



Inver Grove Heights City Council
Monday, October 28, 2024 at 6:00 PM
8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to **12:00 p.m.** on Monday, October 28, 2024, will be provided to the Council at or before the October 28, 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 Minutes of the September 3, 2024, City Council Work Session

B. Approval of Minutes of the October 7, 2024, City Council Work Session

C. Approval of Minutes of the October 14, 2024, City Council Meeting

D. Approval of Disbursements

E. Personnel Actions

F. Acceptance of Proposal and Approval of Contract for the 5-Year Northwest Area AUAR Update

G. Acceptance of Grant for New Fire Department Radios and Approval of Associated Budget Amendment

H. Approval of Veterans Memorial Community Center Ice Use Agreement with Inver Grove Heights Hockey Association, LLC

I. Resolution Approving Amendment No. 3 to Development Contract for Plat of Peltier Reserve and Related Documents

J. Approval of Massage Therapist License

6. Public Hearing

A. Tobacco & Nicotine Retailer License Violation - Casey's General Store #3825

B. Tobacco & Nicotine Products License Violation - Walgreens #06943

C. Tobacco & Nicotine Products License Violation - Holiday Station #3537

D. Tobacco & Nicotine Products License Violation - Shark Tobacco

7. **Regular Business**

A. Rental Housing Licenses

B. 1st Reading of Ordinance Adopting Cannabis Business Regulations

C. 1st Readings of Ordinance Establishing the 2025 City Fee Schedule and of Ordinance Updating and Clarifying Fee References in City Code

D. Post-Election Review Request

E. 1st Reading of Ordinance Amending Utility Connection and Certain Development Related Fees

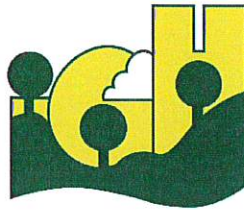
8. **Public Comment**

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.



WELCOME TO THE INVER GROVE HEIGHTS CITY COUNCIL MEETING

In order to maintain an accurate record of those who speak during the meeting, we ask that you sign in below.

Monday, October 28th, 2024

6:00 p.m. City Council Meeting

Sign in if you wish to speak – 3-minute time limit

-Please Print-

NAME	STREET ADDRESS	AGENDA ITEM
Leslie Martin	8673 April Ct	hand-counting ballots
Bill Spear	7151 Banks Rth IGH MN	Ballot Audit
Cindy Nordstrom	2701 8 th St E	Ballot Audit
Rob Reiterberger	2965 Upper Gank St	
Marjorie Savage	6911 Booth	Ballot Audit
Kathleen McGuire	6891 Booth Ave	Ballot Audit
Tracee Killian	4660 Bacon Ave	Ballot Audit
Patti Mikulski	3397 67 th St E	Ballot Audit
Mark Simpson	3118 Curran Ct, IGH	Ballot Audit
Mary Bruns	7610 Banning way	Ballot
DeAnne Trudeau	7601 Banning Way	Ballot
Conal Mulvihill	1154 Orchard Pl	Ballot
Paul Killian	4660 Bacon Ave	ballot
Katie Klopfeisch	2660 76 th St. East	Ballot
Danielle Korby	7685 Bowman Ct S	Ballot
Steven Seltzer	7116 Fleetwood Dr	Peltier



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NAME	STREET ADDRESS	AGENDA ITEM
Zecun Abdallah	11761 Arnold Palmer Ct Blaine, MN 55104	76D
Regina Barw	5947 Bryant Ln IGH	
Andrew J Bollinger	3751 Upper 73rd St E	
Bob Anderson	6481 Beckman Mc IGH	
Jesse Fillmore	6801 Clark Ave IGH	
Brook Williams	3515 78th St. S, IGH	Non agenda
Patrick Arnett	10379 Alton Ave	
Carmen Campbell	33690 Conroy Ct IGH	
Greg Boyle	2755 75th St. E. FGH	7D
Gree & Lailani Buck	9323 Forest Ave CG	Ballot
Diane North	7710 Banks	Vote
Thomas Huckle	" "	Vote
Keith Verduyn	7477 Colida Ave	
Sarah + Eric Scorie	5885 Blackburn Trail	Vote
Robert Schomann	6414 Bourne	Ballot
Rexanne Dandy	7179 Claude Ave E	Ballot vote

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

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, September 23, 2024, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Murphy, T’Kach, Gliva and Scales; and T’Kach; City Administrator Wilson, Community Development Director Ziemer and Deputy City Clerk Malott.

3. APPROVAL OF AGENDA:

Motion to Approve by T’Kach, Second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

4. DISCUSSION ITEMS

A. Request to Modify Allocation of Cable Franchise Fee Revenues

Northern Dakota County Cable Communications (NDC4) Director Jodie Miller presented this item.

NDC4 is a municipal joint powers agreement formed in 1982 and has seven member cities: Inver Grove Heights, Lilydale, Mendota, Mendota Heights, South St. Paul, Sunfish Lake, and West St. Paul. The cities work together to do cable franchising, manage the rights of way used by cable companies and provide television and programming video content for communities. NDC4 is made up of 14 members, two from each of the seven cities. Inver Grove Heights representatives are Council Member T’Kach and resident Regina Barr. The NDC4 is requesting a temporary change in the franchise fee agreement between the cable commission and each of the seven cities. They are also requesting Council consider a waiver of a one-time settlement payment they received after an audit of the cable company. There will be work done in the 2025 legislature by the League of Minnesota Cities (LMC) and other organizations to modernize the funding and regulatory structures for users using city rights of way and solve the problem for the long run. Cities across the state and country are experiencing cable franchise fee and peg fee reductions due to cable cutting and antiquated franchise laws that limit their franchise authority to traditional television and does not include streaming.

The NDC4 has taken steps to diversify their revenue and cut their budgets but they have been spending capital dollars for major projects over the past few years. They have been budgeting for an 8% decrease year over year and that is not sustainable without making major budget cuts. They are asking for an agreement for one to three years to give them a cushion to work on solutions and not have to make major changes to their operations.

NDC4 Requests:

1. NDC4 Member Cities waive their 25% of one-time audit settlement payments

Miller said in 2019 and 2020 they partnered with several metro cities and conducted an audit to make sure the cable company was remitting and calculating the correct amounts. For the time between 2015 and 2021 there was a settlement paid to the cable commission from the cable operator and 25% of the settlement should be returned to the cities in the joint power’s agreement. Inver Grove Heights portion is approximately \$25,000. The NDC4 is asking the city to allow them to keep the funds.

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2. NDC4 Member Cities approve a Memorandum of Understanding for 2024 - 2026 fiscal years

- Reduce FF% 25/75 share for 2024 FY (paid in 2025)
- Member Cities receive 12.5% of actual Franchise Fees
- NDC4 Cable Commission uses 87.5% for operating and reserves
- Consider reductions in 2025 and 2026 if necessary

The normal payment for Inver Grove Heights is \$96,000 and if Council accepted the reduction the city would receive \$48,000. The document is drafted to have a plan for the next three years but either party could cancel or change the agreement. If the NDC4 is able to find state or federal solutions, the reduction may not be necessary for all three years.

3. Member Cities support legislative effort to modernize funding for cities' ROW and PEG programming

- Communicate with League of MN Cities and Legislative Delegation

NDC4 Projects that have reduced their reserves:

- Updated and replaced all of the cameras in the four city halls for the four biggest member cities to high definition cameras
 - Cost - \$34,000 per city
- Updated the control room equipment
 - Cost - \$34,000 per city
- Working on Master Control
 - Building located in Inver Grove Heights
 - Central system for all live programming and pre-recorded programming
 - New features include closed captioning and the ability to stream exactly what is being broadcasted on the cable channels

Miller said the cities in Dakota County have a history of cooperating on various types of projects in order to obtain efficiency, pool resources and leverage people to build more for the residents and taxpayers. Cities are receiving the services for government meetings and promoting the videos through the school sports, arts, parades, and other events that engage the community. This creates a community center that combines volunteers, students, residents, and businesses.

Mayor Dietrich asked if the NDC4 had an advocate at the capital this last year.

Miller said they belong to the Minnesota Association of Community Telecommunications Administrators (MACTA) which is a state chapter of National Association of Telecommunications Officers and Advisors (NATOA). They are a specialized trade group for public education and government peg stations and cable commissions. MACTA works very closely with the LMC. The LMC has a few IGR staff that have a lot of work to do during the legislative session. MACTA provides help with right of way issues, broadband cable, and telecom. Last year MACTA was able to contract with Goff Public and have a consultant help them with the process and a plan for 2025.

Council Member Murphy asked if they were planning in incorporating a steaming service or any other modern services.

Miller said they have been web streaming since 2008 and distribute their content on many different platforms. Their programs are on cable channels, Comcast, their website through a third party vendor, Facebook, and Vimeo for on demand viewing. They have not chosen to use YouTube due to excessive advertising. Their equipment has been updated and she does not see any needs in the near future. Adding additional platforms is not an intensive capital cost. The new master control system being installed this summer will allow them to integrate with other platforms like Apple TV and Roku. The content is free, and they need a way to fund it. The regulatory scheme has not kept up with the cost and they are trying to update either the state or federal legislation.

Council Member Murphy asked what the League of Minnesota Cities is hoping to do that will help.

Miller said there are different approaches that can be taken. The approach last spring was to require broadband companies to get a franchise with the city. The bill made it to the House floor but did not reach the Senate. Some states have proposed a streaming fee for providers like Netflix, Apple, Hulu, and Roku. They are also trying to see if it can be included in the state budget. Goff Public will help the LMC determine the right strategy for next spring.

Council Member Gliva asked if NDC4 is going to be receiving the correct franchise fees after the audit or if another audit would need to be done later on.

Miller said there were 8 to 12 findings that the CPA firm found while doing the audit. In some of the areas the cable operator agreed that they were doing it incorrectly. There are some areas where the cable operators do not agree that they need to change their method. That is why there was a settlement agreement that does not require them to correct some of their processes. Some of the approaches have to do with streaming services that people receive from their cable company. This is a problem across the country and many cities are trying to find a solution. The audit went through 2021 and there are a group of people looking at pooling resources to conduct another audit until it is firmly resolved. She believes they will be doing another audit for fiscal years 2022 to 2024. They hope to come to an agreement with the operators on the correct accounting procedures.

Council Member T'Kach said she is one of the Inver Grove Heights representative and encourages support for this. They have been upgrading and modernizing equipment but now need to modernize how revenues are brought in. The system is a value for the community.

Council Member Scales said he is amazed by the number of people that watch and believes it is an important service. He agrees with supporting it and it serves a purpose to the community that they cannot get anywhere else.

Mayor Dietrich asked if they were considering expanding into other cities.

Miller said they have talked about it previously. There have been many changes in the surrounding commissions over the years. They share resources with neighboring commissions including engineers and accountants. They have talked about sharing administrative staff and try to reduce their overhead costs.

Mayor Dietrich said she is supportive of NDC4's request but wants to revisit after one year. They do not know how things will change.

Council Member Murphy said he is supportive of the one-year reduction and waiving the settlement amount. He is happy to hear the NDC4 is trying different things but would also want to revisit after one year.

Council Member Gliva asked if the City's legal department has reviewed the memorandum.

Administrator Wilson said they have not yet, they were waiting for direction from Council and then legal would review it and bring it back on the consent agenda.

Council Member T’Kach said she likes the long term agreement, and it is a clear message to the commission. It could be revisited if something drastic happened. They will be able to budget better if there is more certainty over the next few years. T’Kach asked if they were requesting the same thing from all seven cities in the commission.

Miller said yes, but they have not shared the draft of the MOU yet, but they had a meeting in July with all seven cities. The cities are all in different stages of conversation. They would like feedback, and they may make adjustments before it is distributed to each city. Each city can act on it individually.

Council Member Gliva said she supports Town Square TV and the NDC4. She wants to see more fluidity after year two. If something passes this session it is likely nothing will change until the following year. After year two, she would like to have another discussion.

Miller said they could craft a two year plan. They would be communicating throughout the two years but could have a formal discussion after the two year mark.

Council Member Scales said two years made sense because it allows them to build a plan.

Miller said NATOA had their national conference last week and they had eight videos that were finalists for national awards. The videos nominated from Inver Grove Heights were the Struggle to Structure story about the specialized garage space that was built for a local veteran, The Nowhere Haunted House which is about a fairly new Inver Grove Heights business, and the Dakota County Emergency Preparedness exercise. They thank Commander Otis and Deputy Fire Chief Bergum for coordinating with them to make it possible. Their Insight 7 news magazine program also received an award and was in the category with much larger cities like Seattle, Denver, and San Francisco.

B. City Administrator Updates (verbal)

Administrator Wilson presented the follow up on the 2025 budget questions and Preliminary Levy and the planning for the State of the City event this fall.

Follow-Up in Progress:

- Focus of new police officers if 2 are approved rather than 3

Administrator Wilson said Chief Chiodo said the first officer would allow for someone to be promoted to sergeant to supervise the investigative division. A second officer would be added to the strategic response team. If they were unable to confirm the third officer, the organization of the community outreach and engagement would remain decentralized with different officers and members of the command staff organizing different community events throughout the year.

- Current overtime costs for shift coverage in the Fire Department

Administrator Wilson said staff’s best estimate from January 1, 2024 to date is \$62,500 in wages and they would have paid into Para and employer taxes. This is approximately 1,880 hours of total overtime work just to fill shifts when someone is off.

- Estimated impact of proposed increase on commercial and industrial properties
 - Cannot predict at this point
 - Metropolitan Fiscal Disparities Program results in an “areawide tax rate” being applied to a portion of the value of commercial/industrial property

- Shares 40% of the tax base growth since 1975
- Need to know how much of the value is post-1975 value and what other cities' tax rates are in order to calculate the areawide rate
- Staff will be able to provide an estimated impact for commercial/industrial parcels in mid-November, once preliminary notices are sent by the County
- Funding for breakroom furniture at Maintenance Facility

The Public Works Director and Street Superintendent were out of office last week and staff will follow up with them when they return.

- Can we get to a 4.5% rather than a 4.55% for the preliminary levy
 - Requires \$16,371 in reductions

Administrator Wilson said Finance Director Hove was able to reduce the budget to accomplish a 4.5% levy. They continue to wait to hear if the police and fire department grants are approved. Staff are preparing a resolution to set the levy at a 4.5% increase for next week's agenda unless there is further direction from Council.

Council Member T'Kach asked what the cost of benefits was for paying overtime for the fire department.

Administrator Wilson said it adds approximately 20%. That cost does not include the cost of having to have other staff removed from their current duties to fill in for an absence. The cost for the workload that is delayed is not able to be calculated.

Council Member Murphy asked if the overtime hours equaled 1.5 fulltime positions.

Administrator Wilson said a fulltime firefighter is 2,080 hours per year.

Administrator Wilson presented the 2024 State of the City Event. Decisions for the date, time, location, and format need to be made. Staff need to consider budget, preparation time and conflicting events. Last year's budget was \$3,700. Staff proposed a family-friendly outdoor even at South Valley Park on Saturday, October 5. The date does not work for all Council Members. Staff reviewed the calendar and are now considering an indoor even in November. They are tentatively considering Wednesday, November 21, or Thursday November 22. The clubhouse at Inver Wood Golf Club is a location that is being considered. It has parking and is a City-owned facility. The clubhouse can seat approximately 50 people, this would be double the turnout from the previous year.

Mayor Dietrich said she would choose Thursday, November 21 because Wednesday nights are often busy church nights.

Council Member Murphy said he agrees with November 21 and hosting it at the clubhouse. The State of the City event is a more formal and prefers it to be indoors. He would like Town Square to be there. If they are planning to have 50 people, they could consider allowing staff and Council a certain number of guests.

Council Member T'Kach said she will need to let staff know if she is available. She liked the idea of South Valley Park but thinks the golf course will be great also. She would like opportunities for poster sessions in addition to a talk from the mayor. She has received feedback that people would like to be comfortable and thinks they would have more interest.

Council Member Scales said the clubhouse is great and a good way to show off City property. He agrees with November 21 and likes an informal setting, but this will give them a way to showcase what is happening in a formal way.

Council Member Gliva agreed with November 21 at the golf course.

Mayor Dietrich asked if the clubhouse would help with budgeting and if they would have a cash bar.

Administrator Wilson said yes, using the clubhouse they will not have to pay rental fees. They will have a cash bar and free food. They will be able to test the audio/visual systems a few days before. Staff will have more information about the event and theme at a future meeting.

Mayor Dietrich said she would like everyone to be involved.

Council Member T’Kach asked if there could be opportunities for family activities before the event if the majority of Council would like the event to be more formal. Staff could talk about different programs in their departments that residents may not be aware of.

Administrator Wilson said staff will take into consideration how they make people feel involved in the event. There are some cities that do pop-up park events to give people a less formal setting. It may not be on the same night, but it can be something they look into for next summer.

Council Member T’Kach said she would like even an hour before the event but understands budget and time limitations.

Administrator Wilson said they hope to have enough people attend to fill the clubhouse.

Mayor Dietrich said the Communications team did a fantastic job with short notice last year.

Mayor Dietrich said she has had residents’ comment on drivers speeding on Cahill Avenue. Residents in the area are having difficulties backing out of their driveways.

Council Member Murphy said he heard that a few times this past weekend. It may be related to school being back in session, but it is getting to be a problem. They are afraid to back out of their driveway. Proactive policing on Cahill Avenue would be good.

Mayor Dietrich said there was a death on Cahill Avenue.

Council Member Scales said he has heard it as well and parking a squad car on 75th Street would be good.

Council Member T’Kach said speeding on Cahill Avenue is a problem and asked if they could have more signs with the speed limit and the radar showing the driver’s speed put up. Sometimes people do not realize that they are speeding.

Administrator Wilson said she will follow up with the police department.

C. CLOSED SESSION to Discuss an Offer to Purchase City-Owned Properties

Motion to move into closed session pursuant to Minnesota Statute Section 13D.05 Subdivision 3(c)(3) to consider an offer for the sale of City-owned properties (Pinkville) located north of the City’s southern border with the City of Rosemount, west of Albavar Path and east of City-owned Woodland Preserve by Murphy, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to move into open session by Murphy, second by Gliva.

Ayes: 5

Nays: 0

5. Adjourn

Motion to adjourn at 7:32 p.m. by Murphy, second by Gliva.

Ayes: 4

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, October 7, 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, October 7, 2024, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Murphy, Gliva, Scales and T’Kach; City Administrator Wilson, Community Development Director Ziemer, City Attorney Nason and Deputy City Clerk Malott.

3. APPROVAL OF AGENDA:

Motion to Approve by Murphy, Second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

4. DISCUSSION ITEMS

A. Proclamation for Fire Prevention Week

Mayor Dietrich read the Proclamation declaring October 6 to October 12, 2024 Fire Prevention Week in the City of Inver Grove Heights and invited the public to attend the Fire Department’s annual Community Open House on Sunday, October 13th.

B. Update on Central Maintenance Facility Needs Analysis and Site Plan (City Project No. 2017-01)

Director Connolly said Utility Superintendent Eric Kramer, Street Superintendent Barry Underdahl and Lead Mechanic Rick Jackson from the Public Works Department were in attendance. Director Connolly introduced Jonathan Loose from Wold Architects to give a presentation.

Loose said they are hoping to receive feedback on the needs that their study has vetted. There are needs within the existing buildings and others are deficiencies that are not provided within the current buildings. There are many directions the project could go, and they are looking for feedback from Council if they are in the right direction.

Loose said there are two parts of the process. The first part is to determine the needs, and the second part is to develop the options. They move through the process with their core planning group and stakeholders.

Core Planning Group and Stakeholder Process:

1. Establish Core Planning Group to Represent all Stakeholders:

- High level of collaboration
- Involve all stakeholders
- Opportunities for partnership
- Sets the tone for building consensus

2. Develop Agreement on Needs:

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- Establish guiding principles and criteria for measuring success
- Expectations discussed, including in planning

3. Ownership of Decisions:

- All needs are documented so that final product meets the project goals

Project Goals and Criteria – Public Works

- The goal of the needs analysis and future site plan development is to better articulate the need for additional space for trucks, equipment, attachments, and materials, as well show the need for additional space for full-time and part-time employees, including updated meeting spaces, crew spaces, locker room facilities, training and breakroom facilities, and space for an estimated future workforce of up to 75 people.
- Solutions should be developed to allow opportunities for phased implementation while carefully considering re-use of existing facilities.
- Providing adequate interior environments to support staff – safety, flexibility, wellness, retention.
- Potential solutions should emphasize asset preservation while balancing workflow efficiency – use what we have, but do not sacrifice operations.

Project Goals and Criteria – Police:

- Expand and secure staff parking areas, providing adequate separation from public parking areas and staff parking areas.
- Review site utilization options on the CMF campus for the siting of future police training facility. Potential programming of the training facility would include a firing range and associated support spaces, scenario-based classroom training, and defensive tactics training spaces.

Loose said the police department may be another project but since it is near the current project area for Public Works and made sense to look at potential solutions.

Mauri Solomon, Facility Condition Assessment manager with Kraus-Anderson presented the current conditions of the Public Works Facility. Solomon said there have already been a lot of updates done to the building and gives kudos to the team. There are ongoing maintenance issues and capital projects that need to be addressed. The monument sign is original to the original 1980 build and is in need of complete replacement. The parking lot needs a mill and overlay. The sidewalks along the front of the building are cracked all the way down the building and is a trip hazard. There is also potential for damage to the building due to water getting in between the building and the sidewalk. The fuel island needs a complete replacement. The canopy is made of wood, and it is starting to rot. It has also been hit multiple times by a large piece of machinery. There is damage to the exterior of the building but is typical wear and tear. These are typical repair and maintenance items that need to be addressed.

Solomon said there is moisture forming in some of the skylights and they likely need to be replaced. The exterior of the building needs a good wash, and they talked about irrigation heads being relocated so they are not spraying the building. Most of the exterior doors are original to the building and need to be replaced, including the overhead garage door which is opened and closed multiple times per day. There is rusting on the lintels above some of the windows. Most of the issues are age related. Solomon said the interior is out of date and there are some ADA concerns. They need an elevator to the 2nd floor to be ADA compliant.

Executive Summary:

- Kraus-Anderson completed a Facility condition Assessment (FCA) on two city facilities equaling 62,000 square feet.
- Identified 3.2 million of maintenance/repair/capital needs over the next ten years. The “Do Nothing” Plan

Facility List	Year Built	Facility SF	Pres. Day Repl. Costs	Building Repl. Cost	10-Year DM Cost	FCI
Central Maintenance	1985	35,262	\$400	\$14,104,800	\$2,080,159	0.0664
Cold Storage	1991	26,621	\$350	\$9,317,350	\$1,143,136	0.1830

Solomon said the “Do Nothing” Plan is the minimum cost to keep the current facilities and maintain them and continue to operate. The FCI is a health check on the facility that was developed by the International Facility Management Associate (IFMA). According to the FCI numbers, the Central Maintenance Facility is in good condition and cold storage is in fair condition.

Facility Condition Assessment - Percentage Breakdown of Costs per Discipline:

Discipline	Cost of \$3.2 Million	% of 3.2 Million
07- Interior Construction	\$1,484,855	46%
02- Sitework/Building Earthwork	800,872	25%
05- Exterior Enclosure	564,899	18%
13- HVAC	205,295	6%
09- Special Construction	51,750	2%
11- Fire Protection	40,000	1%
15- Electrical	37,275	1%
12- Plumbing	30,300	1%
08- Equipment Furniture	8,050	0%

Solomon said the Sitework/Building Earthwork includes the parking lots, sidewalks, fuel station, exterior windows and doors, and damage to the exterior of the building. The Interior Construction is remodeling the interior of the building and is a retention part of this project. The HVAC system will need to be replaced at the end of the ten-year cycle.

Loose presented the space deficiencies of the site. Loose said there are inefficiencies in parking with traffic having to circle around the building. The cold storage building has space to put things, but it does not have the height to allow for good circulation. The product has to be dumped outside first and moved into cold storage with a smaller loader because there is not enough height to allow larger to go in and out. The parking lot is typically full.

Loose said there is more focus on the inadequacy of the interior. The office spaces do not seem to have the number of meeting spaces needed. The break room is not large enough for all of the staff and is the only meeting space that staff can use for larger groups. There is a lack of support spaces for staff. There is not a lobby space in the entryway and contractors and consultants do enter the building and there is not a place to greet them. There are different items in the cold storage and warm storage buildings that departments need. The sign shop has the shop in one building and their storage in the other. It is harder to find an efficient ways to store things and staff have to move back and forth between buildings to complete their job. There are some office spaces, but they are very small and have limited daylight. All of the areas overlap and that makes it difficult for staff to do their jobs.

Loose said the breakroom is used for everything that has to happen with a larger group. There is no elevator to the second floor and that does not meet accessibility codes. The locker room space is small and there is only a men's locker room. There is no room for a women's locker room. The breakroom has many tables but not nearly enough space for all employees. Staff are having their breaks outside or in the shop and they are separated. With more space they can try to create more of a comradery amongst different departments and be one department.

Loose said there is not enough vehicle storage, and they have equipment that gets stacked up and it is difficult to a get to the maintenance areas. The more equipment they can fit in warm storage the better to help the longevity of the equipment. The wash bay has been being used for some storage. Equipment is being parked in the center aisle of warm storage making it difficult to get equipment in and out. Equipment is continuing to get bigger and there is not enough space to work around equipment in a safe manner. They do maintenance for fire engines and there is not much space around them to work. The report has a much more comprehensive list of inefficiencies.

Loose said some of the Members of Council joined them on a tour of some of the other buildings that may be good models for the facility. The tours were good to see how other cities addressed similar inefficiencies.

Council Member Murphy asked if the current facility was 3,200 square feet.

Loose said yes, it is around 3,200 square feet.

Council Member Murphy said he was unable to attend one of the tours and was curious what the square footage of the facilities in Rosemount and Woodbury were.

Mayor Dietrich said the Public Works staff has been very creative to make things work. The other cities used that wisdom when creating their new space and she looks forward to the input from the staff.

Loose said they looked at need for the future.

Staffing:

	2024	2035	2045
Streets Maintenance	11	15	16
Fleet Maintenance	4	6	6
Utilities Maintenance	11	15	16
Parks Maintenance	10	15	15
Natural Resources	2	6	6
Support Staff	1	1	2

Seasonal	23	30	31
Total (Excl. Seasonal)	38	56	60
% Increase		47%	7%
Total (Incl. Seasonal)	61	86	91
% Increase		41%	6%

Loose said the increase in the next ten years is between 41% and 47%. The ten years after that it does taper off. When cities become more developed there is usually a plateau in staff increases. There is also an indication of a lack of staff. The model is trying to correct both lack of staff and accommodate growth in the future.

Equipment:

	2024	2035
Streets Maintenance	50	57
Fleet Maintenance	1	1
Utilities Maintenance	21	25
Parks Maintenance	48	58
Natural Resources	0	5
Total	120	146
% Increase		22%

Loose said there is a replacement regimen for equipment that ages out, but equipment needs to be increased as development happens. A 20% increase over ten years is modest. There is nothing that is on the list that is not needed. Staff have a plan and use for each piece of equipment to be used.

Space Standards:

The following are suggested Space Standards based on job classification:

- Director Office - 225 SF to 250 SF (20' x 12')
- Supervisor Office - 150 SF to 180 SF (15' x 12')
- Lead/Worker Office 120 SF (12' x 10')
- Regular Administrative Work Station - 7' x 6'
- Technical/Engineering Work Station - 8' x 6'
- Flexible/Intern/Seasonal Work Station - 6' x 6'
- Small Meeting Room - 150 SF (3-4 people)
- Medium Meeting Room - 250 SF (5-8 people)

- Large Meeting Room – 500 SF (10-15 people)
- Muster Room – 500 SF to 750 SF (15-25 people)
- Training Room – 1,500 SF to 2,000 SF (50-90 people)

Building Summary:

	Existing	Proposed 2024	Proposed 2035	Net Increase (Exist to 2035)
Staff Offices and Meeting Rooms	2,980 SF	12,519 SF	13,867 SF	365%
Staff Locker Rooms and Support Spaces	1,550 SF	1,536 SF	1,932 SF	25%
Mechanic Suite	7,000 SF	17,509 SF	21,541 SF	208%
Vehicle Support and Workshop Spaces	2,000 SF	10,063 SF	12,482 SF	524%
Warm Vehicle Storage	19,000 SF	40,542 SF	51,087 SF	169%
Cold Storage	9,000 SF	10,072 SF	10,072 SF	12%
Total Gross Square Footage	41,530 SF	92,241 SF	110,981 SF	

Site Summary:

	Existing	Proposed 2024	Proposed 2035
Salt Shed & Material Storage	17,600 SF	20,000 SF	20,000 SF
Staff Parking (Stalls)	34 stalls	70 stalls	90 stalls
Fuel Island (DSL, UNL, DEF)			
Boneyard		2 acres	5 acres
Available Site Area (Acres)	6.12 acres	13.27 acres	13.27 acres

Note: 2024 Site Area excludes parcel west of Babcock Trail (Approximately 4.27 acres)

Loose said the forecasting addresses the expected growth in the city and correcting what is here today. The total square footage includes the salt shed material storage and the total square footage it is approximately 130,000 square feet. The square footage may go up or down depending on the design, but this is the size that the data says will address the needs of the facility.

Council Member Scales said he would prefer to be more efficient with office space. The typical government offices are not that large.

Loose said when they get into the design of the facility many times a 250 square foot office is also considered a meeting room. The spaces sometimes will cover more than one function. The 110,000 square feet is a budget square footage until they start looking at the space by design.

Council Member T'Kach said there is not a large difference in the square footage of the salt shed and material storage and asked if the buildings would be built higher.

Loose said yes, they would be taller buildings to fit more, and they are proposing for them to be separated from cold storage which would change the way staff are able to get equipment in and out.

Council Member T’Kach asked why there was no area listed under the fuel island.

Loose said it is on the list for tracking, so it is not forgotten during design.

Loose said they did a similar analysis on the Police Department.

Police Training:

- Public Lobby - 605 SF
- Gun Range and Support Spaces - 11,777 SF
- Training Rooms and Classrooms - 4,620 SF
- Staff Locker Rooms and Support Spaces - 2,940 SF
- **Total Gross Square Footage Training Facility - 19,942 SF**

Loose said this is based on other training facilities they have done and what may be needed in the future. They did not evaluate the site’s needs, including indoor and outdoor parking.

Base Assumptions:

1. Ideal operation suggests that Streets, Mechanics, Utilities, Natural Resources and Park Maintenance are centralized.
2. Maintaining both facilities long-term may prohibit efficiency of the site, in particular the existing Cold Storage facility is a barrier to ideal site grading.
3. If the existing Warm Storage is the future central operations facility, the Cold Storage building would need to be removed.
4. It may be cost prohibitive to repurpose the existing Cold Storage into an occupied space due to the existing construction.
5. The desire for a public safety training facility is more likely to be implemented with facility re-use due to the cost of a new building and implemented in a later phase of site development.
6. The city property west of Babcock Trail has not been assumed as a long-term site for Public Works, and it falls within a different watershed creating added expense. The site may provide opportunity for short-term or temporary staging.
7. A portion of the MnDOT property southeast of the existing site is likely to be available for use to allow for additional circulation and site staging flexibility.

Loose said they looked at the site holistically and did not look at using the site west of Babcock Trail for a number of reasons.

Loose said Council Member Murphy asked about the existing facilities for neighboring cities. They compared the 130,000 sq. ft. plan with nearby cities.

Facility Comparisons:

City	Square Footage	Notes

Inver Grove Heights	130,000 SF	Divisions: Streets, Parks, Utilities, Fleet Maintenance Includes Offices, Warm Storage, Cold Storage & Salt Storage Excludes PD Training
Woodbury	176,000 SF	Divisions: Admin, Streets, Parks, Utilities, Fleet Maintenance, IT (partial), Watershed (partial) Includes Offices, Warm Storage, Salt Storage, Cold Storage/Ancillary Storage Buildings
Rosemount	124,000 SF	Includes Offices, Warm Storage, Cold Storage & Salt Storage
Oakdale	82,300 SF	Includes Offices, Warm Storage & Salt Storage Excludes Cold Storage

Loose said this was the information on the deficiencies and needs and asked if there were any additional concerns or if Council thought they were moving in the right direction.

Council Member Murphy said they had mentioned safety and asked if the larger facility would make it safer or if there were specific items related to safety.

Loose said there would be more specific details, but a large cause of the current safety hazards is everything being so close together.

Council Member T’Kach asked why police personnel being able to park in an enclosed area is more critical than regular staff being able to park in an enclosed area.

Loose said he is not making the assertion that it is, but recognizes that there are currently staff and police parking on that side of the facility and trying to fit the public parking in there creates some conflict in terms of traffic. There are some that might say squad cars and police officers take home vehicles are more susceptible to vandalism or might be targeted. Other municipalities in the metro area tend to have their police squad cars and take home vehicles in a more secure place.

Council Member T’Kach said currently some police staff are parking on Barbara Avenue where there is plenty of parking and asked if the personal vehicles would be parked in the enclosed area.

Loose said the police department site did not go too far into solutions. Parking at the police station was an issue that was brought up and the information here is saying that it would need to be reviewed but potential solutions have not been discussed yet.

Administrator Wilson said it is in the industry norm that parking for law enforcement officials is behind a gate. They are more susceptible to vandalism and typically have longer shifts compared to other staff. Local law enforcement tends to expect security for their personal vehicles.

Council Member T’Kach said there is a rationale for the enclosed parking for officers. She asked if there was going to be a firing range or training facility somewhere in the county and said there was discussion a few years prior.

Administrator Wilson said she was not aware of plans for a countywide training range. The city of Lakeville is looking at training space in their city and has expressed some openness to collaborating with partners but at the moment each city meets their needs in different ways.

Council Member T’Kach said the Natural Resources department mentioned earlier does not appear in the list of what is making up the 130,000 SF plan and asked if it was included.

Loose said the Natural Resources department is included in the 130,000 SF.

Loose said there are options to approach the project. The options fall into two categories, replace everything or look at opportunities to reuse and expand the current buildings.

Full Replacement - Phase 1:

- New Salt Shed and Materials Storage
- Demo Existing Cold Storage and Salt Shed
- New Cold Storage
- Site Improvements and Regrading - South Lots
- Temporary Staging at Property West of Babcock Trail

Loose said the grading of the site is a large challenge and the Cold Storage and Salt Shed are creating a barrier to a contiguous site from north to south. The existing Warm Storage and office area would be as functional as possible during Phase 1. These are high level options and would have more details when it was decided to move forward.

Full Replacement - Phase 2:

- New Warm Storage and Office building
- Demo Existing Warm Storage and Office Building*
- Site Improvements - North Lot*
- Temporary Staging at Property West of Babcock Trail

* Scope of completion subject to Phase 3.

Loose said Phase 3A and 3B are different options.

Full Replacement - Phase 3A:

- PW Site Improvements - North Lot Partial
- PD Site and Security Improvements - North Lot Partial
- Temporary Staging at Property West of Babcock Trail

Full Replacement - Phase 3B:

- PW Site Improvements - North Lot Partial
- PD Site and Security Improvements - North Lot Partial
- Renovate Existing Warm Storage for Police Training Facility
- Temporary Staging at Property West of Babcock Trail

Loose said the existing Warm Storage building is larger than the 20,000 SF that they had allotted but a lot of it could be more indoor parking for the police department's fleet. There were initially conversations about trying to reuse the Cold Storage building for police training, but the conversion would be cost prohibitive. It is not insulated, does not have weatherproofing, and lacks many characteristics that an enclosed building should have.

Partial Replacement - Phase 1:

- New Salt Shed and Materials Storage
- New Cold Storage
- Demo Existing Cold Storage and Salt Shed
- Site Improvements and Regrading - South Lots
- Temporary Staging at Property West of Babcock Trail

Loose said the partial replacement option would still propose removing the existing Cold Storage and Salt Shed. It would be reconstructed on the south side of the site.

Partial Replacement - Phase 2:

- Renovate Existing Warm Storage and Mechanics Space Addition
- Site Improvements - North Lot
- Temporary Staging at Property West of Babcock Trail

Loose said the west side of the site is dedicated to Public Works circulation and parking and the east side of the site would be public circulation and the police department would also continue to use that space.

Partial Replacement - Phase 3:

- PD Site and Security Improvements
- Temporary Staging at Property West of Babcock Trail

Loose said the Partial Replacement option gives a smaller area for the Police Department site because the existing Warm Storage and office area limits the space. Both options are at the very beginning stage and are a concept rather than a plan. Loose asked if Council had any feedback, other ideas or misgivings about the concepts.

Mayor Dietrich said during the presentation it was mentioned that there may have been water intrusion in the sidewalks of the Warm Storage and office area building and asked what the condition of the foundation was.

Loose said there is no evidence that there are issues with the foundation of the building. There is a portion of the building underground, and some waterproofing items would need to be addressed. Both Wold Architects and Kraus-Anderson expert opinions are that there are no structural or foundational issues with the structure. There is some water getting in that would need to be addressed but it is not deteriorating the foundation of the building right now.

Council Member T'Kach asked if there would be onsite storm water retention to keep saltwater from entering the pond.

Loose said they are having more of the site surveyed to determine how the topography works. There is an area in the northwest corner that may be an option because it is a low spot. Those details are still being looked at, but it is a feature that would likely end up somewhere on the site.

Council Member Gliva asked if the full replacement and partial replacement options would all result in the same 130,000 SF.

Loose said the full reconstruction Phase 3B option includes additional training space for the police department and Phase 3A only includes the space that is needed for Public Works. There would be an

additional cost to renovate the Warm Storage building in the partial reconstruction option. Both options result in the same square footage for Public Works. The Warm Storage building would have to be renovated to address the accessibility issues and space issues. The building would have to be reconfigured to fit the needs of a police training facility.

Council Member Murphy said the full reconstruction option makes the most sense to him without seeing the cost. It solves the issue with the police department facilities and utilizes the land they purchased for this idea. For the partial reconstruction option, he worries that the facility would be out of date by the time it was completed, and it would need to be addressed again in the near future.

Mayor Dietrich said the County's SMART Center is close to Inver Grove Heights and asked it was equipped for scenario based training for the police department.

Administrator Wilson said she did not have the information about the available training facilities in the SMART Center. Staff will get information from the Police Chief and provide it to Council.

Council Member T'Kach asked if the financing would be phased and if it would be Bonding Requests.

Loose said when they start looking at estimating it and have more details, they would partner with the City's Bond Council or financial advisor and determine what would make the most sense financially. Sometimes there are ways to structure the debt and financing that levels out the effect on the levy.

Loose said the plans will come at a cost and they have been working with Kraus-Anderson to see potential cost options.

Ken Francois, Senior Project Manager at Kraus-Anderson Construction, presented the potential costs of the project. Francois said the figures are based on SF based on the different types of spaces like office space, warm storage, and mechanic spaces. They compared those costs against other facilities that are very similar.

	Project Cost at Bid	Adjusted Project Cost (2025)	Cost / SF (2025)
Inver Grove Heights		\$45-50M	\$345-\$385 / SF
Woodbury	\$23.95M (2020)	\$34M	\$205 / SF
	<i>Approximately 80,000 SF renovation and 86,000 SF new construction or additions</i>		
Rosemount	\$35M (2023)	\$38M	\$305 / SF
Cottage Grove	\$13.3M (2024)	\$13.9M	\$386 / SF
Oakdale	\$31.1M (2024)	\$32.3M	\$390 / SF

Francois said some of the project's costs were slightly lower and some slightly higher. In general, one of the bigger differences in all of these were the sites and the amount of work that needed to be done. The budget includes the hard construction cost to build and soft costs such as engineering, architecture, furniture, and equipment. The budget anticipates both construction and the soft cost to provide the total cost for the project. Many assumptions go into the initial budget and if Council proceeds with an option the budget will be a lot more refined and they will be able to present a much more detailed estimate.

Council Member T'Kach said if they City bonds for the project they would follow SB2030 standards for building and asked if the estimated cost includes SB2030 standards if they do not bond for it.

Loose said the estimates assume that the City is bonding for the project and not that the City is receiving state bonding funds. If they receive money from the state, they will have to follow SB2030 standards. This estimate includes quite a few sustainable initiatives but not to the degree of meeting the SB2030 standards. There are efficient and sustainable practices, but they did not anticipate a need to meet SB2030 standards because there was no discussion of state bonding. He is not aware of a city or county level initiative that says they have to meet the SB2030 standards.

Council Member T'Kach asked what the estimated cost would be to meet the B3 standards.

Loose said he does not know the specific timeline in terms of the B3 program but thinks they are currently 80% better than minimum code requirements. It will soon get to 90% and eventually to net zero. If they start design now and start to build in late 2025-2026 it would likely be an overall increase of 10-15% to meet B3 standards.

Council Member T'Kach said that has gone up quite a bit over the past few years.

Loose said they had looked at it previously and were closer to 5-8% but as the requirements go up, the cost goes up. There are ways to not hit the 10-15% but he would never advise a city not to budget a 10-15% increase.

Council Member T'Kach said she would like to see a cost comparison between not meeting B3 standards and meeting B3 standards as we know them for the timeframe if possible. There are economic issues on the backend that they will benefit from.

Loose said many clients follow B3 standards. A lot of municipalities and counties that have to bond for the work themselves look at the point of diminishing return. They can spend the raw cost dollars here and they can still include a lot of things that are considered sustainable without the additional cost of the intensive B3 program. That also includes being in the Excel Energy territory and some of the rebates that would not be shown here, but those are small in comparison with the overall increase to meet B3 standards.

Mayor Dietrich said they do not want this as an additional expenditure unless the majority of the Council wants to look into it.

Loose said it would only make sense to make that decision before you start design because having to do it retroactively means they have to redesign.

Council Member T'Kach said she would not want to do it retroactively but would be interested in seeing the incremental costs.

Council Member Gliva asked if any of the costs of the projects were met B3 standards.

Francois said he is not aware of any of them meeting the B3 standards, but they have many different features in the projects that are sustainable. They did not formally apply for B3 status or any other sustainable programs.

Council Member Gliva said based on the SF cost it did not appear that they met the B3 standards.

Loose said they will be back to provide more details and data to provide clearer options on how to develop those into the next steps.

Mayor Dietrich asked what the timeline would be for the next steps.

Loose said it would take a month or two to develop this and they are working through timing with Director Connolly and the City, but they would likely have a recommendation within six months.

Mayor Dietrich asked if they were speaking with Director Connolly and his staff.

Loose said yes, every step of the project they are speaking with staff.

C. Cannabis Business Regulations

Attorney Nason said Assistant City Attorney Joe Sathe will review information regarding the regulatory direction they are seeking from Council for staff to prepare ordinances related to the changes in state law for cannabis businesses.

Assistant Attorney Sathe said he does a lot of the work on the cannabis with the City's municipal clients at Kennedy and Graven. This is a high level overview and for some initial input from Council in order to present more specific ordinances for Council to review regarding the decriminalization and legalization of cannabis.

Background:

- Hemp Edibles/151 Hemp Products
 - A 2022 statutory change results in edibles and beverages containing 5mg of THC per serving entered the Minnesota marketplace ("151 Hemp Products").
 - No city-license is required, but business must register with the state. Currently 18 businesses list an Inver Grove Heights Address.
 - These businesses will eventually need to obtain a license from the state.

Assistant Attorney Sathe said the current registry is not very well reviewed. Many people have registered with their home addresses but are selling from a business location.

- Cannabis Products
 - In 2023, the Minnesota Legislature passed the Cannabis Act providing a framework for adult-use cannabis and addresses hemp products as well.
 - Beginning July 1, 2023 cannabis was decriminalized, and the Office of Cannabis Management (OCM) is established and starts filling in the legislative framework.
 - In 2024, the Minnesota Legislature made minor updates to license types.
 - City moratorium on cannabis businesses effective until January 1, 2025.

Assistant Attorney Sathe said they want to try to have something in place by January 1, 2025 but they may not see licenses from the OCM until the second quarter of 2025.

Assistant Attorney Sathe said there are two different types of cannabis business, a Cannabis business and Hemp business. Both types of businesses require a different license.

"Cannabis business" means any of the following licensed under [Minnesota Statutes, Chapter 342]:

1. Cannabis microbusiness*
2. Cannabis mezzobusiness*
3. Cannabis cultivator
4. Cannabis manufacturer
5. Cannabis retailer
6. Cannabis wholesaler
7. Cannabis transporter
8. Cannabis testing facility
9. Cannabis event organizer

10. Cannabis delivery service
11. Medical cannabis combination business

"Hemp business" means any of the following licensed under [Minnesota Statutes, Chapter 342]:

1. Lower-potency hemp edible retailer
2. Lower-potency hemp edible manufacturer

Cannabis businesses are generally dealing with what is generally referred to as marijuana. Hemp businesses are dealing with the products that have been available in Minnesota since 2022. The regulatory framework for Hemp businesses is going to be included in the state licensing process but it has not happened yet.

Licensing and Registration Process - Quick Overview:

- Cannabis and hemp businesses must apply for a license from the OCM.
- Touchpoint 1: Cannabis businesses must receive zoning certification - includes both zoning compliance and can include building and fire code checks.
- If certified as compliant, then OCM can issue license to cannabis business.
- Touchpoint 2: After receiving a license, cannabis and hemp retailers must register with the city or county prior to operation.

Assistant Attorney Sathe said the first touchpoint for the city is when the state contacts the city to verify the location is compliant. The second touchpoint is the notification the city gets to know where the products will be sold and where compliance checks would need to occur.

Preview of Questions Regarding City Regulation of Cannabis Businesses and Hemp Businesses:

Registration and Compliance:

1. Register businesses or defer registration to Dakota County Allows City to:
 - Impose a registration fee
 - Limit the number of retailers (min. 3)
 - Suspend registration
2. Limit hours of retail operation
3. Impose standards for temporary cannabis events

Zoning:

1. Assign cannabis businesses to specific zoning districts or classify by underlying use.
2. Establish "buffers" to separate cannabis businesses from certain uses, or each other.
3. Establish "buffers" to separate LPHE businesses from certain uses, or each other.

Assistant Attorney Sathe said staff is requesting direction to know if the city wants to explicitly list each cannabis type in a particular zoning district, or allow cannabis businesses based on similar uses to existing districts. Cities are taking two different approaches. The first approach is that they do not want to designate which zones these businesses can exist. For example, if they are a retailer they can exist in any retail zone in the city. Other cities are only allowing in certain districts of a zone. For example, a retailer is only permitted in the B1 district of the zoning code.

Types of Uses and Potential Districts:

- Commercial Grouping:
 - Retailer: Cannabis, LPHE

- Cannabis delivery service
- Medical combination
- Industrial Grouping:
 - Cultivator – cannabis, medical, LPHE
 - Manufacturer – cannabis, medical, LPHE
 - Cannabis Testing
 - Cannabis Wholesaler
 - Cannabis Transporter

Micro/mezzo businesses can engage in multiple parts of the process (e.g., retail, manufacturing, and cultivation). Each component can be treated separately (e.g., retail as retail) and they do not need to be in the same location.

Assistant Attorney Sathe said micro/mezzo businesses are able to hold multiple licenses and would allow smaller businesses to own all three components, retail, manufacturing, and cultivation.

Council Member T’Kach asked if the micro/mezzo businesses could have all three components on one site.

Assistant Attorney Sathe said yes, as long as they met the zoning requirements for all three of the components.

Council Member T’Kach asked if Inver Grove Heights has a zoning that would accommodate retail, manufacturing, and cultivation.

Administrator Wilson said Inver Grove Heights does not currently have zoning for these types of businesses and that is one of the items staff is asking Council for direction on.

Council Member T’Kach asked if there are any current zoning districts that would permit growing, manufacturing and retail.

Community Development Director Ziemer said some of the uses may occur in all of the business districts, some may appear in some of the business districts, and some may not appear in the business districts. If Council wants to allow a use in a specific district they could add them as a permitted use. They could allow retail as a conditional use in the industrial zoning district to allow a path for the micro/mezzo businesses to have retail, manufacturing and cultivating on one site.

Assistant Attorney Sathe said the list below includes every type of license available, what it permits and which zone it could exist.

License Type	Main Function	Use Type(s)
Medical Cannabis Retailer	Sales to registered patients	Commercial
Cannabis Delivery Service	Delivery of products directly to customers	Commercial
Lower Potency Hemp Retailer	Sale of lower-potency hemp edible products directly to customers	Commercial
Cannabis Cultivator	Growing and tending to cannabis and hemp plants	Indoor: Industrial, Commercial, Production
Medical Cannabis Cultivator	Growing cannabis plants	Industrial/Commercial

Cannabis Event Organizer	Coordinate cannabis events	Office/Commercial
Cannabis Manufacturer	Creates cannabis products that are sold to retailers	Industrial
Medical Cannabis Manufacturer	Creating cannabis products that are sold to medical retailers	Industrial
Lower-Potency Hemp Edible Manufacturer	Creating lower-potency hemp products that are sold to retailers	Industrial
Cannabis Testing	Testing cannabis and hemp products	Industrial
Cannabis Wholesaler	Warehousing and Storage	Industrial
Cannabis Transporter	Transport products from one license type to another	Industrial/Commercial
Medical Cannabis Combination Business	Cultivation, Manufacturing and Retail to both public and medical patients	Cultivation, Manufacturing, and limited Retail
Cannabis Mezzobusiness	Cultivation, Manufacturing and Retail	Cultivation, Manufacturing and Retail
Cannabis Microbusiness	Cultivation, Manufacturing and Retail	Cultivation, Manufacturing and Retail

Assistant Attorney Sathe said if there are areas in the City that Council thinks these businesses should be in, Council can designate specific zoning regulations. Staff recommends adopting specific zoning regulations related to cannabis businesses and hemp businesses.

Council Member Murphy asked if staff's recommendation was based on best practices from other communities that have legalized cannabis.

Director Ziemer said staff researched what other cities have done but have found that every city seems to handle it a little differently. Staff think it is better to be explicit and specific on the uses.

Mayor Dietrich asked if the cities reviewed were in Minnesota.

Director Ziemer said yes, they reviewed cities in Minnesota that recently adopted their ordinances. Some cities' ordinances are very high level and if it is retail it is permitted in any district where retail is permitted. Some cities have been specific and identified retail in a few districts. Staff is suggesting having retail, manufacturing and/or cultivating explicitly permitted in certain zoning districts.

Council Member Murphy asked if designating certain zoning districts that permit the type of business would give the Council more control over the new industry.

Director Ziemer said it does give Council more control because Council decides where they want the types of business to be located.

Mayor Dietrich asked if staff have worked with any cities that have decided to allow businesses that do sales, manufacturing or cultivating on a municipal basis.

Assistant Attorney Sathe said they are working with a number of cities that are considering municipal retail operations. There was a change in the legislation in 2024 that says any municipal license does not

count against a residential cap that Council could enact. If the city can limit the number of licenses to three, the city would have three private licenses plus one city license.

Council Member T’Kach asked if staff is recommending that retail be permitted in all retail districts, commercial permitted in all commercial districts and industrial in all industrial districts.

Director Ziemer said staff has not gotten that explicit and have been looking to see what other cities have done. They are trying to define if Council would prefer a narrow approach or to allow a broader use. They have not gone into determining which district the use should be permitted. That will be worked through with the Planning Commission. The discussions tonight are about licensing and general zoning. They are not currently discussing which zoning districts the uses should be permitted.

Council Member T’Kach asked if they allow cannabis to be sold in a retail zone if it would be permitted to be sold in all retail districts.

Director Ziemer said they are not defining the districts that permit cannabis retailers. That will come at a later time. The Planning Commission can make a recommendation for the sale of cannabis in all retail zoning districts and Council can disagree and decide they only want it to be allowed in certain zoning districts.

Council Member Scales said he would like to narrow the list of zoning areas. Inver Grove Heights had an incident where self-storage was on all of the zoning areas. He would prefer to have control at the beginning to determine where it is going and why.

Mayor Dietrich asked if they had looked at cities in other states that have had legal cannabis for quite some time and see what they are doing that is successful.

Assistant Attorney Sathe said he has avoided reviewing cities in other states because the legislation in Minnesota does not allow cities or counties to completely prohibit cannabis sales. Michigan is the most similar, but he has not looked into it.

Mayor Dietrich asked if there were any other states that have the same framework that Minnesota does.

Assistant Attorney Sathe said that was correct as far as he knew.

Mayor Dietrich said she would also like to start with a narrow list to avoid unintended consequences.

Assistant Attorney Sathe said staff will take the direction of specifically designating zoning when drafting the ordinances.

Assistant Attorney Sathe said the state statute allows buffers between cannabis businesses and schools, day cares and other cannabis businesses. It does not address hemp businesses or medical cannabis businesses. Staff is asking for direction from Council if they would like to require a buffer.

Buffers Permitted by State Statute:

- Cannabis Businesses: Prohibit from operating:
 - Within 1,000 feet of a school.
 - Within 500 feet of a day care, residential treatment facility, or public park attraction used by minors (e.g., playground, athletic field).
 - Within X feet of another cannabis business
 - Apply to all cannabis businesses or certain licenses only

Assistant Attorney Sathe said school, day care, residential treatment facility and public park attraction that are used by minors are not defined in the statute. Council has some discretion in determining what they mean at this time. It is likely they will have a cannabis bill every year and those could change the

current statute. They do not have to have buffers between all of these types of business and Council could also lower the distance. The statute does not address a buffer between other cannabis businesses, but the OCM has implied that cities can adopt a buffer.

- Lower-Potency Hemp Edibles and Medical Cannabis Businesses:
 - Apply standards of cannabis businesses
 - Apply more or less restrictive standards

Director Ziemer said the last page in the packet provided to Council shows all of the properties that are guided as or zoned as commercial, office, mixed use and industrial. There are blue circles around schools indicating property that is within 500 feet of a school.

Mayor Dietrich asked if it was within 1,000 feet of a school.

Administrator Wilson said staff provided a 500 foot buffer to start because that is the current buffer for liquor sales and thought of trying to make liquor sales and cannabis sales consistent. They buffer schools and churches from liquor sales, but they do not have a buffer for day cares, residential treatment facilities or public park attractions. They are not able to buffer churches from cannabis sales. It would be impossible to have the two policies match if they keep what they have existing but thought they might consider 500 feet from schools to be consistent in that area.

Mayor Dietrich said they could do 1,000 feet and revisit the statute of schools for liquor sales.

Administrator Wilson said they could, but they would have to look at existing uses that would be grandfathered in. They do not have to do any buffers if they do not want to. Staff is asking for direction if Council is interested in buffers. If Council is interested, they need to determine what uses they want to buffer and if they want to buffer something less than the statute allows.

Mayor Dietrich said when someone is consuming alcohol it is not effecting someone standing near you but if you purchase cannabis and inhaling it, there is a concern of secondhand smoke.

Council Member T'Kach said she would like to see consistency with the tobacco shops in terms of buffers, licensing, and retail. They prohibit smoking in almost every public place, and she is less concerned about that path. Places that sell tobacco may want to sell cannabis.

Assistant Attorney Nason said staff is asked often about tobacco shops transitioning into selling cannabis. It is possible but there is significant performance standards related to a cannabis retailer and the store would essentially have to change completely. They could not sell both cannabis and tobacco but could sell both hemp products and tobacco.

Council Member Murphy said he does not have an issue with 1,000 feet from a school and thinks they definitely need a buffer. To remain consistent with liquor sales he would be ok with 500 feet. He thinks day cares, residential facilities, public parks and anything used by kids should have buffer. He would like it to apply to all cannabis businesses. He could see issues if they have two cannabis business side by side, but he does not think they need to add a buffer between cannabis businesses.

Council Member T'Kach asked if there was a map of the public parks, athletic fields, and playgrounds.

Administrator Wilson said there is not one yet but if Council has an interest in seeing one, staff will provide one.

Council Member Gliva said she agrees with Council Member Murphy and would like the buffer around schools to be 1,000 feet. The ordinances for liquor sales and cannabis sales will be different in other ways so she does not think the difference in the buffer would matter. Gliva asked if there is a number of licenses that Inver Grove Heights has to meet.

Assistant Attorney Sathe said yes, the number of licenses is based on population and is an upcoming question. Sathe asked for direction from Council if they want to apply the same buffers, lower buffers, or no buffers to lower-potency hemp edibles and medical cannabis businesses.

Hemp businesses are what is available now. Medical cannabis businesses require someone to be a patient to purchase from them, but it does include medical cultivators, medical manufacturers, and medical retailers.

Council Member Scales said he prefers a buffer for cannabis businesses of 1,000 feet from schools and 500 feet of day cares and rehabilitation facilities. Scales said he would prefer hemp businesses have the same standards as cannabis businesses and does not think edibles being near a school.

Assistant Attorney Sathe said there is a gray area that might limit a buffer being put in place where onsite consumption is permitted but staff will provide an update.

Council Member Scales said there is a location right across from the high school that he does not want edibles to be available.

Council Member T’Kach asked how old someone has to be to purchase any of the products.

Assistant Attorney Sathe said they have to be 21 years old to purchase any of the products.

Council Member T’Kach said high school students should not be able to purchase them.

Assistant Attorney Sathe said the next question is if the City wants to register cannabis and hemp businesses or if they want to delegate the responsibility to the County. The City can also impose a registration fee and limit the number of retail registrations permitted.

City Retail Registration:

If the county issues registrations, the following powers would transfer to the county:

- Imposing a registration fee and renewal fees (optional)
- Limiting the number of cannabis retailers (optional)
 - Inver Grove Heights must allow at least 3 (based on population, 1 per 12,500 residents)
 - Can refuse to issue registration if county has 36 retailers
- Suspending registrations including the ability to suspend immediately if the business poses “an immediate threat to the health and safety of the public” (discretionary)
- Performing preliminary compliance checks (optional)
- Performing the required annual compliance check (required)

Assistant Attorney Sathe said if a city chooses to issue registrations they will also have to manage the administrative functions. If a city chooses to have the county issue registrations the county will have to complete the administrative functions but it does remove control from the city.

Mayor Dietrich asked if the state was going to supply additional dollars the city to issue registrations.

Assistant Attorney Sathe said if the city issues the registration a fee can be applied. There is also local cannabis government aid that is given to a city based on the number of cannabis businesses in the city. That funding is not dependent on the city issuing the registrations.

Mayor Dietrich asked if the city could set its own registration fees.

Assistant Attorney said yes, the city can determine the registration fee, but it is capped based on the business type.

- Cannabis business:

- \$500 registration
 - \$1,000 renewal
- Hemp business:
 - \$125 registration and renewal
- Medical Cannabis business:
 - \$500 registration
 - \$1,000 renewal

Council Member Gliva asked if the city loses control of the number of registrations that could be given in the city if they have the county issue the registrations.

Assistant Attorney Sathe said if the city consents to the county issuing the registrations the county could put a limit on registrations issued in Inver Grove Heights. If maintaining a specific number of registrations is important, the City should issue the registrations.

Administrator Wilson said staff has discussed registration with the police chief and the chief prefers to retain registration authority and not delegate it to the county. They will have a better knowledge of who is selling the products and a better relationship with them if the City does the registration and compliance checks. Staff recommend imposing the permitted registration fees and limit retail registrations to a specific number.

Council Member Murphy said he agreed with staff's recommendations and asked if the recommendation for the fees the maximum was allowed.

Administrator Wilson said yes, the recommendation is to apply the maximum fee.

Council Member T'Kach asked what the current fees were for liquor licenses.

Administrator Wilson said the cannabis fees are lower. There are liquor license fees that are greater than \$1,000.

Council unanimously agreed with staff's recommendations.

Assistant Attorney Sathe said there are some default regulations the city can consider adopting.

Optional Business Regulations:

- Retail hours of operation:
 - Default: 8:00 am – 2:00 am, Monday-Saturday, 10:00 am – 2:00am Sunday
 - Most Restrictive: 10:00 am – 9:00 pm, seven days a week

Administrator Wilson said staff does not agree with allowing sales until 2:00 am is necessary. The recommendation is to set the hours as close to the hours of the liquor license as the state statute will allow.

Council Member T'Kach asked if retail hours would differ from hours for an on-sale liquor license.

Administrator Wilson said they are differentiating between cannabis and the lower-potency hemp. They do not expect on-sale liquor license holders will be able to meet the standards to sell cannabis, but they may be able to meet the requirements to sell hemp products. They are looking at the hours relating to cannabis.

- Odor

Assistant Attorney Sathe said the Office of Cannabis Management should be adding to the administrative rules to address odor. If they do not provide more guidance, staff can come back with additional options related primarily to cultivators and manufacturers.

Mayor Dietrich asked if any cities have addressed odor.

Assistant Attorney Sathe said he has not seen any cities that have done it yet. There are some cities considering it and the regulations are a step more restrictive than the NPCA odor guidelines that apply to all businesses. They can provide more information when available.

- Temporary cannabis events:
 - Require City license or permit for event
 - Restrict or prohibit on-site consumption
 - Restrict location
 - Restrict hours

Assistant Attorney Sathe said the events do not need a license from the state but a sign-off on the event is required. The City can impose restrictions and requirements on temporary cannabis events. The events are typically similar to a tradeshow with many cannabis retailers and cannabis groups getting together. There could be a request for onsite consumption in designated areas. Some cities are treating cannabis events like any other event and base any rules and restrictions on the estimated number of people. Other cities have created multipage ordinances with very specific requirements for the events. If Council would like a separate ordinance staff can bring one back or it can be linked to the current events.

Mayor Dietrich asked if there was any recommendation from Chief Chiodo.

Administrator Wilson said no, they have not discussed it on a detailed level yet. Staff would like to present all of the ordinances at the same time, but they have a little more flexibility to evolve this as they see events since there would not be a preexisting ongoing event like for storefronts. The regulations for storefronts need to be in place in the next three months.

Mayor Dietrich asked if people from other cities could come to Inver Grove and have an event before they had any stores.

Administrator Wilson said they could have an event, but a permit would be required. Council could refine the terms of a permit as they have events compared to storefronts where once one opens it is a preexisting use. Staff are going to have more conversations and plan to have a recommendation for Council but have treated it as less urgent than the other issues.

Mayor Dietrich asked if they would see a recommendation prior to January 1st.

Administrator Wilson said yes, they are anticipating two ordinances. One ordinance would be for zoning and need to have a public hearing with the Planning Commission and one reading before Council. There would also be a business regulation ordinance regarding registration. The ordinance would require three readings, and staff plans to have the first reading during the October 28th Council meeting. Their goal is to have both ordinances adopted during the second meeting in November unless Council requests further information.

Administrator Wilson asked if Council wants to restrict the number of retailers in Inver Grove Heights. They can restrict registrations to one per 12,500 residents. They currently have to allow three but are close to needing a four. Staff recommend limiting the registrations to four up front. If four registrations are permitted, they would not have to revisit the item until Inver Grove reached 50,000 residents.

Council Member T'Kach asked if the number of registrations could be changed at any time and if someone could ask for a variance if the allotment of registrations was already met.

Administrator Wilson said Council would request a text amendment to the city code to increase the registrations. Registrations could be increased at any time, but it would be difficult to decrease them.

Council Member Murphy said he agreed with four registrations. Murphy asked if cannabis events were similar to a cigar lounge or if they had potential to be similar to Woodstock.

Assistant Attorney Sathe said they are likely somewhere in between. They are typically a four day period of retailers getting together. They are not huge and have to be defined and go through a state check list process. There could be outdoor use in a designated area within the event space.

Council Member Murphy said he thinks it could be used as a loophole and once they get guidance would like it to be moved to the top of the list.

Director Ziemer said there was a cannabis event recently in Minneapolis that was similar to a farmer's market and thinks the majority of cannabis events would be similar.

Council Member Murphy said he is concerned because it is new for Inver Grove Heights.

Assistant Attorney Sathe said in order to use or purchase cannabis at one of these events it would need to be purchased from a licensed retailer. They will not start to see licensed retailers in Inver Grove Heights until the second quarter of 2025 and it is likely these events will not occur until then.

Council Member Murphy said the timing was not his concern.

Council Member T'Kach asked if liquor events are allowed where there may be a scotch tasting or wine tasting.

Director Ziemer said there are different regulations that apply. Sometimes farm wineries can go to different places and do wine tastings. There are some options through nonprofit events that give the ability to do different alcohol tastings, but they have to follow the state guidelines for the samples. A lot of the guidelines depend on who is serving the liquor and who has the license.

Council Member T'Kach said if they are trying to align liquor and cannabis it would make sense to allow the same type of events for cannabis as they do for liquor and not have it be so restrictive.

Administrator Wilson said staff can look into the liquor licensing for events and provide more information.

Mayor Dietrich said she would prefer to see three registrations but if the majority of Council prefers four registrations, she would support it.

Council Member Scales asked how close they were in population to requiring four registrations.

Administrator Wilson said if Inver Grove Heights' population passes 37,500, they would need to have four. The current population is between 35,000 and 36,000.

Council Member Scales said they would likely hit 37,500 in the next few years and asked if four registrations would cover them up to a population of 50,000.

Administrator Wilson said yes, the population would have to pass 50,000 to be required to issue a fifth registration.

Council Member Gliva said she would prefer three and wait until a fourth is required.

Council Member T'Kach said she thinks four is a minimum to cover them.

Council Member Scales said he would be ok with three or four.

Administrator Wilson said they will structure the ordinance with a limit and as Council considers the reading of the ordinances it can be changed between three and four.

City's Ability to Regulate Lower-Potency Hemp Edibles (LPHE)

- The city should decide whether it wants to adopt additional regulations, similar to cannabis businesses, for hemp businesses (e.g., buffers, hours of sales, etc.).
 - Important note: The regulatory framework regarding hemp-based edibles and beverages may be further clarified and impact the city's ability to limit an on-sale establishment from selling hemp edibles for on-site consumption.
- These regulations could apply to lower-potency hemp edible retailers and/or lower-potency hemp edible manufacturers.

Assistant Attorney Sathe said his understanding from previous Council comments is that Council wants to treat lower-potency hemp edible retailers and manufacturers in the same way they treat cannabis businesses in regard to zoning and a registration perspective.

Council Member T'Kach said she does not agree with that but understands it is up to the majority.

D. 2025 Convention & Visitors Bureau Budget Request

LillyAnna Miller, the Director of the Inver Grove Heights Convention and Visitors Bureau (CVB), presented this item. The Convention and Visitors Bureau mission is to market and promote Inver Grove Heights to visitors and to maintain and stimulate the community's economic vitality. The CVB's purpose is to market and promote Inver Grove Heights to visitors to stimulate the community's economic vitality by building upon their connection to the river and parks, fun experiences, local businesses, and regional attractions. They are rooted in the community's story.

CVB's Core Values:

- Collaboration: We take a collaborative approach with our partners
- Service: We exist in service to the community
- Integrity: We act with integrity
- Change: We embrace change and focus on the future
- Fun: Fun happens here!

CVB Board of Directors:

- Kim Koenig (Chair), Microtel Hotel
- Amy Buskerud (Vice Chair), Holiday Inn Express
- Joe Harms (Treasurer), Mississippi Pub/River Heights Marina
- Evelyn Sanchez (Secretary), AmericInn
- Amy Looze, City of Inver Grove Heights

On September 26, 2024, the CVB Board of Directors reviewed and approved the CVB 2025 Draft Budget.

Miller said in February 2024 they launched a new website that focused on what is in Inver Grove Heights. It highlights the parks and trails, shopping and dining, and the area attractions.

Miller said she partnered with the Parks & Rec department to highlight parks and trails through the summer. Every Tuesday they would visit a different park or trail and take videos of what it looked like. These videos were posted on their social media channels and YouTube.

Convention and Visitors Bureau Coming Soon:

- Inver Grove Heights Restaurant Week, October 20-26
- Visit IGH is taking over Holiday in the Heights, October 16 launch registration and voting will take place until December 18
 - Houses register their house for holiday decorations
- NEW Inver Grove Heights Visitor Guide, December 2024
 - Last visitor guide was done in 2021 due to staffing

Convention and Visitor Bureau Focuses for 2025:

- Strengthen partnerships with community and regional stakeholders through collaborative initiatives.
- Enhance destination visibility and recognition through strategic marketing efforts.
- Expand overnight group business by attracting tournaments, conferences, and meetings.
- Develop a signature annual event to attract visitors.

Miller said these goals are based off of the 2022-2024 strategic plan with the addition of expanding overnight group travel. A new strategic plan is in the works for 2025-2027.

Hotel Rate Comparison for MEA weekend:

Location	Lowest Nightly Rate	Highest Nightly Rate
Inver Grove Heights	\$70	\$125
Apple Valley	\$75	\$133
Burnsville	\$59	\$136
Eagan	\$65	\$302
Woodbury	\$79	\$227

2025 Revenues:

Income	2025 Budget
Lodging Tax (3%)	\$215,000
Interest	\$4,000
EMT Grant	\$8,000
Total Income	\$227,000

Miller said the EMT Grant is the Explore Minnesota Tourism grant that was approved by Council. The Lodging Tax is not a resident tax. All CVBs in the metro area collect at least a 3% lodging tax, and 96% of all communities in Minnesota have a lodging tax ordinance collection of 3%.

Expenditures:

Expenditures	2024 Budget (3%)
Professional Services	\$ 77,662
Advertising	107,688
Administrative	10,125
Office Rental	\$7,200
Postage/Delivery	\$3,000
Membership Dues	775
Conferences	2,000
Supplies - Office	2,000
Travel	500
Meals and Lodging	900
Telephone/Email	650
Total Expenditures	\$ 212,500

Expenditures	2025 Budget (3%)
Professional Services & Contracts	\$ 86,600
Rentals & Leases	7,200
Telephone	900
Ads, Notices & Publications	108,355
Printed Material	500
Postage	3,000
Dues, Licenses & Subscriptions	2,220
Training/Travel	3,975
Office Supplies	1,500
Small Tools & Minor Equipment	0
Other Supplies	1,000
Other Miscellaneous	1,000

Administrative Charge (5%)	10,750
Transfers Out to Other Funds	0
Total Expenditures	\$ 227,000

Miller said Council can email her with any questions or concerns about tourism and loves big ideas.

Mayor Dietrich said she is very excited about the visitors guide and is interested in the creation of a city event and asked Miller to let Council know how they can collaborate.

Miller said the city event has been talked about in the past and Council will receive more information as soon as she has it.

Council Member T'Kach said she was looking forward to the performance results on the overnight conferences and events and thinks it will be a big boom for the community.

Miller said it is currently happening, but they want to be more strategic. They would like to be able to provide a flyer with Inver Grove Heights attractions.

Council Member Gliva thanked Miller for her work on social media.

E. 2025 Budget Discussion - Inver Wood Golf Course

Matt Moynihan, Clubhouse Superintendent, presented this item.

Golf Course - New for 2025

- Chart of Accounts Project
 - Streamlined and simplified revenue accounts
 - Reduced the number of departments to reflect business operations (2 main departments):
 - Clubhouse Operations
 - Grounds and Maintenance
 - Improved budget forecasts
 - Allows for more summarized financial reporting of activities

New Department Structure	Old Department Structure
0000 - Undesignated	8000 - Operations
7600 - Clubhouse Operations	8100 - Practice Center
7700 - Grounds & Maintenance	8200 - Golf Shop
	8300 - Food & Beverage
	8400 - Outside Services
	8500 - Common
	8600 - Grounds

	2022 Activity	2023 Activity	2024 Budget	2025 Projected
Green Fees	\$ 801,558	\$ 941,126	\$ 844,000	\$ 900,000
Golf Cart Rentals	517,825	608,578	552,500	578,000
Anniversary Memberships	482,119	487,976	603,000	634,300
Practice Center - Ball Sales	182,712	244,566	246,000	215,000
Golf Lessons	26,600	25,790	28,000	26,800
Golf Shop Sales	85,790	85,495	90,700	75,915
Food & Beverage	90,007	94,147	98,000	97,400
Alcohol Sales	148,637	153,907	165,000	153,500
Other Charges & Revenues*	19,946	163,502	88,500	95,550
Total	\$2,355,191	\$2,805,087	\$2,715,700	\$2,776,465

*Other Charges & Revenues contain year-end audit adjustments related to gain/loss on investment valuations so will fluctuate from year to year.

Noteworthy Revenue Items:

- Projecting a 7% overall increase to revenues
 - Anniversary Membership revenue up 23% (2-year membership drive - revenues recognized in 2024 & 2025 budgets)
- Proposing a 4% across-the-board rate increase for Greens Fees & Cart Fees to keep up with operational expenses

	Current (2024)	Proposed (2025)
18-holes Weekday - Regular	\$47	\$49
18-holes Weekday - Seniors	\$33.50	\$35
9-holes Weekday - Regular	\$26	\$27
9-holes Weekday - Seniors	\$19	\$20
18-holes Weekend - Regular	\$55.50	\$58
9-holes Weekend - Regular	\$37	\$38
Evenings - Twilight - Regular	\$36	\$37

Expenditures - Clubhouse Operations:

	2022 Activity	2023 Activity	2024 Budget	2025 Requested

Personnel	\$ 706,459	\$ 406,923*	\$ 720,600	\$ 741,200
Supplies	246,664	243,326	258,850	231,800
Other Charges & Services	194,584	421,841	252,850	274,950
Capital Outlay	0	0	113,000	10,000
Total	\$1,147,707	\$1,072,090	\$1,345,300	\$1,257,950

*2023 activity contained an audit entry related to pension expense (book entry only - not a cash transaction).

Expenditures - Grounds & Maintenance:

	2022 Activity	2023 Activity	2024 Budget	2025 Requested
Personnel	\$ 547,897	\$ 562,254	\$ 587,200	\$ 626,700
Supplies	145,205	171,558	180,000	184,000
Other Charges & Services	79,454	96,487	125,000	168,900
Capital Outlay	21,455	0	339,977	80,000
Total	\$794,011	\$830,299	\$1,232,177	\$1,059,600

Moynihan said the capital outlay will replace storm shelters at hole #5 and #15. They have been there since 1993 and are no longer repairable. There are also some stairs going from one hole to another that are needing replacement.

Expenditures - Combined

	2022 Activity	2023 Activity	2024 Budget	2025 Requested
Clubhouse Operations	\$ 1,147,707	\$ 1,072,090	\$ 1,345,300	\$1,257,960
Grounds & Maintenance	<u>794,011</u>	<u>830,299</u>	<u>1,232,177</u>	<u>1,059,600</u>
Subtotal - Operating	\$1,941,718	\$1,903,389	\$2,577,477	\$2,317,550
<u>Undesignated</u>				
OPEB - Annual Audit Entry	(2,447)	5,555	0	0
Depreciation	219,732	120,496	225,000	120,000
Inter-fund Loan Payment	<u>0</u>	<u>0</u>	<u>546,053</u>	<u>546,053</u>
Total	\$2,159,003	\$2,028,440	\$3,348,530	\$2,983,603

Noteworthy Expenditure Items:

- \$546,053 loan repayment (for 2016 Improvements which were funded by a zero-interest inter-fund loan from the Capital Equipment Fund)
 - 3-year accelerated repayment plan (2023, 2024, 2025) will have \$1.6 million outstanding balance paid off
- \$120,000 annual depreciation - reduction from previous year's budgets as a number of prior year improvements have now been fully depreciated

Capital - Proposed 2025 Projects

Department	Project	Amount
Clubhouse Operations	Ball Machine Replacement	\$ 10,000
Grounds & Maintenance	Storm Shelter Replacements (#5 & #15)	40,000
	Step Replacements	15,000
	Seeder Machine	25,000
	Total Projects	\$ 90,000

**As Council may recall we are still awaiting the delivery of two pieces of Maintenance equipment from 2022 and one piece from 2023.

2025 Budget Summary:

Revenues	\$ 2,775,465
Operating Expenditures	<u>2,317,550</u>
Net Operating Income*	\$ 458,915

*Before Debt Payment & Depreciation.

- \$546,053 Debt Internal Loan Payment (2016 Improvements)
- \$120,000 annual depreciation (non-cash entry)

Golf Course - What's Still Ahead:

- Create a Golf Course Capital Fund and corresponding Minimum Cash Reserve Policy for the Operating Fund.
- Evaluate the current maintenance building for major maintenance needs and explore options for increasing storage and improving working conditions.
- Changes to current junior summer league.
 - Same program for the past ten years
- Conversation with Mulligan Marketing Concepts (MMC) about a future Anniversary Membership Campaign.

Golf Course - Approximate Cash Balances:

2018	\$ 750,000
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2019	\$ 100,000
2020	\$ 1,600,000
2021	\$ 2,100,000
2022	\$ 2,100,000
2023	\$ 2,400,000
2024	\$ 1,400,000
2025	\$ 2,100,000

- In 2019, the Golf Course paid off all inter-fund equipment loans – only outstanding loan is from 2016 golf course improvements.
- In 2024 decrease to cash reflects accelerated/revised loan repayment schedule – last payment on 2016 improvement loan for \$546,053 will be made in 2025.
- 2025 reflects an increase in cash from a new membership drive (for a 3-year membership); the last membership drive in 2023, covered a 2-year membership period.

Council Member T’Kach asked how many residents had memberships compared to nonresidents.

Moynihan said residents make up around 40% of their current memberships. They have many different skill levels and many less skilled golfers like the 9-hole course because it is not as long. They have others that like the championship course and come from all over to play. The membership program has done what they wanted it to and filled up the empty slots.

F. 2025 Budget Discussion – Utility Funds

Director Connolly presented this item. Connolly said they have two Water Funds, the Water Operating Fund (510) and the Water Capital Fund (511). The operating fund is what is used to operate the day to day funds of the water treatment facility. The capital fund is the money that is spent on big projects.

Water Operating Expenditures by Category:

	2022 Activity	2023 Activity	2024 Budget	2025 Requested
Personnel	\$ 688,355	\$ 824,050	\$ 832,800	\$ 945,400
Supplies	204,374	323,914	315,500	316,675
Other Charges & Services	1,719,359	1,715,977	1,911,570	1,829,635
Subtotal - Operating	\$2,612,088	\$2,863,941	\$3,059,870	\$3,091,710
Depreciation	998,866	994,252	1,123,500	1,157,205
Transfers Out	698,274	6,690,331		
Total	\$4,309,228	\$10,548,524	\$4,183,370	\$4,248,915

Director Connolly said the money for depreciation is transferred to the Water Capital Fund to help pay for the capital improvements.

Water Operating Fund - Noteworthy Expenditure Items:

- Personnel (50XX Series) - 13% increase over 2024
 - Reallocated one staff position from 100% sewer to 70% Water/30% Sewer - results in a corresponding decrease in personnel costs for the Sewer Operating Fund
- Depreciation (5495) - 3% increase over 2024

Water Operating Fund - Highlights:

- Proposed budget includes 10% increase to water rates for 2025 (fixed & volumetric rates)

Director Connolly said they did a rate study, and the recommendation of the study was to do incremental but higher rate increases over the next few years. The forecasted rate increases through 2028 are 10% for both the fixed charge and the volumetric charge.

Water Operating Fund - 2025 Budget Overview:

Water Operating Fund (Fund 510)	2024 Budget	2025 Proposed Budget
Revenues	\$ 3,950,475	\$ 4,179,500
Expenditures	(3,059,870)	(3,091,710)
Expenditures - Depreciation	<u>(1,123,500)</u>	<u>(1,157,205)</u>
Reduction to Fund Balance	\$ (232,895)	\$ (69,415)

- Depreciation is assumed to be equivalent to the transfer needed to fund future Water Capital improvements.
- In 2023, the Cash Reserve Transfer from Water Operating to Water Capital was \$1,025,712.

Director Connolly said the amount for depreciation is transferred at the end of the year and they will adjust the amount so that it will not result in a negative balance in the Water Operating Fund. They are running at a slight deficit. They could have more revenue if they sell more water, but they do not base their budget on selling more water.

Water Capital Fund - Revenues:

Revenue	2024 Estimate*	2025 Proposed Budget
Development-Related Connection Fees	\$ 425,000	\$ 370,000
Interest	250,000	250,000
Transfers In-Water Operating Fund Annual Depreciation	1,123,500	1,157,205
ARPA Dollars-Water Treatment Plant	2,500,000	-
MPFA Loan Proceeds-Water Treatment Plant	<u>2,165,171</u>	<u>-</u>
	\$ 6,463,671	\$ 1,777,205

*Activity has been estimated for 2024 and used for comparison purposes.

Water Capital Fund - Capital Expenditures:

Expenditures	2024 Estimate*	2025 Proposed Budget
Pump Inspections	\$ 60,000	\$ 0
Well Pump & Service Rehabilitations	130,000	30,000
WTP-Roof Top Unit		20,000
WTP-Sludge Pump Replacement		35,000
WTP-High Service Pump Rehab		50,000
Automated Metering Infrastructure		200,000
Water Treatment Plant Repair/Rehab	5,206,000	0
Dehumidifier-Water Treatment Plant	125,000	0
Programmable Logic Controller		20,000
TRANSFERS OUT - Street Projects	<u>920,839</u>	<u>2,381,737</u>
	\$ 6,441,839	\$ 2,736,737

Director Connolly said the expenditures will be brought before Council next month. There is a large transfer out for Street Projects because the Groveland neighborhood is having all new watermain and sewer put in in 2025. They spend down the capital balance and then allow it to build up for future years.

Water Capital Fund - 2025 Budget Overview:

Water Capital Fund (Fund 510)	2024 Estimate	2025 Proposed Budget
Revenues- Development Fees, Transfers In, & Interest	\$ 1,798,500	\$ 1,777,205
Revenues-ARPA/DWRF Loan	4,665,171	0
Expenditures	(6,441,839)	(2,736,737)
Expenditures-Interest on Loan	<u>0</u>	<u>(36,171)</u>
Increase (decrease) in Capital Fund Balance	\$ 21,832	(\$995,703)

Finance Director Hove reviewed the Water Capital Fund Model. Director Hove said the water funds are split into a Water Capital fund and a Water Operating fund. Council approved a minimum fund balance policy a year ago. They had the first transfer of the residual fund balance from the Water Operating

Fund to the Water Capital fund and are not able to start looking at how much money is in the Water Capital fund and if they can afford their CIP plan in the future.

Director Hove said in 2022 the ending cash balance of the Water Capital fund was \$1,641,439 and in 2023 there was an extreme increase to \$12,727,949. The increase is because this was the first time they transferred the remaining money from the Water Operating fund to the Water Capital fund. Over time they will have better modeling because there will be a normalized balance between the operating and capital funds. The Water Capital Fund Model includes the incoming revenue including development related connection fees and the interest from the annual depreciation. In 2024 there are two additional funding sources for the water treatment plant from the PPFA Loan proceeds and ARPA funds. The total revenues and transfers in for 2024 are \$6,463,671.

Director Hove said the 2025 budget assumes a slight reduction in annual development-related connection fees due to a decrease of what has been coming in. The models are updated annually so if more revenue is received the budget will reflect the actual amounts in the future. They try to be conservative on revenue assumptions. The total revenues and transfers in for 2025 are \$1,777,205.

Director Hove said the expenses on the Water Capital Fund Model were similar to what was discussed earlier. They include the capital projects and transfers out.

Capital Projects - Water System:

- Well & Pump Service Rehabilitation
- Water Treatment Plant Sludge Replacement
- Water Treatment Plant High Service Pump Rehab
- Well #3 Programmable Logic Controller
- Automated Metering Infrastructure (AMI)

Capital Projects - Facility:

- Make Up Unit & Roof Top Unit

Debt Service:

- MPFA G.O. Loan (20 yr. @ 2.155% interest)

Transfers Out:

- Local Street Projects (Fund 440)

Director Hove said they budget all of the projects that are in the current version of the 5-year CIP across the five years in the Water Capital Fund Model. Director Hove said she has highlighted the AMI Project in the budget because staff are still considering it on a scope of projects, but they have limited resources. Staff has to pick which projects may need to be moved to the front like the water treatment plant rehabilitation. The next big joint project with Finance and Public Works will probably need to be a Stormwater Rate study before they are able to look at starting the AMI project.

Director Hove said they are intending on drawing down the ending cash balance in the Water Capital Fund.

Drawdown:

- 2024: \$946,594
- 2025: \$995,703
- 2026: \$1,322,863

- 2027: \$2,999,467
- 2028: \$890,694
- 2029: \$491,694

Director Hove said the large drawdown in 2027 is for the painting of the Northside Water Tower. The AMI project could shift out which would adjust how far they drawdown the cash balance.

Council Member T’Kach asked if there is room in the budget for Council to provide any connection fee reductions to developers.

Director Hove said they have not modeled the budget with any potential reduction in fees.

Administrator Wilson said the fund does not have a negative cash balance, but they are decreasing the balance. Staff is projecting a more modest amount of development fee revenue. They are projecting \$370,000 in development-related connection fees for 2025 which could come from a number of sources. It could be one small project that pays the full rate in the NWA or a few projects that pay a reduced rate. The decision to provide fee reduction to developments does impact the fund. The argument is whether they risk getting nothing if they do not provide fee reduction or they provide fee reduction and they get some revenue.

Council Member T’Kach said supplies went up between 2022 and 2023 and asked if the supply costs were still the same amount or if they were in need of more supplies.

Director Connolly said there was a peak in supply needs in 2023 mostly due to water treatment chemical needs. In 2024 they were able to lower the price a little because they were able to better balance it, and they were able to address some of the radium issues in 2023 and 2024. They are still seeing increases over the typical inflation rate for chemicals but were able to keep the cost for 2025 similar to the cost in 2024. In 2025 there will be some cost due to getting the treatment plant online. They are trying to dial down their chemical use. They are expecting to reduce their chemical use but there will be a lot of extra testing in the treatment plant.

Director Connolly presented the Sewer Operating Fund (fund 520) and the Sewer Capital Fund (Fund 521).

Sewer Operating Expenditures by Category:

	2022 Activity	2023 Activity	2024 Budget	2025 Requested
Personnel	\$ 553,001*	\$ 706,823	\$ 484,500	\$ 433,000
Supplies	5,711	5,876	12,500	8,775
Other Charges & Services	784,095	962,103	937,320	1,032,120
Met Council Treatment Charges	2,154,520	2,218,092	2,340,000	2,435,000
Subtotal - Operating	\$3,498,137	\$3,892,894	\$3,774,320	\$3,908,895
Depreciation	787,496	782,238	800,000	800,000
Transfers Out	393,725	6,269,330		
Total	\$4,679,358	\$10,944,462	\$4,574,320	\$4,708,895

*Personnel activities impacted by year-end audit entries related to pension expense

Director Connolly said the decrease in personnel expenses between 2024 and 2025 is due to moving a full-time employee over to 30% sewer and 70% water. They do not operate a water treatment plant and that is why the supply cost is low. Most of the costs to sewer are from maintenance which falls under other charges and services. This would include the cost for in-house sewer cleaning and televising or work on a lift station. The City pays MET Council for wastewater treatment instead of operating a water treatment facility. The Met Council provides the amount due every year. The recommended depreciation in the AE2S report was a steady \$800,000.

Sewer Operating Fund - Noteworthy Expenditure Items:

- Met Council Sewer Services (5373) - increase forecasted at 4.05% over 2024 costs

	2023	2024	2025
Region	5.50%	6.80%	5.60%
IGH	6.29%	7.40%	4.05%

Director Connolly said the Met Council reviews all of the communities that go into their water treatment system and rebalances the amount charged to each city every year. In 2024 they had slightly more residents moving into town, so their share got a little higher. In 2025 the cost drops down due to the number of people moving into town has dropped over the last two years. There is a two year lag in the percentages. Director Connolly expects a drop in 2026 also, but it is hard to predict because it is based on all of the communities.

Sewer Operating Fund - Highlights:

- Proposed budget of 7.0% to 2025 fixed sewer rate and a 6.0% increase to volumetric sewer rate

Director Connolly said the fixed rate is the base rate that everyone pays, and the volumetric rate is based on the amount of water used.

Sewer Operating Fund - Rate Study - Forecasted Rate Increases:

	2025	2026	2027	2028
Fixed Rate	7%	6%	5%	4%
Volumetric Rate	6%	4%	2%	2%

Director Connolly said the rate increases are proposed from the AE2S report, but it may be underestimating the need because they are not collecting the anticipated fees, particularly in the NWA for new development, when the report was done. The increases were dependent on the Met Council's treatment charges, but staff are proposing to keep the same rate increases even though the Met Council's cost was lower. The Met Council rate will increase in the future and the increase in rates can help pay with some of the debt service. Staff are trying to balance the rate increases and have been reviewing them on a 10 - 20 year period.

Sewer Operating Fund - 2025 Budget Overview:

Sewer Operating Fund (Fund 520)	2024 Budget	2025 Proposed Budget
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Revenues	\$ 4,694,125	\$ 5,141,000
Expenditures	(3,774,320)	(3,908,895)
Expenditures - Depreciation	<u>(800,000)</u>	<u>(800,000)</u>
Reduction to Fund Balance	\$ 119,805	\$ 432,105

- Depreciation is assumed to be equivalent to the transfer needed to fund future Sewer Capital improvements.

Director Connolly said they will have a slight increase to the fund balance in the Sewer Operating Fund in 2025.

Sewer Capital Fund - Revenues:

Revenue	2024 Estimate*	2025 Proposed Budget
Development-Related Connection Fees	\$ 350,000	\$ 304,500
Interest	90,000	75,000
Transfers In-Sewer Operating Fund Annual Depreciation	800,000	800,000
Transfers In- Add'l Future Capital	0	432,000
Transfers In-Storm Water (share of televising contract)	43,562	60,000
Transfers In-Closed Bond Fund <i>to cover 2025 debt payment</i>	<u>0</u>	<u>1,045,756</u>
	\$1,240,000	\$2,717,256

*Activity has been estimated for 2024 and used for comparison purposes.

Director Connolly said they televise pipe sewers when they do the sanitary sewer cleaning fund, and the funds are stored here because the sewer makes up approximately 90% of the contract. The transfer from stormwater is to help pay for the stormwater component.

Sewer Capital Fund - Capital Expenditures:

Expenditures	2024 Estimate*	2025 Proposed Budget
Sanitary Sewer Cleaning & Televising	\$ 350,000	\$ 370,000
Sanitary Sewer Rehabilitation	240,000	270,000
Lift Station Rehabilitation	150,000	0
Programmable Logic Controller-PB	0	10,000
Debt Payments & Related Fees	1,045,550	1,045,756
Transfers Out - Street Projects	<u>715,169</u>	<u>1,874,577</u>
	\$ 2,500,719	\$ 3,570,333

Director Connolly said the sanitary sewer rehabilitation will line the sewer pipes instead of replacing them to help extend the life. There will be another rehabilitation of a lift station in 2026 as part of a street project. The debt payment will continue for the better part of the next ten years. The transfer out to Street Projects is larger in 2025 because the Groveland Area project will have a large amount of the sanitary sewer replaced in 2025.

Sewer Capital Fund - 2025 Budget Overview:

Sewer Capital Fund (Fund 520)	2024 Estimate	2025 Proposed Budget
Revenues & Transfers In	\$ 1,240,000	\$ 2,717,256
Expenditures & Transfers Out	<u>(2,500,719)</u>	<u>(3,570,333)</u>
Reduction in Fund Balance	\$(1,260,719)	\$(853,077)

Director Connolly said there is a decrease in the fund balance because they are paying the debt payment and not collecting enough revenue to cover to pay off the debt. There is an increase of \$432,105 in the operating fund balance that will be transferred to the Sewer Capital Fund, but it will only cover about half of the shortfall.

Director Hove presented the said staff provided an expanded view of the Sewer Capital Fund Model because the fund is having more trouble being sustainable. The ending cash balance in 2022 was \$1,902,146 and increased in 2023 to \$5,682,835. This is when anything over the minimum fund balance policy was transferred from the Sewer Operating Fund to the Sewer Capital Fund. The revenues from development-related connection fees are assumed to be \$304,500 annually starting in 2025 and the interest is related to the cash balance.

Director Hove said under transfers in is another revenue source and includes depreciation of \$800,000, and an additional transfer of capital which is the forecasted net income from the operating fund of \$432,000. There is also the transfer from the Storm Water Fund for \$60,000 and the proposed transfer in from the Closed Bond Fund to cover the debt service. They have forecasted that there is enough money remaining in the Closed Bond to cover one year of the debt service for sewer. They are forecasted to bring in \$2.7 million into the Sewer Capital Fund.

Director Hove said there are not many capital projects in the 2025 budget. The Sewer Capital Fund Model is based on the 5-year CIP. Staff has taken the average amount in the CIP and added an inflationary factor to model through 2038. The debt payments are a little over \$1 million until 2032 where it decreases to approximately \$700,000. In 2035 the debt service payment decreases to \$420,000 and is paid off in 2036. In 2025 there is a transfer out of almost \$1.9 million for street projects.

Director Hove said the estimated cash balance in 2024 will be just under \$5 million and at the end of 2025 they are forecasting a decrease to \$4 million even with the transfer in from the Closed Bond Fund. The cash balance continues to decline year over year.

Director Hove said they are currently transferring \$1 million from the Host Community Fund to the Stormwater Capital Fund. The original proposal was to transfer \$1 million to the Stormwater Fund for three years. Staff are proposing to consider moving the \$1 million to the Sewer Capital Fund. The Stormwater Capital Fund is forecasted to receive transfers from the Host Community Fund of \$1.5 million in 2026. They redirected \$500,000 that was originally intended for Pavement Management to

the Stormwater Capital Fund. If they transfer \$1 million to the Sewer Capital Fund, the Stormwater Capital Fund will still be receiving \$500,000.

Council Member T’Kach said the model shows the \$1 million transfer from the Host Community Fund through 2038 and asked if the permit for the landfill is until 2038.

Administrator Wilson said the current Host Community agreement goes through 2030. The model assumes there is a continuation of landfill operations and revenue.

Council Member T’Kach asked what would happen if the agreement is not extended.

Administrator Wilson said she and the Director Hove had tried to find other sources of funds to meet the obligations of the Sewer Capital Fund for both debt and projects. The model includes potential transfers in from the General Fund, the Water Capital Fund or the TIF Fund. A transfer from the General Fund could either be from a tax levy or the fund balance. The Water Capital Fund is not overly funded, but the city has historically used funds from water and sewer to support each other. The closed TIF Fund could be returned to the County and the City’s share of \$2.2 million could be transferred into the Sewer Capital Fund. If staff are able to find other options, they will add them to the model.

Director Hove said even with the transfer in from the Host Community Fund the balances are still decreasing. They want the capital fund to be increasing because they will have capital replacement needs as the infrastructure ages. They are assuming they will have an additional \$432,000 transferred in from the operating fund. They have forecasted the same amount of transfer throughout the model. If the transfer in from the operating fund is removed, the cash balance will be negative before 2038. Staff are going to focus on what connection fees will look like in the future. The current proposed plan will get through the debt payments, but it does not build up a balance to cover future CIP needs.

Council Member Murphy asked what Host Community Fund’s current balance was.

Director Hove said she would find out and let them know.

Mayor Dietrich asked for more information about the audit for the pension and how it will not happen again.

Director Hove said at yearend they have to add a book entry for the accrued liability for pensions and typically the auditors put it together. Neither the auditors nor the finance staff caught that expenses related to the golf course went against the sewer fund. They have to make a correction in the 2024 entry to fix it. The adjustment will come through with the adjustment to the 2024 pension expenses. It is a book entry about a future liability and does not affect cash.

Director Connolly said there are three Storm Water Funds, Operating Fund (Fund 530), Storm Water Capital (Fund 531) and Storm Water Capital – NWA (Fund 533). Staff is trying to find a way to combine the capital funds but currently connection fee revenues and capital project expenditures in the NWA go into the Storm Water Capital – NWA Fund. All fee revenue from the stormwater utility fees goes into the Storm Water Capital Fund.

Stormwater Operating Expenditures by Category:

	2022 Activity	2023 Activity	2024 Budget	2025 Requested
Personnel	\$ 281,002*	\$ 188,352	\$ 303,500	\$ 303,500

Supplies	275	370	300	150
Other Charges & Services	327,465	374,160	393,980	405,470
Subtotal - Operating	\$ 608,742	\$ 562,882	\$ 697,780	\$ 711,020
Depreciation	235,374	237,400	240,000	240,000
Transfers Out	164,568	101,192	62,500	64,000
Total	\$1,008,684	\$ 901,474	\$ 1,000,280	\$ 1,020,020

*Personnel activities impacted by year-end audit entries related to pension expense

Director Connolly said the Storm Water Funds is underfunded based on their needs, but they continue to work to find ways to get through year after year. There is an increase in personnel between 2023 and 2024. The City hired another person in the street division and that position is 80% funded through the Storm Water Operating Fund. The position was going to be focused mostly on storm water maintenance. There was not a depreciation report done by AE2S for storm water, but they have a storm water rate study on their plan for 2025 and may extend into 2026. The transfers out pay partially for street sweeping.

Storm Water Operating Fund - Noteworthy Expenditure Items:

- Dues & Subscriptions (5335) - 11% increase over 2024 (LMRWMO & EIGHWMCO)

Director Connolly said the City is part of two different watershed management organizations, the Lower Mississippi River Watershed Management Organization, and the Eagan Inver Grove Heights Watershed Management Organization. The organizations have seen a need to increase their participation fees. They are able to recoup most of the costs because the organizations help them apply for grant funding and work on studies that would otherwise have to be fully funded by the City. Inver Grove Heights is the largest member of the LMRWMO. The land area makes up more than 50% of the organization in terms of land area. They are only a small part of the EIGHWMCO, approximately 10% of the land area.

- Stormwater pays 50% of annual street sweeping costs (remaining 50% paid from streets budget)

Storm Water Operating Fund - Highlights:

- Proposed increase of 25% to 2025 storm water rates for non-NWA residents
- Proposed increase of 5% to 2025 storm water rates for NWA residents
- Goal is to bring NWA and non-NWA residential rates together
 - Similar future increases would have these rates be equivalent in 2028
- Rate Study proposed for 2025

Director Connolly said this is the third year they have been trying to level the rates between the NWA and non-NWA areas. The original thought behind higher rates in the NWA is there is the NWA had more stormwater infrastructure and required more maintenance. The fees outside of the NWA are very low and do not cover the stormwater needs. All stormwater fees are spent across the entire city. The NWA does have more stormwater facilities, but some are managed by private entities like homeowner's associations. Staff would like facilities that are on city property and use city water to be managed by the city and facilities that are on private property that only take private water should be managed by the private entity.

Director Connolly said the goal is to have the user fees be the same over time. Staff proposes larger increases to the non-NWA area and small increases to the NWA area until 2028 when the fees would be the same across the city.

Storm Water Operating Fund - Rate Study - Forecasted Rate Increases:

	2021	2022	2023	2024	2025	2026	2027	2028
Outside NWA	5%	25%	25%	25%	25%	25%	25%	10.7%
NWA	5%	5%	5%	5%	5%	5%	5%	5%

Storm Water Operating Fund - 2025 Budget Overview:

Storm Water Operating Fund (Fund 510)	2024 Budget	2025 Proposed Budget
Revenues	\$ 1,046,015	\$ 1,155,515
Expenditures	(760,280)	(775,020)
Expenditures - Depreciation	<u>(240,000)</u>	<u>(245,000)</u>
Reduction to Fund Balance	\$ 45,735	\$ 135,495

- Depreciation, as a non-cash transaction, is assumed to be the amount available to fund future Storm Water Capital improvements.
- At present, the City does not have a Minimum Cash Reserve Policy for the Storm Water Operating Fund so there is not an annual transfer that occurs. In 2025, staff hope to bring forward a minimum cash reserve policy for the Storm Water Operating Fund which is similar to the policies for Water and Sewer operating funds.

Director Connolly said the fund balance is relatively low but a transfer to the capital funds would allow staff the opportunity to do maintenance and prevent something from needing a major capital expenses. They have staffing now that allows them to handle more internally. There is large backlog of capital improvements that need to be made, and the transfer will help them start to accomplish some of the improvements.

Storm Water Capital Fund - Revenues:

Revenue	2024 Estimate*	2025 Proposed Budget
Development-Related Connection Fees	\$ 65,000	\$ 7,182
Interest & Others	25,000	45,000
Planned Transfer from Host Community Fund	1,000,000	1,000,000
Additional Transfer from Host Com. Fund**	100,000	500,000
Transfers In-Storm Water Operating Fund Annual Depreciation & Net Income	<u>283,235</u>	<u>289,500</u>
	\$ 1,473,235	\$ 1,841,682

*Activity has been estimated for 2024 and used for comparison purposes.

**Transitioning the transfer from the Host Community Fund to deposit to Storm Water Capital instead of the Pavement Management Fund

Storm Water Capital Fund – Capital Expenditures:

Expenditures	2024 Budget	2025 Proposed Budget
Minor Drainage Improvements	\$ 15,000	\$ 85,000
Raingarden Inlet Rehabilitation	20,000	0
Water Resource Management Plan Updates	50,000	0
Dickman Trail – Outfall Culvert Replacement	0	75,000
Pond JP-1 Outlet Skimmer	0	50,000
Transfers Out – Sewer/Storm Televising	55,000	60,000
Transfers Out – Street Projects	<u>473,225</u>	<u>1,367,025</u>
	\$ 613,225	\$ 1,637,025*

*64th Street Outfall – currently unfunded within CIP

Director Connolly said staff is working on the Water Resource Management Plan updates and if the contract is not awarded until after 2025 the cost will still come from the 2024 budget. They received information from UP Rail trying to verify ownership responsibilities and there is potential that the City might not have to pay for all of the replacement. There is also potential that it will delay the repair which could also cost more money.

Director Connolly said staff were able to inspect the 64th Street Outfall after the summer flood and the pipe is has failed already. They are working with a consultant on plans from ten years ago to replace it that were never advanced. Staff will also apply for grant money. The structure cannot be ignored and will not fix itself. If the pipe fails, they would lose access to the marina.

Mayor Dietrich asked if the Dickman Trail culvert replacement would need funding from roads as well.

Director Connolly said the \$75,000 is for design costs, coordination costs, permitted costs and potentially right of way costs. It will likely need additional funding for construction in 2026.

Mayor Dietrich asked if they would have an answer by the railroad.

Director Connolly said they are communicating with them, which is a step forward from where they have been for the past two years and hopes he will have an answer before construction.

Council Member T’Kach asked how much the 64th Street outfall project would cost.

Director Connolly said they have a rough estimate of just over \$1 million.

