



**Inver Grove Heights City Council**  
**Monday, July 22, 2024 at 6:00 PM**  
**8150 Barbara Ave, Inver Grove Heights, MN 55077**

## **AGENDA**

**NOTICE TO RESIDENTS:** Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan ([rkiernan@ighmn.gov](mailto:rkiernan@ighmn.gov)). Comments received prior to **12:00 p.m.** on Monday, July 22, 2024, will be provided to the Council at or before the July 22, 2024 meeting.

**1. Call to Order**

**2. Roll Call**

**3. Approval of Agenda**

**4. Presentations**

**5. 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 the Minutes of the June 24, 2024, City Council Meeting

**B.** Approval of the Minutes of the June 25, 2024, Special City Council and Advisory Commission Work Session

**C.** Approval of the Minutes of the July 8, 2024, City Council Meeting

**D.** Approval of Disbursements

**E.** Personnel Actions

**F.** Ordinance Amending the Southeast Quadrant PUD to allow for a beauty school located at 5786 Blackshire Path

**G.** Authorize Request for Proposal (RFP) for Professional Auditing Services for Fiscal Years 2024-2028.

**H.** Contract Award for Fire Department Station Location Study

**I.** Resolution Providing Municipal Concurrence of Dakota County State-Aid Highway System Revisions - 117th Street

**J.** Resolution Approving First Amendment to the Joint Powers Agreement (JPA) for the Criminal Justice Network (CJN)

**K.** Resolution Authorizing Re-Application for the Minnesota Department of Public Safety Grant Funded DWI Officer

**6. Public Hearing**

- A. Temporary Premise Expansion for On-Sale Liquor License - Mississippi Pub

7. **Regular Business**

- A. Appeal of Compliance Order and Request for Variance to the Fire Code Board of Appeals
- B. Discussion of Potential Public-Private Partnership for a Boat Launch

8. **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.

9. **Mayor and Council Comments**

10. **Adjourn**

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

**INVER GROVE HEIGHTS CITY COUNCIL MEETING**  
**MONDAY, June 24, 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 24, 2024. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**2. ROLL CALL:**

Present In-Person: Mayor Dietrich; Council Members: Murphy, T'Kach, Gliva and Scales  
Staff Present: City Administrator Wilson, City Attorney Nason, City Clerk Kiernan, Public Works Director Connolly, Fire Chief Thill, Finance Director Amy Hove, City Engineer Merchlewicz, Communications Manager Looze, Parks & Recreation Director Lares, and Environmental Specialist Sutherland

**3. PRESENTATIONS:**

**A.** Recognition of 2024 Sustainable IGH Award Winners

Environmental Specialist Ally Sutherland presented awards to recognize the sustainability efforts and achievements of the following Inver Grove Heights residents and businesses:

**Individual Recipients**

- Amy & Allan Hunting (gold)
- Charlotte Svobodny (gold)
- The Goodman Family (gold)
- Ella Wilsey (gold)
- Jeff Parsons (gold)
- Karen Asmundson (gold)
- Roodly Richard (silver)

*Not in attendance but briefly acknowledged:*

- Amanda Braith (silver)
- Chris Garnsworth (gold)
- Elizabeth Ziebarth (gold)
- Kim Browing (gold)
- Laura Grevas (gold)
- Robert Heidenreich (special recognition)

**Business Recipients**

- Gramercy Park Cooperative (gold)
- Key Community Bank (gold)
- Oyespa (gold)
- Republic Services (gold)
- Inver Glen Library (special recognition)

**4. CONSENT AGENDA:**

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

**B.** Approval of Disbursements, Resolution 2024-120

- C.** Personnel Actions
- D.** Resolution Amending Position Classification Plan, Resolution 2024-121
- E.** Approval of New Massage Therapist License
- F.** Resolution Approving Additional Water & Sewer Cash Reserve Transfers, Resolution 2024-122
- G.** Resolution Approving a Variance to Allow Outdoor Storage at 8450 Courthouse Blvd, Resolution 2024-123
- H.** Resolution Approving Replacement Trustee for the City's Health Reimbursement Plan (HRA VEBA), Resolution 2024-124
- I.** Resolution Declaring Certain Fitness Equipment Surplus Property and Authorizing Sale, Resolution 2024-125
- J.** Equipment Use Agreement with Galvan Painting
- K.** Memorandum of Agreement Regarding the Climate Pollution Reduction Grant - Twin Cities Commercial Energy Efficiency Collaboration, Resolution 2024-126
- 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, Resolution 2024-127
- O.** Resolution for FY 2024 Host Community Grant with MN Department of Employment and Economic Development, Resolution 2024-128

**Motion to approve consent agenda items 4A - 4O, except Item 4K, by Gliva, second by Scales.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Council Member Gliva asked for further clarification on the Climate Pollution Reduction Grant application and whether it went through the Environmental Advisory Commission.

Environmental Specialist Sutherland responded that the grant application was started by the City of Minneapolis and then expanded to include neighboring communities to be more competitive for federal funding. The application is not formally submitted yet, but the EPA is requesting a Memorandum of Agreement as a gesture of commitment.

Environmental Specialist Sutherland added that this program has not gone through the Environmental Advisory Commission, but it aligns with the 2024 Environmental Advisory Commission Work Plan and current business outreach efforts through Partners in Energy.

Council Member Gliva clarified that this program would not take the place of current outreach programs.

Environmental Specialist Sutherland confirmed that it would not. Businesses interested in making energy efficiency improvements would have increased rebates available to them.

Council Member Gliva asked whether the grant would require program management and/or City staff time.

Environmental Specialist Sutherland responded that Inver Grove Heights will have no responsibility other than informing businesses of their eligibility. Businesses would then contact Energy Smart, a program through the state Chamber of Commerce and city of Minneapolis, for paperwork completion and funding transfers. For the City, this would be another resource to promote to businesses.

Council Member T'Kach commented that this program is a great opportunity for the City to demonstrate the power of regional partnerships. She added that it will accelerate needed energy efficiency work in the commercial sector and provide many economic and environmental benefits at little to no cost to the city.

Council Member Murphy asked if staff had found any downsides to participating in the program.

Environmental Specialist Sutherland said that regional partnerships are increasingly encouraged in grant applications, due to the potential for greater impact at the regional level and the benefits of sharing resources.

Council Member Murphy asked about how Inver Grove Heights became included in the regional grant application.

Environmental Specialist Sutherland responded that she heard about it through her networks and that Eagan and Burnsville are other Dakota County communities included in the grant.

Mayor Dietrich asked what the future commitments will be, beyond the life of the grant.

Environmental Specialist Sutherland answered that the sole responsibility Inver Grove Heights will have is promoting the program. The Partners in Energy data shows that the business sector is a big area of opportunity for reducing emissions as part of the Energy Action Plan.

Mayor Dietrich asked about the deadline for submitting the grant.

Environmental Specialist Sutherland said that it is August 1<sup>st</sup>.

Mayor Dietrich said it was her preference that this type of program go through the Environmental Advisory Commission in the future to ensure appropriate time for consideration.

Council Member Scales asked if there was time for it to go in front of the Environmental Advisory Commission.

Environmental Specialist Sutherland said that she recommended the Council consider approval due to the possibility that the City of Minneapolis could submit the grant ahead of the recently extended deadline.

**Motion to approve Item 4K, Memorandum of Agreement Regarding the Climate Pollution Reduction Grant - Twin Cities Commercial Energy Efficiency Collaboration, Resolution 2024-126, by T'Kach, second by Scales.**

**Ayes: 3**

**Nays: 2      Motion carried.**

**5. PUBLIC HEARING:**

**A. Temporary Two-Day Liquor License for Church of Saint Patrick**

Council is asked to hold a public hearing and consider approval of an application from the Church of Saint Patrick for a temporary two-day liquor license (September 14<sup>th</sup> and 15<sup>th</sup>, 2024) in conjunction with their annual fall festival. A public hearing is required. Notice was published on June 9<sup>th</sup>. City Clerk Kiernan stated that staff recommends approval of the temporary license.

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve temporary two-day liquor license for Church of Saint Patrick, 3535 72<sup>nd</sup> Street E by Scales, second by Murphy.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. Off-Sale Liquor License for GasX, LLC (451 Beer)**

Council is asked to hold a public hearing and consider approval of an off-sale liquor license for GasX, LLC. License application and approval is required due to the business having new ownership. The necessary license information along with the background application and personal history statement has been received. Public notice was given on June 9<sup>th</sup> in the Pioneer Press. The police department has conducted the background investigation and has found no basis for denial. City Clerk Kiernan stated that staff recommends approval of the off-sale liquor license.

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve Off-Sale liquor license for GasX, LLC, 6530 Cahill Ave by Gliva, second by Murphy.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**C. Application for New Tobacco Sales License**

Council is asked to hold a public hearing and consider approval of an application for a new tobacco sales license for Snak Atak #51. The application has been reviewed by staff and found to be complete and qualified. City Clerk Kiernan stated that staff recommends approving the tobacco sales retailer.

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve new tobacco license for Snak Atak #51, 9717 S Robert Trail by Scales, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**6. REGULAR BUSINESS:**

**A. Rental Housing Licenses**

City Administrator Wilson said that the following six rental licenses had been reviewed and found to be in compliance:

- 7515 & 7535 Cloman Way
- 4917 Bolger Trl
- 8859 Branson Dr
- 7570 Borman Ct
- 8789 Branson Dr

City Administrator Wilson said that staff recommended approval.

**Motion to approve six rental licenses by Gliva, second by Scales.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. Dakota County Presentation on Akron Avenue (CR 73)**

Assistant County Engineer Chapek presented on the Akron Avenue project.

**Goals & Objectives**

- Provide background and understanding of the corridor
- Garner consensus for project need
- Advance proposed interim project into County and City Capital Improvement Programs for the 2025 budget year and subsequent years

**Background**

- The gravel section of Akron Avenue from Cliff Road to the Rosemount County line has been a CIP Project dating back to 2001.
- Recommendations from Arterial Connector Study in 2016 (using preferred alternative Scenario D-Refined)
  - Once the roadway meets a four-lane need (15,000–16,000 average daily traffic), reroute Akron north of Bonaire to go through the Flint Hills property and the Bituminous Roadways mining area, connecting with Cliff Road near Rich Valley Boulevard
    - Currently, the gravel section is at about 900 average daily traffic. For the section to the south, in Rosemount, it is 3,600 average daily traffic and is expected to increase further due to recent development.
    - Right-of-way, including mineral rights, will need to be acquired within the Bituminous Roadways active mining area. This is cost-intensive, so the study recommended an interim project to improve the gravel section.
    - For this interim project, the study recommended a constructing a two-lane paved roadway with bituminous shoulders, intersection improvements, left and right turn lanes, and multimodal review.

**Project Need**

- Enhance safety and mobility
  - The Dakota County 2040 Transportation Plan recommends paving gravel roads when AADT (average daily traffic) reaches 300-500 vehicles; Akron Ave has met or exceeded this criterion since at least 1998.
- Address interim need, keep long-term alternative viable
- Reduce/eliminate maintenance challenges
  - The average county road gets graded twice per year, with chloride or dust palliative applied about twice a year. Currently, this section of Akron Ave is being graded every 3 weeks and chloride is also being applied at a higher rate.
  - Residents also submit maintenance requests for this road at a higher rate
- Accommodate regional development and growth
  - This road is the regional connection to a section of Rosemount seeing rapidly increasing housing development.

Mayor Dietrich asked about the reason for increases in average daily traffic in 2003 and 2022.

Assistant County Engineer Chapek answered that for 2003, it could have been the result of adjacent construction. For 2022, he attributed the spike to the volume of development and the need for a north-south connection through the area.

**Advancing Project into County and City Capital Improvement Programs**

The proposed interim project includes a preliminary engineering and traffic study to confirm necessary improvements and conduct public engagement.

*Baseline preliminary engineering details*

- Two-lane rural paved roadway with paved shoulders
- Curb & gutter and retaining wall considerations
- Intersection improvements and turn lanes
- Multi-modal review
- Understand right-of-way impacts

The goal is to garner concurrence from agencies and advance this project to final design.

*Akron Ave (County Road 73) Capital Improvement Program (CIP)*

Preliminary engineering and final design (2025)

- \$800,000 total for consultants and ancillary costs
  - 85/15 Cost Split = \$680,000 County / \$120,000 City

Right-of-way acquisition (2026)

- \$600,000 - \$1,200,000 (will vary based on preliminary engineering study)
  - 85/15 Cost Split = \$510,000-\$1.02M County / \$90,000-\$180,000 City

Construction (2027)

- \$3.5M-7M
  - 85/15 Cost Split = \$2.975M-\$5.95M County / \$525,000-\$1.05M City

Council Member T'Kach asked why the proposed final route for Akron does not continue along the current Rich Valley Boulevard after intersecting with Cliff Road.

Assistant County Engineer Chapek said the Met Council recommends arterial road spacing at 1.5 to 2 miles. To the west, the current spacing is roughly 3 miles. To the east, it is 1.5 miles. Sliding Akron over to the west after Cliff Road addresses the issue to the west without pulling the road out of recommended arterial spacing to the east.

Assistant County Engineer Chapek added that alternative routes were examined, but due to limitations from the railroad and Shafer mining pits, they would be more circuitous.

Council Member T'Kach asked about the rationale for extending Rich Valley south of 117<sup>th</sup>. She asked if it was possible to connect Akron directly to Rich Valley to avoid Bituminous Roadways and associated expenses.

Assistant County Engineer Chapek answered that he would have to look at the study for more details, but he believes Bituminous Roadways impacts were unavoidable due to the parceling of land in that area.

Council Member Murphy confirmed that this is a county-maintained road. He agrees that paving needs to be done. He asked if the Council could agree to the project but not the cost-sharing.

Assistant County Engineer Chapek answered that staff have to follow the cost policy laid out, which is 85% County/15% City. Deviations from that cost split would need to go to the County Board.

Council Member Scales said he agrees the road needs to be paved. However, he questioned the benefit to Inver Grove Heights versus the cost of creating a wide road with paved shoulders, especially because the area does not allow for future City growth.

Assistant County Engineer Chapek answered that this project is consistent with standards for county roads, which are intended to convey regional traffic. The proposed size of the road is consistent with projected traffic (8,000–9,000 average daily traffic). The shoulder has multiple purposes -- multimodal aspects, emergency pull-offs, etc.

Council Member Scales said the proposed road does not seem to fit Inver Grove Heights; it fits Rosemount.

Council Member T'Kach asked about the rationale for curb and gutter is, given that the area is non-MUSA (Metropolitan Urban Service Area).

Assistant County Engineer Chapek answered that curb and gutter are a space-saving tool. The alternative is cutting rural ditch sections for drainage, which takes real estate.

Council Member T'Kach asked about the easements on the east side, the height of proposed retaining walls and maintenance responsibility.

Assistant County Engineer Chapek answered that the easement size varies based on parcel. Retaining walls are an option to contain construction limits tighter to corridor. County would maintain and own the retaining walls. The height will depend on the corridor topography.

Council Member Gliva asked if it is typical for the County to consider adding bike paths when constructing new roads.

Assistant County Engineer Chapek answered that checking feasibility of incorporating bike paths is part of the County's assessment process.

Council Member Gliva asked about how best to minimize future costs to the City.

Assistant County Engineer Chapek answered that the best way to prevent scope creep is to perform a robust preliminary engineering phase to account for things that can create increased costs down the line, like gas lines, overhead power, etc. He added that the costs are based on a project that is not yet designed; they are subject to change once the design phase is complete.

Council Member Scales asked about the planned timeline for the realignment.

Assistant County Engineer Chapek answered that the 2016 study was clear in recommending realignment if a four-lane need is met. The proposed preliminary engineering study includes long-term traffic projections; it will provide an estimate of when this need would be met.

Council Member Scales reiterated that he feels a lesser road is called for.

Assistant County Engineer Chapek said that if the preliminary engineering study projected that the four-lane need would be met earlier than anticipated, the tradeoffs of the proposed interim project will be examined, but safety and traffic demands are ongoing factors to consider.

Council Member Scales said that he feels there will not be enough traffic on this section of Akron after the realignment to justify the size and cost of the planned interim road. He said that safety is a concern on many local roads; he does not see the benefits of the proposed interim project as worth the costs.

Council Member T'Kach said that the project does not make sense to her, due to the potential for high cost to the City for an interim project and the potential need for decreasing the size of the road after the planned realignment. She does not feel that this project should be a priority for the City.

County Engineer Merchlewicz said that the preliminary engineering study would allow looking for alternatives to present to the City.

Council Member T'Kach said that it seems like the 2016 study already provides some options.

County Engineer Merchlewicz said that the preliminary engineering study would focus on specific design alternatives for Akron.

Paul Nelson - 11810 Akron Ave - presented opposition. He said that the proposal would lead to congestion at the intersection of Cliff and Akron, leading drivers to jump to side streets and making residential streets dangerous. He contended that traffic on Akron is lower than the County has reported in the past. He said that he had checked accident reports for the road, and the average for recent years was low -- one accident per year, some of which were vehicle-deer collisions. He said that there are other routes available to Rosemount residents. He is concerned that if this interim road is constructed, Scenario D would be abandoned due to expense and Akron would then be expanded to four lanes.

Jeff Brown - 11636 Akron Ave - presented opposition. He said that a Dakota County official document called for Scenario D when a paved two-lane highway was needed, not four lanes. He said he would provide this document to the Council. He said he had been to Bituminous Roadways recently, and there was no mining south of 117<sup>th</sup>, so it would be easy to run the road to 117<sup>th</sup>.

Wayne Schmidt - 11680 Alexandria Ct - presented opposition, citing concern about increased traffic on nearby residential streets.

Mayor Dietrich asked Assistant County Engineer Chapek for further information on mining south of 117<sup>th</sup>.

Assistant County Engineer Chapek responded that he would have to look at the property lines and the study's reasoning for the proposed final route.

Council Member T'Kach asked whether the County could instead jump to Scenario D.

Assistant County Engineer Chapek responded no, as the traffic need is not at the four-lane threshold yet.

Council Member T'Kach clarified that Akron would be two lanes in the interim, and asked whether the County had told Rosemount that Akron could be expanded to four lanes in its current location.

Assistant County Engineer Chapek said he was not aware of that conversation, but that the section of Akron in Rosemount would also need to expand to four lanes when the realignment occurs.

County Engineer Merchlewicz clarified that the red route on the map would be four lanes both in Inver Grove Heights and in Rosemount, but the current route of Akron would stay at two lanes.

Mayor Dietrich asked about the economic benefit of this improvement to Inver Grove Heights residents.

Assistant County Engineer Chapek said that the main benefit to Inver Grove Heights was safety.

Council Member Scales said that given the accidents are mostly vehicle-deer collisions, the safety concern does not seem significant enough to justify the proposed project.

County Engineer Merchlewicz said that developments will lead to increased traffic.

Council Member Scales said that those developments are in Rosemount, not Inver Grove Heights.

County Engineer Merchlewicz said that increased traffic on Akron will lead to increased safety concerns.

Council Member Scales said that those safety concerns would be addressed once realignment happens. He reiterated that he does not see benefits to Inver Grove Heights residents, and he is concerned about the costs.

Mayor Dietrich said that if the County were willing to pay the cost of the project, she would be on board, but she concurred with the concern about the width.

County Engineer Merchlewicz said that the County could present scaled-down options to the City as part of the preliminary engineering study.

Council Member T'Kach said the map does not show Robert Trail, and she is wondering about the opportunity to move Bonaire Path to Robert Trail. She suggested the County and Rosemount invest in improving Bonaire to Highway 42 to get onto Highway 52. She agrees that there is not a lot of benefit to Inver Grove Heights. Paving increases speed and noise, which is out of character for the neighborhood.

Council Member Murphy said that the interim plan acts as a 20-year Band-aid on road until traffic is higher and realignment is warranted. He asked about the difference in safety between a gravel road and a paved road.

County Engineer Merchlewicz said that Inver Grove Heights and Rosemount residents would benefit from being able to walk and bike on Akron via the shoulder or a trail.

Council Member Murphy said that he is concerned about making the case to Inver Grove Heights residents.

Public Works Director Connolly said that the Council seems to be in agreement that paving is warranted but does not want to participate in costs for a study at this point. As a result, the County would not include this as part of the Capital Improvement Plan. Without City cost-participation, the County would have the ability to do whatever they feel is warranted.

Council Member T'Kach said she understands that the County can do what they want with their property, but it might negatively affect the County-City relationship.

Public Works Director Connolly said that the County will now make a policy decision at the County Board about whether to proceed with the study without city participation. He cautioned the Council that Akron would not be included in the 2025 CIP, and that if the will of the Council changed, it would take time to get it included in future CIPs.

Council Member T'Kach asked whether the County could add bike and/or walking paths without paving the road.

County Engineer Merchlewicz said it would be possible, but challenging, to add a trail. Typically, trails are added during road construction because of cost efficiencies.

Council Member Gliva clarified that the City would be giving up a say in the Akron Ave project by declining to fund the preliminary engineering study.

Public Works Director Connolly confirmed that and said the cost-sharing policy exists because it gives the City a say. He said that for the future realignment project, if the City wanted sanitary, sewer, and water mains extended, it would potentially be more difficult if the City was not engaged fiscally and otherwise with the planning of the road.

Council Member Gliva stated that she sees value in collaborating with the County.

Mayor Dietrich said the Council's responsibility is to advocate for residents as each Council Member sees fit, and that collaboration will continue.

Council Member Scales said that he could potentially support a two-lane road without shoulders.

County Engineer Merchlewicz said participation in the preliminary engineering study would allow the County to present the City with options, including a narrow, medium, and wider section.

Mayor Dietrich said she wanted to seek a different cost-sharing agreement from the County Board for this project.

Council Member T'Kach clarified that Mayor Dietrich wanted to explore other options for cost-sharing before approving \$120,000 for the preliminary engineering study.

Public Works Director Connolly confirmed that he was not putting the Akron project in the CIP.

**C. 3rd Reading of Ordinance Amending City Code Title 1, Chapters 2 and 5, Related to City Council Procedures, Resolution 2024-129**

City Administrator Wilson presented this item. The proposed ordinance's intent is to make the current processes related to City Council meetings and the language of the City Code consistent. It also reduces excess, self-imposed requirements and simplifies the Code language.

**City Code 1-2-3: Procedures:**

- Ordinances, Resolutions, Petitions & Communications
  - Removes the requirement that they be "read in full"
- 2nd & 3rd Reading of Ordinances
  - Change to two subsequent meetings: rather than the following two meetings
  - Change to a 4/5th vote to suspend the rules rather than unanimous
- Effect Date of Ordinances
  - Makes ordinances effective upon publication, rather than 5 days after publication -unless otherwise specified in the Council action

**1-5-3: Order of Business**

- Adds "Approval of the Agenda" at the beginning of the agenda
- Relocates "Public Comment" and "Consent Agenda" to match current practice
- Removes that "all public hearings shall be held at the time specified in the notice of the hearing"

**1-5-4: Agenda**

- Requires that agendas be finished by noon on Thursday
  - Staff will continue current practice of publishing at close of business on Wednesday as the norm

**Approval of the Agenda**

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 2/3rds of the members present at the meeting
- No additional item(s) of business may be considered or added to the agenda, except upon unanimous vote of the council members present at the meeting

**1-5-6: Voting Procedure**

- 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
  - Change from all votes being roll call votes
- A majority vote of those members of the Council present 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
  - Change from a majority of all members of Council to a majority of Council members present

**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) vote of Council members present at the meeting where a motion to suspend the rules is made
- These rules 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

Council Member T'Kach said her only concern was the amendment under voting procedures (1-5-16) that states a majority of quorum is needed for approval. Her concern is that that would mean that two members could change a city ordinance. While that does not seem likely, she is hoping to remove that amendment.

Council Member Scales said he is in favor of the amendment because leaving the Code as it is means two members can control the work of the Council by not showing up. He does not think that is reasonable - if the majority of members show up, the Council should be able to move forward with business.

Council Member T'Kach said that people might just be unable to attend due to sickness or emergency. She asked how many sessions a council member could skip without consequences.

Council Member Scales said elections are the only check on council members not showing up.

Council Member Gliva said that an ordinance cannot be changed in one session anyway, due to the three readings requirement.

**Motion to approve third and final Reading of Ordinance 1480 amending Inver Grove Heights City Code Title 1, Chapters 2 and 5, Related to Council Procedures and to approve Resolution 2024-129 Approving the Publication of Summary Ordinance 1480 by Scales, second by Gliva.**

**Ayes: 4**

**Nays: 1      Motion carried.**

**7. PUBLIC COMMENT:** none

**8. MAYOR AND COUNCIL COMMENTS:**

**A.** Farmers Market is open 8 a.m. to 1 p.m. on Sundays.

**B.** Hangry Joe's Hot Chicken and Wings is now open on Broderick Boulevard.

**9. ADJOURN**

**Motion to adjourn the meeting at 8:08 p.m. by Gliva, second by Murphy.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Recording Secretary Wilfred Clashe

**INVER GROVE HEIGHTS CITY COUNCIL JOINT WORK SESSION  
TUESDAY, JUNE 25 2024 - 7:00 P.M. - FIRE STATION #2**

**1. CALL TO ORDER:**

The City Council of Inver Grove Heights met in a special joint work session on Tuesday, June 25, 2024, in person at Fire Station #2, 9200 Courthouse Blvd. Mayor Dietrich called the meeting to order at 7:00 p.m.

**2. ROLL CALL:**

Council Present In-Person: Mayor Dietrich; Council Members: T'Kach, Gliva, and Scales.

Environmental Advisory Commission Present In-Person: Sara Goodman, Nicholas Ruiz, Nichole Boehmke, Jon Wallerick, Ted Trenzeluk, Tracie Killion, and Patti Mikulski (Absent: Kevin Sethre and Marjorie Savage)

Planning Commission Present In-Person: Jon Weber, Dennis Wippermann, Trisha Presley, Scott Clancy, Jason Teiken, Lance Twedt, Aida Schaefer, and Amy Hunting (Absent: Robert Heidenreich)

Staff Present: City Administrator Wilson, City Attorney McCauley Nason, City Clerk Kiernan, Environmental Specialist Ally Sutherland, and City Planner Allan Hunting.

**3. DISCUSSION ITEMS**

**A. Introductions & General Overview**

Ally Sutherland, Environmental Specialist, presented an overview of the three landfills in Inver Grove Heights

1. Dawn Way Landfill - Split between IGH and SSP - Construction debris only
2. SKB Rich Valley Landfill - Construction Debris only
3. Pine Bend Landfill - Mixed Municipal Solid Waste - Construction Debris

Pine Bend Landfill is the largest open Mixed Municipal Solid Waste (MSW) landfill in Minnesota, open since 1971. Their address is 2495 117<sup>th</sup> Street E and it is owned by BFI Waste Systems of North America LLC. In 2018 there was a side slope expansion approval that allows operation until December 31, 2030, or 32.13 million cubic yards. The proposed vertical expansion would be for 8,185,800 cubic yards, would raise the heights by 85 feet at the highest point and extend the life to 2042, about 15 additional years.

MSW Landfill Permitting by Minnesota Pollution Control Agency (MPCA). They issue and enforce solid waste permits (defines accepted wastes and capacity.) Metropolitan Solid Waste Management Policy Plan (2022-2042) is a plan for the Twin Cities Metropolitan Area (TCMA) solid waste. Landfills are needed but the least-preferred disposal option.

The Metropolitan Disposal Abatement Act states that no new landfill disposal capacity is permitted in TCMA without a Certificate of Need.

Dakota County's role in MSW landfill permitting is to develop and enforce conditions of County Approvals, including a solid waste master plan, the Dakota County Ordinance 110, a solid waste facility license and a Host community agreement since the Landfill resides in Dakota County.

City of Inver Grove Heights role in MSW landfill permitting is to exercise planning and zoning authority. The City will develop and enforce Zoning Code, Non-Conforming Use Certificate, a Conditional Use Permit, and a Host Community Agreement.

SKB site has a preliminary permit to accept mixed municipal solid waste, but has not come forward yet? That is correct they have not applied to the City.

**B. Presentation by Pine Bend Landfill**

Aaron Janusz, Republic Services (Pine Bend Landfill) presented the Vertical Expansion segment.

Current conditions of the existing permit are:

- Constructed Footprint - 188.9 acres
- Permitted Footprint - 192.1 acres
- Airspace remaining - 1.7 Million Cubic Yards
- Tons Remaining - 1.3 Million
- Remaining Life - 3 years - 2027
- Average Tons a day - 1,600
- Waste Mix - 70% Municipal Solid Waste & 30% Non-Hazardous Industrial
- Maximum elevation - 1,020 feet (120 feet above ground surface)

Expansion Background shows that there are three years of permitted life remaining. A vertical expansion may increase to a maximum height to 1,105 feet from 1,020 feet (85 feet increase). This would allow for 7.7 million cubic yards of additional airspace over existing lined area of landfill.

Certificate of Need (CON) was approved in December 2021 with 2,398,746 tons awarded. The current estimate is approximately 500,000 tons of CON remaining at the end of the permitted life.

Approvals that are needed are from City of Inver Grove Heights - application submitted on June 13, 2024; Dakota County - License modification was submitted May 30, 2024; Minnesota Pollution Control Agency (MPCA) - Environmental Review submitted June 6, 2023 and approved March 1, 2024 and a permit modification was submitted June 6, 2022 which is currently a draft permit for public comments.

Republic Services has stated that they are not increasing their footprint. With the vertical expansion proposed the:

- Constructed Footprint - 188.9 acres
- Permitted Footprint - 192.1 acres
- Airspace remaining - 9.4 Million Cubic Yards
- Tons Remaining - 1.3 Million
- Remaining Life - 18 years - 2042
- Average Tons a day - 1,600
- Waste Mix - 70% Municipal Solid Waste & 30% Non-Hazardous Industrial
- Maximum elevation - 1,105 feet (205 feet above ground surface)

Questions received:

1. Does all of the waste come from other areas or just the metro area? Includes acceptance from the entire state. The Great River Energy incinerator stopped operating to bring more tonnage in.
2. What percentage of hauling trucks using Pine Bend Landfill are owned by Republic Services? 80%.
3. Is there More waste in spring/summer rather than winter months? Yes
4. Is the Gas generation plant sized correctly now and will be able to handle more in the future?

5. Would it be possible to expand wider? Not with the railroad tracks on both sides.
6. Has the landfill changed with the changing of organics recycling?

### **C. Presentation by MN Pollution Control Agency**

Sherri Nachtigal, Supervisor for the Solid Waste Permitting Unit with the MPCA presented the following.

MPCA's role in Municipal Solid Waste (MSW) landfill permitting and compliance oversight is to ensure landfill operation regulation and compliance with the terms and conditions of the permit. MPCA requires a Certificate of Need (CON) process for MSW landfills in the Twin Cities Metropolitan Area.

MPCA's role in Permitting - follow a permit process with Statutes and MN Rules, conduct technical review of permit application, and consider other criteria.

MPCA's role in Compliance Oversight Roll - Conduct technical review of the permit application/permit, determine compliance, and conduct enforcement.

#### Permitting Process Steps

1. Submittal of application
2. Draft permit produced
3. Public Notice
  - a. Solicit comments in the draft permit
  - b. Public Meeting
  - c. Potential contested case hearing
4. Has project received appropriate local approval or deferred to MPCA?
5. Is the project consistent with the Metro Solid Waste Policy Plan?
6. Responds to comments and production and issuance of the final permit and Findings of Fact on consistency with Metro Policy Plan

MPCA's compliance steps are to conduct technical review of permit application/permit; Perform onsite inspections; Review annual reports; Coordinate with local entities (Dakota County); Take enforcement actions when necessary.

Mn Rule 705.2815, subpart 13 has 24 stipulations that need to be followed for landfill operations to make sure there is Financial Assurance. The rules ensures that Landfills Operations are: Certified operators, spreading/compacting waste, waste slopes for drainage, covers (intermittent, intermediate, final), grade stakes, resource recovery ops, tires, inspection criteria, Leachate (S&A, LCS cleaning volume), corrective actions, dead animals, C & D disposal, groundwater monitoring, methane gas monitoring, wet weather ops, provide an annual survey, use permanent fill markers, frost protection for liners, closure, post-closure contingency action cost and surface water.

#### Solid Waste Management Hierarchy - 7035.0350

*The waste management goal of the state is to foster an integrated waste management system in a manner appropriate to the characteristics of the waste stream and thereby protect the state's land, air, water, and other natural resources and the public health. The agency supports the management of solid waste in accordance with the goals stated in Minnesota Statutes, section 115A.02, paragraph (a), which emphasize reducing toxicity and volume of wastes. In recognition that wastes may have value and should be viewed as a resource, the goal of solid waste management should be to use wastes for their highest and best value and to dispose of them only after other feasible options have been evaluated or for environmental protection.*

Metropolitan Solid Waste Policy Plan

- Legislature sets goals for landfill abatement
- MPCA Metro Solid Waste Policy Plan establishes roadmap for landfill abatement
- Metro County Solid Waste Plans set out implementation of programs to meet the goals
- MPCA Metro Solid Waste Plan shows reduced need for MSW LF disposal
- Updated Metro Policy Plan, covering 2022-2042 was issued in January 2024 (Metro area CON process is included in the plan and Metro area waste forecasts and management methods are included in the plan (75% recycling plan by 2030)

Certificate of Need 473.823 Subd.6 shows that no new capacity shall be permitted without a CON issued by the commissioner indicating that additional disposal capacity is needed. It must consider other options, including waste reduction, source separation and resource recovery which would minimize adverse impact upon natural resources. Alternatives that are speculative or conjectural shall not be deemed to be options. Economic considerations alone shall not justify the CON or the rejection of alternatives. Standards and criteria in Metro Policy Plan Appendix D (D-6 to D-8).

Certificate of Need process consists of Plan that MPCA adopts Metro Solid Water Policy Plan, forecasts landfill needs, and approves County Solid Waste Master Plans.

The MPCA invites CON proposals (180 days), CON applications formulated by landfills, counties support CON applications, CON request may trigger EAS or EIS, and MPCA reviews and acts on CON requests (90 days) with findings of fact.

The landfill permit application (submitted within 18 months of preliminary CON) may trigger EAW or EIS, permits MMSW capacity as per CON, and permits expire every ten (10) years.

Questions?

1. Confirm 10-2021 CON by Pine Bend? Findings of fact was done December 2021
2. Tonnage fees? Between Operator and City.

**D. Overview of Required City Approvals, Processes & Timelines**

Bridget Nason, City Attorney, presented the portion of the agenda about City Approvals Needed for Pine Bend Landfill to expand.

1. Background information on required City approvals
2. Requested approvals are
  - a. Zoning Ordinance Amendment
  - b. Conditional Use Permit (CUP) Amendment
  - c. Non-Conforming Use Certificate (NCUC) Amendment
  - d. Host Community Agreement (HCA)
3. Anticipated City Application Consideration Timeline

Role of the City in Regulating Pine Bend Landfill is to exercise planning and zoning authority. City staff that will need to be involved are the Planning Department portion of Community Development, the Environmental Specialist, Barr Engineering, the City Attorney, and the City Administrator.

