 BARBARA AVENUE INVER GROVE HEIGHTS, MN 55077	Phone:	
Project Name:	RICH VALLEY PARK - IGH	Fax:	
Project Location:	1841 105TH ST E, INVER GROVE HEIGHTS, MN	Bid Number:	
Attachments:	TAKEOFF.pdf	Bid Date:	5/22/2024

Item Description

REMOVE AND REPLACE TRAILS (BLUE ON TAKEOFF)

4" Bituminous Pavement Replacement (1,755 SY)

- Remove Existing Bituminous Surface To Accommodate A 4 Inch Pavement Section. Dispose Of Off Site.
- Shape And Compact Existing Aggregate Base.
- Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPNWB330C Bituminous Base Course.
- Furnish And Install A MN/DOT 2357 Bituminous Tack Coat.
- Furnish And Install A 2 Inch (Compacted Thickness) MN/DOT 2360 Type SPWEA340C Bituminous Wearing Course.

Total Price for above REMOVE AND REPLACE TRAILS (BLUE ON TAKEOFF) Items: \$69,500.00

ADD: REPLACE DAMAGED CURBING BY TRUCKS (IF NEEDED)

Concrete Curb And Gutter Replacement

- Remove Existing Curb & Gutter, Subsoils & Dispose Of Off Site.
- Furnish And Install 20 LF B612 Concrete Curb And Gutter Over Existing Class 5 Base Aggregate.

Total Price for above ADD: REPLACE DAMAGED CURBING BY TRUCKS (IF NEEDED) Items: \$3,200.00

Notes:

- All work to be completed in 2024.
- Proposed Work Does Not Include: Landscape Restoration, Irrigation Repair/Restoration, Private Utility Locates/Repairs, Sub-soil Corrections, Erosion Control, Towing Charges, Permits and Fees, Multiple Mobilizations, Surveying or any Unforeseen Conditions, Guarantee on drainage or ponding of water on lots with less than 1% slope. No epoxy or thermoplastic striping.

If wear course is to be placed after October 31, Bituminous Roadways cold weather paving advisory will need to be signed.

- Noted Addn: None
- For more information: www.bitroads.com
- Unstable soils encountered below design subgrade elevations to be subcut and replaced with granular material at a unit price of \$100/CY(loose volume).

Payment Terms:

This proposal is subject to credit approval and is valid for 10 calendar days, after which time price quotes may be withdrawn without notice. This quote is based on standard AGC subcontract language and shall become a rider to any contract.

Payment due upon receipt of invoice. A finance charge of 1 1/2% per month (18% per year) will be charged on any balance over 30 days past invoice date, unless otherwise agreed upon in writing. We gladly accept Visa, Mastercard, Discover & American Express.

<https://bitroads.com/About-Us/75th-Anniversary>

ACCEPTED:

The above prices, specifications and conditions are satisfactory and are hereby accepted.

Buyer: _____

Signature: _____

Date of Acceptance: _____

CONFIRMED:

BITUMINOUS ROADWAYS, INC. - MENDOTA HEIGHTS

Authorized Signature: _____

Estimator: Robert Huston
robert.huston@bitroads.com



Request for Council Action

SUBJECT: **Resolution for FY 2024 Host Community Grant with MN Department of Employment and Economic Development**

MEETING DATE: June 24, 2024

ITEM TYPE: Consent Agenda

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, required by the Minnesota Department of Employment and Economic Development (DEED) for the City's FY 2024 Host Community Economic Development Grant.

BACKGROUND

As the host community for a landfill, the City of Inver Grove Heights is eligible to apply to the Minnesota Department of Employment and Economic Development (DEED) each year for a Host Community Economic Development grant. The application was previously submitted to DEED, based on Council's direction that it wished to continue efforts to acquire the parcels of land immediately south of Heritage Village Park from Republic Services. It has come to staff's attention that DEED requires a formal Resolution to this effect from the governing body. Therefore, Council is asked to adopt the attached Resolution so that it can be submitted to DEED.

FISCAL IMPACT

This grant provides additional funds for the City to utilize for economic development and redevelopment activities within the city.

RECOMMENDATION

Staff recommends approval of the attached Resolution.