Storm Water Capital Fund – 2025 Transfers Out:

\$1,357,025 Pavement Management – Local Streets

60,000 Sewer – Storm Water Televising

\$1,427,025 Total Transfers Out

Storm Water Capital Fund – 2025 Budget Overview:

Storm Water Capital Fund	2024 Estimate	2025 Proposed
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(Fund 531)		Budget
Revenues	\$ 1,473,235	\$ 1,841,682
Expenditures	<u> (613,225) </u>	<u> (1,637,025) </u>
Growth in Fund Balance	\$ 860,010	\$ 204,657

Director Connolly said with the 64th Street Outfall remaining unfunded, there is an increase in the balance of \$204,657. It is possible as they work into the CIP they may have to request to draw down the balance to pay for critical failures.

Director Hove said the Storm Water Capital Fund did not exist prior to 2023. The modeling starts in 2023 when stormwater connection fees for the non-NWA started. There was also a plan to fund it with Host Community Funds. The Citizens Taskforce and Pavement Management wanted the Stormwater Capital Fund to pay for its share of the road projects.

Storm Water Capital Fund Modeling:

- Based on the latest 5-year CIP (2025-2029)
- Transfer In from Storm water Operating at annual depreciation estimate
- Additional Transfer In from Storm Water Operating (based on establishment of a minimum cash reserve policy)
- Continuation of plan to transfer \$1 million annually from the Host Community Fund (years 2023, 2024, 2025)
- Redistribute Host Community Fund transfer from Pavement Management Fund to Storm Water Capital
 - 2024 additional transfer of \$100,000
 - 2025 additional transfer of \$500,000 - fully transitioned
 - Assumed at \$500,000 for future years

Director Connolly presented the Storm Water Capital Fund - NWA.

Revenues	2024 Estimate*	2025 Proposed Budget
Plat Connection Fee - NWA	\$ 0	\$ 0
Interest & Other	<u> 50,000 </u>	<u> 40,000 </u>
Total Revenues	\$ 50,000	\$ 40,000

Expenditures	2024 Estimate*	2025 Proposed Budget
Water Resource Management Plan (50%)	\$ 50,000	\$ 0
Transfer Out - Partnership Projects 80 th Street (SCAH 28)-TH3 to CSAH 73	<u> 0 </u>	<u> 56,000 </u>
Total Expenditures	\$ 50,000	\$ 56,000

Net Activity	\$ 0	\$ (16,000)
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*Activity has been estimated for 2024 and used for comparison purposes

G. Nominations for Bridge Builder Commemorative Coin Award

Mayor Dietrich said this was Council Member Murphy's idea and it is a wonderful thing for the community. There are four items they use to select an individual for the award.

Administrator Wilson presented this item. Administrator Wilson said the Bridge Builder Coin Award is intended to show appreciation, recognition, and congratulations to winners. The coin has a message on the back and the coins are ready to award.

Message:

"Service to others is the bridge that brings a city together today and builds a stronger tomorrow. Thank you for making a lasting difference in our community."

Themes:

- Establishing the Swing Bridge as iconic to Inver Grove Heights.
- City colors, font and branding as unifying symbols.
- "Building a bridge within the community" as a metaphor for giving back to others and creating a stronger sense of community, shared citizenship, and pride of place.
- Recognizing local - sometimes unsung - heroes for their actions.

To recognize residents or staff for:

- Acts of bravery, quick-thinking and/or selflessness in aid of others.
- Long-term service to the community through informal or "under-the-radar" contributions.
- A remarkable accomplishment or representation of IGH on the local, state, national or international stage.
- Leading by example or being a positive role model for young people within the community.

Staff has been providing information to the community about the award since the beginning of 2024. It has been in a few issues of the Insights Newsletter, posted on the City's social media and spoken about at the Commissioner's Appreciate event. They received eight nominations, and they have been reviewed by the City Administrator and Department Heads. Three finalists were forwarded to Council for consideration.

Council is asked to decide if there is an individual among the three finalists that they believe embodies the purpose of the new award. To maintain confidentiality, nominees have been assigned a label of Nominee 1, 2 and 3 for the discussion.

Council Member Murphy said he thinks once the first recipient is awarded, momentum for the award will grow. Those that have been nominated remain in the pool to receive the award. There are three great nominees, and it will be a hard decision, and it is somewhat unfortunate that it is not a closed session for the discussion. Council Member Murphy and Director Hove worked on the award together and Murphy said they both know it will be a struggle to choose the winner.

Council Member Murphy said Nominee 2 stands out to him.

Council Member Scales said it was very hard for him because he knows what all three nominees have done for the community either present or in the past. Nominee 1 has a history that goes back to the founding of Inver Grove Heights, and he wishes they were still around. He leans towards Nominee 3 because of the contributions to all of the IGH events. They spend a lot of time in the community. Nominee 2 has done a lot of work for the community, especially for the children. He said he leans towards Nominee 3.

Council Member T'Kach said it is a tough decision, but she leans towards Nominee 1. They have made many contributions to the city. Their long-term service is very important and the commitment to build an organization that continues to this day that has touched a lot of lives and galvanized a lot of people to support the organization. It shows leadership to keep the organization going for many years.

Council Member Gliva asked if they could nominate more than one.

Council Member Scales said he is having issues with current and past contributions. It is a tough decision.

Council Member Gliva said it is between Nominee 1 and 3 for her. This is the first award, and she is thinking about recognizing someone for what is happening in the present and would support Nominee 3.

Mayor Dietrich said she is between Nominee 1 and 3 also.

Council Member Murphy said he struggled between Nominee 2 and 3. He supports either one winning the award.

Council Member Scales said two of the nominees continue to give to the community and one contributed for their lifetime but are no longer with them. He asked if they could consider giving two awards, one for past and one for the present.

Administrator Wilson said this is Council's project and it is their decision if they would like to give the award to two individuals.

Council Member Murphy said if they award two out of three recipients, it may send a message that they do not like. All nominees remain in the pool and the award was designed to be something unique and culture building in Inver Grove Heights and thinks having two or three recipients may be trying to avoid a difficult decision.

Council Member Scales said they are discussing three nominees but there was a total of eight. He thinks two seem reasonable, one for the history going back to before the beginning of Inver Grove Heights and one for someone that is giving in the present. Scales said his vote would be for Nominees 1 and 3, knowing that Nominee 2 is very close and will remain in the running for next year.

Council Member Gliva said she does not want to water the award down and they might want to consider one recipient since it is the first award. Her vote would be for Nominee 3 if there is only one recipient. All three nominees are worthy of the award.

Mayor Dietrich said she is ok with two recipients.

Council Member T'Kach said she is ok with two recipients and does understand the argument that one is for their past contributions and history and the other is currently leading by example and is a positive role model in the community. She does not think it waters down the award.

Council Member Murphy said this is a hard decision and Council can decide to award two nominees. Next year there may not be any awards given. Murphy wants this Council and future Councils to remember to make sure this award remains special for the recipient.

Motion to Award the Bridge Builder Commemorative Coin to Nominee 1 and Nominee 3 by T’Kach, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

5. Adjourn

Motion to adjourn at 10:09 p.m. by Gliva, second by Scales.

Ayes: 4

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, October 14, 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, October 14, 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; City Administrator Wilson, City Clerk Kiernan, City Engineer Merchlewicz, City Attorney Nason, Public Works Director Connolly, Finance Director Hove, Commander Otis, and Code Enforcement Coordinator Rainey.

3. APPROVAL OF AGENDA:

Motion to approve Agenda by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

4. PRESENTATIONS:

Mayor Dietrich said October is National Breast Cancer Awareness Month and the fire department and police department have patches for sale and asked residents to support their public safety teams through the month of October.

5. CONSENT AGENDA:

- A.** Approval of Minutes of the September 9, 2024, City Council Meeting
- B.** Approval of Minutes of the September 23, 2024, City Council Meeting
- C.** Approval of Disbursements, **Resolution 2024-229**
- D.** Personnel Actions
- E.** Resolution Amending Position Classification Plan, **Resolution 2024-230**
- F.** Summary of Conclusions Regarding City Administrator’s Performance Evaluation
- G.** Resolution Accepting Federal COPS Hiring Grant, **Resolution 2024-231**
- H.** Resolution Authorizing DWI Officer Grant Agreement with Minnesota Department of Public Safety, **Resolution 2024-232**
- I.** Approval of Exempt Gambling Permit for Inver Grove Heights Hockey Association
- J.** Resolution Appointing Additional Election Judges for the 2024 General Election, **Resolution 2024-233**
- K.** Resolution Declaring Surplus Property and Authorizing Disposal or Donation, **Resolution 2024-234**
- L.** Appointment of Auditors for Year Ending December 31, 2024, 2025 and 2026

M. Resolution Renewing a Joint Powers Agreement for Technical Services with the Dakota County Soil & Water Conservation District, **Resolution 2024-235**

N. Change Order No. 1 for City Project No. 2020-03 - ADA Pedestrian Ramp Improvements

O. Approval of Amended Open Space Plan for Plat of Archer Trail, **Resolution 2024-236**

Council Member Gliva asked to remove 5N from the consent agenda for further clarification.

Motion to approve Item A - M & O by Scales, second by T'Kach.

Ayes: 5

Nays: 0 Motion carried.

Council Member Gliva said the contract cost increased by 43% from the original budget and asked for clarification.

City Engineer Merchlewicz said MnDOT has three ways of delivering an ADA ramp project. The first is a Level One which is the least amount of design, and the risk is transferred to a contractor to do in the field. The second way is a balance between design and construction and is more in depth. The third way is to do a full survey and a specific design which the contractor would follow. They chose the Level One option, getting enough direction for the contractor to start in order to meet the timelines for the grant and get the project started. The original estimate is close to the final cost. The contractor bid low. They have gotten feedback from other communities that they have had similar outcomes when using the Level One design process. The grant was only able to be spent on the ramps and became inefficient. It is based on the field fitting of the ADA ramps to do the designs because they were not able to have surveys done in time.

Council Member Gliva asked if there were more quantities in design.

Engineer Merchlewicz said yes, it was all based on overruns and quantities. There were not any additional items added to the project. The ADA ramps had to meet specific standards and specifications to qualify for the grant.

Administrator asked if they should have chosen a different contractor based on the bids.

Engineer Merchlewicz said no, they bid based on the plans and specifications that were provided to them. They reviewed the bid, and it seemed reasonable for the work but the overrun in quantities to meet grades and things like that contributed to the higher cost. He did not check the other bidders that came in because they are fairly required to go with the lowest bid.

Council Member Gliva said it is hard to make a distinction about that large of a cost overrun without more explanation.

Engineer Merchlewicz said this is a partner project with federal grant funding. It is an 80-20 split up to \$250,240. The City is required to partner with MnDOT who administers the federal grants. Everything that is in the project is necessary to meet the requirements for the grant.

Council Member Gliva said she wants to keep contractors in check to make sure everything is of value and the design estimate is close to what they came in with makes her question it.

Mayor Dietrich asked if there are limits for how much a change order can be overrun.

Engineer Merchlewicz said there is a contingency of 5% of the budget and when it is over the contingency, it is brought before Council. He would advise against going against this type of project or funding in the future because of the variability of administering. The ADA ramps are a unique design and become complicated very quickly. They either spend a lot of money in design before the project or spend a lot of money in the field. They had a timeline to qualify for the grant they had already received and wanted to use the least amount of internal effort to deliver it. This is not a normal project.

Council Member Gliva asked if there are any additional pedestrian ramp projects.

Engineer Merchlewicz says this completes the projects. Staff would push for any future ramps to be included as part of a different project.

Motion to approve Item N by Gliva, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

6. PUBLIC HEARING:

A. Assessment Hearings and Resolutions Adopting Final Assessment Rolls for 2024 Pavement Management Projects 2024-09D, 2024-09F, 2024-09G, 2024-09H, and 2024-09I, **Resolution 2024-237, 2024-238, 2024-239, 2024-240, 2024-241**

City Engineer Merchlewicz presented this item. There are five projects that need assessment hearings.

Projects:

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

Engineer Merchlewicz said the Bixby Way project is near 65th Street and Blaine Avenue. The South Grove area project is between 75th Street and 78th Street west of Clayton Avenue to Concord Avenue. The Delano Way and Dempsey Way Area is along 80th Street just west of Concord Avenue. The Corcoran Path and Dawson Way Area is east of Concord Avenue and just north of Old Concord Boulevard. The 96th Street project is between Highway 52 and Barnes Way.

2024 Pavement Management Initiative (PMI) Project History:

Initiated by City Council through the Pavement Management Initiative

Council Ordered Feasibility Report	June 12, 2023
Council Ordered Project (2024-09D, F, G, & I)	September 25, 2023
Council Ordered Project (2024-09H)	October 9, 2023

Council Awarded Contract	March 18, 2024
Construction	April - September 2024
Projects Substantially Completed	September 2024
Council Calls Assessment Hearings	September 9, 2024

Staff hosted three open house/neighborhood meetings:

- Prior to Improvement Hearing/Feasibility Study Acceptance
- Pre-Construction
- Prior to Assessment Hearing (10/3/2024)

Project Summaries - Mill & Overlay Project Areas:

99th Street and Baxter Trail (part of 2024-09H)

Bixby Way (2024-09I)

- 2" Pavement Mill & Overlay
- Spot Curb Replacement
- Utility Casting Adjustments (Catch Basins, Manholes, Gate Valves)

Project Summaries - Full Depth Reclamation Project Areas:

Delano/Dempsey (2024-09D)

Corcoran/Dawson (2024-09F)

South Grove (2024-09G)

Remaining streets in 96th Street Area (2024-09H)

- Full Depth Reclamation (FDR)
- Spot Curb Replacement
- Spot Subgrade Repair
- Select Storm Structure & Pipe Replacements
- Utility Casting Adjustments (Catch Basins, Manholes, Gate Valves)
- Sidewalk Panel and Pedestrian Ramp Replacements

	Feasibility Estimate	Bid Award	Final Cost*
Delano/Dempsey (2024-09D)	\$1,518,815	\$923,746	\$814,419
Corcoran/Dawson (2024-09F)	2,202,549	1,228,973	1,302,951
South Grove (2024-09G)	4,195,422	2,759,561	2,433,853
96 th St./99 th St. (2024-09H)	2,583,247	1,495,872	1,251,365
Bixby Way (2024-09I)	141,606	91,026	62,184
Total	\$10,641,639	\$6,499,178	\$5,864,772

* Final Cost is estimated based on contract costs at substantial completion, remaining work to be completed, and all legal, engineering, administrative, and finance (LEAF) costs for the project area. This value is utilized to calculate special assessments.

Engineer Merchlewicz said the construction bids came in approximately \$1.9 million under the engineer's estimate.

Special Assessments:

- 2024 PMI Projects subject to Special Assessment Policy
- Street, sidewalk, and storm sewer improvements are assessable to the benefiting properties, based on project type:

Project Type	Assessment Percentage
New Improvements	100%
Mill & Overlay	80%
Partial Reconstruction (FDR)	55%
Reconstruction	35%
Cracks Seals/Maintenance	Not Assessed

- Assessments calculated utilizing total project front footage by improvement type (i.e., Mill & Overlay vs. FDR), and dividing on a per parcel/per unit basis for each neighborhood/project area.

Assessment Payment Process:

- City mails statements after Council adopts assessments.
- Payment can be made in full to the City until Nov. 15, 2024.
 - Partial payments are not accepted.
- If unpaid, City certifies unpaid assessments to Dakota County Assessor's Office.
- Property owners may pay assessment in-full without interest to Dakota County until Noon on Dec. 31, 2024.
- If not paid, assessment is added to annual property taxes until paid off.

Assessment Terms:

- Interest accrues starting Jan. 1, 2025
- Payment in-full to Dakota County at any time during assessment term
 - Payment of interest for a full year in which payment is made is required

Assessment Amount	Term (years)	Interest Rate
\$1,000-4,999	5	4.39%
\$5,000-9,999	10	4.63%
\$10,000+	15	4.92%

Hardship Deferrals:

- Apply within 30 Days
- Income based deferments for:
 - 65 years old and older
 - Veteran or Active-Duty Service

- 100% Disability
- Must be a homesteaded property
- Must provide proof of eligibility (ID, federal tax return, etc.)
- Deferments accrue interest
- Council must approve

Objections & Appeals:

- Objections may be taken in writing or orally at the Assessment Hearing.
- Property owners may appeal a special assessment by performing the following:
 - Written objection provided to the City Clerk prior to or during the Assessment Hearing. The objection must be signed by the property owner.
 - Property owner must provide a formal notice of appeal to the City Clerk within 30 days of assessment adoption (if assessments adopted today, any appeal would need to be served by November 13, 2024).
 - Property owner must file the notice of appeal in Dakota Court within 10 days of notice being served to the City Clerk.
- If any of these steps are not followed or completed in the time prescribed, the appeal is waived per State Statute 429.081.

Assessment Hearing Procedure:

1. Staff will present costs and project details for each project area
2. Council should receive public input documents or written assessment objections provided to the City Clerk (if any)
3. Hold Public Hearings Independently:
 - Delano/Dempsey Area (2024-09D)
 - Corcoran/Dawson Area (2024-09F)
 - South Grove Area 7 (2024-09G)
 - 96th St./99th St. Area (2024-09H)
 - Bixby Way Area (2024-09I)
4. After each hearing:
 - Council Action: Approve Resolution Approving Assessments and Adopting Final Assessment Roll
 - Simple Majority Needed to Approve (3/5 vote)

Assessment Hearing - Delano Way & Dempsey Way Area, City Project No. 2024-09D:

Project Summary:

- 62 Single Family Residential Properties
- Full-Depth Reclamation (FDR)
 - Assessment Rate: 55%
- Uniform Assessment for all Lots
 - \$6,765.04

Cost Breakdown:

	Assessment (55%)	City Cost	Total Cost	City Funding Source
Street Improvements*	\$366,025	\$299,477	\$655,502	Pavement Management - Local Streets (Fund 440)
Storm Sewer Improvements*	53,407	43,696	97,103	Storm Water Capital (Fund 531)
Sanitary Sewer Improvements	0	34,969	34,969	Sewer Capital (Fund 521)
Watermain Improvements	0	16,845	16,845	Water Capital (Fund 511)
Total	\$419,432	\$394,987	\$814,419	

* Assessed rate is 55% of the total project cost for full-depth pavement reclamation projects.

Assessment Type	Feasibility Amount	Final Amount	Reduction from Feasibility Study
Single Family Residential	\$12,572.03	\$6,765.04	44% Decrease

- 62 single-family lots assessed on a uniform per lot basis

Engineer Merchlewicz showed before pictures showing cracked pavement and after pictures with the new pavement completed.

Assessment Hearing Instructions:

- Receive public input documents or assessment objections provided to the City Clerk (if any)
- Open Assessment Hearing for Delano Way & Dempsey Way Area (2024-09D)
 - Receive Public Comment
- Close Assessment Hearing and ask staff questions/clarifications

Mayor Dietrich opened the public hearing.

There were no public comments.

Motion to close public hearing for 2024-09d - Delano Way and Dempsey Way Area by Gliva, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Engineer Merchlewicz said staff recommends adopting the Resolution Approving Assessments and Final Roll for City Project No. 2024-09D.

Motion to approve Resolution 2024-237 Special Assessments and adopting final assessment roll for the 2024 Pavement Management Initiative City Project 2024-09D - Delano Way and Dempsey Way Area by Gliva, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Assessment Hearing - Corcoran Path & Dawson Way Area, City Project No. 2024-09F:

Project Summary:

- 33 Benefitting Single Family Residential Properties
 - 9 additional properties have frontage but no driveway access; are not assessed
- 226 Townhome Lots in 3 homeowner's associations
- Full-Depth Reclamation (FDR)
 - Assessment Rate: 55%
- Uniform Assessment for all Single-Family Lots
 - \$7,872.56/lot
- Uniform Assessment for Townhome lot by homeowner's association:
 - Springwood Ponds: \$1,499.78/lot
 - Park Point: \$3,591.72/lot
 - Legend Estates: \$1,741.08/lot

Cost Breakdown:

	Assessment (55%)	City Cost	Total Cost	City Funding Source
Street Improvements*	\$641,305	\$524,704	\$1,116,009	Pavement Management - Local Streets (Fund 440)
Storm Sewer Improvements*	21,323	17,446	38,769	Storm Water Capital (Fund 531)
Sanitary Sewer Improvements	0	36,909	36,909	Sewer Capital (Fund 521)
Watermain Improvements	0	61,264	61,264	Water Capital (Fund 511)
Total	\$662,628	\$640,323	\$1,302,951	

* Assessed rate is 55% of total project cost for full-depth pavement reclamation projects.

Assessment Type	Feasibility Amount	Final Amount	Reduction from Feasibility Study
Single Family Residential	\$13,083.09	\$7,872.56	40% Decrease
Townhome*	\$2,492.43 - \$5,968.94	\$1,499.78 - \$3,591.72	
*Preliminary assessment amount varies per homeowners' association; see assessment roll for more information			

- 33 single-family lots assessed on a uniform per lot basis
- 226 Townhome lots assessed based on an adjusted front footage calculation and applying a uniform per lot basis by homeowners' association/plat (Springwood Ponds, Park Point, Legend Estates)

Engineer Merchlewicz said the construction overran by approximately \$70,000 due to curb replacement and driveway replacements that were not expected from the initial design. He presented before pictures showing the large patching and after pictures showing the curb line replacement and new pavement.

Assessment Hearing Instructions:

- Receive public input documents or assessment objections provided to the City Clerk (if any)
- Open Assessment Hearing for Delano Way & Dempsey Way Area (2024-09D)
 - Receive Public Comment
- Close Assessment Hearing and ask staff questions/clarifications

Mayor Dietrich opened the public hearing.

There were no public comments.

Motion to close public hearing for 2024-09F Corcoran Path and Dawson Way area by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Engineer Merchlewicz said staff recommends adopting the Resolution approving Assessments and Final Assessment Roll for City Project No. 2024-09F.

Motion to approve Resolution 2024-238 Special Assessments and adopting final assessment roll for 2024 Pavement Management Initiative City Project 2024-09F - Corcoran Path and Dawson Way Area by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Assessment Hearing - South Grove Area 7, City Project No. 2024-09G:

Project Summary:

- 141 Benefitting Single Family Residential Properties
 - 6 additional properties have frontage but no driveway access; are not assessed
- 16 Condo units
- 1 Apartment Building
- Full-Depth Reclamation (FDR)
 - Assessment Rate: 55%

Cost Breakdown:

	Assessment (55%)	City Cost	Total Cost	City Funding Source
Street Improvements*	\$926,464	\$960,056	\$1,886,520	Pavement Management - Local Streets (Fund 440)
Storm Sewer Improvements*	210,186	171,971	382,157	Storm Water Capital (Fund 531)
Sanitary Sewer Improvements	0	72,026	72,026	Sewer Capital (Fund 521)
Watermain Improvements	0	93,150	93,150	Water Capital (Fund 511)
Total	\$1,136,650	\$1,297,201	\$2,433,853	

* Assessed rate is 55% of the total project cost for full-depth pavement reclamation projects.

Assessment Type	Feasibility Amount	Final Amount	Reduction from Feasibility Study
Single Family Residential	\$12,518.05	\$7,221.74	42% Decrease
Condominium (per unit)	\$6,826.42	\$3,938.20	
Apartment Property	\$95,983.67	\$55,373.66	

- 141 single-family lots assessed on a uniform per lot basis
- 16 Condo units assessed based on an adjusted front footage calculation and applying a uniform per unit basis
- Residential apartment lot based on an adjusted front footage calculation

Engineer Merchlewicz showed before pictures showing a large amount of spot patching and after pictures with the new pavement.

Assessment Hearing Instructions:

- Receive public input documents or assessment objections provided to the City Clerk (if any)
- Open Assessment Hearing for Delano Way & Dempsey Way Area (2024-09D)
 - Receive Public Comment
- Close Assessment Hearing and ask staff questions/clarifications

Mayor Dietrich opened the public hearing.

Public Comment:

Michael Blazek - 7837 Corey Path - said if the street were redone when it was initially looked at it in 2015, the cost would not be as high. Blazek asked how and why a street like this was overlooked and not reconstructed years ago.

Kevin Sethre - 3650 73rd Street E. - said he is encouraged by the reprioritization of the Pavement Management programs and thanked Council.

Mayor Dietrich said Mr. Sethre was on the Citizen's Pavement Management Initiative Taskforce and input from the residents has helped with initiatives.

Brook Williams - 3515 78th Street E. - said she has recommendations for mitigating runoff from construction into the storm drains and many of their downhill sewer grates were left uncovered. Williams said she wants to make sure contractors are protecting natural resources.

Motion to close public hearing for 2024-09G South Grove Area 7 by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Engineer Merchlewicz said staff recommends adopting the Resolution approving Assessments and Final Assessment Roll for City Project No. 2024-09G.

Motion to approve Resolution 2024-239 Special Assessments and adopting final assessment roll for the 2024 Pavement Management Initiative City Project 2024-09G - South Grove Area 7 by Murphy, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

Assessment Hearing - 96th St. & 99th St. Area, City Project No. 2024-09H:

Project Summary:

- 76 Benefiting Single Family Residential Properties
 - 55 in FDR area
 - 21 in Mill & Overlay Area
- Assessment Rates
 - FDR: 55%
 - Mill & Overlay: 80%
- Uniform Assessment for all FDR Single-Family Lots
 - \$10,686.86/lot
- Uniform Assessment for all Mill & Overlay Single-Family Lots
 - \$5,266.54/lot
- Partial Assessments for Indirect Access Properties (3 total)

Cost Breakdown:

	Assessment (55%)	City Cost	Total Cost	City Funding Source
Street Improvements*	\$636,974	\$539,015	\$1,175,989	Pavement Management - Local Streets (Fund 440)
Storm Sewer Improvements*	45,371	30,005	75,376	Storm Water Capital (Fund 531)
Sanitary Sewer Improvements	0	0	0	Sewer Capital (Fund 521)
Watermain Improvements	0	0	0	Water Capital (Fund 511)
Total	\$682,345	\$569,020	\$1,251,365	

* Assessed rate is 55% of the total project cost for full-depth pavement reclamation projects; 80% of project cost for mill and overlay projects

Assessment Type	Feasibility Amount	Final Amount	Reduction from Feasibility Study
Single Family Residential (FDR)	\$19,677.30	\$10,686.86	46% Decrease
Single Family Residential (M&O)	\$20,397.24	\$5,266.54	74% Decrease

- 55 single-family lots assessed on a uniform per lot basis (full-depth reclamation)
- 21 single-family lots assessed on a uniform per lot basis (mill & overlay)

Engineer Merchlewicz showed before pictures of the cracking pavement and large patched areas and after pictures of the new pavement. A full cul-de-sac was also added.

Assessment Hearing Instructions:

- Receive public input documents or assessment objections provided to the City Clerk (if any)
- Open Assessment Hearing for Delano Way & Dempsey Way Area (2024-09D)
 - Receive Public Comment
- Close Assessment Hearing and ask staff questions/clarifications

Written Objections Received:

Doug and Gina Danner - 9583 Baker Ct - Objection Letter received

Lars and Lori Ann Runquist - 9580 Baker Ct - Objection Letter received

Anthony and Megan Woodward - 9595 Baker Ct - Objection Letter received

Daniel Gleason and Tessa Bright - 9589 Baker Ct - Objection Letter received

Jon and Stephanie Schmid - 9592 Baker Ct - Objection Letter received

Nicole and Willie Abbott - 2220 96th Street E - Objection Letter received

Motion to receive written objections by Scales, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

Council Member Scales said the majority of the projects were a between 40% and 45% lower than the feasibility report and asked what the reason was for the 74% decrease for the Mill & Overlay project.

Engineer Merchlewicz said he did not look at the specific differences but said the feasibility study has a number of contingencies built in that compound on each other.

Director Connolly said Mill & Overlay and FDR assessments are typically close because of the percentage of the project that is assessed. In rural areas with larger lots the numbers can be skewed because of the quantity of pavement divided over less lots. The milling costs were quite a bit lower than they were anticipating. They received really good bids on pavement in 2024. They bid the jobs one month before they typically would and saw a 10% - 15% decrease in costs. They will plan to bid early moving forward. All of the bids were lower than their estimates. They will continue to better refine the feasibility estimates and try to be closer.

Council Member Scales said he understands they do not have control over material costs and thanked staff for doing everything they can do to drive the prices down.

Mayor Dietrich said moving the bids up seems to have been very beneficial and thanked Director Connolly.

Mayor Dietrich opened the public hearing.

Public Comments:

Lars Runquist - 9580 Baker Ct - said the City is supposed to provide an assessment to show the increased value from the reconstruction. Runquist owns three lots and two of them are vacant. He asked if the assessments could be deferred until they were either replatted into one lot or the vacant lots are developed or sold.

Mayor Dietrich asked if staff could provide information on the statute regarding property values.

Attorney Nason said she did not hear a specific statute but is not aware of a statute that requires an appraisal to be done. The test is a special benefit test. In order to assess any amount for any improvement the, the city must prove special benefit and that is calculated by the amount of appreciation and property value based on the improvements.

Virginia Achman - 2293 96th Street E - said she is thankful that the cost is lower than the original estimate but is disappointed the road was not reconstructed earlier to prevent the costs from getting as high as they are.

Tessa Bright - 9589 Baker Ct - asked how they can understand the increase in value of their property without having an assessment.

Director Connolly said they are required to justify any assessment for a project increases the value of the property. At the feasibility level they look at a project area and the different types of the property. If all of the properties are the same, they would generally do a per lot assessment to uniformly distribute the cost across everyone equally. They then review the property values in the county's database and take the average across the neighborhood. They apply a 3%-4% benefit test to the average property value. If the assessments are close to 3%-4% of the average home value, they would typically ask Council if they can have an independent special benefit analysis with a separate entity. They did not need to do an independent analysis this year because the benefit tolerance was a lot higher than what the actual assessments were estimated at. After construction, the assessments were even lower. Historically it is recommended to look at an average home value and the League of Minnesota Cities also recommends basing it on an average. If the cost came in a lot higher and all of the assessments went up it would signal that something was wrong.

Bright asked if they would have a higher assessed rate for their taxes next year.

Director Connolly said the county does not do an annual appraisal of properties and it typically lags 2-3 years but over time it should increase.

Administrator Wilson said the county assessor does not specifically review properties that received assessments in the same year. The assessor's office assesses properties on a rotating basis every 3-5 years.

Mayor Dietrich asked Bright to leave her contact information so they could provide her the contact for the county to help with her question.

Bright said that other Minnesota cities are no longer assessing properties and are finding other ways to fund their pavement projects. Her neighborhood was grouped into a project with a neighborhood on the east side of Barnes Avenue had a completely different scope with a more damaged road and this made her assessment higher.

Mayor Dietrich said within the last three years they did an overhaul on their capital improvement projects and had a citizens' taskforce and no residents that were interested were turned away. They had different input from different types of residents that had ideas on how the pavement management could move forward and recommended any comments or input should be provided to Director Connolly.

Mayor Dietrich said there were two residents who said they were disappointed that their streets were not reconstructed earlier. They had a project recently that recently came before them and some residents wanted the road to be done and others did not. As elected officials they took a vote and have to go with the majority. They have to trust the pavement index ratings. Dietrich apologized to the residents whose roads have been in dire need for a long time. They have a very good capital improvement plan to move forward.

Engineer Merchlewicz said the homes on both the east and west side of Barnes Avenue had a full depth reclamation.

Motion to close public hearing for 2024-09H 96th and 99th Street Area by T'Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Engineer Merchlewicz said staff recommends adopting the Resolution approving Assessments and Final Assessment Roll for City Project No. 2024-09H.

Council Member T'Kach said she does understand what residents are saying and thinks it is worth it to look at other ways to complete their pavement management projects. She participated in the citizens' taskforce and said there was a lot of good input and direction, but she does not think they should be done. There was not a 100% consensus on the decisions.

Motion to approve Resolution 2024-240 Special Assessments and adopting final assessment roll for the 2024 Pavement Management Initiative City Project 2024-09H - 96th and 99th Street Area by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Assessment Hearing - Bixby Way Area, City Project No. 2024-09I:

Project Summary:

- 26 Residential Townhome Properties
- Mill & Overlay
 - Assessment Rate: 80%
- Uniform Assessment for all Lots

- \$1,654.22

Cost Breakdown:

	Assessment (55%)	City Cost	Total Cost	City Funding Source
Street Improvements*	\$42,152	\$10,538	\$52,690	Pavement Management - Local Streets (Fund 440)
Storm Sewer Improvements*	858	215	1,073	Storm Water Capital (Fund 531)
Sanitary Sewer Improvements	0	5,950	5,950	Sewer Capital (Fund 521)
Watermain Improvements	0	2,471	2,471	Water Capital (Fund 511)
Total	\$43,010	\$19,174	\$62,184	

* Assessed rate is 80% of the total project cost for mill and overlay projects.

Assessment Type	Feasibility Amount	Final Amount	Reduction from Feasibility Study
Single Family Residential	\$3,716.91	\$1,654.22	55% Decrease

- 26 Residential town home unit lots assessed on a uniform per lot basis

Engineer Merchlewicz showed before pictures with patching and weathered chip seal and after pictures with the new pavement.

Assessment Hearing Instructions:

- Receive public input documents or assessment objections provided to the City Clerk (if any)
- Open Assessment Hearing for Delano Way & Dempsey Way Area (2024-09D)
 - Receive Public Comment
- Close Assessment Hearing and ask staff questions/clarifications

Mayor Dietrich opened the public hearing.

There were no public comments.

Motion to close public hearing for 2024-09I Bixby Way Area by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Engineer Merchlewicz said staff recommends adopting the Resolution approving Assessments and Final Assessment Roll for City Project No. 2024-09I.

Motion to approve Resolution 2024-241 Special Assessments and adopting final assessment roll for the 2024 Pavement Management Initiative City Project 2024-09I - Bixby Way Area by Murphy, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

B. Certification of Delinquent Utility Balances, Resolution 2024-242

Finance Director Hove presented this item.

Certification Process:

- September 2024: Certification notices mailed to customers with past to balances greater than \$50
 - Reminder letters are sent on a monthly basis to accounts with an outstanding balance
- October 7: Deadline for customers to pay off balances prior to Council listing
- October 14: Council certification assessments
- November 2024: Staff sends list of assessments to Dakota County for collection with 2025 property tax bills
 - Includes 8% admin fee + 8% interest
 - 8% admin fee and 8% interest as outlined in City's Administrative Code
- March 2025: Dakota County mails property tax bills, include assessment for unpaid utility bills
- May & October 2025: Property owners pay assessments with their first and second half of property tax payments
- July & December 2025: City receives tax settlements from the County which include any assessments received

Certification History - August/September Mailing and Response Rates:

	Before Mailing		After Mailing	
Year	# of Unpaid Accounts	Unpaid Balance	# of Unpaid Accounts	Unpaid Balance
2018	957	\$355,239	343	\$180,656
2019	855	\$320,289	385	\$192,610
2022	1,156	\$636,855	435	\$363,633
2023	950	\$347,077	468	\$231,434
Average	980	\$414,865	408	\$242,083
# of delinquent accounts typically drops by 42% after mailing				
2024	1,035	\$497,233	524	\$297,420

Director Hove said in 2024 there was a 51% decrease in accounts and the unpaid balance is just under \$300,000.

Director Hove said there is a list of active accounts that continue to receive service and a smaller list of inactive accounts.

Active Accounts:

- Several property owners prefer to have their utilities collected with property taxes (through their mortgage payment)
 - 55 accounts (10%) have a balance of \$1,000 or more - their delinquent balances add up to \$91,450 (36%) of the total

- 43 of the 55 accounts (78%) have a history of certification
 - 6 of the accounts have not made a payment in 2024
- 2 accounts with larger balances on the list:
 - Irrigation issue - occurred during a contract for deed ownership change, notifications have been mailed to both parties with no response
 - Leak/high use occurred while property was vacant - rental property, building occupancy flagged by inspections, there has been no response to the City's notices.

Inactive Accounts:

- An inactive account happens when a property changes hands and the former owner did not pay off their final bill
- Notices sent to both current and previous owners
- Staff recommends certification of these balances, this allows buyer/seller resolve as properties would have only recently changed hands
- Number of inactive accounts - 9
- Outstanding balances (with fees/interest) = \$2,944

Requested Action:

- Resolution certifying delinquent utility balances and authorizing staff to submit any balances that remain delinquent after 30 days to Dakota County for collection on next year's property tax bills:
 - \$256,176.18 = balance from 524 inactive accounts
 - \$2,533.80 = balances from 9 inactive accounts
 - 8% administrative fee will be applied after Council approves the certification list
 - 8% interest will be applied when the balances are certified to the County Auditor (approximately 30 days after Council approval)
- Open public hearing for public comments
- Close public hearing
- Council vote on certification resolution

Council Member Murphy asked to clarify when the City would receive the money back from the county.

Director Hove said the first half of the settlement comes to the city in July and the second half comes in December.

Council Member Murphy asked if the balances with the City go to \$0 when the accounts are certified.

Director Hove said yes, the balance on the accounts will go to \$0 once the accounts are certified.

Mayor Dietrich opened the public hearing.

There were no comments.

Motion to close public hearing for certification of delinquent utility balances by Murphy, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2024-242 Certifying Unpaid Water, Sewer, and Storm Water Charges to the County Auditor to be collected with other taxes on said property by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

C. Adoption of Assessment Roll for the 2024 Public Nuisance & Diseased Tree Abatement Program, Resolution 2024-243

Code Enforcement Coordinator Rainey presented this item. There is a public hearing requirement regarding adoption of the assessment roll for the 2024 Public Nuisance and Disease Tree Abatement program. This is the first set of properties for abatement for 2024 and the second set will be in the spring of 2025.

Code Enforcement Coordinator Rainey said there were eight properties that had abatement services contracted out for. The majority of the abatements were for lawn care and there was one for junk removal.

Parcels proposed to be placed on the 2024 Assessment Roll:

PID	Property Address	Violation Type	Amount
207115201270	7393 Clayton Ave	Lawn Cut	\$220.00
206720102050	6323 Apple Ct	Lawn Cut	\$135.00
206720102010	6339 Apple Ct	Lawn Cut	\$135.00
203650011253	6325 Dawn Ave	Lawn Cut	\$135.00
208210007020	8036 Dawn Ave	Lawn Cut	\$135.00
206720002140	6386 Alvina Ct	Lawn Cut	\$135.00
207115201270	7393 Clayton Ave	Lawn Cut	\$220.00
203655006111	6535 Dawn Way	Junk Removal	\$414.00

- If prepayment is not received with 30 days after the Special Assessments are levied and adopted by the City Council, the assessments will be sent to the County Auditor to be placed on the property tax list to be paid in two equal installments extending over a period of one year.

Mayor Dietrich opened the public hearing.

There were no public comments.

Motion to close public hearing for the 2024 Public Nuisance & Diseased Tree Abatements by Gliva, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Resolution 2024-243 Adopting the assessment roll for 2024 Public Nuisance and Diseased Tree Abatements by Scales, second by T'Kach.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR BUSINESS:

A. Approval of Rental Housing Licenses

City Administrator Wilson presented two renting housing licenses that have been reviewed by Staff and found to be eligible for licenses. The address of 6257 Bolland Trail was incorrectly listed as 6275 Bolland Trail and the correction has been made to the application.

Motion to approve two rental housing licenses for the addresses of 3290 Lower 67th Street E and 6257 Bolland Trail by T'Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

B. Consider Response to Citizen Petition Requesting the City Require an Environmental Assessment Worksheet for a Proposed Development in the Northwest Area, **Resolution 2024-244**

Community Development Director Ziemer and Leila Bunge from Kimley-Horn presented this item. Director Ziemer said Kimley-Horn is the consulting firm that the City hired to assist with the review of the citizen petition. The question for Council tonight is about the environmental review and not about the proposed development.

EQB Petition Review and Response:

Proposed Development

- Development Site
 - 108 gross acres
 - 70th Street & Robert Trail
- Development Concept
 - 752 total residential units
 - Apartments, townhomes & single-family
 - Re-guide Robert Trail area to High-Density
- Located in the Northwest Area Overly District
- Previous Considerations
 - 08/07/2024 Planning Commission
 - 09/17/2024 Planning Commission

Director Ziemer said the recommendation from the Planning Commission after the public hearing on August 7th was to reguide the smaller area to HDR and an applicable zoning district. On September 17th, the Planning Commission reviewed the request to rezone the property to match the zoning with the land use.

Environmental Questions:

- Petition Received 09/24/2024
 - Asks City to conduct EAW
 - Environmental presentation of natural resources
 - Community health & safety (traffic/noise/pollution)
 - Sustainability in development practices
- AUAR for Northwest Area completed in 2005
 - Updated every 5 years; last update 2020
 - Assumptions of certain types of development
 - Assumptions are area-wide based on maximums
- Northwest Area environmental review complete

Director Ziemer said during the previous Planning Commission meeting a question that came up was what the different types of environmental reviews are.

Environmental Review:

- Types & process established by Minnesota Rules; administered by EQB
 - EAW & EIS : Site-specific based on development plan ("project")
 - AUAR: Area-specific based on development scenario(s)
 - Each have different thresholds triggering review & layers of detail
- Why AUAR
 - Development planning of an area
 - Cumulative environmental impact & mitigation strategies
 - Help with development due diligence but does not absolve developer from impacts
 - Beneficial to City public investment planning; better anticipation & response
- Process & Outcomes
 - Neither approval process, nor halt development
 - Awareness & identification of (potential) impacts & ways to reduce/mitigate
 - Not a question of whether can or cannot develop

Director Ziemer said the AUAR is a proactive tool and is something that a city looks at to anticipate potential issues and impacts that may result because of development. An EAW and an EIS are more reactionary tools when someone is proposing development to understand the same types of impacts that the AUAR would study. Environmental studies are a collaborative effort with other government agencies like the PCA, the department of Natural Resources, local watershed, and any other government agencies. These agencies review the studies, and they may provide comments that may trigger adjustments by the city or plan for. When the studies go forward, they are done according to established laws, government agency guidelines and any development would have to follow them.

Director Ziemer said environmental studies are a large collective effort and not just done by a city or developer.

Leila Bunge, an Environmental Planner with Kimley-Horn, said she assisted Inver Grove Heights with the 2020 AUAR update for the NWA expansion. Bunge said that an EAW is usually a study for an individual project that is not already covered by some other form of environmental documentation. The properties the study is requested for are covered in the 2020 AUAR Update.

EAW Petition:

- Date Petition Received
 - 09/24/2024
- Subject Property
 - 6470 & 6680 South Robert Trail
 - 1401 70th Street East
- Main Arguments/Concerns
 - Environmental presentation of natural resources
 - Community health & safety
 - Increase in traffic/noise/pollution
 - Sustainability in development practices
- Concerns Addressed through 2020 AUAR Update

Environmental Review Guidelines:

- Minnesota Rules 4410.3610, Subpart 2, Item A
 - Proposed development exempt from additional environmental review if complies with conditions of AUAR mitigation plan & development assumptions studied
- 2020 AUAR Update
 - Valid Through August 20205
 - Assumed Maximum Residential Unit Count (7,907)
 - Available Units Over & Above Proposed Development
 - 1,663 units still available after deducting existing, constructed, approved & potential

Bunge said AUARs are done on a five-year basis and the last update was in August of 2020. This document expires in August of 2025 and is still a valid document.

Northwest Expansion Area Unit Count:

	Units	Balance
AUAR Projected		7,907
Existing Residential	(193)	7,714
Construction/Approved	(1,444)	6,270
Remaining Capacity		6,270
Proposed Development	(752)	5,518
Possible Development	(3,855)	1,663
Projected Unused Capacity		1,663

Binge said there is still sufficient land to support proposed and future developments even with the additional residential units that are being proposed.

AUAR Mitigation & Next Steps:

- AUAR Addresses Petition Concerns
 - Proposed development is required to follow the regulation & permits of the AUAR
- City-Specific Regulations
 - Northwest Area Overlay District
 - Tree Protection, Preservation & Landscaping Ordinances
 - Natural Resource Inventory & Management Plan
 - City permit & approvals
- AUAR Mitigation Plan for Natural Communities (Pg. 98)
 - Protect & restore natural community areas in the NW Expansion Area as development occurs+
- Additional Compliance with 2020 AUAR Mitigation Measures Related to Petition
 - Stormwater Pollution Prevention Plan & Natural Pollutant Discharge Elimination System
 - Wetland delineation to avoid & account for the different wetland management types & buffers (completed by developer)
 - Phase 1 Environmental Site Assessment to identify potential contamination & remediation steps (completed by developer)
 - Species and habitat protection measures
 - Loggerhead Shrike
 - Rusty Patched Bumble Bee
 - Visual, noise, air & transportation mitigation

Findings Overview:

- Question of Petition
 - Project does not have significant environmental effects (MR 4410.1700, Subpart 7)
 - Type, extent & reversibility of environmental effects
 - Extent to which the environmental effects are subject to mitigation by ongoing public regulatory authority
 - Extent to which environmental effects can be anticipated & controlled as a result of other available environmental studies undertaken by public agencies or the project proposer, including other EIS studies
- Recommendation
 - Deny the citizen petition for an EAW

Director Ziemer said the AUAR includes maximum development that assumes a combination of commercial and residential units. For residential it assumes up to 7,907 total residential units in the NWA. When staff is deciding if an additional environmental review is needed, one of the questions they ask is if they are exceeding the maximums that are established by the AUAR. There are currently 193 existing residential units in neighborhoods that are assumed to be unlikely to be redeveloped. There are 1,444 residential units that are currently in construction or approved leaving a remaining capacity of 6,270 residential units. The

proposed development would add an additional 752 residential units that would still leave a remaining capacity of 5,518 that could be constructed. Possible development is assumed at 3,855 new residential units. The possible development is an assumed number of units based on the remaining land guided as residential in the NWA and assuming an average density development within the area covered under the AUAR.

Director Ziemer said the residential developments that have occurred have been built at a density less than the maximum density permitted. The AUAR assumed a projected density of approximately 4 and that is currently the rate at which they are developing. Including the projected development the total residential units come in lower than the projected total of 7,907 based on the current development trajectory.

Action Recommendation:

- Question Tonight
 - Is whether additional environmental review necessary based on petition
 - Is not discussion or action regarding proposed development
- Summary of Findings
 - Northwest Expansion Area planned for the type of development proposed
 - City has previously completed an environmental study for the Northwest Expansion Area
 - Project does not exceed thresholds beyond those covered by 2020 AUAR
 - No additional review would substantially change/introduce new information
 - No material evidence presented via petition to suggest otherwise
 - Potential impacts addressed & mitigated through approval & regulatory permitting processes

Director Ziemer said if Council follows staff's recommendation the item would be back before Council to begin the process of allowing the development to proceed. That would start the rezoning and would allow the developer to move forward with a development plan. Once staff are able to see the development plan, they will have the ability to review it in more detail. They would look at all of the environmental requirements and make sure the development was following them. MnDOT and Dakota County would have the ability to provide comment on the roadway facilities and advise if there are any transportation needs that have to be addressed.

Director Ziemer said the information presented is a very small portion in the overall development process. There are zoning rules and regulations in the Northwest Overlay district that will address open space, tree preservation, protection and replacement and other environmental items. The 2020 AURA satisfies all of the terms that the petition is seeking in terms of an overall environmental review and staff recommends denial of the petition request.

Council Member T'Kach asked what mitigation measures are included in the AUAR regarding the Loggerheaded Shrike and the Rusty Patched Bumble Bee.

Director Ziemer said one of the mitigation measures for the Loggerheaded Shrike is to not remove certain types of trees during certain seasons like breeding or mating season.

Bunge said there are recommendations for mowing restrictions for Rusty Patch Bumblebee habitats. There are also recommendations to incorporate native habitat species that welcome them. The AURA has a lot of options that can be incorporated into the design.

Council Member T'Kach asked if the recommendations are a requirement of development.

Director Ziemer said they do not have development plans that they can provide comment on in relation to potential mitigations, but the developer is obligated to review them. Staff will have to make sure developers are abiding by the particular items to not have a potential impact on those species.

Council Member Gliva asked how long a new EAW would take and who would pay for it.

Bunge said an EAW typically takes 6 - 9 months to complete and there is a 30 day public comment period before it is adopted.

Director Ziemer said if the project meets the thresholds to require an EAW or an EIS it is typically paid for by the developer. The EAW would be presented to the City and would go to all of the regulator agencies to have the opportunity to review and comment. There is also a public comment period.

Council Member Murphy asked if the unused unit capacity of 1,663 was for the entire NWA.

Director Ziemer said yes, 1,663 is the projected unused capacity for the entire NWA. Presently there are 6,270 units available in the NWA. If the proposed development units are removed, there are 5,518 units that could still be developed. The remaining development that occurs within the area is still 3,855 plus the 1,663 unused capacity.

Council Member T'Kach asked what was included in the response to the petition from the EQB.

Director Ziemer said the EQB receives the petition and reviews it to verify it conforms to their rules for petitioning and then they send it to the City. They are not provided with the response to the petitioner.

Public Comment:

Craig Hillegas - 6755 Arlene Ave - said the current zoning of the area is agricultural but the Planning Commission recommended the change. Hillegas asked if there were special considerations given to the Lennar and Canvas developments because they completely changed the land to build their developments.

Karen Van De Velde - 6565 Arlene Ave - said she is concerned about climate change and wants deeper environmental studies to be done with development. The area is a wetland and a natural habitat for many species and supported a new EAW being completed.

Ria-Lynne Nelson - 6855 Arlene Ave - said she is concerned that the specific property was not reviewed during the AUAR study and is also concerned about destroying the Rusty Patched Bumble Bees habitats because they are an endangered species.

James Lauck - 6785 Athena Way - asked who is responsible for monitoring the developers because they have been clearing out the trees.

Larry Nelson - 6855 Arlene Ave - said there is a man-made lake on the property, and it has effected the water quality of the nearby wells. The property has wetlands that feed the aquifers and removing them or creating fake wetlands affects the aquifers. Nelson said these concerns were not addressed in the AUAR.

Kaoru Shibata - 6190 South Robert Trail - thanked the Council for caring about the Environment and said if they develop 7,000 units in the NWA there will be an environmental impact.

Brook Williams - 3515 78th Street E - said the project area is 108 acres, and each parcel should be reviewed individually because they are very different areas. Williams said the Rusty Bumble Bee is a very important pollinator and there is an endangered plant in the area that is not listed in the report. Williams said she supports having another study for the safety of the community.

Bill Griffith - National Land Holdings - said the AUAR is a comprehensive document that identifies issues and mitigation strategies proactively. The proposed density of the development is approximately 10% of the total units identified for development in the area and the environmental impact would be small. The development has to comply with the AUAR strategies and additional regulatory controls that are already in the City's ordinances. There is a wetland delineation that has been completed on the project and they will have to develop a stormwater regulatory management plan. The NWA has higher standards in its ordinance and the development will have to meet the strict standards to develop in the NWA. Griffith said he appreciates the staff and the AUAR consultant being brought into the meeting. The project is exempt from an additional study but there are controls in place for environmental oversight and protection.

Kevin Sethre - 3650 73rd Street E - said he has a colony of Rusty Patched Bumble Bees on his property that was developed in 1958. The Environmental Commission held a water summit in April and there was a comprehensive overview of stormwater programs within the city. The video is available on the City's website and Sethre said he encouraged any residents to review it.

Mayor Dietrich said Director Ziemer is new to City staff and some of the questions asked during public comment were prior to his arrival.

Mayor Dietrich asked if the Lennar or Canvas developments received any special considerations.

Attorney Nason said the question seemed to be more of how all of the trees were able to be removed during development. Nason said she will review the agreements and determine what the tree replacements requirements were and staff can send the information to the resident.

Mayor Dietrich asked if climate change was or will be addressed in the EAW or in the AUAR.

Director Ziemer said when a development is starting the AUAR guidelines are only one part of what the developer needs to follow. The development has completed the wetland delineation and that is being sent to a technical review panel. They have to have a stormwater management plan. Stormwater management continues to evolve in regard to an environmental review. Each generation of stormwater management is usually more stringent and stricter in terms of management of water from rain and snow melts. The policies evolve to address climate change. A development plan is always reviewed by multiple agencies such as the Board of Water and Soil Resources, the Watershed district and city standards. Any regulatory agencies that handle items in the development plan review the plan based on current standards. Rules and guidelines have become much more stringent over the years.

Mayor Dietrich asked if the current property owners of the site have allowed people on to the property to study it.

Director Ziemer said he does not have the information if people were permitted to access the specific properties. The Dakota County website provides a significant amount of information that provides a layout of the land including soils, topography, types of plants that exist on the property and much more. Some of the information could be about the general area but the developer is doing their phase one environmental review as part of the wetland delineation and that information is about the specific property.

Mayor Dietrich asked if the beehives would be decimated with development because they are in the ground.

Bunge said the AUAR does not go into that level of detail regarding the location of a beehive. A habitat survey could be completed before development to identify if there are any. It is a federal nexus if there is any impact to a protected species.

Mayor Dietrich asked if an EAW would go into more detail.

Bunge said no, it would provide the same information as in the AUAR.

Mayor Dietrich asked who monitors the development progress.

Director Ziemer said when a developer gets a plan approved, they are able to go forward. All of the activity on the property from tree removal and tree replacement or potential impact to wetlands is monitored as the development moves forward. It could be existing city staff or a contracted firm that does that type of review. Sometimes cities will bring in wetland engineers to make sure that there are not any impacts to wetlands and that they are meeting all requirements. All of the different phases of development are managed and monitored.

Director Ziemer said there are mitigation strategies if a developer takes out too many trees or impacts a wetland. When there are wetlands the local watershed district approves the plan and will come out and evaluate the development to make sure they are meeting all of the requirements during development. If an accident happens and the contractor does something that impacts the wetland, the project is shut down and it has to be determined how it can be mitigate the impact.

Mayor Dietrich asked about the effects on the aquifer and wells in the area that were caused by a lake that was dug by a property owner.

Director Ziemer said the AUAR identifies wells on the property if they were drilled under a permit. There were two or three wells on the property, but they are not sure if they have been closed or remain open. If the development moves forward, they will probably look at closing the wells if they are still open. They do not want to have a source point into their drinking supply system.

Director Ziemer said when staff reviews developments they do take a very serious look at the impacts to the environment. They need to make sure they are preserving and protecting natural resources. It is difficult to balance growth and protecting natural resources. The benefit of having the AUAR is that they have done significant advanced due diligence. It is better to understand how development might impact an area over time and what mitigation measures they have available as opposed to reviewing one project at a time as they come in. When developments are looked at on an individual basis as opposed to looking at the area as a whole can cause issues over time. The purpose of the AUAR is to identify all of the potential impacts that are going to occur within the environment and how to offset them. The developer has to make sure they are following all of the rules and regulations, mitigation strategies and all of the other requirements. If they do not follow everything there are consequences as to how they have to adjust their plan.

Director Ziemer said there are significant changes and evolution in environmental science and strategy relating to development. Every time the plan is updated the requirements are updated. When a development proposes a project, everything is evaluated based on current rules and regulations. An environmental review has been completed and if there was any indication that something was missing, they would have determined what type of additional review was needed.

Council Member Gliva asked how many square miles the AUAR covers.

Director Ziemer said it is approximately 3,100 acres or 5 square miles.

Council Member Gliva asked how many acres were included in the project area.

Director Ziemer said 108 gross acres.

Council Member Scales asked if development is stopped if another environmental study is done and it is determined that there is a different endangered animal, or if the mitigation strategies just change.

Director Ziemer said yes, if something else is identified, there would be mitigation strategies attached to it.

Council Member Scales said the property has been guided for medium density since the 1970s and asked if the study was done considering the impact of a higher density than is being proposed.

Director Ziemer said looking at the whole area the report looks at the density being proposed.

Council Member Scales asked to confirm if they authorize the new study and find a new impact, it will only change the mitigation required and not stop the development.

Director Ziemer said yes, it would not prevent the development from continuing.

Council Member T'Kach said in past developments there does not seem to be oversight on the mitigation measures and asked who is responsible for ensuring the developers are following the rules.

Administrator Wilson said the City ordinances focus on mitigation and if trees are removed, they need to be replaced at a certain level. Residents may drive by a development and see a large number of trees cut down but that is not a sign that the developer is doing something illegal or that City Staff is not monitoring. It is a sign of new development. Development causes trees to be removed. Council can discuss the ordinances and if replacement is sufficient, but it is not accurate that staff are looking away while developers are illegally removing trees.

Council Member T'Kach said she knows a lot of trees are removed for being diseased or damaged. They might need a more robust tree preservation ordinance so trees can be protected. The density also has an impact. A single-family residential development would have more driveways and roads that would be more damaging to the environment than townhomes or an apartment building.

Mayor Dietrich said they should only be discussing if Council wants to move forward with the EAW or not and everything else should be saved for a later conversation.

Council Member T'Kach said there are processes in place to protect endangered animals but asked if the EAW would provide more detail and guidance on the processes.

Director Ziemer asked what information Council Member T'Kach would want to see that has not been addressed.

Council Member T'Kach said she has not been able to finish reading the AUAR.

Director Ziemer said the AUAR states that there are endangered species and a potential impact. The developer has to come up with mitigation measures. As City Staff they have to rely on the agencies that determine the rules and guidelines as it relates to wetland management and protection. The development is obligated to follow those, and their wetland delineation is going to clearly identify the area and wetlands that have to be protected, the type of protection and the different types of management areas.

Director Ziemer said the development is clearly identifying areas that are part of the wetlands in the area. Staff have to lean on the rules that are established by state agencies and watershed districts that define and guide how they are going to manage the water and what impacts are associated with the land. The AUAR identifies potential impacts and provides maps as it relates to different wetlands within the area. Developments have to do a wetland

delineation to identify the particular errors and that is going to trigger different rules and requirements.

Council Member T'Kach asked if the developer was going to be doing more in-depth research on the two properties.

Director Ziemer said the developer has already completed the wetland delineation and it is before the tech panel. They have also completed their phase one environmental assessment. Staff have not seen it yet because it is in draft form, but they have been notified that it is completed. The developer has been onsite doing their due diligence to prepare for development.

Council Member Scales said this area has always been special to him. Most of the land used to be hayfields but growth happens, and they just need to be smart about it. Scales thinks the AUAR addresses the issues in the area and does not support moving forward with another study. Another study does not stop development, it would just put another mitigation factor in place if they found something.

Mayor Dietrich said there may need to be individual studies that need to be done and would be addressed as they come up. The specifics that residents are asking for would not come from the study. Dietrich said she does not support approving the petition.

Council Member Murphy said he did have concerns prior to the presentation but they have been addressed. There is still capacity in the NWA and the AUAR addresses the entire area. Murphy agrees with not moving forward with the EAW.

Council Member Gliva said she does not think another environmental study will discover anything new. There are 752 units proposed of the 7,907 units which is roughly 9.5% of total units. The area is only 3.5% of the total area of the AUAR. The density is about three times the acreage.

Council Member T'Kach said she has been on both sides of the issue with the request for the EAW and Staff's response to what is in place with the AUAR and the opportunities in the future to hold everyone including Council responsible for what happens in the entire NWA. T'Kach said she does believe the systems are in place and was not additional evidence provided to the EQB for additional information that was needed.

Motion to approve the Resolution 2024-244 Denying a Petition for preparation of an environmental assessment worksheet for the application by National Land Holdings LLC for the Rezoning and reguiding of the property located at 6570 and 6680 South Robert Trail and 1401 70th Street E by T'Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Council Member T'Kach said residents have mentioned issues about tree coverage and preservation and would like Council to discuss it in 2025. Inver Grove Heights does not have a particularly robust tree preservation program.

8. PUBLIC COMMENT:

Glen Ruiz - 2462 53rd Street E - said they are putting in an overflow from the cinema between Hwy 494 and Hwy 52 and have built the wall about 20 feet behind their property. The past storm caused the water to go over the embankment and has been causing his yard to stay wet for longer periods of time. Ruiz said he spoke to the City and thanked Director Connolly and Code Enforcement Coordinator Rainey for having the affected trees removed from his yard, but he does not want to see all of his trees needing to be removed.

Tracie Killion - 4660 Bacon Ave - said according to a recent poll said 62% of Americans have concerns over the election systems. Systems can be hacked, and the upcoming election is a prime target. The approximate cost to have four election judges work two days would be \$1,120. If the cost is a concern, there are people that are willing to donate their time. Per statute 204c.10 and rule 8235 hand counting is the only option in an extremely close or contested race. An audit should be performed the same way. Elections should be locally controlled, secure, and completely transparent to the public.

Derek Lind - Ramsey - said he is part of a team of advocates in Anoka County that have reached out to all 21 cities in Anoka County and asked if they could give a presentation on how to better secure their election. They were invited back by 11 cities and seven of the cities passed Resolutions relating to the elections. The City of Oak Grove passed a second resolution to eliminate their electronic poll pads and want to return to paper poll pads. Lind said the City can control their elections by doing a post-election review, eliminating the electronic poll pads and review the mail in ballots. It would make it very hard to cheat in the election.

Erik Van Mechelen - Minneapolis - said one of the challenges they have right now is an information flowing between the government and the public. The Post-election reviews are under Statute 206.89 and all ballots are to be reviewed. There is a certificate regarding the 5th precinct that was reviewed in the post-election review that the Dakota County Elections Manager sent to an Attorney that has been entered into public record through a petition to the State Board of Ethics. The first two columns on the certificate are the total votes reported and the total hand counted votes. There were 863 missing ballots that they said were absentee ballots. All of the ballots should be present at the post-election reviews. When ballots are missing statute 206.89 Subd. 4 and 5 say an additional review should be done. There was no additional review done. There are 12 precincts in Inver Grove Heights and some of them could be included in the Dakota County post-election review.

Kelly Kayser - 1953 59th CT E. - said she was on the pavement management Citizen Taskforce and has been following Pavement Management for ten years. The information that staff, the City Attorney and the Public Works director said is all accurate and informative. Kayser said there is a lot of confusion around the term appraisal. The county assessor appraises property, the benefit analysis appraisal is another form and there is a real estate appraisal when you buy or sell a house. Kayser said she spoke with a county assessor and their primary focus is the land and buildings but there are nuances when they review properties including nicely maintained houses and streets that are in good condition that will influence the appraisal. The benefit analysis appraisal is assessing the neighborhood and

assigns a benefit for the project to those houses. The neighborhood is benefiting from the improvements and the benefit is divided between the houses. The City provides a large amount of money each year for pavement management from different avenues including taxes paid by residents. Every city struggles with roads and how to pay for them. In Inver Grove Heights there were many years when roads were not adequately addressed.

Kayser said Council Member T'Kach was on the taskforce as well and was correct that there was not a 100% consensus because they had a diversity of people learning and sharing opinions. The strong opinions were that assessments needed to be fair, and neighborhoods needed to be treated consistently.

Keven Sethre - 3650 73rd Street E - said he was also on the Pavement Management taskforce and there was engagement from Council and Staff during the process. Some of the recommendations the taskforce made were similar to the comments made today. Development has to be done responsibly but it is not always a bad thing.

Patty Mikulski - 3379 67th Street E. - said there has been a lot of information over the last four years about insecure machines, publicly available passwords and machines being hackable. Mikulski said she is an election judge and was willing to volunteer her time for an audit.

Sandy Honerbrink - 2318 75th Street E - said she supports a post-election review because mistakes happen and there is also fraud. Honerbrink said she double checks everything in her daily life. Residents want the correct vote count and the correct person in office. Hand counting the ballots would allow them to verify the machines and totals.

Brook Williams - 3515 78th Street E - said the Attorney General of Minnesota has required warrants for police to operate an Unmanned Aerial system for observation on private property. There is a statistic that says law enforcement is responsible for one third of aircraft and UAS collisions. Williams said she would recommend a very strong pilot training program for any UAS operators in Inver Grove Heights. When there is an emergency response type of situation where a quick response is needed it might be better to have the fire department respond with a drone, so they do not have to get a warrant.

9. MAYOR AND COUNCIL COMMENTS:

Council Member Scales said he appreciated everyone being involved and staying through the meeting. The Fire department is halfway through their Citizen Academy, and he has been participating. He encourages anybody who is interested in learning how the Fire Department works to attend, and it is a lot of fun. The Police Department also has a Citizen Academy, and it is a great way to get involved with City services and learn what they do.

Mayor Dietrich said she has done both and they are fantastic.

Council Member Gliva said Council has heard a lot of feedback about the election and she does not see any harm in auditing some of their precincts.

Council Member Murphy said the audit makes sense to him and would be curious what it would look like. Council has a full agenda and the election is coming soon. If Council wants to consider it, they will need to discuss it soon.

Mayor Dietrich said she does not know the logistics but supports an audit. Fraud is abundant and the City's Election team does a great job, but it is more about double checking the machines. She would support an audit.

Council Member T'Kach said there is a public check of the voting machines before each election and asked if staff could provide any information on the process.

Administrator Wilson said there is a regular meeting prior to the election and suggests the city clerk prepare a written report for Council to read in advance of the next meeting that describes the current steps to verify the accuracy of the election and what would be involved in a higher level verification. Council could provide direction at the next meeting and staff can make sure it is in allowable option.

Administrator Wilson said the end of the year is approaching and it can be a busy time for the City and the list of agenda items. Staff proposed an additional meeting on November 18th but it did not work for all of Council. There are major items coming that will need Council's time and attention before the end of the year. The Ordinance related to the legalization of cannabis beginning in 2025 is one item. Staff expects there will be additional Council action on the proposed development in the NWA including the comp plan amendment and rezoning requests that have been applied for. The Pine Bend landfill has applied for an expansion which Council will have to consider some zoning changes in land use.

Administrator Wilson said the work session scheduled for December 2nd and the topic during that work session would be their truth and taxation meeting where the public can comment on the budget. In recent years that meeting has been 30 - 45 minutes and they could call a meeting after the work session. Another option would be to add an additional meeting in December. Their last scheduled meeting for 2024 is December 9th. They could schedule a meeting for December 16th if Council is available. They could consider another day of the week also.

Mayor Dietrich said Monday nights are good for residents.

Administrator Wilson said residents are accustomed to Council meetings on Monday nights.

Council agreed to expand the December 2nd meeting.

Mayor Dietrich said she agreed to extend the meeting on December 2nd as long as the agenda does not get too heavy and asked staff if they could bring back what the agenda looks like closer to the meeting, and they can decide then.

Administrator Wilson said yes, they can bring it back with agenda topics closer to December 2nd.

Council Member T'Kach said she agreed with expanding the meeting on December 2nd but thinks it may be a good idea to hold December 16th for a possible meeting if needed.

Administrator Wilson asked if any members of Council know they would not be available for a meeting on December 16th.

Council Member Murphy said he is not sure he would be available on December 16th.

Administrator Wilson said she will provide an outline for regular business items Council can expect to see for the meetings on November 25th, December 2nd and December 9th.

Council Member T'Kach said some of the items are pretty large and asked if staff will be able to balance and allocate the items based on the applications and deadlines associated with them.

Administrator Wilson said staff will do their best. They have statutory deadlines for land use applications. She expects the meetings to be long meetings but will try to prevent the meetings from going past 11 p.m. Staff will try to provide an outline of what the meetings would look like in a week, and it can be revisited at the close of Council's October 28th meeting. Council could also start one or more of the meetings earlier than 6:00 p.m.

10. ADJOURN:

Motion to Adjourn at 9:30 p.m. by Gliva, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons



Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: October 28, 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 October 9 – 22, 2024.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of October 9 – 22, 2024. Disbursement details are attached to this memo.

As a note, the credit showing in the Internal Service Funds is due to the processing of several months of solar credits received on the latest Xcel Energy statement. Those credits are deposited into the City Facilities Internal Service Fund and are intended to offset operating charges related to city's solar garden interests. Ongoing Xcel electric charges are expensed across various funds and departments as applicable, including City Facilities.

Fund Type	Amount
General Fund	\$272,431.80
Special Revenue	160,176.04
Debt Service	-
Capital Projects	28,368.51
Enterprise	724,353.10
Internal Service	(91,468.27)
Escrows	40,181.70
Total - All Funds	\$1,134,042.88

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends approval of the disbursements as presented.

ATTACHMENTS

1. Resolution 10.28.2024
2. Disbursements Listing (10.9.2024 - 10.22.2024)

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

RESOLUTION NO. 2024-245

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
October 9, 2024 - October 22, 2024.**

WHEREAS, a detailed listing of disbursements for the period of October 9, 2024 - October 22, 2024 was presented to council for approval.

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

Fund Type	Amount
General Fund	\$272,431.80
Special Revenue	160,176.04
Debt Service	-
Capital Projects	28,368.51
Enterprise	724,353.10
Internal Service	(91,468.27)
Escrows	40,181.70
Total - All Funds	\$1,134,042.88

Approved by the City of Inver Grove Heights, Minnesota this 28th day of October 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Payment Dates 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
OKER INVESTMENTS	228744949B	10/10/2024	Junk Removal at 6535 Dawn ...	101.5000.000.5310	364.00
LELS	INV0202593	10/04/2024	UNION DUES (LELS LIEUTENA...	101.0000.000.2041	282.00
INTERNATIONAL UNION OF O...	INV0202597	10/04/2024	UNION DUES IUOE-49 REGUL...	101.0000.000.2041	245.00
INTERNATIONAL UNION OF O...	INV0202598	10/04/2024	UNION DUES IUOE-49 WORKI...	101.0000.000.2041	121.31
IUOE	INV0202599	10/04/2024	UNION DUES IUOE-70	101.0000.000.2041	1,912.00
LELS LOCAL #84	INV0202600	10/04/2024	UNION DUES (LELS)	101.0000.000.2041	2,397.00
LELS	INV0202615	10/04/2024	UNION DUES (LELS SGT)	101.0000.000.2041	493.50
METROPOLITAN COUNCIL	10/1/2024	10/10/2024	SAC prompt payment discount...	101.0000.000.4300	-273.35
UNIFIRST CORPORATION	1410092134	10/10/2024	Street Uniforms	101.3200.000.5175	47.86
UNIFIRST CORPORATION	1410092134	10/10/2024	Parks Uniforms	101.4200.000.5175	67.11
MTI DISTRIBUTING CO	1451533-00	10/10/2024	repairs at Rich Valley	101.4200.000.5400	3,850.17
MTI DISTRIBUTING CO	1451921-00	10/10/2024	Parts for small equipment	101.4200.000.5405	264.72
MTI DISTRIBUTING CO	1452331-00	10/10/2024	Parts for building repairs at Ri...	101.4200.000.5400	830.81
CULLIGAN	157985524824X093024	10/10/2024	Rich Valley bottled water	101.4200.000.5125	20.25
CULLIGAN	157985524824X093024	10/10/2024	Rich Valley bottled water mac...	101.4200.000.5430	11.30
FIRST IMPRESSION GROUP	160071	10/10/2024	Grand opening ribbon spools	101.1300.000.5190	420.00
FIRST IMPRESSION GROUP	161639P	10/10/2024	Insights fall 2024 postage	101.1300.000.5325	3,403.95
MARTIN-MCALLISTER	16411	10/10/2024	POC Firefighter pre-employm...	101.2200.000.5312	625.00
KENNEDY & GRAVEN	183188	10/10/2024	General City Business	101.1000.000.5305	13,418.00
BITUMINOUS ROADWAYS, INC.	18905	10/10/2024	Curb Painting	101.3200.000.5415	2,800.00
CLAREY'S SAFETY EQUIPMENT	213525	10/10/2024	New fire hoses	101.2200.000.5160	14,208.00
ST CROIX RECREATION CO	22079	10/10/2024	playground replacement parts	101.4200.000.5400	1,402.03
BLOOMINGTON SECURITY SO...	237681	10/10/2024	So Valley door lock replaceme...	101.4200.000.5400	2,149.44
COLLINS ELECTRICAL CONST.	244465.01	10/10/2024	Streetlight repairs	101.3400.000.5405	211.50
RENEE DUBS ELLENA	24-5259	10/10/2024	Insights design layout fall 2024	101.1300.000.5310	2,665.00
G & M TREE MOVING INC	2571	10/10/2024	trees moved from nursery to ...	101.4200.000.5310	3,500.00
DAKOTA TREE	2644	10/10/2024	Tree Trimming	101.3200.000.5415	12,500.00
SOLBERG AGGREGATE CO	29804	10/10/2024	Class 5 Gravel for road mainte...	101.3200.000.5125	1,813.28
GOPHER LAWN AND SNOW S...	3698	10/10/2024	Cemetery lawn care svcs 9.20...	101.4200.000.5310	270.00
GOPHER LAWN AND SNOW S...	3699	10/10/2024	Ditch mowing 9.2024	101.4200.000.5310	130.00
GOPHER LAWN AND SNOW S...	3703	10/10/2024	Lawn Care Services @6339 Ap...	101.5000.000.5310	85.00
GOPHER LAWN AND SNOW S...	3704	10/10/2024	Lawn Care Services @ 7649 C...	101.5000.000.5310	85.00
MN NCPERS LIFE INSURANCE	542000112024	10/10/2024	11.2024 Premium	101.0000.000.2024	224.00
HOLMES DESIGN, INC.	5566	10/10/2024	Flyer designs & marketing for ...	101.1300.000.5310	1,758.75
NORTHERN SAFETY TECHNOL...	58371	10/17/2024	Replace Fleet Camera	101.2000.000.5410	616.00
DAKOTA AGGREGATES, LLC.	7599241	10/10/2024	Safety Grit Sand	101.3200.000.5125	640.91
GERTENS	798469/6	10/10/2024	Dirt	101.3200.000.5125	25.95
GENERAL REPAIR SERVICE	83718	10/10/2024	Removed old & installed new ...	101.4200.000.5405	1,360.00
XCEL ENERGY	896051319	10/10/2024	Electric svcs for Vista Pines	101.4200.000.5355	11.18
KEVIN J KELLEHER LLC	9981	10/10/2024	FTO training for FT FF's	101.2200.000.5340	1,475.00
COMPASS PEER GROUPS	CPG-120524	10/10/2024	Kris Wilson's Registration	101.1100.000.5340	200.00
INNOVATIVE OFFICE SOLUTIO...	IN4639161	10/10/2024	Notebook & Pens	101.5000.000.5105	61.07
INNOVATIVE OFFICE SOLUTIO...	IN4651120	10/10/2024	trash can liners & cleaning su...	101.4200.000.5125	88.18
INNOVATIVE OFFICE SOLUTIO...	IN4652589	10/10/2024	trash can liners	101.4200.000.5125	32.23
INNOVATIVE OFFICE SOLUTIO...	IN4659637	10/10/2024	Binder clips, clipboards and p...	101.2200.000.5105	142.65
PIONEER ATHLETICS	INV-221692	10/10/2024	Replace damaged player benc...	101.4200.000.5400	2,587.00
MADISON NATIONAL LIFE INS...	1652298	10/17/2024	11.2024 Premium	101.0000.000.2026	4,292.55
MADISON NATIONAL LIFE INS...	1652298	10/17/2024	10.2024 Retro Premium Credits	101.0000.000.2026	-51.90
SHRED-N-GO, INC.	173588	10/17/2024	2022 Election Ballots Destruct...	101.1200.000.5310	35.00
MINNEAPOLIS OXYGEN CO.	00132561	10/17/2024	oxygen cylinder rental	101.2200.000.5310	211.69
MATHESON TRI-GAS, INC.	0030364625	10/17/2024	Oxygen Tanks Refills	101.2000.000.5190	138.66
FERGUSON ENTERPRISES, LLC	0268832	10/17/2024	parts for parks locator repairs	101.4200.000.5405	194.57
GALLS LLC	029120602	10/17/2024	Gear Bag for Dept Use	101.2000.000.5190	45.00

Expense Approval Report

Payment Dates: 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOLIDAY COMPANIES	080901102400	10/17/2024	Squad car washes	101.2000.000.5410	240.00
SIGNCRAFTERS OUTDOOR	10/8/2024	10/17/2024	Refund Permit #PRSN202400...	101.5100.000.4180	160.00
RICHARD A. COCKRELL	112	10/17/2024	archery range maps & reviews	101.4200.000.5310	1,771.69
ANCOM COMMUNICATIONS, ...	124026	10/17/2024	Preventive Maintenance on C...	101.2000.000.5314	69.40
MARINE DOCK & LIFT	14737	10/17/2024	Repairs to Lions Park fishing p...	101.4200.000.5400	658.95
FIRST IMPRESSION GROUP	161698	10/17/2024	Business Cards - Marquette	101.2000.000.5105	60.00
EYEMED	166490740	10/17/2024	9.2024 Retro Premium Credit	101.0000.000.2018	-9.29
EYEMED	166490740	10/17/2024	10.2024 Premium	101.0000.000.2018	255.36
THE VANELLA GROUP	17347	10/17/2024	Clean up day event labor	101.5000.420.5310	3,528.00
KENNEDY & GRAVEN	183645	10/17/2024	General City Business	101.1000.000.5305	12,150.00
KENNEDY & GRAVEN	183645	10/17/2024	7332 Agate Trail Encroachment	101.1000.000.5305	270.00
KENNEDY & GRAVEN	183645	10/17/2024	Forte Real Estate App. 8/2024 ...	101.5100.000.5305	51.00
DAKOTA CTY DISTRICT COURT	19AVCR2371871	10/17/2024	Bail money - Casey Niederkorn...	101.0000.000.2208	500.00
QUICKSCORES LLC	242197	10/17/2024	Quickscores sports software f...	101.4300.459.5395	154.00
CHARTER COMMUNICATIONS...	24-277372	10/17/2024	Search Warrant for case 2773...	101.2000.000.5310	50.00
MCK SERVICES, INC.	24401	10/17/2024	Repair welding on disc golf co...	101.4200.000.5400	320.00
VALLEY IMAGES PHOTOGRAP...	3395	10/17/2024	New Hire Photo Session - Mar...	101.2000.000.5310	50.00
ASPEN MILLS	340322	10/17/2024	New Officer Initial Uniform Pu...	101.2000.000.5175	2,197.63
ASPEN MILLS	340405	10/17/2024	Initial purchase for new Cadet...	101.2000.000.5175	767.24
ASPEN MILLS	340629	10/17/2024	Shirts w/ embroidery work - H...	101.2000.000.5175	131.98
BUREAU OF CRIMINAL APPRE...	34593	10/17/2024	Interview & Interrogation Trai...	101.2000.000.5340	300.00
BUREAU OF CRIMINAL APPRE...	37358	10/17/2024	DMT Recertification Jeanette ...	101.2000.000.5340	75.00
CHOICE MARKETING, INC.	374388	10/17/2024	K9 Baseball cards for Asher an...	101.2000.000.5182	502.95
EBERL IRON WORKS, INC.	525562	10/17/2024	sign parts and supplies	101.3200.000.5125	843.24
ASSOCIATION OF MINNESOTA...	69907	10/17/2024	Assistant finance director job ...	101.1120.000.5330	75.00
STERICYCLE INC	8008377201	10/17/2024	Onsite shredding pick up	101.2000.000.5310	194.51
DAJ ENTERPRISES LLC (ECO W...	8386	10/17/2024	fertilizers for parks	101.4200.000.5135	2,377.50
MN BLIZZARD BASEBALL	9/23/2024	10/17/2024	Refund overpayment of field r...	101.4300.000.4362	135.16
CAMPBELL KNUTSON, P.A.	9/30/2024	10/17/2024	Prosecution Services 9.2024	101.2000.000.5306	19,862.85
INVER GROVE HEIGHTS ANIM...	916062	10/17/2024	Surgery for K9 Chase	101.2000.000.5180	3,383.50
DAKOTA 911	AR-0000000031	10/17/2024	Dakota 911 dispatching servic...	101.2000.000.5313	66,849.30
DAKOTA 911	AR-0000000031	10/17/2024	Dakota 911 dispatching servic...	101.2200.000.5313	7,427.70
CENTURY COLLEGE	CI0000002425	10/17/2024	Textbooks for FAO class	101.2200.000.5179	500.00
FAIRVIEW HEALTH SERVICES	EMS02311	10/17/2024	Blood draw for DWI Arrest 23...	101.2000.000.5310	88.40
GEOTAB USA, INC.	IN401672	10/17/2024	ProPlus Software 9.2024	101.2000.000.5395	283.43
AXON ENTERPRISES, INC.	INUS283468	10/17/2024	Taser Instructor Course x 4	101.2000.000.5340	1,980.00
CADD ENGR SUPPLY, INC.	INV166024	10/17/2024	Ink for parks & rec plotter	101.4300.459.5105	280.35
PIONEER ATHLETICS	INV-225275	10/17/2024	parts for bench replacement	101.4200.000.5400	512.00
XCEL ENERGY	883133478	10/31/2024	FD electric charges	101.2200.000.5352	554.73
XCEL ENERGY	883133478	10/31/2024	FD natural gas charges	101.2200.000.5355	809.99
XCEL ENERGY	883133478	10/31/2024	Street lighting electric charges	101.3400.000.5355	1,146.63
XCEL ENERGY	883133478	10/31/2024	Parks electric charges	101.4200.000.5352	127.62
XCEL ENERGY	883133478	10/31/2024	Parks natural gas charges	101.4200.000.5355	374.29
XCEL ENERGY	883307696	10/31/2024	FD electric charges	101.2200.000.5352	579.16
XCEL ENERGY	883307696	10/31/2024	FD natural gas charges	101.2200.000.5355	1,732.44
XCEL ENERGY	883307696	10/31/2024	Street lighting electric charges	101.3400.000.5355	1,182.74
XCEL ENERGY	883307696	10/31/2024	Parks electric charges	101.4200.000.5352	36.78
XCEL ENERGY	883307696	10/31/2024	Parks natural gas charges	101.4200.000.5355	296.42
XCEL ENERGY	884545691	10/31/2024	FD natural gas charges	101.2200.000.5355	5.39
XCEL ENERGY	884545691	10/31/2024	Parks electric charges	101.4200.000.5352	104.58
XCEL ENERGY	884545691	10/31/2024	Parks natural gas charges	101.4200.000.5355	416.94
XCEL ENERGY	888584316	10/31/2024	FD natural gas charges	101.2200.000.5355	5.39
XCEL ENERGY	888584330	10/31/2024	FD natural gas charges	101.2200.000.5355	162.56
XCEL ENERGY	893570465	10/31/2024	Street lighting electric charges	101.3400.000.5355	99.65
XCEL ENERGY	894223632	10/31/2024	FD electric charges	101.2200.000.5352	993.09
XCEL ENERGY	894223632	10/31/2024	FD natural gas charges	101.2200.000.5355	4,016.54
XCEL ENERGY	894223632	10/31/2024	Street lighting electric charges	101.3400.000.5355	2,353.76
XCEL ENERGY	894223632	10/31/2024	Parks electric charges	101.4200.000.5352	282.44
XCEL ENERGY	894223632	10/31/2024	Parks natural gas charges	101.4200.000.5355	1,914.52
XCEL ENERGY	895769944	10/31/2024	FD electric charges	101.2200.000.5352	440.28

Expense Approval Report

Payment Dates: 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	895769944	10/31/2024	FD natural gas charges	101.2200.000.5355	766.36
XCEL ENERGY	895769944	10/31/2024	Street lighting electric charges	101.3400.000.5355	1,267.88
XCEL ENERGY	895769944	10/31/2024	Parks electric charges	101.4200.000.5352	141.02
XCEL ENERGY	895769944	10/31/2024	Parks natural gas charges	101.4200.000.5355	1,062.45
XCEL ENERGY	896064900	10/31/2024	Street lighting electric charges	101.3400.000.5355	12,549.38
XCEL ENERGY	896065096	10/31/2024	Street lighting electric charges	101.3400.000.5355	11,928.81
XCEL ENERGY	896065303	10/31/2024	Street lighting electric charges	101.3400.000.5355	12,036.87
XCEL ENERGY	897397870	10/31/2024	FD electric charges	101.2200.000.5352	116.38
XCEL ENERGY	897397870	10/31/2024	FD natural gas charges	101.2200.000.5355	1,296.37
XCEL ENERGY	897397870	10/31/2024	Street lighting electric charges	101.3400.000.5355	120.10
XCEL ENERGY	897397870	10/31/2024	Parks natural gas charges	101.4200.000.5355	11.18
XCEL ENERGY	897572753 CR	10/31/2024	Parks electric charges	101.4200.000.5355	-0.38
XCEL ENERGY	897795961	10/31/2024	PD electric	101.2000.000.5355	44.22
Fund 101 - GENERAL FUND Total:					272,431.80

Fund: 201 - C.V.B. FUND

RIVER HEIGHTS CHAMBER OF ...	103519	10/10/2024	CVB Health Insurance Reimbu...	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF ...	103519	10/10/2024	Service Contract/Admin Expen...	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF ...	103519	10/10/2024	Contract/Personnel Costs 8.2...	201.5600.000.5310	6,024.00
RIVER HEIGHTS CHAMBER OF ...	103519	10/10/2024	CVB Cell Phone Reimburseme...	201.5600.000.5320	75.00
RIVER HEIGHTS CHAMBER OF ...	103520	10/10/2024	Monthly Rent 9.2024	201.5600.000.5430	600.00
LILLYANNA ELAINE SMITH	10/1/2024	10/17/2024	Google Workspace	201.5600.000.5335	22.00
LILLYANNA ELAINE SMITH	10/1/2024	10/17/2024	Hotel Stay for MACVB 10/2 - 1...	201.5600.000.5340	304.12
LILLYANNA ELAINE SMITH	10/1/2024	10/17/2024	Dinner during MACVB 10.2.20...	201.5600.000.5340	44.43
LILLYANNA ELAINE SMITH	10/2/2024	10/17/2024	Mileage reimbursement for tr...	201.5600.000.5340	180.78
RIVER HEIGHTS CHAMBER OF ...	103523	10/17/2024	Monthly Office Rent 10.2024	201.5600.000.5430	600.00
RIVER HEIGHTS CHAMBER OF ...	103524	10/17/2024	CVB Health Ins. Reimburseme...	201.5600.000.5310	250.00
RIVER HEIGHTS CHAMBER OF ...	103524	10/17/2024	Contract/ Personnel costs 9.2...	201.5600.000.5310	6,012.67
RIVER HEIGHTS CHAMBER OF ...	103524	10/17/2024	Service contract/ Admin Expe...	201.5600.000.5310	300.00
RIVER HEIGHTS CHAMBER OF ...	103524	10/17/2024	CVB Cell Phone Reimburseme...	201.5600.000.5320	75.00
CATHERINE PIEPER	9083	10/17/2024	Ad Campaigns	201.5600.000.5330	1,701.50
Fund 201 - C.V.B. FUND Total:					16,739.50

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

TWIN SOURCE SUPPLY	00513114	10/10/2024	janitorial paper products	205.4420.000.5125	505.70
TWIN SOURCE SUPPLY	00513114	10/10/2024	janitorial paper products	205.4430.000.5125	337.13
TWIN SOURCE SUPPLY	00513114	10/10/2024	janitorial paper products	205.4440.000.5125	632.12
TWIN SOURCE SUPPLY	00513114	10/10/2024	janitorial paper products	205.4450.481.5125	210.71
CULLIGAN	157011438908X093024	10/10/2024	softener salt	205.4420.000.5125	148.47
CULLIGAN	157011438908X093024	10/10/2024	softener salt	205.4430.000.5125	98.98
CULLIGAN	157011438908X093024	10/10/2024	softener salt	205.4440.000.5125	79.54
CULLIGAN	157011438908X093024	10/10/2024	softener salt	205.4450.481.5125	26.51
DANIEL BAUER - TRUE MECH...	1639	10/10/2024	Monthly boiler checks 9.2024	205.4420.000.5400	405.00
AQUA LOGIC, INC.	3940	10/10/2024	chem check, pool patch, inspe...	205.4420.000.5400	1,570.41
GRAINGER	9267304021	10/10/2024	repair parts for pool equipme...	205.4420.000.5405	30.90
KENDELL DOORS & HARDWARE	IN104099	10/10/2024	door lock replacement in pool...	205.4420.000.5400	920.00
MEDICINE LAKE TOURS	10/14/2024	10/17/2024	TIS Field Trip Payment	205.4450.480.5343	1,230.00
R & R SPECIALTIES OF WI, INC.	0083261-IN	10/17/2024	ice rink paint & services	205.4440.000.5400	2,249.50
W. W. GOETSCH ASSOCIATES, ...	113387	10/17/2024	pool pump repairs	205.4420.000.5400	425.00
FIRST IMPRESSION GROUP	159991	10/17/2024	Business Cards - Suzie	205.4420.000.5105	60.00
AEP ONSITE PARTNERS, LLC	419-21520869	10/17/2024	9.2024 Solar Panels	205.4420.000.5355	3,235.73
AEP ONSITE PARTNERS, LLC	419-21520869	10/17/2024	9.2024 Solar Panels	205.4430.000.5355	2,157.16
AEP ONSITE PARTNERS, LLC	419-21520869	10/17/2024	9.2024 Solar Panels	205.4440.000.5355	4,196.98
AEP ONSITE PARTNERS, LLC	419-21520869	10/17/2024	9.2024 Solar Panels	205.4450.481.5355	1,399.00
SIMLEY BLUE LINE CLUB	9/23/2024	10/17/2024	Refund overpaid ice rental fee...	205.4440.000.4380	79.90
T & M JOHNSON INC	9/27/2024	10/17/2024	Metro Dining Cards	205.4450.480.5190	875.00
CAREY S. LANGER	IGH92924	10/17/2024	Music, fall fest	205.4450.480.5310	150.00
CADD ENGR SUPPLY, INC.	INV166024	10/17/2024	Ink for parks & rec plotter	205.4410.472.5105	420.53
XCEL ENERGY	883133478	10/31/2024	Aquatic center natural gas cha...	205.4440.000.5352	3,013.64
XCEL ENERGY	883133478	10/31/2024	51-6098709-7	205.4450.481.5352	1,004.55
XCEL ENERGY	883307696	10/31/2024	Aquatic center natural gas cha...	205.4440.000.5352	2,863.63
XCEL ENERGY	883307696	10/31/2024	51-6098709-7	205.4450.481.5352	954.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	894223632	10/31/2024	Aquatic center natural gas cha...	205.4440.000.5352	4,509.85
XCEL ENERGY	894223632	10/31/2024	51-6098709-7	205.4450.481.5352	1,503.28
XCEL ENERGY	895769944	10/31/2024	Aquatic center natural gas cha...	205.4440.000.5352	2,085.32
XCEL ENERGY	895769944	10/31/2024	51-6098709-7	205.4450.481.5352	695.11
XCEL ENERGY	896304206	10/31/2024	Aquatic center electric charges	205.4420.000.5355	8,176.12
XCEL ENERGY	896304206	10/31/2024	Aquatic center electric charges	205.4430.000.5355	5,450.74
XCEL ENERGY	896502025 CR	10/31/2024	Ice arena load profile electric	205.4440.000.5355	-1,189.91
XCEL ENERGY	896502025 CR	10/31/2024	Ice arena load profile electric	205.4450.481.5355	-396.64
XCEL ENERGY	896502075	10/31/2024	Ice arena load profile electric	205.4440.000.5355	5,539.46
XCEL ENERGY	896502075	10/31/2024	Ice arena load profile electric	205.4450.481.5355	1,846.49
XCEL ENERGY	897572753	10/31/2024	Aquatic center electric charges	205.4420.000.5355	8,403.64
XCEL ENERGY	897572753	10/31/2024	Aquatic center electric charges	205.4430.000.5355	5,602.43
XCEL ENERGY	897572753	10/31/2024	Ice arena load profile natural ...	205.4440.000.5352	537.64
XCEL ENERGY	897572753	10/31/2024	Ice arena load profile electric	205.4440.000.5355	3,851.75
XCEL ENERGY	897572753	10/31/2024	Ice arena load profile natural ...	205.4450.481.5352	179.21
XCEL ENERGY	897572753	10/31/2024	Ice arena load profile electric	205.4450.481.5355	1,283.92
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					77,359.04
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
BITUMINOUS ROADWAYS, INC.	18868	10/10/2024	VMCC pkg lot reno - NG to pay...	206.4410.470.5605	54,945.00
Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:					54,945.00
Fund: 290 - EDA-OPERATING FUND					
KENNEDY & GRAVEN	183188	10/10/2024	EDA Matters July 2024	290.5800.000.5305	937.00
KRUEGER REAL ESTATE ADVIS...	9/30/2024	10/10/2024	Monthly Contracted Fees 9.20...	290.5800.000.5310	7,800.00
EHLERS AND ASSOCIATES, INC.	98974	10/10/2024	EDA Concord Redevelopment...	290.5800.000.5310	550.00
EHLERS AND ASSOCIATES, INC.	98977	10/10/2024	EDA 2024 Republic Site Review	290.5800.000.5310	1,160.00
COMPASS PEER GROUPS	CPG-120524	10/10/2024	Jason Ziemer's Registration	290.5800.000.5340	150.00
KENNEDY & GRAVEN	183645	10/17/2024	EDA: Pinkville Land Sale	290.5800.000.5305	164.50
KENNEDY & GRAVEN	183645	10/17/2024	EDA Matters - August 2024	290.5800.000.5305	371.00
Fund 290 - EDA-OPERATING FUND Total:					11,132.50
Fund: 401 - PARK CAPITAL REPLACEMENT					
KENNEDY & GRAVEN	183645	10/17/2024	South Valley Project work	401.4210.000.5305	390.00
HEINFRIED KOLKMANN	24-056	10/17/2024	Construction services for Skyv...	401.4210.000.5310	5,500.00
HEINFRIED KOLKMANN	24-056	10/17/2024	Construction services for Oak...	401.4210.000.5310	5,500.00
SHORT ELLIOTT HENDRICKSON..	475340	10/17/2024	9.2024 Swing Bridge lighting p...	401.4210.000.5310	3,642.19
Fund 401 - PARK CAPITAL REPLACEMENT Total:					15,032.19
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
KENNEDY & GRAVEN	183188	10/10/2024	Heritage Village PH IV damage...	402.4210.000.5305	735.00
KENNEDY & GRAVEN	183645	10/17/2024	HVP Phase IV claim	402.4210.000.5305	377.57
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					1,112.57
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
WSB & ASSOCIATES, INC.	R-025328-000-2	10/10/2024	Construction Materials Testing	440.3210.000.5310	4,169.75
WSB & ASSOCIATES, INC.	R-025330-000-3	10/10/2024	Construction Materials Testing	440.3210.000.5310	5,384.25
WSB & ASSOCIATES, INC.	R-025332-000-4	10/10/2024	Construction Materials Testing	440.3210.000.5310	956.75
KENNEDY & GRAVEN	183645	10/17/2024	Legal Services - Easement Acq...	440.3210.000.5310	713.00
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					11,223.75
Fund: 443 - TREE REPLACEMENT FUND					
EXPERT TREE SERVICE AND SC...	11979	10/10/2024	Stump grinding in parks	443.4210.000.5310	1,000.00
Fund 443 - TREE REPLACEMENT FUND Total:					1,000.00
Fund: 510 - WATER-OPERATING FUND					
TYLER TECHNOLOGIES, INC	025-481294	10/10/2024	Insite Transaction Fees (50%) ...	510.7100.000.5482	2,686.88
AUTOMATIC SYSTEMS CO.	042305	10/10/2024	Assist with new SCADA Anten...	510.7100.000.5310	720.00
FERGUSON WATERWORKS	0531647	10/10/2024	Meter parts	510.7100.000.5158	181.71
MINNESOTA DEPARTMENT OF...	10/10/2024	10/17/2024	Water License renewal	510.7100.000.5335	23.00
UTILITY CONSULTANTS INC	121586	10/10/2024	Radium Testing	510.7100.000.5310	624.25
SHERWIN-WILLIAMS CO.	1345-7	10/10/2024	Paint for well house	510.7100.000.5400	135.24
WATER CONSERVATION SERV...	14173	10/10/2024	Leak detection for watermain ...	510.7100.000.5415	367.99
M & J SERVICES, LLC	3003	10/17/2024	Curb repair for leaking hydrant	510.7100.000.5415	2,530.00
GOPHER STATE ONE-CALL	4090491	10/10/2024	Locate Services	510.7100.000.5310	754.65

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HAWKINS, INC.	6870884	10/10/2024	Chemicals for the water treat...	510.7100.000.5135	2,019.20
XCEL ENERGY	895885573	10/10/2024	Dawn Way PRV - 6/24 - 9/22/...	510.7100.000.5355	632.73
LYON CONTRACTING, INC.	9/26/2024	10/10/2024	Permit #2409-Less Sales Tax	510.0000.000.2205	-18.61
LYON CONTRACTING, INC.	9/26/2024	10/10/2024	Permit #2409-Original Deposit	510.0000.000.2350	1,500.00
LYON CONTRACTING, INC.	9/26/2024	10/10/2024	Permit #2409-Less Water Usa...	510.7100.000.4720	-261.20
LONE OAK COMPANIES	95393	10/10/2024	UT Billing 9.2024 (50%)	510.7100.000.5310	556.72
CORE & MAIN LP	V679040	10/10/2024	Meter Radios	510.7100.000.5158	504.00
CORE & MAIN LP	V679469	10/10/2024	Meter Wires	510.7100.000.5158	1,247.59
CORE & MAIN LP	V733100	10/10/2024	Meter Radios	510.7100.000.5158	1,476.70
HAWKINS, INC.	6888596	10/17/2024	Chemicals for water plant	510.7100.000.5135	10.00
FERGUSON WATERWORKS	0538397	10/17/2024	12 digit measure wheel	510.7100.000.5160	99.97
HAWKINS, INC.	6883000	10/17/2024	Chemicals for water plant	510.7100.000.5135	4,302.47
CITY OF EAGAN	9/1/2024	10/17/2024	3rd Qtr 2024-Water-Eagan JPA	510.7100.000.5361	82,290.15
USABUEBOOK	INV00505994	10/17/2024	Roller for water plant	510.7100.000.5150	586.09
XCEL ENERGY	883133478	10/31/2024	Water electric charges	510.7100.000.5352	304.68
XCEL ENERGY	883133478	10/31/2024	Water natural gas charges	510.7100.000.5355	18,850.05
XCEL ENERGY	883307696	10/31/2024	Water electric charges	510.7100.000.5352	69.36
XCEL ENERGY	883307696	10/31/2024	Water natural gas charges	510.7100.000.5355	6,793.86
XCEL ENERGY	883494353	10/31/2024	Water electric charges	510.7100.000.5352	34.68
XCEL ENERGY	883494353	10/31/2024	Water natural gas charges	510.7100.000.5355	3,731.96
XCEL ENERGY	883630332	10/31/2024	Water electric charges	510.7100.000.5352	1,655.21
XCEL ENERGY	883630332	10/31/2024	Water natural gas charges	510.7100.000.5355	6,654.11
XCEL ENERGY	884545691	10/31/2024	Water electric charges	510.7100.000.5352	81.48
XCEL ENERGY	884545691	10/31/2024	Water natural gas charges	510.7100.000.5355	267.07
XCEL ENERGY	888584316	10/31/2024	Water natural gas charges	510.7100.000.5355	3,852.64
XCEL ENERGY	888584316 CR	10/31/2024	Water electric charges	510.7100.000.5352	-6.94
XCEL ENERGY	888584330	10/31/2024	Water electric charges	510.7100.000.5352	34.68
XCEL ENERGY	888584330	10/31/2024	Water natural gas charges	510.7100.000.5355	3,919.34
XCEL ENERGY	888656926	10/31/2024	Water natural gas charges	510.7100.000.5355	1,126.58
XCEL ENERGY	893570465	10/31/2024	Water natural gas charges	510.7100.000.5355	7,717.41
XCEL ENERGY	894223632	10/31/2024	Water electric charges	510.7100.000.5352	2,151.70
XCEL ENERGY	894223632	10/31/2024	Water natural gas charges	510.7100.000.5355	65,430.78
XCEL ENERGY	895769944	10/31/2024	Water electric charges	510.7100.000.5352	1,032.23
XCEL ENERGY	895769944	10/31/2024	Water natural gas charges	510.7100.000.5355	32,494.26
XCEL ENERGY	897397870	10/31/2024	Water natural gas charges	510.7100.000.5355	67.81
Fund 510 - WATER-OPERATING FUND Total:					259,232.48

Fund: 511 - WATER-CAPITAL FUND

STANTEC CONSULTING SERVI...	2291484	10/17/2024	Water Plant Rehab Constructi...	511.7110.000.5310	1,294.16
Fund 511 - WATER-CAPITAL FUND Total:					1,294.16

Fund: 520 - SEWER-OPERATING FUND

TYLER TECHNOLOGIES, INC	025-481294	10/10/2024	Insite Transaction Fees (50%) ...	520.7200.000.5482	2,686.87
L.T.G. POWER EQUIPMENT	288885	10/10/2024	mower parts	520.7200.000.5150	1,298.00
L.T.G. POWER EQUIPMENT	288886	10/10/2024	mower parts	520.7200.000.5150	190.00
LONE OAK COMPANIES	95393	10/10/2024	UT Billing 9.2024 (50%)	520.7200.000.5310	556.72
METROPOLITAN COUNCIL	0001178073	10/17/2024	Monthly Sewer Charges 11.20...	520.7200.000.5373	194,938.29
CITY OF EAGAN	9/1/2024	10/17/2024	3rd Qtr 2024 Sewer-Eagan JPA	520.7200.000.5371	85,900.73
XCEL ENERGY	883133478	10/31/2024	Sewer electric charges	520.7200.000.5352	72.40
XCEL ENERGY	883133478	10/31/2024	Sewer natural gas charges	520.7200.000.5355	3,077.75
XCEL ENERGY	883307696	10/31/2024	Sewer electric charges	520.7200.000.5352	45.51
XCEL ENERGY	883307696	10/31/2024	Sewer natural gas charges	520.7200.000.5355	892.05
XCEL ENERGY	884545691	10/31/2024	Sewer natural gas charges	520.7200.000.5355	20.39
XCEL ENERGY	894223632	10/31/2024	Sewer electric charges	520.7200.000.5352	139.31
XCEL ENERGY	894223632	10/31/2024	Sewer natural gas charges	520.7200.000.5355	3,930.62
XCEL ENERGY	895769944	10/31/2024	Sewer electric charges	520.7200.000.5352	40.88
XCEL ENERGY	895769944	10/31/2024	Sewer natural gas charges	520.7200.000.5355	780.80
XCEL ENERGY	897397870	10/31/2024	Sewer natural gas charges	520.7200.000.5355	1,002.22
Fund 520 - SEWER-OPERATING FUND Total:					295,572.54