The History of City Regulations related to landfills are that Zoning ordinance amendments were done in 1991 and 1995; Conditional Use Permit (CUP) is required for certain solid waste related land uses; Non-conforming Use Certificates (NCUC) issued to existing landfills outlining existing uses, geographic

boundaries, airspace capacity, accessory uses, and related matters; Host Community Agreements exist with all three landfills.

Current City Code Provisions are that Landfills are not an allowed use within the City (existing landfills are legally established non-conforming uses). No new landfills may be established, with a few exceptions, and existing landfills may not be expanded, with a few exceptions.

The IRM -Integrated Resource Management Overlay District is an overlay district in the areas zoned I-1 and I-2, encompassing landfills and areas immediately adjacent to the landfills. The Intent of the IRM includes the prevention of the expansion of mixed municipal solid waste landfills by encouraging industrial development on adjacent properties.

In the Integrated Resource Management Overlay district, the conditional uses include composting facilities, energy recovery facilities, recycling facilities, resource recovery facilities, and transfer stations. Prohibited uses include processing of hazardous or infectious waste, incineration of wastes, new sanitary landfills, open dumps, waste combustors, and certain expansions of existing landfills.

The application has been made to amend the City's zoning ordinance to allow vertical expansion of the landfill.

A conditional use is defined as a use specifically classified as "conditional" in this title, which is classified as such since it may be inappropriate or undesirable in a specified location. Thus, it requires approval according to the procedures established in Chapter 3, Article A of this title because, if not carefully located or designed, it may create special problems such as excessive height or bulk or traffic congestion

Commission and Council needs to address:

1. Amendment to zoning ordinance to allow expansion of landfill. (I-1, I-2 & IRM zoning)
2. Amendment to non-conforming use certificate
  - a. Identify existing legally established
3. New Conditional use permit.
  - a. Allows a specific use
  - b. Describe and limit uses on the site (hours of operation)
  - c. Place reasonable restrictions on the use (such as no stacking of vehicles)
4. Host Community Agreement
  - a. Establish the principles of association between the city and the operator/owner of the landfill.
  - b. Third agreement reiteration.

A Conditional Use Permit (CUP) will be required for any vertical expansion of Pine Bend Landfill. A Nonconforming Use Certificate (NCUC) will identify existing legally established non-conforming uses on a site, and describe and limit existing non-conforming uses. Pine Bend's existing NCUC must be amended to reflect any expansion approved as part of the CUP. The Host Community Agreement establishes the principles of association between the City, as the host community to the landfill, and the owner/operator of the landfill. It requires compliance with existing MPCS-issued permits, and requires regular communication with the City. The agreement will outline payment of host community fees. The existing Host Community Agreement must be amended to address the proposed expansion of the landfill and additional length of time that the landfill will be operational.

The tentative application review and consideration timeline is as follows:

|                 |                                                   |
|-----------------|---------------------------------------------------|
| June 25, 2024   | 7pm: Joint EAC, PC and CC meeting                 |
| July 15, 2024   | Mailed neighbor notifications                     |
| July 25, 2024   | 7pm: Environmental Advisory Commission meeting    |
| August 7, 2024  | 7pm: Planning Commission Meeting - Public Hearing |
| August 26, 2024 | 6pm: City Council Meeting                         |

**Questions?**

1. Tonnage questions in 2021 change in host community agreement.
2. Will staff have questions answered before the July 25 EAC meeting? Possibly
3. EAW/EIS maybe triggered? Yes, last summer 2023. Findings in March 2024.
4. If expansion does get approved, will one day when that landfill closes, will there be additional costs of closing the landfill? Ground water monitoring will still go on, and maintenance costs will still have to be considered. Not substantial - may a little more.
5. 2018 Expansion - original landfill not lined? Northern portion not lined. Now has a liner over the entire area (sandwich style) 2 feet clay, 60 htp polyethylene layer, then fill to drain.
6. Cannot go higher - 3 to 1 slope or wider due to railroad constraints.
7. Dead load? Ethan - impact on existing weight - 15% strain (3-4% actual)
8. Leachate - water coming down from landfill to the bottom, brought to tank - tanked out to MPCA Metropolitan waste facility for removal.
9. 2042 is the closure date? All depends on future - not a no for sure.
10. PFAS leachate - Met Council agreement - tracking since 2011 in St Paul. What would it take to treat? Waiting on regulatory measures to come down.
11. Methane Recovery - designed on current tonnage - daily basis or would need to expand facility? 3200 CFM peak - now at 27-28.
12. What process to get questions to staff?  
Planning Commission - Allan  
EAC - Ally  
Council - Kris  
Public - Becky - [cityclerk@ighmn.gov](mailto:cityclerk@ighmn.gov)
13. What is the city's deadline for approval or denial? 60 days on its own, City can extend another 60 days if need arises.

**4. ADJOURN:****Motion to adjourn at 8:34 p.m. by Murphy, second by Scales.****Ayes: 5****Nays: 0      Motion carried.**

Minutes prepared by City Clerk Rebecca Kiernan

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

**1. CALL TO ORDER:**

The City Council of Inver Grove Heights met in regular session on Monday, July 8, 2024. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

**2. ROLL CALL:**

Present In-Person: Mayor Dietrich; Council Members: Murphy, T’Kach, Gliva and Scales  
Staff Present: City Clerk Kiernan, City Administrator Wilson, City Attorney Nason, City Engineer Merchlewicz, Communications Manager Looze, City Planner Hunting, Parks and Recreation Director Lares, Recreation Superintendent Dorshak, Recreation Coordinator Swenhaugen, and Fitness Coordinator Crary

**3. APPROVAL OF AGENDA:**

**Motion to approve agenda as published by T’Kach, second by Gliva.**

**Ayes: 5**

**Nays: 0          Motion carried.**

**4. PRESENTATIONS:**

**A.** Award of Excellence – Minnesota Recreation and Parks Association

Mayor Dietrich introduced the Assistant Parks and Recreation Director for the City of Eagan Jared Flewellen to present this award. Flewellen represents the Minnesota Recreation and Parks Association (MRP). MRP’s Award of Excellence was created to recognize agencies and their staff for an outstanding and unique project from the previous year. The 5<sup>th</sup> Quarter showcased the qualities of community engagement, local partnership with Spark and involvement with youth. Flewellen presented the award to the Parks and Recreation and Spark staff.

**B.** Parks and Recreation Month Proclamation

Mayor Dietrich read the Proclamation making July Parks and Recreation Month.

**5. CONSENT AGENDA:**

**A.** Approval of Minutes of the June 10, 2024 City Council Meeting

**B.** Approval of Disbursements, **Resolution 2024 -130**

**C.** Personnel Actions

**D.** Temporary Off-Site Gambling Permit for Moose Lodge #1088, **Resolution 2024-131**

**E.** Resolution Approving Lawful Charitable Gambling Premises at Pizza Pub, **Resolution 2024-132**

**F.** Resolution Appointing Election Judges for the 2024 State Primary and General Election, **Resolution 2024-133**

- G.** Resolution Awarding a Contract to WSB for Final Design and Bidding Services for City Project No. 2025-9D and 2025-09E, **Resolution 2024-134**
- H.** Resolution Scheduling Public Hearing for 2025 Pavement Management Project 2025-09G, **Resolution 2024-135**
- I.** Resolution Retaining Bucket Truck #307, **Resolution 2024-136**
- J.** Resolution of Support for Livable Communities Grant Application - Lupe Development, 6050 Cahill Ave., **Resolution 2024-137**

**Motion to approve consent agenda items 4A - 4J by Scales, second by T'Kach.**

**Ayes: 5**

**Nays: 0      Motion carried.**

## **6. PUBLIC HEARINGS**

**A.** Temporary One-Day Liquor License for IGH Parks and Recreation Department  
Clerk Kiernan presented one temporary liquor license for the food truck event in conjunction with the July 18<sup>th</sup> event at the Rich Valley complex. Notice was published in the June 28<sup>th</sup> edition of the Pioneer Press and Staff recommends approval.

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

**Ayes: 5**

**Nays: 0      Motion carried.**

**Motion to approve temporary one-day Liquor License for IGH Food Truck Days by Murphy, second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

## **7. REGULAR BUSINESS:**

**A.** Rental Housing Licenses

City Administrator Wilson presented two rental housing licenses that have been reviewed by Staff and found to be eligible for licenses.

**Motion to approve two Rental Housing Licenses at the addresses of 7007 River Road and 7299 Babcock Trail by Gliva, Second by T'Kach.**

**Ayes: 5**

**Nays: 0      Motion carried.**

**B. First Reading of an Ordinance Amending Various Provisions of Title 10, Zoning Regulations, Resolution 2024-138**

City Planner Hunting presented this item. The revisions are mainly focused on multiple family zoning, which includes some parking regulations.

Overview / Goals

- Simplify and Clarify multi-family zoning regulations (R-3A, R-3B and R-3C)
- Make density of the three zoning districts consistent with City's Comp Plan
- Focus more on density than building type
- Consolidated performance standards, parking regulations, etc. that were in multiple sections of the code
- Remove specific "townhome" and "apartment" sections
- Make multi-family housing a permitted use in the multi-family zoning districts (currently a conditional use - requiring a CUP process)
- Modify parking standards for multi-family development
- Amend NWA overlay district language regarding allowable unit mix within a PUD

Proposed Changes - Zoning Code Consistency with the Comprehensive Plan

| Zoning District | Corresponding Comp Plan Guiding                             | CURRENT Density in Zoning Code | Proposed Density in Zoning Code |
|-----------------|-------------------------------------------------------------|--------------------------------|---------------------------------|
| R-3A            | Low-medium Density Residential (LMDR), 4 - 8 units per acre | Up to 6 units per acre         | 4 to 8 units per acre           |
| R-3B            | Medium Density Residential (MDR), 8 - 12 units per acre     | 7 to 12 units per acre         | 8 to 12 units per acre          |
| R-3C            | High Density Residential (HDR), 12 - 35 units per acre      | More than 12 units per acre    | 12 to 35 units per acre         |

**R-3A:**

- Lowest density of the multi-family zoning districts
  - Currently "up to 6 units per acre"
  - Proposed at 4 to 8 units per acre
- Consistent with Low-Medium Density (LMDR) guiding
- Only multi-family district recommended to maintain a building type restriction
  - Buildings of 4 units or less

**R-3B:**

- Middle density of the multi-family zoning districts
  - Currently 7 to 12 units per acre
  - Proposed at 8 to 12 units per net acre
- Consistent with Medium Density (MDR) guiding

**R-3C:**

- Highest density of the multi-family zoning districts
  - Currently more than 12 units per acre
  - Proposed at 12 to 35 units per net acre
  - Zoning code does not currently have a max # of units - but Comp Plan does
- Consistent with High Density (HDR) guiding

### Changes across All 3 Zoning Districts (R-3A, R-3B and R-3C)

- Changing from Conditional Use to Permitted Use
  - Still provides public process through Major Site Plan Review and Platting
- Changing lot area to be consistent with comp plan density ranges
- Modify some setback and bulk standards to eliminate inconsistencies
- Restructure some performance standards so they are located in the corresponding sections of the code, i.e., parking standards and setbacks, exterior materials, screening

The current code for multi-family zoning has multi-family residential as a conditional use. The proposal is to change it to a permitted use. The code still requires a public review process including platting and site plan review.

### Parking Requirements:

- Consolidating all performance standards related to parking to the parking chapter of the Code (10-15A-3) for ease of finding the requirements
- Proposed standards:
  - Reduce requirement from 2.5 to 2 parking stalls per unit
  - Require 1 of the 2 stalls to be enclosed or underground
  - Plus 1 stall of visitor parking for every 6 units
  - Developer could get approval for fewer parking spaces via a PUD or variance

### Parking Standards for Multiple Family Projects in Select Cities:

|               |                                                                                                                         |
|---------------|-------------------------------------------------------------------------------------------------------------------------|
| Woodbury      | 2.5 spaces per unit or 2 spaces per unit if 1 space is provided underground                                             |
| Eagan         | 1 enclosed or underground space per unit and 0.5 outdoor parking spaces per unit                                        |
| Cottage Grove | 2 spaces per unit. Additional guest parking required based on 1.5 spaces for every 10 units                             |
| Rosemount     | 2 spaces per unit                                                                                                       |
| Plymouth      | Townhome - 2.5 spaces per unit of which 2 must be enclosed. Apartment - 1.8 spaces per unit of which 1 must be enclosed |

### Development Examples (Inside and Outside the NWA)

Project with 100 Apartment Units:

| Outside the NWA                                       |                                 | Inside the NWA                          |                                                                    |
|-------------------------------------------------------|---------------------------------|-----------------------------------------|--------------------------------------------------------------------|
| Current Standard                                      | Proposed Standard               | Current Standard                        | Proposed Standard                                                  |
| 250 spaces or 200 spaces with proof of parking for 50 | 200 spaces plus 17 guest spaces | 188 spaces of which 94 must be enclosed | 150 spaces plus 25 guest spaces (175) of which 88 must be enclosed |
| Ratio 2.5:1                                           | Ratio 2.17:1                    | Ratio 1.88:1                            | Ratio 1.75:1                                                       |

Project with 300 Apartment Units:

| Outside the NWA  |                   | Inside the NWA   |                   |
|------------------|-------------------|------------------|-------------------|
| Current Standard | Proposed Standard | Current Standard | Proposed Standard |

|                                                        |                                       |                                          |                                                                     |
|--------------------------------------------------------|---------------------------------------|------------------------------------------|---------------------------------------------------------------------|
| 750 spaces or 600 spaces with proof of parking for 150 | 600 spaces plus 50 guest spaces (650) | 563 spaces of which 282 must be enclosed | 450 spaces plus 75 guest spaces (525) of which 263 must be enclosed |
| Ratio 2.5:1                                            | Ratio 2.17:1                          | Ratio 1.88:1                             | Ratio 1.75:1                                                        |

### **Mixed Unit Types in NWA (see Table 13J-2)**

- NWA Overlay district currently allows a broader mix of housing types in the multi-family districts than are allowed in those districts outside of the NWA
- Seeing more proposals that want to take advantage of this by mixing single-family, townhome and apartment buildings of various sizes within one development
- Currently, when a proposed unit mix conforms to the Comp Plan then it conflicts with the Zoning Code and vice versa
- Proposing to delete Table 13J-2 and replace with language that allows mixture of single-family, townhomes and apartment buildings - as long as the PUD meets minimum and maximum density requirements of Comp Plan designation and zoning district (which will now match)

City Council is requested to take action to adopt the proposed ordinance amendments relating to multiple family developments, parking related to multiple family developments and Northwest Area Overlay District changes to the unit type density table.

Mayor Dietrich asked how current the parking space requirements were for the other cities were.

Planner Hunting said he did not request that information but some of the standards are similar to our current code.

Council Member Murphy asked if this reduces Council's ability to legally say no to a development that they do not feel fits in the NWA.

Planner Hunting said in 2021 - 2022 the proposed development for At Home Apartments had requested to build a mix of residential types including twin homes, townhomes, and apartment buildings. The proposed development was at the low end of the comprehensive plan designations, and it did not fit well in the ordinance. One area was guided MDR, and the other area was guided HDR. The developers wanted to downgrade from HDR to MDR. The ordinance would not permit this type of product mix even though it was at the low end of the required density. The development did not move forward. The proposed revisions to the code remove some of the issues that prevented this development from moving forward. There is verbiage in the code that would allow Council to approve a development similar to At Home Apartments, but it could also be denied since it did not meet the code requirements. The PUD section of the code says Council could be flexible with the code standards for the purpose of creating a better overall design or improved living environment but not solely for the economic benefit of the developer. The NWA ordinance currently says the total number and location of the units should be established by the Council at time of final PUD approval. The amendment would remove some specific requirements and provide developers more opportunity to be creative in their design.

Council Member Murphy asked if the NWA overlay is part of what is being changed or if it reduces Council's control.

Planner Hunting said removing the table would reduce restrictions on a developer planning a mixed development. Developers want to have mixed building types and it is difficult with the restrictions in the table.

Council Member Murphy said he remembered the maximum units per building was an issue and this update would focus on density as a whole. He asked if this would take more control away from the Council.

Planner Hunting said the current code would permit a certain percentage of unit types. They are proposing to remove the percentage restriction and allow more of a certain type of building as long as the development meets the minimum density in the comp plan.

Council Member Murphy asked why multi-family is currently a conditional use in the NWA and if it was to add control.

Planner Hunting said multi-family residential is a permitted use in the NWA but has to be done by a PUD. Outside the NWA multi-family residential is currently a conditional use. The building size limits have been the same since the code was written in 1965 and multi-family residential as a conditional use may have been carried over with the original code.

Council Member Murphy said he agrees the code needs to align with the comp plan but wants to maintain the current level of control in the NWA since it is a difficult area in Inver Grove Heights. He would support further work on the code and revisiting it at another time.

Planner Hunting said there are options to keep the unit type in the code or suggest a number greater than seven units per building.

Council Member Gliva asked if the change in units per acre for R-3A from "up to 6 units per acre" to 4 to 8 units per net acre was to match the comp plan.

Planner Hunting said it is to match the comp plan and align R3A zoning with LMDR guiding that permits up to 8 units per acre. The City is required to update zoning requirements to match the comp plan and currently they are not aligned.

Council Member Gliva asked if they were out of compliance since the guiding and zoning do not match.

Planner Hunting said in this area they were, and it needs to be fixed.

Council Member Gliva asked if a current developer would have to abide by the 6 units per acre.

Planner Hunting said they would be restricted by the R3-A zoning and only be permitted to develop up to 6 units per acre.

Council Member Gliva asked if the R3-A zoning would override the LMDR guiding of the comp plan.

Planner Hunting said the R3-A zoning is what the developer would have to follow. The comp plan is the overall guiding for the area and the codes need to be updated to reflect the guiding of the comp plan.

Council Member Gliva asked if they have been in a situation where a developer noticed the mismatch.

Planner Hunting said that he cannot recall a situation where it was noticed.

Council Member Scales said he does not see the proposed updates as losing control but sees them as being flexible. The City has been aligning codes throughout the last year and he thinks it works well and this provides flexibility for developers. He said he is supportive of the changes.

Council Member T'Kach said they have the opportunity to allow developers more creativity to develop a better product for Inver Grove Heights and it results in the same densities. She asked if the requirement to show proof of parking was being removed and developers would have to build the required number parking spaces.

Planner Hunting said the proposal is a firm build of a certain number of parking spots as opposed to dedicating a large area for parking. The example of the apartment building with 100 units currently would have to build 250 spaces or 200 spaces with proof of parking for 50 additional spaces. The proposed standard would be a firm build of 217 spaces, which is only 17 more spaces than the current standard and would not require the open space for proof of 50 parking spaces.

Council Member T'Kach asked if there were any requirements for sidewalks throughout the developments.

Planner Hunting said there is a requirement to provide sidewalk on one side of a public street but there is no requirement within a development. They have been seeing more developments with sidewalks but there is no requirement within the code because it may work in some developments but not in others.

Council Member T'Kach asked if PUDs required a homeowner's association.

Attorney Nason said PUDs do not require a homeowner's association but typically there is one. Within the code there are certain requirements that have to be met by different entities. In the NWA stormwater management has to be managed by a homeowner's association unless it is overseen by the city.

Council Member T'Kach said there are many homeowner's associations, and some are very restrictive. She wonders if they are contributing to the restrictions by requiring an HOA as part of a PUD.

Planner Hunting said in the NWA an HOA is needed because of the different stormwater systems as a means to ensure the money is collected to maintain the systems.

Council Member T'Kach asked if it is required outside of the NWA.

Planner Hunting said he does not think an HOA is required outside of the NWA, but he can verify that information.

Council Member Murphy said he believes they are on the right path and that it does need to be cleaned up to avoid confusion. He asked if removing the table would remove some control from Council.

Planner Hunting said there would not be specific unit maximums for a building or a percentage of product type mixes. It gives more flexibility to a developer to provide what they think fits on the land. Removing these restrictions allows developers more options.

Council Member Murphy said he is not comfortable with Council giving up control to developers in the NWA. He asked Attorney Nason if Council would change this code if it would have changed the conversation with the At Home Apartments developers or change any control that the Council and neighbors currently have.

Attorney Nason said it would be a different conversation. Within the NWA there are different layers of regulations. There are the NWA standards, the PUD standards, and the underlying zoning district standards. The At Home Apartments was in an R3-B zoned area and there is a current limitation allowing only 50% of the units in buildings with five units or more. The NWA standards said five plus units with no maximum unit number. This led to questions of how many units an apartment building in the NWA could have and still follow code. The proposed changes would eliminate the question since the R3-B would no longer have a maximum number of units. It seems to be a challenge to developers to meet the different types of building requirements in the current table.

Council Member Murphy asked if the proposed changes are approved could they legally have said no to a development because they did not want an apartment building on the highest point of Inver Grove Heights.

Attorney Nason said it is a difficult question because there are multiple layers of questions that needed to be answered before the Council could have approved the project. The proposed revision removes some of the areas in the code that could be cited to deny the development. There is a process that allows the Council to modify some requirements to approve a project if it finds the project is in the best interest of the city. All of the regulations apply but there is room for flexibility if certain criteria are met.

Council Member Murphy asked if they were giving up some control but not to the extent that they would not have been able to say no to the development.

Attorney Nason said Council is losing some constraints in the code that could be used as reasoning for denying a project. The code says the total number of housing units and housing types for a specific project will be determined by City Council at the time of PUD plan approval. If a developer proposes an apartment building that meets all of the criteria for the area, it is more difficult for the Council to be able to point to language in the code to support denying the project without it being considered arbitrary.

Administrator Wilson said if the concern is the development proposed a development on a geographical point of the city, the property should be rezoned. If the concern of the Council

is not wanting a large apartment building in any area zoned R3-B, Staff will need to revise the ordinance to state a specific number of units permitted per building in the zoning. In R3-A zoning, the maximum is a four-plex. There is no maximum unit count in the proposed R3-B and R3-C zoning codes. The R3-C zoning has a maximum of 35 units per acre. If Council is concerned with controlling building size, they can direct Staff to revise the ordinance to include maximum units per building in accordance with the comp plan.

Council Member Murphy said adding maximums in the ordinance is an important point and retains Councils control.

Council Member T'Kach asked what the maximum units per acre are in the R3-B zone.

Planner Hunting said it is 8 to 12 units per net acre.

Council Member T'Kach said a developer would have to have at least ten acres of net buildable land to develop a 120 unit building. That could give us the density and size boundary. A developer could not own three acres and develop a 200 unit development on a property zoned R3-B.

Council Member Gliva asked if a developer had three acres and chose to build one building in the highest geographical point in the property.

Planner Hunting said in the NWA there are height requirements of 56 feet tall for property zoned R3-B and 70 feet for property zoned R3-C. With a three acre property they would have a maximum of 36 units and the code does not dictate where the building would have to be as long as setbacks are met.

Council Member Scales said they currently do not have control over where a developer builds on their property. The height requirements do limit developers and he does not see this as a loss in control.

Council Member Murphy said with potential state legislature and proposals from developers he is more comfortable having a maximum number of units per building in the code.

Public Comment:

Kathryn Domagall - 3738 Conroy Trail - said she lives in a townhome community that has 2.4 parking spaces per unit and they have parking issues. She asked if the proposed changes to two parking spaces per unit were for townhomes or for apartment buildings. Snow removal is a concern.

Planner Hunting said he thinks the current code is 2.5 parking spaces for unit including a garage space, a driveway space and the developer would have to provide 0.5 spaces per unit somewhere in the development. The current proposal for two spaces per unit for structures with three or more units and one must be enclosed. It is not a large change from the original code. There are typically two car garages and two parking spaces in the driveway exceeding the requirement.

Jerica Gomez - 7007 River Road - said the zoning code should always match the comp plan.

Mayor Dietrich said less parking would require more frequent hauling of snow and it is a lot for residents to move their vehicles when this is required. She asked how the parking was determined.

Planner Hunting said the code does not address snow storage and it was not looked at when looking at other cities. This is usually addressed during the development phase. The developers typically say they provide notice and residents will need to move their cars.

Mayor Dietrich asked for the current motion to be repeated.

Administrator Wilson said Council Member Murphy made a motion to approve the motion with an addition of a unit maximum in the R3-B and R3C districts. If that is the will of the Council, it may be best to bring this back to allow Staff to provide a new ordinance with the unit maximum in the ordinance.

Mayor Dietrich asked Council Member Murphy if he would consider withdrawing his motion and make a motion to table the item.

Council Member Murphy withdrew his initial motion.

Mayor Dietrich asked if any Council Members had an issue with the parking.

Council Member Scales said he always has concerns with parking but thinks the parking is fine.

Council Member Gliva said Inver Grove Heights does not have a lot of transit compared to the other cities that were provided and there are a lot of drivers.

Mayor Dietrich said Inver Grove Heights is not a walkable city and residents need some type of transportation.

Planner Hunting said they understand there is no transit, and it is not an advantage to them to provide a project that does not have enough parking. There still can be two cars or more per unit but the majority of these developments are designed with studio and one-bedroom units instead of three or more bedrooms.

Council Member T'Kach said developers do not want to overbuild due to the cost of land. If they make it easy for people to continue to drive everywhere it will be harder to get people to transition and harder to get more transit into Inver Grove Heights. They are seeing studio and one-bedrooms.

Council Member Scales said he does not want to reduce parking to force residents to do something. He wants to do it because that is what the market needs. It should not be to force residents into something.

Council Member T'Kach said she has no intention of using land-use to force people into certain habits or opportunities.

**Motion to approve First Reading of Ordinance with addition of maximum number of units for R3-B and R3-C Districts by Murphy.**

**Motion to withdraw first motion by Murphy.**

**Motion to table First Reading of Ordinance 1481 Amending Various Provisions of the Inver Grove Heights City Code Title 10, Zoning Regulations to adjust current proposed modifications with adding maximum units in R-3B and R-3C by Murphy, second by Gliva.**

**Ayes: 4**

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

**8. PUBLIC COMMENT:**

Jerick Gomez - 7007 River Road - said she is developing a rental property on River Road. The City disallowed temporary rental licenses. She had developed it to be temporary rentals for cash flow. She asked what the opportunities she has for the property.

Mayor Dietrich said they do allow rental properties but not short-term rental properties. Rental terms would need to be 30 days or longer. She asked Administrator Wilson when the temporary rentals will no longer be permitted.

Administrator Wilson said it takes effect April 1, 2025. She said short-term rentals are permitted for homesteaded properties where the property owner is living onsite.

**9. MAYOR AND COUNCIL COMMENTS:**

Council Member Scales said Hangry Joe’s Chicken is excellent but very spicy.

Mayor Dietrich said she is proud of the Inver Grove Heights Parks and Rec department and encouraged residents to go out and enjoy the trails.

Council Member T’Kach said she attended the League of Minnesota Cities conference in June and found it valuable. There was a lot of information related to how cities engage their communities, business growth, housing, and climate resiliency. She encourages Council to attend and appreciated the opportunity.

**ADJOURN:**

**Motion to Adjourn at 7:25 p.m. by Scales second by Gliva.**

**Ayes: 5**

**Nays: 0      Motion carried.**

Minutes prepared by Recording Secretary Sara Lyons





## Request for Council Action

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

**MEETING DATE:**   July 22, 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 July 3 – 16, 2024.

### BACKGROUND

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

| Fund Type         | Amount       |
|-------------------|--------------|
| General Fund      | \$95,317.84  |
| Special Revenue   | 72,050.78    |
| Debt Service      | 0.00         |
| Capital Projects  | 77,577.06    |
| Enterprise        | 301,342.02   |
| Internal Service  | 82,451.46    |
| Escrows           | 117,772.40   |
| Total - All Funds | \$746,511.56 |

### FISCAL IMPACT

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

### RECOMMENDATION

Staff recommends approval of the disbursements as presented.

### ATTACHMENTS

1. Resolution
2. Disbursement Listing

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

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

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF  
July 3, 2024 – July 16, 2024.**

**WHEREAS**, a detailed listing of disbursements for the period of July 3, 2024 – July 16, 2024 was presented to the City Council for approval.

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

| <b>Fund Type</b>  | <b>Amount</b> |
|-------------------|---------------|
| General Fund      | \$95,317.84   |
| Special Revenue   | 72,050.78     |
| Debt Service      | 0.00          |
| Capital Projects  | 77,577.06     |
| Enterprise        | 301,342.02    |
| Internal Service  | 82,451.46     |
| Escrows           | 117,772.40    |
| Total - All Funds | \$746,511.56  |

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

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

ATTEST:

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



City of Inver Grove Heights

# Expense Approval Report

## By Fund

Payment Dates 7/3/2024 - 7/16/2024

| Vendor Name                     | Payable Number      | Post Date  | Description (Item)                  | Account Number    | Amount    |
|---------------------------------|---------------------|------------|-------------------------------------|-------------------|-----------|
| <b>Fund: 101 - GENERAL FUND</b> |                     |            |                                     |                   |           |
| REVOLUTIONARY SPORTS, LLC       | 0554                | 07/03/2024 | Winter- Spring preschool prog...    | 101.4300.454.5310 | 5,044.00  |
| CULLIGAN                        | 157984591006X063024 | 07/03/2024 | Bottled water for fire station 1    | 101.2200.000.5190 | 83.48     |
| CULLIGAN                        | 157985524824X063024 | 07/03/2024 | Bottled water for Rich Valley ...   | 101.4200.000.5190 | 27.00     |
| CULLIGAN                        | 157985524824X063024 | 07/03/2024 | Bottled water svc for Rich Vall...  | 101.4200.000.5430 | 11.30     |
| CULLIGAN                        | 157986034674X063024 | 07/03/2024 | Bottled water for fire station 2    | 101.2200.000.5190 | 124.69    |
| MARTIN-MCALLISTER               | 16214               | 07/03/2024 | Pre-employment psych. eval          | 101.2200.000.5178 | 1,500.00  |
| SHRED-N-GO, INC.                | 168839              | 07/03/2024 | Document shredding 6.27.2024        | 101.1800.000.5310 | 375.00    |
| TAHO SPORTSWEAR                 | 24TS2552            | 07/03/2024 | Staff Shirts                        | 101.4300.459.5175 | 33.50     |
| TAHO SPORTSWEAR                 | 24TS2553            | 07/03/2024 | Staff Shirts                        | 101.4300.459.5175 | 63.75     |
| VERIFIED HOLDINGS, LLC          | 354432              | 07/03/2024 | Pre-employment background ...       | 101.1120.000.5310 | 422.00    |
| GOPHER LAWN AND SNOW S...       | 3553                | 07/03/2024 | Lawn care services @ Cemete...      | 101.4200.000.5310 | 270.00    |
| GOPHER LAWN AND SNOW S...       | 3554                | 07/03/2024 | 6.2024 ditch mowing                 | 101.4200.000.5310 | 260.00    |
| MESSERLI & KRAMER, P.A.         | 464484              | 07/03/2024 | 2024 Q3 retainer for legislativ...  | 101.1000.000.5310 | 11,125.00 |
| ABDO, LLP                       | 493237              | 07/03/2024 | Preparation of OSA Summary ...      | 101.2000.000.5310 | 950.00    |
| CENTURY LINK                    | 6/19/2024           | 07/03/2024 | Fire station 1 fax machine 6.2...   | 101.2200.000.5320 | 50.49     |
| TRICIA HAYNES                   | 6/27/2024           | 07/03/2024 | Music in the park performer 7...    | 101.4300.453.5310 | 800.00    |
| DAJ ENTERPRISES LLC (ECO W...   | 8305                | 07/03/2024 | fertilizer                          | 101.4200.000.5135 | 5,298.00  |
| DAJ ENTERPRISES LLC (ECO W...   | 8308                | 07/03/2024 | fertilizer                          | 101.4200.000.5135 | 802.50    |
| INNOVATIVE OFFICE Solutio...    | CIN123112           | 07/03/2024 | Office chair: Cathy                 | 101.1800.000.5190 | 431.96    |
| INNOVATIVE OFFICE Solutio...    | CIN23113            | 07/03/2024 | Office chair: Linda                 | 101.1800.000.5190 | 447.85    |
| DDA HUMAN RESOURCES, INC.       | '00000801           | 07/11/2024 | Recruiting services for Comm ...    | 101.5000.000.5310 | 12,250.00 |
| ROHN INDUSTRIES, INC.           | 0025307             | 07/11/2024 | Shred Event 5.18.2024               | 101.5000.420.5389 | 550.00    |
| EARL F ANDERSEN INC             | 0136660-IN          | 07/11/2024 | Traffic signs and materials         | 101.3200.000.5125 | 326.60    |
| TYLER TECHNOLOGIES, INC         | 025-470396          | 07/11/2024 | COA Progress Billing 6.4 - 6.21...  | 101.1800.000.5310 | 398.75    |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | ORD 1449 - Council Procedur...      | 101.1100.000.5330 | 51.48     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | NoPH: Food Truck                    | 101.1140.000.5330 | 21.32     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | NoPH: Church of St Patrick - T...   | 101.1140.000.5330 | 19.76     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | NoPH: GasX LLC - New Off-sal...     | 101.1140.000.5330 | 17.68     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1471 - Zoning Dist - chipot...  | 101.5000.420.5330 | 115.44    |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1448 - Chipotle PUD Revis...    | 101.5000.420.5330 | 2,297.88  |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1451 - Case 23-10X - SE 1...    | 101.5000.420.5330 | 105.56    |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1453 Case 23-10X-St Subd...     | 101.5000.420.5330 | 88.40     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1454 - 23-17ZPA                 | 101.5000.420.5330 | 69.16     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1452-Case 23-10X- Inver ...     | 101.5000.420.5330 | 58.24     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1449- 23-10X - Peltier Res...   | 101.5000.420.5330 | 51.48     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | ORD 1450 -Case 23-10X - High...     | 101.5000.420.5330 | 52.00     |
| ST. PAUL PIONEER PRESS          | 0624572521          | 07/11/2024 | Ord 1461 - 23-28ZC Dotas            | 101.5000.420.5330 | 50.96     |
| PRO-TEC DESIGN INC.             | 114915              | 07/11/2024 | Camera & dome                       | 101.4200.000.5160 | 2,728.22  |
| LOCAL GOVERNMENT INFOR...       | 12019               | 07/11/2024 | Special Assessment Quarterly        | 101.1800.000.5310 | 4,416.00  |
| LOCAL GOVERNMENT INFOR...       | 12019               | 07/11/2024 | SA E-Property Web Host Quar...      | 101.1800.000.5310 | 788.00    |
| LOCAL GOVERNMENT INFOR...       | 12019               | 07/11/2024 | Division Software: PD lines 1, 2... | 101.2000.000.5395 | 8,656.00  |
| LOCAL GOVERNMENT INFOR...       | 12019               | 07/11/2024 | quarterly charge for services       | 101.2200.000.5310 | 821.00    |
| SMOOT ENTERPRISES ADVAN...      | 12274               | 07/11/2024 | Embroidery                          | 101.5200.000.5175 | 10.00     |
| UNIFIRST CORPORATION            | 1410067709          | 07/11/2024 | Streets uniforms                    | 101.3200.000.5175 | 52.21     |
| UNIFIRST CORPORATION            | 1410067709          | 07/11/2024 | Parks uniforms                      | 101.4200.000.5175 | 22.00     |
| UNIFIRST CORPORATION            | 1410070592          | 07/11/2024 | Streets Uniforms                    | 101.3200.000.5175 | 52.21     |
| UNIFIRST CORPORATION            | 1410070592          | 07/11/2024 | Parks Uniforms                      | 101.4200.000.5175 | 62.35     |
| FIRST IMPRESSION GROUP          | 158604              | 07/11/2024 | Print and mailing services su...    | 101.1300.000.5333 | 7,875.00  |
| ELSA LITECRY                    | 20240627-2          | 07/11/2024 | Contracted service for EcoElsa...   | 101.4300.452.5310 | 1,540.00  |
| TRIDISTRICT COMMUNITY ED        | 2324-1664           | 07/11/2024 | Basketball League facility rent...  | 101.4300.454.5430 | 90.00     |
| TRIDISTRICT COMMUNITY ED        | 2324-1664           | 07/11/2024 | Fundamental Basketball Skills ...   | 101.4300.454.5430 | 136.30    |
| UNITED RENTALS, INC             | 235448666-001       | 07/11/2024 | Crane rental for flood              | 101.3200.000.5430 | 902.00    |
| M & J SERVICES, LLC             | 2936                | 07/11/2024 | Storm sewer patching & repai...     | 101.3200.000.5415 | 975.00    |

