



Inver Grove Heights City Council
Monday, November 25, 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, November 25, 2024, will be provided to the Council at or before the November 25, 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 November 4, 2024, City Council Work Session

B. Approval of Minutes of the November 12, 2024, City Council Meeting

C. Approval of Disbursements

D. Personnel Actions

E. Resolution Authorizing Purchase of New K9 Vehicle, Declaring the Current K9 Vehicle Surplus Property and Amending the 2024 Budget

F. Resolution Accepting State Appropriation for Heritage Village Park

G. Resolution Approving Hardship Assessment Deferral for City Project No. 2024-09H - 96th and 99th Street Area

H. Resolution Approving 2025 Community Development Block Grant Application to Dakota County Community Development Agency

I. Resolutions Approving Renewal of Joint Powers Agreement for Embedded Social Worker Program and Related Management Control Agreement

6. Public Hearing

A. Liquor License Compliance Check Violations

B. 2025 Liquor License Renewals

C. 2025 Tobacco License Renewals

7. Regular Business

- A. Rental Housing Licenses
 - B. Comprehensive Plan Amendment and Rezoning for 6570 Robert Trail S., 6680 Robert Trail S and 1401 70th Street
 - C. 3rd and Final Reading of Ordinance Establishing the 2025 City Fee Schedule and of Ordinance Updating and Clarifying Fee References in City Code
 - D. 3rd and Final Reading of Ordinance Amending Utility Connection and Certain Development Related Fees
 - E. CLOSED SESSION: Attorney-Client Privilege
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.

**INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
MONDAY, November 4, 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, November 4, 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: Gliva, Scales, Murphy and T’Kach; City Administrator Wilson, Finance Director Hove, Public Works Director Connolly, Parks & Rec Director Lares, Street Superintendent Underdahl and Community Development Support Specialist Bodsberg.

3. APPROVAL OF AGENDA:

Motion to Approve by Dietrich, Second by Scales.

Ayes: 4

Nays: 0 Motion carried.

4. DISCUSSION ITEMS

A. Overview of Proposed 2025 Central Equipment Purchases

Director Connolly presented this item.

Central Equipment 2025 Capital Requests:

Type	Item Description	Amount
Building Facility Improvements	Replace water heaters	\$ 3,500
Police-Use of Saved Balances	Outfitting leased squads	194,000
Equipment Replacements	Details provided in presentations	920,285
	Total Capital Requests	\$1,117,785

Street Superintendent Underdahl presented the 2025 Equipment Replacement Requests. Superintendent Underdahl said there were a total of nine items needing replacement and four of the items are related to parks.

Parks Equipment:

- 2019 Toro 5910 #530
 - Allocation Balance - \$143,099
 - 2025 Acquisition Cost - \$121,410
- 2019 Toro 5910 #531
 - Allocation Balance - \$145,825
 - 2025 Acquisition Cost - \$121,410
- 2015 Toro 360 #532
 - Allocation Balance - \$93,496
 - 2025 Acquisition Cost - \$51,619.97
 - John Deere

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- 2017 Toro 360 #534
 - Allocation Balance - \$0
 - 2025 Acquisition Cost - \$13,049
 - Ferris Zero-Turn

Community Development:

- 2008 Ford Escape #803
 - Allocation Balance - \$30,497.00
 - 2025 Acquisition Cost - \$32,121.03

Street Maintenance:

- 2015 Mack Dump Truck with Plow Equipment #321
 - Allocation Balance - \$222,359.00
 - 2025 Acquisition Cost - \$251,675.00
- 2015 Morbark Woodchipper #335
 - Allocation Balance - \$78,419.00
 - 2025 Acquisition Cost - \$71,136.00
 - Moving from Diesel to Gasoline eliminates the need for diesel exhaust fluid
 - Better emissions

Utilities Maintenance

- 2016 Ford F250 with Utility Box #410
 - Allocation Balance - \$63,622.00
 - 2025 Acquisition Cost - \$72,864.00

Veteran's Memorial Community Center:

- 2012 Zamboni #6201
 - Allocation Balance - \$175,571.00
 - 2025 Acquisition Cost - \$185,000.00

Superintendent Underdahl said after the costs of acquisition there will be \$32,603 remaining in the acquisition funds.

Mayor Dietrich asked if they were waiting on delivery of any previously ordered equipment.

Superintendent Underdahl said they are waiting on a few from the last year, but they are coming.

Mayor Dietrich asked if the equipment would be received in a timely manner.

Superintendent Underdahl said yes, he has not heard of any supply chain issues. The dump truck takes a year to have the truck built and the equipment installed on the truck. The other items should come rapidly once they are approved.

Mayor Dietrich asked if the addition of the new equipment would be adequate for staff to take care of the new parks.

Superintendent Underdahl said there may be a need for more equipment in the near future, possibly a year.

Council Member T'Kach said there was a fire truck on order and asked if it is considered fleet equipment or a separate entity on the CIP.

Superintendent Underdahl said he does not handle the fire truck orders. There is a group that decides what is needed and visits the factories.

Administrator Wilson said they allocate for the fire department through the same process and is recorded in the Central Equipment Fund. They placed an order for a fire truck approximately 15 months ago, but they will be waiting another few years for the fire truck to be completed.

Director Connolly presented the cash balances that are set aside for equipment replacements.

Department	\$ of Equipment Allocated	Est. Dollars Saved as of 12/31/2024
Police	0	\$ 746,781
Fire	19	4,896,044
Inspections	5	141,208
Community Development	1	30,497
Engineering	6	122,743
Streets	49	4,189,481
Parks	30	1,352,700
Recreation	1	6,367
Community Center	1	175,571
City Facilities	1	0
Water & Sewer	17	1,609,768
Total		\$13,271,160

Director Connolly said \$194,000 of the Police Department savings will be allocated to outfit the leased squad cars in 2025. They will draw down the funds in the Police Department savings and when it gets close to \$0, the Police Department will need to start budgeting for outfitting on an annual basis. The balances change every year. If there was a situation where they needed an emergency piece of equipment, they have a balance to cover it. If they did borrow from the fund, they would need to backfill the balance somehow. They have borrowed from the fund in the past through inter-fund loans. There are currently inter-fund loans to the Golf Course and VMCC and the payments against the loan are added back into the fund.

Mayor Dietrich asked how long until the inter-fund loans were repaid.

Director Connolly said the Golf Course loan would be paid off in one year.

Administrator Wilson said the VMCC loan originated in 2018 and will be paid in full by the end of 2027.

Director Connolly said the year-end cash position has been increasing year over year. They try to balance the equipment replacement over years and try to stay ahead of inflationary factors. Staff will bring forward a resolution for the purchase of the equipment in the next Council Meeting. They order the equipment prior to the end of the year but do not take delivery of the equipment until the following year.

B. Review of Dakota County 2025-2029 Transportation Capital Improvement Program (CIP)

Director Connolly presented this item.

Discussion Points:

- Review Dakota County Capital Improvement Program History and City Approval Process
- Summarize Projects Slated to Occur in Inver Grove Heights with City Cost Participation
- Review Council's opinion/desire to provide a resolution of support for projects in the current version of the Dakota County 2025-2029 Transportation Capital Improvement Program

2025-2029 Dakota County CIP

- Transportation CIP Reviewed Annually
 - Spring - Draft CIP w/ City Support Letter
 - Fall - Draft CIP w/ County & City Revisions
 - Year-End - Final CIP with County Board Adoption
- Goal is to ensure conformance between City and County CIP's
- City Public Works/Engineering Staff reviewed 2025-2029 Dakota County CIP and incorporated known updates in draft City CIP
 - Presented to City Council on July 15, 2024

Director Connolly said if Council is willing to provide a resolution of support for the County CIP, the County will take the letters and adopt their final CIP at the end of November or beginning of December.

Many of the County roads in Inver Grove Heights had projects that are proposed in the next five years. Some of the roads have proposed construction projects or proposed studies in the CIP. There are three intersections that are proposed to be looked at for improvements in the next five years. They County is also proposing a pedestrian underpass at the Eagan/Inver Grove Heights border of Argenta Boulevard and Yankee Doodle Road.

Carry Over Projects (from 2024-2028 CIP)

- Previously supported via past City Council Action (Resolution No. 2023-275)
- Reviewed by Staff and included in draft City CIP (2025-2029)

Project	Year
Babcock Trail - Upper 55 th Street to I-494 Bike Trail (Construction)	2025
80 th St. - TH 3 to Babcock Trail (Preliminary Study)	2025
Rich Valley Blvd. and Barnes Ave/105 th St - Bike Trail (Preliminary Study)*	2025
Rich Valley Blvd - 105 th St. to 117 th St. (Preliminary Study)	2027
70 th St. - TH52 West Ramp (Construction - MnDOT Lead)	2028

*City supported in 2024 without City cost participation

Director Connolly said the County CIP includes the preliminary study for the bike trail without any cost participation from the City.

New & Phased Projects:

Project	Year
70 th St. - TH 3 to Babcock Trail (Design, ROW, & Construction)	2025-2027
70 th St. - Babcock Trail to 1000' East of Cahill Ave (Design, ROW, & Construction)	2025-2027
TH 62 & Mendota Road Intersection (Construction - MnDOT Lead)	2028
Argenta Blvd/Yankee Doodle Road Pedestrian Underpass for Lebanon Hills-Mendota Greenway (Construction)	2029

Director Connolly said both projects on 70th Street are currently being studied by the County at the preliminary level and they are doing a preliminary design. The County has been trying to take projects that are likely to advance beyond the study phase and plan for them in the CIP.

Projects Removed from CIP:

Project	Previous Year	New Year
Argenta Blvd. & TH 55 Interchange (Preliminary Study)	2026	TBD

- Intersection vehicle capacity is currently well below warrants for an interchange.
- Study contingent on Argenta Blvd./I-494 Interchange to be designed/constructed to determine if interchange at TH 55 may be warranted.

City-Requested Projects (not Included):

Project	Year
Argenta Blvd. Pedestrian Overpass at Vista Pines Park (Preliminary Study)	2025 or 2026

- Requested by City in 2022, 2023, and 2024 for County to include in CIP.
- County has not included for several reasons:
 - Recent inclusion of RRFB Crosswalk with Argenta Blvd. Construction (2023)
 - Current trail/crosswalk lacks volume to meet overpass warrants
 - Proximity to Lebanon Hills-Mendota Greenway improvements at TH 55 and south/west of Argenta Blvd./TH 55 intersection (underpass/overpass)
- Dialogue continues at the staff level.

Director Connolly said the County has indicated that the City is welcome to move forward with the overpass, but the City would have to fund it. The typical funding is 85% County share and 15% City share. If there becomes a large push for the overpass, the recommendation is to engage with the County Commissioner and representatives and indicate why this is important to see if it can help drive more action from the County to include it in the CIP.

Council Member T'Kach asked if the realignment of 80th St. and Amana Trail was due to safety concerns or design.

Director Connolly said they have always wanted to align Amana Trail and 80th Street. The roundabout was designed with the expectation that 80th Street would shift at some point. It is partially for safety. Currently if you take 80th Street to Highway 3, you cannot turn south. It was built to be a temporary situation. There is land on the northeast corner of Highway 3 and 80th Street that does not have access

to any public street. In order to get the area access for potential development, including extending utilities, some modification is necessary.

Council Member T’Kach asked if the City would be extending utilities as part of the project hoping that development would come.

Director Connolly said it has been planned if utilities were going to be provided to the area that they would follow the future road alignment. They would study putting utilities in and make a determination based on what would make sense to extend with the road and what would be extended at a different time. The lift station at Scenic Hills and 80th Street was intended to be a temporary lift station that would drain down to the large lift station north of Target. The extension of gravity sanitary sewer would eliminate the lift station that is somewhat isolated and landlocked and sanitary sewer could be provided to the developable area.

Council Member T’Kach said there was a lot of community, Council, and staff feedback on the design of the 70th Street preliminary design and asked if there was any rationale for Council to support moving it forward. The County may need to take a fresh look at the design.

Director Connolly said he cannot provide Council with an explanation of why they would or would not support the project. The County had one of several community outreach meetings and it was the first meeting. Not everything they put together would be considered the perfect option and staff have had other ideas that have been discussed with the County and they are currently vetting. What was discussed previously is not close to the final preliminary design. It is part of a process, and the process will continue for the next 6-8 months before a solid plan is determined. They are also looking at 70th Street improvements as it relates to Highway 3 to Babcock Trail where there is a likelihood of development in the area and there is going to be a need to support the development. They are trying to be ahead of development as opposed to a more costly project where they need to redesign due to development. The CIP is a planning document and if it is determined the project is feasible and they want to move into the final design, they will have had to budget for the project. If the City supports the project in the CIP, it will still have to enter into a Joint Powers Agreement with the other agency in order to finalize and detail what the costs are for any project. They have already been participating in the study process for the preliminary design as a portion of what is in the 2024 budget. The next stage is the County being more proactive for final design in 2025, right of way acquisition in 2026 and construction in 2027.

Council Member T’Kach said she is happy they are not wedded to the project and hopes they are starting the designs over.

Director Connolly said he understands there were many challenges with the project but there were many things that the County presented that make sense for traffic and safety management that might not make sense to the residents currently living there. They try to plan for today’s infrastructure as well as the future. They will review it, but it will not look the same as it does today.

Budget Impacts:

- Staff plan for County projects through two primary methods:
 - Coordination with City’s annual CIP Updates
 - Inclusion in City’s annual budget approval process (capital projects)
 - Pavement Management - Partnership Projects
 - Identification of funding from Capital Utility Funds (Stormwater, Sewer, Water) and State Aid Funds

Director Connolly said if there are costs associated with right of way and construction on County roads, they are eligible to receive State Aid funding. They want to try to use the funds on City roads, but they are able to help pay for costs on roads that the City does not own.

- City must approve cost sharing for any County project via joint powers agreement (JPA).
 - Projects without City cost sharing or City infrastructure do not require JPA

Project	Cost Split (City/County)	City Cost (Estimated)
Babcock Trail - Upper 55 th Street to I-494 Bike Trail (Construction)*	15% / 85%	\$ 207,150
70 th St. - TH 3 to Babcock Trail (Final Design)	15% / 85%	90,000
70 th St. - Babcock Trail to 1000' E. of Cahill Ave (Final Design)	15% / 85%	60,000
80 th St. - TH 3 to Babcock Trail (Preliminary Study)*	45% / 55%	202,500
Rich Valley Blvd. and Barnes Ave/105 th St. - Bike Trails (Preliminary Study)	0% / 100%	0
Total City Cost Contributions (2025)		\$559,650

*City is lead agency for project

Director Connolly said the County has not been able to decide when they can fit the preliminary study for 80th Street into their CIP. Staff are recommending the City take the lead in the preliminary standpoint of the project because they have had development inquiries for the area. They want to be able to provide information to the adjacent property owners as to where the road would go and how much right of way would be needed. The City has a larger cost share because the County views it as a roadway realignment and not an expansion. The CIP shows the cost share for the City of 45% but it could be lower. The City can sustain these projects from a budget standpoint.

Council Member T'Kach asked if there was an estimate of the project cost for the 80th Street alignment if the City did have to pay 45%.

Director Connolly said he does not have an estimate. It is half of a mile of roadway realignment that would probably cost a minimum of \$5 million. That does not include right of way and there are a lot of grading and other challenges in the area. The study will need to be done to determine the cost and find out if they can work with current property owners. There are also utilities and stormwater mitigation. It could be \$5-15 million. The study will determine if the cost is reasonable or if the project does not make sense.

Council Member T'Kach asked if there is a cost to wait.

Director Connolly said there is a cost to waiting but he does not have a number.

Council Member Gliva asked to confirm if there was an inquiry from a developer for the 80th Street area and if the 45%/55% split is just for the study and the construction split would be determined later.

Director Connolly said yes, they have had an inquiry for development. The split for construction would be determined later. The project on 117th Street has ranged from the City share being 25% to 45%. The project right now is approximately 28.5%. The City would have additional costs for infrastructure that is only for the City like sanitary sewer and water utilities. They are not necessary for the road but are necessary for the development.

County CIP does not include:

- Projects previously in County CIP to start construction in 2024 (or earlier)
 - 117th Street
 - 80th Street 4-to-3 Lane Conversion (Babcock Trail to Bowman Ave)
- Projects with studies occurring (or starting) in 2024
 - 70th Street – TH 3 to Babcock Trail (Preliminary Study)
 - 70th Street – Babcock Trail to 1000' east of Cahill (Preliminary Study)
 - Argenta Blvd./I-494 Interchange (Preliminary Study)

City CIP (2025-2029) and 2025 budgets account for costs associated with these projects to be spent in 2025.

Project	Cost Split (City/County)	City Cost (Estimated)	Year
70 th St. – TH 3 to Babcock Trail (ROW & Construction)	15% / 85%	\$ 1,680,000	26-27
70 th St. – Babcock Trail to 1000' E. of Cahill Ave (ROW & Construction)	15% / 85%	720,000	26-27
Rich Valley Blvd. – 105 th St. to 117 th St. (Preliminary Study)	15% / 85%	56,250	2027
70 th St. – TH52 West Ramp (Construction – MnDOT Lead)	7.5% / 42.5%*	210,000	2028
TH 62 & Mendota Road Intersection (Construction)	0% / 100%	0	2028
Argenta Blvd./Yankee Doodle Road Pedestrian Underpass for Lebanon Hills-Mendota Greenway (Construction)	0% / 100%	0	2029
Total City Cost Contribution (2026-2029)		\$2,666,250	

*MnDOT covers remaining 50%

Staff Recommendations:

- Request inclusion of pedestrian overpass at Argenta Blvd./Vista Pines Park (preliminary design study).
- Approve remaining CIP items as proposed by Dakota County.

Action Requested:

- A draft resolution is included in the Work Session Agenda Packet
- Staff requests Council feedback/comment to the language and provide direction to staff if modifications to the Resolution language are requested ahead of November 12 Council Meeting.

Council Member T'Kach asked if overpasses in the City on Concord Boulevard or Babcock Trail to connect to the new playground coming at the VMCC would make sense and if they would be added to a CIP or would be considered regular construction.

Director Connolly said there are not any other overpasses that have been discussed or petitioned for. The overpass at Vista Pines Park is not in the comprehensive plan. There are parks and trails in the comp plan where there has been discussion about the types of pedestrian crossings that could be needed as development occurs. Concord Boulevard doubles as the Mississippi Greenway and the County is in the process of looking at minor intersection modifications to adjust for some pedestrian crossings of Concord Boulevard. The project has been in design for almost three years and is a fully funded initiative by the County. They provide updates but none have included a separated pedestrian crossing.

C. City of IGH 5-Year Capital Improvement Plan (2025-2029)

Finance Director Hove presented this item. Director Hove said Parks & Rec Director Lares and Public Works Director Connolly are present to help answer any follow-up questions from Council.

What is a Capital Improvement Plan (CIP)

- A capital Improvement Plan (CIP) is a community planning and fiscal management tool used to coordinate the location, timing, and financing of improvements over a multi-year period
- Purpose:
 - Preserve the city's existing assets and infrastructure
 - Plan for the long-term asset needs of the city
 - Assist in the development of budgets
 - Balance community goals & priorities

Director Hove said Inver Grove Heights currently uses a 5-year CIP and it is a fairly new process in the city. The planning and information improve each year.

Timeline:

- July 15, 2024 introduced at Council Work Session
- Referenced in various budget discussions at Council Meetings & Work Sessions between July 15 and November 4
- October 15, 2024 Planning Commission adopted a Resolution indicating the CIP is consistent with the Comprehensive Plan
- October 16, 2024 reviewed by Parks & Recreation Advisory Commission
- November 12 - Council Meeting for adoption

What is included in the CIP?

- Pavement Management Initiatives
- Utility Projects (Water, Sewer, Storm)
 - Contingent on Financing / Utility Rates
 - If utility rates do not yield sufficient funds, future CIP's will need to be adjusted
- City Facilities
- Community Center
- Parks
- Golf Course

What is not yet included in the CIP?

- Larger Facility Remodels/Repairs:
 - Public Works Facility
 - Fire Station 3
 - Police remodel or expansion
- Central Equipment - replacement schedule is currently in an excel format
- Other potential General Fund needs or new equipment

Capital Improvement Plan Table of Contents:

- Table of Contents
- Introduction
- Department Summary

- Funding Source Summary
- Projects by Department
- Projects by Funding Source
- Unfunded/2025 Priority Projects
- Unfunded/Unscheduled Projects
- Project Details

CIP Department Summary:

Department	2025	2026	2027	2028	2029	Total
City Facilities	317,000	219,000	228,000	122,000	175,000	1,061,000
Community Center	750,200	564,050	210,000	2,577,000	472,900	4,574,150
Golf Course	90,000	450,000	150,000	90,000	155,000	935,000
Parks	3,400,600	200,000	290,000	300,000	1,450,000	5,640,600
Pavement Mgmt - Local Streets	17,232,913	16,862,990	15,822,696	13,265,034	21,068,844	84,251,477
Pavement Mgmt- Partnership Proj.	14,496,790	1,465,000	2,381,250	210,000		18,553,040
Sewer	650,000	965,000	755,000	795,000	850,000	4,015,000
Stormwater	1,335,000	415,000	740,000	395,000	200,000	3,085,000
Water	835,000	1,955,000	2,995,000	1,988,000	310,000	8,083,000
Grand Total	39,107,503	23,096,040	23,571,946	19,741,034	24,681,744	130,198,267

Director Hove said they have \$130 million in planned projects over the next five years. Approximately \$12.2 million is within the Parks & Recs division. Pavement Management projects make up \$102.8 million and make up the majority of the cost. Utility divisions have approximately \$15.1 million in projects over the next five years.

Mayor Dietrich asked if this information would be available on the City's website after November 12th for the public to review.

Director Hove said yes, the previous two years are also available.

Director Hove said there are 19 different funding sources for the CIP. The largest areas are the Pavement Management Fund, Special Assessments, State Aid, and the Water Capital Fund.

Larger Projects for 2025:

- Phase V of Heritage Village Park: Inclusive Playground & Splash Pad (\$2.65 million) - \$2 million of funding from state bonding

- Parks – Playgrounds at Southern Lakes Park & VMCC (\$450,000)
- City Facilities – City Hall Elevator Code Updates (\$105,000)
- Indoor Playground in the Community Center Brightside Room (\$350,000)
- \$31,729,702 in Pavement Management Projects:
 - Includes \$11,171,790 for 117th Street (project funded by federal grant, state bonds, county funds and special assessments)

2025 Changes since July 15 Work Session:

Pavement Management Projects:

Department	Description	2025 Increase (Decrease)
Local Street Projects	Flashing Yellow Arrow (FYA) Study – Moved from 2024 to 2025	50,000
Partnership Projects	-Updated project costs and years based on Dakota county's changes to their 2025-2029 Transportation CIP	(15,000)
	-Removed County Overlays from 2025 (none in IGH)	(40,000)
	-80 th Street-TH3 to CSAH 73 – Increased City project share, and City may lead project.	382,500
	-Updated costs and funding sources for 117 th Street based on final design estimates (City costs only for construction; County to lead construction phase)	792,723
	Changes to Pavement Projects	\$1,170,223

Director Connolly said the 80th Street project was not originally scheduled for 2025 and the \$382,500 is the cost of the entire study and a portion of it will be reimbursed by the County. The cost for the 177th Street project has been updated since it was initially presented in July and the \$792,723 is the increase in the cost originally provided.

Non-Pavement Management Projects:

Department	Description	2025 Increase (Decrease)
Water	-Well Pump & Service Rehabilitation-reduced from \$135,000 to \$30,000 (Well #9 done in 2024)	(105,000)
	-Removed Babcock Booster Station Pump Inspection (completed in 2024)	(35,000)
	-Renamed Booster Pump Inspection to High Service Pump Rehabilitation, increased to \$50,000	20,000
	-Added Well House Programmable Logic Controller (multiple Years)	10,000
Sewer	-Added Lift Station Programmable Logic Controller (multiple years)	10,000

	Changes to Non-Pavement Projects	\$(100,000)
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Stormwater - 64th Street Outfall - in 2025 CIP at \$1 million but unfunded

Director Connolly said they are close to having a contract put together for a consultant to assist with design and taking the next steps to move the 64th Street Outfall forward. Staff are still working on funding options.

Other Changes since July 15 Work Session Affecting CIP in years 2026-2029

Department	Description
Partnership Projects	-70 th St. - TH3 to CSAH 73 - Updated land and construction estimates -70 th St. - CSAH 73 to Cahill - Updated land and construction estimates -Argenta/TH 55 Interchange - deferred from 2026 to post-2030
Water	Added Well House Programmable Logic Controller (2026-2029)
Sewer	Added Lift Station Programmable Logic Controller (2026-2029)

Unfunded Projects for 2025 - Additional/Future Discussion Needed:

- Northside Booster Monopole Construction (\$500,000)

Director Connolly said they are finishing a feasibility study for a monopole construction at the Northside booster station at I-494 and Babcock Trail. They are looking to construct a single pole that they can relocate the antenna facilities that are currently on the water tower. Staff will likely present the project to Council in January with potential funding sources.

- 64th Street Outfall Replacements (\$1,000,000)

Director Connolly said they are expecting to look at a design and see if they can look for grant opportunities or other funding sources.

Council Member T'Kach asked if they could look for state bonding or other kind of state aid for the 64th Street Outfall.

Director Connolly said he does not have a clear answer, they need to determine how serious the issue is and how quickly they want to fix it. State bonding does not typically work its way through until the end of the legislative session and does not become available until going through a funding grant agreement. That can take many months to complete. They will likely need to fix the problem before a grant would be completed and you cannot encumber costs for bonding money prior to the grant agreement being finalized.

Director Connolly said they did receive bonding money for the 117th Street project and they received all of the necessary information from the County. Staff are in the process of compiling the necessary information to send in to get the draft funding agreement started. Then when they have a bid for the project in early 2025 the grant is ready, and they can start encumbering the construction costs for which the bonding money is for. The process has already taken 8-9 months.

Council Member T'Kach asked if the 64th Street outfall was urgent.

Director Connolly said it is past urgent. There had been steps taken in the past to repair it but did not, mostly based on funding. Structurally the pipe is shot. It will not collapse immediately but it is urgent enough that they have already talked with landowners in the area and told them to be ready because they are likely going to be fixing it. They are getting the help of a consultant to do a feasibility report to combine the information they have in the past with the information they have now and have something designed that they can move forward with.

Council Member Gliva asked if the outfall had any ties to the railroad.

Director Connolly said the Dickman Trail culvert project is tied to the railroad and is in the CIP. There may be some shifting of the projects. They have made some headway with the railroad in the last few months, and they have staff that are taking it much more seriously. Staff is hoping to make progress towards a mutual solution for both the City and the railroad.

Council Member Gliva asked for an overview of the Northside Booster Monopole project and where it is currently located.

Director Connolly said they lease space on their water towers and certain city owned properties to have antenna facilities from phone companies to provide service to residents. They have a rehabilitation project of the Northside water tower in the CIP scheduled for 2027. They would like to remove the antenna facilities off of the water tower permanently because they take up space outside of the water tower and they run inside the tower, cutting through the structure. When there is an issue, staff have to unlock the facility and let their workers in. The providers are working with the City, and they are trying to find a mutually beneficial location. The best location staff has been able to identify is the Northside booster station. It is currently being used for a booster pump for the water service but there is a lot of other land in the area that is currently brush or ditches.

Council Member Gliva asked if some of the providers would be contributing to the cost.

Director Connolly said yes, the feasibility study is looking into that. They do not think the whole cost can be covered by the providers but the leases will pay for the monopole over time. There will be a cost, and the antenna companies would be willing to pay a certain amount, but they want to be consistent, so all three antenna companies are treated equally. They need to determine if they are going to oversize the pole to allow future lessees who would also pay a premium that would also help pay down some of the past cost. They would not recommend bonding but the feasibility study needs to be clear. They are not likely to recoup the costs immediately but over the course of a 25 year lease it would be paid back. There will be costs the City incurs when the water tower rehabilitation project takes place to pay for patching holes and repainting areas that might have been a direct result of the antennas. They are trying to avoid this in the future. There could be potential to take some of the revenues and apply them to the water tower project.

Council Member Scales asked what the consequences would be if the 64th Street outfall fails.

Director Connolly said the main issue is the entrance into the river is underneath the Twin City Marina. It is off of a private road within a public easement for the utilities. The storm sewer is underneath it. They drive over the storm pipe to go to launch in the river. If it collapsed, the parking lot would collapse into the storm sewer. This is where the main storm sewer from upslope in the old village area of Inver Grove Heights flushes out to. Depending when it happens, there is potential storm water coming up through the parking lot. The hole in the pipe caused water to come up through the pavement during the flood. They did not see much of the issue during spring floods because the ground was still frozen, and the ice held the water back. They need to find a way to restore it and keep it from damaging other infrastructure. The worst area is the last 30 feet, and it is mostly under a volleyball court and a dog run that they have at the marina. The worst is not right underneath vehicle traffic.

Council Member Scales said it could collapse with people over it.

Director Connolly said there is potential for it, and he would hope it is not catastrophic where the ground falls out from underneath you. People should see it and it is most likely going to happen during a heavy rain event and most people would not be outside. There is a risk but in Director Connolly's opinion it is not as big of a risk as the failure of the Dickman Trail culvert underneath the railroad. The Dickman Trail culvert crosses under public ways and is much harder to inspect on a regular basis.

Council Member T'Kach asked if the feasibility study for the monopole would look into the newer technology and determine how quickly some of the technology might change, reducing the contracts they have with providers.

Director Connolly said he does not think the study will determine that information. The study is going to predict what the need is now and the reasonable expectation of cost for antenna companies' site leases. There is still a strong desire for cell phone antenna providers to improve their equipment on a regular basis. The antenna panels that they have put on water towers are quite simple to exchange and reuse. Every time they need to exchange the antenna they need access to the water tower. It would be preferred if they were in a man lift outside of a monopole that does not require access to any of the City's critical facilities. There are two applications for the Northside tower knowing that they will have to relocate in two years. They are still willing to come in and replace all of their equipment with new equipment because it is that important to their business operations.

Questions and Next Steps:

- Resolution will be placed on November 12 consent agenda requesting Council adopt the 2025-2029 Capital Improvement Plan
- 2025 projects, other than the unfunded projects, will be included in the 2025 budget brought forward for Council approval on December 9.

Mayor Dietrich asked how they planned to keep track of the police station remodel/expansion, fire station #3 and Public Works Facility.

Director Hove said there will be another update on the Central Maintenance Facility in the first quarter of 2025 to provide options and funding. The projects are in the early phases and as they are vetted, they will slowly start to incorporate them in future CIPs.

D. Feasibility Study for Relocation of Historic Buildings

Parks & Rec Director Lares presented this item. Director Lares said the two buildings that they are considering moving to Heritage Village Park are the Old Town Hall and the Schoolhouse.

Background:

- Both buildings built in early 1930's
- Neither are on the Historic National Registry
- Both have the long-term plan to be relocated to Heritage Village Park (HVP)
- Interest and discussion by Council to relocate utilizing ARPA Funds
 - ARPA Funds have been transferred into the general fund

Director Lares said the Old Town Hall would potentially be relocated south of the dog park and the Schoolhouse would be centrally located to where the parking lot is deemed to be expanded at some point in Phase 2.

Old Town Hall is currently located at 6701 River Road. There is a foundation with a basement. In July Staff along with a house mover visited inside of the facilities and assessed some of the interior. They are

currently structurally unsafe inside. There are concrete steps leading up to the entrance and brick columns. The steps are crumbling. The Schoolhouse is located at 1841 105th Street East. The front steps and stoop are decaying. When they entered, they could not tell if the roof was going to cave in. They were not able to view much of the interior. The Schoolhouse also has a basement. There is some storage that has been left in both of the buildings.

Preliminary Cost Estimate to Relocate:

- Last July, staff consulted with a contractor experienced in building relocation and received the following preliminary estimates to relocate to HVP
 - \$68,000 TO MOVE THE Schoolhouse
 - \$128,000 to move the Town Hall

Director Lares said part of the difference in cost between the two buildings is the materials that they are made out of. The Old Town Hall is built out of bricks and the Schoolhouse is made out of wood and timber. The prices quoted were from 2023 and there would be some type of inflation to complete the move in 2025.

- However, these estimates do not include the full scope of project costs such as:
 - Architectural and engineering fees
 - New footings and foundations within Heritage Village Park
 - Site restoration at the current locations
 - Accessibility improvements
 - Potential exterior restorations

Feasibility Study:

- Staff is proposing to enter into a contract with Alliance to complete a feasibility study in the amount of \$17,600
 1. The study would assess each building's structural condition and determine the feasibility and total cost of relocation.
 - a. Includes cost estimate to restore exterior of buildings to create a finished appearance
 2. The study will provide detailed recommendations and cost estimates to help the Council make an informed choice about the project
 3. Study would take 4-6 weeks
 4. This scope would be considered Phase 1 in the overall project

Council Member Murphy said he supports the study and asked if the feasibility study would provide alternative direction if it determined the buildings would not be able to be moved.

Director Lares said the current feasibility study would not provide those options. If the study determines that the buildings are not structurally sound to move, they could look at an amended proposal to incorporate other options. There would need to be some direction from the Parks Advisory Commission and City Council to look into alternatives if the buildings were not able to be relocated.

Council Member T'Kach asked if the study would look into any lead paint or asbestos issues in the buildings and the possible containment of the issue during a move as well as any cleanup necessary at the original sites.

Director Lares said the feasibility study indicates that it will be looking at the ground and any contaminants in the soil. They can confirm that if they do any relocation they would know and understand what is within the facilities and if there are any contaminants. The study does not currently look at it, but staff can look into getting confirmation that it will take it into consideration.

Council Member Scales said he supports the idea and is going to remain positive. There was an event in the Schoolhouse building in the 1980s and they were able to walk around inside of the Schoolhouse.

Director Lares said when they entered the Schoolhouse in July of 2023, they were concerned that the ceiling was about to collapse.

Administrator Wilson said the interior ceiling seemed like it was going to collapse but not the roof.

Council Member Scales said they have little time left to preserve the history they have. Setting up Heritage Village Park will be with Inver Grove Heights for 100 years. The cost will be forgotten very quickly over the decades when residents get to see some of the history when visiting the park. It could work in a few phases where they potentially enjoy them as they are after relocating and then another phase to have the interior redone so residents can be inside of the buildings. One of the buildings could be a history center for Inver Grove Heights where residents and others could see the past.

Phase 2:

- If, after receiving and discussing the results of the feasibility study, the Council approves the relocation, staff would recommend extending Alliance's contract for professional services to include:
 1. Final design
 2. Construction Documentation
 3. Project Management
 4. Permitting
 5. Bidding Assistance
 6. Construction Administration

Director Lares said it may seem simple to relocate buildings but there is a lot of coordination that needs to go into it. Relocating on public roads would involve state troopers and police to assist. The permitting aspect alone is a large job.

Request:

- Council to discuss and provide direction on whether the City enter into an agreement with Alliance to provide a feasibility study for relocating both buildings.

Mayor Dietrich asked if they were paying \$4,400 per week to have a structural engineer to advise the condition of the buildings and provide a bid.

Director Lares said there would be a structural engineer, an architect, and a landscape architect as part of the entire process. It is for the move and the relocation. There would be a team of five different consulting firms working on this study for the interior capabilities of moving the actual location, structuring how it is moved and then when it is relocated specifically looking at the utilities. If they ever plan on having utilities in the building, they need to stub in electric, gas and water. There will also be contaminant testing and rehabilitation done at the original location.