Fund: 521 - SEWER-CAPITAL FUND

METROPOLITAN COUNCIL	10/1/2024	10/10/2024	Monthly SAC Fee 9.2024	521.0000.000.2207	27,335.00
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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AUTOMATIC SYSTEMS CO.	042371	10/17/2024	New PLC for Doffing Lift Station	521.7210.000.5420	12,122.00
QUALITY FLOW SYSTEMS, INC.	47656	10/17/2024	Lift station controls and pump...	521.7210.000.5420	75,197.50
Fund 521 - SEWER-CAPITAL FUND Total:					114,654.50
Fund: 530 - STORM WATER-OPERATING					
GERTENS	798500/6	10/10/2024	Compost for Storm Maint	530.7300.000.5150	26.95
CITY OF EAGAN	9/1/2024	10/17/2024	3rd Qtr 2024-Stormwater-Eag...	530.7300.000.5381	7,319.59
XCEL ENERGY	883133478	10/31/2024	Storm water electric charges	530.7300.000.5355	2,276.78
XCEL ENERGY	884545691	10/31/2024	Storm water electric charges	530.7300.000.5355	3,043.89
XCEL ENERGY	894223632	10/31/2024	Storm water electric charges	530.7300.000.5355	3,032.52
XCEL ENERGY	897397870	10/31/2024	Storm water electric charges	530.7300.000.5355	2,764.97
Fund 530 - STORM WATER-OPERATING Total:					18,464.70
Fund: 550 - INVER WOOD GOLF COURSE					
YAMAHA GOLF & UTILITY, INC.	01-307759	10/10/2024	parts for golf cart repairs	550.7600.000.5405	3,340.13
YAMAHA GOLF & UTILITY, INC.	01-307765	10/10/2024	repair part for golf cart	550.7600.000.5405	129.75
YAMAHA GOLF & UTILITY, INC.	01-307861	10/17/2024	parts for golf cart repairs	550.7600.000.5405	839.40
DRAFT TECHNOLOGIES	10022401	10/10/2024	beer line cleaning	550.7600.000.5400	75.00
COLLEGE CITY BEVERAGE	1071896	10/10/2024	alcohol for resale	550.7600.000.5199	305.45
BREAKTHRU BEVERAGE MINN...	117981170	10/10/2024	alcohol for resale	550.7600.000.5199	134.00
BREAKTHRU BEVERAGE MINN...	117982579	10/10/2024	alcohol for resale	550.7600.000.5199	283.55
MTI DISTRIBUTING CO	1449051-00	10/10/2024	Pedal & brake parts for equip...	550.7700.000.5405	319.13
MTI DISTRIBUTING CO	1449051-01	10/10/2024	Pedal Lever	550.7700.000.5405	72.85
MTI DISTRIBUTING CO	1449051-02	10/10/2024	Gas spring	550.7700.000.5405	75.05
MTI DISTRIBUTING CO	1449051-03	10/10/2024	Brake latch for equipment rep...	550.7700.000.5405	11.67
MTI DISTRIBUTING CO	1449987-00	10/10/2024	Motor & filter kits for equipm...	550.7700.000.5405	1,438.46
MTI DISTRIBUTING CO	1449987-01	10/10/2024	Hour-meter	550.7700.000.5405	63.58
MTI DISTRIBUTING CO	1449987-02	10/10/2024	Filter kits	550.7700.000.5405	343.09
MN GOLF ASSOCIATION, INC.	242067	10/17/2024	Adult membership handicap f...	550.7600.000.5488	30.00
DENNY'S 5TH AVENUE BAKERY	36397	10/10/2024	breads for food resale	550.7600.000.5197	110.21
DENNY'S 5TH AVENUE BAKERY	36563	10/10/2024	breads for food resale	550.7600.000.5197	127.09
DENNY'S 5TH AVENUE BAKERY	36652	10/10/2024	breads for food resale	550.7600.000.5197	110.21
DENNY'S 5TH AVENUE BAKERY	36753	10/17/2024	breads for food resale	550.7600.000.5197	110.21
COCA COLA BOTTLING COMP...	43592696011	10/10/2024	pop & water for resale	550.7600.000.5197	787.55
HEGGIES PIZZA	486648	10/10/2024	pizza for food resale	550.7600.000.5197	88.00
PHILLIPS WINE & SPIRITS	6858136	10/10/2024	alcohol for resale	550.7600.000.5199	1,469.89
PERFORMANCE FOOD GROUP ...	73520935	10/10/2024	supplies for club house & F&B	550.7600.000.5125	141.30
PERFORMANCE FOOD GROUP ...	73520935	10/10/2024	food & supplies for resale	550.7600.000.5197	1,025.48
PERFORMANCE FOOD GROUP ...	73723550	10/10/2024	credit for overcharge on toma...	550.7600.000.5197	-329.68
PERFORMANCE FOOD GROUP ...	73734975	10/10/2024	cups for beverage resale	550.7600.000.5197	109.87
CLEVELAND GOLF/SRIXON	8102400	10/10/2024	golf balls for resale	550.7600.000.5195	5,200.00
PERFORMANCE FOOD GROUP ...	82124195-1	10/10/2024	Trash liners and hand towels	550.7600.000.5125	141.30
PERFORMANCE FOOD GROUP ...	82124195-1	10/10/2024	food & supplies for food resale	550.7600.000.5197	1,025.48
PERFORMANCE FOOD GROUP ...	82354758	10/10/2024	Credit for food not received	550.7600.000.5197	-329.68
PLUNKETT'S PEST CONTROL	8788739	10/10/2024	Pest control svcs	550.7600.000.5310	161.11
TWIN CITY SAW	A25565	10/10/2024	Multiple chains for equipment...	550.7700.000.5405	190.61
SHAMROCK GROUP	3081183	10/17/2024	ice for beverage resale	550.7600.000.5197	281.80
DENNY'S 5TH AVENUE BAKERY	36937	10/17/2024	breads for food resale	550.7600.000.5197	127.09
YAMAHA GOLF & UTILITY, INC.	01-307878	10/17/2024	parts for golf cart repairs	550.7600.000.5405	266.74
YAMAHA GOLF & UTILITY, INC.	01-307844	10/17/2024	Parts for golf cart repairs	550.7600.000.5405	148.21
SOUTH BAY DESIGN	10/1/2024	10/17/2024	10.2024 quarterly hosting cha...	550.7600.000.5310	255.00
BREAKTHRU BEVERAGE MINN...	118086717	10/17/2024	alcohol for resale	550.7600.000.5199	224.20
UNIFIRST CORPORATION	1410092136	10/17/2024	uniforms	550.7700.000.5175	41.31
COCA COLA BOTTLING COMP...	43705891017	10/17/2024	pop & water for bev resale	550.7600.000.5197	468.20
COCA COLA BOTTLING COMP...	43705891019	10/17/2024	CO2 tank returns	550.7600.000.5197	-150.00
PERFORMANCE FOOD GROUP ...	73808560	10/17/2024	supplies for club house & F&B	550.7600.000.5125	122.27
PERFORMANCE FOOD GROUP ...	73808560	10/17/2024	food for resale	550.7600.000.5197	529.13
XCEL ENERGY	883133478	10/31/2024	GC natural gas charges	550.7600.000.5352	53.66
XCEL ENERGY	883133478	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	1,013.10
XCEL ENERGY	883133478	10/31/2024	GC maintenance electric char...	550.7700.000.5352	216.31
XCEL ENERGY	883133478	10/31/2024	GC electric charges	550.7700.000.5355	1,186.96
XCEL ENERGY	883307696	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	1,331.46

Expense Approval Report

Payment Dates: 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	883307696	10/31/2024	GC electric charges	550.7700.000.5355	59.01
XCEL ENERGY	884545691	10/31/2024	GC natural gas charges	550.7600.000.5352	51.03
XCEL ENERGY	884545691	10/31/2024	GC maintenance electric char...	550.7700.000.5352	55.48
XCEL ENERGY	884545691	10/31/2024	GC electric charges	550.7700.000.5355	645.93
XCEL ENERGY	888812090	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	1,266.93
XCEL ENERGY	893570465	10/31/2024	GC electric charges	550.7700.000.5355	1,108.91
XCEL ENERGY	894223632	10/31/2024	GC natural gas charges	550.7600.000.5352	100.06
XCEL ENERGY	894223632	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	1,509.54
XCEL ENERGY	894223632	10/31/2024	GC maintenance electric char...	550.7700.000.5352	74.71
XCEL ENERGY	894223632	10/31/2024	GC electric charges	550.7700.000.5355	2,059.76
XCEL ENERGY	895769944	10/31/2024	GC natural gas charges	550.7600.000.5352	48.70
XCEL ENERGY	895769944	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	180.27
XCEL ENERGY	895769944	10/31/2024	GC maintenance electric char...	550.7700.000.5352	37.06
XCEL ENERGY	895769944	10/31/2024	GC electric charges	550.7700.000.5355	56.54
XCEL ENERGY	897397870	10/31/2024	GC maintenance natural gas c...	550.7600.000.5355	1,204.52
XCEL ENERGY	897397870	10/31/2024	GC electric charges	550.7700.000.5355	2,960.77
Fund 550 - INVER WOOD GOLF COURSE Total:					35,134.72

Fund: 602 - RISK MANAGEMENT

HEPPNER'S AUTO BODY	401109	10/10/2024	Deductible #337754: Squad A...	602.8200.000.5472	14,531.83
Fund 602 - RISK MANAGEMENT Total:					14,531.83

Fund: 603 - CENTRAL EQUIPMENT

OXYGEN SERVICE COMPANY, ...	0003597511	10/10/2024	Oxygen cylinder for shop	603.8300.000.5150	17.40
R & R SPECIALTIES OF WI, INC.	0083163-IN	10/10/2024	Zamboni repairs	603.8300.000.5405	17,049.42
NORTH AMERICAN TRAILER S...	030004231738	10/10/2024	Dump truck mudflaps	603.8300.000.5410	50.60
FACTORY MOTOR PARTS COM...	1-10103503	10/10/2024	Stock filters	603.8300.000.5410	58.03
UNIFIRST CORPORATION	1410092134	10/10/2024	Mechanic Uniforms	603.8300.000.5175	31.28
UNIFIRST CORPORATION	1410092134	10/10/2024	Shop Rentals	603.8300.000.5430	210.11
FACTORY MOTOR PARTS COM...	1-Q08000	10/10/2024	Stock batteries	603.8300.000.5410	413.92
L.T.G. POWER EQUIPMENT	288958	10/10/2024	Mower blade set	603.8300.000.5405	150.68
PUMP AND METER SERVICE I...	4002756	10/10/2024	Universal Size Oil Pump	603.8300.000.5400	1,400.00
WORLD FUEL SERVICES	494490755403-41801	10/10/2024	Unmarked squad car transmiss..	603.8300.000.5410	87.67
INVER GROVE FORD	5347943	10/10/2024	Training A/C Class	603.8300.000.5340	135.00
INVER GROVE FORD	5349114	10/10/2024	Sensor, link & seal for unmark...	603.8300.000.5410	179.25
INVER GROVE FORD	5349132	10/10/2024	Brackets for unmarked squad ...	603.8300.000.5410	92.92
INVER GROVE FORD	5349146	10/10/2024	Police squad brake lining and ...	603.8300.000.5410	307.03
INVER GROVE FORD	5349157	10/10/2024	Unmarked squad car brake pa...	603.8300.000.5410	183.97
INVER GROVE FORD	5349171	10/10/2024	Unmarked squad car brake lin...	603.8300.000.5410	251.85
INVER GROVE FORD	5349174	10/10/2024	Unmarked squad car wheel nu...	603.8300.000.5410	16.56
INVER GROVE FORD	5349178	10/10/2024	Unmarked squad car housing	603.8300.000.5410	140.28
INVER GROVE FORD	5349314	10/10/2024	Credit for returned parts	603.8300.000.5410	-50.00
INVER GROVE FORD	6425780	10/10/2024	Unmarked squad car engine r...	603.8300.000.5410	1,732.34
INVER GROVE FORD	6426720	10/10/2024	Unmarked squad car wheel ali...	603.8300.000.5410	215.99
POMP'S TIRE SERVICE, INC.	980123903	10/10/2024	Misc parts for dump truck rep...	603.8300.000.5410	5,486.80
POMP'S TIRE SERVICE, INC.	980124639	10/10/2024	Trailer tires	603.8300.000.5405	420.00
POMP'S TIRE SERVICE, INC.	980124748	10/10/2024	Tires and parts for F550 repairs	603.8300.000.5410	899.22
POMP'S TIRE SERVICE, INC.	980124885	10/10/2024	F250 tires	603.8300.000.5410	606.08
FORCE AMERICA, INC.	IN001-2003750	10/10/2024	Flail mower repairs	603.8300.000.5405	951.96
MACQUEEN EMERGENCY GR...	P11576	10/10/2024	Painted shelves for Fire Truck	603.8300.000.5410	832.14
KIMBALL MIDWEST	102676722	10/17/2024	Small tool assortment	603.8300.000.5160	379.00
KIMBALL MIDWEST	102677553	10/17/2024	Cleaners, washers, pins & scr...	603.8300.000.5150	808.03
FACTORY MOTOR PARTS COM...	1-10130243	10/17/2024	Fuel water separators & filters	603.8300.000.5410	132.46
BEAUDRY OIL & SERVICE INC	1118084	10/17/2024	Diesel Fuel	603.8300.000.5130	1,408.44
FACTORY MOTOR PARTS COM...	1-Q08083	10/17/2024	Stock batteries	603.8300.000.5410	373.42
WORLD FUEL SERVICES	498857787066-41801	10/17/2024	Motor oil & windshield wash	603.8300.000.5410	1,140.04
TRI-STATE BOBCAT INC.	P25971	10/17/2024	Skid loader planner bits	603.8300.000.5405	555.00
WATEROUS COMPANY	P2U1872001	10/17/2024	Knob & ignition switches for fi...	603.8300.000.5410	62.00
MACQUEEN EMERGENCY GR...	P60234	10/17/2024	Parts for vactor truck repairs	603.8300.000.5410	691.56
NUSS TRUCK AND EQUIPMENT	PSO143415-1	10/17/2024	Stock fuel filters	603.8300.000.5410	146.31
NUSS TRUCK AND EQUIPMENT	PSO144247-1	10/17/2024	Loader wiper blades	603.8300.000.5405	167.19
XCEL ENERGY	883133478	10/31/2024	PW natural gas charges	603.8300.000.5352	279.72

Expense Approval Report

Payment Dates: 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
XCEL ENERGY	883133478	10/31/2024	PW electric charges	603.8300.000.5355	1,281.91
XCEL ENERGY	883307696	10/31/2024	PW natural gas charges	603.8300.000.5352	107.14
XCEL ENERGY	883307696	10/31/2024	PW electric charges	603.8300.000.5355	1,745.55
XCEL ENERGY	888812090	10/31/2024	PW electric charges	603.8300.000.5355	1,866.90
XCEL ENERGY	893570465	10/31/2024	PW natural gas charges	603.8300.000.5352	170.59
XCEL ENERGY	894223632	10/31/2024	PW electric charges	603.8300.000.5355	2,076.86
XCEL ENERGY	895769944	10/31/2024	PW natural gas charges	603.8300.000.5352	85.05
XCEL ENERGY	897397870	10/31/2024	PW electric charges	603.8300.000.5355	1,879.11
Fund 603 - CENTRAL EQUIPMENT Total:					47,226.78
Fund: 605 - CITY FACILITIES					
CULLIGAN	157985030228X093024	10/10/2024	softener salt	605.8500.000.5125	77.95
DANIEL BAUER - TRUE MECH...	1626	10/10/2024	25% down payment for PD he...	605.8500.000.5605	2,047.50
DANIEL BAUER - TRUE MECH...	1637	10/10/2024	replaced failed water control ...	605.8500.000.5400	320.00
HUEBSCH SERVICES	20352601	10/10/2024	lobby mats	605.8500.000.5430	182.83
LAURENTINA DEJONG	9/30/2024	10/10/2024	Fall 2024 planter & monument..	605.8500.000.5310	2,225.00
TWIN CITY GARAGE DOOR	Z281685	10/10/2024	repairs to FS #1 garage door	605.8500.000.5400	200.00
DEY DISTRIBUTING	7173461	10/17/2024	Pump & motor for FS #1	605.8500.000.5400	155.80
AEP ONSITE PARTNERS, LLC	419-21520869	10/17/2024	9.2024 Solar Panels	605.8500.000.5355	2,451.48
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22410	10/17/2024	8.2024 solar garden fees	605.8500.000.5357	8,995.43
XCEL ENERGY	883133478 CR	10/31/2024	Solar credits	605.8500.000.4671	-80,921.05
XCEL ENERGY	883630332 CR	10/31/2024	Solar credits	605.8500.000.4671	-12,457.77
XCEL ENERGY	884545691 CR	10/31/2024	Solar credits	605.8500.000.4671	-273.49
XCEL ENERGY	888584316 CR	10/31/2024	Solar credits	605.8500.000.4671	-658.73
XCEL ENERGY	888656926 CR	10/31/2024	Solar credits	605.8500.000.4671	-2,707.12
XCEL ENERGY	888812090 CR	10/31/2024	Solar credits	605.8500.000.4671	-2,727.25
XCEL ENERGY	893570465 CR	10/31/2024	Solar credits	605.8500.000.4671	-18,277.48
XCEL ENERGY	894223632 CR	10/31/2024	Solar credits	605.8500.000.4671	-123,029.98
XCEL ENERGY	896064900	10/31/2024	City hall electric charges	605.8500.000.5355	6,546.73
XCEL ENERGY	896065096	10/31/2024	City hall electric charges	605.8500.000.5355	6,954.44
XCEL ENERGY	896065303	10/31/2024	City hall electric charges	605.8500.000.5355	7,231.05
GIP III ZEPHYR ACQUISITION P...	INVRGRV-12410	10/17/2024	8.2024 solar garden fees	605.8500.000.5357	32,806.52
Fund 605 - CITY FACILITIES Total:					-170,858.14
Fund: 606 - TECHNOLOGY FUND					
LOCAL GOVERNMENT INFOR...	33005	10/10/2024	Entrust Token & Fiber Project	606.8600.000.5615	4,073.65
PRO-TEC DESIGN INC.	116328	10/17/2024	Dome Cameras & Parts	606.8600.000.5615	2,399.44
INSIGHT PUBLIC SECTOR	1101210148	10/17/2024	Office 365 Monthly license 9...	606.8600.000.5395	2,577.50
PRO-TEC DESIGN INC.	115981CR	10/17/2024	Credit for Invoice #115981	606.8600.000.5400	-1,092.12
ZAYO GROUP, LLC	20888810	10/17/2024	City Hall Phones 9.2024	606.8600.000.5320	1,992.29
ZAYO GROUP, LLC	20903886	10/17/2024	Multi-site Phones	606.8600.000.5320	1,488.19
MARCO TECHNOLOGIES, LLC	37615601	10/17/2024	Printers & Copiers Contract 10...	606.8600.000.5430	3,431.26
US INTERNET	4719985	10/17/2024	email filtering system 9.25.20...	606.8600.000.5395	230.00
CONSOLIDATED COMMUNICA...	9/15/2024	10/17/2024	Monthly Phone bill 9.2024	606.8600.000.5320	978.40
SPOK, INC.	H0317493V	10/17/2024	Monthly Translation Services 9...	606.8600.000.5395	5.57
CADD ENGR SUPPLY, INC.	INV166024	10/17/2024	Printer Ink	606.8600.000.5105	700.87
QUADIENT LEASING USA, INC.	Q1519856	10/17/2024	Postage Lease 07.24.2024 - 10...	606.8600.000.5430	846.21
Fund 606 - TECHNOLOGY FUND Total:					17,631.26
Fund: 702 - ESCROW FUND					
SAMUELSON, CARLENE & ZAC...	10/1/2024	10/10/2024	Escrow Release	702.3100.327.2050	1,296.00
KENNEDY & GRAVEN	183188	10/10/2024	Misc. Legal Services	702.3100.237.2050	76.50
KENNEDY & GRAVEN	183188	10/10/2024	Misc. Legal Services	702.3100.272.2050	294.50
KENNEDY & GRAVEN	183188	10/10/2024	SWFMA Legal Items	702.3100.329.2050	28.00
KENNEDY & GRAVEN	183188	10/10/2024	Pine Bend Landfill Expansion L...	702.5100.015.2050	6,396.00
KENNEDY & GRAVEN	183188	10/10/2024	NLH?s Rezoning and Comp. Pl...	702.5100.215.2050	102.00
KENNEDY & GRAVEN	183188	10/10/2024	Stuart Dev. Development App....	702.5100.220.2050	510.00
KENNEDY & GRAVEN	183188	10/10/2024	InSite Dev. PUD Amend. and Si...	702.5100.229.2050	612.00
KENNEDY & GRAVEN	183188	10/10/2024	Yellowtree Pre/Final PUD Am...	702.5100.230.2050	204.00
KENNEDY & GRAVEN	183188	10/10/2024	IGH Hyundai/Saxon Plat, CUP ...	702.5100.232.2050	535.50
BARR ENGINEERING COMPANY	23190218.02-14	10/10/2024	Expansion Permit App. Techni...	702.5100.015.2050	3,865.76
IGH PARTNERS, LLC	9/26/2024	10/10/2024	Planning Escrow Refund (23-1...	702.5100.204.2050	16.61

Expense Approval Report

Payment Dates: 10/9/2024 - 10/22/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
UNITED PROPERTIES LLC	10/9/2024	10/17/2024	Escrow Refund Case No. 23-1...	702.5100.203.2050	3,713.02
KENNEDY & GRAVEN	183645	10/17/2024	Legal Services - Peltier Reserve..	702.3100.272.2050	178.50
KENNEDY & GRAVEN	183645	10/17/2024	Legal Services - 5904 Robert Tr..	702.3100.325.2050	357.00
KENNEDY & GRAVEN	183645	10/17/2024	Legal Services - 9492 Robert Tr..	702.3100.329.2050	306.00
KENNEDY & GRAVEN	183645	10/17/2024	Pine Bend Expansion Land Use...	702.5100.015.2050	2,820.00
KENNEDY & GRAVEN	183645	10/17/2024	National Land Holdings Applic...	702.5100.215.2050	6,936.00
KENNEDY & GRAVEN	183645	10/17/2024	Stuart Development Applicati...	702.5100.220.2050	4,717.50
KENNEDY & GRAVEN	183645	10/17/2024	InSite Development Applicati...	702.5100.229.2050	2,371.50
KENNEDY & GRAVEN	183645	10/17/2024	Yellowtree Pre & Final PUD A...	702.5100.230.2050	127.50
KENNEDY & GRAVEN	183645	10/17/2024	RJ Ryan/IG Hyundai App. 8/20...	702.5100.232.2050	3,136.50
KENNEDY & GRAVEN	183645	10/17/2024	Xcel Energy: 4682 Babcock Trl....	702.5100.241.2050	51.00
STANTEC CONSULTING SERVI...	2291036	10/17/2024	Construction Observations	702.3100.237.2050	414.14
JAMES TAYLOR	9/25/2024	10/17/2024	Escrow Release	702.3100.325.2050	1,116.17
Fund 702 - ESCROW FUND Total:					40,181.70
Grand Total:					1,134,042.88



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: October 28, 2024

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

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

BACKGROUND

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

FISCAL IMPACT

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

RECOMMENDATION

Staff recommends approval of the attached personnel actions.

ATTACHMENTS

1. Personnel Actions 10.28.24 (hires-terms)



Personnel Actions - Council Agenda Attachment

Meeting Date:	October 28, 2024
Item Type:	Consent Agenda
Contact:	Cora Bauer
Prepared by:	Cora Bauer
Reviewed by:	Janet Shefchik, HR Manager

Voluntary Resignations, Retirements and/or Terminations:

Tara Allen, Administrative Support Specialist

Jose Luis Diaz, Paid On-call Firefighter



Request for Council Action

SUBJECT: **Acceptance of Proposal and Approval of Contract for the 5-Year Northwest Area AUAR Update**

MEETING DATE: October 28, 2024

ITEM TYPE: Consent Agenda

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The City Council is asked to accept the proposal and approve a contract with Kimley-Horn to complete the required five year update for the Northwest Expansion Area Alternative Urban Areawide Review (AUAR) at a cost not to exceed \$37,000.

BACKGROUND

In 2005, the City adopted an Alternative Urban Areawide Review (AUAR) for the Northwest Expansion Area; the report was subsequently updated in 2007, 2014 and 2020. Minnesota Rules 4410.3610, Subp. 7, requires a local government entity to update their AUAR every five years and/or if any of the eight circumstances stated in Subp. 7 apply to a proposed development. In 2007, a new land use category was added into the City's Comprehensive Plan and was included in the Northwest Area, triggering an update to the AUAR. Otherwise, the City has not encountered any circumstances requiring an update earlier than the minimum five (5) year timeline. Kimley-Horn completed the most recent 2020 update.

On September 16, 2024, City staff issued a Request for Proposal (RFP), directly soliciting six consulting firms to assist with the five year update. The RFP asked consultants to consider and propose the option of the City exploring more than one development scenario based on factors to be determined. Four proposals were received; from the firms of Bolton & Menk, Kimley-Horn, SRF and WSB. City staff reviewed the proposals and interviewed three firms. After further consideration, City staff found Bolton & Menk, Kimley-Horn and SRF best met the goals and outcomes of the RFP and provided the most clear process. As Kimley-Horn completed the last update, City staff notes the firm provides some efficiencies of the work and resulting cost savings. Thus, City staff recommend the Council accept the proposal and enter into a contract with Kimley-Horn.

Based on the scope of work, Kimley-Horn proposed a total project cost of \$30,843 with the option for additional development scenarios of \$3,000 per scenario. The budget estimated for this work was around \$37,000. At a minimum, the work to be completed by Kimley-Horn would include: inclusion of development completed and proposed since the 2020 update, incorporation of the new natural resource inventory from the Department of Natural Resources (DNR) and environmental review requirements issued by the Environmental Quality Board (EQB), and evaluation of recent planning efforts, such as the 65th Street Small Area Plan. Staff do note a more in-depth and comprehensive update will be needed in five (5) years after the City updates its 2050 Comprehensive Plan. That cost will be greater than a typical AUAR update process.

AUAR Purpose Recap

As previously presented to the City Council at the October 14, 2024 meeting, an AUAR is one of three types of environmental reviews identified by Minnesota Statute; the process for which is described in Minnesota Rules (MR) 4410. The other two forms of environmental review are the Environmental Assessment Worksheet (EAW) and Environmental Impact Statement (EIS). Those same Minnesota Rules establish the threshold test by which different project categories trigger the need for a mandatory EAW (MR 4410.4300) or EIS (MR 4410.4400).

Whereas an EAW and EIS are site-specific environmental studies based on a specific development plan, an AUAR is an area-wide study based on one or more different development scenarios for that specific geographic area. An AUAR assesses the cumulative environmental impact of development associated with an EAW and EIS, and also identifies recommended mitigation strategies related to any identified impacts. Specifically, an AUAR is a planning tool to proactively analyze environmental impacts of anticipated development before it happens. To a developer, an AUAR helps satisfy some of the due diligence work by advancing important environmental review of land proposed for development. To a City, it helps forecast and model future needs and expansion of public utilities and roadways important to a growing community.

FISCAL IMPACT

Funds are available within the adopted 2024 budget for the Planning Division. The total project cost is not to exceed \$37,000 as budgeted.

RECOMMENDATION

Staff recommends accepting the proposal from Kimley-Horn and entering into a contract with the consulting firm to complete the AURA update.

ATTACHMENTS

1. Kimley-Horn_InverGrove AUAR Update
2. Bolton & Menk_InverGrove AUAR Update
3. WSB_InverGrove AUAR Update
4. SRF_InverGrove AUAR Update

Inver Grove Heights



NORTHWEST AREA ALTERNATIVE URBAN AREAWIDE REVIEW (AUAR) UPDATE

OCTOBER 2024



PREPARED BY
Kimley»Horn

PREPARED FOR
CITY OF INVER GROVE HEIGHTS

RE: CITY OF INVER GROVE HEIGHTS NORTHWEST AREA AUAR UPDATE



CITY OF INVER GROVE HEIGHTS

Heather Botten
8150 Barbara Avenue
Inver Grove Heights, MN 55077

OCTOBER 1, 2024

Kimley»Horn

KIMLEY-HORN AND
ASSOCIATES, INC.
767 Eustis Street
Suite 100
Saint Paul, MN 55114



DEAR MS. BOTTEN AND MEMBERS OF THE SELECTION COMMITTEE:

Kimley-Horn has been providing engineering, planning, and environmental services for the City of Inver Grove Heights since 2003, including numerous projects within the Northwest Expansion Area. First completed in 2005, and updated in 2007, 2014, and 2020 the Northwest Expansion Area AUAR requires an update per MN Rules 4410.3610; subp. 7A and to reflect anticipated changes from recent planning efforts (Argenta Small Area Plan and 65th Street Small Area Plan) as well as any recent and anticipated development. Kimley-Horn will take a fresh look at the prior analyses and update according to new developments, regulations, and documentation. We are excited to bring a new perspective to this project, and offer you the following benefits:

Kimley-Horn is a leader in the field of environmental studies.

Our environmental team has been involved in many high-profile projects that required environmental review. We have an intimate understanding of the state requirements and have worked side by side with numerous project proposers and regulatory agencies to develop sound and sustainable deliverables.

We have extensive experience with AUARs and AUAR Updates.

Kimley-Horn has more than 100 years of combined experience completing environmental documents in Minnesota. Additionally, we have ample experience completing AUARs and AUAR Updates for projects throughout the Twin Cities Metro Area, including assisting the City with the 2020 Northwest Area AUAR Update.

We understand your community. Kimley-Horn knows the Northwest Expansion Area well through our extensive work in the City of Inver Grove Heights, including the 70th Street E. from Allen Way to Cahill Avenue Improvement Project, Argenta Trail Reconstruction, CSAH 26 Expansion, Regional Roadway System Visioning Study Update, and private development reviews.

Thank you for the opportunity to submit this proposal for your review and consideration. We are enthusiastic about the prospect of continuing to assist the City of Inver Grove Heights. If you have any questions or would like additional information, please do not hesitate to contact me at leila.bunge@kimley-horn.com or 763.251.1015.

Sincerely,

Kimley-Horn and Associates, Inc.

LEILA BUNGE, AICP
Project Manager

ERIC FOSMO, PE
Client Manager





PROJECT UNDERSTANDING

The City of Inver Grove Heights first completed an Alternative Urban Areawide Review (AUAR) for the Northwest Expansion Area in 2005 and updates in 2007, 2014, and 2019. The Northwest Expansion Area is approximately 3,089 acres, about one third of which is developed. In addition to the AUAR, the City has also completed numerous special studies for the Northwest Expansion Area including the 65th Street Small Area Plan (2024) and Argenta Small Area Plan (2021).

The City of Inver Grove Heights is seeking a consultant to prepare an update to the Northwest Expansion Area AUAR consistent with Minnesota state requirements. The AUAR Update will incorporate information from the 2040 Comprehensive Plan, other previous planning efforts as well as any updates in development that have occurred within the Northwest Expansion Area over the last five years.

We understand that the City's goal for this AUAR Update is to combine the new information/updates with the original 2005 AUAR to form one comprehensive, cohesive document. It is key that this AUAR Update provide one location for City staff and potential developers to be able to review the original document and all updated information from the last 19 years.





KIMLEY-HORN FIRM OVERVIEW

Kimley-Horn is one of the most respected full-service consulting firms in the United States. Our firm has a staff of more than 8,200+ who serve a diverse spectrum of public and private sector clients across many disciplines from 130+ offices nationwide. Kimley-Horn is not just another environmental consultant, we are a national leader in the field of environmental studies. Our proven ability and trusted standing in managing the state environmental process has earned Kimley-Horn the respect of numerous agencies in Minnesota.

Across our Twin Cities, Apple Valley, Rochester, and Eden Prairie, Minnesota offices, we have 18 environmental specialists covering all the issues included in an AUAR, plus any additional engineering or graphic design support needed.

Kimley-Horn is a successful consulting partner because of our commitment to exceeding expectations, multi-agency partnerships, and our responsiveness to our clients. We have extensive experience completing AUARs and AUAR Updates for projects throughout the Twin Cities Metro Area including assisting the City with the 2020 Northwest Area AUAR Update. With our prior experience with the City of Inver Grove Heights, we come into this project ready to serve you immediately.





SCOPE OF WORK

Background Data Collection

Kimley-Horn will review the original 2005 Northwest Expansion Area AUAR and the three subsequent updates (from 2007, 2014, and 2019) to identify the information to be included in the 2024 AUAR Update document. Kimley-Horn will also review the 2040 Comprehensive Plan to identify the additional information that will need to be included in the 2024 update. Special studies completed for the Northwest Expansion Area will be reviewed to confirm additional updates including:

- Northwest Area Storm Water Manual
- Northwest Area Natural Resource Inventory and Management Plan
- Northwest Quadrant Hydrologic and Hydraulic Analysis
- Northwest Area Collector Street Plan
- 65th Street Small Area Plan (2024)
- Argenta Small Area Plan (2021)

Kimley-Horn will meet with City of Inver Grove Heights planning staff to review the previously completed documents and discuss the projects and mitigation measures that have been completed within the Northwest Expansion Area since the last AUAR Update. During the meeting, Kimley-Horn will also discuss our approach to the AUAR Update that will reflect the City's desire to have one document that consolidates the original and current update with the prior versions.

AUAR Update

Kimley-Horn will draft the AUAR Update document based on the information provided in the 2005 AUAR and the subsequent updates. The 2024 AUAR Update will incorporate information from the 2040 Comprehensive Plan, projects and completed mitigation measures identified by the City and included in the previous AUAR Updates, and any new information collected during the Background Data Collection task.

This task assumes the City will provide the shapefiles of the following:

- Existing and Proposed Land Use and Zoning
- Northwest Expansion Area
- Trunk Water Supply
- Trunk Sanitary Sewer System
- Existing and Proposed Land Cover
- Natural Resource Inventory Communities
- Wetlands and Wetlands Management Classifications
- Well Information (if different than what is accessible for the Minnesota Department of Health Well Index)
- Any traffic information needed from the 2040 Comprehensive Plan analysis

New Climate Adaption and GHG Emissions Sections

Kimley-Horn will complete the Climate Adaption/Resilience section based on the latest EQB guidance and tools and we will complete the Greenhouse Gas Emissions analysis using a tool developed by the US Environmental Protection Agency to determine the potential emissions for the scenarios studied. Kimley-Horn will coordinate with the City and on any potential mitigation considered to reduce emissions.

Kimley-Horn will provide a draft of the AUAR Update to the City for review. Kimley-Horn will revise the Draft AUAR Update based on City staff comments and provide the final copy to the City and will submit the document to the Minnesota Environmental Quality Board (EQB) for the 10-day public and agency comment period. It is anticipated that City staff will present the Draft AUAR Update to the Planning Commission and Kimley-Horn will present to City Council.

Additional Scenarios

If additional scenarios are added to be studied beyond the Comprehensive Plan and remaining area to be developed, Kimley-Horn assumes in this proposal and fee that the City will provide the traffic and utility analysis.



Deliverables:

- Draft AUAR Update
- Notices for EQB distribution (publish the notice of availability in the EQB Monitor, email to EQB distribution list, website update or newspaper ad, and press release)

Response to Comments

Kimley-Horn will review and provide responses to agency and public comments on the Draft AUAR Update. This task assumes one round of revisions on the response to comments section of the Final AUAR Update.

Deliverables:

- Response to comments document to attach to Final AUAR Update

Final AUAR for Adoption

Kimley-Horn will incorporate the comments and responses received on the Draft AUAR Update into the Final AUAR Update and will prepare the final document for adoption and distribution. This task assumes Kimley-Horn will respond to one round of revisions on the document.

It is anticipated that City staff will present the findings of the Final AUAR Update to the Planning Commission and Kimley-Horn will present to City Council. Once adopted, Kimley-Horn will distribute the final document to the agencies on the EQB distribution list and any members of the public who commented on the document. It is assumed that City staff will handle any additional public meetings.

Deliverables:

- Final AUAR Update
- Notices for EQB distribution (publish the notice of availability in the EQB Monitor, email to EQB distribution list, website update)

Meetings/Agency Involvement

Kimley-Horn will prepare for and attend team meetings with City staff to coordinate inputs in the Draft and Final AUAR Update as well as review comment responses. We will prepare for and attend two City Council meetings to present the AUAR Update. This task also includes Kimley-Horn time for preparing monthly invoices and general client coordination (telephone calls and emails).

Deliverables:

- Up to two team meetings with City staff - includes attendance of two Kimley-Horn staff, and preparation of agendas and meeting notes
- Up to two City Council meetings to present the AUAR Update (includes attendance of one staff and presentation preparation)





Schedule

TASK	2024			2025		
	OCT	NOV	DEC	JAN	FEB	MAR
Proposals due	★ Oct. 1					
Consultant selection	○ Oct. 21					
Project kick-off meeting	○ Oct. 23					
Kimley-Horn prepares Draft AUAR Update		■ Oct. 23 - Nov. 20				
City reviews AUAR Update			■ Nov. 20 - Dec. 4			
Kimley-Horn revises the Draft AUAR Update and provides final version to the City			■ Dec. 4 - Dec. 18			
Provide update to City Council				○ Jan. 13		
Tentative Environmental Quality Board (EQB) submission date				○ Jan. 14		
Publication in the EQB Monitor				○ Jan. 21		
Public and agency 10-day comment period				Feb. 4 ■		
Kimley-Horn responds to comments				Feb. 18 ○		
City reviews Final AUAR Update and prepares Council report					Mar. 4 ○	
City Council adopts Final AUAR Update					Mar. 10 ○	
Kimley-Horn submits notice of adoption to the EQB distribution list					Mar. 11 ○	
Publication in the EQB Monitor					Mar. 18 ○	
End of project						End of Mar. 2024 ○





PROJECT PERSONNEL

**PROJECT MANAGER****LEILA BUNGE, AICP**

Leila will be project manager and will lead the preparation of the AUAR update and be the point of contact for the City.

**CLIENT MANAGER****ERIC FOSMO, PE**

Eric will provide client coordination and quality assurance and quality control reviews.

**ENVIRONMENTAL PLANNER****MADELINE ROESS**

Madeline will assist in the preparation of the AUAR update.

**STRATEGIC RESOURCE****ASHLEY PAYNE, CMWP**

Ashley will provide guidance and quality control/quality assurance reviews.

Please see full resumes on following pages.





LEILA BUNGE

Project Manager

About Leila

Leila is a planner with 10 years of experience in federal and state level environmental documentation and public engagement for city, county, and state projects in Minnesota. As part of the review process, Leila coordinates with agency and project staff to address questions related to project impacts and mitigation needed. Leila has recently managed the environmental documentation process through adoption of multiple AUARs and AUAR updates including the City of Brooklyn Park NorthPark AUAR update, City of St. Louis Park West End AUAR update, and City of Rosemount Rich Valley East AUAR.

Relevant Experience

- **Northwest Expansion Area AUAR Update** — Inver Grove Heights, MN
- **West End AUAR Update** — St. Louis Park, MN
- **Launch Park AUAR Update** — Lakeville, MN
- **TCAAP AUAR Update** — Arden Hills, MN
- **NorthPark AUAR Update** — Brooklyn Park, MN
- **Rich Valley East AUAR** — Rosemount, MN
- **Burnsville Center AUAR** — Burnsville, MN
- **Prudential Campus AUAR** — Plymouth, MN
- **East Gateway AUAR** — Minneapolis, MN
- **Ruddle Property AUAR** — Lakeville, MN
- **Upper Harbor Terminal AUAR** — Minneapolis, MN
- **Ford Site AUAR** — St. Paul, MN
- **900 Marquette EAW** — Minneapolis, MN
- **325 Blake Road EAW** — Hopkins, MN
- **CSAH 26 (Lone Oak Road/70th Street) Preliminary Design and Environmental Assessment Worksheet** — Dakota County, MN

PROFESSIONAL CREDENTIALS

- Master of Urban and Regional Planning, University of Minnesota-Twin Cities
- Bachelor of Arts, Architecture, University of Minnesota-Twin Cities
- American Institute of Certified Planners





PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, North Dakota State University
- Professional Engineer in Minnesota



ERIC FOSMO, PE

Client Manager

About Eric

Eric has 18 years of roadway, drainage, and hydraulic design experience on municipal infrastructure improvement projects, including serving the City of Inver Grove Heights for his entire career. Eric's experience includes all phases of project delivery including preliminary design, feasibility studies, public engagement, final design, and construction phase services. Eric exhibits a passion for multidisciplinary projects and is adept at balancing the priorities of multiple project stakeholders and funding agency requirements to efficiently and effectively deliver the project.

Relevant Experience

- **CSAH 26/CSAH 63 Improvements; Preliminary and Final Design, Inver Grove Heights and Eagan, MN** — Project Manager
- **CSAH 28/CSAH 63 (Argenta Trail) Realignment, Inver Grove Heights, MN** — Project Design Lead
- **Carleda Way Street Reconstruction, Inver Grove Heights, MN** — Client Manager
- **2024 Pavement Management Improvements, Inver Grove Heights, MN** — Client Manager
- **Concord Street Reconstruction, South St. Paul, MN** — Project Manager
- **60th Street Area Reconstruction, Inver Grove Heights, MN** — Project Manager
- **Broderick Boulevard Final Design, Inver Grove Heights, MN** — Project Manager





MADELINE ROESS

Environmental Planner

About Madeline

Madeline has experience as an environmental planner for roadway, transit, and land development projects in Minnesota. Madeline specializes in federal and state environmental review processes and is experienced in developing environmental documents, including multiple recent AUARs and AUAR Updates.

Relevant Experience

- **West End AUAR Update** — St. Louis Park, MN
- **Launch Park AUAR Update** — Lakeville, MN
- **TCAAP AUAR Update** — Arden Hills, MN
- **NorthPark AUAR Update** — Brooklyn Park, MN
- **Rich Valley East AUAR** — Rosemount, MN

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Environmental Science, University of Wisconsin-Madison





ASHLEY PAYNE, CWD

Strategic Resource

About Ashley

Ashley has more than 16 years of experience and is an environmental scientist specializing in managing complex projects with multiple components and environmental documentation and assessments. She has extensive experience leading various types of projects through the environmental documentation and entitlement process, ranging from small roadway projects to large-scale redevelopment projects. Ashley has successful experience serving as a client's primary advocate and assembling and leading teams to advance the client's priorities. She has excellent relationships with regulatory agencies and is effective at negotiating permit terms and conditions.

Relevant Experience

- **Rosemount Industrial AUAR and AUAR Update** — Rosemount, MN
- **Rich Valley East AUAR** — Rosemount, MN
- **Ford Site AUAR and Highland Bridge AUAR Update** — St. Paul, MN
- **Rich Valley Golf Course Redevelopment AUAR** — Rosemount, MN
- **Farmington Technology Park AUAR** — Farmington, MN
- **Farmington West Industrial AUAR** — Farmington, MN
- **Launch Park AUAR and AUAR Update** — Lakeville, MN
- **Upper Harbor Terminal AUAR** — Minneapolis, MN
- **Burnsville Center Village Area AUAR** — Burnsville, MN
- **TCAAP AUAR Update** — Arden Hills, MN
- **NorthPark Business Center AUAR Update** — Brooklyn Park, MN

PROFESSIONAL CREDENTIALS

- Bachelor of Arts, Environmental Biology, Saint Mary's University of Minnesota
- Certified Minnesota Wetland Delineator





RELEVANT EXPERIENCE



Northwest Expansion Area

Alternative Urban Areawide Review (AUAR) Update

Prepared for:

City of Inver Grove Heights

Prepared by:

Kimley-Horn and Associates, Inc.

May 2020

Inver Grove Heights Northwest Expansion Area AUAR Update

Inver Grove Heights, MN

Project Description: In 2019, Kimley-Horn assisted the City with updating the 2014 AUAR Update for the northwest portion of Inver Grove Heights, known locally as the “Northwest Area”. The 2019 AUAR Update incorporated new development that has occurred within the Northwest Area as well as a number of public infrastructure projects have been completed since 2014 and updated the findings and mitigation for the remaining area to be developed.

Relevance to Project: Previous AUAR Update experience with the City of Inver Grove Heights

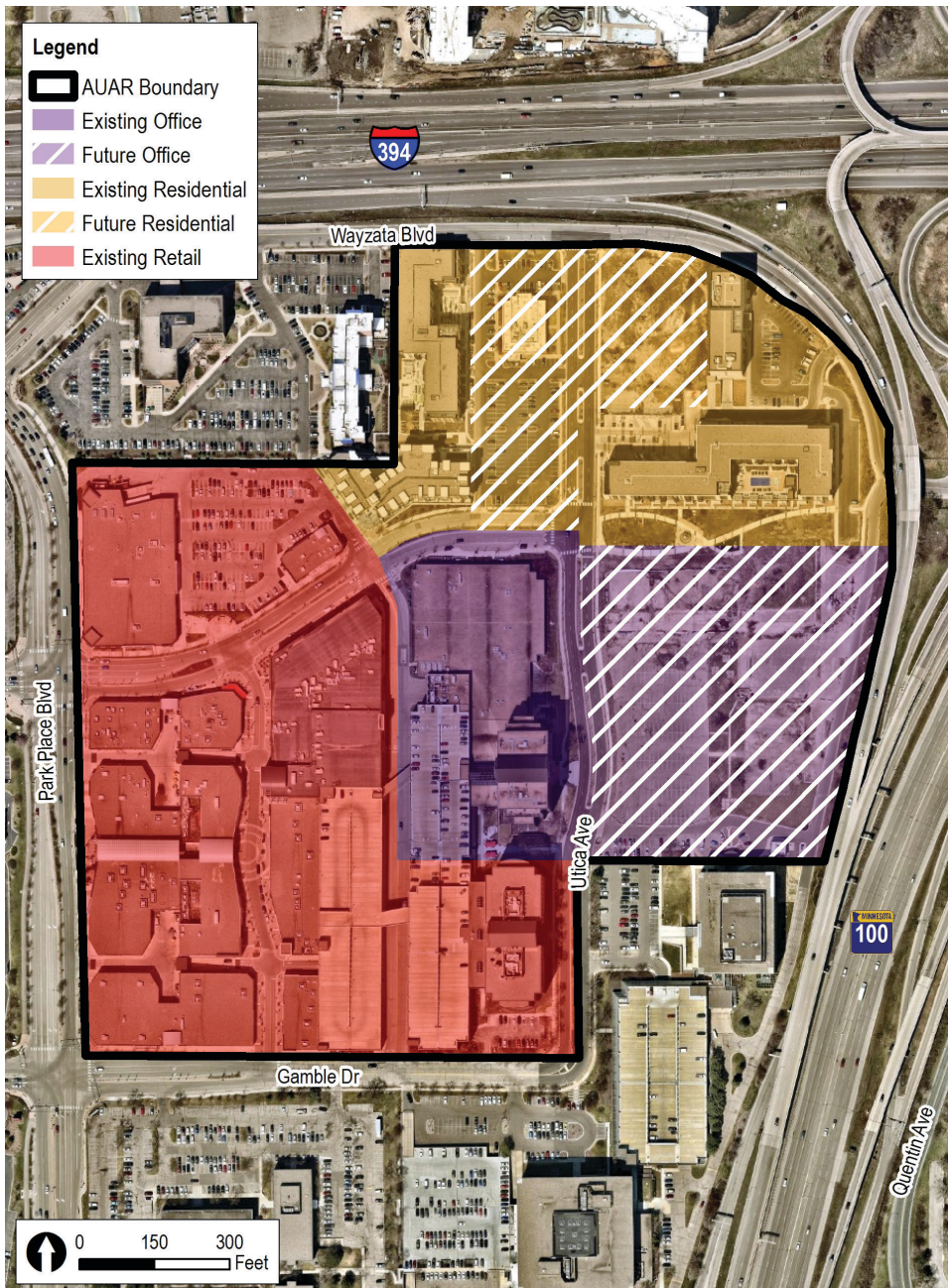
Reference:

Heather Botten

Associate Planner

hbotten@ighmn.gov | 651.450.2569





West End AUAR Update

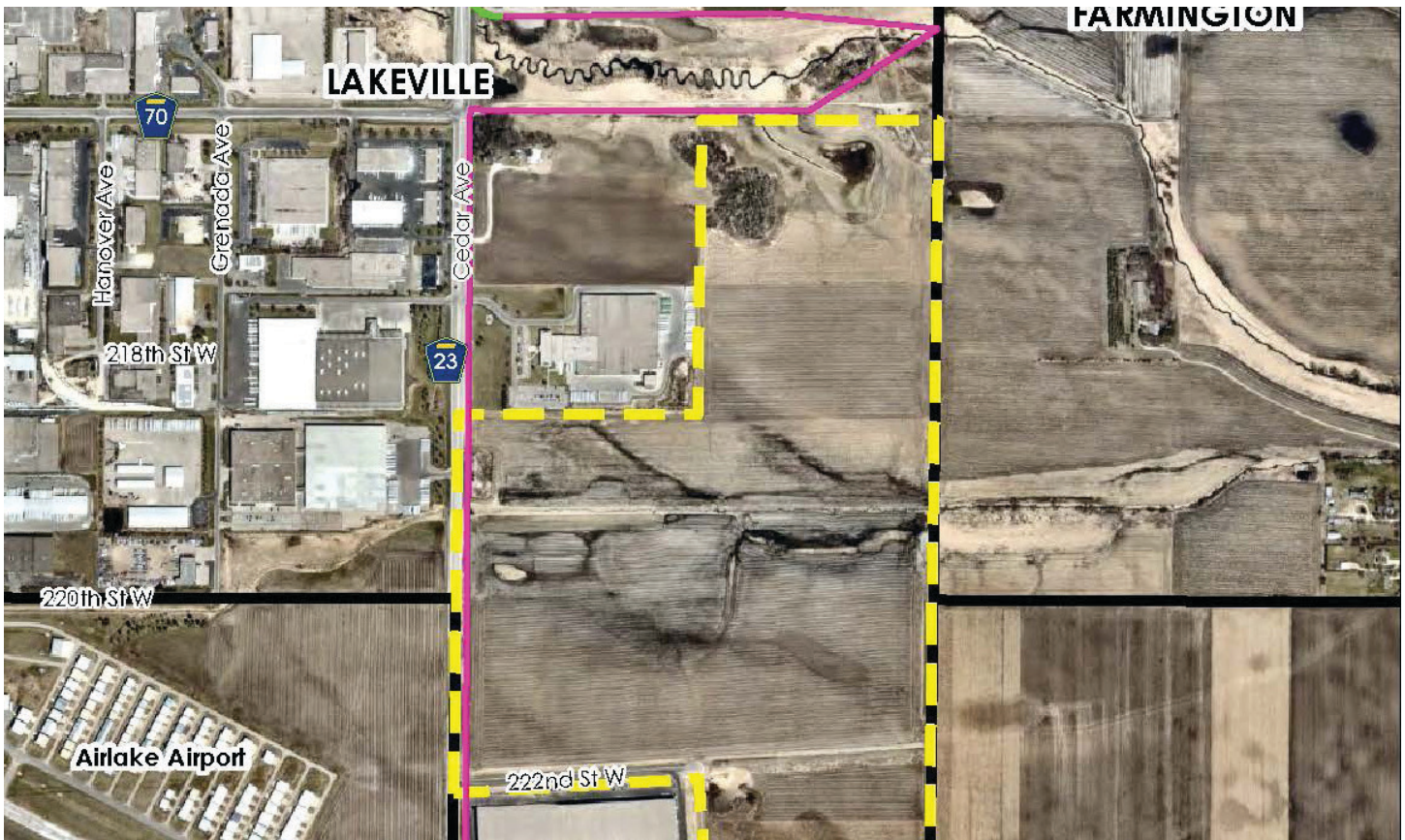
St. Louis Park, MN

Project Description: The West End is a mixed-use development in St. Louis Park and the City adopted The West End Final AUAR in March 2007. Kimley-Horn was the primary author of the original document, and the city has turned to us for additional analysis and environmental updates as development plans for the site have evolved over time. Pursuant to Minnesota Rules, an AUAR and plan for mitigation must be revised every five years until all development in the study area has been completed and received final approval. Kimley-Horn completed AUAR updates for the West End in 2013, 2018, and 2023. These updates have included additional and/or revised scenarios to respond to changes in the market and development patterns, and have focused on water use, sanitary sewer, and traffic as the primary areas of analysis.

Relevance to Project: Completed subsequent AUAR Updates for the city

Reference: City of St. Louis Park, Sean Walther, Planning Manager | swalther@stlouispark.org | 952.924.2574





Launch Park AUAR and AUAR Update

Lakeville MN

Project Description: Kimley-Horn completed an AUAR and Mitigation Plan for a proposed 190-acre development located south of County Road 70 and east of Cedar Avenue in Lakeville in 2018. As part of the AUAR process, Kimley-Horn developed two scenarios to determine necessary mitigation for the development of those 190 acres. A traffic analysis, preliminary stormwater design, roadway configuration, and wetland delineation were also completed. The Draft AUAR and Mitigation Plan was out for public review and comment in June 2018, and the Final AUAR and Mitigation Plan was approved and adopted in October 2018. Kimley-Horn recently completed an AUAR Update for this area in 2023 and worked with the RGU and agencies to address the remaining portion to be developed and any updates to mitigation since 2018.

Relevance to Project: Completed an AUAR and AUAR Update in another city in Dakota County

Reference:

Tina Goodroad, AICP

Community Development Director, City of Lakeville
952.985.4421 | tgoodroad@lakevillemn.gov
20195 Holyoke Avenue, Lakeville, MN, 55044



Rich Valley East Industrial

ALTERNATIVE URBAN AREAWIDE REVIEW

MAY 2024

PREPARED FOR:



PREPARED BY:



City of Rosemont Industrial AUAR Update

Rosemont, MN

Project Description: Kimley-Horn completed an AUAR and Mitigation Plan for a proposed 235-acre site located in the northwest corner of County Road 42 and Blaine Avenue in the City of Rosemount, MN in 2023. As part of the AUAR process, Kimley-Horn developed one development scenario to determine necessary mitigation for the development. A traffic analysis, preliminary stormwater design, roadway configuration, and wetland delineation were also completed. Kimley-Horn recently completed an AUAR Update for this area in 2024 to include an additional scenario for the 235-acre site. The AUAR Update was adopted by the City Council in August 2024.

Relevance to Project: Completed an AUAR and AUAR Update in an adjacent municipality that included multiple scenarios.

Reference:

Anthony Nemcek

Senior Planner

City of Rosemount

Anthony.Nemcek@rosemountmn.gov

Direct: 651.322.2090

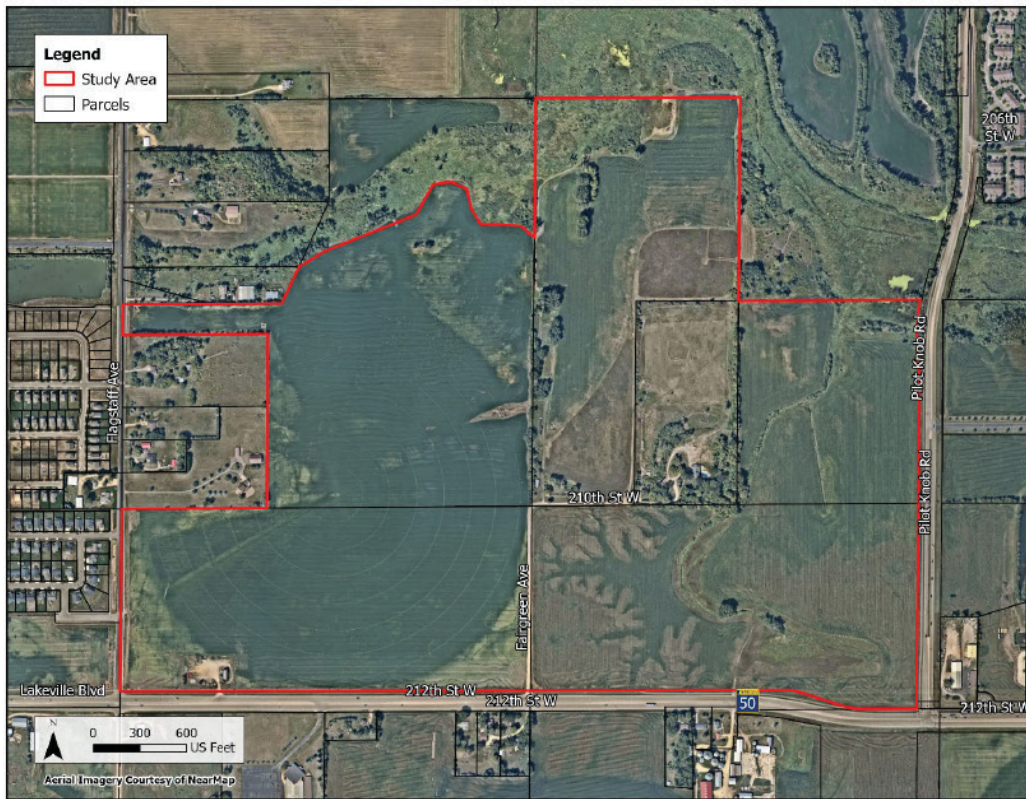




Farmington West Industrial AUAR



Figure 2: AUAR Study Area



Farmington West Industrial AUAR

Farmington, MN

Project Description: Kimley-Horn was contracted on behalf of the developer to assist the City of Farmington as the RGU with completing an AUAR for study area encompasses an area totaling approximately 329 acres on six parcels in the City of Farmington. The AUAR studied two scenarios: one scenario that included multiple buildings for a total of 3 million square feet of a proposed technology park development and a second scenario that evaluated multiple buildings for a total of 2,968,000 square feet of light industrial. Kimley-Horn completed the wetland delineation and traffic impact study in addition to coordinating approval of the AUAR document.

Relevance to Project: Completed an AUAR with multiple development scenarios.

Reference:

Deanna Kuennen

Community & Economic Development Director

dkuennen@farmingtonmn.gov

Main: 651.280.6800 | Direct: 651.280.6820

430 Third St. Farmington, MN 55024



COST

Consultant shall provide an per meeting cost for optional, additional public meetings (i.e. planning commission, public open house, etc.) should such City staff determine the need for additional public meetings.

TASK	PROJECT MANAGER	CLIENT MANAGER	ENV. PLANNER	STRATEGIC RESOURCE	ACCOUNTING	TOTAL	
						HOURS	COST
1. Project Management							
A) Project Management	5	2			5	12	\$2,327
TOTAL							
2. Background Data Collection							
A) Review of Original AUAR and Subsequent Updates	4		8	4		16	\$2,824
B) Review of the 2040 Comprehensive Plan	2		5	1		8	\$1,279
C) Review of the Special Studies	2		8	1		11	\$1,645
E) Kick-Off Meeting with the City (Mtg #1)	3	3		3		9	\$2,308
TOTAL							
3. Draft AUAR Update							
A) Preparation of the Draft AUAR Update	18	2	12	9		41	\$9,500
B) Distribution of Draft AUAR Update	2		2			4	\$659
TOTAL							
4. Response to Comments							
A) Preparation of Responses to Comments Received	5	2	10	3		20	\$3,634
B) Meeting/Call with the City to Discuss Comments Received (Mtg #2)	2			2		4	\$924
TOTAL							
5. Final AUAR Update Preparation							
A) Preparation of Final Document	5	1	2	2		10	\$2,097
B) Distribution of Final Document	1		1			2	\$330
C) City Council Presentations (2)*	10					10	\$2,072
TOTAL							
PROJECT SUBTOTALS						140	\$27,042
REIMBURSABLE EXPENSES							\$1,244
PROJECT TOTALS							\$30,843

* One presentation is assumed during the Draft AUAR update and one during the Final AUAR update adoption.

Optional: Additional AUAR Scenario	\$3,000
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PROPOSAL FOR
**NORTHWEST AREA
ALTERNATIVE URBAN
AREAWIDE REVIEW
(AUAR) UPDATE**

CITY OF INVER GROVE HEIGHTS

OCTOBER 1, 2024



**BOLTON
& MENK**

Real People. Real Solutions.

Angie Smith
612-400-5540
Angie.Smith@bolton-menk.com

3507 High Point Drive North
Bldg. 1 - Suite E130
Oakdale, MN 55128
651-704-9970 | Bolton-Menk.com



**BOLTON
& MENK**

Real People. Real Solutions.

October 1, 2024

Heather Botten
Associate Planner
City of Inver Grove Heights
hbotten@ighmn.gov

RE: Proposal for
Northwest Area Alternative
Urban Areawide Review
(AUAR) Update

Dear Heather and Selection Committee:

The Northwest Area is an important asset to the City of Inver Grove Heights. The city can capitalize on development opportunities and transform the area into a vibrant, mixed-use community. As an experienced and reputable firm specializing in area planning and environmental review processes, Bolton & Menk is committed to providing the City of Inver Grove Heights a comprehensive AUAR update. From project implementation through update adoption, we are excited to help the city continue toward realizing its vision for the Northwest Area. When you partner with Bolton & Menk on this important project, you can expect:

MULTIDISCIPLINARY EXPERTISE. We have assembled a team of highly skilled experts to provide unmatched technical expertise, creative problem solving, and experience working through the AUAR environmental review and mitigation plan process. You can rest assured our team will bring together a collaborative and comprehensive assessment of the Northwest Area. By leveraging our technical knowledge and following the Environmental Quality Board's (EQB) AUAR guidelines, we will ensure the proposed development aligns with sustainable practices and community aspirations.

EXTENSIVE AUAR PROJECT EXPERIENCE. With a strong track record of successful AUAR projects, we are well-versed in the specific requirements and intricacies of the process. We know what needs to be completed and have the unmatched leadership necessary to complete the AUAR update on schedule. This experience will expedite the process, mitigate risks, and help the City of Inver Grove Heights achieve its objectives efficiently. We will work in concert with local authorities, stakeholders, and relevant agencies to ensure a smooth and collaborative workflow.

IMPLEMENTABLE MITIGATION PLAN. Our ultimate goal is to provide the City of Inver Grove Heights with a complete and actionable mitigation plan that guides the future development of the Northwest Area. Our team of planners, engineers, and environmental specialists will closely analyze the project site, identify potential environmental constraints, and provide the technical expertise and tools for the city to achieve its goals. With our multidisciplinary and integrated planning and environmental services, Bolton & Menk will deliver solutions that positively shape the future of the city's sustainable and economic development plans.

In continued service to the City of Inver Grove Heights, we are excited for the opportunity to prepare an AUAR update for the Northwest Area. Angie Smith will serve as your lead point of contact. Please feel free to contact her at 612-400-5540 or Angie.Smith@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Eric Seaburg, PE
Principal-in-Charge

CONTENTS

Project Approach and Scope of Work Page 01

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Team Members and Qualifications Page 11

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MANAGING COMPLEXITY, CONSTRAINTS, AND RISKS

The previous AUAR updates provide a good framework for an integrated and supportable AUAR review process. A clear understanding of the challenges facing this area will be necessary to ensure future development proceeds on secure footing. We will work with the City of Inver Grove Heights to proactively review the following areas to ensure successful project delivery.

Assess Development Goals and Opportunities

Prior planning has identified a robust vision for this area. The prime location, high value, and level of stakeholder involvement means this has high public visibility. Our team will work closely with the city and its stakeholders to ensure the development goals and vision align with the area's constraints and opportunities.

Assess Development Friction Points and Resolutions

Stakeholders involved may have differing positions and motivations in terms of their goals for the project area. Our team has the expertise to discern common ground and build a process toward goal achievement.

Assess Development Through Space and Time

Planning for improvements often involves an elaborate game of musical chairs. Our team will help identify what resources need to ebb and flow as the city achieves its sustainable development vision.

AUAR UPDATE STRATEGIES

Our approach will be characterized by a process that builds upon the framework of the previous AUAR updates to ensure a successful result. This will include consideration of the following.

Goal Setting and Mitigation Strategy Mapping

Before launching into a standard AUAR update process, it will be important to understand and evaluate if the previously identified development concepts are still relevant and fit within the identified timeline. Based on the city's priorities and vision plan, our team will pinpoint areas where additional assessments and evaluations are necessary to understand the full picture.

Equity-Weighted Environmental Analysis

Based on processes we have developed in other impacted urban communities, we will review the previous AUAR assessments with an equity lens on each subfactor. This will explicitly consider both (1) disparate impacts on diverse populations from either environmental impacts or potential mitigation strategies, and (2) how standard data collection and analysis may not fully reflect past and present realities of inequity.

Sustainability/Climate Change Readiness

With the immediacy of other issues, there still looms the realities of climate change and the need for intentionality related to more resilient approaches for community and growth management. Our team will evaluate and curate the approaches most suited for this development area.

Our multidisciplinary team will collectively consider the project issues and alternatives and produce an updated AUAR and mitigation plan that helps progress sustainable development opportunities.

OUR BELIEFS

Bolton & Menk's core philosophy is based on the belief that all people should live in safe, sustainable, and beautiful communities. To this, we believe diversity, equity and inclusion, sustainability, and accessibility are key values that must permeate all aspects of this AUAR project.

Diversity, Equity, and Inclusion

The City of Inver Grove Heights needs a consultant who starts with equity at the forefront and leads every step of the process with intention. We cannot simply deal with the symptoms; we must identify potential root issues early and build equity improvements into the update process.

Sustainability

We believe sustainability is a critical component for all current and future planning and development projects. We must address climate change issues now to set up future generations for success.

Finding the balance between the three areas of sustainability—social, economic, and environmental—aligns well with the AUAR process. These SEE factors create continuity and establish the framework for identifying issues, constraints, opportunities, and solutions.

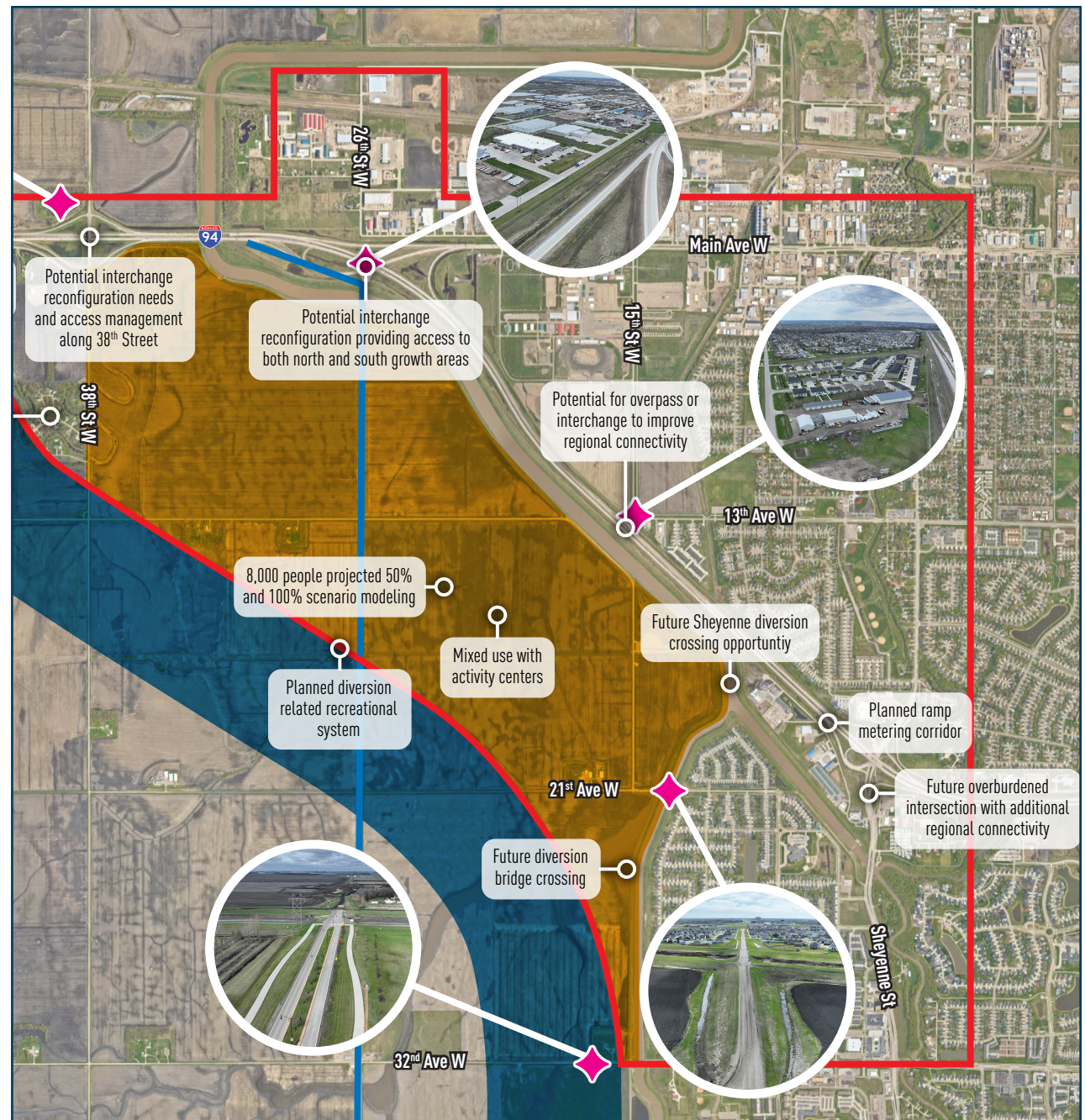
Accessibility

We believe accessibility is paramount to development. Accessibility means inclusiveness for all abilities and modes of transportation—from human-powered to electric-powered to gas-powered. We will use this lens to explore the previously identified complexities and nuances associated with multimodal transportation and accessibility in a growing urban area.

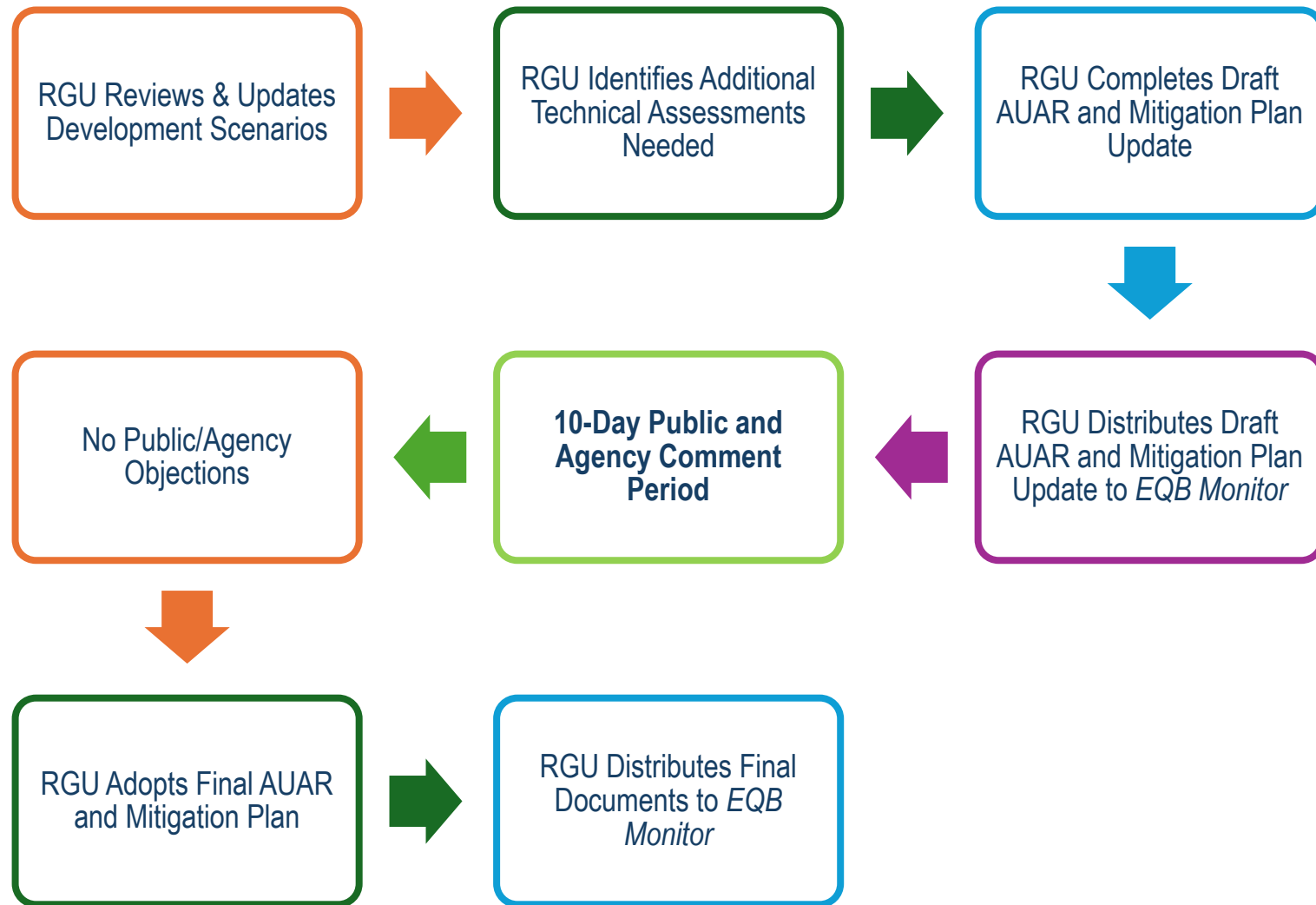
OUR PROCESS

Our collaborative and comprehensive process approach will ensure we understand the city's goals and vision and facilitate a thorough evaluation of past review factors. We will complete this with the highest degree of professionalism and accountability.

Our AUAR methodology—incorporating equity, sustainability, and accessibility—will provide the City of Inver Grove Heights the required environmental clearance to meet your proposed development concepts. We will ensure this update establishes the framework for future updates until the city has achieved its Northwest Area development goals.



ENVIRONMENTAL QUALITY BOARD'S AUAR UPDATE PROCESS



SCOPE OF WORK

The work plan presented here will function as a roadmap for the entire project. It will enable us to effectively provide the City of Inver Grove Heights and its agency partners with outstanding technical deliverables, exceptional leadership, and superior project management in a timely and cost-effective manner. Our multidisciplinary team will collectively consider the project issues and alternatives and refine this work plan based on city staff and council input throughout the update process.

TASK 1. PROJECT MANAGEMENT

Angie Smith will be the project manager for this project, bringing unmatched knowledge and experience working in this space. Having worked on projects in this area for many years and maintained positive relationships with various project stakeholders, she will ensure you have engaging and informative communication throughout. This is critical for sending clear and consistent messages, making informed decisions, maintaining the project budget, and keeping the project on track for scope, schedule, and cost.



Angie specializes in understanding all sides of an issue, digging into concerns, and finding sustainable solutions. Her proactive and effective project management approach is integral to project success, securing full partnership support and avoiding stakeholder confusion, delayed schedules, and failure to meet the basic needs of the city and its partners.

Our team will schedule meetings, complete agendas, maintain meeting records, and offer regular updates on completed and pending project requirements. Some of the project management tools Angie will use include:

- Monthly progress updates
- Proactive discussions to stay on task and schedule
- Sharing presentations and meeting content before meetings

Task 1.1. Project Team Meetings

We propose monthly check-in meetings with the project team. These will be used to provide updates and discussions on key issues, review draft materials, and keep the project on track. While we would like these meetings to be in-person where possible to facilitate a more collaborative environment, remote and/or hybrid meetings will be fully supportable.

Task 1.2. Quality Assurance/Quality Control

Bolton & Menk will develop specific QA/QC guidelines for this project that align with Minnesota Rules 4410 and Environmental Quality Board (EQB) guidance on AUAR processes. These guidelines will be distributed to all project partners and followed throughout the project time frame.



Deliverables: Comprehensive project updates; proactive communication; QA/QC guidelines

TASK 2. STAKEHOLDER ENGAGEMENT

Early coordination and stakeholder engagement is a critical component of this AUAR project. Our team will develop a strategic and comprehensive approach to ensure all agency and public partners have a voice throughout this process.

Task 2.1. Public and Agency Engagement

Agency coordination will be a critical component of this project. Some of the agencies will be engaged through regular advisory team meetings. In addition, we are proposing up to 10 meetings with agency stakeholders, over and above what is represented in completing other tasks listed on the following pages. The goal will be to inform partners on project status, explore partner roles and responsibilities, and work toward shared goals and mitigation strategies.

OPTION: Should the city decide it would like additional public engagement opportunities, we are prepared to provide those on an hourly basis and will discuss the fee schedule for city approval. While each engagement opportunity is unique and may require distinct levels of effort, our team can typically provide a complete public open house or similar style meeting for \$5,000. This would include public notices, developing presentations and display materials, providing facilitators and note takers, and developing an engagement summary report following the meeting.

Task 2.2. Public Notices and Updates

Our team will comply with the EQB's guidance AUAR update distribution and comment responses. Public information and notices will ensure all stakeholders, including agency partners and the general public, know when to anticipate information sessions at city council meetings or if the city decides to hold additional public information sessions. Additionally, information will be provided in advance to ensure the 10-day public review period is a known and anticipated timeline.

 **Deliverables:** Meeting agendas; meeting notes; engagement materials and summaries; public notices

TASK 3. REVIEW AREA DEVELOPMENT

Our team will coordinate closely with the city and its stakeholders to ensure a clear understanding of the city's development goals and vision for the Northwest Area.

Task 3.1 Review Plans and Reports

In reviewing the existing plans and reports for the proposed development area, our team will ensure it has a clear sense of how changes may impact the AUAR and mitigation plan updates. We will also discuss opportunities for technical assessment updates for any documents that potentially need to be updated. These optional tasks are outlined on pages 7 and 8.

Task 3.2 Update Completed Development List

We will hold a workshop with city staff to ensure all development updates are captured from when the last AUAR update was completed. This updated list will provide our team with the necessary information to better evaluate the AUAR factors to ensure a comprehensive review and update.

 **Deliverables:** Updated development list; recommendations for technical assessment updates

TASK 4. DRAFT AUAR/MITIGATION PLAN UPDATE

Pending issues and outcomes from the scoping environmental assessment worksheet (EAW), the project team will embark on completing the draft AUAR and mitigation plan in a systematic process. Our team's subject matter experts will embark on additional assessments and studies as they directly tie to the issues identified during the scoping process.

Task 4.1. Draft AUAR Update

The team will take the issues identified during the technical assessments, continue engaging with area stakeholders, and develop a comprehensive draft AUAR for the three proposed development concepts within the project area.

Task 4.2. Draft Mitigation Plan Update

As issues are identified and addressed in the draft AUAR, we will facilitate strategic mitigation opportunities. These mitigation efforts will help reduce potential impacts to both the human and natural environment as the city continues its development efforts.

Task 4.3. City Staff Review

Our team will present the first draft AUAR update document and mitigation plan to the city for their review and comment. We anticipate approximately 30 days for the city staff's review.

Task 4.4. Draft AUAR Edits

We will incorporate any city comments and recommendations into the draft AUAR document and mitigation plan and prepare this for distribution.

Task 4.5. Public and Agency Comment Period

This 10-day comment period will formalize any public and agency comments and ensure we are meeting all requirements outlined in Minnesota Rules 4410.3610 for the AUAR update.

Task 4.6. Comment Response and AUAR Revisions

We will document and respond to all draft AUAR substantive comments received and ensure these get addressed as part of the final AUAR.



Deliverables: Draft AUAR and mitigation plan; distribution list and public notices; public and agency comment response document

TASK 5. FINAL AUAR/MITIGATION PLAN UPDATE

Following the draft AUAR review, we will address any additional concerns identified, finalize the AUAR document and mitigation plan, and continue stakeholder engagement.

Task 5.1. Final AUAR and Mitigation Plan

We will finalize the AUAR document and mitigation plan based on any comments received during the 10-day draft AUAR review period.

This document will move forward for final review, distribution, and approval by the City of Inver Grove Heights.

Task 5.2. Update and Adopt

We will provide the final AUAR and mitigation plan to the city staff for review and facilitate approval and adoption by the City of Inver Grove Heights.

Task 5.3. Distribute Final AUAR and Mitigation Plan

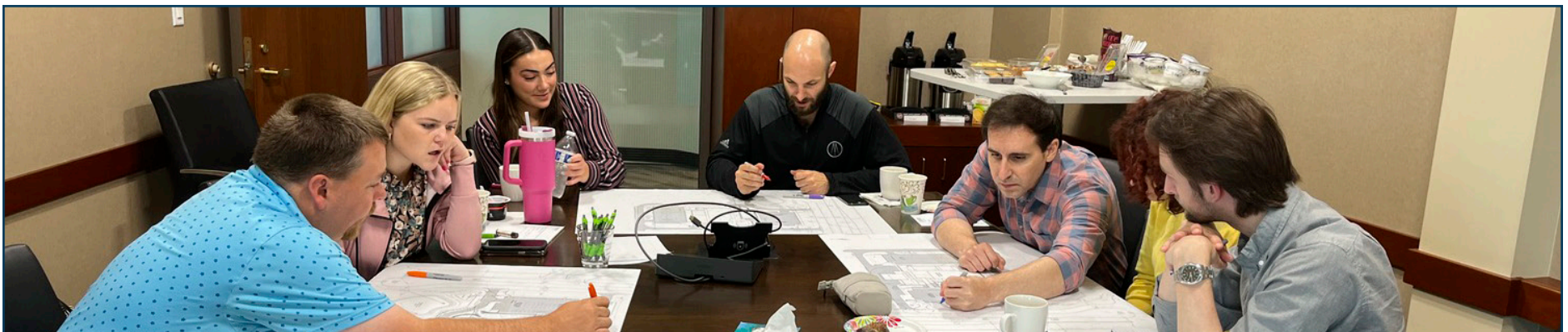
We will distribute the final adopted AUAR and mitigation plan to all relevant parties in accordance with EQB distribution guidelines.



Deliverables: Final AUAR and mitigation plan; adopted AUAR and mitigation plan update

TECHNICAL ASSESSMENTS (OPTIONAL)

This proposal provides a streamlined scope of work and schedule that focuses on the base AUAR and mitigation plan update; however, we are prepared to scope additional technical assessments should the city determine it needs or would like updates to any of its older supporting documents. These would require time and costs not currently provided within this proposal. Should the city request these additional services, please let us know and we will provide these scopes and services in a timely manner. We will also work closely with the city to amend the schedule to ensure our team has the time necessary for any technical assessment updates and that these are incorporated into the 2025 AUAR update.



The optional technical assessments may include, but are not limited to:

- **Traffic impact study** to update the Collector Street Plan (2012)
 - We assess how traffic will access the development areas; how parking will maintain essential circulation; how existing traffic is accommodated; and how the scenarios impact connections, capacity, and safety, especially where traffic modes and networks meet
- **Water resources study** to update the Stormwater Manual (2006) or to provide additional water resources analysis
 - We conduct hydraulic and hydrologic assessments of existing and proposed future conditions to quantify, predict, and mitigate for any potential impacts to area water resources
- **Natural resources inventory and assessment** to update the Natural Resources Inventory (2003)
 - Our team has experts in birds, bats, forests, prairies, and other habitats and species to assess the natural areas and identify ways to protect, restore, and enhance natural areas and the species that live there
- **Level 2 wetland delineation** to conduct field delineation of near-term development areas
 - The Level 2 delineation includes surveying transects, sampling in the vicinity of any known or potential wetlands, and placing pin flags at the limits of any wetlands identified
- **Phase 1 cultural resources survey** to complete fieldwork with previously undeveloped or potentially eligible historic properties
 - The Phase 1 assessment analyzes background information regarding previously recorded historic properties within one mile of the proposed development areas and proposes field survey locations based on the probability of historic resources

ADDITIONAL TASKS AND ACTIVITIES

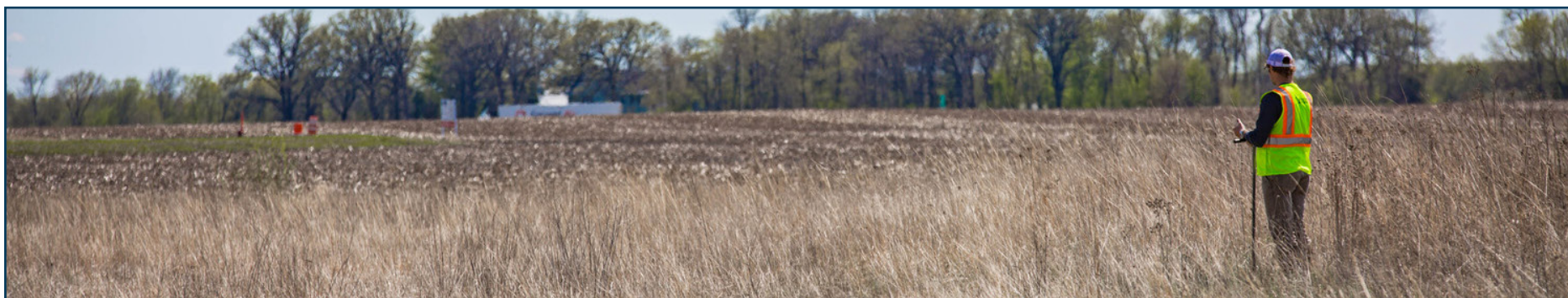
In addition to the technical assessments outlined in the previous section, our team has the capacity and capability for the following additional services if these are of interest. Let us know and our team can provide details and cost estimates to meet the city's future development goals.

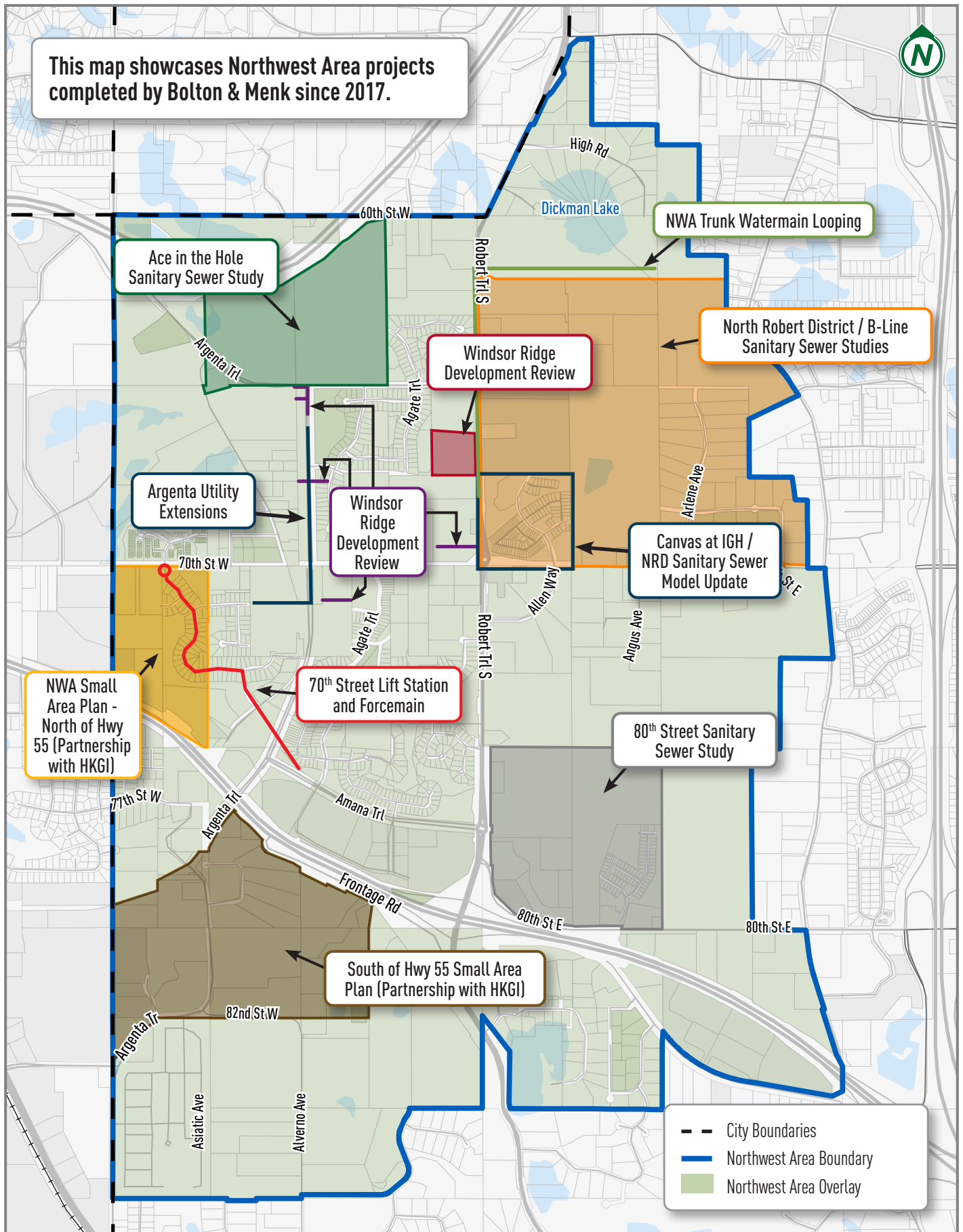
Implementation Planning and Funding Support

Our team excels in not just completing studies, but seeing them through implementation. We can assist with strategies for moving beyond the AUAR to subsequent stages of planning and partnership. Particular to funding, Bolton & Menk has developed the expertise to assist you in this area with our knowledge of current programs such as BUILD transportation grants and community development funding, relationships with funding agencies, and a deep understanding of the application processes.

Low Salt Design

Winter maintenance professionals have been trained to reduce the amount of salt in winter operations; however, they cannot solve this problem alone. Realizing help is needed, we developed LSID™—a set of design guidelines focused on improved winter performance. These design concepts can be easily incorporated into all infrastructure projects, saving your bottom line by reducing winter maintenance efforts, salt costs, infrastructure damage, and environmental impacts.





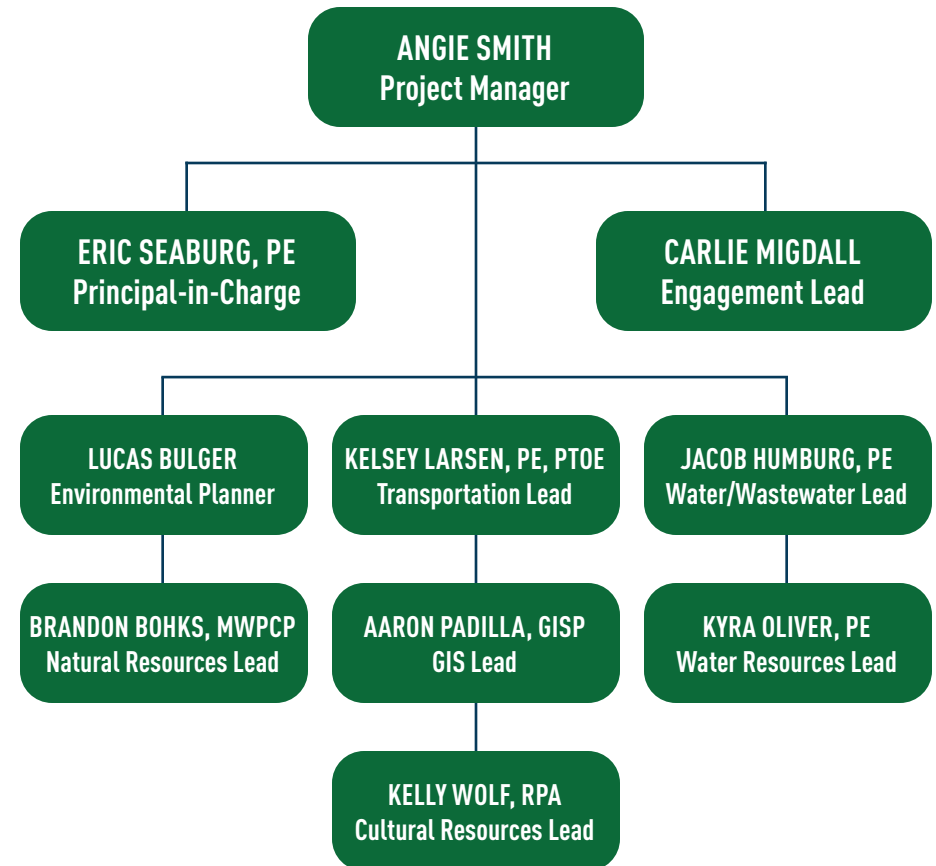
PROJECT TIMELINE

We have developed a schedule based on our review of the project background, description, and scope of services listed in the RFP and our experience on similar projects. Upon selection, we will work with the City of Inver Grove Heights staff and other project stakeholders to revise and update this schedule as needed to ensure successful project delivery. As mentioned in the project approach, this schedule represents the minimal requirements to meet the MN Rules 4410.3610 for an AUAR update.

TASK	2024			2025					
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
Project Management									
Project Team Meetings									
Quality Assurance/Quality Control									
Stakeholder Engagement									
Public and Agency Engagement									
Public Notices and Updates									
Review Area Development									
Review Plans and Reports									
Update Completed Development List									
Confirm Development Scenarios for AUAR Update									
Draft AUAR/Mitigation Plan Update									
Draft AUAR Update									
Draft Mitigation Plan Update									
City Staff Review									
Draft AUAR Edits									
Public and Agency Comment Period (10 day)									
Comment Response and AUAR Revisions									
Final AUAR/Mitigation Plan Update									
Final AUAR and Mitigation Plan									
Update and Adopt									
Distribute Final AUAR and Mitigation Plan									

TEAM MEMBERS AND QUALIFICATIONS

On the following pages, we have highlighted key team member roles. You have our commitment that staff highlighted in this proposal will be performing and overseeing the work they have been identified to lead. This will help maintain a coordinated approach to meet the project schedule and ensure quality project deliverables for the City of Inver Grove Heights and its stakeholders.





ANGIE SMITH
Project Manager

Angie will provide overall project management and coordination with our AUAR update team.

As a strong advocate for sustainable development and resource protection, Angie leads the environmental planning group and ensures environmental compliance efforts are met through a collaborative and multidisciplinary approach. She facilitates environmental coordination efforts before, during, and after projects commence and advances the holistic connection between environmental planning, engineering, transportation and water resources team initiatives across the company. Angie strives to ensure our actions today set up future generations' livelihood.

EXPERIENCE:

- Park I-35 Industrial Site AUAR, City of Elko New Market
- Barge Facility Environmental Impact Statement, City of Wabasha
- Industrial Park AUAR, City of Hampton

YEARS OF EXPERIENCE: 29

EDUCATION:

- Master of Science, Environmental Science, Indiana University
- Bachelor of Science, Zoology, North Carolina State University



ERIC SEABURG, PE
Principal-in-Charge

Eric will use his extensive experience working on City of Inver Grove Heights projects to support Angie and the project team with all things civil engineering.

Working as a team with our clients to solve difficult problems is what drives Eric in his role as a project engineer. He ushers projects through conception, CIP budgeting, design, construction, and long-term maintenance. He is experienced with project management, schedule and budget management, construction management, right-of-way acquisition and management, utility coordination and permitting, state aid procedures and reporting, multiagency coordination, asset management, and as-built drawing development. Eric's prior experience working for a municipality helps him relate to our clients and deliver projects that meet their expectations.

EXPERIENCE:

- Windsor Ridge Development Review, City of Inver Grove Heights
- Ace in the Hole Sanitary Sewer Study, City of Inver Grove Heights
- Argenta District Trunk Utility Extension Projects, City of Inver Grove Heights

YEARS OF EXPERIENCE: 15

EDUCATION:

- Bachelor of Science, Civil Engineering, University of Minnesota



CARLIE MIGDALL

Engagement Lead

Carlie will lead the public engagement efforts to ensure clear communication and understanding of project updates and facilitate additional public meetings if the city decides to hold these.

Carlie is a project communication specialist at Bolton & Menk who is responsible for community engagement and content creation. She is an expert in social media management, project communication, and task management. Carlie is passionate about the hands-on involvement in her role, supporting our client communities as they grow and adopt new infrastructure.

EXPERIENCE:

- 2024 Street and Utility Improvements, City of Belle Plaine
- CSAH 26 (Lone Oak Road), Dakota County
- 6th Street Bridge Design, City of Rochester

YEARS OF EXPERIENCE: 1

EDUCATION:

- Bachelor of Science, Marketing, Indiana University



LUCAS BULGER

Environmental Planner

Lucas will serve as the lead AUAR writer and will help the team pull their technical assessments and recommendations together into one comprehensive document.

Lucas is an environmental planner who has experience in research, data management, agency coordination, and conducting SEE analyses for Minnesota Environmental Policy Act (MEPA), MnDOT/Federal Highway Administration (FHWA), National Environmental Policy Act (NEPA), the Department of Housing and Urban Development (HUD), and United States Department of Agriculture (USDA) environmental review studies, including contributions to a variety of AUARs and EAWs for mixed-use development projects across the Twin Cities metro area. Lucas' passion for environmental planning stems from his interest in sustainability, environmental conservation, equitable cities, multimodal transportation, and hospitable public spaces.

EXPERIENCE:

- Park I-35 Industrial Site AUAR, City of Elko New Market
- Montrose AUAR Update, City of Montrose
- Mesenbrink Mixed-Use Development EAW, City of Mankato

YEARS OF EXPERIENCE: 4

EDUCATION:

- Bachelor of Science, Urban and Regional Studies, Cornell University



BRANDON BOHKS, MWPCP
Natural Resources Lead

Brandon will lead the natural resources assessment.

Brandon has completed countless delineations for various projects that have included delineating all aquatic resources, including watercourse delineations and incidental wetlands. Brandon also acts as a Local Government Unit for 10 municipalities throughout the metropolitan area, where he administers the Wetland Conservation Act and answers wetland-related questions for the cities and their residents. Brandon has additional experience completing permits related to aquatic resources, completing vegetation surveys, hydrology monitoring, and wetland bank design.

EXPERIENCE:

- South Sewer Trunk Sewer Project, City of Cottage Grove
- CSAH 32 Reconstruction, Dakota County
- Kingman Wetland Bank, Renville County

YEARS OF EXPERIENCE: 12

EDUCATION:

- Bachelor of Science, Biology and Ecology, Minnesota State University



KELLY WOLF, RPA
Cultural Resources Lead

Kelly will lead the cultural resources assessment.

Kelly is a cultural resources project manager at Bolton & Menk who has experience as an archaeologist, historian, and principal investigator completing cultural resources projects across Minnesota and the greater Midwest for state and federal compliance. She meets the Secretary of the Interior's Standards for Archaeology and History and has held archaeology licenses in Minnesota for Phase I Reconnaissance, Phase II Evaluation, Phase III Data Recovery, and Burial Site Monitoring. Kelly's specialty is in historic archaeology; however, she has experience in precontact archaeology, architectural history, and burial recovery. Kelly has extensive experience on a variety of project types including recreational trail and park improvements, road improvements, utility installations, pipelines, telecommunications towers, archaeological review, in-depth historical research, architectural review, completing site and inventory forms, technical reports, National Register of Historic Places nominations, and artifact processing and analysis.

EXPERIENCE:

- Rice Creek Park Cultural Resources, City of Anoka
- Riverbank and Parks Improvements, City of Shakopee
- Certified Levee Improvements, City of Carver

YEARS OF EXPERIENCE: 13

EDUCATION:

- Master of Arts, Anthropology and Archaeology, University of Minnesota
- Bachelor of Arts, Anthropology and Archaeology, Hamline University



KELSEY LARSEN, PE, PTOE
Transportation Lead

Kelsey will lead the project's transportation and traffic engineering tasks. She will evaluate design alternatives that accommodate all current and future traffic modes in a safe and reasonable manner. Kelsey will apply her expertise in urban traffic modal analysis to develop context-sensitive corridor options acceptable for the City of Inver Grove Heights.

YEARS OF EXPERIENCE: 10

EDUCATION:

- Bachelor of Science, Civil Engineering, University of Wisconsin

Kelsey is a traffic engineer whose primary responsibilities include traffic analysis for intersection control evaluations, corridor studies, and preliminary and final roadway design projects. She is well versed in ITE trip generation, traffic distribution, and in using Synchro/SimTraffic and Arcady to evaluate existing and proposed conditions. Client satisfaction is a top priority for Kelsey, and she is always willing to go the extra mile to make sure projects are done right. She enjoys creating quality products for clients and strives to show information in a way that is easily understood by everyone.

EXPERIENCE:

- Highway 169 Corridor Study, Mankato/North Mankato Area Planning Organization
- Rice Street Visioning Study and Final Design, Ramsey County
- Arboretum Area Transportation Plan, Carver County



JACOB HUMBURG, PE
Water/Wastewater Lead

Jacob will lead the project's water and wastewater engineering needs.

YEARS OF EXPERIENCE: 10

EDUCATION:

- Master of Science, Environmental Engineering, South Dakota State University
- Bachelor of Science, Civil and Environmental Engineering, South Dakota State University

Jacob is a principal environmental engineer whose work emphasis is on water and wastewater related projects, including water and wastewater treatment plants, lift stations, well houses, and chemical treatment systems. Jacob uses his attention to detail and ability to satisfy his clients' unique requests to complete pre-planning, design phase, construction observation, project closeout, and the drafting of technical documents related to new or existing facilities.

EXPERIENCE:

- Northwest Area 70th Street Lift Station and Forcemain, City of Inver Grove Heights
- 80th Street Sanitary Sewer Improvements, City of Inver Grove Heights
- Dawn Way Area Street Rehabilitation, City of Inver Grove Heights



KYRA OLIVER, PE
Water Resources Lead

Kyra will lead water resources elements of the project, including utility and stormwater management evaluation and planning.

Kyra is a water resources project engineer who has gained experience in stormwater management in the forms of rain gardens, grading and vegetation, GIS mapping, site assessment, design, and construction documents. Through her experience, Kyra has built expertise in rain gardens, native plantings, and stormwater management design. She is passionate about improving the health of the environment in urban areas by bringing water resources, landscape architecture, and natural resources together to create quality solutions.

EXPERIENCE:

- Mississippi River Gateway Park, Three Rivers Park District
- Golf Course and Parmeadow Ponds 1 and 3 Dredging, City of Northfield
- Cardinal Reserve Development, City of Cottage Grove

YEARS OF EXPERIENCE: 7

EDUCATION:

- Master of Science, Civil Engineering, University of Minnesota
- Bachelor of Science, Environmental Studies, Iowa State University
- Bachelor of Landscape Architecture, Iowa State University



AARON PADILLA, GISP
GIS Lead

Aaron will lead GIS-related project tasks.

Aaron is a GIS technician who is passionate about geography and enjoys making maps that can tell a story and inform the viewer. Aaron is experienced in creating and maintaining databases and analyzing data for stormwater modeling projects. He is also responsible for database development, data analysis, and map development for transportation and environmental projects.

EXPERIENCE:

- North Growth Area AUAR, City of North Mankato
- Park I-35 Industrial Site AUAR, City of Elko New Market
- MTL Companies EAW, City of Big Lake

YEARS OF EXPERIENCE: 7

EDUCATION:

- Master of Arts, Geography, University of Northern Iowa
- Bachelor of Science, Environmental Geography, Missouri State University
- Bachelor of Science, Geographic Information Science, Missouri State University

REFERENCES

Client satisfaction through quality deliverables, cost-effective rates, and timely project delivery are top priorities for our team. Please contact the following references to evaluate our performance on similar projects.