## Expense Approval Report

Payment Dates: 7/3/2024 - 7/16/2024

| Vendor Name                    | Payable Number | Post Date  | Description (Item)                    | Account Number    | Amount    |
|--------------------------------|----------------|------------|---------------------------------------|-------------------|-----------|
| M & J SERVICES, LLC            | 2949           | 07/11/2024 | Replace curb sections                 | 101.3200.000.5415 | 1,200.00  |
| GOPHER LAWN AND SNOW S...      | 3556           | 07/11/2024 | Abatement Property Lawn Car...        | 101.5000.000.5310 | 85.00     |
| GOPHER LAWN AND SNOW S...      | 3557           | 07/11/2024 | Abatement Property Lawn Car...        | 101.5000.000.5310 | 85.00     |
| GOPHER LAWN AND SNOW S...      | 3558           | 07/11/2024 | Abatement Property Lawn Car...        | 101.5000.000.5310 | 85.00     |
| SAFE ASSURE CONSULTANTS        | 3596           | 07/11/2024 | OHSA and Safety Training Con...       | 101.1120.000.5310 | 8,114.35  |
| PUBLIC SECTOR HUMAN RES...     | 407663         | 07/11/2024 | PSHRA MN Dues                         | 101.1120.000.5335 | 50.00     |
| DAKOTA UNLIMITED INC           | 412346         | 07/11/2024 | Signs                                 | 101.3200.000.5125 | 461.22    |
| DAKOTA CTY PARKS DEPT          | 44             | 07/11/2024 | Fee for canoe, fish, hike field tr... | 101.4300.452.5343 | 300.00    |
| MADDEN GALANTER HANSEN,...     | 45476          | 07/11/2024 | Labor relations thru 6.2024           | 101.1120.000.5305 | 237.25    |
| CINTAS CORPORATION             | 9278000453     | 07/11/2024 | AED agreement - Parks                 | 101.4200.000.5310 | 134.42    |
| BRAUN INTERTEC CORPORATI...    | B389844        | 07/11/2024 | Retaining wall consulting svc &...    | 101.5200.000.5310 | 2,753.00  |
| PRECISE MRM                    | IN200-1049391  | 07/11/2024 | Annual GPS access fee for nine...     | 101.3200.000.5310 | 1,320.00  |
| PRECISE MRM                    | IN200-1049583  | 07/11/2024 | GPS Data for nine dump trucks         | 101.3200.000.5310 | 110.00    |
| INNOVATIVE OFFICE SOLUTIO...   | IN4568923      | 07/11/2024 | USB drives for NDTA                   | 101.2200.424.5105 | 253.13    |
| SAFE-FAST, INC.                | INV292524      | 07/11/2024 | Long sleeve shirts                    | 101.3200.000.5175 | 39.23     |
| NEWMAN SIGNS INC               | TRFINV054711   | 07/11/2024 | Road work signs                       | 101.3200.000.5125 | 550.86    |
| MINNESOTA DEPARTMENT OF...     | INV0195794     | 07/12/2024 | CASE #001570640001                    | 101.0000.000.2220 | 342.87    |
| TEXAS STATE DISBURSEMENT...    | INV0195795     | 07/12/2024 | CASE #0012022247                      | 101.0000.000.2220 | 230.77    |
| MINNESOTA DEPARTMENT OF...     | INV0195796     | 07/12/2024 | CASE #001490481201                    | 101.0000.000.2220 | 357.72    |
| MINNESOTA DEPARTMENT OF...     | INV0195797     | 07/12/2024 | CASE #000115468905                    | 101.0000.000.2220 | 69.22     |
| MINNESOTA DEPARTMENT OF...     | INV0195798     | 07/12/2024 | CASE #001563363401                    | 101.0000.000.2220 | 426.85    |
| WI SCTF (WI SUPPORT COLLEC...  | INV0195799     | 07/12/2024 | PARTICIPANT ID#0004986316             | 101.0000.000.2220 | 433.06    |
| IGH PROFESSIONAL FIREFIGHT...  | INV0195803     | 07/12/2024 | UNION DUES (IAFF)                     | 101.0000.000.2041 | 504.01    |
| MN STATE RETIREMENT SYST...    | INV0195808     | 07/12/2024 | MINNESOTA DEFERRED COM...             | 101.0000.000.2038 | 1,135.00  |
| MN STATE RETIREMENT SYST...    | INV0195809     | 07/12/2024 | MINNESOTA DEFERRED COM...             | 101.0000.000.2038 | 848.36    |
| MN STATE RETIREMENT SYST...    | INV0195810     | 07/12/2024 | 457 ROTH IRA (AGE 49 & UND...         | 101.0000.000.2038 | 1,420.00  |
| Fund 101 - GENERAL FUND Total: |                |            |                                       |                   | 95,317.84 |

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

|                               |               |            |                                   |                   |           |
|-------------------------------|---------------|------------|-----------------------------------|-------------------|-----------|
| STAR TRIBUNE                  | 5/15/2024     | 05/15/2024 | Visit Inver Grove spring Campa..  | 201.5600.000.5330 | 2,000.00  |
| RIVER HEIGHTS CHAMBER OF ...  | 103507        | 07/03/2024 | Monthly Office Rent 7.2024        | 201.5600.000.5430 | 600.00    |
| RIVER HEIGHTS CHAMBER OF ...  | 103510        | 07/03/2024 | Contract / Personnel Costs 6.2... | 201.5600.000.5310 | 6,024.01  |
| RIVER HEIGHTS CHAMBER OF ...  | 103510        | 07/03/2024 | Service Contract / Admin Exp...   | 201.5600.000.5310 | 300.00    |
| RIVER HEIGHTS CHAMBER OF ...  | 103510        | 07/03/2024 | CVB Health Insurance Reimbu...    | 201.5600.000.5310 | 250.00    |
| RIVER HEIGHTS CHAMBER OF ...  | 103510        | 07/03/2024 | CVB Cell Phone Reimburseme...     | 201.5600.000.5320 | 75.00     |
| STAR TRIBUNE                  | 4/26/2024     | 07/03/2024 | Visit IG Spring Campaign          | 201.5600.000.5330 | 3,000.00  |
| KEY ENTERPRISES, LLC          | m2024CI-15274 | 07/11/2024 | MSP Mag. Digital Ad               | 201.5600.000.5330 | 3,330.00  |
| Fund 201 - C.V.B. FUND Total: |               |            |                                   |                   | 15,579.01 |

## Fund: 205 - COMMUNITY CENTER-OPERATING FUND

|                               |                     |            |                                    |                   |          |
|-------------------------------|---------------------|------------|------------------------------------|-------------------|----------|
| TWIN SOURCE SUPPLY            | 00511433            | 07/03/2024 | vandalism cleaner                  | 205.4420.000.5125 | 41.89    |
| TWIN SOURCE SUPPLY            | 00511433            | 07/03/2024 | vandalism cleaner                  | 205.4440.000.5125 | 41.89    |
| R & R SPECIALTIES OF WI, INC. | 0082381-IN          | 07/03/2024 | Zamboni blade sharpening           | 205.4440.000.5405 | 65.00    |
| DANIEL BAUER - TRUE MECH...   | 1484                | 07/03/2024 | Boiler operation check 5.2024      | 205.4420.000.5400 | 405.00   |
| CULLIGAN                      | 157011438908X063024 | 07/03/2024 | Softener salt                      | 205.4420.000.5125 | 258.48   |
| CULLIGAN                      | 157011438908X063024 | 07/03/2024 | softener salt                      | 205.4440.000.5125 | 64.62    |
| SMOOT ENTERPRISES ADVAN...    | 18384               | 07/03/2024 | Maint & Operations uniforms        | 205.4420.000.5175 | 205.50   |
| SMOOT ENTERPRISES ADVAN...    | 18384               | 07/03/2024 | Maint & Operations uniforms        | 205.4440.000.5175 | 205.50   |
| MIDWEST FENCE & MFG CO        | 193766              | 07/03/2024 | Slats for west rink storage fenc.. | 205.4440.000.5190 | 660.00   |
| MIDWEST FENCE & MFG CO        | 193990              | 07/03/2024 | Slats for west rink storage fenc.. | 205.4440.000.5400 | 2,185.00 |
| MIDWEST FENCE & MFG CO        | 194121              | 07/03/2024 | Door latch for west rink stora...  | 205.4440.000.5190 | 98.25    |
| AMERICAN RED CROSS            | 22703068            | 07/03/2024 | Water safety instructor            | 205.4420.000.5310 | 258.00   |
| AMERICAN RED CROSS            | 22703068            | 07/03/2024 | CPR course- Kids Rock              | 205.4420.000.5310 | 114.00   |
| TAHO SPORTSWEAR               | 24TS2552            | 07/03/2024 | Staff Shirts                       | 205.4410.470.5175 | 137.25   |
| TAHO SPORTSWEAR               | 24TS2552            | 07/03/2024 | Staff Shirts                       | 205.4420.000.5175 | 229.00   |
| TAHO SPORTSWEAR               | 24TS2552            | 07/03/2024 | Staff Shirts                       | 205.4430.000.5175 | 118.00   |
| TAHO SPORTSWEAR               | 24TS2553            | 07/03/2024 | Staff Shirts                       | 205.4420.000.5175 | 47.50    |
| TAHO SPORTSWEAR               | 24TS2553            | 07/03/2024 | Staff Shirts                       | 205.4450.483.5175 | 275.60   |
| AQUA LOGIC, INC.              | 3570                | 07/03/2024 | Lap pool defender surge tank ...   | 205.4420.000.5400 | 525.00   |
| AIM ELECTRONICS               | 45271               | 07/03/2024 | New scoreboard for rink            | 205.4440.000.5160 | 2,510.00 |
| CINTAS CORPORATION            | 5217435556          | 07/03/2024 | First aid supplies                 | 205.4410.470.5190 | 92.22    |
| CINTAS CORPORATION            | 5217834370          | 07/03/2024 | First aid supplies                 | 205.4410.470.5190 | 487.16   |

## Expense Approval Report

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| Vendor Name                                           | Payable Number  | Post Date  | Description (Item)                 | Account Number    | Amount    |
|-------------------------------------------------------|-----------------|------------|------------------------------------|-------------------|-----------|
| CINTAS CORPORATION                                    | 5218021212      | 07/03/2024 | First aid supplies                 | 205.4410.470.5190 | 39.60     |
| BECKER ARENA PRODUCTS, IN...                          | 612853          | 07/03/2024 | Ice graphics for rinks             | 205.4440.000.5190 | 2,635.00  |
| HAWKINS, INC.                                         | 6794584         | 07/03/2024 | pool chemicals                     | 205.4420.000.5135 | 5,515.13  |
| SHERWIN-WILLIAMS CO.                                  | 7023-4          | 07/03/2024 | patching paint                     | 205.4420.000.5125 | 65.34     |
| SHERWIN-WILLIAMS CO.                                  | 7023-4          | 07/03/2024 | patching paint                     | 205.4440.000.5125 | 65.34     |
| SHERWIN-WILLIAMS CO.                                  | 9693-9          | 07/03/2024 | Paint for VMCC capital comm...     | 205.4420.000.5400 | 3,175.52  |
| SHERWIN-WILLIAMS CO.                                  | 9747-3          | 07/03/2024 | Paper for common areas upda...     | 205.4420.000.5125 | 48.42     |
| INNOVATIVE OFFICE SOLUTIO...                          | CIN123032       | 07/03/2024 | Stand desk for Jamie               | 205.4410.470.5160 | 438.34    |
| DANIEL BAUER - TRUE MECH...                           | 1488            | 07/11/2024 | 2nd half boiler checks 6.2024      | 205.4420.000.5400 | 405.00    |
| HUEBSCH SERVICES                                      | 20330052        | 07/11/2024 | lobby mats                         | 205.4420.000.5430 | 327.58    |
| HUEBSCH SERVICES                                      | 20330052        | 07/11/2024 | Lobby mats                         | 205.4440.000.5430 | 81.90     |
| PERFECTION PLUS, INC                                  | 315487          | 07/11/2024 | 7.2024 cleaning svcs               | 205.4420.000.5310 | 6,912.70  |
| PUSH PEDAL PULL                                       | 385384          | 07/11/2024 | Repair of fitness equipment        | 205.4430.000.5405 | 59.99     |
| AEP ONSITE PARTNERS, LLC                              | 419-21504536    | 07/11/2024 | 6.2024 solar panels                | 205.4420.000.5355 | 5,657.82  |
| AEP ONSITE PARTNERS, LLC                              | 419-21504536    | 07/11/2024 | 6.2024 solar panels                | 205.4440.000.5355 | 5,749.64  |
| DRAIN BLASTER BILLS, LLC.                             | 45457           | 07/11/2024 | Clean drains in aquatics men's...  | 205.4420.000.5400 | 295.00    |
| DRAIN BLASTER BILLS, LLC.                             | 45457           | 07/11/2024 | Clean drain in zamboni pit         | 205.4440.000.5400 | 175.00    |
| MEDICINE LAKE TOURS                                   | 45478           | 07/11/2024 | TIS trip payment                   | 205.4450.480.5343 | 1,118.00  |
| KULLY SUPPLY, INC.                                    | 648934          | 07/11/2024 | Water fountain repair parts        | 205.4420.000.5405 | 107.50    |
| PLUNKETT'S PEST CONTROL                               | 8628000         | 07/11/2024 | 2024-2025 pest control svcs        | 205.4420.000.5310 | 533.14    |
| PLUNKETT'S PEST CONTROL                               | 8628000         | 07/11/2024 | 2024-2025 pest control svcs        | 205.4430.000.5310 | 355.43    |
| PLUNKETT'S PEST CONTROL                               | 8628000         | 07/11/2024 | 2024-2025 pest control svcs        | 205.4440.000.5310 | 666.42    |
| PLUNKETT'S PEST CONTROL                               | 8628000         | 07/11/2024 | 2024-2025 pest control svcs        | 205.4450.481.5310 | 222.14    |
| GRAINGER                                              | 9171866867      | 07/11/2024 | Door sweeps for pool doors         | 205.4420.000.5190 | 161.28    |
| CINTAS CORPORATION                                    | 9278000870      | 07/11/2024 | AED agreement                      | 205.4410.470.5310 | 537.68    |
| Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:     |                 |            |                                    |                   | 44,373.77 |
| Fund: 270 - HOST COMMUNITY FUND                       |                 |            |                                    |                   |           |
| BARR ENGINEERING COMPANY                              | 23190218.00-325 | 07/11/2024 | Pine Bend Landfill General Rev...  | 270.5900.000.5310 | 4,298.00  |
| Fund 270 - HOST COMMUNITY FUND Total:                 |                 |            |                                    |                   | 4,298.00  |
| Fund: 290 - EDA-OPERATING FUND                        |                 |            |                                    |                   |           |
| KRUEGER REAL ESTATE ADVIS...                          | 45473           | 07/11/2024 | Monthly Contracted Charge 6....    | 290.5800.000.5310 | 7,800.00  |
| Fund 290 - EDA-OPERATING FUND Total:                  |                 |            |                                    |                   | 7,800.00  |
| Fund: 401 - PARK CAPITAL REPLACEMENT                  |                 |            |                                    |                   |           |
| BRAUN INTERTEC CORPORATI...                           | B390863         | 07/03/2024 | Material testing at South Valley   | 401.4210.000.5310 | 5,191.50  |
| ST. PAUL PIONEER PRESS                                | 0624572521      | 07/11/2024 | Ad for Bids - Rock Island Swing... | 401.4210.000.5330 | 271.44    |
| Fund 401 - PARK CAPITAL REPLACEMENT Total:            |                 |            |                                    |                   | 5,462.94  |
| Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND       |                 |            |                                    |                   |           |
| WSB & ASSOCIATES, INC.                                | R-020153-000-21 | 07/03/2024 | Heritage Village Phase IV servi... | 402.4210.000.5310 | 5,528.25  |
| WSB & ASSOCIATES, INC.                                | R-023629-000-9  | 07/03/2024 | HVP Playground and Splash P...     | 402.4210.000.5310 | 1,986.75  |
| Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total: |                 |            |                                    |                   | 7,515.00  |
| Fund: 437 - PW FACILITY REMODEL/EXPANSION             |                 |            |                                    |                   |           |
| WOLD ARCHITECTS INCORPO...                            | 94326           | 07/03/2024 | CMF Site Plan Analysis - Invoic... | 437.0000.000.5310 | 19,572.62 |
| Fund 437 - PW FACILITY REMODEL/EXPANSION Total:       |                 |            |                                    |                   | 19,572.62 |
| Fund: 440 - PAVEMENT MGMT-LOCAL STREETS               |                 |            |                                    |                   |           |
| KIMLEY-HORN & ASSOCIATES, ...                         | 28194030        | 07/11/2024 | 2024 PMI Final Design              | 440.3210.000.5310 | 3,380.00  |
| WSB & ASSOCIATES, INC.                                | R-024458-000-4  | 07/11/2024 | Bacardi Feasibility Study 5.20...  | 440.3210.000.5310 | 16,385.25 |
| WSB & ASSOCIATES, INC.                                | R-024941-000-2  | 07/11/2024 | Construction Surveying 5.2024      | 440.3210.000.5310 | 1,642.00  |
| WSB & ASSOCIATES, INC.                                | R-025327-000-1  | 07/11/2024 | Construction Staking               | 440.3210.000.5310 | 241.00    |
| WSB & ASSOCIATES, INC.                                | R-025329-000-2  | 07/11/2024 | Construction Staking               | 440.3210.000.5310 | 7,562.00  |
| WSB & ASSOCIATES, INC.                                | R-025331-000-2  | 07/11/2024 | Construction Staking               | 440.3210.000.5310 | 6,090.00  |
| WSB & ASSOCIATES, INC.                                | R-025332-000-1  | 07/11/2024 | Construction Materials Testing     | 440.3210.000.5310 | 3,944.50  |
| WSB & ASSOCIATES, INC.                                | R-025333-000-2  | 07/11/2024 | Construction Staking 5.2024        | 440.3210.000.5310 | 558.00    |
| Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:         |                 |            |                                    |                   | 39,802.75 |
| Fund: 443 - TREE REPLACEMENT FUND                     |                 |            |                                    |                   |           |
| DAJ ENTERPRISES LLC (ECO W...                         | 8306            | 07/03/2024 | mulch for replacement trees        | 443.4210.000.5190 | 3,577.00  |
| DAJ ENTERPRISES LLC (ECO W...                         | 8307            | 07/03/2024 | mulch for replacement trees        | 443.4210.000.5190 | 1,646.75  |
| Fund 443 - TREE REPLACEMENT FUND Total:               |                 |            |                                    |                   | 5,223.75  |

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| Vendor Name                                    | Payable Number | Post Date  | Description (Item)                    | Account Number    | Amount            |
|------------------------------------------------|----------------|------------|---------------------------------------|-------------------|-------------------|
| <b>Fund: 510 - WATER-OPERATING FUND</b>        |                |            |                                       |                   |                   |
| TYLER TECHNOLOGIES, INC                        | 025-470968     | 07/03/2024 | Insite Transaction Fees (50%) ...     | 510.7100.000.5482 | 2,508.13          |
| BAUER SERVICES OF WELCH L...                   | 06202024-6120  | 07/03/2024 | Fire Hydrant Repairs                  | 510.7100.000.5415 | 2,000.00          |
| MATTHEW J. ALBERTS                             | 1242           | 07/03/2024 | 16 RPZ Tests & RPZ Rebuild            | 510.7100.000.5310 | 2,483.00          |
| JB CONTROLS, INC.                              | 3730           | 07/03/2024 | Hoist Inspection at Water Plant       | 510.7100.000.5310 | 590.84            |
| LONE OAK COMPANIES                             | 94854          | 07/03/2024 | 06.2024 Reminder Letters (50...       | 510.7100.000.5310 | 159.17            |
| CORE & MAIN LP                                 | V035290        | 07/03/2024 | Hydrant Parts                         | 510.7100.000.5150 | 4,917.05          |
| CORE & MAIN LP                                 | V153308        | 07/03/2024 | Parts for flushing well house         | 510.7100.000.5150 | 1,227.15          |
| UTILITY CONSULTANTS INC                        | 120634         | 07/11/2024 | Radium Testing 6.3.2024               | 510.7100.000.5310 | 586.64            |
| WATER CONSERVATION SERV...                     | 14129          | 07/11/2024 | Water Main Break Leak Detect...       | 510.7100.000.5415 | 348.34            |
| LONE OAK COMPANIES                             | 94883          | 07/11/2024 | UT Billing 6.2024 (50%)               | 510.7100.000.5310 | 679.89            |
| CORE & MAIN LP                                 | V174009        | 07/11/2024 | Flushing well pipes                   | 510.7100.000.5150 | 953.00            |
| <b>Fund 510 - WATER-OPERATING FUND Total:</b>  |                |            |                                       |                   | <b>16,453.21</b>  |
| <b>Fund: 511 - WATER-CAPITAL FUND</b>          |                |            |                                       |                   |                   |
| STANTEC CONSULTING SERVI...                    | 2250665        | 07/03/2024 | Water treatment plant rehabil...      | 511.7110.000.5310 | 33,824.08         |
| <b>Fund 511 - WATER-CAPITAL FUND Total:</b>    |                |            |                                       |                   | <b>33,824.08</b>  |
| <b>Fund: 520 - SEWER-OPERATING FUND</b>        |                |            |                                       |                   |                   |
| TYLER TECHNOLOGIES, INC                        | 025-470968     | 07/03/2024 | Insite Transaction Fees (50%) ...     | 520.7200.000.5482 | 2,508.12          |
| BDG INC.                                       | 30218          | 07/03/2024 | Sewer Cleaning Parts                  | 520.7200.000.5420 | 1,773.75          |
| LONE OAK COMPANIES                             | 94854          | 07/03/2024 | 06.2024 Reminder Letters (50...       | 520.7200.000.5310 | 159.16            |
| METROPOLITAN COUNCIL                           | 0001175403     | 07/11/2024 | Met council Sewer Charge              | 520.7200.000.5373 | 194,938.29        |
| QUALITY FLOW SYSTEMS, INC.                     | 47154          | 07/11/2024 | Lift station floats                   | 520.7200.000.5405 | 320.00            |
| LONE OAK COMPANIES                             | 94883          | 07/11/2024 | UT Billing 6.2024 (50%)               | 520.7200.000.5310 | 679.88            |
| <b>Fund 520 - SEWER-OPERATING FUND Total:</b>  |                |            |                                       |                   | <b>200,379.20</b> |
| <b>Fund: 530 - STORM WATER-OPERATING</b>       |                |            |                                       |                   |                   |
| M & J SERVICES, LLC                            | 2934           | 07/11/2024 | Multiple Storm Sewer Repairs          | 530.7300.000.5420 | 3,680.00          |
| M & J SERVICES, LLC                            | 2935           | 07/11/2024 | Multiple Storm Sewer Repairs          | 530.7300.000.5420 | 3,055.00          |
| M & J SERVICES, LLC                            | 2939           | 07/11/2024 | Multiple Storm Sewer Repairs          | 530.7300.000.5420 | 1,580.00          |
| M & J SERVICES, LLC                            | 2941           | 07/11/2024 | Multiple Storm Sewer Repairs          | 530.7300.000.5420 | 3,970.00          |
| M & J SERVICES, LLC                            | 2948           | 07/11/2024 | Multiple Storm Sewer Repairs          | 530.7300.000.5420 | 3,935.00          |
| GLACIAL RIDGE GROWERS, INC.                    | 8655           | 07/11/2024 | Rain garden plants                    | 530.7300.000.5420 | 1,141.65          |
| <b>Fund 530 - STORM WATER-OPERATING Total:</b> |                |            |                                       |                   | <b>17,361.65</b>  |
| <b>Fund: 550 - INVER WOOD GOLF COURSE</b>      |                |            |                                       |                   |                   |
| UNIFIRST CORPORATION                           | 1410069201     | 07/03/2024 | uniforms and towel                    | 550.7700.000.5175 | 38.16             |
| UNIFIRST CORPORATION                           | 1410069202     | 07/03/2024 | lobby mats                            | 550.7600.000.5430 | 45.34             |
| UNIFIRST CORPORATION                           | 1410070594     | 07/03/2024 | Uniforms and towels                   | 550.7700.000.5175 | 38.16             |
| MTI DISTRIBUTING CO                            | 1432819-01     | 07/03/2024 | Shields for equipment repair          | 550.7700.000.5405 | 68.13             |
| MTI DISTRIBUTING CO                            | 1433535-00     | 07/03/2024 | 3-Point Hitch Kit                     | 550.7700.000.5160 | 2,389.30          |
| MTI DISTRIBUTING CO                            | 1434566-00     | 07/03/2024 | Filter, brackets, tires, etc. for ... | 550.7700.000.5405 | 3,178.10          |
| MTI DISTRIBUTING CO                            | 1434566-01     | 07/03/2024 | Brake cable for equipment re...       | 550.7700.000.5405 | 102.96            |
| MTI DISTRIBUTING CO                            | 1434763-00     | 07/03/2024 | credit for returned parts             | 550.7700.000.5150 | -1,062.34         |
| MTI DISTRIBUTING CO                            | 1436545-00     | 07/03/2024 | Sensors, fuel filter & switch for..   | 550.7700.000.5405 | 913.09            |
| MANSFIELD OIL COMPANY                          | 25456442       | 07/03/2024 | Rental fleet fuel                     | 550.7600.000.5130 | 1,470.55          |
| DENNY'S 5TH AVENUE BAKERY                      | 31331          | 07/03/2024 | Buns, subs and donuts for resa..      | 550.7600.000.5197 | 139.75            |
| DENNY'S 5TH AVENUE BAKERY                      | 31441          | 07/03/2024 | Buns, subs and donuts for resa..      | 550.7600.000.5197 | 110.21            |
| HEGGIES PIZZA                                  | 468051         | 07/03/2024 | Pizzas for resale                     | 550.7600.000.5197 | 61.35             |
| SUPERIOR TURF SERVICES INC                     | 5645           | 07/03/2024 | Bunker rakes                          | 550.7700.000.5125 | 186.40            |
| SUPERIOR TURF SERVICES INC                     | 5687           | 07/03/2024 | Chemicals for golf course             | 550.7700.000.5135 | 1,356.74          |
| SUPERIOR TURF SERVICES INC                     | 5711           | 07/03/2024 | plant protectants                     | 550.7700.000.5135 | 130.85            |
| TITLEIST                                       | 918356174      | 07/03/2024 | golf balls for resale                 | 550.7600.000.5195 | 3,026.36          |
| HERITAGE LANDSCAPE SUPPLY...                   | 0013253720-001 | 07/11/2024 | Chemicals for GC                      | 550.7700.000.5135 | 15,620.90         |
| ARAMARK REFRESHMENT SER...                     | 06044744       | 07/11/2024 | Coffee for resale                     | 550.7600.000.5197 | 99.06             |
| COLLEGE CITY BEVERAGE                          | 1041070        | 07/11/2024 | Alcohol for resale                    | 550.7600.000.5199 | 560.70            |
| COLLEGE CITY BEVERAGE                          | 1041072        | 07/11/2024 | Alcohol for resale                    | 550.7600.000.5199 | 68.00             |
| BREAKTHRU BEVERAGE MINN...                     | 116564967      | 07/11/2024 | Alcohol for resale                    | 550.7600.000.5199 | 191.00            |
| BREAKTHRU BEVERAGE MINN...                     | 116567615      | 07/11/2024 | Alcohol for resale                    | 550.7600.000.5199 | 893.50            |
| MANSFIELD OIL COMPANY                          | 25496932       | 07/11/2024 | Club house fuel                       | 550.7600.000.5130 | 1,316.59          |
| SHAMROCK GROUP                                 | 3041903        | 07/11/2024 | Ice for bev resale                    | 550.7600.000.5197 | 295.69            |
| DENNY'S 5TH AVENUE BAKERY                      | 31570          | 07/11/2024 | Buns, subs and donuts for resa..      | 550.7600.000.5197 | 135.53            |

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| Vendor Name                              | Payable Number | Post Date  | Description (Item)               | Account Number    | Amount    |
|------------------------------------------|----------------|------------|----------------------------------|-------------------|-----------|
| DENNY'S 5TH AVENUE BAKERY                | 31748          | 07/11/2024 | Buns, subs and donuts for resa.. | 550.7600.000.5197 | 118.65    |
| ARTISAN BEER COMPANY                     | 3693350        | 07/11/2024 | Alcohol for resale               | 550.7600.000.5199 | 553.90    |
| CINTAS CORPORATION                       | 5218882702     | 07/11/2024 | First aid supplies               | 550.7600.000.5190 | 121.66    |
| PERFORMANCE FOOD GROUP ...               | 72571316       | 07/11/2024 | Food for resale                  | 550.7600.000.5197 | 984.22    |
| TITLEIST                                 | 918389036      | 07/11/2024 | Golf balls for resale            | 550.7600.000.5195 | 171.37    |
| Fund 550 - INVER WOOD GOLF COURSE Total: |                |            |                                  |                   | 33,323.88 |