ATTACHMENTS

1. Resolution - FY 2024 DEED Host Community Grant Application

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

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING SUBMITTAL OF A
HOST COMMUNITY GRANT PROGRAM APPLICATION TO THE
MINNESOTA DEPARTMENT OF EMPLOYMENT & ECONOMIC DEVELOPMENT (DEED)**

WHEREAS, the city of Inver Grove Heights is a Host Community under Minnesota Statute §116J.548;

NOW THEREFORE BE IT RESOLVED that the City of Inver Grove Heights act as the legal Sponsor for project contained in the Host Community Grant Program application submitted on March 29, 2024, seeking a grant award to support the acquisition of real property located east of Concord Blvd, south of 65th St. and north of 66th St. for the purposes of spurring redevelopment of the site, and that the City Administrator is hereby authorized to apply to the Department of Employment and Economic Development for funding of this project on behalf of the City of Inver Grove Heights.

BE IT FURTHER RESOLVED that the City of Inver Grove Heights has the legal authority to apply for financial assistance, and the institutional, managerial, and financial capability to ensure adequate project administration.

BE IT FURTHER RESOLVED that the city of Inver Grove Heights has not violated Federal, State or local laws pertaining to fraud, bribery, graft, kickbacks, collusion, conflict of interest or other unlawful or corrupt practice.

BE IT FURTHER RESOLVED that upon approval of its application by the state, the city of Inver Grove Heights may enter into an agreement with the State of Minnesota for the above referenced project, and that the city of Inver Grove Heights certifies that it will comply with all applicable laws and regulation as stated in all contract agreements.

NOW, THEREFORE BE IT FINALLY RESOLVED that the Mayor and the City Clerk, are hereby authorized to execute such agreements as are necessary to implement the project on behalf of the applicant

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 24th day of June, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Temporary Two-Day Liquor License for Church of St Patrick**

MEETING DATE: June 24, 2024

ITEM TYPE: Public Hearing

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider approval of an application for a temporary, two-day liquor license for the Church of St Patrick for the premise located at 3535 72nd Street E, Inver Grove Heights, MN, 55076.

BACKGROUND

The Church of St. Patrick has applied for a temporary, two-day liquor license for September 14 and 15, 2024, in conjunction with their annual Fall Festival.

A public hearing is required, and notice of such was published in the June 9, 2024 issue of the Pioneer Press.

FISCAL IMPACT

NA

RECOMMENDATION

Staff recommends approval of the temporary license following the public hearing.

ATTACHMENTS

1. 2024-06-24 Temporary 2 day On-Sale Liquor License



Minnesota Department of Public Safety
Alcohol and Gambling Enforcement Division
445 Minnesota Street, Suite 1600, St. Paul, MN 55101
651-201-7507 TTY 651-282-6555

**APPLICATION AND PERMIT FOR A 1 DAY
TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization		Date of organization	Tax exempt number
Church of St. Patrick		1856	9110954
Organization Address (No PO Boxes)	City	State	Zip Code
3535 72nd Street East	Inver Grove Heights	Minnesota	55076
Name of person making application		Business phone	Home phone
Bryan Collins		651-455-6624	
Date(s) of event	Type of organization ☐ Microdistillery ☐ Small Brewer		
September 14-15, 2024	☐ Club ☐ Charitable ☒ Religious ☐ Other non-profit		
Organization officer's name	City	State	Zip Code
Fr. Brian J. Fier	Inver Grove Heights	Minnesota	55076
Organization officer's name	City	State	Zip Code
		Minnesota	
Organization officer's name	City	State	Zip Code
		Minnesota	

Location where permit will be used. If an outdoor area, describe.
Shamrock Hall, 3535 72nd Street East, Inver Grove Heights, MN 55076 also in the courtyard on Clayton Street in front of Shamrock Hall.

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
Will purchase own liquor.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
Catholic Mutual. \$500,000.00 each occurrence general liability and \$500,000.00 excess liability insurance.

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City of Inver Grove Heights	Date Approved
City or County approving the license	9-14-2024 & 9-15-2024
\$30.00	Permit Date
Fee Amount	
Event in conjunction with a community festival ☒ Yes ☐ No	<u>rkiernan@ighmn.gov</u>
35,000	City or County E-mail Address
Current population of city	

Rebecca Kiernan	
Please Print Name of City Clerk or County Official	Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**



Request for Council Action

SUBJECT: **Off-Sale Liquor License for Gasx, LLC (451 Beer)**

MEETING DATE: June 24, 2024

ITEM TYPE: Public Hearing

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to hold a public hearing and then consider approval of an Off-Sale Liquor License for Gasx, LLC, doing business as 451 Beer.

BACKGROUND

Xe Yang, Gasx, LLC, has submitted an Off-sale Liquor License application for the existing business of 451 Beer located at 6530 Cahill Ave. The license application and approval is required due to the business having new ownership.