CITY OF ELKO NEW MARKET

Park I-35 Industrial Site AUAR

The Park I-35 Industrial Park in Elko New Market is strategically positioned for manufacturing, warehousing, and logistics uses. The site provides immediate access to I-35 that is unmatched in the market and sits directly adjacent to one of the country's main transportation arteries connecting the Twin Cities to major markets including Des Moines, Kansas City, Oklahoma City, Dallas, and San Antonio. Park I-35 is minutes south of the Twin Cities metro area and is the southern gateway to Minneapolis and Saint Paul.

The City of Elko New Market, in its bid to improve economic development along the I-35 corridor, retained Bolton & Menk to develop their initial AUAR and the AUAR update. This area has the potential for large industrial and business development opportunities and provides a critical linkage to interstate travel corridors for local and regional connections. Proactive communication, comprehensive transportation and water resources assessments, and agency coordination activities were instrumental in the success of these projects.



Renee Christianson | Senior Planner
952-467-2777 | rchristianson@ci.enm.mn.us



CITY OF BIG LAKE

MTL Companies Environmental Assessment Worksheet

The City of Big Lake continues to see growth within and adjacent to its community. Bolton & Menk has worked with this city for several years through various EAW projects, with the most recent being a warehousing development just north of Highway 10 on the eastern edge of the city. The proposed project exceeded the threshold for warehousing facilities and triggered a mandatory EAW. This process commenced in early 2024 and required numerous conversations to ensure all the project information was provided in a way that could be further assessed and evaluated to meet the MN Rules 4410 requirements and EQB guidelines and standards.

This EAW project is wrapping up in early October 2024 with the city making a negative declaration for an Environmental Impact Statement (EIS).



Theresa Haffner | Community Development Director
763-463-9638 | thaffner@biglakemn.org



CITY OF WABASHA

Barge Facility Environmental Impact Statement

The City of Wabasha secured state funding to construct a small barge facility along the Mississippi River on the northern side of town. This project's environmental review has been multiple years in the making to evaluate and facilitate the lengthy EIS process in coordination with state and federal agencies. The city has a vested interest in completing this project and moving toward project permitting so it can execute an agreement with the U.S. Army Corps of Engineers that will facilitate the removal of dredged material from the Mississippi River through this facility and forward to beneficial uses such as construction and fill material.

The stakeholder coordination requirements have been instrumental in helping advance the proposed project. In addition to the state-level review, Bolton & Menk is working with the city to complete a federal Environmental Assessment as the city was able to secure additional federal funding for the proposed project through the Maritime Administration (MARAD). MARAD has specific additional requirements the city must complete to meet the federal NEPA requirements in addition to the assessment completed for the state-level review.



Caroline Gregerson | City Administrator
651-560-4860 | cityadmin@wabasha.org



CITY OF HAMPTON

Industrial Park AUAR (in progress)

The City of Hampton Industrial Park AUAR is currently in the scoping phase for a large AUAR project. This AUAR is being completed by a different consultant with the Bolton & Menk team serving as an extension of the city staff to coordinate and review the documents prior to public and agency reviews. Although the project is in its early stages, our team has successfully facilitated numerous conversations with stakeholders and provided presentations at city council meetings to improve the council's understanding of the AUAR process and the other requirements prior to the proposed development scenarios going to construction.

There are still several parts of this process to go, and our team will serve alongside the city staff and council to ensure they and the community members are comfortable with the entirety of the analysis, the technical assessments, and the mitigation plan requirements.



John Knetter | Mayor
651-437-8846 | John.Knetter@fhr.com

TWIN CITIES METRO STUDIES AND UPDATES

Various Clients

Members of the project team have led and been involved in numerous metro-area environmental review processes, including AUARs, for decades. The list below includes a selection of metro area projects with some similarities to the proposed project. Additional information on these is available upon request.

- City of Montrose: AUAR
- City of Jordan: Multiple EAWs
- City of Minneapolis Calhoun Towers: AUAR and EAW
- City of Brooklyn Park Gateway: AUAR Revision
- City of Fridley Northern Stacks: AUAR and EAW
- City of Dayton French Lake Industrial Center: AUAR and EAW
- City of Lakeville Interstate South Logistics Park: AUAR and EAW
- City of Brooklyn Park 610 Crossings: AUAR
- City of Chanhassen MUSA: AUAR
- City of Maplewood Gladstone Neighborhood: AUAR
- City of Woodbury East Area: AUAR
- City of Inver Grove Heights Northwest Area: AUAR
- City of Cottage Grove: AUAR and EAW Review
- City of Burnsville: Hybrid EA and EAW Reviews
- City of Ramsey TH 10: EA Update
- City of Chaska TH 41/61: EA

VARIOUS LOCAL EXPERIENCE

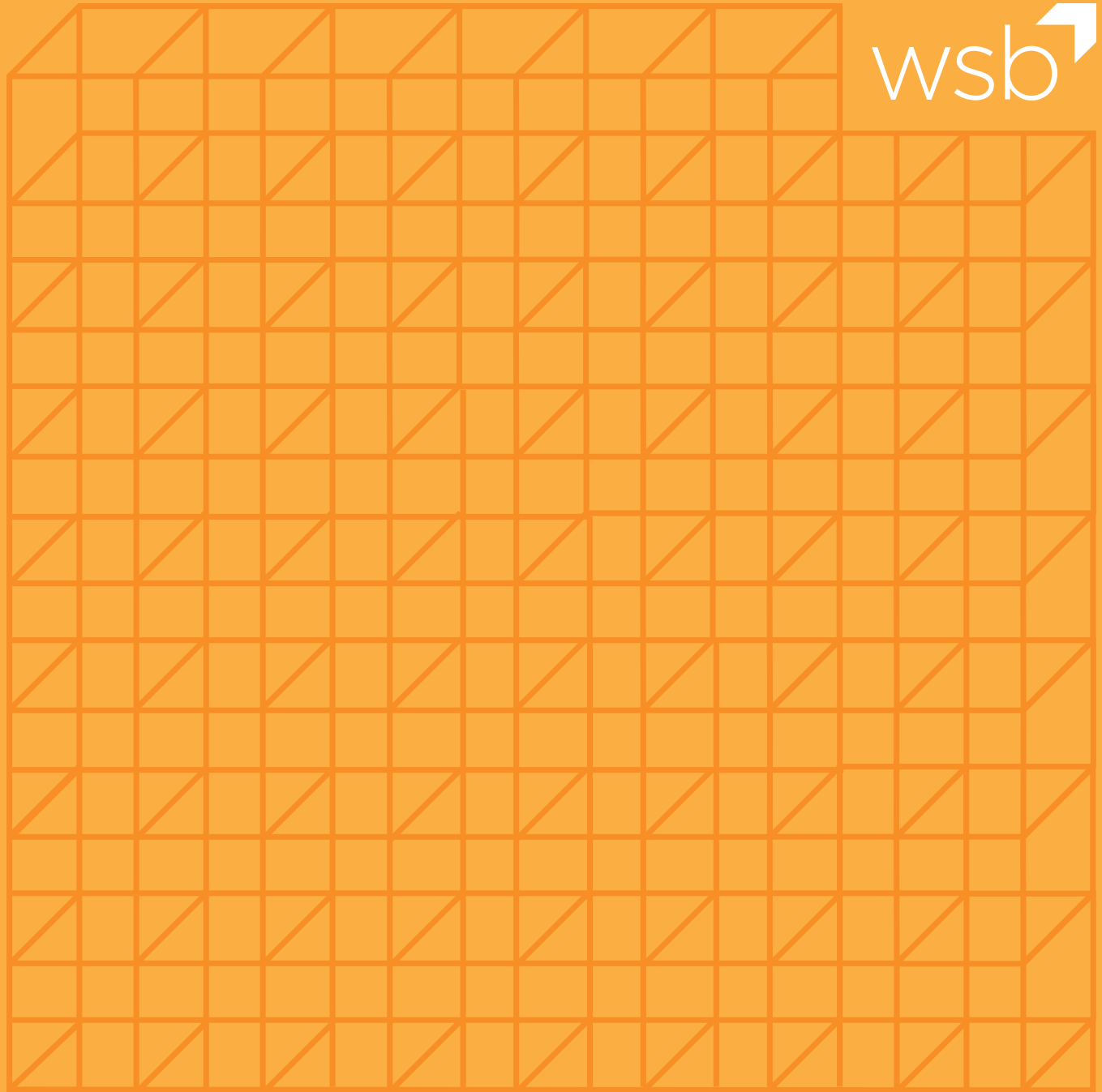
City of Inver Grove Heights

- Northwest Area 70th Street Lift Station and Forcemain
 - Staff Involved: Jacob Humburg
- Ace in the Hole Sanitary Sewer Study
 - Staff Involved: Eric Seaburg
- Windsor Ridge Development Review
 - Staff Involved: Eric Seaburg
- 80th Street Sanitary Sewer Improvements
 - Staff Involved: Eric Seaburg, Jacob Humburg
- B-Line/Robert District Sanitary Sewer Studies
 - Staff Involved: Eric Seaburg
- Canvas at Inver Grove Heights Sanitary Sewer Analysis
 - Staff Involved: Eric Seaburg
- 2021 Trunk Sanitary Sewer Model Update
 - Staff Involved: Eric Seaburg
- NRD Sanitary Sewer Model Update
 - Staff Involved: Eric Seaburg
- South of Highway 55 Small Area Plan
 - Staff Involved: Eric Seaburg
- North of Highway 55 Northwest Area Small Area Plan
 - Staff Involved: Eric Seaburg

BUDGET

The following table provides a summarized breakdown of the estimated hours and costs for each major work task item. Our estimated fee encompasses all labor, general business expenses, and other customary expenses associated with operating a professional business. It includes vehicle and personal expenses, mileage, telephone charges, and routine expendable supplies unless otherwise specified. There will be no additional charges for these activities and materials. We remain committed to providing transparent and accurate cost information throughout the project. It is important to note that any expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, outsourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and similar items, will be invoiced separately.

City of Inver Grove Heights Northwest Area AUAR Update		Bolton & Menk, Inc.											
Task No.	Work Task Description	Project Manager	Principal-in-Charge	Environmental Planner	Water Resources Lead	Water/Wastewater Lead	Transportation Lead	Natural Resources Lead	Cultural Resources Lead	Engagement Lead	GIS Lead	Total Hours	Total Cost
1.0	Project Management	14	4	2	2	2	2	2	2	2	2	34	\$6,170
2.0	Stakeholder Engagement	6	0	0	2	0	0	2	2	10	0	22	\$3,342
3.0	Review Area Development	6	3	3	2	3	2	2	2	0	4	27	\$4,757
4.0	Draft AUAR/Mitigation Plan Update	8	6	46	20	12	20	20	20	2	26	180	\$29,062
5.0	Final AUAR/Mitigation Plan Update	4	2	10	4	4	4	4	4	2	2	40	\$6,578
Total Hours		38	15	61	30	21	28	30	30	16	34	303	
Average Hourly Rate		\$204	\$196	\$139	\$166	\$196	\$164	\$164	\$174	\$111	\$151		
Subtotal		\$7,752	\$2,940	\$8,479	\$4,980	\$4,116	\$4,592	\$4,920	\$5,220	\$1,776	\$5,134		
Total Fee		\$49,909											



A PROPOSAL FOR

Northwest Area AUAR Update

FOR THE CITY OF INVER GROVE HEIGHTS

Project Understanding



Inver Grove Heights is seeking to update the Alternative Urban Areawide Review (AUAR) for the approximately 3,000 acre “Northwest Area”. This update will allow the city to take a proactive approach to land use planning while creating a streamlined environmental review for future development of the area, providing compliance with Minnesota Rules 4410 for all development that is studied as part of the AUAR.

The last AUAR Update was adopted in May 2020, thus environmental coverage for the study area will expire in May 2025. WSB understands the schedule needs and the overall purpose and scope of the AUAR process and is prepared to create an update that complies with Minnesota rules and meets the city’s schedule needs.

It appears that minor changes to the comprehensive land use plan have occurred since the 2020 AUAR Update, the 2025 update will be required to include one development scenario that complies with the current Comprehensive Future Land Use Plan. Discussion with city staff will occur to determine if the development scenario studied in the 2020 AUAR Update should remain or be removed from further study. Based on our current understanding of the study area, we anticipate that in addition to the existing comprehensive land use plan, Inver Grove Heights may also consider two additional development scenarios: one with increased commercial land use and one with increased residential land use. This scope assumes that additional development scenarios will be provided by city staff. If a land use analysis is required, WSB can provide that assistance as a separate task.

Project Approach



At project initiation, WSB’s project team will meet with city staff to discuss the study area and discuss development within in the area since the 2020 study and the availability of updated studies that have occurred within that area.

Following the kickoff meeting with Inver Grove Heights staff, WSB will begin analysis and update of each resource area outlined by the AUAR including:

- | | | |
|------------------------------|---------------------------------|---------------------------------|
| • Cover Types | • Water/Wastewater | • Transportation |
| • Required Permits/Approvals | • Contamination/Hazardous Waste | • Air Quality |
| • Geology and Soils | • Fish, Wildlife, and Habitat | • Greenhouse Gas/Climate Change |
| • Surface Water Resources | • Historic Properties | • Cumulative Impacts |
| • Stormwater | • Visual and Noise Effects | |

No new studies are planned to occur, but updates to each of the resources above will draw on the various studies that have occurred within the area since 2020, including the 65th Street Small Area Plan, Argenta Small Area Plan, updated studies for water and wastewater completed as part of the 2040 Comprehensive Land Use Plan, the I-494 Interchange Study, and any updated studies completed as part of development reviews. An updated rare species review will be performed using WSB's license agreement with the DNR for the Natural Heritage Information System (NHIS). Based on these reviews, the potential impacts for up to 3 development scenarios will be analyzed.

Since the adoption of the last AUAR Update, the Environmental Quality Board (EQB) has published new guidance for assessing the potential for impacts to greenhouse gas emissions. This AUAR update will incorporate this new guidance for the most dense scenario, drawing on similar project experience for the types of emissions expected from various land uses. In addition to updating each resource section of the AUAR, WSB will review and update the mitigation plan. Updates will include mitigation measures that have been completed, revised, or new mitigation measures required as a result of changes to rules or recommendations.

Once a draft of the AUAR Update has been completed, WSB will share the document with city staff for review. Once finalized, WSB will distribute the AUAR Update to agencies per the EQB guidelines for a 10-day review. Comments received following the 10-day comment period will be considered and responded to. If necessary, updates to the AUAR Update document will occur to respond to the comments. If no objections are filed, this Final AUAR Update will be presented to City Council for adoption. WSB will assist with preparation of Council document and present at a Council meeting, if requested.

Team Members and Qualifications





Alison Harwood

PROJECT MANAGER | DIRECTOR OF NATURAL RESOURCES



Alison has over 16 years of experience in the natural resources field performing field studies as well as helping clients navigate environmental review and permitting processes. She has extensive knowledge of environmental review and has led many projects through the environmental review and permitting processes. She's completed Environmental Assessments and Categorical Exclusions for a variety of projects and has extensive experience in water resources permitting, including Federal Section 404, Section 10, and Section 401 permitting, and consultation regarding Section 7, Section 106, BGEPA, and MBTA resources.

SERVICE GROUP:
Natural Resources

REGISTRATION:
Certified Wetland
Delineator #1238

EDUCATION:
Master of Science in
Biology, Minnesota State
University - Mankato, 2009

Bachelor of Science in
Biology, South Dakota State
University, 2005

MEMBERSHIPS +

RECOGNITIONS:
Wetland Professionals
Association

WTS Minnesota

Women of Renewable
Industries and Sustainable
Energy

OFFICE LOCATION:
Burnsville, MN

Blaine Northtown AUAR | Blaine, MN

CLIENT: CITY OF BLAINE

PROJECT DURATION: AUG 2023 - JUN 2024

Alison managed the AUAR for the City of Blaine's vision for redeveloping the area of and surrounding the Northtown Mall. The document analyzed two development scenarios which identified varied land uses. Alison managed the project team analyzing the various resource areas and coordinated a cohesive document that both met the state's requirements as well as can be used by the city to guide land use decisions into the future.

Trunk Highway 169 and County Road 59 Interchange | Scott County, St. Lawrence Township, MN

CLIENT: SCOTT COUNTY

PROJECT DURATION: MAY 2022 - MAY 2024

Alison managed the environmental review and permitting for this project, which involves the construction of a new interchange on Trunk Highway 169 at County Road 59 south of Jordan in Scott County. The project location contained a large amount of wetland and the project impacted nearly 7 acres and while the project was locally funded (non-FHWA project), it still required state environmental review via an Environmental Assessment Worksheet (EAW). Alison managed the EAW process for the project, documenting the resources, impacts, and planned mitigation for the project. This review included analysis of Section 7 and Section 106 resources, MBTA and BGEPA resources, and state-protected resources.

Mayo Clinic Bold. Forward. Unbound. In Rochester AUAR | Rochester, MN

CLIENT: MAYO CLINIC

PROJECT DURATION: OCT 2023 - SEP 2024

Alison managed the AUAR for the Mayo Clinic's proposed redevelopment of a portion of their campus in downtown Rochester. Alison worked extensively with the client, City of Rochester, and design team to thoroughly evaluate the potential impacts of the proposed redevelopment, which involved medical campus and electrical generation land uses. The process also required a Scoping AUAR due to the size of the proposed projects within the study area. Main resources of concern were traffic, stormwater, and groundwater resources resulting from a proposed geothermal system. Alison coordinated with the project team to create a document that both the client and City of Rochester could use to guide future land use and permitting decisions.



Jake Newhall, PE, PMP

DIRECTOR OF WATER RESOURCES



Jake has more than 18 years of engineering experience and has managed and designed many types of water resources projects, including modeling, planning, design, maintenance programs, and construction. He has worked with numerous watershed municipalities, counties and state agencies. Jake's well-rounded water resources skills and experience allow him to collaborate and be innovative while solving challenging water quality and water quantity problems.

SERVICE GROUP:
Water Resources

REGISTRATION:
PE MN #49170
NC #057682
CO #0064526
WI #100948-6
GA #052008

EDUCATION:
Bachelor of Civil
Engineering, University of
Minnesota, 2006

**MEMBERSHIPS +
CERTIFICATIONS:**
Certified PMP #1989038

OFFICE LOCATION:
Minneapolis, MN

Burnsville Pond Maintenance Projects

CLIENT: CITY OF BURNSVILLE

PROJECT DURATION: 06/2013 - PRESENT

Jake has led these projects annually and generally involve the same steps to result in a successful project. Each year the City and WSB review the City's priority basins to be surveyed. Following the bathymetric surveys, it can then be determined which basins need to be maintained and the extent of maintenance to achieve the stormwater goals of the City. Cost-benefit analyses are completed during the completion of the pond design memos to determine the optimal amount of maintenance/dredging to be completed. In addition, the pond design memos include construction access investigation, clearing and grubbing needs, and permitting requirements. Sediment testing and analysis is completed to determine the appropriate disposal requirements.

Construction plans and specifications are developed and tailored to meet the unique characteristics of each years' ponds. WCA coordination, Army Corps permitting, and DNR permitting is completed as required. Construction observation is performed to ensure the construction is consistent with the plans and specifications and that the project achieves the desired outcomes of the City.

Pond Cleanout and Dredging Projects | MN

CLIENT: MULTIPLE COMMUNITIES

PROJECT DURATION: 2013 - CURRENT

Jake has served as the Project Manager on multiple pond cleanout projects throughout the 7-County Metropolitan area as well as across the state of Minnesota. He has coordinated all phases of the project from planning, survey, and feasibility through final design, permitting, and construction. A cost-benefit analysis is often completed to determine the extent of maintenance activities needed to achieve City goals. Contaminated material testing and analysis is completed consistent with State requirements to determine excavation and disposal needs. Permitting consistent with local and state requirements is also completed to meet the needs of each pond maintenance or dredging project.



Mallori Fitzpatrick, PE, PTOE



TRAFFIC ANALYSIS, STUDIES, AND DESIGN

Mallori has over eight years of traffic engineering experience. Her knowledge of computer-aided design programs includes Microstation, SignCAD, Synchro/SimTraffic, AGi32, and VISSIM. Mallori has experience designing traffic-related plans including signing, pavement marking, signals, lighting, and traffic control plans. She analyzes crash data, forecasts traffic volumes, and analyzes traffic operations. She also writes Traffic Impact Analysis (TIA) studies, Intersection Control Evaluation (ICE) reports, and Signal Justification Reports (SJR), as well as other safety and speed studies.

SERVICE GROUP:

Transportation/Traffic

REGISTRATION:

Professional Engineer

Alabama #54110

Colorado #61761

Florida #98776

Georgia #051991

Minnesota #58640

Mississippi #35064

Missouri #2024026210

North Carolina #058075

North Dakota #40258

Oklahoma #34580

South Carolina #42600

Tennessee #130120

Texas #140872

CERTIFICATION:

Professional Traffic

Operations Engineer #5081

Road Safety

Professional 1 #984

EDUCATION:

Bachelor of Science in Civil Engineering (Transportation Emphasis), University of Minnesota, 2015

OFFICE LOCATION:

Minneapolis, MN

CSAH 22 & CSAH 7 Intersection Improvements | Anoka County, MN

CLIENT: ANOKA COUNTY

PROJECT DURATION: NOV 2022- SEPT 2023

This project included constructing a roundabout at the intersection of CSAH 22 and CSAH 7 in the City of Oak Grove. Mallori did the preliminary traffic analysis to forecast traffic volumes at the intersection, as well as the Intersection Control Evaluation (ICE) report for the intersection. She designed the signing and pavement marking for the project, as well as assisted with the lighting plans and any special signs needed for the traffic control plans.

CR 132 & Evergreen Blvd | Anoka County, MN

CLIENT: ANOKA COUNTY

PROJECT DURATION: NOV 2022- JAN 2024

This project included constructing a roundabout at the intersection of CR 132 and Evergreen Boulevard in the Cities of Coon Rapids and Fridley. Mallori did the preliminary traffic analysis to forecast traffic volumes at the intersection, as well as the Roundabout Justification Report (RJR) for the intersection. She designed the signing and pavement marking for the project, as well as assisted with the lighting plans and any special signs needed for the traffic control plans.

PGBT Segments 7 & 8 Sign Replacement Project | Dallas County, TX

CLIENT: NTTA

PROJECT DURATION: MAY 2021 - NOV 2021

Mallori was a designer for the PS&E to replace small signs along PGBT frontage roads, ramps, and interchanges between I-20 and I-35E. The project involved reviewing existing sign panels and supports/foundations, capturing images of each sign, making recommendations for new signage, and developing final design plans. Mallori prepared the SignCAD design for many of the guide signs to meet current guidelines. She also reviewed existing signage and prepared plan sheets and specifications.



Jon Christensen, PE

WATER/WASTEWATER ENGINEER



Jon is a Professional Engineer with ten years of experience in water and wastewater engineering including: water supply systems, sanitary sewer collection systems and water and wastewater treatment facilities. Prior to joining WSB, Jon spent two years with an NGO in Honduras designing and constructing electricity-free sustainable drinking water treatment plants. At WSB, he works with growing and developed communities in the expansion and rehabilitation of their water and sewer infrastructure. He has experience in project planning, feasibility studies, computer modeling, design, bidding, construction administration and observation, operator training, and community engagement.

SERVICE GROUP:

Water/Wastewater

REGISTRATION:

Professional Engineer

MN #57814

EDUCATION:

MEng in Environmental Processes, Cornell University, 2014

BA Physics and Mathematics, St. Olaf College, 2011

Water Treatment Plants for PFAS and Nitrate Removal | Hastings, MN

CLIENT: CITY OF HASTINGS

PROJECT DURATION: APR 2023 - CURRENT

Conducted a feasibility study to evaluate water supply and treatment alternatives for PFAS and Nitrate in the City's raw water. Prepared feasibility report including alternatives analysis, water distribution system modeling, and life cycle cost estimates. Once City decided to proceed with treatment, began preliminary design of three water treatment plants. Final design of the first is in progress. Coordinated with state agencies, funding partners, laboratories, and the community to meet quickly evolving regulations.

PFAS Feasibility Study and Test Pumping | Washington County, MN

CLIENT: PRAIRIE ISLAND INDIAN COMMUNITY

PROJECT DURATION: MAY 2019 - SEPT 2020

Assisted with water supply and treatment feasibility study and test well pumping and water quality analysis for potential development and township water supply from a Prairie Island Indian Community property and well.

Granular Activated Carbon Water Treatment Plant | St. Paul Park, MN

CLIENT: CITY OF ST. PAUL PARK

PROJECT DURATION: MAR 2018 - APR 2020

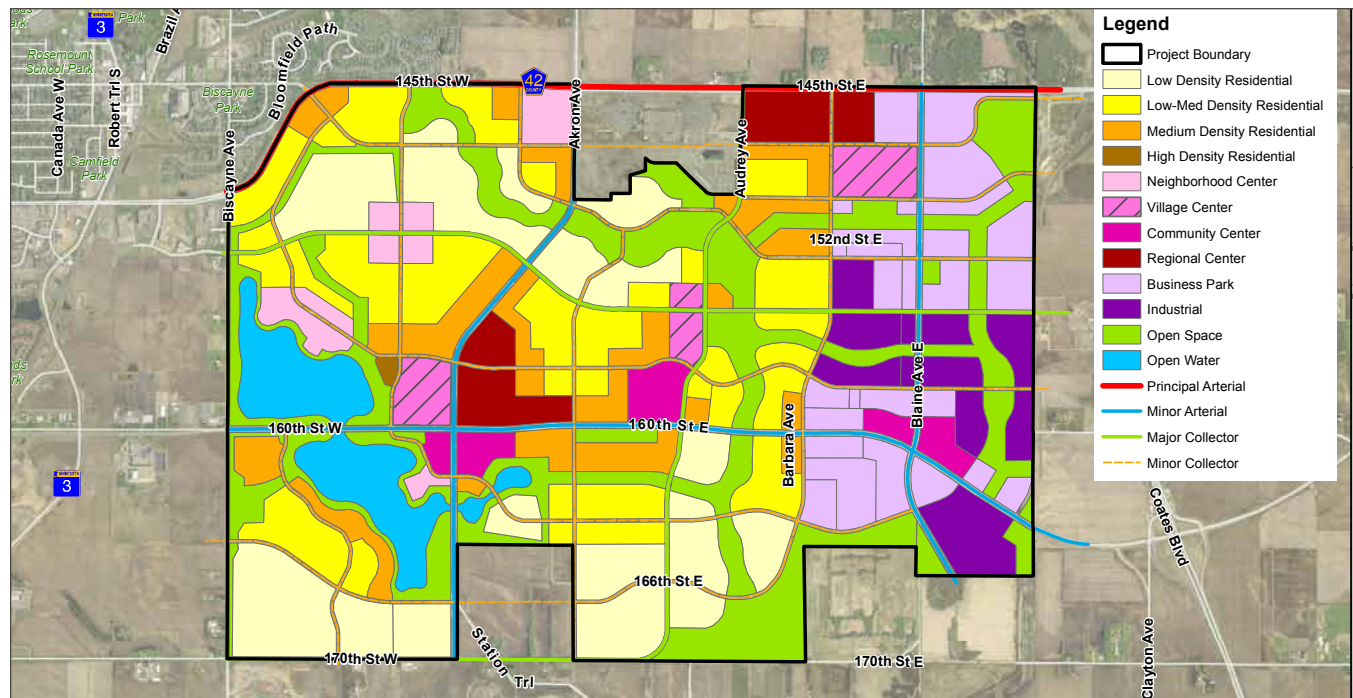
Conducted a feasibility study to evaluate water supply and treatment alternatives. Completed water distribution system modeling to identify water distribution system improvements associated with the water treatment plant (WTP). Provided design, bidding, and construction administration and observation for the granular activated carbon (GAC) WTP for PFAS removal. Coordinated with state agencies, laboratories, and the community to satisfy stakeholder expectations and provide quality drinking water to the city's residents and businesses.

UMore Study Area AUAR

CLIENT: CITY OF ROSEMOUNT

LOCATION: ROSEMOUNT AND EMPIRE TOWNSHIP, MN

DURATION: 2012 - 2013, UPDATES 2017 AND CURRENT



WSB prepared an Alternative Urban Areawide Review (AUAR) for the UMore study area, about 4,900 acres in the southern portion of the City of Rosemount and the northern portion of Empire Township. The long range plan for UMore study area is development into a mixed use residential, commercial, and industrial area in conformance with the University of Minnesota's Concept Master Plan for the area.

The WSB team worked closely with the City, the Township, and the University of Minnesota staff and their consultant to analyze three different development scenarios and the potential environmental impacts associated with development based on the Minnesota Environmental Policy Act. This included traffic studies, land use studies, natural resource and wetland evaluation, and stormwater analysis. A mitigation plan for the proposed development was also developed.

WSB worked with the team through an extensive public input process, which included agency representatives, local officials, and residents in the area. The AUAR not only meets the requirements for environmental review for development, but it also provides clear direction on mitigation that will be needed to address environmental impacts of development in this area.

KEY WSB STAFF: ROXY ROBERSON, ALISON HARWOOD, CHUCK RICKART

PROJECT COST: \$200,000

REFERENCE: ANTHONY NEMCEK | SENIOR PLANNER |
2875 145TH STREET WEST, ROSEMOUNT, MN 55068 |
651.322.2090 | ANTHONY.NEMCEK@ROSEMOUNTMN.GOV

Lino Lakes I-35 Corridor AUAR Update

CLIENT: CITY OF LINO LAKES

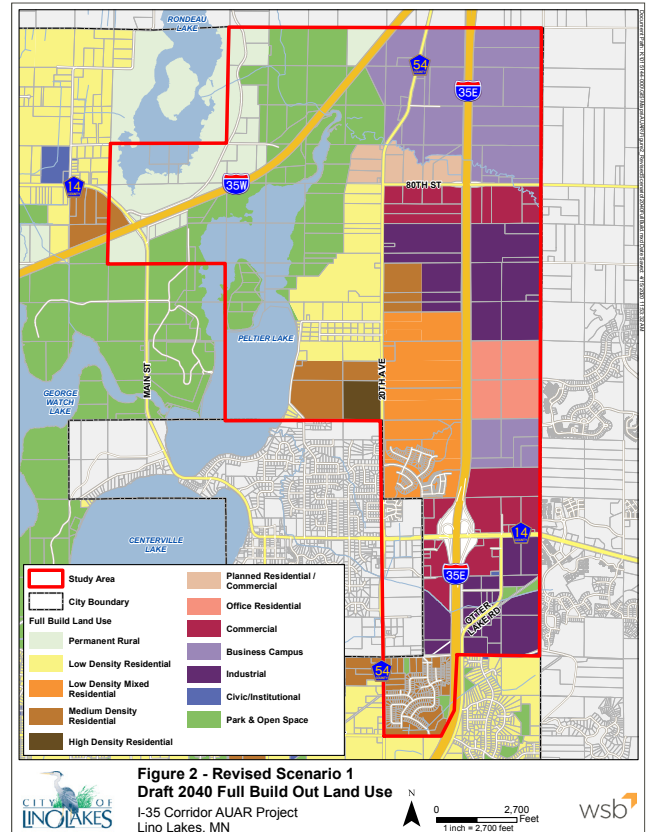
LOCATION: LINO LAKES, MN

DURATION: 2015 - 2020

The City of Lino Lakes had completed an AUAR for the I-35 Corridor in 2005 and an update in 2010. The study area was 4,500 acres located in the northeastern portion of the City. Since many parcels had not received final development approval in 2015, the City hired WSB to complete an AUAR update so the AUAR could remain the valid environmental review for the large study area. WSB reviewed the previous AUAR and 2010 Update, reviewed any development that had occurred to date, and updated the analysis based on new information and revised environmental rules. This also included revising and updating the mitigation measures accordingly. WSB prepared and submitted the AUAR update for the 10-day comment period and provided final documents for the City's adoption. WSB also provided an AUAR Update in 2020 for the study area.

COST: \$45,000

REFERENCE: MICHAEL GROCHALA | COMMUNITY DEVELOPMENT DIRECTOR | 600 TOWN CENTER PARKWAY | LINO LAKES, MN 55014 | 651.982.2427 | MGROCHALA@LINOLAKES.US

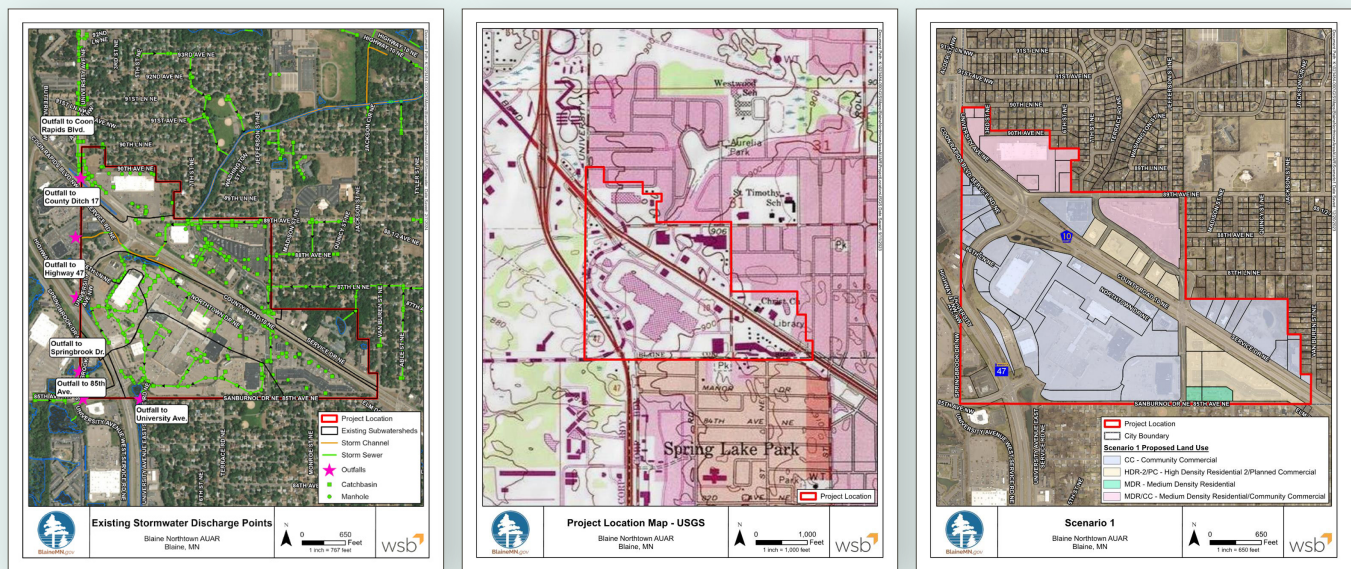


AUAR for the Northtown Mall and Surrounding Area

CLIENT: CITY OF BLAINE

LOCATION: BLAINE, MN

DURATION: AUG 2023 - JUN 2024



The City of Blaine selected WSB to prepare an Alternative Urban Areawide Review (AUAR) for the city's Northtown Mall area. Completion of the AUAR is helping to realize Blaine's vision for this area, and identified redevelopment and revitalization opportunities that will allow the mall to remain an important component of the community and will bring desired amenities to Blaine.

The analysis reviewed two development scenarios for the study area. The main issues were traffic and transportation, stormwater management, and utilities. WSB worked closely with city staff to identify the potential for impacts within the study area and developed a document that clearly outlined the potential impacts and mitigation measures needed to offset those impacts. The document met the requirements of Minn. Rule 4410 and is anticipated to be adopted by the City Council in June 2024.



KEY WSB STAFF: ALISON HARWOOD, REBECCA HAUG

ORIGINAL BUDGET: \$ 137,000

ACTUAL COST: \$ 110,000

REFERENCE: SHEILA SELLMAN | CITY PLANNER |

10801 TOWN SQUARE DRIVE NE | BLAINE, MN 55449 |

763.785.6198 | SSELLMAN@BLAINEMN.GOV

ADDITIONAL ENVIRONMENTAL REVIEW PROJECTS

PROJECT	CLIENT	YEAR	AUAR	AUAR UPDATE	EAW
GRAVEL MINE REDEVELOPMENT EAW	SHAKOPEE	2024			●
MAYO CLINIC BOLD. FORWARD. UNBOUND. IN ROCHESTER AUAR	MAYO CLINIC	2024	●		
SCOTT COUNTY TH 169 AND CR 59 INTERCHANGE	SCOTT COUNTY	2024			●
HILLCREST DEVELOPMENT	ST. PAUL PORT AUTHORITY	2022	●		
ANDERSEN WINDOWS EXPANSION	NORTH BRANCH	2022			●
CSAH 35	OTTER TAIL COUNTY	2022			●
RICH VALLEY AUAR	ROSEMOUNT	2021	●		
319 TO 333 EAST SUPERIOR STREET	DULUTH	2021			●
OXBORO LAKE EAW	BLOOMINGTON	2021			●
SUNRISE RIVERBANK EAW	WYOMING	2021			●
BLAKE ROAD STATION	HOPKINS	2020			●
MAYOWOOD ESTATES	CLARK DEVELOPMENT	2020			●
SEVEN ACRES WETLAND EAW	PRIOR LAKE	2020			●
HENRY AREA AUAR AND UPDATES	ROGERS	2015, 2020	●	●	
INTERSTATE PARK STUDY AREA	LAKEVILLE	2015, 2020	●	●	
OPUS AUAR	MINNETONKA	2020	●		
CHURCH OF MELROSE DEMOLITION	MELROSE	2019			●
WOODBURY NORTHEAST AREA	WOODBURY	'14, '19, '24		●	
LAKE ORONO RESTORATION	ELK RIVER	2019			●
I-94 UBOL RESURFACING	MNDOT	2019			●
CSAH 10	GRANT COUNTY	2019			●
INTERSTATE BUSINESS PARK (ESSBY)	NORTH BRANCH	2019, 2024	●	●	
77TH STREET EXTENSION	RICHFIELD	2019			●
RAMSEY COR AUAR UPDATE	RAMSEY	2019		●	
MEADOWS NORTH EAW	NORTH BRANCH	2018			●
TOWNS EDGE EAW	NORTH BRANCH	2018			●
TH 169 TIGER PROJECT	SCOTT COUNTY	2018			●
CSAH 13 BRIDGE RELOCATION	MELROSE	2018			●
DOMINIUM MULTI-FAMILY DEVELOPMENT	MINNETONKA	2018			●
HELMO STATION BUS RAPID TRANSIT AREA	OAKDALE	2018			●
SKB EXPANSION AREA	ROSEMOUNT	2017			●
MILL POND PROJECT	CHAMPLIN	2017			●
MONTGOMERY MEADOWS	XWII, LLC	2017			●
EVERTON AVENUE NEIGHBORHOOD	HUGO	2017	●	●	
ADELAIDE LANDING DEVELOPMENT	HUGO	2017			●
LOWRY GROVE DEVELOPMENT	ST. ANTHONY	2017			●
GATEWAY DEVELOPMENT AREA	EDINA	2018	●	●	

Timeline



WSB understands that the current AUAR Update will expire in May 2025 and is prepared to begin work upon contract execution to meet the deadline for the project and maintain environmental coverage for the study area. Below is an approximate schedule for development of the AUAR update.

TASK DESCRIPTION	2024			2025				
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
TASK 1 (UPDATE AUAR)								
TASK 2 (DISTRIBUTE AUAR UPDATE)								
TASK 3 (RESPOND TO COMMENTS & AUAR UPDATE ADOPTION)								

Budget



TASK DESCRIPTION	COST
TASK 1: UPDATE AUAR (1 SCENARIO)	\$10,900
TASK 2: DISTRIBUTE AUAR UPDATE	\$1,650
TASK 3: RESPOND TO COMMENTS & AUAR UPDATE ADOPTION	\$3,450
TOTAL (FOR 1 SCENARIO)	\$16,000
ANALYSIS OF EACH ADDITIONAL DEVELOPMENT SCENARIO	\$8,500

Forge ahead.



WSBENG.COM

NORTHWEST AREA AUAR UPDATE

CITY OF INVER GROVE HEIGHTS

OCTOBER 1, 2024





October 1, 2024
Heather Botten
Associate Planner
City of Inver Grove Heights

Re: Proposal for the Northwest Area AUAR Update

Dear Heather Botten and members of the selection committee:

Our team has reviewed in depth the Request for Proposals (RFP) for the update to the existing Northwest Expansion Area Alternative Urban Area-wide Review (AUAR) within the City of Inver Grove Heights (the City). This area has been the center of study and update for nearly two decades, supporting development and investment action within the City, in a manner that responsibly integrates and reduces impacts to natural and cultural resources. Following the AUAR guidelines, the existing AUAR is due for an update by August of 2025 to maintain its use within the community.

Our SRF Consulting Group team brings to the City of Inver Grove Heights extensive experience in environmental review and documentation across a variety of project typologies. Additionally, we have subject matter experts available to swiftly respond to additional analysis needs for the update of the AUAR. Relative to the work being proposed, we believe the benefits of our team include:

Minnesota and Federal Environmental Experience. The SRF Environmental Planning Team has completed a plethora of environmental analyses and documents for transportation and development projects. **Stephanie Falkers**, **Jana Guseynova**, and **Alicia Bock**, have each managed a variety of environmental reviews, giving them a good understanding of the overall process and document development. The environmental team specializes in wetlands, traffic noise, natural resource and watershed planning, land use and park planning, as well as greenhouse gas analysis.

Topical Expertise. In addition to our planning expertise, the SRF team is equipped with topical experts to inform the analysis process. Specifically, **Justin Sebens** (traffic), **Erin Hunker** (water resources), and **Mike Aaron** (utilities) provide detailed experience and expertise to inform the overall review process.

Quality Assurance. Quality is a longstanding tradition at SRF. We pride ourselves on delivering quality products on time that exceed client expectations. We bring the same pride to the work proposed for the City of Inver Grove Heights.

Locational Expertise. Our planning and traffic team have been engaged within the Northwest Expansion Area and the surrounding area for many years. Through this experience, we understand regional shifts in development trends and the planning methodology in use. Recent experience includes the 117th Reconstruction in Inver Grove Heights and the Vikings Lakes AUAR Update.

SRF is confident our team can successfully deliver the AUAR update. If you have any questions or desire more information about this proposal, please contact Stephanie at 763-249-6790 or via email at sfalkers@srfconsulting.com.

Sincerely,

Stephanie Falkers, AICP
Project Manager

Susan Miller, PE
Project Director

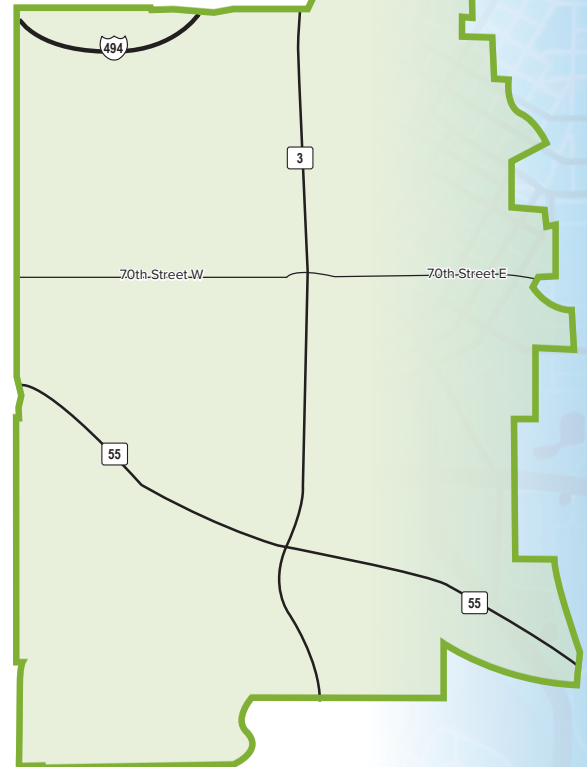
Project Understanding



The Northwest Expansion Area Alternative Urban Areawide Review (AUAR) was originally completed in 2005 to facilitate and guide development decisions. The last update report is dated May 2020 and will expire in August 2025. **This area is currently undergoing development and is anticipated to have a variety of land uses including residential, commercial retail, offices and industrial uses while also preserving the open space and natural resources of the area.**

The update will take into account:

-  Land development scenarios
-  Ongoing and projected developments
-  Conceptual development and potential land use changes
-  Recently completed studies including:
 - » 2040 Comprehensive Plan
 - » Argenta Small Area Plan (2021)
 - » Energy Action Plan (2021)
 - » 65th Street Small Area Plan (2024)
 - » Other special studies/plans that may be relevant



The update to the AUAR will include a review of the mitigation requirements and updated analyses where necessary. Work will begin immediately following contract approval on October 14, 2024. Approval of the plan update will occur prior to the expiration on August 29, 2025. The update will address each of the items on the Environmental Assessment Worksheet list in a format that outlines any changes to the development scenario or mitigation strategies from five years ago. The update will consist of adding new data, analysis, and information where appropriate. This update will also thoroughly review agency comments from 2020, as well as the changes made or not made in response to those comments. The objective is to satisfy all Minnesota Rules and obtain agency concurrence on this update, as well as refresh the document to include the latest data and analysis required.

The SRF Team

As a 100 percent employee-owned company, SRF's engineers, planners, and designers collaborate with our clients and their stakeholders to develop creative solutions for the most challenging projects. Together, we create vibrant communities and dynamic experiences. Our award-winning projects range from designing roadways, bikeways, parks, and bridges to planning statewide transportation systems, to revitalizing neighborhoods and urban spaces. **SRF has extensive experience in preparation of AUARs. We have successfully contributed and completed more than 40 AUARs in the Twin Cities.**

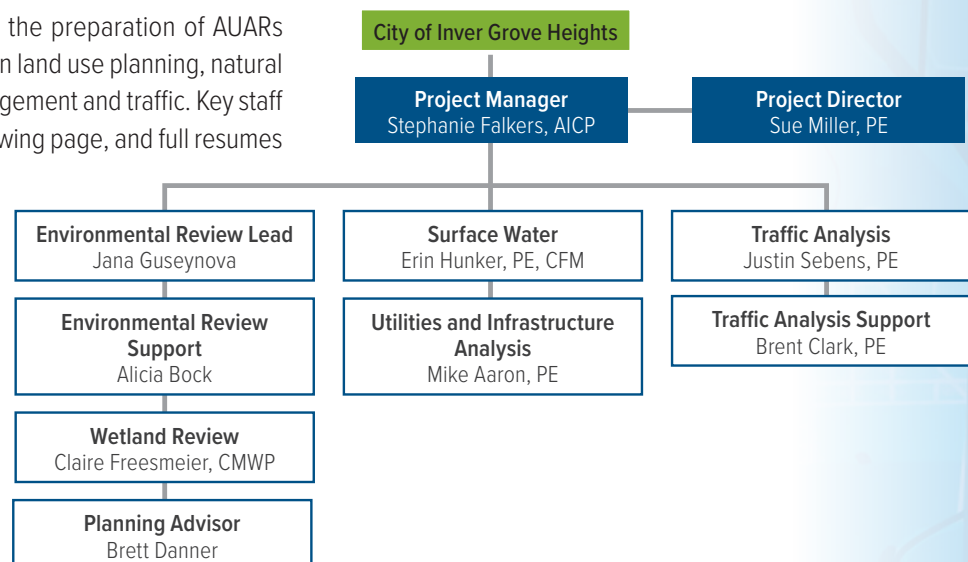
SRF's Integrated Ecology Team (EcoTeam) believes that utilizing ecological principles and processes in project planning and design will achieve healthy ecosystems and resilient communities. Whether it be incorporating green infrastructure into the public realm, enhancing ecological function through native plant restoration, or helping communities reduce greenhouse gas emissions and vehicle miles traveled, SRF works to develop solutions that address the complex problems facing communities.

SRF's EcoTeam considers the many interests and issues related to water resource management, natural resources, parks, wetlands, urban green space, transportation, and community stakeholder engagement to provide a comprehensive approach to ecosystem restoration, protection efforts, resiliency planning, and design. This integrated approach will help clients address challenges within resource management and incorporate resiliency into programs and projects. Three members of SRF's EcoTeam Leadership group are on the team for this project.



Organizational Chart

Our project team is experienced in the preparation of AUARs and includes subject matter experts in land use planning, natural resources, utilities, stormwater management and traffic. Key staff members are introduced on the following page, and full resumes are provided in Appendix A.





Stephanie Falkers, AICP | Project Manager

Education: Bachelor of Science in Landscape Architecture and Environmental Design, North Dakota State University

Stephanie will serve as the Project Manager, bringing over 15 years of planning experience. She will oversee the progress of the project to ensure that it remains on track from a schedule and budget perspective, and that deliverables meet the expectations of the City of Inver Grove Heights. Stephanie has fourteen years of planning experience and has completed a number of environmental documents under Minnesota Rules. Through her comprehensive and transportation planning work in the Twin Cities, Stephanie is very familiar with municipal planning and Metropolitan Council requirements.



Jana Guseynova | Environmental Review

Education: Bachelor of Science in Environmental Science, Policy and Management, University of Minnesota - Twin Cities

Jana will lead the environmental analysis tasks. She brings a wealth of experience in the environmental review and documentation process, including transportation and development projects. Jana's experience includes the completion of federal and state-level environmental review processes and documents (Environmental Assessment Worksheets) for the last seven years with SRF and in her previous role with MnDOT Metro's Project Documentation Unit. She is familiar with Environmental Quality Board (EQB) processes and also specializes in traffic noise and greenhouse gas analysis.



Alicia Bock | Environmental Review Support

Education: Master of Science in Zoology, Southern Illinois University, Carbondale and BA in Environmental Studies and Political Science, University of Minnesota - Morris

Alicia will support Jana through the environmental review process. She brings a variety of experiences with environmental review for transportation and development projects. Alicia has been the lead author of multiple Environmental Assessment Worksheets (EAWs) since the EQB changed the EAW form in 2022.



Brett Danner | Planning Advisor

Education: Master of Science in Biology, Kansas State University and Bachelor of Arts in Biology, Gustavus Adolphus College

Brett will serve as an advisor for the planning team, bringing over 25 years of environmental review experience. Brett will provide QA/QC review of work products.



Claire Freesmeier, CMWP | Wetland Review

Education: Master of Urban and Regional Planning, University of Minnesota - Twin Cities and a Bachelor of Arts in Environmental Science and Sustainability, University of Minnesota - Duluth

Claire will lead wetland review and analysis tasks throughout the AUAR update. Claire is one of SRF's wetland delineators, bringing experience in the field identifying wetlands and desktop assessing impacts and identifying mitigation plans.



Erin Hunker, PE, CFM | Surface Water

Education: Master of Science in Engineering Professional Practice, University of Wisconsin - Madison and a Bachelor of Science in Biosystems/Agricultural Engineering, University of Minnesota

Erin will lead all surface water tasks. Erin has over 20 years of experience in drainage and water resources engineering and design. She has experience in comprehensive stormwater planning for municipalities, and has worked as a project manager and engineer for several MnDOT and municipal water resources projects. In addition to more traditional storm sewer and stormwater pond designs, Erin has designed innovative stormwater Best Management Practices (BMPs) that enhance the project environment while meeting regulatory requirements.



Mike Aaron, PE | Utilities and Infrastructure Analysis

Education: Bachelor of Science in Civil Engineering, Bradley University and an Associate of Applied Science in Technology of Highway Engineering, Morrison Institute of Technology

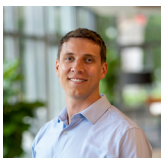
Mike will lead the utilities and infrastructure analysis. Mike has over 20 years of project experience with a focus on municipal engineering projects, specifically the design and construction of roadways and utilities. He has a detailed understanding of municipal engineering practices, standards, and processes and procedures.



Justin Sebens, PE | Traffic Analysis and Forecasting

Education: Master of Science in Civil and Environmental Engineering, University of Wisconsin - Madison and Bachelor of Arts in Physics, Carthage College

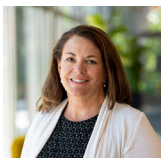
Justin will oversee the traffic analysis and forecasting efforts. Over the past 12 years, Justin's work has focused on traffic analysis and forecasting work throughout the Midwest. As the leader of our traffic forecasting team, he brings a wealth of knowledge in establishing volume assumptions and collaboration with regional models.



Brent Clark, PE | Traffic Analysis Support

Education: Bachelor of Science in Civil Engineering, University of Minnesota - Mankato

Brent will support the traffic analysis with Justin. Brent brings over 10 years of experience, focused on municipal and state intersection, corridor, and feasibility studies throughout Minnesota. He has supported a number of AUAR studies through traffic analysis and intersection operations studies. Through this work, Brent has gained valuable experience in a wide variety of traffic operations, intersection and corridor safety, and roadway design strategies. This expertise has allowed him to successfully guide solutions to multiple traffic impact, small area, and corridor studies, while incorporating various vehicular and pedestrian/bicycle safety elements.



Sue Miller, PE | Project Director

Education: Bachelor of Science in Civil Engineering, North Dakota State University

Sue will be the Project Director. She leads SRF's Transportation and Environmental Planning Group after nearly three decades of experience in municipal and regional planning and design.

Comparable Projects and References

City of Shakopee Jackson Township AUAR

SRF assisted the City of Shakopee in preparing an AUAR and Mitigation Plan to review proposed development within the existing orderly annexation area between the City of Shakopee and Jackson Township. The study area is generally bound by the Minnesota River on the west, US Highway 169 on the north, Marystown Road on the east and Scott County Highway 78 to the south. The SRF team worked with City staff to review development scenarios, estimate the maximum level of impact to natural and built resources, and complete the documentation needed to comprehensively address development impacts in the area.

This AUAR was completed to assess the impacts of development and the upcoming 2040 Comprehensive Plan future land use plan in comparison to past planning efforts. The study area represents a large future growth area for the community, balancing residential, commercial and industrial uses. Additionally, it includes long-standing industrial properties that will be woven into or redeveloped as part of future development action. Coordination between project partners was a key effort, ensuring that future growth phasing and assumed development intensities aligned.

REFERENCE:

Joe Widing (*formerly with City of Shakopee*)
Met Council
651.602.1822
Joseph.Widing@metc.state.mn.us

Carver County Hwy 212 Benton Township EAW

SRF prepared an EAW for the TH 212 – Benton Twp project. Carver County proposed to reconstruct and expand a segment of Highway (Hwy) 212 from the city of Norwood Young America to the city of Cologne in Carver County. Features of the project include: expansion of the existing 5.5-mile-long rural two-lane highway corridor to a rural four-lane divided highway with two eastbound lanes and two westbound lanes separated by a center median ditch; construction of Reduced Conflict Intersections (RCIs) and improvements to the County State Aid Highway (CSAH) 51 intersection, including the construction of a grade separated quadrant interchange; construction of roadside ditches and wet ponds for stormwater treatment; dry ponds for rate control; and construction of structural snow fencing, lighting improvements, and signing improvements.

REFERENCE:

Darin Mielke, PE, LSIT, PMP
Carver County
952.466.5222
dmielke@carvercountymn.gov

St. Louis County Progress Pkwy EAW

SRF prepared an EAW for the Progress Parkway Project. St. Louis County proposes to extend Progress Parkway in the City of Eveleth for a total distance of approximately 1.3 miles. The new roadway would begin approximately 0.15 miles east of the intersection of Hwy 53/Progress Parkway and extend south to Hwy 37. The project includes stormwater and drainage improvements, a paved pedestrian/bicycle trail, and a gravel off-road vehicle trail along the new roadway. A secondary access to the Rock Ridge Public Schools campus will be connected to the new roadway. The Mesabi Mountain Off Road Vehicle (ORV) trailhead parking lot will be relocated to the east side of the new roadway. To complete existing and future traffic analyses and environmental review analyses, SRF coordinated with the City of Eveleth regarding proposed zoning and development changes anticipated due to the project.

REFERENCE:

Ryan Logan
St. Louis County
218.471.7622
loganr@stlouiscountymn.gov

City of Eagan Vikings Lakes AUAR Update

SRF was hired by the City of Eagan to review an AUAR prepared by consultants to MVZ Ventures LLC, addressing development of a new Minnesota Vikings practice facility as well as new commercial development within the same area. The proposed 200-acre development within the AUAR area included a new headquarters and training facilities for the Minnesota Vikings football team, including an indoor practice facility, outdoor athletic/recreational complex with multiple practice fields, a 10,000-seat stadium, an office building and multi-use phased development that includes residential and commercial land uses.

SRF acted on behalf of the RGU, reviewing technical analysis (including traffic, air, noise, land use and water resources) for completeness and accuracy as well as reviewing the environmental documents for readability and adherence to Minnesota Chapter 4410 regulations. SRF assisted the City with agency coordination (including extensive coordination with MnDOT, Metropolitan Council, Dakota County and adjacent municipalities) publication requirements and preparation of response to comments received on the draft AUAR document.

Work Plan



Task 1. Project Management

As project manager, **Stephanie Falkers** will ensure the project remains on schedule and within budget. Efforts will include regular communication with the Inver Grove Heights Project Manager. The following coordination will be used to monitor project process and development:

- Biweekly check-in meetings via phone with the SRF and City of Inver Grove Heights project managers. Subject matter experts from SRF and the City may be asked to join as needed.
- Milestone meetings are proposed to bring together topical expertise at key milestones. These meetings will include appropriate SRF and City of Inver Grove Heights staff:
 - »  **Meeting 1 (Kick-Off):** This first conversation will serve as the kickoff of the AUAR update, confirming scope and magnitude updates.
 - »  **Meetings 2 through 5 (Analysis):** Up to four meetings will be held to review analysis findings and outcomes as they are completed and will inform summaries and implementation.
 - »  **Meeting 6 (Results):** The final meeting will be held near the end of the AUAR preparation to share results and discuss logistics for finalizing and publishing the AUAR.
- SRF project manager will review budgets and invoices and provide monthly progress reports.



Task 2. AUAR Update Scope and Magnitude

This task will build the foundation for the development assumptions that have changed within the study area and surrounding area that will be the focus of the AUAR update. This task will coincide with the kickoff meeting with City staff to organize the overall approach and development assumptions. This task will also confirm additional data collection or analysis needs for each of the tasks described in Task 3.



Task 3. AUAR Review and Document Updates

Each of the analysis topics required within the AUAR guidelines will be reviewed and updated as needed to respond to the current conditions of the study area. The following section describes the analysis that will be completed for each of the required topics.

Task 3.1 Project Location, Description, and Project Magnitude Data Review and Updates

SRF will update the project location and description sections which may include anticipated types and intensity (density) of residential and commercial/warehouse/light industrial development throughout the AUAR area; infrastructure planned to serve development (roads, sewers, water, stormwater system, etc.) Roadways intended primarily to serve as adjoining land uses within an AUAR area are normally expected to be reviewed as part of an AUAR; information about the anticipated staging of various developments, to the extent known, and of the infrastructure, and how the infrastructure staging will influence the development schedule.

This task assumes one updated development scenario for the AUAR update based on the City's 2040 Comprehensive Plan. Project magnitude data will be provided for the new development scenario.

Task 3.2 Land Use and Cover Types Review and Updates

To stay consistent with the previous updates and format, land use information and updates will be made to the "Solid Wastes; Hazardous Wastes; Storage Tanks" section and the "Impact on Infrastructure and Public Services" section. New figures depicting existing and future land use will be developed, if necessary.

A new cover types analysis for the current year will be developed and added to the cover types summary table. SRF will incorporate any changes that have been made to the City's Natural Resources Inventory and Management Plan, if applicable. The team will develop an "overlay" map showing anticipated development

in relation to the cover types; this map will also depict any “protection areas,” existing or proposed, that will preserve sensitive cover types. Separate maps for each major development scenario should generally be provided. If necessary, SRF will update the cover types section to discuss changes to natural areas such as wetlands, woodlands, and grasslands.

Updates will be made to the cover types section to adhere to EAW form updates that the EQB made in 2022. This includes an assessment of green infrastructure throughout the study area, as well as percent tree canopy.

Task 3.3 Fish, Wildlife, and Sensitive Resources Review and Updates

SRF will consult the Natural Heritage Information System available through the Minnesota Department of Natural Resources (DNR) to obtain updated information about the potential for threatened and endangered species in the study area and areas of biodiversity significance or regionally significant ecological areas (RSEA). SRF will provide the license agreement number and/or correspondence number (ERDB) from which the data were obtained and attach the natural heritage letter from the DNR. SRF will discuss how the identified fish, wildlife, plant communities, rare features, and ecosystems may be affected by changes in development scenarios. SRF will include a discussion on the introduction and spread of invasive species and any effects to known threatened and endangered species. The assumption is that no new field-based natural resource surveys will be needed but SRF can develop an added service scope or bring on another firm to complete the work if needed.



SRF has a team of certified wetland professionals, should the City need delineations services.

SRF will review any changes / impacts regarding natural resources as it relates to proposed development and zoning and create an updated figure. SRF will also query the University of Minnesota’s Natural Resource Atlas, a task which was not previously completed, and review relevant plans such as Dakota County’s Natural Resource Management System Plan (2017) and the Environment map layers in Dakota County’s GIS.

 The Northwest Area is within a Rusty patched bumble bee (RPBB) Low and High Potential Zone; therefore, SRF will assume RPBB presence and incorporate mitigation measures for RPBB.

We will also incorporate considerations and measures for the Marcott Lakes area because it has biodiversity significance and there is a Native Plant Community which should be protected

Task 3.4 Physical Impacts on Water Resources Review and Updates

The team will incorporate changes based on recent updates to the City’s Water Resource Management Plan, if applicable.

Wetlands

SRF will review wetland impacts that have occurred and whether the wetland inventory and management plan needs to be updated to reflect these changes to wetlands within the AUAR study area. The 4th Generation Water Resources Management Plan indicates that the fieldwork for the Northwest Area preliminary wetland locations were originally identified from NWI mapping and plotted on 1997 (Northwest Area) and that field work for the inventory was completed in 1999. In response to a comment from the Minnesota DNR in 2020, SRF will update all figures that contain wetland data to present the most recent National Wetlands Inventory (NWI) dataset, since the current document still shows NWI from 2007. SRF will review the other DNR comments from 2020 to ensure that they are adequately and fully addressed with this update. It is assumed that wetland updates throughout the document will use the latest NWI dataset and no desktop or field delineations are included. If an updated wetland delineation is needed for the study area or for smaller sub areas that will be developed in the next five years, SRF’s experienced wetland team will develop an additional scope and service to complete that task.

Task 3.5 Water Use Review and Updates

SRF will review the City’s water use and make updates as needed. Substantial updates for existing and probable wells are unlikely given that the 2040 Comprehensive Plan information was incorporated in 2019. As part of the Water Resources summary, well information will be provided with the well ID number, index status, well use, and depth.

Task 3.6 Water-Related Land Use Management Districts Review and Updates

Water-related land use management districts will be reviewed, and any new land use restrictions applicable in those districts will be described. If any variances or deviations from these restrictions within the AUAR area are envisioned, these will be discussed. The last update to the Shoreland & Critical Area Overlay Map is dated June 2009. The desire for any updates, other special districts, zoning overlays, or rules (e.g., regarding rules adjacent to wetlands) can be reviewed if desired. No update was made in 2007, 2014, and 2019.

Task 3.7 Water Surface Use Review and Updates

No significant changes are anticipated for this section, except for adding a brief narrative to indicate that no alterations to other surface waters are anticipated as part the development scenario.

Task 3.8 Erosion and Sedimentation Review and Updates

Information regarding erosion and sedimentation will be reviewed and incorporated into the broader question pertaining to stormwater, which includes specific best management practices to address soil erosion and sedimentation during and after project construction. Additional details regarding design/construction standards to be adhered to during construction can be added. No update has been made to the steep slopes and highly erodible soils figures since 2005; therefore, SRF will develop new figures for those features.

Task 3.9 Water Quality – Surface Water Runoff Review and Updates



Stormwater system facilities

SRF will provide updated information regarding projects constructed and planned since the last update. The description of the stormwater systems will identify on-site and “regional” detention ponding and indicate whether the various ponds will be new water bodies or converted existing ponds or wetlands. Where on-site ponds will be used but have not yet been designed, the discussion will indicate the design standards that will be followed. In response to comments from the Minnesota DNR in 2020, SRF will assist the City in developing map(s) that show existing and proposed stormwater management features within the study area.



Surface Water Runoff

SRF will review any city ordinance changes that should be reflected with regards to surface water runoff and water quality as well as stormwater guidance available in the most recent generation of the Water Resources Management Plan. This proposal does not include an update to the surface water modeling which was last completed in 2005.

Task 3.10 Water Quality – Wastewaters Review and Updates

Sanitary sewer projects and new lift stations completed and planned since the last update will be added. The figure showing preliminary sanitary sewer alignments has not been updated since 2005. Maps of major sewer system features in the City of Inver Grove Heights will be included.

Task 3.11 Geologic Hazards and Soil Conditions Review and Updates

SRF will provide an updated narrative and citations regarding geology and check the study area against current geologic hazards mapping from the Minnesota DNR and MN Geologic Survey. The soils information will be updated since it has not been updated since 2005. In accordance with AUAR guidance, a map will be included to show any groundwater hazards identified.

Task 3.12 Solid Wastes; Hazardous Wastes; Storage Tanks Review and Updates



Project Related Generation/Storage of Solid Wastes

Updated statistics will be included regarding estimated total quantity of municipal solid waste generated and information about any recycling or source separation programs if available from the City of Inver Grove Heights.



Hazardous Wastes/Contamination Hazards

SRF will review potential contamination areas using the most recent data available in the Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Agriculture (MDA) What's in My Neighborhood (WIMN) databases and provide identification of any new listings as well as an updated figure. The assumption is that no new studies will be needed but SRF can work with a subconsultant if needed/desired to obtain updated information regarding registered underground and aboveground storage tanks (USTs and ASTs), hazardous waste generators currently existing within the study area, and the potential occurrence of past spills or releases etc. (last obtained in 2005).

Task 3.13 Traffic

The traffic analysis will begin with a review of updated traffic conditions, including an update of volumes based on development changes within and surrounding the study area. Development since the last update of the AUAR has primarily included single family residential development. SRF will update traffic generation and trip analysis to compare the updated base condition to the proposed development scenario. Estimated vehicle trips, operational analysis, and trip generation updates will be completed to reflect current conditions. No specific intersection operations analysis is warranted for this level of analysis.

Task 3.14 Vehicle Related Air Emissions Review and Updates

We propose a qualitative narrative update which includes graphs, charts, and discussion for CO and other relevant National Ambient Air Quality Standards (NAAQS). No quantitative air emissions modeling is proposed as part of this work plan. SRF assumes that no updates will need to be made to the stationary source air emissions question. If new stationary sources of air emissions have been proposed or constructed in the NW Area since the last update, a separate environmental review is required based on EQB guidance.



SRF sees the need for a major update to vehicle-related air emissions, based on recent guidance and best practice/approach for this question. This question has not been updated since 2005 and SRF can contribute greatly to this section with recent research and adequate language which has been reviewed by the Minnesota Department of Transportation (MnDOT).

Task 3.15 Dust, Odors, Noise Review and Updates

SRF will review the relevant plans and recent developments provided by the City to determine if updates are appropriate for the Dust and Odors subject areas, however these subject areas are not typically required to be addressed in an AUAR, unless there are unusual circumstances. If an area includes or adjoins major noise sources, a noise analysis is needed to determine if any noise levels in excess of standards would occur, and if so, to identify appropriate mitigation measures. Additional noise analysis may be added to the scope of work if determined necessary.

In terms of ambient noise levels, it has been nearly 20 years since the initial noise monitoring was completed in 2005. SRF can provide a useful comparative update to the initial noise monitoring by collecting additional field measurements in 2025

at the same locations that were visited in 2005. This will show increases in ambient noise levels over the last 20 years in the four respective locations which can inform trends in noise levels. Some land uses are more sensitive to noise than others.



SRF often models traffic noise from roadways and can provide setback distances for new residential development to remain below state noise standards. This can be added as an additional service if the City is interested in developing this for specific areas that are planned for residential but have not been built yet.



SRF staff conducting noise monitoring

Task 3.16 Nearby Resources Review and Updates

SRF will contact the State Historic Preservation Office (SHPO) to obtain updated information about the cultural and archaeological resources in the study area and identify whether development would potentially impact any identified listings. As noted in the last update, the Minnesota Office of State Archaeologist recommended that a qualified archaeologist conduct a survey in parcels where permission was not previously granted to determine if development could damage unrecorded archaeological sites.

The assumption is that no survey is required. However, the original survey conducted by ARS is relatively old, and if needed, SRF can work with a subconsultant on completing a new archeology/architectural survey or work with a qualified archaeologist to conduct a survey in parcels where permission was not previously granted to determine if development could damage unrecorded archaeological sites.

Task 3.17 Visual Impacts Review and Updates

SRF will provide information regarding any new potential visual impacts that might occur due to development projects and identify any measures to avoid, minimize, or mitigate visual effects. This will include development of a narrative regarding any scenic views or vistas on or near the project site in accordance

with the latest guidance rather than the simple “no” checked for adverse impacts in the last update.

Task 3.18 Compatibility and Plans Review and Updates

SRF will review completed plans and policies that have been completed since the completion of the 2020 AUAR update to ensure compatibility with the overall AUAR update process. This will include the identification of actions and policies that will inform development actions within the study area.

Plans that will be reviewed and incorporated into the update include:

- Argenta Small Area Plan (2021)
- 65th Street Small Area Plan (2024)
- IGH Community Development Data and Annual Reports
- Updates related to the 2040 Comprehensive Plan (2019) were made throughout the document in 2020, however SRF will review and make updates in sections of the document that are warranted or deemed appropriate by the City

Task 3.19 Impact on Infrastructure and Public Services Review and Updates

This section will be reviewed and updated to reflect new planned or programmed infrastructure projects (Utilities, Roads, Other Infrastructure, or Public Services) that have been developed or delivered since the last update.

Task 3.20 Related Development; Cumulative Impacts Review and Updates

The Cumulative Potential Effects section will be reviewed and updated to ensure adequacy. Total potential impact on the environment will be updated to consider influences of past, present, and reasonably foreseeable future projects and developments within and near the AUAR study area.



Raingarden that SRF designed at Heritage Park in Minneapolis

Task 3.21 Other Potential Environmental Impacts Review and General Document Updates

SRF will review whether any other potential environmental impacts should be included. No updates were made previously. Based on the latest AUAR guidance, EAW template, and other recently approved AUAR updates in Minnesota, there may also be other general document updates to make for the next version. This may include efforts such as:

- Reviewing and **updating status of permits** given that the last update only indicates “To be applied for” for each type rather than indicating if any have been completed, approved, are pending, or should be applied for if necessary.
- Providing **updated analysis and narrative** regarding whether there is any prime farmland, or farmland of statewide importance according to the Natural Resources Conservation Service (NRCS). Note that the last update indicated no prime or unique farmland.
- Developing **additional narrative and figures** as needed to ensure that the document follows the latest standards and guidance.

Task 3.22 Summary of Issues Review and Updates

SRF will review whether the Final Mitigation Plan Update (developed in 2005, updated in 2007) needs to be further updated (see Mitigation Plan Review and Updates task). A short narrative summarizing updates will be included.

Task 3.23 Climate Adaptation and Resilience (NEW SECTION)

In 2022, the Minnesota Environmental Quality Board (EQB) added two new questions to the State Environmental Assessment Worksheet (EAW) and Environmental Impact Statement (EIS) process. These questions pertain to climate adaptation and resilience, as well as greenhouse gas emissions. The 2020 Northwest Area AUAR Update received a comment from the Minnesota Pollution Control Agency (MPCA) which noted that the update was using an outdated version of the EAW form. It was indicated that it would be helpful if the AUAR Update used the new form to ensure that the information discussed is relevant to current regulations and issues.



SRF’s Sustainable Transportation Team is available to support the analysis for Tasks 3.23 and 3.24, ensuring that all requirements of the new section are met and that methodologies align with the City’s broader goals.

To adequately respond to the 2020 MPCA comment and ensure this AUAR meets state rules and regulations, SRF will develop new sections for the update which address Climate Adaptation and Resilience, as well as Greenhouse Gas (GHG) and Carbon Footprint. SRF will develop these sections using the Revised EAW Guidance published by the EQB in January 2022, as well as incorporate relevant information from the City's Energy Action Plan (2021). SRF will also determine if updates are needed to other environmental topics of the AUAR Update based on the revised EQB guidance. Updates could also apply to Cover Types, Water Resources, and Fish, Wildlife, Plant Communities, and Sensitive Ecological Resources. The Climate Adaptation and Resilience update will include an assessment of climate considerations, risks and vulnerabilities, and adaptations in accordance with the latest guidance. It will discuss how climate change may influence environmental effects and potential adaptations to reduce risk and increase resilience.

Task 3.24 Greenhouse Gas and Carbon Footprint (NEW SECTION)

The Greenhouse Gas (GHG) and Carbon Footprint section will include identification and assessment of sources of GHG emissions, types of GHGs emitted, amount of GHG emissions from identified sources, and reduction of GHG emission from planned mitigation. This is a new EAW question required by the EQB since 2022 and SRF will develop it based on the chosen development scenario.

Task 3.25 Mitigation Plan Review and Updates

The mitigation plan will be reviewed and updated based on any changes to regulations, existing conditions, and special studies/updates to other plans relevant to the City of Inver Grove Heights. The plan will be updated to reflect any mitigations that have been implemented. SRF will review and ensure that agency comments from the previous update were adequately incorporated into the document and mitigation plan.

Task 3.26 Formatting and Other Document Updates

SRF will modernize the AUAR update document to enhance navigation to referenced figures in the appendices, as well as bookmarking all appendices and their contents, which are currently not bookmarked. SRF will extensively review the agency comments received on the 2020 update to ensure they were adequately addressed and to prevent repeat comments from

agencies on this update. Additional updates will be made in areas where the 2020 update did not explicitly address or make changes based on agency requests. SRF will also update the document to meet online document accessibility standards before publication to the EQB Monitor, with our public engagement team that specializes in ADA compliance.



Task 4. Project Communications and AUAR Update Publication/Distribution

Following the completion of the AUAR update, the SRF team will assist the City of Inver Grove Heights with the publication and distribution activities required to formalize the update.

These specific tasks include:

- ✓ **Distributing the draft AUAR Update** to state agencies and other stakeholders as determined by the City and EQB requirements (using the latest EQB Distribution List).
- ✓ **Publishing the AUAR Update** in the EQB Monitor.
- ✓ Preparing a **section for the final AUAR Update that specifically responds to each timely and substantive comment** on the draft, that indicates the way in which the comment has been addressed. Similar comments may be combined for the purpose of responding efficiently.
- ✓ **Revising the AUAR Update** based on timely and substantive comments.
- ✓ **Distributing the final AUAR Update** to state agencies and other stakeholders as determined by the City and EQB requirements.
- ✓ **Publishing the final AUAR Update** in the EQB Monitor.

In addition to these efforts, the SRF team will prepare for two public meetings with the City Council to prepare the AUAR update. It is assumed that one public meeting will be held in the early stages of the planning process to inform the Council of the process and analysis. The second meeting is assumed to be held near the completion of the process to review the updated outcomes. Additional public meetings may be added to the project scope, and per meeting costs have been identified in the Cost section.

Schedule

SRF understands that the updated AUAR must be completed by August of 2025 to align with state requirements. It is anticipated that the update will take ten months to complete. The following schedule details the timing of each task.

Tasks	2024		2025							
	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG
Project Initiation and Staff Kick-Off Meeting (#1) with City	●—Nov 4, 2024									
Data Needs Assessment and Scope/Magnitude of Updates	■—Nov 4-18, 2024									
Staff Meeting #2	●—Nov 20, 2024									
AUAR Analysis and Document Updates	■									
Draft AUAR Update Submittal to the City for Review							●—Apr 28, 2025			
Virtual Public Open House				●—Feb 28, 2025						
SRF Receives City Comments on Draft AUAR Update and Begins Revision							●—May 12, 2025			
Revised Draft AUAR Update Submitted to City for Approval							●—May 26, 2025			
First City Council Public Meeting				May 26-June 3, 2025			●			
Submission of the Draft AUAR Update to the EQB Monitor							●—June 3, 2025			
Draft AUAR Update Notice Published to the EQB Monitor and Draft Document Distributed to EQB Distribution List/ Stakeholders							●—June 10, 2025			
Last Day for State Agencies and Met Council to Submit Comments to the City on the Draft AUAR Update								●—June 20, 2025		
Responses to Agency Comments and Final AUAR Update Submitted to City for review/approval							Jul 7, 2025	●		
Submission of the Final AUAR Update to the EQB Monitor and Draft Document Distributed to EQB Distribution List and Other Stakeholders							Jul 15, 2025	●		
Second City Council Public Meeting							July 7-22, 2025	●		
Final AUAR Update Notice Published to the EQB Monitor and Final Document Distributed to EQB Distribution List and Other Stakeholders							Jul 22, 2025	●		
Last Day for State Agencies and Met Council to File an Objection to the Final AUAR Update								Aug 1, 2025	●	
Project Completion								Aug 8, 2025	●	

KEY



Staff Meetings



Virtual Open House



City Council Meeting



Task Completion/Deliverable Due Date

Budget

Based on our understanding of the project and our scope of services, we estimate the cost of our services to be \$97,302.50, which includes both time and expenses. A summary of our proposed budget is shown below. Detailed tasks and assumptions are provided in Appendix B.

	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	Hours	Cost
Task 1 - Project Management	0	26	32	0	6	0	0	64	\$13,130.50
Task 2 - AUAR Update Scope and Magnitude	0	12	0	8	14	0	0	34	\$6,348.00
Task 3 - AUAR Analysis and Document Updates	8	20	74	104	24	0	204	434	\$68,218.00
Task 4 - Project Communications and AUAR Update Publication/Distribution	0	10	15	17	0	31	0	73	\$9,370.00
Estimated Person-Hours	8	68	121	129	44	31	204	605	
Average Hourly Billing Rate	\$261	\$231	\$197	\$174	\$156	\$37	\$123		
Estimated Labor and Overhead	\$2,088	\$15,592.50	\$23,837	\$22,446	\$6,864	\$1,147	\$25,092		\$97,066.50
Expense - Mileage (300 @ \$0.67)									\$201.00
Expense - Color Copies (100 total copies)									\$35.00
Total Expenses									\$236.00
Total (Not to Exceed):									\$97,302.50
OPTIONAL TASK									
Additional Public Meetings (with expenses included)									\$5,000.00

APPENDIX A - Resumes



Stephanie Falkers, AICP | Project Manager

Stephanie will serve as the Project Manager. She will oversee the progress of the project to ensure that it remains on track from a schedule and budget perspective, and that deliverables meet the expectations of the City of Inver Grove Heights. Stephanie has fourteen years of planning experience and has completed a number of environmental documents under Minnesota Rules. Through her comprehensive and transportation planning work in the Twin Cities, Stephanie is very familiar with municipal planning and Metropolitan Council requirements.

Areas of Specialty

- Project Management
- Land Use & Comprehensive Planning
- Environmental Documentation
- Public Involvement
- Community Transportation Planning
- Growth Management Planning

Education

Bachelors of Landscape Architecture, North Dakota State University, 2010

Bachelor of Science in Environmental Design, North Dakota State University, 2010

Certification

American Institute of Certified Planners #027118

Project Experience

[Shakopee-Jackson Township AUAR, Shakopee, Minnesota](#). Stephanie served as the project manager for the development of the AUAR for Jackson Township, south of the City of Shakopee. This AUAR set out to analyze the potential for environmental impacts based on future growth assumptions for the City. Stephanie led the overall planning process, supporting many analysis activities.

[Grand Forks-East Grand Forks US 2 and US Bus 2 Study, East Grand Forks, Minnesota](#). Stephanie provided planning expertise on many aspects of the study. She led the environmental review of the study area and development of the Purpose and Need Statement in accordance with PEL. She assisted with the public engagement throughout the project, developing materials and attending each meeting. Stephanie also played an important role in the development of the draft and final report.

[TH 52 at I-94 System Interchange Study](#). Stephanie led the engagement strategy for the TH 52 at I-94 System Interchange study in St. Paul. The strategy included two phases of engagement focused on learning about the public's experiences through the interchange and potential solutions. This study explored both interim and long-term solutions for the interchange with high congestion and crash rates. Stephanie led the development of the engagement plan, preparation of materials, facilitation of engagement and the development of summary materials. Stephanie also assisted the team with the development of the alternative report and final report of the study.

[Comprehensive Plans, Central Minnesota](#). Stephanie has lead or supported a number of Comprehensive Plan updates for cities and counties in Central Minnesota. Her efforts included updates to Isanti County and the City of Wadena's plans and the development of Otter Tail County's first long range plan. Through these planning efforts, Stephanie has gained a deep understanding of local and stakeholder issues related to growth and development. Her work included the exploration of existing conditions, development of goals, and the creation of an implementation plan.



Jana Guseynova | Environmental Review Lead

Jana's experience over the last seven years includes environmental documentation, traffic noise analysis, cartography, data collection/field work, data management and analysis, and assisting in field wetland delineations. This work has consisted of preparation of federal and state environmental review documents, including specific social, economic, and environmental considerations such as environmental justice, farmland, floodplains, greenhouse gas analysis, and traffic noise. Jana brings expertise in developing documents in accordance with the National Environmental Policy Act (NEPA) and state-level environmental review processes for transportation projects (Minnesota EAWs).

Areas of Specialty

- Agency Coordination
- ArcGIS, Cartography
- Categorical Exclusions, Environmental Assessments
- Data Collection, Management, & Analysis
- Environmental Review
- NEPA and MEPA Documentation
- Traffic Noise Analysis

Education

Associate of Arts, Liberal Education
- Normandale Community College
(2013)

Bachelor of Science, Environmental
Science, Policy, and Management -
University of Minnesota Twin Cities
(2016)

Training

NEPA and the Transportation
Decision-making Process, National
Highway Institute (NHI) (2018)

How to Make Public Participation
Work (2018)

Planning and Environmental
Linkages (PEL) (2021)

NAEP Advanced NEPA Workshop
(2024)

Project Experience

[Carver County Hwy 212 Benton Township Project](#). Prepared a traffic noise analysis and report. Conducted a greenhouse gas analysis and assisted with preparation of a Non-Programmatic Categorical Exclusion and a State Environmental Assessment Worksheet (EAW). Provided Quality Assurance/Quality Control (QAQC) review of the State EAW and led the publication of the EAW with the EQB.

[Inver Grove Heights 117th Street Reconstruction](#). Prepared a Categorical Exclusion document for a local roadway reconstruction project. Coordinated with regulatory agencies to complete historical/archaeological and threatened and endangered species review process in accordance with Section 106 of the National Historic Preservation Act and Section 7 Endangered Species Act.

[St. Louis County Progress Parkway](#). Prepared a traffic noise analysis and report. Conducted a greenhouse gas analysis for the project. Provided QA/QC review of the State EAW and assisted the publication of the EAW through the EQB.

[Hennepin County France Ave and I-494 Improvements](#). Conducted a time-sensitive traffic noise analysis and prepared final report in Spring 2023 for the project to meet federal authorization.

[Carver County Hwy 10/41 Project](#). Assisted with agency coordination, comment resolution, and approval of the State Aid Long Form Categorical Exclusion (Non-Programmatic). Assisted with Section 4(f) De Minimis process for two resources. Prepared a traffic noise analysis and report, as well as noise wall solicitation materials.

[Stearns County CSAH 133 Alignment Study](#). Assisted with a scan of social, economic, and environmental (SEE) considerations between four alignment alternatives, including development of a SEE scan matrix and supplemental maps.

[Maple Grove Hwy 610 Extension](#). Prepared and finalized a Non-Programmatic Categorical Exclusion document. Assisted with the noise wall solicitation process.

[MnDOT I-494 Minnesota \(MN\) River Bridge Replacement](#). Assisted with preparing a Non-Programmatic Categorical Exclusion document. Authored Section 4(f) documentation and assisted with interagency coordination with the MnDNR. Coordinated to complete historical/archaeological and threatened and endangered species review process in accordance with Section 106 of the National Historic Preservation Act and Section 7 of the Endangered Species Act. Conducted an Environmental Justice analysis in accordance with Executive Order (E.O.) 12898.



Alicia Bock | Environmental Review Support

Alicia has 9 years of planning and project management experience in the nonprofit, public, and private sectors. Her experience includes working with communities to update their ordinances/regulations, writing watershed and natural resource plans, securing grant funding, managing grant programs, engaging with community members, and managing a wide range of capital projects in both urban and rural settings. Alicia serves as an environmental planner in SRF's Minneapolis office and has experience assessing environmental impacts on state and federal transportation projects. She also works with the Water Resources team on a variety of planning projects. Alicia previously served as the Associate Director of the Chagrin River Watershed Partners, a nonprofit organization in northeast Ohio and as the Capital Projects & Stewardship Specialist with the Mississippi Watershed Management Organization in Minneapolis.

Areas of Specialty

- Natural Resource, Watershed, & Park Planning
- Developing environmental documentation and reports
- Stormwater Best Management Practice (BMP) Planning and Maintenance
- Grant Writing
- Stakeholder Engagement
- Project Management

Education

Bachelor of Arts, Environmental Studies and Political Science, University of Minnesota, Morris 2013

Master of Science, Zoology, Southern Illinois University Carbondale 2016

Certifications

Construction Site Management & Inspection and Maintenance of Stormwater BMPs through the University of Minnesota

Certified Smart Salter through Minnesota Pollution Control Agency

Project Experience

TRANSPORTATION PLANNING EXPERIENCE AT SRF

[Trunk Highway \(TH\) 212 in Benton Township, Carver County, MN.](#) Developed a categorical exclusion (CATEX) and environmental assessment worksheet (EAW).

[Progress Parkway and US 53 Projects in city of Eveleth, St. Louis County, MN.](#) Developed a Purpose and Need Statement and developed a CATEX and EAW.

[County State Aid Highway \(CSAH\) 4 Project, Sherburne County.](#) Developed a CATEX.

[TH 41 / CSAH 10 Mobility and Access Improvements, Carver County.](#) Coordinated with regulatory agencies and developed a CATEX.

[TH 8, Chisago County.](#) – Assisting in developing an environmental assessment (EA) for a stretch of Highway 8 from Forest Lake to Karmel Avenue.

[Central Entrance Corridor Study, city of Duluth, MN.](#) Assisted in completing an evaluation of the social, economic, and environmental (SEE) impacts.

[Olson Memorial \(Highway 55\), city of Minneapolis Existing Conditions Report.](#) Assisted in writing report information regarding water resources.

[Wakota Trailhead, city of South Saint Paul.](#) Assisted with completing a Minnesota Department of Natural Resource (DNR) checklist, including review of environmental compliance.

WATER RESOURCES PLANNING EXPERIENCE AT SRF

[Capital Region Watershed District \(CRWD\) Facility Management.](#) Worked with the CRWD to develop a stormwater facility management framework to help guide which roles the CRWD will play in management and maintenance of stormwater BMPs. She also assisted with program implementation.

[Chapel Hill, North Carolina Stormwater Regulations Review.](#) Reviewed the Town of Chapel Hill's stormwater regulations and provided recommendations.

[Using GIS to Highlight Sensitivity of Highway Segments to Deicing.](#) Developed a weighting user guide to accompany a geospatial tool developed to help understand differences in environmental sensitivity to deicing and inform deicing strategies.



Brett Danner | Planning Advisor

Brett has more than 20 years of environmental planning experience and manages SRF's environmental planning practice. He oversees the preparation of federal environmental documents for county, state, and interstate highways and state EAWs for development and transportation projects. He also leads SRF's traffic noise modeling practice. Brett is highly regarded for his proactive agency coordination and attention to detail. He frequently collaborates with multi-disciplinary teams on preliminary design and corridor study projects.

Areas of Specialty

- Environmental Impact Statements
- Environmental Assessments
- Environmental Assessment Worksheets
- Categorical Exclusion Actions/Determinations
- Traffic Noise Analysis

Education

M.S., Biology, Kansas State University, 2001

B.A., Biology, Gustavus Adolphus College, 1998

Project Experience

[MnDOT Hwy 252 & I-94 Study, Minneapolis, Brooklyn Center, and Brooklyn Park, Minnesota.](#)

Brett has been working on this project since 2017. He has provided general guidance for the project team regarding NEPA and MEPA requirements/ processes and coordinated with Cooperating and Participating Agencies and facilitating Cooperating and Participating Agency meetings. Brett prepared and maintains the Coordination Plan. He is also preparing the purpose and need package (includes purpose and need statement, logical termini report, project objectives, and evaluation criteria) and assisting the project team with alternatives evaluation and public engagement. Brett will also be actively engaged in preparing the Scoping Document/Draft Scoping Decision Document and Final Scoping Decision Document.

[North Loop Pedestrian Improvements, Minneapolis, Minnesota.](#) Completed the Categorical Exclusion and Section 4(f) involvement with Minneapolis Park & Recreation Board for intersection improvements in the North Loop neighborhood in Minneapolis

[City of Minneapolis I-94 West to 7th Street Ramp, Minnesota.](#) Completed the Categorical Exclusion for construction of new I-94/7th Street ramp to downtown Minneapolis.

[City of Minnetonka Ridgedale Drive at I-394 Ramp Final Design, Minnesota.](#) Completed the Categorical Exclusion for construction of a new entrance ramp to westbound I-394.

[Rochester TH 63 South Corridor Preservation Plan, Rochester and Stewartville, Minnesota.](#) Conversion of TH 63 from an expressway to freeway facility, including interchange reconstruction. Completed a state EAW for TH 63 corridor preservation.

[MnDOT US 61/Gilmore Avenue, Winona, Minnesota.](#) Completed the Categorical Exclusion Determination for reconstruction of US 61, realignment of Gilmore Avenue, and intersection reconstruction in the City of Winona.

[I-94/Brockton Lane Interchange Preliminary Design Environmental Assessment Worksheet, Dayton, Minnesota.](#) Completed Environmental Assessment Worksheet (EAW) for new I-94/Brockton Lane Interchange in Dayton.

[City of St. Cloud 33rd Street South, Minnesota.](#) Completed the Project Memorandum for reconstruction of 33rd Street South as a four-lane roadway with frontage/backage roads, bicycle/pedestrian accommodations, and a roundabout at 33rd Street South/Southway Drive.

[City of West St. Paul Robert Street Improvement, Minnesota.](#) Completed traffic noise analysis for reconstruction of Robert Street, including the evaluation of noise abatement measures and public involvement activities related to proposed noise barriers.

[City of Rochester TH 52/65th Street Interchange EAW and Preliminary and Final Design, Minnesota.](#) Completed traffic noise analysis and evaluation of noise abatement measures for construction of TH 52/65th Street interchange in Rochester.



Claire Freesmeier, CMWP | Wetland Review

Claire's experience over the past year includes environmental planning and policy, natural resource management planning, grant writing, land use and comprehensive planning, as well as completing field and office wetland delineations. This work has included preparation of federal and state environmental review documents, wetland delineations, and permitting. Claire brings expertise in developing environmental documents in accordance with the National Environmental Policy Act (NEPA) and state-level environmental review processes for transportation projects.

Areas of Specialty

- NEPA Documentation
- Environmental Assessments
- Environmental Assessment Worksheets
- Categorical Exclusion Actions/ Determinations
- ArcGIS
- Wetland Delineation
- Wetland Permitting
- Land Use & Comprehensive Planning
- Zoning/Land Development Codes
- Transportation Planning
- Public Involvement

Education

Master of Urban and Regional Planning (MURP), University of Minnesota – Twin Cities

Bachelor of Arts, Environmental Science and Sustainability, University of Minnesota – Duluth

Project Experience

[Washington County TH 36/CSAH 15 \(Manning Avenue\) Reconstruction](#). Assisted with preparing a Categorical Exclusion document for construction of an interchange at Highway 36 and County State Aid Highway (CSAH) 15. Performed a wetland delineation and prepared a delineation report.

[Hennepin County Highway 12 and County Highway 92 Reconstruction](#). Prepared a Categorical Exclusion for a highway reconstruction project. Coordinated with regulatory agencies to complete historical/archaeological and threatened and endangered species review process in accordance with Section 106 of the National Historic Preservation Act and Section 7 Endangered Species Act. Prepared a farmland impact analysis in accordance with the Farmland Protection Policy Act (FPPA) and coordinated with NRCS.

[MnDOT TH 10 Rum River Bridge Reconstruction](#). Prepared a Wetland Assessment and Two Part Finding as part of the preparation of a Categorical Exclusion in support of a U.S. Highway 10 bridge reconstruction at the Rum River in Anoka, MN.

[Olmsted County CSAH 4 and County Road 104 Reconstruction](#). Assisted with the development of a Categorical Exclusion document. Coordinated with State agencies to complete archaeological/historical and threatened and endangered species reviews to inform the NEPA document.

[Sherburne County US 169 Federal BUILD Grant](#). Prepared federal Better Utilizing Investments to Leverage Development (BUILD) grant application for the construction of a new interchange at US 169 and County Road 4 in Sherburne County.



Erin Hunker, PE, CFM | Surface Water

Erin has 22 years of experience in drainage and water resources planning, engineering and design. She has excellent project management and communication skills as well as design, hydrologic and hydraulic modeling skills. She has served as project manager on stormwater management systems at the planning level, preliminary, and final design stages, and has obtained permits for stormwater management systems for various types of projects. She also has expertise in comprehensive stormwater planning for municipalities, and has completed design reviews for municipalities and institutions. Her projects have included extensive use of XP-SWMM, HydroCAD, P8, HEC-RAS, MIDS Calculator, and other modeling software. Erin has also provided design review services for the University of Minnesota. In addition to more traditional storm sewer and stormwater pond designs, Erin has designed innovative stormwater green infrastructure Best Management Practices (BMPs) that enhance the project environment while meeting regulatory requirements. Erin is also a Manager of the Nine Mile Creek Watershed District.

Areas of Specialty

- Stormwater Management Planning
- Preliminary Design
- Final Design
- Hydrologic and Hydraulic Analysis
- Construction Plans

Education

Master of Science in Engineering Professional Practice, University of Wisconsin-Madison, 2009

Bachelor of Science in Biosystems/ Agricultural Engineering, University of Minnesota, 2002

Registration

Professional Engineer: Minnesota #45040 and North Dakota #PE-6657

Certification

Certified Floodplain Manager #32280

Project Experience

[1NE Watershed Planning and Preliminary Design, Minneapolis, Minnesota](#). Project manager for the planning and preliminary design of multiple Best Management Practices within the 1NE Watershed in northeast Minneapolis. The project includes development and detailed analysis of multiple stormwater management scenarios that address flooding and improve water quality and ecological function within the 1NE Watershed. Led the PMT meetings with key stakeholders from the Mississippi Watershed Management Organization, City of Minneapolis, and Minneapolis Park and Recreation Board. Developed detailed XP-SWMM and P8 modeling, GIS analysis, and concept and preliminary design of several types of BMPs, including surface detention basins, underground detention/retention systems, raingardens, and tree trenches.

[Minneapolis Park and Rec Board, Bryn Mawr Park Meadows, Minneapolis, Minnesota](#). Erin led the stormwater management coordination between SRF and the Bassett Creek Watershed Management Commission during concept and preliminary design of Bryn Mawr Meadows Park. The project included stormwater management BMPs within the park that met the BCWMC and City of Minneapolis requirements, and implementation of a larger water quality BMP that was designed by BCWMC's engineer. Erin coordinated design, construction plans, and computations with BCWMC's engineer and worked closely with the team to develop a successful plan for stormwater improvements in this popular neighborhood and regional park.

[City of Minneapolis Upper Harbor Terminal Public Infrastructure Project, Minnesota](#). Erin is leading the coordination and design of the Green Stormwater Infrastructure for the preliminary design of the public infrastructure portion of the Upper Harbor Terminal project. Erin led the development of a summary of design goals and requirements, identified concept-level size and locations of BMPs, and developed preliminary design cost estimates for several stormwater management scenarios. Erin is also providing review and input on the overall stormwater permitting for the project area that includes stormwater BMPs, reconstruction of storm sewer utilities beneath railroad crossings, and reconstruction of outfalls to the Mississippi River.

[City of Minneapolis Hoyer Heights Neighborhood Street Reconstruction and Stormwater Improvements, Minnesota](#). Water resources project manager for feasibility and final design of tree trenches and storm sewer improvements associated with a neighborhood street reconstruction project. Oversaw the development of detailed XP-SWMM and MIDS modeling and lead coordination between City departments and MWMO for capital project grant funding.



Mike Aaron, PE | Utilities and Infrastructure

Mike has more than 30 years of experience in site planning, municipal engineering, highway and trail design, hydraulic analysis and stormwater management. His municipal and site development expertise includes project management, feasibility, predesign, demolition, layout, drainage, utilities, grading, detailing, and supporting specifications as well as permitting and contract administration. He has demonstrated his outstanding civil/site skills on many of SRF's well-known municipal facilities, commercial, and retail site development projects.

Areas of Specialty

- Site Planning
- Construction Document Preparation
- Utility Design
- Highway & Street Design
- Trail Design
- Construction Administration

Education

Bachelor of Science in Civil Engineering, Bradley University, 1991

A.A.S., Technology in Highway Engineering, Morrison Institute of Technology, 1987

Registration

Professional Engineer: Minnesota #25721

Certifications

LEED Accredited Professional

Project Experience

[Minnesota National Guard Vehicle Maintenance Shop, New Ulm, Minnesota.](#) As a subconsultant to Oertel Architects, SRF is currently providing Civil and Landscape Architecture services for a new vehicle maintenance facility for the Minnesota National Guard in New Ulm, Minnesota. The lead civil engineer of record on this project, responsible for all civil engineering aspects. Involvement in the project began with the preliminary planning phase and will go through construction and project closeout. Construction on the project is anticipated to begin in the summer of 2020. [University of Minnesota Ambulatory Care Center Oak Street/Fulton Street Parking Lot, Minneapolis, Minnesota.](#) Project manager for the design of a new parking lot, which supports the new Ambulatory Care Center building. SRF provided civil and landscape design from the preliminary design phase through final construction closeout of the project. Worked closely with the University to meet stringent requirements for stormwater management for the site. Also responsible for improvements needed at the University's Oak Street parking ramp to provide valet parking for the care center.

[University of Minnesota Athletics Village District Study, Minneapolis, Minnesota.](#) SRF assembled a multidisciplinary team to assist the University of Minnesota in further analysis of the proposed Athletes Village District. Over the course of 90 days, the SRF team met with University of Minnesota Staff to analyze and develop various circulation (pedestrian, bicycle and vehicular) concepts, parking areas, utility needs, phasing of the various building needs, and the costs associated with the needed improvements. Mike led the infrastructure analysis and coordinated the team members in developing the final report document.

[Three Rivers Park District Hyland Ski and Snowboard Area Reconstruction, Bloomington, Minnesota.](#) Lead civil engineer for the recent reconstruction of the Hyland Ski and Snowboard Area. This project included the complete reconstruction of the main chalet building and parking areas, which prompted the reconstruction of an existing off-site parking area and construction of a new off-site parking area. Careful attention was given to site circulation due to limited space for parking near the chalet building, and the need to allow buses to load and unload near the building entrance. In addition, the team addressed community concerns regarding high volumes of traffic on the neighborhood street.

[Hennepin County Public Works Facility, Bloomington, Minnesota.](#) Lead civil engineer responsible for all aspects of the site design and permitting for a new maintenance facility on an existing Hennepin County site. The project included indoor storage and maintenance bays for county snow plows, a fueling station, and a salt storage shed. Careful attention was given to site circulation to ensure that larger snow plows were able to easily traverse the smaller site and not be in conflict with other operations.



Justin Sebens, PE | Traffic Analysis

Justin has over ten years of transportation experience in the private sector. His work has included the development of small to large traffic impact analyses for land development projects; microsimulation modeling of local, regional, and state roadways; and grant funding applications for local municipalities.

Justin also has experience in highway and transit noise studies, including existing, no build, and future condition modeling. He has developed noise documentation for both public and private projects and completed hot spot air quality analyses and criteria/MSAT analyses.

Areas of Specialty

- Traffic Signal Timing
- Traffic Impact Studies
- Corridor Studies
- Highway and Transit Noise Studies
- Transportation Planning

Education

Bachelor of Arts in Physics,
Carthage College, Kenosha,
Wisconsin 2011

Master of Science in Civil and
Environmental Engineering,
University of Wisconsin - Madison,
2013

Certification

Professional Engineer – MN
#56678

Project Experience

[Downtown East AUAR, Minneapolis, Minnesota](#). Modeled and analyzed the effects of increased traffic in downtown Minneapolis due to the Downtown East development. This included modeling traffic increases due to US Bank stadium.

[North Park AUAR, Brooklyn Park, Minnesota](#). Analyzed potential impacts to the surrounding roadway network due to increased development traffic. Helped prepare the traffic portion of the AUAR and reviewed the noise and air quality sections.

[Project 100 AUAR, Maple Grove, Minnesota](#). Analyzed potential impacts due to the development of a multi-use site in the northwest corner of Maple Grove. Project tasks included day to day project management, traffic modeling to determine the internal roadway cross section and to understand potential mitigations needed on adjacent roadways to accommodate the increase in traffic, and a high-level noise study to understand anticipated sound levels across the site.

[TH 55 Multimodal Study, Minnesota](#). Led the traffic modeling effort on TH 55 within the city of Minneapolis. Modeled and analyzed the potential impacts to multi-modal users as well as vehicular and bus traffic under a variety of roadway alternatives. Alternatives included center running bus lanes, shoulder running bus lanes, and a dedicated transitway adjacent to TH 55. Key transit metrics included corridor travel time and overall bus delay. Analysis focused on impacts to both local bus lines as well as the existing C Line.

[Snelling Avenue Corridor Analysis, Roseville, Minnesota](#). Analyzed a variety of intersection improvements to increase vehicular throughput on the side streets along a stretch of Snelling Avenue in Roseville, Minnesota without degrading operations along Snelling Avenue.

[66th Street Corridor Alternative Analysis, Richfield, Minnesota](#). Modeled and analyzed the conversion of two signalized intersections to roundabouts and studied the effects of corridor progression through adjacent signals along the corridor.

[MnDOT Hwy 252/I-94 Environmental Review, Minneapolis, Brooklyn Center, and Brooklyn Park, Minnesota](#). Has a variety of responsibilities including traffic modeling of freeway alternatives, access configurations, and local roadway operations. His work includes meeting with local stakeholders to develop preferred interchange designs to present to MnDOT and Hennepin County staff for approval. In addition to traffic modeling. Also serving as Deputy Project Manager and assisting with quality control/deliverable review for work completed by the projects noise analysis subconsultant.