## Fund: 603 - CENTRAL EQUIPMENT

|                              |                    |            |                                      |                   |          |
|------------------------------|--------------------|------------|--------------------------------------|-------------------|----------|
| HOSE / CONVEYORS INC         | 00109400           | 07/11/2024 | F350 Industrial Hose Assembly        | 603.8300.000.5410 | 291.18   |
| NORTH AMERICAN TRAILER S...  | 030004226741       | 07/11/2024 | Push lock fitting tubes for fire ... | 603.8300.000.5410 | 70.22    |
| STEPP MANUFACTURING CO. ...  | 064714             | 07/11/2024 | Control mounts for tack trailer      | 603.8300.000.5410 | 42.54    |
| STEPP MANUFACTURING CO. ...  | 064729             | 07/11/2024 | Spraybar gasket for tack trailer     | 603.8300.000.5410 | 18.00    |
| KIMBALL MIDWEST              | 102302645          | 07/11/2024 | Misc. shop supplies                  | 603.8300.000.5150 | 699.94   |
| METRO JANITORIAL SUPPLY I... | 11015995           | 07/11/2024 | Bath tissues                         | 603.8300.000.5125 | 385.55   |
| METRO JANITORIAL SUPPLY I... | 11016000           | 07/11/2024 | Aerosol and hand cleaner             | 603.8300.000.5150 | 245.03   |
| FERRELLGAS                   | 1126914475         | 07/11/2024 | Fuel                                 | 603.8300.000.5130 | 141.70   |
| HANCO CORPORATION            | 129015-00          | 07/11/2024 | Mower tires                          | 603.8300.000.5405 | 190.00   |
| HANCO CORPORATION            | 129016-00          | 07/11/2024 | Shop supplies                        | 603.8300.000.5150 | 21.21    |
| UNIFIRST CORPORATION         | 1410067709         | 07/11/2024 | Mechanics uniforms                   | 603.8300.000.5175 | 28.18    |
| UNIFIRST CORPORATION         | 1410067709         | 07/11/2024 | Other Rentals                        | 603.8300.000.5430 | 131.81   |
| UNIFIRST CORPORATION         | 1410070592         | 07/11/2024 | Mechanics Uniforms                   | 603.8300.000.5175 | 28.18    |
| UNIFIRST CORPORATION         | 1410070592         | 07/11/2024 | Central Equipment Rentals            | 603.8300.000.5430 | 149.41   |
| MTI DISTRIBUTING CO          | 1431573-02         | 07/11/2024 | Fire Mower V-Belt                    | 603.8300.000.5405 | 19.54    |
| MTI DISTRIBUTING CO          | 1433428-00         | 07/11/2024 | V-Belt and Damper for Mower          | 603.8300.000.5405 | 267.58   |
| MTI DISTRIBUTING CO          | 1434870-00         | 07/11/2024 | Air filter for mower                 | 603.8300.000.5405 | 65.02    |
| MTI DISTRIBUTING CO          | 1435542-00         | 07/11/2024 | Rotary Switch for Mower              | 603.8300.000.5405 | 27.26    |
| MTI DISTRIBUTING CO          | 1437180-00         | 07/11/2024 | Solenoid for mower                   | 603.8300.000.5405 | 76.05    |
| FACTORY MOTOR PARTS COM...   | 165-033106         | 07/11/2024 | Stock parts for vehicle repairs      | 603.8300.000.5410 | 27.13    |
| FACTORY MOTOR PARTS COM...   | 1-9810894          | 07/11/2024 | Stock filters for vehicles maint...  | 603.8300.000.5410 | 213.84   |
| FACTORY MOTOR PARTS COM...   | 1-9811232          | 07/11/2024 | Stock parts for vehicle repairs      | 603.8300.000.5410 | 140.20   |
| FACTORY MOTOR PARTS COM...   | 1-9836396          | 07/11/2024 | Stock filters                        | 603.8300.000.5410 | 176.60   |
| SOUTH EAST TOWING, Inc.      | 243288             | 07/11/2024 | Towing Services for Tool Cat         | 603.8300.000.5405 | 235.40   |
| SOUTH EAST TOWING, Inc.      | 243431             | 07/11/2024 | Towing services for lawn mow...      | 603.8300.000.5405 | 182.40   |
| SOUTH EAST TOWING, Inc.      | 243614             | 07/11/2024 | Towing of GMC 2500                   | 603.8300.000.5410 | 204.60   |
| L.T.G. POWER EQUIPMENT       | 286604             | 07/11/2024 | Clutch Assembly for Mower            | 603.8300.000.5405 | 316.67   |
| PERFECTION PLUS, INC         | 315487             | 07/11/2024 | 7.2024 cleaning svcs                 | 603.8300.000.5310 | 521.62   |
| LITTLE FALLS MACHINE INC     | 371268             | 07/11/2024 | Loader repairs                       | 603.8300.000.5405 | 3,316.79 |
| TOTAL CONSTRUCTION & EQU...  | 39641              | 07/11/2024 | Maintenance Facility Electrical...   | 603.8300.000.5400 | 226.43   |
| CINTAS CORPORATION           | 4189764987         | 07/11/2024 | Lobby rugs                           | 603.8300.000.5430 | 324.25   |
| CINTAS CORPORATION           | 4191196979         | 07/11/2024 | Lobby rugs                           | 603.8300.000.5430 | 324.25   |
| CINTAS CORPORATION           | 4195496955         | 07/11/2024 | Lobby mats                           | 603.8300.000.5430 | 171.92   |
| CINTAS CORPORATION           | 41968882648        | 07/11/2024 | Lobby rugs                           | 603.8300.000.5430 | 324.25   |
| WORLD FUEL SERVICES          | 467756356224-41801 | 07/11/2024 | Diesel exhaust fluid for dump ...    | 603.8300.000.5410 | 197.50   |
| WORLD FUEL SERVICES          | 467761216582-41801 | 07/11/2024 | Stock motor oil & washer fluid       | 603.8300.000.5150 | 1,251.78 |
| TOWMASTER TRAILERS INC       | 469992             | 07/11/2024 | Loadshare regulator for plow t...    | 603.8300.000.5410 | 132.50   |
| INVER GROVE FORD             | 5345269            | 07/11/2024 | Brake parts for squad car            | 603.8300.000.5410 | 251.86   |
| INVER GROVE FORD             | 5345273            | 07/11/2024 | Brake parts                          | 603.8300.000.5410 | 206.97   |
| INVER GROVE FORD             | 5345431            | 07/11/2024 | Deflector for squad car              | 603.8300.000.5410 | 71.74    |
| INVER GROVE FORD             | 5345484            | 07/11/2024 | Oil pan bracket for squad car        | 603.8300.000.5410 | 20.93    |
| INVER GROVE FORD             | 5345485            | 07/11/2024 | Deflector return                     | 603.8300.000.5410 | -71.74   |
| INVER GROVE FORD             | 5345901            | 07/11/2024 | Exhaust sensor for squad car         | 603.8300.000.5410 | 55.89    |
| GRAINGER                     | 9149838501         | 07/11/2024 | Fire hose pressure tester            | 603.8300.000.5405 | 468.10   |
| POMP'S TIRE SERVICE, INC.    | 980119383          | 07/11/2024 | Stock tires                          | 603.8300.000.5150 | 1,620.00 |
| POMP'S TIRE SERVICE, INC.    | 980120122          | 07/11/2024 | Stock tires (x12) for PD squad ...   | 603.8300.000.5410 | 1,620.00 |
| RUFFRIDGE-JOHNSON            | CA00794            | 07/11/2024 | Credit for returned paver cable      | 603.8300.000.5405 | -404.56  |
| RUFFRIDGE-JOHNSON            | IA27404A           | 07/11/2024 | Paver cable                          | 603.8300.000.5405 | 643.42   |
| RUFFRIDGE-JOHNSON            | IA27597            | 07/11/2024 | Control cab for paver                | 603.8300.000.5405 | 254.99   |
| INNOVATIVE OFFICE SOLUTIO... | IN4566441          | 07/11/2024 | Paper, Tape & Job Ticket Hold...     | 603.8300.000.5105 | 56.45    |
| MILLS AFTERMARKET ACCESS...  | OAK-1020465-01     | 07/11/2024 | Squad car door repairs               | 603.8300.000.5410 | 721.30   |
| MACQUEEN EMERGENCY GR...     | P11081             | 07/11/2024 | Focus lights for fire truck          | 603.8300.000.5410 | 1,013.45 |
| MACQUEEN EMERGENCY GR...     | P11098             | 07/11/2024 | Parts for fire truck repairs         | 603.8300.000.5410 | 55.15    |

## Expense Approval Report

Payment Dates: 7/3/2024 - 7/16/2024

| Vendor Name                         | Payable Number | Post Date  | Description (Item)                | Account Number    | Amount    |
|-------------------------------------|----------------|------------|-----------------------------------|-------------------|-----------|
| MACQUEEN EMERGENCY GR...            | P11136         | 07/11/2024 | Support angles + freight          | 603.8300.000.5410 | 67.47     |
| TRI-STATE BOBCAT INC.               | P18899         | 07/11/2024 | Starter for bobcat                | 603.8300.000.5405 | 318.15    |
| NUSS TRUCK AND EQUIPMENT            | PSO115897-1    | 07/11/2024 | Sensors and service kits for d... | 603.8300.000.5410 | 789.14    |
| NUSS TRUCK AND EQUIPMENT            | PSO115897-2    | 07/11/2024 | Credit for returned sensor        | 603.8300.000.5410 | -345.97   |
| NUSS TRUCK AND EQUIPMENT            | PSO115897-3    | 07/11/2024 | Credit for service kit returns    | 603.8300.000.5410 | -389.99   |
| NUSS TRUCK AND EQUIPMENT            | PSO116405-1    | 07/11/2024 | Hose & clamp for dump truck       | 603.8300.000.5410 | 272.52    |
| INTERSTATE POWER SYSTEMS,...        | R001210374-01  | 07/11/2024 | Fire truck new TCM calibration    | 603.8300.000.5410 | 1,540.78  |
| ROAD MACHINERY & SUPPLIES...        | S5460501       | 07/11/2024 | Hydraulic hose for roller         | 603.8300.000.5405 | 159.20    |
| ZIEGLER INC                         | SI000500181    | 07/11/2024 | Fire truck engine repairs         | 603.8300.000.5410 | 3,001.75  |
| MACQUEEN EMERGENCY GR...            | W06207         | 07/11/2024 | Fire truck engine maintenace      | 603.8300.000.5410 | 1,153.39  |
| Fund 603 - CENTRAL EQUIPMENT Total: |                |            |                                   |                   | 24,336.92 |

## Fund: 605 - CITY FACILITIES

|                                   |                     |            |                                    |                   |          |
|-----------------------------------|---------------------|------------|------------------------------------|-------------------|----------|
| APEC                              | 125718              | 07/03/2024 | FS #1 HVAC filters                 | 605.8500.000.5125 | 111.51   |
| APEC                              | 125719              | 07/03/2024 | FS #1 HVAC filters                 | 605.8500.000.5125 | 67.62    |
| CULLIGAN                          | 157985030228X063024 | 07/03/2024 | Softener salt                      | 605.8500.000.5125 | 77.95    |
| HUEBSCH SERVICES                  | 20328340            | 07/03/2024 | lobby mats                         | 605.8500.000.5430 | 176.60   |
| CINTAS CORPORATION                | 5217834336          | 07/03/2024 | First aid supplies                 | 605.8500.000.5190 | 87.30    |
| CINTAS CORPORATION                | 5218021226          | 07/03/2024 | First aid supplies                 | 605.8500.000.5190 | 206.53   |
| HILLYARD INC                      | 605514744           | 07/03/2024 | Tissue paper, towel rolls and d... | 605.8500.000.5125 | 640.46   |
| MAS COMMUNICATIONS                | 240600050101        | 07/11/2024 | 3rd quarter 2024 City Hall ele...  | 605.8500.000.5310 | 54.15    |
| PERFECTION PLUS, INC              | 315487              | 07/11/2024 | 7.2024 cleaning svcs               | 605.8500.000.5310 | 5,133.19 |
| AEP ONSITE PARTNERS, LLC          | 419-21504536        | 07/11/2024 | 6.2024 solar panels                | 605.8500.000.5355 | 3,044.94 |
| Fund 605 - CITY FACILITIES Total: |                     |            |                                    |                   | 9,600.25 |

## Fund: 606 - TECHNOLOGY FUND

|                                   |                       |            |                                   |                   |           |
|-----------------------------------|-----------------------|------------|-----------------------------------|-------------------|-----------|
| INSIGHT PUBLIC SECTOR             | 1101180947            | 07/11/2024 | Office 365 Monthly license 6....  | 606.8600.000.5395 | 2,577.50  |
| LOCAL GOVERNMENT INFOR...         | 12019                 | 07/11/2024 | Internet Access Qtrly & Fiber ... | 606.8600.000.5395 | 8,061.00  |
| ZAYO GROUP, LLC                   | 20570380              | 07/11/2024 | Multi-Site Phones 6.2024          | 606.8600.000.5320 | 1,457.79  |
| ZAYO GROUP, LLC                   | 20639378              | 07/11/2024 | City Hall Phones 6.2024           | 606.8600.000.5320 | 976.47    |
| ZAYO GROUP, LLC                   | 20655009              | 07/11/2024 | Multi-site monthly Phones 6.2...  | 606.8600.000.5320 | 2,937.45  |
| AT&T MOBILITY                     | 287298707874X04032024 | 07/11/2024 | FD Cell Phones 3.2024             | 606.8600.000.5320 | 974.74    |
| AT&T MOBILITY                     | 287298707874X07032024 | 07/11/2024 | PD Cell Phones 6.2024             | 606.8600.000.5320 | 966.83    |
| AT&T MOBILITY                     | 287298708193X04032024 | 07/11/2024 | PD Cell Phones 3.2024             | 606.8600.000.5320 | 2,930.60  |
| AT&T MOBILITY                     | 287298708193X07032024 | 07/11/2024 | PD Cell Phones 6.2024             | 606.8600.000.5320 | 2,969.83  |
| AT&T MOBILITY                     | 287299110577X04032024 | 07/11/2024 | CH Cell Phones 3.2024             | 606.8600.000.5320 | 2,965.60  |
| AT&T MOBILITY                     | 287299110577X07032024 | 07/11/2024 | CH Cell Phones 6.2024             | 606.8600.000.5320 | 4,168.77  |
| CIVICPLUS                         | 291685                | 07/11/2024 | 2024 Hosting & certificate fees.. | 606.8600.000.5395 | 4,618.51  |
| CIVICPLUS                         | 300826                | 07/11/2024 | 2024 Hosting & Certificate fee... | 606.8600.000.5395 | 4,618.51  |
| CIVICPLUS                         | 307025                | 07/11/2024 | Additional Notify Me SMS Sub...   | 606.8600.000.5395 | 524.28    |
| CONSOLIDATED COMMUNICA...         | 45458                 | 07/11/2024 | Monthly phone bill 6.2024         | 606.8600.000.5320 | 2,021.16  |
| US INTERNET                       | 4552820               | 07/11/2024 | Email filtering system 6.25.20... | 606.8600.000.5395 | 230.00    |
| VERIZON WIRELESS                  | 9967383453            | 07/11/2024 | Monthly Cell Phones 6.2024        | 606.8600.000.5320 | 600.17    |
| SPOK, INC.                        | H0317493S             | 07/11/2024 | Monthly Translation Svcs 6.20...  | 606.8600.000.5395 | 5.23      |
| INNOVATIVE OFFICE SOLUTIO...      | IN4567259             | 07/11/2024 | Office Chairs for IT              | 606.8600.000.5105 | 1,068.12  |
| INNOVATIVE OFFICE SOLUTIO...      | IN4574709             | 07/11/2024 | Printer Paper                     | 606.8600.000.5105 | 187.52    |
| SOLARWINDS                        | IN641242              | 07/11/2024 | SolarWinds Web Help Desk - ...    | 606.8600.000.5395 | 2,808.00  |
| QUADIENT LEASING USA, INC.        | Q1390826              | 07/11/2024 | Postage Lease 4.26.2024 - 7.25... | 606.8600.000.5430 | 846.21    |
| Fund 606 - TECHNOLOGY FUND Total: |                       |            |                                   |                   | 48,514.29 |

## Fund: 702 - ESCROW FUND

|                             |                |            |                                   |                   |           |
|-----------------------------|----------------|------------|-----------------------------------|-------------------|-----------|
| EMMONS & OLIVIER RESOUR...  | 00095-0074-35  | 07/03/2024 | Peltier Reserve Construction ...  | 702.3100.272.2050 | 1,489.50  |
| STANTEC CONSULTING SERVI... | 2249233        | 07/03/2024 | Stormwater Facility Construct...  | 702.3100.237.2050 | 234.00    |
| STANTEC CONSULTING SERVI... | 2250666        | 07/03/2024 | Water Modeling Review - Stan...   | 702.3100.328.2050 | 574.75    |
| BARR ENGINEERING COMPANY    | 23190328.21-19 | 07/03/2024 | South Grove Construction Serv..   | 702.3100.250.2050 | 2,258.00  |
| VALLEY HOMESTEAD PROPERT..  | 6/25/2024      | 07/03/2024 | Escrow Release                    | 702.3100.283.2050 | 99,081.75 |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | Ord 1456 - Case 22-372ZC          | 702.5100.189.2050 | 1,113.84  |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | Ord 1477 - Case 23-46PDZ          | 702.5100.220.2050 | 582.40    |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | Ord 1453 - Case 23-42SZC          | 702.5100.222.2050 | 47.84     |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | NoPH - RJ Ryan const 24-19CS      | 702.5100.232.2050 | 31.20     |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | NoPH - Hilda Ortiz Vega - 24-1... | 702.5100.233.2050 | 26.52     |
| ST. PAUL PIONEER PRESS      | 0624572521     | 07/11/2024 | Ord 1478 - Case 24-06RZ           | 702.5100.236.2050 | 106.08    |

Expense Approval Report

Payment Dates: 7/3/2024 - 7/16/2024

| Vendor Name                   | Payable Number  | Post Date  | Description (Item)                | Account Number    | Amount     |
|-------------------------------|-----------------|------------|-----------------------------------|-------------------|------------|
| ST. PAUL PIONEER PRESS        | 0624572521      | 07/11/2024 | Ord - 1475 - 24-06RZ - OL D - A.. | 702.5100.236.2050 | 116.48     |
| ST. PAUL PIONEER PRESS        | 0624572521      | 07/11/2024 | NoPH - Xcel - 24-23C              | 702.5100.238.2050 | 27.04      |
| BARR ENGINEERING COMPANY      | 23190218.00-325 | 07/11/2024 | Bituminous Roadways Review        | 702.5100.189.2050 | 3,971.50   |
| BARR ENGINEERING COMPANY      | 23190218.02-11  | 07/11/2024 | Expansion Permit Application ...  | 702.5100.015.2050 | 8,111.50   |
| Fund 702 - ESCROW FUND Total: |                 |            |                                   |                   | 117,772.40 |
| Grand Total:                  |                 |            |                                   |                   | 746,511.56 |



## Request for Council Action

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

**MEETING DATE:**    July 22, 2024

**ITEM TYPE:**        Consent Agenda

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

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### **ACTION REQUESTED**

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

### **BACKGROUND**

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

### **FISCAL IMPACT**

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

### **RECOMMENDATION**

Staff recommends approval of the attached personnel actions.

### **ATTACHMENTS**

1.    Personnel Actions 7.22.24 (hires-terms)



## Request for Council Action

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**SUBJECT:**       **Ordinance Amending the Southeast Quadrant PUD to allow for a beauty school located at 5786 Blackshire Path**

**MEETING DATE:**   July 22, 2024

**ITEM TYPE:**       Consent Agenda

**CONTACT:**       Allan Hunting, City Planner, 651.450.2554

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Ordinance to amend the Southeast Quadrant PUD to allow for a beauty school located within an existing building at 5786 Blackshire Path.

### **BACKGROUND**

The proposed beauty school would utilize the basement of the space at 5786 Blackshire Path. The use would be considered a "Business and Trade School" which is a permitted use in the B-3 and B-4 zoning districts.

The beauty school would be a small scale operation with no more than 1-3 students plus the instructor. The school would operate from 9:00 am to 3:00 pm on limited weekends which are identified in the applicant's narrative. The school is not a full-time Monday-Friday operation. Parking would be accommodated with the two spaces reserved for the spot and any additional in the parking lot.

An amendment to the Southeast Quadrant PUD Ordinance is required as this PUD was set up to list individual uses on each property. The only change to the ordinance is to add beauty school as an allowed use within the Blackberry Town Office Part.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

The Planning Commission recommended approval of the request with a change in language to list only beauty school and not business or trade school so there would be no future unintended consequences by allowing something other than the actual request of a beauty school (7-0).

Staff has made the corrections to the attached Ordinance so the language to be approved references beauty school only.

### **ATTACHMENTS**

1. Ordinance Amendment
2. Staff Report



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

**Ordinance No. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE  
RELATED TO THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT  
IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494**

**THE CITY OF INVER GROVE HEIGHTS ORDAINS THAT ORDINANCE NUMBERS 891, 912, 915, 928, 946, 968, 976, 977, 985, 1022, 1056, 1058, 1062, 1064, 1074, 1101, 1106, 1112, 1133, 1135, 1136, 1187, 1190, 1230, 1298, 1313, 1329, 1331, 1350, 1356, 1426 AND 1448 ARE HEREBY RESTATED AND AMENDED TO READ AS FOLLOWS:**

**SECTION I. Rezoning Land to Planned Unit Development (PUD).** Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended to rezone from MF PUD to Planned Unit Development Zoning District No. 2016-01 the following described property:

**Lot 2, Block 1, Bishop Heights 4<sup>th</sup> Addition, Dakota County, Minnesota  
according to the recorded plat thereof**

**SECTION II.** The Zoning Map of the City of Inver Grove Heights referred to and described in said Ordinance No. 1230 as that certain map entitled "Inver Grove Heights Zoning Map, June 24, 2002", together with all amendments thereto, hereinafter referred to as the "zoning map", shall not be republished to show the aforesaid rezoning, but the Clerk shall appropriately mark the said zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance and all of the notations, references and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**SECTION III. Purpose and Intent.** The above referenced property is hereby rezoned to Commercial Planned Unit Development Zoning District No. 2023-01, for the purposes of:

- A. Providing the means for greater creativity and flexibility in environmental design than is provided for under the strict application of the existing zoning code while at the same time preserving the health, safety, order, convenience, prosperity and general welfare of the City and its inhabitants.
- B. Recognizing the economic and cultural advantages that will accrue to the residents of a planned community.
- C. Encouraging the preservation and enhancement of desirable site characteristics and open space.
- D. Encouraging a development pattern in harmony with land use density, transportation facilities and community objectives of the comprehensive plan.
- E. Limiting development of tax exempt uses.
- F. Providing incentives and encouraging development that will create a desirable tax base.

- G. Prohibiting uses and developments that could be detrimental to the overall development of the area.

**SECTION IV. Findings.** In rezoning the above referenced property to Commercial Planned Unit Development No. 2023-01, the City Council has found the following:

- A. That the proposed Commercial Planned Unit Development is consistent with the City's 2030 Comprehensive Plan.
- B. That the proposed development has been designed as a complete and unified development within its own boundaries in terms of relationship of structures, patterns of circulation, visual character, interrelationship of utilities and drainage infrastructure, and overall architectural theme.
- C. That the proposed layout of land use within the development will result in compatible land uses with present and planned uses in the surrounding area.
- D. That the development is sufficient unto itself on the basis of size, composition, arrangement and the provision of municipal utilities.
- E. That the impacts of the proposed development on municipal services and facilities have been reviewed and that mitigative measures have been identified where needed.
- F. That the impacts of the proposed development on environmental quality and the reasonable enjoyment of surrounding property have been identified, analyzed and mitigative measures identified where needed.
- G. That the existing and proposed layout and land use for Tracts A-D have been heretofore regulated in part by a succession of Conditional Use Permit Resolutions. Resolution No. 4573 was adopted by the City Council on 9/25/89. It was rescinded and replaced on 11/20/89 by Resolution No. 4615, which was rescinded on 8/27/90 and replaced with Resolution No. 4847, which was rescinded on 6/13/94 and replaced by Resolution No. 6055, which was rescinded on 4/10/95 and replaced by Resolution No. 6276, which was rescinded on 2/24/97 and replaced by Resolution No. 6789, which was rescinded on 2/23/98 and replaced by Resolution No. 98-30, which was rescinded on 2/28/11 and replaced by Resolution No. 11-28. This PUD Ordinance now replaces Resolution No. 11-28.

**SECTION V. Land Use Regulations.** For the above referenced property contained within the Commercial Planned Unit Development District No. 2011-01, the following land use regulations shall apply:

- A. SITE PLAN  
Prior to commencement of any development or issuance of grading or building permits, the City Council shall approve final development plans, including but not limited to: final plat, site plan, grading plan, utility plan, landscape plan, elevation plan, signage plan, lighting plan.
- B. USES  
All development shall be restricted to the following uses:

| Parcel No. | Legal Description*             | Specific Use                          |
|------------|--------------------------------|---------------------------------------|
| 1          | Lot 1, Block 1, Bishop Heights | 65,000 square foot, 16-screen theater |

|       |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2     | Lot 2/3, Block 1, Bishop Heights                            | 7,400 square foot sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3     | Lot 2/3, Block 1, Bishop Heights                            | 36,371 square foot, 89 room motel                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4     | Lot 4, Block 1, Bishop Heights                              | 25,292 square foot, 63 room motel                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5     | Lot 5 and part of Lot 4, Bishop Heights                     | 6,163 square foot sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6     | Lot 2, Block 2, Bishop Heights                              | 6,500 square foot bank and office building                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7     | Lot 3, Block 2, Bishop Heights                              | 4,271 square foot gas station convenience store                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8     | Lot 1, Block 1, Krech's Addition                            | 15,120 square foot drug store                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9     | Tracts A-D, F and G                                         | 42,000 square foot lawn, garden, floral & nursery retail center (two buildings: 29,400 sf in one, 12,400 sf in other); 605,000 square feet of greenhouses and nursery buildings; 2,150 sf accessory structures (2 barns) for storage of materials and equipment; nursery fields and nursery field caretaker's residence; outside storage/display of nursery and landscaping stock and materials; nursery and landscaping services, 5.7 acres of growing fields and one house for use by employees** |
| 10    | Lot 1, Block 1, Bishop Heights 2 <sup>nd</sup> Addition     | 1,710 sf quick service oil change store                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11    | Lot 1, Block 1, Bishop Heights 3 <sup>rd</sup> Addition     | 6,832 sf auto service center store                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12    | Lots 1-31, Block 1, Blackberry Town Office Park             | 65,415 net sf town office space, 31 units, <u>beauty school</u>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 13    | Lot 1, Block 1, Blackberry Town Office Park Second Addition | 4,950 gross sf veterinary clinic                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 14    | Lot 1, Block 1, Inver Grove Market                          | <u>10,200</u> square feet of general retail, 3,809 square feet of recreation center, 5,680 square feet of sit-down restaurant, and 1,516 square feet of fast-food restaurant (without a drive through window)                                                                                                                                                                                                                                                                                       |
| 15    | Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2   | Rock and Block Yard for Gerten's Greenhouses                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 16    | Lots 1-88, Brentwood Village                                | 80 townhome units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17    | Lot 1, Bk 2, Bishop Heights                                 | 7,200 sf sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18    | Lots 1 & 2, Block 1, Outlot A Brentwood Village Apts.       | 219 apartment units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 19    | Outlot B, Bishop Heights                                    | 43,400 square foot medical/office building                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 20    | Lot 2, Block 1, Inver Grove Market                          | 5,200 square foot bank building                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 21    | Lot 3, Block 1, Bishop Heights 4 <sup>th</sup> Addition     | 9,100 square feet of general retail, restaurant with a drive-through, feline veterinary clinic, and massage therapy.                                                                                                                                                                                                                                                                                                                                                                                |
| 22*** | Lot 1, Block 1, Bishop Heights 4 <sup>th</sup> Addition     | 15,400 square foot office/retail/ sit-down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 23    | Lot 1, Block 1, Scenic Heights Addition                     | 16,000 square foot office condominium                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|           |                                                               |                                                                                     |
|-----------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 24        | Outlot A, Brentwood Hills Apartments                          | 24 multiple family townhome units                                                   |
| 25        | Lot 2, Block 1, Inver Grove Professional Addition             | 13,318 square foot office building                                                  |
| <u>26</u> | <u>Lot 2, Block 1, Bishop Heights 4<sup>th</sup> Addition</u> | <u>2,370 square foot sit-down restaurant with pick up only drive through window</u> |

\* More detailed legal descriptions available in Exhibit A

\*\* Uses on Tracts A-D, F & G shall be governed not only by this ordinance, but also by the conditions found in Resolution No 98-210, Resolution 11-28 and Resolution 16-82.

\*\*\*Parcel 22 shall be subject to the following conditions:

1. A Joint Parking Agreement affecting the restaurant in Lot 1, Block 1 Bishop Heights 4<sup>th</sup> Addition between Outlot B, Bishop Heights and Lot 3, Block 1, Bishop Heights 4<sup>th</sup> Addition. This document must be drafted by the City attorney's office, signed by the land owners, and recorded with the County.
2. If restaurant parking becomes a problem restaurant employees shall park off site at any of the locations listed in the Joint Parking Agreement.

C. PERFORMANCE STANDARDS

All development shall meet the following performance standards. Where a specific standard is not addressed herein, the appropriate land use regulations of the City Code shall apply.

1. Minimum lot width - 100'

2. Setbacks:

|                                                      | Structures | Parking Lots | Driveways |
|------------------------------------------------------|------------|--------------|-----------|
| Upper 55 <sup>th</sup> St., Blaine Ave. & Cahill Ave | 50'        | 20'          | 10'       |
| Other Public Streets                                 | 30'        | 20'          | 10'       |
| Side Yard (adjacent to properties within PUD)        | 0'         | 0'           | 0'        |
| Side Yard (adjacent to properties outside PUD)       | 30'        | 10'          | 10'       |

Internal private driveways (setbacks to be approved with final development plan).

3. Maximum Building Height:

- a. Principal Structures - 35'

- b. Accessory Structures - 30'

- c. Greater building height shall be allowed by conditional use permit subject to City Code Section 515.59, Subd 10.

4. Minimum Open Space shall be 25% of lot area, with the lot area to be determined by the City. Ponding or steep slopes (in excess of 18%) shall not exceed 10% of the total lot area for purposes of this computation.

5. Parking/Circulation Requirements:

- (a) All open off-street parking and loading areas shall have a perimeter continuous concrete curb barrier around the entire lot.

6. Landscaping, Signage and Architecture:

Development of all lots in Bishop Heights shall be in conformance with the design manual on file in the City Offices entitled Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights, dated June 23, 1997 and prepared by Damon Farber Associates and Abend Singleton Associates.

Development of all lots in Krech's Addition shall be in conformance with the Cahill Corridor Master Plan and those portions of the Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights which the City finds appropriate.

Development of Tracts A-D, as described in Exhibit A, shall be in conformance with those portions of the design manual on file in the City Offices entitled Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights which the City finds appropriate.

Development of all lots shall also be in conformance with the City landscape policy.

**D. GENERAL PROVISIONS**

All development, except Tracts A-D, shall meet the following general provisions. All development which occurs on Tracts A-D in accordance with Resolution No. 98-210, and which has occurred prior to the effective date of this Ordinance, shall not be required to meet General Provisions 1, 2, 3, 4, 5, 6 and 9. Where a specific provision is not addressed herein, the appropriate land use regulation of the City Code shall apply.

1. Loading Areas:

Loading and unloading areas shall be in compliance with the following:

a. Any use which the City believes requires the provision of designated spaces for the loading, unloading or parking of trucks or semi-trailers shall provide such spaces and maneuvering area in the number and configuration which shall be deemed necessary by the City to prevent interference with the use of the public right-of-way and with vehicles entering onto or exiting from the public right-of-way.

b. Screening shall be provided in accordance with provisions of Paragraph 2, below, of this Section.

2. Screens and Buffers:

a. Definition and Purpose: Screens and buffers are designated yards or open areas where distance, planting, berming and fencing help minimize adverse impacts of public nuisances, such as: noise, glare, activity or dust; which are sometimes associated with parking, storage, signs or buildings.

b. Screens and Buffer Requirements:

(i) All parking, loading, service, utility and outdoor storage areas shall be screened from all public streets and adjacent differing land use by a combination of any of the following: earth mounds, walls, fences, shrubs, deciduous overstory or coniferous trees or hedge materials. The height and depth of the screening shall be consistent with the height and size of the area to be screened. When natural materials, such as trees or hedges, are used to meet the screening requirements of this Paragraph, density and species of planting shall be such as to achieve seventy-five percent (75%) opacity year round at maturity.

c. All plant materials required within a specified buffer yard shall be planted to completion within six (6) months from the date of issuance of a building permit unless otherwise approved by the City due to the time of the year or construction for a large project. In no case shall the period exceed six (6) months from issuance of the certificate of occupancy.

3. Building Design Requirements:

a. Design Supervision by Architect: An architect shall be required for the construction of all buildings. The building plan, including site plan for such a building, shall be certified by an architect, registered by the State of Minnesota, stating that the individual personally viewed the site and has designed the building to fit the site as planned and to be harmonious with the adjacent buildings, topography and natural surroundings and in accordance with the purposes and objectives of this Chapter. This requirement shall not prohibit the preparation of the site by a professional site designer, or the landscape plan by a professional landscape architect or certified nurseryman.

b. Exterior Vertical Surface Design for Commercial Structures: All exterior vertical surfaces of any principal or accessory structure shall have an equally attractive or the same fascia as the front. At least 50% of the exterior vertical surface shall consist of one or a combination of the following or similar materials: brick veneer; sculptured, textured or concrete block or panels; natural wood siding; steel, aluminum or vinyl lap siding; natural stone or glass.

4. Site Design and Development Requirements:

a. Landscaping shall be in accordance with the provisions of the "Performance Standards" Section of this Planned Unit Development.

b. Interior curbs shall be constructed within the property to separate driving and parking surfaces from landscaped areas. Interior curbs required by this Section shall be Portland cement concrete construction.

c. Surfaced walkways shall be provided from parking, loading and recreational areas to the entrances of buildings.

d. All interior driveways, parking areas, and loading areas, etc. shall be of blacktop or concrete construction.

e. No exterior trash or garbage disposal or incineration shall be permitted. Any exterior storage shall be enclosed within a container and such container shall be completely screened by a wall or equivalent visual screen and shall be attached to the principal structure and be constructed of the same building material.

f. On-site lighting shall be provided as is necessary for security, safety and traffic circulation. Lighting shall not be directed upon public rights-of-way or adjacent properties. Such illumination shall be indirect and diffused.

g. Prior to the issuance of building permits, fire lanes shall be provided and identified as required by the City Fire Marshal.

5. Mechanical Equipment Screening:

All mechanical equipment possessing one or more of the following characteristics shall be physically screened, to the extent feasible, from all public streets and adjacent land uses with either natural or artificial materials in a manner architecturally compatible to the building(s) on the site. Said screening shall pertain to, but not be limited to, exposed and/or

protruding fans, grills, tubes, wires, vents, unfinished metal covering, exposed rivets and exposed seams.

6. Sidewalks, Trails and Pedestrian Walkways:

a. Sidewalks, trails and pedestrian walkways shall be provided and maintained in accordance with the Comprehensive Plan.

b. As a minimum, a pedestrian sidewalk and/or minimum eight (8) foot wide bituminous trail shall be provided by the developer or land owner along the north side of Upper 55<sup>th</sup> Street and an eight (8) foot wide bituminous trail along the west side of Blaine Avenue.

c. The developer shall install six (6) foot wide concrete sidewalks along both sides of Bishop Avenue and along both sides of the public roadway connecting Bishop Avenue and Blaine Avenue.

d. An interior pedestrian circulation; plan shall be submitted with each development for approval by the City.

7. Site Plan and Building Permit Review:

To ensure uniform development throughout the planned unit development area and development that is consistent with the provisions herein, all site and building plans required for building permits, grading permits, excavation permits or other similar permits issued by the City must be found by the Director of Community Development or assigns to be consistent with the approved PUD Plans, the provisions of this Ordinance, the Development Contract and all other applicable sections of the City Code.

8. Traffic:

The forecasted p.m. peak hour traffic generated by the developments shall not exceed:

| Lot                                                                                    | Parcel #  | Trips      |
|----------------------------------------------------------------------------------------|-----------|------------|
| Lot 1, Block 1, Bishop Heights                                                         | 1         | 177        |
| Parcel A, Bishop Heights<br>(Described in Exhibit A)                                   | 2         | 72         |
| Parcel B, Bishop Heights<br>(Described in Exhibit A)                                   | 3         | 83         |
| That part of Lot 4, Block 1,<br>Bishop Heights described in<br>Exhibit A.              | 4         | 38         |
| Lot 5, Block 1, Bishop Heights<br>and that portion of Lot 4<br>described in Exhibit A. | 5         | 78         |
| Lot 2, Block 2, Bishop Heights                                                         | 6         | 120        |
| Lot 3, Block 2, Bishop Heights                                                         | 7         | 180        |
| Lot 1, Block 1, Krech's Addition                                                       | 8         | 116        |
| Tracts A-D, F and G as<br>described in Exhibit A                                       | 9         | 208        |
| Lot 1, Block 1, Bishop Heights<br>2 <sup>nd</sup> Addition                             | 10        | 18         |
| Lot 1, Block 1, Bishop Heights<br>3 <sup>rd</sup> Addition                             | 11        | 28         |
| Lots 1-31, Block 1, Blackberry<br>Town Office Park                                     | 12        | 141        |
| Lot 1, Block 1, Blackberry Town<br>Office Park Second Addition                         | 13        | 20         |
| Lot 1, Inver Grove Market                                                              | 14        | 148        |
| Lots 6-10, Block 7, Warren and<br>McDowell's Acre Lots No. 2                           | 15        | 40         |
| Lots 1-88, Brentwood Village                                                           | 16        | 43         |
| Lot 1, Bk 1, Bishop Heights                                                            | 17        | 78         |
| Lots 1 & 2, Bk 1, Brentwood<br>Village Apartments                                      | 18        | 136        |
| Outlot B, Bishop Heights                                                               | 19        | 146        |
| Lot 2, Inver Grove Market                                                              | 20        | 205        |
| Lot 3, Block 1, Bishop Heights<br>4 <sup>th</sup> Addition                             | 21        | 34         |
| Lot 1, Block 1, Bishop Heights<br>4 <sup>th</sup> Addition                             | 22        | 126        |
| Lot 1, Block 1, Scenic Heights<br>Addition                                             | 23        | 23         |
| Outlot A, Brentwood Hills<br>Apartments                                                | 24        | 19         |
| Lot 2, Block 1, Inver Grove<br>Professional Addition                                   | 25        | 20         |
| <u>Lot 2, Block 1, Bishop Heights</u><br><u>4<sup>th</sup> Addition</u>                | <u>26</u> | <u>178</u> |

The trips have been determined by the City using national or state traffic generation studies or reports prepared by engineering professionals, including the Trip Generation Report, prepared by the Institute of Transportation Engineers. This determination is being made by the City at the time of final development plan approval. Any change which effects the site plan or uses, as approved in Section V, A and B, including an increase in building size, shall require a redetermination by the City of forecasted p.m. peak hour trips, and shall not exceed the number of trips, as hereby approved.