Mayor Dietrich asked what some of the other bid amounts were.

Director Lares said they requested bids from three other groups that would not take the project on due to lack of experience in moving historic infrastructures.

Mayor Dietrich said she is in favor of the relocation but is concerned about the final cost and asked what fund Phase 1 would be used to fund it.

Director Lares said there are different options that could be used to pay for the feasibility study or future projects. There is a surplus in the General Fund from the ARPA funds being transferred. They could also look at the Park Capital Replacement Fund that does have a healthy balance and could pay for the feasibility study. If Council decided to move forward with relocating the buildings, there would be potential to review what funds are available after seeing the final cost.

Mayor Dietrich said during the last Council meeting there was a room full of residents that did not want to spend \$120,000 and this project will be over \$120,000. Mayor Dietrich said she wants to be as informed as possible.

Director Lares asked if this item is on the consent agenda if Council has a preference of what funding source to use.

Council Member Scales said there are short-term and long-term funds and projects. This has the opportunity to bring attention to Inver Grove Heights and Heritage Village Park has the opportunity to draw residents from all over the area to their Community. The short-term cost is short-sighted, and a small amount spent now is an investment because of what the community will get over time.

Mayor Dietrich said she is concerned about needing a specialty company because she is not sure they will be able to effectively negotiate a price because they do not have a lot of other options.

Director Lares asked if Mayor Dietrich was referring to the feasibility study or the potential move.

Mayor Dietrich said she was concerned with both.

Director Lares said the feasibility study is generally asking if the project is feasible to do. Once they look at bidding the project is where you can look at contractors. It is a niche market to see who can actually do the work within the state. They do not know the cost and that is part of what the feasibility study will provide. It will make some assessments and work with some of the potential contractors to get a cost estimate.

Council Member T'Kach said she supports the initial feasibility study and agrees that she does not want to be blindsided by a \$2 million dollar project in two years. Thinking about the long-term vision of Heritage Village Park, the relocation of the buildings is one part of it but asked what other heritage they want to consider for the park. The feasibility study will give them a good idea of the cost for this piece, but she wants to make sure they are thinking about the heritage of other people that helped make Inver Grove Heights what it is today. Council Member T'Kach said it would be good to have a comprehensive cost estimate.

Mayor Dietrich asked if Director Lares could provide more information to Council before the next meeting to help them determine where the funds for the feasibility report should come from.

Director Lares said he would recommend either the surplus ARPA funds from the general fund or the Parks Capital Replacement fund. They can provide Council with the balances, and this would be specifically to fund the feasibility study.

Council Member T'Kach asked to confirm that they are talking about the \$17,600 cost.

Director Lares said yes, the \$17,600 for the feasibility study.

Council Member Murphy asked if Director Lares had the balance of the Parks Capital Replacement fund.

Director Lares said the fund balance is approximately \$900,000.

Council Member Murphy asked if there was a downside of using either fund to pay for the feasibility report.

Director Lares said they have had some cost savings in the Parks Capital Replacement fund from their 2024 projects so the funds are available, but it is \$17,600 that may not be able to go towards another project in the future. He cannot speak to the surplus of ARPA funds in the general fund.

Council Member Murphy asked if they are allowed to use funds from the Parks Capital Replacement fund for the feasibility report.

Director Lares said yes, it is not tied with park acquisition and development funds. Council has direction on what to use the Park Capital Replacement fund for.

Council Member Murphy would recommend using funds from the Parks Capital Replacement fund.

Council Member T'Kach agreed with Council Member Murphy.

Mayor Dietrich asked if the Parks Capital Replacement fund would be Director Lares' recommendation.

Director Lares said he would recommend either option, but the Parks Capital Replacement fund makes sense. They have a small surplus from the capital projects in 2024 and they can sustain the withdrawal.

Council Member Gliva said she agreed with the funds coming from the Parks Capital Replacement fund and asked if they continue with the relocation if there were any nonprofit organizations that would give some funds to the City to preserve the buildings.

Director Lares said once the historical buildings are relocated, they are no longer qualified for state or federal funding. There are opportunities to look at local businesses or fundraising opportunities in the community. The feasibility study will provide the cost to get the buildings to be aesthetically pleasing exteriorly. They are not going to be rehabilitated to the way they were when they were built but it will get them to a place where they are presentable and a good reflection of the history. If they want to activate the buildings, they have to meet ADA standards which further complicates what is able to be utilized in the spaces. They could put a marquee up with pictures so people can see what it once was. They have considered putting historic imagery in the behind the window, so people do not look into a deteriorating interior. Those types of things will be in the feasibility report.

Council Member Scales said there are potential opportunity for fundraising, and he thinks the community will want to get involved.

Council Member T'Kach asked if Council had any interest in rehabilitating the Schoolhouse in its current location to potentially receive state or federal funds and save the cost of moving. It could become part of the VMCC and there is a bike trail very close with a lot of people coming through the area. Council Member T'Kach said she has concerns about flooding potentially losing a large investment.

Council Member Scales said they need the feasibility study to move forward with any option.

Mayor Dietrich said she supports moving forward with the feasibility study.

Council Member T'Kach said she supports the feasibility study but wanted to say there could be another option.

Director Lares said after the outcome of the feasibility study there is a potential to look at providing options.

5. Adjourn

Motion to adjourn at 8:05 p.m. by Dietrich, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons.

INVER GROVE HEIGHTS CITY COUNCIL MEETING

TUESDAY, November 12, 2024 - 6:00 P.M. - 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Tuesday, November 12, 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, Public Works Director Connolly, City Engineer Merchlewicz, City Attorney Nason, Finance Director Hove, Police Chief Chiodo and Parks & Recreation Director Lares

3. APPROVAL OF AGENDA:

Staff asked to add 7H – Resolution and Certification of Deferred Special Assessments, to the end of the agenda.

Motion to approve amended Agenda by T’Kach, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

4. PRESENTATIONS:

5. CONSENT AGENDA:

- A.** Approval of Minutes of the October 28, 2024 City Council Meeting
- B.** Approval of Disbursements, **Resolution 2024-252**
- C.** Personnel Actions
- D.** Adoption of Revised 2024 City Council Meeting Schedule
- E.** Resolution of Support for Dakota County 2025-2029 Transportation Capital Improvement Program, **Resolution 2024-253**
- F.** Resolution Approving City of IGH 5-Year Capital Improvement Plan (2025-2029), **Resolution 2024-254**
- G.** Resolution Awarding Contract and Approving Budget for City Project No. 2016-17A – 117th Street Advance Clearing & Grubbing, **Resolution 2024-255 & 2024-256**
- H.** Resolution Authorizing 2025 Central Equipment Vehicle and Equipment Purchases, **Resolution 2024-257**
- I.** Resolution to Amend Final Project Budget & Close City Project No. 2016-08 – Trunk Highway 3 / 70th Street Intersection Improvements, **Resolution 2024-258**
- J.** Approval of Storm Water Facilities Agreement for 9486 Robert Trail
- K.** Approval of Collateral Assignment of Development Contract
- L.** Approval of Contract with Alliance for Feasibility Study to Relocate Historic Buildings

M. Approval of Real Property Declarations for Heritage Village Park and South Valley Park

Motion to approve Item A - M by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

6. PUBLIC HEARING:

A. 2nd Reading of Ordinance Amending Utility Connection and Certain Development Related Fees

Administrator Wilson presented this item.

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 tonight followed by consideration of 2nd reading

Administrator Wilson said during the last Council meeting there was an in depth discussion of the changes and the presentation at this meeting would be condensed.

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)

Section 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 has 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

Section 5 - Land Use Application Fees & Deposits:

- Proposed fee changes shown in red in the draft ordinance.

Section 6 - Effective Date:

- January 1, 2025

Ordinance Approved at 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.
- No changes since the 1st reading.

Next Steps:

- 3rd & Final Reading - Monday, November 25
- Continued Study of Connection Fees
 - Seeking rates justified by City's costs, while also competitive with other developing cities in the metro-area
 - May consider mid-year adjustment to fees following completion of additional study
 - Council continues to have the ability to consider requests on a project bases

Mayor Dietrich asked if Staff had received any comments from the public.

Administrator Wilson said no, they have not.

Mayor Dietrich opened the public hearing.

There were no public comments.

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

Ayes: 5

Nays: 0 Motion carried.

Motion to approve Second reading of Ordinance amending City Code Title 3 Chapter 4 Sections 2 & 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 by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

7. REGULAR BUSINESS:

A. Canvass of November 5, 2024, General Election Results

Clerk Kiernan presented this item.

Statistics:

Overall Volume		Total Cast	Percent
Total Cast Absentee		10,201	41%
Early Voting	6,189		
Mail Process	4,012		
Total Cast on Election Day		10,794	43%

New Registrations	1,911		
Overall Voter Turnout		20,995	83.7%

Results - Mayor:

Mayor (Elect 1)	Total Votes	Percent
Greg Grover	4,627	27.25%
Brenda Dietrich	12,187	71.78%
Write-In	165	0.97%

Clerk Kiernan said Council approved a Resolution in 2023 that write-in votes were not going to count unless they had received a write-in campaign. Staff did not receive notifications of any write-in campaigns.

Results - Council Member:

Council Member (Elect 2)	Total Votes	Percent
John Murphy	8,527	32.65%
Sue Gliva	10,208	39.08%
Jason Teiken	7,210	27.60%
Write-In	174	0.67%

Requested Council Action:

Motion to approve Resolution Canvassing the Votes Cast at the November 5, 2024, General Election of the City of Inver Grove Heights, and Declaring Candidate Results.

Motion to approve Resolution 2024-259 Canvassing the Votes Cast at the November 5, 2024, General Elections of the City of Inver Grove Heights, and Declaring Candidate Results by Scales, second by T’Kach.

Ayes: 5

Nays: 0 Motion carried.

B. Approval of Rental Housing Licenses

Administrator Wilson presented three rental housing licenses that have been reviewed by Staff and found to be eligible for licenses. Staff recommends approval.

Motion to approve three rental housing licenses for the addresses of 3534 Cloman Way, 5455 Brewer Lane, and 3248 71st Street E by Gliva, Second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

C. Second Reading of Ordinance Establishing the 2025 City Fee Schedule and of Ordinance Updating and Clarifying Fee References in City Code

Clerk Kiernan presented this item. Clerk Kiernan said there has not been much change to the ordinance since the first reading.

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 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 recommends considering the approval for the second reading of Ordinance 1485, adopting the 2025 Fee Schedule and the approval of the second reading of Ordinance 1486, amending various provisions of the Inver Grove Heights City Code Related to Fees.

Mayor Dietrich asked if the wording that was cleared was just for typos.

Clerk Kiernan said some areas of the Code had different language and Staff tried to clean up the language to read the same.

Council Member T'Kach said if a permit expires, people have to pay 50% of the permit fee to have it renewed and asked when a permit might expire.

Clerk Kiernan said permits are typically one year. If a homeowner is working on a project and does not have it completed within the year, they could ask for an extension, and it does cost a fee to renew the permit.

Council Member T'Kach said 50% seems high for a permit renewal when you look at how much a permit costs for residential construction.

Clerk Kiernan said she would have to defer the question to the next meeting and will get more information for Council.

Council Member T'Kach said the multi-family building permit is changing from 2% of the valuation to 1.5% and asked what kind of lost revenue that is.

Attorney Nason said it is based on the valuation of the building and with the proposal is 1.5% instead of 2% which would mean less fees being provided to the City for the permit.

Council Member T'Kach asked if there was a rationale for the reduction.

Clerk Kiernan said the reduction came from the building inspections and she will get more information for Council.

Motion to approve Second Reading of Ordinance 1485 adopting the 2025 Fee Schedule by Gliva, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

D. Second Reading of Ordinance Adopting Cannabis Business Regulations

Attorney Nason presented this item.

Legislative Background:

- In 2022, edibles and beverages containing 5mg of THC per serving entered the Minnesota marketplace
- In 2023, the Minnesota Legislature passed the Cannabis Act which provided for a framework for legalized adult-use cannabis and regulated some hemp products
- In 2024, the Minnesota Legislature made additional updates to Chapter 342 (Cannabis)

Current City Regulations:

- Moratorium on operation of cannabis businesses until January 1, 2025
- 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

Attorney Nason said there will be no licenses issued on January 1, 2025. The Office of Cannabis Management is not ready yet.

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

Cannabis Licenses:

License Type	Main Function	Use Type(s)
Cannabis Retailer	Sales to the customers	Commercial
Medical Cannabis Retailer	Sales to registered patients	Commercial
Cannabis Deliver Service	Deliver 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 Outdoor: Agricultural
Medical Cannabis Cultivator	Growing cannabis plants	Industrial, Agricultural, Commercial

Cannabis Event Organizer	Coordinate cannabis events	Office, Commercial
Cannabis Manufacturer	Create 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 the public and medical patients	Cultivation, Manufacturing & limited Retail
Cannabis Mezzobusiness	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing & Retail
Cannabis Microbusiness	Cultivation, Manufacturing, and Retail	Cultivation, Manufacturing & Retail

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.

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 operations
4. Cannabis event permit
5. Zoning ordinance amendments (separate 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

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 parcels

Tobacco Sales:

- No new license may be issued to a tobacco products shop located within 500 feet of a school

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 minor (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

Operational Business Regulations:

Retail hours of operation:

- Default: 8:00 a.m. – 2:00 a.m., Monday-Saturday, 10:00 a.m. – 2:00 a.m. Sunday
- Most Restrictive: 10:00 a.m. – 9:00 p.m., seven days a week

Additional Business Regulations – Temporary cannabis events:

- OCM Cannabis Event Organizer license required
- Additional requirement for City permits for events
- Application requirements:
 - Contact information for on-site contact

- Site plan for event, including consumption areas
- Not allowed on City-owned property
- Not allowed on residentially zoned property, including Agriculturally zoned property
- Restricted hours and dates and number of permits issued per year

Attorney Nason said Council is requested to consider approval of the 2nd reading of the Ordinance Adopting Cannabis and Hemp Business Regulations. If the 2nd reading is approved, the final reading will be at the next Council meeting and Council will see the zoning ordinance amendments related to cannabis business regulations.

Council Member T'Kach said it is a first come first serve basis for getting a license and asked if there would be an opportunity to have a lottery for the business licenses. Larger businesses would probably be ready to request a license as soon as they are available and there may be better businesses that would not have an opportunity for a license.

Attorney Nason said the City could look into a lottery like system. Nason said she is not aware of any cities that are currently doing a lottery system but if Council would like that information, Staff can look into it. One of the requirements to be considered for an application is a license or pre-approval from the OCM. The OCM is going to be limited on the number of licenses they will be issuing. Some cities established lottery systems when LPHE first became available in 2023.

Council Member T'Kach said it may get Inver Grove Heights better businesses.

Council Member Gliva asked how a lottery system would help them get better businesses because they would not have a choice in the businesses.

Attorney Nason said if it is a pure lottery there would not be any choice. Some cities have done a ranked lottery system where they have assigned points based on different criteria but she does not know what criteria was considered.

Council Member Scales asked if there was a cost to get a license from the OCM.

Attorney Nason said yes, there is a cost.

Council Member Scales said if a company spends the money to get a license with the OCM in January and wants to open a business in Inver Grove Heights and the City says they have to wait while they collect names, they will not get the money back that they paid to the OCM. Council Member Scales said he is not comfortable with that and there is something to be said for a company that puts the effort in and is first in.

Council Member T'Kach said she thinks it would open a broader pool of businesses and asked if applicants need to identify a site before they are able to get a license from the OCM.

Attorney Nason said she did not have the information but did not think they would need to have the site to get the license. Staff will confirm the information.

Council Member Scales said a company could get a license from the OCM and decide to locate in Inver Grove Heights or Eden Prairie.

Council Member Scales asked if they did a lottery with any other license.

Council Member T'Kach asked if they approve liquor and tobacco licenses on a first come first serve basis.

Council Member Scales said they do not tell applicants they have to wait three months for a license.

Council Member T'Kach asked if they limit the number of liquor licenses in the City.

Attorney Nason said there are some limits in their Code regarding liquor licenses.

Clerk Kiernan said liquor licenses are limited to an extent.

Attorney Nason said there is language in the code about a maximum number of liquor licenses, but they are not near the maximum.

Clerk Kiernan said they limit the on-sale intoxicating liquor licenses for exclusive liquor stores to 18.

Council Member Murphy said they are trying to welcome legal business into Inver Grove Heights and if they are first in line he gives them credit for doing all of the work. If it is a bad business, they are going to fail, and another business will have their chance. Council Member Murphy said he does not see the lottery as a benefit, and he does not want to keep anybody waiting for months since they could go to another town and does not see any advantages to a lottery.

Council Member T'Kach said it is more about fairness to people who will do everything they can to get a license from the OCM. They could have the opportunity for a larger number of people to start a business in Inver Grove Heights like a local resident who wants to start a business. There are large corporate cannabis companies that would likely be ahead of a smaller business.

Council Member Scales said anything that puts a barrier in front of a legal business is a problem. There is credit given to those that do the work to move forward. They do not do a lottery for any of their other licenses, and he does not see having one for a cannabis license. It makes it appear that the City is difficult to work with.

Council Member T'Kach said she agrees fundamentally but with there only being four licenses they are already limiting opportunities for business in Inver Grove Heights.

Council Member Scales said the number of liquor licenses permitted in the City has grown over the years and the number of cannabis licenses would likely grow as the City grows.

Council Member T'Kach said the City may be able to accommodate more than four licenses and thinks there could be more opportunities than they are seeing.

Council Member Gliva asked for clarification on what cannabis events are.

Attorney Nason said a cannabis event is typically a place where there are booths and vendors that sell a variety of products including cannabis products.

Council Member Gliva asked to confirm that a cannabis event could not be on City property, residentially zoned property, or agriculturally zoned property.

Attorney Nason said yes, that is correct.

Council Member Gliva asked how the number of events permitted in a calendar year were determined and if it was in the state statute.

Attorney Nason said they are not limited in the statute. Staff thought of what types of parameters the City would want to put on the events because they have never had them before. The length of four calendar days is to avoid circumvention of the requirement to operate a business. Limiting a business to four temporary cannabis event permits in one year is to start out with a manageable number of events.

Administrator Wilson said the definition of a temporary cannabis event being four days or less is in the state statute. The hours of operation and the limit to four per year for a single applicant are staff's suggestions. Council could modify the number of events and the hours an event is permitted. The current draft does not prohibit the consumption at a cannabis event but that is something that a city can choose to prohibit. Prohibiting onsite consumption could discourage cannabis events from being held in Inver Grove Heights. The ordinance as written allows for consumption in designated areas and they would need to identify in the permit how they would control underage access. Events with onsite alcohol consumption usually say they will issue wristbands and verify IDs upon entrance.

Mayor Dietrich asked how many temporary liquor events are allowed.

Administrator Wilson said they allow on-site liquor license holders to expand their premise three times per year. Drkula's may have a tent in front during Inver Grove Heights' Days which is outside the bounds of their normal business.

Council Member Murphy asked if there was a reason they decided on a 500 foot buffer versus a 1,000 foot buffer from day cares, residential treatment facilities etc.

Attorney Nason said she did not recall the specific reason they kept the 500 foot buffer.

Council Member Gliva said the 500 foot buffer was the maximum buffer permitted except for the 1,000 foot buffer permitted from schools. The buffer for alcohol is 500 feet from schools and Council decided to keep the maximum 1,000 foot buffer for cannabis.

Attorney Nason said in the ordinance, cannabis business has to be a minimum of 500 feet away from day cares, residential treatment facilities or public park attractions regularly used by minors. The statute has a maximum buffer requirement of 500 feet. Attorney Nason provided Council with an updated map with the buffer zones.

Council Member T'Kach asked if the map noted where cannabis businesses would be permitted or if it also included where cannabis events would be able to be held.

Attorney Nason said there are areas in the on the map in red where a cannabis business could be located and comply within the buffers in the ordinance. There are areas in the northwest area of the city as well as a few throughout the rest of the city.

Administrator Wilson said there is an additional map that was provided to Council late the previous week that includes schools and buffer zones. The areas on the map can change. An example would be if a day care closes it may open a properly zoned space in the City that someone could apply for a cannabis license for. Once a cannabis is licensed at a particular location, a day care could choose to locate within 500 feet of the existing cannabis business. The cannabis business would be grandfathered in and able to stay even though it would be within 500 feet of a day care.

Mayor Dietrich asked if there if there were any restaurants that would be impacted by the buffer zones if they chose to offer the cannabis beverages.

Attorney Nason said the current map shows buffers related to cannabis businesses, but the City is also proposing to apply the same buffers to lower-potency hemp edible retailers. There are 18 lower-potency hemp edible retailers that are registered in Inver Grove Heights with the OCM. If there is an existing liquor store or restaurant currently selling LPHE products, they would be able to continue selling the products. If there is a bar or restaurant that is not currently selling LPHE products, they would not be able to start selling the products if the City adopts the ordinance and they are within a buffer zone.

Mayor Dietrich asked if staff were anticipating advising restaurants of the anticipated change.

Administrator Wilson said they have not reached out to any restaurants in Inver Grove Heights. If Council would like them to they can. Staff have been hesitant to present themselves as experts because it is still evolving.

Mayor Dietrich said she would like to let them know so they can plan accordingly.

Council Member Murphy said he is not opposed to a letter to bars and restaurants but thinks it should direct them to the OCM to read the rules versus the City trying to interpret them.

Mayor Dietrich said she agreed.

Council Member T'Kach asked if a convenience store currently that has a LPHE license from the state can continue selling LPHE products if they are already in the proposed buffer zones.

Attorney Nason said if they are selling LPHE products right now they can continue to sell them, but they would not be able to obtain a retail cannabis license if they are within the buffer zones.

Council Member T'Kach asked if businesses within the buffer zone that are not currently selling LPHE products would be able to obtain a license to sell LPHE products after January 1, 2025. If businesses without a current license would not be able to sell LPHE products after January 1, they should be notified as well.

Attorney Nason said if a convenience store within the buffer zone is not currently selling LPHE products and the ordinance is adopted, the convenience store would be prohibited from starting to sell LPHE products. Council can decide if they want to treat LPHE businesses differently than cannabis businesses. The current draft has the buffers applicable to both types of businesses.

Council Member T’Kach said she thinks there is a difference between the types of businesses. There are not many available spaces on Cahill Avenue where they do have other retail.

Attorney Nason said the area of Cahill Avenue and 65th Street is where the majority of the businesses could be located. There are some closer to South Saint Paul and a few locations on Cahill and 70th. That would be the extent until you move south of Concord on Cahill.

Council Member T’Kach Drkula’s would be excluded due to zoning or if they are too close to the elementary school.

Administrator Wilson said they are too close to the elementary school.

Attorney Nason said if they are currently selling LPHE beverages and are registered with the OCM they can continue to sell the beverages. If they are not currently selling the products and the ordinance is adopted, they would not be able to add the products.

Council Member T’Kach asked if they could apply for a variance.

Attorney Nason said no, buffers are in the licensing section of the code and not in zoning ordinance so there is not a process for a variance.

Council Member T’Kach said she thinks it needs more thought.

Administrator Wilson said the Council has the ability to change the buffers overtime and suggests starting with the larger buffers knowing they can reduce the buffer and open more areas of the City. It is harder to restrict businesses further once they are operating.

Motion to approve Second Reading of Ordinance adopting Inver Grove Heights City Code Title 4, Chapter 4, Cannabis and Hemp Business Regulation by Scales, second by Murphy.

Ayes: 4

Nays: 1 (T’Kach) Motion carried.

E. 2025 Water, Sanitary Sewer, and Stormwater Utility Rates

Administrator Wilson presented this item. Administrator Wilson said the utility rates are the monthly or quarterly fees that are paid by residents or businesses that are connected to the City’s systems.

Funding Challenges for the City’s Utilities:

- Have not kept up with the maintenance needs of aging infrastructure
- Many years of just looking one or two years ahead – instead of 5, 10 or 20 years out
- Example: Water Treatment Plant Rehabilitation
 - Not planned or saved for
 - Using ARPA Funds & a low-interest loan from the State

Administrator Wilson said the water fund is run like a business with revenue in and expenditures out. The revenues have not kept up with the expenditures out with the maintenance of the aging infrastructure.

Water & Sewer Utilities - Historical Rate Increases:

	Water Rates	Sewer Rates
2014	2%	3.5%
2015	2%	3.5%
2016	2%	3.5%
2017	2%	3.5%
2018	2%	3.5%
2019	2%	3.5%
2020	2%	3.5%
2021	2%	3.5%
2022	2%	3.5%

Aging Infrastructure:

- Finite Lifespan
 - Sanitary Sewer - 60-100 years
 - Watermain - 70-100 years
- Oldest City Utilities Constructed in mid-1950's
 - Currently nearing lower limits of life expectancy (70 years)
 - In next 20 years, over 25% of infrastructure will reach its average intended life expectancy (80 years)
- Quantity of Infrastructure Mirrors Population Growth
 - Rehabilitation & Replacement Needs Continue to Increase for the Next 40+ years

The City has been investing \$500,000 or less per year in the infrastructure. Projected needs will cost \$1 million to nearly \$3 million per year for the next 20 years. The projected needs for the following 60 years are between \$2 million and \$2.5 million per year.

Administrator Wilson said in 2023 they completed a rate study and a funding study for the water and sanitary sewer utilities. Staff recommends a 10% increase per year for the next few years.

Water Operating Fund - Rate Study - Forecasted Rate Increases:

	Fixed	Volumetric
2024	10%	10%
2025	10%	10%
2026	10%	10%
2027	10%	10%
2028	10%	10%

Water Operating Fund - 2025 Rates with a 10% increase:

Single-Family Dwelling	Current (2024)	Projected (2025)
Base Fee - All Accounts	\$19.80 per quarter	\$21.78 per quarter
0 to 6,000 gallons in a quarter	\$1.28 per 1,000 gal.	\$1.41 per 1,000 gal.

6,001 to 21,000 gal. in a quarter	\$3.19 per 1,000 gal.	\$3.51 per 1,000 gal.
21,001 to 39,000 gal. in a quarter	\$3.83 per 1,000 gal.	\$4.21 per 1,000 gal.
39,001 + gal. in a quarter	\$4.60 per 1,000 gal.	\$5.06 per 1,000 gal.

Water Operating Fund - 2024 Rates with a 10% Increase:

Commercial/Industrial/Institutional	Current (2024)	Projected (2025)
Base Fee - All Accounts	\$6.60 per month	\$7.26 per month
0 to 7,000 gallons in a month	\$1.28 per 1,000 gal.	\$1.41 per 1,000 gal.
7,001 to 20,000 gal. in a month	\$3.19 per 1,000 gal.	\$3.51 per 1,000 gal.
20,001 to 80,000 gal. in a month	\$3.83 per 1,000 gal.	\$4.21 per 1,000 gal.
80,001 + gal. in a month	\$4.60 per 1,000 gal.	\$5.06 per 1,000 gal.

Water Operating Fund - 2025 Rates with a 10% increase:

Quarterly Water Use	2024	2025 (proposed)	Quarterly Increase
10,000 gallons	\$40.24	\$44.28	\$4.04
18,000 gallons	\$68.95	\$75.87	\$6.92
25,000 gallons	\$90.65	\$99.73	\$9.08

In 2021, 75% of the City's single-family water accounts used 25,000 gallons per quarter or less.

Sewer Operating Fund - Rate Study - Forecasted Rate Increases:

	Fixed	Volumetric
2024	7%	6%
2025	7%	6%
2026	6%	4%
2027	5%	2%
2028	4%	2%

Correction to Memo in Packet: IGH's increase from the Met Council is 4.05% for 2025 - the 7.4% referenced in the staff report was mistakenly carried over from last year.

Administrator Wilson said the City is billed by the Metropolitan Council of Environmental Services because they are a part of a regional water treatment system. The sewer rates fund pays for a substantial part of that bill. The City's sanitary sewer system collects the wastewater and transports it into a regional pipe, and it is treated by the Metropolitan Council. Close to half of the budget goes to the Metropolitan Council.

Administrator Wilson said the costs for the infrastructure for the sewer system is slightly less expensive because they do not own and operate a water treatment facility, but they are still increasing substantially.

Proposed 2025 Sewer Rates:

All Customers	Current (2024)	Projected (2025)
Fixed Fee (+7%)	\$7.42 per month (\$22.26 per qtr.)	\$7.94 per month (23.82 per qtr.)
Volumetric Fee (+6%)	\$5.21 per 1,000 gal.	\$5.52 per 1,000 gal.

Administrator Wilson said they do not meter wastewater. They use water consumption in the 1st quarter of the year to set the sewer bill for the remaining three quarters of the year.

1 st Quarter Water Use	2024	2025 (proposed)	Quarterly Increase
10,000 gallons	\$74.36	\$79.02	\$4.66
18,000 gallons	\$116.05	\$123.18	\$7.14
25,000 gallons	\$152.51	\$161.82	\$9.31

Stormwater Rates:

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

Administrator Wilson said the City has increased the rates in the NWA by 5% and the rates outside of the NWA by 25% for the past three or four years.

Stormwater Operating Fund – Converging Rates with 5% / 25% increases:

	2024	2025	2026	2027	2028
R-1A – Non NWA	\$8.76	\$10.95	\$13.69	\$17.11	\$18.95
(approx. increase of 25% per year, and 10% the final year)					
R-1A – NWA	\$15.59	\$16.37	\$17.19	\$18.05	\$18.95
(approx. increase of 5% per year)					

	2024	2025	2026	2027	2028
R-1C – Non NWA	\$4.14	\$5.18	\$6.46	\$8.09	\$9.03
(approx. increase of 25% per year, and 10% the final year)					
R-1C – NWA	\$7.43	\$7.80	\$8.19	\$8.60	\$9.03
(approx. increase of 5% per year)					

*The above listed stormwater rates are monthly amounts for a single-family home in the urban area of the city.

Administrator Wilson said they are on track to be on one fee system by 2028.

Sample Quarterly Utility Bill – Single-Family Residential Utility Customer:

	2024	2025
Water (25,000 gallons)	\$90.65	\$99.73
Sewer (Q1 water of 25,000 gallons)	\$152.51	\$161.82
Stormwater (R1A - NonNWA)	\$26.28	\$32.85
Total	\$269.44	\$294.40
	\$ increase	\$24.96
	% increase	9.26%

Administrator Wilson said the example is on the upper end because 75% of water users use 25,000 gallons or less. It is all dependent on how many gallons of water a residence uses. Single-family customers are billed quarterly, and the City may want to consider billing monthly to make it easier to build into the household budget. It would require additional meter reading which is contracted out. They are able to get through the City quarterly and if they want to bill monthly, they will need to up their contract for meter reading services. There will also be administrative changes, but staff is not as concerned with those as they are with the meter reading cycle. They are not prepared to do this for 2025 but if Council is interested it may be worth spending time examining the pros and cons and the cost of moving to monthly billing.

Sample Quarterly Utility Bill - Single-Family Residential Utility Customer:

	2024	2025
Water (18,000 gallons)	\$68.95	\$75.87
Sewer (Q1 water of 18,000 gallons)	\$116.04	\$123.18
Stormwater (R1A - NonNWA)	\$26.28	\$32.85
Total	\$211.27	\$231.89
	\$ increase	\$20.62
	% increase	9.76%

Administrator Wilson said the Resolutions to adopt the utility rates is in the meeting packet if Council is ready to act. They are the rates that were used to set the budgets for the utility funds. The Resolutions do not need to be adopted at this meeting if Council wants to review the numbers for another two weeks.

Mayor Dietrich asked if the meters would require being read by a person walking around once they are upgraded.

Administrator Wilson said for several years the CIP for the Water Utilities has had an Automated Metering Infrastructure (AMI) project. New meters that are computerized have a number of advantages including a much more efficient ability to read them. Currently a car drives down the street and picks up the signal from the meters as opposed to having to physically go up to each one. An ideal time to switch from quarterly to monthly would be when the AMI project is completed but the project still needs to be researched, designed, bid, and rolled out. The CIP has it as a three year project currently.

Council Member Scales asked if neighboring cities bill monthly or quarterly.

Administrator Wilson said she does not have that information but the City she lives in bills monthly.

Council Member Scales said he thinks monthly would be a benefit to the residents.

Council Member Murphy said it might be expensive to bill monthly but it to receive residents' feedback they could add it into a newsletter and is supportive of the Resolutions if it is the will of the Council. Council Member Murphy thanked Staff for putting in the work even though it is not the best news.

Council Member T'Kach asked what the average usage of sewer and water was for commercial and industrial properties.

Administrator Wilson said she does not have that information. The commercial and industrial customers vary greatly. They can get statistics, but the average may not mean much. The sewer charges do not have increased tiers and are the same for commercial and residential.

Motion to approve Resolution 2024-260, Establishing Water Utility Rates Effective January 1, 2025, Resolution 2024-261, Establishing Sewer Utility Rates Effective January 1, 2025, and Resolution 2024-262, Establishing Storm Water Utility Rates Effective January 1, 2025 by Murphy, Second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

F. Overview of Budget & Levy Status

Administrator Wilson presented this item. Administrator Wilson said Council adopted a preliminary levy and budget in September.

Changes Since Preliminary Levy:

- Updated data from Dakota County regarding total tax base, fiscal disparities impacts, etc.
- Increased Police Pension State Aid + receipt of federal COPS grant.
- Final review of revenues and expenditures by staff - based on more YTD 2024 data.

Updated Data from Dakota County

	Sept. 2024 (Preliminary Levy)	Nov. 2024
Proposed Citywide Tax Levy	\$ 34,214,757	\$ 34,214,757
Levy Increase (%)	4.50%	4.50%
Tax Rate	50.932%	50.732%
Change in Tax Rate	1.60%	1.20%
2025 Median Valued Property*	\$ 349,500	\$ 349,200
Annual Change in City Taxes (for median property)	\$ 68.77	\$ 61.60

Impact of COPS Grant:

- \$125,000 per year for three years.
- Grant funds approximately 30% of the wage and benefit cost of each new officer.
- IGH awarded grant for three officers.

Original Plan:

- Add three police officers in 2025
- Phase in impact to tax levy with gradual spend down of one-time public safety aid over five years

At time of Preliminary Levy	2025	2026	2027	2028	2029	Total
Estimated Cost - 3 new officers	\$414,500	\$435,225	\$456,986	\$479,836	\$503,827	\$2,290,374
Minus Use of One-Time State Aid	-331,600	-261,135	-182,795	-95,967	-0	-871,497
Amount paid for by General Fund	82,900	174,090	274,192	383,868	503,827	1,418,878
% Covered by General Fund	20%	40%	60%	80%	100%	

Revised Proposal:

- Add two police officers and one new Sergeant in 2025
- Phase in impact to tax levy with use of grant funds and gradual spend down of one-time public safety aid over five years.

Administrator Wilson said they would promote an officer to Sergeant and back fill the police officer's position. They have limited first level supervision.