The necessary licensing information, along with a background application and personal history statement, have been received. Public notice was given on June 9, 2024, in the Pioneer Press. The Police Department has conducted the background investigation and has found no basis for denial.

FISCAL IMPACT

RECOMMENDATION

Staff recommends approval of the Off-Sale Liquor License following the public hearing.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Application for New Tobacco Sales License**

MEETING DATE: June 24, 2024
ITEM TYPE: Public Hearing
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to conduct a public hearing and consider approval of an application for a new tobacco sales license.

BACKGROUND

The City has received an application from the following new business seeking a tobacco sales license:

Doing Business As:	Business Address:
Snak Atak #51	9717 S Robert Trail, Inver Grove Heights, MN 55077

The license application submitted by the above-listed business has been reviewed by staff and found to be complete and qualified.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends holding a public hearing and then approving the tobacco sales license listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Rental Housing Licenses**MEETING DATE:** June 24, 2024**ITEM TYPE:** Regular Business**CONTACT:** Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

The Council is asked to consider approval of rental housing licenses.

BACKGROUND

The City Council adopted a rental licensing ordinance that requires all rental property owners to obtain a rental license every two years. The purpose of the ordinance is to assure proper maintenance of structures to preserve neighborhood stability, protect the quality of existing rental housing stock and maintain property values. The ordinance provides for basic safety and living standards for rentals.

The following rental license applications have been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
7515 & 7535 Cloman Way	Patricia Garcia South Gate, CA	Haley Lajambe Inver Grove Heights, MN
4917 Bolger Trl	Richard Ji Crystal Bay, MN	Richard Ji Crystal Bay, MN
8859 Branson Dr	Michael Gurtin Rosemount, MN	Michael Gurtin Rosemount, MN
7570 Borman Ct	New Challenges Eagan, MN	Rayne Olson Eagan, MN
8789 Branson Dr	Bayliss LLC New Richmond, WI	Casey Porter New Richmond, WI

The above applications have been found to be complete. The applications include the necessary fee payments, and BCA background checks. The City of Inver Grove Heights Police Chief/Designee has also reviewed and approved the license applications.

FISCAL IMPACT

None

RECOMMENDATION

Community Development and Police Department staff recommend approval of the licenses listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Dakota County Presentation on Akron Avenue (CR 73)**

MEETING DATE: June 24, 2024

ITEM TYPE: Regular Business

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to receive a presentation from Dakota County regarding past planning and future recommendations for the upgrade of Akron Avenue (CR 73) from Cliff Road (CSAH 32) to the Rosemount/Inver Grove Heights border. Following the presentation, the Council will be asked to provide feedback and direction to Dakota County and City staff in regard to preferred next steps.

BACKGROUND

Dakota County seeks to discuss with the City the gravel segment of Akron Ave. that is owned and maintained by Dakota County as a County Road (CR 73).

In 2017, in conjunction with the cities of Inver Grove Heights and Rosemount, Dakota County completed the [Pine Bend Arterial Connector Study](#) to explore options for future realignment of Akron Ave. in Inver Grove Heights and Rosemount, as well as Cliff Road (CSAH 32), 117th Street, and Rich Valley Blvd (CR 71). As part of the study process, the County brought forth a plan to widen and pave Akron Ave. in Rosemount and Inver Grove Heights, to accommodate near-term traffic needs, while also planning for the longer-term recommendations of the study.

While Dakota County and the City of Rosemount formally adopted the study, and in particular, "Scenario D", the Inver Grove Heights City Council at that time did not adopt the study, and chose not to advance an upgrade of Akron Ave. in Inver Grove Heights at that time. Based on past Council minutes, the reasons seemed to focus on cost, lack of benefit to the City, and general property owner opposition. As a result, Dakota County and the City of Rosemount moved forward with the upgrade of Akron Ave. in Rosemount, stopping at the IGH/Rosemount border.