9. Maintenance Agreements:

Contemporaneous with recording the plat of Bishop Heights, the owners of Lots 1,2,3, Block 1; Lots 1,2,3, Block 2, Bishop Heights, shall execute a stormwater maintenance agreement, a landscape maintenance agreement, and a street light maintenance agreement, in a form to be approved by the Director of Public Works, the Director of Community Development, and the City Attorney.

**SECTION VI.** The effective date of the Planned Unit Development Zoning District No. 2010-01 as amended shall be from and after publication of this Ordinance pursuant to City Code Section 110.03 Subd. 5. The Planned Unit Development shall be designated on the official City Zoning Map as “Planned Unit Development No. 2011-01” upon approval of the rezoning by the City Council.

THIS ORDINANCE NO. \_\_\_\_\_ RESTATES AND AMENDS ORDINANCE NOS. 891, 912, 915, 928, 946, 968, 976, 977, 985, 1022, 1056, 1058, 1062, 1064, 1074, 1101, 1106, 1112, 1133, 1135, 1136, 1187, 1190, 1230, 1298, 1313, 1329, 1331, 1350, 1356, 1426 and 1448.

The City Deputy Clerk is hereby authorized and directed to record a certified copy of this ordinance at the Dakota County Recorder’s Office.

This ordinance shall be in full force and effect from and after its publication according to law.

Enacted and ordained into an Ordinance this 22nd day of July, 2024.

Ayes:

Nays:

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

ATTEST:

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

## EXHIBIT A

| Parcel No. | Legal Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Lot 1, Block 1, Bishop Heights, Dakota County, Minnesota                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2          | That part of Block 1, Lots 2 and 3, Bishop Heights, Dakota County, Minnesota which lies northerly and northeasterly of the following described line: Commencing at the northwest corner of said Lot 2; thence South 21 degrees 15 minutes 20 seconds East, bearing assumed, along the southwesterly line of said Lot 2 a distance of 24.16 feet to the point of beginning of the line to be described; thence South 89 degrees 25 minutes 07 seconds East 155.57 feet; thence South 0 degrees 34 minutes 53 seconds West 39.02 feet; thence South 20 degrees 40 minutes 09 seconds East 22.52 feet; thence South 89 degrees 25 minutes 07 seconds East 62.64 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 90.00 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 191.65 feet; thence South 76 degrees 45 minutes 56 seconds East 29.75 feet more or less to the westerly right of way line of Bishop Avenue, and there terminating. |
| 3          | That part of Block 1, Lots 2 and 3, Bishop Heights, Dakota County, Minnesota which lies southerly and southwesterly of the following described line: Commencing at the northwest corner of said Lot 2; thence South 21 degrees 15 minutes 20 seconds East, bearing assumed, along the southwesterly line of said Lot 2 a distance of 24.16 feet to the point of beginning of the line to be described; thence South 89 degrees 25 minutes 07 seconds East 155.57 feet; thence South 0 degrees 34 minutes 53 seconds West 39.02 feet; thence South 20 degrees 40 minutes 09 seconds East 22.52 feet; thence South 89 degrees 25 minutes 07 seconds East 62.64 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 90.00 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 191.65 feet; thence South 76 degrees 45 minutes 56 seconds East 29.75 feet more or less to the westerly right of way line of Bishop Avenue, and there terminating  |
| 4          | Lot 4, Block 1, Bishop Heights, except that part lying south of the following described line: Commencing at the northwest corner of said Lot 4, thence southeasterly along the westerly line of said Lot 4 on an assumed bearing of South 21 degrees 15 minutes 20 seconds East 107.57 feet to the point of beginning of the line to be described; thence North 68 degrees 44 minutes 40 seconds East, a distance of 80.50 feet; thence South 21 degrees 15 minutes 20 seconds East, a distance of 17.04 feet; thence South 18 degrees 58 minutes 24 seconds East a distance of 65.59 feet; thence North 89 degrees 59 minutes 25 seconds East a distance of 216.22 feet; thence North 37 degrees 12 minutes 54 seconds East 28.52 feet; thence North 89 degrees 25 minutes 20 seconds East, a distance of 47.10 feet more or less to the Easterly line of Lot 4 and there terminating.                                                                                                                                                                                             |
| 5          | Lot 5, Block 1, Bishop Heights and that part of Lot 4, Lot 1, Bishop Heights lying south of the following described line: Commencing at the northwest corner of said Lot 4, thence southeasterly along the westerly line of said Lot 4 on an assumed bearing of South 21 degrees 15 minutes 20 seconds East 107.57 feet to the point of beginning of the line to be described; thence North 68 degrees 44 minutes 40 seconds East, a distance of 80.50 feet; thence South 21 degrees 15 minutes 20 seconds East, a distance of 17.04 feet; thence South 18 degrees 58 minutes 24 seconds East a distance of 65.59 feet; thence North 89 degrees 59 minutes 25 seconds East a distance of 216.22 feet; thence North 37 degrees 12 minutes 54 seconds East 28.52 feet; thence North 89 degrees 25 minutes 20 seconds East, a distance of 47.10 feet more or less to the Easterly line of Lot 4 and there terminating.                                                                                                                                                                 |
| 6          | Lot 2, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7          | Lot 3, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8          | Lot 1, Block 1, Krech's Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9          | Tract A, described as:<br>The East Half of the Southwest Quarter of the Northeast Quarter; and the North 270 feet of the East Half of the Northwest Quarter of the Southeast Quarter, Section 33,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|  | <p>Township 28, Range 22, according to the U.S. Government Survey thereof, Dakota County, Minnesota.</p> <p>Tract B, described as:</p> <p>Parcel 1: Lots 8 through 23, Block 3, Edgewood Addition to South St. Paul, Dakota County, Minnesota, the vacated alley in said Block 3, and that part of Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, which lies South of the tract shown as parcel 240B on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and as said plat has been corrected by Certificate of Correction filed for record with said County Recorder on the 4<sup>th</sup> day of November 1982, at 9:00 a.m., as Document No. 610751;</p> <p>Parcel 2: Block 4, Edgewood Addition to South St. Paul, Dakota County, Minnesota including the alley in said Block 4 and that part of Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, Except that part of Lots 1 through 8 inclusive and Lots 23 through 30 inclusive, in said Block 4, and that part of the alley in said Block 4 and that part of vacated Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, shown as Parcel 240A on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and or Dakota County, Minnesota, and as said plat has been corrected by Certificate of Correction filed for record with said County Recorder on the 4<sup>th</sup> day of November 1982, at 9:00 a.m., as Document No. 610751.</p> <p>Tract C, described as:</p> <p>Parcel 1: Lots 3, 6, 7 and the westerly 60 feet of Lot 2, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233B on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 32372</p> <p>Parcel 2: Lot 1 and Lot 2 less the westerly 60 feet thereof, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233C on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 101901.</p> <p>Parcel 3: Lots 4, 5, 8, 9 and 10, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233A on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 101902.</p> <p>Tract D, described as:</p> <p>Lots 3, 4, 5, 26 and 27, Block 3, Glenwood, Dakota County, Minnesota, according to the recorded plat hereof, in Dakota County, Minnesota.</p> |
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|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Tract F, described as:<br/> The East Half of the Northwest Quarter of the Southeast Quarter of Section 33, Township 28, range 22, except the North 270 feet thereof lying Northerly of the Southerly right-of-way of Dakota County Road No. 18.<br/> Except that part described as follows:<br/> Commencing at the Southwest corner of the Northwest Quarter of the Southeast Quarter of Section 33, Township 28, Range 22 West; thence on an assumed bearing of North 89 degrees 50 minutes 28 seconds East along the South line of said Northwest Quarter of the Southeast Quarter a distance of 657.07 feet to the Southwest corner of the East Half of the Northwest Quarter of the Southeast Quarter and said point being the point of beginning; thence North 0 degrees 07 minutes 49 seconds West along the West line of said East Half of the Northwest Quarter of the Southeast Quarter a distance of 58.51 feet; thence North 83 degrees 29 minutes 34 seconds East 197.77 feet; thence South 6 degrees 30 minutes 26 seconds East a distance of 80.88 feet to the South line of said East Half of the Northwest Quarter of the Southeast Quarter; thence South 89 degrees 50 minutes 28 seconds West along said South line a distance of 205.52 feet to the point of beginning, except that part previously acquired for County Road No. 18 (a/k/a Upper 55<sup>th</sup> Street).</p> <p>Tract G, described as:<br/> Parts of Southeast Quarter of Northeast Quarter of Section 33, Township 28, Range 22, which was formerly platted as Lots 1 through 8 inclusive, Block 6, Lots 1 through 8 inclusive, Block 7, Lots 23 through 30 inclusive, Block 7, Lots 1 through 8 inclusive, Block 8 of Edgewood Addition to South St. Paul, and as the streets and alleys abutting on said Lots before the Vacation of Edgewood Addition to South St. Paul, Dakota County, Minnesota</p> |
| 10 | Lot 1, Block 1, Bishop Heights 2 <sup>nd</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 11 | Lot 1, Block 1, Bishop Heights 3 <sup>rd</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12 | Lots 1-31, Block 1, Blackberry Townoffice Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 13 | Lot 1, Block 1, Blackberry Town Office Park Second Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14 | Lot 1, Inver Grove Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 15 | Lots 6, 7, 8, 9 and 10, Block 7, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 333 on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 16 | Lots 1-88, Brentwood Village                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 17 | Lot 1, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 18 | Lots 1 & 2, Bk 1, Outlot A, Brentwood Village Apartments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 19 | Outlot B, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 20 | Lot 2, Block 1, Inver Grove Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 21 | Lot 3, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 22 | Lot 1, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 23 | Lot 1, Block 1, Scenic Heights Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 24 | Outlot A, Brentwood Hills Apartments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 25 | Lot 2, Block 1, Inver Grove Professional Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 26 | Lot 2, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |



## Planning Commission Report

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|----------------------------|---------------------------------------------------------|
| <b>MEETING DATE:</b>       | July 16, 2024                                           |
| <b>CASE NO:</b>            | 24-18PUD                                                |
| <b>APPLICANT:</b>          | Hilda Ortiz Vega                                        |
| <b>PROPERTY OWNER:</b>     | MN Real Estate LLC                                      |
| <b>REQUEST:</b>            | Southeast Quadrant Ordinance Amendment (Bishop Heights) |
| <b>LOCATION:</b>           | 5786 Blackshire Path                                    |
| <b>COMPREHENSIVE PLAN:</b> | RC, Regional Commercial                                 |
| <b>ZONING:</b>             | PUD (Southeast Quadrant)                                |
| <b>STAFF CONTACT:</b>      | Allan Hunting, 651.450.2554                             |

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### ACTION REQUESTED

In order to utilize the property as proposed, the applicant has requested the following specific action:

- Add "Business and Trade School" to the list of uses allowed on Lots 1-31, Block 1, Blackberry Town Office Park.

### BACKGROUND

The applicant is requesting an amendment to the Bishop Heights PUD Ordinance to allow for a beauty school to be located within an existing building in Blackberry Town Office Park. The proposed beauty school would utilize the basement of the space at 5786 Blackshire Path. The use would be considered a "Business and Trade School", which is a permitted use in the B-3 and B-4 zoning districts.

The beauty school would be a small scale operation with no more than 1–3 students plus an instructor. The school would operate on weekends from 9:00 am to 3:00 pm on limited weekends which were identified in the applicant's narrative. The school does not have a full-time Monday-Friday operation. Parking would be accommodated with the two spaces reserved for the space and any additional in the parking lot.

The Bishop Heights PUD was set up with its own ordinance with all uses approved individually and listed in the ordinance. The original approval for this lot is 65,415 square feet of office space divided into separate office townhouse type units.

### EVALUATION OF REQUEST

The applicant has provided information on the number of students, hours of operation and the weekends of operation for the school. This appears to be a low intensity use and would not have a negative impact on the surrounding uses or create issues with parking.

When the Bishop Heights PUD was put in place in the mid 1990s, it was important to track traffic generation for all the new development to make sure traffic generation at the Upper 55th Street and Highway 52 intersection remains below capacity. All the lots in the Bishop Heights PUD are approved with a PM peak traffic generation number. As the area has now developed and matured, traffic has not exceeded traffic capacity along Upper 55th Street and at the intersection.

## **ALTERNATIVES**

**A. Approval.** If the Planning Commission finds the application acceptable, the following request should be recommended for approval:

- Approval of an **Amendment** to the Southeast Quadrant PUD Ordinance to allow a business and trade school within Blackberry Town Office Park.

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

## **RECOMMENDATION**

Based on the information in the preceding report, staff are recommending approval of the request as presented. No additional conditions of approval are needed as the business would be operating within an existing building with a low intensity use. There are no other conditions of approval for any of the office type uses that occupy the site currently.

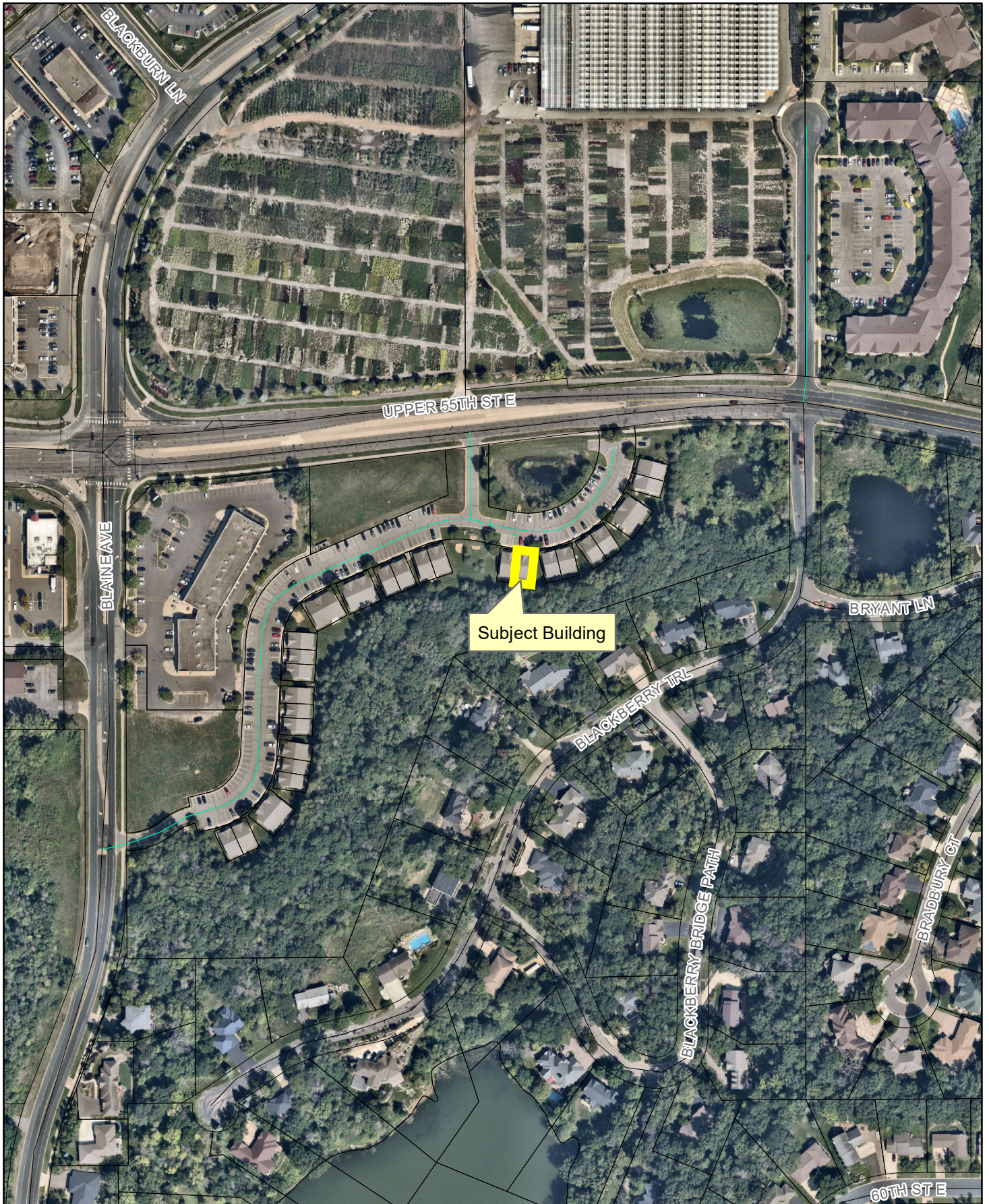
## **ATTACHMENTS**

1. Location Map
2. Site Map
3. Applicant Narrative
4. Floor Plan
5. Proposed Ordinance



# Location Map

## Case No. 24-18PUD





4-2  
assigned  
parking  
space

**AV Lash & Beauty School LLC**

Business owner: Hilda M Ortiz Vega

5786 blackshire path Lower Level, Inver grove heights MN, 55076.

We will be licensed beauty school by state boards of cosmetology.

**Mission Statement**

AV Lash & Beauty School offers more than just technical training. We empower students to build confidence, creativity, and pursue a fulfilling career in the beauty industry.

**School Hours**

Friday-Saturday 9:00 a.m. - 3:30 p.m.

**School Days closed:** Easter day, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day.

**Eyelash Extension Technician is a 14 hour Program.** We offer online theory and 2 days in class (dates below). Friday & Saturday 9:00am-3:30pm

Since it is a smaller space compared to other beauty schools. The maximum student I could have in the space is **2-3 students with 1 instructor.**

**Estimate Start Dates for future classes:****2024 class dates:**

August 9, 10, 23, 24

September 6, 7, 20, 21

October 4, 5, 18, 19

November 1, 2, 15, 16, 29, 30

December 6, 7, 20, 21, 27, 28

**2025 class dates:**

January 10, 11, 24, 25

February 7, 8, 21, 22

March 7, 8, 21, 22

April 4, 5, 18, 19

May 2, 3, 16, 17, 30, 31

June 13, 14, 27, 28

July 11, 12, 25, 26

August 8, 9, 22, 23

September 5, 6, 19, 20

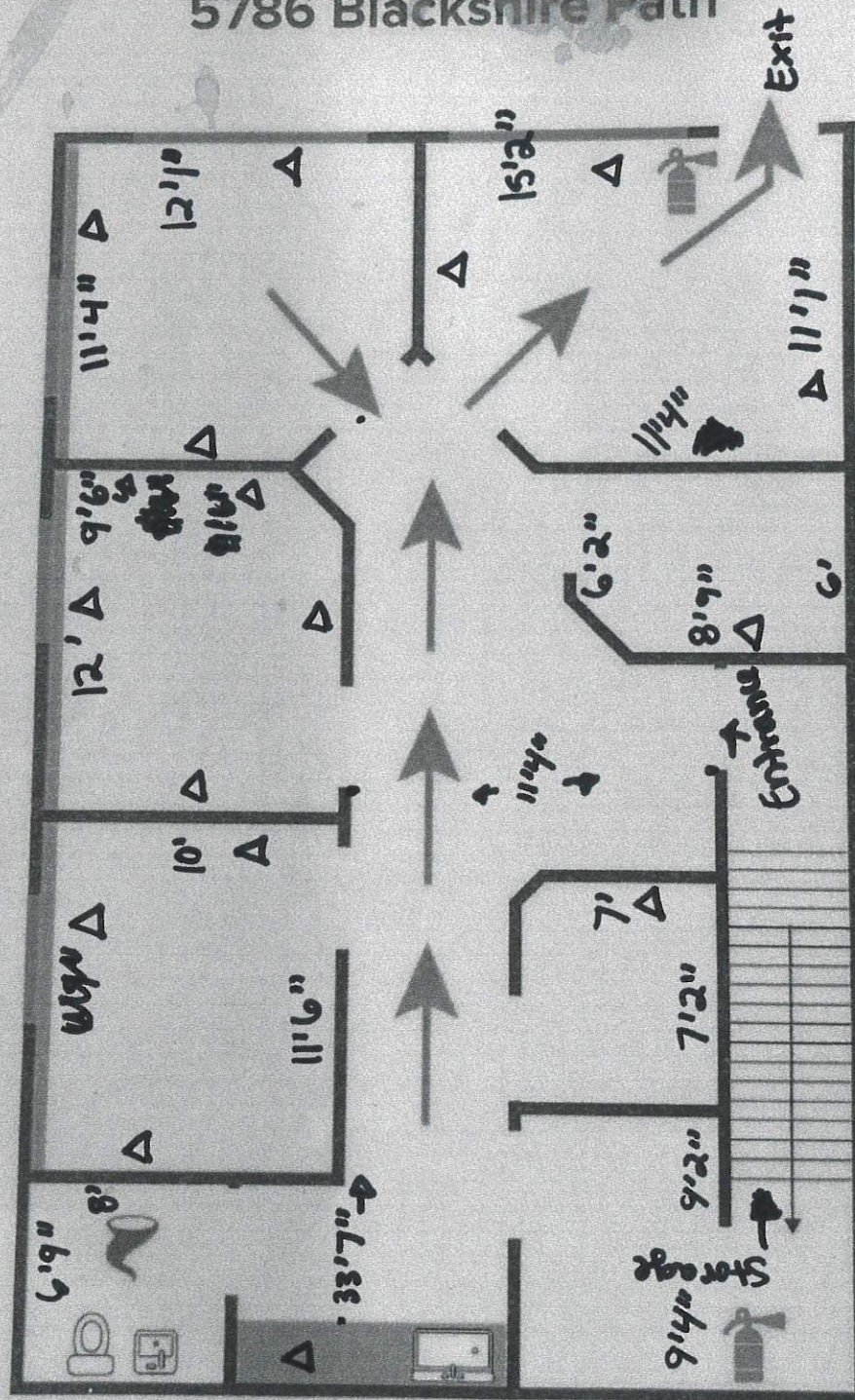
October 3, 4, 17, 18, 31

November 1, 14, 15, 28, 29

December 12, 13, 19, 20

# EVACUATION ROUTE

5786 Blackshire Path



11/11/16

11/11/16

## DESIGNATED MEETING PLACE

Up the parking lot, next to the dumpster

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

**Ordinance No. \_\_\_\_\_**

**AN ORDINANCE AMENDING TITLE 10 OF THE CITY CODE  
RELATED TO THE PLANNED UNIT DEVELOPMENT ZONING DISTRICT  
IN THE SOUTHEAST QUADRANT OF HIGHWAYS 52 AND 494**

**THE CITY OF INVER GROVE HEIGHTS ORDAINS THAT ORDINANCE NUMBERS 891, 912, 915, 928, 946, 968, 976, 977, 985, 1022, 1056, 1058, 1062, 1064, 1074, 1101, 1106, 1112, 1133, 1135, 1136, 1187, 1190, 1230, 1298, 1313, 1329, 1331, 1350, 1356, 1426 AND 1448 ARE HEREBY RESTATED AND AMENDED TO READ AS FOLLOWS:**

**SECTION I. Rezoning Land to Planned Unit Development (PUD).** Ordinance No. 1190 adopted July 27, 2009, entitled, "AN ORDINANCE ADOPTING THE RECODIFICATION OF THE INVER GROVE HEIGHTS CITY CODE INCLUDING THE CITY ZONING ORDINANCE, is hereby amended to rezone from MF PUD to Planned Unit Development Zoning District No. 2016-01 the following described property:

**Lot 2, Block 1, Bishop Heights 4<sup>th</sup> Addition, Dakota County, Minnesota  
according to the recorded plat thereof**

**SECTION II.** The Zoning Map of the City of Inver Grove Heights referred to and described in said Ordinance No. 1230 as that certain map entitled "Inver Grove Heights Zoning Map, June 24, 2002", together with all amendments thereto, hereinafter referred to as the "zoning map", shall not be republished to show the aforesaid rezoning, but the Clerk shall appropriately mark the said zoning map on file in the Clerk's Office for the purpose of indicating the rezoning hereinabove provided for in this ordinance and all of the notations, references and other information shown thereon are hereby incorporated by reference and made a part of this ordinance.

**SECTION III. Purpose and Intent.** The above referenced property is hereby rezoned to Commercial Planned Unit Development Zoning District No. 2023-01, for the purposes of:

- A. Providing the means for greater creativity and flexibility in environmental design than is provided for under the strict application of the existing zoning code while at the same time preserving the health, safety, order, convenience, prosperity and general welfare of the City and its inhabitants.
- B. Recognizing the economic and cultural advantages that will accrue to the residents of a planned community.
- C. Encouraging the preservation and enhancement of desirable site characteristics and open space.
- D. Encouraging a development pattern in harmony with land use density, transportation facilities and community objectives of the comprehensive plan.
- E. Limiting development of tax exempt uses.
- F. Providing incentives and encouraging development that will create a desirable tax base.

- G. Prohibiting uses and developments that could be detrimental to the overall development of the area.

**SECTION IV. Findings.** In rezoning the above referenced property to Commercial Planned Unit Development No. 2023-01, the City Council has found the following:

- A. That the proposed Commercial Planned Unit Development is consistent with the City's 2030 Comprehensive Plan.
- B. That the proposed development has been designed as a complete and unified development within its own boundaries in terms of relationship of structures, patterns of circulation, visual character, interrelationship of utilities and drainage infrastructure, and overall architectural theme.
- C. That the proposed layout of land use within the development will result in compatible land uses with present and planned uses in the surrounding area.
- D. That the development is sufficient unto itself on the basis of size, composition, arrangement and the provision of municipal utilities.
- E. That the impacts of the proposed development on municipal services and facilities have been reviewed and that mitigative measures have been identified where needed.
- F. That the impacts of the proposed development on environmental quality and the reasonable enjoyment of surrounding property have been identified, analyzed and mitigative measures identified where needed.
- G. That the existing and proposed layout and land use for Tracts A-D have been heretofore regulated in part by a succession of Conditional Use Permit Resolutions. Resolution No. 4573 was adopted by the City Council on 9/25/89. It was rescinded and replaced on 11/20/89 by Resolution No. 4615, which was rescinded on 8/27/90 and replaced with Resolution No. 4847, which was rescinded on 6/13/94 and replaced by Resolution No. 6055, which was rescinded on 4/10/95 and replaced by Resolution No. 6276, which was rescinded on 2/24/97 and replaced by Resolution No. 6789, which was rescinded on 2/23/98 and replaced by Resolution No. 98-30, which was rescinded on 2/28/11 and replaced by Resolution No. 11-28. This PUD Ordinance now replaces Resolution No. 11-28.

**SECTION V. Land Use Regulations.** For the above referenced property contained within the Commercial Planned Unit Development District No. 2011-01, the following land use regulations shall apply:

- A. SITE PLAN  
Prior to commencement of any development or issuance of grading or building permits, the City Council shall approve final development plans, including but not limited to: final plat, site plan, grading plan, utility plan, landscape plan, elevation plan, signage plan, lighting plan.
- B. USES  
All development shall be restricted to the following uses:

| Parcel No. | Legal Description*             | Specific Use                          |
|------------|--------------------------------|---------------------------------------|
| 1          | Lot 1, Block 1, Bishop Heights | 65,000 square foot, 16-screen theater |

|       |                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2     | Lot 2/3, Block 1, Bishop Heights                            | 7,400 square foot sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3     | Lot 2/3, Block 1, Bishop Heights                            | 36,371 square foot, 89 room motel                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 4     | Lot 4, Block 1, Bishop Heights                              | 25,292 square foot, 63 room motel                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 5     | Lot 5 and part of Lot 4, Bishop Heights                     | 6,163 square foot sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 6     | Lot 2, Block 2, Bishop Heights                              | 6,500 square foot bank and office building                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7     | Lot 3, Block 2, Bishop Heights                              | 4,271 square foot gas station convenience store                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 8     | Lot 1, Block 1, Krech's Addition                            | 15,120 square foot drug store                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 9     | Tracts A-D, F and G                                         | 42,000 square foot lawn, garden, floral & nursery retail center (two buildings: 29,400 sf in one, 12,400 sf in other); 605,000 square feet of greenhouses and nursery buildings; 2,150 sf accessory structures (2 barns) for storage of materials and equipment; nursery fields and nursery field caretaker's residence; outside storage/display of nursery and landscaping stock and materials; nursery and landscaping services, 5.7 acres of growing fields and one house for use by employees** |
| 10    | Lot 1, Block 1, Bishop Heights 2 <sup>nd</sup> Addition     | 1,710 sf quick service oil change store                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 11    | Lot 1, Block 1, Bishop Heights 3 <sup>rd</sup> Addition     | 6,832 sf auto service center store                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 12    | Lots 1-31, Block 1, Blackberry Town Office Park             | 65,415 net sf town office space and business and trade school, 31 units                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 13    | Lot 1, Block 1, Blackberry Town Office Park Second Addition | 4,950 gross sf veterinary clinic                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 14    | Lot 1, Block 1, Inver Grove Market                          | 10,200 square feet of general retail, 3,809 square feet of recreation center, 5,680 square feet of sit-down restaurant, and 1,516 square feet of fast-food restaurant (without a drive through window)                                                                                                                                                                                                                                                                                              |
| 15    | Lots 6-10, Block 7, Warren and McDowell's Acre Lots No. 2   | Rock and Block Yard for Gerten's Greenhouses                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 16    | Lots 1-88, Brentwood Village                                | 80 townhome units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 17    | Lot 1, Bk 2, Bishop Heights                                 | 7,200 sf sit down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 18    | Lots 1 & 2, Block 1, Outlot A Brentwood Village Apts.       | 219 apartment units                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 19    | Outlot B, Bishop Heights                                    | 43,400 square foot medical/office building                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 20    | Lot 2, Block 1, Inver Grove Market                          | 5,200 square foot bank building                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 21    | Lot 3, Block 1, Bishop Heights 4 <sup>th</sup> Addition     | 9,100 square feet of general retail, restaurant with a drive-through, feline veterinary clinic, and massage therapy.                                                                                                                                                                                                                                                                                                                                                                                |
| 22*** | Lot 1, Block 1, Bishop Heights 4 <sup>th</sup> Addition     | 15,400 square foot office/retail/ sit-down restaurant                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 23    | Lot 1, Block 1, Scenic Heights Addition                     | 16,000 square foot office condominium                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|           |                                                               |                                                                                     |
|-----------|---------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 24        | Outlot A, Brentwood Hills Apartments                          | 24 multiple family townhome units                                                   |
| 25        | Lot 2, Block 1, Inver Grove Professional Addition             | 13,318 square foot office building                                                  |
| <u>26</u> | <u>Lot 2, Block 1, Bishop Heights 4<sup>th</sup> Addition</u> | <u>2,370 square foot sit-down restaurant with pick up only drive through window</u> |

\* More detailed legal descriptions available in Exhibit A

\*\* Uses on Tracts A-D, F & G shall be governed not only by this ordinance, but also by the conditions found in Resolution No 98-210, Resolution 11-28 and Resolution 16-82.

\*\*\*Parcel 22 shall be subject to the following conditions:

1. A Joint Parking Agreement affecting the restaurant in Lot 1, Block 1 Bishop Heights 4<sup>th</sup> Addition between Outlot B, Bishop Heights and Lot 3, Block 1, Bishop Heights 4<sup>th</sup> Addition. This document must be drafted by the City attorney's office, signed by the land owners, and recorded with the County.
2. If restaurant parking becomes a problem restaurant employees shall park off site at any of the locations listed in the Joint Parking Agreement.

C. PERFORMANCE STANDARDS

All development shall meet the following performance standards. Where a specific standard is not addressed herein, the appropriate land use regulations of the City Code shall apply.

1. Minimum lot width - 100'

2. Setbacks:

|                                                      | Structures | Parking Lots | Driveways |
|------------------------------------------------------|------------|--------------|-----------|
| Upper 55 <sup>th</sup> St., Blaine Ave. & Cahill Ave | 50'        | 20'          | 10'       |
| Other Public Streets                                 | 30'        | 20'          | 10'       |
| Side Yard (adjacent to properties within PUD)        | 0'         | 0'           | 0'        |
| Side Yard (adjacent to properties outside PUD)       | 30'        | 10'          | 10'       |

Internal private driveways (setbacks to be approved with final development plan).

3. Maximum Building Height:

- a. Principal Structures - 35'

- b. Accessory Structures - 30'

- c. Greater building height shall be allowed by conditional use permit subject to City Code Section 515.59, Subd 10.

4. Minimum Open Space shall be 25% of lot area, with the lot area to be determined by the City. Ponding or steep slopes (in excess of 18%) shall not exceed 10% of the total lot area for purposes of this computation.

5. Parking/Circulation Requirements:

- (a) All open off-street parking and loading areas shall have a perimeter continuous concrete curb barrier around the entire lot.

6. Landscaping, Signage and Architecture:

Development of all lots in Bishop Heights shall be in conformance with the design manual on file in the City Offices entitled Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights, dated June 23, 1997 and prepared by Damon Farber Associates and Abend Singleton Associates.

Development of all lots in Krech's Addition shall be in conformance with the Cahill Corridor Master Plan and those portions of the Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights which the City finds appropriate.

Development of Tracts A-D, as described in Exhibit A, shall be in conformance with those portions of the design manual on file in the City Offices entitled Design Guidelines, Bishop Heights and Kerasotes Theaters, Inc., Planned Unit Development, Inver Grove Heights which the City finds appropriate.

Development of all lots shall also be in conformance with the City landscape policy.

**D. GENERAL PROVISIONS**

All development, except Tracts A-D, shall meet the following general provisions. All development which occurs on Tracts A-D in accordance with Resolution No. 98-210, and which has occurred prior to the effective date of this Ordinance, shall not be required to meet General Provisions 1, 2, 3, 4, 5, 6 and 9. Where a specific provision is not addressed herein, the appropriate land use regulation of the City Code shall apply.

1. Loading Areas:

Loading and unloading areas shall be in compliance with the following:

a. Any use which the City believes requires the provision of designated spaces for the loading, unloading or parking of trucks or semi-trailers shall provide such spaces and maneuvering area in the number and configuration which shall be deemed necessary by the City to prevent interference with the use of the public right-of-way and with vehicles entering onto or exiting from the public right-of-way.

b. Screening shall be provided in accordance with provisions of Paragraph 2, below, of this Section.