Brent Clark, PE | Traffic Analysis Support

A member of SRF's Traffic Engineering group, Brent's work is focused mainly on traffic impact studies and corridor studies. He uses a number of traffic analysis software programs including Synchro/SimTraffic, VISSIM, TRAFFIX, and IHSM-HSM Predictive Method. Through his work, he has gained valuable experience in traffic operations, traffic forecasting, and intersection safety. Brent has led several large-scale data collection efforts throughout the Midwest. Additionally, Brent has preliminary and final roadway design experience, having provided AutoCAD design support to SRF's Municipal Group

Areas of Specialty

- Traffic Impact Studies
- Corridor Traffic Operations
- Data Collection Specialist
- Cost Allocation
- Preliminary Roadway Design
- AutoCAD

Education

Bachelor of Science in Civil Engineering, Minnesota State University Mankato, 2014

Registration

Professional Engineer: Minnesota 57198 and South Dakota 15065

Project Experience

[Shakopee AUAR Transportation Analysis, Shakopee, Minnesota](#). Brent was the traffic lead for this transportation analysis that focused on development scenarios within the Jackson Township, the southwestern orderly annexation area. The main objectives of the study were to identify long-term anticipated development within the area, identify potential development impacts to the transportation network, and recommend mitigation to provide safe and efficient operations.

[Ford Site AUAR Transportation Analysis, St. Paul, Minnesota](#) The Ford Site development is a 135-acre redevelopment along the Mississippi River and the former home of the Ford Motor Companies' Assembly Plant. The development includes over 465,000 square feet of office/retail/civic land uses as well as approximately 3,800 residential units. The main objectives of the study were to develop trip generation estimates, review the potential site design scenarios, and identify area transportation impacts and mitigation for all users and transportation modes. Brent was responsible for all technical aspects of the project.

[City of Albertville Business Park AUAR Traffic Study, Minnesota](#). The Albertville Business Park planned development consisted of a unique Mall of Entertainment, along with over 800,000 square feet of building area. SRF completed an update to the traffic evaluation component of the AUAR (full AUAR done by Landform). The main objectives of the study were to update traffic counts, develop trip generation estimates for short and long-term land-use projections, identify transportation issues, and recommend improvements. Brent is responsible for the technical aspects of this project.

[City of Victoria Downtown Traffic Study, Minnesota](#). This ongoing study reviewed the Downtown Victoria area and various roadways (MN Highway 5 and County Road 11), connections (old and new), and land use changes. The goal is to identify short- and long-term transportation needs and improvements to support the City's vision for growth.

[City of Bloomington South Loop District Traffic Study, Minnesota](#). The main objectives of this study included updating traffic counts at 36 intersections, developing trip generation estimates for short- and long-term land use projections throughout the District, identifying transportation issues, recommending improvements, and developing conceptual layouts/cost estimates for the recommended improvements. Non-motorized, transit, and motorized facilities were reviewed as part of this study.



Susan Miller, PE | Project Director

Sue joined SRF after nearly three decades of leading county and city public works teams. Her collaborative approach resulted in innovative, sustainable and sharable solutions. While with Freeborn County, Sue led the management and operation of more than 600 miles of county highways and 179 bridges.

Sue's passion for improving safety on local roads saw her inauguration as a member of Minnesota's first County Engineer Safety Committee. Her strategic thinking and leadership within the team helped to successfully secure millions of federal highway safety dollars now annually available to all 87 counties. Sue pioneered other valuable partnerships with MnDOT including bringing the pavement assessment van to all 87 counties, timber bridge inspection methods and shared inspection tools, and piloting MnDOT's sharing of weather and road condition data.

Sue was the first and only woman to serve as the President of the National Association of County Engineers. She brought awareness to the disproportionate share of fatal and serious injury crashes on local roads and influenced federal legislation for rural road safety programs. She was also successful in streamlining federal aid processes.

Areas of Specialty

- Public Works Administration
- Capital Program & Asset Management
- Local Road Research & Implementation
- Strategic Highway Maintenance
- Local Roads Safety Improvement

Education

B.S., Civil Engineering, North Dakota State University, 1991

Registration

Professional Engineer: Minnesota
#24731

Project Experience

Decker Avenue Corridor Study, Rice County, Minnesota. SRF is currently working with Rice County and its stakeholders to review existing operations and safety along Decker Avenue (CSAH 1) just west of the City of Northfield. The goal of the study is to identify a future vision for the corridor that supports future development and aligns with previously planning work. The study includes identification of a new future alignment for Decker Avenue and traffic control needs at key intersections including Highway 19 and Decker Avenue. Sue is serving as the Project Manager for this study, which includes leading engagement with stakeholders and coordinating all technical aspects of the study.

MnDOT District 6 TH 52/Goodhue County PEL Study. Sue is currently leading the first-of-its kind MnDOT District 6 PEL Study on TH 52 in Goodhue County. Sue is working with Goodhue County, MnDOT, FHWA, and the City of Zumbrota through this complete process to identify a corridor vision and interchange design along TH 52 near CSAH 7 in Goodhue County. The PEL approach provides a structured process to develop a corridor vision with stakeholder concurrence at key milestones of the project study. Sue is supporting a diverse team to navigate the complex intersection of transportation planning and environmental clearance for the future intent of successful preliminary and final design optimizing MnDOT and Goodhue County's investment now.

MnDOT District 6 Austin Interchanges Reconstruction Preliminary and Final Design. Sue is currently providing local stakeholder and agency support for the preliminary and final design of various interchanges on I-90 in the City of Austin, including the 'Gateway to the City' (4th Street) and at Highway 218 with reconfiguring poorly operating interchanges on I-90 and improving pedestrian and bicycle access. Sue's focus is coordinating with local agency stakeholders on an integrated design plan connecting neighborhoods and serving exiting commercial needs.

Otter Tail County Highway Operations Planning Study. Sue is leading all study elements for improved county highway winter maintenance operations, mechanic facility operations and program delivery operations. The studies focus is on appropriate levels of service and identifying challenges and opportunities for service delivery models for various operations including stakeholder and public involvement to produce an implementable improvement plan.

APPENDIX B - Detailed Budget and Assumptions

10/1/2024

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SRF Consulting Group, Inc.

Client: City of Inver Grove Heights

Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	Project Management
2.0	AUAR Update Scope and Magnitude
3.0	AUAR Analysis and Document Updates
4.0	Project Communications and AUAR Update Publication/Distribution
5.0	
6.0	
7.0	
8.0	
9.0	
10.0	
11.0	
12.0	
13.0	

Project Overview:

The project overview should provide information pertinent to the intent of the project and help define project outcomes. Items to be considered are: Existing Conditions, Funding Sources, Anticipated Proposed Conditions, Standards to be Applied, Timeline/Schedule

SRF Consulting Group, Inc. is available to prepare an update to the Northwest Expansion Area Alternative Urban Area-wide Review (AUAR). The last update was completed in 2019 and will expire in 2025. This area is currently undergoing development and is anticipated to have variety of land uses including residential, commercial retail, offices and industrial uses while also preserving the open space and natural resources of the area. The update will take into account land development scenarios, ongoing and projected developments, conceptual development and potential land use changes, and recently completed studies like the 2040 Comprehensive Plan and recent special studies. The update to the AUAR will include a review of the mitigation requirements and updated analyses where necessary. Work will begin immediately following contract approval on October 14, 2024. Approval of the plan update will occur prior to the expiration on August 29, 2025. The update will address each of the items on the Environmental Assessment Worksheet list in a format that outlines any changes to the development scenario or mitigation strategies from five years ago, many of which will likely require no update. We are anticipating the level of changes and new analysis to be relatively minimal.

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	Project Management											
	<u>Assumptions:</u>											
	The AUAR update process will not require a complete revision of the AUAR document. Instead, the update process requires that the AUAR document, along with the mitigation plan, be updated to the extent necessary to reflect the changes that have occurred in the area included in the review since the previous update.											
	Assumes 1 hour of prep and 1 hour of meeting summary development for each staff meeting with the City.											
	<u>Client Deliverables:</u>											
		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.1	Project kick off meeting soon after contract approval. Assessing data needs and extent of updates for each section.	-	4	4	-	-	-	-	-	-	8	\$1,712.00
1.2	Meetings with City Staff after kick off: 6 meetings currently included in this task.	-	8	12	-	-	-	-	-	-	20	\$4,096.50
1.3	Prepare draft City of Inver Grove Heights resolution adopting update to the AUAR	-	1	-	-	2	-	-	-	-	3	\$543.00
1.4	Prepare materials for (and be available if desired) at presentation of AUAR Update and Mitigation Plan to City Council for public hearing and formal adoption	-	1	-	-	4	-	-	-	-	5	\$855.00
1.5	General Project Management	-	12	16	-	-	-	-	-	-	28	\$5,924.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 1	0	26	32	0	6	0	0	0	0	64	\$13,130.50

SRF Consulting Group, Inc.

Client: City of Inver Grove Heights
Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	TOTALS	EST. FEE
2.0	AUAR Update Scope and Magnitude <u>Assumptions:</u> <u>Client Deliverables:</u>											
2.1	Review and summarize existing AUAR and deveopment assumtpions	-	8	-	-	12	-	-	-	-	20	\$3,720.00
2.2	Confirm the currenrent development approach and metrics to be used for analysis process.	-	4	-	8	2	-	-	-	-	14	\$2,628.00
	<u>SRF Deliverables:</u>											
	SUBTOTAL - TASK 2	0	12	0	8	14	0	0	0	0	34	\$6,348.00

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
3.0	AUAR Analysis and Document Updates											
	<u>Assumptions:</u>											
	Incorporation of special studies including but not limited to 65th Street Small Area Plan (2024), which includes the area north of 70th Street and east of Highway 3/South Robert Trail, and the Argenta Small Area Plan (2021), and the Energy Action Plan (2021).											
	Assumes no additional archaeological or architectural history survey is required. If needed, SRF can bring on a subconsultant for this type of survey.											
	Assumes no on-site natural resource (vegetation or habitat) surveys are required. If needed, SRF could complete vegetation survey as an additional service (scope would need to be developed).											
	Assumes no additional wetland delineation (Level 1 or 2) is required, but SRF could completed delineation as an additional service (scope would need to be developed).											
	Assumes no update to traffic noise modeling that was completed in 2005. However, this is proposed as an optional/additional task if the City would like SRF to update noise modeling for the highways in the NW area. Scope for this to be developed if requested (it is not included below).											
	Assumes update for field noise measurements that were taken in 2005. Assumes field measurements for the same 4 sites as before.											
	Assumes no air emissions modeling required.											
	Assumes document must be ADA compliant for public web-posting.											
	Assumes consultant will produce all new content to answer the climate resilience and greenhouse gas questions which were added to the state EAW in 2022.											
	Currently assumes no stormwater modeling is required, however this is an additional service that SRF can develop a scope for.											
	<u>Client Deliverables:</u>											
	Specific location information of the previous four noise measurements											
	Any and all relevant/completed plans to be incorporated (e.g., 65th St Small Area Plan, Argenta Small Area Plan, etc.)											
	Any relevant, recent, and complete data required to AUAR analysis, narrative, and figure updates											
		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
3.1	Project Location and Description Review and Updates. Additional maps to be developed for the project location section. Update Proposed Land Uses Table.	-	2	-	2	-	-	8	-	-	12	\$1,794.00
3.2	Land Use and Cover Types Review and Updates - Identify changes in cover types and complete analysis for inclusion in Cover Types summary table, showing areas that have been developed and approved development in a figure. Update Current and Future Zoning Information and associated existing land use figure. Roadway network - provide update to list of road projects completed since last update and any new planned roads	-	2	-	4	-	-	16	-	-	22	\$3,126.00
3.3	Fish, Wildlife, and Ecologically Sensitive Resources: Consult the Minnesota DNR's Natural Heritage Database to obtain updated information about the potential for threatened and endangered species in the study area and areas of biodiversity significance or regionally significant ecological areas (RSEA) . Discuss how the identified fish, wildlife, plant communities, rare features, and ecosystems may be affected. Incorporate any changes that have been made to the City's Natural Resources Inventory and Management Plan.	-	-	-	4	-	-	16	-	-	20	\$2,664.00
3.4	Physical Impacts on Water Resources Review and Updates. Wetlands - review wetland impacts that have occurred and whether the wetland inventory and management plan needs to be updated to reflect these changes to wetlands within the AUAR study area. In response to a comment from the DNR in 2020, SRF will update all figures that contain wetland data to present the most recent National Wetlands Inventory (NWI) dataset, since the current document still shows NWI from 2007. Incorporate any changes that have been made to the City's Natural Resources Inventory and Management Plan.	-	-	-	-	16	-	16	-	-	32	\$4,464.00
3.5	Water Use - Review and identify plans for new wells (including searching the Minnesota Geological Survey's County Well Index (CWI) and most recent wellhead plan protection information in accordance with City's Wellhead Protection Plan. Create updated figure of possible wells.	-	-	-	2	-	-	8	-	-	10	\$1,332.00
3.6	Water-Related Land Use Management Districts Review and Updates	-	-	-	4	-	-	-	-	-	4	\$696.00
3.7	Water Surface Use Review and Updates	-	-	-	4	-	-	-	-	-	4	\$696.00

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update



<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
3.8	Erosion and Sedimentation Review and Updates	-	-	-	2	-	-	8	-	-	10	\$1,332.00
3.9	Water Quality – Surface Water Runoff Review and Updates. Stormwater system facilities - provide updated information regarding projects constructed and planned since last update. In response to comments from the DNR in 2020, SRF will assist the city in developing maps that show existing and proposed stormwater management features within the study area. Surface water modeling methodology - review any ordinance changes that should be reflected	8	-	-	4	-	-	8	-	-	20	\$3,768.00
3.10	Water Quality – Wastewaters Review and Updates. Discharge of wastes - add sanitary sewer projects completed since last update	-	-	-	4	-	-	4	-	-	8	\$1,188.00
3.11	Geologic Hazards and Soil Conditions Review and Updates	-	-	-	2	-	-	8	-	-	10	\$1,332.00
3.12	Solid Wastes; Hazardous Wastes; Storage Tanks Review and Updates - Solid Waste Generation - provide updated stats regarding recycling. Review potential contamination areas using the most recent data available in the Minnesota Pollution Control Agency (MPCA) and Minnesota Department of Agriculture (MDA) What's in My Neighborhood (WIMN) databases and provide identification of any new listings as well as updated figure.	-	-	-	2	-	-	8	-	-	10	\$1,332.00
3.13	Traffic. Update volumes and operation analysis to inform changes in transportation operations. It is assumed that no new counts will be taken.	-	-	16	-	-	-	24	-	-	40	\$6,104.00
3.14	Vehicle Related Air Emissions Review and Updates. Update vehicle-related air emissions section to what is now expected for EAWs (qualitative discussion). No update expected for stationary source emissions.	-	-	4	-	-	-	-	-	-	4	\$788.00
3.15	Dust, Odors, Noise Review and Updates. Dust and odors questions need not be updated (not required for AUAR). Because nearly 20 years has passed since initial noise monitoring in 2005, SRF will take additional field noise measurements at the 4 original receptors locations to document L10 and L50 daytime noise levels (dBA), as well as any additional locations approved by the City	-	-	2	-	8	-	8	-	-	18	\$2,626.00
3.16	Nearby Resources Review and Updates. Cultural/Historic Resources - Contact the State Historic Preservation Office (SHPO) to obtain updated information about the cultural and archeological resources in the study area. Identify whether development would potentially impact any identified listings. No update anticipated based on 2007, 2014, and 2019 updates. Incorporate any changes that have been made to the City's Natural Resources Inventory and Management Plan.	-	-	2	4	-	-	4	-	-	10	\$1,582.00
3.17	Visual impacts - provide information regarding any new potential visual impacts that might occur due to development projects and any measures to avoid, minimize, or mitigate visual effects.	-	-	4	4	-	-	-	-	-	8	\$1,484.00
3.18	Compatibility and Plans Review and Updates	-	8	-	-	-	-	-	-	-	8	\$1,848.00
3.19	Impact on Infrastructure and Public Services Review and Updates	-	-	4	4	-	-	-	-	-	8	\$1,484.00
3.20	Related Development; Cumulative Impacts Review and Updates - review and update for adequacy	-	-	10	10	-	-	-	-	-	20	\$3,710.00
3.21	Other Potential Environmental Impacts Review and Updates	-	-	4	8	-	-	-	-	-	12	\$2,180.00
3.22	Summary of Issues Review and Updates	-	-	4	8	-	-	-	-	-	12	\$2,180.00
3.23	Climate Adaptation and Resilience: Develop new climate adaptation and resilience section, incorporating relevant information from the City's Energy Action Plan (2021) and other resources. This will include an assessment of climate considerations, risks and vulnerabilities, and adaptations in accordance with the latest guidance from the new EAW template.	-	-	4	8	-	-	-	-	-	12	\$2,180.00

SRF Consulting Group, Inc.

Client: City of Inver Grove Heights
Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
3.24	Greenhouse Gas (GHG) and Carbon Footprint. Provide estimated quantification of GHG emissions (construction emissions and operational emissions) associated with the proposed scenarios in accordance with latest guidance. Incorporate relevant information from the City's Energy Action Plan (2021) and other resources.	-	-	8	8	-	-	-	-	-	16	\$2,968.00
3.25	Mitigation Plan - review and update based on any changes to regulations, existing conditions, and special studies/updates to other City plans. Update to reflect any mitigations that have been implemented. Incorporate any changes that have been made to the City's Natural Resources Inventory and Management Plan.	-	-	6	8	-	-	-	-	-	14	\$2,574.00
3.26	Review and ensure that agency comments from the previous update were adequately incorporated into the document and mitigation plan	-	4	6	8	-	-	8	-	-	26	\$4,482.00
3.27	Update document to be easier to navigate to referenced figures in appendices	-	4	-	-	-	-	30	-	-	34	\$4,614.00
3.27	Update document to be ADA accessible and meet online document accessibility standards.	-	-	-	-	-	-	30	-	-	30	\$3,690.00
SRF Deliverables: Draft AUAR Update												
SUBTOTAL - TASK 3		8	20	74	104	24	0	204	0	0	434	\$68,218.00

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
4.0	Project Communications and AUAR Update Publication/Distribution											
	<u>Assumptions:</u> Prepare updates based on existing project webpage: https://www.ighmn.gov/1247/Neighborhood-Planning-Initiatives Up to two public meetings to present the AUAR update to the City Council Assumes no hard copy printing or mailing of the draft or final AUAR Update, only electronic.											
	<u>Client Deliverables:</u>											
		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
4.1	Prepare project webpage update for City of Inver Grove Heights, including summary of updates, public comment process, and schedule	-	-	-	-	-	6	-	-	-	6	\$222.00
4.2	City review of draft document and resolution of City comments	-	-	4	-	-	4	-	-	-	8	\$936.00
4.3	Notification and distribution of Draft AUAR update and mitigation plan to required reviewing agencies. Notice is published in the EQB Monitor.	-	2	2	-	-	4	-	-	-	8	\$1,004.00
4.4	Distribution of draft document to EQB distribution list	-	-	-	-	-	4	-	-	-	4	\$148.00
4.5	Public presentations: 1 virtual public information meeting (1 hour) to be held in the evening at the beginning of the AUAR review period, with online registration	-	4	-	4	-	-	-	-	-	8	\$1,620.00
4.6	Documentating, responding to, and addressing state agency and Met Council comments	-	2	4	4	-	4	-	-	-	14	\$2,094.00
4.7	Revision of document based on written agency comments.	-	2	4	8	-	8	-	-	-	22	\$2,938.00
4.8	Follow next steps in <i>AUAR Update Process Steps</i> to complete the update process: If objections received, assist with negotiations between the responsible government unit (Inver Grove Heights) and objecting agency, OR if there are no objections, RGU adopts final AUAR and mitigation plan. Notice is published in the EQB Monitor	-	-	1	1	-	1	-	-	-	3	\$408.00
	<u>SRF Deliverables:</u> Project Webpage Update Revised AUAR Update based on City comments Two City Council Presentations Two EQB Monitor Publications (one for draft and one for final) One virtual public open house Agency comment and response matrix Final AUAR Update											
	SUBTOTAL - TASK 4	0	10	15	17	0	31	0	0	0	73	\$9,370.00

SRF Consulting Group, Inc.
Client: City of Inver Grove Heights
Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
	TOTAL ESTIMATED PERSON-HOURS	8	68	121	129	44	31	204	0	0	605	
	AVERAGE HOURLY BILLING RATE	\$261.00	\$231.00	\$197.00	\$174.00	\$156.00	\$37.00	\$123.00	\$43.00	\$39.00		
	ESTIMATED LABOR AND OVERHEAD	\$2,088.00	\$15,592.50	\$23,837.00	\$22,446.00	\$6,864.00	\$1,147.00	\$25,092.00	\$0.00	\$0.00		\$97,066.50
	AVERAGE HOURLY PAYROLL RATE	\$261.00	\$231.00	\$197.00	\$174.00	\$156.00	\$37.00	\$123.00	\$43.00	\$39.00		
	ESTIMATED LABOR	\$2,088.00	\$15,592.50	\$23,837.00	\$22,446.00	\$6,864.00	\$1,147.00	\$25,092.00	\$0.00	\$0.00		\$97,066.50
	ESTIMATED OVERHEAD COST										0.00%	\$0.00
	ESTIMATED LABOR AND OVERHEAD											\$97,066.50
	FIXED FEE										0.00%	\$0.00
	SRF ESTIMATED DIRECT NON-SALARY EXPENSES											\$236.00
											SUBTOTAL: (SRF Labor and Expenses)	\$97,302.50
											SUBCONSULTANTS:	\$0.00
	TOTAL ESTIMATED FEE (SRF and Subconsultants combined)											\$97,302.50

SRF Consulting Group, Inc.

Work Tasks and Person-Hour Estimates

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
<u>SRF ESTIMATE OF DIRECT NON-SALARY EXPENSES:</u>												
	MILEAGE:	Personal Vehicles		300	Miles @	\$0.670						\$201.00
	REPRODUCTION:	Copy Duplication		0	Copies @	\$0.10						\$0.00
		Color Copies		100	Copies @	\$0.35						\$35.00
		Bond Prints		0	Prints @	\$6.00						\$0.00
											SRF EXPENSES:	\$236.00
Optional Task: Public Meeting												
<u>Assumptions:</u>												
City will provide public meeting location.												
<u>Client Deliverables:</u>												
	Public Meeting preparation, facilitation, and summary	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
	Expenses	-	8	4	-	15	-	-	-	-	27	\$4,976.00
												\$24.00
	SUBTOTAL - Additional Public Meetings	0	8	4	0	15	0	0	0	0	27	\$5,000.00
<u>SRF Deliverables:</u>												
Meeting logistics, promotions, materials, and summaries												

SRF Consulting Group, Inc.

Client: City of Inver Grove Heights
 Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



<u>TASK NO.</u>	<u>TASK DESCRIPTION</u>	<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>	<u>TOTALS</u>	<u>EST. FEE</u>
SUMMARY OF COSTS:		<u>PROF. VIII-VII</u>	<u>PROF. VI</u>	<u>PROF. V</u>	<u>PROF. IV</u>	<u>PROF. III</u>	<u>PROF. II</u>	<u>PROF. I</u>	<u>TECH.</u>	<u>SUPPORT</u>		<u>TOTALS</u>
1	Project Management	\$ -	\$ 5,890.50	\$ 6,304.00	\$ -	\$ 936.00	\$ -	\$ -	\$ -	\$ -		\$13,130.50
2	AUAR Update Scope and Magnitude	\$ -	\$ 2,772.00	\$ -	\$ 1,392.00	\$ 2,184.00	\$ -	\$ -	\$ -	\$ -		\$6,348.00
3	AUAR Analysis and Document Updates	\$ 2,088.00	\$ 4,620.00	\$ 14,578.00	\$ 18,096.00	\$ 3,744.00	\$ -	\$ 25,092.00	\$ -	\$ -		\$68,218.00
4	Project Communications and AUAR Update Publication/Distribution	\$ -	\$ 2,310.00	\$ 2,955.00	\$ 2,958.00	\$ -	\$ 1,147.00	\$ -	\$ -	\$ -		\$9,370.00
TOTALS		\$2,088.00	\$15,592.50	\$23,837.00	\$22,446.00	\$6,864.00	\$1,147.00	\$25,092.00	\$0.00	\$0.00		\$97,066.50

SRF Consulting Group, Inc.

Client: City of Inver Grove Heights

Project: Northwest Area AUAR Update

Work Tasks and Person-Hour Estimates



TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
SUMMARY OF HOURS:		PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT		TOTALS
1	Project Management	-	26	32	-	6	-	-	-	-		64
2	AUAR Update Scope and Magnitude	-	12	-	8	14	-	-	-	-		34
3	AUAR Analysis and Document Updates	8	20	74	104	24	-	204	-	-		434
4	Project Communications and AUAR Update Publication/Distribution	-	10	15	17	-	31	-	-	-		73
TOTALS		8	68	121	129	44	31	204	0	0		605



Request for Council Action

SUBJECT: **Acceptance of Grant for New Fire Department Radios and Approval of Associated Budget Amendment**

MEETING DATE: October 28, 2024
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting a \$40,000 grant from the State of Minnesota Allied Radio Matrix for Emergency Response (ARMER) Grant Program for encrypted mobile radios, approving purchase of the radios and authoring a budget amendment for the same amount.

BACKGROUND

In September of 2023, Dakota 911 moved to encrypting the main law enforcement communication channels in Dakota County. When that happened, fire departments without encrypted radios, which included the IGH fire department, were no longer able to have access to any communications with law enforcement on those main channels. In addition to IGH fire radios having no encryption capability, the majority are 18 years old and getting to the end of their service life.

In January 2023, the Council authorized staff to submit an application for a \$557,000 Federal Emergency Management Agency (FEMA) Assistance to Firefighters Grant for the purchase of portable radios and chargers, base stations, mobile radios and other associated equipment. This would have covered the replacement cost for all of the Fire Department radios, but unfortunately the grant application was unsuccessful. The Department has therefore turned to a more gradual approach to updating and replacing its radios. In October 2023, the Council authorized the Fire Department to purchase 12 portable radios, microphones and chargers at the cost of \$76,783.80, so some of the radios carried by officers and firefighters could be encrypted. Funds for those 12 came from a split of one-time State Public Safety Aid to the City and the City's Public Safety Small Equipment Fund.

In May 2024, Council authorized the Fire Department to apply for a one-time State of MN ARMER Grant to purchase some mobile radios. The Fire Department was recently notified that it was one out of 100 agencies in the state to have been awarded a grant. The state had \$4 million in funds to award. However, they received requests totaling \$23 million. IGH Fire requested \$75,191 and was awarded \$40,000, which results in a match requirement of \$2,105.26 from the City. These grant funds will be used to equip up to eight (depending on final cost) of the front line trucks with new encrypted radios, which will help ensure shared information between Law Enforcement, Fire and Dispatch.

FISCAL IMPACT

The total City match will be \$2,105.26 and will be paid for from the existing 2024 budget within the Small Tools line item (101.2200.000.5160). The budget adjustment of \$40,000 will be added to the same line item.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, authorizing acceptance of the grant, purchase of the radios and an amendment to the Fire Department's 2024 operating budget.

ATTACHMENTS

1. Resolution Accepting ARMER Equipment Grant for Fire Dept Radios

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

RESOLUTION NO. 2024-246

**RESOLUTION ACCEPTING STATE OF MINNESOTA ALLIED RADIO
MATRIX FOR EMERGENCY RESPONSE (ARMER) GRANT, APPROVING PURCHASE OF
RADIOS, AND APPROVING BUDGET AMENDMENT**

WHEREAS, the Inver Grove Heights Fire Department applied for and was awarded a \$40,000 grant from the State of Minnesota to purchase up to 8 encrypted mobile radios for some of its front line trucks, and

WHEREAS, there is a \$2,105.26 City match to accept this grant, and

WHEREAS, an increase in the authorized expenditure budget of \$40,000 for account 101.2200.000.5160 (Fire Department – Small Tools) is called for in order for staff to expend the grant funds.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the \$40,000 MN State ARMER Equipment Grant is hereby accepted, purchase and encryption of up to 8 mobile radios is hereby authorized, and a budget amendment in the amount of \$40,000 is hereby made to account 101.2200.000.5160.

Adopted this 28th day of October, 2024 by the City Council of Inver Grove Heights, MN.

ATTEST:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Approval of Veterans Memorial Community Center Ice Use Agreement with Inver Grove Heights Hockey Association, LLC**

MEETING DATE: October 28, 2024

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587
Julie Dorshak, Recreation Superintendent, 651.450.2588
Jamie Muscha, Community Center Manager, 651-554-3442

ACTION REQUESTED

The Council is asked to approve the attached Veterans Memorial Community Center Ice Agreement between the City of Inver Grove Heights and the Inver Grove Heights Hockey Association, Inc.

BACKGROUND

In 1997, the City of Inver Grove Heights entered into an Ice Use Agreement with the Inver Grove Heights Hockey Association, Inc. The terms of this agreement included a commitment from the IGHHA to contribute \$20,000 annually to the City from 1997 through July 2016, to assist the City in financing the initial capital costs of the ice facilities in the Veterans Memorial Community Center. Under this agreement, the City would expect a total of \$400,000 in payments from the IGHHA over this 20-year period of time.

In 2007, the IGHHA lost one of its major gambling sites and was only able to donate \$10,000 that year. To date, the IGHHA had donated \$190,000 leaving \$210,000 remaining. In 2008, staff worked with the IGHHA and reorganized the financial donation requirements of the agreement. The new agreement that went into effect in 2008 extended the term of the agreement an additional seven years, and reduced the annual donation from \$20,000 to \$14,000 per year. At the end of this extended term, the IGHHA will have donated the same total amount. (15 years x \$14,000 = \$210,000). This agreement expired in 2023 and the IGHHA has contributed the full amount of \$400,000 to meet their financial commitment to the City.

Given the long-standing relationship with the City, IGHHA desires to enter into a new long-term agreement with the City for Ice Use at the VMCC to ensure that IGHHA is able to access the necessary hours of ice time for IGHHA and its members. In addition to priority scheduling, the terms of this agreement outline rights to advertise and other uses of the VMCC facility. The proposed term of this agreement is for 10 years, expiring in 2034.

FISCAL IMPACT

The City of Inver Grove Heights will receive an annual payment of \$7,500 effective January 1, 2025 running through 2034. In addition, the City will receive payment for all ice time rented by the IGHHA

at the ice rental rate approved by Council, and a flat fee of \$1,500 annually for advertising rights. These revenues will be integrated into the annual operating budget for the VMCC - Arena.

RECOMMENDATION

Staff recommends approval of the attached VMCC Ice Agreement between the City of Inver Grove Heights and the Inver Grove Heights Hockey Association, Inc.

ATTACHMENTS

1. Veterans Memorial Community Center Ice Usage Agreement with Inver Grove Heights Hockey Association, LLC.

CITY OF INVER GROVE HEIGHTS VMCC ICE USE AGREEMENT

THIS AGREEMENT made this 28th day of October, 2024 by and between the **Inver Grove Heights Hockey Association, Inc.**, a Minnesota non-profit corporation, (“User”) and the **City of Inver Grove Heights** (“City”), a Minnesota municipal corporation.

RECITALS

- A. The City is the owner of the Veterans Memorial Community Center, a facility which includes two ice rinks, locker rooms, and other facilities.
- B. User desires to use portions of VMCC identified herein subject to the terms and conditions of this Agreement (“Agreement”), use rules and policies of the City of Inver Grove Heights, and all applicable laws and regulations.
- C. User desires to enter into a long-term Ice Use Agreement with the City to ensure that the User is able to access the necessary hours of ice time for the User and its members.

NOW, THEREFORE, in consideration of the mutual promises, covenants and conditions contained herein, the parties mutually agree as follows:

1. **TERM.** This Agreement shall commence on October 28, 2024, and run for a term of ten (10) years through October 28, 2034.
2. **ICE TIME.** User shall be guaranteed up to nine hundred and fifty (950) hours of ice time from October-March, during the regular hockey season (the “Hockey Season”), for the term of this Agreement, with the exception of the Hockey Seasons from 2027-2029. During the 2027-2029 timeframe, at times there will only be one sheet of ice available due to planned maintenance; the City guarantees to make ice time available to User but cannot guarantee any minimum number of hours. City will work with User during this timeframe to schedule ice time on the available ice sheet.

User shall submit its proposed ice time schedule for ice time from October through March of each year to the Veterans Memorial Community Center Manager by July 1st of each year. City reserves the right to deny any specific scheduling request by User, and agrees to work cooperatively with User to finalize mutually agreement ice time schedule.

Ice time between April and September of each year shall be purchased at regular rates, outside of this Agreement.

3. **UNUSED ICE TIME.** If User determines it will not be able to use previously-scheduled ice time, User may offer the unused ice time back to the City up to five (5) business days before the scheduled ice time. If the City is able to resell the unused hour(s), User will not be charged for those hours.

4. **FACILITIES.** User will have qualified use of the scheduled ice sheets and designated locker room facilities during the scheduled ice time. The common areas of the VMCC shall be open to the public at all times. The User will have shared use of the common areas and may not prohibit or interfere with use by other patrons. Subject to room availability, User shall also be entitled to use the community rooms for coaches' meetings, team meetings, team pictures, and board/team business, up to 150 hours per hockey season; social gatherings, including end of year banquets, tournament events/meetings and similar events require rental of the room from the City at established rental rates with advanced booking through the City.

User currently has the exclusive use of a storage room in the VMCC. City agrees to allow User to have exclusive access to the current storage room, or another storage space of the City's choosing, during the term of this Agreement. User shall only use the storage space for storage of hockey-related materials and must store all material in a safe manner, in accordance with all applicable fire code provisions.

5. **DASHER BOARDS.** In addition to the ice rental rates, User shall pay to the City a flat fee of \$1,500.00 annually starting January 1, 2025, for dasher board and Zamboni advertising rights. User shall pay for the costs of installation and removal of the Zamboni advertising. All advertising must first be approved by the City's Parks and Recreation Director.
6. **PAYMENT.** Payment will be completed in the following manner:
 - 6.1 A yearly payment of \$7,500.00 shall be paid by User to the City starting on January 1, 2025 and running through 2034.
 - 6.2 User shall pay the City for each hour of ice time used by User at the ice rental rate established by the City Council. Ice rental rates shall be set by the Council each year, and it is anticipated, but not guaranteed, that hourly ice rental rates will not increase by more than \$5/year. The City will invoice the IGHAA for each month's ice time; IGHAA shall pay said invoice within thirty (30) days of receipt.
7. **SERVICES.** Notwithstanding any other provision of this Agreement, the parties may separately agree in writing for the provision of additional services, personnel, and staffing as needed.
8. **RULES AND REGULATIONS.** User and its members, guests, or invitees, hereby agree to abide by all rules and regulations adopted by the City, and as amended from time to time, regarding the use of the VMCC. Terms of rules and regulations include, but are not limited to, those provided with this Agreement as Exhibit A.
9. **DAMAGE TO VMCC.** User shall be liable to the City for any loss or damage to VMCC or its facilities occasioned by, or in connection with, the use of the ice sheets, locker rooms, and other facilities by the User or User's members, guests, or invitees.
10. **INDEMNIFICATION AND INSURANCE.** User agrees to hold the City and its officers, agents, employees, and assigns harmless and defend and indemnify the City against any claims related to use of the VMCC by User, its members, guests or invitees. User further agrees to defend, indemnify and hold the City, its officers, agents, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, occasioned

by or arising in connection with the use of VMCC by User or User's members, guests or invitees, including any and all claims for bodily injury or death or property loss or damage sustained as a result of use of VMCC by User or User's members, guests or invitees.

User further agrees that in order to protect itself as well as the City under the indemnity provision set forth above, it will at all times during the term of this Agreement keep in force:

- A. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than \$500,000 for property damage arising from one occurrence, \$1,500,000 for bodily injuries, damages, and/or death to any one person, and \$2,000,000 aggregate, for total bodily injuries, damages, and/or death arising from any one occurrence. Such policy shall also include contractual liability coverage by specific endorsement or certificate acknowledging the Agreement between the User and the City.

11. CANCELLATION OR RESCHEDULING.

11.1 **BY USER:** Except as otherwise provided herein, ice time in the schedule approved by the City for each Hockey Season be paid for by the User whether or not the ice time reserved are actually used. However, the User may reschedule the use by mutual agreement of the City and User.

11.2 **BY CITY:** The City reserves the right to: a) cancel this Agreement for any default or breach of this Agreement by the User or its members; and b) reschedule or cancel the dates or times of use by the User provided under Paragraph 1, due to an occurrence beyond the City's control such as closure of the building due to weather or cancellation of the use due to other unforeseen circumstances, such as failure of the VMCC equipment or facilities. Should the City need to reschedule or cancel the dates or times of use, as provided in this Section, the City will notify User as soon as possible.

11.3 Any cancellations or rescheduling will be adjusted on a monthly basis and reflected on a separate invoice, indicating the amount owed or credit earned, as a result of the changes.

12. AGREEMENT, TERMS AND RULES. The User shall be responsible for ensuring the User's members, guests or invitees follow the rules and terms outlined in this Agreement.

13. AGENT AUTHORITY. User certifies that they are the User or an agent for the User and are authorized to execute this Agreement and accept the responsibility for observance of the rules and terms of this Agreement.

14. ASSIGNMENT. User may not assign or transfer this Agreement, or any interest arising herein, without the approval of the City.

15. ENTIRE AGREEMENT. The entire agreement of the parties is contained herein, and this Agreement supersedes all prior agreements and negotiations between the parties relating to the subject matter herein as well as any previous agreements presently in effect between the parties relating to the subject matter contained herein. Any alterations, amendments, deletions, or waivers

of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.

16. **WAIVER.** Any waiver by either party of a breach of any provision of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.

17. **MISCELLANEOUS.**

17.1 **Additional Fees.** The City reserves the right to charge supplemental fees for the use of meeting rooms, storage space, additional maintenance, and additional clean-up expenses.

17.2 **Sale of Food and Beverages.** The City has the exclusive right to operate concession sales at the VMCC for the sale of food and beverages, including food and beverages dispensed from vending machines. User may not bring food or beverages onto VMCC premises for sale and distribution. The City may enter into a separate agreement with User for the operation of the concession stand at the VMCC.

17.3 **Advertising.** No advertising by User in or on any part of VMCC is permitted without the express written consent of the City. User shall have the exclusive right to sell advertising on the arena dasher boards and Zambonis in exchange for the payment noted above.

17.4 **Parking Lot Usage.** The User will have shared use of the parking lot on a first come, first served basis and may not prohibit or obstruct use by other patrons. User shall ensure its members, guests, and invitees adhere to all City rules and laws related to the use of the parking lot, including the existing prohibition on the use of alcohol and cannabis products in the parking lot.

17.5 **Tax Exempt.** Tax exempt organizations must provide an original (not a photocopy) Minnesota Revenue Certificate of Exemption Form ST3, when returning the signed Agreement and initial payment. Failure to provide either of these documents will result in state sales taxes being added to the payment charged to the respective organization.

18. **NOTICE.** All notices required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if delivered in person or deposited in the United States Mail, postage prepaid, as follows:

If to the City, to: City of Inver Grove Heights

If to User, to: Inver Grove Heights Hockey Association

By signing this Agreement, the parties acknowledge that they have read, understand, and agree to abide by all its conditions as stipulated. No ice time is secured until this Agreement is fully signed and returned to the City.

USER

By: _____

Its: _____

Date: _____

MN Tax ID Employer Identification Number

(EIN): _____

(Attach copy of ST3 Form)

Address: _____

Phone: _____

Date: _____

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich,

Its: Mayor

Date: October 28th, 2024 _____

By: _____

Rebecca Kiernan

Its: City Clerk

Date: October 28th, 2024 _____

EXHIBIT A

RULES AND REGULATIONS

- User and its guests etc. shall comply with the VMCC Code of Conduct, as it may be updated during the time of this agreement. User shall ensure that its participants are aware of the provisions of the VMCC code of conduct.
- The building and grounds are tobacco and cannabis free by City ordinance.
- Alcohol use anywhere in the building is prohibited unless authorized by the City or provided as part of a catered event.
- Foul, abusive or obscene language and violent behavior by players, coaches, and spectators will not be tolerated.
- The common areas are not to be used for practicing skills, playing games, or warming up.
- All equipment must be stored only in the designated storage space
- Report building damage to VMCC staff. Any intentional damage will be charged to the responsible party.
- The City is not responsible for lost or stolen valuables.
- All furnishings, fixtures and equipment provided by the User specifically for their use must be installed and removed within the use period.



Request for Council Action

SUBJECT: **Resolution Approving Amendment No. 3 to
Development Contract for Plat of Peltier Reserve and
Related Documents**

MEETING DATE: October 28, 2024
ITEM TYPE: Consent Agenda
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving Amendment No. 3 to the Development Contract for the Plat of Peltier Reserve and related documents.

BACKGROUND

The City of Inver Grove Heights (City) and Builders Lot Group, LLC (Developer) previously entered into a Development Contract for the Plat of Peltier Reserve, which has been amended by Amendment No. 1, which was recorded as Document No. 357730 with the Office of the Dakota County Recorder. There was also a second amendment to the development contract, Amendment No. 2, which was recorded as Document No. 3584730 with the Office of the Dakota County Recorder.

The Developer has determined that a redesign of the stormwater facilities to be located on Outlot K is necessary, and the City's Director of Public Works has approved the redesigned stormwater facilities, provided that the Developer conveys to the City the three lots adjacent to Outlot K (Lots 1, 2, and 3, Block 12, Peltier Reserve, referred to as the "Stormwater Pond Expansion Lots") on which a portion of those stormwater facilities will be located. The City Council previously approved this conveyance, but the conveyance was never completed. The Developer is now seeking to move forward with construction of the redesigned stormwater facilities and conveyance of the three stormwater expansion lots to the City.

Because the lots were intended to be developed with single-family residences, they are all subject to the Peltier Reserve Homeowners' Association Declaration, and are likewise considered "residential lots" for the purpose of various other development-related agreements, including a Stormwater Facilities Maintenance Agreement, Irrigation Facilities Maintenance Agreement, and Street Light Agreement.

The Council is asked to approve amendments to each of these agreements to reflect the change in use for the stormwater pond expansion lots. The Council is also asked to approve the attached Assignment and Assumption Agreement, which ensures that should the City be faced with any financial or other obligation as a result of the stormwater pond expansion lots initially having been subject to the agreements discussed earlier, it will be the responsibility of the Homeowners Association to assume said obligations.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Approving 3rd Amendment to Development Contract, Amendments to Related Development Documents, and Assignment and Assumption Agreement
2. Amendment No. 3 to Development Contract
3. Amendment to Street Light Agreement
4. Amendment to Irrigation Facilities Maintenance Agreement
5. Amendment to Stormwater Facilities Maintenance Agreement
6. Assignment and Assumption Agreement

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

RESOLUTION NO. 2024-247

**RESOLUTION APPROVING 3RD AMENDMENT TO DEVELOPMENT CONTRACT
FOR PLAT OF PELTIER RESERVE, ACCEPTANCE OF CONVEYANCE OF
STORMWATER POND LOTS, AND APPROVAL OF EXECUTION OF RELATED
DOCUMENTS**

WHEREAS, the City of Inver Grove Heights (City) and Builders Lot Group, LLC (Developer) previously entered into a Development Contract for Plat of Peltier Reserve, which has been amended by that Amendment No. 1 to Development Contract for Plat of Peltier Reserve, which was recorded as Document No. 357730 with the Office of the Dakota County Recorder, and by that Amendment No. 2 to Development Contract for Plat of Peltier Reserve, which was recorded as Document No. 3584730 with the Office of the Dakota County Recorder; and

WHEREAS, Developer has determined that a redesign of the stormwater facilities to be located on Outlot K is necessary, and the City's Director of Public Works has approved the redesigned stormwater facilities, provided that the Developer conveys to the City the three lots adjacent to Outlot K (Lots 1, 2, and 3, Block 12, Peltier Reserve, referred to as the "Stormwater Pond Expansion Lots") on which a portion of those stormwater facilities will be located; and

WHEREAS, additionally, amendments to the Development Contract are required to account for the fact that these three lots will no longer be subject to certain other obligations under the Development Contract and related development documents as the lots will be used for stormwater purposes.

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

1. Amendment Number 3 to the Development Contract for Plat of Peltier Reserve is hereby approved, subject to modifications approved by the City Attorney, and the Council hereby again dispenses of the requirements of Minn. Stat. § 462.356, subd. 2 pursuant to a vote of at least 2/3 of the Council as it finds that the proposed conveyance of Lots 1, 2, and 3, Block 12, PELTIER RESERVE has no relationship to the City's comprehensive municipal plan.
2. The Council hereby approves the following documents, subject to minor modifications as approved by the City Attorney, and authorizes the Mayor and City Clerk to execute the same:
 - a. Amendment to Residential Street Light Agreement for Plat of Peltier Reserve, Dakota County, Minnesota

- b. Amendment to Irrigation Facilities Maintenance Agreement for Plat of Peltier Reserve, Dakota County, Minnesota
 - c. Amendment to Stormwater Facilities Maintenance Agreement Relating to the Plat of Peltier Reserve, Dakota County, Minnesota
 - d. Assignment and Assumption Agreement
- 3. Amendment No. 3 and all other documents listed above with the execution of the Assignment and Assumption Agreement, shall be recorded with the Dakota County Recorder.
- 4. Staff are authorized to take the necessary steps to effectuate the conveyance of the Stormwater Pond Expansion Lots identified in Amendment Number 3 to the Development Contract for Plat of Peltier Reserve from the Developer to the City, and the Mayor, City Clerk, staff, and the City Attorney are authorized to execute such documents as may be necessary for that conveyance.

Passed this 28th day of October, 2024.

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk

AMENDMENT NO. 3
TO DEVELOPMENT CONTRACT FOR PLAT OF PELTIER
RESERVE

THIS AMENDMENT NO. 3 TO DEVELOPMENT CONTRACT FOR PLAT OF PELTIER RESERVE (Amendment No. 3) is made, entered into and effective this 28th day of October, 2024, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Builders Lot Group, LLC, a Minnesota limited liability company (hereafter referred to as Developer). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the Parties herein contained, the Parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

- 1.1 **Terms.** The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below. All terms defined in the Development Contract for Plat of Peltier Reserve shall have the meanings ascribed to them in the Development Contract for Plat of Peltier Reserve.
- 1.2 **City.** City means the City of Inver Grove Heights, a Minnesota municipal corporation.
- 1.3 **Developer.** Developer means Builders Lot Group, LLC, a Minnesota limited liability company and its successors and assigns.
- 1.4 **Development Contract for Plat of Peltier Reserve or Development Contract.** Development Contract for Plat of Peltier Reserve means that certain Development Contract for Plat of Peltier Reserve dated October 25, 2021, and recorded November 17, 2021, as Document No. 3506029 with the Dakota County Recorder, and amended by Amendment Number 1 to the Development Contract dated November 28, 2022 and recorded on February 14, 2023 with the Dakota County Recorder (Amendment Number 1) as Document No. 3577130, and as further amended by Amendment Number 2 to the Development Contract dated April 10, 2023, and recorded on April 26, 2023 as Document No. 3584730 with the Dakota County Recorder (Amendment Number 2).

1.5 **Parties.** Parties means the Developer and the City, and their successors and assigns.

ARTICLE 2

RECITALS

Recital No. 1. City and Developer, as defined in this Amendment No. 3, are the same entities respectively, as the City and Developer identified and defined in the Development Contract for the Plat of Peltier Reserve, and its Amendment Number 1 and Amendment Number 2.

Recital No. 2. By this Amendment No. 3, the Parties desire to amend various provisions of the Development Contract.

Recital No. 3. Developer hereby warrants and represents that all Developer Warranties found in the Development Contract and Amendment Number 1 and Amendment Number 2 remain in full force and effect and that it has the right and authority to enter into this Amendment No. 3.

ARTICLE 3

AMENDMENT

3.1 Amendment. The Parties agree that the Development Contract for the Plat of Peltier Preserve shall be amended as follows to address the timing for conveyance of certain lots to the City for stormwater management purposes, additional amendments to the Development Contract based on the use of these three lots for stormwater management, and not as buildable residential lots, and the release of the three stormwater facility lots from various existing agreements and obligations imposed by various existing documents.

3.1.1 Amendment to Approved Development Plans; Construction of Stormwater Facilities on Stormwater Pond Expansion Lots. The list of approved Development Plans referenced in Exhibit B to the Development Contract shall be amended to include within the list of approved Development Plans the revised sheets related to the stormwater facilities to be installed on Outlot K and Lots 1, 2, and 3, Block 12, PELTIER RESERVE as approved in writing by the City Engineer or City Director of Public Works. These amended plans shall not become effective until after completion of the conveyance of the Stormwater Pond Expansion Lots to the CITY. DEVELOPER shall construct the approved Stormwater Facilities on the Stormwater Pond Expansion Lots at its sole expense. DEVELOPER shall fully and faithfully comply with all terms of any and all contracts entered into by the DEVELOPER for the installation and construction of all of the Stormwater Facilities on the Stormwater Expansion Lots; such improvements shall be considered DEVELOPER PUBLIC IMPROVEMENTS for purposes of the Development Contract, including all warranty requirements. DEVELOPER shall obtain lien waivers for all work performed and materials supplied for performance of the DEVELOPER PUBLIC IMPROVEMENTS. DEVELOPER shall defend and indemnify the CITY against any claims made or mechanics' liens recorded against any CITY-owned property as a result of Developer's completion of the DEVELOPER IMPROVEMENTS or DEVELOPER PUBLIC IMPROVEMENTS.

3.1.2 Revisions to Approved Stormwater Facilities and Conveyance of Stormwater Pond Expansion Lots to the City. Developer has proposed revisions to the stormwater facilities intended to be constructed on Outlot K. The revisions will result in the creation of a stormwater pond on Outlot K, as well as on Lots 1, 2, and 3, Block 12, PELTIER RESERVE. The City hereby approves of the revisions to the stormwater facilities previously planned for OUTLOT K, subject to final approval of the stormwater facility plans and related plans by the City Engineer or Director of Public Works, provided the following occur:

- a. On or before December 1, 2024, Developer shall convey fee title to Lots 1, 2, and 3, Block 12, PELTER RESERVE (the "Stormwater Pond Expansion Lots") to the CITY by warranty deed to the City. Such deed shall vest in the CITY good and marketable title, free and clear of any mortgages, liens, encumbrances, assessments and taxes, except those acceptable to the CITY in its sole discretion. All taxes payable in 2024 and 2025 shall be paid at closing by the DEVELOPER. The conveyance documents shall be in such form acceptable to the CITY. DEVELOPER shall pay for all costs associated with conveyance of the Stormwater Pond Expansion Lots to the City, including the City's engineering and legal fees and all closing and recording fees.
- b. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall obtain a recordable release of the Stormwater Pond Expansion Lots from the existing Declaration of Covenants, Conditions and Restrictions made on November 2, 2021 and recorded as Document No. 3507952 on November 24, 2021 in the Dakota County Recorder's Office.
- c. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall secure the release of the Stormwater Pond Expansion Lots from the Stormwater Facilities Maintenance Agreement Relating to the Plat of Peltier Reserve dated October 1, 2021 and recorded on 11/17/2021 as Document No. 3506031 with the Dakota County Recorder's Office, or said Stormwater Facilities Maintenance Agreement shall be amended to exclude the Stormwater Pond Expansion Lots from the definition of Residential Lots.
- d. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall secure the release of the Stormwater Pond Expansion Lots from the Irrigation Facilities Maintenance Agreement for Plat of Peltier Reserve dated October 1, 2021 and recorded on November 17, 2022 as Document No. 3506032 in the Dakota County Recorder's Office.
- e. Prior to conveyance of the Stormwater Pond Expansion Lots to the City, Developer shall cause the Peltier Reserve Homeowners Association, Inc. to enter into a binding written agreement with the City to assume any financial obligations that the City, as the owner of the Stormwater Pond Expansion Lots, would be subject to under any of the documents identified above, as well as the Residential Street Light Agreement for Plat of Peltier Reserve, Dakota County, Minnesota dated October 1, 2021, and recorded on November 17, 2021, as Document No. 3506036 with the Office of the Dakota County Recorder.
- f. Conveyance of the Stormwater Pond Expansion Lots shall be completed prior to issuance of any building permits for any of the PHASE 3 LOTS, or work within PHASE 3 subject

to the revised plans, acceptance by the City of the stormwater facilities to be constructed on OUTLOT K and the Stormwater Expansion Lots.

3.1.3. Amendment to Park Contribution Fee Requirements. The Park Contribution Fee Requirements found in Section 11, Paragraphs B(4) and B(5) of Exhibit E shall be amended as follows:

Paragraphs B(4) and B(5) shall be replaced in their entirety with the following:

4. Payment of Cash Contribution for PHASE 3 Lots-Excluding Apartment Building. DEVELOPER acknowledges that PHASE 3 contains 30 lots which will be developed with 30 single-family residential units, all zoned R-3B and that PHASE 3 also contains three lots (Lots 1, 2, and 3, Block 12, PELTIER RESERVE) which will be conveyed to the CITY for stormwater management purposes, and will not be developed with residential lots, as well as Lot 1, Block 13, which will be developed with an apartment building(the “Apartment Lot”). The Cash Contribution required for the 30 PHASE 3 single family residential lots shall be the Cash Contribution Fee in effect at the time of DEVELOPER’s payment of the park dedication fees. DEVELOPER shall be required to pay the full park dedication fee in the amount of the then-current fee for all 30 of the PHASE 3 Lots, which does not include the Apartment Lot, prior to obtaining a building permit for any of the PHASE 3 lots.

5. Payment of Cash Contribution for PHASE 3 Lot-Apartment Building. DEVELOPER shall not be required to pay the park dedication fee for the Apartment Lot until the time a building permit is issued for the Apartment Lot. DEVELOPER shall pay the Cash Contribution required for all of the residential units in the Apartment Building at the then-current fee prior to obtaining a building permit for the Apartment Building.

3.1.4 Amendment to Utility Plat Connection Fees. Section 18, Northwest Area Plat Connection Fees for Phase 3 Improvements found in Section 18 of Exhibit E shall be amended as follows:

The paragraph below is deleted in its entirety and shown with ~~strikethrough~~:

~~The plat connection fees for the PHASE 3 IMPROVEMENTS do not include the plat connection fees that will be owed to the CITY when Lot 1, Block 13, Peltier Reserve is re-platted in the future and developed as an apartment complex. At the time of the proposed re-plat of Lot 1, Block 13, Peltier Reserve the plat connection fees will be paid to the CITY of the proposed apartment building.~~

And replaced with the following paragraph:

The utility plat connection fees listed above shall be calculated at paid prior to issuance of a building permit at the then-current rates. For purposes of calculation of these fees, the Stormwater Pond Expansion Lots shall be treated as non-buildable outlots. The utility plat connection fees for Lot 1, Block 13, Peltier Reserve shall be calculated and paid at the then-current rates at the time that a building permit is issued for Lot 1, Block 13, Peltier Reserve.

3.1.5 Additional Revisions to References to Buildable Lots to Exclude Stormwater Pond Expansion Lots. Exhibit E, sections 23 and 26 are hereby deleted in their entirety and replaced as follows:

23.) **STREET LIGHTING.** DEVELOPER at its own expense shall install street lights at the locations shown on the approved street plan. The location and number of street lights will be determined by the local electric company. DEVELOPER shall enter into a Street Light Agreement for the PLAT.

DEVELOPER shall pay for the energy costs for all the street lights in the PLAT for the first four calendar years of 2022, 2023, 2024 and 2025. Beginning with calendar year 2026, the energy costs for the street lights shall be paid by the owners of the buildable lots, excluding Lots 1, 2, and 3, Block 12, PELTIER RESERVE, within the PLAT, which shall be paid by the DEVELOPER unless the Peltier Reserve Homeowners Association, Inc. enters into a written agreement with the CITY to pay those fees. .

The lots in the PLAT shall initially be charged a street light fee of \$4.00 per quarter. The Council has the authority to adjust this fee from time to time to reflect additional increases in electricity costs and administrative costs.

26.) **HOMEOWNERS ASSOCIATION.** A condition of approval of building permits for PHASE 1A LOTS is that the DEVELOPER create a Homeowners Association for all of the lots within the plat of Peltier Reserve, except for Outlots B, C, E, F, G, I, J, K and L, Peltier Reserve which will be conveyed to and owned by the CITY, as well as Lots 1, 2, and 3, Block 12, PELTIER RESERVE upon conveyance to the CITY of said lots.

3.2 Superseding Terms. To the extent that dates, obligations, or other terms of this Amendment No. 3 conflict with any of the terms found in the existing Development Contract, the terms of this Amendment No. 3 shall control.

3.3 Continuing Effect. Except as amended by Section 3.1 hereof, all the other terms, provisions and conditions contained in the Development Contract shall remain in full force and effect and are not modified except as specifically amended herein.

ARTICLE 4 **MISCELLANEOUS**

4.1 Binding Agreement. The Parties mutually recognize and agree that all terms and conditions of this recordable Amendment No. 3 shall run with the property within the Plat (as defined in the Development Contract for Peltier Reserve) and shall be binding upon the Parties and the successors and assigns of the Parties.

4.2 Governing Law. This Amendment No. 3 shall be governed by and construed in accordance with the laws of the State of Minnesota.

4.3 Counterparts. This Amendment No. 3 may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

**[The remainder of this page has been intentionally left
blank]**

IN WITNESS WHEREOF, City, Developer and Association have executed this Amendment on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

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

Notary Public

**DEVELOPER
BUILDERS LOT GROUP, LLC**

By: _____
Melvin L. Moore
Its: Chief Executive Officer and Co-Chief Manager

By: _____
Steven Soltau
Its: Chief Financial Officer and Co-Chief Manager

STATE OF _____)
)
COUNTY OF _____) ss.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore and Steven Soltau, to me personally known, who being by me duly sworn, did say that they are respectively the Chief Executive Officer and Co-Chief Manager and Chief Financial Officer and Co-Chief Manager of Builders Lot Group, LLC, a Minnesota limited liability company, and that the foregoing instrument was executed by Melvin L. Moore and Steven Soltau on behalf of Builders Lot Group, LLC by authority of the Board of Governors of Builders Lot Group, LLC.

Notary Public

This instrument was drafted by and after recording return to:

Bridget McCauley Nason, # 0347322
Kennedy & Graven, Chartered
150 South 5th Street, Suite 700
Minneapolis, MN 55402
(612) 337-9245

**AMENDMENT TO RESIDENTIAL STREET
LIGHT AGREEMENT FOR PLAT OF PELTIER RESERVE,
DAKOTA COUNTY, MINNESOTA**

THIS AMENDMENT TO RESIDENTIAL STREET LIGHT AGREEMENT FOR PLAT OF PELTIER RESERVE, DAKOTA COUNTY, MINNESOTA (Amendment) is made, entered into and effective this 28th day of October, 2024, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Builders Lot Group, LLC, a Minnesota limited liability company (hereafter referred to as Developer). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements, and recitals of the Parties herein contained, the Parties do hereby agree as follows:

WHEREAS, the Parties hereto have agreed and desire to amend that RESIDENTIAL STREET LIGHT AGREEMENT FOR THE PLAT OF PELTIER RESERVE which has been recorded with the Dakota County Recorder as Document Number 3506036 (the “Agreement”).

NOW THEREFORE, the Parties agree as follows:

1. **Modification of Residential Lots.** Exhibit A of the Agreement is hereby amended to remove Lots 1, 2, and 3, Block 12, Peltier Reserve from the Legal Description of Residential Lots, and Exhibit A is further amended to amend the following sentence in Exhibit A:

“Residential Lots include all buildable lots contained in the plat of Peltier Reserve including the following:”

to read “Residential Lots include all buildable lots contained in the plat of Peltier Reserve other than Lots 1, 2, and 3, Block 12, Peltier Reserve, including the following:”

2. **Binding Agreement.** The Parties mutually recognize and agree that all terms and conditions of this recordable Amendment shall run with the property within the Plat of Peltier Reserve and shall be binding upon the Parties and the successors and assigns of the Parties.

3. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Minnesota.
4. **Counterparts.** This Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
5. **Continuing Enforceability.** Notwithstanding any provisions contained herein, except a specifically modified herein, all other terms and conditions of the Agreement shall remain unchanged.

The remainder of this page has been intentionally left blank

IN WITNESS WHEREOF, City, Developer and Association have executed this Amendment on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

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

Notary Public

**DEVELOPER
BUILDERS LOT GROUP, LLC**

By: _____
Melvin L. Moore
Its: Chief Executive Officer and Co-Chief Manager

By: _____
Steven Soltau
Its: Chief Financial Officer and Co-Chief Manager

STATE OF _____)
)
COUNTY OF _____) SS.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore and Steven Soltau, to me personally known, who being by me duly sworn, did say that they are respectively the Chief Executive Officer and Co-Chief Manager and Chief Financial Officer and Co-Chief Manager of Builders Lot Group, LLC, a Minnesota limited liability company, and that the foregoing instrument was executed by Melvin L. Moore and Steven Soltau on behalf of Builders Lot Group, LLC by authority of the Board of Governors of Builders Lot Group, LLC.

Notary Public

ASSOCIATION
PELTIER RESERVE HOMEOWNERS ASSOCIATION, INC.

By: _____
Melvin Brown Moore
Its President

STATE OF _____)
)
COUNTY OF _____) ss.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore, to me personally known, who being by me duly sworn, did say that he is the President of Peltier Reserve Homeowners Association, Inc. a Minnesota non-profit corporation, and that the foregoing instrument was executed on behalf of Peltier Reserve Homeowners Association, Inc. by authority of the Board of Directors of said non-profit corporation, and said Melvion Brown Moore acknowledged said instrument to be the free act and deed of Peltier Reserve Homeowners Association, Inc.

Notary Public

This Instrument Was Drafted By:

Grannis & Hauge, PA
Tim Netzell
3459 Washington Dr, #206
Eagan, MN 55122

AMENDMENT TO IRRIGATION FACILITIES
MAINTENANCE AGREEMENT FOR PLAT OF PELTIER RESERVE, DAKOTA
COUNTY, MINNESOTA

THIS AMENDMENT TO IRRIGATION FACILITIES MAINTENANCE AGREEMENT FOR PLAT OF PELTIER RESERVE, DAKOTA COUNTY, MINNESOTA(Amendment) is made, entered into and effective this 28th day of October, 2024, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Builders Lot Group, LLC, a Minnesota limited liability company (hereafter referred to as Developer) and Peltier Reserve Homeowners Association, Inc., a Minnesota non-profit corporation (hereinafter referred to as the “Association”). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements, and recitals of the Parties herein contained, the Parties do hereby agree as follows:

WHEREAS, the Parties hereto have agreed and desire to amend that Irrigation Facilities Maintenance Agreement For Plat of Peltier Reserve which has been recorded with the Dakota County Recorder as Document Number 3506032 (the “Agreement”).

NOW THEREFORE, the Parties agree as follows:

1. **Modification of Definition of Residential Lots in Exhibit B.** Exhibit B of the Agreement is amended to remove Lots 1, 2, and 3, Block 12, Peltier Reserve from the legal description of the “Residential Lots.” Exhibit B is further amended to add “**Lots 1, 2, and 3, Block 12, Peltier Reserve**” under the sentence that reads “**For purposes of this Agreement, Residential Lots shall not include the following lots in the plat of Peltier Reserve.**” The Parties agree that the rights, duties, obligations and requirements imposed on the “Residential Lots” in the Agreement shall no longer apply to Lots 1, 2, and 3, Block 12, Peltier Reserve following execution of this Amendment.
2. **Amendment of Section 3.6.** Section 3.6 is here by amended to change the language below which appears twice in said Section (except for Lot 1, Block 13 and Lot 1, Block 8, and Lot 6, Block 5, Peltier Reserve, subject to the conditions provided on Exhibit B) to read

(excluding Lot 1, Block 13, Lot 1, Block 8, Lots 1, 2, and 3, Block 13, and Lot 6, Block 5, Peltier Reserve, subject to the conditions provided on Exhibit B)

3. **Binding Agreement.** The Parties mutually recognize and agree that all terms and conditions of this recordable Amendment shall run with the property within the plat of Peltier Reserve and shall be binding upon the Parties and the successors and assigns of the Parties.
4. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Minnesota.
5. **Counterparts.** This Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
6. **Continuing Enforceability.** Notwithstanding any provisions contained herein, except a specifically modified herein, all other terms and conditions of the Agreement shall remain unchanged.

The remainder of this page has been intentionally left blank

IN WITNESS WHEREOF, City, Developer and Association have executed this Amendment on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
)
COUNTY OF DAKOTA) ss.

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

Notary Public

**DEVELOPER
BUILDERS LOT GROUP, LLC**

By: _____
Melvin L. Moore
Its: Chief Executive Officer and Co-Chief Manager

By: _____
Steven Soltau
Its: Chief Financial Officer and Co-Chief Manager

STATE OF _____)
)
COUNTY OF _____) SS.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore and Steven Soltau, to me personally known, who being by me duly sworn, did say that they are respectively the Chief Executive Officer and Co-Chief Manager and Chief Financial Officer and Co-Chief Manager of Builders Lot Group, LLC, a Minnesota limited liability company, and that the foregoing instrument was executed by Melvin L. Moore and Steven Soltau on behalf of Builders Lot Group, LLC by authority of the Board of Governors of Builders Lot Group, LLC.

Notary Public

**ASSOCIATION
PELTIER RESERVE HOMEOWNERS ASSOCIATION, INC.**

By: _____
Melvin Brown Moore
Its President

STATE OF _____)
)
COUNTY OF _____) ss.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore, to me personally known, who being by me duly sworn, did say that he is the President of Peltier Reserve Homeowners Association, Inc. a Minnesota non-profit corporation, and that the foregoing instrument was executed on behalf of Peltier Reserve Homeowners Association, Inc. by authority of the Board of Directors of said non-profit corporation, and said Melvion Brown Moore acknowledged said instrument to be the free act and deed of Peltier Reserve Homeowners Association, Inc.

Notary Public

This Instrument Was Drafted By:

Grannis & Hauge, PA
Tim Netzell
3459 Washington Dr, #206
Eagan, MN 55122

**AMENDMENT TO STORM WATER FACILITIES
MAINTENANCE AGREEMENT RELATING
TO THE PLAT OF PELTIER RESERVE, DAKOTA COUNTY, MINNESOTA**

THIS AMENDMENT TO STORM WATER FACILITIES MAINTENANCE AGREEMENT RELATING TO THE PLAT OF PELTIER RESERVE (Amendment) is made, entered into and effective this 28th day of October, 2024, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as City) and Builders Lot Group, LLC, a Minnesota limited liability company (hereafter referred to as Developer) and Peltier Reserve Homeowners Association, Inc., a Minnesota non-profit corporation (hereinafter referred to as the “Association”). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements, and recitals of the Parties herein contained, the Parties do hereby agree as follows:

WHEREAS, the Parties hereto have agreed and desire to amend that Storm Water Facilities Maintenance Agreement Relating to the Plat of Peltier Reserve which has been recorded with the Dakota County Recorder as Document Number 3506031 (the “Agreement”).

NOW THEREFORE, the Parties agree as follows:

1. **Amendment of Exhibit A.** Exhibit A of the Agreement is amended to remove Lots 1, 2, and 3, Block 12, Peltier Reserve from the legal description of the “Residential Lots.” Exhibit B is further amended to add “**Lots 1, 2, and 3, Block 12, Peltier Reserve**” under the sentence that reads “**For purposes of this Agreement, Residential Lots shall not include the following lots in the plat of Peltier Reserve:.**” The Parties agree that the rights, duties, obligations and requirements imposed on the “Residential Lots” in the Agreement shall no longer apply to Lots 1, 2, and 3, Block 12, Peltier Reserve following execution of this Amendment.
2. **Amendment of Section 1.9, Stormwater Facility Plan.** Section 1.9 of the Agreement is hereby deleted and replaced in its entirety as follows:

3. **Storm Water Facility Plan.** The Parties agree that the Storm Water Facility Plan, as contained in and defined in the Agreement, has been modified and approved by the City Engineer of the City of Inver Grove Heights, to allow the installation of additional drainage improvements on Lots 1, 2, and 3, Block 12, Peltier Reserve, and that the rights, duties, obligations and requirements imposed on the “Residential Lots” in the Agreement shall no longer apply to Lots 1, 2, and 3, Block 12, Peltier Reserve.
4. **Amendment of Section 3.3, Maintenance by the City.** Section 3.3 is deleted in its entirety and replaced as follows:

3.3 Maintenance by the City and Apartment Lot Owner. The Responsible Party is not obligated to maintain the following Storm Water Facilities located within the plat of Peltier Reserve:

- a. The infiltration basin located on Lot 14, Block 2, Peltier Reserve
- b. The regional basin SP-15F located on Outlot B, Peltier Reserve
- c. The wetland SP-7 located on Outlot E, Peltier Reserve
- d. The regional basin SP-5 located on Outlot G, Peltier Reserve
- e. The infiltration basin located on Outlot E, Peltier Reserve
- f. The stormwater pond located on Outlot K, and Lots 1, 2, and 3, Block 12, Peltier Reserve
- g. The underground stormwater chamber system and any other stormwater facilities located on Lot 1, Block 13, Peltier Reserve

The City, not the Responsible Owner, is obligated to maintain the Stormwater Facilities identified in items a-f of this section; the fee owner of Lot 1, Block 13, Peltier Reserve shall be obligated to construct and maintain the underground stormwater chamber system and any other stormwater facilities located on Lot 1, Block 13, Peltier Reserve.

5. **Amendment of Section 3.4, Standard of Maintenance.** Section 3.4 (b) is deleted in its entirety and replaced as follows

b.) The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the NWA Stormwater Manual (as amended from time to time, by amendment of general applicability), or such other stormwater maintenance standards the may be adopted by the City in the future applicable to stormwater facilities located within the City’s Northwest Area.

6. **Amendment of Section 3.4, Standard of Maintenance.** Section 3.4 (d) is amended to replace the reference to “the plat of South Grove Townhomes” with a reference to “the plat of Peltier Reserve.”

b.) The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the NWA Stormwater Manual (as amended from time to time, by amendment of general applicability), or such other stormwater maintenance standards that may be adopted by the City in the future applicable to stormwater facilities located within the City's Northwest Area.

7. **Amendment to Section 3.8:** Section 3.8 is deleted and replaced as follows:

“The Responsible Party agrees that its obligations relating to maintenance of Stormwater Facilities exist notwithstanding the fact that Stormwater Facilities may be located in whole or in part within public easements.

The City hereby grants to the Responsible Party, a right and license, to enter public easements and public road rights of way for the purpose of performing maintenance obligations relating to the Stormwater Facilities for the duration of and performance of the maintenance.

The City hereby grants to the Association a right and license to access and enter Outlot B for the purpose of and performing maintenance of the Stormwater Reuse system for the duration of the performance of the maintenance.”

8. **Amendment to Exhibit D.** The Parties agree that Exhibit D of the Agreement shall be deleted in its entirety and replaced with the language and exhibit as shown on the attached Exhibit A to this Amendment.
9. **Binding Agreement.** The Parties mutually recognize and agree that all terms and conditions of this recordable Amendment No. 1 shall run with the property within the Plat of Peltier Reserve and shall be binding upon the Parties and the successors and assigns of the Parties.
10. **Governing Law.** This Amendment shall be governed by and construed in accordance with the laws of the State of Minnesota.
11. **Counterparts.** This Amendment may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.
12. **Continuing Enforceability.** Notwithstanding any provisions contained herein, except a specifically modified herein, all other terms and conditions of the Agreement shall remain unchanged.

The remainder of this page has been intentionally left blank

IN WITNESS WHEREOF, City, Developer and Association have executed this Amendment on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

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

Notary Public

**DEVELOPER
BUILDERS LOT GROUP, LLC**

By: _____
Melvin L. Moore
Its: Chief Executive Officer and Co-Chief Manager

By: _____
Steven Soltau
Its: Chief Financial Officer and Co-Chief Manager

STATE OF _____)
)
COUNTY OF _____) SS.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore and Steven Soltau, to me personally known, who being by me duly sworn, did say that they are respectively the Chief Executive Officer and Co-Chief Manager and Chief Financial Officer and Co-Chief Manager of Builders Lot Group, LLC, a Minnesota limited liability company, and that the foregoing instrument was executed by Melvin L. Moore and Steven Soltau on behalf of Builders Lot Group, LLC by authority of the Board of Governors of Builders Lot Group, LLC.

Notary Public

**ASSOCIATION
PELTIER RESERVE HOMEOWNERS ASSOCIATION, INC.**

By: _____
Melvin Brown Moore
Its President

STATE OF _____)
)
COUNTY OF _____) ss.

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore, to me personally known, who being by me duly sworn, did say that he is the President of Peltier Reserve Homeowners Association, Inc. a Minnesota non-profit corporation, and that the foregoing instrument was executed on behalf of Peltier Reserve Homeowners Association, Inc. by authority of the Board of Directors of said non-profit corporation, and said Melvin Brown Moore acknowledged said instrument to be the free act and deed of Peltier Reserve Homeowners Association, Inc.

Notary Public

This Instrument Was Drafted By:

Grannis & Hauge, PA
Tim Netzell
3459 Washington Dr, #206
Eagan, MN 55122

EXHIBIT A
REVISED EXHIBIT D, STORMWATER FACILITIES RESPONSIBILITY
MAP

[Map to be inserted upon approval by city engineer]

AGREEMENT FOR ASSIGNMENT AND ASSUMPTION OF OBLIGATIONS RELATED TO STORMWATER POND EXPANSION LOTS

This Agreement for Assignment and Assumption of Obligations Related to Stormwater Pond Expansion Lots (Agreement) is entered into this 28th day of October, 2024 (Effective Date), by and between the City of Inver Grove Heights, a Minnesota Municipal Corporation (City) and the Peltier Reserve Homeowners Association, Inc., a Minnesota nonprofit corporation (Homeowners Association).

RECITALS

WHEREAS, the City and Builders Lot Group, LLC, (Developer) entered into a Development Contract for the Plat of Peltier Reserve (Development), which was subsequently amended three times; and

WHEREAS, at the time the City and Developer entered into the Development Contract, the City required the Developer to enter into a number of related agreements that placed certain ongoing obligations and responsibilities on either the Homeowners' Association or the individual residential lot owners within the Plat of Peltier Reserve, including a Storm Water Facilities Maintenance Agreement, Residential Street Light Agreement, and Irrigation Facilities Maintenance Agreement (the Development-Related Agreements); and

WHEREAS, at the time of approval of the Development, Lots 1, 2, and 3, Block 13, Peltier Reserve (Stormwater Expansion Lots) were platted and intended to be developed as buildable, residential lots for single-family residences, and as such, were included within the definition of residential lots, included within the Peltier Reserve Homeowners Association Inc., and were to be responsible for payment for certain fees and charges, including those related to streetlights and stormwater facility maintenance fees; and

WHEREAS, Developer subsequently sought and obtained approval for certain amendments to the approved plans for the Development with respect to stormwater management that resulted in the Developer conveying the Stormwater Expansion Lots to the City to be utilized for stormwater ponding purposes; and

WHEREAS, the City is willing to approve the revised stormwater plans and to accept conveyances of the Stormwater Pond Expansion Lots, provided that the lots are removed from membership in Peltier Reserve Homeowners Association, and the lots are no longer subject to the Peltier Reserve Declaration of Covenants, Conditions, and Restrictions recorded as Document NO. 3507952 (Homeowners' Association Declaration), and the Peltier Reserve Homeowners Association, Inc., (Homeowners' Association) agrees to assume any financial or other obligations that may be imposed on the City by virtue of the terms of any of the Development-Related

Agreements or the fact that the Stormwater Pond Expansion Lots previously were subject to the Homeowners Association Declarations;

WHEREAS, the Homeowners Association is willing to assume such obligations on behalf of the City and both City and Homeowners Association wish to enter into this Agreement to memorialize in writing the terms of their understanding, and the Parties hereby agree to the following terms.

ARTICLE 1 ASSUMPTION OF RESPONSIBILITIES

1. **Assumption of Responsibility- Peltier Reserve Declaration of Covenants, Conditions and Restrictions.** The Stormwater Pond Expansion Lots were previously subject to the Homeowners Association Declaration, but by action of the members of the Association on October 22, 2024, said lots were removed from the provisions of the Declaration. Homeowners Association agrees to assume any financial or other obligations that the City, as the Owner of the Stormwater Pond Expansion Lots, shall be subject to based on the Stormwater Pond Expansion Lots previously being subject to the Homeowners Association Declaration.
2. **Assumption of Responsibilities-Residential Street Light Agreement for Plat of Peltier Reserve Dakota County, Minnesota.** As of the date of this Agreement, the Stormwater Pond Expansion Lots are subject to the Residential Street Light Agreement for Plat of Peltier Reserve, Dakota County, Minnesota dated October 1, 2021, and recorded on November 17, 2021, as Document No. 3506036 in the Office of the Dakota County Recorder (Street Light Agreement). The Stormwater Pond Expansion Lots are included within the definition of “Residential Lots” and the City, upon conveyance to it of the Stormwater Pond Expansion Lots, will be included within the definition of Residential Owners for purposes of the obligations of the Street Light Agreement. As such, beginning with calendar year 2025, the City will be responsible for payment of the maintenance, repair replacement, and energy expenses for the Street Lights. Homeowners Association agrees that the City shall invoice it, instead of the City, for any and all financial responsibility under the Street Light Agreement for energy costs maintenance of the Street Lights, and any other financial obligations that may be imposed on the City as a result of its ownership of the Stormwater Pond lots, and Homeowners Association agrees to pay all such invoices within thirty (30) days after the date of the invoice.
3. **Assumption of Responsibilities-Irrigation Facilities Maintenance Agreement for Plat of Peltier Reserve, Dakota County, Minnesota.** As of the date of this Agreement, the Stormwater Pond Expansion Lots are subject to the Irrigation Facilities Maintenance Agreement for Plat of Peltier Reserve, Dakota County, Minnesota dated October 1, 2021, and recorded on November 17, 2021, as Document No. 3506032 in the Office of the

Dakota County Recorder (Irrigation Facilities Maintenance Agreement). The Stormwater Pond Expansion Lots are included within the definition of ‘Residential Lots.’ The City, Developer and Peltier Reserve Homeowners Association, Inc. are the party to that Irrigation Facilities Maintenance Agreement and have approved an amendment to the same that would remove the Stormwater Pond Expansion Lots from the definition of Residential Lots. If for any reason, the City incurs any obligation, financial or otherwise, as a result of the Stormwater Pond Expansion Lots being included within the definition of Residential Lots as part of the Irrigation Facilities Maintenance Agreement, the Homeowners Association agrees to pay for such costs or fulfill such obligations within thirty (30) days after the date of written notice from the City of such costs or requirements.

4. **Assumption of Responsibilities-Stormwater Facilities Maintenance Agreement for Plat of Peltier Reserve, Dakota County, Minnesota.** As of the date of this Agreement, the Stormwater Pond Expansion Lots are subject to the Stormwater Facilities Maintenance Agreement for Plat of Peltier Reserve, Dakota County, Minnesota dated October 1, 2021, and recorded on November 17, 2021, as Document No. 3506031 in the Office of the Dakota County Recorder (Stormwater Facilities Maintenance Agreement). The Stormwater Pond Expansion Lots are included within the definition of “Residential Lots.” The City, Developer and Peltier Reserve Homeowners Association, Inc. are the party to that Stormwater Facilities Maintenance Agreement and have approved an amendment to the same that would remove the Stormwater Pond Expansion Lots from the definition of Residential Lots. If for any reason, the City incurs any obligation, financial or otherwise, as a result of the Stormwater Pond Expansion Lots being included within the definition of Residential Lots as part of the Stormwater Facilities Maintenance Agreement, the Homeowners Association agrees to pay for such costs or fulfill such obligations within thirty (30) days after the date of written notice from the City of such costs or requirements.
5. **Effective Date.** This Agreement shall be effective as of the date listed above.
6. **Term of Obligations.** The obligations of the Homeowners Association under this agreement shall be perpetual and shall continue for as long as the City owns the Stormwater Pond Lots.
7. **Binding Agreement.** The Parties mutually recognize and agree that all terms and conditions of this Agreement shall be binding upon the parties and the successors and assigns of the parties.
8. **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.
9. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

[The remainder of this page is intentionally left blank]

IN WITNESS WHEREOF, City and Homeowners Association have executed this Agreement on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)

) ss.

COUNTY OF DAKOTA)

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

Notary Public

HOMEOWNERS ASSOCIATION

PELTIER RESERVE HOMEOWNERS ASSOCIATION, INC.

By: _____

Melvin Brown Moore
Its President

STATE OF _____)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2024 before me a Notary Public within and for said County, personally appeared Melvin L. Moore, to me personally known, who being by me duly sworn, did say that he is the President of Peltier Reserve Homeowners Association, Inc. a Minnesota non-profit corporation, and that the foregoing instrument was executed on behalf of Peltier Reserve Homeowners Association, Inc. by authority of the Board of Directors of said non-profit corporation, and said Melvin Brown Moore acknowledged said instrument to be the free act and deed of Peltier Reserve Homeowners Association, Inc.

Notary Public



Request for Council Action

SUBJECT: **Approval of Massage Therapist License**

MEETING DATE: October 28, 2024

ITEM TYPE: Consent Agenda

CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to approve a new massage therapist license for Elizabeth Thomas.

BACKGROUND

Elizabeth Thomas has applied for a new massage therapist license to be employed at Oye Spa LLC, 7741 Amana Trl, IGH, MN 55077. The application was accompanied by the necessary license fee and all other supporting information. The background investigation was completed by the Police Department with no basis found for denial of the license.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the massage therapist license.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Tobacco & Nicotine Retailer License Violation - Casey's General Store #3825

MEETING DATE: October 28, 2024

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold a hearing and, following that hearing, adopt the attached Resolution. The Resolution finds a second violation within thirty-six (36) months of the license holder's tobacco and nicotine products license and imposes a civil penalty of six hundred dollars (\$600) and a one-day license suspension on tobacco and nicotine products license holder Casey's General Store #3825, for violating City of Inver Grove Heights Ordinance Chapter 12 Sale of Tobacco and Nicotine Products, 4-12-6: Prohibited Sales.

BACKGROUND

On July 23, 2024, the Inver Grove Heights Police Department conducted tobacco and nicotine products compliance checks of all thirty-two tobacco and nicotine retail license holders. During the compliance checks, an employee of Casey's General Store #3825, sold a tobacco and/or nicotine product to a person under the age of twenty-one years in violation of the MN State Statute and Inver Grove Heights City Ordinance. This was the license holder's second violation in the past 36 months.

The first violation occurred on August 5, 2022. As a result, a three hundred dollar (\$300) civil penalty was imposed for that violation by Dakota County in 2022.

FISCAL IMPACT

RECOMMENDATION

Staff recommends the Council impose the presumptive administrative penalty pursuant to City Code Section 4-12-10 Subd A.1. for the second violation within the past 36 months, which is:

- An administrative penalty of six hundred dollars (\$600).
- One-day license suspension on a date to be chosen by the Council.

ATTACHMENTS

1. Resolution - 2nd Tobacco Violation - Casey's
2. Casey's Hearing Letter/Redacted Report

Tobacco/Nicotine Compliance Check Failures

Commander Joshua Otis
Sergeant Dane Winget



Brief Overview of our Tobacco/Nicotine Compliance program

- Before 2024, Dakota County issued licenses for the sale of tobacco and nicotine products and delivery devices to local businesses. The County also conducted the compliance checks.
- In 2023, the City adopted an ordinance on the Sale of Tobacco and Nicotine Products and took over the licensing.
- In 2024, the City began to issue local businesses their tobacco and nicotine product licenses.
- As such the Police Department conducted the first Tobacco and Nicotine compliance checks in 2024.
 - The compliance checks are a tool to verify that businesses with a valid Tobacco/Nicotine license are acting responsibly.
 - Our compliance checks are done once annually.
 - These compliance checks help reduce underage access to tobacco/nicotine products.
- Short- and long-term goals:
 - Reducing underage access to Tobacco/Nicotine products.
 - Obtain and maintain 100% yearly compliance with no underage tobacco/nicotine product sales.
 - Enhance knowledge and improve skills for our local businesses related to stopping underage tobacco/nicotine sales.

Chapter 12 Sale of Tobacco and Nicotine Products

- 4-12-6 Prohibited Sales
 - A: To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age.
- 4-12-5 Basis for Denial, Suspension, or Revocation of License
 - 13. Violation of any regulation or provision of the City code, City zoning ordinance, or state or federal law or regulation related to the licensed activity.
- 4-12-11 Hearings
 - Which in part stipulates that any revocation, suspension, or denial of a license shall be preceded by a hearing before the City Council.
- 4-12-10 Administrative Penalties for Violations
 - 1. The first violation shall result in an administrative penalty of \$300.
 - 2. The second violation within 36 months of the previous violation shall result in a minimum administrative penalty of \$600 and a license suspension of at least 1 day.
 - 3. The third violation or more within 36 months of the previous violation shall result in a minimum administrative penalty of \$600 and a license suspension of at least 7 days

Compliance Program

- Verify License Holders within the City.
- Recruit and train underage buyers.
 - Not to misrepresent age
 - Dress normal
 - No disguises
- Must possess/present their own valid **UNDER 21** MN State DL or ID.
 - This is acceptable proof of age verification as our Ordinance outlines, which references MN State Statute 340A.503 Subd. 6, Proof of age, a valid driver's license or identification card issued by Minnesota



Conducting the checks

- Notifications:
 - Failure—When a business has a failure, the officer of records will identify themselves and conduct post-sale follow-up procedures.
 - Pass – When a business passes, they will receive a letter advising them they have passed the compliance check for the current year.

Public Hearings

Public Hearing required

1. Item 6A - Casey's General Store #3825
2. Item 6B - Walgreens #06943

Public Hearing not required

1. Item 6C - Holiday Station #3537
2. Item 6D - Shark Tobacco

Item 6A - Casey's General Store #3825

Casey's General Store #3825 (Public Hearing required)

On July 23, 2024, at approximately 1:30 P.M. the Police Department conducted a Tobacco/Nicotine compliance check.

- I observed the following:
 - Our underage buyer ordered a 6mg Zyns nicotine pouch from the clerk.
 - The clerk never asked for any form of age verification.
 - After the sale was completed, our underage buyer exited the store.
- I identified myself as a Police Officer and began our post-buy procedures.
 - The clerk and store manager were advised of the failure.
 - The clerk provided a voluntary statement and stated the buyer looked to be over thirty (30) years of age, so they hit the over 30 button.
 - Our buyer was only nineteen (19) years old.

Casey's General Store #3825

(Public Hearing required)

On September 24, 2024, Casey's General Store was notified of the prohibited sales failure, the basis for a license suspension, and the administrative penalties.

- 4-12-6 Prohibited Sales
 - A: To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age.
- 4-12-5 Basis for Denial, Suspension, or Revocation of License
 - 13. Violation of any regulation or provision of the City code, City zoning ordinance, or state or federal law or regulation related to the licensed activity.
- 4-12-10 Administrative Penalties for Violations
 - A.2. The second violation within 36 months of the previous violation shall result in
 - A minimum administrative penalty of \$600 and,
 - A license suspension of at least 1 day.

They were advised this was their second violation. Their first violation occurred on August 5, 2022.

Staff Recommendation:

- For two violations: Six hundred (\$600.00) administrative penalty and a one (1) day license suspension in 2024 chosen by the Council.

Questions

Item 6B - Walgreens #06943

Walgreens #06943

(Public Hearing required)

On July 23, 2024, at approximately 1:51 P.M. the Police Department conducted a Tobacco/Nicotine compliance check.

- The officer of record observed the following:
 - Our underage buyer ordered a Zyns nicotine pouch from the clerk.
 - The clerk asked the underage buyer for their identification, they presented their vertical with **UNDER 21** MN State DL/ID, and the clerk reviewed it and completed the sale.
 - After the sale was completed, our underage buyer exited the store.
- The officer of record identified himself as a Police Officer and began our post-buy procedures.
 - The clerk and store manager were advised of the failure.
 - The clerk provided a voluntary statement and stated he thought the buyer's identification read March of 1996.
 - Our buyer's identification shows a birth year of 2006.
 - The clerk was issued a citation for the sale of nicotine delivery product to an underage person.

Walgreens #06943

(Public Hearing required)

On September 24, 2024, Walgreens #06943 was notified of the prohibited sales failure, the basis for a license suspension, and the administrative penalties.

- 4-12-6 Prohibited Sales
 - A: To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age.
- 4-12-5 Basis for Denial, Suspension, or Revocation of License
 - 13. Violation of any regulation or provision of the City code, City zoning ordinance, or state or federal law or regulation related to the licensed activity.
- 4-12-10 Administrative Penalties for Violations
 - A.2. The second violation within 36 months of the previous violation shall result in
 - A minimum administrative penalty of \$600 and,
 - A license suspension of at least 1 day.

They were advised this was their second violation. Their first violation occurred on October 9, 2021.

Staff Recommendation:

- For two violations: Six hundred (\$600.00) administrative penalty and a one (1) day license suspension in 2024 chosen by the Council.

Questions

Item 6C – Holiday Station #3537

Holiday Station #3537

(No Public Hearing required)

On July 23, 2024, at approximately 2:40 P.M. the Police Department conducted a Tobacco/Nicotine compliance check.

- I observed the following:
 - Our underage buyer ordered a 6mg Zyns nicotine pouch from the clerk.
 - The clerk asked the underage buyer for their identification, they presented their vertical with **UNDER 21** MN State DL/ID, and the clerk scanned it and completed the sale.
 - After the sale was completed, our underage buyer exited the store.
- I identified myself as a Police Officer and began our post-buy procedures.
 - The clerk was advised of the failure, no store manager was working.
 - The clerk provided a voluntary statement and stated the machine would on occasion "miss-scan" which he thought occurred, he then hit override.
 - Our buyer was only nineteen (19) years old.
 - The clerk was issued a citation for the sale of nicotine delivery product to an underage person.

Holiday Station #3537

(No Public Hearing required)

On September 24, 2024, Holiday Station #3537 was notified of the prohibited sales failure and the administrative penalties.

- 4-12-6 Prohibited Sales
 - A: To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age.
- 4-12-10 Administrative Penalties for Violations
 - A.2. The first violation shall result in an administrative penalty of \$300.

Staff Recommendation:

- For one violation: Three hundred (\$300.00) administrative penalty imposed by the City Council.

Questions

Item 6D – Shark Tobacco

Shark Tobacco

(No Public Hearing required)

On July 23, 2024, at approximately 1:30 P.M. the Police Department conducted a Tobacco/Nicotine compliance check.

- I observed the following:
 - Our underage buyer ordered a Loon Max Red Berry 6.5 ML vape pen from the clerk.
 - The clerk never asked for any form of age verification.
 - After the sale was completed, our underage buyer exited the store.
- I identified myself as a Police Officer and began our post-buy procedures.
 - The clerk was advised of the failure, the on-duty supervisor was not available.
 - The clerk provided a voluntary statement and stated the buyer looked familiar to him and he thought they were a regular in the store. The clerk continued to state employees are often reminded to always check ID's and that he simply made a mistake this time.
 - Our buyer was only nineteen (19) years old.

Shark Tobacco

(No Public Hearing required)

On September 24, 2024, Shark Tobacco was notified of the prohibited sales failure and the administrative penalties.

- 4-12-6 Prohibited Sales
 - A: To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age.
- 4-12-10 Administrative Penalties for Violations
 - A.2. The first violation shall result in an administrative penalty of \$300.

Staff Recommendation:

- For one violation: Three hundred (\$300.00) administrative penalty imposed by the City Council.

Questions

**CITY ADMINISTRATION**

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

www.ighmn.gov



Minnesota
GreenStep Cities



**INVER GROVE HEIGHTS DAKOTA
COUNTY, MINNESOTA**

RESOLUTION NO. 2024-248

**RESOLUTION IMPOSING SANCTIONS UPON
TOBACCO AND NICOTINE PRODUCTS
LICENSE HOLDER**

Casey's General Store #3825

WHEREAS Minn. Stat. Sec. 461.12 and Inver Grove Heights City Code Section 4-12-10 authorizes the city council to impose administrative penalties upon the holder of a tobacco and nicotine products license who has failed to comply with an applicable statute, rule, or ordinance relating to tobacco and/or nicotine products or the operation of a licensed establishment.

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

FINDINGS

- 1.1 **Casey's General Store #3825** (the "License Holder") holds a tobacco and nicotine products license (the "License") for the premises located at **9981 Diffley Court**, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on **July 23, 2024**, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered a tobacco and/or nicotine product to an individual under the age of 21, in violation of Minn. Stat. § 461.12, subd. 2 and City Code Section 4-12-6(A).
- 1.3 Notice of the alleged tobacco and nicotine products license violation, including consideration of the imposition of administrative penalties for a tobacco and nicotine products license violation, was duly given to the License Holder of the License for the premises at **9981 Diffley Court**, Inver Grove Heights, Minnesota on or around **September 25, 2024**, pursuant to Minnesota Statutes, by leaving a copy of the Notice of Hearing and Attachments addressed to **Casey's General Store #3825** at the licensed premises with the person in charge thereof.
- 1.4 The Council considered the alleged tobacco and nicotine products license violation on **Monday, October 28, 2024**, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.5 All persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented to the Council, including all of the materials related to the tobacco and nicotine products license violation included in the Council Packet for the **October 28, 2024**, City Council meeting, the City Council concludes that the License Holder of the tobacco and nicotine products license for the Licensed Premises located at **9981 Diffley Court**, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-6(A) in that an employee of the License Holder sold a tobacco and/or nicotine product at the Licensed Premises to a person under the age of 21 on **July 23, 2024**, in violation of Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-10.
- 2.2 Such violation constitutes a violation of the License Holder's tobacco and nicotine products license.
- 2.3 Such violation is the License Holder's second license violation within the thirty-six (36) months, as the License Holder was found to have violated its tobacco and nicotine products license on August 5, 2022, and a civil penalty was imposed for that violation by Dakota County in 2022.

ADMINISTRATIVE PENALTY

- 3.1 The following administrative penalty is imposed for the violation:
- 3.1.1 A six hundred dollar (\$600.00) administrative penalty is imposed. If this penalty is not paid on or before **November 27, 2024**, the tobacco and nicotine products license for **Casey's General Store #3825** shall be suspended without notice to the licensee until the civil penalty is paid.
- 3.1.2 A one-day license suspension is to occur on:

Adopted by the City Council of the City of Inver Grove Heights on this **28th day of October 2024**.

Ayes:

Nays:

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

September 24, 2024

Casey's General Store #3825
9981 Diffley Ct,
Inver Grove Heights, MN 55077

Dear Casey's General Store #3825:

On July 23, 2024, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your business.

Your business failed the Tobacco/Nicotine compliance check. Your employee sold and/or furnished a licensed product to a person under 21 years of age.

As such this was a violation of the City of Inver Grove Heights Code Section 4-12-6:

PROHIBITED SALES: It shall be unlawful for any person licensed under this chapter to sell, offer for sale, give away, furnish, or otherwise deliver licensed products as follows:

- A. To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. It shall be an affirmative defense to the violation of this section for a person to have relied in good faith on proof of age by verification of age as described in Minn. Stat. Sec. 340A.506, subd. 6.

According to the City of Inver Grove Heights Code Section 4-12-5:

BASIS FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSE:

The following shall be grounds for denying the issuance or renewal of a license or suspending or revoking any license issued under this chapter:

- 13. Violation of any regulation or provision of the City code, City zoning ordinance, or state or federal law or regulation related to the licensed activity.

As such City of Inver Grove Heights Code Section 4-12-11:

HEARINGS: which in part stipulates that any Revocation, suspension, or denial of a license shall be preceded by a hearing before the City Council.

- A. Revocation, suspension, or denial of a license shall be preceded by a hearing before the City Council. Notice of the hearing shall be provided to the license holder or applicant via certified mail or personal service at least 10 days prior to the hearing. The notice

shall include the time and place of the hearing and shall state the nature of the charge against the licensee. A hearing for consideration of the issuance, suspension, or revocation of a license will be conducted before the City Council. At the hearing, the applicant or licensee has the right to be represented by counsel, the right to respond to the charges or information provided to the Council, and the right to present evidence through witnesses under oath. It is not necessary that criminal charges be brought in order to support a determination of a license violation, nor does the dismissal or acquittal of such a criminal charge operate as a bar to adverse license actions under this section.

- B. Following the hearing, the Council may deny, revoke, suspend, or not renew the license for the retail establishment or may grant or continue the license upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter. The decision by the City Council following a hearing is final.

This violation is your business' second violation. The first violation occurred on August 5, 2022. As such this violation occurred within thirty-six (36) months of the previous violation.

Administrative penalties for this violation are outlined in the City of Inver Grove Heights Code Section 4-12-10:

ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

- A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:
 - 2. A second violation within thirty-six (36) months of a previous violation shall result in a minimum administrative penalty of \$600 to the license holder payable to the City and a license

suspension of at least one (1) day. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.

- B. Notice Required. No suspension, revocation, or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

The Police Department will be submitting information about this violation to the City Council along with the following recommendation.

The City Council imposes the minimum penalty of \$600.00 and considers the suspension of your license of at least one (1) day to occur in 2024 on the date of the Council's choosing.

The City Council will hold a hearing regarding this license violation during the **October 28, 2024, council meeting at 6:00 p.m.**

Location:

City Council Chambers
8150 Barbara Avenue
Inver Grove Heights, Minnesota, 55077

You have the right to attend the hearing, where you or your legal representative will have the opportunity to present any information you would like to the City Council related to the July 23, 2024, tobacco/nicotine license violations.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about this tobacco/nicotine license violation.

If you have any questions regarding our tobacco compliance program, please contact Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

A handwritten signature in black ink, appearing to read 'Joshua Otis', written over a horizontal line.

Joshua Otis, Commander



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002373
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	609.6855.1(a) (citation# 190924900921) (90Z)	Address:	9981 Diffley Court Inver Grove Heights, MN 55076; MN US
Incident Type:	Other	Location Description:	
Start Date:	2024-07-23 13:32	Parties Involved:	[REDACTED] Cited
End Date:	2024-07-23 13:34		Hemphill, Calvin Wenos [REDACTED] Mentioned
Reported Date:	2024-07-23 13:32	Caseys	[REDACTED]
			Mentioned Confidential

CASE INFORMATION

Statements:	Body Cam:
Yes	Yes

Surveillance Video:
No

OFFICER INFORMATION

Name	Agency	Badge	Role
Dane Winget	Inver Grove Heights	3611	Primary

SYNOPSIS OF EVENTS

On 7/23/2024 An annual compliance check was conducted in the 9800 block of Diffley Court. An adult male was cited with furnishing tobacco to an unauthorized individual. The case is closed.

NARRATIVE

On 7/23/2024 Officers with the IGH police department planned and conducted tobacco compliance checks on local area business in compliance with city code 4-12-9. Officers recruited three adult aged buyers to conduct the buys. The buyers will be referred to in this report as a "buyer number" (buyers one, two and three were assigned to each buyer) however they have all been fully identified. The buyers were given instruction on how to conduct the buys in order to comply with local and state law. Buyers were instructed to present their actual identification card if asked, which was vertically oriented and had a large red "UNDER 21" clearly visible which indicated the individual is under 21 years of age. The buyers were instructed to not misrepresent their ages in any way. The buyers were instructed to dress in normal daily attire and to not use any disguise to artificially make them appear older.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002373
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

On 7/23/2024 at about 1330 buyer number three was given twenty dollars of buy funds and entered Casey's gas station, I followed behind and stood in line behind the buyer. I was positioned to clearly see and hear the entire interaction. Buyer three ordered a 6mg "Zyns" nicotine pouch product from the clerk, listed above as [REDACTED]. [REDACTED] retrieved the item and provided it to the buyer, never asking for any form of age verification. Upon completion of the sale the buyer exited the store. I identified myself as a police officer and began the post buy procedures.

I first collected the purchased Zyn's product from the buyer and returned the product for a full refund. I then identified the Clerk by name and date of birth. I made contact with the on-duty supervisor, Calvin, and advised him of the failed compliance check. I told [REDACTED] his rights and asked if he wished to give a statement. [REDACTED] acknowledged he understood his rights and wished to make a statement. [REDACTED] stated the buyer looked to be over thirty years of age (the buyer's actual age is 19) so he hit the over thirty button. [REDACTED] stated he has watched training videos from Caseys on how to properly identify a customer's age and as he thought the buyer was over thirty, he did not think to ask for identification. I ended the statement and uploaded it to the case file.

BWC video was recorded and uploaded to the case file along with the recorded statement.

I issued a citation to [REDACTED] (190924900921), for sale of a nicotine delivery product to an underage person. I have no further information this case is cleared by arrest.

PARTIES INVOLVED

PERSON 1

Role(s): Cited

Last: [REDACTED]	First: [REDACTED]	Date of Birth: [REDACTED] (17)		
Sex: Male	Race: Unknown	Height: 509 -510	Weight: 160 -170 lbs	Hair: Black
Eyes: Black	Is Juvenile?: Yes	Ethnicity: Hispanic/Latino	Build: Slender	Complexion: Light
Residence: [REDACTED]				
Residence Type: Residence/Home				
Cell Phone: [REDACTED]		Description:		

EMPLOYMENT INFORMATION

Name: Caseys	Type: GAS STATION/CONV. STORE
Location 9981 Diffley Court; Inver Grove Heights, MINNESOTA 55076; MN US	



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002373
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

Work Phone: (612)237-2560

Description:

CHARGES/ORDINANCES

Type: Statute

Charge: 609.6855.1(a) (90Z)

Level: Petty Misdemeanor

UOC:

Enh. Factor:

Citation #: 190924900921

Description: Nicotine delivery products - Sell nicotine delivery product - Under 21 years old

PERSON 2

Role(s): Mentioned

Last: Hemphill

First: Calvin

Middle: Wenos

Date of Birth: [REDACTED] (56)

Sex: Male

Race:

Height: 510 -510

Weight: 180 -180 lbs

Hair:

Eyes: Brown

Is Juvenile?: No

Residence: [REDACTED]

Cell Phone: [REDACTED]

Description:

EMPLOYMENT INFORMATION

Name:

Caseys

Type:

GAS STATION/CONV. STORE

Location

9981 Diffley Court; Inver Grove Heights, MINNESOTA 55076; MN US

Work Phone: (612)237-2560

Description:

BUSINESS 1

Role(s): Mentioned Association(s)

Calvin Wenos Hemphill (Employee)

[REDACTED] (Employee)

Business Name: Caseys

Location: 9981 Diffley Court; Inver Grove Heights, MINNESOTA 55076; MN US

Work Phone: (612)237-2560

Description:

PERSON 3

Role(s): Mentioned, Confidential

First: [REDACTED]

Middle: [REDACTED]

Date of Birth: [REDACTED] (19)



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002373
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

Sex: Female Race: Height: 505 -505 Weight: 150 -150 lbs Hair:

Eyes: Brown Is Juvenile?: No

Residence: [REDACTED]

Cell Phone: [REDACTED] Description:

NIBRS OFFENSE TYPE(s):

Other Location Type: Convenience Store

CASE #: 24002373

INCIDENT REPORT

CONTAINS JUVENILE INFORMATION



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

September 24, 2024

[REDACTED]

Dear Mr. [REDACTED]

RE: Case Number 24002373

On July 23, 2024, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your place of employment. During this check you were issued citation number 190924900921, **609.6855 SALE OF NICOTINE DELIVERY PRODUCTS TO PERSONS UNDER AGE 21.**

At this time the citation is to be voided. There is no further action you need to take in regard to this citation. However, further action may be taken at a late date.