In the six years since, the County has recognized that the realignment of Akron Ave., Cliff Road, 117th Street, and Rich Valley Blvd. as noted in the [Pine Bend Arterial Connector Study](#) is not likely to occur in the next 20+ years, primarily due to the expanded operations and long-term plans for existing private mining operations located along Rich Valley Blvd. As such, the County has shifted gears in planning for upgrades of existing roads in their current alignments, which includes Akron Ave. in Inver Grove Heights. This segment of gravel road continues to be maintained by Dakota County (grading of gravel in the summer, plowing and deicing in the winter), but the increase in traffic volume on this roadway (from just over 200 vehicles per day in 2017 to near 1,000 vehicles per day currently) has resulted in both maintenance and safety concerns, including an increase in traffic incidents over the past several years. Additionally, Dakota County has revised their cost-sharing policy for County Road upgrades in the past few years, and the cost share for local cities on County Road modernization projects (which Akron Ave. would be) has been modified to an 85% County/15%

City share. This is a city-favorable change from the previous cost share policy (which was about 50% for each entity in 2017). For these reasons, the County is interested in re-engaging in discussions with the City of Inver Grove Heights about potential Akron Ave. improvements.

FISCAL IMPACT

No fiscal impact at the present time. This item is for discussion only.

RECOMMENDATION

ATTACHMENTS

None



Request for Council Action

SUBJECT: **3rd Reading of Ordinance Amending City Code Title 1, Chapters 2 and 5, Related to City Council Procedures**

MEETING DATE: June 24, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to consider approving the third and final reading of the attached Ordinance, which amends Title 1, Chapters 2 and 5, of the City Code, which relate to City Council procedures, as well as Resolution of Summary Publication.

BACKGROUND

At the Council's May 6 work session, staff presented several recommended amendments to City Code sections that relate to City Council meetings, agendas, etc. The primary purpose of the proposed changes is to better align City practice and the language of the code, enhance the efficiency of Council operations and ensure the wording of the Code is clear and concise.

Based on Council feedback from the May 6 work session, staff and the City Attorney prepared the attached ordinance for Council consideration. The Council approved the first reading at its May 13 regular meeting and second reading at its May 28 regular meeting.

The substantive changes contained in the ordinance are outlined below. A few additional changes are being suggested simply to improve the readability of these Code sections. All changes are noted on the attached Ordinance using **red** font and either **strikethrough** or underlined text.

No changes have been made to the text of the proposed Ordinance since the second reading was approved.

Proposed Changes:

Reading of Ordinances, Resolutions, Petitions and Communications. The City Code currently states that all ordinances, resolutions, petitions and communications shall be "read in full" before a vote is taken or the communication is received. The current practice is to provide the ordinance or resolution in writing - to both the Council and the public, but not to read them out loud during the meeting, which could significantly impact the overall length of some Council meetings. Staff is recommending that the requirement to read these documents in full be removed from the Code.

Scheduling of 2nd and 3rd Readings of Ordinances. The City Code currently states that the second and third reading of an ordinance shall take place at "the following two regular council meetings." However, scheduling of the second and third reading of ordinances often skips a meeting or two in order to allow time for publication of a public hearing notice, for staff to conduct additional

research at the request of Council, or for additional public input to be gathered. These are valid and useful reasons to skip a meeting or two between the first and second or second and third reading of an ordinance. Therefore, staff recommends that the Code language be changed to require a second and third reading at "two subsequent regular council meetings" rather than specifically "the following two regular council meetings."

The last recommended change related to ordinances is that they become effective immediately upon final approval by Council and publication in the City's official newspaper of record. Currently, there is a five-day waiting period after an ordinance is published before it takes effect.

Based on Council feedback, the attached Ordinance also specifies that an ordinance must be approved at a second and third reading within 12-months of the first-reading, or the process starts over with a fresh first reading. Additionally, language has been added that would require a four-fifths vote of the Council to waive the second and/or third reading, rather than unanimous vote, as is currently required.

Order of Business for Council Meetings. The City Code currently outlines an order of business for Council meetings. Staff is suggesting that "Adoption of the Agenda" be added after the Call to Order and Roll Call. This gives Councilmembers and staff an opportunity to add or subtract items from the agenda at the start of a meeting. Staff occasionally requests a change to the agenda at the start of a meeting, which is sometimes due to the request of an applicant to pull or delay consideration of their application or the need for Council approval on a time-sensitive item, such as the recent authorization to purchase new motors for the Fire Department's boat. The addition of a formal "Adoption of the Agenda" item would also allow Councilmembers to request that a reconsideration of an item from the previous meeting be added to the agenda. Any and all changes to the agenda would have to be approved by a majority of the Council as part of the adoption of the agenda. This would just add a clear and identifiable point on the agenda at which to do so.

Secondly, staff proposes updating this same section of the City Code to show the Public Comment period in its current place on the agenda, which is after Regular Business, and the Consent Business in its current place on the agenda, which is after Presentations and before Public Hearings.