2. Screens and Buffers:

a. Definition and Purpose: Screens and buffers are designated yards or open areas where distance, planting, berming and fencing help minimize adverse impacts of public nuisances, such as: noise, glare, activity or dust; which are sometimes associated with parking, storage, signs or buildings.

b. Screens and Buffer Requirements:

(i) All parking, loading, service, utility and outdoor storage areas shall be screened from all public streets and adjacent differing land use by a combination of any of the following: earth mounds, walls, fences, shrubs, deciduous overstory or coniferous trees or hedge materials. The height and depth of the screening shall be consistent with the height and size of the area to be screened. When natural materials, such as trees or hedges, are used to meet the screening requirements of this Paragraph, density and species of planting shall be such as to achieve seventy-five percent (75%) opacity year round at maturity.

c. All plant materials required within a specified buffer yard shall be planted to completion within six (6) months from the date of issuance of a building permit unless otherwise approved by the City due to the time of the year or construction for a large project. In no case shall the period exceed six (6) months from issuance of the certificate of occupancy.

3. Building Design Requirements:

a. Design Supervision by Architect: An architect shall be required for the construction of all buildings. The building plan, including site plan for such a building, shall be certified by an architect, registered by the State of Minnesota, stating that the individual personally viewed the site and has designed the building to fit the site as planned and to be harmonious with the adjacent buildings, topography and natural surroundings and in accordance with the purposes and objectives of this Chapter. This requirement shall not prohibit the preparation of the site by a professional site designer, or the landscape plan by a professional landscape architect or certified nurseryman.

b. Exterior Vertical Surface Design for Commercial Structures: All exterior vertical surfaces of any principal or accessory structure shall have an equally attractive or the same fascia as the front. At least 50% of the exterior vertical surface shall consist of one or a combination of the following or similar materials: brick veneer; sculptured, textured or concrete block or panels; natural wood siding; steel, aluminum or vinyl lap siding; natural stone or glass.

4. Site Design and Development Requirements:

a. Landscaping shall be in accordance with the provisions of the "Performance Standards" Section of this Planned Unit Development.

b. Interior curbs shall be constructed within the property to separate driving and parking surfaces from landscaped areas. Interior curbs required by this Section shall be Portland cement concrete construction.

c. Surfaced walkways shall be provided from parking, loading and recreational areas to the entrances of buildings.

d. All interior driveways, parking areas, and loading areas, etc. shall be of blacktop or concrete construction.

e. No exterior trash or garbage disposal or incineration shall be permitted. Any exterior storage shall be enclosed within a container and such container shall be completely screened by a wall or equivalent visual screen and shall be attached to the principal structure and be constructed of the same building material.

f. On-site lighting shall be provided as is necessary for security, safety and traffic circulation. Lighting shall not be directed upon public rights-of-way or adjacent properties. Such illumination shall be indirect and diffused.

g. Prior to the issuance of building permits, fire lanes shall be provided and identified as required by the City Fire Marshal.

5. Mechanical Equipment Screening:

All mechanical equipment possessing one or more of the following characteristics shall be physically screened, to the extent feasible, from all public streets and adjacent land uses with either natural or artificial materials in a manner architecturally compatible to the building(s) on the site. Said screening shall pertain to, but not be limited to, exposed and/or

protruding fans, grills, tubes, wires, vents, unfinished metal covering, exposed rivets and exposed seams.

6. Sidewalks, Trails and Pedestrian Walkways:

a. Sidewalks, trails and pedestrian walkways shall be provided and maintained in accordance with the Comprehensive Plan.

b. As a minimum, a pedestrian sidewalk and/or minimum eight (8) foot wide bituminous trail shall be provided by the developer or land owner along the north side of Upper 55<sup>th</sup> Street and an eight (8) foot wide bituminous trail along the west side of Blaine Avenue.

c. The developer shall install six (6) foot wide concrete sidewalks along both sides of Bishop Avenue and along both sides of the public roadway connecting Bishop Avenue and Blaine Avenue.

d. An interior pedestrian circulation; plan shall be submitted with each development for approval by the City.

7. Site Plan and Building Permit Review:

To ensure uniform development throughout the planned unit development area and development that is consistent with the provisions herein, all site and building plans required for building permits, grading permits, excavation permits or other similar permits issued by the City must be found by the Director of Community Development or assigns to be consistent with the approved PUD Plans, the provisions of this Ordinance, the Development Contract and all other applicable sections of the City Code.

8. Traffic:

The forecasted p.m. peak hour traffic generated by the developments shall not exceed:

| Lot                                                                                    | Parcel #  | Trips      |
|----------------------------------------------------------------------------------------|-----------|------------|
| Lot 1, Block 1, Bishop Heights                                                         | 1         | 177        |
| Parcel A, Bishop Heights<br>(Described in Exhibit A)                                   | 2         | 72         |
| Parcel B, Bishop Heights<br>(Described in Exhibit A)                                   | 3         | 83         |
| That part of Lot 4, Block 1,<br>Bishop Heights described in<br>Exhibit A.              | 4         | 38         |
| Lot 5, Block 1, Bishop Heights<br>and that portion of Lot 4<br>described in Exhibit A. | 5         | 78         |
| Lot 2, Block 2, Bishop Heights                                                         | 6         | 120        |
| Lot 3, Block 2, Bishop Heights                                                         | 7         | 180        |
| Lot 1, Block 1, Krech's Addition                                                       | 8         | 116        |
| Tracts A-D, F and G as<br>described in Exhibit A                                       | 9         | 208        |
| Lot 1, Block 1, Bishop Heights<br>2 <sup>nd</sup> Addition                             | 10        | 18         |
| Lot 1, Block 1, Bishop Heights<br>3 <sup>rd</sup> Addition                             | 11        | 28         |
| Lots 1-31, Block 1, Blackberry<br>Town Office Park                                     | 12        | 141        |
| Lot 1, Block 1, Blackberry Town<br>Office Park Second Addition                         | 13        | 20         |
| Lot 1, Inver Grove Market                                                              | 14        | 148        |
| Lots 6-10, Block 7, Warren and<br>McDowell's Acre Lots No. 2                           | 15        | 40         |
| Lots 1-88, Brentwood Village                                                           | 16        | 43         |
| Lot 1, Bk 1, Bishop Heights                                                            | 17        | 78         |
| Lots 1 & 2, Bk 1, Brentwood<br>Village Apartments                                      | 18        | 136        |
| Outlot B, Bishop Heights                                                               | 19        | 146        |
| Lot 2, Inver Grove Market                                                              | 20        | 205        |
| Lot 3, Block 1, Bishop Heights<br>4 <sup>th</sup> Addition                             | 21        | 34         |
| Lot 1, Block 1, Bishop Heights<br>4 <sup>th</sup> Addition                             | 22        | 126        |
| Lot 1, Block 1, Scenic Heights<br>Addition                                             | 23        | 23         |
| Outlot A, Brentwood Hills<br>Apartments                                                | 24        | 19         |
| Lot 2, Block 1, Inver Grove<br>Professional Addition                                   | 25        | 20         |
| <u>Lot 2, Block 1, Bishop Heights</u><br><u>4<sup>th</sup> Addition</u>                | <u>26</u> | <u>178</u> |

The trips have been determined by the City using national or state traffic generation studies or reports prepared by engineering professionals, including the Trip Generation Report, prepared by the Institute of Transportation Engineers. This determination is being made by the City at the time of final development plan approval. Any change which effects the site plan or uses, as approved in Section V, A and B, including an increase in building size, shall require a redetermination by the City of forecasted p.m. peak hour trips, and shall not exceed the number of trips, as hereby approved.

9. Maintenance Agreements:

Contemporaneous with recording the plat of Bishop Heights, the owners of Lots 1,2,3, Block 1; Lots 1,2,3, Block 2, Bishop Heights, shall execute a stormwater maintenance agreement, a landscape maintenance agreement, and a street light maintenance agreement, in a form to be approved by the Director of Public Works, the Director of Community Development, and the City Attorney.

**SECTION VI.** The effective date of the Planned Unit Development Zoning District No. 2010-01 as amended shall be from and after publication of this Ordinance pursuant to City Code Section 110.03 Subd. 5. The Planned Unit Development shall be designated on the official City Zoning Map as “Planned Unit Development No. 2011-01” upon approval of the rezoning by the City Council.

THIS ORDINANCE NO. \_\_\_\_\_ RESTATES AND AMENDS ORDINANCE NOS. 891, 912, 915, 928, 946, 968, 976, 977, 985, 1022, 1056, 1058, 1062, 1064, 1074, 1101, 1106, 1112, 1133, 1135, 1136, 1187, 1190, 1230, 1298, 1313, 1329, 1331, 1350, 1356, 1426 and 1448.

The City Deputy Clerk is hereby authorized and directed to record a certified copy of this ordinance at the Dakota County Recorder’s Office.

This ordinance shall be in full force and effect from and after its publication according to law.

Enacted and ordained into an Ordinance this 22nd day of July, 2024.

Ayes:

Nays:

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

ATTEST:

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

## EXHIBIT A

| Parcel No. | Legal Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1          | Lot 1, Block 1, Bishop Heights, Dakota County, Minnesota                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2          | That part of Block 1, Lots 2 and 3, Bishop Heights, Dakota County, Minnesota which lies northerly and northeasterly of the following described line: Commencing at the northwest corner of said Lot 2; thence South 21 degrees 15 minutes 20 seconds East, bearing assumed, along the southwesterly line of said Lot 2 a distance of 24.16 feet to the point of beginning of the line to be described; thence South 89 degrees 25 minutes 07 seconds East 155.57 feet; thence South 0 degrees 34 minutes 53 seconds West 39.02 feet; thence South 20 degrees 40 minutes 09 seconds East 22.52 feet; thence South 89 degrees 25 minutes 07 seconds East 62.64 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 90.00 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 191.65 feet; thence South 76 degrees 45 minutes 56 seconds East 29.75 feet more or less to the westerly right of way line of Bishop Avenue, and there terminating. |
| 3          | That part of Block 1, Lots 2 and 3, Bishop Heights, Dakota County, Minnesota which lies southerly and southwesterly of the following described line: Commencing at the northwest corner of said Lot 2; thence South 21 degrees 15 minutes 20 seconds East, bearing assumed, along the southwesterly line of said Lot 2 a distance of 24.16 feet to the point of beginning of the line to be described; thence South 89 degrees 25 minutes 07 seconds East 155.57 feet; thence South 0 degrees 34 minutes 53 seconds West 39.02 feet; thence South 20 degrees 40 minutes 09 seconds East 22.52 feet; thence South 89 degrees 25 minutes 07 seconds East 62.64 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 90.00 feet; thence South 0 degrees 34 minutes 53 seconds West 30.00 feet; thence South 89 degrees 25 minutes 07 seconds East 191.65 feet; thence South 76 degrees 45 minutes 56 seconds East 29.75 feet more or less to the westerly right of way line of Bishop Avenue, and there terminating  |
| 4          | Lot 4, Block 1, Bishop Heights, except that part lying south of the following described line: Commencing at the northwest corner of said Lot 4, thence southeasterly along the westerly line of said Lot 4 on an assumed bearing of South 21 degrees 15 minutes 20 seconds East 107.57 feet to the point of beginning of the line to be described; thence North 68 degrees 44 minutes 40 seconds East, a distance of 80.50 feet; thence South 21 degrees 15 minutes 20 seconds East, a distance of 17.04 feet; thence South 18 degrees 58 minutes 24 seconds East a distance of 65.59 feet; thence North 89 degrees 59 minutes 25 seconds East a distance of 216.22 feet; thence North 37 degrees 12 minutes 54 seconds East 28.52 feet; thence North 89 degrees 25 minutes 20 seconds East, a distance of 47.10 feet more or less to the Easterly line of Lot 4 and there terminating.                                                                                                                                                                                             |
| 5          | Lot 5, Block 1, Bishop Heights and that part of Lot 4, Lot 1, Bishop Heights lying south of the following described line: Commencing at the northwest corner of said Lot 4, thence southeasterly along the westerly line of said Lot 4 on an assumed bearing of South 21 degrees 15 minutes 20 seconds East 107.57 feet to the point of beginning of the line to be described; thence North 68 degrees 44 minutes 40 seconds East, a distance of 80.50 feet; thence South 21 degrees 15 minutes 20 seconds East, a distance of 17.04 feet; thence South 18 degrees 58 minutes 24 seconds East a distance of 65.59 feet; thence North 89 degrees 59 minutes 25 seconds East a distance of 216.22 feet; thence North 37 degrees 12 minutes 54 seconds East 28.52 feet; thence North 89 degrees 25 minutes 20 seconds East, a distance of 47.10 feet more or less to the Easterly line of Lot 4 and there terminating.                                                                                                                                                                 |
| 6          | Lot 2, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 7          | Lot 3, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8          | Lot 1, Block 1, Krech's Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 9          | Tract A, described as:<br>The East Half of the Southwest Quarter of the Northeast Quarter; and the North 270 feet of the East Half of the Northwest Quarter of the Southeast Quarter, Section 33,                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | <p>Township 28, Range 22, according to the U.S. Government Survey thereof, Dakota County, Minnesota.</p> <p>Tract B, described as:</p> <p>Parcel 1: Lots 8 through 23, Block 3, Edgewood Addition to South St. Paul, Dakota County, Minnesota, the vacated alley in said Block 3, and that part of Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, which lies South of the tract shown as parcel 240B on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and as said plat has been corrected by Certificate of Correction filed for record with said County Recorder on the 4<sup>th</sup> day of November 1982, at 9:00 a.m., as Document No. 610751;</p> <p>Parcel 2: Block 4, Edgewood Addition to South St. Paul, Dakota County, Minnesota including the alley in said Block 4 and that part of Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, Except that part of Lots 1 through 8 inclusive and Lots 23 through 30 inclusive, in said Block 4, and that part of the alley in said Block 4 and that part of vacated Boyd Avenue (formerly Hamilton Avenue) accruing thereto by reason of the vacation thereof, shown as Parcel 240A on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and or Dakota County, Minnesota, and as said plat has been corrected by Certificate of Correction filed for record with said County Recorder on the 4<sup>th</sup> day of November 1982, at 9:00 a.m., as Document No. 610751.</p> <p>Tract C, described as:</p> <p>Parcel 1: Lots 3, 6, 7 and the westerly 60 feet of Lot 2, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233B on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 32372</p> <p>Parcel 2: Lot 1 and Lot 2 less the westerly 60 feet thereof, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233C on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 101901.</p> <p>Parcel 3: Lots 4, 5, 8, 9 and 10, Block 8, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 233A on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota, and except the existing Right of Way of Trunk Highway 110. Torrens Property, Torrens Certificate No. 101902.</p> <p>Tract D, described as:</p> <p>Lots 3, 4, 5, 26 and 27, Block 3, Glenwood, Dakota County, Minnesota, according to the recorded plat hereof, in Dakota County, Minnesota.</p> |
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|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>Tract F, described as:<br/>The East Half of the Northwest Quarter of the Southeast Quarter of Section 33, Township 28, range 22, except the North 270 feet thereof lying Northerly of the Southerly right-of-way of Dakota County Road No. 18.<br/>Except that part described as follows:<br/>Commencing at the Southwest corner of the Northwest Quarter of the Southeast Quarter of Section 33, Township 28, Range 22 West; thence on an assumed bearing of North 89 degrees 50 minutes 28 seconds East along the South line of said Northwest Quarter of the Southeast Quarter a distance of 657.07 feet to the Southwest corner of the East Half of the Northwest Quarter of the Southeast Quarter and said point being the point of beginning; thence North 0 degrees 07 minutes 49 seconds West along the West line of said East Half of the Northwest Quarter of the Southeast Quarter a distance of 58.51 feet; thence North 83 degrees 29 minutes 34 seconds East 197.77 feet; thence South 6 degrees 30 minutes 26 seconds East a distance of 80.88 feet to the South line of said East Half of the Northwest Quarter of the Southeast Quarter; thence South 89 degrees 50 minutes 28 seconds West along said South line a distance of 205.52 feet to the point of beginning, except that part previously acquired for County Road No. 18 (a/k/a Upper 55<sup>th</sup> Street).</p> <p>Tract G, described as:<br/>Parts of Southeast Quarter of Northeast Quarter of Section 33, Township 28, Range 22, which was formerly platted as Lots 1 through 8 inclusive, Block 6, Lots 1 through 8 inclusive, Block 7, Lots 23 through 30 inclusive, Block 7, Lots 1 through 8 inclusive, Block 8 of Edgewood Addition to South St. Paul, and as the streets and alleys abutting on said Lots before the Vacation of Edgewood Addition to South St. Paul, Dakota County, Minnesota</p> |
| 10 | Lot 1, Block 1, Bishop Heights 2 <sup>nd</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 11 | Lot 1, Block 1, Bishop Heights 3 <sup>rd</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 12 | Lots 1-31, Block 1, Blackberry Townoffice Park                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 13 | Lot 1, Block 1, Blackberry Town Office Park Second Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 14 | Lot 1, Inver Grove Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 15 | Lots 6, 7, 8, 9 and 10, Block 7, Warren and McDowell's Acre Lots No. 2, according to the plat thereof on file and of record in the office of the Register of Deeds in and for Dakota County, Minnesota, except that part shown as Parcel 333 on the plat designated as Minnesota Department of Transportation Right of Way Plat Numbered 19-46 on file and of record in the office of the County Recorder in and for Dakota County, Minnesota.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 16 | Lots 1-88, Brentwood Village                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| 17 | Lot 1, Block 2, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 18 | Lots 1 & 2, Bk 1, Outlot A, Brentwood Village Apartments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 19 | Outlot B, Bishop Heights                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 20 | Lot 2, Block 1, Inver Grove Market                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 21 | Lot 3, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 22 | Lot 1, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 23 | Lot 1, Block 1, Scenic Heights Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 24 | Outlot A, Brentwood Hills Apartments                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 25 | Lot 2, Block 1, Inver Grove Professional Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 26 | Lot 2, Block 1, Bishop Heights 4 <sup>th</sup> Addition                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |



## Request for Council Action

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**SUBJECT:** **Authorize Request for Proposal (RFP) for Professional Auditing Services for Fiscal Years 2024-2028.**

**MEETING DATE:** July 22, 2024

**ITEM TYPE:** Consent Agenda

**CONTACT:** Amy Hove, Finance Director, 651.450.2521  
Sam Hosszu, Assistant Finance Director, 651.450.2516

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### **ACTION REQUESTED**

The Council is asked to approve the attached Resolution, authorizing the issuance of a Request for Proposals (RFP) for professional auditing services.

### **BACKGROUND**

Each year, the City of Inver Grove Heights prepares an Annual Comprehensive Financial Report (ACFR). Under Minnesota state statute, all cities with a population greater than 2,500 are also required to submit professionally audited financial statements to the State Auditor. And, these same financial statements, along with any audit findings, are required to be submitted and presented to the City Council no later than 30 days after submission to the State Auditor. Historically, these presentations have occurred, and the Council has accepted the report and its findings prior to submission to the State Auditor.

In the past, the City of Inver Grove Heights has utilized its auditors for services beyond the ACFR audit, which would include items such as the Single Audit, drafting of the ACFR, implementing new GASB standards, and general accounting support and advice throughout the year. It is anticipated that the City will continue to need these services, and as such, they are included in the proposed RFP.

Abdo, LLP (Abdo) has been the City's auditor since 2013, and the City has been happy with their services. The City's last contract with Abdo, approved by the Council in October 2022, covered fiscal years 2022 and 2023 with annual costs ranging between \$55,000 and \$57,000. Although pleased with its existing relationship with Abdo, it is beneficial for all departments to review their professional service arrangements to ensure competitiveness among available vendors. Staff notified Abdo of the City's intent to solicit proposals for auditing services and encouraged their submission to this process.

### **FISCAL IMPACT**

By periodically reviewing professional auditors and soliciting proposals via RFP, the City ensures continued competitiveness for this portion of the City's business.

### **RECOMMENDATION**

Staff recommends that Council approve the attached Resolution, authorizing the issuance of a Request for Proposals (RFP) for professional auditing services.

**ATTACHMENTS**

1. Resolution
2. Request for Proposal (RFP)

CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA

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

**RESOLUTION AUTHORIZING ISSUANCE OF A REQUEST FOR PROPOSALS FOR  
PROFESSIONAL AUDITING SERVICES FOR A 5-YEAR PERIOD COVERING FISCAL  
YEARS 2024, 2025, 2026, 2027, AND 2028.**

**WHEREAS**, Minnesota State Statute 471.697.1(c) requires all cities with populations greater than 2,500 have audited financial statements submitted to the state auditor, mayor, and city council; and

**WHEREAS**, it is generally a good practice to review the auditor relationship periodically and seek competitive bids for that portion of the city's business; and

**WHEREAS**, the City's current auditor of record, Abdo, LLP, has been the City's auditor since the 2013; and

**WHEREAS**, city staff have prepared a Request for Proposal (RFP) to solicit auditing services for a five-year period, covering fiscal years ending 2024, 2025, 2026, 2027, and 2028.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS:** that, the City Council of the City of Inver Grove Heights authorizes the issuance of a Request for Proposal (RFP) for professional auditing services.

Approved this 22nd day of July 2024 by the City Council of Inver Grove Heights, MN

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

ATTEST:

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



City of Inver Grove Heights, Minnesota

Request for Proposals for  
Professional Auditing Services  
For Fiscal Years Ending  
2024, 2025, 2026, 2027 & 2028

July 23, 2024

Sam Hosszu  
Assistant Finance Director  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077

(651) 450-2516  
shosszu@ighmn.gov

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## ATTACHMENTS

- A. Proposer Warranties
- B. Schedule of Professional Fees and Expenses for the Audit of the Financial Statements of the City of Inver Grove Heights

## I. INTRODUCTION

### A. General Information

The City of Inver Grove Heights is requesting proposals from qualified certified public accounting firms to audit its financial statements for the five fiscal years ending December 31, 2024, 2025, 2026, 2027 and 2028 with the option for the City to terminate the contract giving at least 60 days notice. These audits are to be performed in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Inquires about the engagement or request for proposal should be addressed to:

Sam Hosszu  
Assistant Finance Director  
shosszu@ighmn.gov  
(651) 450-2516

A digital copy of the proposal must be received at:

shosszu@ighmn.gov

By 4:00 p.m. on Tuesday, September 3, 2024.

The City of Inver Grove Heights will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

The City of Inver Grove Heights reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. The City of Inver Grove Heights reserves the right to reject any or all proposals submitted.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City of Inver Grove Heights and the firm selected.

### B. Term of Engagement

An initial five year term of engagement subject to the annual review, satisfactory negotiation of terms (including a price acceptable to both the City and the selected firm), and City Council approval.

C. Subcontracting

Following the award of the audit contract, no subcontracting will be allowed without the express prior written consent of the City of Inver Grove Heights.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work to be Performed

The City of Inver Grove Heights will retain the accounting firm to audit its financial processes, records, and statements in order to express an opinion on the fairness of the presentation of its government-wide, governmental major fund, business-type major fund and aggregate remaining non-major governmental and business-type fund financial statements in conformity with generally accepted accounting principles.

The auditor shall also perform the tests and procedures involving supplementary information required by the Governmental Accounting Standards Board (GASB) as mandated by generally accepted auditing standards.

The City of Inver Grove Heights also desires the firm to review the presentation of the statistical section of the financial statements insofar as current generally accepted auditing standards require such review.

The auditor is not required to audit the schedule of expenditures of federal awards if such audit is not triggered by the threshold of funding received by the City for the fiscal period.

B. Auditing Standards to Be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

1. Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants.
2. The standards for financial audits as set forth in the US General Accounting Office's *Government Auditing Standards*.
3. The provisions of the Single Audit Act of 1996.

4. The provisions of U.S. Office of Management and Budget (OMB) Circular A-133.
5. The provisions of the *Minnesota Legal Compliance Audit Guide for Local Government*
6. Any other Federal, State and local requirements in effect now or placed into effect during the engagements.

C. Reports to be Issued

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. An Independent Auditor's Report expressing an opinion on the presentation of the financial statements in conformity with generally accepted accounting principles.
2. A Report on Internal Control over Financial Reporting and on Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*.
3. An Independent Auditor's Report on Expenditures of Federal Awards in Accordance with OMB Circular A-133, if applicable.
4. A Report on Compliance with *Minnesota Legal Compliance Audit Guide for Local Governments*.
5. A Management Letter.
6. Office of the State Auditor Annual Financial Reporting Form
7. Any other requested or required reports agreed upon in the annual engagement letter by the City and the Auditor.

Drafting of the audit report is not completed by City staff but is to be included as part of the audit proposal and fee.

In the required Report on Internal Controls, the auditor shall communicate any reportable conditions found during the audit. Reportable condition(s) shall be defined using the standards promulgated by the Statements of Auditing Standards (SAS) in effect for the fiscal year being audited.

Non-reportable conditions discovered by the auditors shall be reported in the separate Management Letter, which shall be referred to in the Report on Internal Controls.

Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of illegal acts of which they become aware to the City Administrator.

D. Reporting to the City Council

Auditors shall assure themselves that the City of Inver Grove Heights' City Council is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

They shall do so via presentation to the City Council at a mutually agreed date and time.

E. Special Considerations

1. The City of Inver Grove Heights will send its Annual Comprehensive Financial Report to the Government Finance Officers Association of the United States and Canada for review in their Certificate of Achievement for Excellence in Financial Reporting program. It is anticipated that the auditor will not be required to provide special assistance to the City of Inver Grove Heights to meet the requirements of that program. However, the City will accept suggestions and assistance in this regard.
2. Office of the Minnesota State Auditor – Annual Financial Reporting Form. The City seeks to have the Auditor draft and submit the Annual Financial Reporting Form on behalf of the City.
3. The City of Inver Grove Heights seeks the Auditor's assistance in educating and implementing new GASB standards as the board requires implementation.
4. The Schedule of Expenditures of Federal Awards, if applicable, and related auditor's report, as well as the reports on the internal controls and compliance should be included in the Annual Comprehensive Financial Report.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of five years following the issuance of an opinion, unless the firm is notified in writing by the City of Inver Grove Heights of the need to extend the retention period. The auditor will provide an electronic or paper copy of all work

papers to the City. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

- City of Inver Grove Heights
- Federal Cognizant Agency
- U.S. General Accounting Office (GAO)
- Parties designated by the federal or state governments or by the City of Inver Grove Heights as part of an audit quality review process.
- Auditors of entities of which the City of Inver Grove Heights is a sub-recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE GOVERNMENT

A. Contact Person

The auditor's principal contact with the City will be Amy Hove, Finance Director, or a designated representative, who will coordinate the assistance to be provided by the City of Inver Grove Heights to the auditor.

B. Background Information

The City of Inver Grove Heights is located in Dakota County and serves an area of approximately 30 square miles with an estimated population of 35,701.

The City is a statutory city with a Council-City Administrator form of government. Council members serve four-year staggered terms, with two council members elected every four years and the Mayor currently serving a two-year term. The City Council recently approved changing the Mayor’s term to a four-year term which will start January 1, 2025. The present Mayor and Council Members and their terms are as follows:

|                 |                |                   |
|-----------------|----------------|-------------------|
| Brenda Dietrich | Mayor          | December 31, 2024 |
| Sue Gliva       | Council Member | December 31, 2024 |
| John Murphy     | Council Member | December 31, 2024 |
| Tony Scales     | Council Member | December 31, 2026 |
| Mary T’Kach     | Council Member | December 31, 2026 |

C. Budgetary Basis of Accounting

The City prepares its budgets on a basis consistent with generally accepted accounting principles.

D. Federal and State Financial Assistance

During the first fiscal year (2024) to be audited, the City does expect to receive in excess of \$750,000 of State and Federal assistance from various programs.

E. Pension Plans

All full time and certain part-time employees of the City are covered by defined benefit pension plans administered by the Public Employees Retirement Association of Minnesota (PERA). The association administers the Public Employees Retirement Fund and the Public Employees Police and Fire Fund which are cost sharing, multiple employer retirement plans. The Inver Grove Heights Fire Department Relief Association has its own plan and submits an audited report to the City.

F. Component Units

The City of Inver Grove Heights reports one blended component unit, Inver Grove Heights Economic Development Authority (EDA).

G. Personnel Assigned

The Finance Department is headed by Amy Hove, Finance Director. The finance department consists of 10 employees (9.5 FTE). The principal functions performed, and the number of employees assigned to each area, are as follows:

| <u>Function/Position</u>                    | <u>Number of Employees</u> |
|---------------------------------------------|----------------------------|
| Customer Service Specialist                 | 1                          |
| Accounting Technician – Accounts Payable    | 1                          |
| Accounting Technician – Accounts Receivable | 1 (.5 FTE)                 |
| Accounting Technician – Utility Billing     | 1                          |
| Sr. Accounting Technician – Parks and Rec   | 1                          |
| Wage and Benefit Coordinator- Accountant    | 1                          |
| Senior Accountant                           | 1                          |
| Utility Billing Coordinator                 | 1                          |
| Assistant Finance Director                  | 1                          |
| Finance Director                            | 1                          |

The Finance Department utilizes Tyler Technologies ERP Pro 10 software for the following functions: general ledger, budget, cashiering, payroll, utility billing, accounts payable, project reporting, and fixed assets.

#### IV. TIME REQUIREMENTS

##### A. Proposal Calendar

|                              |                             |
|------------------------------|-----------------------------|
| Request for proposal issued  | July 23, 2024               |
| Last day to submit questions | August 16, 2024             |
| Due date for proposals       | 4:00 p.m. September 3, 2024 |
| Possibility of interviews    | September/October 2024      |
| Selected firm notified       | October 2024                |

##### B. Schedule for 2024 Fiscal Year Audit

The City will have all records ready for audit and all management personnel available to meet with the firm's personnel at a date that is mutually convenient. Each of the following should be completed by the auditor no later than the dates indicated.

###### 1. Interim Work

The auditor shall complete interim work by January 31, 2025 with a preferred completion in December of 2024.

###### 2. Detailed Audit Plan

The auditor shall provide by December 27, 2024, to the City both a detailed audit plan and a list of all schedules to be prepared by the City.

###### 3. Fieldwork

The auditor may begin fieldwork after March 1, 2025 and must have completed all fieldwork by March 31, 2025. The fieldwork date must be mutually agreed upon and can take place in-person, remotely, or a combination of the two.

###### 4. Date Final Report is Due

All reports are due to the Finance Director one week prior to the City Council work session in May 2025 (anticipated to be May 5, 2025).

The auditor shall make at least one senior staff member available for an evening meeting to present the reports and findings at a City Council Work Session or City Council Meeting.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR & REPORT PREPARATION

A. Finance Department and Assistance

The Finance Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation, and explanations. The City of Inver Grove Heights can assist with the preparations of audit confirmations upon direction of the auditor.

The City of Inver Grove Heights will grant the auditors view-only access to financial systems (ERP Pro 10, Laserfiche accounts payable workflow, Tracker investment software) which can be utilized during the course of the audit to view and confirm financial activities.

B. Work Area

The City will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided with access to the internet, telephone, copier, and scanner. Work may be completed remotely when agreed upon by the City and the Auditor.

C. Report Preparation (ACFR)

Preparation, editing, printing, and binding of the Annual Comprehensive Financial Report and all other reports shall be the responsibility of the auditor. Electronic copies of all reports will be delivered to the Finance Director for reproduction and distribution.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals must be made in writing to:

Sam Hosszu, Assistant Finance Director  
City of Inver Grove Heights  
8150 Barbara Avenue  
Inver Grove Heights, MN 55077  
651-450-2516  
shosszu@ighmn.gov

Firms interested in receiving copies of questions regarding the request for proposals and the City's responses should submit an email address to the Assistant Finance Director no later than August 16, 2024, at the above email address.

2. Submission of Proposals

The following material is required to be electronically received by 4:00 p.m. September 3, 2024, for a proposing firm to be considered:

- a. A master copy (so marked) of a Technical Proposal to include the following:
  - i. Title Page  
  
Title page showing the request for proposals subject; the firm's name; the name, address, and telephone number of the contact person; and the date of the proposal.
  - ii. Table of Contents
  - iii. Transmittal Letter  
  
A signed letter of transmittal which briefly states the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes it to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.
  - iv. Detailed Proposal  
  
The detailed proposal should follow the order set forth in Section VI B of this request for proposals.
  - v. Proposer Warranties  
  
Executed copy of the Proposer Warranties, attached to this request for proposal (Attachment A).
- b. The proposer shall submit a digital master copy (so marked) of the dollar cost bid (Attachment B).
- c. Proposers should send the completed proposal via email to:

Sam Hosszu  
Assistant Finance Director  
shosszu@ighmn.gov

Please mark the subject as “Audit RFP”.

B. Technical Proposal – General Requirements

There should be no dollar units or total costs included in the technical proposal document.

The purpose of the Proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of the City of Inver Grove Heights in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposals requirements.

The Proposal should address all the points outlined in the request for proposals. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following items must be included. They represent the criteria against which the proposal will be evaluated.

1. Independence

The firm should provide an affirmative statement that it is independent of the City of Inver Grove Heights as defined by generally accepted auditing standards the U.S. General Accounting Office's *Government Auditing Standards*.

The firm should also list and describe the firm's professional relationships involving the City of Inver Grove Heights, its component unit, or any of its agencies for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give the City written notice of any professional relationships entered into during the period of this agreement.

2. License to Practice in Minnesota

An affirmative statement should be included that the firm and all assigned key professional staff are properly registered and licensed to practice in Minnesota.

3. Firm Qualifications and Experience

The proposer should state the year the firm was established, size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be employed on a part-time basis.

The firm is also required to submit a copy of its' most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

4. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors, and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Minnesota. Provide information on the government auditing experience of each person.

Provide information regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, and other assigned staff may be changed if those personnel leave the firm, are promoted, or are assigned to another office, provided that the replacements have substantially the same or better

qualifications or experience. The City retains the right to approve or reject replacements.

5. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (minimum 3, maximum 5) performed in the last five (5) years that are similar to the engagement described in this request for proposal and are cities awarded the GFOA Certificate for Excellence in Financial Reporting. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

6. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for proposal. In developing the work plan, reference should be made to such sources of information as the City of Inver Grove Heights' budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

7. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the City.

8. Report Format

The proposal should include sample formats for required reports including the Management Letter.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The City will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

The proposal should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the City of Inver Grove Heights.
- c. A proposed team assigned to the project. This includes team size, make-up of the team (staff levels), and anticipated hours for each staff.

#### Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

## VII. EVALUATION PROCEDURES

### A. Audit Proposal Evaluation Committee

Proposals submitted will be evaluated by an Audit Proposal Evaluation Committee comprised of the Finance Director, Assistant Finance Director and the Utility Billing Coordinator of the City.

The City of Inver Grove Heights reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

### B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria which will be considered during the evaluation process.

#### 1. Mandatory Elements

- a. The audit firm is independent and licensed to practice in Minnesota.
- b. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
- c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal
- d. The firm submits a copy of its' last external quality control review report, and the firm has a record of quality audit work.

## 2. Technical Qualifications

### a. Expertise and Experience

- 1. The firm's past experience and performance on comparable government engagements.
- 2. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
- 3. The firm's expertise with the GFOA Certificate of Achievement in Financial Reporting.

### b. Audit Approach

- 1. Adequacy of a proposed staffing plan for various segments of the engagement.
- 2. Adequacy of sampling techniques.
- 3. Adequacy of analytical procedures.