Updated after receipt of COPS grant	2025	2026	2027	2028	2029	Total
Estimated Cost - 3 new officers	\$424,500	\$445,725	\$468,011	\$479,836	\$515,982	\$2,345,630
Less: COPS Grant	-125,000	-125,000	-125,000	0	0	-375,000
Minus Use of One-Time State Aid	-224,625	-144,326	-68,602	-98,282	503,827	-535,836
Amount paid for by General Fund	74,875	176,399	274,409	393,129	515,982	
% Covered by General Fund	18%	40%	59%	80%	100%	

Current Status of 2025 General Fund Budget:

- If recommend phase-in of new officers is adopted, \$77,326 remains unallocated
- Options:
 1. Fund an additional six months of a FT Firefighter (\$66,150)
 - Allowing for two hires on April 1 rather than 1 hire on January 1

- Reserve remaining \$11,176 for non-Public Safety personnel adjustments
2. Reduce tax levy by \$77,316 and stay with one new FT Firefighter for 2025.

Impacts on Tax Levy, Rate and Bills:

	Sept. 2024 (Preliminary Levy)	Nov. 2024	If reduced by \$77,326
Proposed Citywide Tax Levy	\$ 34,214,757	\$ 34,214,757	\$34,137,431
Levy Increase (%)	4.50%	4.50%	4.26%
Tax Rate	50.932%	50.732%	50.604%
Change in Tax Rate	1.60%	1.20%	0.94%
2025 Median Valued Property*	\$ 349,500	\$ 349,200	349,200
Annual Change in City Taxes (for median property)	\$ 68.77	\$ 61.60	\$57.22

Council Member Scales said the Fire Department asked for three FT Firefighters and asked if they hired three Firefighters later in the year if it could be balanced in the budget.

Administrator Wilson said yes, the issue would be determining what the impact would be to the 2026 budget. Staff can look into how far into the year they would have to wait to be able to hire three FT Firefighters and provide the information to Council if they would like it.

Council Member Scales said he would like to see the information because they were intending on hiring another FT Firefighter in 2026.

Mayor Dietrich said she would be interested in the numbers as well.

Council Member Murphy said he wants the police and fire departments to be fully staffed for the residents and he would support reviewing the numbers.

Administrator Wilson said it would likely be a July 1 start date for three FT Firefighters. Staff will need to review the impact on next year's levy. An advantage to addressing the staffing needs early is there are serious needs with the Public Works Maintenance Facility. That will have an impact on the levy, and they are going to want to be able to control other areas of the budget during those years.

Mayor Dietrich asked what implications there would be in not having the additional police officer and instead having a sergeant.

Administrator Wilson said there would not be any implications. They were proposing three officers with the plan to request to promote one officer to sergeant in the 2026 budget. There would be no change in the service to the public.

Mayor Dietrich asked what the cost would be for City to pay the three months of wages for the SRO since the referendum passed.

Administrator Wilson said they have opioid settlement funds available, and Staff is proposing the City's portion of the SRO's salary be taken from there. The opioid settlement fund has

sufficient funds to pay for the SRO for five or six years. Staff believe there will not be an impact to the levy for quite a few years.

Mayor Dietrich asked if the project for the Public Works Maintenance Facility would go to a referendum.

Administrator Wilson said to her knowledge the cities who have taken a building to referendum of their voters are looking to fund the project with a local sales tax. Under the current state law, which requires a voter approved referendum. The state has a moratorium on cities asking for the ability to go to the voters for a referendum, so it is currently not an option. It could be an option in upcoming years. Historically cities needed voter approval to issue that magnitude of bonding to build a new fire station or new police station. Currently they can bond for the cost as long as they are pledging their property tax revenues without a referendum.

Council Member Murphy said he wondered how fast they could build the facility if they taxed cannabis sales in Inver Grove Heights.

Council Member T'Kach asked if departments had a preference for how staff were brought on to be able to train people at the same time.

Administrator Wilson said it varies by department. The Fire Chief would prefer to have all of the firefighters at one time to assign one to each shift and get them through training in an orderly fashion. Other departments could be strained by bringing in three new staff members at the same time.

Council Member T'Kach said she is speaking specifically about the police and fire departments.

Administrator Wilson said they have hired four police officers in the same day. In the current market for police officers, if they can only find one that meets the City's standards, they will hire that one, get them started and continue to look for more officers.

Additional Uses of One-Time Public Safety Aid:

Proposed Police Department Uses for 2025	
Phase-in of new officer wage & benefits cost	\$224,625
Vehicle Costs	\$131,000
-new K9 vehicle	
-outfitting new command vehicle	
Equipment Purchases	\$82,025
Total Proposed Uses in 2025	\$437,650
Remaining Balance	\$767,367

Administrator Wilson says the City leases most of the squad cars, but they own the K-9 vehicle and a larger command vehicle that is taken to larger emergency scenes. The vehicles are not being authorized at this meeting and Council will see individual requests for their purchases.

Proposed Equipment Purchases

Small Equipment (Handguns, Body-Worn Cameras & Radios)	\$45,375
Uniform Items (New Badges & Patches, Honor Guard Uniforms)	\$131,000
Officer Safety Items (Turtle Gear, Armored Plate Carriers)	\$17,400
Evidence Preservation (Blocker Locker)	\$5,000
Traffic Enforcement (2 radar speed signs)	\$2,500
Subtotal	\$82,025

Next Steps for 2025 Budget & Levy:

- Dakota County mails proposed tax statements to property owners this week
- Public Hearing on Proposed Budget & Tax Levy
 - Monday, December 2, 6:00 p.m.
- Council Adoption of 2025 budget and levy
 - Monday, December 9, 6:00 p.m.

Mayor Dietrich asked if Council could see the new police badges as designs are being narrowed down.

Administrator Wilson said yes, there are some good ideas, and they will share them with Council.

G. CLOSED SESSION: Attorney-Client Privilege

Motion to move into closed session pursuant to Minn. Stat. Sec. 13D.05 subd. 3(b) pursuant to attorney-client privilege regarding a special assessment objection/appeal by Gliva, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Motion to move into Open session by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

H. Settlement Agreement - Deferred Special Assessments

There was no motion on this item.

8. PUBLIC COMMENT:

9. MAYOR AND COUNCIL COMMENTS:

Mayor Dietrich said it was a record number of turn out for the election and the election staff did an amazing job.

10.ADJOURN:

Motion to Adjourn at 8:25 p.m. by T’Kach, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Sara Lyons

Request for Council Action

SUBJECT: **Approval of Disbursements**

MEETING DATE: November 25, 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 November 6 – 19, 2024.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of November 6 – 19, 2024. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$234,355.50
Special Revenue	25,411.01
Debt Service	-
Capital Projects	134,150.35
Enterprise	272,614.58
Internal Service	378,527.69
Escrows	58,069.48
Total - All Funds	\$1,103,128.61

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 11.25.2024
2. Disbursements Listing (11.6.2024 - 11.19.2024)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
November 6, 2024 - November 19, 2024.**

WHEREAS, a detailed listing of disbursements for the period of November 6, 2024 - November 19, 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	\$234,355.50
Special Revenue	25,411.01
Debt Service	-
Capital Projects	134,150.35
Enterprise	272,614.58
Internal Service	378,527.69
Escrows	58,069.48
Total - All Funds	\$1,103,128.61

Approved by the City of Inver Grove Heights, Minnesota this 25th day of November 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights

Expense Approval Report By Fund

Payment Dates 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
DAKOTA SOCCER CLUB	1032	11/14/2024	payment for soccer lesson coo...	101.4300.454.5310	1,650.00
GALLS LLC	029353165	11/14/2024	Hi-Vis Vests x5	101.2000.000.5175	99.15
STREICHER'S	I1724346	10/16/2024	Baton - Schrandt	101.2000.000.5175	185.99
BUREAU OF CRIMINAL APPRE...	34593B	11/07/2024	Interview & Interrogation Trai...	101.2000.000.5340	300.00
MACQUEEN EMERGENCY GR...	P37389	10/17/2024	Calibration gas cylinders	101.2200.000.5190	1,093.89
ALADTEC, INC.	INV00378289	10/18/2024	Annual subscription 12.04.24 -...	101.2200.000.5395	4,729.00
CENTURY LINK	10/19/2024	10/19/2024	phone line for Station 1	101.2200.000.5320	53.40
GALLS LLC	029412855	11/14/2024	Harrington Handcuff Case, Gu...	101.2000.000.5175	133.85
SOUTH METRO SWAT	10/21/2024	10/21/2024	SWAT Annual Training	101.2000.000.5340	1,522.83
SHERWIN-WILLIAMS CO.	1311-7	10/21/2024	Crosswalk paint supplies	101.3200.000.5125	16.99
UNIFIRST CORPORATION	1410095936B	11/14/2024	Streets Uniforms	101.3200.000.5175	47.86
UNIFIRST CORPORATION	1410095936B	11/14/2024	Parks Uniforms	101.4200.000.5175	24.27
GALLS LLC	029425025	11/14/2024	Harrington Badge Holder	101.2000.000.5175	7.99
FIRST IMPRESSION GROUP	161813	10/22/2024	#10 Window Envelopes (9,000)	101.1800.000.5105	695.00
CITY OF MAPLEWOOD	20523	10/22/2024	East Metro training facility for ...	101.2200.424.5310	8,600.00
ASPEN MILLS	341413	10/22/2024	Initial Uniform Reserve Ahmad	101.2000.000.5175	120.30
GTM INTERMEDIATE HOLDIN...	INV157612	10/22/2024	First Aid Kit for Officer Madsen	101.2000.000.5190	466.12
FIRST IMPRESSION GROUP	162270	11/14/2024	SOTC invites - 200	101.1300.000.5333	235.00
AMAZING ATHLETES	884742	11/14/2024	Contractual services for classe...	101.4300.454.5310	980.00
SAVATREE	000697997	11/14/2024	VMCC Holiday Lighting	101.4300.453.5310	4,505.00
DRIPS, LLC	20241024	10/24/2024	Restocking Flood Supplies	101.3200.000.5125	13,200.00
ASPEN MILLS	341607	10/24/2024	Leather belts for uniforms	101.2200.000.5175	160.00
ASPEN MILLS	341621	10/24/2024	Cadet Banitt Initial Uniform	101.2000.000.5175	1,157.33
HANCE UTILITY SERVICES INC	37685	10/24/2024	line locates at Swing Bridge	101.4200.000.5310	266.50
MN DEPT OF NATURAL RESO...	10/25/2024	10/25/2024	2012 Polaris 800 Ranger Crew...	101.2200.000.5615	4,500.00
MINNEAPOLIS OXYGEN CO.	20336069	10/25/2024	oxygen cylinder exchange	101.2200.000.5310	134.95
MINNEAPOLIS OXYGEN CO.	20336070	10/25/2024	Replace damaged O2 bottle	101.2200.000.5405	22.75
STREAMLINE DESIGN INC	43342	10/25/2024	uniform fleece jackets	101.2200.000.5175	134.00
3M	9431087605	11/14/2024	Sign Supplies - 3M ElectroCut F...	101.3200.000.5125	676.62
SIGNWAREHOUSE, INC.	INV/2024/47180	10/25/2024	Sign Supplies	101.3200.000.5125	2,243.21
SOCCER SHOTS	10/26/2024	11/14/2024	Preschool sports 09.2024 & 10...	101.4300.454.5310	4,095.00
UNIFIRST CORPORATION	1410097434B	11/14/2024	Streets Uniforms	101.3200.000.5175	47.86
UNIFIRST CORPORATION	1410097434B	11/14/2024	Parks Uniforms	101.4200.000.5175	27.21
INNOVATIVE OFFICE Solutio...	CIN125454	10/28/2024	Office chair for chief	101.2000.000.5105	549.20
REVOLUTIONARY SPORTS, LLC	0638	11/14/2024	Preschool Sports classes 8.20...	101.4300.454.5310	1,366.80
ANCOM COMMUNICATIONS, ...	124588	10/29/2024	St 1 and 2 remote and speaker...	101.2200.000.5405	650.00
KIRI ANN FAUL	2164	10/29/2024	Evaluations for Adamski, Mar...	101.2000.000.5312	4,580.00
PIONEER ATHLETICS	INV-228553	10/29/2024	replace damaged bench	101.4200.000.5400	1,587.00
MACQUEEN EMERGENCY GR...	P38032	10/29/2024	Face pieces for SCBA masks	101.2200.000.5190	2,437.08
BUREAU OF CRIMINAL APPRE...	00000823767	10/30/2024	BCA CJDN Access Fee	101.2000.000.5335	1,560.00
EARL F ANDERSEN INC	0137884-IN	10/30/2024	Work Ahead Signs and Stands	101.3200.000.5125	2,358.65
EARL F ANDERSEN INC	0137885-IN	10/30/2024	Warning Signs	101.3200.000.5125	615.35
EARL F ANDERSEN INC	0137893-IN	10/30/2024	Road Signs	101.3200.000.5125	242.95
EARL F ANDERSEN INC	0137898-IN	10/30/2024	Road signs	101.3200.000.5125	512.45
EARL F ANDERSEN INC	0137966-IN	10/30/2024	Road signs and mounts	101.3200.000.5125	760.90
EARL F ANDERSEN INC	0137969-IN	10/30/2024	Traffic Marking Tape	101.3200.000.5125	225.75
EARL F ANDERSEN INC	0137982-IN	10/30/2024	Barricades	101.3200.000.5125	2,082.00
REVOLUTIONARY SPORTS, LLC	0646	11/14/2024	Preschool sports 9.2024	101.4300.454.5310	1,072.00
EXPERT TREE SERVICE AND SC...	12141	10/30/2024	Tree Maintenance @ Simley Is...	101.3200.000.5415	2,400.00
FIRE PROTECTION SERVICES, I...	1945	10/30/2024	Review plans for FM	101.2200.000.5310	665.00
BERGERSON-CASWELL INC	34092	10/30/2024	Winterization of Rich Valley s...	101.4200.000.5310	2,337.50
BERGERSON-CASWELL INC	34093	10/30/2024	Winterization at Skyview Park	101.4200.000.5310	1,650.00
GET MESSY LLC	61509V1	10/30/2024	Art Project for Ghostly Gather...	101.4300.453.5310	350.00

Expense Approval Report

Payment Dates: 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GRAINGER	9298656902	10/30/2024	Sign Supplies	101.3200.000.5125	11.04
GRAINGER	9298656910	10/30/2024	Sign Supplies	101.3200.000.5125	206.16
GRAINGER	9298656928	10/30/2024	Sign Supplies	101.3200.000.5125	401.55
G BOLTZ BOLTON	10/31/2024	10/31/2024	Bounce House for Ghostly Gat...	101.4300.453.5430	200.00
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: PAT	101.1200.000.5330	19.76
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	Notice to Voters - Election	101.1200.000.5330	268.32
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: Development Fees	101.5000.000.5330	22.36
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: Cannabis 24-39X	101.5000.000.5330	30.16
CULLIGAN	157984591006X103124	10/31/2024	bottled water service Station 1	101.2200.000.5310	76.38
CULLIGAN	157985524824X103124	10/31/2024	Rich Valley maint water machi...	101.4200.000.5430	11.30
CULLIGAN	157986034674X103124	10/31/2024	bottled water service St 2	101.2200.000.5310	166.89
EMERGENCY TECHNICAL DEC...	1675	10/31/2024	Turnout gear repairs	101.2200.000.5310	663.70
COLLINS ELECTRICAL CONST.	244476.01	10/31/2024	Traffic Signal Maintenance	101.3200.000.5415	826.07
COLLINS ELECTRICAL CONST.	244484.01	10/31/2024	Traffic Signal Maintenance	101.3200.000.5415	581.53
COLLINS ELECTRICAL CONST.	244494.01	10/31/2024	Signal repair	101.3200.000.5415	844.39
SOLBERG AGGREGATE CO	30010	11/14/2024	Crushed Rock	101.3200.000.5125	6,660.63
VERIFIED HOLDINGS, LLC	357812	10/31/2024	Pre-employment background ...	101.1120.000.5310	272.50
CINTAS CORPORATION	9294486712	10/31/2024	10.2024 AED agreement - par...	101.4200.000.5310	134.42
GEOTAB USA, INC.	IN405421	11/14/2024	ProPlus Software Fees 10.2024	101.2000.000.5395	283.43
LELS	INV0205333	11/01/2024	UNION DUES (LELS LIEUTENA...	101.0000.000.2041	282.00
INTERNATIONAL UNION OF O...	INV0205337	11/01/2024	UNION DUES IUOE-49 REGUL...	101.0000.000.2041	245.00
INTERNATIONAL UNION OF O...	INV0205338	11/01/2024	UNION DUES IUOE-49 WORKI...	101.0000.000.2041	121.31
IUOE	INV0205339	11/01/2024	UNION DUES IUOE-70	101.0000.000.2041	1,912.00
LELS LOCAL #84	INV0205340	11/01/2024	UNION DUES (LELS)	101.0000.000.2041	2,467.50
LELS	INV0205354	11/01/2024	UNION DUES (LELS SGT)	101.0000.000.2041	493.50
FIRST IMPRESSION GROUP	161222	11/07/2024	#10 Window Envelopes (1,000)	101.1800.000.5105	380.00
DAKOTA CTY FINANCIAL SVCS	242005	11/07/2024	Permit Charges	101.3100.000.5395	685.00
THE APPAREL LAB, LLC.	248605	11/07/2024	Simpson/Marquette Tactical ...	101.2000.000.5175	90.00
GALLS LLC	29237952	11/07/2024	Gear Bag	101.2000.000.5175	43.15
GALLS LLC	29254156	11/07/2024	Initial Uniform/Gear Reserve ...	101.2000.000.5175	120.00
VALLEY IMAGES PHOTOGRAP...	3049	11/07/2024	New Hire Photo - Cadet Banitt	101.2000.000.5310	50.00
ASPEN MILLS	342217	11/07/2024	New uniform pants for Offling	101.2200.000.5175	54.95
GOPHER LAWN AND SNOW S...	3743	11/07/2024	10.2024 cemetery mowing svcs	101.4200.000.5310	135.00
GOPHER LAWN AND SNOW S...	3744	11/07/2024	10.2024 ditch mowing	101.4200.000.5310	130.00
DAKOTA CTY FINANCIAL SVCS	5502511	11/07/2024	9.2024 MHZ subscriber fee - ...	101.2000.000.5310	1,959.72
DAKOTA CTY FINANCIAL SVCS	5502511	11/07/2024	9.2024 MHZ subscriber fee - FD	101.2200.000.5310	1,819.74
DAKOTA CTY FINANCIAL SVCS	5502511	11/07/2024	9.2024 MHZ subscriber fee - ...	101.3200.000.5310	46.66
HOLIDAY COMPANIES	80901112400	11/07/2024	Squad Car Washes 10.2024	101.2000.000.5410	225.00
INNOVATIVE OFFICE SOLUTIO...	IN4682911	11/07/2024	Redacting markers	101.2200.000.5105	16.62
TAB PRODUCTS CO. LLC	INV000057901	11/07/2024	Firearms Storage Installation	101.2000.000.5615	15,800.00
TOTAL CONSTRUCTION & EQU...	40975	11/14/2024	Street Light Repairs	101.3400.000.5405	1,254.66
BJORKLUND COMPENSATION ...	00004678	11/14/2024	Planning Manager Job Evaluat...	101.1120.000.5310	300.00
EARL F ANDERSEN INC	0138020-IN	11/14/2024	Cones for Traffic Control	101.3200.000.5125	3,353.25
EARL F ANDERSEN INC	0138023-IN	11/14/2024	Road Safety Signs	101.3200.000.5125	2,458.45
EARL F ANDERSEN INC	0138026-IN	11/14/2024	Warning Signs	101.3200.000.5125	1,672.55
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	Sum Pub Ord 1483 - Tob & Nic	101.1140.000.5330	56.68
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: Nuisance Abatements	101.5000.000.5330	29.12
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: Summary Ord 1484 - D...	101.5000.000.5330	46.80
VARNER, NICHOLAS	10/7/2024	11/14/2024	Check refund for cancelled pr...	101.4300.000.4360	75.00
UNIFIRST CORPORATION	1410099266	11/14/2024	Street Uniforms	101.3200.000.5175	47.86
UNIFIRST CORPORATION	1410099266	11/14/2024	Park Uniforms	101.4200.000.5175	24.27
EYEMED	166534120	11/14/2024	11.2024 Premium	101.0000.000.2018	260.01
EYEMED	166534120	11/14/2024	10.2024 Retro Premium	101.0000.000.2018	4.65
DANNER LANDSCAPING	19682	11/14/2024	black dirt	101.4200.000.5125	1,344.00
GERTENS	231951/12	11/14/2024	Chemical Measuring Cup	101.3200.000.5125	9.45
DAKOTA TREE	2660	11/14/2024	Tree removal & stump grinding	101.3200.000.5310	2,200.00
DAKOTA TREE	2661	11/14/2024	Tree removal & stump grinding	101.3200.000.5310	1,850.00
ASPEN MILLS	342257	11/14/2024	Mace Holders for Cadet Simps...	101.2000.000.5175	64.90
ASPEN MILLS	342312	11/14/2024	Pepper Spray x2	101.2000.000.5175	43.90
ASPEN MILLS	342359	11/14/2024	Marquette Body Armor	101.2000.000.5175	1,105.26

Expense Approval Report

Payment Dates: 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
HOLMES DESIGN, INC.	5573	11/14/2024	Contractual design services 9...	101.1300.000.5310	1,470.00
HOLMES DESIGN, INC.	5574	11/14/2024	Contractual design services 9...	101.4300.459.5310	990.00
HOLMES DESIGN, INC.	5575	11/14/2024	Contractual design services 10...	101.1300.000.5310	1,365.00
HOLMES DESIGN, INC.	5576	11/14/2024	Contractual design services 10...	101.4300.459.5310	930.00
NORTHERN SAFETY TECHNOL...	58454	11/14/2024	Squad 31 Front Cam Repair	101.2000.000.5410	94.00
RCM SPECIALTIES, INC.	9925	11/14/2024	Patching	101.3200.000.5415	17,500.00
EHLERS AND ASSOCIATES, INC.	99270	11/14/2024	Financial Model Updates 9.20...	101.1800.000.5310	2,636.25
DAKOTA 911	AR-0000000139	11/14/2024	Dakota 911 Fee 12.2024	101.2000.000.5313	66,849.30
DAKOTA 911	AR-0000000139	11/14/2024	Dakota 911 Fee 12.2024	101.2200.000.5313	7,427.70
Fund 101 - GENERAL FUND Total:					234,355.50

Fund: 201 - C.V.B. FUND

LILLYANNA MILLER	10/31/2024	10/31/2024	Ink for Printer (Lillyanna Miller...	201.5600.000.5105	101.62
LILLYANNA MILLER	10/31/2024	10/31/2024	Canva Subscription for Lillyan...	201.5600.000.5335	119.99
Fund 201 - C.V.B. FUND Total:					221.61

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

GRAINGER	9297666951	10/29/2024	V-belts for pool equipment	205.4420.000.5405	26.85
GRAINGER	9297666951	10/29/2024	V-belts for pool equipment	205.4430.000.5405	17.91
CULLIGAN	157011438908X103124	10/31/2024	softener salt	205.4420.000.5125	292.93
CULLIGAN	157011438908X103124	10/31/2024	softener salt	205.4430.000.5125	195.29
CULLIGAN	157011438908X103124	10/31/2024	softener salt	205.4440.000.5125	156.93
CULLIGAN	157011438908X103124	10/31/2024	softener salt	205.4450.481.5125	52.30
AMERICAN RED CROSS	22736087	11/14/2024	Water Safety Instructor Course	205.4420.000.5310	344.00
BECKER ARENA PRODUCTS, IN...	614350	10/31/2024	replacement hockey glass	205.4440.000.5400	686.05
CINTAS CORPORATION	9294486652	10/31/2024	10.2024 AED agreement - VM...	205.4410.470.5310	537.68
DANIEL BAUER - TRUE MECH...	1665	11/07/2024	10.2024 boiler checks	205.4420.000.5400	405.00
PERFECTION PLUS, INC	315678	11/07/2024	11.2024 cleaning svcs	205.4410.470.5310	691.28
PERFECTION PLUS, INC	315678	11/07/2024	11.2024 cleaning svcs	205.4420.000.5310	3,110.71
PERFECTION PLUS, INC	315678	11/07/2024	11.2024 cleaning svcs	205.4430.000.5310	3,110.71
TWIN SOURCE SUPPLY	513520	11/07/2024	window squeegees	205.4420.000.5160	39.97
TWIN SOURCE SUPPLY	513520	11/07/2024	window squeegees	205.4430.000.5160	26.65
TWIN SOURCE SUPPLY	513520	11/07/2024	window squeegees	205.4440.000.5160	49.97
TWIN SOURCE SUPPLY	513520	11/07/2024	window squeegees	205.4450.481.5160	16.65
NASSEFF PLUMBING & HEATI...	62940	11/07/2024	Start up infra-red heaters/filte...	205.4440.000.5400	3,140.00
NASSEFF PLUMBING & HEATI...	62941	11/07/2024	HVAC inspection contract	205.4420.000.5310	942.00
NASSEFF PLUMBING & HEATI...	62941	11/07/2024	HVAC inspection contract	205.4430.000.5310	628.00
NASSEFF PLUMBING & HEATI...	62941	11/07/2024	HVAC inspection contract	205.4440.000.5310	1,177.50
NASSEFF PLUMBING & HEATI...	62941	11/07/2024	HVAC inspection contract	205.4450.481.5310	392.50
R & R SPECIALTIES OF WI, INC.	0083550-IN	11/14/2024	Zamboni blade sharpening	205.4440.000.5405	65.00
MEDICINE LAKE TOURS	11/7/2024	11/14/2024	TIS trip payment for 11.14.20...	205.4450.480.5343	1,584.00
T & M JOHNSON INC	11/7/2024	11/14/2024	Additional metro dining cards	205.4450.482.5190	170.00
DANIEL BAUER - TRUE MECH...	1675	11/14/2024	repairs to boiler bumps in poo...	205.4420.000.5400	3,202.00
MN GLOVE & SAFETY, INC.	348814	11/14/2024	Jacket	205.4420.000.5175	60.00
MN GLOVE & SAFETY, INC.	348814	11/14/2024	Jacket	205.4430.000.5175	40.00
MN GLOVE & SAFETY, INC.	348814	11/14/2024	Jacket	205.4440.000.5175	74.99
MN GLOVE & SAFETY, INC.	348814	11/14/2024	Jacket	205.4450.481.5175	25.00
HOLMES DESIGN, INC.	5574	11/14/2024	Contractual design services 9...	205.4410.472.5310	1,485.00
HOLMES DESIGN, INC.	5576	11/14/2024	Contractual design services 10...	205.4410.472.5310	1,395.00
SAFE-WAY BUS COMPANY	5909	11/14/2024	Transportation for kids rock A...	205.4450.483.5310	460.02
INNOVATIVE OFFICE SOLUTIO...	IN4687868	11/14/2024	ice melt	205.4420.000.5125	176.25
INNOVATIVE OFFICE SOLUTIO...	IN4687868	11/14/2024	ice melt	205.4430.000.5125	117.50
INNOVATIVE OFFICE SOLUTIO...	IN4687868	11/14/2024	ice melt	205.4440.000.5125	220.32
INNOVATIVE OFFICE SOLUTIO...	IN4687868	11/14/2024	ice melt	205.4450.481.5125	73.44
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					25,189.40

Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND

DAKOTA UNLIMITED INC	159354	10/30/2024	Fencing for NWA parks	402.4210.000.5610	7,241.75
DAKOTA UNLIMITED INC	159354	10/30/2024	Fencing for NWA parks	402.4210.000.5610	7,241.75
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					14,483.50

Expense Approval Report

Payment Dates: 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 436 - 117TH STREET RECONSTRUCTION					
SRF CONSULTING GROUP, INC	16424.02-1	11/14/2024	Advance Clear & Grub Contrac...	436.3210.000.5310	12,462.81
Fund 436 - 117TH STREET RECONSTRUCTION Total:					12,462.81
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	96849	10/31/2024	CMF Site Plan Analysis - Invoic...	437.0000.000.5310	23,516.35
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					23,516.35
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
MN DEPT OF TRANSPORTATI...	P00019137	10/11/2024	MnDOT Material Testing	440.3210.000.5310	230.44
WSB & ASSOCIATES, INC.	R-024942-000-4	11/14/2024	Construction Materials Testing	440.3210.000.5310	968.00
WSB & ASSOCIATES, INC.	R-025328-000-3	11/14/2024	Construction Materials Testing	440.3210.000.5310	1,350.25
WSB & ASSOCIATES, INC.	R-025330-000-4	11/14/2024	Construction Materials Testing	440.3210.000.5310	2,378.50
WSB & ASSOCIATES, INC.	R-025332-000-5	11/14/2024	Construction Materials Testing	440.3210.000.5310	275.00
WSB & ASSOCIATES, INC.	R-026038-000-4	11/14/2024	Construction Materials Testing	440.3210.000.5310	379.50
WSB & ASSOCIATES, INC.	R-024055-000-8	11/14/2024	Final Design project CP 2025-...	440.3210.000.5310	61,328.75
WSB & ASSOCIATES, INC.	R-024055-000-8	11/14/2024	Final Design project CP 2025-...	440.3210.000.5310	136.50
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: 2016-17 117th St	440.3210.000.5330	87.36
KIMLEY-HORN & ASSOCIATES, ...	29469367	11/07/2024	2024 PMI Construction Servic...	440.3210.000.5310	12,676.79
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: 2024-09G	440.3210.000.5330	946.40
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: 2024-09H	440.3210.000.5330	691.60
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: 2024-09D	440.3210.000.5330	673.40
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: 2024-09I	440.3210.000.5330	582.40
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH: 2024-09F	440.3210.000.5330	982.80
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					83,687.69
Fund: 510 - WATER-OPERATING FUND					
CITY OF BLOOMINGTON	24259	10/23/2024	Monthly Bacteria Samples 9.2...	510.7100.000.5310	574.00
OXYGEN SERVICE COMPANY, ...	0008777783	10/25/2024	Compressed nitrogen for wate...	510.7100.000.5150	33.70
LONE OAK COMPANIES	95784	10/28/2024	Insert-New Pymt Portal 10.20...	510.7100.000.5310	246.03
HAWKINS, INC.	6903231	10/29/2024	Chemicals for water plant	510.7100.000.5135	2,019.20
GRAINGER	9297711468	10/29/2024	Nylon connector for water pla...	510.7100.000.5150	11.65
CORE & MAIN LP	V891970	10/29/2024	Water Meters	510.7100.000.5158	13,595.69
KLM ENGINEERING INC	10526	10/30/2024	Reservoir mixer	510.7100.000.5405	14,785.00
LONE OAK COMPANIES	95600	10/30/2024	UT Billing 10.2024 (50%)	510.7100.000.5310	662.10
CORE & MAIN LP	V918640	10/30/2024	Meters	510.7100.000.5158	1,650.00
EMPIRE PIPE SERVICES	10/31/2024	10/31/2024	Permit #2414-Less Sales Tax	510.0000.000.2205	-2.11
EMPIRE PIPE SERVICES	10/31/2024	10/31/2024	Permit #2414-Original Deposit	510.0000.000.2350	1,500.00
EMPIRE PIPE SERVICES	10/31/2024	10/31/2024	Permit #2414-Less Water Usa...	510.7100.000.4720	-75.00
GOPHER STATE ONE-CALL	4100492	10/31/2024	Locates	510.7100.000.5310	688.50
USABLUBOOK	INV00529602	10/31/2024	Gloves, towels, cleaner, respir...	510.7100.000.5150	813.64
LONE OAK COMPANIES	95345	11/07/2024	10.2024 Reminder Letters (50...	510.7100.000.5310	220.75
OXYGEN SERVICE COMPANY, ...	0008780225	11/14/2024	Compressed Nitrogen	510.7100.000.5150	33.70
Fund 510 - WATER-OPERATING FUND Total:					36,756.85
Fund: 511 - WATER-CAPITAL FUND					
CITY OF EAGAN	11/4/2024	11/14/2024	Eagan Utilities 10.2024	511.0000.000.2206	3,115.80
STANTEC CONSULTING SERVI...	2304581	11/14/2024	Water Treatment Plant Rehab...	511.7110.000.5310	671.25
KENNEDY & GRAVEN	8/20/2024	11/14/2024	Bond Counsel Services-PFA No...	511.7110.000.5720	8,000.00
Fund 511 - WATER-CAPITAL FUND Total:					11,787.05
Fund: 520 - SEWER-OPERATING FUND					
LONE OAK COMPANIES	95784	10/28/2024	Insert-New Pymt Portal 10.20...	520.7200.000.5310	246.03
LONE OAK COMPANIES	95600	10/30/2024	UT Billing 10.2024 (50%)	520.7200.000.5310	662.09
METROPOLITAN COUNCIL	0001179125	11/07/2024	MCES Sewer Charges 12.2024	520.7200.000.5373	194,938.29
LONE OAK COMPANIES	95345	11/07/2024	10.2024 Reminder Letters (50...	520.7200.000.5310	220.75
MN GLOVE & SAFETY, INC.	348825	11/14/2024	T-shirts & rain coat	520.7200.000.5175	179.95
Fund 520 - SEWER-OPERATING FUND Total:					196,247.11
Fund: 521 - SEWER-CAPITAL FUND					
JORGENSEN CONSTRUCTION ...	11/7/2024	11/14/2024	Refund permit #PRBD202400...	521.0000.000.2207	7,455.00
Fund 521 - SEWER-CAPITAL FUND Total:					7,455.00
Fund: 530 - STORM WATER-OPERATING					
M & J SERVICES, LLC	3016	10/28/2024	Storm sewer repair	530.7300.000.5420	3,615.00