If you have any questions regarding our tobacco compliance program, please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at **651-450-2525**.

Respectfully,

Dane Winget, Sergeant



Request for Council Action

SUBJECT: Tobacco & Nicotine Products License Violation - Walgreens #06943

MEETING DATE: October 28, 2024

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold a hearing and, following that hearing, adopt the attached Resolution. The resolution finds a second violation within 36 months of the license holder's tobacco and nicotine products license and imposes a civil penalty of six hundred dollars (\$600) and a one-day license suspension on tobacco and nicotine products license holder Walgreens #06943, for violating City of Inver Grove Heights Ordinance Chapter 12 Sale of Tobacco and Nicotine Products, 4-12-6: Prohibited Sales.

BACKGROUND

On July 23, 2024, the Inver Grove Heights Police Department conducted tobacco and nicotine products compliance checks of all thirty-two tobacco and nicotine products license holders. During the compliance checks, an employee of Walgreens #06943, a current tobacco and nicotine products license holder, sold a tobacco and/or nicotine product to a person under the age of twenty-one years in violation of the MN State Statute and Inver Grove Heights City Ordinance. This was the license holder's second violation in the past 36 months.

The first violation occurred on October 9, 2021. As a result, a three hundred dollar (\$300) civil penalty was imposed for that violation by Dakota County in 2021.

FISCAL IMPACT

RECOMMENDATION

Staff recommends the Council impose the presumptive administrative penalty pursuant to City Code Section 4-12-10 Subd A.1. for the second violation within the past 36 months, which is:

- An administrative penalty of six hundred dollars (\$600).
- One-day license suspension on a date to be chosen by the Council.

ATTACHMENTS

1. Resolution - 2nd Tobacco Violation - Walgreens
2. Walgreens #06943 Hearing Letter - Redacted Reports (Council)_Redacted

**INVER GROVE HEIGHTS DAKOTA
COUNTY, MINNESOTA**

RESOLUTION NO. 2024-249

**RESOLUTION IMPOSING SANCTIONS UPON
TOBACCO AND NICOTINE PRODUCTS
LICENSE HOLDER
Walgreens #06943**

WHEREAS Minn. Stat. Sec. 461.12 and Inver Grove Heights City Code Section 4-12-10 authorizes the city council to impose administrative penalties upon the holder of a tobacco and nicotine products license who has failed to comply with an applicable statute, rule, or ordinance relating to tobacco and/or nicotine products or the operation of a licensed establishment.

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

FINDINGS

- 1.1 **Walgreens #06943** (the "License Holder") holds a tobacco and nicotine products license (the "License") for the premises located at **4560 S. Robert Trail**, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on **July 23, 2024**, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered a tobacco and/or nicotine product to an individual under the age of 21, in violation of Minn. Stat. § 461.12, subd. 2 and City Code Section 4-12-6(A).
- 1.3 Notice of the alleged tobacco and nicotine products license violation, including consideration of the imposition of administrative penalties for a tobacco and nicotine products license violation, was duly given to the License Holder of the License for the premises at **4560 S. Robert Trail**, Inver Grove Heights, Minnesota on or around **September 25, 2024**, pursuant to Minnesota Statutes, by leaving a copy of the Notice of Hearing and Attachments addressed to **Walgreens #06943** at the licensed premises with the person in charge thereof.
- 1.4 The Council considered the alleged tobacco and nicotine products license violation on **Monday, October 28, 2024**, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.5 All persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented to the Council, including all of the materials related to the tobacco and nicotine products license violation included in the Council Packet for the **October 28, 2024**, City Council meeting, the City Council concludes that the License Holder of the tobacco and nicotine products license for the Licensed Premises located at **4560 S. Robert Trail**, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-6(A) in that an employee of the License Holder sold a tobacco and/or nicotine product at the Licensed Premises to a person under the age of 21 on **July 23, 2024**, in violation of Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-10.
- 2.2 Such violation constitutes a violation of the License Holder's tobacco and nicotine products license.
- 2.3 Such violation is the License Holder's second license violation within the thirty-six (36) months, as the License Holder was found to have violated its tobacco and nicotine products license on October 9, 2021, and a civil penalty was imposed for that violation by Dakota County in 2021.

ADMINISTRATIVE PENALTY

- 3.1 The following administrative penalty is imposed for the violation:
- 3.1.1 A six hundred dollar (\$600.00) administrative penalty is imposed. If this penalty is not paid on or before **November 27, 2024**, the tobacco and nicotine products license for **Walgreens #06943** shall be suspended without notice to the licensee until the civil penalty is paid.
- 3.1.2 A one-day license suspension is to occur on:

Adopted by the City Council of the City of Inver Grove Heights on this **28th day of October 2024**.

Ayes:

Nays:

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

September 24, 2024

Walgreens #06943
4560 S. Robert Trail,
Inver Grove Heights, MN 55077

Dear Walgreens #06943:

On July 23, 2024, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your business.

Your business failed the Tobacco/Nicotine compliance check. Your employee sold and/or furnished a licensed product to a person under 21 years of age.

As such this was a violation of the City of Inver Grove Heights Code Section 4-12-6:

PROHIBITED SALES: It shall be unlawful for any person licensed under this chapter to sell, offer for sale, give away, furnish, or otherwise deliver licensed products as follows:

- A. To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. It shall be an affirmative defense to the violation of this section for a person to have relied in good faith on proof of age by verification of age as described in Minn. Stat. Sec. 340A.506, subd. 6.

According to the City of Inver Grove Heights Code Section 4-12-5:

BASIS FOR DENIAL, SUSPENSION, OR REVOCATION OF LICENSE:

The following shall be grounds for denying the issuance or renewal of a license or suspending or revoking any license issued under this chapter:

- 13. Violation of any regulation or provision of the City code, City zoning ordinance, or state or federal law or regulation related to the licensed activity.

As such City of Inver Grove Heights Code Section 4-12-11:

HEARINGS: which in part stipulates that any Revocation, suspension, or denial of a license shall be preceded by a hearing before the City Council.

- A. Revocation, suspension, or denial of a license shall be preceded by a hearing before the City Council. Notice of the hearing shall be provided to the license holder or applicant via certified mail or personal service at least 10 days prior to the hearing. The notice

shall include the time and place of the hearing and shall state the nature of the charge against the licensee. A hearing for consideration of the issuance, suspension, or revocation of a license will be conducted before the City Council. At the hearing, the applicant or licensee has the right to be represented by counsel, the right to respond to the charges or information provided to the Council, and the right to present evidence through witnesses under oath. It is not necessary that criminal charges be brought in order to support a determination of a license violation, nor does the dismissal or acquittal of such a criminal charge operate as a bar to adverse license actions under this section.

- B. Following the hearing, the Council may deny, revoke, suspend, or not renew the license for the retail establishment or may grant or continue the license upon such terms and conditions as it deems reasonable and necessary to accomplish the purposes of this chapter. The decision by the City Council following a hearing is final.

This violation is your business' second violation. The first violation occurred on October 9, 2021. As such this violation occurred within thirty-six (36) months of the previous violation.

Administrative penalties for this violation are outlined in the City of Inver Grove Heights Code Section 4-12-10:

ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

- A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:
 2. A second violation within thirty-six (36) months of a previous violation shall result in a minimum administrative penalty of \$600 to the license holder payable to the City and a license

suspension of at least one (1) day. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.

- B. Notice Required. No suspension, revocation, or other penalty may take effect until the licensee has received notice, served personally or by mail, of the alleged violation and an opportunity for a hearing before a person authorized by the licensing authority to conduct the hearing. A decision that a violation has occurred must be in writing.

The Police Department will be submitting information about this violation to the City Council along with the following recommendation.

The City Council imposes the minimum penalty of \$600.00 and considers the suspension of your license of at least one (1) day to occur in 2024 on the date of the Council's choosing.

The City Council will hold a hearing regarding this license violation during the **October 28, 2024, council meeting at 6:00 p.m.**

Location:

City Council Chambers
8150 Barbara Avenue
Inver Grove Heights, Minnesota, 55077

You have the right to attend the hearing, where you or your legal representative will have the opportunity to present any information you would like to the City Council related to the July 23, 2024, tobacco/nicotine license violations.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about this tobacco/nicotine license violation.

If you have any questions regarding our tobacco compliance program, please contact Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,



Joshua Otis, Commander



INCIDENT
Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002374
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

CASE #: 24002374

INCIDENT REPORT

INCIDENT INFORMATION

Charges/Citation:	609.6855.1(a) (citation# 190924900928) (90Z)	Address:	4560 Robert Trail Inver Grove Heights, MN 55077; MN US
Incident Type:	Other	Location Description:	
Start Date:	2024-07-23 13:32	Parties Involved:	
End Date:	2024-07-23 13:34	Ziga, Jason Chaz [REDACTED]	Suspect Cited
Reported Date:	2024-07-23 13:51	Walgreens [REDACTED]	Mentioned
		Confidential	
		Roland, Camille Donne [REDACTED]	Mentioned

CASE INFORMATION

Photos:	Statements:	Body Cam:
Yes	Yes	Yes

Surveillance Video:
No

OFFICER INFORMATION

Name	Agency	Badge	Role
Joseph Steinberg	Inver Grove Heights	3643	Primary

SYNOPSIS OF EVENTS

On 7/23/2024 An annual compliance check was conducted in the 4500 block of Robert Trl. An adult male was cited with furnishing tobacco to an unauthorized individual.

NARRATIVE

On 7/23/2024 Officers with the IGH police department planned and conducted tobacco compliance checks on local area business in compliance with city code 4-12-9. Officers recruited three adult aged buyers to conduct the buys. The buyers will be referred to in this report as a "buyer number" (buyers one, two and three were assigned to each buyer) however they have all been fully identified. The buyers were given instruction on how to conduct the buys in order to comply with local and state law. Buyer two was instructed to present their actual identification card if asked, which was vertically oriented and had a large yellow "UNDER 18" clearly visible which indicated the individual is under 18 years of age. It should be noted the buyer was 18 at the time of this incident and their provisional license did not expire until October of 2024. The buyers were instructed to not



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002374
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

misrepresent their ages in any way. The buyers were instructed to dress in normal daily attire and to not use any disguise to artificially make them appear older.

On 7/23/2024 at about 1351 buyer number two was given twenty dollars of buy funds and entered Walgreens (4560 Robert Trl). I was inside the store, positioned to clearly see and hear the entire interaction. Buyer two ordered a "Zyns" nicotine pouch product from the clerk, listed above as Jason Chaz Ziga [REDACTED]. Jason retrieved the item and provided it to the buyer. Buyer two provided his identification upon request. Jason reviewed it and completed the sale, providing a receipt for the transaction. Upon completion of the sale the buyer exited the store.

I exited the store and collected the purchased Zyn's product from the buyer. I returned to the store, identified myself as a police officer and began the post buy procedures. I returned the product for a full refund. I then identified the Clerk by Minnesota drivers license. I made contact with the on-duty supervisor, Camille, and advised her of the failed compliance check. I told Jason his rights and asked if he wished to give a statement. Jason acknowledged he understood his rights and wished to make a statement. Jason stated he thought the buyer's identification read March of 1996 (the buyer's identification shows a birth year of 2006). Jason stated he has watched training videos from Walgreens on how to properly identify a customer's age. I ended the statement and uploaded it to the case file.

Camille provided record of Jason completing the training, a photograph was taken of the digital copy and uploaded to evidence.

BWC video was recorded and uploaded to the case file along with the recorded statement.

I issued a citation to Jason (190924900928), for sale of a nicotine delivery product to an underage person. I have no further information this case is cleared by arrest.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect, Cited

Last: Ziga	First: Jason	Middle: Chaz	Date of Birth: [REDACTED] (33)	
Sex: Male	Race: White	Height: 510 -510	Weight: 200 -200 lbs	Hair: Brown
Eyes: Blue	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Fair
Residence:	[REDACTED]			
Cell Phone:	[REDACTED]	Description:		

CASE #: 24002374
INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002374
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

CHARGES/ORDINANCES

Type: Statute **Charge:** 609.6855.1(a) (90Z)
Level: Petty Misdemeanor **UOC:** **Enh. Factor:**
Citation #: 190924900928
Description: Nicotine delivery products - Sell nicotine delivery product - Under 21 years old

BUSINESS 1

Role(s): Mentioned **Business Name:** Walgreens
Location: 4560 Robert Trail; Inver Grove Heights, MINNESOTA 55077; MN US
Work Phone: (651)256-2066 **Description:**

PERSON 2

Role(s): Mentioned, Confidential
Last: [REDACTED] **First:** [REDACTED] **Middle:** [REDACTED] **Date of Birth:** [REDACTED] (18)
Sex: Male **Race:** **Height:** 511 -511 **Weight:** 155 -155 lbs **Hair:**
Eyes: Brown **Is Juvenile?:** No
Residence: [REDACTED]
Cell Phone: [REDACTED] **Description:**

PERSON 3

Role(s): Mentioned
Last: Roland **First:** Camille **Middle:** Donne **Date of Birth:** [REDACTED] (37)
Sex: Female **Race:** **Height:** 507 -507 **Weight:** 197 -197 lbs **Hair:**
Eyes: Brown **Is Juvenile?:** No
Residence: [REDACTED]
Cell Phone: [REDACTED] **Description:**

CASE #: 24002374
INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002374
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

NIBRS OFFENSE TYPE(s):

Other

Location Type: Convenience Store

CASE #: 24002374

INCIDENT REPORT



Request for Council Action

SUBJECT: Tobacco & Nicotine Products License Violation -
Holiday Station #3537

MEETING DATE: October 28, 2024

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to review the attached supporting documentation and then adopt the attached Resolution. The resolution finds a first violation of the license holder's tobacco and nicotine products license and imposes an administrative penalty of three hundred dollars (\$300) on the tobacco and nicotine products license holder, Holiday Station #3537, for violating City of Inver Grove Heights Ordinance Chapter 12 Sale of Tobacco and Nicotine Products, 4-12-6: Prohibited Sales.

BACKGROUND

On July 23, 2024, the Inver Grove Heights Police Department conducted tobacco and nicotine products compliance checks of all thirty-two tobacco and nicotine products license holders. During the compliance checks, an employee of Holiday Station #3537, sold a tobacco and/or nicotine product to a person under the age of twenty-one years in violation of the MN State Statute and Inver Grove Heights City Ordinance. This was the license holder's first violation in the past 36 months.

FISCAL IMPACT

RECOMMENDATION

Staff recommends the Council impose the presumptive administrative penalty pursuant to City Code Section 4-12-10 Subd A.1. for the first violation within the past thirty-six (36) months, which is:

- An administrative penalty of three hundred dollars (\$300).

ATTACHMENTS

1. Resolution - 1st Tobacco Violation - Holiday Station #3537
2. Holiday Station #3537 Hearing Letter - Redacted Reports (Council)_Redacted

**INVER GROVE HEIGHTS DAKOTA
COUNTY, MINNESOTA**

RESOLUTION NO. 2024-250

**RESOLUTION IMPOSING SANCTIONS UPON
TOBACCO AND NICOTINE PRODUCTS
LICENSE HOLDER**

Holiday Station #3537

WHEREAS Minn. Stat. Sec. 461.12 and Inver Grove Heights City Code Section 4-12-10 authorizes the city council to impose administrative penalties upon the holder of a tobacco and nicotine products license who has failed to comply with an applicable statute, rule, or ordinance relating to tobacco and/or nicotine products or the operation of a licensed establishment.

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

FINDINGS

- 1.1 **Holiday Station #3537** (the “License Holder”) holds a tobacco and nicotine products license (the “License”) for the premises located at **9087 Broderick Blvd**, Inver Grove Heights, MN (the “Licensed Premises”).
- 1.2 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on **July 23, 2024**, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered a tobacco and/or nicotine product to an individual under the age of 21, in violation of Minn. Stat. § 461.12, subd. 2 and City Code Section 4-12-6(A).
- 1.3 Notice of the alleged tobacco and nicotine products license violation, including consideration of the imposition of administrative penalties for a tobacco and nicotine products license violation, was duly given to the License Holder of the License for the premises at **9087 Broderick Blvd**, Inver Grove Heights, Minnesota on or around **September 25, 2024**, pursuant to Minnesota Statutes, by leaving a copy of the Notice of Hearing and Attachments addressed to **Holiday Station #3537** at the licensed premises with the person in charge thereof.
- 1.4 The Council considered the alleged tobacco and nicotine products license violation on **Monday, October 28, 2024**, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.5 All persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented to the Council, including all of the materials related to the tobacco and nicotine products license violation included in the Council Packet for the **October 28, 2024**, City Council meeting, the City Council concludes that the License Holder of the tobacco and nicotine products license for the Licensed Premises located at **9087 Broderick Blvd**, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-6(A) in that an employee of the License Holder sold a tobacco and/or nicotine product at the Licensed Premises to a person under the age of 21 on **July 23, 2024**, in violation of Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-10.
- 2.2 Such violation constitutes a violation of the License Holder's tobacco and nicotine products license.
- 2.3 Such violation is the License Holder's first license violation within the thirty-six (36) months.

ADMINISTRATIVE PENALTY

- 3.1 The following administrative penalty is imposed for the violation:
- 3.1.1 A three hundred dollar (\$300.00) civil penalty is imposed. If this penalty is not paid on or before **November 27, 2024**, the tobacco and nicotine products license for **Holiday Station #3537** shall be suspended without notice to the licensee until the civil penalty is paid.

Adopted by the City Council of the City of Inver Grove Heights on this **28th day of October 2024**.

Ayes:

Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

September 24, 2024

Holiday Station #3537
9087 Broderick Blvd,
Inver Grove Heights, MN 55076

Dear Holiday Station #3537:

On July 23, 2024, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your business.

Your business failed the Tobacco/Nicotine compliance check. Your employee sold and/or furnished a licensed product to a person under 21 years of age.

As such this was a violation of the City of Inver Grove Heights Code Section 4-12-6:

PROHIBITED SALES: It shall be unlawful for any person licensed under this chapter to sell, offer for sale, give away, furnish, or otherwise deliver licensed products as follows:

- A. To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. It shall be an affirmative defense to the violation of this section for a person to have relied in good faith on proof of age by verification of age as described in Minn. Stat. Sec. 340A.506, subd. 6.

According to the City of Inver Grove Heights Code Section 4-12-5:

This violation is your business' first violation within the past thirty-six (36) months.

Administrative penalties for this violation are outlined in the City of Inver Grove Heights Code Section 4-12-10:

ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

- A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose

penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:

1. The first violation shall result in an administrative penalty of \$300 to the license holder payable to the City. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.

The Police Department will be submitting information about this violation to the City Council along with the following recommendation.

The City Council imposes an administrative penalty of \$300.00.

The City Council will consider this matter at its **October 28, 2024, council meeting at 6:00 p.m.**

Location:

City Council Chambers
8150 Barbara Avenue
Inver Grove Heights, Minnesota, 55077

You are not required to attend this meeting but may attend if you choose to.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about this tobacco/nicotine license violation.

If you have any questions regarding our tobacco compliance program, please contact Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,



Joshua Otis, Commander



INCIDENT
Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002376
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

INCIDENT INFORMATION

Charges/Citation:	609.6855.1(a) (citation# 190924900923) (90Z)	Address:	9087 Broderick Boulevard Inver Grove Heights, MN 55076; MN US
Incident Type:	Other	Location Description:	
Start Date:	2024-07-23 14:47	Parties Involved:	
End Date:	2024-07-23 14:49	Smith, Walker Edward [REDACTED] Cited	
Reported Date:	2024-07-23 14:47	[REDACTED]	
		Mentioned Confidential	

CASE INFORMATION

Statements: Yes
Body Cam: Yes

Surveillance Video: No

OFFICER INFORMATION

Name	Agency	Badge	Role
Dane Winget	Inver Grove Heights	3611	Primary

SYNOPSIS OF EVENTS

On 7/23/2024 An annual compliance check was conducted in the 9000 block of Broderick. An adult male was cited with furnishing tobacco to an unauthorized individual. The case is closed.

NARRATIVE

On 7/23/2024 Officers with the IGH police department planned and conducted tobacco compliance checks on local area business in compliance with city code 4-12-9. Officers recruited three adult aged buyers to conduct the buys. The buyers will be referred to in this report as a "buyer number" (buyers one, two and three were assigned to each buyer) however they have all been fully identified. The buyers were given instruction on how to conduct the buys in order to comply with local and state law. Buyers were instructed to present their actual identification card if asked, which was vertically oriented and had a large red "UNDER 21" clearly visible which indicated the individual is under 21 years of age. The buyers were instructed to not misrepresent their ages in any way. The buyers were instructed to dress in normal daily attire and to not use any disguise to artificially make them appear older.

CASE #: 24002376

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002376
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

On 7/23/2024 at about 1440 buyer number three was given twenty dollars of buy funds and entered Holiday gas station at 9087 Broderick Boulevard, I followed behind and stood in line behind the buyer. I was positioned to clearly see and hear the entire interaction. Buyer three ordered a 6mg "Zyns" nicotine pouch product from the clerk, listed above as Walker. Walker retrieved the item and provided it to the buyer, Walker asked for an identification card which buyer number three provided. I saw Walker scan the ID card then proceed with the sale. The buyer paid with the twenty dollars in buy funds. Upon completion of the sale the buyer exited the store. I identified myself as a police officer and began the post buy procedures.

I first collected the purchased Zyn's product from the buyer and returned the product for a full refund. I then identified the clerk by their MN DL card. There was no on duty supervisor present. I told Kevin his rights and asked if he wished to give a statement. Kevin acknowledged he understood his rights and wished to make a statement. Kevin stated the machine will on occasion "miss-scan" which he thought occurred. Walker then hit override. Walker stated the buyer presented the ID and he should have looked it over. I ended the statement and uploaded it to the case file.

BWC video was recorded and uploaded to the case file along with the recorded statement.

I issued a citation to Walker (190924900923), for sale of a nicotine delivery product to an underage person. I have no further information this case is cleared by arrest.

PARTIES INVOLVED

PERSON 1

Role(s): Cited

Last: Smith	First: Walker	Middle: Edward	Date of Birth: [REDACTED] (24)	
Sex: Male	Race: White	Height: 600 -600	Weight: 180 -180 lbs	Hair: Brown
Eyes: Blue	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Fair

Residence: [REDACTED]

Residence Type: Convenience Store

Cell Phone: [REDACTED] Description:

CHARGES/ORDINANCES

Type: Statute	Charge: 609.6855.1(a) (90Z)
Level: Petty Misdemeanor	UOC: Enh. Factor:
Citation #: 190924900923	



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002376
Title: Furnishing Nicotine
Case Disposition: Adult Arrest

Description: Nicotine delivery products - Sell nicotine delivery product - Under 21 years old

PERSON 2

Role(s): Mentioned, Confidential

L [REDACTED] First: [REDACTED] Middle: [REDACTED] Date of Birth: [REDACTED] (19)

Sex: Female Race: Height: 505 -505 Weight: 150 -150 lbs Hair:

Eyes: Brown Is Juvenile?: No

Residence: [REDACTED]

Residence: [REDACTED]

Cell Phone: [REDACTED] Description:

NIBRS OFFENSE TYPE(s):

Other Location Type: Convenience Store

CASE #: 24002376
INCIDENT REPORT



Request for Council Action

SUBJECT: Tobacco & Nicotine Products License Violation - Shark Tobacco

MEETING DATE: October 28, 2024

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to review the attached supporting documentation and then adopt the attached resolution. The resolution finds one violation of the license holder's tobacco and nicotine products license and imposes an administrative penalty of three hundred dollars (\$300) on the tobacco and nicotine products license holder Shark Tobacco, for violating City of Inver Grove Heights Ordinance Chapter 12 Sale of Tobacco and Nicotine Products, 4-12-6: Prohibited Sales.

BACKGROUND

On July 23, 2024, the Inver Grove Heights Police Department conducted tobacco and nicotine products compliance checks of all thirty-two tobacco and nicotine products license holders. During the compliance checks, an employee of Shark Tobacco, sold a tobacco and/or nicotine product to a person under the age of twenty-one years in violation of the MN State Statute and Inver Grove Heights City Ordinance. This was the license holder's first violation in the past 36 months.

FISCAL IMPACT

RECOMMENDATION

Staff recommends the Council impose the presumptive administrative penalty pursuant to City Code Section 4-12-10 Subd A.1. for the first violation within the past thirty-six (36) months, which is:

- An administrative penalty of three hundred dollars (\$300).

ATTACHMENTS

1. Resolution - 1st Tobacco Violation - Shark Tobacco
2. Shark Tobacco Hearing Letter - Redacted Reports (Council)_Redacted

**INVER GROVE HEIGHTS DAKOTA
COUNTY, MINNESOTA**

RESOLUTION NO. 2024-251

**RESOLUTION IMPOSING SANCTIONS UPON
TOBACCO AND NICOTINE PRODUCTS
LICENSE HOLDER**

Shark Tobacco

WHEREAS Minn. Stat. Sec. 461.12 and Inver Grove Heights City Code Section 4-12-10 authorizes the city council to impose administrative penalties upon the holder of a tobacco and nicotine products license who has failed to comply with an applicable statute, rule, or ordinance relating to tobacco and/or nicotine products or the operation of a licensed establishment.

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

FINDINGS

- 1.1 **Shark Tobacco** (the "License Holder") holds a tobacco and nicotine products license (the "License") for the premises located at **5028 Blaine Ave E**, Inver Grove Heights, MN (the "Licensed Premises").
- 1.2 The Inver Grove Heights Police Department conducted a tobacco and nicotine products compliance check on **July 23, 2024**, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered a tobacco and/or nicotine product to an individual under the age of 21, in violation of Minn. Stat. § 461.12, subd. 2 and City Code Section 4-12-6(A).
- 1.3 Notice of the alleged tobacco and nicotine products license violation, including consideration of the imposition of administrative penalties for a tobacco and nicotine products license violation, was duly given to the License Holder of the License for the premises at **5028 Blaine Ave E**, Inver Grove Heights, Minnesota on or around **September 25, 2024**, pursuant to Minnesota Statutes, by leaving a copy of the Notice of Hearing and Attachments addressed to **Shark Tobacco** at the licensed premises with the person in charge thereof.
- 1.4 The Council considered the alleged tobacco and nicotine products license violation on **Monday, October 28, 2024**, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.5 All persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented to the Council, including all of the materials related to the tobacco and nicotine products license violation included in the Council Packet for the **October 28, 2024**, City Council meeting, the City Council concludes that the License Holder of the tobacco and nicotine products license for the Licensed Premises located at **5028 Blaine Ave E**, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-6(A) in that an employee of the License Holder sold a tobacco and/or nicotine product at the Licensed Premises to a person under the age of 21 on **July 23, 2024**, in violation of Minnesota Statutes § 461.12, subd. 2 and City Code Section 4-12-10.
- 2.2 Such violation constitutes a violation of the License Holder's tobacco and nicotine products license.
- 2.3 Such violation is the License Holder's first license violation within the thirty-six (36) months.

ADMINISTRATIVE PENALTY

- 3.1 The following administrative penalty is imposed for the violation:
- 3.1.1 A three hundred dollar (\$300.00) civil penalty is imposed. If this penalty is not paid on or before **November 27, 2024**, the tobacco and nicotine products license for **Shark Tobacco** shall be suspended without notice to the licensee until the civil penalty is paid.

Adopted by the City Council of the City of Inver Grove Heights on this **28th day of October 2024**.

Ayes:

Nays:

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

September 24, 2024

Shark Tobacco
5028 Blaine Ave
Inver Grove Heights, MN 55076

Dear Shark Tobacco:

On July 23, 2024, the Inver Grove Heights Police Department conducted a Tobacco / Nicotine sales compliance check at your business.

Your business failed the Tobacco/Nicotine compliance check. Your employee sold and/or furnished a licensed product to a person under 21 years of age.

As such this was a violation of the City of Inver Grove Heights Code Section 4-12-6:

PROHIBITED SALES: It shall be unlawful for any person licensed under this chapter to sell, offer for sale, give away, furnish, or otherwise deliver licensed products as follows:

- A. To Any Person Under 21 Years of Age. Licensees must verify by means of government-issued photographic identification that the purchaser is at least 21 years of age. It shall be an affirmative defense to the violation of this section for a person to have relied in good faith on proof of age by verification of age as described in Minn. Stat. Sec. 340A.506, subd. 6.

According to the City of Inver Grove Heights Code Section 4-12-5:

This violation is your business' first violation within the past thirty-six (36) months.

Administrative penalties for this violation are outlined in the City of Inver Grove Heights Code Section 4-12-10:

ADMINISTRATIVE PENALTIES FOR VIOLATIONS:

- A. License Violations: Any violation of the terms of a license or the provisions of this Chapter shall be cause for an administrative financial penalty and/or suspension or revocation of the license. The following minimum penalties are deemed appropriate for a licensee's failure to comply with an applicable statute, rule, ordinance, or term of the license. However, the level and order of the penalties shall be at the sole discretion of the City Council, based on the nature of the infraction and the City Council may suspend or revoke a license for any violation of this Chapter or any applicable law. When appropriate, the City Council may impose

penalties exceeding those stated below or impose other conditions deemed appropriate including amending an existing license to add reasonable conditions to the license. The following minimum penalties are established for violations of the terms of a license or the provisions of this chapter:

1. The first violation shall result in an administrative penalty of \$300 to the license holder payable to the City. Failure to pay the administrative penalty within 30 days from the date of the invoice shall result in the licensee's license being suspended until payment is received.

The Police Department will be submitting information about this violation to the City Council along with the following recommendation.

The City Council imposes an administrative penalty of \$300.00.

The City Council will consider this matter at its **October 28, 2024, council meeting at 6:00 p.m.**

Location:

City Council Chambers
8150 Barbara Avenue
Inver Grove Heights, Minnesota, 55077

You are not required to attend this meeting but may attend if you choose to.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about this tobacco/nicotine license violation.

If you have any questions regarding our tobacco compliance program, please contact Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,



Joshua Otis, Commander



INCIDENT
Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002378
Title: Delivery of Nicotine
Case Disposition: Adult Arrest

CASE #: 24002378

INCIDENT REPORT

INCIDENT INFORMATION

Charges/Citation:	609.6855.1(a) (citation# 190924900922) (90Z)	Address:	5828 Blaine Avenue Inver Grove Heights, MN 55076; MN US
Incident Type:	Other	Location Description:	
Start Date:	2024-07-23 16:10	Parties Involved:	
End Date:	2024-07-23 16:15	El Alami, Omar	Cited
Reported Date:	2024-07-23 16:10	Shark Tobacco	
		Mentioned Confidential	
		Abdallah, Zean	Owner

CASE INFORMATION

Body Cam:
Yes

Surveillance Video:
No

OFFICER INFORMATION

Name	Agency	Badge	Role
Dane Winget	Inver Grove Heights	3611	Primary

SYNOPSIS OF EVENTS

On 7/23/2024 An annual compliance check was conducted in the 5800 block of Blaine Ave. An adult male was cited with furnishing nicotine to an unauthorized individual. The case is closed.

NARRATIVE

On 7/23/2024 Officers with the IGH police department planned and conducted tobacco compliance checks on local area business in compliance with city code 4-12-9. Officers recruited three adult aged buyers to conduct the buys. The buyers will be referred to in this report as a "buyer number" (buyers one, two and three were assigned to each buyer) however they have all been fully identified. The buyers were given instruction on how to conduct the buys in order to comply with local and state law. Buyers were instructed to present their actual identification card if asked, which was vertically oriented and had a large red "UNDER 21" clearly visible which indicated the individual is under 21 years of age. The buyers were instructed to not misrepresent their ages in any way. The buyers were instructed to dress in normal daily attire and to not use any disguise to artificially make them appear older.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
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Case Number: 24002378
Title: Delivery of Nicotine
Case Disposition: Adult Arrest

On 7/23/2024 at about 1330 buyer number three (who is 19 years old) was given twenty dollars of buy funds and entered Shark Tobacco located at 5828 Blaine Avenue, I followed behind and stood in line behind the buyer. I was positioned to clearly see and hear the entire interaction. Buyer three ordered a "Loon max Red Berry" 6.5 ML vape pen, product from the clerk, listed above as Omar. Omar retrieved the item and provided it to the buyer, never asking for any form of age verification. Upon completion of the sale the buyer exited the store. I identified myself as a police officer and began the post buy procedures.

I first collected the purchased Loon max Red Berry product from the buyer and returned the product for a full refund. I then identified the Clerk by name and date of birth as he did not have his ID on him. I attempted to make contact with the on-duty supervisor, but they were unavailable. I told Omar his rights and asked if he wished to give a statement. Omar acknowledged he understood his rights and wished to make a statement. Omar stated the buyer looked familiar to him and he thought they were a regular at the store. Omar stated employees are often reminded to always check ID's and that he simply made a mistake this time. I ended the statement and uploaded it to the case file.

I made contact with Zean, the owner of the store, by phone on 7/24/2024 and advised him of the compliance check.

BWC video was recorded and uploaded to the case file along with the recorded statement.

I issued a citation to Omar (190924900922), for sale of a nicotine delivery product to an underage person. I have no further information this case is cleared by arrest.

PARTIES INVOLVED

PERSON 1

Role(s): Cited

Last: El Alami	First: Omar	Middle:	Date of Birth:	(19)
Sex: Male	Race: Unknown	Height: 511 -511	Weight: 140 -140 lbs	Hair: Brown
Eyes: Brown	Is Juvenile?: No	Ethnicity: Unknown	Build: Slender	Complexion: Light

Residence:

Residence Type: Residence/Home

Cell Phone: Description:

EMPLOYMENT INFORMATION



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002378
Title: Delivery of Nicotine
Case Disposition: Adult Arrest

Name:
Shark Tobacco

Type:
Tobacco

Location
5828 Blaine Avenue; Inver Grove Heights 55076; MN US
Work Phone: (651)666-3710

Description:

CHARGES/ORDINANCES

Type: Statute

Charge: 609.6855.1(a) (90Z)

Level: Petty Misdemeanor

UOC:

Enh. Factor:

Citation #: 190924900922

Description: Nicotine delivery products - Sell nicotine delivery product - Under 21 years old

BUSINESS 1

Role(s): Mentioned Association(s)
Zean Abdallah (BusinessOwner)
Omar El Alami (Employee)

Business Name: Shark Tobacco

Location: 5828 Blaine Avenue; Inver Grove Heights 55076; MN US
Work Phone: (651)666-3710

Description:

PERSON 2

Role(s): Mentioned, Confidential

Last: First: Middle: Date of Birth: (19)

Sex: Female Race: Height: 505 -505 Weight: 150 -150 lbs Hair:

Eyes: Brown Is Juvenile?: No

Residence:

Cell Phone: Description:

PERSON 3

Role(s): Owner

Last: Abdallah First: Zean Middle: Date of Birth:

Residence: No known address.

Cell Phone: Description:

CASE #: 24002378

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24002378
Title: Delivery of Nicotine
Case Disposition: Adult Arrest

NIBRS OFFENSE TYPE(s):

Other

Location Type: Specialty Store

CASE #: 24002378

INCIDENT REPORT



Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: October 28, 2024

ITEM TYPE: Regular Business

CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

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

BACKGROUND

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

The following rental license applications have been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
4879 Bitterman Path	Ibrahim Ali & Ayeh Yousfan Madison, WI 53719	Ibrahim Mishaal Ali Madison, WI 53719
7956 Charles Way	Mark Tan Bloomington, MN	Branden Nation Minneapolis, MN
3548 Cloman Way	David Swanson Savage, MN 55378	Steven McFarlan Apple Valley, MN 55124

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

FISCAL IMPACT

None

RECOMMENDATION

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

ATTACHMENTS

None



Request for Council Action

SUBJECT: **1st Reading of Ordinance Adopting Cannabis Business Regulations**

MEETING DATE: October 28, 2024
ITEM TYPE: Regular Business
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to consider the first reading of an ordinance establishing regulations for cannabis businesses.

BACKGROUND

Following the legalization of adult-use cannabis in Minnesota, many cities, including Inver Grove Heights, adopted moratoriums in order to have time to develop ordinances regulating cannabis businesses and amending the relevant zoning ordinances. Those moratoriums will expire at the end of 2024.

At its October 7 work session, the City Council provided initial direction to staff related to the desired components of an ordinance regulating cannabis businesses. Based on that direction, staff and the City Attorney have prepared the attached draft ordinance for Council consideration.

The attached ordinance exercises the limited authority granted to the cities by the legislature with respect to regulation of cannabis businesses. It requires retail cannabis businesses, which must obtain a license from the State of Minnesota, to also register with the City of Inver Grove Heights and pay a registration fee. As permitted by law, the draft ordinance establishes a cap on the number of registrations the City will issue. State law requires a city the size of IGH to issue at least three retail cannabis registrations, unless a broader county requirement is met elsewhere. However, Inver Grove Heights is close to the 37,500 population threshold that would require a limit of no less than four registrations. Therefore, the attached ordinance is currently drafted to permit a total of four retail cannabis businesses to register and operate in Inver Grove Heights, which will be sufficient to meet the requirements of state statute until such time as the city reaches a population of 50,000. The attached ordinance also establishes maximum operating hours and adopts buffers between cannabis retail businesses and hemp retail businesses and certain schools, daycare, residential treatment facilities, and features in a park that are attractive to children.

The Council is asked to review and discuss the attached ordinance and provide direction to staff on any requested revisions.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends adoption of the first reading, recognizing that continued refinement of the ordinance will need to take place prior to the second reading.

ATTACHMENTS

1. Ordinance Adopting Cannabis Business Regulations (1st Reading Oct 28 2024)

1st Reading of Ordinance Related to Registration and Regulation of Cannabis Businesses

*Bridget Nason, City Attorney
October 28, 2024*



Legislative Background

- In 2022, edibles and beverages containing 5 mg of THC per serving entered the Minnesota marketplace after amendment to Minn. Stat. 151.72 to specifically allow these products (“151 Hemp Products”).
- In 2023, the Minnesota Legislature passed the Cannabis Act which provided for a framework for adult-use cannabis and regulated some hemp products as well. Beginning July 1, 2023 cannabis was decriminalized and the state began filling in the legislative framework.
- In 2024, the Minnesota Legislature made minor updates to cannabis license types.

Current City Regulations

- No license is required to sell hemp edibles containing THC, but businesses must register with the Office of Cannabis Management.
 - Currently 18 businesses are registered to Inver Grove Heights addresses
- Use Regulations
 - Smoking or vaping cannabis or hemp flower or products in a public place is prohibited – similar to tobacco use
 - Consumption of beverages containing THC prohibited in public places (unless otherwise permitted per license or permit) – similar to alcohol use
- Moratorium on operation of cannabis businesses until January 1, 2025

Office of Cannabis Management

- Established July 1, 2023
- Responsible for all Cannabis Act licensing of cannabis and hemp businesses and products and most of the regulatory framework established by the Cannabis Act.
- Administrative rulemaking
- Enforcement of licensing requirements

City Regulation of Cannabis Businesses and Hemp Businesses

"Cannabis business" means any of the following licensed under [Minnesota Statutes, Chapter 342]:

1. Cannabis microbusiness
2. Cannabis mezzobusiness
3. Cannabis cultivator
4. Cannabis manufacturer
5. Cannabis retailer
6. Cannabis wholesaler
7. Cannabis transporter
8. Cannabis testing facility
9. Cannabis event organizer
10. Cannabis delivery service
11. Medical cannabis combination business

"Hemp business" means any of the following licensed under [Minnesota Statutes, Chapter 342]:

1. Lower-potency hemp edible retailer
2. Lower-potency hemp edible manufacturer

Zoning Check and Registration – Quick Overview

- Cannabis and hemp businesses must apply for a license from the OCM.
- Touchpoint 1: *Cannabis businesses* must receive zoning certification – includes both zoning compliance and can include building and fire code checks.
- If certified as compliant, then OCM can issue license to cannabis business.
- Touchpoint 2: After receiving a license, *cannabis and hemp retailers* must register with the city (or county) prior to operation.

City Regulation of Cannabis Businesses and Hemp Businesses

Registration and Compliance

1. Registration of allows City to:
 - Impose a registration fee.
 - Limit the number of retailers (min. 3; 4 proposed)
 - Suspend registration.
2. Limit hours of retail operation
3. Impose standards for temporary cannabis events

Zoning

1. Assign cannabis businesses to specific zoning districts or classify by underlying use.
2. Establish “buffers” to separate cannabis businesses from certain uses, or each other.
3. Establish “buffers” to separate LPHE businesses from certain uses, or each other.

Proposed Cannabis Business and Hemp Business Regulations

Five proposed areas of regulation

1. City registration required for all cannabis and hemp businesses
2. Establishment of buffer zones from other cannabis businesses, and schools, daycares, and child-oriented park features
3. Set hours of operation
4. *Special event permit (future ordinance)*
5. *Zoning ordinance amendments (future ordinance)*

City Retail Registration

- Imposes a registration fee and renewal fees
- Limits the number of cannabis retailers (optional)
 - Inver Grove Heights must allow at least 3 (based on population)
 - Can refuse to issue registration if county has 36 retailers
 - Ordinance proposes a limit of 4 retail registrations
- May suspend registrations including the ability to suspend immediately if the business poses “an immediate threat to the health and safety of the public”
- Perform preliminary compliance checks
- Perform the required annual compliance check

City's Ability to Regulate Medical Cannabis Businesses

- The Cannabis Act also brings the Minnesota Medical Cannabis program into the scope of the OCM.
- Medical cannabis cultivators, processors, manufacturers, and retailers are the businesses that make up the medical cannabis business pipeline.
- Medical cannabis products are only available to patients in the medical cannabis program.
- The City could choose to regulate medical cannabis businesses similarly to the recreational cannabis businesses.

Buffers

Alcoholic Beverages:

- No buffer for on-sale licenses
- Off-sale retail licenses may not be approved for properties located within 500 feet of a school or church, as measured by the nearest property lines of the parcels

Tobacco Sales:

- No new license may be issued to a tobacco products shop located within 500 feet of a school

Buffers

Cannabis Retail Businesses:

- Within 1,000 feet of a school.
- Within 500 feet of a day care, residential treatment facility, or public park attraction regularly used by minors (e.g. playground, athletic field).
- Within 1,000 feet of another cannabis business
- Apply to all cannabis retail businesses

Lower-Potency Hemp Edible Retail Businesses:

- Same standards as cannabis retail businesses
- Exception for existing lower-potency hemp edible retail businesses

Optional Business Regulations

- **Retail hours of operation:**

- Default: 8:00 am – 2:00 am, Monday-Saturday, 10:00 am-2:00 am Sunday
- Most Restrictive: 10:00 am – 9:00 pm, seven days a week

- **Temporary cannabis events:**

- Require City license or permit for event
- Restrict or prohibit on-site consumption
- Restrict location
- Restrict hours

Proposed Cannabis Business and Hemp Business Regulations

Five proposed areas of regulation

1. City registration required for all cannabis and hemp businesses
2. Establishment of buffer zones from other cannabis businesses, and schools, daycares, and child-oriented park features
3. Set hours of operation
4. *Special event permit (future ordinance)*
5. *Zoning ordinance amendments (future ordinance)*

Questions?



CITY ADMINISTRATION

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

www.ighmn.gov

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE ADOPTING INVER GROVE HEIGHTS CITY CODE TITLE 4,
CHAPTER 4, CANNABIS AND HEMP BUSINESS REGULATIONS

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

Section One. Adoption. Title 4, Chapter 4 of the Inver Grove Heights City
Code is hereby adopted as follows:

CHAPTER 4

CANNABIS AND HEMP BUSINESS REGULATIONS

- 4-4-1 Purpose and Findings
- 4-4-2 Definitions
- 4-4-3 Pre-License Certification of Cannabis Businesses
- 4-4-4 Registration of Retailers
- 4-4-5 Cannabis Retailer Registration Limits
- 4-4-6 Processing Registration
- 4-4-7 Registration Application
- 4-4-8 Preliminary Compliance Check
- 4-4-9 Basis for Denial
- 4-4-10 Issuance of Registration or Renewal
- 4-4-11 Registration Nontransferable
- 4-4-12 Enforcement
- 4-4-13 Penalties
- 4-4-14 Cannabis Business Operating Regulations
- 4-4-15 Lower-Potency Hemp Retailer Operating Regulations

4-4-1: PURPOSE AND FINDINGS:

The City of Inver Grove Heights makes the following legislative findings: The purpose of this Chapter is to protect the public health, safety, welfare in the City by implementing regulations pursuant to Minnesota Statutes, Chapter 342 related to cannabis and lower potency hemp edible retailers within the City, including reasonable time, place, and manner restrictions on the operation of cannabis retail businesses and lower potency hemp edible retail businesses. The City finds and

concludes that these regulations are appropriate and lawful, that the proposed regulations will promote the City's interest in promoting the public interest.

4-4-2: DEFINITIONS:

The following words, terms, and phrases, when used in this Chapter, shall have the meanings ascribed to them in this Chapter, except where the context clearly indicates a different meaning. Additionally, the words and phrases used in this Chapter which are defined in Minnesota Statutes, Section 342.01 and the rules promulgated pursuant to Minnesota Statutes, Chapter 342, shall have the meanings ascribe to them in those statutes and rules.

APPLICANT: An entity with a license issued by the Office of Cannabis Management (OCM) that is applying for an initial registration or for registration renewal.

THE ACT: Minnesota Statutes, Chapter 342, as it may be amended from time to time.

CANNABIS BUSINESS: Cannabis Business shall have the definition in Minnesota Statutes, Section 342.01.

CANNABIS RETAILER OR CANNABIS RETAIL BUSINESS: Every retail cannabis business that is licensed under the Act and required to register with the City under Minnesota Statutes, Section 342.22.

DAY CARE: Day Care means a location licensed with the Minnesota Department of Human Services to provide for the care of a child in a residence or other location outside the child's home for gain or otherwise, on a regular basis, for any part of the day.

HEMP BUSINESS: Hemp Business shall have the definition in Minnesota Statutes Section 342.01.

LOWER-POTENCY HEMP EDIBLE RETAILER: Every lower-potency hemp edible retail business that is licensed under the Act and required to register with the City under Minnesota Statutes, Section 342.22.

MEDICAL CANNABIS COMBINATION BUSINESS: Medical Cannabis Combination Business shall have the definition in Minnesota Statutes Section 342.01.

OFFICE OF CANNABIS MANAGEMENT OR OCM: The Office of Cannabis Management.

91 PARK FEATURE: An attraction within a public park that is regularly used by
92 minors, including but not limited to a playground or athletic field.

93
94 POTENTIAL LICENSEE: An entity that has not received a license from the OCM
95 and is applying for a pre-license certification.

96
97 RESIDENTIAL TREATMENT FACILITY: Residential Treatment Facility has the
98 same meaning as "Residential Treatment" as defined under Minnesota Statutes,
99 section 245.462 subdivision 23.

100
101 RETAIL REGISTRATION: An approved registration issued by the City of Inver
102 Grove Heights to a state-licensed cannabis retail business, including a medical
103 cannabis combination business, or lower-potency hemp edible retailer.

104
105 REGISTERED BUSINESS: A Cannabis Business or lower-potency hemp edible
106 retailer required to be registered with the City pursuant to this Chapter.

107
108 SCHOOL. School means a kindergarten, elementary school, middle school, or
109 secondary school as defined in Minnesota Statutes, Section 102A.05.

110
111 **4-4-3: PRE-LICENSE CERTIFICATION OF CANNABIS BUSINESSES:**

112
113 A. Certification of Compliance with Zoning Ordinance. The Zoning
114 Administrator, or their designee, is authorized to certify whether a proposed
115 Cannabis Business complies with the City's zoning ordinances and, if
116 applicable, with state fire code and building code, pursuant to Minnesota
117 Statutes, Section 342.13.

118
119 B. Zoning Approvals. Potential Licensees are responsible for obtaining all
120 necessary zoning approvals prior to the City receiving the request for
121 certification from the OCM. If a potential licensee fails to obtain necessary
122 zoning approvals prior to the City receiving a request for certification, the
123 City will inform the OCM that the potential licensee does not meet the City's
124 zoning requirements and regulations.

125
126 C. Building Inspections. At the time the City receives a request for zoning
127 certification, if there are no further intended alterations to the building where
128 the business is to be conducted, the City will also certify compliance with
129 building and fire code regulations, provided that the potential licensee has
130 obtained and passed all necessary inspections prior to the City's receipt of
131 a request for certification from the OCM. Building and fire code inspections
132 will be valid for 1 year from completion.

133
134 **4-4-4: REGISTRATION OF RETAILERS:**

Commented [JZ1]: Just confirming the pre-license is only tied to cannabis and not hemp/LPH.

A. Retail Registration Required. No person or entity may operate a state-licensed cannabis retail business, or a lower potency hemp edible retailer without first registering with the City. Before making retail sales to customers or patients, all Cannabis Retailers and Lower-Potency Hemp Edible Retailers must register with the City. Making retail sales to customers or patients without an active registration is prohibited. The requirement to register with the City includes any cannabis micro or mezzo businesses with a retail sales component.

B. Penalty. A Cannabis Retailer or Lower-Potency Hemp Edible Retailer that sells to a customer or patient without a valid retain registration shall incur a civil penalty of up to \$2,000 for each violation.

4-4-5: CANNABIS RETAILER REGISTRATION LIMIT:

A. Cap on number of Cannabis Retailer registrations:

1. The number of registered cannabis retail businesses within the City shall be limited to a maximum of four (4).

B. The following businesses are not subject to the cap on registration under Paragraph A above:

1. Lower-Potency Hemp Edible Retailer; and
2. Medical cannabis combination businesses.

4-4-6: PROCESSING REGISTRATION:

Initial applications for registration will be processed on a first-come, first-served basis based on the City receiving a complete application and payment of all fees. Applications will be considered complete when all materials in Section 4-4-7, including all required information, are received by the City. The date a certification under Section 4-4-3 is issued will have no impact on the applicant's registration processing and is not an indication that the cap on registrations has not been met.

4-4-7: REGISTRATION APPLICATION:

All applicants for initial registration or renewal registration must submit a registration application or renewal form provided by the City. The form may be amended from time to time by the City Clerk and shall include the information listed below.

A. Required Application Information.

1. Name and date of birth of the applicant;

2. Address and parcel ID for the property for which the registration is sought;
3. Name of the property owner;
4. Certification that the applicant's proposed business complies with the requirements of this Chapter;
5. Proof that the applicant or owner of the property where the business will be located is current on all property taxes and assessments at the location where the retail establishment is or will be located; and
6. A copy of a valid state license or written notice of OCM license preapproval.

B. Fee Required. At the time of initial application, and prior to the City's consideration of any renewal application, each Cannabis Retailer must pay an initial registration fee as well as renewal fees in the amount established by the City's fee schedule. Initial registration fees and renewal registration fees are nonrefundable.

4-4-8: PRELIMINARY COMPLIANCE CHECK:

Initial Cannabis Retailer or Lower-Potency Hemp Edible Retailer registration shall not be issued unless, prior to opening for operations following approval of an application for initial registration, the applicant has passed a preliminary compliance check conducted by the City to ensure compliance with this Chapter and any other regulations established pursuant to Minnesota Statutes, section 342.13.

4-4-9 BASIS FOR DENIAL:

The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Edible Retailer if any of the following conditions are true:

- A. The applicant has not submitted a complete application.
- B. The applicant or application does not comply with the requirements of this Chapter.
- C. The proposed use does not comply with applicable zoning and land use regulations.
- D. If applicable, the applicant or proposed use is found to not comply with the requirements of the Act, this Chapter, the building code, or the fire code at the preliminary compliance check.
- E. The applicant or owner of the property where the business will be located is not current on all property taxes and assessments at the location where the retail establishment is or will be located.

F. If applicable, the maximum number of registrations, pursuant to Section 4-4-5 have been issued by the City or within the County.

G. The applicant does not have a valid license from the OCM.

4-4-10: ISSUANCE OF REGISTRATION OR RENEWAL:

The City shall issue the initial or renewal registration if the applicant meets the requirements of this Chapter, and no grounds for denial of the registration under this Chapter or Minnesota Statutes, Chapter 342 exist. Pursuant to Minnesota Statutes, Chapter 342, within 30 days of receiving a copy of a state license application from OCM, the City shall certify on a form provided by OCM whether a proposed cannabis retail business complies with the state fire code and building code.

4-4-11: REGISTRATION NONTRANSFERABLE:

A registration is not transferable to another person, entity, or location.

4-4-12: ENFORCEMENT:

A. Generally. The City may impose a fine or suspend a registration for up to thirty (30) days under this Chapter on a finding that the registered business has failed to comply with an applicable statute, regulation, or ordinance, including a violation of this Chapter.

B. Notice and Right to Hearing. Prior to imposing a fine or suspending any registration under this Chapter, the City shall provide the registered business with written notice of the alleged violations and inform the registered business of its right to a hearing on the alleged violation.

1. Notice shall be delivered in person or by regular mail to the address of the registered business and shall inform the registered business of its right to a hearing. The notice will indicate that a response must be submitted within ten (10) days of receipt of the notice, or the right to a hearing will be waived.

2. After receipt of a request for a hearing, the registered business will be given an opportunity for a hearing before the City Council, before final action to fine or suspend a registration. The City Council shall give due regard to the frequency and seriousness of the violations, the ease with which such violations could have been cured or avoided and good faith efforts to comply and shall issue a decision to fine or suspend the registration only upon written findings.

273 3. If no request for a hearing is received within ten (10) days following
274 the service of the notice, the matter shall be submitted to the City
275 Council for imposition of the fine or suspension.
276

277 C. Emergency. If, in the discretion of the City, a registered business poses an
278 imminent threat to the health or safety of the public, the City may
279 immediately suspend the registration and provide notice of the right to hold
280 a subsequent hearing as prescribed in Paragraph B above. The City shall
281 immediately notify the OCM in writing of the grounds for suspension.
282

283 D. Reinstatement. The City may reinstate a registration if it determines that the
284 violations have been resolved. The City shall reinstate the registration if the
285 OCM determines the violations have been resolved.
286

287 E. Reporting to OCM. All enforcement actions under this Chapter will be
288 reported to the OCM.
289

290 **4-4-13: PENALTIES.**
291

292 A. Misdemeanor. Any person who violates this Chapter is guilty of a
293 misdemeanor and, upon conviction, is subject to a fine and imprisonment
294 as prescribed by state law. Each day each violation continues or exists,
295 constitutes a separate offense.
296

297 B. Additional Enforcement Action. Violation of this Chapter shall be grounds
298 for such other enforcement as is allowed under this Code, state statute, or
299 common law.
300

301 **4-4-14: CANNABIS RETAILER OPERATING REGULATIONS:**
302

303 A. Buffer Requirements. No Cannabis Retail Business may be located within:
304

- 305 1. 1,000 feet of a school;
- 306 2. 500 feet of a day care;
- 307 3. 500 feet of a residential treatment facility;
- 308 4. 500 feet of an attraction within a public park that is regularly used by
309 minors; or
- 310 5. 1,000 feet of another Cannabis Retail Business.

311
312 Buffers shall be measured from the closest point of each building, or part of
313 a building where the above use is located, or closest area of an attraction
314 located in a public park, to the building or part of a building where a
315 Cannabis Retail Business is located.
316

Nothing in this Section shall prohibit an active Cannabis Retail Business from continuing operation at the same site if any of the above begin operation within the minimum buffer zone.

- B. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered Cannabis Business to assess if the business meets age verification requirements, as required under Minnesota Statutes, Section 342.22 Subd. 4(b) and this ordinance. Any failures under this section shall be a basis for enforcement action and must be reported to the OCM.
- C. Hours of Operation. Cannabis businesses are limited to retail sale of cannabis, cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products to between the hours of 8:00 a.m. and 10:00 p.m. Monday through Saturday, and 10:00 a.m. and 9:00 p.m. on Sunday.
- D. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

4-4-15: LOWER-POTENCY HEMP EDIBLE RETAILER OPERATING REGULATIONS:

- A. Buffer Requirements. No Lower Potency Hemp Edible Retailer may be located within:
1. 1,000 feet of a school;
 2. 500 feet of a day care;
 3. 500 feet of a residential treatment facility;
 4. 500 feet of an attraction within a public park that is regularly used by minors; or
 5. 1,000 feet of another Lower-Potency Hemp Edible Retailer.

Buffers shall be measured from the closest point of each building, or part of a building where the above use is located, or closest area of an attraction located in a public park, to the building or part of a building where a Lower Potency Hemp Edible Retailer is located.

Nothing in this Section shall prohibit an active Lower Potency Hem Edible Retailer from continuing operation at its current location if any of the above begin operation within the minimum buffer zone. The buffer requirements established above shall not apply to Lower Potency Hemp Edible Retailers operating legally in compliance with the City's' zoning ordinance and state statutes on the date of adoption of this Chapter.

- B. Compliance Checks. The City shall complete, at a minimum, one compliance check per calendar year of every registered hemp edible retail

business to assess if the business meets age verification requirements, as required under Minn. Stat. 342.22 Subd. 4(b) and this ordinance. Any failures under this section shall be a basis for enforcement action and must be reported to the OCM.

C. Display of License and Registration. All licenses and registrations must be posted and displayed in plain view of the general public on the premises.

D. Additional Restrictions. The sale of lower-potency hemp edibles other than those intended to be consumed as a beverage must occur from a designated area that is not accessible to individuals under the age of 21.

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

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

CITY OF INVER GROVE HEIGHTS

By:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **1st Readings of Ordinance Establishing the 2025 City Fee Schedule and of Ordinance Updating and Clarifying Fee References in City Code**

MEETING DATE: October 28, 2024

ITEM TYPE: Regular Business

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the first reading of the two attached Ordinances - the first of which establishes the 2025 City Fee Schedule and the second which makes several housekeeping changes to sections of the City Code that list or reference certain fees.

BACKGROUND

Historically, the City Council has been asked to act annually on three types or sets of City fees and charges for the upcoming year:

1. Utility Connection & Other Development Related Fees
2. Utility Rates
3. All other fees and charges - including those for building permits, business licenses, the VMCC, Inver Wood Golf Course, etc.

The first item on the list above is part of the next agenda item. The second will be taken up at the Council's November 12 meeting. The third is the subject of this agenda item.

In recent years, the fees that are the subject of this requested action have been adopted via Resolution. However, the City Attorney has advised that it would be preferable to adopt these by Ordinance in order to best comply with state statute. Therefore, staff is bringing these forward via Ordinance this year, instead of Resolution. Two notable differences between adoption by Ordinance and adoption by Resolution is that Ordinances require three readings by the Council, whereas a Resolution only requires one. Additionally, Ordinances - or a summary of them - are published in the City's official newspaper of record, whereas Resolutions are not.

In shifting to an Ordinance as the mechanism for adopting the annual fee schedule, staff is recommending that it be an "uncodified" ordinance. This is adopted by the City Council in the same manner as a "codified" ordinance and carries the same legal authority, but it stands independently and is not merged into the text of the various sections of the City Code. An uncodified ordinance is a useful tool for interim ordinances, that have a particular expiration date, or items that change frequently - such as an annual fee schedule.

In addition to the uncodified ordinance for adopting the 2025 City Fee Schedule, the second attached

ordinance is a "housekeeping" ordinance that makes corrections, clarifications and deletions of old fee-related language in various sections of the City Code. In researching and debating the most appropriate mechanism for setting City fees, staff identified several sections or phrases in City Code that are outdated or inconsistent with this new approach forward. The second attached ordinance, which will be codified as it amends existing language of the City Code, is intended to work in conjunction with the ordinance adopting the Fee Schedule. Therefore, the Council is asked to move both through the process of three readings over the course of the remaining Council meetings this year.

The dollar amounts recommended for the individual fees in the proposed 2025 Fee Schedule are based on research and recommendations from staff in the City's various departments and divisions. Factors considered include the current fee amount, the estimated cost of delivering a service or issuing a license or permit, and information about what other metro area cities are charging for similar products and services. The fees highlighted in yellow are the fees that were either added to the schedule or reflect an increased/decreased fee amount in comparison to the 2024 fee schedule.

FISCAL IMPACT

The fee revenue generated from the proposed 2025 City Fee Schedule is an important component of the City's operating budget for the General Fund, VMCC Operating Fund, and Golf Course Fund. The attached fee recommendations are intended to fairly cover the cost of providing various City services and to meet the projected revenue amounts contained in the City's preliminary 2025 budget.

RECOMMENDATION

Staff recommends approval of the first reading of the two attached Ordinances - the first of which establishes the 2025 City Fee Schedule and the second which updates and clarifies various fee references in City Code.

ATTACHMENTS

1. Ordinance Establishing the 2025 City Fee Schedule
2. Proposed 2025 City of IGH Fee Schedule (Showing 2024 and Proposed 2025 Fee Amounts)
3. Ordinance Updating and Clarifying Fee References in City Code (1st Reading Oct 28 2024)

First Reading of an Ordinance Establishing the 2025 Fee Schedule & Updating and Clarifying Fee References in City Code

*Rebecca Kiernan, City Clerk
October 28, 2024*



CITY OF
INVER GROVE
HEIGHTS

ADMINISTRATION

www.ighmn.gov

Background

Three types of City Fees and charges for the upcoming year:

1. Utility Connection & Other Development Related Fees
2. Utility Rates
3. All other fees and charges - including those for building permits, business licenses, the VMCC, Inver Wood Golf Course, etc.

Move from Resolution to Ordinance

- Preferred to comply with state statute
- Notable differences
 - Ordinances require three readings by the Council
 - Resolutions only require one reading
 - Ordinances or summary publications are published in the official newspaper of record
 - Resolutions do not get published

Uncodified Ordinance

Staff is recommending an “uncodified” ordinance.

Same manner as codified and carries the same legal authority

Stands independently and not merged into sections of City Code.

Useful tool for interim ordinances and items that frequently change

Second Ordinance proposed

- To finalize this process, staff have prepared a “housekeeping” ordinance
- The purpose of the ordinance is to remove final remaining references to fees (with the exception of plat and building permit utility connection fees, park dedication fees, and certain other fees) from the Code and replace the same with a reference to fees found “set forth in the City Fee Schedule”
- This will provide consistency moving forward, and eliminate the risk of conflicting fee references or amounts

Staff recommendation for Council Action

- Consider approval of the first reading of Ordinance 1485, adopting the 2025 Fee Schedule
- Consider approval of the first reading of Ordinance 1486, amending various provisions of the Inver Grove Heights City Code Related to Fees



CITY ADMINISTRATION

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

www.ighmn.gov



City of Inver Grove Heights 2024 Fee Schedule



8150 Barbara Ave. ▪ Inver Grove Heights, MN 55077-3412
Telephone: 651-450-2500 ▪ Fax: 651-450-2502

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

Ordinance 2024-1485

AN ORDINANCE ADOPTING THE 2025 FEE SCHEDULE

The City Council of Inver Grove Heights hereby ordains the follows:

Section One. Adoption. The following fees and charges are hereby adopted:

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Administration			
Item Description	Code Section	License Period (if applicable)	2025 Fees
General fees for services			
			Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies
Copies (11 x 17 or less)			
Copies (Greater than 11 x 17)			\$5 per page
Returned check, ACH, credit, or debit card charge			\$30
Notary fee			\$5 per occurrence
Property assessment search			\$25
City code book			\$200
Mapping and GIS fees			
Letter (8.5" x 11")			\$5 + Shipping/Handling
Tabloid (11" x 17")			\$10 + Shipping/Handling
C-size (18" x 24")			\$15 + Shipping/Handling
D-size (24" x 36")			\$20 + Shipping/Handling
E-size (36" x 48")			\$25 + Shipping/Handling
Mailed in envelope (large maps folded):			
Letter or Tabloid			\$2 + Shipping/Handling
C (18" x 24") or D (24" x 36") size			\$3 + Shipping/Handling
E-size (36" x 48")			\$4 + Shipping/Handling
Mailed in Tube:			
Letter or Tabloid			\$3 + Shipping/Handling
C-size (18" x 24")			\$4 + Shipping/Handling
D-size (24" x 36")			\$5 + Shipping/Handling
E-size (36" x 48")			\$46 + Shipping/Handling
Other Methods:			
CD mailed			\$2 + Shipping/Handling
Custom map production using existing data			Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee
Custom map production with data development			Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee
Electronic data			Cost provided per request
Vector: shapefile or CAD			Varies
Raster: IMG, TF, SID			Varies
Graphic Files: JPG, PDF, TIF, AVI			Varies
GIS data or graphic files			Varies
Delivery on CD			\$10
Delivery by email			\$5

Business Licenses			
Item Description	Code Section	License Period (if applicable)	2025 Fees
Body art and tattoo parlor license			
Initial business license (Includes 1 Art technician)	4-9-1	May 1st	\$200
Initial business background investigation plus 1 Art technician	4-9-1		\$500
Additional artist background investigation	1-10-2B		\$175
Renewal background investigation	1-10-2B		\$75
Business Subsidy Application			
Application			\$5,000 + Escrow
Contractor license			
License	4-6-2	1 year	\$100
Gambling premises permit			
Permit	4-7-8		No charge
Initial business background investigation	4-7-8		\$250
Kennel license			
Commercial kennel	5-4-9	Every 2 years on Feb 28th	\$500
Non-commercial kennel	5-4-9	Every 2 years on Feb 28th	\$100
Goat grazing permit			
Permit	5-4-15	30 days, twice each calendar year	\$50 per permit
Urban chicken-keeping license			
License	5-4-2	Every 2 years on Feb 28th	\$25
Hotel License			
License	4/16/2003	January 1st	\$150
Peddler permit			
Permit	4-11-4	One Year From Date Issued	\$80
Background Investigation			\$100
Solicitor registration			
Registration	4-11-4 4-11-5	One Year From Date Issued	No charge
Therapeutic massage business license			
Business license (Includes 1 therapist)	4-8A-3	May 1st	\$200
Initial business background investigation (Includes 1 therapist)	4-8A-4		\$500
Renewal business background investigation			\$75
Therapeutic massage therapist license			
Initial license - each additional therapist			\$175
Renewal of license - each additional therapist	4-8-1H	May 1st	\$55
Therapist background investigation	4-8-1H		\$75
Trash hauling license			
Garbage collection	8-6-2	May 1st	\$200 or \$250 Dependent on offered services
Vehicle junkyard license			
License	4-5C-4	Annual	\$1,000
Pawnbroker license			
License	4-2-5	May 1st	\$8,000
Reseller transaction fee	4-2-10		\$2
Pawnbroker background investigation			
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigations			\$75 per business & each partner

Business Licenses (continued)		License Period	
Item Description	Code Section	(if applicable)	2025 Fees
Liquor license			
3.2 Liquor			
On-sale	4-1-10	January 1st	\$350
Off-sale	4-1-10	January 1st	\$100
Temporary on sale (includes Large Assembly)	4-1-10	Not to exceed 7 days	\$30
On-Sale (includes brew pub) - based on gross annual sales:			
\$0-\$250,000	4-1-10	January 1st	\$3,500
\$250,001 - \$500,000	4-1-10	January 1st	\$4,500
\$500,001 - \$1,000,000	4-1-10	January 1st	\$7,000
\$1,000,001 and above	4-1-10	January 1st	\$10,000
Sunday on-sale (brew pub)	4-1-10	January 1st	\$200
Sunday on-sale	4-1-10	January 1st	\$200
On-sale wine	4-1-10	January 1st	\$650
Special club on-sale	4-1-10	January 1st	\$225
Temporary on-sale	4-1-10	Not to exceed 4 days	\$30
Culinary class limited on-sale	4-1-10	January 1st	\$100
Off-sale	4-1-10	January 1st	\$200
Temporary off-sale wine	4-1-10	Not to exceed 3 days	\$25
Off-sale small brewer	4-1-10	January 1st	\$200
On-sale brew pub taproom with no intoxicating on-sale license	4-1-10	January 1st	\$500
One-day consumption and display permit	4-1-10	1 day	\$30
Consumption and display permit	4-1-10	April 1st	\$250
Liquor license background investigation			
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person
Cannabis Registration - (Micro, mezzo, retailer, medical, medical combination, or lower-potency hemp edible retailer)			
License (initial)	TBD	TBD	\$500 or half the amount of the applicable initial license fee under Minnesota
License (renewal)	TBD	TBD	\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11,, whichever is less
Tobacco License			
License (initial & renewal)		January 1st	\$300
Initial background investigation for business plus 1 partner	4-1-9		\$500
Initial background investigation for each additional partner	4-1-9		\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person
Rental license			
Single-family, condominium unit, townhome unit	4-13-3	2 years	\$65
Duplex, triplex, fourplex, apartment buildings	4-13-3	2 years	\$165 per building + \$25 per unit
Background investigation	4-13-3	2 years	\$25 per license
Large assembly permit			
Initial application	4-14-1		\$30 + escrow

- Large Assemblies require use of Police services. See Police section of fee schedules for hourly rates.

Planning Fee Schedule			
Item Description	Code	Section	2025 Fees
Administrative Subdivision			\$200 Base Fee + \$25 GIS Fee per lot
Comprehensive Plan Amendment			\$500 Base Fee + \$50 GIS Fee per lot + \$2,500 Escrow*
Concept Plan Review			\$150 Base Fee + \$1,500 Escrow*
Conditional Use Permit (Multi-Family & Non-Residential)			\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Conditional Use Permit (Residential)			\$250 Base Fee + \$52 Abstract Fee + \$500 Escrow*
Conditional Use Permit - Amendment			\$150 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Determination of Substantially Similar Use			\$200 Base Fee + \$200 Escrow*
Final Plat - (Multi-Family & Non-Residential)			\$500 Base Fee + \$52 Abstract Fee + \$100 GIS Fee per acre + \$6,000 Escrow*
Final Plat - (Residential)			\$500 Base Fee + \$52 Abstract Fee + \$25 GIS Fee per lot + \$6,000 Escrow*
Interim Use Permit			\$1,250 Escrow*
Major Site Plan Review			\$500 Base Fee + \$6,000 Escrow*
Non-Conforming Use Certificate			\$1,250 Escrow*
Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD)			\$80 per gross acre
Northwest Area Sketch Plan Review			\$1,000 Escrow*
Planned Unit Development (PUD) - Preliminary			\$1,000 + plat fees + \$52 Abstract Fee + \$6,000 Escrow*
Planned Unit Development (PUD) - Final			\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Planned Unit Development (PUD) - Amendment			\$250 Base Fee + \$52 Abstract Fee + \$2,000 Escrow*
Preliminary Plat			\$500 Base Fee + \$5 per lot + \$6,000 Escrow*
Rezoning			\$500 Base Fee + \$50 GIS Fee + \$1,000 Escrow*
Street Dedication			\$150 Base Fee + \$52 Abstract Fee + \$50 GIS Fee + \$1,000 Escrow*
Street/Easement Vacation			GIS Fee + \$500 Escrow*
Variance (Non-Residential)			\$200 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Variance (Residential)			\$200 Base Fee + \$52 Abstract Fee
Waiver of Plat			GIS Fee
Wetland Replacement Plan			\$200 Base Fee + \$100 GIS Fee per acre + \$2,500 Escrow*
Wetland Code Amendment			\$500 base Fee + \$1,000 Escrow*
Zoning Interpretation Appeal			\$500 base Fee + \$1,000 Escrow*

*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity

Police Department			
Item Description	Code Section	(if applicable)	2025 Fees
General fees for services			
Records check for foster care or day care			\$20 per adult
Records check clearance letter (i.e. adoption, passport, etc.)			\$32
All other police reports, data, or accident reports (printed)			\$0.25 per page
• No charge to victim of domestic assault. Requests of 100 or more pages will be based on the actual cost of retrieving the data.			
Police officer and squad car off-duty charge			\$97 per hour
Audio/video/photographs			
Body worn camera			\$25 per clip or video
Squad camera			\$25 per clip or video
Audio, video, or photographs			\$25 per CD or DVD
Excessive Consumption of City Services			
Excess code inspections (4 or more)	4-15-7		\$250 per inspection
Excess police and/or nuisance calls	4-15-7		\$250 per inspection
Volunteer Surrender of Firearm by Civil Order			
Intake fee	MN Stat. 518B.01		\$50
Storage of firearm	MN Stat. 518B.01		\$0.50 per day
Firearm release	MN Stat. 518B.01		\$50
Abandoned firearm	MN Stat. 518B.01		Revenue minus costs
• Proceeds of sale, less actual disposal fees, returned to owner. If owner cannot be contacted remainder goes into the General Fund			
Animal Control			
Pound redemption fees			\$35
• Pet owner may be charged additional fees by the animal hospital that is contracted by the City of Inver Grove Heights prior to release to pet owner.			
Dog found unvaccinated	5-4-3		Misdemeanor
Dangerous dog hearing		Per hearing	\$150
Dangerous dog yard sign (required)	5-4-6		\$8
Dangerous dog tag (required)	5-4-6	Per dog	\$2
Appeal fees for dangerous dog declarations	5-4-6		\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000
Danergous dog registration		Annually; while dog resides in Inver Grove Heights	\$150
False Alarm Response Fees			
1st false alarm: Letter sent to home/business owner	5-3-4		Warning
2nd false alarm: Letter sent to home/business owner	5-3-4		Warning
3rd false alarm	5-3-4		\$100
4th false alarm	5-3-4		\$200
5th false alarm	5-3-4		\$300

Fire Permits			
Item Description	Code Section	License Period (if applicable)	2025 Fees
Fire permits			
Recreational fire	9-2-3		\$15 per fire
Permanent recreational fire ring	9-2-3		\$25
Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights-of-way	7-3-7-3 7-3-7-5B		\$0.50 per cubic yard \$100 minimum
Open burning permit as defined by Minnesota rules related to open burning	9-2-3		\$25
Fire code operational permits	9-2-1		\$25 per permit Up to four permits per occupant within a business premise
Ventilation system cleaning permit			
Permit	Section 9-2-3		\$75

- See fire code permits under Building section

Building, Construction, Engineering, & Plan Review

Item Description	Code Section	License Period (if applicable)	2025 Fees
Building permit valuation			Fee range
< \$1,000.00			\$1 to \$500, Minimum fee \$55;
\$1,001 - \$2,000			\$501 to \$2,000, \$55 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
\$2,001 - \$25,000			\$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 - \$50,000			\$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 - \$100,000			\$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
\$100,001 - \$500,000			\$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
\$500,001 - \$1,000,000			\$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and including \$1,000,000; and
> \$1,000,001			\$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Inspection fees			
Inspection Inspections - special request, re-inspections, stop work	3-4-2-1		\$105
Investigation - working without permits			Fee equal to permit value
Inspections outside of normal business hours when approved by the director	3-4-2-1		\$150 per hour
Inspection Card Replacement			\$25
Permit Renewal Fee / Expired Permit			50% of permit fee
Excess code inspections - 4 or more	4-15-1		\$250
Building permits			
Technology Fee			\$5.00 technology fee to be added to each permit issued
Plan review	3-4-2-1		65% of the building permit fee when determined by valuation
Plan review revision fee			changes, additions, or revisions to approved plans (minimum charge one-half hour), \$63.25 per hour.
Accessory structure, garage, pole building, or shed	3-4-2-1		Based on valuation + plan review + state surcharge
Residential alteration or remodel	3-4-2-1		Based on valuation + plan review + state surcharge
Commercial alteration or remodel	3-4-2-1		Based on valuation + plan review + state surcharge
Alteration or remodel (multi-family)	3-4-2-1		Based on valuation + plan review + state surcharge
Basement finish	3-4-2-1		Based on valuation + plan review + state surcharge
Certificate of occupancy agreement	3-4-2-1		\$100
Cell tower	3-4-2-1		Based on valuation + plan review + state surcharge
Commercial building	3-4-2-1		Based on valuation + plan review + state surcharge
Decks	3-4-2-1		Based on valuation + plan review + state surcharge
Multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge
Moving of buildings	3-4-2-1		\$300

Building Permits (continued)		License Period (if applicable)	2025 Fees
Item Description	Code Section		
Porch-3 season, 4 season, or screened	3-4-2-1		Based on valuation + plan review + state surcharge
Retaining wall less than 4 feet	3-4-2-1		Based on valuation + plan review + state surcharge
Retaining wall 4 feet or greater	3-4-2-1		Based on valuation + plan review + state surcharge
Roofing commercial	3-4-2-1		Based on valuation + plan review + state surcharge
Roofing multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge
Roofing single-family or duplex residential	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
SAC fee (sanitary sewer availability)	3-4-2-1		\$2,485
Siding single-family or duplex residential home	3-4-2-1		Based on valuation + plan review + state surcharge
Siding commercial	3-4-2-1		Based on valuation + plan review + state surcharge
Siding multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge
Siding single-family or duplex residential	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
Solar array rooftop	3-4-2-1		Based on valuation + plan review + state surcharge
Solar array ground mount	3-4-2-1		Based on valuation + plan review + state surcharge
Window and/or door (egress or change in size)	3-4-2-1		Based on valuation + plan review + state surcharge
Window and/or door replacement (no change in size)	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
Demolition permit			
Demolition of accessory structures or pool	3-4-2-1		\$129
Demolition of commercial	3-4-2-1		\$129
Demolition of single-family	3-4-2-1		\$129
Demolition of manufactured home	3-4-2-1		\$129
Demolition of septic	3-4-2-1		\$129
Driveway permit			
Driveway - replacement, construction, or expansion	10-15-20.I		\$25
Fence permit			
Fence	3-4-2-1		\$50
Commercial or multi-family plan review	3-4-2-1		65% of 2% valuation

Building Permits (continued)		License Period	
Item Description	Code Section	(if applicable)	2025 Fees
Right of way management			
Right-of-way excavation permit- in roadway	7-2-1		\$200
Surety required to ensure that the street is properly restored.	7-2-3		\$5,000 Bond
Right-of-way utility permit - spot or linear installation	7-3-7		\$200 per 1,000 feet of utility installation; minimum \$200
Surety required to ensure that the right-of-way is properly restored	7-3-7-2	Annual	\$10,000 Bond per contractor Can be applied to multiple permits
Right-of-way obstruction permit - shoulder, lane, or sidewalk/trail closure	7-3-7		\$200
Overweight load permit	6-1-6		\$75 per load
Surety may be required to ensure restoration of any road damage due to overweight loads	6-1-6		Varies dependent on road rating, load weight, and quantity of loads. \$5,000 Bond when required
Fire code permit			
Automatic fire sprinkler system	3-4-2-1		Based on valuation + plan review + state surcharge
Fire alarm and detection systems and related equipment	3-4-2-1		Based on valuation + plan review + state surcharge
Automatic fire extinguishing systems	3-4-2-1		Based on valuation + plan review + state surcharge
Smoke control and exhaust systems	3-4-2-1		Based on valuation + plan review + state surcharge
Spraying or dipping tank, room or booth	3-4-2-1		Based on valuation + plan review + state surcharge
Other construction permits required by section 105.7 fire code	3-4-2-1		Based on valuation + plan review + state surcharge
Manufactured home permits			
New manufactured home installation	3-4-2-1		Based on valuation + plan review + state surcharge
Mechanical permit			
Air conditioner and/or furnace	3-4-2-1		\$102
Chimney	3-4-2-1		\$102
Ductwork and ventilation	3-4-2-1		\$102
Fireplace and gas appliances	3-4-2-1		\$102
Gas piping and air test	3-4-2-1		\$102
In-floor heating	3-4-2-1		\$102
Single-family new construction residential	3-4-2-1		\$154
Commercial and multi-family	3-4-2-1		\$99 Base Fee + 1.5% of valuation + PLAN REVIEW + State Surcharge
Commercial and multi-family plan review	3-4-2-1		65% of 1.5% valuation
On-site septic systems permit (includes site review)			
Single-family - new or replacement of existing	3-4-2-1		\$485 If new add \$1.00 state surcharge
Commercial systems less than 4,999 gallons per day	3-4-2-1		\$770 If new add \$1.00 state surcharge
Commercial systems more than 5,000 gallons per day	3-4-2-1		\$1545 If new add \$1.00 state surcharge
Tank replacement	3-4-2-1		\$268
Septic operator's permit	3-4-2-1	3 years	\$35

Building Permits (continued)		License Period	
Item Description	Code Section	(if applicable)	2025 Fees
Plumbing permit			
Single-family residential	3-4-2-1		\$154
Commercial or multi-family	3-4-2-1		\$99 Base fee + 1.5% of valuation
Plumbing installation or replacement of single fixture	3-4-2-1		\$102
PVB - Residential Lawn Irrigation	3-4-2-1		\$102
RPZ - Commercial or multi-family lawn irrigation	3-4-2-1		\$102
Sewer & water connection residential	3-4-2-1		\$144
Sewer & water connection commercial or multi-family	3-4-2-1		\$99 Base fee + 1.5% of valuation
Water heater replacement	3-4-2-1		\$80
Water softener replacement	3-4-2-1		\$80
Commercial and multi-family plan review	3-4-2-1		65% of 1.5% valuation
Pool permit			
Above-ground swimming pools (includes fence)	3-4-2-1		Based on valuation + plan review + state surcharge
In-ground swimming pools	3-4-2-1		Based on valuation + plan review + state surcharge
Sign and billboard permit			
Permanent business signs regardless of size	3-4-2-1		\$50
Billboards up to 100 square feet in area	3-4-2-1		\$200
Billboards over 100 sq ft	3-4-2-1		\$300
Temporary portable signs	3-4-2-1		\$15
Monument/pylon signs	3-4-2-1		Based on valuation + plan review + state surcharge
Utility connection fees			
Utilities - water core connection	3-4-2-2		See ordinance for fee structure
Utilities - sewer core connection	3-4-2-2		See ordinance for fee structure
Utilities - sewer connection	3-4-2-2		See ordinance for fee structure
Utilities - water connection unit	3-4-2-2		See ordinance for fee structure
Utilities - water treatment plant	3-4-2-2		See ordinance for fee structure
Utilities - Eagan utility	3-4-2-2		See ordinance for fee structure
Utilities - B-line connection charge	3-4-2-2		See ordinance for fee structure
Hydrant meters			
Hydrant, meter, or valve damage deposit	8-2-13	Annual	\$1,500
Daily hydrant or meter rental	8-2-13		\$4/Day + Cost of Water Used Minimum \$75

Building Permits (continued)		License Period (if applicable)	2025 Fees
Item Description	Code Section		
Water meter fees			
3/4" Mag/Iperl meter	3-4-2-2		\$240.63
3/4" Mag/Iperl meter tax	3-4-2-2		\$17.15
1" Mag/Iperl meter	3-4-2-2		\$371.25
1" Mag/Iperl meter tax	3-4-2-2		\$26.45
1 1/2" Compound/Omni meter	3-4-2-2		\$2,213.75
1 1/2" Compound/Omni meter tax	3-4-2-2		\$157.73
1 1/2" Turbine/Omni meter	3-4-2-2		\$1,512.50
1 1/2" Turbine/Omni meter tax	3-4-2-2		\$107.77
2" Turbine/Omni meter	3-4-2-2		\$1,794.38
2" Turbine/Omni meter tax	3-4-2-2		\$127.85
2" Compound/Omni meter	3-4-2-2		\$2,557.50
2" Compound/Omni meter tax	3-4-2-2		\$182.22
3" Turbine/Omni meter	3-4-2-2		\$2,241.25
3" Turbine/Omni meter tax	3-4-2-2		\$159.69
3" Compound/Omni meter	3-4-2-2		\$3,231.25
3" Compound/Omni meter tax	3-4-2-2		\$230.23
4" Turbine/Omni meter	3-4-2-2		\$4,358.75
4" Turbine/Omni meter tax	3-4-2-2		\$310.56
4" Compound/Omni meter	3-4-2-2		\$5,623.75
4" Compound/Omni meter tax	3-4-2-2		\$400.69
Single port radio head	3-4-2-2		\$258.50
Single port radio head tax	3-4-2-2		\$18.42
Dual port radio head	3-4-2-2		\$299.75
Dual port radio head tax	3-4-2-2		\$21.36
Meter testing			
5/8" meter	8-2-9.F		\$146
3/4 " meter	8-2-9.F		\$146
1" meter	8-2-9.F		\$146
1.5" meter	8-2-9.F		\$182
2" meter	8-2-9.F		\$182
Compound meter	8-2-9.F		\$416
Service Charges			
Water shut-offs and turn-ons	8-2-11		\$50 per occurrence
Irrigation - on/off seasonal charge			\$50 per occurrence
Lien Certification - Administration Fee			8%
Lien Certification - Interest			8%
Zoning and regulations			
Nuisance abatement for mowing	5-9-6		\$85 per hour + 25% administrative fee
Comprehensive guide plan			\$100
Construction plan sheet (22"x34")			\$20
Zoning & related land use regulations			\$75
Subdivision code			\$25
Zoning letter			\$100
Sewage tank maintenance permit (commercial and residential operating permit)			\$35

Building Permits (continued)		License Period	
Item Description	Code Section	(if applicable)	2025 Fees
Land alteration permit			
Shoreland impact zones: 10 to 499 cubic yards (steep slopes)	10-13B-10		With building permit: no fee If no other permit: \$250
Shoreland impact zones: 50 to 499 cubic yards	10-13B-10		With building permit: no fee If no other permit: \$250
0 to 499 cubic yards	9-4-1-7		No fee, no permit required
500 up to 999 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$400
1,000 up to 10,000 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$900
10,000 up to 99,999 cubic yards	9-4-1-2 9-4-1-7 10-13J-5		\$5,000
100,000 cubic yards or more	9-4-1-2 9-4-1-7 10-13J-5		\$10,000
All land alteration permits over 500 cubic yards require a cash escrow or letter of credit surety, based on the area disturbed, to guarantee final restoration	9-4-1-6.E		\$5,000 per acre Minimum \$10,000
Renewal (extension) permit	9-4-1-9	Annual	\$100
Small wireless facility row permit			
Up to five (5) small wireless facilities	7-3-7-3		\$550
Additional small wireless facility	7-3-7-3		\$110
Small wireless facility annual rental	7-3-7-5	Annual	\$150 per wireless support structure
Permit surety escrow fee paid by tenant prior to approval of row permit	7-3-7-4		\$2,500
Small wireless facility electrical fee			
A. Per radio node less than or equal to 100 maximum watts	7-3-7-5	Annual	\$876
B. Per radio node over 100 maximum watts	7-3-7-5	Annual	\$2,184
C. Per radio node if the actual costs exceed the amount in item A. or B. above	7-3-7-5	Annual	Actual Cost
D. As agreed to by tenant and the city	7-3-7-5	Annual	Actual Cost

Parks and Recreation			
Park Usage	Frequency	2025 Resident Fees	2025 Non Resident Fees
Park rental			
Park shelters			
*excluding Swing Bridge Park	5 hour block	\$75 + Damage deposit	\$95 + Damage deposit
Swing Bridge Park shelter	5 hour block	\$115 + Damage deposit	\$135 + Damage deposit
South Valley Shelter	5 hour block	175+Damage deposit	200 + Damage deposit
Park shelter damage deposit	Per rental	\$75	\$75
Additional trash barrels/picnic tables	Per day	\$52	\$62
Add portable restroom to rental	Per day	\$85	\$95
Add portable restroom cleaning	Per unit	\$65	\$75
Add ADA portable restroom cleaning	Per unit	\$135	\$145
Neighborhood park or school athletic field	Per game/practice	\$45	\$55
Neighborhood park open green space	5 hour block	\$60	\$70
Outdoor ice rink			
Outdoor ice rink	Per hour	\$30	\$30
Outdoor ice rink w/ attendant	Per hour	\$40	\$40
Soccer/Football/Lacrosse fields			
Youth	Per game/practice	\$95	\$115
Adult	Per game/practice	\$110	\$130
Rich Valley Athletic Complex			
Baseball field			
Youth	Per game/practice	\$90/\$75	\$115/\$85
Adult	Per game/practice	\$105	\$125
Fall ball (Sept 1st-Oct 15th)	Per game	\$85	\$95
Youth tryouts	Per hour	\$45	\$55
Softball field			
Youth	Per game/practice	\$70	\$90
Adult	Per game/practice	\$80	\$100
Soccer field			
Youth	Per game/practice	\$95	\$115
Adult	Per game/practice	\$110	\$130
1/2 Field	Per game/practice	\$65	\$75
Inver Grove Heights Youth Athletic			
User fee	Per player/sport/season	\$20	\$27
Tournaments			
IGH association	Per field/per day	\$120	\$120
Youth baseball	Per game	\$100	\$125
Adult baseball	Per game	\$110	\$130
Youth softball	Per game	\$75	\$95
Adult softball	Per game	\$95	\$115
Administrative fee (non-refundable)	Per tournament	\$0	\$0
Cancellation fee within 14 days	Per field	\$100	\$100
Cancellation fee within 5 days	Per game	100%	100%
Tournament/game vendor			
Single day	Per day	\$75	\$85
Weekend (two days)	Per weekend	\$115	\$125
Concessions stand			
Weekend	Per weekend	\$285	\$300
Day	Per day	\$115	\$140

Park Usage (continued)		2025 Resident Fees	2025 Non Resident Fees
Frequency			
Additional maintenance (staff, supplies equipment, etc.)			
Enhanced maintenance (1 staff member)	Per hour	\$40	\$50
Enhanced maintenance (team of 2)	Per hour	\$75	\$95
Enhanced maintenance (team of 3)	Per hour	\$100	\$120
Rich Valley lights	Per hour	\$50	\$70
Add chalk lines	Per park	\$25	\$35
Disc golf			
Annual pass	Annual	\$35	\$45
Daily pass	Per day	\$6	\$6
Weekday tournament	Per day	\$225	\$250
Weekend tournament	Per weekend	\$520	\$545
Dog park pass			
1st Dog	Annual	\$22	\$33
Each additional dog	Annual	\$17	\$28
Lost pass replacement	Each time	\$6	\$6
Pickleball court rental			
Each court	Per hour (up to 3 hours)	\$8	\$10
All courts	Per 2 hours	\$125	\$135
All courts	Per 4 hours	\$250	\$270
All courts	Per 8 hours	\$500	\$520
Tennis court rental			
Each court	Per hour	\$8	\$10
Mountain bike course rental			
Tournament	Per day	\$510	\$535
Community garden rental			
Garden plot	Per plot	\$36	\$36
Recreation Brochure Advertisement		2025 Fees	
Digital Advertisements (color or grayscale,			
1/4 page	Per advertisement		\$325
1/2 page	Per advertisement		\$625

Inver Wood Golf Course	Frequency		2025 Fees
Pull-cart rental			
Pull-cart rental	Per round		\$5
Golf car rental			
18 Holes	Per round		\$24
9 Holes	Per round		\$15.50
Executive	Per round		\$9
Twilight	Per round		\$18.50
Twilight - Executive	Per round		\$9
Driving range			
Large bucket	Per bucket		\$15
Medium bucket	Per bucket		\$12
Small bucket	Per bucket		\$9
Player's card			
Player's card - Resident	Per season		\$100
Player's card - Non-resident	Per season		\$120
Regular memberships			
Adult single - age 19 - 59	Annual		\$1,500
Adult couple - age 19 - 59 (Same household)	Annual		\$2,650
Senior single - age 60+	Annual		\$1,200
Junior - age 18 and under	Annual		\$600
• Regular Membership Includes Greens			
Platinum memberships			
Adult single - age 19 - 59	Annual		\$2,875
Adult couple - age 19 - 59 (same household)	Annual		\$4,250
Additional dependent - age 18 and under	Annual		\$275
• Platinum membership includes greens			
Restricted memberships			
Adult single - age 19 - 59	Annual		\$1,025
Adult couple - age 19 - 59	Annual		\$1,725
Additional dependent - age 18 and under	Annual		\$225
• Restricted membership includes greens			

Inver Wood Golf Course (continued)		Frequency	2025 Fees
Daily Greens Fees			
Monday through Thursday: 7am - 5pm			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$49
Senior - age 60+	Per round		\$35
Junior - age 18 and under	Per round		\$35
Player's card fee	Per round		\$42
9 Holes green fees			
Adult - age 19 - 59	Per round		\$27
Senior - age 60+	Per round		\$20
Junior - age 18 and under	Per round		\$20
Player's card fee	Per round		\$24
Executive Course			
Adult	Per round		\$21
Junior and senior	Per round		\$15
Player's card fee	Per round		\$17
Daily Green Fees			
Everyday: 5pm - Close/Twilight Play			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$37
Senior - age 60+	Per round		\$25
Junior - age 18 and under	Per round		\$25
9 Holes green fees			
Adult - age 19 - 59	Per round		\$27
Senior - age 60+	Per round		\$20
Junior - age 18 and under	Per round		\$20
Player's card fees			
Player's card	Per round		\$30
Daily Green Fees			
Friday: Noon - 5pm, Saturday and Sunday:			
18 Holes green fees			
All ages	Per round		\$58
Player's card fee	Per round		\$49
9 Holes green fees			
All ages	Per round		\$38
Player's card fee	Per round		\$27
Executive green fees			
All ages	Per round		\$25
Player's card fee	Per round		\$21
Daily Greens Fees			
Saturday and Sunday: Noon - 5pm			
18 Holes			
Adult - age 19 - 59	Per round		\$49
Senior - age 60+	Per round		\$35
Junior - age 18 and Under	Per round		\$35
9 Holes			
Adult - age 19 - 59	Per round		\$27
Senior - age 60+	Per round		\$20
Junior - age 18 and under	Per round		\$20
Player's card			
18 Hole greens fee	Per round		\$42
9 Hole greens fee	Per round		\$24
Executive greens	Per round		\$17

Parks and Recreation Veteran's Memorial Community Center			
	Frequency	2025 Resident Fees	2025 Non-resident Fees
Membership enrollment			
Single - age 12-59	One-time	\$55	\$75
Senior - age 60+	One-time	\$55	\$75
Dual	One-time	\$55	\$75
Household - up to 6 people (2 adults + 4 dependants under age 26)	One-time	\$55	\$75
Annual membership			
Single - age 12-59	Annual	\$704	\$704
Senior - age 60+	Annual	\$561	\$561
Dual	Annual	\$918	\$918
Household - up to 6 people (2 adults + 4 dependants under age 26)	Annual	\$1,051	\$1,051
Monthly membership			
Single	Monthly		\$69
Dual	Monthly		\$90
Senior - age 60+	Monthly		\$55
Household - up to 6 people (2 adults + 4 dependants under age 26)	Monthly		\$103
Military Single - Active Duty or Veteran	Monthly	\$59	\$59
Military Senior - Active Duty or Veteran	Monthly	\$48	\$48
Military Dual - Active Duty or Veteran	Monthly	\$81	\$81
Military Household - Active Duty or Veteran	Monthly	\$91	\$91
Disabled Veteran Single	Monthly	\$34	\$34
Disabled Veteran Dual	Monthly	\$71	\$71
Disabled Veteran Household	Monthly	\$81	\$81
Membership adjustment			
Upgrade or downgrade	Per grade	\$15	\$15
On-Hold Fee	Monthly	\$15	\$15
Additional child	Monthly	\$15	\$15
Additional child	Annual	\$153	\$153
Caregiver added to household	Monthly	\$30	\$30
Caregiver added to household	Annual	\$325	\$325
Daily admission			
Youth - 11 & under	Daily	\$7	\$7
Senior - age 60+	Daily	\$7	\$7
Adult - age 12+	Daily	\$10	\$10
Group Aquatics Visit (Group of 20-30)	Discount Per person	-\$1.00 per person	-\$1.00 per person
Group Aquatics Visit (Group of 31-50)	Discount Per person	-\$1.50 per person	-\$1.50 per person
Group Aquatics Visit (Group of 50+)	Discount Per person	-\$2.00 per person	-\$2.00 per person
Daily admission add-ons			
Shower rental	Daily	\$6	\$6
Towel rental	Daily	\$3	\$3
Shower and towel rental with arena rental	Daily	\$3	\$3
Open gym			
Members	Daily	Free	Free
Non-members - individual - youth & senior	Daily	\$7	\$7
Non-members - individual - ages 12-59	Daily	\$10	\$10

Veteran's Memorial Community Center (continued)		2025 Resident Fees	2025 Non-resident Fees
Open pickleball	Frequency		
Members	Daily		Free
Non-members - individual - youth & senior	Daily		\$7
Non-Members - individual - ages 12-59	Daily		\$10
Open skate			
Open skate - members	Daily	Free	Free
Open skate - ages 12+	Daily	\$7	\$7
Daily admission - developmental ice	Daily	\$11	\$11
10-time pass - developmental ice	10 Visits	\$99	\$99
Open hockey	Daily	\$7	\$7
Skate rental	Daily	\$3	\$3
Room rental			
Gymnasium - athletic	Per hour	\$75	\$85
Gymnasium kitchen - special events and celebrations	Per day - hour	\$100	\$120
Gymnasium - wedding package	Per day	\$1,100 101 to 300 people	\$1,500 101 to 300 people
Gym damage deposit - Large special event	Per rental	\$500 Up to 300 people	\$500 Up to 300 people
Gym damage deposit - small special event	Per rental	\$100 Up to 100 people	\$100 Up to 300 people
Community room 1, 2, or 3	Per hour	\$60 Includes AV and kitchen	\$70 Includes AV and kitchen
Community room 2	Per hour	\$70 Includes AV and kitchen	\$80 includes AV and kitchen
Community room (combined 1 & 2)	Per hour	\$90 Includes AV and kitchen	\$100 includes kitchen & AV
National guard room A, B, C	Per hour	\$38	\$48
Legion room	Per hour	\$25	\$35
Poolside lobby room	Per hour	\$50	\$60
Brightside room	Per hour	\$42	\$52
Room damage deposit	Per rental	\$100	\$100
Room rental attendant	Per hour	\$50	\$50
Room Departure Late Fee	\$25 per 15 minutes	\$25 per 15 minutes	\$25 per 15 minutes
West rink - turf			
Prime rates (March - April)	Per hour	\$90	\$100
Non-prime rates (May - October)	Per hour	\$70	\$80
Child care			
Members	Per hour	Free	Free
Non-members childcare drop-in rate	Per hour	\$6 per child	\$6 per child
Employee childcare rate	Per hour	\$3 per child	\$3 per child
Party room rental - includes entry to water			
Daily - up to 20 people	Per use	\$275	\$275
Daily - 21 to 30 people	Per use	\$360	\$360
Additional Birthday Add On	Per person	\$7	\$7

Veteran's Memorial Community Center (continued)		2025 Resident Fees	2025 Non-resident Fees
Pool rental	Frequency		
Water park	Per hour	\$250	\$270 (2 hours minimum)
Water park - outside rental hours	Per hour	\$300	\$320 (2 hours minimum)
Lap pool	Per hour	\$90	\$90 (4 hours minimum)
Individual lane/person	Per hour	\$23	\$23
Diving well	Per hour	\$95	\$95
Swim event - lap and diving	Per hour	\$175	\$175
Aquatic staff fee - required based on facility rental	Per hour Per lifeguard	\$27	\$27
Tournament/Game Vendor			
Daily	Per day	\$50	\$50
Weekend	Per weekend	\$75	\$75

- Alcohol is allowed in the **NG Gym** only but requires a City Police Officer. See Police section of fee schedule for hourly rates.
- All month-to-month members can receive a 15% discount off 12 months paid in full (fee listed reflects discount)
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or

Parks and Recreation			
VMCC Arena Ice Time			
October 1, 2024 - March 12, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$235	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$170	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$235
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$170
March 13, 2025 - September 30, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm - 8:59 pm	\$170	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$155	
Saturday and Sunday	Prime 9:00 am - 7:59 pm		\$170
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$155
October 1, 2025 - March 12, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$240	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$175	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$240
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$175
March 13, 2026 - September 30, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm - 8:59 pm	\$175	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$160	
Saturday and Sunday	Prime 9:00 am - 7:59 pm		\$175
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$160

- Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax

Section Two. Fee Schedule. This Ordinance, and any subsequent amendments, shall be considered the City's Fee Schedule, and references to the fee schedule in the City Code shall refer to this Ordinance.

Section Three. Special Ordinance. Pursuant to City Code Section 1-2-6, this Ordinance is deemed to be a special ordinance and shall not be integrated into the existing Inver Grove Heights City Code, although it may, but is not required to be, included in an appendix to the City Code.

Section Four. Effective Date. This Ordinance shall become effective on January 1, 2025, following its passage and publication as provided by law.