## 3. Price

Cost will not be the primary factor in the selection of an audit firm.

## C. Oral Presentations

During the evaluation process the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal.

## D. Final Selection

The Audit Proposal Evaluation Committee will recommend to the City Council the appointment of a CPA firm judged to be most responsive and responsible

proposer for the auditing services requested. The final decision with respect to the appointment will be made by the City Council.

E. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the engagement letter between the City and the firm selected. The City of Inver Grove Heights reserves the right without prejudice to reject any or all proposals.

ATTACHMENT A

CITY OF INVER GROVE HEIGHTS  
PROPOSER WARRANTIES

- A. Proposer warrants that it is willing and able to comply with State of Minnesota laws with respect to foreign (non-state) corporations.
- B. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- C. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the City.
- D. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.
- E. Proposer certifies that it can and will provide and make available at a minimum, all services set forth in Section II, Nature of Services Required.

Signature of Official: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

## ATTACHMENT B

### Total All Inclusive Maximum Price

- 2024 All-Inclusive Maximum Price:
- 2025 All-Inclusive Maximum Price:
- 2026 All-Inclusive Maximum Price:
- 2027 All-Inclusive Maximum Price:
- 2028 All-Inclusive Maximum Price:

Note: The rate quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.



## Request for Council Action

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**SUBJECT:**        **Contract Award for Fire Department Station Location Study**

**MEETING DATE:**    July 22, 2024  
**ITEM TYPE:**        Consent Agenda  
**CONTACT:**         Judy Thill, Fire Chief, 651.450.2495

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, awarding a contract to BKV Group to conduct a station location study for Fire Station #3.

### **BACKGROUND**

On April 22, 2024, the Council authorized the issuance of a Request for Proposals (RFP) for a Station Location Study to be conducted for Fire Station #3. Station #3 is the oldest of the City's fire stations and will need some significant maintenance and improvements in the coming years if it is going to continue to serve the Department and the City. Before determining whether to devote significant financial resources to remodeling or rebuilding station #3 at its current site, the City desired to determine whether the present location of Fire Station #3 is the best location from which to serve current and future residents and businesses. (Phase 1 of this study). If the current location of Fire Station #3 is determined to not be a reasonable location from which to serve the community now and into the future, the City's desire is to have alternative locations identified for a replacement Fire Station #3 to be built. (Phase 2 of this study.)

The RFP was sent to 18 architectural and engineering firms and posted on the City's and League of MN Cities websites. Proposals were received from 6 different firms. The City Administrator and chief staff to the Fire Department reviewed and ranked the six proposals, narrowing them down to three. These three firms were then invited to participate in a one-hour interview with the City Administrator and chiefs.

One firm, BKV Group, rose to the top. BKV proposed to complete Phase 1 at a cost of \$3,500 and, if needed, Phase 2 at a cost \$8,000. Reimbursable expenses are not to exceed \$1,000. The BKV Group team has a wealth of experience in station location analysis in Minnesota and throughout the US. References were checked for projects recently completed and came back very positive. BKV is expecting Phase 1 to take 5 weeks and Phase 2, if needed, to take 10 weeks.

This study is the first step in what is expected to be a multi-year process. A significant remodeling or rebuilding of Fire Station #3 is not planned in the near term, however this study will allow the City to plan ahead - particularly if a new location needs to be identified and land acquired.

### **FISCAL IMPACT**

Funds for this study were included in the 2024 Fire Department budget under Other Professional Services.

**RECOMMENDATION**

Staff recommends adopting the attached Resolution, awarding a contract to BKV Group for the purpose of conducting a Fire Station Location Study at a cost not to exceed \$12,500.

**ATTACHMENTS**

1. Resolution to Award BKV Station Location Study

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

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

**RESOLUTION AWARDING CONTRACT FOR FIRE STATION LOCATION STUDY**

**WHEREAS**, the City issued a Request for Proposals to conduct a Station Location Study for Fire Station #3 and received six proposals in response; and

**WHEREAS**, City staff conducted a thorough review of all proposals received, and interviewed the top three proposers; and

**WHEREAS**, BKV Group was determined to have the proposal that best meets the City's needs, including the desired scope of services, a team of professionals experienced with similar studies, and a competitive price; and

**WHEREAS**, BKV'S proposal has a not to exceed cost of \$12,500, which is within the budgeted funds for this initiative.

**NOW, THEREFORE, BE IT RESOLVED THAT THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA**, does hereby authorize the appropriate officials to enter into a contract with BKV Group for a fire station location study, at a total cost not to exceed \$12,500 for both Phase 1 and Phase 2; and

**BE IT FURTHER RESOLVED**, that the Fire Chief is hereby authorized to advance the study to Phase 2 if warranted by the results of Phase 1.

Adopted by the City Council of Inver Grove Heights, MN this 22<sup>nd</sup> day of July, 2024.

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

**ATTEST:**

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



## Request for Council Action

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**SUBJECT:**        **Resolution Providing Municipal Concurrence of Dakota County State-Aid Highway System Revisions - 117th Street**

**MEETING DATE:**    July 22, 2024

**ITEM TYPE:**        Consent Agenda

**CONTACT:**         Brian Connolly, Public Works Director, 651.450.2571

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, approving municipal concurrence of Dakota County State-Aid Highway System Revisions to designate 117th Street a County State Aid Highway.

### **BACKGROUND**

As part of the reconstruction of 117th Street, the City of Inver Grove Heights entered into a Joint Powers Agreement (JPA) with Dakota County for the final design, engineering, right of way acquisition, and jurisdictional transfer for Project No. 2016-17 - 117th Street Reconstruction Improvements on May 8, 2023 (Resolution No. 2023-102). The JPA stipulated that "the County shall designate, and the City shall consent to, County state-aid designation of 117th Street" as a County State Aid Highway, as is required by Minnesota Statute 162.02, Subdivision 8.a.

Dakota County approved designation of 117th Street as CSAH 32 via County Board action on February 27, 2024, via County Board of Commissioners Resolution 24-111. A copy of this Resolution is attached for reference. As required by State Statute, the City of Inver Grove Heights must formally provide municipal concurrence to this designation as a requirement for the final plans to be approved by MnDOT. Final plans have been submitted. The attached City Resolution, if approved, will satisfy the requirements of municipal concurrence in accordance with State Statute.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution, approving municipal concurrence of Dakota County State-Aid Highway System Revisions to designate 117th Street a County State Aid Highway.

### **ATTACHMENTS**

1. Resolution - Municipal Concurrence for CSAH 32 Designation
2. County Board Resolution - 2-27-2024

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

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

**RESOLUTION APPROVING MUNICIPAL CONCURRENCE FOR DAKOTA COUNTY STATE-AID  
HIGHWAY SYSTEM REVISIONS FOR 117<sup>TH</sup> STREET**

**WHEREAS**, the City has planned for improvements to 117<sup>th</sup> Street between Rich Valley Blvd and US Highway 52 as part of City Project No. 2016-17; and

**WHEREAS**, 117<sup>th</sup> Street was transferred to Dakota County as part of a Jurisdictional Transfer Agreement by City Council action on May 8, 2023, and has been given the designation as a County State Aid Highway 32 (CSAH 32) via Dakota County Board of Commissioners Resolution 24-111 on February 27, 2024; and

**WHEREAS**, Minnesota State Statute 162.02, subdivision 8a, requires that any CSAH designation within a corporate limit of a city requires the approval of such designation by the governing body of that city.

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

1. The designation of 117<sup>th</sup> Street from Rich Valley Blvd (CSAH 71) to US Highway 52 as CSAH 32 is hereby approved.
2. The re-designation of Rich Valley Blvd from 117<sup>th</sup> Street to Cliff Road from CSAH 71 to CSAH 32 is hereby approved.

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

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

ATTEST:

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

**BOARD OF COUNTY COMMISSIONERS  
DAKOTA COUNTY, MINNESOTA**

February 27, 2024

Resolution No. 24-111

Motion by Commissioner Slavik

Second by Commissioner Halverson

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**Approval Of Right Of Way Acquisition, Authorization To Initiate Quick-Take Condemnation, And  
Authorization To Accept Jurisdictional Transfer And Designate County State Aid Highway Status for  
County State Aid Highway 32, County Project 32-65 In City Of Inver Grove Heights**

WHEREAS, to provide a safe and efficient transportation system, the County and the City are proceeding with County Project 32-65; and

WHEREAS, the project will reconstruct 117th Street East from County State Aid Highway (CSAH) 71 (Rich Valley Boulevard) to the Trunk Highway (TH) 52/117th Street Interchange; and

WHEREAS, the purpose of the project is to meet 10-ton design standards, enhance transportation system efficiency and mobility, reduce access points, improve pavement conditions, and facilitate the phased development of an essential east-west transportation corridor within the region; and

WHEREAS, the 117th Street corridor is a part of the more extensive CSAH 32 network in Dakota County, which connects Interstate 35W in Burnsville to TH 52 in Inver Grove Heights; and

WHEREAS, the 117th Street and CSAH 71 corridors are considered Tier 1 regional truck corridors; and

WHEREAS, the design includes a two-lane, median-divided roadway for a one-mile segment of 117th Street between Rich Valley Boulevard and the Flint Hills Resources Refinery access, just west of the TH 52/117th Street Interchange; and

WHEREAS, the acquisition of right of way is needed to move forward with County Project 32-65 for the construction to begin in 2025; and

WHEREAS, 13 appraisals consisting of 19 parcels including combined appraisal of parcels two through five (2-5), eight and nine (8 & 9), and eleven and twelve (11&12 have been identified from which right of way acquisition will be necessary for CP 32-65 as identified in Dakota County Road Right of Way Map No. 516:

Parcel 1 Right of Way Map No. 516  
R & M Holdings LLC Richard O'Gara  
PID-20-03300-54-015  
Temporary Easement- 31,994 Sq. Ft  
Total Take- 319,064 Sq. Ft

**STATE OF MINNESOTA**  
County of Dakota

|               | YES          |               | NO                |
|---------------|--------------|---------------|-------------------|
| Slavik        | <u>  X  </u> | Slavik        | <u>          </u> |
| Atkins        | <u>  X  </u> | Atkins        | <u>          </u> |
| Halverson     | <u>  X  </u> | Halverson     | <u>          </u> |
| Droste        | <u>  X  </u> | Droste        | <u>          </u> |
| Workman       | <u>  X  </u> | Workman       | <u>          </u> |
| Holberg       | <u>  X  </u> | Holberg       | <u>          </u> |
| Hamann-Roland | <u>  X  </u> | Hamann-Roland | <u>          </u> |

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 27<sup>th</sup> day of February 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 27<sup>th</sup> day of February 2024.



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Clerk to the Board

Parcel 2 Right of Way Map No. 516  
Rich Valley LLC Harding and Carbone Inc.  
PID 20-03300-54-016  
New Highway Right of Way 28,438 Sq. Ft  
Temporary Easement 25,174 Sq. Ft  
Drainage And Utility Easement 8,711 Sq. Ft

Parcel 3 Right of Way Map No. 516  
Rich Valley LLC Harding and Carbone Inc.  
PID 20-03300-77-011  
New Highway Right of Way 54,921 Sq. Ft  
Temporary Easement 7,547 Sq. Ft  
Drainage And Utility Easement 4,885 Sq. Ft

Parcel 4 Right of Way Map No. 516  
Rich Valley LLC Harding and Carbone Inc.  
PID 20-03300-77-013  
New Highway Right of Way 7,626 Sq. Ft

Parcel 5 Right of Way Map No. 516  
Rich Valley LLC Harding and Carbone Inc.  
PID 20-03300-77-012  
New Highway Right of Way 4,375 Sq. Ft  
Drainage And Utility Easement 592 Sq. Ft

Parcel 6 Right of Way Map No. 516  
Enterprise Terminals & Storage, LLC  
PID 20-03300-76-010  
New Highway Right of Way 35,521 Sq. Ft  
Temporary Easement 53,349 Sq. Ft  
Drainage And Utility Easement 11,234 Sq. Ft

Parcel 7 Right of Way Map No. 516  
Flint Hills Resources Pine Bend LLC  
PID 20-03400-52-021  
Temporary Easement 10,067 Sq. Ft  
Drainage And Utility Easement 15,181 Sq. Ft

Parcel 8 Right of Way Map No. 516  
Pine Bend Landfill Inc., Allied Waste Ind Inc.  
PID 20-03300-51-011  
New Highway Right of Way 72,141 Sq. Ft  
Temporary Easement 39,521 Sq. Ft  
Drainage And Utility Easement 18,308 Sq. Ft

## STATE OF MINNESOTA

County of Dakota

|               | YES      |               | NO                |
|---------------|----------|---------------|-------------------|
| Slavik        | <u>X</u> | Slavik        | <u>          </u> |
| Atkins        | <u>X</u> | Atkins        | <u>          </u> |
| Halverson     | <u>X</u> | Halverson     | <u>          </u> |
| Droste        | <u>X</u> | Droste        | <u>          </u> |
| Workman       | <u>X</u> | Workman       | <u>          </u> |
| Holberg       | <u>X</u> | Holberg       | <u>          </u> |
| Hamann-Roland | <u>X</u> | Hamann-Roland | <u>          </u> |

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 27<sup>th</sup> day of February 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 27<sup>th</sup> day of February 2024.



Clerk to the Board

Parcel 9 Right of Way Map No. 516  
Pine Bend Landfill Inc., Allied Waste Ind Inc.  
PID 20-03300-51-012  
New Highway Right of Way 16,549 Sq. Ft  
Temporary Easement 5,673 Sq. Ft  
Drainage And Utility Easement 1,410 Sq. Ft

Parcel 10 Right of Way Map No. 516  
, Pine Bend Landfill Inc., Republic Services  
PID 20-57575-01-010  
Temporary Easement 41,001 Sq. Ft

Parcel 11 Right of Way Map No. 516  
PID 20-57560-01-010  
Pine Bend Landfill Inc., Republic Services  
Temporary Easement 50,188 Sq. Ft

Parcel 12 Right of Way Map No. 516  
Pine Bend Landfill Inc., Allied Waste Ind Inc.  
PID 20-57575-02-010  
New Highway Right of Way 352 Sq. Ft  
Temporary Easement 13,523 Sq. Ft

Parcel 13 Right of Way Map No. 516  
Northern States Power Company  
PID 20-03400-50-012  
New Highway Right of Way 1,594 Sq. Ft  
Temporary Easement 2,390 Sq. Ft

Parcel 14 Right of Way Map No. 516  
11900 Rich Valley LLC  
PID 20-03300-54-012  
Temporary Easement 1,458 Sq. Ft  
Drainage And Utility Easement 1,327Sq. Ft

Parcel 15 Right of Way Map No. 516  
Robert E. & Marcille H. Plan  
PID 20-03300-52-021  
New Highway Right of Way 1,470 Sq. Ft  
Temporary Easement 2,503 Sq. Ft  
Drainage And Utility Easement 4,501 Sq. Ft

Parcel 16 Right of Way Map No. 516  
Flint Hills Resources Pine Bend LLC  
PID 20-03300-52-022

**STATE OF MINNESOTA**  
**County of Dakota**

|               | YES          |               | NO                |
|---------------|--------------|---------------|-------------------|
| Slavik        | <u>  X  </u> | Slavik        | <u>          </u> |
| Atkins        | <u>  X  </u> | Atkins        | <u>          </u> |
| Halverson     | <u>  X  </u> | Halverson     | <u>          </u> |
| Droste        | <u>  X  </u> | Droste        | <u>          </u> |
| Workman       | <u>  X  </u> | Workman       | <u>          </u> |
| Holberg       | <u>  X  </u> | Holberg       | <u>          </u> |
| Hamann-Roland | <u>  X  </u> | Hamann-Roland | <u>          </u> |

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 27<sup>th</sup> day of February 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 27<sup>th</sup> day of February 2024.

  
\_\_\_\_\_  
Clerk to the Board

Drainage And Utility Easement 48,174 Sq. Ft

Parcel 17 Right of Way Map No. 516  
Bituminous Roadways, Inc.  
PID 20-03300-50-020  
Temporary Easement 4,900 Sq. Ft

Parcel 18 Right of Way Map No. 516  
Union Pacific Railroad  
New Highway Right of Way 7,840 Sq. Ft  
Temporary Easement 10,464 Sq. Ft  
Drainage And Utility Easement 10,464 Sq. Ft

Parcel 19 Right of Way Map No. 516  
Union Pacific Railroad  
New Highway Right of Way 5,356 Sq. Ft  
Temporary Easement 487 Sq. Ft  
Drainage And Utility Easement 1751 Sq. Ft

; and

WHEREAS, 13 appraisals consisting of 19 parcels have been identified from which right of way acquisition will be necessary for CP 32-65 have been prepared by Nicollet Partners, Inc., for a total appraised value of \$2,207,100; and

WHEREAS, data for the 13 appraisals consisting of 19 parcels has been provided to the County Board in a confidential spreadsheet, as the appraisals are currently confidential, non-public data pursuant to Minn. Stat. § Sec. 13.44, subd. 3; and

WHEREAS, the acquisition from 19 parcels as identified in Dakota County Right of Way Map No. 516 by the County is necessary to move forward with the CP 32-65; and

WHEREAS, in the event that timely acquisition by direct negotiation of all required parcels does not appear possible, the County Board authorizes the County Attorney's Office to initiate "quick- take" condemnation of the remaining parcels to allow for a winter 2024 start date; and

WHEREAS, by Resolution No. 12-365 (July 31, 2012), the Dakota County Board of Commissioners requested the County State Aid Screening Board to review the requested additional state aid mileage, including 117th Street (city street) from CSAH 71 (A-Minor Arterial Expander) to TH 52 (Principal Arterial); and

WHEREAS, the County State Aid Screening Board awarded Dakota County an additional 39.6 miles of CSAHs to be added to Dakota County's CSAH System in the fall of 2012 that includes this segment of future CSAH 32 (117th Street); and

## STATE OF MINNESOTA

County of Dakota

|               | YES      |               | NO                |
|---------------|----------|---------------|-------------------|
| Slavik        | <u>X</u> | Slavik        | <u>          </u> |
| Atkins        | <u>X</u> | Atkins        | <u>          </u> |
| Halverson     | <u>X</u> | Halverson     | <u>          </u> |
| Droste        | <u>X</u> | Droste        | <u>          </u> |
| Workman       | <u>X</u> | Workman       | <u>          </u> |
| Holberg       | <u>X</u> | Holberg       | <u>          </u> |
| Hamann-Roland | <u>X</u> | Hamann-Roland | <u>          </u> |

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 27<sup>th</sup> day of February 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 27<sup>th</sup> day of February 2024.



Clerk to the Board

WHEREAS, Minn. Stat. § 162.02, subd. 7 states that the County Board of any county may establish and locate a CSAH in a new location where there is no existing road, or it may establish and locate the highway upon or over any established road or street or a specified portion thereof within its limits; and

WHEREAS, designation of CSAH 32 will allow Dakota County to use CSAH funding for the reconstruction of County Road 32 and access CSAH Maintenance funds for maintenance and operation; and

WHEREAS, the Transportation Director/County Engineer recommends designating County State Aid Status, according to the recommendation in the adopted State Aid Mileage Request.

NOW, THEREFORE, BE IT RESOLVED, That the Dakota County Board of Commissioners hereby approves the appraised values prepared by Nicollet Partners, Inc., for the acquisition of the right of way for County Project 32-65 and authorizes County staff, in its discretion, to share the appraisal data with the respective landowners, including all or portions of the completed appraisals as part of the negotiation process; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby approves the acquisition of right of way for County Project 32-65 at the approved appraised values and in accordance with County policy and authorizes payment from the 2024 Transportation Capital Improvement Program Budget; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the County Attorney's Office to initiate "quick-take" condemnation of the remaining parcels to allow a winter 2024 start date in the event that timely acquisitions by direct negotiations of all parcels do not appear possible; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby accepts the jurisdictional transfer of 117th Street from County State Aid Highway 71 to Trunk Highway 52 from the City of Inver Grove Heights; and

BE IT FURTHER RESOLVED That the Dakota County Board of Commissioners hereby designates County State Aid Highway status, subject to the approval of the Minnesota Commissioner of Transportation, for the segment of roadway as follows: County State Aid Highway 32 from County State Aid Highway 71 (Rich Valley Boulevard) in SW quarter of Section 33, T27N, R22W to Trunk Highway 52 east ramp in SE quarter of Section 34, T27N, R22W; and

BE IT FURTHER RESOLVED, That the Dakota County Board of Commissioners hereby authorizes the Dakota County Transportation Director/County Engineer to forward two certified copies of this resolution to the Minnesota Commissioner of Transportation for approval.

STATE OF MINNESOTA  
County of Dakota

| YES           |              | NO            |                   |
|---------------|--------------|---------------|-------------------|
| Slavik        | <u>  X  </u> | Slavik        | <u>          </u> |
| Atkins        | <u>  X  </u> | Atkins        | <u>          </u> |
| Halverson     | <u>  X  </u> | Halverson     | <u>          </u> |
| Droste        | <u>  X  </u> | Droste        | <u>          </u> |
| Workman       | <u>  X  </u> | Workman       | <u>          </u> |
| Holberg       | <u>  X  </u> | Holberg       | <u>          </u> |
| Hamann-Roland | <u>  X  </u> | Hamann-Roland | <u>          </u> |

I, Jeni Reynolds, Clerk to the Board of the County of Dakota, State of Minnesota, do hereby certify that I have compared the foregoing copy of a resolution with the original minutes of the proceedings of the Board of County Commissioners, Dakota County, Minnesota, at their session held on the 27<sup>th</sup> day of February 2024, now on file in the Office of the County Manager Department, and have found the same to be a true and correct copy thereof.

Witness my hand and official seal of Dakota County this 27<sup>th</sup> day of February 2024.

  
Clerk to the Board



## Request for Council Action

---

**SUBJECT:**       **Resolution Approving First Amendment to the Joint Powers Agreement (JPA) for the Criminal Justice Network (CJN)**

**MEETING DATE:**   July 22, 2024

**ITEM TYPE:**       Consent Agenda

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

---

### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, approving the first amendment to the Joint Powers Agreement that established the Criminal Justice Network.

### **BACKGROUND**

Effective January 1, 2022, Dakota County and the cities of Burnsville, Farmington, Hastings, Inver Grove Heights, Mendota Heights, Rosemount, South St. Paul and West St. Paul entered into a five-year joint powers agreement ("Agreement") forming the Criminal Justice Network (CJN). The agreement provided that it could be amended at any time by agreement of all members.

At this time, the original member agencies have agreed to amend the agreement to allow the City of Plymouth to join. Additionally, the Agreement is being amended to make some technical corrections and an amendment to the structure of the billing statements. This will not change the total amount the City budgets or owes for CJN membership.

### **FISCAL IMPACT**

N/A

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution, approving the first amendment to the Criminal Justice Network Joint Powers Agreement.

### **ATTACHMENTS**

1. Resolution Approving 1st Amendment to CJN JPA
2. 1st Amendment to CJN JPA

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

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

**RESOLUTION APPROVING THE FIRST AMENDMENT  
TO THE JOINT POWERS AGREEMENT ESTABLISHING  
THE CRIMINAL JUSTICE NETWORK**

**WHEREAS**, effective on January 1, 2022, the County of Dakota, the City of Burnsville, the City of Farmington, the City of Hastings, the City of Inver Grove Heights, the City of Mendota Heights, the City of Rosemount, the City of South St. Paul, and the City of West St. Paul ("Initial Members") entered into a five-year joint powers agreement ("Agreement") forming the Criminal Justice Network, a Minnesota joint powers organization, ("CJN" or "CJN Board"); and

**WHEREAS**, the Agreement provides that the Agreement may be amended at any time by agreement of all Members.

**WHEREAS**, the Initial Members desire to amend the Agreement to amend the CJN annual budget funding structure in fiscal year 2026 and correct a scrivener's error in the Agreement to correctly reflect an initial term of five years; and

**WHEREAS**, the Initial Members also desire to amend the Agreement to add the City of Plymouth as a party to the Agreement and Member of the CJN Board, subject to the conditions contained herein; and

**NOW, THEREFORE, BE IT RESOLVED** by the Inver Grove Heights City Council, that the City does hereby approve the First Amendment to the Joint Powers Agreement.

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

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

**ATTEST:**

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

**First Amendment to the Joint Powers Agreement  
Establishing the Criminal Justice Network**

WHEREAS, effective on January 1, 2022, the County of Dakota, the City of Burnsville, the City of Farmington, the City of Hastings, the City of Inver Grove Heights, the City of Mendota Heights, the City of Rosemount, the City of South St. Paul, and the City of West St. Paul ("Initial Members") entered into a five-year joint powers agreement ("Agreement") forming the Criminal Justice Network, a MN joint powers organization, ("CJN" or "CJN Board"); and

WHEREAS, the Initial Members desire to amend the Agreement to amend the CJN annual budget funding structure in fiscal year 2026 and correct a scrivener's error in the Agreement to correctly reflect an Initial Term of five years; and

WHEREAS, the Initial Members desire to amend the Agreement to add the City of Plymouth as a party to the Agreement and Member of the CJN Board, subject to the conditions contained herein; and

WHEREAS, the Agreement provides that the Agreement may be amended at any time by agreement of all Members.

ACCORDINGLY, in consideration of the mutual promises contained herein, the Initial Members and City of Plymouth agree to amend the Agreement ("First Amendment") as follows:

1. Effective upon the last required signature to this First Amendment, the City of Plymouth is a Member of the CJN Board and a party to the Agreement, as amended herein, and accepts the terms and conditions thereof, including any conditions specific to the City of Plymouth.

2. Article 3 (Term and Effective Date) of the Agreement is deleted in its entirety and replaced with the following:

"This Agreement is effective, and the joint powers entity is established, on January 1, 2022, referred to herein as the Effective Date, and shall continue until December 31, 2026, or until terminated as provided in Article 10 or as required by law or court order ("Initial Term").

3. Article 8 (Budget and Financing) of the Agreement is amended as follows:

- 3.1. Section 8.3 paragraph B. of the Agreement is deleted in its entirety and replaced with the following:

"B. From the Date of Execution through the end of fiscal year 2025, the CJN annual budget (Total Membership Fees) will be comprised of a minimum of two funding components: Operations and Records Management System (RMS). Section 8.3. paragraphs C. and D. are only applicable through the end of fiscal year 2025 for the Initial Members. Beginning in fiscal year 2026, the CJN annual budget (Total Membership Fees) will be comprised of a minimum of two funding components: Operations and Future Development, as described in Section 8.3 paragraph G. Section 8.3 paragraphs C. and D. shall not apply to any Member after the beginning of fiscal year 2026. During the Initial Term, the County will contribute a fixed annual subsidy in the amount of \$472,642.00, which shall constitute the County's annual Total Membership Fees, except for Membership Fees assessed to the Dakota County Sheriff's Office pursuant to this section. There will be no annual adjustment of the subsidy amount."

- 3.2. New paragraph G. is added to Section 8.3 of the Agreement, as follows:

"G. Beginning in fiscal year 2026, the Members shall contribute to the Operations fund and the Future Development fund as described herein.

1. The Members will contribute to the Operations fund as follows: (a) 50% of the budgetary formula will be based on the population of the geographical areas for which it provides law enforcement services. For fiscal year 2026, the population will be determined as of January 1, 2025. For purposes of this paragraph, the geographical area for which the Sheriff's Office provides law enforcement services means that area

outside the boundaries of all cities located within Dakota County, but includes the areas within certain city boundaries that are patrolled by the Sheriff's Office; and (a) the other 50% of the budgetary formula will be based upon the proportional total number of the users determined as of January 1 of the previous fiscal year.

2. The Members will contribute a fixed annual amount of \$3,500 for the Future Development Fund."

3.4 New Section 8.9 is added to Article 8 of the Agreement, as follows:

"8.9 City of Plymouth RMS Project Contribution. The City of Plymouth shall contribute Four Hundred Thousand Dollars (\$400,000) to the CJN Board toward the design and build of a new law enforcement records management system ("RMS Project"), which does not include any costs the City of Plymouth may incur for data conversion. The City of Plymouth will be responsible for this contribution as follows:

- A. The City of Plymouth will contribute 50% of the total invoices due from CJN for any contract related to the RMS Project, except for CJN Contract # DCA21380 with GTEL Advisors, LLC for database design and user interfaces.
- B. CJN commits to the City of Plymouth that the first contract related to the RMS Project for which the City of Plymouth will be required to contribute such funds will be entered into between CJN and GTEL Advisors LLC ("First Contract"), and that the RMS Project will include integration of computer aided dispatch and citation information for Hennepin County law enforcement agencies into the records management system.
- C. After the First Contract, the City of Plymouth will be required to contribute its 50% contribution for any CJN contract related to the RMS Project.
- D. Notwithstanding anything to the contrary in the Agreement or this First Amendment, the City of Plymouth is not obligated to contribute Membership Fees until January 1, 2026, or the go-live date of the records management system, whichever date is later."

4. All other terms of the Agreement shall remain in force and effect unless otherwise amended in accordance with the terms of the Agreement.

In Witness Whereof, the Initial Members and City of Plymouth have executed this First Amendment to the Agreement on the dates indicated below.

**COUNTY OF DAKOTA, MINNESOTA**

By \_\_\_\_\_  
Its \_\_\_\_\_

Date \_\_\_\_\_

Approved as to form

\_\_\_\_\_  
Assistant County Attorney      Date  
File No. KS-24-75

**CITY OF BURNSVILLE, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF FARMINGTON, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF HASTINGS, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF INVER GROVE HEIGHTS, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF MENDOTA HEIGHTS, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF PLYMOUTH, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF ROSEMOUNT, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF SOUTH ST. PAUL, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT

**CITY OF WEST ST. PAUL, MINNESOTA**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

DRAFT



## Request for Council Action

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**SUBJECT:**       **Resolution Authorizing Re-Application for the Minnesota Department of Public Safety Grant Funded DWI Officer**

**MEETING DATE:**   July 22, 2024

**ITEM TYPE:**       Consent Agenda

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

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### **ACTION REQUESTED**

The Council is asked to adopt the attached Resolution, authorizing the Police Department's re-application for the Minnesota Department of Public Safety grant funded DWI Officer.

### **BACKGROUND**

The Police Department is currently receiving grant funding in the amount of \$101,431.53 from the Minnesota Department of Public Safety through their DWI Traffic Safety Officer grant. The grant covers three quarters of the 2024 federal fiscal year (Jan. 01 – Sep. 30, 2024).

At this time, the Department is seeking Council approval to submit a grant application for the full 2025 federal fiscal year (Oct. 1, 2024 - September 30, 2025). The potential grant amount for the full twelve-month period is \$150,000 and grant recipients are expected to be notified in early August.

### **FISCAL IMPACT**

The grant would award each recipient up to \$150,000 to fund an officer's wages and benefits. The City would be responsible for the cost of providing and equipping a patrol vehicle, which we already have as part of our fleet of vehicles.

### **RECOMMENDATION**

Staff recommends adoption of the attached Resolution.

### **ATTACHMENTS**

1. Resolution Authorizing Application for FY25 DWI Grant

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

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

**RESOLUTION AUTHORIZING APPLICATION FOR THE MINNESOTA  
DEPARTMENT OF PUBLIC SAFETY DWI OFFICER GRANT  
FOR OCTOBER 1, 2024, THROUGH SEPTEMBER 30, 2025**

**WHEREAS**, the City of Inver Grove Heights is the current recipient of grant funds awarded by the Minnesota Department of Public Safety for a grant funded DWI officer position for January 17, 2024, through September 30, 2024, and

**WHEREAS**, the City of Inver Grove Heights and its Police Department have shown their commitment to helping make the roads in our community safer through a dedicated traffic and DWI enforcement officer and wishes to continue doing so.

**NOW, THEREFORE BE IT RESOLVED** by the Inver Grove Heights City Council that the Police Department is hereby authorized to apply for a grant from the Minnesota Department of Public Safety for the DWI Officer program for the period of October 1, 2024, through September 30, 2025.

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

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

ATTEST:

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



## Request for Council Action

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**SUBJECT:**       **Temporary Premise Expansion for On-Sale Liquor License - Mississippi Pub**

**MEETING DATE:**   July 22, 2024

**ITEM TYPE:**       Public Hearing

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

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### **ACTION REQUESTED**

The Council is asked to conduct a public hearing and then act on applications for a 1-day temporary-premise expansion of the On-Sale Liquor License held by Mississippi Pub for each of the following dates:

- July 24, 2024 - Live on the Lake Event
- August 13, 2024 - "Grooves & Food" live music event
- September 10, 2024 - "Grooves & Food" live music event

### **BACKGROUND**

Mississippi Pub has submitted an application for Temporary Premise Expansion to their On-Sale Liquor License for Wednesday, July 24 for Live on the Lake tribute from 4:00 to 7:00 p.m., and for August 13 and September 10, 2024 from 7:00 to 9:00 p.m. in conjunction with a River Heights Chamber of Commerce event at their location at 4455 66th Street E, Inver Grove Heights. (NOTE: The attached original application lists one of the dates as July 30, but that was amended by the license holder in subsequent communications with staff to be September 10 instead.)

The premise expansion allows a license holder to serve alcohol beyond the normal boundaries identified in its liquor license, for a defined date and time frame. The site map contained in the attached application identifies areas of the pub's parking lot where alcohol will be allowed during these events.

### **FISCAL IMPACT**

none

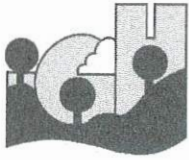
### **RECOMMENDATION**

Staff recommends holding a public hearing, and then approving the application for 1-day premise expansions for July 24, August 13, and September 10, 2024 for the On-Sale Liquor License held by Mississippi Pub.

### **ATTACHMENTS**

1. 2024 Mississippi Pub Temp Premise Expansion Application (1)





City of Inver Grove Heights  
8150 Barbara Ave  
Inver Grove Heights, MN 55076

**APPLICATION AND PERMIT FOR A 1 DAY  
PREMISE EXPANSION FOR ON-SALE LIQUOR LICENSE**

|                                          |                                                            |                                     |                                                                              |
|------------------------------------------|------------------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------|
| Name of person making application        |                                                            | Business phone                      | Home phone                                                                   |
| Joe Harms                                |                                                            | 651-455-4974                        | 612-701-4923                                                                 |
| Date(s) of event                         | Type of organization                                       |                                     |                                                                              |
| 7-24, <del>7-30</del> , 8-13 & 9-10-2024 | <input checked="" type="checkbox"/> On-Sale License Holder |                                     |                                                                              |
|                                          | <input type="checkbox"/> Club                              | <input type="checkbox"/> Charitable | <input type="checkbox"/> Religious <input type="checkbox"/> Other non-profit |
| Organization Address (No PO Boxes)       | City                                                       | State                               | Zip Code                                                                     |
| 4455 66th St E                           | IGH                                                        | Minnesota                           | 55076                                                                        |
| Organization officer's name              | City                                                       | State                               | Zip Code                                                                     |
| Joe Harms                                | IGH                                                        | Minnesota                           | 55076                                                                        |
| Organization officer's name              | City                                                       | State                               | Zip Code                                                                     |
| Joe Harms                                | IGH                                                        | Minnesota                           | 55076                                                                        |
| Organization officer's name              | City                                                       | State                               | Zip Code                                                                     |
| Joe Harms                                | IGH                                                        | Minnesota                           | 55076                                                                        |

Location where permit will be used. If it is an outdoor area, describe (map would be preferred).