Expense Approval Report

Payment Dates: 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DANNER LANDSCAPING	19681	11/14/2024	Rain Garden Maintenance	530.7300.000.5420	78.00
Fund 530 - STORM WATER-OPERATING Total:					3,693.00
Fund: 550 - INVER WOOD GOLF COURSE					
MTI DISTRIBUTING CO	1453691-00	10/17/2024	Bearings & Reels	550.7700.000.5405	1,366.70
HERITAGE LANDSCAPE SUPPLY...	0017691896-001	11/14/2024	2024 snow mold treatment	550.7700.000.5135	9,564.26
UPS SUPPLY CHAIN SOLUTIONS	1823402787	10/21/2024	over seas shipping charge for a...	550.7700.000.5160	2.00
MTI DISTRIBUTING CO	1454356-00	10/24/2024	Irrigation parts	550.7700.000.5150	287.81
P&W GOLF SUPPLY LLC	INV137957	10/30/2024	Plastic pails & tokens for drivi...	550.7600.000.5125	1,968.67
P&W GOLF SUPPLY LLC	INV137957	10/30/2024	Rubber tees for driving range...	550.7600.000.5125	260.64
PLAISTED COMPANIES, INC.	76782	10/31/2024	range sand	550.7700.000.5125	3,184.18
UNIFIRST CORPORATION	1410099268	11/14/2024	uniforms and towels	550.7700.000.5175	41.31
Fund 550 - INVER WOOD GOLF COURSE Total:					16,675.57
Fund: 602 - RISK MANAGEMENT					
LEAGUE OF MN CITIES INS TR...	10/1/2024	11/14/2024	WC Deductible #508937	602.8200.000.5474	1,414.54
LEAGUE OF MN CITIES INS TR...	10/1/2024	11/14/2024	WC Deductible #508940	602.8200.000.5474	919.41
LEAGUE OF MN CITIES INS TR...	10/1/2024	11/14/2024	WC Deductible #504423	602.8200.000.5474	465.21
LEAGUE OF MN CITIES INS TR...	10/1/2024	11/14/2024	WC Deductible #508927	602.8200.000.5474	460.84
LEAGUE OF MN CITIES INS TR...	10/1/2024	11/14/2024	WC Deductible #506810	602.8200.000.5474	243.21
LEAGUE OF MN CITIES INS TR...	11/4/2024	11/14/2024	W/C Premium 1.2025-2.2025	602.0000.000.1400	111,140.00
LEAGUE OF MN CITIES INS TR...	11/4/2024	11/14/2024	P/C Premium 1.2025-2.2025	602.0000.000.1400	79,152.00
LEAGUE OF MN CITIES INS TR...	11/4/2024	11/14/2024	P/C Premium 12.2024	602.8200.000.5470	39,576.00
LEAGUE OF MN CITIES INS TR...	11/4/2024	11/14/2024	W/C Premium 12.2024	602.8200.000.5471	55,570.00
Fund 602 - RISK MANAGEMENT Total:					288,941.21
Fund: 603 - CENTRAL EQUIPMENT					
FERRELLGAS	1128223906	10/18/2024	Fuel tank for forklift	603.8300.000.5405	62.00
FACTORY MOTOR PARTS COM...	1-Q08212	10/18/2024	Nitrile work gloves	603.8300.000.5125	200.00
INVER GROVE FORD	5350067	10/18/2024	Squad car TPMS sensor	603.8300.000.5410	105.78
CUSTOM HOSE TECH	123391	10/21/2024	Dump truck hose & crimp parts	603.8300.000.5410	479.35
UNIFIRST CORPORATION	1410095936B	11/14/2024	Mechanic Uniforms	603.8300.000.5175	30.78
UNIFIRST CORPORATION	1410095936B	11/14/2024	Shop Rentals	603.8300.000.5430	154.45
DELEGARD TOOLS	428757/1	10/21/2024	12 piece combo screwdriver s...	603.8300.000.5160	69.98
LITTLE FALLS MACHINE INC	371865	10/23/2024	Bolts, Nuts and O-Ring for Du...	603.8300.000.5410	836.75
LITTLE FALLS MACHINE INC	371867	10/23/2024	Dump truck scraper mount an...	603.8300.000.5410	83.53
GRAINGER	9291851609	10/23/2024	Pump for brine tank	603.8300.000.5400	2,007.43
HOSE / CONVEYORS INC	111110	10/24/2024	Water truck hose assembly	603.8300.000.5410	317.11
HOSE / CONVEYORS INC	111134	10/24/2024	Repair parts for sweeper (lice...	603.8300.000.5410	107.09
HOSE / CONVEYORS INC	111139	10/25/2024	Industrial hose for sweeper (n...	603.8300.000.5405	248.30
C.J. SPRAY, INC.	3255975	10/25/2024	Rebuilt Paint Striper	603.8300.000.5405	6,000.00
UNIFIRST CORPORATION	1410097434B	11/14/2024	Mechanics Uniforms	603.8300.000.5175	48.66
UNIFIRST CORPORATION	1410097434B	11/14/2024	Shop Rentals	603.8300.000.5430	161.71
TITAN MACHINERY	PSO518466-1	10/28/2024	Backhoe tubing	603.8300.000.5405	364.69
CINTAS CORPORATION	4209792819	10/29/2024	Rug rentals	603.8300.000.5430	437.73
ZIEGLER INC	SI000561516	10/29/2024	Skyjack lift repairs	603.8300.000.5405	4,451.11
LITTLE FALLS MACHINE INC	371888	11/14/2024	Dump truck repair parts	603.8300.000.5410	2,664.04
LITTLE FALLS MACHINE INC	371889	11/14/2024	Dump truck saddle, pivot shaft..	603.8300.000.5410	1,995.22
LITTLE FALLS MACHINE INC	371891	11/14/2024	Dump truck saddle & pivot sha..	603.8300.000.5410	1,035.62
LITTLE FALLS MACHINE INC	371892	11/14/2024	Dump truck saddle & pivot sha..	603.8300.000.5410	1,035.62
LITTLE FALLS MACHINE INC	371898	11/14/2024	Dump truck repair parts	603.8300.000.5410	990.77
POMP'S TIRE SERVICE, INC.	980126186	10/30/2024	Transforce for F250	603.8300.000.5410	606.08
POMP'S TIRE SERVICE, INC.	980126188	10/30/2024	Stock tires	603.8300.000.5410	1,270.00
MACQUEEN EMERGENCY GR...	W06501	10/30/2024	Fire truck light tower repairs	603.8300.000.5410	4,817.39
OXYGEN SERVICE COMPANY, ...	0003600277	11/14/2024	Oxygen cylinder for shop	603.8300.000.5150	17.98
INTERSTATE POWER SYSTEMS,...	R001212832-01	11/14/2024	Fire truck diagnostic testing & ...	603.8300.000.5410	25,444.21
ABM EQUIPMENT & SUPPLY	0180383-IN	11/07/2024	Aerial Inspection and Testing	603.8300.000.5410	853.51
SHEL'S AUTO ELECTRIC	17729	11/07/2024	Dump truck alternator repairs	603.8300.000.5410	236.00
PERFECTION PLUS, INC	315678	11/07/2024	11.2024 cleaning svcs	603.8300.000.5310	521.62
EMERGENCY APPARATUS MA...	133591	11/14/2024	Fire Truck 4th gear lock up tro...	603.8300.000.5410	535.05
UNIFIRST CORPORATION	1410099266	11/14/2024	Mechanic Uniforms	603.8300.000.5175	30.78
UNIFIRST CORPORATION	1410099266	11/14/2024	Shop Rentals	603.8300.000.5430	190.65

Expense Approval Report

Payment Dates: 11/6/2024 - 11/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GERLACH OUTDOOR POWER ...	276250	11/14/2024	Air Filter and Hourmeter for ...	603.8300.000.5405	78.00
GERLACH OUTDOOR POWER ...	276323	11/14/2024	Mower U-channel	603.8300.000.5405	7.74
UNIFIRST CORPORATION	CM0005777	11/14/2024	Account Credit	603.8300.000.5430	-56.79
MANSFIELD OIL COMPANY	IN-00099311	11/14/2024	Diesel Fuel	603.8300.000.5130	684.73
MANSFIELD OIL COMPANY	IN-00099665	11/14/2024	Diesel Fuel	603.8300.000.5130	2,147.31
INNOVATIVE OFFICE Solutio...	IN4688389	11/14/2024	Markers, Tape, Pens, Followup..	603.8300.000.5105	67.02
MACQUEEN EMERGENCY GR...	P11771	11/14/2024	Fire truck brake parts	603.8300.000.5410	2,264.44

Fund 603 - CENTRAL EQUIPMENT Total: 63,603.44

Fund: 605 - CITY FACILITIES

MN DEPT OF LABOR & INDUS...	ABR0340944X	11/14/2024	City Hall & FS #2 boiler licenses	605.8500.000.5335	20.00
MN DEPT OF LABOR & INDUS...	ALR0168783X	11/14/2024	FS #2 elevator operating licen...	605.8500.000.5335	100.00
CULLIGAN	157985030228X103124	10/31/2024	softener salt	605.8500.000.5125	178.70
PERFECTION PLUS, INC	315678	11/07/2024	11.2024 cleaning svcs	605.8500.000.5310	5,133.19
TWIN CITY GARAGE DOOR	396238471	11/07/2024	Start of repairs to FS #1 door ...	605.8500.000.5400	327.50
NASSEFF PLUMBING & HEATI...	62943	11/07/2024	Start up infra-red heaters/filte...	605.8500.000.5400	1,390.00
SHERWIN-WILLIAMS CO.	1831-4	11/14/2024	Paint for PW offices	605.8500.000.5125	260.16
GIP III ZEPHYR ACQUISITION P...	INVRGRV-22411	11/14/2024	9.2024 solar gardens	605.8500.000.5357	9,966.68
MN DEPT OF LABOR & INDUS...	ALR0167867X	11/14/2024	City Hall elevator operating lic...	605.8500.000.5335	100.00

Fund 605 - CITY FACILITIES Total: 17,476.23

Fund: 606 - TECHNOLOGY FUND

ZAYO GROUP, LLC	20984346	11/14/2024	Multi-site Phones 10.23.224	606.8600.000.5320	1,468.19
TOTAL CONSTRUCTION & EQU...	40824	11/14/2024	Fire Station 3 - circuits for data..	606.8600.000.5615	3,352.75
VERIZON WIRELESS	9977060265	11/14/2024	Monthly Cell Phone 10.2024	606.8600.000.5320	425.12
US INTERNET	4776536	11/14/2024	Email filtering system 11.2024	606.8600.000.5395	230.00
INNOVATIVE OFFICE Solutio...	IN4679482	11/14/2024	Printer paper for copier rooms	606.8600.000.5105	234.40
INNOVATIVE OFFICE Solutio...	IN4680978	11/14/2024	Printer paper for copier rooms	606.8600.000.5105	213.36
INSIGHT PUBLIC SECTOR	1101220260	11/14/2024	Office 365 Monthly Lcense 10...	606.8600.000.5395	2,577.50
SPOK, INC.	H0317493W	11/14/2024	Monthly Translation Svcs 10.2...	606.8600.000.5395	5.49

Fund 606 - TECHNOLOGY FUND Total: 8,506.81

Fund: 702 - ESCROW FUND

RAMSEY COUNTY ATTORNEY'S...	10/31/2024	10/31/2024	Cash Forfeiture (20%) Case 23...	702.2000.006.2050	121.40
RAMSEY COUNTY ATTORNEY'S...	10/31/2024B	10/31/2024	Cash Forfeiture (20%) Case #2...	702.2000.006.2050	563.50
RAMSEY COUNTY ATTORNEY'S...	10/31/2024C	10/31/2024	Cash Forfeiture (20%) Case #2...	702.2000.006.2050	421.40
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: BFI 24-21NCUC	702.5100.207.2050	41.60
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: Jack Hartigan 24-12Z	702.5100.225.2050	31.20
ST. PAUL PIONEER PRESS	1024572521	11/14/2024	NoPH: Bardo 24-38ZA	702.5100.245.2050	27.56
KIMLEY-HORN & ASSOCIATES, ...	29469366	11/07/2024	Construction Observations	702.3100.281.2050	3,692.76
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH - Natl Land 24-22PAZ	702.5100.215.2050	27.04
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH - Insite Dev - Post #2 Vac..	702.5100.229.2050	24.96
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH - Insite Dev - Add CUP - ...	702.5100.229.2050	27.56
ST. PAUL PIONEER PRESS	0924572521	11/14/2024	NoPH - Xcel - 24-34SPV	702.5100.242.2050	26.52
UNITED PROPERTIES LLC	11/6/2024	11/14/2024	Escrow Release	702.3100.232.2050	39,277.49
UNITED PROPERTIES LLC	11/6/2024	11/14/2024	Escrow Release	702.3100.301.2050	7,536.49
SMNPT-1	11/6/2024	11/14/2024	Escrow Release	702.3100.312.2050	6,250.00

Fund 702 - ESCROW FUND Total: 58,069.48

Grand Total: 1,103,128.61



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: November 25, 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 11.25.24 (hires-terms)



Request for Council Action

SUBJECT: **Resolution Authorizing Purchase of New K9 Vehicle, Declaring the Current K9 Vehicle Surplus Property and Amending the 2024 Budget**

MEETING DATE: November 25, 2024
ITEM TYPE: Consent Agenda
CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing purchase of a new K9 vehicle, declaring the current K9 vehicle surplus property and amending the 2024 budget.

BACKGROUND

During the November 12, 2024, Council Meeting, Administrator Wilson presented an overview of the 2025 Budget and Levy Status. During that presentation she touched on the onetime public safety dollars from the State of Minnesota, how some of the money has already been allocated and proposed uses for additional money in 2025. One of these additional proposed uses is for the purchase of a replacement vehicle for the City's K9 officer.

The existing squad car used by the City's K9 Officer was purchased and outfitted, with Council approval, back in 2018.

As the K9 unit has evolved, staff are recommending that a larger vehicle is needed due to the extra equipment the K9 officer needs for training and deploying the K9. There is also a need for a better temperature control system for the K9 area to keep the dog safe from the hot and cold weather, as well as the capability for the K9 Officer to remotely release the K9 from the vehicle. The current vehicle does not have that safety capability or the desired climate control.

FISCAL IMPACT

The estimated cost of the new K9 vehicle is \$56,000.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the purchase of a new K9 vehicle, amending the 2024 budget and declaring the current K9 vehicle as public surplus.

ATTACHMENTS

1. Resolution Authorizing Purchase of K9 Vehicle

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE PURCHASE OF A NEW K9 VEHICLE, AMENDING THE 2024
BUDGET AND DECLARING THE CURRENT K9 VEHICLE AS SURPLUS PROPERTY**

WHEREAS, the City has determined that the existing K9 vehicle, a 2018 Ford Explorer, does not meet the current space and safety needs of the department's K9 unit, and;

WHEREAS, the cost to purchase a new K9 vehicle to meet those space and safety needs is estimated at \$56,000, and;

WHEREAS, there are funds within the City's Public Safety Small Equipment Fund (Fund 102) from the one-time public safety aid received from the State of Minnesota in December of 2023 that could be utilized to cover this cost; and

WHEREAS, once the current K9 vehicle has been replaced, it is no longer needed for public service and can be offered for sale, disposal, or donation pursuant to the terms of Minnesota Statutes, Sections 471.345, 471.64, and 471.3459.

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

- 1) City staff are authorized to purchase a new K9 vehicle, in an amount not to exceed \$56,000.
- 2) The Public Safety Small Equipment Fund (Fund 102) 2024 budget is increased by \$56,000.
- 3) Once replaced, the current K9 vehicle, a 2018 Ford Explorer, is declared surplus property and City staff are authorized to offer it for sale or trade-in with any proceeds deposited to the Central Equipment Fund to be used for future Police Department squad outfitting.

Adopted this 25th day of November, 2024 by the City Council of Inver Grove Heights, Minnesota.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

Request for Council Action

SUBJECT: **Resolution Accepting State Appropriation for Heritage Village Park**

MEETING DATE: November 25, 2024

ITEM TYPE: Consent Agenda

CONTACT: Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, accepting a state appropriation for Heritage Village Park.

BACKGROUND

At the December 11, 2023 meeting, the Council adopted a resolution to accept the special appropriation and approve the application to access \$2 million in state bond funds for Heritage Village Park Phase 5. This resolution stated that the City would contribute approximately \$650,000 toward the total project costs, with the remaining balance of the project covered by the special appropriation. In the original bond request, the City committed to a minimum contribution of \$650,000 to secure the \$2 million in bonding.

However, due to legislative language that included elements from Phase 4, which had already been funded by the City, the final application required these Phase 4 costs to be added to the City's contribution for Phase 5, resulting in a revised responsibility of \$682,959—slightly higher than the original \$650,000. To ensure consistency, the resolution and application need to match; thus, staff has prepared an updated resolution to finalize the application and proceed with securing the state funding for Phase 5.

Approving this Resolution, with the amended dollar amount, does not change or increase the amount the City is spending for Heritage Village Park, it just includes a portion of what was already spent on Phase 4 into the documentation for receiving the state bond funding. (That is not to say that when the project is bid and final contract is awarded that the City's costs may not go up from the project estimates, but that will be brought forward to the Council as necessary when the project is bid.)

Additionally, due to legislative emphasis on “predesign,” a comprehensive predesign document was required, which was not known at the time of the original application submission. Recently, this predesign document was completed for the project and submitted for review to ensure compliance with state statutes. The state has now approved the Phase 5 predesign, allowing the application to proceed. A grant agreement is now being drafted for future Council approval. This updated resolution with revised figures is essential to complete the application process and secure the funding.

FISCAL IMPACT

To finalize the application, the resolution will need to be adopted to access the \$2 million in state bonding funds.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Accepting Special Appropriation and Approving Appropriation Application - Updated 11.25.2024

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

RESOLUTION NO. _____

**A RESOLUTION ACCEPTING SPECIAL APPROPRIATION (GRANT) AND
APPROVING A SPECIAL APPROPRIATION APPLICATION FOR CONSTRUCTION
PROJECTS FOR HERITAGE VILLAGE PARK PHASE 5 IMPROVEMENTS**

WHEREAS, during the 2023 legislative session, the Minnesota Legislature adopted Session Laws Chapter 71, Article 1 Appropriations, Section 14, which section granted a total appropriation to the commissioner of employment and economic development for specified purposes; and

WHEREAS, Subdivision 21 of Section 14 described above included the following appropriation:

Subd. 21. Inver Grove Heights; Heritage Village Park

2,000,000

For a grant to the city of Inver Grove Heights to predesign, design, construct, furnish, and equip an inclusive accessible play structure for children and to predesign, design, construct, furnish, and equip accessible restrooms, water fountains, and a fixed-shade structure, at Heritage Village Park.

WHEREAS, the City of Inver Grove Heights seeks to obtain and utilize the appropriation for the purposes for which the money has been appropriated as detailed above; and

WHEREAS, staff have prepared the attached Special Appropriation Application for Construction Projects for Heritage Village Park Phase 5 Improvements in order to utilize the legislative appropriation as specified in the legislation listed above.

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

BE IT RESOLVED THAT the City of Inver Grove Heights act as the legal sponsor for the project contained in Session Laws Chapter 71, Article 1 Appropriations, Section 14, Subdivision 21 entitled Inver Grove Heights; Heritage Village Park.

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

BE IT FURTHER RESOLVED that the sources and amounts of the local match identified in the development proposal are committed to the project identified.

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

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

BE IT FURTHER RESOLVED that the non-DEED source(s) of funds identified in the sources and uses outline in the application total the amount of \$682,959 and are committed and adequate to fully fund or provide the match for the project identified in the application.

BE IT FURTHER RESOLVED that any source(s) of the Applicant's fund(s) to fully fund the project shall be from the Park Acquisition and Development account which has an adequate amount of funds to cover the commitment.

NOW, THEREFORE BE IT RESOLVED that the Mayor and City Clerk are hereby authorized to execute such agreements as are necessary to implement the project(s) on behalf of the City of Inver Grove Heights.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota this 25th day of November 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolution Approving Hardship Assessment Deferral for City Project No. 2024-09H - 96th and 99th Street Area**

MEETING DATE: November 25, 2024

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a hardship assessment deferral related to City Project No. 2024-09H - 96th and 99th Street Area.

BACKGROUND

The City Council adopted the final assessment roll and levied assessments for the 96th and 99th Street Area pavement management project on October 14, 2024. One hardship assessment deferment application was received by staff for this project. To qualify for a hardship assessment deferral, the property must be homesteaded, the property owner must meet financial hardship requirements, and one of the following criteria needs to be met:

- Age 65 years of age or older; or
- Permanent and total disability; or
- Active military.

This criteria is memorialized in both the City's 2016 Special Assessment Policy as utilized for this project, and City Resolution No. 09-13, both of which were developed in conformance with Minnesota State Statute 435.193. Staff reviewed the application and determined that the property owner is qualified for a hardship assessment deferment based on age and income. The application form is attached; supplemental information submitted by the applicant substantiating the hardship qualification is considered non-public information and is on file in the Engineering Division.

The attached hardship assessment deferral Resolution has been developed in accordance with the City provisions, and details the deferral requirements (assessment principal, interest rate, etc.), deferral timeframe (20 years), as well as any triggers that would terminate the assessment deferral, which include the following:

- The subject property is no longer classified as a homestead for tax purposes.
- The eligible applicant dies.
- The eligible applicant no longer meets the eligibility requirements for a "hardship" as the term is defined by City Resolution No 09-13 and State Statute 435.193.
- The property or a portion thereof is transferred, donated, sold or contracted to be sold.

- The subject property is split or otherwise subdivided.

For the applicable property within the 96th and 99th Street Area project, the assessment term is 10 years for assessment values between \$5000-\$9999.99 at 4.63% interest. Interest accrual will start on January 1, 2025. If the deferment reaches the 20-year term, the accrued interest becomes due and the remaining installments with interest will commence on January 1, 2045, per the approved term and interest (2045-2054). When the hardship assessment deferral ceases early, the deferred unpaid installments of principal, together with accrued interest on the unpaid principal balance, become due and payable in the next calendar year with the property taxes. Unless the hardship assessment deferral ceases due to no longer meeting financial hardship requirements, then the unpaid principal balance shall be payable with property taxes per the term and interest rate as originally levied, starting January 1 of the following year.

FISCAL IMPACT

The collective principal value of the requested deferment is \$5,343.42. The principal costs for the project will be funded through the City's Pavement Management Fund (Fund 440). Since interest is charged during the deferment period, at the time the deferred assessment is ultimately paid, the payment of interest and principal is recorded as revenue to the Pavement Management Fund in the same manner as other special assessment collections.

RECOMMENDATION

Staff recommends approval of the attached Resolution, approving the requested hardship assessment deferral for City Project 2024-09H - 96th and 99th Street Area.

ATTACHMENTS

1. Resolution Approving Hardship Assessment Deferral for Detviler 24-09H
2. V. Detviler Deferral Application

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

RESOLUTION NO. _____

**RESOLUTION APPROVING THE DEFERMENT OF SPECIAL ASSESSMENTS FOR PROPERTY
OWNED BY VIRGINIA C DETVILER FOR CITY PROJECT NO. 2024-09H**

WHEREAS, Virginia C Detviler, the qualifying person ("Property Owner"), owns certain real property situated in the City of Inver Grove Heights, County of Dakota, State of Minnesota, identified with Tax Parcel Number 20-76600-02-010, legally described on the attached Exhibit A ("Subject Property"); and

WHEREAS, On October 14, 2024, the City Council of Inver Grove Heights, acting pursuant to Minnesota Statute Chapter 429 levied certain special assessments upon the Subject Property in the amount of \$5343.42 for City Project No. 2024-09H – 96th and 99th Street Area Rehabilitation; and

WHEREAS, the levied assessment amount has a term of 10-years of annual installments at 4.63% interest rate, with interest accrual commencing on January 1, 2025. As levied, the first installments are due in calendar year 2025 and the tenth and last installments are due in calendar year 2034; and

WHEREAS, Minnesota Statute § 435.193 and City Council Resolution No. 09-13 provide that the City may defer the payment of special assessments for any homestead property owned by a person sixty-five (65) years of age or older; or an owner retired by virtue of a permanent and total disability; or an owner who is a member of the military as defined in Minnesota Statute § 190.05, for whom it would be a hardship to make the payments; and

WHEREAS, the Property Owner has requested a hardship assessment deferral of the special assessments be levied against the Subject Property; and upon investigation and review by staff, it has been determined the applicant qualifies for hardship assessment deferral of the special assessment levied against the Subject Property in accordance with Minnesota Statute § 435.193 and City Council Resolution No. 09-13; and

WHEREAS, Minnesota Statute § 435.193 states the conditions upon which the deferment will cease:

The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest, shall become due upon the occurrence of any of the following events: (a) the death of the owner, provided that the spouse is otherwise not eligible for the benefits hereunder; (b) the sale, transfer or subdivision of the property or any part thereof; (c) if the property should for any reason lose its homestead status; or (d) if for any reason the taxing authority deferring the payments shall determine that there would be no hardship to require immediate or partial payments.

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that:

1. The hardship assessment deferral is hereby approved.
2. Payment of the annual installments of principal and interest with respect to the above identified special assessments against the Subject Property are hereby deferred 20 years to tax collection year commencing on January 1, 2044, and thereafter upon the following terms and conditions:
 - a. The principal amount of the special assessments noted above shall accrue interest at the rate of 4.63% per year from and after January 1, 2025.
 - b. The accrued interest at the rate of 4.63% per year during the period of deferment shall be added to the principal amount of the special assessments and shall be payable with the principal amount when the principal amount becomes payable at the expiration of the deferment.
3. The hardship assessment deferral shall immediately cease if any of the following events occur:
 - a. If the Subject Property is no longer classified as a homestead for tax purposes.
 - b. If the Property Owner dies.
 - c. If the Property Owner no longer meets the eligibility requirements for hardship as that term is defined by Minnesota Statute § 435.193, City Resolution No. 09-13, and amendments thereto.
 - d. If the Subject Property or any portion thereof is transferred, donated, sold, or contracted to be sold.
 - e. If the tax parcel for the Subject Property is split or otherwise subdivided.
4. If the deferment ceases or is terminated for any reason provided by law for the Subject Property, then the deferred unpaid special assessment including installments of principal, together with accrued interest on the unpaid principal balance, shall become due and payable in the next calendar year and shall be payable with real estate taxes in the next calendar year. Unless the deferment ceases due to no longer meeting the requirements of financial hardship, then the unpaid principal balance shall be payable with real estate taxes per the approved term and interest commencing on January 1st of the following year.
5. This deferment shall be certified, and the City Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 25th day of November 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF SUBJECT PROPERTY

Real property located in Dakota County, Minnesota legally described as follows:

Lot Six (1), Block Five (2), NW 1/4, SW ¼ Section 21-027-22 Titcomb Acres, on file and of record in the office of the County Recorder, Dakota County, Minnesota.

Tax Parcel Number 20-76600-02-010

**CITY OF INVER GROVE HEIGHTS
DEFERRAL OF SPECIAL ASSESSMENT**

The undersigned apply to the City of Inver Grove Heights for a deferral of a special assessment on
City Project No. 2024-09H-96th & 99th St.

Names of all Property Owners

Birth Date

Virginia C. Detviler

9/3/42

Property Address

Property ID Number

2020 96th St. E.

207660002010

Property Owner Email Address

Property Owner Phone Number

gdetviler18@gmail.com

651-455-2029

☒ **65 years of age or over**

☐ **Permanent and Total (100%) Disability**

☐ **Active military service**

The applicant(s) **must** provide written evidence of their status eligibility and attach a copy of their federal tax return for the year prior to the year the assessment is certified.

Owner Signature: Virginia C. Detviler

Owner Signature: _____

Dated: 11/12/2024

Eligibility Requirements per Resolution No. 09-13, Adopted 1/26/2009

If the property is the homestead of the eligible applicant, if payment of the assessment would be a hardship (as defined below) for the owner of the property, and if one or more of the following conditions exist:

1. One or more of the owners of the property is 65 years of age or older; or
2. One or more of the owners of the property is retired by virtue of a permanent and total disability; or
3. One or more of the owners of the property is a member of the Minnesota National Guard or other military reserves who is ordered into active military service (as defined in Minnesota Statutes Section 190.05, subdivision 5(b) or 5(c)) as stated in the person's military orders.

"Hardship" shall be deemed to exist if (1) the average annual payments of principal and interest for all assessments levied against the property exceed one percent of the owner's adjusted gross income as filed in the owner's U.S. income tax return for the tax year prior to the year in which the assessment was certified; and (2) the total amount of the principal of the levied assessment exceeds \$300.00. The "average annual payment" is the total principal of the levied assessment plus the interest that would be payable based on a declining principal balance during the number of years over which the principal assessment was originally spread with the sum of principal and interest then being divided by the number of years over which the principal assessment was originally spread.

Deferrals granted pursuant to this resolution shall terminate upon the occurrence of any of the following events:

- (a) The death of the eligible owner provided that no other owner is otherwise eligible for the benefits under Resolution No. 09-13.
- (b) The sale, transfer, donation or subdivision of the property or any part thereof.
- (c) Contracting to sell, transfer or donate the property.
- (d) The property no longer has its homestead status.
- (e) The owner is no longer eligible for a deferral.
- (f) The City Council determines, for any reason, that there would be no hardship to require immediate, full or partial payment.



Request for Council Action

SUBJECT: **Resolution Approving 2025 Community Development Block Grant Application to Dakota County Community Development Agency**

MEETING DATE: November 25, 2024

ITEM TYPE: Consent Agenda

CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The City Council is asked to adopt the attached Resolution, approving the City's application to the Dakota County Community Development Agency (CDA) for the 2025 Community Development Block Grant (CDBG) program.

BACKGROUND

The Community Development Block Grant (CDBG) is a federal grant program of the U.S. Department of Housing and Urban Development (HUD) focused on assisting low- and moderate-income individuals and neighborhoods. The City submits an annual application for grant funding to the Dakota County Community Development Agency (CDA), which then makes an application to HUD. If funds are awarded, the CDA administers the program funds on behalf of the federal government and the City.

Program funding for Fiscal Year (FY) 2025 will not be known until Congress passes and the President approves the FY2025 federal budget. The CDA anticipates funding similar to FY2024, which was \$1,873,895. The estimated allocation for Inver Grove Heights for FY2024 is \$96,446. CDBG funding allocations are based on population counts and income levels found in U.S. Census data, as well as federal budget allocation amounts.

The City and Dakota County CDA have partnered on the Home Improvement Program since the 1990s. From 2018 to 2023, the CDBG funding allocated to the Home Improvement Program has resulted in \$713,751 being spent on maintaining housing in the community.

Inver Grove Heights has continued to partner with the CDA to provide loans to qualified applicants for housing rehabilitation and weatherization improvements defined as life and safety needs. Loans are commonly approved for improvements such as: leaky roof repairs or replacements, furnace replacements, electrical and plumbing repairs, and weatherization improvements. Historically, the demand for such loans is strong and exceeds funding available, resulting in waiting lists.

A portion of our allocation covers the CDA costs associated with administering the Home Improvement Loan Program on behalf of the City. The City benefits from this partnership as the CDA has the experience and staff to effectively assist applicants, and manage the funding and program. This type of city/county partnership is the most common use of CDBG funds in Dakota County as the demand for funds is high and the partnership keeps administrative costs low.

With an increased emphasis on the preservation of Naturally-Occurring Affordable Housing (NOAH), partnering with the CDA not only assists those income-qualified individuals with needs, but also has broader positive impacts for neighborhoods by helping to maintain the existing housing stock and stabilize property values.

FISCAL IMPACT

There is no direct cost to the City other than the allocation of the CDBG funding.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Resolution Approving CDBG Application (2025)
2. CDBG Application_FY2025 Large Cities_City of Inver Grove Heights

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE APPLICATION FOR FISCAL YEAR 2025
DAKOTA COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING**

WHEREAS, the City of Inver Grove Heights is a participating jurisdiction with the Dakota County Community Development Block Grant (CDBG) Entitlement Program for Fiscal Year 2025 (starting July 1, 2025 and ending June 30, 2026); and

WHEREAS, the Dakota County Community Development Agency (CDA) is a Subgrantee of Dakota County for the administration of the CDBG Program; and

WHEREAS, the Dakota County CDA has requested Fiscal Year 2025 CDBG applications be submitted by January 17, 2025, based on an allocation of funds approved in the Annual Action Plan.

NOW, THEREFORE, BE IT RESOLVED that the City of Inver Grove Heights hereby approves the following:

1. The attached Fiscal Year 2025 CDBG application is approved for submission to the Dakota County CDA.
2. The Mayor and City Clerk are hereby authorized to execute the application and all agreements and documents related to receiving and using the awarded CDBG funds.
3. The Dakota County CDA is designated as the administrative entity to carry out the CDBG program on behalf of the City of Inver Grove Heights, subject to future Subrecipient Agreements that may be required for specific CDBG-funded activities.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota, this 25th day of November, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPLICATION FOR PROGRAM YEAR 2025

Application must be received by the Dakota County Community Development Agency
NO LATER THAN FRIDAY, JANUARY 17, 2025
For July 1, 2025 – June 30, 2026

General Information

Applicant Name: City of Inver Grove Heights	UEI #: VU9GWXHLAGE5
Contact Name: Jason Ziemer	
Applicant Address: 8150 Barbara Avenue	
City, State, Zip: Inver Grove Heights, MN 55077	
Phone: (651) 450-2546	Email: jziemer@ighmn.gov

Proposed Activities

Activity	Requested Funding Amount
#1 Title: Housing Rehabilitation	CDBG Request: \$ 96,446
#2 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#3 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#4 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
#5 Title: Click or tap here to enter text.	CDBG Request: \$ Click or tap here to enter text.
	Total Request: \$ Click or tap here to enter text.

Contingency Funding Request:

Note the funding levels for activities if there is an increase or decrease in federal funding levels. Specify which activities should be fully funded at the requested level and which should be increased or decreased. Click or tap here to enter text.

PLEASE NOTE: AT LEAST 50% of the proposed funding must qualify as a LOW/MOD benefit. NO MORE THAN 35% of the any one community's proposed funding can be for PUBLIC SERVICES. Because public services may not account for more than 15% of the County's total funding, public service requests may be decreased once all applications are submitted and reviewed by CDA staff. NO MORE than 10% of any one community's funding can be used for PLANNING.

Certification

I certify that the information contained in this application is true and correct and that it contains no misrepresentations, falsifications, intentional omissions, or concealment of material facts. I further certify that no contracts have been awarded, funds committed, or construction begun on the proposed project(s), and that none will be made prior to notification from the Dakota County CDA based on HUD's issuance of a Release of Funds Notice.

Signature of Authorized Official

Date

Title of Authorized Official

**PLEASE ATTACH THE RESOLUTION OF THE GOVERNING BODY SHOWING APPROVAL
OF THE REQUEST FOR CDBG FUNDS.**

I. Activity Title

Please complete the following Sections I-V for EACH proposed activity. (For example, if 3 activities are being proposed, there will be 3 sets of the following pages.)

Activity # 1

Activity Title: Housing Improvement and Rehabilitation

II. Activity Information

Describe the proposed activity in detail. Please be specific about purpose, location, number of people or households served, etc.

The program provides home improvement loans to eligible low- to moderate-income homeowners throughout the City of Inver Grove Heights. Loans are repayable upon sale of the home or refinancing. Qualifying home improvements commonly funded through this program include one or more of the following: roof replacement or repair, furnace replacement, electric or plumbing repairs, insulation and weatherization.

Has this Activity received CDBG funding before?

☒ Yes

☐ No

Check the eligible activity category of the proposed activity: (See attached definitions)

Affordable Rental Housing ☐ Rehabilitation of Multi-Unit Residential ☐ Fair Housing Activities ☐ Energy Efficiency Improvements	Public Services ☐ Senior Services ☐ Youth Services ☐ Transportation Services ☐ Operational Support
Affordable Homeowner Housing ☐ Homeownership Assistance ☐ New (Re)Construction Homeowner Housing ☒ Rehabilitation/ Energy Efficiency Improvement of Single Unit Residential ☐ Fair Housing Activities	Public Facilities ☐ Recreational Parks ☐ Public Water/Sewer Improvements ☐ Street Improvements ☐ Sidewalks ☐ Assessment Abatement ☐ ADA Improvements
Homelessness ☐ Coordinated Access to Services & Shelter ☐ Housing Stabilization ☐ Emergency Shelter Operation	Neighborhood Revitalization ☐ Acquisition of Real Property ☐ Clearance and Demolition ☐ Clean-up of Contaminated Site
Economic Development ☐ Employment Training ☐ Economic Development Assistance ☐ Rehabilitation of Commercial/Industrial Buildings ☐ Micro-Enterprise Assistance ☐ Relocation	Planning and Administration ☐ Planning ☐ Administration

Describe the activity schedule:

Is this a continuation of a previously funded activity? ☒ Yes ☐ No

Is this a time-specific project? ☒ Yes ☐ No

If this is a time-specific project, please note the start and end dates below:

Proposed Activity Start Date: 07/01/2025

Proposed Activity Completion Date: 06/30/2026

III. CDBG National Objective

CDBG funded projects/activities must meet one of the following program objectives. Check the objective for which the CDBG funds will be used.