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

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Inver Wood Golf Course (continued)		Frequency	2025 Fees
Daily Greens Fees			
Monday through Thursday: 7am - 5pm			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$49
Senior - age 60+	Per round		\$35
Junior - age 18 and under	Per round		\$35
Player's card fee	Per round		\$42
9 Holes green fees			
Adult - age 19 - 59	Per round		\$27
Senior - age 60+	Per round		\$20
Junior - age 18 and under	Per round		\$20
Player's card fee	Per round		\$24
Executive Course			
Adult	Per round		\$21
Junior and senior	Per round		\$15
Player's card fee	Per round		\$17
Daily Green Fees			
Everyday: 5pm - Close/Twilight Play			
18 Holes green fees			
Adult - age 19 - 59	Per round		\$37
Senior - age 60+	Per round		\$25
Junior - age 18 and under	Per round		\$25
9 Holes green fees			
Adult - age 19 - 59	Per round		\$27
Senior - age 60+	Per round		\$20
Junior - age 18 and under	Per round		\$20
Player's card fees			
Player's card	Per round		\$30
Daily Green Fees			
Friday: Noon - 5pm, Saturday and Sunday:			
18 Holes green fees			
All ages	Per round		\$58
Player's card fee	Per round		\$49
9 Holes green fees			
All ages	Per round		\$38
Player's card fee	Per round		\$27
Executive green fees			
All ages	Per round	\$4	\$25
Player's card fee	Per round	\$20	\$21
Daily Greens Fees			
Saturday and Sunday: Noon - 5pm			
18 Holes			
Adult - age 19 - 59	Per round	\$47	\$49
Senior - age 60+	Per round	\$33.50	\$35
Junior - age 18 and Under	Per round	\$33.50	\$35
9 Holes			
Adult - age 19 - 59	Per round	\$26	\$27
Senior - age 60+	Per round	\$19	\$20
Junior - age 18 and under	Per round	\$19	\$20
Player's card			
18 Hole greens fee	Per round	\$40	\$42
9 Hole greens fee	Per round	\$23	\$24
Executive greens	Per round	\$1	\$17

Parks and Recreation Veteran's Memorial Community Center			
	Frequency	2025 Resident Fees	2025 Non-resident Fees
Membership enrollment			
Single - age 12-59	One-time	\$55	\$75
Senior - age 60+	One-time	\$55	\$75
Dual	One-time	\$55	\$75
Household - up to 6 people (2 adults + 4 dependants under age 26)	One-time	\$55	\$75
Annual membership			
Single - age 12-59	Annual	\$704	\$704
Senior - age 60+	Annual	\$561	\$561
Dual	Annual	\$918	\$918
Household - up to 6 people (2 adults + 4 dependants under age 26)	Annual	\$1,051	\$1,051
Monthly membership			
Single	Monthly		\$69
Dual	Monthly		\$90
Senior - age 60+	Monthly		\$55
Household - up to 6 people (2 adults + 4 dependants under age 26)	Monthly		\$103
Military Single - Active Duty or Veteran	Monthly	\$59	\$59
Military Senior - Active Duty or Veteran	Monthly	\$48	\$48
Military Dual - Active Duty or Veteran	Monthly	\$81	\$81
Military Household - Active Duty or Veteran	Monthly	\$91	\$91
Disabled Veteran Single	Monthly	\$34	\$34
Disabled Veteran Dual	Monthly	\$71	\$71
Disabled Veteran Household	Monthly	\$81	\$81
Membership adjustment			
Upgrade or downgrade	Per grade	\$15	\$15
On-Hold Fee	Monthly	\$15	\$15
Additional child	Monthly	\$15	\$15
Additional child	Annual	\$153	\$153
Caregiver added to household	Monthly	\$30	\$30
Caregiver added to household	Annual	\$325	\$325
Daily admission			
Youth - 11 & under	Daily	\$7	\$7
Senior - age 60+	Daily	\$7	\$7
Adult - age 12+	Daily	\$10	\$10
Group Aquatics Visit (Group of 20-30)	Discount Per person	-\$1.00 per person	-\$1.00 per person
Group Aquatics Visit (Group of 31-50)	Discount Per person	-\$1.50 per person	-\$1.50 per person
Group Aquatics Visit (Group of 50+)	Discount Per person	-\$2.00 per person	-\$2.00 per person
Daily admission add-ons			
Shower rental	Daily	\$6	\$6
Towel rental	Daily	\$3	\$3
Shower and towel rental with arena rental	Daily	\$3	\$3
Open gym			
Members	Daily	Free	Free
Non-members - individual - youth & senior	Daily	\$7	\$7
Non-members - individual - ages 12-59	Daily	\$10	\$10

Veteran's Memorial Community Center (continued)		2025 Resident Fees	2025 Non-resident Fees
Open pickleball	Frequency		
Members	Daily		Free
Non-members - individual - youth & senior	Daily		\$7
Non-Members - individual - ages 12-59	Daily		\$10
Open skate			
Open skate - members	Daily	Free	Free
Open skate - ages 12+	Daily	\$7	\$7
Daily admission - developmental ice	Daily	\$11	\$11
10-time pass - developmental ice	10 Visits	\$99	\$99
Open hockey	Daily	\$7	\$7
Skate rental	Daily	\$3	\$3
Room rental			
Gymnasium - athletic	Per hour	\$75	\$85
Gymnasium kitchen - special events and celebrations	Per day - hour	\$100	\$120
Gymnasium - wedding package	Per day	\$1,100 101 to 300 people	\$1,500 101 to 300 people
Gym damage deposit - Large special event	Per rental	\$500 Up to 300 people	\$500 Up to 300 people
Gym damage deposit - small special event	Per rental	\$100 Up to 100 people	\$100 Up to 300 people
Community room 1, 2, or 3	Per hour	\$60 Includes AV and kitchen	\$70 Includes AV and kitchen
Community room 2	Per hour	\$70 Includes AV and kitchen	\$80 includes AV and kitchen
Community room (combined 1 & 2)	Per hour	\$90 Includes AV and kitchen	\$100 includes kitchen & AV
National guard room A, B, C	Per hour	\$38	\$48
Legion room	Per hour	\$25	\$35
Poolside lobby room	Per hour	\$50	\$60
Brightside room	Per hour	\$42	\$52
Room damage deposit	Per rental	\$100	\$100
Room rental attendant	Per hour	\$50	\$50
Room Departure Late Fee	\$25 per 15 minutes	\$25 per 15 minutes	\$25 per 15 minutes
West rink - turf			
Prime rates (March - April)	Per hour	\$90	\$100
Non-prime rates (May - October)	Per hour	\$70	\$80
Child care			
Members	Per hour	Free	Free
Non-members childcare drop-in rate	Per hour	\$6 per child	\$6 per child
Employee childcare rate	Per hour	\$3 per child	\$3 per child
Party room rental - includes entry to water			
Daily - up to 20 people	Per use	\$275	\$275
Daily - 21 to 30 people	Per use	\$360	\$360
Additional Birthday Add On	Per person	\$7	\$7

Veteran's Memorial Community Center (continued)		2025 Resident Fees	2025 Non-resident Fees
Pool rental	Frequency		
Water park	Per hour	\$250	\$270 (2 hours minimum)
Water park - outside rental hours	Per hour	\$300	\$320 (2 hours minimum)
Lap pool	Per hour	\$90	\$90 (4 hours minimum)
Individual lane/person	Per hour	\$23	\$23
Diving well	Per hour	\$95	\$95
Swim event - lap and diving	Per hour	\$175	\$175
Aquatic staff fee - required based on facility rental	Per hour Per lifeguard	\$27	\$27
Tournament/Game Vendor			
Daily	Per day	\$50	\$50
Weekend	Per weekend	\$75	\$75

- Alcohol is allowed in the **NG Gym** only but requires a City Police Officer. See Police section of fee schedule for hourly rates.
- All month-to-month members can receive a 15% discount off 12 months paid in full (fee listed reflects discount)
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or

Parks and Recreation			
VMCC Arena Ice Time			
October 1, 2024 - March 12, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$235	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$170	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$235
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$170
March 13, 2025 - September 30, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm - 8:59 pm	\$170	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$155	
Saturday and Sunday	Prime 9:00 am - 7:59 pm		\$170
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$155
October 1, 2025 - March 12, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm - 9:59 pm	\$240	
Monday - Friday	Non Prime Before 3:00 pm and after 10:00 pm	\$175	
Saturday and Sunday	Prime 7:00 am - 8:59 pm		\$240
Saturday and Sunday	Non Prime Before 7:00 am and after 9:00 pm		\$175
March 13, 2026 - September 30, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm - 8:59 pm	\$175	
Monday - Friday	Non Prime Before 5:00 pm and after 9:00 pm	\$160	
Saturday and Sunday	Prime 9:00 am - 7:59 pm		\$175
Saturday and Sunday	Non Prime Before 9:00 am and after 8:00 pm		\$160

- Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax

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

CITY OF INVER GROVE HEIGHTS

By:_____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Administration				
Item Description	Code Section	License Period (if applicable)	2024 Fees	2025 Fees
General fees for services				
Copies (11 x 17 or less)			Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies	Black & White = \$0.25 per page Color = \$0.50 per page (2-sided copy = 2x fee) >100 pages = Staff Time + Copies
Copies (Greater than 11 x 17)			\$5 per page	\$5 per page
Returned check, ACH, credit, or debit card charge			\$30	\$30
Notary fee			\$5 per occurrence	\$5 per occurrence
Property assessment search			\$25	\$25
City code book			\$200	\$200
Mapping and GIS fees				
Letter (8.5" x 11")			\$5 + Shipping/Handling	\$5 + Shipping/Handling
Tabloid (11" x 17")			\$10 + Shipping/Handling	\$10 + Shipping/Handling
C-size (18" x 24")			\$15 + Shipping/Handling	\$15 + Shipping/Handling
D-size (24" x 36")			\$20 + Shipping/Handling	\$20 + Shipping/Handling
E-size (36" x 48")			\$25 + Shipping/Handling	\$25 + Shipping/Handling
Mailed in envelope (large maps folded):				
Letter or Tabloid			\$2 + Shipping/Handling	\$2 + Shipping/Handling
C (18" x 24") or D (24" x 36") size			\$3 + Shipping/Handling	\$3 + Shipping/Handling
E-size (36" x 48")			\$4 + Shipping/Handling	\$4 + Shipping/Handling
Mailed in Tube:				
Letter or Tabloid			\$3 + Shipping/Handling	\$3 + Shipping/Handling
C-size (18" x 24")			\$4 + Shipping/Handling	\$4 + Shipping/Handling
D-size (24" x 36")			\$5 + Shipping/Handling	\$5 + Shipping/Handling
E-size (36" x 48")			\$46 + Shipping/Handling	\$46 + Shipping/Handling
Other Methods:				
CD mailed			\$2 + Shipping/Handling	\$2 + Shipping/Handling
Custom map production using existing data			Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee	Subject to an hourly fee of \$50, half hour minimum, in addition to size-based map fee
Custom map production with data development			Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee	Subject to an hourly fee of \$100, half hour minimum, in addition to size-based map fee
Electronic data			Cost provided per request	Cost provided per request
Vector: shapefile or CAD			Varies	Varies
Raster: IMG, TF, SID			Varies	Varies
Graphic Files: JPG, PDF, TIF, AVI			Varies	Varies
GIS data or graphic files			Varies	Varies
Delivery on CD			\$10	\$10
Delivery by email			\$5	\$5

Business Licenses				
Item Description	Code Section	License Period (if applicable)	2024 Fees	2025 Fees
Body art and tattoo parlor license				
Initial business license (Includes 1 Art technician)	4-9-1	May 1st	\$100	\$200
Initial business background investigation plus 1 Art technician	4-9-1		\$500	\$500
Additional artist background investigation	1-10-2B		\$175	\$175
Renewal background investigation	1-10-2B		\$75	\$75
Business Subsidy Application				
Application			\$5,000 + Escrow	\$5,000 + Escrow
Contractor license				
License	4-6-2	1 year	\$100	\$100
Gambling premises permit				
Permit	4-7-8		No charge	No charge
Initial business background investigation	4-7-8		\$250	\$250
Kennel license				
Commercial kennel	5-4-9	Every 2 years on Feb 28th	\$500	\$500
Non-commercial kennel	5-4-9	Every 2 years on Feb 28th	\$100	\$100
Goat grazing permit				
Permit	5-4-15	30 days, twice each calendar year	\$50 per permit	\$50 per permit
Urban chicken-keeping license				
License	5-4-2	Every 2 years on Feb 28th	\$25	\$25
Hotel License				
License	4/16/2003	January 1st	\$150	\$150
Peddler permit				
Permit	4-11-4	One Year From Date Issued	\$80	\$80
Background Investigation			\$100	\$100
Solicitor registration				
Registration	4-11-4 4-11-5	One Year From Date Issued	No charge	No charge
Therapeutic massage business license				
Business license (Includes 1 therapist)	4-8A-3	May 1st	\$200	\$200
Initial business background investigation (Includes 1 therapist)	4-8A-4		\$500	\$500
Renewal business background investigation			\$75	\$75
Therapeutic massage therapist license				
Initial license - each additional therapist			\$175	\$175
Renewal of license - each additional therapist	4-8-1H	May 1st	\$55	\$55
Therapist background investigation	4-8-1H		\$75	\$75
Trash hauling license				
Garbage collection	8-6-2	May 1st	\$200 or \$250 Dependent on offered services	\$200 or \$250 Dependent on offered services
Vehicle junkyard license				
License	4-5C-4	Annual	\$1,000	\$1,000
Pawnbroker license				
License	4-2-5	May 1st	\$8,000	\$8,000
Reseller transaction fee	4-2-10		\$2	\$2
Pawnbroker background investigation				
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigations			\$75 per business & each partner	\$75 per business & each partner

Business Licenses (continued)		License Period	2024	2025
Item Description	Code Section	(if applicable)	Fees	Fees
Liquor license				
3.2 Liquor				
On-sale	4-1-10	January 1st	\$350	\$350
Off-sale	4-1-10	January 1st	\$100	\$100
Temporary on sale (includes Large Assembly)	4-1-10	Not to exceed 7 days	\$30	\$30
On-Sale (includes brew pub) - based on gross annual sales:				
\$0-\$250,000	4-1-10	January 1st	\$3,500	\$3,500
\$250,001 - \$500,000	4-1-10	January 1st	\$4,500	\$4,500
\$500,001 - \$1,000,000	4-1-10	January 1st	\$7,000	\$7,000
\$1,000,001 and above	4-1-10	January 1st	\$10,000	\$10,000
Sunday on-sale (brew pub)	4-1-10	January 1st	\$200	\$200
Sunday on-sale	4-1-10	January 1st	\$200	\$200
On-sale wine	4-1-10	January 1st	\$650	\$650
Special club on-sale	4-1-10	January 1st	\$225	\$225
Temporary on-sale	4-1-10	Not to exceed 4 days	\$30	\$30
Culinary class limited on-sale	4-1-10	January 1st	\$100	\$100
Off-sale	4-1-10	January 1st	\$200	\$200
Temporary off-sale wine	4-1-10	Not to exceed 3 days	\$25	\$25
Off-sale small brewer	4-1-10	January 1st	\$200	\$200
On-sale brew pub taproom with no intoxicating on-sale license	4-1-10	January 1st	\$500	\$500
One-day consumption and display permit	4-1-10	1 day	\$30	\$30
Consumption and display permit	4-1-10	April 1st	\$250	\$250
Liquor license background investigation				
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person	\$250 per person
Cannabis Registration - (Micro, mezzo, retailer, medical, medical combination, or lower-potency hemp edible retailer)				
Registration fee (initial)	TBD	TBD		\$500 or half the amount of the applicable initial license fee under Minnesota Statutes, Section 342.11, whichever is less
Registration fee (renewal)	TBD	TBD		\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11,, whichever is less
Tobacco License				
License (initial & renewal)		January 1st	\$300	\$300
Initial background investigation for business plus 1 partner	4-1-9		\$500	\$500
Initial background investigation for each additional partner	4-1-9		\$175	\$175
Renewal background investigation - includes compliance checks		January 1st	\$125 per business	\$125 per business
Change of ownership, officers or operating/general manager		January 1st	\$250 per person	\$250 per person
Rental license				
Single-family, condominium unit, townhome unit	4-13-3	2 years	\$50	\$65
Duplex, triplex, fourplex, apartment buildings	4-13-3	2 years	\$150 per building + \$15 per unit	\$165 per building + \$25 per unit
Background investigation	4-13-3	2 years	\$25 per license	\$25 per license
Large assembly permit				
Initial application	4-14-1		\$30 + escrow	\$30 + escrow
Large Assemblies require use of Police services. See Police section of fee schedules for hourly rates.				

Planning Fee Schedule				
Item Description	Code Section			2025 Fees
Administrative Subdivision				\$200 Base Fee + \$25 GIS Fee per lot
Comprehensive Plan Amendment				\$500 Base Fee + \$50 GIS Fee per lot + \$2,500 Escrow*
Concept Plan Review				\$150 Base Fee + \$1,500 Escrow*
Conditional Use Permit (Multi-Family & Non-Residential)				\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Conditional Use Permit (Residential)				\$250 Base Fee + \$52 Abstract Fee + \$500 Escrow*
Conditional Use Permit - Amendment				\$150 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Determination of Substantially Similar Use				\$200 Base Fee + \$200 Escrow*
Final Plat - (Multi-Family & Non-Residential)				\$500 Base Fee + \$52 Abstract Fee + \$100 GIS Fee per acre + \$6,000 Escrow*
Final Plat - (Residential)				\$500 Base Fee + \$52 Abstract Fee + \$25 GIS Fee per lot + \$6,000 Escrow*
Interim Use Permit				\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Major Site Plan Review				\$500 Base Fee + \$6,000 Escrow*
Non-Conforming Use Certificate				\$500 Base Fee + \$52 Abstract Fee + \$1,250 Escrow*
Northwest Area Environmental Studies Fee (Paid with Final Plat/PUD)				\$80 per gross acre
Northwest Area Sketch Plan Review				\$1,000 Escrow*
Planned Unit Development (PUD) - Preliminary				\$1,000 + plat fees + \$52 Abstract Fee + \$6,000 Escrow*
Planned Unit Development (PUD) - Final				\$500 Base Fee + \$52 Abstract Fee + \$6,000 Escrow*
Planned Unit Development (PUD) - Amendment				\$250 Base Fee + \$52 Abstract Fee + \$2,000 Escrow*
Preliminary Plat				\$500 Base Fee + \$5 per lot + \$6,000 Escrow*
Rezoning				\$500 Base Fee + \$50 GIS Fee + \$1,000 Escrow*
Street Dedication				Escrow*
Street/Easement Vacation				Escrow*
Variance (Non-Residential)				\$200 Base Fee + \$52 Abstract Fee + \$1,000 Escrow*
Variance (Residential)				\$200 Base Fee + \$52 Abstract Fee
Waiver of Plat				\$300 Base Fee + \$52 Abstract Fee + \$25 GIS Fee
Wetland Replacement Plan				\$200 Base Fee + \$100 GIS Fee per acre + \$2,500 Escrow*
Wetland Code Amendment				\$500 base Fee + \$1,000 Escrow*
Zoning Interpretation Appeal				\$500 base Fee + \$1,000 Escrow*
*The above escrow amounts represent the minimum deposit required. Additional escrow amounts may be required depending upon the size, complexity, and scope of the project.				

Police Department				
Item Description	Code Section	License Period	2024 Fees	2025 Fees
General fees for services				
Records check for foster care or day care			\$20 per adult	\$20 per adult
Records check clearance letter (i.e. adoption, passport, etc.)			\$32	\$32
All other police reports, data, or accident reports (printed)			\$0.25 per page	\$0.25 per page
No charge to victim of domestic assault. Requests of 100 or more pages will be based on the actual cost of retrieving the data.				
Police officer and squad car off-duty charge			\$80 per hour	\$97 per hour
Audio/video/photographs				
Body worn camera			\$25 per clip or video	\$25 per clip or video
Squad camera			\$25 per clip or video	\$25 per clip or video
Audio, video, or photographs			\$25 per CD or DVD	\$25 per CD or DVD
Excessive Consumption of City Services				
Excess code inspections (4 or more)	4-15-7		\$250 per inspection	\$250 per inspection
Excess police and/or nuisance calls	4-15-7		\$250 per inspection	\$250 per inspection
Volunteer Surrender of Firearm by Civil Order				
Intake fee	MN Stat. 518B.01		\$50	\$50
Storage of firearm	MN Stat. 518B.01		\$0.50 per day	\$0.50 per day
Firearm release	MN Stat. 518B.01		\$50	\$50
Abandoned firearm	MN Stat. 518B.01		Revenue minus costs	Revenue minus costs
Proceeds of sale, less actual disposal fees, returned to owner. If owner cannot be contacted remainder goes into the General Fund				
Animal Control				
Pound redemption fees			\$35	\$35
Pet owner may be charged additional fees by the animal hospital that is contracted by the City of Inver Grove Heights prior to release to pet owner.				
Dog found unvaccinated	5-4-3		Misdemeanor	Misdemeanor
Dangerous dog hearing		Per hearing	\$150	\$150
Dangerous dog yard sign (required)	5-4-6		\$8	\$8
Dangerous dog tag (required)	5-4-6	Per dog	\$2	\$2
Appeal fees for dangerous dog declarations	5-4-6		\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000	\$150 - If designation is upheld, the fee shall be the actual expenses of the hearing, not to exceed \$1,000
Danergous dog registration		Annually; while dog resides in Inver Grove Heights	\$150	\$150
False Alarm Response Fees				
1st false alarm: Letter sent to home/business owner	5-3-4		Warning	Warning
2nd false alarm: Letter sent to home/business owner	5-3-4		Warning	Warning
3rd false alarm	5-3-4		\$100	\$100
4th false alarm	5-3-4		\$200	\$200
5th false alarm	5-3-4		\$300	\$300

Fire Permits				
Item Description	Code Section	License Period (if applicable)	2024 Fees	2025 Fees
Fire permits				
Recreational fire	9-2-3		\$15 per fire	\$15 per fire
Permanent recreational fire ring	9-2-3		\$25	\$25
Disposal permit for trees, brush, grass and other vegetative matter for the development and maintenance of land and rights-of-way	7-3-7-3 7-3-7-5B		\$0.50 per cubic yard \$100 minimum	\$0.50 per cubic yard \$100 minimum
Open burning permit as defined by Minnesota rules related to open burning	9-2-3		\$25	\$25
Fire code operational permits	9-2-1		\$25 per permit Up to four permits per occupant within a business premise	\$25 per permit Up to four permits per occupant within a business premise
Ventilation system cleaning permit				
Permit	Section 9-2-3		\$75	\$75
• See fire code permits under Building section				

Building, Construction, Engineering, & Plan Review				
Item Description	Code Section	License Period (if applicable)	2024 Fees	2025 Fees
Building permit valuation				
< \$1,000.00	\$55		Fee range \$55	\$1 to \$500, Minimum fee \$55;
\$1,001 - \$2,000	\$55		\$55 plus \$2.85 / \$100 valuation* > \$1,000;	\$501 to \$2,000, \$55 for the first \$500 plus \$3.70 for each additional \$100 or fraction thereof, to and including \$2,000;
\$2,001 - \$25,000	\$83.5		\$83.50 plus \$16.55/ \$1,000 valuation* > \$2,000;	\$2,001 to \$25,000, \$83.50 for the first \$2,000 plus \$16.55 for each additional \$1,000 or fraction thereof, to and including \$25,000;
\$25,001 - \$50,000	\$464.1		\$464.15 plus \$12.00 / \$1,000 valuation* > \$25,000;	\$25,001 to \$50,000, \$464.15 for the first \$25,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$50,000;
\$50,001 - \$100,000	\$764.1		\$764.15 plus \$8.45 / \$1,000 valuation* > \$50,000;	\$50,001 to \$100,000, \$764.15 for the first \$50,000 plus \$8.45 for each additional \$1,000 or fraction thereof, to and including \$100,000;
\$100,001 - \$500,000	\$1,186.6		\$1,186.65 plus \$6.75 / \$1,000 valuation* > \$100,000;	\$100,001 to \$500,000, \$1,186.65 for the first \$100,000 plus \$6.75 for each additional \$1,000 or fraction thereof, to and including \$500,000;
\$500,001 - \$1,000,000	\$3,886.6		\$3,886.65 plus \$5.50 / \$1,000 valuation* > \$500,000;	\$500,001 to \$1,000,000, \$3,886.65 for the first \$500,000 plus \$5.50 for each additional \$1,000 or fraction thereof, to and
> \$1,000,001	\$6,636.6		\$6,636.65 plus \$4.50 / \$1,000 valuation* > \$1,000,000 or fractional thereof.	\$1,000,001 and up, \$6,636.65 for the first \$1,000,000 plus \$4.50 for each additional \$1,000 or fraction thereof.
Inspection fees				
Inspection Inspections - special request, re-inspections, stop work	3-4-2-1		\$105	\$105
Investigation - working without permits			Fee equal to permit value	Fee equal to permit value
Inspections outside of normal business hours when approved by the director	3-4-2-1		\$150 per hour	\$150 per hour
Inspection Card Replacement				\$25
Permit Renewal Fee / Expired Permit				50% of permit fee
Excess code inspections - 4 or more	4-15-1		\$250	\$250
Building permits				
Technology Fee				\$5.00 technology fee to be added to each permit issued
Plan review	3-4-2-1		65% of the building permit fee when determined by valuation	65% of the building permit fee when determined by valuation
Plan review revision fee				additional plan review required by changes, additions, or revisions to approved plans (minimum charge one-half hour), \$63.25 per hour.
Accessory structure, garage, pole building, or shed	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Residential alteration or remodel	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Commercial alteration or remodel	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Alteration or remodel (multi-family)	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Basement finish	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Certificate of occupancy agreement	3-4-2-1		\$100	\$100
Cell tower	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Commercial building	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Decks	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Moving of buildings	3-4-2-1		\$300	\$300

Building Permits (continued)		License Period		2024 Fees	2025 Fees
Item Description	Code Section	(if applicable)			
Porch-3 season, 4 season, or screened	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Retaining wall less than 4 feet	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Retaining wall 4 feet or greater	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Roofing commercial	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Roofing multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Roofing single-family or duplex residential	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
SAC fee (sanitary sewer availability)	3-4-2-1		\$2,485		\$2,485
Siding single-family or duplex residential home	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Siding commercial	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Siding multi-family - 3 or more units	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Siding single-family or duplex residential	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
Solar array rooftop	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Solar array ground mount	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Window and/or door (egress or change in size)	3-4-2-1		Based on valuation + plan review + state surcharge		Based on valuation + plan review + state surcharge
Window and/or door replacement (no change in size)	3-4-2-1		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295		Valuation < \$10,000 = \$135; Valuation >= \$10,000 and < \$15,000 = \$215; Valuation >= \$15,000 = \$295
Demolition permit					
Demolition of accessory structures or pool	3-4-2-1		\$126		\$129
Demolition of commercial	3-4-2-1		\$126		\$129
Demolition of single-family	3-4-2-1		\$126		\$129
Demolition of manufactured home	3-4-2-1		\$126		\$129
Demolition of septic	3-4-2-1		\$126		\$129
Driveway permit					
Driveway - replacement, construction, or expansion	10-15-20.I		\$25		\$25
Fence permit					
Fence	3-4-2-1		\$50		\$50
Commercial or multi-family plan review	3-4-2-1		65% of 2% valuation		65% of 2% valuation

Building Permits (continued)		License Period		
Item Description	Code Section	(if applicable)	2024 Fees	2025 Fees
Right of way management				
Right-of-way excavation permit- in roadway	7-2-1		\$200	\$200
Surety required to ensure that the street is properly restored.	7-2-3		\$5,000 Bond	\$5,000 Bond
Right-of-way utility permit - spot or linear installation	7-3-7		\$200 per 1,000 feet of utility installation; minimum \$200	\$200 per 1,000 feet of utility installation; minimum \$200
Surety required to ensure that the right-of-way is properly restored	7-3-7-2	Annual	\$10,000 Bond per contractor Can be applied to multiple permits	\$10,000 Bond per contractor Can be applied to multiple permits
Right-of-way obstruction permit - shoulder, lane, or sidewalk/trail closure	7-3-7		\$200	\$200
Overweight load permit	6-1-6		\$75 per load	\$75 per load
Surety may be required to ensure restoration of any road damage due to overweight loads	6-1-6		Varies dependent on road rating, load weight, and quantity of loads. \$5,000 Bond when required	Varies dependent on road rating, load weight, and quantity of loads. \$5,000 Bond when required
Fire code permit				
Automatic fire sprinkler system	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Fire alarm and detection systems and related equipment	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Automatic fire extinguishing systems	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Smoke control and exhaust systems	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Spraying or dipping tank, room or booth	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Other construction permits required by section 105.7 fire code	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Manufactured home permits				
New manufactured home installation	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Mechanical permit				
Air conditioner and/or furnace	3-4-2-1		\$99	\$102
Chimney	3-4-2-1		\$99	\$102
Ductwork and ventilation	3-4-2-1		\$99	\$102
Fireplace and gas appliances	3-4-2-1		\$99	\$102
Gas piping and air test	3-4-2-1		\$99	\$102
In-floor heating	3-4-2-1		\$99	\$102
Single-family new construction residential	3-4-2-1		\$149	\$154
Commercial and multi-family	3-4-2-1		\$99 Base Fee + 2% of valuation + PLAN REVIEW + State Surcharge	\$99 Base Fee + 1.5% of valuation + PLAN REVIEW + State Surcharge
Commercial and multi-family plan review	3-4-2-1		65% of 2% valuation	65% of 1.5% valuation
On-site septic systems permit (includes site review)				
Single-family - new or replacement of existing	3-4-2-1		\$469 If new add \$1.00 state surcharge	\$485 If new add \$1.00 state surcharge
Commercial systems less than 4,999 gallons per day	3-4-2-1		\$729 If new add \$1.00 state surcharge	\$770 If new add \$1.00 state surcharge
Commercial systems more than 5,000 gallons per day	3-4-2-1		\$1499 If new add \$1.00 state surcharge	\$1545 If new add \$1.00 state surcharge
Tank replacement	3-4-2-1		\$260	\$268
Septic operator's permit	3-4-2-1	3 years	\$35	\$35

Building Permits (continued)		License Period		
Item Description	Code Section	(if applicable)	2024 Fees	2025 Fees
Plumbing permit				
Single-family residential	3-4-2-1		\$149	\$154
Commercial or multi-family	3-4-2-1		\$99 Base fee + 2% of valuation	\$99 Base fee + 1.5% of valuation
Plumbing installation or replacement of single fixture	3-4-2-1		\$99	\$102
PVB - Residential Lawn Irrigation	3-4-2-1		\$99	\$102
RPZ - Commercial or multi-family lawn irrigation	3-4-2-1		\$99	\$102
Sewer & water connection residential	3-4-2-1		\$139	\$144
Sewer & water connection commercial or multi-family	3-4-2-1		\$99 Base fee + 2% of valuation	\$99 Base fee + 1.5% of valuation
Water heater replacement	3-4-2-1		\$78	\$80
Water softener replacement	3-4-2-1		\$78	\$80
Commercial and multi-family plan review	3-4-2-1		65% of 2% valuation	65% of 1.5% valuation
Pool permit				
Above-ground swimming pools (includes fence)	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
In-ground swimming pools	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Sign and billboard permit				
Permanent business signs regardless of size	3-4-2-1		\$50	\$50
Billboards up to 100 square feet in area	3-4-2-1		\$200	\$200
Billboards over 100 sq ft	3-4-2-1		\$300	\$300
Temporary portable signs	3-4-2-1		\$15	\$15
Monument/pylon signs	3-4-2-1		Based on valuation + plan review + state surcharge	Based on valuation + plan review + state surcharge
Utility connection fees				
Utilities - water core connection	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - sewer core connection	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - sewer connection	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - water connection unit	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - water treatment plant	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - Eagan utility	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Utilities - B-line connection charge	3-4-2-2		See ordinance for fee structure	See ordinance for fee structure
Hydrant meters				
Hydrant, meter, or valve damage deposit	8-2-13	Annual	\$1,500	\$1,500
Daily hydrant or meter rental	8-2-13		\$2/Day + Cost of Water Used Minimum \$75	\$4/Day + Cost of Water Used Minimum \$75

Building Permits (continued)		License Period		
Item Description	Code Section	(if applicable)	2024 Fees	2025 Fees
Water meter fees				
3/4" Mag/lperl meter	3-4-2-2		\$218.75	\$240.63
3/4" Mag/lperl meter tax	3-4-2-2		\$15.59	\$17.15
1" Mag/lperl meter	3-4-2-2		\$337.50	\$371.25
1" Mag/lperl meter tax	3-4-2-2		\$24.05	\$26.45
1 1/2" Compound/Omni meter	3-4-2-2		\$2,012.50	\$2,213.75
1 1/2" Compound/Omni meter tax	3-4-2-2		\$143.39	\$157.73
1 1/2" Turbine/Omni meter	3-4-2-2		\$1,375	\$1,512.50
1 1/2" Turbine/Omni meter tax	3-4-2-2		\$97.97	\$107.77
2" Turbine/Omni meter	3-4-2-2		\$1,631.25	\$1,794.38
2" Turbine/Omni meter tax	3-4-2-2		\$116.23	\$127.85
2" Compound/Omni meter	3-4-2-2		\$2,325	\$2,557.50
2" Compound/Omni meter tax	3-4-2-2		\$165	\$182.22
3" Turbine/Omni meter	3-4-2-2		\$2,037.50	\$2,241.25
3" Turbine/Omni meter tax	3-4-2-2		\$145.17	\$159.69
3" Compound/Omni meter	3-4-2-2		\$2,937.50	\$3,231.25
3" Compound/Omni meter tax	3-4-2-2		\$209.30	\$230.23
4" Turbine/Omni meter	3-4-2-2		\$3,962.50	\$4,358.75
4" Turbine/Omni meter tax	3-4-2-2		\$282.33	\$310.56
4" Compound/Omni meter	3-4-2-2		\$5,112.50	\$5,623.75
4" Compound/Omni meter tax	3-4-2-2		\$353.27	\$400.69
Single port radio head	3-4-2-2		\$235	\$258.50
Single port radio head tax	3-4-2-2		\$16.74	\$18.42
Dual port radio head	3-4-2-2		\$272.50	\$299.75
Dual port radio head tax	3-4-2-2		\$19.42	\$21.36
Meter testing				
5/8" meter	8-2-9.F		\$140	\$146
3/4 " meter	8-2-9.F		\$140	\$146
1" meter	8-2-9.F		\$140	\$146
1.5" meter	8-2-9.F		\$175	\$182
2" meter	8-2-9.F		\$175	\$182
Compound meter	8-2-9.F		\$400	\$416
Service Charges				
Water shut-offs and turn-ons	8-2-11		\$25 per occurrence	\$50 per occurrence
Irrigation - on/off seasonal charge				\$50 per occurrence
Lien Certification - Administration Fee				8%
Lien Certification - Interest				8%
Zoning and regulations				
Nuisance abatement for mowing	5-9-6		\$70 per hour	\$85 per hour + 25% administrative fee
Comprehensive guide plan			\$100	\$100
Construction plan sheet (22"x34")			\$20	\$20
Zoning & related land use regulations			\$75	\$75
Subdivision code			\$25	\$25
Zoning letter			\$100	\$100
Sewage tank maintenance permit (commercial and residential operating permit)			\$35	\$35

Building Permits (continued)		License Period		
Item Description	Code Section	(if applicable)	2024 Fees	2025 Fees
Land alteration permit				
Shoreland impact zones: 10 to 499 cubic yards (steep slopes)	10-13B-10		With building permit: no fee If no other permit: \$250	With building permit: no fee If no other permit: \$250
Shoreland impact zones: 50 to 499 cubic yards	10-13B-10		With building permit: no fee If no other permit: \$250	With building permit: no fee If no other permit: \$250
0 to 499 cubic yards	9-4-1-7		No fee, no permit required	No fee, no permit required
500 up to 999 cubic yards	9-4-1-2		\$400	\$400
	9-4-1-7			
	10-13J-5			
1,000 up to 10,000 cubic yards	9-4-1-2		\$900	\$900
	9-4-1-7			
	10-13J-5			
10,000 up to 99,999 cubic yards	9-4-1-2		\$5,000	\$5,000
	9-4-1-7			
	10-13J-5			
100,000 cubic yards or more	9-4-1-2		\$10,000	\$10,000
	9-4-1-7			
	10-13J-5			
All land alteration permits over 500 cubic yards require a cash escrow or letter of credit surety, based on the area disturbed, to guarantee final restoration	9-4-1-6.E		\$5,000 per acre Minimum \$10,000	\$5,000 per acre Minimum \$10,000
Renewal (extension) permit	9-4-1-9	Annual	\$100	\$100
Small wireless facility row permit				
Up to five (5) small wireless facilities	7-3-7-3		\$525	\$550
Additional small wireless facility	7-3-7-3		\$105	\$110
Small wireless facility annual rental	7-3-7-5	Annual	\$175 per wireless support structure	\$150 per wireless support structure
Permit surety escrow fee paid by tenant prior to approval of row permit	7-3-7-4		\$2,500	\$2,500
Small wireless facility electrical fee				
A. Per radio node less than or equal to 100 maximum watts	7-3-7-5	Annual	\$876	\$876
B. Per radio node over 100 maximum watts	7-3-7-5	Annual	\$2,184	\$2,184
C. Per radio node if the actual costs exceed the amount in item A. or B. above	7-3-7-5	Annual	Actual Cost	Actual Cost
D. As agreed to by tenant and the city	7-3-7-5	Annual	Actual Cost	Actual Cost

Parks and Recreation					
Park Usage	Frequency	2024 Resident Fees	2024 Non Resident Fees	2025 Resident Fees	2025 Non Resident Fees
Park rental					
Park shelters *excluding Swing Bridge Park	5 hour block	\$75 + Damage deposit	\$95 + Damage deposit	\$75 + Damage deposit	\$95 + Damage deposit
Swing Bridge Park shelter	5 hour block	\$115 + Damage deposit	\$135 + Damage deposit	\$115 + Damage deposit	\$135 + Damage deposit
South Valley Shelter	5 hour block	\$140	\$170	175+Damage deposit	200 + Damage deposit
Park shelter damage deposit	Per rental	\$75	\$75	\$75	\$75
Additional trash barrels/picnic tables	Per day	\$52	\$62	\$52	\$62
Add portable restroom to rental	Per day	\$85	\$95	\$85	\$95
Add portable restroom cleaning	Per unit	\$65	\$75	\$65	\$75
Add ADA portable restroom cleaning	Per unit	\$135	\$145	\$135	\$145
Neighborhood park or school athletic field	Per game/practice	\$45	\$55	\$45	\$55
Neighborhood park open green space	5 hour block	\$60	\$70	\$60	\$70
Outdoor ice rink					
Outdoor ice rink	Per hour	\$30	\$30	\$30	\$30
Outdoor ice rink w/ attendant	Per hour	\$40	\$40	\$40	\$40
Soccer/Football/Lacrosse fields					
Youth	Per game/practice	\$90	\$110	\$95	\$115
Adult	Per game/practice	\$105	\$125	\$110	\$130
Rich Valley Athletic Complex					
Baseball field					
Youth	Per game/practice	\$90/\$75	\$115/\$85	\$90/\$75	\$115/\$85
Adult	Per game/practice	\$105	\$125	\$105	\$125
Fall ball (Sept 1st-Oct 15th)	Per game	\$85	\$95	\$85	\$95
Youth tryouts	Per hour	\$45	\$55	\$45	\$55
Softball field					
Youth	Per game/practice	\$70	\$90	\$70	\$90
Adult	Per game/practice	\$80	\$100	\$80	\$100
Soccer field					
Youth	Per game/practice	\$90	\$110	\$95	\$115
Adult	Per game/practice	\$105	\$125	\$110	\$130
1/2 Field	Per game/practice	\$60	\$70	\$65	\$75
Inver Grove Heights Youth Athletic Association					
User fee	Per player/sport/season	\$20	\$27	\$20	\$27
Tournaments					
IGH association	Per field/per day	\$110	\$110	\$120	\$120
Youth baseball	Per game	\$100	\$125	\$100	\$125
Adult baseball	Per game	\$110	\$130	\$110	\$130
Youth softball	Per game	\$75	\$95	\$75	\$95
Adult softball	Per game	\$95	\$115	\$95	\$115
Administrative fee (non-refundable)	Per tournament	\$100	\$100	\$0	\$0
Cancellation fee within 14 days	Per field	\$100	\$100	\$100	\$100
Cancellation fee within 5 days	Per game	100%	100%	100%	100%
Tournament/game vendor					
Single day	Per day	\$75	\$85	\$75	\$85
Weekend (two days)	Per weekend	\$115	\$125	\$115	\$125
Concessions stand					
Weekend	Per weekend	\$275	\$275	\$285	\$300
Day	Per day	\$110	\$135	\$115	\$140

Park Usage (continued)		2024 Resident Fees	2024 Non Resident Fees	2025 Resident Fees	2025 Non Resident Fees
Additional maintenance (staff, supplies equipment, etc.)					
Enhanced maintenance (1 staff member)	Per hour	\$40	\$50	\$40	\$50
Enhanced maintenance (team of 2)	Per hour	\$75	\$95	\$75	\$95
Enhanced maintenance (team of 3)	Per hour	\$100	\$120	\$100	\$120
Rich Valley lights	Per hour	\$50	\$70	\$50	\$70
Add chalk lines	Per park	\$25	\$35	\$25	\$35
Disc golf					
Annual pass	Annual	\$33	\$44	\$35	\$45
Daily pass	Per day	\$6	\$6	\$6	\$6
Weekday tournament	Per day	\$225	\$250	\$225	\$250
Weekend tournament	Per weekend	\$520	\$545	\$520	\$545
Dog park pass					
1st Dog	Annual	\$22	\$33	\$22	\$33
Each additional dog	Annual	\$17	\$28	\$17	\$28
Lost pass replacement	Each time	\$6	\$6	\$6	\$6
Pickleball court rental					
Each court	Per hour (up to 3 hours)	\$8	\$10	\$8	\$10
All courts	Per 2 hours	\$125	\$135	\$125	\$135
All courts	Per 4 hours	\$250	\$270	\$250	\$270
All courts	Per 8 hours	\$500	\$520	\$500	\$520
Tennis court rental					
Each court	Per hour	\$8	\$10	\$8	\$10
Mountain bike course rental					
Tournament	Per day	\$510	\$535	\$510	\$535
Community garden rental					
Garden plot	Per plot	\$36	\$36	\$36	\$36
Recreation Brochure Advertisement					
Digital Advertisements (color or grayscale, and grayscale print advertisement)					
1/4 page	Per advertisement		\$325	\$325	
1/2 page	Per advertisement		\$625	\$625	

Inver Wood Golf Course		Frequency	2024 Resident Fees	2024 Non-resident Fees	2025 Fees
Pull-cart rental					
Pull-cart rental	Per round	\$5	\$5	\$5	
Golf car rental					
18 Holes	Per round	\$24	\$24	\$25	
9 Holes	Per round	\$15.50	\$15.50	\$16	
Executive	Per round	\$9	\$9	\$10	
Twilight	Per round	\$18.50	\$18.50	\$19	
Twilight - Executive	Per round	\$9	\$9	\$10	
Driving range					
Large bucket	Per bucket	\$15	\$15	\$15	
Medium bucket	Per bucket	\$12	\$12	\$12	
Small bucket	Per bucket	\$9	\$9	\$9	
Player's card					
Player's card - Resident	Per season	\$100	\$100	\$100	
Player's card - Non-resident	Per season	\$120	\$120	\$120	
Regular memberships					
Adult single - age 19 - 59	Annual	\$1,500	\$1,500	\$1,500	
Adult couple - age 19 - 59 (Same household)	Annual	\$2,650	\$2,650	\$2,650	
Senior single - age 60+	Annual	\$1,200	\$1,200	\$1,200	
Junior - age 18 and under	Annual	\$600	\$600	\$600	
• Regular Membership Includes Greens Fees only. Play any day, any time, includes holidays.					
Platinum memberships					
Adult single - age 19 - 59	Annual	\$2,875	\$2,875	\$2,875	
Adult couple - age 19 - 59 (same household)	Annual	\$4,250	\$4,250	\$4,250	
Additional dependent - age 18 and under	Annual	\$275	\$275	\$275	
• Platinum membership includes greens fees, range balls, golf car, play any day, any time, includes holidays.					
Restricted memberships					
Adult single - age 19 - 59	Annual	\$1,025	\$1,025	\$1,025	
Adult couple - age 19 - 59	Annual	\$1,725	\$1,725	\$1,725	
Additional dependent - age 18 and under	Annual	\$225	\$225	\$225	
• Restricted membership includes greens fees only. Good for play Monday - Thursday, holidays NOT included.					

Inver Wood Golf Course (continued)		2024 Resident Fees	2024 Non-Resident Fees	2025 Fees
Daily Greens Fees				
Monday through Thursday: 7am - 5pm and Fridays 7am - Noon				
18 Holes green fees				
Adult - age 19 - 59	Per round	\$47	\$47	\$49
Senior - age 60+	Per round	\$34	\$34	\$35
Junior - age 18 and under	Per round	\$34	\$34	\$35
Player's card fee	Per round	\$40	\$40	\$42
9 Holes green fees				
Adult - age 19 - 59	Per round	\$26	\$26	\$27
Senior - age 60+	Per round	\$19	\$19	\$20
Junior - age 18 and under	Per round	\$19	\$19	\$20
Player's card fee	Per round	\$23	\$23	\$24
Executive Course				
Adult	Per round	\$20	\$20	\$21
Junior and senior	Per round	\$15	\$15	\$15
Player's card fee	Per round	\$16	\$16	\$17
Daily Green Fees				
Everyday: 5pm - Close/Twilight Play				
18 Holes green fees				
Adult - age 19 - 59	Per round	\$36	\$36	\$37
Senior - age 60+	Per round	\$24	\$24	\$25
Junior - age 18 and under	Per round	\$24	\$24	\$25
9 Holes green fees				
Adult - age 19 - 59	Per round	\$26	\$26	\$27
Senior - age 60+	Per round	\$19	\$19	\$20
Junior - age 18 and under	Per round	\$19	\$19	\$20
Player's card fees				
Player's card	Per round	\$28.50	\$28.50	\$30.00
Daily Green Fees				
Friday: Noon - 5pm, Saturday and Sunday: 6am - Noon & Holidays				
18 Holes green fees				
All ages	Per round	\$55.50	\$55.50	\$58
Player's card fee	Per round	\$47	\$47	\$49
9 Holes green fees				
All ages	Per round	\$37	\$37	\$38
Player's card fee	Per round	\$26	\$26	\$27
Executive green fees				
All ages	Per round	\$24	\$24	\$25
Player's card fee	Per round	\$20	\$20	\$21
Daily Greens Fees				
Saturday and Sunday: Noon - 5pm				
18 Holes				
Adult - age 19 - 59	Per round	\$47	\$47	\$49
Senior - age 60+	Per round	\$33.50	\$33.50	\$35
Junior - age 18 and Under	Per round	\$33.50	\$33.50	\$35
9 Holes				
Adult - age 19 - 59	Per round	\$26	\$26	\$27
Senior - age 60+	Per round	\$19	\$19	\$20
Junior - age 18 and under	Per round	\$19	\$19	\$20
Player's card				
18 Hole greens fee	Per round	\$40	\$40	\$42
9 Hole greens fee	Per round	\$23	\$23	\$24
Executive greens	Per round	\$16	\$16	\$17

Parks and Recreation					
Veteran's Memorial Community Center	Frequency	2024 Resident Fees	2024 Non-resident Fees	2025 Resident Fees	2025 Non-resident Fees
Membership enrollment					
Single - age 12-59	One-time	\$55	\$75	\$55	\$75
Senior - age 60+	One-time	\$55	\$75	\$55	\$75
Dual	One-time	\$55	\$75	\$55	\$75
Household - up to 6 people (2 adults + 4 dependants under age 26)	One-time	\$55	\$75	\$55	\$75
Annual membership					
Single - age 12-59	Annual	\$704	\$704	\$704	\$704
Senior - age 60+	Annual	\$561	\$561	\$561	\$561
Dual	Annual	\$918	\$918	\$918	\$918
Household - up to 6 people (2 adults + 4 dependants under age 26)	Annual	\$1,051	\$1,051	\$1,051	\$1,051
Monthly membership					
Single	Monthly	\$69	\$69		\$69
Dual	Monthly	\$90	\$90		\$90
Senior - age 60+	Monthly	\$55	\$55		\$55
Household - up to 6 people (2 adults + 4 dependants under age 26)	Monthly	\$103	\$103		\$103
Military Single - Active Duty or Veteran	Monthly	\$59	\$59	\$59	\$59
Military Senior - Active Duty or Veteran	Monthly	\$48	\$48	\$48	\$48
Military Dual - Active Duty or Veteran	Monthly	\$81	\$81	\$81	\$81
Military Household - Active Duty or Veteran	Monthly	\$91	\$91	\$91	\$91
Disabled Veteran Single	Monthly	N/A	N/A	\$34	\$34
Disabled Veteran Dual	Monthly	N/A	N/A	\$71	\$71
Disabled Veteran Household	Monthly	N/A	N/A	\$81	\$81
Corporate membership					
Single	Monthly	\$59	\$59		\$0
Dual	Monthly	\$81	\$81		\$0
Senior - age 60+	Monthly	\$48	\$48		\$0
Household - up to 6 people	Monthly	\$91	\$91		\$0
Membership adjustment					
Upgrade or downgrade	Per grade	\$15	\$15	\$15	\$15
On-Hold Fee	Monthly	\$15	\$15	\$15	\$15
Additional child	Monthly	\$15	\$15	\$15	\$15
Additional child	Annual	\$180	\$180	\$153	\$153
Caregiver added to household	Monthly	\$30	\$30	\$30	\$30
Caregiver added to household	Annual	\$325	\$325	\$325	\$325
Daily admission					
Youth - 11 & under	Daily	\$7	\$7	\$7	\$7
Senior - age 60+	Daily	\$7	\$7	\$7	\$7
Adult - age 12+	Daily	\$10	\$10	\$10	\$10
Group Aquatics Visit (Group of 20-30)	Discount Per person			-\$1.00 per person	-\$1.00 per person
Group Aquatics Visit (Group of 31-50)	Discount Per person			-\$1.50 per person	-\$1.50 per person
Group Aquatics Visit (Group of 50+)	Discount Per person			-\$2.00 per person	-\$2.00 per person
Daily admission add-ons					
Shower rental	Daily	\$6	\$6	\$6	\$6
Towel rental	Daily	\$3	\$3	\$3	\$3
Shower and towel rental with arena rental	Daily	\$3	\$3	\$3	\$3
Open gym					
Members	Daily	Free	Free	Free	Free
Non-members - individual - youth & senior	Daily	\$7	\$7	\$7	\$7
Non-members - individual - ages 12-59	Daily	\$10	\$10	\$10	\$10

Veteran's Memorial Community Center (continued)		2024 Resident Fees	2024 Non-resident Fees	2025 Resident Fees	2025 Non-resident Fees
Open pickleball					
Members	Daily	Free	Free		Free
Non-members - individual - youth & senior	Daily	\$7	\$7		\$7
Non-Members - individual - ages 12-59	Daily	\$10	\$10		\$10
Studio rental					
Fitness studio	Per hour	\$55	\$60	NA - Internal Use only	NA - Internal Use only
Fitness TRX room	Per hour	\$40	\$50	NA - Internal Use only	NA - Internal Use only
Open skate					
Open skate - members	Daily	Free	Free	Free	Free
Open skate - ages 12+	Daily	\$7	\$7	\$7	\$7
Daily admission - developmental ice	Daily	\$11	\$11	\$11	\$11
10-time pass - developmental ice	10 Visits	\$99	\$99	\$99	\$99
Open hockey	Daily	\$7	\$7	\$7	\$7
Skate rental	Daily	\$3	\$3	\$3	\$3
Room rental					
Gymnasium - athletic	Per hour	\$70	\$80	\$75	\$85
Gymnasium kitchen - special events and celebrations	Per day - hour	\$100	\$120	\$100	\$120
		\$1100	\$1500	\$1,100	\$1,500
Gymnasium - wedding package	Per day	Up to 300 people	Up to 300 people	101 to 300 people	101 to 300 people
Gym damage deposit - Large special event	Per rental	\$500	\$500	\$500 Up to 300 people	\$500 Up to 300 people
Gym damage deposit - small special event	Per rental			\$100 Up to 100 people	\$100 Up to 300 people
Community room 1, 2, or 3	Per hour	\$57 includes AV	\$67 includes AV	\$60 Includes AV and kitchen	\$70 Includes AV and kitchen
Community room 2	Per hour	\$67 includes AV and kitchen	\$77 includes AV and kitchen	\$70 Includes AV and kitchen	\$80 includes AV and kitchen
Community room (combined 1 & 2)	Per hour	\$87 includes kitchen & AV	\$97 includes kitchen & AV	\$90 Includes AV and kitchen	\$100 includes kitchen & AV
National guard room A, B, C	Per hour	\$38	\$48	\$38	\$48
Legion room	Per hour	\$25	\$35	\$25	\$35
Poolside lobby room	Per hour	\$50	\$60	\$50	\$60
Brightside room	Per hour	\$42	\$52	\$42	\$52
Room damage deposit	Per rental	\$100	\$100	\$100	\$100
Room rental attendant	Per hour	\$50	\$50	\$50	\$50
Room Departure Late Fee	\$25 per 15 minutes			\$25 per 15 minutes	\$25 per 15 minutes
West rink - turf					
Prime rates (March - April)	Per hour	\$90	\$100	\$90	\$100
Non-prime rates (May - October)	Per hour	\$70	\$80	\$70	\$80
Child care					
Members	Per hour	Free	Free	Free	Free
Non-members childcare drop-in rate	Per hour	\$6 per child	\$6 per child	\$6 per child	\$6 per child
Employee childcare rate	Per hour	\$3 per child	\$3 per child	\$3 per child	\$3 per child
Party room rental - includes entry to water park					
Daily - up to 20 people	Per use	\$275	\$275	\$275	\$275
Daily - 21 to 30 people	Per use	\$360	\$360	\$360	\$360
Additional Birthday Add On	Per person			\$7	\$7

Veteran's Memorial Community Center (continued)		2024 Resident Fees	2024 Non-resident Fees	2025 Resident Fees	2025 Non-resident Fees
Pool rental					
Water park	Per hour	\$250	\$270 (2 hours minimum)	\$250	\$270 (2 hours minimum)
Water park - outside rental hours	Per hour	\$300	\$320 (2 hours minimum)	\$300	\$320 (2 hours minimum)
Lap pool	Per hour	\$90	\$90 (4 hours minimum)	\$90	\$90 (4 hours minimum)
Individual lane/person	Per hour	\$20	\$20	\$23	\$23
Diving well	Per hour	\$90	\$90	\$95	\$95
Swim event - lap and diving	Per hour	\$175	\$175	\$175	\$175
Aquatic staff fee - required based on facility rental	Per hour Per lifeguard	\$25	\$25	\$27	\$27
Tournament/Game Vendor					
Daily	Per day	\$50	\$50	\$50	\$50
Weekend	Per weekend	\$75	\$75	\$75	\$75

- Alcohol is allowed in the **NG Gym** only but requires a City Police Officer. See Police section of fee schedule for hourly rates.
- All month-to-month members can receive a 15% discount off 12 months paid in full (fee listed reflects discount)
- Seasonal staff working at the VMCC are afforded free use of the facility during their employment this does not include their spouse or

Parks and Recreation			
VMCC Arena Ice Time			
October 1, 2024 - March 12, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm – 9:59 pm	\$235	
	Non Prime Before 3:00 pm and after 10:00 pm	\$170	
Monday - Friday			
Saturday and Sunday	Prime 7:00 am – 8:59 pm		\$235
	Non Prime Before 7:00 am and after 9:00 pm		\$170
Saturday and Sunday			
March 13, 2025 - September 30, 2025			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm – 8:59 pm	\$170	
	Non Prime Before 5:00 pm and after 9:00 pm	\$155	
Monday - Friday			
Saturday and Sunday	Prime 9:00 am – 7:59 pm		\$170
	Non Prime Before 9:00 am and after 8:00 pm		\$155
Saturday and Sunday			
October 1, 2025 - March 12, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 3:00 pm – 9:59 pm	\$240	
	Non Prime Before 3:00 pm and after 10:00 pm	\$175	
Monday - Friday			
Saturday and Sunday	Prime 7:00 am – 8:59 pm		\$240
	Non Prime Before 7:00 am and after 9:00 pm		\$175
Saturday and Sunday			
March 13, 2026 - September 30, 2026			
Days and Time of Day	Designation	Mon - Fri	Sat - Sun
Monday - Friday	Prime 5:00 pm – 8:59 pm	\$175	
	Non Prime Before 5:00 pm and after 9:00 pm	\$160	
Monday - Friday			
Saturday and Sunday	Prime 9:00 am – 7:59 pm		\$175
	Non Prime Before 9:00 am and after 8:00 pm		\$160
Saturday and Sunday			

- Certain restrictions apply to availability, reservations, and terms of usage.
- Fees do not include tax

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

ORDINANCE NO. 1485

**AN ORDINANCE AMENDING VARIOUS PROVISIONS OF
THE INVER GROVE HEIGHTS CITY CODE RELATED TO FEES**

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

Section One. Amendment. Title 3, Chapter 4, Section 1 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

3-4-1: LICENSE, ADMINISTRATIVE SERVICE AND PERMIT FEES:

The fees for various licenses, administrative services and permits are adopted annually and may be changed from time to time by action of the City Council ~~by resolution~~. Except as listed in Section 3-4-2 below, all fees shall be those listed in the City Fee Schedule.

Section Two. Amendment. Title 3, Chapter 4, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

3-4-2: OTHER FEES:

The fees for water, sanitary sewer, and stormwater systems connection; and sanitary sewer and water trunk area assessments are set forth below. Planning and Zoning related fees are set forth in section 10-3-8 of this Code, and park dedication fees are set forth in section 11-4-6 of this Code. All other license, permit, and similar fees shall be as listed in the City Fee Schedule. The rates for fees other than those referenced in section ~~3-4-1~~ of this chapter are set forth in this section ~~3-4-2~~. Planning and zoning related fees are set forth in section ~~10-3-8~~ of this Code. Park dedication fees are set forth in section ~~11-4-6~~ of this Code.

Section Three. Amendment. Title 3, Chapter 4, Section 2, subpart 1 of the Inver Grove Heights City Code is deleted in its entirety.

Section Four. Amendment. Title 4, Chapter 6, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

4-6-2: APPLICATION FOR LICENSE; FEE:

Application for such licenses shall be filed with the clerk on forms furnished by the city. The fee for each license is set forth in the City Fee Schedule ~~established by resolution of the city council~~.

Section Five. Amendment. Title 4, Chapter 7, Section 8 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

4-7-8: APPLICATION AND LOCAL APPROVAL OF PREMISES PERMITS:

B. Process:

1. Application: Any organization seeking to obtain a premises permit from the board shall file with the Clerk an executed, complete duplicate application, together with all exhibits and documents accompanying the application as will be filed with the board. The organization shall pay the City an two hundred fifty dollar (\$250.00) investigation fee set forth in the City Fee Schedule. This fee shall be refunded if the application is withdrawn before the investigation is commenced.

Section Six. Amendment. Title 4, Chapter 8, Section 1(G) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

G. License Fee: The fees for therapeutic massage business and massage therapist licenses shall be as set forth in the City Fee Schedule ~~city council resolution~~. An investigation fee shall be charged for therapeutic massage business licenses and individual massage therapist license. Each application for a license shall be accompanied by payment in full of the required license and investigation fees. An application shall be deemed incomplete unless it is accompanied with the required fees, all documentation required by this chapter, and is completed in its entirety.

Section Seven. Amendment. Title 8, Chapter 6, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

C. License Fee; Display Of License:

1. Before any license may be issued, the applicant shall pay to the clerk a the license fee set forth in the City Fee Schedule ~~established by resolution of the city council~~.

2. When a license is issued, the city shall furnish a license tab to the licensee upon payment of the fee for a charge set forth in the City Fee Schedule ~~established by resolution of the city council~~ per license for each vehicle to be used by such licensee within the city, which license tab shall be affixed to each such vehicle in a conspicuous place.

Section Eight. Amendment. Title 8, Chapter 6, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

4-5A-4: PERMIT FEE:

A. The fee for the permit required by this article is found in the City Fee Schedule. ~~established by resolution of the city council.~~

B. On or before January 10 of the year following the first six (6) month period that a permit has been in force under this article, the operator shall pay an annual permit fee to the treasurer. Such fee is set forth in the City Fee Schedule. ~~established by resolution of the city council.~~

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

4-5A-4: PERMIT FEE:

A. The fee for the permit required by this article shall be the fee found in the City Fee Schedule. ~~is established by resolution of the city council.~~

B. On or before January 10 of the year following the first six (6) month period that a permit has been in force under this article, the operator shall pay an annual permit fee in the amount listed in the City Fee Schedule to the treasurer. ~~Such fee is established by resolution of the city council.~~

Section Ten. Amendment. Title 4, Chapter 2, Section 3(C) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

C. License Fee: The fees for such licenses shall be the fee listed in the City Fee Schedule and must be paid at the Office of the City Clerk before the granting of the license. The fee may be prorated for the portion remaining in the license term.

Section Eleven. Amendment. Title 4, Chapter 1, Section 10(A) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

4-1-10: LICENSE FEES:

A. Amounts Established: The annual fees for the different types of licenses granted under this chapter are set forth in the City Fee Schedule ~~established by resolution of the city council~~. Computation of fees for on-sale intoxicating liquor licenses shall be based upon the amount of liquor sales on which a licensee is required to pay liquor tax as shown on the licensee's Minnesota sales and use tax returns for the most recent twelve (12) months beginning September 1 and ending August 31. Copies of the returns shall be verified by a certified public accountant and shall be filed along with the renewal application. Until a liquor sales base is established, the fee for a new license shall assume the gross annual liquor sales do not exceed two hundred fifty thousand dollars (\$250,000.00).

Section Twelve. Amendment. Title 4, Chapter 1, Section 9(D) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

D. Investigation Fees:

1. Payment Of Investigation Fee: Applicants shall pay the background investigation fee set forth in the City Fee Schedule. ~~established by resolution of the city council.~~

2. Additional Fees: At any time that an additional investigation is required because of a change in the ownership or control of a corporation, a partnership or an association, or because there is a change in the officers, charter, articles or bylaws of a corporation, or because there is a change in the partnership or association agreement, or because of an enlargement, alteration or extension of premises previously licensed, the licensee shall pay an additional background investigation fee in the amount listed in the City Fee Schedule. ~~established by resolution of the city council.~~

Section Thirteen. Amendment. Title 4, Chapter 13, Section 3(D) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

D. Fees: Rental dwelling owners shall pay the fee set forth in the City Fee Schedule ~~a fee as set by resolution adopted by the city council~~. The license fee is not refundable.

Section Fourteen. Amendment. Title 4, Chapter 15, Section 7(B) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

B. Amount: The fee for excessive inspection services is set forth in the City Fee Schedule. ~~shall be established by City Council resolution.~~

Section Fifteen. Amendment. Title 5, Chapter 3, Section 4€ of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

5. The fee for a reissued permit is set forth in the City Fee Schedule. ~~shall be as established by resolution of the city council.~~

Section Sixteen. Amendment. Title 5, Chapter 3, Section 4€ of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

3. Permit fees are listed in the City Fee Schedule. ~~shall be as established by resolution of the city council.~~

Section Seventeen. Amendment. Title 9, Chapter 3, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

9-3-2: PERMIT REQUIREMENTS FOR MOVING BUILDINGS:

- A. Permit Required; Fee: Any person desiring to move a building or structure from within or into the limits of the city shall first apply for a permit to do so from the clerk and shall, at the time of making such application, pay to the city a fee therefor in the amount listed in the City Fee Schedule. ~~established by resolution of the city council.~~

Section Eighteen. Amendment. Title 9, Chapter 3, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

9-3-3: BUILDING PERMIT REQUIRED:

A building permit is required under the building code or other ordinance applicable to construction, and the payment of the fees set forth in the City Fee Schedule ~~provided therefore~~¹ shall be required in addition to the permit to move a building or structure provided for hereunder.

- 1 1. See section ~~3-4-2-1~~ of this code.

Section Nineteen. Amendment. Title 9, Chapter 1, Section 4 of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

9-1-4: PERMIT REQUIREMENTS:

A. Generally: It is unlawful for any person, firm or corporation to perform work subject to the building code for which a permit is required without having obtained such permit and paid the fees listed on the City Fee Schedule required by section ~~3-4-2-1~~ of ~~this code~~. The building official shall establish a system for the issuance of required permits in accordance with the building code and title 3 of this code.

Section Twenty. Amendment. Title 5, Chapter 9, Section 6(A)(4) of the Inver Grove Heights City Code is hereby amended as follows. The new language is shown underlined, and the deleted language is shown with ~~strikethrough~~:

5-9-6: ENFORCEMENT AND ABATEMENT OF PUBLIC NUISANCES ON PROPERTY:

A. Abatement Process

4. Cost Of Abatement: If the city performs the work pursuant to this section, the city will maintain a record showing the cost of the work attributable to abatement of the public nuisance on property, including administrative costs. The owner of the premises on which a nuisance has been abated by the City, or any person who has caused a public nuisance on property not owned by that person, shall be personally liable for all costs incurred by the City for the abatement of the nuisance(s) plus administrative fees, as set forth in the City Fee Schedule. ~~Abatement costs include, but are not limited to, the cost of the abatement, the cost of investigation, such as title searches, inspections and testing, the cost of notification, filing costs, attorney fees and administrative costs, including an overhead charge of up to twenty five percent (25%) for administrative costs.~~ As soon as the abatement work has been completed and the cost determined, the city clerk shall prepare and send by first class mail an invoice to the owner and/or responsible party setting forth the amount of expenses and charges for such work, which amount is due and payable to the city within thirty (30) days after the date of invoice. ~~The owner of property on which a public nuisance on property has been abated by the city, or a person who has caused a public nuisance on property not owned by that person, is personally liable to the city for the cost of the abatement, including all interest, attorney fees, administrative costs and other charges.~~ Unpaid charges constitute a lien against the property where the abatement occurred on and after the date they were incurred.

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

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

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Post-Election Review Request

MEETING DATE: October 28, 2024

ITEM TYPE: Regular Business

CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to discuss, consider and provide direction regarding a potential Post-Election Review.

BACKGROUND

At its September 23 and October 14 meetings, the City Council received public comment encouraging it to seek or conduct a "Post Election Review" of the results of the November 5 General Election. The term "Post Election Review" can mean different things to different people but generally involves some form of hand counting ballots to verify the results of the electronic vote tabulating system.

Staff was asked to provide an overview of steps currently taken to verify the accuracy of ballot tabulation and a description of what a further Post Election Review would entail. Additional information about election security, prepared by Dakota County, is available at: <https://www.co.dakota.mn.us/Government/VotingElections/Security/Pages/default.aspx>.

Preliminary Testing

Testing of voting equipment is done multiple times prior to Election Day. Preliminary testing of all voting equipment begins as soon as possible after ballots are received from the vendor supplying the ballots. Preliminary testing is conducted by processing a pre-audited group of ballots, marked to record a predetermined number of valid votes for each candidate and on each question. This includes one or more ballots which have more votes for an office than the number allowed by law, in order to test the ability of the voting system tabulator and electronic ballot marker to reject those votes. For example, this year there are three candidates for IGH City Council and voters may vote for up to two candidates. The test is designed to ensure that the tabulator rejects any ballots containing votes for all three City Council candidates.

The test ballots are marked in a number of ways. Some are preprinted, some are hand marked and some are printed using an accessible voting device available to disabled voters on Election Day.

The test ballots are inserted into the tabulator and when complete, the tabulator is finalized, just as it would be on Election Day, to produce a hard copy of the results tape. The tape reporting the results is then compared with a spreadsheet which reflects the predetermined markings on each ballot. If any error is detected, the cause must be ascertained and corrected, and an errorless count must be made before the voting system may be used in the election. After the completion of the test, the programed cards to be used on Election Day are sealed into the tabulator until Public Accuracy

Testing takes place. The spare programmed cards, ballot cards, and other testing materials must be sealed and retained until Public Accuracy Testing convenes.

Public Accuracy Testing

Public Accuracy Testing is conducted no more than 2 weeks and no less than 3 days before Election Day. The City of Inver Grove Heights will conduct Public Accuracy Testing on Thursday, October 24, 2024, at 1:00 p.m. in the Council Chambers of City Hall. Public notice of the time and place of the test must be given at least two days in advance by publication once in official newspapers. The test must be observed by at least two election judges, who are not of the same major political party, and must be open to representatives of the political parties, candidates, the press, and the public. Notice of Public Accuracy Testing was published in the St. Paul Pioneer Press on Sunday, October 20, 2024 and also shared on the City's Facebook, Twitter and Instagram accounts on the day prior to the test.

At the Public Accuracy Testing, the City Clerk, along with Election Judges from two different major political parties, will test the voting system to ascertain that the system will correctly count ballots that were marked with any of the methods supported by the system, including through assistive technology and hand marked ballots, and count the votes cast for all candidates and on all questions. The same process which is performed during preliminary testing is repeated during the Public Accuracy Test. Election judges will participate in the process and then audit the results and compare the tapes to the predetermined spreadsheet for accuracy.

Once completed, the seals on the machines will be entered onto the Precinct Ballot and Certification Form which is provided to the judges at the polling location on Election Day. At that time, those seals are again verified and recorded. In addition, the Election Judges along with any individuals who attended the Public Accuracy Testing will sign the Certificate of Preliminary and Public Accuracy Testing which is retained in accordance with the state statutes governing election materials.

Post-Election Review (PER)

In accordance with state law, Post-Election Review of the voting system is conducted by each county in Minnesota, unless the County Canvassing Board designates a municipal clerk as the "Post-Election Review Official" within 24 hours after the canvass of the state general election.

At the canvass of the state's primary election, the county canvassing board in each county must set the date, time, and place for the PER of the state general election to be held under this section. The PER must not begin before the ninth day after the state general election (November 14) and must be completed no later than the fourteenth day (November 19) after the state general election. Dakota County has scheduled the PER for the 2024 General Election for Thursday, November 14, at the County Administrative Center in Hastings.

The Post Election Review completed by Dakota County following the 2020 general election revealed that the accuracy of machine counting in the 5 precincts that were audited was 99.9247%. It found only one incidence of difference/machine error among almost 23,250 votes tabulated. For the 2022 general election, the Dakota County PER revealed that the accuracy of machine counting in the 5 precincts that were audited was 100% with zero incidents of difference/machine error among almost 14,500 votes tabulated.

At the canvass of the state general election, the county canvassing boards must select the precincts to be reviewed by lot (which is another way of saying by random selection). The ballots to be reviewed for a precinct include both the ballots cast at the precinct polling place on Election Day and the absentee ballots for that precinct. The county canvassing board of a county with over 100,000 registered voters must conduct a review of a total of at least four precincts, or three percent of the total number of precincts in the county, whichever is greater. At least one precinct selected in each

county must have had more than 150 votes cast in the general election. Dakota County has performed PER on 5 precincts for the last two election cycles.

The county auditor must notify the Secretary of State of the precincts that have been chosen for review and the time and place the post-election review for that county will be conducted as soon as the decisions are made. If the selection of precincts has not resulted in the selection of at least four precincts in each congressional district, the Secretary of State may require counties to select by lot additional precincts to meet the congressional district requirement. The Secretary of State must post this information on its official website.

In accordance with state law, the post-election review must be conducted on the votes cast for President or Governor; United States Senator; and United States Representative. The post-election review official may, at their discretion, conduct a post-election review of the votes cast for additional offices.

Several Inver Grove Heights residents have requested that the City Council of Inver Grove Heights pass a Resolution that would ask Dakota County to audit all 12 of the precincts in Inver Grove Heights, and that this "audit" include additional races beyond the three statutorily mandated races for a total of 11 races.

The Resolution that was provided by email and at the October 14 City Council meeting is a request to Dakota County for additional post-election review. The City Council of Inver Grove Heights does not have any authority to require Dakota County to comply with the request. However, if the City Council chooses to move forward with approval of a Resolution asking Dakota County's Canvassing Board to grant the request for a full city-wide hand count of the 11 races on the ballot, and the Dakota County Canvassing Board approves that request, the full cost of such post-election review would have to be paid by the City of Inver Grove Heights.

Nearly 14,000 ballots were cast by Inver Grove Heights voters in the 2020 presidential election. If the same number were cast in this General Election, hand counting 11 races would mean a hand count of 154,000 votes. Based upon the documented costs for a recent recount completed for a single Hastings School District race by Dakota County, it is estimated to cost about \$10,000 per precinct (on average) to conduct the requested PER, leading to at least a \$120,000 expenditure for the City to recount by hand the eleven races on all ballots cast in Inver Grove Heights, if all 12 precincts were included in the County's post-election review.

This is a substantial – and unbudgeted cost – to hand count votes that have already been counted on equipment that has been tested multiple times. Electronic tabulators have been found to produce not only faster and more efficient tabulation of results, but they have also been found, time and again, to be more accurate than hand-counting.

Moreover, the Secretary of State's office has advised that the County is not authorized to do what the draft resolution asks the County to do, which is to conduct a post-election review of all Inver Grove Heights precincts. Precincts must be drawn by lot from all precincts in the County; they cannot be drawn from a smaller subset of precincts. This means that in order to do what is being asked (complete a post-election review of all Inver Grove Heights precincts), the random selection of precincts must continue until all Inver Grove Heights precincts have been pulled by lot. Statistically, that would likely require an extraordinary number of precincts to be drawn, and it is unlikely the County would undertake such an endeavor.

Similar requests for a Resolution supporting an expanded Post Election Review have been received

by both the City of Mendota Heights and the City of South St. Paul. Neither City Council has moved forward with a Resolution.

FISCAL IMPACT

The exact cost of a Post-Election Review of all precincts and all races in Inver Grove Heights is impossible to predict. However, using the time taken in Dakota County's most recent Post Election Review suggests it could cost at least \$120,000 for Inver Grove Heights.

RECOMMENDATION

Staff does not recommend sending a resolution to Dakota County requesting additional Post-Election Review of Inver Grove Heights Precincts above and beyond any drawn by lot by the Dakota County Canvassing Board.

ATTACHMENTS

1. 2020 Post Election Review Records for Dakota County Precincts (from MN Secretary of State)
2. 2022 Post Election Review Records for Dakota County Precincts (from MN Secretary of State)
3. Resolution - PER request

General Election Processes & Post Election Review (PER)

*Rebecca Kiernan, City Clerk
October 28, 2024*



CITY OF
INVER GROVE
HEIGHTS

ADMINISTRATION

www.ighmn.gov

Required Testing of Voting Systems in MN

2 forms of testing prior to Election Day – *conducted at the City level*

- Preliminary Testing
- Public Accuracy Testing (PAT)

1 form of testing after Election Day – *conducted at the County level*

- Post Election Review (PER)

Preliminary Testing

- Staff and election judges perform preliminary testing using a predetermined set of ballot results (test deck).
- Includes hand-marked ballots, accessible ballot technology ballots, and system designed ballots
- Testing for:
 - Accurate tabulation
 - Rejection of ballots with marks in the timing marks (around the border of the ballot)
 - Rejection of ballots from the wrong precinct, city, county, etc.
 - Notification of an “over-vote”
 - Notification of an entirely blank ballot

Public Accuracy Testing (PAT)

- Required by MN Statute, Section 206.83
- Must be conducted not more than 14 days before the equipment is to be used on Election Day
- Notice was published in the Pioneer Press on Sunday, October 20, 2024
- PAT was conducted on **Thursday, October 24 at 1:00 pm** in the City Council Chambers
- The result was verified and deemed errorless against the pre-determined set of results
- After the PAT was completed, voting equipment was sealed to ensure there would be no tampering of programming or equipment prior to Election Day.

Post Election Review

Conducted after every state general election in Minnesota - by County election official

Purpose is to verify the accuracy of the optical scan ballot counters

Consists of a hand count of ballots for 3 offices:

- President or Governor (depending on the election cycle)
- U.S. Senator
- U.S. House of Representatives

County may decide to include additional offices in the PER

Post Election Review - Precinct Selection Process

- The county canvassing board must randomly select the precincts to be reviewed
- In a county with more than 100,000 registered voters, canvassing board must select at least 4 precincts, or 3% percent of the total number of precincts in the county, whichever is greater.
- At least one precinct selected in each county must have had more than 150 votes cast at the general election.

Post Election Review - Selection of Precincts

- Dakota County Canvassing Board has set their 2024 general election meeting for **Tuesday, November 12 at 3:00 pm.**
(This is when the precincts for the PER are drawn)
- The 2024 Dakota County Post Election Review will begin **Thursday, November 14 at 8:30 am.**

Post Election Review

- Recent Results in Dakota County

Following the **2020** General Election:

- PER found 1 incidence of difference/machine error among almost 23,250 votes counted
- 99.9247% accuracy rate

Following the **2022** General Election:

- PER found 0 incidence of difference/machine error among almost 14,500 votes counted
- 100% accuracy rate

State Canvassing Board

- Meets Thursday, November 21 (time to be announced)
- 5th floor of the Veterans Service Building in St. Paul

Request from Oct. 14 Public Comment:

- Pass a Resolution asking Dakota County to audit all 12 IGH precincts as part of the Post Election Review;
- Resolution includes a request to count all races with more than 1 candidate (up to 11 races – varies by precinct)

Estimated Cost

- Total Ballots cast in IGH in 2020 = approx. 14,000
- If hand-counting all races with more than one candidate, and the two ballot questions, that would be 11 races for most of the City
- 14,000 ballots cast x 11 races = 154,000 votes to be hand counted

Using Dakota County costs for a recent recount for a single Hastings School District race by Dakota County, it is estimated to cost about \$10,000 per precinct (on average) to conduct the requested PER, leading to at least a \$120,000 expenditure

Questions?



CITY ADMINISTRATION

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2500

COMMUNITY DEVELOPMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2545

FINANCE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2519

FIRE DEPARTMENT

9200 Courthouse Boulevard
Inver Grove Heights, MN 55077
651-455-5082

PARKS & RECREATION

8055 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2585

POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights, MN 55077
651-450-2525

PUBLIC WORKS DEPARTMENT

8168 Barbara Avenue
Inver Grove Heights, MN 55077
ENGINEERING: 651-450-2570
STREETS & UTILITIES: 651-450-4309

www.ighmn.gov

Precinct: 1830 - EAGAN P-13						Dakota County
Office: U.S. Senator						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Kevin O'Connor	105	105	0	0	0	
Oliver Steinberg	42	42	0	0	0	
Jason Lewis	810	810	0	0	0	
Tina Smith	1421	1420	1	1	0	
BLANK FOR OFFICE	0	0	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	2379	2378	1	1	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Precinct: 1830 - EAGAN P-13						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Adam Charles Weeks	97	97	0	0	0	
Tyler Kistner	858	856	2	2	0	
Angie Craig	1412	1412	0	0	0	
BLANK FOR OFFICE	0	0	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	2367	2365	2	2	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Office: U.S. President & Vice President

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Donald J. Trump and Michael R. Pence	788	789	1	1	0	PP: voter intent
Joseph R. Biden and Kamala Harris	1544	1545	1	1	0	PP: voter intent
Roque "Rocky" De La Fuente and Darcy Richardson	1	1	0	0	0	
Howie Hawkins and Angela Walker	12	12	0	0	0	
Kanye West and Michelle Tidball	6	6	0	0	0	
Brock Pierce and Karla Ballard	2	2	0	0	0	
Gloria La Riva and Leonard Peltier	0	0	0	0	0	
Alyson Kennedy and Malcolm Jarrett	0	0	0	0	0	
Jo Jorgensen and Jeremy "Spike" Cohen	31	31	0	0	0	
BLANK FOR OFFICE	23	23	0	0	0	
OVER / DEFECTIVE FOR OFFICE	4	4	0	0	0	
WRITE-IN**	16	16	0	0	0	
Totals	2427	2429	2	2	0	
Final Results			Difference of not more than 0.5%		0%	ACCEPTABLE

Precinct: 2260 - FARMINGTON P-6						Dakota County
Office: U.S. Senator						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Kevin O'Connor	107	107	0	0	0	
Oliver Steinberg	22	22	0	0	0	
Jason Lewis	975	975	0	0	0	
Tina Smith	783	781	2	2	0	PP: voter intent
BLANK FOR OFFICE	47	47	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	1934	1932	2	2	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Precinct: 2260 - FARMINGTON P-6						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Adam Charles Weeks	100	100	0	0	0	
Tyler Kistner	1009	1007	2	2	0	PP: voter intent
Angie Craig	763	763	0	0	0	
BLANK FOR OFFICE	59	59	0	0	0	
OVER / DEFECTIVE FOR OFFICE	2	2	0	0	0	
WRITE-IN**	1	2	1	1	0	PP: voter intent
Totals	1934	1933	3	3	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Office: U.S. President & Vice President

Candidate Name	Total Votes	Total Hand- Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Donald J. Trump and Michael R. Pence	1008	1008	0	0	0	
Joseph R. Biden and Kamala Harris	884	882	2	2	0	PP: voter intent
Roque "Rocky" De La Fuente and Darcy Richardson	5	5	0	0	0	
Howie Hawkins and Angela Walker	6	6	0	0	0	
Kanye West and Michelle Tidball	2	2	0	0	0	
Brock Pierce and Karla Ballard	2	2	0	0	0	
Gloria La Riva and Leonard Peltier	0	0	0	0	0	
Alyson Kennedy and Malcolm Jarrett	0	0	0	0	0	
Jo Jorgensen and Jeremy "Spike" Cohen	18	18	0	0	0	
BLANK FOR OFFICE	0	0	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	7	11	4	4	0	PP: voter intent
Totals	1932	1934	6	6	0	
Final Results			Difference of not more than 0.5%		0%	ACCEPTABLE

Office: U.S. President & Vice President

Candidate Name	Total Votes	Total Hand- Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Donald J. Trump and Michael R. Pence	637	637	0	0	0	
Joseph R. Biden and Kamala Harris	702	703	1	1	0	PP: voter intent
Roque "Rocky" De La Fuente and Darcy Richardson	4	4	0	0	0	
Howie Hawkins and Angela Walker	3	3	0	0	0	
Kanye West and Michelle Tidball	3	3	0	0	0	
Brock Pierce and Karla Ballard	4	4	0	0	0	
Gloria La Riva and Leonard Peltier	0	0	0	0	0	
Alyson Kennedy and Malcolm Jarrett	0	0	0	0	0	
Jo Jorgensen and Jeremy "Spike" Cohen	16	16	0	0	0	
BLANK FOR OFFICE	3	2	1	1	0	PP: voter intent
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	6	6	0	0	0	
Totals	1378	1378	2	2	0	
Final Results			Difference of not more than 0.5%		0%	ACCEPTABLE

Precinct: 2660 - HASTINGS W-4 P-2						Dakota County
Office: U.S. Senator						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Kevin O'Connor	121	121	0	0	0	
Oliver Steinberg	36	36	0	0	0	
Jason Lewis	743	743	0	0	0	
Tina Smith	710	710	0	0	0	
BLANK FOR OFFICE	29	29	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	1639	1639	0	0	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Precinct: 2660 - HASTINGS W-4 P-2						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Adam Charles Weeks	114	114	0	0	0	
Tyler Kistner	741	741	0	0	0	
Angie Craig	747	747	0	0	0	
BLANK FOR OFFICE	36	36	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1639	1639	0	0	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Office: U.S. President & Vice President

Candidate Name	Total Votes	Total Hand- Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Donald J. Trump and Michael R. Pence	806	806	0	0	0	
Joseph R. Biden and Kamala Harris	793	793	0	0	0	
Roque "Rocky" De La Fuente and Darcy Richardson	3	3	0	0	0	
Howie Hawkins and Angela Walker	4	4	0	0	0	
Kanye West and Michelle Tidball	5	5	0	0	0	
Brock Pierce and Karla Ballard	3	3	0	0	0	
Gloria La Riva and Leonard Peltier	1	1	0	0	0	
Alyson Kennedy and Malcolm Jarrett	0	0	0	0	0	
Jo Jorgensen and Jeremy "Spike" Cohen	18	18	0	0	0	
BLANK FOR OFFICE	0	0	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	2	2	0	0	0	
Totals	1635	1635	0	0	0	
Final Results			Difference of not more than 0.5%		0%	ACCEPTABLE

Precinct: 4950 - WEST ST PAUL W-2 P-2						Dakota County
Office: U.S. Senator						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Kevin O'Connor	113	114	1	0	1	
Oliver Steinberg	16	16	0	0	0	
Jason Lewis	356	356	0	0	0	
Tina Smith	807	810	3	3	0	PP: voter intent
BLANK FOR OFFICE	29	28	1	1	0	PP: voter intent
OVER / DEFECTIVE FOR OFFICE	4	1	3	3	0	PP: voter intent
WRITE-IN**	2	2	0	0	0	
Totals	1327	1327	8	7	1	
Final Results						
Difference of not more than 0.5%					0.0753%	ACCEPTABLE

Precinct: 4950 - WEST ST PAUL W-2 P-2						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Adam Charles Weeks	112	113	1	1	0	PP: voter intent
Tyler Kistner	359	359	0	0	0	
Angie Craig	811	810	1	1	0	PP: voter intent
BLANK FOR OFFICE	43	44	1	1	0	PP: voter intent
OVER / DEFECTIVE FOR OFFICE	1	1	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1327	1328	3	3	0	
Final Results						
Difference of not more than 0.5%					0%	ACCEPTABLE

Office: U.S. President & Vice President

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Donald J. Trump and Michael R. Pence	376	377	1	1	0	PP: voter intent
Joseph R. Biden and Kamala Harris	912	914	2	2	0	PP: voter intent
Roque "Rocky" De La Fuente and Darcy Richardson	1	1	0	0	0	
Howie Hawkins and Angela Walker	1	1	0	0	0	
Kanye West and Michelle Tidball	3	3	0	0	0	
Brock Pierce and Karla Ballard	4	4	0	0	0	
Gloria La Riva and Leonard Peltier	2	2	0	0	0	
Alyson Kennedy and Malcolm Jarrett	0	0	0	0	0	
Jo Jorgensen and Jeremy "Spike" Cohen	10	10	0	0	0	
BLANK FOR OFFICE	4	5	1	1	0	PP: voter intent
OVER / DEFECTIVE FOR OFFICE	7	4	3	3	0	PP: voter intent
WRITE-IN**	7	7	0	0	0	
Totals	1327	1328	7	7	0	
Final Results			Difference of not more than 0.5%		0%	ACCEPTABLE

* Total Unadjusted Difference is the sum of Unadjusted Difference for polling place votes and Unadjusted Difference for absentee/mail ballot votes. It will not always equal the difference between Total Votes and Total Hand Counted Votes.

Precinct: 0245 - PERRY LAKE TWP**Crow Wing County****Office: Governor & Lt Governor**

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	0	0	0	0	0	
James McCaskel and David Sandbeck	1	1	0	0	0	
Scott Jensen and Matt Birk	109	110	1	1	0	AB/MB: Voter Intent - voter crossed out first choice and indicated vote for Jensen creating overvote
Tim Walz and Peggy Flanagan	37	37	0	0	0	
Hugh McTavish and Mike Winter	0	0	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	0	0	0	0	0	
UNDER / BLANK FOR OFFICE	2	2	0	0	0	
OVER / DEFECTIVE FOR OFFICE	1	0	1	1	0	AB/MB: Voter Intent - voter crossed out first choice and indicated vote for Jensen - not overvote
WRITE-IN**	0	0	0	0	0	
Totals	150	150	2	2	0	

Final Results

Difference of not more than 2 votes with fewer than 1,200 votes cast.

ACCEPTABLE**Precinct: 1300 - BURNSVILLE P-10****Dakota County****Office: U.S. Representative District 2**

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Paula M. Overby	54	54	0	0	0	
Tyler Kistner	657	657	0	0	0	
Angie Craig	1035	1035	0	0	0	
UNDER / BLANK FOR OFFICE	8	8	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1755	1755	0	0	0	

Final Results

Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.

ACCEPTABLE

Precinct: 1300 - BURNSVILLE P-10						Dakota County
Office: Governor & Lt Governor						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	5	5	0	0	0	
James McCaskel and David Sandbeck	22	22	0	0	0	
Scott Jensen and Matt Birk	643	643	0	0	0	
Tim Walz and Peggy Flanagan	1062	1062	0	0	0	
Hugh McTavish and Mike Winter	9	9	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	6	6	0	0	0	
UNDER / BLANK FOR OFFICE	5	5	0	0	0	
OVER / DEFECTIVE FOR OFFICE	3	3	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	1755	1755	0	0	0	
Final Results		Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.				ACCEPTABLE

Precinct: 1330 - BURNSVILLE P-13						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Paula M. Overby	58	58	0	0	0	
Tyler Kistner	461	461	0	0	0	
Angie Craig	701	701	0	0	0	
UNDER / BLANK FOR OFFICE	3	3	0	0	0	
OVER / DEFECTIVE FOR OFFICE	1	1	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1225	1225	0	0	0	
Final Results		Difference of not more than 3 votes with between 1,200 and 1,599 votes cast.				ACCEPTABLE

Precinct: 1330 - BURNSVILLE P-13						Dakota County
Office: Governor & Lt Governor						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	14	14	0	0	0	
James McCaskel and David Sandbeck	10	10	0	0	0	
Scott Jensen and Matt Birk	457	457	0	0	0	
Tim Walz and Peggy Flanagan	724	724	0	0	0	
Hugh McTavish and Mike Winter	9	9	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	7	7	0	0	0	
UNDER / BLANK FOR OFFICE	2	2	0	0	0	
OVER / DEFECTIVE FOR OFFICE	1	1	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1225	1225	0	0	0	
Final Results		Difference of not more than 3 votes with between 1,200 and 1,599 votes cast.				ACCEPTABLE

Precinct: 3060 - LAKEVILLE P-16						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Paula M. Overby	44	44	0	0	0	
Tyler Kistner	889	889	0	0	0	
Angie Craig	888	888	0	0	0	
UNDER / BLANK FOR OFFICE	9	9	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	6	6	0	0	0	
Totals	1836	1836	0	0	0	
Final Results		Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.				ACCEPTABLE

Precinct: 3060 - LAKEVILLE P-16						Dakota County
Office: Governor & Lt Governor						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	8	8	0	0	0	
James McCaskel and David Sandbeck	18	18	0	0	0	
Scott Jensen and Matt Birk	869	869	0	0	0	
Tim Walz and Peggy Flanagan	912	912	0	0	0	
Hugh McTavish and Mike Winter	18	18	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	8	8	0	0	0	
UNDER / BLANK FOR OFFICE	2	2	0	0	0	
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	1	1	0	0	0	
Totals	1836	1836	0	0	0	
Final Results						
Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.					ACCEPTABLE	

Precinct: 4440 - SOUTH ST PAUL P-4						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Paula M. Overby	37	37	0	0	0	
Tyler Kistner	142	142	0	0	0	
Angie Craig	301	301	0	0	0	
UNDER / BLANK FOR OFFICE	5	6	1	1	0	PP: stray mark read as write-in
OVER / DEFECTIVE FOR OFFICE	0	0	0	0	0	
WRITE-IN**	3	2	1	1	0	PP: see above
Totals	488	488	2	2	0	
Final Results						
Difference of not more than 2 votes with fewer than 1,200 votes cast.					ACCEPTABLE	

Precinct: 4440 - SOUTH ST PAUL P-4						Dakota County
Office: Governor & Lt Governor						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	9	9	0	0	0	
James McCaskel and David Sandbeck	11	11	0	0	0	
Scott Jensen and Matt Birk	146	146	0	0	0	
Tim Walz and Peggy Flanagan	310	310	0	0	0	
Hugh McTavish and Mike Winter	5	5	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	2	2	0	0	0	
UNDER / BLANK FOR OFFICE	4	4	0	0	0	
OVER / DEFECTIVE FOR OFFICE	1	1	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	488	488	0	0	0	
Final Results		Difference of not more than 2 votes with fewer than 1,200 votes cast.				ACCEPTABLE

Precinct: 4980 - WEST ST PAUL W-3 P-2						Dakota County
Office: U.S. Representative District 2						
Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Paula M. Overby	53	53	0	0	0	
Tyler Kistner	684	684	0	0	0	
Angie Craig	1191	1191	0	0	0	
UNDER / BLANK FOR OFFICE	7	7	0	0	0	
OVER / DEFECTIVE FOR OFFICE	2	2	0	0	0	
WRITE-IN**	4	4	0	0	0	
Totals	1941	1941	0	0	0	
Final Results		Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.				ACCEPTABLE

Precinct: 4980 - WEST ST PAUL W-3 P-2**Dakota County****Office: Governor & Lt Governor**

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Steve Patterson and Matt Huff	7	7	0	0	0	
James McCaskel and David Sandbeck	14	14	0	0	0	
Scott Jensen and Matt Birk	662	662	0	0	0	
Tim Walz and Peggy Flanagan	1233	1233	0	0	0	
Hugh McTavish and Mike Winter	13	13	0	0	0	
Gabrielle M. Prosser and Kevin A. Dwire	1	1	0	0	0	
UNDER / BLANK FOR OFFICE	5	5	0	0	0	
OVER / DEFECTIVE FOR OFFICE	6	6	0	0	0	
WRITE-IN**	0	0	0	0	0	
Totals	1941	1941	0	0	0	

Final Results

Difference of not more than 4 votes with between 1,600 and 1,999 votes cast.

ACCEPTABLE**Precinct: 0060 - MANTORVILLE TWP.****Dodge County****Office: U.S. Representative District 1**

Candidate Name	Total Votes	Total Hand-Counted Votes	Total Unadjusted Difference *	Total Explained Difference	Total Adjusted Difference	Explanation
Brian Abrahamson	8	8	0	0	0	
Richard B. Reisdorf	14	14	0	0	0	
Brad Finstad	669	669	0	0	0	
Jeff Ettinger	370	371	1	0	1	
UNDER / BLANK FOR OFFICE	8	8	0	0	0	
OVER / DEFECTIVE FOR OFFICE	1	0	1	0	1	
WRITE-IN**	0	0	0	0	0	
Totals	1070	1070	2	0	2	

Final Results

Difference of not more than 2 votes with fewer than 1,200 votes cast.

ACCEPTABLE

CITY OF INVER GROVE HEIGHTS

DAKOTA COUNTY, MINNESOTA

RESOLUTION 2024-252

REQUESTING 2024 GENERAL ELECTION POST-ELECTION REVIEW

WHEREAS the City council of the City of Inver Grove Heights desires to have a Post-Election Review (PER) conducted on the results of all twelve of its precincts for the 2024 general election pursuant to Minnesota Statute 206.89; and

WHEREAS PER are conducted at precincts that must be chosen by lot by the Dakota County Canvassing Board, but there is not a limit on the number of lot selections that may be performed and there is not a restriction on establishing the lot from which the selection is made; and

WHEREAS a PER is required to include counting the votes for President or Governor, United States Senator, and United State Representative; and the county-appointed postelection review official may conduct a PER of votes cast for additional offices; and

WHEREAS, the City Council desires to have a PER performed for all twelve of its precincts and to include all offices for which there is more than one candidate.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS, DAKOTA COUNTY, STATE OF MINNESOTA, as follows:

1. In the event an Inver Grove Heights election precinct is selected for a Post-Election Review (PER) of the 2024 general election, the City Council requests that the Dakota County Canvassing Board perform a second lot selection that includes only the other eleven precincts in Inver Grove Heights and select eleven additional precincts.
2. In the event an Inver Grove Heights election precinct is not selected for a PER of the general election, the City Council request that the Dakota County Canvassing Board perform a second lot selection that includes only the twelve precincts in Inver Grove Heights and select twelve precincts.
3. The City Council request that any PER of an Inver Grove Heights precinct include all elections in which there are more than one candidate.

Adopted by the City Council on this 28th day of October 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:33 AM
To: Rebecca Kiernan
Subject: Fw: Post Election Resolution

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From: Amy Reynertson <amylynn214@hotmail.com>
Sent: Thursday, October 24, 2024 3:58:31 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Cc: secretary.state@state.mn.us <secretary.state@state.mn.us>; elections@co.dakota.mn.us <elections@co.dakota.mn.us>
Subject: Post Election Resolution

Dear Mayor & Members of the City Council of Inver Grove Heights,

Hello.

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,

Amy Reynertson

Sent from my iPhone

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Rebecca Kiernan

From: Angela Knutson <aknutson777@gmail.com>
Sent: Friday, October 25, 2024 12:49 PM
To: Rebecca Kiernan
Subject: Post-election audit referendum

Hello,

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,

Brian and Angela Knutson, Inver Grove Heights residents and voters.

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:28 AM
To: Rebecca Kiernan
Subject: Fw: The election

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From: Ann Bailey <acbailey6@gmail.com>
Sent: Friday, October 25, 2024 10:15:50 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; jmurphy@ighmn.com <jmurphy@ighmn.com>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: The election

It has come to my attention that individuals have approached the city council and would like to, at the last minute, do some type of hand count of our ballots. As educated individuals, I am certain you understand the ramifications of last minute changes to a process that has worked well in Inver Grove Heights in the past. It would have been so helpful if the council could have responded by thanking them for their thoughts, and expressing that they trust the current election officials, many of whom are retired city employees. Additionally, stating they trust the process and are confident the election is completely secure would have been appropriate.

When you vote on Monday evening it is my hope that you will put this issue to rest and vote no. If you feel there is an issue with the elections in our city, which is not based on rumor, but substantiated with actual data, that is something that should have been publicized to the community and discussed at an earlier time. At this juncture we need to do what is best for the city.

I look forward to hearing your thoughts on this matter and do appreciate the work you do for our city.

Most sincerely,
Ann Bailey

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:34 AM
To: Rebecca Kiernan
Subject: Fw: Hand Count Ballot Petition before City Council

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From: ahflowers <ahflowers@earthlink.net>
Sent: Thursday, October 24, 2024 3:15:43 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Hand Count Ballot Petition before City Council

Dear IGH Mayor and City Council Members:

I am writing to express concern about a topic that was brought up in recent Council meetings: a group of individuals wanting to step in and hand count our ballots for the upcoming election. It sounds as if one or more of the individuals requesting this are from outside of the city which is concerning for myself and many others. The combination of this topic being brought up extremely last minute and by people from outside of the City is extremely concerning.

I hear the concern about election fraud, and in that same vein we must also acknowledge there are groups of election deniers looking to get in and mess with results. If you all move forward with this plan, these people need to be heavily looked into and vetted.

I am struggling to see the necessity of this. As far as I am aware we have not had major issues with election fraud in our City and at a cost of \$120,000 it feels a waste of money that can be used elsewhere, like the School District that is looking at cutting a lot of programs because of a lack of funding.

I also find it extremely concerning that there appears to be no time set aside for public comment until after the vote on the matter takes place. That is not conducive to hearing and acting on behalf of your constituents.

I hope you will reconsider this matter and, at minimum, allow for public comment before the vote takes place. It's important to remember that the City Council are public servants who are there to represent and act on behalf of their constituents. Implementing a proposition from folks outside of the City when people within the City are against it, is not conducive to that.

Thank you,

Annette Hilger
Inver Grove Heights resident

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:32 AM
To: Rebecca Kiernan
Subject: Fw: Post Election Review

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From: Anne Jensen <icuajj@gmail.com>
Sent: Thursday, October 24, 2024 4:22:14 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; jmurphyj@ighmn.gov <jmurphyj@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Subject: Post Election Review

Madam Mayor and Council Members,

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe our current system and election integrity protections already protect the sanctity of our vote. As elected officials, you of all people should trust the integrity of our election system. If you do not, why would you take your oath-of-office and serve since you were elected using this very system.

If people want to learn more about our election process and its security procedures, I recommend they volunteer to be an election judge and go through the training and commitment that our election judges make to assure we have a secure and truthful election.

Our county already does a Post Election Audit of the vote and does a random selection of precincts throughout the county. There have not been any issues raised until 2020 when 1 candidate did not like the results of the election. My understanding is that they could have requested a recount of all the city precincts at the expense of their campaign if they felt there were irregularities. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted.

I am curious as to why this is coming before the City Council at this late date since we have already begun voting for this cycle. Why was this not addressed months ago when the public could have voiced their concerns and discussions be had.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concern.

Annette J Jensen
Inver Grove Heights Resident

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:31 AM
To: Rebecca Kiernan
Subject: Fw: City Council Vote

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From: Becki Silk <silk.rm@gmail.com>
Sent: Thursday, October 24, 2024 4:29:43 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: City Council Vote

Please represent me by voting NO on the item regarding have others audit the votes that are safely counted for the upcoming and future elections by using our voting machines.

I believe that it is unsafe for our democracy to have unknown people hand count our ballots. Voting machines have been shown to be 99% safe.

The cost for this ridiculous item has not been budgeted for and is also very prohibitive. Our tax money can certainly be used more effectively.

VOTE NO!

Becki Silk

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Rebecca Kiernan

From: Ben Kissling <kisslingb@gmail.com>
Sent: Sunday, October 27, 2024 7:18 PM
To: IGH City Clerk
Subject: Post Election Review

Thank you in advance for your consideration of my opinion regarding the Post Election Review Request city council is deciding upon. My name is Ben Kissling, and I am a 6 1/2 year resident of Inver Grove. As I've read the documents regarding the review, I feel it may be an unnecessary expense, that to be honest seems quite high. Although I feel strongly that elections should be fair, efficient and accessible, I also believe that we should use data to find the most effective solutions to our concerns. The data presented in the city council minutes showed me that there isn't an issue. The 99.9247% and 100% accuracy that has been shown in 2020 and 2022 is evidence that the system works. I don't see concrete evidence of other data that can be proven otherwise. To say there is evidence without showing data, qualitative or quantitative, is misleading and shouldn't be deemed credible when using public funds. I believe it's a rash decision to use \$120,000 from the city's budget in this manor. Money that could be spent in a purpose that benefits the people of Inver Grove with a far better effect size.

Thank you for your work and advocacy for the people of Inver Grove, and thank you for your time.
Ben Kissling

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RECEIVED

OCT 25 2024

Mayor of Inver Grove Heights and City Council members

I am writing in response to the recent discussions about the validity of the election process in Inver Grove Heights. I am very disappointed that the Mayor and certain members of the City Council did not quickly and confidently refute the claims of the election deniers. And worse, that the Mayor and those council members lent a measure of support to their claims. These types of claims have again and again been proven false. There is abundant evidence that the election system is valid and that the goal of these deniers is to destroy the credibility of our process for the benefit of candidates that cannot otherwise win elected office. If you have not taken the trouble to understand the extensive checks and balances and existing safeguards for our election system, but instead are guided by unfounded accusations and internet rumors, I have serious doubts about your ability to uphold the offices you were legitimately elected to. Please do your best to reverse the damage caused by your thoughtless support of these invalid and destructive claims.

Carol Nankivel
8311 Cloman Ave
Inver Grove Heights

A handwritten signature in cursive script, reading "Carol Nankivel". The ink is dark and the signature is fluid, with a long, sweeping tail on the final letter.

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:26 AM
To: Rebecca Kiernan
Subject: Fw: Hand Recount proposal

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From: Charles Vraspir <cvraspir@gmail.com>
Sent: Saturday, October 26, 2024 11:10:41 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Hand Recount proposal

Mayor Dietrich,

First let me say thank you for your civic duty to represent our citizens and helping make decisions for our City. I wanted to reach out to you as a citizen of Inver Grove, that I am strongly opposed to a forced hand recount of our election. There is plenty of evidence that hand recounts, under time crunches are not more secure nor accurate in their results. Humans are prone to errors, especially repetitive boring tasks, something that is also not self correcting. Meaning they do not always even realize they've made a mistake. This is why they require multiple people to do those hand recounts just to ensure that those mistakes are caught and yet still humans are prone to error.