Mississippi Pub, Front Parking lot

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service (if other than licensee holder).

If the applicant will carry liquor liability insurance, please provide the carrier's name and amount of coverage.

Certificate on File with City of IGH

Event in conjunction with a community festival ☐ Yes ☐ No

APPROVAL BY CITY OF INVER GROVE HEIGHTS

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Permit Date

P001. 3 MILE B203 DAKOTA COUNTY  
 1. ELEVATIONS BASED UPON 1978 DQVD (4 M METER) 21  
 2. 10% OF MAXIMUM 10% REDUCTION IN FLOOD BY COOL  
 3. MARCH 18, 1982  
 4. PER REPRESENTATIVE OF THE STATE 21 MILE DISTRICT CORPUS  
 OF ENGINEERS HAS REVIEWED THE DATA AND REPORT NO. 10  
 5. DATED 1982. THE DATA AND REPORT NO. 10 HAS BEEN REVIEWED  
 6. BY THE CORPUS OF ENGINEERS UNITED STATES AND OTHER, YESSABEYU, NORVAL,  
 7. ELEVATION THE DATA HAS BEEN REVIEWED AND AUTHORIZED BY THE  
 8. NORMAL PROTECT PROJECT NO. 10. THE DATA HAS BEEN REVIEWED  
 9. NORMAL PROTECT PROJECT NO. 10. THE DATA HAS BEEN REVIEWED  
 10. NORMAL PROTECT PROJECT NO. 10. THE DATA HAS BEEN REVIEWED  
 11. YEAR 1980 ELEVATION 1982  
 12. PER REPRESENTATIVE OF THE STATE 21 MILE DISTRICT CORPUS  
 13. AND THE DATA HAS BEEN REVIEWED AND AUTHORIZED BY THE  
 14. ELEVATION 6.74

20 SLIPS / 11 VESSEL MOORING SPACES  
 200 SPACES REQUIRED  
 200 SPACES PROVIDED  
 10 TRANSIT VESSEL MOORING SPACES  
  
 FOOD-SHOP REPAIRS/IMPINT  
 30 BUILDING DECK CAPACITY  
 32 OUTSIDE PAINT / SEATING CAPACITY  
 2 OUTSIDE COOK STATIONS CAPACITY  
 14 SEATING CAPACITY  
 18 SPACES REQUIRED  
 242 SPACES PROVIDED  
 48 SPACES PROVIDED  
  
 MISCELL. EQUIP. & ACCOUTRY  
 (FOR BULK LIQUID & SHIP STORE)  
 4 SPACES REQUIRED  
 8041 SQUARE DALLS  
 4 SPACES REQUIRED  
 1 NC. SPACE PROVIDED  
 10 SPACES PROVIDED

1. TOPOGRAPHIC AND PLANIMETRIC MAP FROM NOVEMBER 6, 1951 AERIAL PHOTOGRAPHY BY HORIZONS, INC.
2. PROPERTY SURVEY AND EXISTING CENTERLINE COORDINATES FROM SURVEY BY PAUL R. MCGILGAN & SON.
3. EXISTING CONTOURS AND ELEVATIONS UPDATED WITH FIELD SURVEY DATA FROM JULY 20 AND NOVEMBER 4, 1992.
4. THIS IS AN UNLICENSED REPRODUCTION OF AN EXISTING SURVEY.

PROPERTY LEGAL DOCUMENT

CLERKED DOCUMENT SHEET C/A DATED 6/7/2014  
DEFECTS IN NEED HIGHLIGHTED GRADE ELEVATION  
CONFORMS FOR THE SITE GRADING ELEVATION  
ELEVATION FOR THE SITE GRADING ELEVATION  
FOR CONCRETE HEIGHTS MARINA, NC PROPERTY DEVELOPMENT  
FOR FLOOD PROTECTION OF FACILITIES IN  
COMPLIANCE AND CONSISTENCY WITH ALL FEDERAL STATE  
COUNTY AND LOCAL GOVERNMENT UNITS AND  
AGENCIES INCLUDING STATUTE CODES, ACTS, ORDINANCES,  
RULES, REGULATIONS, POLICIES GUIDELINES AND ANY OTHER  
EXISTING OR PENDING REGULATIONS THE 2012 SITE  
ELEVATION GRADING AND ELEVATION  
MARINA, NC VARIOUS HEIGHTS

= PORTABLE  
TOILETS

SNOW FENCE  
PERIMETER

$X = \text{ENTRANCE} \cup \text{EXIT}$

WRISTBANDING OF 21 +

(ALL CUSTOMERS WILL BE ID'D UPON ENTRANCE)

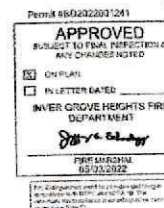
PROJECT:  
118 SLIP MARINA  
(146 MOORING SPACES)

TITLE:  
SITE PLAN

DRAWN BY:  
11-15-92

REVISIONS  
5-04-05 A

1000



I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Name: Paul J. Harris      Lic. No. 10023  
Date: 8-10-2001

SHEET  
C

PROJECT NO  
 ESTIMATED 7-15-200



## Request for Council Action

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**SUBJECT:**      **Appeal of Compliance Order and Request for Variance to the Fire Code Board of Appeals**

**MEETING DATE:**    July 22, 2024  
**ITEM TYPE:**        Regular Business  
**CONTACT:**         Judy Thill, Fire Chief, 651.450.2495

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### **ACTION REQUESTED**

The Council, acting as the Fire Code Board of Appeals, is asked to consider a request from the owner of the real property located at 10608 Courthouse Boulevard and the business located on that property for a variance from the City's Fire Prevention Code to allow additional fuel storage tanks on the property, for a total of five fuel storage tanks.

### **BACKGROUND**

Appellants WWKM, LLC ("WWKM") and Total Construction and Equipment, Inc. ("Total Construction and Equipment") are the owner of the property and the business operating on the property located at 10608 Courthouse Boulevard, which is currently zoned I-1, Limited Industry District.

Earlier this year, the Fire Inspector completed a routine inspection of the Property and identified five fuel tanks on the property, which is zoned I-1, Limited Industrial. WWKM has owned the Property since 2006, and according to WWKM, has maintained on the Property a total of five above-ground fuel tanks as long as it has owned the Property. Under the existing City Fire Code, four of the tanks are not allowed per the City's Fire Prevention Code (the four excess fuel tanks are referred to hereafter as the "Existing Fuel Tanks"). Total Construction and Equipment uses the Existing Fuel Tanks to store fuel which is used only for refueling its vehicles as part of the operation of its construction business on the Property; fuel is not sold or otherwise provided to third parties.

The City's zoning ordinance allows fuel storage and dispensing as a permitted use within the I-1 zoning district, provided that there are no retail sales except for propane, and the fuel is used exclusively by the owner.

However, the City's Fire Prevention Code, found in Title 9, Chapter 2, of the City Code, establishes certain limitations on the storage of flammable or combustible liquids as follows:

#### **9-2-4: LIMITS FOR STORAGE OF CERTAIN HAZARDOUS MATERIALS:**

- A. *Storage of flammable or combustible liquids in outside above ground tanks is prohibited in all zoning districts except that the storage of flammable or combustible liquids in above ground storage tanks is permitted as follows:*
  - 1. *In the I-2 zoning districts;*

2. *In the A, B, P and I-1 zoning districts, one approved tank not exceeding a five hundred (500) gallons' individual capacity or two (2) tanks in an approved dual tank system not exceeding one thousand (1,000) gallons' aggregate capacity; and*
3. *In the Sand and Gravel Overlay zoning district pursuant to an approved conditional use permit for an asphalt plant when there is an adequate water supply for fire protection and tanks and loading racks are protected in an approved manner.*

*B. Bulk storage of liquefied petroleum gases and flammable cryogenic fluids is prohibited in all zoning districts except the I-2 Zoning District.*

*C. Storage of explosives and blasting agents is prohibited in all zoning districts. (1974 Code § 905.07; amd. Ord. 1397, 12-14-2020)*

Following completion of an inspection on April 8, 2024, the Fire Inspector issued a Fire Inspection Report which found two violations on the Property, one of which was a violation of Section 9-2-4 of the City Code because the Existing Fuel Tanks exceed both the number and size of fuel tanks permitted to be located in the I-1 zoning district under the Fire Prevention Code. The business, Total Construction and Equipment, was ordered to remedy both violations.

Section 9-2-6 of the Fire Prevention Code establishes a Fire Code Board of Appeals, which consists of the City Council and includes the chief of the fire department, who shall serve as an *ex officio* member. Section 9-2-6 further authorizes the Fire Code Board of Appeals to, among other things, consider and approve requests for variances from orders issued under the City's Fire Prevention Code.

Total Construction and Equipment has appealed the April 8 Compliance Order requirement that it remove the Existing Fuel Tanks from the Property and has requested that the Fire Code Board of Appeals grant a variance from the Order to allow it to maintain four additional existing above-ground fuel storage tanks, for a total of five fuel tanks, on the Property.

The City Council, sitting as the Fire Code Board of Appeals, is asked to consider the request from WWKM and Total Construction and Equipment for a variance, with conditions, from the Fire Code in order to maintain all five of its existing on-site fuel storage tanks.

## **FISCAL IMPACT**

N/A

## **RECOMMENDATION**

The Council, acting as the Fire Code Board of Appeals, is asked to hold a hearing and then consider the applicants' request for a variance from the fire code, with conditions. Staff has prepared and attached for the Council's consideration both a resolution approving the variance, with conditions, as well as a resolution of denial.

## **ATTACHMENTS**

1. Inspection and Compliance Order
2. Appeal Request
3. Resolution Approving Variance
4. Resolution Denying Variance

|                  |                    |
|------------------|--------------------|
| Inspection No:   | F240157            |
| Inspection Date: | 04/08/2024         |
| Inspection Time: | 0                  |
| Inspected By:    | McNamara,<br>Derek |

## INVER GROVE HEIGHTS FIRE DEPARTMENT FIRE INSPECTION REPORT



| Inspection and Compliance Orders |                                  |          |                            |                    |
|----------------------------------|----------------------------------|----------|----------------------------|--------------------|
| Facility:                        | Total Construction and Equipment | Address: | 10608 Courthouse Boulevard |                    |
| Phone:                           |                                  |          |                            |                    |
| Fax:                             |                                  | City:    | Inver Grove Heights        |                    |
| Email:                           |                                  | State:   | MN                         | Postal Code: 55076 |
| Primary Contact                  |                                  |          |                            |                    |
| Contact:                         | Krech, Bill                      | Work:    |                            |                    |
| Email:                           | bkrech@total-const.com           | Cell:    | 651-775-5227               |                    |

|                  |                      |
|------------------|----------------------|
| Inspection Type: | Inspection - General |
|------------------|----------------------|

| Violation Code                                                          | Days to Correct* | Violation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Notes                                                                      | Location                                             |
|-------------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|------------------------------------------------------|
| 9-2-4:<br>Limits For<br>Storage<br>of Certain<br>Hazardous<br>Materials | 90               | A. Storage of flammable or combustible liquids in outside aboveground tanks is prohibited in all zoning districts except that the storage of flammable or combustible liquids in aboveground storage tanks is permitted as follows: 1. In the I-2 zoning districts; 2. In the A, B, P and I-1 zoning districts, one approved tank not exceeding a five hundred (500) gallons' individual capacity or two (2) tanks in an approved dual tank system not exceeding one thousand (1,000) gallons' aggregate capacity; and 3. In the Sand and Gravel Overlay zoning district pursuant to an approved conditional use permit for an asphalt plant when there is an adequate water supply for fire protection and tanks and loading racks are protected in an approve manner. B. Bulk storage of liquefied petroleum gases and flammable cryogenic fluids is prohibited in all zoning districts except the I-2 Zoning District. C. Storage of explosives and blasting agents is prohibited in all zoning districts. (1974 Code § 905.07; amd. Ord. 1397, 12-14-2020) | Storage tanks not in compliance with city code 9-2-4 shall be removed.     | Above Ground Storage Tanks                           |
| 1031.10                                                                 | 30               | Conduct monthly operability testing (30 second test) and annual power testing (30 minute test) for all battery-operated emergency lighting units and exit signs in accordance with Section 1031.10. Damaged or inoperable units shall be repaired or replaced. Documentation of testing shall be maintained.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Repair emergency lighting so it is operable in the event of power failure. | South West side, office leading into southern garage |

| Inspection Notes:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Thank you for your cooperation with this inspection. Fire inspections are conducted to make buildings safer, prevent fires and mitigate fire severity within a building to protect lives, health, property and the environment. Code deficiencies are violations of state law and every effort shall be made to correct deficiencies. Fire inspection orders are appealable, if you wish to appeal any of the items listed above, please let us know in writing within thirty days of receiving this notice. If you have any questions, you can contact the fire department at 651-450-2475. |

\* Number of days to correct from date inspected.

A variance procedure is available. Please contact the inspector named for further assistance with this or any other matter.

Inver Grove Heights Fire Department  
9200 Courthouse Boulevard  
Inver Grove Heights, MN 55077

Attn: Scott Oswald

RE: F240157 Inspection Appeal

We wish to apply for a variance from the April 8, 2024 order issued by the Fire Department ordering that the above-ground fuel storage tanks which are alleged to be in violation of City Code Section 9-2-4 be removed from the property. We request that a variance from this Fire Code requirement be approved by the Board of Appeals in order to keep the existing fuel storage tanks on the Property. The existing fuel storage tanks are used exclusively by us and our business as the property owner, and no retail sales of the fuel is allowed. The existing tanks were already on the Property when it was purchased in 2006. Additionally, there are no residential areas bordering the property and the property is 18.8 acres large, which limits a potential impact of these fuel tanks on surrounding properties. We understand that if a variance is approved for these fuel storage tanks, the Fire Marshall has requested that the following conditions apply to the tanks:

1. All tanks must be brought into compliance with all applicable codes and standards with the exception of the limitation on the size of fuel tanks found in Section 9-2-4 of the City Code. I understand that the following action items are required to bring the tanks into compliance:
  - a. Tank protection shall be provided.
  - b. Provide an emergency disconnect switch (cannot be within 20ft of dispensers, cannot be more than 100ft away, shall be labeled and between 42 and 48 inches in height)
  - c. A minimum 2A-20B:C fire extinguisher shall be within 75ft of dispensing stations
  - d. Dispenser operating instructions shall be posted
  - e. Emergency procedure signage shall be posted
  - f. A telephone or other approved means shall be installed for notification of the fire department in case of emergency
  - g. Tank dispensing operations cannot be within 10 feet of combustible exterior walls or overhangs
  - h. Dispensing nozzles cannot reach within 5ft of buildings
  - i. Dispensing hoses shall not be more than 18ft
  - j. Emergency breakaway devices are needed
  - k. Remove extension cords being used as permanent wiring, pumps shall not be powered with temporary wiring
2. All non-used diesel tanks must be removed if it is no longer used.
3. No new or additional tanks can be added to the Property.
4. The fuel types within the tanks must remain the same.

We did not previously appeal this order because we were not aware that we could do so in this manner, and so we initially approached the City and sought to rezone the property. However, at this time, we would prefer to appeal this order and have the Board of Appeals grant a variance so we can keep my existing fuel storage tanks, subject to the conditions listed above.

Sincerely,

William W Krech

**CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA  
FIRE CODE BOARD OF APPEALS**

**RESOLUTION OF FIRE CODE BOARD OF APPEALS APPROVING VARIANCE  
FROM ORDER ISSUED BY FIRE INSPECTOR FOR PROPERTY LOCATED AT  
10608 COURTHOUSE BOULEVARD  
RESOLUTION NO. 2024-01**

**WHEREAS**, Appellants WWKM, LLC (“WWKM”) and Total Construction and Equipment, Inc. (“Total Construction and Equipment”) are the owner of the property and the business located on the real property located at 10608 Courthouse Boulevard and legally described on the attached Exhibit A (the “Property”), which is currently zoned I-1, Limited Industry District; and

**WHEREAS**, WWKM has owned the Property since 2006, and according to WWKM, has maintained on the Property a total of five (5) above-ground fuel tanks (the “Existing Fuel Tanks”) which are shown on Exhibit B and which were located on the Property at the time the property was purchased by WWKM; and

**WHEREAS**, Total Construction and Equipment uses the Existing Fuel Tanks to store fuel which is used by Total Construction and Equipment only for refueling of its vehicles as part of the operation of its construction business on the Property; fuel is not sold or otherwise provided to third parties; and

**WHEREAS**, in April, the Inver Grove Heights Fire Department conducted a routine inspection of the Property and was made aware of the existence of the Existing Fuel Tanks on the Property; and

**WHEREAS**, the City’s zoning ordinance allows fuel storage and dispensing, provided that there are no retail sales except for propane and the fuel is used exclusively by the owner, as a permitted use within the I-1 zoning district; and

**WHEREAS**, the City’s Fire Prevention Code, found in Title 9, Chapter 2, of the City Code, establishes certain limitations on the storage of flammable or combustible liquids as follows:

**9-2-4: LIMITS FOR STORAGE OF CERTAIN HAZARDOUS MATERIALS:**

A. Storage of flammable or combustible liquids in outside aboveground tanks is prohibited in all zoning districts except that the storage of flammable or combustible liquids in aboveground storage tanks is permitted as follows:

1. In the I-2 zoning districts;

2. In the A, B, P and I-1 zoning districts, one approved tank not exceeding a five hundred (500) gallons' individual capacity or two (2) tanks in an approved dual tank system not exceeding one thousand (1,000) gallons' aggregate capacity; and

3. In the Sand and Gravel Overlay zoning district pursuant to an approved conditional use permit for an asphalt plant when there is an adequate water supply for fire protection and tanks and loading racks are protected in an approve manner.

B. Bulk storage of liquefied petroleum gases and flammable cryogenic fluids is prohibited in all zoning districts except the I-2 Zoning District.

C. Storage of explosives and blasting agents is prohibited in all zoning districts. (1974 Code § 905.07; amd. Ord. 1397, 12-14-2020)

**WHEREAS**, the City's Inspector, after completion of an inspection of the Property on April 8, 2024, issued a Fire Inspection Report which found two violations on the Property, one of which was a violation of Section 9-2-4 of the City Code because the Existing Fuel Tanks exceed both the number (five tanks where only four are allowed) and size of aboveground tanks (several tanks exceed 500 gallons) permitted to be located in the I-1 zoning district under the Fire Prevention Code, and ordered Total Construction and Equipment to remedy both violations; and

**WHEREAS**, Section 9-2-6 of the Fire Prevention Code establishes a Fire Code Board of Appeals, which consists of the City Council and includes the chief of the fire department, who shall serve as an *ex officio* member; and

**WHEREAS**, Section 9-2-6 further authorizes the Fire Code Board of Appeals to, among other things, consider and approve requests for variances from orders issued under the City's Fire Prevention Code; and

**WHEREAS**, Total Construction and Equipment has appealed the April 8<sup>th</sup> Compliance Order requirement that it remove the Existing Fuel Tanks from the Property to the Fire Code Board of Appeals and has requested that the Board of Appeals grant a variance from the Order to allow it to maintain all five of the existing above-ground fuel storage tanks; and

**WHEREAS**, on July 22, 2024, the Fire Code Board of Appeals met during the regularly scheduled meeting of the Inver Grove Heights City Council, and after providing Total Construction and Equipment the opportunity to be heard regarding its appeal, has issued the following Findings of Fact and Order.

**NOW, THEREFORE, BASED ON ALL OF THE INFORMATION PRESENTED TO IT, BE IT RESOLVED BY THE FIRE CODE BOARD OF APPEALS OF THE CITY OF INVER GROVE HEIGHTS AS FOLLOWS:**

1. The Fire Code Board of Appeals of the City of Inver Grove Heights hereby makes the following findings of fact in support of its approval of the requested variance to allow the continued use of the three existing fuel storage tanks on the property located at 10608 Courthouse Boulevard:
  - a. The tanks have been in continuous use for decades.
  - b. The tanks are located on a large lot of over 18 acres in size, and the area where the tanks are located is not near any structure located on abutting property.
  - c. The area surrounding the property where the tanks are located is zoned industrial, and there are no nearby residential areas.
  - d. The continued use of the three existing fuel storage tanks in compliance with all other fire code requirements would not have a negative impact on the adjoining properties.
2. The Fire Code Board of Appeals of the City of Inver Grove Heights hereby **APPROVES** the variance requested by Total Construction and Equipment to maintain all five of the existing Fuel Storage Tanks on the Property, subject to the following conditions:
  - a) All of the existing fuel storage tanks must be brought into compliance with all applicable codes and standards with the exception of the limitation on the size of fuel tanks found in Section 9-2-4 of the City Code. The following action items are required to bring the tanks into compliance:
    1. Tank protection shall be provided
    2. Provide an emergency disconnect switch (cannot be within 20ft of dispensers, cannot be more than 100ft away, shall be labeled and between 42 and 48 inches in height)
    3. A minimum 2A-20B:C fire extinguisher shall be within 75ft of dispensing stations
    4. Dispenser operating instructions shall be posted
    5. Emergency procedure signage shall be posted
    6. A telephone or other approved means shall be installed for notification of the fire department in case of emergency
    7. Tank dispensing operations cannot be within 10 feet of combustible exterior walls or overhangs
    8. Dispensing nozzles cannot reach within 5ft of buildings
    9. Dispensing hoses shall not be more than 18ft
    10. Emergency breakaway devices are needed
    11. Remove extension cords being used as permanent wiring, pumps shall not be powered with temporary wiring
  - b) The off-road diesel tank must be removed if it is no longer used.
  - c) No new or additional tanks can be added to the Property.
  - d) The fuel types within the tanks must remain the same.

- e) The location of the tanks must remain the same.
3. All of the requirements listed in 1(a-d) above must be met within thirty (30) days of the date of this resolution, or the variance approved herein shall become null and void and WWKM and Total Construction and Equipment shall comply with the original April 8, 2024 compliance order, including removal of all the Existing Fuel Tanks with the exception of the one existing 500-gallon fuel tank.
  4. The Fire Inspector shall confirm that all of the requirements listed above have been met within the required compliance timeframe. Failure to comply with all of the conditions of the approval of this variance shall make this variance null and void, and if all of the conditions of approval are not met within thirty (30) days or if all conditions of approval are not maintained at all times, the original compliance order shall become effective and compliance with that original order related to removal of the Existing Fuel Storage Tanks shall occur within ninety (90) days of the date of noncompliance with the terms of this variance and resolution.

Passed this 22<sup>nd</sup> day of July, 2024

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Brenda Dietrich, Mayor

ATTEST:

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Rebecca Kiernan, City Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION OF PROPERTY**

Real property located in Dakota County, Minnesota, and legally described as follows:

That part of the North Half of the Southwest Quarter of Section 27, Township 27, Range 22, lying Easterly of the following described line:

Commencing at the Northeast corner of said North Half of the Southwest Quarter; thence South 89 degrees 53 minutes 24 seconds West (assumed bearing) along the North line thereof a distance of 952.71 feet to the point of beginning of line to be described; thence South 9 degrees 47 minutes 00 seconds East a distance of 666.98 feet; thence Southeasterly along a tangential curve to the left, central angle of 6 degrees 50 minutes 38 seconds, Radius of 5729.58 feet, a distance of 684.39 feet to the South line of said North Half of the Southwest Quarter and said line there terminating.

Except Railroad right-of-way. Subject to highway easement and other easements of record.

**EXHIBIT B**  
**EXISTING FUEL STORAGE TANKS**













**CITY OF INVER GROVE HEIGHTS  
DAKOTA COUNTY, MINNESOTA  
FIRE CODE BOARD OF APPEALS**

**RESOLUTION OF FIRE CODE BOARD OF APPEALS DENYING APPEAL AND  
REQUESTED VARIANCE FROM ORDER ISSUED BY FIRE INSPECTOR FOR  
PROPERTY LOCATED AT 10608 COURTHOUSE BOULEVARD  
RESOLUTION NO. 2024-01**

**WHEREAS**, Appellants WWKM, LLC (“WWKM”) and Total Construction and Equipment, Inc. (“Total Construction and Equipment”) are the owner of the property and the business located on the real property located at 10608 Courthouse Boulevard and legally described on the attached Exhibit A (the “Property”), which is currently zoned I-1, Limited Industry District; and

**WHEREAS**, WWKM has owned the Property since 2006, and according to WWKM, has maintained on the Property a total of five (5) above-ground fuel tanks (the “Existing Fuel Tanks”) which are shown on Exhibit B and which were located on the Property at the time the property was purchased by WWKM; and

**WHEREAS**, Total Construction and Equipment uses the Existing Fuel Tanks to store fuel which is used by Total Construction and Equipment only for refueling of its vehicles as part of the operation of its construction business on the Property; fuel is not sold or otherwise provided to third parties; and

**WHEREAS**, in April, the Inver Grove Heights Fire Department conducted a routine inspection of the Property and was made aware of the existence of the Existing Fuel Tanks on the Property; and

**WHEREAS**, the City’s zoning ordinance allows fuel storage and dispensing, provided that there are no retail sales except for propane and the fuel is used exclusively by the owner, as a permitted use within the I-1 zoning district; and

**WHEREAS**, the City’s Fire Prevention Code, found in Title 9, Chapter 2, of the City Code, establishes certain limitations on the storage of flammable or combustible liquids as follows:

**9-2-4: LIMITS FOR STORAGE OF CERTAIN HAZARDOUS MATERIALS:**

A. Storage of flammable or combustible liquids in outside aboveground tanks is prohibited in all zoning districts except that the storage of flammable or combustible liquids in aboveground storage tanks is permitted as follows:

1. In the I-2 zoning districts;

2. In the A, B, P and I-1 zoning districts, one approved tank not exceeding a five hundred (500) gallons' individual capacity or two (2) tanks in an approved dual tank system not exceeding one thousand (1,000) gallons' aggregate capacity; and

3. In the Sand and Gravel Overlay zoning district pursuant to an approved conditional use permit for an asphalt plant when there is an adequate water supply for fire protection and tanks and loading racks are protected in an approve manner.

B. Bulk storage of liquefied petroleum gases and flammable cryogenic fluids is prohibited in all zoning districts except the I-2 Zoning District.

C. Storage of explosives and blasting agents is prohibited in all zoning districts. (1974 Code § 905.07; amd. Ord. 1397, 12-14-2020)

**WHEREAS**, the City's Inspector, after completion of an inspection of the Property on April 8, 2024, issued a Fire Inspection Report which found two violations on the Property, one of which was a violation of Section 9-2-4 of the City Code because the Existing Fuel Tanks exceed both the number (five tanks where only four are allowed) and size of aboveground tanks (several tanks exceed 500 gallons) permitted to be located in the I-1 zoning district under the Fire Prevention Code, and ordered Total Construction and Equipment to remedy both violations; and

**WHEREAS**, Section 9-2-6 of the Fire Prevention Code establishes a Fire Code Board of Appeals, which consists of the City Council and includes the chief of the fire department, who shall serve as an *ex officio* member; and

**WHEREAS**, Section 9-2-6 further authorizes the Fire Code Board of Appeals to, among other things, consider and approve requests for variances from orders issued under the City's Fire Prevention Code; and

**WHEREAS**, Total Construction and Equipment has appealed the April 8<sup>th</sup> Compliance Order requirement that it remove the Existing Fuel Tanks from the Property to the Fire Code Board of Appeals and has requested that the Board of Appeals grant a variance from the Order to allow it to maintain all five of the existing above-ground fuel storage tanks; and

**WHEREAS**, on July 22, 2024, the Fire Code Board of Appeals met during the regularly scheduled meeting of the Inver Grove Heights City Council, and after providing Total Construction and Equipment the opportunity to be heard regarding its appeal, has issued the following Findings of Fact and Order.

**NOW, THEREFORE, BASED ON ALL OF THE INFORMATION PRESENTED TO IT, BE IT RESOLVED BY THE FIRE CODE BOARD OF APPEALS OF THE CITY OF INVER GROVE HEIGHTS AS FOLLOWS:**

1. The Fire Code Board of Appeals of the City of Inver Grove Heights hereby makes the following findings of fact in support of its denial of the requested variance to allow the continued use of the five existing fuel storage tanks on the property located at 10608 Courthouse Boulevard:
  - a. The tanks are of significant size and are not appropriate for property in an I-1 zoning district.
  - b. The Board finds no grounds to grant an exception to the existing fire code requirements.
2. The Fire Code Board of Appeals of the City of Inver Grove Heights hereby **DENIES** the appeal of the April 8, 2024 Compliance Order and **DENIES** the variance requested by Total Construction and Equipment to maintain the five existing Fuel Storage Tanks on the Property, and makes the following **ORDER**:
  - a. All of the Existing Fuel Storage Tanks shall be removed from the Property within ninety (90) days, with the exception of the one existing 500-gallon tank.
  - b. WWKM and Total Construction and Equipment, Inc. shall fully comply with all the requirements of the April 8, 2024 compliance order from the Fire Inspector.
3. This Resolution constitutes the final decision of the Fire Coder Board of Appeals related to the requested appeal and variance.

Passed this 22<sup>nd</sup> day of July, 2024

---

Brenda Dietrich, Mayor

ATTEST:

---

Rebecca Kiernan, City Clerk

**EXHIBIT A**  
**LEGAL DESCRIPTION OF PROPERTY**

Real property located in Dakota County, Minnesota, and legally described as follows:

That part of the North Half of the Southwest Quarter of Section 27, Township 27, Range 22, lying Easterly of the following described line:

Commencing at the Northeast corner of said North Half of the Southwest Quarter; thence South 89 degrees 53 minutes 24 seconds West (assumed bearing) along the North line thereof a distance of 952.71 feet to the point of beginning of line to be described; thence South 9 degrees 47 minutes 00 seconds East a distance of 666.98 feet; thence Southeasterly along a tangential curve to the left, central angle of 6 degrees 50 minutes 38 seconds, Radius of 5729.58 feet, a distance of 684.39 feet to the South line of said North Half of the Southwest Quarter and said line there terminating.

Except Railroad right-of-way. Subject to highway easement and other easements of record.

**EXHIBIT B**  
**EXISTING FUEL STORAGE TANKS**















## Request for Council Action

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**SUBJECT:**        **Discussion of Potential Public-Private Partnership for a Boat Launch**

**MEETING DATE:**    July 22, 2024

**ITEM TYPE:**        Regular Business

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

---

### **ACTION REQUESTED**

The Council is asked to discuss and provide direction regarding a potential public-private partnership to utilize state funding for a public boat launch along the Mississippi River.

### **BACKGROUND**

At the end of the 2023 Legislative Session, the Minnesota Legislature appropriated \$1,200,000 to Dakota County for a public boat launch along the Mississippi River, somewhere between South St. Paul and Hastings. Representatives of Dakota County subsequently communicated to the City that the County would entertain passing the funds through to the City of Inver Grove Heights, should the City have a project to utilize them. Neither the City nor Dakota County had formally requested these funds or had a public boat launch project actively in development, thereby creating something of a time crunch to determine how this funding could be put to use for its intended purpose.

A similar, but smaller, appropriation was provided for lighting or other enhancements at the Rock Island Swing Bridge and the City has been able to advance this work in order to take advantage of that state funding. However, no progress was made on utilizing the boat launch funding in the state's 2024 fiscal year of July 1, 2023 through June 30, 2024. Fortunately, the legislature continued this and other appropriations for another year. This means the County and City have until June of 2025 to enter into a grant agreement with the state for the use of these funds, which will "encumber" the funding. There can then be additional time to construct the project, if needed.

It seems highly unlikely that the funds would be continued for a third year, so time is of the essence for the City to determine if it has a project to utilize the funding. If not, the City needs to let the County know that so that the County can work to encumber the funds for a County project. It appears that the most likely County boat launch project would be at Spring Lake Park Reserve.

City staff's discussion of a potential boat launch have been focused on the concept of a public-private partnership with one of the marinas operating in Inver Grove Heights. This is because the City does not own river front land that seems like a viable candidate for a public boat launch, and while \$1.2 million is a lot of money, it seems unlikely to be sufficient to both acquire land and construct a boat launch from scratch.

Staff has identified the following preliminary list of topics and issues that would need to be negotiated and documented in a contract - and possibly through an easement recorded against the property - if the City were to enter into a public-private partnership:

1. Agreed upon uses of the state funding for improvements to the private boat launch. Items might include dredging of the waterway, improvements to the launch surface, new or additional docks for access to boats launched at the site, parking sufficient for vehicles and boat trailers, signage, lighting, walkways, ADA compliance, etc. - plus any other improvements required to meet DNR standards for a public boat launch. Please note that this is just a hypothetical list of possible improvements. The exact improvements to be made will depend on the private partner and the existing state of their property/boat launch.
2. Duration for which the privately-owned launch would be available for free public use, in return for the investment of state funds. Staff is still awaiting a response from the DNR regarding what term of public access they would expect in return for this funding. It could be in the neighborhood of 20 years, which raises the question of how the City would protect the public investment and public access in the case of a change of ownership or closure of any private business we might partner with.
3. Operational Standards for the Publicly-Accessible Boat Launch, including number of parking spaces to be devoted for public use, hours and seasons of operation, responsibilities for maintaining access, resolving complaints, etc.
4. Process for designing and contracting the improvements. Would this be done by the private partner or the City? How would state contracting obligations, such as sealed bidding, acceptance of low bid, and prevailing wage requirements be met?
5. Insurance for the boat launch. Which party would insure the boat launch against damage (property insurance) and assume liability in the case of injury by a member of the public utilizing the launch (liability insurance).

Additionally, to advance the project forward, the following would need to be determined:

1. Selection of the private party with river front property to partner with. Staff has been working under the assumption that this would be an existing marina that already has a boat launch, parking, etc. so the project isn't starting from scratch.
2. A draft budget for the use of the state funding.
3. Sufficient plans / designs and time to have the proposed project evaluated by the state for historical or archeological impacts.
4. City staff or consultants with the necessary expertise to guide the project through the above issues. The Council will need to consider what planned projects or tasks will not get done or will be delayed if staff time is devoted to this project and/or where the funding would come from to hire a consultant, as this would not be reimbursed by the state funding.

Finally, the Council would likely want to consider its comfort level with providing a public amenity that would become unavailable to the public at some point in the future. Would the City be willing to budget funds to continue providing the public with this amenity after the term of the agreement funded by the state appropriation?

## **FISCAL IMPACT**

## RECOMMENDATION

## ATTACHMENTS

None