- | | |
|--|--|
| ☐ Low/Mod Area Benefit | ☐ Low/Mod Limited Clientele Benefit |
| ☒ Low/Mod Housing Benefit | ☐ Low/Mod Jobs Benefit |
| ☐ Slum/Blight Area Benefit | ☐ Slum/Blight Spot Benefit |
| ☐ Urgent Need (extremely rare; used only for emergencies): <i>(Please explain)</i> Click or tap here to enter text. | |

If you checked the Low/Mod Area Benefit box, please answer the following:

In what Census Tract/Block Group(s) do beneficiaries of your Activity live? *(Please include map)*
[Click or tap here to enter text.](#)

How many residents live in this area? [Click or tap here to enter text.](#)

What is the percentage of low and moderate-income beneficiaries? [Click or tap here to enter text.](#)%

How was this documented? ☐ HUD Data ☐ Survey
(Please include a copy of survey)

If you checked the Low/Mod Housing Benefit box, please answer the following:

How many Low/Mod Households will benefit? Up to five (5) Households
(Income eligibility must be verified by written documentation)

Where will this activity occur? *(Address of property, neighborhood, or citywide)*
City of Inver Grove Heights / City-wide

If you checked the Low/Mod Limited Clientele Benefit box, please answer the following:

How many Low/Mod People or Households will benefit? [Click or tap here to enter text.](#) People [Click or tap here to enter text.](#) Households (Please choose either People or Households for each project).

How will income be verified?

- ☐ Income Verification Request Forms
- ☐ Eligibility Status for other Governmental Assistance program
- ☐ Self Certification (Must request source documentation of 20% of certifications and must inform beneficiary that all sources of income and assets must be included when calculating annual income)
- ☐ Presumed benefit (HUD presumes the following to be low and moderate-income: abused children, battered spouses, elderly persons (62+), severely disabled persons, homeless persons, persons living with AIDS, migrant farm workers)

If you checked the Low/Mod Jobs Benefit box, please answer the following:

To meet the requirements of the "Jobs" National Objective, the business being assisted must enter into an agreement showing commitment that at least 51% of jobs created or retained will be available to low/mod income persons. The business must also be prepared to provide a list of all jobs, detailed information about the jobs being created or retained, the selection and hiring process, and demographic information about the employees.

Will this activity create or retain full time equivalencies (FTEs)? ☐ Create ☐ Retain
For job(s) that are being retained, please provide evidence that the assisted business has issued a notice to affected employees or that the business has made a public announcement to that effect, OR an analysis of relevant financial records that shows the business is likely to cut back on employment in the near future without planned intervention.

Will the job(s) created or retained require a special skill? ☐ Yes ☐ No

What percent of permanent FTEs will be held by or available to low/mod income persons? [Click or tap here to enter text.](#) %

If you checked the Slum/Blight Area or Slum/Blight Spot Benefit box, please answer the following:

What are the boundaries of the slum/blight area or the address of the slum/blight spot? [Click or tap here to enter text.](#)

(Please provide letter from building inspector or other documentation noting deficiencies and include photos)

What deficiency will be corrected or the public improvement be? [Click or tap here to enter text.](#)

If Slum/Blight Area, what percent of buildings are deteriorated? [Click or tap here to enter text.](#)%

IV. Proposed Objectives and Outcomes

Indicate the proposed objective and outcome of the activity/project.

	Outcome #1 Availability/Accessibility	Outcome #2 Affordability	Outcome #3 Sustainability
Objective #1 Suitable Living Environment	☐ Accessibility for the purpose of creating a suitable living environment	☐ Affordability for the purpose of creating a suitable living environment	☐ Sustainability for the purpose of creating a suitable living environment
Objective #2 Decent Housing	☐ Accessibility for the purpose of providing decent housing	☒ Affordability for the purpose of providing decent housing	☐ Sustainability for the purpose of providing decent housing
Objective #3 Economic Opportunity	☐ Accessibility for the purpose of creating economic opportunities	☐ Affordability for the purpose of creating economic opportunities	☐ Sustainability for the purpose of creating economic opportunities

Indicate how the activity outcome will be measured and projected number of beneficiaries.

- ☐ People _____
 ☐ Public Facilities _____
 ☐ Businesses _____
- ☒ Households Up to 5
☐ Jobs _____
 ☐ Organizations _____
- ☐ Housing Units _____

V. Project Budget

Provide the total project cost and CDBG request.

Total Project Cost: \$ 96,446

Total CDBG Request: \$ 96,446

CDBG Percent of Total Cost: 100 %

Describe all funding sources.

Source of Funds	Amount	Committed	Pending
CDBG	\$ 96,446	☐	☐
Click or tap here to enter text.	\$ Click or tap here to enter text.	☐	☐
Click or tap here to enter text.	\$ Click or tap here to enter text.	☐	☐
Total:	\$ Click or tap here to enter text.	☐	☐

Please itemize project expenses, using the following guidance as applicable:

- Acquisition & Improvement Costs - Include purchase price, closing costs, site improvements, clearance of toxic contaminants, and other acquisition and improvement costs
- Construction/Rehabilitation Costs - Include site improvements, construction (labor, materials, supplies), installation, permits and other construction/rehabilitation costs
- Professional Fees and Personnel Costs - Include architectural, engineering and code inspection fees, surveys, appraisals, legal fees, hazardous materials surveys, project management, and other professional/personnel fees
- Other Development Costs - Include relocation, financing costs, environmental reviews, environmental studies, and other development costs
- Eligible Costs for Planning Projects - Include professional services, project management costs, and other planning costs

Itemized Use of Funds/Expenses	Costs	CDBG Funds Requested	Other Funding Sources
Construction / Rehabilitation Costs	\$ 96,446	\$ 96,446	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.	\$ Click or tap here to enter text.
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***Please review each section for completeness.
Each activity should have separate Sections I through V.***

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ELIGIBLE ACTIVITIES

Please Note: Although an activity may be deemed eligible for CDBG funding, it does not guarantee funding. The Community Development Needs for the CDBG Program in the Consolidated Plan lists the priority of needs and dictates which types of eligible activities may be funded in a given year. All activities must meet a National Objective.

CDBG funds may NOT be used for costs attributable to a building used for the general conduct of government, general government expenses, or political activities.

Acquisition/Disposition: Includes acquisition of real property, in whole or in part, by purchase, long-term lease, donation, or otherwise for any public purpose. Real property to be acquired may include land, air rights, easements, water rights, rights-of-way, buildings and other property improvements, or other interests in real property.

Demolition/Clearance: Includes clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

Economic Development Activities: Includes but are not limited to: (1) construction by the grantee or subrecipient of a business incubator designed to provide inexpensive space and assistance to new firms to help them become viable businesses, (2) loans to pay for the expansion of a factory or commercial business, and (3) training for by persons on welfare to enable them to qualify for jobs created by CDBG-assisted special economic development activities. The level of public benefit to be derived from the economic development activity must be appropriate given the amount of CDBG assistance.

Homeownership Assistance: Includes financial assistance for down payments, closing costs or other part of the purchase process and counseling for pre-purchase, post-purchase or foreclosure prevention.

Rehabilitation: Includes single-family rehabilitation, multi-family rehabilitation, energy efficiency improvements, public housing modernization, and rehabilitation of commercial properties.

Relocation: Includes relocation payments and assistance to displaced persons, including individuals, families, businesses, non-profits, and farms, where required under section 570.606 of the regulations (pursuant to the Uniform Relocation Act).

Public Facilities/Improvements: CDBG funds may be used by the subrecipient or other public or private nonprofit entities for the acquisition (including long term leases for periods of 15 years or more), construction, reconstruction, rehabilitation (including removal of architectural barriers to accessibility), or installation, of public improvements or facilities. This includes neighborhood facilities, firehouses, public schools, libraries, and shelters for homeless people, as well as water and/or sewer treatment plants. Buildings for the general conduct of government cannot be acquired or improved with CDBG funds.

Public Services: CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that each of the following criteria is met: 1) The public service must be either a new service or a quantifiable increase in the level of service; and 2) The amount of CDBG funds obligated within a program year to support public service activities may not exceed 35% of a city's allocation and the total public services of all subrecipients may not exceed 15% of the total grant awarded to Dakota County for that year.

Planning: Includes studies, analysis, data gathering, preparation of plans, and identification of actions that will implement plans. The types of plans which may be paid for with CDBG funds include but are not limited to comprehensive plans, individual project plans, community development plans, capital improvement programs, small area and neighborhood plans, environmental and historic preservation studies, and functional plans (such as plans for housing, land use, energy conservation, or economic development). Except for small cities and townships, the amount of CDBG funds obligated within a program year to support planning activities may not exceed 15% of a community's allocation.

General Grant Administration: CDBG funds may be used for general administration costs incurred by a subrecipient to administer its CDBG program. CDBG grant funds obligated to general grant administration may not exceed 10% of the community's allocation. Administration costs directly associated with a CDBG activity should be part of the activity as project administration and are not considered general grant administration expenses. Please talk to the Dakota County CDA before you allocate funds to grant admin.

Planning and General Grant Administration Activities may not exceed 20% of the total grant awarded to Dakota County for that year.



Request for Council Action

SUBJECT: **Resolutions Approving Renewal of Joint Powers Agreement for Embedded Social Worker Program and Related Management Control Agreement**

MEETING DATE: November 25, 2024
ITEM TYPE: Consent Agenda
CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, which approve the renewal of a Joint Powers Agreement between the City of Inver Grove Heights and Dakota County for an embedded social worker with the Inver Grove Heights Police Department and approve a related management control agreement.

BACKGROUND

In the fall of 2022, after the successful completion of an initial trial period, the City and Dakota County entered into a Joint Powers Agreement (JPA) for a county social worker to be embedded with the Inver Grove Heights Police Department on an ongoing basis. That agreement expires at the end of 2024 and is now proposed to be renewed for an additional two years.

Both law enforcement and social services have seen the benefit of collaborating to effectively follow up and reduce calls for service that have a mental health or chemical dependency component. Given the success of this partnership, both entities would like to continue with this collaboration to serve the residents of Inver Grove Heights.

The attached Joint Powers Agreement, which has been reviewed by the City Attorney, would extend the arrangement through December 31, 2026.

The second attached Resolution provides for the City of Inver Grove Heights to maintain management control over our police officers and Dakota County to maintain management control over its social worker(s), particularly as it relates to access to criminal justice information.

FISCAL IMPACT

The County covers the salary and benefit costs, as well as equipment needs, for the social worker. The Police Department only provides office space.

RECOMMENDATION

Staff recommends adoption of both Resolutions, as attached.

ATTACHMENTS

1. Resolution Renewing Embedded Social Worker JPA

2. JPA for Embedded Social Worker (2025-26)
3. Resolution Approving Management Control Agreement
4. Management Control Agreement

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

RESOLUTION NO. _____

RESOLUTION RENEWING EMBEDDED SOCIAL WORKER JOINT POWERS AGREEMENT

WHEREAS, mental health crisis response is required to be provided by cities and counties in accordance with applicable federal and state laws, statutes, rules, and regulations; and

WHEREAS, the City of Inver Grove Heights desires to receive services from Dakota County to assist people who need mental health crisis services on a prompt basis to protect their health, safety, and welfare; and

WHEREAS, the Inver Grove Heights Police Department and Dakota County Social Services have been providing timely and efficient services to those with mental health needs by partnering together and desire to continue this partnership.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inver Grove Heights, that the attached Joint Powers Agreement between the City of Inver Grove Heights and Dakota County for Social Services Embedded Social Worker and Public Safety is hereby approved and that the appropriate officials are hereby authorized to enter into the agreement on the City's behalf.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 25th day of November, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**JOINT POWERS AGREEMENT
BETWEEN CITY OF INVER GROVE HEIGHTS AND DAKOTA COUNTY
FOR SOCIAL SERVICES EMBEDDED SOCIAL WORKER & PUBLIC SAFETY**

THIS JOINT POWERS AGREEMENT ("JPA") is made and entered into by and between the City of Inver Grove Heights, by and through its City Council, 8150 Barbara Avenue, Inver Grove Heights, MN 55077 ("City") and Dakota County, by and through its Community Services Department ("DCCS"), 1 Mendota Rd. W., West St. Paul, MN 55118 (hereinafter "County").

WHEREAS, pursuant to the provisions of Minn. Stat. § 471.59, Cities and County are authorized to enter into an agreement to exercise jointly or cooperatively governmental powers common to each and to permit one governmental entity to perform services or functions for or with another governmental unit; and

WHEREAS, mental health crisis response is required to be provided by Cities and County in accordance with applicable federal, and state, laws, statutes, rules and regulations; and

WHEREAS, Cities desire to receive services from County to assist people who need mental health crisis services on a prompt basis to protect their health, safety, and welfare; and

WHEREAS, County is entering into agreements similar to this Agreement with other cities in Dakota County and for convenience, "City" or "Cities" herein shall mean the City of Inver Grove Heights, unless the context clearly notes otherwise.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, it is agreed, by and between the parties as follows:

1. PURPOSE.

The purpose of the Embedded Social Worker Model is to implement a more coordinated response by the parties to address increased law enforcement involvement in calls for service that may require the need for services and programs offered by County. The implementation will take place utilizing a Mental Health Social Worker position. In this model a Social Services mental health social worker works closely with an assigned police officer to provide follow-up, service coordination and crisis stabilization services following a mental health crisis event. Crisis follow-up services link residents to other short- and long-term support services and are an essential component of an effective crisis services continuum.

2. TERM.

This Agreement will become effective on the last date that the Agreement has been executed by City and County, through 12:00 A.M. on December 31, 2026, and unless terminated in writing. This Agreement may be terminated with or without cause by either City or County upon ninety (90) days' written notice to the other party to this Agreement.

Notwithstanding the above, City may immediately terminate this Agreement at any time if the health, safety, or welfare of any person receiving services or entitled to receive services under this Agreement is at risk because of the actions or inaction of County.

3. AUTHORIZED REPRESENTATIVE.

The named persons, in the positions stated below, or their successors in title, are designated the Authorized Representatives of the parties for purposes of this Agreement. Notifications required to be provided by the terms of this Agreement and invoices, if any, to be submitted and payments made shall be provided to the following named persons unless otherwise stated in this Agreement:

TO COUNTY:

Marti Fischbach

TO CITIES:

Melissa Chiodo, Chief of Police

Community Services Director
Marti.Fischbach@co.dakota.mn.us
(651) 554-6560

Inver Grove Heights Police Department
Mechiodo@ighmn.gov
(651) 450-2526

4. COUNTY'S RESPONSIBILITIES.

County hereby agrees to:

- A. Provide the Social Worker positions, as staffing availability allows, which may include individual(s) licensed as a Mental Health Professional (Minn. Stat. § 245.462, subd. 18), Social Worker, or Coordinator, who will have the following duties and responsibilities:
 - 1. Provide over-all administration, coordination and assessment;
 - 2. Educate Law Enforcement on mental health crisis and emergency services offered by Dakota County Social Services (DCSS), including the roles and responsibilities of the 24 hour, seven days a week, Crisis Response Unit (CRU) and on-going mental health services, crisis continuum and available programs;
 - 3. Educate Law Enforcement on other services and programs offered by County that could benefit individuals/households who come into contact with Law Enforcement;
 - 4. Respond, when available and assistance is requested, with Law Enforcement to a mental health crisis or emergency, consistent with roles and responsibilities defined in Minn. Stat §§ 256B.0624 and 256B.0944, and in coordination with the DCSS's 24 hours, seven days a week, CRU.
 - 5. Work with Law Enforcement in providing a timely follow-up contact with the individual/household after a crisis/emergency mental health call or crisis intervention to educate on resources offered by DCSS in accordance with Minn. Stat. §§ 256B.0624 and 256B.0944;
 - 6. Assist Law Enforcement in outreach to determine if the individual/household is interested in voluntarily working with DCSS mental health professionals and Law Enforcement in developing a mental health crisis response plan accessible through the CRU 24/7 in an emergency as permitted by Minn. Stat. § 13.46, subd. 2(a)(10);
 - 7. Work with Law Enforcement in providing a timely follow-up contact with the individual/household to determine if the individual/household is interested in and/or eligible for other services and programs offered through County or other community-based organizations, including networking outreach to potential community resources and service providers;
 - 8. Create procedures to guide work for the duration of the JPA;
 - 9. Implement evaluation pursuant to Section 8;
 - 10. Coordinate with Embedded Social Work partners in other jurisdictions
- B. Provide necessary resources to support the Social Workers with equipment and training to facilitate work activities,
- C. Facilitate connection and "warm handoffs" to the various services and programs within County and to community resources and service providers; and
- D. Maintain a database of evaluation data and report summary data to all cities with similar agreements.
- E. Participate in meetings between Dakota County cities with similar agreements and County staff members to review the services provided pursuant to the Agreement
- F. Supervise all Social Workers provided under the terms of this Agreement.

5. CITIES' RESPONSIBILITIES.

Cities hereby agree to:

- A. Identify and dedicate resources to:
 - 1. Work with the Social Worker for administration, coordination and assessment;
 - 2. Coordinate education of officers and other Law Enforcement staff about the JPA and DCCS programs and services including the role and responsibilities of the CRU;
 - 3. Educate and train the Social Worker and any other participating DCCS staff on Law Enforcement's response to crisis and emergency service calls, including the role and responsibilities of Law Enforcement.
 - 4. Identify individuals/households to the Social Worker who may benefit from follow up;
 - 5. Work with the Social Worker, the CRU and DCSS mental health professionals to provide timely follow-up with the individual/household as provided in Section 4;
 - 6. Work with the Social Worker, the CRU and DCSS mental health professionals to develop the crisis response plan as provided in Section 4;
 - 7. Work with the Social Worker to create procedures to guide work for the duration of the JPA; and
 - 8. Work with the Social Worker to provide information for evaluation pursuant to Section 8;
 - 9. Provide Social Worker with a work space, office equipment and necessary internet and other connections needed to perform job duties.

6. JOINT RESPONSIBILITIES.

The parties hereby jointly agree to:

- A. Meet regularly during the term of the JPA to review and evaluate performance objectives and provide guidance to staff.
- B. Facilitate relationship-building with community agencies, treatment providers, Community Corrections, hospitals and community-based service providers to enhance understanding and reduce barriers to providing services to individuals with complex service needs.
- C. Attend and/or organize relevant trainings conducted by DCCS or other agencies.
- D. Commit to training on policy and procedures for the JPA and for use of the CRU.
- E. Attend joint project meetings convened to discuss countywide trainings and programs.

7. STEERING COMMITTEE OVERSIGHT AND IMPLEMENTATION.

The JPA activities described in Sections 4, 5 and 6 will be monitored by a Steering Committee comprised of the DCSS Director or Deputy Director, and chief of police from the City. One additional member from each of the Dakota County Police Departments participating with a similar Agreement with the County shall be designated by each jurisdiction to participate in the Steering Committee; others may be invited to attend meetings and assist with collaborative planning, implementation, and evaluation activities. The role of the Steering Committee is to provide strategic vision, structure and oversight of the JPA. The responsibilities of the Steering Committee include:

- A. To provide strategic oversight for the JPA, including defining scope, priority, desired results and key deliverables;
- B. To serve as advocates for the JPA, garnering support, removing obstacles, and resolving escalated issues;
- C. To obtain and allocate resources to support the design, implementation and evaluation of the JPA throughout its duration;
- D. To provide feedback and decisions in response to recommendations from the system stakeholders;
- E. To monitor and evaluate JPA progress;
- F. To designate key subject matter experts, as needed, to support specific components of the JPA planning, design or operations; and
- G. To designate staff to oversee and manage day-to-day activities and implement the strategic operations of the JPA;

8. EVALUATION.

The JPA will be evaluated according to an evaluation design, that is collaboratively developed by the parties. DCCS will have the lead role in collecting and presenting summary data to the parties along with a briefing of JPA activities due no less than on the last day of the month following the end of each full year term with quarterly reports made available upon request.

9. INDEPENDENT CONTRACTOR.

It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of agents, partners, joint ventures, or associates between the parties hereto or as constituting either County as the employee of the Cities for any purpose or in any manner whatsoever. County is an independent contractor and neither it nor its employees, agents, or representatives are employees of Cities.

10. LIABILITY AND INDEMNIFICATION.

- A. County and Cities agree to indemnify, defend and hold harmless the other, its officers, agents and employees against any and all liability, loss, costs, damages, claims or actions its officers, agents or employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the indemnifying party, its officers, agents, or employees, in the execution, performance or failure to adequately perform its obligations pursuant to this Agreement.
- B. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes, Section 471.59, subd. 1a provided further that for purposes of the statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party. Each party also specifically intends that the single tort cap limits specified for cooperative agreements under Minn. Stat. § 471.59, subd. 1a, or as such statute may be amended or modified from time to time, shall apply to this Agreement and to the activities of the parties hereunder. The statutory limits for the parties may not be added together or stacked to increase the maximum amount of liability for either party.
- C. Each party to this agreement shall be liable for their acts of their own officers, employees, and/or agents and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party, its officers, employees, and/or agents. It is understood and agreed the provisions of the Municipal Tort Claims Act, Minn. Stat. Ch. 466, and other applicable laws govern liability arising from the parties' acts or omissions. Each party warrants they can comply with the indemnity requirements through an insurance or self-insurance program and each has minimum coverage consistent with the liability limits contained in Minn. Stat. Ch. 466.

- D. Each party to this agreement shall assume all risks of harm or injury to person or property that may occur during the course of duty. DCSS staff who choose to ride with an officer while on duty for this program may be involved in a high speed chase, assaultive or life-threatening situations, and similar circumstances which may put staff in peril.

With knowledge of the risks of harm or injury which may occur as a result of riding with an officer and the assumption of those risks, riders agree to hold the City harmless and waive any and all claims for any injury, harm or disability which may be incurred as a result of being a passenger. This contract of liability does not include any injuries, harms or disabilities that incurs as a result of intentional misconduct by the City, its agents or employees. This assumption of risk and indemnification is specifically binding on spouses, heirs and assigns. To the extent a claim under Minnesota workers compensation statute 176 can be asserted, said claim is not subject to this agreement.

11. NON-ASSIGNABILITY.

County shall not assign any interest in this Agreement and shall not transfer any interest in the same, whether by subcontract, assignment or novation, without the prior written consent of Cities.

12. EQUAL EMPLOYMENT OPPORTUNITY.

County agrees to comply with all federal, state and local laws, resolutions, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual orientation, disability, or age. When required by law or when validly requested by Cities, County shall furnish a written affirmative action plan.

13. WORKPLACE VIOLENCE PREVENTION.

County shall make all reasonable efforts to ensure its employees, officials and subcontractors do not engage in violence, as defined by the Dakota County Policy 5517 Violence Prevention in the Workplace, while performing under this Agreement.

14. DATA PRACTICES.

- A. Data Privacy and Security. The parties will comply with all applicable data practices laws, including but not limited to the Minnesota Government Data Practices Act (MGDPA), Minn. Stat. Ch. 13 and the Minnesota Rules implementing the MGDPA, as amended, as well as any applicable state or federal laws on data privacy and security. The parties are mindful that when exchanging private data only the minimum necessary data will be provided. The exchange, use and protection of private data must be in compliance with the signed Dakota County Informed Consent to Release Private Data.

All data created, collected, received, stored, used, maintained, or disseminated by the parties in the performance of their roles and responsibilities are subject to the requirements of the MGDPA, the Minnesota Rules implementing the MGDPA, as amended, as well as any applicable state or federal laws on data privacy and security.

This paragraph is required by the MGDPA and includes the remedies set forth in Minn. Stat. § 13.08.

- B. Health Information and Chemical Dependency Data. If applicable, the parties agree to comply with the requirements of the Health Insurance Portability and Accountability Act ("HIPAA") and the Health Information Technology for Economic and Clinical Health Act ("HITECH") and any other applicable state or federal law. This includes health data laws, including the Minnesota Health Records Act, Minn. Stat. §§ 144.291-.298, and 42 CFR Part 2 Confidentiality of Alcohol and Drug Abuse Patient Records. CAO check law reference
- C. Records. Each party is responsible for maintaining, securing, and managing its own records. The records will be maintained in accordance with each party's applicable record retention schedule. The parties will work cooperatively to ensure any reporting requirements under this agreement are fulfilled.

- D. Obtaining and Sharing Information. All necessary Tennessee Warning notices, consents, releases, and authorizations shall be obtained prior to the collection, release, exchange, or discussion of not public data, as that term is defined in Minn. Stat. § 13.02, subd. 8a, unless such data collection, release, exchange, or discussion is otherwise permitted by law or court order.
- E. Data Storage. As part of the roles and responsibilities of the Social Worker, data related to DCCS functions as defined by statute will be documented in the Social Services Information System (SSIS) or other County approved electronic approved health record.

The terms of this Section shall survive the termination or expiration of this JPA.

15. COMPLIANCE WITH APPLICABLE LAW.

County and City agree to comply with all federal, state and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to its performance of the provisions of this Agreement. It shall be the obligation of County and the City to apply for, pay for, and obtain all permits and/or licenses required by any governmental agency for City's or County's participation in this JPA.

16. AUDIT.

Under Minn. Stat. § 16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the parties are subject to examination by City or County or designees, the State Auditor or the Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

17. AMENDMENTS.

Any alteration, variation, modification, or waiver of the provisions of this Agreement shall be valid only after it has been reduced to writing and duly signed by both parties.

18. INTERPRETATION OF AGREEMENT; VENUE.

This Agreement shall be interpreted and construed according to the laws of the State of Minnesota. All litigation regarding this Agreement shall be venued in the appropriate state or federal district court in Dakota County, Minnesota.

19. ENTIRE AGREEMENT.

This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

20. ELECTRONIC SIGNATURES.

Each party agrees the electronic signatures of the parties included in this Contract are intended to authenticate this writing and to have the same force and effect as wet ink signatures.

CITY OF INVER GROVE HEIGHTS

By: _____
Name: Brenda Dietrich
Title: Mayor
Date: _____

Attest

By: _____
Name: Rebecca Kiernan
Title: City Clerk
Date: _____

Approved as to form:

By: _____
Name: Bridget Nason
Title: City Attorney
Date: _____

COUNTY OF DAKOTA

By: _____
Name: Marti Fischbach
Title: Director
Date: _____

Approved as to form:

By: _____
Name: Paul Beaumaster
Title: Assistant County Attorney
Date: _____
KS: _____
Board
Resolution: _____
Contract
Number: _____

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

RESOLUTION NO. _____

**RESOLUTION ALLOWING DAKOTA COUNTY TO MAINTAIN MANAGEMENT
CONTROL OF THEIR EMBEDDED SOCIAL WORKER**

WHEREAS, the Dakota County Social Services Department (“DCSS”) has entered into a joint powers agreement with the City of Inver Grove Heights, through its Police Department, (“Agency”) to provide DCSS employees to assist people who need mental health crisis services on a prompt basis to protect their health, safety, and welfare (the “JPA”); and

WHEREAS, DCSS is a non-criminal justice agency; and

WHEREAS, DCSS employees may have access to Criminal Justice Information within the control of Agency in the performance of its duties under the JPA; and

WHEREAS, the Dakota County Sheriff’s Office (“DCSO”) has agreed to set, maintain, and enforce the standards for the selection, supervision, and termination of DCSS personnel access to DCSO’s Criminal Justice Information and agrees to do the same on behalf of Agency; and

WHEREAS, the Federal Bureau of Investigation Criminal Justice Information Services Security Policy (“CJIS Security Policy”) requires that when criminal justice functions, regardless of location, are performed by a non- criminal justice agency there must be a management control agreement with a criminal justice agency; and

WHEREAS, DCSS wishes to enter into this Management Control Agreement (“MCA”) with the DCSO and Agency, which are both criminal justice agencies.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Inver Grove Heights that the attached Management Control Agreement between the City of Inver Grove Heights, the Dakota County Social Services Department and the Dakota County Sheriff’s Department for the Dakota County Embedded Social Worker JPA is hereby approved.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota this 25th day of November, 2024.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

**MANAGEMENT CONTROL AGREEMENT
BETWEEN DAKOTA COUNTY SOCIAL
SERVICES DEPARTMENT, DAKOTA COUNTY
SHERIFF'S OFFICE, AND CITY OF INVER
GROVE HEIGHTS FOR EMBEDDED SOCIAL
WORKER JPA**

WHEREAS, the County of Dakota Social Services Department ("DCSS") has entered into a joint powers agreement with the City of Inver Grove Heights, through its Police Department, ("Agency") to provide DCSS employees to assist people who need mental health crisis services on a prompt basis to protect their health, safety, and welfare (the "JPA"); and

WHEREAS, DCSS is a non-criminal justice agency; and

WHEREAS, DCSS employees may have access to Criminal Justice Information within the control of Agency in the performance of its duties under the JPA; and

WHEREAS, the Dakota County Sheriff's Office ("DCSO") has agreed to set, maintain, and enforce the standards for the selection, supervision, and termination of DCSS personnel access to DCSO's Criminal Justice Information and agrees to do the same on behalf of Agency; and

WHEREAS, the Federal Bureau of Investigation Criminal Justice Information Services Security Policy ("CJIS Security Policy") requires that when criminal justice functions, regardless of location, are performed by a non-criminal justice agency there must be a management control agreement with a criminal justice agency; and

WHEREAS, DCSS wishes to enter into this Management Control Agreement ("MCA") with the DCSO and Agency, which are both criminal justice agencies.

ACCORDINGLY, DCSS, DCSO, and Agency agree as follows:

1. Based on the above provisions and pursuant to the CJIS Security Policy requirements it is agreed that with respect to administration of that portion of the computer systems and network infrastructure interfacing directly or indirectly with the State of Minnesota's Bureau of Criminal Apprehension Criminal Justice Data Communications Network for the interstate exchange of criminal history/criminal justice information:
 - a. The Agency shall have the authority, via managed control, to set, maintain, and enforce:
 - i. Priorities;
 - ii. Policy governing operation of justice systems, computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunications network and related criminal justice systems to include but not limited to criminal history record/criminal justice systems information guaranteeing the priority, integrity, and availability of service needed by the criminal justice community;
 - iii. Restriction of unauthorized personnel from access or use of equipment accessing the State network; and
 - iv. Compliance with all rules and regulations of the DCSO policies and CJIS Security Policy in the operation of all information received.
 - b. The DCSO shall have the authority, via managed control, to set, maintain, and enforce the standards for the selection, supervision, and termination of DCSS personnel access to Criminal Justice Information in Agency's possession.
2. Responsibility for management of security control of the criminal justice function shall remain with the Agency, as required by the CJIS Security Policy.
3. This MCA covers the overall supervision of Agency systems, applications, equipment, systems design, programming, and operational procedures associated with the development, implementation, and

maintenance of any Agency system to include NCIC (National Crime Information Center) Programs that may be subsequently designed and/or implemented within the Criminal Justice Agency.

4. This MCA may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall be deemed to constitute one and the same agreement.
5. This MCA shall be in full force for the term of the JPA.

IN WITNESS WHEREOF, the undersigned governmental units have caused this MCA to be executed on the date so indicated.

Dakota County Sheriff's Office (DCSO)

By: _____

Joe Leko, Dakota County Sheriff

Date: _____

Dakota County Social Services Department (DCSS)

By: _____

Marti Fischbach, Community Services Division Director

Date: _____

**Inver Grove Heights Police Department
(Agency)**

By: _____

Name: _____

Title: _____

Date: _____

Approved as to form for County of Dakota:

Attorney / Date

File Number: _____



Request for Council Action

SUBJECT: **Liquor License Compliance Check Violations**

MEETING DATE: November 25, 2024

ITEM TYPE: Public Hearing

CONTACT: Joshua Otis, Commander, 651.450.2528

ACTION REQUESTED

The Council is asked to hold public hearings and then consider adoption of the attached Resolutions, imposing civil penalties for liquor license violations found during recent compliance checks conducted by the Police Department.

BACKGROUND

On Wednesday, October 30, 2024, the Inver Grove Heights Police Department conducted alcohol compliance checks of all liquor license holders within the city. As a result of these compliance checks, two existing liquor license holders were found to have sold, furnished, or delivered an intoxicating liquor to a person under the age of twenty-one, in violation of both state statutes and the City Code. One of the license holders also did not have proof that their employees who were serving alcoholic beverages had completed the required server training.

The two liquor license holders that were found to have a compliance check failure are:

Drkula 32 Bowl
6710 Cahill Avenue,
Inver Grove Heights MN, 55076

Iwa Sushi
7781 Amana Trail
Inver Grove Heights MN, 55077

The liquor license holders that were found to have failed the compliance check were served with written notice regarding the violation(s) and a summary of the incident and were advised that the Council would be considering these violations, and imposition of civil monetary penalties/license suspensions, at its November 25 meeting.

The City Code contains the following regarding liquor license violations:

4-1-19: Civil Penalties and Sanctions

The following are the minimum penalties that the council shall impose upon a licensee for a violation listed in subsection A of this section. Based upon the nature, type, severity and circumstances of the violation, the council may impose penalties exceeding those stated in this subsection. The

determination whether to impose penalties above the minimum penalties and the level and order of the penalties above the minimum penalties will be at the sole discretion of the council.

- First violation within the last five (5) years: Seven hundred fifty dollar (\$750.00) civil penalty.
- Second violation within the last five (5) years: One thousand dollar (\$1,000.00) civil penalty and a one-day license suspension. The Police Chief or his/her designee will recommend three (3) potential calendar dates for the suspension to the council, who will select the suspension date.
- Third violation within the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates for the suspension to the council who will select three (3) days for the suspension.
- More than three (3) violations in the last five (5) years: Two thousand dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days and/or license revocation. If it is determined that the license will be suspended and not revoked, the Police Chief or his/her designee will recommend calendar dates for the suspension to the council which shall select the specific dates for the suspension.

According to City records, within the last five (5) years, this is **the first violation for:**

Drkula 32 Bowl
6710 Cahill Avenue,
Inver Grove Heights MN, 55076

Iwa Sushi
7781 Amana Trail
Inver Grove Heights MN, 55077

However, Iwa Sushi had an additional violation during the compliance check. The license holders also did not have proof that their employees who were serving alcoholic beverages had completed the required server training.

Staff recommends that the Council impose the minimum presumptive penalties for all liquor license violations.

The Council is asked to consider each resolution finding a violation of the licensee's liquor license separately and to provide an opportunity for each license holder to be heard prior to the Council taking formal action imposing civil penalties for the violations. For violations where the minimum penalty includes a license suspension, the Council must hold a hearing and allow the license holder the opportunity to present information regarding the alleged violation prior to taking action to impose a license suspension.

FISCAL IMPACT

n/a

RECOMMENDATION

Staff recommends that the Council hold hearings as required and consider adoption of the attached Resolutions, imposing civil penalties for liquor license compliance check violations for identified liquor license holders.

ATTACHMENTS

1. Iwa Sushi - Multiple Violation Resolution
2. Iwa Sushi Packet Served
3. Drkula - Single Violation Resolution
4. Drkula Packet Served

RESOLUTION NO. 24-

**INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION IMPOSING SANCTIONS UPON
ON-SALE LIQUOR LICENSE HOLDER
Iwa Sushi**

WHEREAS Minn. Stat. Sec. 340A.415 and Inver Grove Heights City Code Section 4-1-19 authorizes the City Council to impose sanctions upon the holder of a liquor license who has failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages or the operation of a licensed establishment, upon a hearing duly noticed and the opportunity for the license holder to be heard.