There is no reason to believe that the auditing and testing processes of the machines used to read and count votes are inaccurate. They have been tested and verified multiple times and will be again on election day to ensure the counts are accurate. If there is a discrepancy then of course manual intervention will be used to ensure the integrity of the vote. The ballots are not destroyed so in the event of a necessary required recount a careful hand recount can happen, but that should only be necessary if there is reason to doubt the count after the counts have been made. Something that has actual evidence to indicate a reason the machines and the process may have failed.

It is inconceivable to me why we would be pushing forward with the election at all in the first place if there was any doubt about the process we were using to conduct it. The time to resolve those concerns and issues has been over the last 2-4 years so that it could be solved in the machines or process itself. Changing the process at the last hour does not make any logical sense and is only casting doubt on all the people that we have already trusted to conduct our election. So unless you are doubting the integrity of our election officials top to bottom this proposal is a bad idea and if you are doubting them why has it not been expressed in specific terms before now? Please vote no on this PER proposal.

I have no other thoughts or concerns about this, but if you would like to discuss it further with me personally please feel free to give me a call on my Cell Phone 651-895-2741.

Thank you for your service

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:30 AM
To: Rebecca Kiernan
Subject: Fw: Auditing Ballots really???

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From: Cindy Nordstrom <cindynordstrom@gmail.com>
Sent: Thursday, October 24, 2024 6:58:56 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Auditing Ballots really???

Nonpartisan city council member...BS, conservative willing to spend 120k on a hand counting ballots because someone not even local requests it, really??? Or worse yet allowing them access to our ballots, appalling...transparent BS ... questioning the integrity of local employees and volunteers...unbelievable politics 😞

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Rebecca Kiernan

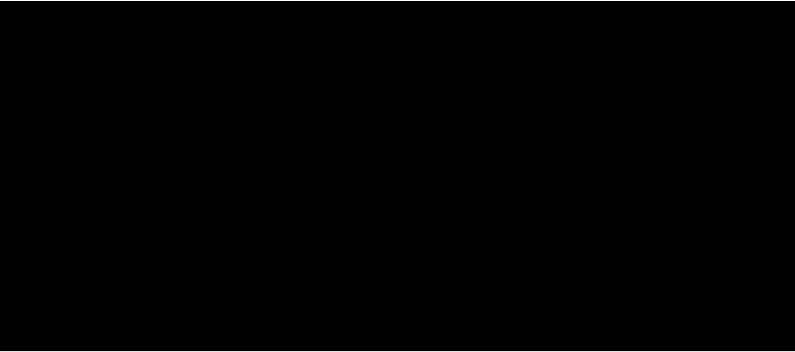
From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:26 AM
To: Rebecca Kiernan
Subject: Fw: City of IGH Overstepping Election Authority

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From: Colleen Thomas <cmthomas66@yahoo.com>
Sent: Friday, October 25, 2024 10:30:33 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: City of IGH Overstepping Election Authority

Greetings,

This email is addressing the City of Inver Grove Heights City Council's agenda item for a resolution at its council meeting on Monday, October 28th at 6pm to ask Dakota County for a 100% recount of all the votes within Inver Grove Heights for this coming election November 5th. The city is calling it a post-election audit (PAR), but in fact, the council is asking for a 100% recount "to include all elections in which there are more than one candidate". I believe the city is overstepping its legal authority and has no basis for such action. ***A recount for statewide and federal races is ONLY allowed when: 1) the vote for each candidate are within a one-quarter of one percent (0.025%) margin; or 2) requested by a losing candidate in the election.*** [Election Security | Dakota County](#) As a member of the City Council, I highly advise you to familiarize yourself with the law.



Election Security | Dakota County

A group outside of the city, Anoka County Election Integrity Team (ACEIT), brought this request to the city council meeting in September and October 14th; with obvious suspect of recruitment of a select few local citizens of IGH to "buy-into" their nonsense. More disturbing to me, after only 15 minutes of discussion, the Mayor along with two council members agreed with the need to a recount due to "an abundance of fraud", which is an opinion of the Mayor, not a fact. The city staff DOES NOT recommend this; however, the council is proceeding with the request.

I have further research of stats of the 2020 election in IGH which the request misstates as " Nearly 14,000 ballots were cast by Inver Grove Heights voters in the 2020 presidential election". There were actually 21,503 ballots cast in the 2020 General Election; of which 21,411 voted for president with the results as follows: R-8,851 (41.34%) and D-12,034 (56.25%) and other 526 (2.46%); facts that are easily found here: [Office of the State Of Minnesota Secretary of State](#)

Office of the State Of Minnesota Secretary of State

Office of the State Of Minnesota Secretary of State

I have provided this same information to WCCO, KARE11, FOX9, KSPT, Dakota County Attorney, Dakota County Elections, Joe Atkins, and the MN Secretary of State's office along with a link to the Request for Council Action and the Resolution PER-Request.

Voting integrity is a non-issue for IGH but some members of our city council seem to want to make it an issue.

Regards,

Colleen Thomas
3042 96th Street E
IGH, MN 55077
cmthomas66@yahoo.com
Mobile: (651) 260-9898
<https://www.linkedin.com/in/colleenmthomas>

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:35 AM
To: Rebecca Kiernan
Subject: Fw: Monday

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From: Dan Merritt <danakadent@gmail.com>
Sent: Thursday, October 24, 2024 2:02:39 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Monday

As a citizen of Inver Grove Heights I am not in favor of asking the county to hand count our votes. You are probably smart enough to know there really isn't a lot of fraud out there. This is bending your will to a few people who might not even be from Inver Grove Heights, and may put our votes at risk. Have you every tried to count a large volume of items by hand? Is that accurate? Voters like myself are taking note and making our mayoral and city council votes into account. Dan M.

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Rebecca Kiernan

From: Mary T'Kach (She/Her/Hers)
Sent: Monday, October 28, 2024 5:07 PM
To: Rebecca Kiernan
Subject: Fw: Please Oppose Hand Counting of Ballots in Inver Grove Heights

for the record.

thanks.

From: danquillin@comcast.net <danquillin@comcast.net>
Sent: Monday, October 28, 2024 4:46 PM
To: Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Subject: Re: Please Oppose Hand Counting of Ballots in Inver Grove Heights

Dear Council member T'Kach,

My name is Dan Quillin, and I am a resident of Dakota County. I live at 469 Darla Ct. in neighboring West St. Paul. I have taken the time to learn about the quality and integrity of our election process in Dakota County. I have visited and had explained to me the integrity of the process. It has come to my attention that there is a resolution at the Inver Grove Council meeting tonight to hand count the ballots for Inver Grove Heights for the Nov 5th election.

I strongly oppose this and urge you to stick with our traditional machine counting process votes in the Nov 5th election. I strongly oppose hand counting for several reasons:

1. We know a few things to be true about hand counting an entire election: it is not as effective as machine counting and yields more human error than machines, it is incredibly costly to the jurisdiction and takes much longer than machine counting.
2. We already have safeguards in place to ensure that every vote counts, such as the Public Accuracy Test" of the machines before their use in every election, a "Post Election Review" that includes a handful of precincts from each county who go through a hand count audit to ensure the accuracy of the count. And those precincts must be chosen "by lot," which means randomly. You can't shrink the pool like this and still be in compliance with the legal requirements.
3. The cost of \$120k for this unbudgeted expense when there is no sign of a problem is an unnecessary and wasteful expenditure of city funds
4. The most dangerous part of this argument is that it is based on a false premise – one that suggests our elections aren't to be trusted.
5. We know our elections are safe, easy, and secure.
6. It will slow down and the whole process of Dakota County reporting election results and cause unnecessary confusion.
7. Here in Minnesota the majority of people in this county not only support our current election system but seek ways to expand Minnesota's nation-leading voter participation rate.
8. I urge the city council **not to pass this resolution which will cause nothing but confusion.**

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:26 AM
To: Rebecca Kiernan
Subject: Fw: In Support of PER (Post Election Review) of all precincts in Inver Grove Heights

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From: daniel passer <dannypasser@yahoo.com>
Sent: Sunday, October 27, 2024 3:21:15 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: In Support of PER (Post Election Review) of all precincts in Inver Grove Heights

Dear Mayor Dietrich,

I support conducting a PER for all of the precincts in Inver Grove Heights. Responsible citizens of our representative republic should exercise common sense and wisdom in support of fair and transparent election processes and procedures. The PER should present an opportunity to publicly demonstrate to all concerned parties that fair and proper methods and processes were utilized throughout the entire election process by all election officials, thereby helping to instill public trust in the process.

Daniel Passer
Inver Grove Heights

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:26 AM
To: Rebecca Kiernan
Subject: Fw: Post-Election Review Request

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From: Dawn Gaetke <dawnmvg@gmail.com>
Sent: Saturday, October 26, 2024 5:48:29 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Cc: Dawn Gaetke <dawnmvg@gmail.com>
Subject: Post-Election Review Request

Dear Mayor and Council Members,

After having read the Post-Election Review Request summary authored by Inver Grove Heights staff, I am writing to urge you to reject the request for further vote auditing. The Public Accuracy Testing outlined by staff seems adequate protection.

Oftentimes many council members express concern about the city spending money needlessly. This additional auditing would be such an expense.

I also urge you to refrain from suggesting that within our election system "fraud is abundant" in open public meetings, or at any time that you represent our city. If you wish to hold this erroneous opinion privately in your private conversations, obviously, that is your choice. But when you are representing me and my city, please don't espouse such unsubstantiated claims.

Vote no on Post-Election Review Request.

Sincerely,
Dawn Gaetke
7477 Cahill Ave, Inver Grove Heights, MN 55076

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:27 AM
To: Rebecca Kiernan
Subject: Fw: IGH vote hand count situation

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From: Debbie Oehme <debo4x4@hotmail.com>
Sent: Friday, October 25, 2024 12:33:08 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: IGH vote hand count situation

To the IGH Mayor and City Council:

I have been an IGH resident for 44 years, and typically proud of the city government. But, I have to say that the FB posts about this so-called voter hand count and voter integrity situation has me very concerned; to the point where I'm ready to vote every one of you out.

I worked at a previous election, at St. Pats, and was very pleased with the amount of constant auditing and double-checking that happened throughout the day. The IGH election team should be proud.

Our systems and equipment has been tested and audited to be very accurate and safe. Why in the world would you entertain an outside group to touch our votes? This just opens us up to corruption and fraud. This group could very easily "find a box of votes" like has happened in other states and change the outcome of the election. It horrifies me to think that you have opened up our fine city to this kind of blatant fraud!

To Sue Gliva personally, I enjoyed it when you stopped at my house and we had a nice chat about the city. You seem to be a logical person and I don't know where you stand on this topic. But I sincerely hope that you will not stoop so low as to be in favor of supporting fraud.

Please, for the love of all things American, tell this outside group to not touch our sacred voting procedures.

Again, I will be watching the Council meeting on Monday and will be prepared to alter my Nov 5 vote accordingly.

Debbie Oehme
For now, a very proud IGH citizen

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:28 AM
To: Rebecca Kiernan
Subject: Fw: Election Integrity

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From: DeAnne Trudeau <pdtrudeau@gmail.com>
Sent: Friday, October 25, 2024 11:55:18 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; jmurphy@ighmn.com <jmurphy@ighmn.com>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Election Integrity

Dear Council Members,

It has come to my attention that individuals have approached the city council trying to insert themselves into our election to hand count our ballots. Changes to a process that has worked well in Inver Grove Heights in the past is very disturbing and will cost taxpayers hundreds of thousands of dollars we should be spending elsewhere. We have always had very safe and fair elections in IGH and random people should not be allowed to scare others into thinking differently. All council persons should know this and be backing election officials by responding with a "thank you for their opinions" and expressing that they "trust the current election officials". Additionally, stating they trust the process and are confident the election is completely secure would have been appropriate.

I have been in contact with the Secretary of State office and am aware the IGH legal counsel is trying to figure out if you can even do this. I will be attending the council meeting on Monday and my hope is you will find out you are not allowed to do this, but if you are, this long time very concerned constituent hopes you will put this issue to rest and vote NO. If some of you felt there was an (unsubstantiated) issue with the elections in our city, something should have been done and brought to the community to discuss at an earlier date.

I look forward to hearing from you on this and appreciate your time in this matter.

Thank you,
DeAnne Trudeau

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Rebecca Kiernan

From: Doug Bernstein <dougb9@gmail.com>
Sent: Sunday, October 27, 2024 8:44 PM
To: Brenda Dietrich; Sue Gliva; John Murphy; Tony Scales; Mary T'Kach (She/Her/Hers); IGH City Clerk
Subject: Election Audit Proposal

IGH Council members,

It has come to my attention that there was a proposal made in the last couple council meetings that a step be added to the Inver Grove Heights election process.

To the best of my knowledge, although there has been a great deal of political and media attention on the sanctity of our elections, there have been no documented and successfully prosecuted cases of election fraud locally or nationally.

Our election workers should be praised and supported for their good civic work. We should not be questioning their work ethic or integrity.

Is there a specific issue we're trying to solve in Inver Grove Heights? Is there any evidence that our elections have produced inaccurate results?

In this highly politicized environment, it seems wise to question the motives of an organization hoping to insert itself in our community.

Please consider the issues that have arisen in Georgia as new laws were enacted to change their election processes, only to have the Georgia Supreme Court deem them unconstitutional at the state and federal level.

Although I do not believe there is any justification for considering the proposal, if the council chooses to do so, it should be given due diligence, and not implemented hastily.

Has the City Attorney weighed in on the proposal? What are the requirements for modifying the election process? Does a modification need to be approved by the Minnesota Attorney General and/or Secretary of State's office?

A last minute change to the Inver Grove Heights election process would place our community under great scrutiny. This is our home. My block has people with a wide set of beliefs, but we don't let it get in the way of our friendships. This highly partisan action could create ugly rifts. Please let us live here peacefully, away from the attention it will draw.

Thank you for considering my perspective. I will not be able to attend the meeting, but would approve of having it read into the record if that is possible.

Doug Bernstein

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:34 AM
To: Rebecca Kiernan
Subject: Fw: PER request concerns

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From: Elijah Marlowe <elijah.marlowe1224@gmail.com>
Sent: Thursday, October 24, 2024 2:35:32 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: PER request concerns

Hello council members,

I am writing to express concern about a topic that was brought up in recent council meetings; a group of individuals wanting to step in and hand count our ballots for the upcoming election. It sounds as if 1 or more of the individuals requesting this are from outside of the city which is concerning for myself and many others. the combination of this topic being brought up extremely last minute and by people from outside of the city is alarming. Additionally, several citizens have expressed concern about these individuals and their intentions after looking into them more heavily. I hear the concern about election fraud, and on that same vein we must also acknowledge there are groups of election deniers looking to get in and mess with results. If you all move forward with this plan, these people need to be heavily looked into and vetted. Additionally, I am struggling to see the necessity of this. As far as I am aware we have not had major issues with election fraud in our city and at a cost of 120,000 dollars it feels a waste of money. In fact, in 2020 it was found that the machines counted votes with 99.924% accuracy, and in 2022 they counted votes with 100% accuracy. These numbers indicate that this hand counting is not necessary. That 120k could be used in an area where it is actually needed, such as the school which is currently undergoing serious budgets cuts and will be losing vital programs.

I also find it extremely concerning that there appears to be no time set aside for public comment until after the vote on the matter takes place. That is not conducive to hearing and acting on behalf of your constituents.

I hope you will reconsider this matter and at minimum allow for public comment before the vote takes place. It's important to remember that the city council are public servants who are there to represent and act on behalf of their constituents. Implementing a proposition from folks outside of the city when people within the city are against it is not conducive to that.

Thank you,
Inver Grove Heights resident Elijah Marlowe

Rebecca Kiernan

From: Erica Strodztz <estrodztz@gmail.com>
Sent: Monday, October 28, 2024 3:26 PM
To: Brenda Dietrich; Sue Gliva; John Murphy; Tony Scales; Mary T'Kach (She/Her/Hers)
Cc: Rebecca Kiernan
Subject: Post-Election Review Resolution

To Mayor Dietrich and Councilmembers,

I appreciate the Council's desire to protect my vote, but I am writing today to request that you do NOT approve the post-election review resolution up for consideration on October 28. I do NOT support it and do not want our city to recommend these changes to the county. I have read the city staff document that explains our existing rigorous election process as well as the Dakota County Election Security and Elections FAQ websites. After reading these trusted resources, the following points informed my decision:

- Our existing process is already transparent and available for public observation at all stages.
- All election systems are certified by an independent testing authority.
- After public testing, election judges verify that the sealed containers holding the programmed cards haven't been tampered with or accessed.
- Voting equipment is never connected directly or indirectly to the internet or any other wireless device or network. They cannot be hacked.
- Post-election reviews are already conducted. Dakota County precincts met or exceeded accuracy requirements in 2016, 2018, 2020, and 2022.
- Concern about casting more than one vote is overblown. It is easy to catch, extremely rare and the punishments are serious.
- A losing candidate can already request a recount at their own cost (unless it results in changes) if he/she doubts the integrity of the vote.
- The most recent recount (in Hastings) resulted in zero changes to the vote totals for each candidate.
- Hand counting has actually been proven to be less accurate than the machines.

As you go over the staff's well researched summary of this sensible process, I hope it is clear to you as well that this resolution of superfluous, costly election security recommendations to the county should NOT be approved. In the future, please reassure concerned residents that our elections are secure in Dakota County, provide them with the very helpful Dakota County Elections FAQ document, and encourage them to observe the existing public accuracy tests and post election reviews to put their minds at ease.

Finally, I am very disappointed, Mayor Dietrich, that you stated that there has been "abundant fraud" in our system, without providing evidence and contrary to proof otherwise. I am hopeful that perhaps you misspoke and will clarify your comment during the October 28 meeting.

Thank you for taking the time to read this and for your service to our community.

Respectfully,

Erica Strodztz
9910 Conrad Ave
Inver Grove Heights

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:31 AM
To: Rebecca Kiernan
Subject: Fw: Hand Counting Ballots ACEIT

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From: Parents <smithd.mn@comcast.net>
Sent: Thursday, October 24, 2024 5:51:55 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Cc: Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; mtkach@igh.gov <mtkach@igh.gov>; secretary.state@state.mn. <secretary.state@state.mn.>; elections@co.dakota.mn.us <elections@co.dakota.mn.us>
Subject: Hand Counting Ballots ACEIT

Mayor Brenda Dietrich,

I was made aware of a group of people (some of whom do not live in Inver Grove Heights) who attended the last two city council meetings concerned about election integrity.

It appears they feel we need to have a hand count of all ballots. I do not want any of these people to have their hands on my ballot!

In my opinion this is not necessary and would cost the City of Inver Grove Heights a large amount of money (\$120,000).

I don't agree with this, and it should have been shut down immediately!

It appears council members Sue Gliva and John Murphy would support this.

I am surprised to hear that you made the comment that there is "an abundance of fraud" in the voting process. You are supposed to be nonpartisan! It appears this is not so as election fraud claims (all debunked) are the stock and trade of the Republican party.

Also, the way the meeting on Monday is set up appears to be very sneaky. You vote on it ahead of the public's comments being heard.

You have all lost my vote for all time.

I will be letting the Secretary of State know my opinion about this, as well as expressing my concerns to the appropriate authorities of Dakota County.

How about putting time and money into important issues like water safety and the construction of new roads.

Sincerely,

Heather Smith

Rebecca Kiernan

From: Jason Teiken <jmteiken@gmail.com>
Sent: Sunday, October 27, 2024 10:10 AM
To: Rebecca Kiernan
Subject: Email to the City Council in re: Post Election Review October 28th Meeting

Mayor Dietrich and members of the City Council,

I am writing to state my strong opposition to the resolution for the Dakota County Canvassing Board to include all Inver Grove Heights precincts in a Post Election Review (PER).

I am disappointed and concerned that a resolution was drafted at all and eight days before an election, our city leadership thought it was wise to consider such a resolution. The Mayor and the City Council should have anticipated the controversy this resolution has caused. And the concerns of citizens, regardless of how they were expressed, are not "nonsense" or "out of hand". It does not matter if the concern of our citizens is posted on Facebook, in a voicemail, or stated in person.

This issue of election integrity has been stoked constantly by bad faith actors for four years and has led to violence at our Nation's Capitol, millions of dollars in litigation, threats to election workers, and distrust in our communities. When city leadership engages with disinformation and even says there was "an abundance of fraud", they are sowing distrust in our electoral process. Our elections are safe and secure. The county administers the election. Not the city. The staff's recommendation is correct. This resolution should not pass.

I am running for City Council. I have been following this issue closely. And I would be following it regardless. This is more important than my campaign. As Mitt Romney said after January 6, 2021- "The best way we can show respect for the voters who are upset is by telling them the truth. That is the burden, and the duty, of leadership." As a candidate, I intend to speak and make decisions based on the truth. And I will accept the results. Win or lose. I know and trust that the election is fair and secure.

Thank you.

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:32 AM
To: Rebecca Kiernan
Subject: Fw: Voting in IGH

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From: jt9663@comcast.net <jt9663@comcast.net>
Sent: Thursday, October 24, 2024 4:17:47 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Voting in IGH

We would like to see an audit done to check our voting integrity. Democrats cannot be trusted. I'm not sure who should be doing it.

Regards

Jim and Karen Taylor

Sent from my iPad

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:30 AM
To: Rebecca Kiernan
Subject: Fw: Post-Election Review

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From: Jon Fredeen <jon.fredeen@gmail.com>
Sent: Thursday, October 24, 2024 8:59:47 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Post-Election Review

Dear Mayor and Members of the City Council,

I am writing to express my strong opposition to the proposed review of our polling machines, a decision that seems both unwarranted and financially irresponsible. The mayor's claims of election fraud lack substantiated evidence and echo unfounded narratives that have been widely debunked by experts across the country.

The proposed review, estimated to cost over \$120,000, represents a significant financial burden on our community. This expenditure diverts funds from essential services and community projects that genuinely need support. Moreover, electronic voting systems have been scrutinized extensively, and the consensus among election experts is that they are secure and reliable when used with appropriate audit measures.

Questioning the integrity of electronic voting without valid grounds not only wastes taxpayer money but also undermines public confidence in our electoral process. It is crucial for our community to focus on strengthening trust in our democratic systems rather than fueling baseless fears[2][3]. In addition, the Post-Election-Review processes that were executed in 2020 and 2022 show irrefutably accurate results with all 'differences' explained. Where are you seeing fraud? A PER completed in 5 precincts by Dakota County in 2020 found the voting machines to be 99.9247% accurate. It found only one error in almost 23,250 votes. A PER completed in 2022 in 5 precincts within Dakota County found the machines accuracy to be 100%.

I urge you to reconsider this proposal and prioritize initiatives that truly benefit our community. Let's invest in areas that enhance our quality of life rather than engaging in costly and unnecessary reviews.

Thank you for considering our perspective.

Sincerely,

Jon and Ingrid Fredeen

Sources

[1] Voting technology - MIT Election Lab

<https://electionlab.mit.edu/research/voting-technology>

[2] The Election Denial Movement's Misguided Push to Hand-Count ...

<https://americanoversight.org/investigation/the-election-denial-movements-misguided-push-to-hand-count-ballots/>

[3] Summary of the Problem with Electronic Voting

<https://verifiedvoting.org/publication/summary-of-the-problem-with-electronic-voting/>

[4] [PDF] The Direct Recording Electronic Voting Machine (DRE)

Controversy <https://crsreports.congress.gov/product/pdf/RL/RL33190/6>

[5] EXPLAINER: Voting systems reliable, despite conspiracies | AP News

<https://apnews.com/article/2022-midterm-elections-technology-voting-donald-trump-campaigns-46c9cf208687636b8eaa1864c35ab300>

[6] Problems with Voting Systems and the Applicable Standards

<http://homepage.cs.uiowa.edu/~jones/voting/congress.html>

[7] Election experts oppose hand-counting ballots. Here's why.

<https://www.cbsnews.com/pittsburgh/news/hand-counting-ballots-explained/>

[8] Candidate <https://assets.corporatecompliance.org/Portals/2/PDF/CCEP/ccb-ccep-handbook.pdf>

[9] <https://ighmn.portal.civicclerk.com/event/1850/files/attachment/6545>

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:26 AM
To: Rebecca Kiernan
Subject: Fw: Recount of ballots

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From: Judy Kuester <jukues44@hotmail.com>
Sent: Friday, October 25, 2024 8:08:36 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; tmurphy@ighmn.gov <tmurphy@ighmn.gov>
Subject: Recount of ballots

I am a resident of Inver Grove Heights. I do not feel we need a recount of ballots.

Many others feel the same as our election is accurate and no fraud is present in Inver Grove Heights and our nation. Also, this is very costly.

.
Why would the council feel there is a need for a recount?

I would have thought this council would have stated to the presenter there was no need of any recounting of the ballots. I believed that a city council was nonpartisan but apparently this is not the case.

Sincerely,
Judy Kuester
9448 Old Concord Blvd
Inver Grove Heights, MN 55076

Sent from my T-Mobile 5G Device
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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:29 AM
To: Rebecca Kiernan
Subject: Fw: Proposed post- election concerns

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From: Justin Hein <justin.hein123@gmail.com>
Sent: Friday, October 25, 2024 8:20:47 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: Proposed post- election concerns

Dear Members of the City Council,

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security.

By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,
Justin Hein

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:29 AM
To: Rebecca Kiernan
Subject: Fw: Voting Audit

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From: Karen Onken <karenkonken@yahoo.com>
Sent: Friday, October 25, 2024 9:19:23 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Voting Audit

Good Morning Madam Mayor,

I am expressing concern about the resolution that will be voted on by the city council on Monday regarding the resolution for audits of our voting system.

My first concern is that I have heard that you stated there is fraud out there. What are you basing this on? If you don't have confidence in our election judges perhaps we won't have confidence in you as our mayor.

My second concern is that if this resolution is passed, the city is opening a can of worms and every election will be audited going forward and there will not be any trust in our voting system.

My final concern is that the cost for this audit is unnecessary and prohibitive. Why spend money to have someone who is not a resident of Inver Grove Heights come and "check up" on our election judges? It does not show that you have much confidence in our judges. Who would want that tedious job in the future if our city elected officials do not have faith in their ethics?

At some point we, as citizens, need to put some faith in our system of voting without the constant need to be checked up on.

Please vote to suppress this resolution.

Karen Onken

Sent from my iPad

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Rebecca Kiernan

From: Kelly Kayser <kelly.kayser@ymail.com>
Sent: Monday, October 28, 2024 7:10 AM
To: Brenda Dietrich; Sue Gliva; John Murphy; Tony Scales; Mary T'Kach (She/Her/Hers)
Cc: Rebecca Kiernan
Subject: Item 7D

Dear Mayor and Council members,

I am writing in regard to Agenda item 7D pertaining to the recent citizen request for a post-election review of Inver Grove Heights' voting results on November 5, 2024.

I have read the comprehensive summary prepared by Clerk Kiernan and see nothing to suggest that further verification of results after election day would be warranted. For the following reasons I **strongly encourage you to vote against any resolution that would require city or additional county funds to perform the requested post-election review:**

- 1) Dakota County currently has procedures in place that satisfy Minnesota's statutory requirements (MS 206.89) for auditing election equipment and tabulations. If citizens believe that the current procedures are insufficient, they should advocate for a change in the law.
- 2) Even if just two precincts are selected for a post-election review, the cost to do so could exceed \$20,000. Authorizing such an expenditure would be out of sync with past Council decisions that have avoided unnecessary or duplicate costs.
- 3) Each of you was elected to be a non-partisan representative in our community; for that reason, all requests from the public should be evaluated through a non-partisan lens in order to arrive at decisions that are best for our collective community. In this case, that means asking yourselves if there is any specific evidence to suggest that the processes followed by our city and Dakota county are failing to put forth accurate machine tallies and election results?" If the answer is, "no," there exists a lack of justification for additional scrutiny and potentially significant delays in certifying results.

I have voted in approximately two dozen elections; on a personal level, I do believe that there are things about our current voting processes that should be evaluated and even changed to ensure that best practices are being followed, especially after the flurry of changes that came about during the pandemic. With an ever-changing societal landscape and what feels like nonstop technological threats, vigilance is necessary for fair, safe, and secure elections. However, I don't feel the request before you rises to that level because it does not have a direct correlation to an identified problem in Inver Grove Heights. Furthermore, given our country's current political climate, I don't see a scenario in which approving this request a week before the general election would not be perceived as political.

I feel very strongly that the council's priority should be to safeguard our community from the divisive partisan narratives, distrust, and vitriol that we continually witness on our state and national stages. Of course, everyone has their own values and political leaning, but I hope that you, as our local government body, will continue to prioritize issues that are apolitical and benefit our community the most - roads, public safety, clean water, aging infrastructure, parks, housing, and future development.

As always, I appreciate your service to the residents of Inver Grove Heights.

Regards,

Kelly Kayser

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:32 AM
To: Rebecca Kiernan
Subject: Fw: No reason for an election audit costing \$120,000

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From: Kimberly Browning <agentkimmers@gmail.com>
Sent: Thursday, October 24, 2024 4:14:38 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: No reason for an election audit costing \$120,000

I am a resident of IGH.

It is concerning that you are considering an election audit that would cost the city \$120,000 to appease a group that isn't even from IGH. It is also concerning that we have to learn about this from a IGH Neighbors Chat.

Perhaps you all should start engaging with residents, listening to the people of IGH and putting our community first before outside groups. I am sure my IGH Neighbors would rather have their roads fixed with this money.

Concerned IGH Resident,
Kim Browning

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:33 AM
To: Rebecca Kiernan
Subject: Fw: Election integrity

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From: kleckner68@gmail.com <kleckner68@gmail.com>
Sent: Thursday, October 24, 2024 3:30:14 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Election integrity

I saw a Facebook post trying to rally discontent for the idea of verifying election results. As someone who has spent most of my life living in igh I felt the need to chime in. I don't think there are many things more important than our right to vote and having fair elections. They say the cost of doing so would be 120k, which admittedly seems expensive, but I know there's many people (including myself) that have concerns about elections, and I hope you all have the courage to fight for the verifying of our election results

Sent from my iPhone

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:31 AM
To: Rebecca Kiernan
Subject: Fw: Proposed post- election concerns

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From: Larisa Larson <larisa.larson27@gmail.com>
Sent: Thursday, October 24, 2024 5:17:20 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: Proposed post- election concerns

Dear Members of the City Council,

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,
Larisa Hein

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Rebecca Kiernan

From: John Wendt <jtwendt@gmail.com>
Sent: Monday, October 28, 2024 11:21 AM
To: Brenda Dietrich; Sue Gliva; John Murphy; Mary T'Kach (She/Her/Hers); Tony Scales; Kris Wilson; IGH City Clerk; Joe Atkins; Laurie.Halverson@co.dakota.mn.us; Liz.Workman@co.dakota.mn.us; Droste, Bill; MaryLiz.Holberg@co.dakota.mn.us; mike.slavik@co.dakota.mn.us; Mary.Hamann-Roland@co.dakota.mn.us; Linda Dehrer-Wendt
Subject: RE: Post-Election Review Request

Mayor, Members of the Council and Dakota County Commissioners,

We watched the Inver Grove Heights City Council Hearing when an outside group called for manual recount of the ballots for the upcoming election.

Putting it bluntly, and reinforced by City Staff:

1. Full hand counts cost more money, require more complex logistics, and take much more physical space than automated tallies.
2. Full hand counts take far longer than automatic tabulation, especially in high-turnout elections or those with multiple races on the ballot such as ours.
3. Voting systems tabulate quickly and facilitate timely results that enhance voter confidence. Full hand counts, on the other hand, may delay result reporting.
4. Full hand counts are likelier to lead to inaccurate results than automated tabulation. Voting systems are accurate and reliable.

This is all confirmed by both actual cases and by double-blind peer reviewed studies, not presentations from a vanity press book and inaccurate allegations. For example, in Nye County Nevada the County Clerk noted that the manual hand-tallied results produced a staggering 25% error rate. The County Clerk in Osage County, Missouri tried doing a manual recount and noted that there was no issue with the county's current voting system, "Our tabulation machines that the county uses for elections are faster, accurate and more efficient to get the job done...and hand counting it would cost us more in time, money, losing volunteers, and accuracy of votes." And a double-blind peer review study from Rice University showed a 42% error rate with hand tabulation!

If you believe improvements need to be made, we should be working on improving and modernizing our machine-based systems, protecting them from cyberattacks and updating equipment. We should also promote best practices for ensuring an accurate count, such as logic and accuracy testing on machines. We should not return to expensive, error-prone and impractical hand-counting.

The Citizens of Inver Grove Heights and Dakota County rely on you to be good stewards of the City's and County's assets and resources. Please use them wisely.

Please deny this request.

Thank you,

Linda Dehrer Wendt and John Wendt

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:34 AM
To: Rebecca Kiernan
Subject: Fw: PER

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From: Lisa Simplot <lsimplot@msn.com>
Sent: Thursday, October 24, 2024 2:57:50 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: PER

Brenda,

As a constituent, I hope you will not be voting for the PER this coming Monday. It does not seem a good use of funds, considering past results.

Thank you for your time.

Lisa Simplot

Sent from my iPhone

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 2:47 PM
To: Rebecca Kiernan
Subject: Fw: Tonight's City Council Meeting

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From: Stensgard, Lynette <lynette@lynmark.com>
Sent: Monday, October 28, 2024 12:59:11 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Subject: Tonight's City Council Meeting

To Mayor Dietrich and City Council Members:

I wanted to reach out to you all about the recent concerns of election results and audits.

I will always be on the side of fairness, and I understand people's fear after the last election. However, I do not go by hearsay or people's opinions. I want to see the data. There is an existing process to perform the post-election audit, scheduled for Nov 14 for Dakota County. Please show me how that process has failed or suggest our city be fearful of the past results which would make one believe we need to bring in an outside resource to validate all precincts. If done, it should be conducted by experienced auditors, and the process communicated and open to the public. I'm shocked a comment was made that "we already have one volunteer" to manage such a serious request. How is that more trustworthy?

You are harming the integrity of our city and the council with the way you are handling this matter.

If the data clearly showed an issue, I would support it, but at this point, I do not see that and DO NOT support this kind of irresponsible spending.

I would like to see the following addressed in this evening's meeting:

1. Why are you entertaining this NOW just a few short weeks before the election? WHY would you choose to push something through so quickly with only 3 residents bringing this forward, who were supported by a very questionable outside group? Where have they been for the

past 4 years? This could have been addressed in a much more timely manner, but I think that is exactly their point and desire to stir up fear and make people question the city process at the last minute.

The same person who spoke in the last council meeting regarding audit concerns had come for public comment in a September meeting and provided you with a packet of information. Why was there not more discussion and resident input gathered after her first public comment if you felt this was so concerning? Nothing was discussed at the following work session that I found? Please correct me if I missed that. When she came back to the last council meeting where were all these concerned citizens she spoke of? Why were they not present?

2. Mayor Dietrich: Please provide the **data** to support your comments during the last city council meeting "Fraud is abundant". Broadly stating such things instills fear and that statement coming from a city leader tells your community that you do not trust our election process.

My focus and question is about election results for IGH because that is where the cost comes in. I don't want to hear about political views on Georgia, Michigan etc.

I apologize for formatting issues if there are any... I'm pecking at the keyboard with my left hand as my right hand is out of commission.

Thank you
Lynette Stensgard
5789 Bryant Lane
IGH
612-414-8684

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:31 AM
To: Rebecca Kiernan
Subject: Fw: Opposition to 2024 General Election Post-Election Review

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From: Mark Nicholson <mark.nicholson@comcast.net>
Sent: Thursday, October 24, 2024 4:44:04 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Subject: Opposition to 2024 General Election Post-Election Review

Dear Mayor Dietrich and IGH City Council Members,

I am writing to express my strong opposition to the proposed Post-Election Review (PER) request that will be voted on during the City Council meeting on Monday, October 28th.

The estimated cost of this review, a minimum of \$120,000, is a significant unbudgeted expense. Given the current financial constraints, it is unclear where these funds would come from, which raises concerns about potential impacts on other essential city services and projects.

Furthermore, previous PERs conducted in Dakota County have demonstrated the high accuracy of our voting machines. The 2020 review found the machines to be 99.9247% accurate, with only one error in 23,250 votes. The 2022 review confirmed 100% accuracy in the precincts tested. These results clearly indicate that our voting systems are reliable and do not warrant the additional expenditure of taxpayer dollars for another review.

City staff have already recommended against requesting a PER review from Dakota County, yet this proposal has still been brought forward. I urge you to consider the financial implications and the proven reliability of our voting systems when making your decision.

Thank you for your attention to this matter. I hope you will act in the best interest of our community by voting against the PER request. Your decisions on this issue will significantly impact my voting choices in the upcoming mayoral and city council elections.

Sincerely,

Mark Nicholson
7909 Bowman Ave.
Inver Grove Heights, MN 55076

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:30 AM
To: Rebecca Kiernan
Subject: Fw: post-election audit resolution

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From: Martin Springborg <martin.springborg@gmail.com>
Sent: Thursday, October 24, 2024 7:10:27 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: post-election audit resolution

Members of the Inver Grove Heights City Council,

I am writing to express my strong opposition to the proposed post-election review of our local election results. I believe this measure is unnecessary and would have significant negative consequences for our community.

Implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

As public officials, you should all be communicating to our citizens that our elections are secure, transparent, and fair. I urge the City Council to vote "No" on the post-election review and focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you,

Martin Springborg, Inver Grove Heights resident

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:27 AM
To: Rebecca Kiernan
Subject: Fw: Do Not Disrupt Our Election

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From: Maya Merritt <m.merrittrose@gmail.com>
Sent: Friday, October 25, 2024 1:59:13 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Subject: Do Not Disrupt Our Election

Hello,

My name is Maya Merritt and I have been a lifelong citizen of Inver Grove Heights. What I've been hearing about how our mayor and city council have been reacting to bad actors trying to interfere with our elections has me very concerned. Across the nation, and especially in Minnesota, our election administration has always been secure. Claims that there is an "abundance of fraud" are false and dangerous. There is no reason for hand counting ballots (which actually allows more room for errors) and there is no reason for all 12 of Inver Grove's precincts to be audited (a process that will cause strain on our election administration and promote distrust in our systems).

I believe that a majority of Inver Grove Heights' citizens do trust in our American democratic process and I desperately want all of us to be able to go to the polls in November and have faith that our ballot will be processed responsibly. By caving to the demands of a vocal minority who promote distrust in our systems and our neighbors, the city and council and the mayor weaken our democracy and our community.

Please, do not approve the costly resolution to audit all 12 of Inver Grove's precincts. And please do not consider proposing any measure to hand count ballots.

Thank you,

Maya Merritt

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:32 AM
To: Rebecca Kiernan
Subject: Fw: PER Request in IGH

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From: Michele Gressman <michele.gressman@gmail.com>
Sent: Thursday, October 24, 2024 4:11:05 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>
Cc: secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: PER Request in IGH

Dear Members of the City Council,
Hello.

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading disinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I also find it extremely concerning that there appears to be no time set aside for public comment until after the vote on the matter takes place, particularly since this is incredibly last minute, with many votes already cast.

I hope you will reconsider this matter and at minimum allow for public comment before the vote takes place. It's important to remember that the city council are public servants who are there to represent and act on behalf of their constituents. Implementing a proposition from people outside of the city, when people within the city are against it, is not conducive to that.

As such, I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Michele Gressman
Inver Grove Heights resident, and avid voter.

--

"The first step toward change is awareness. The second step is acceptance." – Nathaniel Branden

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:31 AM
To: Rebecca Kiernan
Subject: Fw: Election Denier Group from Last Council Meeting

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From: Olivia Raymond <olivia.raymond2737@gmail.com>
Sent: Thursday, October 24, 2024 6:27:02 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Election Denier Group from Last Council Meeting

Hello Brenda,

My name is Olivia Dodd. I live in IGH. It has come to my attention that at the last city council meeting, an election denier group from a completely different county outside of Dakota county, was allowed to request that we recount our ballots. The estimated cost to the city would be \$120,000. This deeply upsets me. The meeting minutes also site that yourself, Sue Gliva, and John Murphy agreed with this group. How can it be that our city should spend \$120,000 on this based on a recommendation from an extremist group that doesn't even reside in our city? I will be following this situation closely and informing my neighbors of this. I am extremely disappointed and will not vote for any of you if this moves forward. I hope you prioritize the people you represent here in Inver Grove Heights, not extremist groups who don't have our best interest at heart.

Sincerely,

Olivia Dodd

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:28 AM
To: Rebecca Kiernan
Subject: Fw: Election

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From: Pamela Roesler <pamela.a.roesler@gmail.com>
Sent: Friday, October 25, 2024 10:40:42 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Subject: Election

Hello-

I have read about a vote happening next week concerning manual counting of the upcoming election. While I agree that accuracy is of utmost importance, our record in past elections show we do a great job-even 100% last time. It does not seem like a good use of taxpayer dollars to move forward with a manual count with a cost of \$120,000. Please vote no on this issue and put the \$120,000 to better use elsewhere in our great city.

Thank you for the work you do to for our town.
Pamela and Mark Roesler

Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:33 AM
To: Rebecca Kiernan
Subject: Fw: Election Integrity

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From: RANDY PHILLIPS <rbpdh82@comcast.net>
Sent: Thursday, October 24, 2024 3:16:19 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>
Cc: Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Election Integrity

Good Afternoon,

I recently watched the 14 Oct IGH City Council meeting. In particular the public comment period. I was a bit disturbed by the individuals presenting their views regarding an "abundance of fraud" and general election inconsistencies. One area that concerned me was that few of them seemed to be residents of Inver Grove Heights which begs the question what are they *real* motives and what verifiable evidence do they have of election irregularities in IGH specifically. Secondly, their position seems to undermine the Secretary of States propose and the current election security protocols.

My question is whether you are taking their requests to insert themselves into the IGH election process seriously? Doesn't the State already have systems and processes in place that would comply with their concerns over pre and/or post election auditing? If you plan to opt for a change in election procedures/protocol, isn't it wise to require a period for public comment? At the least, their requests should NOT be considered until after the current election, and then only after a proper period of vetting for this group. If, and only IF there are indications of any irregularities, isn't it more prudent to work through the Secretary of States office?

This just seems to be an odd request by non-residents, specially so close to election day - where were their concerns 5-6 months ago?

It is my strong opinion/desire that you and the council reject any and all of their requests. If you feel it is necessary, reconsider them after the November election when time is a greater luxury.

Raymond Phillips
9275 Courthouse Blvd
IGH

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:33 AM
To: Rebecca Kiernan
Subject: Fw: Concern regarding election audit resolution

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From: Sara Skar <sara.e.skar@gmail.com>
Sent: Thursday, October 24, 2024 3:37:59 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Concern regarding election audit resolution

Hello council members,

I am writing to express concern about a topic that was brought up in recent council meetings; a group of individuals wanting to step in and hand count our ballots for the upcoming election. It sounds as if 1 or more of the individuals requesting this are from outside of the city which is concerning for myself and many others. The combination of this topic being brought up extremely last minute and by people from outside of the city is extremely concerning. Additionally, I am struggling to see the necessity of this. As far as I am aware we have not had major issues with election fraud in our city and at a cost of \$120,000 dollars it feels a waste of money that can be used elsewhere.

I also find it extremely concerning that there appears to be no time set aside for public comment until after the vote on the matter takes place. That is not conducive to hearing and acting on behalf of your constituents.

I hope you will reconsider this matter. It's important to remember that the city council are public servants who are there to represent and act on behalf of their constituents. Implementing a proposition from folks outside of the city when people within the city are against it is not conducive to that.

Part of my work as Executive Assistant to the Superintendent and School Board of ISD112 is serving as our district election clerk for school special elections. I know the work of election officials intimately. I know how many safeguards are in place to eliminate election fraud. Audits and recounts are already practice. This is not a request our city or county should be considering. Our state has a transparent, fair, and safe election process. Let our trained election officials do their job without fear or intimidation.

Thank you,
Inver Grove Heights resident Sara Skar
Sent from my iPhone

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:30 AM
To: Rebecca Kiernan
Subject: Fw: POST ELECTION REVIEW VOTE - VOTE "NO"

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From: mrschwab <mrschwab@comcast.net>
Sent: Thursday, October 24, 2024 8:25:11 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: POST ELECTION REVIEW VOTE - VOTE "NO"

Members of the City Council,

Hello.

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "NO" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,
MaryJo and Craig Schwab
mrschwab@comcast.net

Sent from Samsung Galaxy smartphone.

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:34 AM
To: Rebecca Kiernan
Subject: Fw: Election post-review

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From: Sonja Short <short012@umn.edu>
Sent: Thursday, October 24, 2024 2:17:16 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Election post-review

As a resident of Inver Grove Heights for over 12 years, I am writing to express my concerns about the planned post-election review that is on the agenda for the council meeting on Monday.

This was requested by people who are not necessarily residents of our city without valid concerns about election integrity and would lead to great expense - \$120,000 according to the staff review on your webpage. We have a lot of things that could benefit our community with that amount of money. The county already does a sampled review of the votes and found 0 discrepancies in 2020. You should not be spending city money on this unnecessary endeavor. Please vote against it.

Sonja Short
8251Cleary Ct
IGH, MN

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:29 AM
To: Rebecca Kiernan
Subject: Fw: Post Election Review Issue

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From: S. Ryan Spaeth <srzspaeth@gmail.com>
Sent: Friday, October 25, 2024 8:52:08 AM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: Post Election Review Issue

Good morning,

I just watched sections of your last council meeting, and I am concerned about excessive, onerous, unnecessary, and costly additional audits being suggested for our upcoming election - especially when it seems it wasn't even all IGH residents who were supporting their proposal on the matter. I, like all Americans, am incredibly concerned with the integrity of our elections and with keeping them both free and fair. However, I think that the processes should be built on reason, data, and evidence. Your staff put together a fantastic informational paper for your next meeting outlining their current safeguards on the voting machines and why the current processes are more than sufficient. Please make your decisions based on discussions of the truth of what actually happens and in consultation with election judges and officials in IGH itself.

Mayor Dietrich, I was particularly concerned with your comments about their being abundant fraud. On what do you base that? Can you tell me where you see fraud in the IGH or Dakota County systems? If so, I would certainly hope you wouldn't wait for a group of strangers to bring the issue up at a council meeting and that you would have addressed it in your work prior to the month before the election. You are the mayor; what you say matters. If you can back up any claim of abundant election fraud, I would like to hear your evidence and your plan to fix it. If you can't, then I would suggest you be more careful with words that sow distrust into our elections and into the hard-working election judges and poll workers that dedicate their time and efforts in our city and county to do the hard work of keeping democracy in place.

Thank you,
Sarah Ryan Ziegler Spaeth
1275 96th Street East, IGH

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:30 AM
To: Rebecca Kiernan
Subject: Fw: Hand counting ballots

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From: Terri Allen <twinoaksplaza5972@gmail.com>
Sent: Thursday, October 24, 2024 7:30:22 PM
To: John Murphy <jmurphy@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; Brenda Dietrich <bdietrich@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: Hand counting ballots

I find it extremely concerning and last minute for our IGH City Council to consider hand counting the ballots of all 12 precincts in the upcoming election.

As an election judge for the past several years, I've witnessed the scrutiny and professionalism of the Inver Grove Election Judges and the thorough training and safeguards in place with Dakota County.

Please don't allow a few to question the integrity of the system :(

--

Terri Allen
Resident of Inver Grove
651.335.1866

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:32 AM
To: Rebecca Kiernan
Subject: Fw: Election in Inver Grove Heights

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From: Therese Davis <tdavis@wingspanlife.org>
Sent: Thursday, October 24, 2024 4:28:16 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Tony Scales <tscales@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>
Cc: secretary.state@state.mn.us <secretary.state@state.mn.us>
Subject: Election in Inver Grove Heights

Dear Members of the City Council,
Hello.

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Inver Grove Heights resident
Therese Davis

Therese Davis

Executive Director
Wingspan Life Resources
30 East Plato Boulevard
St Paul, MN 55107
direct line: 651 242-5840
confidential fax: 651-242-5840
tdavis@wingspanlife.org



[Home - Wingspan Life Resources Wingspan Life Resources ...](#)

www.wingspanlife.org

Welcome to Wingspan Life Resources. Wingspan Life Resources is a non-profit organization that offers residential care in group homes and in-home programs to adults ...

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Rebecca Kiernan

From: tvener <tvener@comcast.net>
Sent: Friday, October 25, 2024 3:10 PM
To: Brenda Dietrich; Sue Gliva; John Murphy; Tony Scales; Mary T'Kach (She/Her/Hers)
Cc: secretary.state@state.mn.us; Rebecca Kiernan
Subject: Opposition to the 2024 General Election Post-Election Review (PER) request

Mayor Dietrich and Council Members,

Please accept this email as another citizen's opposition to the approval of a resolution for the PER request listed in the City Council Meeting Agenda (and below) for October 28, 2024.

Opening our process to those meant to disrupt or question the integrity of it, only invites risk to staff and election workers that are diligently working to ensure our voices are heard and our freedoms upheld. The integrity of the voting systems in Inver Grove Heights have continually ranked near or at 100%, and this review, as well as the estimated \$120,000 cost, is an unnecessary expense and burden to both the citizens and the staff.

I ask that you please to listen to your constituents.

Thank you.

Tracy Vener

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
RESOLUTION 2024-_____
REQUESTING 2024 GENERAL ELECTION POST-ELECTION REVIEW

WHEREAS the City council of the City of Inver Grove Heights desires to have a Post-Election Review (PER) conducted on the results of all twelve of its precincts for the 2024 general election pursuant to Minnesota Statute 206.89; and

WHEREAS PER are conducted at precincts that must be chosen by lot by the Dakota County Canvassing Board, but there is not a limit on the number of lot selections that may be performed and there is not a restriction on establishing the lot from which the selection is made; and

WHEREAS a PER is required to include counting the votes for President or Governor, United States Senator, and United State Representative; and the county-appointed postelection review official may conduct a PER of votes cast for additional offices; and

WHEREAS, the City Council desires to have a PER performed for all twelve of its precincts and to include all offices for which there is more than one candidate.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF INVER GROVE HEIGHTS, DAKOTA COUNTY, STATE OF MINNESOTA, as follows:

1. In the event an Inver Grove Heights election precinct is selected for a Post-Election Review (PER) of the 2024 general election, the City Council requests that the Dakota

County Canvassing Board perform a second lot selection that includes only the other eleven precincts in Inver Grove Heights and select eleven additional precincts.

2. In the event an Inver Grove Heights election precinct is not selected for a PER of the general election, the City Council request that the Dakota County Canvassing Board perform a second lot selection that includes only the twelve precincts in Inver Grove Heights and select twelve precincts.

3. The City Council request that any PER of an Inver Grove Heights precinct include all elections in which there are more than one candidate.

Adopted by the City Council on this 28th day of October 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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Rebecca Kiernan

From: Brenda Dietrich
Sent: Monday, October 28, 2024 10:33 AM
To: Rebecca Kiernan
Subject: Fw: The Upcoming Vote on PER on all 12 counties

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From: Bill Skar <bill.skar1@gmail.com>
Sent: Thursday, October 24, 2024 3:45:00 PM
To: Brenda Dietrich <bdietrich@ighmn.gov>; Sue Gliva <sgliva@ighmn.gov>; John Murphy <jmurphy@ighmn.gov>; Mary T'Kach (She/Her/Hers) <mtkach@ighmn.gov>; Tony Scales <tscales@ighmn.gov>
Subject: The Upcoming Vote on PER on all 12 counties

To the City Council and the Mayor of Inver Grove Heights,

Here's a draft for your letter to the city council:

William Skar
7951 Banks Path
Inver Grove Heights, MN 55077
bill.skar1@gmail.com
10/24/24

Dear Members of the City Council,

Hello. I am a 4 year resident of Inver Grove Heights. I also serve on the Parks and Recreation Board. Finally, I work in the community for District 199. To say that I am an active member of our community would be an understatement.

I am writing to express my strong opposition to the proposed post-election review for our local elections. While transparency and election integrity are crucial, I believe this measure is unnecessary and would have significant negative consequences for our community.

First, the cost of conducting a post-election review would be substantial, and these funds could be better spent on other critical services that directly benefit our residents. The city staff has stated this could be up to \$120,000. At a time when public resources are stretched thin, we must be mindful of the financial implications of such measures, especially when they are not warranted. I certainly would not

be happy if my taxpayer dollars were to entertain an issue that was not a concern previous to the 2020 election when a specific individual did not like the results.

Second, implementing this review would continue to give undue influence to individuals who are either deliberately spreading misinformation or are misinformed about the integrity of our election system. This serves only to undermine confidence in a system that has been proven secure and reliable.

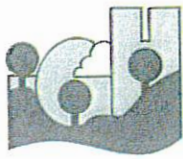
Furthermore, continuing to entertain unfounded concerns about election results only fuels distrust in our democratic processes. In a state that boasts a high voter turnout and a history of secure elections, even in close races where hand counts have been conducted, our system has consistently passed rigorous audits. This is the message we should be communicating to our citizens—that our elections are secure, transparent, and fair.

I urge the City Council to vote "No" on the post-election review and instead focus on educating the public about the safeguards already in place that ensure election security. By doing so, we can foster trust in our democracy and continue to encourage civic participation.

Thank you for considering my concerns.

Sincerely,
William Skar

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Welcome to this meeting of the Inver Grove Heights City Council!

Would you like a City staff member to follow-up with you regarding an issue on tonight's agenda or some other concern?

Please complete the form below and hand it to the City Clerk prior to departing the Council Chambers.
(Please print legibly!)

Name: Colleen Thomas Meeting Date: 10/28/2024
Address: 3042 96th St E, IGH MN 55077
Email: Cmthomas66@yahoo.com Phone: (651)-260-9898

Agenda item or concern to be addressed or followed-up on:

① In the ~~Request~~ Request for Council Action → Post-Election Review Request - on page 3 of 4, it is stated "Nearly 14,000 ballots were cast," when looking at the data from the Minnesota Secretary of state website of the voting statistics from the 2020 election 21,503 votes were cast: ^{in IGH} What is causing this variance?

② Why was the resolution for the PAR written the way it was calling for all 12 precincts of 12 to be handcounted?
This ~~comment~~ ^{item} on the agenda is what caused my greatest concern.

Good Evening, HI I'm Sandy Honerbrink of 2318 thst St E I.G.H.

First I want to thank you for your time and attention to this Voting Machines verse hand-count the ballots for verification of our Elections. I have lived in Inver Grove Heights of for over 30 years. I have worked in Accounts Payable for 30 years and I question and verify everything. If I don't understand I will ask questions or re-run the balance sheet. I try to do everything at 200%. I have been an election judge on and off for years. I have taken all the training. All the Election Judges do such a Great Job all day verifying the total of voters with the count on the big black Voting Machine. However, I as an election judge can not Touch the paper ballots in the belly of the BIG BLACK VOTING MACHINE. *They Say we have to Trust the Machine - Well I say "lets verify the Machine Count"*

1984 Ronald Reagan said during the COLD WAR

TRUST BUT VERIFY and that is my moto

- 1) How do we know for sure that the machines is counting the votes Correctly? What bipartisan individuals validation the tabulation software on each machine and how is that documented?
- 2) Did the city official get the "**Certification Certificate of Use**" from the County for the 12 modem to transfer results at the end of the night? What security protocol were ensure that no data is lost or altered during transmission by the modem? How are these bipartisan procedures documented and verified? When was the last software update?
- 3) How are the Tabulator Voting Machines secured the night before the opening of the polls on Election day?
- 4) What is the City of Inver Grove Heights specific bipartisan **chain of custody** procedures to get written verification of the absentee ballots, early ballots, military ballots and ^{Election} DAY OF Ballots- TOTALS. Because all these ballots are a different locations. What specific steps are taken when discrepancies are found?
- 5) What specific bipartisan procedures and safeguards does Inver Grove Heights have in place to maintain accurate voter rolls regarding removing deceased voters, voters who have moved and duplicate registrations? Because I can't ask for their license.
- 6) I think bipartisan verification in all aspects of the election system is important. I heard the county deputized employee and were told to *partner up* with **No bipartisanship verification** for our Absentee Ballots. Can someone inform the public on the bipartisan procedure rule the County is using to process **OUR** Absentee Ballots?
- 7) Our poll pads are connected to City Hall- does bipartisan officials review and print the system log for every transaction for tracking every person who accessed the voting system at all 12 precincts during election day and early voting? Each employee should have there own password and I know every election judge has a password to get into the system for training. Explain how these logs are protected from alteration. I want to thank you for your time. To GOD be the Glory Thank You

INVER GROVE HEIGHTS
HAND COUNT COST ANALYSIS

Profile

Population (2020/2023): 35,800/36,114

Registered Voters (2020/2022): 24,793/23,385

Total Ballots (2020/2022): 21,503/16,161

Ballots per precinct (2020/2022): 2,150/1,346

*In 2020 IGH had 10 precincts and in 2022 there were 12

The City Budget for elections in 2024 is \$189,703.

The minimum cost of election judges at the polls is \$18,965.

**Assuming 12 precincts x 8 judges x 15 hrs./day x \$13.17 average hourly pay

Source

Census/Estimate

SOS Data

SOS Data

Calculated*

SOS Data

City Website

Estimated**

Staff Report

Hand Count Cost Estimate in Staff Report

14,000 ballots in 2020 is not correct; there were 21,503

Specifically, what formula was used to produce \$120,000 cost estimate?

Specifically, what formula was used to produce Hasting School Board race cost?

Are the numbers coming from an contested Race? That used legal counsel? Is the PER request being compared to a Contested Race?

Alternative Cost Estimate

Below is an alternative cost estimate based upon IGH data and 2024 ballot.

In summary:

- 2,150 ballots/precinct times 11.33 offices = 24,360 votes/precinct
- Six seconds to process each vote = 40.6 hours of counting
- 40.6 hours times two judges per team = 81.2 total hours
- 81.2 total hours times \$13.17/hour = \$1,069/precinct
- 12 precincts times \$1,069 = \$12,828 total Cost
- Cost per ballot is \$0.50
- This overall cost could be reduced by deleting some offices from the count

You may exclude the School board 196 race, since it is only in 3 precincts. Since there is no School board Race for 199.

Has this increased because of the new election laws in 2020

Is this Accurate?

This 10% of the total cost.

CITY OF INVER GROVE HEIGHTS

2024 PER HAND COUNT CALCULATOR TEMPLATE

1. Determine Number of Offices or Counts

Office	MIN	MAX	On Ballot	Contested or Not
US President	1	1	1	Always contested
US Senator	1	1	1	Always contested
US Representative	1	1	1	Always contested
MN Senator	0	0	0	None in 2024
MN Representative	1	1	1	Usually contested
County Board	0.33	0.33	0.33	District #4 (4 of 12 prec)
Mayor	1	1	1	Select 1 of 2 in 2024
Council (2)	3	4	4	Select 2 of 3 in 2024
School Board (ISD#199)	0	0	0	Odd year elections
Soil & Water Conservation	1	1	1	Contested
Judicial (Supreme, Appeals, District)	0	3	24	Usually not contested
ISD #199 Question	1	1	1	Always contested
Constitutional Amendment	1	1	2	Always contested
Total Number of Counts Per Ballot	11.33	15.33	35.33	

City Council and School Board seats which are elected at large when contested require a count or ballot sort for each candidate. For example, if the voter selects 2 of 4 council members, then each ballot is sorted 4 times. Likewise, if a voter selects 3 of 6 or 4 of 8 school board members, then the ballot must be sorted/counted 6 or 8 times.

2. Determine Time and Cost

			Sources
Number of offices or Counts	11.33	15.33	Total from estimator above
Number of ballots in precinct	2,150	2,150	2020 actual average per precinct
Total votes/sorts (offices x Ballots)	24,360	32,960	Calculated
Time to process each vote (seconds)	6	6	Known from time studies
Total Seconds (votes x 6 seconds)	146157	197757	Calculated
Total Hours (total seconds/3600)	40.5992	54.9325	Calculated
2-person judge team (hours x 2)	81.1983	109.865	Calculated
Election Judges hourly rate of pay	\$13.17	\$13.17	City policy
Total Cost (judge team hours x rate)	\$1,069	\$1,447	(Based upon 10 precincts in 2020)
Cost per Ballot	\$0.50	\$0.67	

*Source: Hands-On Elections, Nancy Tobin, 2010, pp 92-93. This time includes judge training organizing work, sorting, stacking, counting and tallying of votes on all ballots.

A recent Anoka-Hennepin School District recount was done in just over 5 seconds per vote.

Directions for use:

The calculator above is set up to change based upon your inputs.

1. In Column B Rows 5-17 enter the offices to hand count.
 2. In Column B, Row 25 enter the number of ballots in each precinct estimated or known.
 3. In Column B, Row 31 enter the election judges hourly rate of pay.
- Election Judge pay rates: \$12.88 or \$15.19 for head judge = average \$13.17 for 8 judge team
- Disclaimer: This estimate does not include general administrative costs, just election judge expenses

(This excel spreadsheet is available for use by the city)

In order for the cost to reach \$120,000 either the process time would have to be one minute (10 times as much as above) per vote or the election judge rate of pay would have to be nearly \$125/hour or some combination thereof. The time to process ballots/votes under the Piling System (MS 204C.21) is well known nationally and has been practiced in Minnesota at least since it was incorporated into statute in 1959.

**BIG LAKE CITY COUNCIL
WORKSHOP MINUTES**

JULY 27, 2022

1. CALL TO ORDER

Mayor Knier called the meeting to order at 5:00 p.m.

2. ROLL CALL

Council Members present: Ken Halverson, Sam Hanson, Paul Knier, Kim Noding, and Paul Seefeld. Also present: City Administrator Hanna Klimmek, City Clerk Gina Wolbeck, City Engineer Layne Otteson, Acting Police Chief Sam Olson, Liquor Store Manager Greg Zurbey, Streets/Parks/Fleet Superintendent Norm Michels, Water/Wastewater Superintendent Dan Childs, and Big Lake Student Liaisons Ella Dotzler and Allie Cross.

3. PROPOSED AGENDA

Council Member Noding motioned to adopt the proposed Agenda as presented. Seconded by Council Member Halverson, unanimous ayes, Agenda adopted.

4. BUSINESS

4A. Election Update

Hanna Klimmek discussed that per Council direction at the May 25, 2022 City Council Workshop, the City Attorney was directed to research and provide an opinion on if the City can coordinate a manual count spot-check of the votes cast at one of the 2022 elections. Soren Mattick reviewed his memorandum regarding his response to Council's directive. Mattick reviewed Minn. Stat. § 206.89 that mandates a Post-Election Review of the results from precincts which use an electronic voting machine. The population of a county determines how many precincts will be selected for the Post-Election Review which is held between the eleventh and eighteenth day after the General Election. Big Lake is in Sherburne County, which has a population of about 97,000, and therefore must conduct a Post-Election Review of at least three randomly selected precincts. The Post-Election Review must count the votes cast for three offices: president or governor, United States senator, and United States representative, however, the county auditor can select additional offices for review. The Post-Election Review follows the procedures for a recount by manually counting the ballots and comparing these results to the results from the electronic voting machine. There are different standards of error depending on the size of the precinct, however, in the largest precincts, the totals can differ by no more than five votes before additional review is required. Although this process happens for every General Election, there is no guarantee that a precinct from Big Lake will be chosen for the Post-Election Review of Sherburne County.

Mattick reviewed possible penalties if a manual count spot-check is unlawful, stating that it is unlikely that a spot check, even if it were unauthorized, would result in the spoliation of ballots. A Minnesota Supreme Court case, which still appears to be good law, states, "statutory violations in the conduct of elections do not of themselves invalidate the election either in whole or in part if the election appears to have resulted in a fair and free expression of the will of the legal voters." The inspected ballots will likely not be spoiled in the event that a manual count spot-check is ruled invalid. Mattick reviewed that if the City ultimately decides to pursue a manual count spot-check, the City should consider following the method already developed in statute for the county-level Post-Election Review. The City Council should develop a formal policy on how to conduct the spot-check to help guide the election judges. The policy could specify how the races to be included in the City's manual count spot-check would be randomly selected. The policy could also specify that the manual count spot-check would follow the recount process, which is the same process used in the county-level Post-Election Review. Mattick also discussed the procedure if a discrepancy is found during the spot-check, noting that the results on the electronic reader are what governs.

Council Member Halverson asked that if there is a discrepancy, how it would be handled. Gina Wolbeck reviewed the procedures that occur during a recount, noting that the hand-count totals override the machine totals, but further research would be needed to determine how counts are affected for a spot-check. Council Member Seefeld noted that a spot-check would be validating the system. If the discrepancy is very small, the system is still pretty accurate, noting that everything has errors even humans. If it's larger, then we will need to cross that bridge when we come to it. Council Member Noding stated that the County might have an issue as well if we have a larger discrepancy with a specific count. Wolbeck explained that if there is a larger discrepancy than a five-vote difference in a Post-Election Review, then more precincts are drawn for additional hand counts.

Council Member Hanson stated that he would like to move forward with doing the spot-checks and would like to get procedures established. Mayor Knier stated that he would prefer that specific seats/precincts not be determined and broadcast because the whole idea is to keep people honest. Seefeld suggested that we pick a partisan race at random, and Knier suggested we pick more than one.

Gina Wolbeck stated that based on Public Accuracy Testing that she has personally witnessed, she has no concerns with the Dominion Voting System accurately counting votes cast by Big Lake City residents at City precincts. Wolbeck reviewed procedures followed for Public Accuracy Testing, noting that the testing is conducted by certified Election Judges and is open to the public. Wolbeck also reviewed that per Minnesota Statute, after every regularly scheduled General Election, the Sherburne County Canvass Board draws three precinct names at random who are then required to conduct a Post-Election Review. This hand count is conducted at the Sherburne County Government Center by Certified Election Judges on votes cast for specific state and federal races. Wolbeck noted that during her time as City Clerk, the City has never been chosen for a Post-Election Review, so she has not witnessed any of these reviews. Post-Election Reviews are conducted publicly under the direct supervision of the County Auditor, per Minnesota Statute. Wolbeck discussed that if the City Council directs Staff to coordinate a manual recount, under the guidelines set forth by the Post-Election Review Statute, and it is held during the Post-Election Review counts, she would not object to that. Wolbeck also noted that all costs associated with conducting this type of review would be billed to the City. Wolbeck reviewed that she has had

Big Lake City Council Workshop Minutes

Date: July 27, 2022

Page 3 of 7

discussions with Sherburne County Auditor Diane Arnold, and both are in agreement that if a City of Big Lake Precinct is randomly drawn, we would not pick a second one to be counted. If a City Precinct is not drawn as one of the three random precincts, the Canvass Board would then draw at random, one of the three City of Big Lake precincts to be a fourth precinct to be counted at the Post-Election Review. Wolbeck also noted that the County Attorney has not yet provided an opinion on this proposed procedure. The timing for the Post-Election Review is guided by Minnesota Statute and is held a specific number of days after the General Election. Mayor Knier asked when precincts are chosen. Wolbeck responded that the precincts are chosen at the County Canvass Board after the General Election. Soren Mattick clarified that the Post-Election Review is conducted between 11 to 18 days after the General Election. Council Member Halverson asked if we do this process after the 2022 General Election and there are no discrepancies, would this be a one-year process only, noting that if there are discrepancies, then it would be at Council's discretion to do on-going hand counts. Knier responded that while he can see Halverson's point, he noted that there are concerns with bad people who want to influence the election, and if they know we are going to do spot-checking, they are not going to mess with the Dominion Machines. This is the mind-set that many people are concerned about, so to him he doesn't feel it would be a waste of money. Halverson questioned that once we validate the machines by doing the hand-count, would it be necessary to do it every year, especially if we aren't chosen as one of the three precincts, and questioned if this would be fiscally responsible to keep incurring this added expense. Knier responded that he feels the people that are concerned about this would feel that it is fiscally responsible because it would be keeping it honest. If we are going to be saying hand counting will be done across the nation, then there shouldn't be any discrepancies.

Council Member Halverson stated that he likes Wolbeck's recommendation over doing the spot-check the night of the election. It would still include using our judges and we run the chance of getting picked for Post-Election Review anyways. Mattick discussed that from a legal standpoint, he really likes the option presented by Wolbeck. It is a lot clearer in the Statute, in that it is allowed for the County to do the extra review so we avoid that issue. Council Member Noding noted that it also has an element of local control as well, as our staff will be on site and our judges will be doing the counting. Seefeld clarified that the same people would be involved if it was done on election night also. Halverson noted that if there is a discrepancy in the vote counts, the County would have the authority to adjust the count numbers. Wolbeck clarified that the County would follow Statute in regards to how a discrepancy would be handled. Council Member Hanson stated that he would like to do the hand count through the County Post-Election Review and to have this done every two years during regular General Election years. Knier stated that he feels there are people who would volunteer to do this, noting that this is a strong, passionate group that is concerned about this. Wolbeck identified the requirements for citizens to be involved in a Post-Election Review which includes having judges from different political parties and that they have to be certified election judges. Halverson stated that Wolbeck has judges that are certified and that represent each party. Knier asked if the option of having a different team of counters do the spot check on election night is still a possibility. Wolbeck reviewed that an election night spot-check would need to have an approved official plan in place prior to a spot-check being done on the night of the General Election. Wolbeck reiterated that the Post-Election Review statute is in place to address election fraud concerns. Knier responded that the percentage of precincts that are reviewed under the Post-Election Review statute is very small. Council Member Noding reviewed that by doing the spot-check during the Post-Election Review, it merges into an already existing system seamlessly, with a little of

extra cost and effort and noted that Halverson had stated it would be done by our team of judges and supervisor. Knier acknowledged that he is thinking about the residents that are very concerned about this and whether we are going far enough for them. He just wants to be sure that he is clear on what we are proposing. Wolbeck reviewed that per MN Statute, three races would be hand counted during the Post-Election Review. Wolbeck also clarified that if a spot-check is done at the precinct on election night, only the ballots cast at the precinct would be hand counted. If Council chooses to do an extra City precinct as part of the Post-Election Review, all ballots cast at the chosen precinct will be counted, as well as any absentee ballots that were processed through the Central Count machine at Sherburne County during the 46 days of absentee voting. Wolbeck noted that the absentee ballots would not be recounted if we do the spot-check at the precinct on election night. Wolbeck also reviewed the dates when the County Canvass Board would pick the date/time/location of the Post-Election Review, and when they will randomly draw the precincts that will be hand counted. Wolbeck stated that the precincts won't be known until after the General Election, at a time that the County Canvass Board meets. Knier stated that he is on board with Wolbeck's recommendation. Seefeld asked what the process is for balancing a precinct the night of an election. Wolbeck reviewed that precincts must balance before vote totals are sent to the County.

Council directed Staff to officially request that the Sherburne County Auditor include a City of Big Lake precinct in the Post-Election Review after the 2022 General Election. If a City precinct is one of the three randomly drawn precincts, a fourth would not be drawn. If a City of Big Lake precinct is not drawn as one of the three precincts, then the County Canvass Board would randomly draw one City of Big Lake precinct to participate in the Post-Election Review.

4B. The Third Rail Bar and Grill Mural Discussion

Mayor Knier reviewed that information on the project is in the packet and asked if Council is in favor of waiving the fees for the required applications.

Council Member Halverson discussed the potential for obtaining art grants, and asked if the City can be a fiduciary agent for the project. Klimmek responded that the Finance Director has indicated that we can have a volunteer or independent contractor write a public art grant and it can go through the City and noted that it depends on the parameters of the grant. Mayor Knier reviewed the Big Lake Freedom Rock project, noting that the project was fully funded by donations, and asked if whoever is in charge of the mural would be getting donations that would come into the City, similar to the Freedom Rock project. Halverson responded that it is kind of the same process, and reviewed the MN Art Fund that the City could apply for funding from to help cover the \$20,000 expected cost. Knier asked how much has been raised to date. Lolli Krueger responded that they have raised \$4,000 so far. Klimmek reviewed that it depends on the grant, but the City can act as a pass-through agent for the funds. The City could accept a volunteer to write grants, or could hire them as an independent contractor, and if the grant is awarded, that is how they would be paid. Klimmek also noted that the Krueger's have a great deal of fundraising ahead of them, and they have been made aware of the BLEDA's Revolving Loan Fund program which can be advantageous to the project as well.

From: [Gina Wolbeck](#)
To: ["Diane Arnold"](#)
Subject: RE: PER Request from the Big Lake City Council - 2024
Date: Monday, January 22, 2024 1:18:00 PM
Attachments: [image001.png](#)
[image002.png](#)

Thanks for the confirmation Diane. Much appreciated.

From: Diane Arnold [mailto:Diane.Arnold@co.sherburne.mn.us]
Sent: Monday, January 22, 2024 12:40 PM
To: Gina Wolbeck <GWolbeck@biglakemn.org>; Hanna Klimmek <HKlimmek@biglakemn.org>
Cc: Diane Arnold <Diane.Arnold@co.sherburne.mn.us>; Kenneth Selser Jr <Kenneth.Selser@co.sherburne.mn.us>; Carmen Schommer <Carmen.Schommer@co.sherburne.mn.us>
Subject: RE: PER Request from the Big Lake City Council - 2024

Hi Gina,

Like we spoke about on the phone, I am in agreement to the below outline to work with the City of Big Lake's clerk to assure that one of the Cities precincts will be chosen for the PER after the General Election in 2024.

You can relay that to your City Council.

Looking forward to working with you on the 2024 Elections.

Have a good week.



Diane Arnold
Sherburne County Auditor-Treasurer
Work: (763) 765-4363
www.co.sherburne.mn.us
www.facebook.com/SherburneCountyMN
NOTICE: Unless restricted by law, email correspondence to and from Sherburne County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

From: Gina Wolbeck <GWolbeck@biglakemn.org>
Sent: Monday, January 22, 2024 12:08 PM
To: Diane Arnold <Diane.Arnold@co.sherburne.mn.us>; Hanna Klimmek <HKlimmek@biglakemn.org>
Subject: PER Request from the Big Lake City Council - 2024

Hi Diane:

At last week's Council Workshop, the City Council directed Staff coordinate with the County Auditor to have a City of Big Lake Precinct chosen for the Post Election Review (PER) after the General Election. This would be held the same way the City participated in the PER in 2022. The process we are proposing would be:

1. After the 2024 Primary Election, the County Canvass Board will meet and consider the date/time/location for the 2024 PER.
 - a. The PER will be conducted in late November 2024.
 - b. The 2024 PER will be held at the Sherburne County Government Center.
 - c. The 2024 PER will be facilitated by the Sherburne County Auditor/Treasurer.
2. After the 2024 General Election, the County Canvass Board will meet, to draw at random, three voting precincts located in the County for PER's to be conducted.
 - a. If there **IS** a City of Big Lake Precinct drawn, the Auditor would handle the PER's exactly how they have been handled in past years with only conducting three PER's.
 - b. If there **ISN'T** a City of Big Lake Precinct picked in the random drawing, the County Board would then randomly draw one of the three City of Big Lake Precincts.
 - i. This extra randomly drawn City of Big Lake Precinct would create four PER reviews to be conducted after the 2024 General Election versus the normal three.
 - ii. The City of Big Lake would be guaranteed to have a PER after the 2024 General Election, to occur in conjunction with the regular County facilitated PER's.
 - iii. The City of Big Lake would be required to cover any additional costs the County incurs due to the additional Precinct being drawn.
 - iv. The City of Big Lake would provide the necessary number of City Election Judges, and cover their pay and mileage reimbursement costs.

Please let me know if you are in agreement with the above plan, or if you have any recommended changes. The City thanks you for being open to the request of the City Council.

Gina Wolbeck | Big Lake City Clerk

City of Big Lake | 160 Lake Street N | Big Lake, MN 55309

Direct: 763.251.2973; Email: gwolbeck@biglakemn.org



CAUTION: This email came from outside of Sherburne County. If you suspect this isn't legitimate, please use the PHISH ALERT button.

ANOKA COUNTY, MINNESOTA
ANOKA COUNTY ELECTION INTEGRITY TEAM (ACEIT)
(as of 10/7/2024)

Summary of Post-Election Review Requests

<u>Municipality</u>	<u>ACEIT Presentation</u>	<u>Municipal PER Passed</u>	<u>Precinct Scope</u>
Oak Grove	1/29/2024	4/29/2024	4 of 4
Nowthen	2/13/2024		
Ham Lake	3/4/2024	8/19/2024	1 of 6
Ramsey	4/23/2024	6/11/2024	6 of 9
East Bethel	5/29/2024	9/9/2024	1 of 3
Linwood	8/20/2024	9/10/2024	2 of 2
Anoka	9/3/2024	9/16/2024	2 of 8
Columbus	9/4/2024	9/25/2024	1 of 1
Coon Rapids	9/10/2024		
St. Francis	9/26/2024		
Lino Lakes	10/7/2024		
TOTAL			17 of 33

List of Resolutions to Terminate Poll Pad Use

Oak Grove	9/30/2024
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Request for Council Action

SUBJECT: **1st Reading of Ordinance Amending Utility Connection and Certain Development Related Fees**

MEETING DATE: October 28, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the first reading of the attached Ordinance, amending various utility connection and development related fees, as established in City Code.

BACKGROUND

This is an annual action of the City Council that requires three readings of the Ordinance, along with a public hearing to coincide with the second reading. The public hearing is noticed for the Council's November 12 meeting.

The attached Ordinance, which can continue to evolve through the process of the second and third reading, enacts a 5% increase to most utility connection fees, but leaves those fees unique to the Northwest Area steady at their current amounts. These Northwest Area connection fees have been the subject of significant debate and discussion, as well as objection from prospective developers. Staff will present additional information at the Council meeting, and anticipates further discussion and analysis will be needed in order to make a strategic decision for the long-term.

FISCAL IMPACT

RECOMMENDATION

Staff recommends adoption of the first reading of the attached Ordinance.

ATTACHMENTS

1. Ordinance Establishing Development & Utility Connection Fees for 2025 (1st Reading Oct 28 2024)

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

ORDINANCE NO. 1486

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 3,
CHAPTER 4, SECTIONS (2) and (3) RELATED TO WATER, SANITARY SEWER,
AND STORMWATER SYSTEM CONNECTION FEES AND SANITARY SEWER AND
WATER TRUNK AREA ASSESSMENTS; SECTION 8-7-4 RELATED TO
STORMWATER SYSTEM RATES AND CHARGES; AND SECTION 10-3-8 RELATED
TO LAND USE APPROVAL FEES AND DEPOSITS**

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

Section One. Amendment. Sections 3-4-2-2(C) and (E) of the Inver Grove Heights City Code are hereby amended as follows:

C. Connection Fees for Water Utility System. The following connection fees for the water utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA) and for land located within the Northwest Area. Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as noted in Table 3-4-2-2(C)(1). Fees required to be paid at time of plat must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first.

Table 3-4-2-2(C)(1)

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee*	\$1,895.00 \$1,805.00 multiplied by a density factor of 3.5 multiplied by net developable acres
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$1,115.00 \$1,060.00 per SAC unit
Water Treatment Plant Fee	\$990.00 \$945.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,335.00 \$2,225.00
1 ½ inch	\$4,660.00 \$4,440.00
2 inch	\$7,455.00 \$7,100.00
3 inch	\$14,905.00 \$14,200.00
4 inch	\$23,285.00 \$22,175.00

6 inch	\$46,555.00 \$44,340.00
8 inch (or larger)	\$74,500.00 \$70,960.00
Land Inside the Northwest Area	
<i>Fees due at time of plat **</i>	
Water Plat Connection Fee * (By Zoning District)	
R-1 and R-2	\$1,505.00 \$1,505.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$1,505.00 \$1,505.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$1,505.00 \$1,505.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$1,505.00 \$1,505.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,505.00 .
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,505.00 .
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and

	multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,505.00 .
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$1,505.00 \$1,505.00 .
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee.
<i>Fees due at time of building permit or connection to water system ***</i>	
Water Building Permit Connection Fee	\$4,095.00 \$4,095.00 per SAC unit
Water Treatment Plant Fee	\$990.00 \$945.00 per SAC unit
Water Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$2,335.00 \$2,225.00
1 ½ inch	\$4,660.00 \$4,440.00
2 inch	\$7,455.00 \$7,100.00
3 inch	\$14,905.00 \$14,200.00
4 inch	\$23,285.00 \$22,175.00
6 inch	\$46,555.00 \$44,340.00
8 inch (or larger)	\$74,500.00 \$70,960.00

* This connection fee is not required if the property has been previously specially assessed on an area basis for a trunk water line.

**Payable when property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal water system, whichever occurs first. In the Northwest Area, no fee is required if the property is being platted as an agricultural planned unit development with no connection to the municipal water system.

*** Payable at time of issuance of building permit or when connection is made to the municipal water system, whichever occurs first.

Section Two. Amendment. Sections 3-4-2-2(D) and (F) of the Inver Grove Heights City Code are hereby amended as follows:

D. Connection Fees for Sanitary Sewer Utility System. The following connection fees for the sanitary sewer utility system are hereby imposed and required to be paid with respect to land outside of the Northwest Area that is within the Metropolitan Urban Service Area (MUSA) and land located within the Northwest Area. Connection fees are required to be paid at the time of plat and at the time of issuance of building permit as noted in Table 3-4-2-2(D)(1). Fees required to be paid at time of plat must be paid when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first. Fees required to be paid when a building permit is obtained or a when connection is made to the municipal sanitary sewer system, whichever occurs first. Sanitary sewer plat connection fees for property within the Northwest Area are not required to be paid if the property is being platted as an agricultural planned unit development with no connection to the municipal sewer system.

Table 3-4-2-2(D)(1)

FEE	AMOUNT
Land Outside the Northwest Area	
<i>Fees due at time of plat **</i>	
Sanitary Sewer Plat Connection Fee*	\$1,895.00 \$1,805.00 multiplied by a density factor of 3.5 multiplied by net developable acres
<i>Fees due at time of building permit or connection to sanitary sewer system ***</i>	
Sanitary Sewer Building Permit Connection Unit Fee	\$640.00 \$610.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit
B-Line Special Connection Charge (applicable only to the B-Line area)****	\$1,615.00 \$1540.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller)	\$770.00 \$735.00
1 ½ inch	\$1,535.00 \$1,460.00
2 inch	\$2,435.00 \$2,320.00
3 inch	\$4,870.00 \$4,640.00
4 inch	\$7,620.00 \$7,255.00

6 inch	\$15,225.00 \$14,500.00
8 inch (or larger)	\$24,355.00 \$23,195.00
Land Inside the Northwest Area	
<i>Fees due at time of plat ****</i>	
Sanitary Sewer Plat Connection Fee (By Zoning District)	
R-1 and R-2	\$2,710.00 \$2,710.00 multiplied by a density factor of 2.0 multiplied by the net developable area
R-3A	\$2,710.00 \$2,710.00 multiplied by a density factor of 4.0 multiplied by the net developable area
R-3B	\$2,710.00 \$2,710.00 multiplied by a density factor of 6.5 multiplied by the net developable area
R-3C	\$2,710.00 \$2,710.00 multiplied by a density factor of 12.0 multiplied by the net developable area
B-1 and Office Park	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,710.00 .
B-2, B-3, and B-4	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 3,000 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,710.00 .
I-1 and I-2	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The

	result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 7,000 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,710.00 .
P-Institutional	Multiply the net developable area by 43,560 to determine square footage, then take the square footage and multiply it by 0.25 (the minimum FAR required by the Northwest Area Overlay District). The result is the minimum building area required by the Northwest Area Overlay District. Divide the minimum building area by the density factor of 2,400 square feet to arrive at density units. Then multiply the density units by \$2,710.00 \$2,710.00 .
Mixed Use-Residential and Mixed Use-Commercial	The fee shall be calculated with respect to each pro-ratable area component of the mixed-use development using the appropriate fee calculations set forth above in relation to the respective land use of the component. The respective fees for each component shall then be added to compute the total fee,
<i>Fees due at time of building permit or connection to water system ***</i>	
Sanitary Sewer Building Permit Connection Fee***	\$7,310.00 \$7,310.00 per SAC unit
MCES SAC Unit Fee	\$2,485.00 per SAC unit
Sewer Core Connection Fee (based on water meter size)	
1 inch (or smaller and sewer-only services)	\$770.00 \$735.00
1 ½ inch	\$1,535.00 \$1,460.00
2 inch	\$2,435.00 \$2,320.00
3 inch	\$4,870.00 \$4,640.00
4 inch	\$7,620.00 \$7,255.00
6 inch	\$15,225.00 \$14,500.00
8 inch (or larger)	\$24,355.00 \$23,195.00

*The connection fee is not required if the property has been previously specially assessed on an area basis for a trunk sanitary sewer line.

**Payable when a building permit is issued or when connection is made to the municipal sanitary sewer system, whichever occurs first.

*** The B-line special connection charge only applies to that area of the City served by the B-line sanitary system; for properties in the B-line area, the B-line special connection charge is payable in addition to the other fees set forth in Table 3-4-2-2(D)(1).

**** Payable when the property is subdivided or the property is platted or a building permit is obtained or when connection is made to the municipal sanitary sewer system, whichever occurs first.

Section Three. Amendment. Section 3-4-2-2(G) of the Inver Grove Heights City Code is hereby amended as follows:

G. Connection Fees for Stormwater System. The following connection fees for the stormwater system, also known as the stormwater utility system, are hereby imposed and required to be paid with respect to land outside of the Northwest Area and for land located within the Northwest Area. The following fees must be paid by the landowner when the property is subdivided or the property is platted or a building permit is obtained, whichever occurs first. The fees are not required to be paid for out lots if the property is being platted as an agricultural planned unit development in the Northwest Area.

Land Outside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	\$7,540 \$7,182 per net developable acre
	R-3A, R-3B and R-3C	\$9,805 \$9,337 per net developable acre
	All Other Zoning Districts (B, I and P)	\$17,345 \$16,519 per net developable acre
	Mixed Use Zoning Districts	Pro-rated
Land Inside the Northwest Area		
	Zoning District	Fee
Stormwater Plat Connection Fee	R-1 and R-2	A base charge of \$7,540 \$7,182 plus a NWA surcharge of \$7,230 per net developable acre
	R-3A, R-3B and R-3C	A base charge of \$9,805 \$9,337 plus a NWA surcharge of \$7,230 per net developable acre

	All Other Zoning Districts (B, I and P)	A base charge of \$17,345 \$16,510 plus a NWA surcharge of \$7,230 per net developable acre
	Mixed Use Zoning Districts	Pro-rated

Section Four. Amendment. The table establishing the per acre assessment amounts for trunk line area benefit found in Section 3-4-2-3 of the Inver Grove Heights City Code is hereby amended as follows:

For water trunk line area benefit	\$5,975 \$5,690 per acre
For sanitary sewer trunk line area benefit	\$5,975 \$5,690 per acre

Section Five. Amendment. The table listing base fees, other fees, and escrow amounts found in Section 10-3-8 of the Inver Grove Heights City Code is amended as follows:

REQUEST TYPE	BASE FEE	ABSTRACT FEE	GIS FEE	ESCROW*
Administrative Subdivision	\$200		\$25/lot	
Comprehensive Plan Amendment	\$500		\$50	\$2,500
Concept Plan Review Comprehensive Plan Amendment—minor	\$150 \$200			\$1,500 \$250
Conditional Use Permit <u>multi-family & non-residential</u>	\$500	\$52		\$6,000
Conditional Use Permit – amendment	\$150	\$52		\$1,000
Conditional Use Permit, single-family residential	\$250	\$52		\$500
Determination of Substantially Similar Use	\$200			\$200
Final Plat – single family	\$500	\$52	\$25/lot	\$6,000
Final Plat – other (multi- family & non-residential i.e. Commercial or Industrial)	\$500	\$52	\$100/acre	\$6,000

Interim Use Permit	\$500	\$52		\$1,250
Major Site Plan Review	\$500			\$6,000
Non-Conforming Use Certificate	\$500	\$52		\$1,250
Northwest Area Environmental Studies Fee (paid with Final Plat/PUD in NWA)	\$80/gross acre			
Northwest Area Sketch Plan Review				\$1,000
Planned Unit Development (PUD) - Preliminary	\$1,000 + plat fees	\$52		\$6,000
Planned Unit Development (PUD) – Final	\$500	\$52		\$6,000
Planned Unit Development – Amendment	\$250	\$52		\$2,000
Preliminary Plat	\$500 + \$5 per lot			\$6,000
Rezoning	\$500		\$50	\$1,000 \$500
Street Dedication	\$150	\$52	\$50	\$1,000
Street/Easement Vacation	\$150	\$52	\$50	\$500
Variance <u>(Residential)</u>	\$200	\$52		
<u>Variance (non-Residential)</u>	\$200	\$52		\$1,000
Waiver of Plat	\$300	\$52	\$25	
Wetland Replacement Plan	\$200		\$100/acre	\$2,500
Zoning Code Amendment	\$500			\$1,000 \$500
Zoning Code Amendment—minor	\$100			\$250
Zoning Interpretation Appeal	\$500			\$1,000

Section Six. Effective Date. This Ordinance shall be in full force and effect beginning January 1, 2025.

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

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

1st Reading of Ordinance Amending Utility Connection & Development Fees for 2025

*Kris Wilson, City Administrator
October 28, 2024*



Process

- Annual action of the City Council
- Required by state statute to be accomplished via ordinance and following a public hearing
- Ordinances require 3 readings in IGH
- Public Hearing to be held in conjunction with 2nd reading at the November 12 Council meeting

Sections of Proposed Ordinance

Section 1: Connection Fees for Water Utility System

Section 2: Connection Fees for Sanitary Sewer Utility System

Section 3: Connection Fees for Stormwater System

Section 4: Trunk Line Assessments for Water & Sewer

Section 5: Land Use Approval Fees & Deposits

Section 6: Effective Date (January 1, 2025)

Sections 1 -4: Utility Connection Fees

- Sets connection fees for water, sewer and stormwater utilities.
- Paid at the time of connection to the system – most often by developers, but sometimes by current residents.
- For the past 15+ years, City as had higher utility connection fees for most development in the NWA – as a means of “paying the City back” for upfront investments made without assessments to property owners.
- In the NWA, the connection fees escalate with density to a greater degree than they do outside the NWA – creating a particular challenge for proposed multi-family development

Example of NWA vs. Non-NWA Fees

	NWA	Non-NWA
Water Building Permit Connection Fee	\$4,095 per SAC unit	\$1,115 per SAC unit
Sewer Building Permit Connection Fee	\$7,310 per SAC unit	\$640 per SAC unit
SUBTOTAL	\$11,405 per SAC unit	\$1,755 per SAC unit

Policy Question

What is the appropriate process for setting these fees?

How much revenue do we need to raise?

or

How much is the market willing to pay?

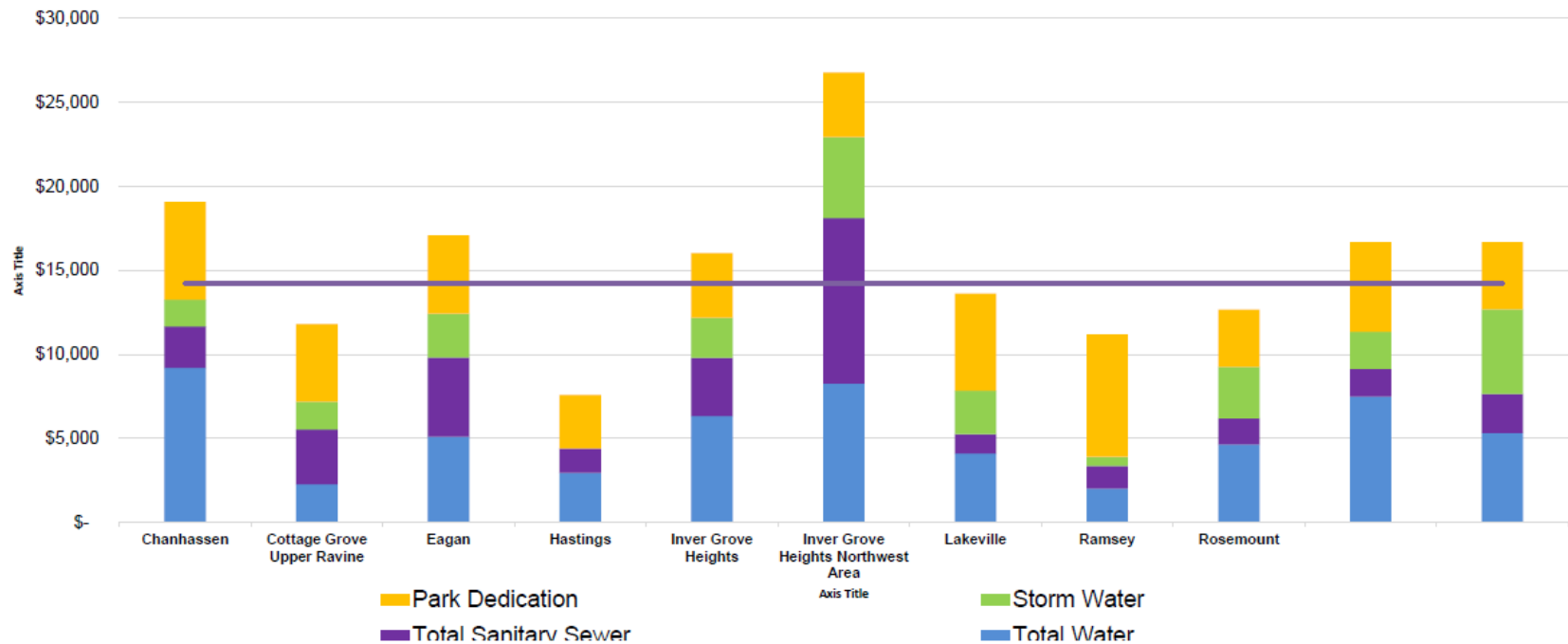
- City fees cannot be more than the cost of delivering the service (in this case the provision of municipal utilities) – but they can be less – and may have to be under certain circumstances.

Policy Questions

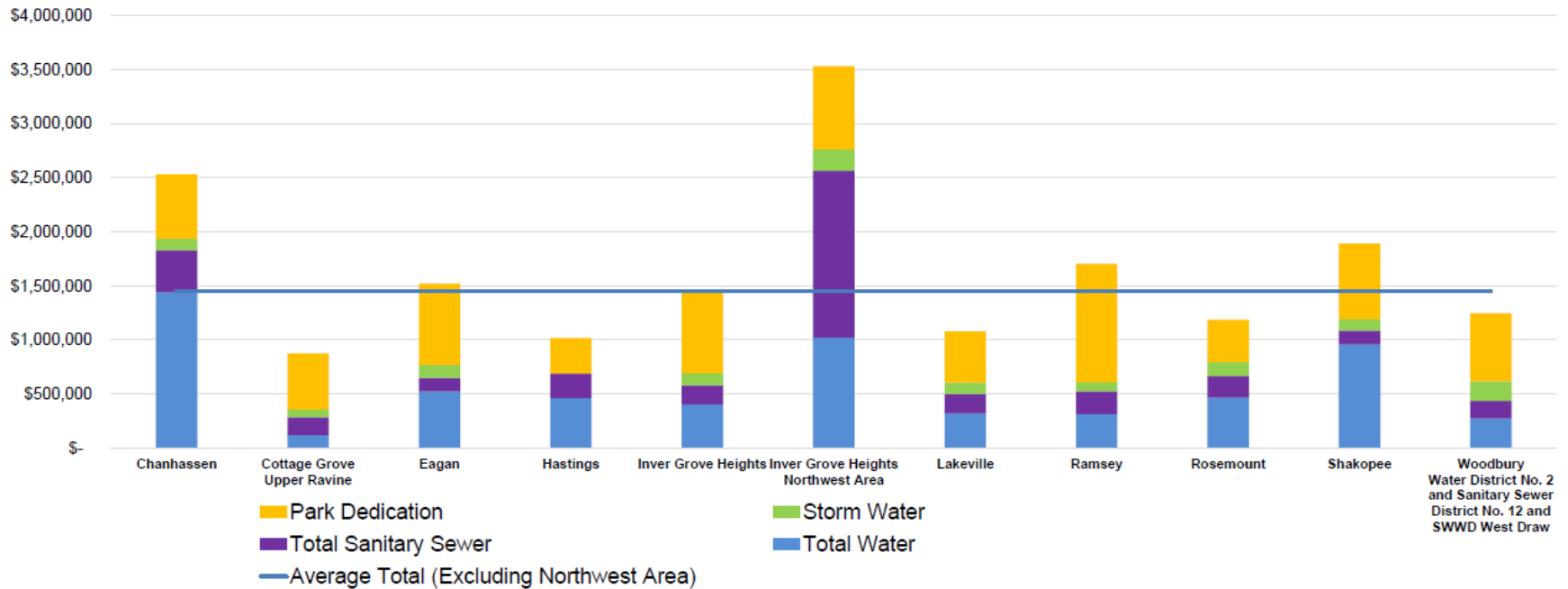
Factors to consider:

- This revenue is different from other City revenue sources, such as property tax and utility fee revenue.
- There are other options available to developers and limits to what is financially viable for a project.
- There has been no multi-family development in the NWA to date without fee relief in some form.
- What other options do we have to cover costs?

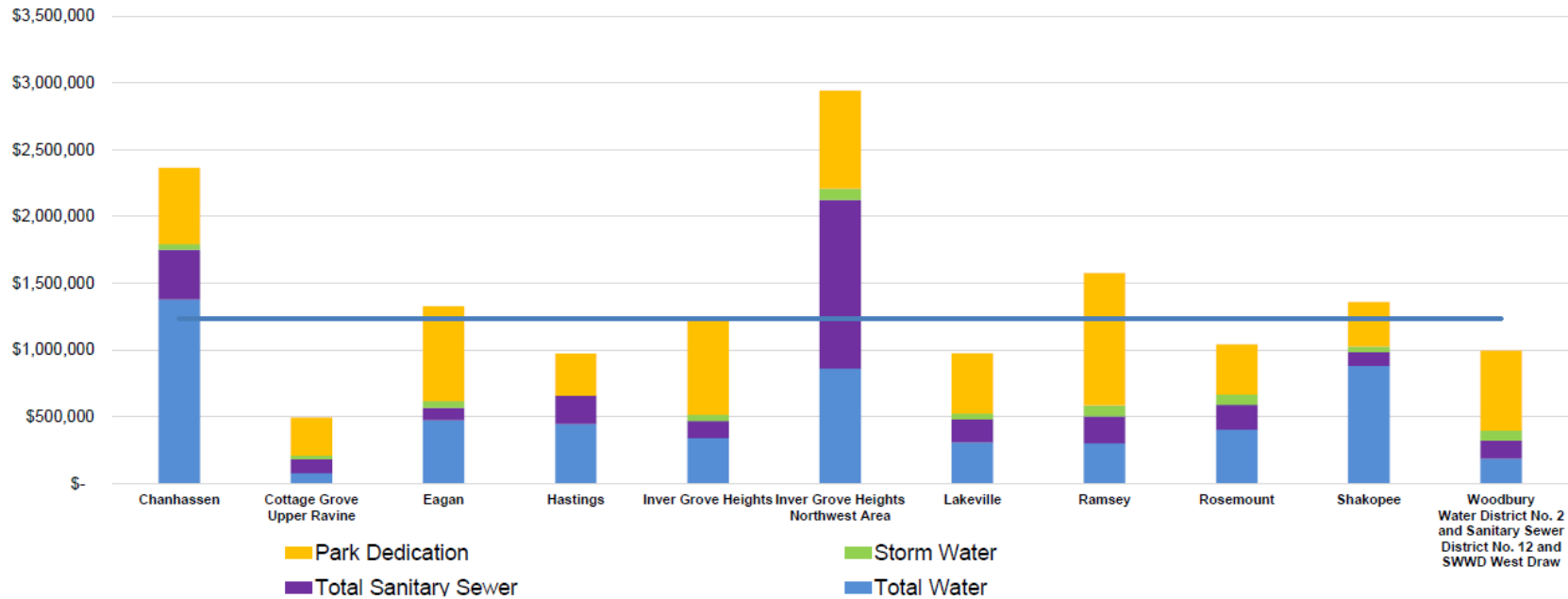
Infrastructure Development Fees for Single Family Home (Assumes 1/3 developable acre)



Infrastructure Development Fees for Sample Townhome Project (Assumes 157 units on 12 developable acres)



Infrastructure Development Fees for Sample Multifamily Project (Assumes 150 units on 5 developable acres)



Policy Questions

How does or should the concept of “development should pay for development” apply to the current situation?

Past decisions have separated the timing on one part of the equation from the other.

Do we count increased utility rate revenue resulting from development? Increased property tax base?

What happens if development doesn't come? Or doesn't come in the manner or timeframe anticipated?

Potential Options for Further Analysis

Commit to “development must pay for development”

Direct staff to determine past and future costs for expansion of the water and sewer systems and ensure utility connection fees are justifiable and sufficient to recoup those costs

- Must recognize that fees which are “justifiable and sufficient” may not be market competitive, and then be: (1) willing to wait for the day when development will pay the City’s price, and (2) willing to find alternative sources of revenue to make debt payments and future capital investments in the meantime.

Options for Further Analysis

Seek to better understand what the market will accept.

Direct staff to do a deeper evaluation of fees and fee structures charged by other metro-area cities undergoing similar levels of development and propose a fee structure for IGH that would be more competitive

- Fees must still be justifiable - i.e. they cannot be greater than our cost to provide the service - but given the cost of utility installation in the NWA, it is unlikely that establishing more "market rate" fees will result in a problem in this area.
- Will need a corresponding source of funding to close any gap between "market rate" fees and City's actual costs / debt obligations.

Ordinance Presented for 1st Reading

- 5% increase to non-NWA and city-wide connection fees.
- Flat fee amounts for NWA-specific plat connection and building permit connection fees (both water and sewer) – pending further study and discussion.

Section 5 – Land Use Application Fees & Deposits

- Proposed fee changes shown in red in the draft ordinance.

Section 6 – Effective Date

- January 1, 2025

Next Steps

- 2nd Reading & Public Hearing:
Tuesday, November 12 @ 6:00 p.m. in Council Chambers
- 3rd Reading
Monday, November 25

Requested Action:

Motion to approve 1st Reading of Ordinance
establishing utility connection and
land-use application fees for 2025