Voting Procedure. The City Code currently states that "the votes of the members on any question shall be a roll call vote . . ." A literal reading of this would prevent the Council from taking a voice vote on any matter, including the closing of a public hearing, the acceptance of communication into the record, etc. Staff recommends amending this language to provide that voice votes shall be taken unless a roll call vote is requested by the Mayor or any Councilmember. This will allow for current practice to continue, where voice votes are often used for noncontroversial or procedural items and roll call votes are used for substantive items, such as the adoption of ordinances and resolutions, granting of licenses and approval or denial of land use applications.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends approval of the third and final reading of the attached Ordinance. If the Ordinance is approved, staff also recommends adoption of the attached Summary Publication Resolution.

ATTACHMENTS

1. Ordinance Amending Council Procedures (3rd Reading 6.24.2024)
2. Summary Publication Resolution

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE,
TITLE 1, CHAPTERS 2 AND 5, RELATED TO COUNCIL PROCEDURES**

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

Section One. Amendment. Title 1, Chapter 2, Section 3 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:

1-2-3: PROCEDURES:

B. Ordinances, Resolutions, Motions, Petitions And Communications: Every ordinance and resolution shall be presented in ~~writing and shall be read in full before a vote is taken thereon, but reading in full may be dispensed with by unanimous consent.~~ All motions shall be recorded in the minutes and stated in full before they are submitted to a vote by the presiding officer. All petitions and other communications addressed to the council shall be in writing and shall be ~~read in full upon presentation of the same to the council. They shall then be~~ recorded in the minutes by title and filed with the minutes in the office of the clerk.

D. Passage Of Ordinances:

1. Every proposed ordinance shall be in writing. After amendments, if any, have been made and accepted by the council, the ordinance, in its then final form, shall receive a reading ~~at in the following~~ two (2) subsequent regular council meetings. If the proposed ordinance is passed by a majority of the council at each of the ~~following~~ two (2) subsequent regular council meetings, with or without additional amendments, as may be accepted by the council in either or both of said meetings, then the ordinance shall become effective in the form as finally passed as provided herein.
Ordinances which do not receive final approval within twelve-months of the date the first reading is approved will be deemed to have been postponed indefinitely. Further consideration of any such ordinance will require restarting the three-reading process.
2. An ordinance may be presented, read and passed at any one council meeting if the rules are suspended by a 4/5ths vote of the members of the council present at the meeting. ~~unanimous vote of the whole council.~~ The ordinance may then be passed by a majority vote.

E. Effective Date Of Ordinances: Unless otherwise specified in the ordinance

itself. ~~No~~ ordinances shall become effective upon passage by the Council and publication until five (5) days after it is published in the official newspaper. (1974 Code § 110.03)

- G. Exceptions: ~~Subsections D, E and F of this section do not apply to a~~ An ordinance, such as a rezoning or zoning code amendment or subdivision regulation amendment, which by law is required to be considered by either the planning commission or city council after a public hearing ~~upon published notice or upon published or mailed notice to affected property owners shall be exempt from the three reading requirements of Subsection D above.~~ In such instances, the ordinance may be presented, read and passed at any one council meeting. (1974 Code § 110.03)

Section Two. Amendment. Title 1, Chapter 5, Section 1 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:

1-5-1: MEETINGS:

- A. Regular Meetings: The City Council shall adopt a meeting schedule on an annual basis. Unless otherwise shown in the adopted annual council meeting schedule. ~~Regular~~ meetings of the council shall be held on the second and fourth Mondays of each calendar month at six o'clock (6:00) P.M.; and a council work session shall be held on the first Monday of each calendar month at six o'clock (6:00) P.M. Any regular meeting falling upon a holiday shall be held on such other date as determined by the city council.

Section Three. Amendment. Title 1, Chapter 5, Section 3 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:

1-5-3: ORDER OF BUSINESS:

A. Council business shall be conducted in the following order:

1. Call to order.
2. Roll call.
3. Approval of agenda.
- 3.4. Presentations.
- 4.5. Consent agenda.
6. Public hearings.
5. ~~Public comment.~~
6. ~~Consent agenda.~~
7. Regular agenda.

8. Public comment.
9. Mayor and council comments.
10. Adjourn.

- B. The order of business may be varied by the presiding officer, ~~but all public hearings shall be held at the time specified in the notice of the hearing.~~

Section Four. Amendment. Title 1, Chapter 5, Section 4 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-4: AGENDA:

A. Filing Agenda: An agenda of business for each regular council meeting shall be prepared by the City Administrator and filed in the office of the clerk not later than twelve o'clock (12:00) noon on the ~~Thursday~~ Wednesday preceding the meeting.