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

FINDINGS

- 1.1 Iwa Sushi (the “License Holder”) holds an on-sale liquor license (the “License”) for the premises located at 7781 Amana Trail #205, Inver Grove Heights, MN (the “Licensed Premises”).
- 1.2 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 30, 2024, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, in violation of Minn. Stat. § 340A.503, subd. 2(1) and City Code Section 4-1-19(A)(5).
- 1.3 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 30, 2024, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises who sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21 had not completed alcohol server training, in violation of City Code Section 4-1-14J(8) and 4-1-19(A)(5).
- 1.4 Notice of a hearing regarding the alleged liquor license violation, including consideration of the imposition of sanctions for a liquor license violation, was duly given to the License Holder of the License for the premises at 7781 Amana Trail #205, Inver Grove Heights, Minnesota on or around November 8, 2024 by leaving a copy of the Notice of Hearing and Attachments addressed to Iwa Sushi, at the licensed premises with the person in charge thereof.

- 1.5 A hearing regarding the alleged liquor license violations was held on Monday, November 25, 2024, in the City Council Chambers in Inver Grove Heights City Hall, 8150 Barbara Avenue, Inver Grove Heights Minnesota.
- 1.6 At the hearing, all persons who appeared and desired to be heard were heard.

CONCLUSION

- 2.1 Based upon the evidence presented at the hearing, including all of the materials related to the liquor license violations included in the Council Packet for the November 25, 2024, City Council meeting, the City Council concludes that the License Holder of the on-sale liquor license for the Licensed Premises located at 7781 Amana Trail #205, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes §§ 340A.503, subd. 2(1), 340A.501, and 340A.415 and City Code Sections 4-1-14J(8) and 4-1-19 in that an employee of the License Holder sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 on October 30, 2024, in violation of Minnesota Statutes § 340A.503 and City Code Section 4-1-19, and that the employee of the License Holder who sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 had not completed alcohol server training, in violation City Code Sections 4-1-19 and 4-1-14(J) (8) and 4-1-19(A)(5).
- 2.2 Such violations constitute violations of the License Holder's on-sale liquor license.
- 2.3 Such violations are the License Holder's first and second license violations within the past five (5) years.

SANCTION

- 3.1 The following civil penalties are imposed for the violation:
 - 3.1.1 A one thousand dollar (\$1,000.00) civil penalty is imposed. If this penalty is not paid on or before December 25, 2024, the On-Sale liquor license for Iwa Sushi 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 the following day:

Adopted by the City Council of the City of Inver Grove Heights on this 25th day of November 2024.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

City of Inver Grove Heights

vs.

AFFIDAVIT OF SERVICE

Iwa Sushi

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

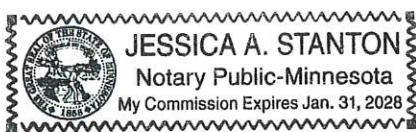
Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 8th day of November, 2024, served the Notice of Hearing: Liquor License Violation and Attachments, on Iwa Sushi, by leaving a copy of the Notice and Attachments with BNLW (ENLW) 12/1/27, the person in charge thereof, at 7781 Amana Trail, Inver Grove Heights, MN, the licensed premises.

Signature: _____

Subscribed and sworn to before

me this 8th day of November 2024.

Jessica Stanton
Notary





City of Inver Grove Heights
POLICE DEPARTMENT
8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077
651-450-2525
www.ighmn.gov

November 8, 2024

Iwa Sushi
7781 Amana Trail #205
Inver Grove Heights, MN 550776

Dear Iwa Sushi:

On October 30th, 2024, the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed the alcohol sales compliance check**. Two violations of your liquor license were found during this compliance check:

The first violation was your employee sold and/or furnished an alcoholic beverage to a person under 21 years of age. This is a violation of City of Inver Grove Heights Code Section 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished, or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

The second violation was that the employee who sold the alcoholic beverage to a person under 21 years of age was working and selling alcoholic beverages and had not completed an alcohol server training program. This is a violation of City of Inver Grove Heights Code Section 4-1-14: Conditions of License; Subsection J(8):

Violation Of License: No liquor licensee shall allow the sale or service of any alcoholic beverage by a person who has not complied with the alcohol server training requirements of this section. Any such sale or service shall constitute a violation of the licensee's liquor license.

Attached to this letter is a copy of the redacted police report from this compliance check that provides additional information about these liquor license violations.

According to our records, your business has not had any violations within the last five (5) years.

The City of Inver Grove Heights Code Section 4-1-19: Civil Penalties and Sanctions; Subsection B establishes the following minimum penalty for the violations of a liquor license within the last five (5) years

- First violation: Seven hundred fifty-dollar (\$750.00) civil penalty.
- Second violation: One-thousand-dollar (\$1000.00) civil penalty and a one (1) day license suspension.
- Third violation within the last five (5) years: Two-thousand-dollar (\$2,000.00) civil penalty and a three (3) day license suspension and/or license revocation. The Police Chief or his/her designee will recommend five (5) potential calendar dates for the suspension to the council who will select three (3) days for the suspension.
- More than three (3) violations in the last five (5) years: Two-thousand-dollar (\$2,000.00) civil penalty and a suspension of more than three (3) days and/or license revocation. If it is determined that the license will be suspended and not revoked, the Police Chief or his/her designee will recommend calendar dates for the suspension to the council which shall select the specific dates for the suspension.

The Police Department will be submitting information about these two violations to the City Council along with a recommendation that the Council impose a civil penalty of \$1000.00 and a one (1) day license suspension to occur on one of the following dates:

Friday November 29th

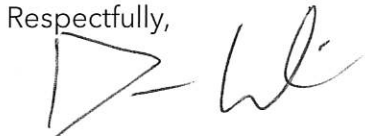
Wednesday December 11th

Monday December 23rd

The City Council will **hold a hearing regarding these license violations** during its November 25, 2024, meeting at 6:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, Minnesota. 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 October 30th, 2024, liquor license violations.

If you have any questions regarding our alcohol compliance program, please contact me, Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,



Dane Winget, Sergeant



INCIDENT
Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003398
Title: Sale of alcohol to a person under 21
Case Disposition: Adult Arrest

CASE #: 24003398

INCIDENT REPORT

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1) (90G)	Address:	7781 Amana Trail Inver Grove Heights, MN 55077; Dakota US
Incident Type:	Other	Location Description:	
Start Date:	2024-10-30 17:01	Parties Involved:	
End Date:	2024-10-30 17:30	He, Xiangping	Suspect Mentioned
Reported Date:	2024-10-30 17:01	Lin, En	Mentioned
		Iwa Sushi	

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 10/30/2024 around 1701 hours, an alcohol compliance check was performed on the 7700 block of Amana Trl. A report was created.

NARRATIVE

On 10/30/2024 around 1700 hours the Inver Grove Heights PD conducted an alcohol compliance check at Iwa Sushi.

The underage subject being utilized to attempt to make alcohol purchases by the IGH PD will be identified as Buyer 1, who at the time of the check was 19 years of age. Buyer 1 had been fully briefed on procedures and was provided two twenty dollar bills of pre-recorded buy funds. It should be noted Buyer 1 was presenting her own Identification card which was not modified or expired and reflected the vertical orientation associated with those under 21 and stated on the ID under her photograph in red letting "Under 21 until..." Buyer 1 was instructed to not wear any disguise or alter her appearance to appear older which she complied with.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003398

Title: Sale of alcohol to a person under 21

Case Disposition: Adult Arrest

During the compliance check, Buyer 1 and I entered the business and were seated at a dining table. I was in plain clothes during this event. I was seated across from Buyer 1 at the table. Xiangping He DOB [REDACTED] asked for our drink order, Buyer 1 ordered a Coors light and a water, I ordered a water. No identification was requested by He. He returned shortly and served Buyer 1 a Coors light and water. At this time I activated my Body worn camera, produced my badge and identified myself to He. No currency was exchanged in this incident.

At my request He contacted the manager/owner En Lin DOB [REDACTED]. I photographed the Coors light, later uploading it to evidence.com. I returned the Coors light to He.

I asked He for a statement, she was advised she was not under arrest and would not be arrested. He said she always checks identification. He advised she did serve the buyer with out checking her identification. He advised we were her first table and she was tired.

He and Lin were unable to provide training records. I requested they provide training records by 11/01/2024.

I received three emails from Iwa sushi and He. I saved these to the case file. In summary I was provided a training certificate for He that expired in December of 2019. In another email He advised she did the four hour training that night to get a new certificate and provided a training certificate that states it was issued on 10/31/2024. In the email He requested a warning for the business and herself in the matter.

I request this case be forwarded to the attorneys' office for formal complaint.

No further.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect, Mentioned

Last: He	First: Xiangping	Middle:	Date of Birth: [REDACTED] (35)	
Sex: Female	Race: Asian	Height: 506 -506	Weight: 142 -142 lbs	Hair: Black
Eyes: Black	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Fair

Residence: [REDACTED]

Cell Phone: [REDACTED]

Description:

CHARGES/ORDINANCES

Type: Statute

Charge: 340A.503.2(1) (90G)

CASE #: 24003398

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003398

Title: Sale of alcohol to a person under 21

Case Disposition: Adult Arrest

Level: Gross Misdemeanor

UOC:

Enh. Factor:

Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

PERSON 2

Role(s): Mentioned

Last: Lin	First: En	Middle:	Date of Birth: [REDACTED] (36)	
Sex: Male	Race: Asian	Height: 600 -600	Weight: 142 -142 lbs	Hair: Black
Eyes: Black	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Light
Residence:	[REDACTED]			
Cell Phone:	[REDACTED]	Description:		

BUSINESS 1

Role(s): Other

Business Name: Iwa Sushi

Location: 7781 Amana Trail; Inver Grove Heights, MN 55077; Dakota US

Work Phone: (651)455-1473

Description:

NIBRS OFFENSE TYPE(s):

Liquor Law Violations

Location Type: Restaurant

CASE #: 24003398

INCIDENT REPORT

RESOLUTION NO. 24-_____

**INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION IMPOSING SANCTIONS UPON
ON-SALE LIQUOR LICENSE HOLDER
Grove Brewing Inc. D/B/A Drkula 32 Bowl**

WHEREAS Minn. Stat. Sec. 340A.415 and Inver Grove Heights City Code Section 4-1-19 authorizes the City Council to impose sanctions upon the holder of a liquor license who has failed to comply with an applicable statute, rule, or ordinance relating to alcoholic beverages 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 Grove Brewing Inc. d/b/a Drkula 32 Bowl (the “License Holder”) holds an on-sale liquor license (the “License”) for the premises located at 6710 Cahill Avenue, Inver Grove Heights, MN (the “Licensed Premises”).
- 1.2 The Inver Grove Heights Police Department conducted an alcohol compliance check on October 30, 2024, at the Licensed Premises, and during that compliance check, an employee working at the Licensed Premises sold, furnished, or delivered an alcoholic beverage to an individual under the age of 21, in violation of Minn. Stat. § 340A.503, subd. 2(1) and City Code Section 4-1-19(A)(5).
- 1.3 Notice regarding the alleged liquor license violation, including consideration of the imposition of sanctions for a liquor license violation, was duly provided to the License Holder of the License for the premises at 6710 Cahill Avenue, Inver Grove Heights, Minnesota on or around November 8, 2024.
- 1.4 Consideration of the alleged liquor license violation was held on Monday, November 25, 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 regarding the alleged liquor license violation were heard.

CONCLUSION

- 2.1 Based upon the evidence presented at the hearing, including all of the materials related to the liquor license violation included in the Council Packet for the November 25, 2024 City Council meeting, the City Council concludes that the License Holder of the on-sale liquor license for the License Premises located at 6710 Cahill Avenue, Inver Grove Heights, Minnesota failed to comply with Minnesota Statutes §§ 340A.503, subd. 2(1), 340A.501, and 340A.415 and City Code Section 4-1-19 in that an employee of the License Holder sold an alcoholic beverage at the Licensed Premises to a person under the age of 21 on October 30, 2024, in violation of Minnesota Statutes § 340A.503 and City Code Section 4-1-19.
- 2.2 Such violation constitutes a violation of the License Holder's on-sale liquor license.
- 2.3 Such violation is the License Holder's first license violation within the past five (5) years.

SANCTION

- 3.1 The following civil penalty is imposed for the violation:
 - 3.1.1 A seven hundred fifty dollar (\$750.00) civil penalty is imposed. If this penalty is not paid on or before December 25, 2024, the On-Sale liquor license held by Grove Brewing Inc. d/b/a Drkula 32 Bowl 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 25th day of November 2024.

Ayes: Nays:

Attest:

Brenda Dietrich, Mayor

Rebecca Kiernan, City Clerk

City of Inver Grove Heights

vs.

AFFIDAVIT OF SERVICE

Grove Bowl Inc. (DBA) Drkula 32 Bowl

STATE OF MINNESOTA)
)ss.
COUNTY OF DAKOTA)

Sergeant Dane Winget, of the City of Inver Grove Heights, County of Dakota, in the State of Minnesota, being duly sworn, says that on the 8th day of November, 2024, served the Liquor License Violation and Attachments, on Drkula's 32 Bowl, by leaving a copy of the Notice and Attachments with Cole Vankampen, the person in charge thereof, at 6710 Cahill Ave, Inver Grove Heights, MN, the licensed premises.

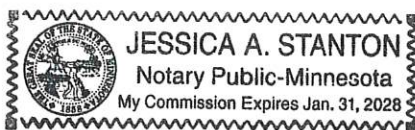
Signature: _____

[Handwritten Signature]

Subscribed and sworn to before

me this 8th day of November 2024.

Jessica Stanton
Notary





City of Inver Grove Heights
POLICE DEPARTMENT

8150 Barbara Avenue
Inver Grove Heights
Minnesota 55077

651-450-2525

www.ighmn.gov

November 8, 2024

Grove Bowl Inc. (DBA) Drkula 32 Bowl
6710 Cahill Ave E.
Inver Grove Heights, MN 55076

Dear Drkula's 32 Bowl:

On October 30th, 2024, the Inver Grove Heights Police Department conducted an alcohol sales compliance check at your business. Your business **failed** the alcohol sales compliance check.

Your employee sold and/or furnished an alcoholic beverage to a person under 21 years of age. Details about this compliance check failure are found in the attached police incident report.

This is a violation of City of Inver Grove Heights Code Section 4-1-14: Conditions of License; Subsection D:

Sales to Certain Persons Prohibited: No intoxicating liquor shall be sold, furnished, or delivered for any purpose to any person under the age of twenty-one (21) years or to any person obviously intoxicated or to any other persons to whom sale is prohibited by state law.

According to our records, this is **your first violation** within the last five (5) years.

City of Inver Grove Heights Code Section 4-1-19: Civil Penalties and Sanctions; Subsection B establishes that the minimum penalty for the first violation of a liquor license within the last five (5) years is a civil penalty of \$750.00.

The Police Department will be submitting your violation to the City Council with a recommendation that the Council impose a civil penalty of \$750.00 for this violation. The City Council will consider this matter at its November 25, 2024, City Council meeting at 6:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, Minnesota. You are not required to attend this meeting but may attend if you so choose.

If you have any questions regarding our alcohol compliance program, please contact Sergeant Dane Winget, through the Inver Grove Heights Police Department at 651-450-2525.

Respectfully,

Dane Winget, Sergeant



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003397
Title: Sale of alcohol to a person under 21
Case Disposition: Adult Arrest

CASE #: 24003397
INCIDENT REPORT

INCIDENT INFORMATION

Charges/Citation:	340A.503.2(1) (90G)	Address:	6710 Cahill Avenue E Inver Grove Heights, MN 55076; Dakota US
Incident Type:	Other	Location Description:	
Start Date:	2024-10-30 15:28	Parties Involved:	
End Date:	2024-10-30 17:00	Gilman, Merry Jo	Suspect Mentioned
Reported Date:	2024-10-30 15:28	Drkula, Timothy Dustin	Mentioned
		Drkula's 32 Bowl	

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 10/30/2024 around 1528 hours, an alcohol compliance check was performed on the 6700 block of Cahill Ave. A report was created.

NARRATIVE

On 10/30/2024 around 15:28 hours the Inver Grove Heights PD conducted an alcohol compliance check at Drkula's 32 bowl.

The underage subject being utilized to attempt to make alcohol purchases by the IGH PD will be identified as Buyer 1, who at the time of the check was 19 years of age. Buyer 1 had been fully briefed on procedures and was provided two twenty dollar bills of pre-recorded buy funds. It should be noted Buyer 1 was presenting her own Identification card which was not modified or expired and reflected the vertical orientation associated with those under 21 and stated on the ID under her photograph in red letting "Under 21 until..." Buyer 1 was instructed to not wear any disguise or alter her appearance to appear older which she complied with.



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003397

Title: Sale of alcohol to a person under 21

Case Disposition: Adult Arrest

During the compliance check, Buyer 1 entered the business and went to the bar. I entered the business in plain clothes in order to observe the transaction. I positioned myself about 15 feet away where I could see the transaction. I observed the bartender later identified as Merry Jo Gilman DOB [REDACTED] take Buyer 1's order. No identification was ever produced by Buyer 1. Buyer 1 later confirmed that her identification was not requested. Gilman served Buyer 1 an open Coors light bottle and a water. Buyer 1 paid with one of the provided \$20.00 bills and received \$15.75 in change. Buyer 1 met me and turned over the Coors light and the change. I took custody of these items. I activated my body worn camera, produced my badge and identified myself to Gilman.

At my request Gilman contacted the manager/owner Timothy Dustin Drkula DOB [REDACTED]. I photographed the Coors light, later uploading it to evidence.com.

Gilman, Drkula and I spoke in the office. I returned the change provided to Drkula, and recieved the original \$20.00 bill from Gilman. I also turned over the Coors light to Drkula.

I asked Gilman for a statement, she was advised she was not under arrest and would not be arrested. Gilman advised she thought the buyer was a girl she knew that was currently in the bowling alley. Gilman said she always checks identification. Gilman advised she did serve the buyer with out checking her identification. I later checked the bowling alley area and did not observe anyone matching the buyer's general physical description.

Gilman and Drkula were unable to provide training records, but did provide a copy on 10/31/2024. It was saved to the case file.

I request this case be forwarded to the attorney's office for formal complaint.

No further.

PARTIES INVOLVED

PERSON 1

Role(s): Suspect, Mentioned

Last: Gilman	First: Merry	Middle: Jo	Date of Birth: [REDACTED] (49)	
Sex: Female	Race: White	Height: 510 -510	Weight: 138 -138 lbs	Hair: Gray or partially Gray
Eyes: Blue	Is Juvenile?: No	Ethnicity: Not Hispanic/Latino	Build: Medium	Complexion: Fair
Residence:	[REDACTED]			
Cell Phone:	[REDACTED]	Description:		

CASE #: 24003397

INCIDENT REPORT



INCIDENT

Inver Grove Heights
8150 Barbara Ave
Inver Grove Heights, MN 55077
Telephone: 651-450-2525

Case Number: 24003397
Title: Sale of alcohol to a person under 21
Case Disposition: Adult Arrest

CHARGES/ORDINANCES

Type: Statute Charge: 340A.503.2(1) (90G)
Level: Gross Misdemeanor UOC: Enh. Factor:
Description: Liquor-Purchase/Sell/Barter/Furnish/Give to u/21yr

PERSON 2

Role(s): Mentioned
Last: Drkula First: Timothy Middle: Dustin Date of Birth: (52)
Sex: Male Race: Height: 602 -602 Weight: 260 -260 lbs Hair:
Eyes: Green Is Juvenile?: No
Residence:
Cell Phone: Description:

BUSINESS 1

Role(s): Other Business Name: Drkula's 32 Bowl
Location: 6710 Cahill Avenue E; Inver Grove Heights, MN 55076; Dakota US
Work Phone: (651)451-1717 Description:

NIBRS OFFENSE TYPE(s):

Liquor Law Violations Location Type: Restaurant

CASE #: 24003397
INCIDENT REPORT



Request for Council Action

SUBJECT: 2025 Liquor License Renewals

MEETING DATE: November 25, 2024
ITEM TYPE: Public Hearing
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to conduct a public hearing and then consider approval of renewal applications for liquor licenses for the 2025 calendar year.

BACKGROUND

There are currently a total of 32 active liquor licenses issued by the City, all with an expiration date of December 31, 2024. The licenses listed below are being brought forward for a public hearing and Council consideration at this time:

	Establishment	Liquor License Type
1.	451 Beer	Off-Sale
2.	Arbor Point Liquors	Off-Sale
3.	Cameron's Warehouse Liquors	Off-Sale
4.	Cub Wine & Spirits #1584	Off-Sale
5.	Market Liquor	Off-Sale
6.	Speedway #4411	3.2 Off-Sale
7.	Trail Liquor - YES	Off-Sale
8.	King of Diamonds	On-Sale
9.	Nowhere Haunted House	On-Sale and Sunday
10.	Perplebunny's Axe House	On-Sale
11.	AMC Theatres	On-Sale and Sunday
12.	B-52 Burgers and Brew	On-Sale and Sunday
13.	Drkula 32 Bowl	On-Sale and Sunday
14.	Inver Grove Brewing Company	On-Sale and Sunday; Brew Pub Off-Sale
15.	Inver Wood Golf Course	On-Sale and Sunday
16.	Jersey's Bar & Grill	On-Sale and Sunday
17.	Los Portales	On-Sale and Sunday
18.	Mallards Restaurant	On-Sale and Sunday
19.	Mississippi Pub	On-Sale and Sunday
20.	Outback Steakhouse	On-Sale and Sunday
21.	Overboard Bar & Grill	On-Sale and Sunday

All of the license applications submitted by the above-listed businesses have been reviewed by staff and found to be complete and eligible for renewal. The remaining 11 will be brought forward at the December 9, 2024 Council meeting if they are deemed complete by that time.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends holding a public hearing and approving the liquor license renewal applications

ATTACHMENTS

None



Request for Council Action

SUBJECT: 2025 Tobacco License Renewals

MEETING DATE: November 25, 2024
ITEM TYPE: Public Hearing
CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to conduct a public hearing and then consider approval of a renewal application for tobacco sales licenses for the 2025 calendar year.

BACKGROUND

A total of 33 Inver Grove Heights retailers hold active tobacco retail licenses issued by City of Inver Grove Heights with an expiration date of December 31, 2024. The three licenses listed below have submitted completed applications which have been fully reviewed and are therefore being brought forward for a public hearing and Council consideration at this time:

Doing Business As	Premise Address
Inver Grove Tobacco #2	7806 Cahill Ave
Inver Grove Tobacco and Vape	6570 Cahill Ave
Super USA	5705 Carmen Ave

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

Additional license renewal applications are being processed and will be brought forward for Council approval at a later date.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends holding a public hearing and the approving the three tobacco retail license renewals listed above.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Rental Housing Licenses**

MEETING DATE: November 25, 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 application has been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
7801 Ava Trl	Eternity Homes LLC Farmington, MN 55024	Eric Ollestad Blaine, MN 55434

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

FISCAL IMPACT

None

RECOMMENDATION

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

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Comprehensive Plan Amendment and Rezoning for
6570 Robert Trail S., 6680 Robert Trail S and 1401 70th
Street**

MEETING DATE: November 25, 2024
ITEM TYPE: Regular Business
CONTACT: Heather Botten, Associate Planner, 651.450.2569

ACTION REQUESTED

The Council is asked to consider the following requests for the property located at 6680 and 6570 Robert Trail S and 1401 70th Street (National Land Holdings, LLC - Case No. 24-22PAZ):

1. Comprehensive Plan Amendment to change the guided land use from Low Density Residential (LDR) and Low-Medium Density Residential (LMDR) to High Density Residential (HDR) for the properties located at 6570 and 6680 Robert Trail S. (Requires a 4/5th vote)
2. Rezoning from A, Agricultural to R-3C, Multiple Family Residential District for the properties located at 6570 and 6680 Robert Trail S. (Requires a 3/5th vote)
3. Rezoning from A, Agricultural to R-3A, Multiple-Family Residential District for the property located at 1401 70th Street (Requires a 3/5th vote).

BACKGROUND

National Land Holdings, LLC (the Applicant) has requested approval of a Comprehensive Plan amendment and rezoning of approximately 108 acres of land located in the Northwest Expansion Area. The rezoning and rezoning requests are necessary to support the conceptual development consisting of apartments, townhome units and single family lots. The proposed development area is located on the east side of South Robert (Highway 3) between 70th Street and 65th Street.

Area 1 - Comp Plan Amendment and Rezoning (6570 and 6680 Robert Trail S.)

The Applicant is requesting to change the land use designation of about 32 acres (25.8 acres net developable) from Low Density Residential (LDR) (1-4 units/acre) and Low-Medium Density Residential (LMDR) (4-8 units/acre) to High Density Residential (HDR) (12-35 units/acre). The concept plan for this part of the development shows five apartment buildings, totaling approximately 500 units. Based on the size of the lot, the density of this area is estimated at 19 units/acre, which is consistent with the HDR designation. With that change in land use, the Applicant is also requesting a rezoning of the property from Agriculture (A) to R-3C, Multiple-Family Residential, which corresponds to the HDR land use designation and corresponding minimum density requirements. The Planning Commission considered the Comprehensive Plan amendment and rezoning of the 32 acres at its August 7, 2024 meeting and voted 5-3 to recommend approval to the City Council.

Area 2 - Rezoning (1401 70th Street)

The conceptual development plan transitions from the five apartment buildings (500 units) located adjacent to Robert Trail S into the lower density area on the approximately 77 acre parcel. This part of the development is conceptually shown as including 190 townhome units and 62 single-family homes along the easterly border. The development here would be accessed from 70th Street via an extension of Angus Avenue to the north, which is shown as connecting to a future 65th Street. This parcel is already guided LMDR; which aligns with the Applicant's request to have it rezoned to R-3A.

The Applicant initially requested a Comprehensive Plan amendment and rezoning of a portion of the area to HDR and R-3C to accommodate a proposed apartment building on this parcel, and other zoning designations changes from AG to R-3B and R-1C to support the townhomes and single-family homes. However, at its August 7, 2024 meeting the Planning Commission recommended final of that Comprehensive Plan amendment. Following that meeting, the Applicant withdrew its application for a Comprehensive Plan amendment and rezoning for this area, and resubmitted a new request to rezone the property to R-3A to match the existing land use designation and minimum density requirements. The Planning Commission considered that revised application at its September 17, 2024 meeting and voted 9-0 to recommend approval to the City Council.

City sewer and water are available to the site. The proposed street network would include extensions of Allen Way and Angus Avenue as the main north-south roads and include the construction of a portion of 65th Street consistent with the 65th Street Small Area Plan that the City Council adopted in May 2024. The concept plan depicts protection of a number of on-site wetlands and about 8 acres of park land to be dedicated to the City for public use. However, each of these items would be determined at the time the Applicant comes forward with a preliminary plat and planned unit development application. They are not being decided on with this action, which only addresses the land use guiding of the Comprehensive Plan and the rezoning.

If the Comprehensive Plan amendment and rezoning requests are successful, a subsequent review and public hearing before the Planning Commission and decision by the City Council would be required for the preliminary plan and planned unit development before development can occur.

FISCAL IMPACT

Not Applicable

RECOMMENDATION

The Planning Commission and staff both recommend approval of the requests as presented, with the conditions listed in the attached Resolution.

ATTACHMENTS

1. Resolution Approving Comprehensive Plan Amendment
2. Ordinance Rezoning 6570 and 6680 Robert
3. Ordinance Rezoning 1401 70th Street
4. Planning Commission Recommendation 09-17-24
5. Planning Commission Recommendation - 08-07-24
6. PC Staff Report 09-17-24
7. PC Staff Report 08-07-24

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

RESOLUTION NO. _____

**RESOLUTION AMENDING THE 2040 INVER GROVE HEIGHTS COMPREHENSIVE PLAN
AND MAPS FOR GUIDING THE OVERALL DEVELOPMENT AND REDEVELOPMENT
OF THE CITY OF INVER GROVE HEIGHTS**

**CASE NO. 24-22PAZ
(National Land Holdings, LLC)**

WHEREAS, on October 28, 2019, the City Council approved Resolution No. 19-205, adopting the 2040 Comprehensive Plan ("2040 Plan") for the City of Inver Grove Heights ("City"), its decennial update as required by Minnesota Statute §473.864; and,

WHEREAS, National Land Holdings, LLC (Applicant) has requested a map amendment to the 2040 Plan to re-guide the following properties, as legally described in Exhibit A and depicted in Exhibit B, and referred to collectively hereafter as the "Subject Property."

Parcel 1: 6680 Robert Trail South (PID: 20-00500-51-010) from LDR, Low Density Residential and LMDR, Low-Medium Density Residential to HDR, High Density Residential.

Parcel 2: 6570 Robert Trail South (PID: 20-00500-51-020) from LDR, Low Density Residential to HDR, High Density Residential.

WHEREAS, according to Minnesota Statute 473.858, Subd. 2, the required adjacent Local Government Unit ("LGU") review and comment period is waived by the Metropolitan Council as the lands proposed for amendment to the 2040 Plan are not contiguous to other LGUs; and,

WHEREAS, on August 7, 2024, the Planning Commission reviewed the proposed amendment to the 2040 Plan, held a public hearing and accepted public comment regarding the application following posted and published notice of the same, and thereafter recommended to the City Council approval of the amendment; and,

WHEREAS, the City Council received and considered the recommendation from the Planning Commission as to the proposed amendment to the 2040 Plan as submitted by the Applicant, and finds the proposed amendment to be consistent the existing and proposed uses in the area, and is beneficial and in the best interest of the City; and,

WHEREAS, Minnesota Statute §462.355, Subd. 3, requires an affirmative vote of 4/5ths of the City Council to ratify amendments to a City Comprehensive Plan.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, hereby approves the amendment of the future land use map in the 2040 Comprehensive Plan regarding the Subject Property as described herein from LDR, Low Density Residential and LMDR, Low-Medium Density Residential to HDR, High Density Residential, subject to review by the Metropolitan Council and contingent upon 1) the Metropolitan Council not making a finding that the Comprehensive Plan Amendment has a substantial impact on or contains a substantial departure from any metropolitan systems plan or 2) requiring any significant modifications to the comprehensive plan amendment.

Adopted by the City Council of Inver Grove Heights on this 25th day of November, 2024.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

All that part of the Northwest Quarter of the Southwest Quarter of Section 5, Township 27, Range 22, Dakota County, Minnesota, lying south of the north 198.00 feet thereof.

EXHIBIT B

**2040 COMPREHENSIVE PLAN AMENDMENT
LDR, LOW DENSITY RESIDENTIAL AND LMDR, LOW-MEDIUM DENSITY RESIDENTIAL
TO HDR, HIGH DENSITY RESIDENTIAL**



6680 Robert Trl S Comp Plan Amendment



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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 4 (ZONING MAP)
OF THE INVER GROVE HEIGHTS CITY CODE
FROM A, AGRICULTURE TO R-3C, MULTIPLE-FAMILY RESIDENTIAL DISTRICT**

CITY PLANNING CASE NO. 24-22PAZ

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Rezoning to R-3C, Multiple-Family Residential District

The Official Zoning Map of the City of Inver Grove Heights is hereby amended as follows:

The Property legally described in Exhibit A and depicted in Exhibit B is hereby rezoned from A, Agriculture to R-3C, Multiple-Family Residential District.

SECTION II. Changes to Zoning Map

The City Clerk is hereby directed to cause the City of Inver Grove Heights' official Zoning Map to be amended consistent with this Ordinance. The Official Zoning Map as amended shall not be republished.

SECTION III. Effective Date

This ordinance shall be effective upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 25th day of November, 2024.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

All that part of the Northwest Quarter of the Southwest Quarter of Section 5, Township 27, Range 22, Dakota County, Minnesota, lying south of the north 198.00 feet thereof.

Parcel 1:

6680 Robert Trail South
PID: 20-00500-51-010

Parcel 2:

6570 Robert Trail South
PID: 20-00500-51-020

EXHIBIT B

REZONING

A, AGRICULTURE TO R-3C, MULTIPLE-FAMILY RESIDENTIAL DISTRICT



6680 Robert Trl S Rezoning



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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING TITLE 10, CHAPTER 4 (ZONING MAP)
OF THE INVER GROVE HEIGHTS CITY CODE
FROM A, AGRICULTURE TO R-3A, MULTIPLE-FAMILY RESIDENTIAL DISTRICT**

CITY PLANNING CASE NO. 24-22PAZ

The City Council of Inver Grove Heights ordains as follows:

SECTION I. Rezoning to R-3A, Multiple-Family Residential District

The Official Zoning Map of the City of Inver Grove Heights is hereby amended as follows:

The Property legally described in Exhibit A and depicted in Exhibit B is hereby rezoned from A, Agriculture to R-3A, Multiple-Family Residential District.

SECTION II. Changes to Zoning Map

The City Clerk is hereby directed to cause the City of Inver Grove Heights' official Zoning Map to be amended consistent with this Ordinance. The Official Zoning Map as amended shall not be republished.

SECTION III. Effective Date

This ordinance shall be effective upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 25th day of November 2024.

Ayes:

Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

**SUBJECT PROPERTY
LEGAL DESCRIPTION**

The East Half of the Southwest Quarter of Section 5, Township 27, Range 22, Dakota County, Minnesota, EXCEPT the following two tracts:

Tract I:

Commencing at a point 500 feet West of the Southeast corner of the Southwest Quarter of Section 5, Township 27, Range 22; thence North 3 degrees 30 minutes West 280 feet; thence West 150 feet; thence South 3 degrees 30 minutes East 280 feet; thence East 150 feet to the point of beginning, Dakota County, Minnesota.

Tract II:

The South 280 feet of the West 160 feet of the East Half of the Southwest Quarter of Section 5, Township 27, Range 22, Dakota County, Minnesota.

Parcel

1401 70th Street East
PID: 20-00500-53-010

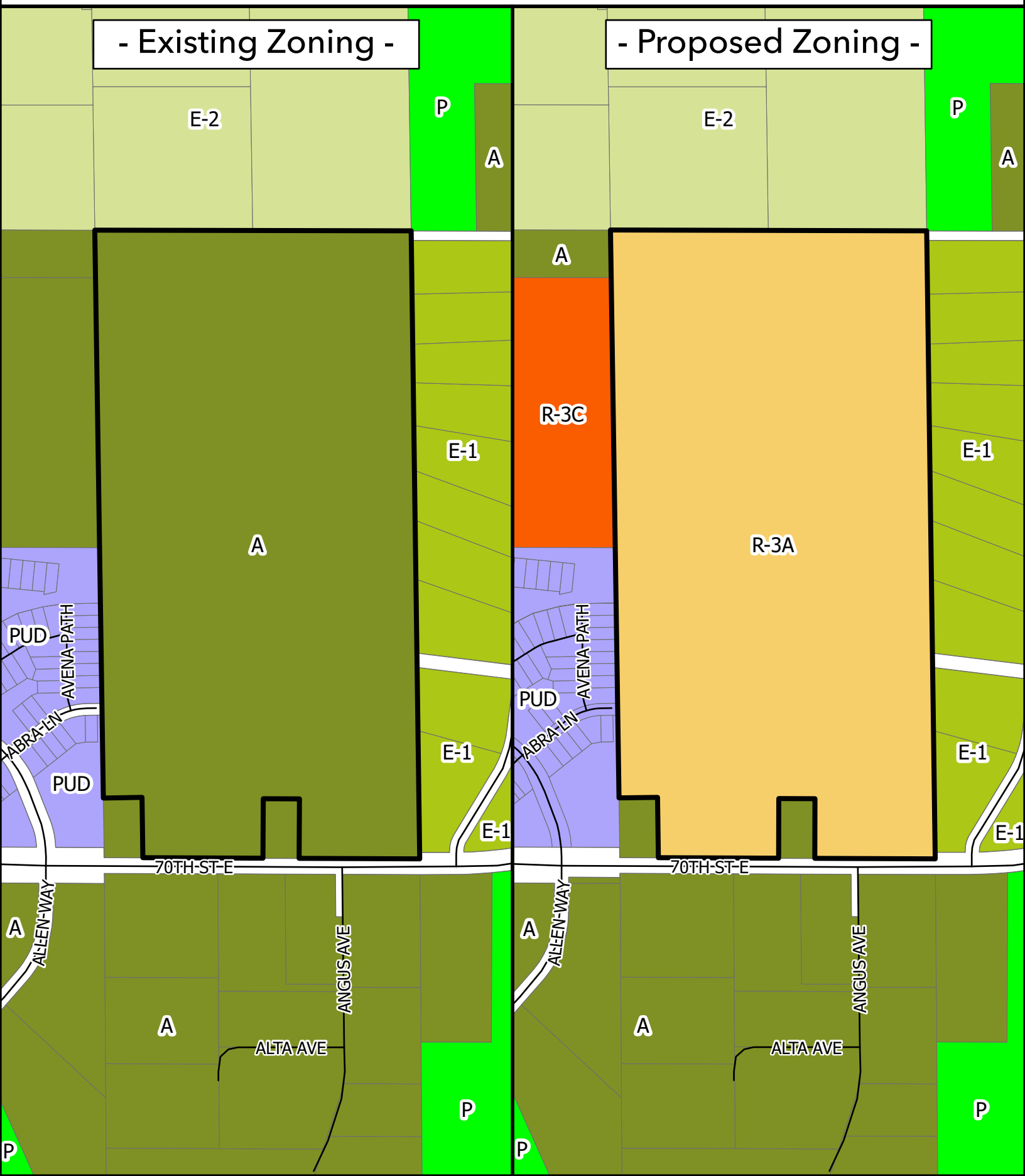
EXHIBIT B

REZONING

A, AGRICULTURE TO R-3A, MULTIPLE-FAMILY RESIDENTIAL DISTRICT



1401 70th St E Rezoning



**DRAFT
RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: September 17, 2024

SUBJECT: Rezoning from A, Agricultural to R-3A, Multiple-Family Residential Located at 1401 70th Street East. (National Land Holdings, LLC – Case No. 24-22PAZ)

Reading of Public Notice

Secretary Presley read the Public Hearing Notice.

Presentation of Request

Associate Planner Botten and Community Development Director Ziemer presented a summary of the staff report.

The Rezoning would make the area consistent with the underlying 2040 Comprehensive Plan's land use LMDR, Low-Medium Density Residential. State statute requires land use and zoning to not be inconsistent with each other.

The property is 77 acres and currently has one single-family house and some accessory structures. The site is located in the Northwest Area, which was guided for future development in the 2040 Comprehensive Plan. Existing density designation for Low-Medium Density Residential is 4 to 8 units per acre.

The applicant's concept plan is for a mix of single-family homes and townhomes, also includes two parks. The net density would be just over 4 units per acre.

If the Rezoning is approved, then a Planned Unit Development and plat approvals would be required. It would be noticed for public comment, and site design and review, including setbacks and landscaping, would be considered as part of those processes.

Community Development Director Ziemer stated that the environmental review processes are established by the Environmental Quality Board (EQB). An Environmental Assessment Worksheet (EAW) is used to determine if an Environmental Impact Statement (EIS) is needed. These two processes are site/development specific. For entire areas, an Alternative Urban Areawide Review (AUAR) is completed. For the Northwest Area, this review was completed in 2005. It has been updated every 5 years subsequently.

These processes are meant to raise awareness of potential environmental impacts to assist in mitigating them.

The authority for decisions related to environmental review rests with the City. The Environmental Quality Board is an administrating agency – they ensure that the City follows the EIS/EAW/AUAR process and rules.

Staff is currently analyzing whether further review is needed for this development, given the existing AUAR. The results of this analysis will be presented to the City Council on October 14th; whether additional review is needed will be determined at that point.

However, keeping land use consistent with zoning is part of complying with state statute, so staff recommends approval of the rezoning to R-3A.

Chair Weber clarified that the Planning Commission should only consider the rezoning question.

Planning Commission Discussion

Commissioner Twedt questioned what the density would be with the change of the rezoning request. Botten stated that the rezoning would match the existing land use designation of LMDR which allows for the density of 4 to 8 units per acre.

Commissioner Hunting confirmed that 4 units is the minimum for LMDR.

Commissioner Teiken inquired about whether there is an end point for AUARs. Ziemer stated the next five-year report for the Northwest Area AUAR should be completed by May 2025, but approval of that report may take longer.

Opening of Public Hearing

Tom LaSalle, 2001 Killebrew Drive, Suite 100, Bloomington, National Land Holdings, Applicant, stated that he has read and understood the staff report. Since the August meeting, the changes have been made to the original plans in response to neighbor and Planning Commission concerns.

Bill Griffith, 8300 Norman Center Drive, Suite 1000, Minneapolis, Larkin Hoffman, Representative with Applicant, commented that this project started with the Northwest Area Plan, which calls for a range of housing types. Resident and Commissioner concerns were mostly about the proposed apartment building north of 70th Street, which has been moved to the west and replaced with 45 townhomes. Some single-family lots on the north side of the site were also removed and replaced with a public park. The apartment building was moved to another site to the west in order to create a density gradient from the single-family lots to the east and the town homes in the center. Mr. Griffith stated that this project is now closer to the minimum density designated. The project uses existing sewer infrastructure and will help the City to pay back bonds. Clarified that more details will be coming later; this concept plan is to illustrate the developers' overall intention. Another change made since the August Planning Commission meeting is the addition of a park in the north that will connect the area to Harmon Park. In the future, as other properties develop, the City could request a green corridor. This also creates an 80-foot buffer from the townhomes to the northern property line of the site, meaning there will be a 200-foot buffer to neighboring properties to the north. The buffer area to the east will be 300-500 feet to the nearest properties. The plan is to clear only dead trees from this area; other trees will be retained in their natural state.

Mr. Griffith summarized the changes made to the plan since August (in addition to the density gradient created by moving the apartment building to a different site):

- There are now about 9.5 acres of park space, with one park moved to be adjacent to the pond.
- There will be an extension of 65th Street within the site, with an adjacent trail system.
- Water mains will be looped for public safety.

- Allen Way will be brought up to connect for future development to the north to bring roads and infrastructure through to the north more efficiently.

In response to environmental concerns raised, the extensive environmental review has already taken place as part of the AUAR – he clarified that the same questions are raised in both these area-wide reviews and the EAW/EIS process.

Commissioner Hunting stated that she approves of the decrease in density to the southeast corner of the property. The Canvas development nearby has single-family homes on very small lots, and it's very popular. Inquired if there could be single-family homes on smaller lots instead of the townhomes in the southwest. Mr. Griffith stated that the entire site would be zoned R-3A under this proposal, which would give the developers flexibility to consider that as an option. However, the developers need to stay above 4 units per acre for market feasibility.

Commissioner Schaefer stated that the density could be doubled if zoning was changed to R-3A. Mr. Griffith stated that is technically correct, but topography and sewer capacity limit that. Getting more density on the site would be challenging (street layout, grading, etc.) There could be more or fewer single-family homes or townhomes, but there would be no apartment buildings, as they are not allowed under the R-3A zoning.

Craig Hillegas, 6755 Arlene Avenue, expressed opposition. Cited a desire to make the area Low Density Residential due to potential issues from both access points being on 70th Street.

Rue Shibata, 6190 S. Robert Trail, expressed opposition. City staff have not been forthcoming in their communication. The previous property was zoned Agricultural due to a request from the previous property owner. Inquired if the overall density will be around 4 units per acre, Low-Medium Density is needed and expressed doubt about the feasibility of the proposed lot sizes.

Chair Weber stated that the guiding in the 2040 Comprehensive Plan, which was completed in 2019, underlies the zoning of the area.

Brook Williams, 3515 78th Street East, stated that the last environmental review was completed in October 2019, and that a five-year update/more recent information is needed before this rezoning moves forward. Explained the importance of protecting the environment by developing in a series of smaller stages. The City Council can ask for an Environmental Impact Statement to be completed.

Diane Rademacher, 6560 Arlene Avenue, expressed opposition. Would like to see single-family homes in the area and is concerned about a street going into the development being too close to Arlene Avenue.

Chair Weber inquired about a city-owned easement on the north side of the property. Zierner confirmed in the affirmative. The easement exists on plans to show where the road would go through.

Therese Petersen, 6525 Arlene Avenue, stated that the easement is on her property, but the easement shown on plans is larger than what was granted; it has not yet been purchased/secured. Questioned why the Comprehensive Plan doesn't show the current zoning of Agricultural. The area should be shown as Agricultural in the 2040 Comprehensive Plan.

Community Development Director Ziemer stated that the LMDR land use guidance, which was set as part of the 2040 Comprehensive Plan adopted in 2019, underlies the zoning. The corresponding zoning for LMDR is R-3A. Land use doesn't have to comply with zoning; zoning must comply with land use.

Timothy Petersen, 6525 Arlene Avenue, expressed opposition due to the topography of the property. Protecting the watershed long-term must be considered. Doesn't believe the 9 acres of park land is adequate considering the many acres that will be developed.

Larry Nelson, 6855 Arlene Avenue, expressed opposition because the developer could increase density to 8 units per acre under the proposed zoning change. Inquired for more transparency with the site plan. Expressed distrust about whether there will be adequate buffer provided to the north. Inquired whether it will be the city's responsibility to get rid of the building that is currently on the property. He said that there could be significant water/runoff issues involved and pointed out that developers on the nearby Arbor Pointe project ended up dissolving the company due to similar issues. He believes the sewer expansion was a mistake, and he said the Northwest Quadrant should not have to pay for that mistake.

Kyle Corniea, 3915 Canter Glen Drive, Eagan, expressed opposition. Current residents will be punished through eminent domain if this project goes through.

Lynne Nelson, 6855 Arlene Avenue, expressed opposition as a long-time resident of the area with an easement on her property. Stated that neighborhood residents were in favor of less-dense proposals, but City Council denied them. The Northwest Quadrant is currently forested. The city wants to maximize taxable units to address old utility bonds, but she is more concerned about preserving wetlands and protecting the environment more generally for future generations. The concept map could be changed at any time to increase the density.

Chair Weber stated that specific development applications/plans would come in front of commission in the future. Plans would need to be approved by both the Planning Commission and the City Council.

Andrew Hansen, 6750 Arlene Avenue, expressed opposition. Inquired about the topography and stated that this project would be better off in the far northwest area, which is currently farmland and has less dramatically varied topography than the area to the south and east. The lower density would be more appropriate for the area and called for additional research prior to rezoning the area.

Karen Vandeveld, 6565 Arlene Avenue, expressed opposition. Stated that residents want an EAW, which should show impacts to wildlife, air quality, wetlands, and overall wellbeing of Inver Grove Heights residents. She asked for long-term sustainability to be considered, not just economic benefits. The Northwest Quadrant is known for its woods and hills. There are many implications for community health and safety with this rezoning. Asked the Planning Commission to think about environmental considerations, including protecting endangered species.

Mary Hillegas, 6765 Arlene Avenue, expressed opposition. She thanked the developers for getting the density down to around 4 units per acre. Questioned whether it was possible to change it to LDR instead so that developers cannot increase the density above 4 units per acre. She referenced widespread neighborhood opposition. Inquired about the logic of inserting a

higher density project in the middle of an area with lower density. Zoning the area to allow for 8 units per acre creates fear for current residents.

Chair Weber closed the Public Hearing.

Planning Commission Discussion

Commissioner Schaefer inquired as to whether it was possible to request an environmental review before changing the zoning. Ziemer stated that there is already a review in place (AUAR).

Schaefer questioned when the next AUAR update is due and mentioned the number of higher-density projects approved recently. Ziemer stated that the last one was completed in May 2020, the update is due to be completed again by May 2025. The AUAR considers the Comprehensive Plan; it includes many potential impacts of the maximum unit count indicated in the Comprehensive Plan. The update in 2025 may trigger further environmental review, but there are already triggers for mitigation if development will impact a wetland. City staff are working with developers to mitigate environmental impacts. MnDOT and Dakota County are also coordinating with developers on traffic matters, e.g. Dakota County will be holding an open house on October 8th to present plans for the reconstruction of 70th Street and gather feedback.

Commissioner Schaefer clarified that the new AUAR update is due in 8 months, and the previous AUAR considered LMDR guiding on the entire parcel.

Commissioner Hunting inquired whether the area could be zoned for low density. Associate Planner Botten stated that a zoning of R-1C would not allow townhomes.

Commissioner Schaefer inquired whether there was a way of instituting a 4 unit per acre maximum. Ziemer stated that the developer could request a re-guiding of the property from LMDR to LDR, but that the Planning Commission is obligated to look at the current request using the existing land use guiding.

Commissioner Twedt clarified that only residential single-family homes, two-family dwellings, and townhomes will be allowed under R-3A.

Commissioner Clancy stated that he saw no reason to diverge from the Comprehensive Plan and encouraged residents to continue to be involved in the process.

Planning Commission Recommendation

Motion by Clancy, Second by Hunting, to Approve the Rezoning from A, Agricultural to R-3A, Multiple-Family Residential.

Ayes: 9

Nays: 0 Motion Carried.

The item is tentatively scheduled to go before the City Council on October 14, 2024.

**DRAFT
RECOMMENDATION TO
CITY OF INVER GROVE HEIGHTS**

TO: Mayor and City Council of Inver Grove Heights

FROM: Planning Commission

DATE: August 7, 2024

SUBJECT: Comprehensive Plan Amendment and Rezoning portions of the properties located at 6570 S. Robert Trail, 6680 S. Robert Trail, and 1401 70th Street East. (National Land Holdings, LLC – Case No. 24-22PAZ)

Reading of Public Notice

Secretary Presley read the Public Hearing Notice.

Presentation of Request

City Planner Hunting presented a summary of the staff report.

The developer is proposing a mixed-product-type development that includes 752 units (524 apartments, 145 townhomes, and 83 single-family lots). The current Comprehensive Plan guide is Low-Density Residential and Low-Medium-Density Residential on the properties. The proposed change is to High-Density Residential for one area (which also includes an Institutional-guided Park) and Low-Medium Density Residential for the rest, with another high-density pocket (and another Institutional-guided Park) on the southern half of the site.

The zoning is currently Agricultural, which for this area functions as a holding zone until development occurs. The zoning would be two R-3C areas for apartments, R-3B for townhomes, R-1B for single-family, with the two parks zoned Institutional.

The proposed higher-density development abuts higher-traffic roads. The topography for that area is also more suited for high-density projects (relatively open and flat). Given these factors, as well as the proposed density transition to single-family homes to the east and the existence of an already City Council approved higher density project nearby, staff feels this use fits the area, and staff supports the developer's request.

Planning Commission Discussion

Chair Weber inquired about the number of units proposed for the Canvas apartments nearby. City Planner Hunting stated that it was approximately in the range of 100 to 150 units. Weber inquired about the roadways. Hunting stated that there is neighborhood connector streets included in the proposal to provide access (two points onto S. Robert Trail, with 65th Street as an option for the future). He clarified that the details would be reviewed and addressed as part of a plat process and PUD development application.

Commissioner Heidenreich inquired about the 65th Street Area Plan created in June 2023, which outlined a timeline for a public engagement process culminating in a final report in November 2023. Requested more background on that plan and context for the proposal. Hunting stated that there were two open houses held as part of the public engagement process. The Planning Commission approved the plan and made a recommendation. The City Council approved one option at the April 22, 2024, meeting and the approved report is in that City Council packet. Heidenreich inquired if the report is publicly available. Hunting confirmed that it

is, as it's a part of the City Council packet for that meeting date. Heidenreich stated that he and others were surprised by the scope of the project.

Commissioner Schaefer inquired whether there will be a trail through the area. City Planner Hunting stated that the City Council approved a general plan as fitting within the roadway network, not any specific land uses. However, the developer has been working with Parks and Recreation Director Adam Lares, and there will be trail networks and public parks as part of this development.

Opening of Public Hearing

Tom LaSalle, 2001 Killebrew Drive, Suite 100, Bloomington, National Land Holdings, Applicant, stated that he had read and understands the staff report. Mr. LaSalle stated that they had accommodated the findings of the 65th Street Area Plan study and held neighborhood meetings, making changes in the plan to improve access in the north, allow for adding utilities in the future, and add single-family properties on the eastern side of the property to address neighbors' concerns.

Bill Griffith, 8300 Norman Center Drive, Suite 1000, Minneapolis, Larkin Hoffman, Representative with Applicant, stated that the development team has worked to achieve balance with density, housing types, open space, and completion of the roadway network. The plan preserves natural features and connects to trail networks. The development utilizes infrastructure that the city built to allow an increase in density in the Northwest Area. The development is medium overall (8 units per acre), with a transition from higher to lower. The vegetated buffer area along the property line will be left in natural condition (with some thinning). From the lots to the nearest neighbors to the east, there is 300 to 750 feet of separation. Feedback from the City has been incorporated throughout the planning process, including a long pause to clarify the vision for the area.

Commissioner Heidenreich questioned what would happen if the current property owners to the north refused to sell in the future. Mr. Griffith referred to two property owners in the area who are amenable. He said eminent domain is a city question; the developer's charge is to ensure that the roads and trails can connect and align. Heidenreich stated that 11 homes to the north are also part of this plan; and expressed interest in whether these homeowners were also amenable.

Commissioner Hunting inquired about the reason for including an apartment building in the middle of the single-family area in the southern portion of the property. Mr. Griffith pointed out that there is a less than 2% vacancy rate in the Inver Grove Heights apartment market, per a recent Maxfield Research report. Apartments need to be part of the project to meet the market demand. The apartment building referenced will have buffer spaces on several sides, which were added during an extensive revision process.

Chair Weber referenced two resident emails and a letter from Larkin Hoffman answering neighbor questions from their neighborhood meeting.

Motion by Presley, Second by Twedt to add the emails and letter into the record.

Ayes: 8

Nays: 0

Motion Carried.

Rue Shibata, 6190 S. Robert Trail, expressed opposition. Mr. Shibata lives to the north and is not in favor of the plan due to the lack of a buffer area to the north and overall density. He

referenced other neighbors also being opposed and said that much more could be done to accommodate their concerns. He said development could occur without changing the zoning. He is concerned about the potential for traffic congestion.

Chair Weber reiterated that the question is whether to follow the Comprehensive Plan in terms of the zoning.

Brook Williams, 3515 78th Street East, expressed opposition, conceding the need for affordable housing but citing concerns about the environmental impact of developing the area. She also felt more study is needed to address the potential environmental concerns with number of units proposed with this development.

Kyle Corniea, 3915 Canter Glen Drive, Eagan, expressed opposition to changing the zoning. Stated that a low vacancy rate is good for property owners and that decisions should not be made based on what is best for developers.

Larry Nelson, 6855 Arlene Ave, expressed opposition. Mr. Nelson lives to the east of the properties in question. He said he asked about development projects recently and was told that no developments were planned nearby. Also referenced a potential issue with roadways: Angus and Arlene would both intersect 70th Street with only a short distance between them and that it would be a difficult problem to solve. Mr. Nelson inquired about the plan for dealing with an existing agricultural well on the property.

Lynne Nelson, 6855 Arlene Ave, expressed opposition to the apartment building on 70th Street due to it not fitting with the single-family homes that are currently in the area. When trees are cut down to allow for density, wildlife is negatively affected, and the character of the area is altered.

Diane Rademacher, 6560 Arlene Ave, expressed opposition to the apartment building on 70th Street. If Agnus Avenue went through, Arlene Avenue would have its access eliminated. Ms. Rademacher inquired about a Dakota County Park being built in the area.

Craig Hillegas, 6755 Arlene Ave, expressed opposition due to the current single-family homes in the area. Inquired as to where the density numbers in the Comprehensive Plan came from and asked that the density stays at 4 homes per acre at most.

Therese Petersen, 6525 Arlene Ave, expressed opposition. Stated that she asked about potential development projects in the area recently, and they were not given any notice or information about this project. The area's planned higher density was not considered when the golf course was put in; now, density is being forced into a small amount of space.

Brook Williams, 3515 78th Street East, stated that Minnesota Rule 4410.2300 EIS (requiring an environmental impact statement) should apply here.

City Planner Hunting clarified that an environmental review was done – because it's a larger area, that review took the form of an AUAR (Alternative Urban Areawide Review). Hunting stated that more detailed environmental impact information would be reviewed at the time of an actual development. Ms. Williams stated that the AUAR focuses on roadways and utilities, not the environmental impact to, for example, groundwater.

Ryan McAnnany, 1526 70th Street East, expressed opposition due to the rapid pace of growth this development would represent. Mr. McAnnany lives on the south side and an apartment building doesn't fit the area.

Chair Weber closed the Public Hearing.

Planning Commission Discussion

Commissioner Schaefer inquired about the density difference between the current Comprehensive Plan zoning versus the proposed zoning change.

City Planner Hunting estimated the current allowable density at 780 units.

Chair Weber stated that the current guided land use of the area is agricultural.

City Planner Hunting amended that; the current zoning is agricultural, but the current guided land use is Low-Density Residential and Low-Medium-Density Residential.

Commissioner Schaefer clarified that the proposed plan is for 752 units.

City Planner Hunting stated that the proposed overall density is 8 units per acre. Chair Weber stated that the total land is 108 acres, but only 88.5 acres are developable land, so the net density is 8.58 units per acre.

Commissioner Schaefer inquired as to how net developable land is calculated. City Planner Hunting stated that rights-of-way for arterial roads and wetlands are automatically taken out when determining net developable area; it's what is used for density determinations in the design plan.

Commissioner Schaefer questioned whether, given this, 780 units are possible under the current guided use for the area.

Community Development Director Ziemer responded that someone could build a project with close to that many units under the existing land use. The proposed change is to move the greater density area to the west (which is currently LDR) so that the portion to the east could be used for townhomes and single-family homes.

Commissioner Schaefer stated that she heard aesthetic and traffic concerns from community members about those unit numbers.

Community Development Director Ziemer updated his earlier estimation to share that the current land use guidance would allow for roughly 736 units in the area; the net change with what is being proposed is 16 units.

Commissioner Hunting stated that she saw a nice transition in the proposal, except for the apartment building in the southern area. Hunting inquired as to what the Commission could do if they like the plan aside from that. City Planner Hunting stated that the proper action would be to recommend denial of the Comprehensive Plan Amendment, with a comment to Council that the Planning Commission would support a plan that did not contain the apartment in the southern area.

Chair Weber suggested that the residents to the north could propose a development plan for 1 unit per acre.

Commissioner Teiken stated that a low vacancy rate means there's more demand than supply, which leads to prices rising. He agrees with staff that this proposal meets the policies made to address the City's housing supply problem. Detailed information about what goes where will come later, as will environmental impact information. He is in favor, as rezoning would be in keeping with the policies in the Comprehensive Plan.

Chair Weber clarified that the high-density portions are not in keeping with the current Comprehensive Plan.

Commissioner Hunting suggested making a motion to approve with a note saying the southeastern portion is not a good fit.

Community Development Director Ziemer stated that because the development plan is for several separate parcels, the Commission could recommend approval of some and denial for others.

Chair Weber inquired that the request was for three separate parcels. City Planner Hunting confirmed that is.

Community Development Director Ziemer stated that each individual parcel would have to be reguiled with the current proposal.

Commissioner Hunting stated that she would be in favor of handling them as separate parcels.

Commissioner Heidenreich stated that there would be a negative impact on the current residents to the north of the property. He opposes the possibility that the city would take property from current residents for the roadway network; he wants to see a plan that doesn't have roads going through properties not owned by the developer.

Community Development Director Ziemer stated that developers are obligated to ensure roads connect to future parcels; they must provide a concept plan that shows how roads could extend to existing property lines. This doesn't mean homeowners are required to sell.

Commissioner Schaefer stated that separating the parcels would not address the issues that residents raised. The Commission needs to consider resident concerns and give developers a chance to amend their plans.

Commissioner Hunting questioned why denying one parcel request wouldn't work.

Chair Weber stated he would rather leave the high-density area where it is in the proposal, as it's close to a transportation corridor.

City Planner Hunting stated that the LMDR, Low-Medium Density Residential area could be kept as it is, with single-family zoning proposed to the east.

Planning Commission Recommendation

Motion by Hunting, Second by Twedt, to approve the Comprehensive Plan Amendment and Rezoning requests for 6570 S. Robert Trail and 6680 S. Robert Trail, subject to the conditions listed in the staff report.

Ayes: 5

Nays: 3 (*Schaefer, Weber, Heidenreich*) Motion Carried.

Motion by Hunting, Second by Presley, to deny the Comprehensive Plan Amendment and Rezoning requests for 1401 70th Street and recommend to remove the apartment building proposed.

Ayes: 5

Nays: 3 (*Wippermann, Twedt, Teiken*) Motion Carried.

The item is tentatively scheduled to go before the City Council on August 26, 2024.



Planning Commission Report

MEETING DATE:	September 17, 2024
CASE NO:	24-22PAZ
APPLICANT:	National Land Holdings, LLC
PROPERTY OWNER:	M&E Investments LLC
REQUEST:	Rezoning
LOCATION:	1401 70th Street
COMPREHENSIVE PLAN:	LMDR, Low-Medium Density Residential
ZONING:	A, Agricultural District
STAFF CONTACT:	Heather Botten, 651.450.2569

ACTION REQUESTED

The specific request includes the following:

- Rezoning of the property from A, Agricultural to R-3A, Multiple-Family Residential District.

BACKGROUND

The applicant is proposing to rezone the parcel from A, Agricultural to R-3A, Multi-Family Residential. The R-3A zoning is consistent with the current Comprehensive Plan designation of LMDR, Low-Medium Density Residential (4-8 units an acre). The property is roughly 77 acres in size.

The proposed change to the zoning on the parcel is based on a concept plan consisting of 190 townhome units and 62 single family lots. The overall density of the proposed parcel is just over 4 units per acre. The R-3A zoning and the overall density proposed by the concept plan both conform to and satisfy the existing land use designation.

Back on August 7, 2024, the Planning Commission reviewed a request for this parcel and the 30-acre parcel located northwest of this property. The Planning Commission recommended approval of the Comprehensive Plan and Rezoning change of the 30-acre parcel to HDR, High Density Residential and R-3C, High Density Residential, but recommended denial of the Comprehensive Plan and Rezoning changes to the proposed parcel. As a result of the Planning Commission's recommendation on the 77- acre parcel, the developer withdrew their request for the land use changes of the parcel and requested their application be paused for the smaller, 30-acre parcel while they adjusted their plans. The amended plans for the proposed 77-acre parcel require only a Rezoning to R-3A, which is consistent with the LMDR, Low-Medium Density Residential land use guiding.

If the rezoning request is successful, an application for platting and planned unit development (PUD) for the project would be required before development can occur. This subsequent process provides for public review and comment on the actual proposed site plan.

SURROUNDING USES

The subject property is surrounded by:

North	Large Lot Residential	Zoned: E-2, Estate Residential (lot size of 1.75 acres)	Guided: LDR, Low Density Residential
East	Large Lot Residential	Zoned: E-1, Estate Residential (lot size of 2.5 acres)	Guided: LDR, Low Density Residential
West	Residential	Zoned: A, Agricultural and PUD, Planned Unit Development	Guided: LDR, Low Density Residential and LMDR, Low-Medium Density Residential
South	Single-Family Residential	Zoned: A, Agricultural	Guided: LDR, Low Density Residential

EVALUATION OF REQUEST

REZONING

The applicant is proposing to rezone the land to R-3A, Multiple-Family Residential to be consistent with the 2040 Comprehensive Plan. Types of residential uses permitted in R-3A include: Single-family homes, Two-family dwellings, and Townhomes.

The north central part of the lot is proposed for townhomes and the eastern boundary is proposed for detached single family homes. Therefore, the uses are permitted by zoning, as noted.

The City Code, Title 10-3-5 states that a rezoning request must be “in the best interest of the physical development of the City” in order to be approved. This suggests that the request should be reviewed against such factors as infrastructure availability; compatibility with existing land uses in the neighborhood; and consistency with the Comprehensive Plan.

- Sewer and water are available to the site from Allen Way. Further extension and water looping would be required as the parcel develops.
- The site is designed to provide a transition of density and open space from lowest density with border open space abutting the existing large lot residential on the east to townhouses and then apartments on the 30 acre parcel on the west side closest to the busiest roads (Highway 3) and across the street from future guided medium density and higher density development.
- The proposed rezoning would be consistent with the 2040 Comprehensive Plan land use designation.

The subject parcel is guided LMDR, Low-Medium Density Residential.

Low-Medium Density Residential is defined in the 2040 Comprehensive Plan as:

“The low-medium density residential category includes a combination single family attached and single family detached housing that is generally at a greater density than traditional single family housing in Inver Grove Heights. Density of the LMDR category ranges from 4 to 8 units per net

acre. This land use category is principally isolated to the Northwest Area.”

The proposed lot is located in the Northwest Area of the City and is planned for future development. Some of the policies listed in the Future Development Areas in the 2040 Comprehensive Plan that appear relevant to this proposal include:

- Create a quality living environment that is adapted to the natural environment.
- Establish a collector road system that deters the use of local streets for non-local vehicular trips.
- Establish a local street system that deters the use of collector and arterial streets for local vehicular trips.
- Require that future street alignments fit the contours of the natural landscape.
- Encourage diverse housing styles consistent with the inherent characteristics of the site.
- Encourage development that incorporate natural features as integral elements of the residential environment.
- Encourage cluster development practices that preserve significant natural resources by concentrating on building locations.

ENVIRONMENTAL

At the August 7, 2024, public hearing regarding this property, environmental concerns were brought up regarding, specifically, the need for an Environmental Impact Statement (EIS). The City has an active Alternative Urban Areawide Review (AUAR) that evaluated development and related environmental impacts within the Northwest Area. Staff is continuing to evaluate the concept development in relation to the outcomes assumed by the AUAR. That report will be given to the City Council upon completion and in conjunction with this and the previous Planning Commission recommendation regarding the land use and re-zoning requests. However, for this specific request, the proposed rezoning would not trigger any additional environmental review as the zoning would be consistent with the proposed Comprehensive Plan designation.

ALTERNATIVES

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

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

- Approval of **Rezoning** from A, Agricultural to R-3A, Multiple Family Residential.

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

RECOMMENDATION

Staff feels this proposal takes into account the surrounding and existing land uses, street networks, providing public park space and working around the existing features of the site plus providing a buffer/unit type transition to the rural subdivision to the east. Planning Staff supports the Rezoning application as proposed.