C. Approval of the Agenda. The meeting agenda shall be approved by majority vote. Once the agenda is approved, the order of agenda items may be amended or items may be removed from the agenda by a vote of 2/3^{rds} of the members present at the meeting. Business Items Not On Agenda: Once the agenda has been adopted, nNo additional item(s) of business not listed on the agenda will may be considered or considered added to the agenda except upon unanimous consent-vote of the council members present at the meeting.

D. Consent Agenda: The objective of a consent agenda is to speed the process of meetings by acting upon issues requiring only a vote not a debate, thereby allowing more time for discussion and debating issues of substance. To provide the necessary and effective use of the consent agenda, the following rules govern the consent agenda:

1. At the request of any individual council member or a citizen, an item shall be removed from the consent agenda and considered separately placed in its normal location on the agenda. ~~for debate.~~
2. A motion to approve the consent agenda shall not be debated.
3. The consent agenda shall be adopted only by a unanimous vote of the council members present at the meeting.

Section Five. Amendment. Title 1, Chapter 5, Section 6 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-6: VOTING PROCEDURE:

A. ~~Except where a roll call vote is required by law or requested by the Mayor or any member of the Council, all votes shall be voice votes. Where a vote is taken by roll call vote. The votes of the members on any question shall be a roll call vote as called by the city clerk.~~ The clerk shall call the roll of votes on a rotating system to ensure that the order to which members are called to vote will vary on each question. If a member being present does not vote, the minutes, as to his/her name, shall be marked, "present - not voting".

B. ~~A majority vote of all members of the council shall be necessary for approval of any ordinance unless a larger number is required by statute. Except as otherwise provided by statute, a~~ A majority vote of those members of the Council present voting shall prevail in all other cases, shall be required for the passage of any motion or approval of any resolution or ordinance, except as otherwise provided by state statute or the provisions of the City Code.

Section Six. Amendment. Title 1, Chapter 5, Section 8 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-8: MINUTES:

A. Approval And Amendments: The city clerk shall ~~keep a record~~ prepare written minutes of all council meetings. ~~Unless a reading of the minutes of a council meeting is requested by a member, such minutes may be approved without reading if each member has previously been provided with a copy. Minutes shall be presented to the City Council for approval.~~ The council may, by motion carried by majority vote, amend the minutes at the meeting the minutes are submitted for approval. Such amending motion shall become a part of the minutes of the subsequent meeting.

B. Statements Entered Into Minutes: A council member may request, through the presiding officer, the privilege of having an abstract of his/her statement on any subject under consideration by the council, or the reason for his/her dissent from or support of any action of the council, entered in the minutes. ~~Unless the council, by motion, objects,~~ a majority of the council votes to deny the request, such statements shall be entered in the minutes. (1974 Code § 200.09)

Section Six. Amendment. Title 1, Chapter 5, Section 9 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is underlined:

1-5-9: SUSPENSION, REPEAL OR AMENDMENT OF RULES:

These rules, or any of them, may be temporarily suspended by a four-fifths (4/5)-

consent of ~~vote-of all the council members~~ the Council members present at the meeting where a motion to suspend the rules is made. These rules ~~and~~ shall not be repealed or amended except by a majority vote of the whole council after notice has been given at some preceding council meeting. (1974 Code § 200.13)

Section Seven. 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 24th day of June, 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 1, CHAPTERS 2 AND 5, RELATED TO COUNCIL PROCEDURES**

WHEREAS, on June 24, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. _____, an ordinance Amending Inver Grove Heights City Code Title 1, Chapters 2 and 5, Related to Council Procedures; 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 24th day of June, 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 1, CHAPTERS 2 AND 5, RELATED TO COUNCIL PROCEDURES

On March 24, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance _____, an ordinance amending Inver Grove Heights City Code Title 1, Chapters 2 and 5, Related to Council Procedures.

Ordinance _____ makes various revisions to existing code provisions related to the presentation of ordinances and resolutions; clarifies the process for passage of ordinances; changes the effective date of ordinances to the date of publication following passage of the ordinance; clarifies which ordinances are exempt from the three-reading requirement for ordinances; updates language related to adoption of an annual council meeting schedule; revises the order of business for council meetings and adds a process for preparation and adoption of the council meeting agenda; revises voting procedures; updates requirements related to council meeting minutes; changes the requirements for suspension of existing council, rules; and makes various other related revisions to these chapters.

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.