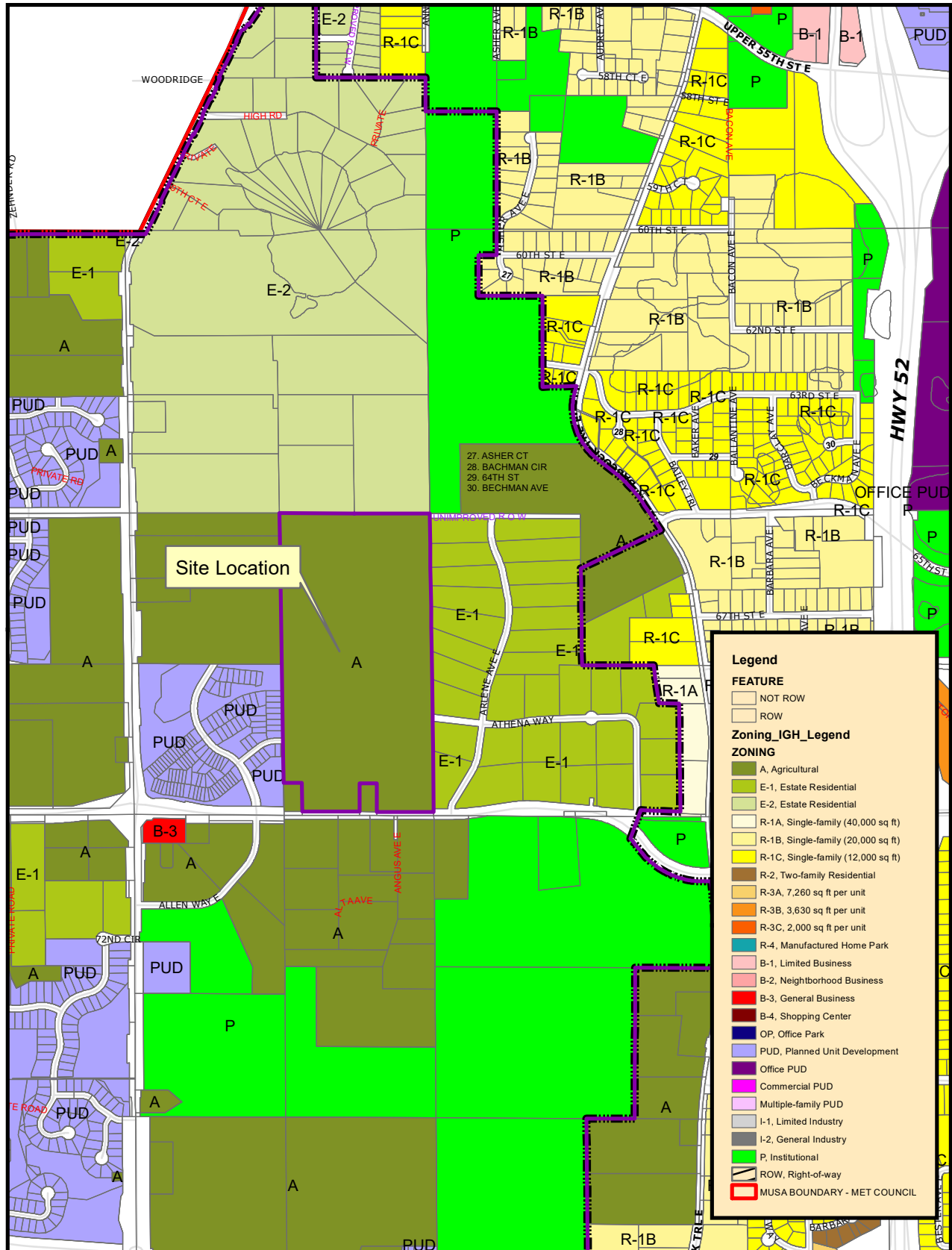
ATTACHMENTS

1. Zoning and Location Map

2. Proposed Rezoning Map
3. Existing Comprehensive Plan Map
4. Concept Plan



1401 70th Street Case No. 24-22PAZ



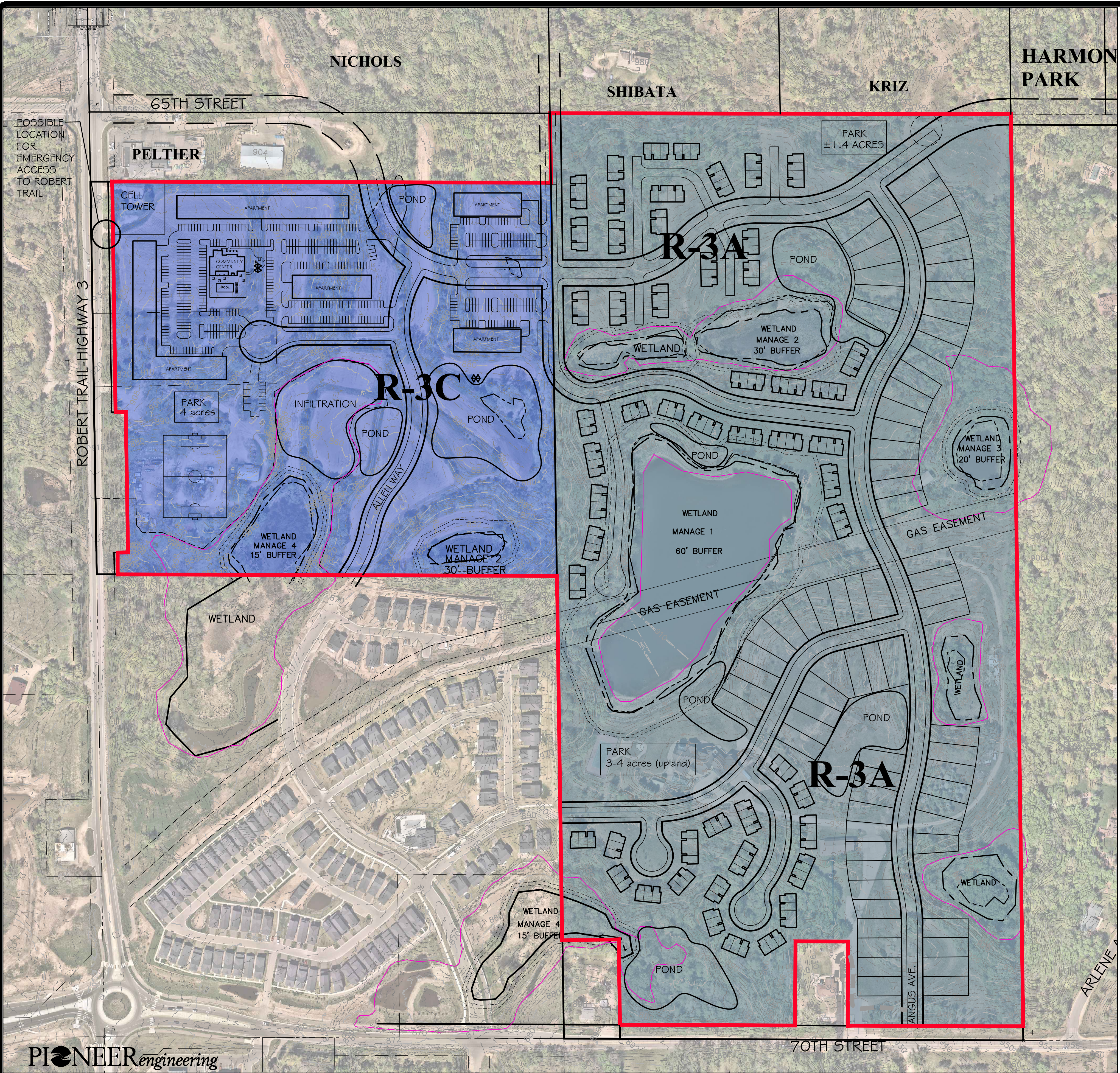
THIS DRAWING IS NEITHER A LEGALLY RECORDED MAP NOR A SURVEY AND IS NOT INTENDED TO BE USED AS ONE. THIS DRAWING IS A COMPILATION OF RECORDS, INFORMATION AND DATA LOCATED IN VARIOUS CITY, COUNTY AND STATE OFFICES AND OTHER SOURCES AND IS TO BE USED FOR REFERENCE PURPOSES ONLY. THE CITY OF INVER GROVE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

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

Map not to scale



SITE DATA:

PROJECT AREA: ±108 ACRES GROSS (±77 ACRES ME, ±31 ACRES LUND)
WETLAND: 11 ACES
CELL TOWER AREA: ±0.5 ACRE
DEDICATED PARK: ±8 ACRES (UPLAND ONLY, WETLANDS AND BASINS EXCLUDED)

NET DEVELOPABLE AREA: ±88.5 ACRES

CURRENT ZONING: AG
2040 GUIDE PLAN: LOW DENSITY (1-4 UNITS/ACRE) LUND AND LOW-MEDIUM DENSITY (4-8 UNITS/ACRE) ME PROPERTY AND SOUTHEAST CORNER OF LUND PROPERTY

PROPOSED ZONING: PUD NORTHWEST AREA (R-3A, R-3C)

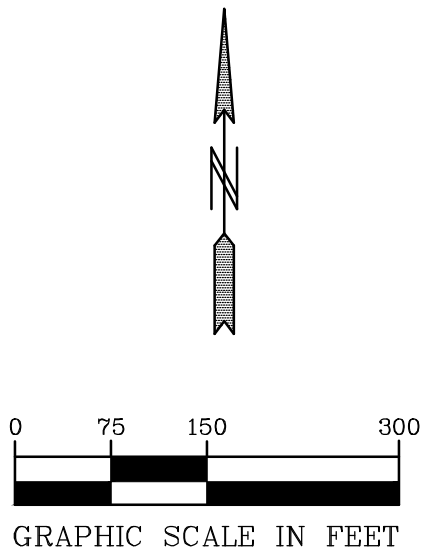
PROPOSED UNITS: 752
APARTMENTS LUND PROPERTY: ±500
TOWNHOME UNITS: ±190
50' WIDE SINGLE FAMILY: ±62

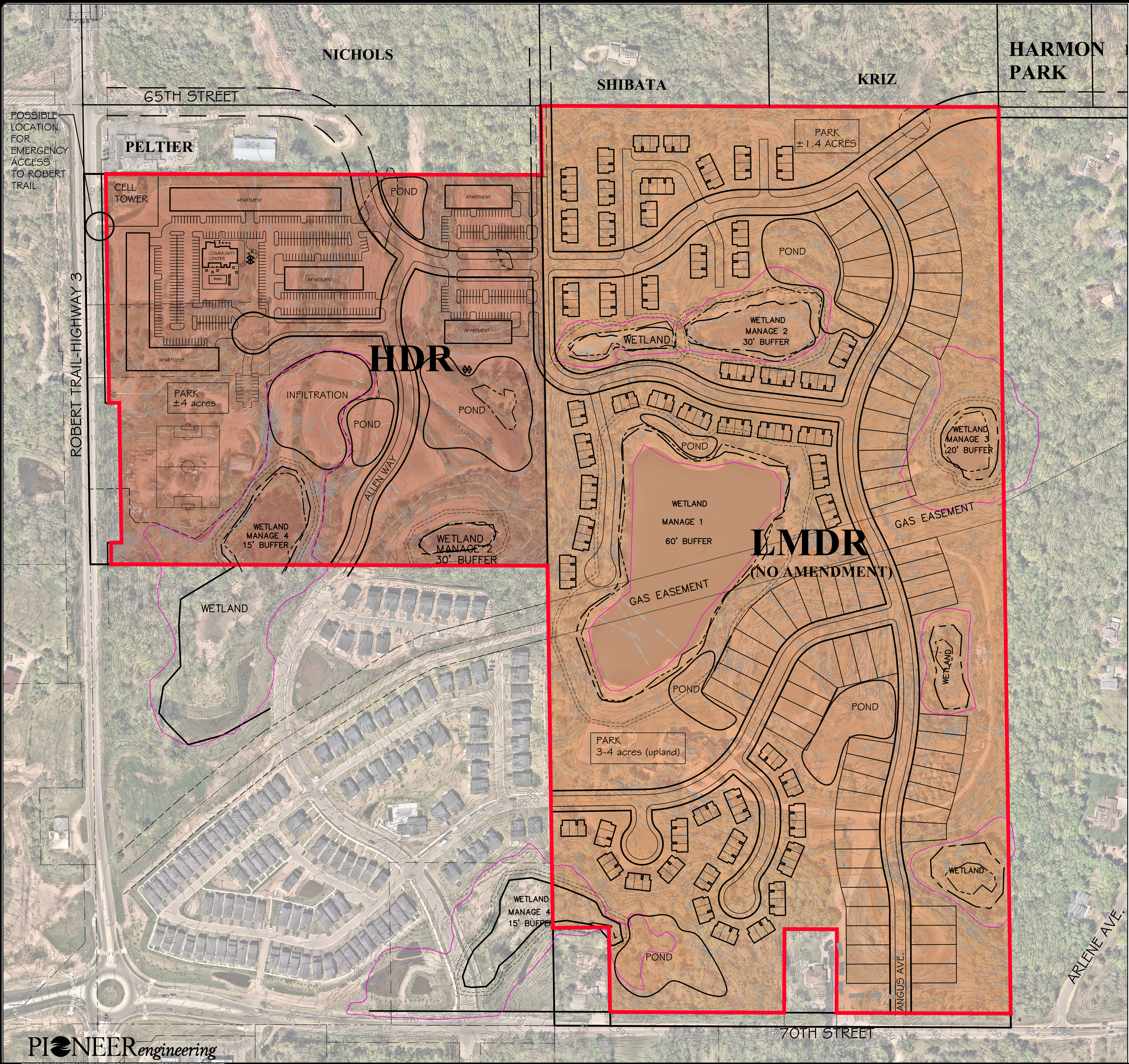
ZONING WITHIN EACH PRODUCT AREA (NET AREAS EXCLUDE WETLANDS AND DEDICATED PARK)

- R-3C (PUD NW AREA)
LUND APARTMENTS
NET AREA: ±25.8 ACRES
UNITS: ±500
- R-3A (PUD NW AREA)
TOWNHOMES AND DETACHED SINGLE FAMILY
NET AREA: ±62.7 ACRES
UNITS: ±252

CONCEPT PLAN FOR ILLUSTRATION PURPOSES ONLY
CONCEPT PLAN SUBJECT TO CHANGE WITHOUT NOTICE

- PROJECT AREA
- REGIONAL BASIN
- ESTIMATED WETLAND





SITE DATA:

PROJECT AREA: ±108 ACRES GROSS (±77 ACRES ME, ±31 ACRES LUND)
WETLAND: 11 ACES
CELL TOWER AREA: ±0.5 ACRE
DEDICATED PARK: ±8 ACRES (UPLAND ONLY, WETLANDS AND BASINS EXCLUDED)

NET DEVELOPABLE AREA: ±88.5 ACRES

CURRENT ZONING: AG
2040 GUIDE PLAN: LOW DENSITY (1-4 UNITS/ACRE) LUND AND LOW-MEDIUM DENSITY (4-8 UNITS/ACRE) ME PROPERTY AND SOUTHEAST CORNER OF LUND PROPERTY

PROPOSED ZONING: PUD NORTHWEST AREA (R-3A, R-3C)

PROPOSED UNITS: 752
APARTMENTS LUND PROPERTY: ±500
TOWNHOME UNITS: ±190
50' WIDE SINGLE FAMILY: ±62

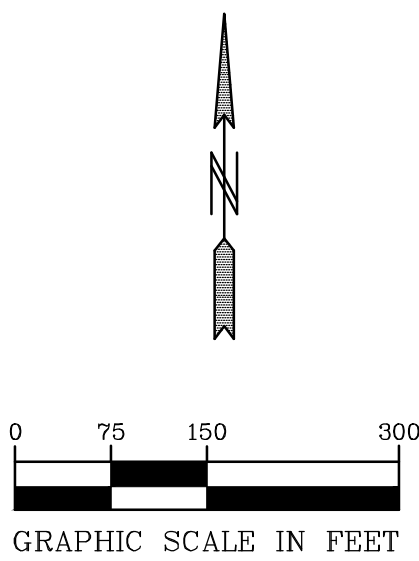
LAND USE WITHIN EACH PROPERTY (NET AREAS EXCLUDE WETLANDS AND DEDICATED PARK)

HIGH DENSITY RESIDENTIAL (12+ UNITS/ACRE)
CURRENT LAND USE: LDR, LMDR
LUND APARTMENTS
NET AREA: ±25.8 ACRES
UNITS: ±500
NET DENSITY: ±19.4 UNITS/ACRE

LOW-MEDIUM DENSITY RESIDENTIAL (4-8 UNITS/ACRE)
CURRENT LAND USE: LMDR NO AMENDMENT IN THIS AREA
SINGLE FAMILY AND ROW TOWNHOMES
NET AREA: ±62.7 ACRES
UNITS: ±252
NET DENSITY: ±4.1 UNITS/ACRE

CONCEPT PLAN FOR ILLUSTRATION PURPOSES ONLY
CONCEPT PLAN SUBJECT TO CHANGE WITHOUT NOTICE

- PROJECT AREA
- REGIONAL BASIN
- ESTIMATED WETLAND



PIONEERengineering

2422 Enterprise Drive
Mendota Heights, MN 55120

(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Name: Jennifer L. Thompson
Reg. No.: 44763
Date:

Revisions

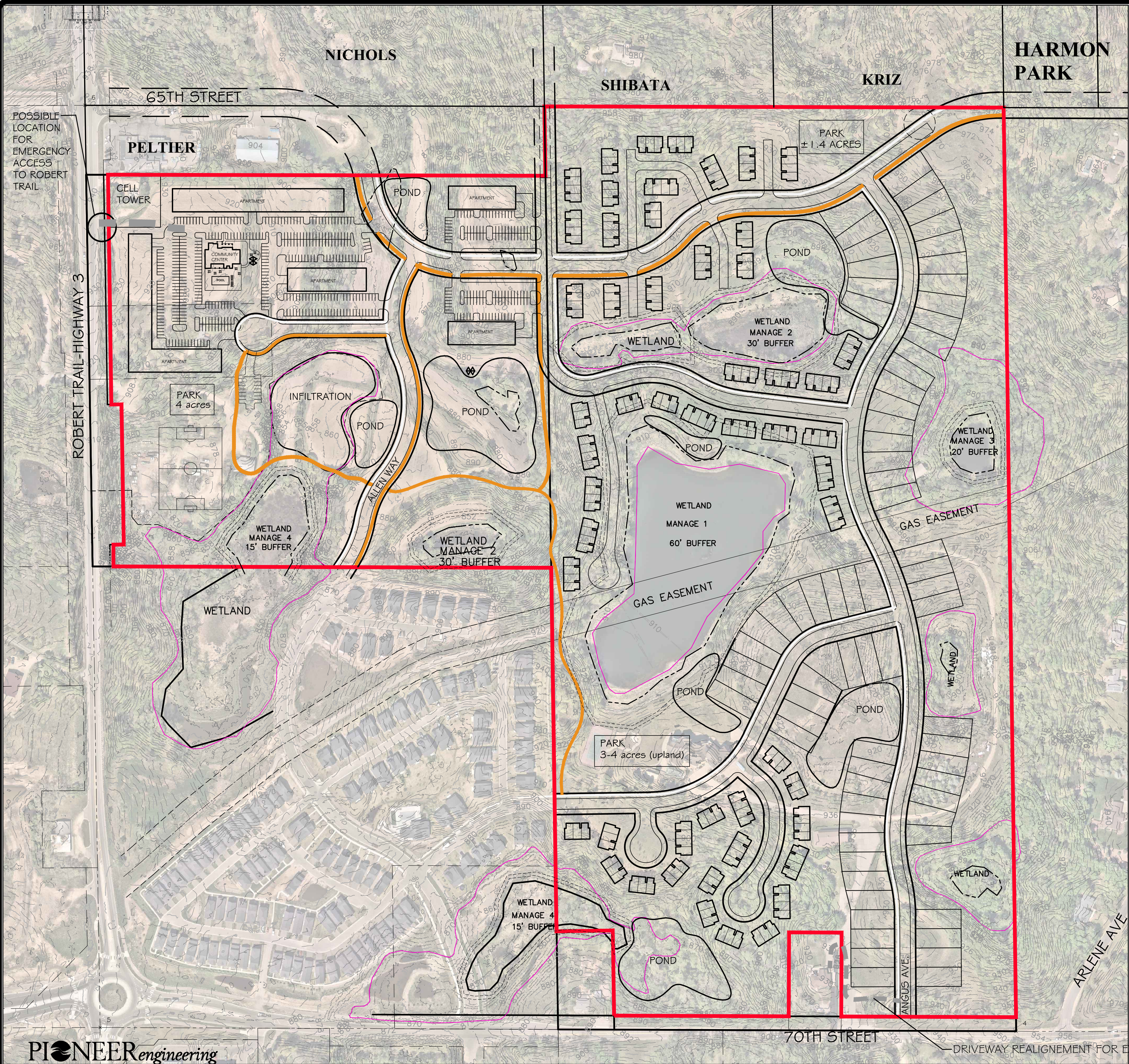
Date: 9-9-2024
Designed: JLT
Drawn: JLT

LAND USE PLAN

CROWN EQUITIES

INVER WOOD VILLAGE
INVER GROVE HEIGHTS, MINNESOTA

1 OF 1



SITE DATA:

PROJECT AREA: ±108 ACRES GROSS (±77 ACRES ME, ±31 ACRES LUND)
WETLAND: 11 ACES
CELL TOWER AREA: ±0.5 ACRE
DEDICATED PARK: ±8 ACRES (UPLAND ONLY, WETLANDS AND BASINS EXCLUDED)

NET DEVELOPABLE AREA: ±88.5 ACRES

CURRENT ZONING: AG
2040 GUIDE PLAN: LOW DENSITY (1-4 UNITS/ACRE) LUND AND LOW-MEDIUM DENSITY (4-8 UNITS/ACRE) ME PROPERTY AND SOUTHEAST CORNER OF LUND PROPERTY

PROPOSED ZONING: PUD NORTHWEST AREA (R-3A, R-3C)
PROPOSED LAND USE: HDR (12+ UNITS/ACRE) AND LMDR (4-8 UNITS/ACRE)

PROPOSED UNITS: 752
APARTMENTS LUND PROPERTY: ±500
TOWNHOME UNITS: ±190
50' WIDE SINGLE FAMILY: ±62

LAND USE AND ZONING WITHIN EACH PRODUCT AREA (NET AREAS EXCLUDE WETLANDS AND DEDICATED PARK)

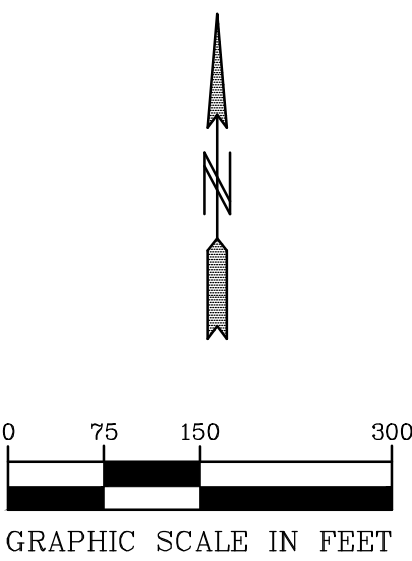
LUND APARTMENTS
NET AREA: ±25.8 ACRES
UNITS: 500
NET DENSITY: ±19.4 UNITS/ACRE
PROPOSED LAND USE: HIGH DENSITY RESIDENTIAL (12+ UNITS/ACRE)
PROPOSED ZONING: R-3C

M AND E ROW TOWNHOMES AND SINGLE FAMILY
NET AREA: 62.7 ACRES
UNITS: 252 (190 TOWNHOMES, 62 SINGLE FAMILY)
NET DENSITY: 4.1 UNITS/ACRE
PROPOSED LAND USE: LOW-MEDIUM DENSITY RESIDENTIAL (4-8 UNITS/ACRE)
PROPOSED ZONING: R-3A

PROPOSED ROW:
PUBLIC:
65TH STREET (74' WIDE): 2,000 LF
60' ROW: 7,000 LF
PRIVATE (WITHIN TOWNHOME AREA): 1,900 LF

CONCEPT FOR ILLUSTRATION PURPOSES ONLY
CONCEPT SUBJECT TO CHANGE WITHOUT NOTICE

- PROJECT AREA
- REGIONAL BASIN
- ESTIMATED WETLAND
- PROPOSED TRAIL





Planning Commission Report

MEETING DATE:	August 7, 2024
CASE NO:	24-22PAZ
APPLICANT:	National Land Holdings, LLC
PROPERTY OWNER:	Thomas & Deborah Lund, and M&E Investments, LLC
REQUEST:	Comprehensive Plan Amendment and Rezoning
LOCATION:	6470 & 6680 S. Robert Trail and 1401 70th Street E.
COMPREHENSIVE PLAN:	LDR, Low Density Residential and LMDR, Low-Medium Density Residential
ZONING:	A, Agricultural
STAFF CONTACT:	Allan Hunting, 651.450.2554

ACTION REQUESTED

The request consists of the following:

- Comprehensive Plan Amendment to change a portion of the land use to HDR, High Density Residential and Public/Institutional.
- Rezoning the single-family area to R-1C PUD, the townhome area to R-3B PUD, the apartment area to R-3C PUD and Public Institutional for the park areas.

BACKGROUND

The applicant is proposing to amend the Comprehensive Plan land use plan and Rezoning of three parcels containing approximately 108 acres located on the east side of South Robert (Highway 3) between 70th Street and 65th Street.

The proposed changes to the land use and zoning on the parcels are based on a concept plan consisting of 524 apartments, 145 townhome units and 83 single family lots. Densities in the individual neighborhoods would range from 2.4 units per acre up to 25.2 units per acre. The overall density of the project would be just over 8 units per acre.

The street network would include extensions of Allen Way and Angus Avenue as the main north-south roads and construct portions of 65th Street consistent with the 65th Street Small Area Plan that the City Council adopted in May 2024.

If the Comprehensive Plan Amendment is successful, an application for platting and planned unit development for the project will be required before development can occur. This subsequent process provides for public review and comment on the actual site plan.

SURROUNDING USES

The subject property is surrounded by:

North	Large Lot Residential	Zoned: A, Agricultural	Guided: LDR, Low Density Residential
East	Large Lot Residential	Zoned: E-1, Estate District	Guided: LDR, Low Density Residential
West	Large Lot Residential / Vacant, Single-Family Residential	Zoned: A, Agricultural, PUD, Planned Unit Development	Guided: MDR, Medium Density Residential; HDR, High Density Residential; Mixed Use; and LMDR, Low-Medium Density Residential
South	Large Lot Residential, Single-Family Residential	Zoned: A, Agricultural, PUD, Planned Unit Development	Guided: LDR, Low Density Residential; LMDR, Low-Medium Density Residential; and Mixed Use

EVALUATION OF REQUEST

COMPREHENSIVE PLAN AMENDMENT REVIEW

The subject parcels are currently guided LDR, Low Density Residential and LMDR, Low-Medium Density Residential. In 2022, the city received a land use application from the Summergate group proposing a Comprehensive Plan Amendment to change to LDR, Low Density Residential for the entire M&E Investments parcel (1401 70th Street East). The City Council approved a resolution on January 24, 2022, approving the change but with the condition that the Comprehensive Plan change would only go into effect once a Rezoning and PUD Development Plan was also approved by the city. The applicant never submitted a Rezoning or PUD plan request and therefore the existing land use designation of LMDR, Low-Medium Density Residential, still stands for the M&E Investments parcel (1401 70th Street East).

LDR, Low Density Residential is defined in the 2040 Comprehensive Plan as follows:

“The low-density residential category encompasses traditional “urban” density development in Inver Grove Heights. LDR includes lots or parcels ranging from 1 unit per acre to 4 units per net acre. Substantial portions of the low-density residential area are anticipated to develop at a density of two-three units per net acre. Housing types in the low-density residential category include single-family detached homes, twin units and lower density, townhome-style developments. In all cases, low-density residential development will be served by public water and sanitary sewer systems.”

Low-Medium Density Residential is defined in the 2040 Comprehensive Plan as:

“The low-medium density residential category includes a combination of single family attached, and single family detached housing that is generally at a greater density than traditional single family housing in Inver Grove Heights. Density of the LMDR category ranges from 4 to 8 units per net acre. This land use category is principally isolated to the Northwest Area.”

Along with proposing to maintain some of the existing LMDR, Low-Medium Density Residential category, the applicant is proposing to guide the areas where the higher density would be to HDR,

High Density Residential.

High Density Residential is defined in the 2040 Comprehensive Plan as:

“Areas designated as high density residential are intended to accommodate multi-family housing at densities exceeding 12 units per net acre. Uses in this category will be principally limited to higher density apartment or condominium buildings for either general occupancy or for specific segments of the population such as senior housing.”

The two areas planned for public parks would be guided Public/Institutional.

This area of the city is located in the Future Development Area as defined in the 2040 Comprehensive Plan. Some of the policies listed in the Comprehensive Plan that appear relevant to this proposal include:

- Create a quality living environment that is adapted to the natural environment.
- Establish a collector road system that deters the use of local streets for non-local vehicular trips.
- Establish a local street system that deters the use of collector and arterial streets for local vehicular trips.
- Require that future street alignments fit the contours of the natural landscape.
- Encourage diverse housing styles consistent with the inherent characteristics of the site.
- Encourage development that incorporates natural features as integral elements of the residential environment.
- Encourage cluster development practices that preserve significant natural resources by concentrating on building locations.

REZONING REVIEW

The applicant is proposing to Rezone the land consistent with the proposed Comprehensive Plan Amendment.

The proposed Rezoning includes R-3C, Multiple Family/Planned Unit Development, R-3B, Multiple Family/Planned Unit Development, R-1C, Single Family/Planned Unit Development and Public Institutional for the park areas.

The two apartment complex areas in the northwest and south central part of the lot are proposed R-3C/PUD to match the density and product type for apartments. The north central part of the lot is proposed R-3B/PUD to match the density and product type of townhomes, and the eastern boundary is proposed R-1C/PUD to match the density and product type of detached single family homes.

The City Code, Title 10-3-5 states that a rezoning request must be “in the best interest of the physical development of the City” in order to be approved. This suggests that the request should be reviewed against such factors as infrastructure availability; compatibility with existing land uses in the neighborhood; and consistency with the Comprehensive Plan.

- Sewer and water are available to the site from Allen Way. Further extension and water looping would be required as the parcel develops.
- The site is designed to provide a transition between density and open space from the lowest density with border open space abutting the existing large lot residential on the east to the townhouse to higher density apartments on the west side closest to the busiest roads

(Highway 3) and across the street from future guided medium density and a higher density development.

- The proposed rezoning would be consistent with the proposed Comprehensive Plan land use changes.

ALTERNATIVES

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

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

- Approving the Comprehensive Plan Amendment from LDR and portions of existing LMDR to HDR and Public Institutional subject to the following conditions:
 1. The Metropolitan Council shall not require any significant modifications to the Comprehensive Plan Amendment.
 2. The Metropolitan Council shall not make a finding that the Comprehensive Plan Amendment has a substantial impact or contains a substantial departure from any metropolitan systems plan.
- Approving the Rezoning from A, Agricultural to R-1C/PUD, Single Family Residential PUD, R-3B/PUD, Multiple Family Residential PUD, R-3C/PUD Multiple Family Residential PUD and P/PUD, Institutional PUD.

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

RECOMMENDATION

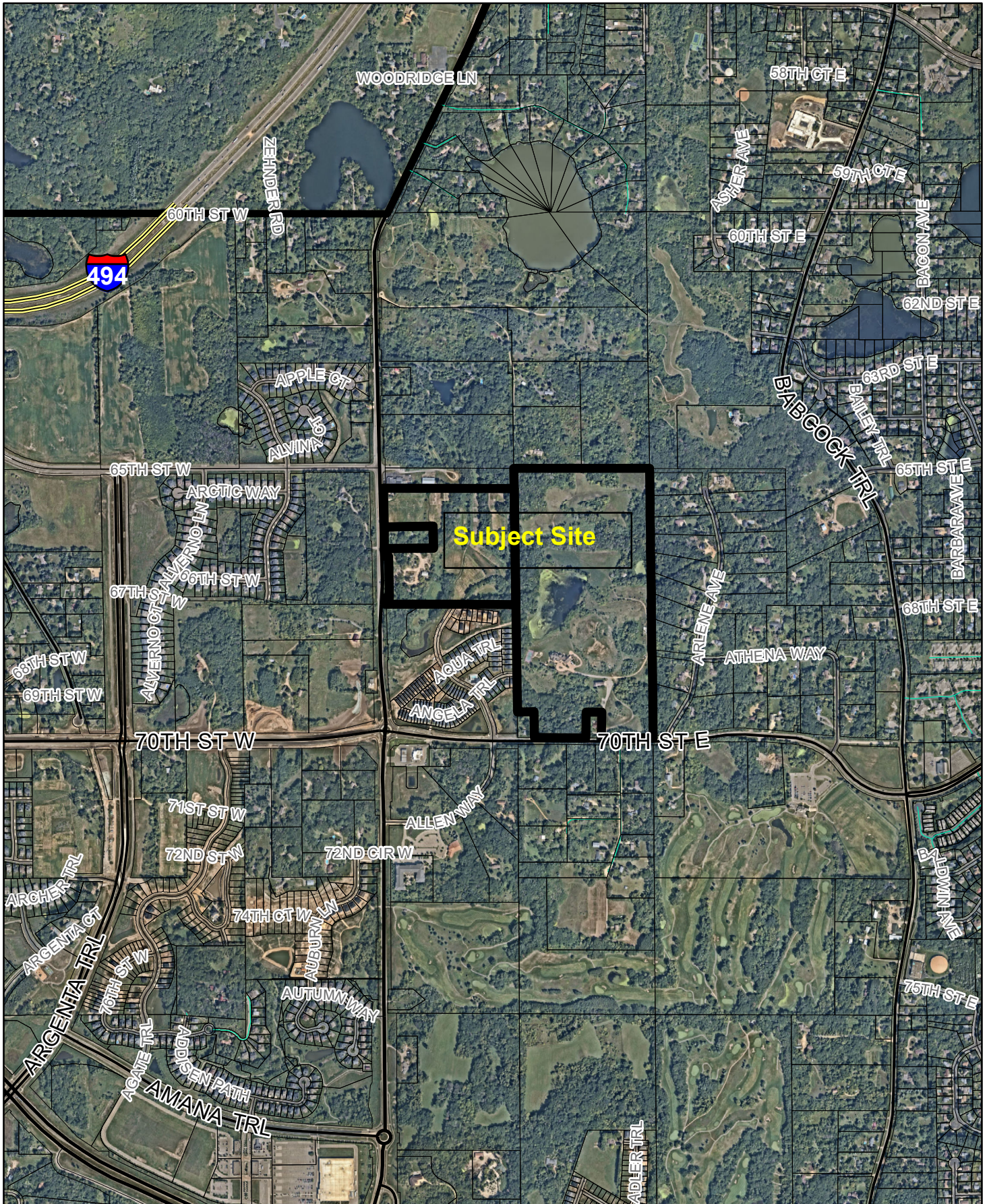
This report provides definitions of the existing and proposed Comprehensive Plan land use designations and lists the relevant policies for the Future Development Area of the city as defined in the 2040 Comprehensive Plan. The existing development pattern is a mix of medium density detached single family to rural density subdivision on 2.5 acre lots to large lot residential. The Canvas project to the south on the west side of the project area has an apartment building approved as part of the preliminary PUD so some of the proposed densities would be consistent with the unit type pattern already approved. This project would include continuation of north-south collector roads that will eventually provide access to the properties to the north and the construction of portions of 65th Street consistent with the approved 65th Street Small Area Plan.

The concept of the land use designations seems to fit other policies in the Comprehensive Plan addressing open space, preserving and developing to the nature of the land. The street system would be consistent with the Allen Way collector by having no direct individual driveway access.

Staff feels this proposal takes into account the surrounding existing land uses, street networks, providing public park space and working around the existing features of the site plus providing a buffer/unit type transition to the rural subdivision to the east.

ATTACHMENTS

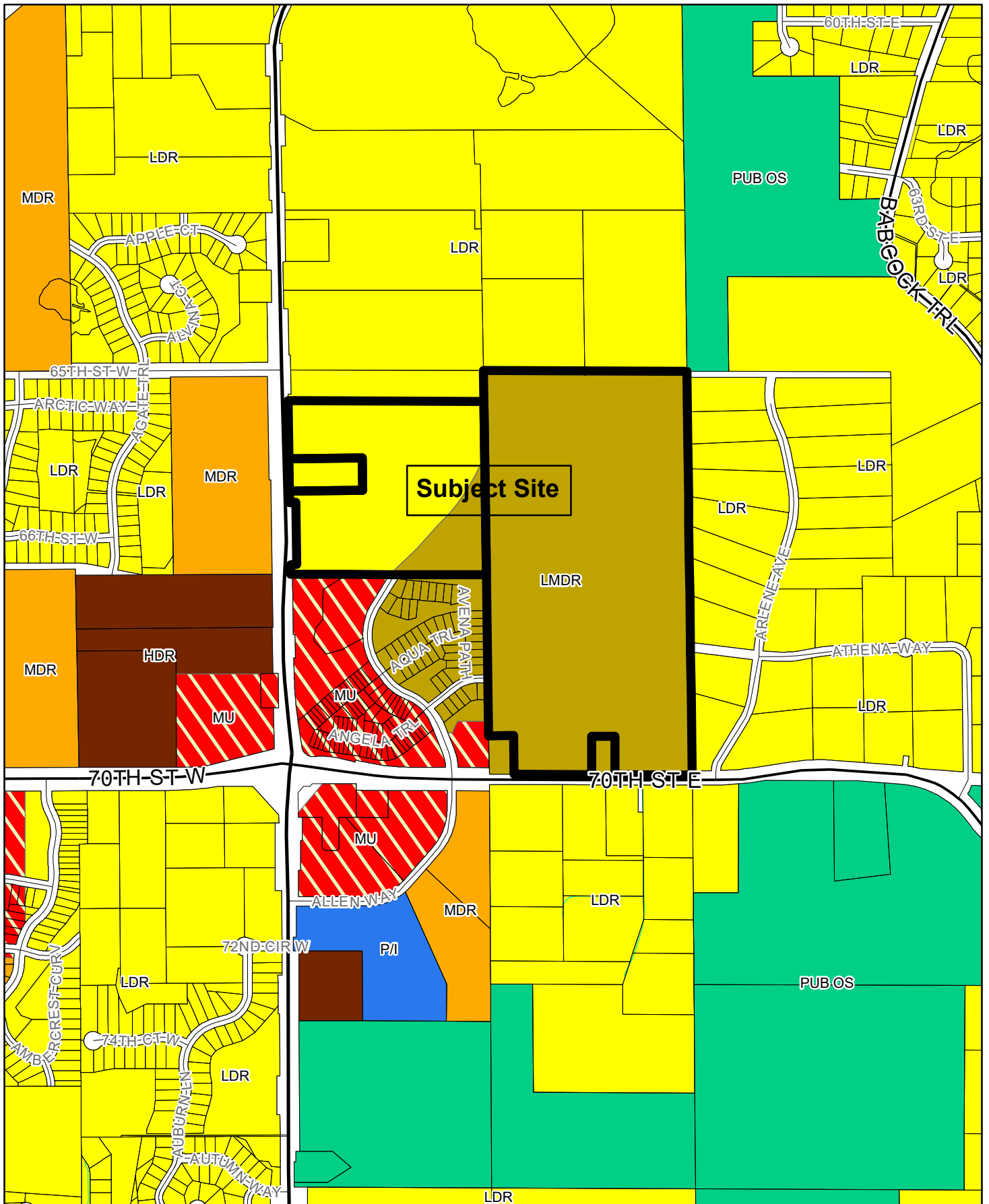
1. Location Map
2. Existing Comprehensive Plan Map
3. Proposed Comprehensive Plan Map
4. Proposed Rezoning Map
5. Concept Plan
6. Applicant Narrative
7. Applicant Provided Examples of Building Types

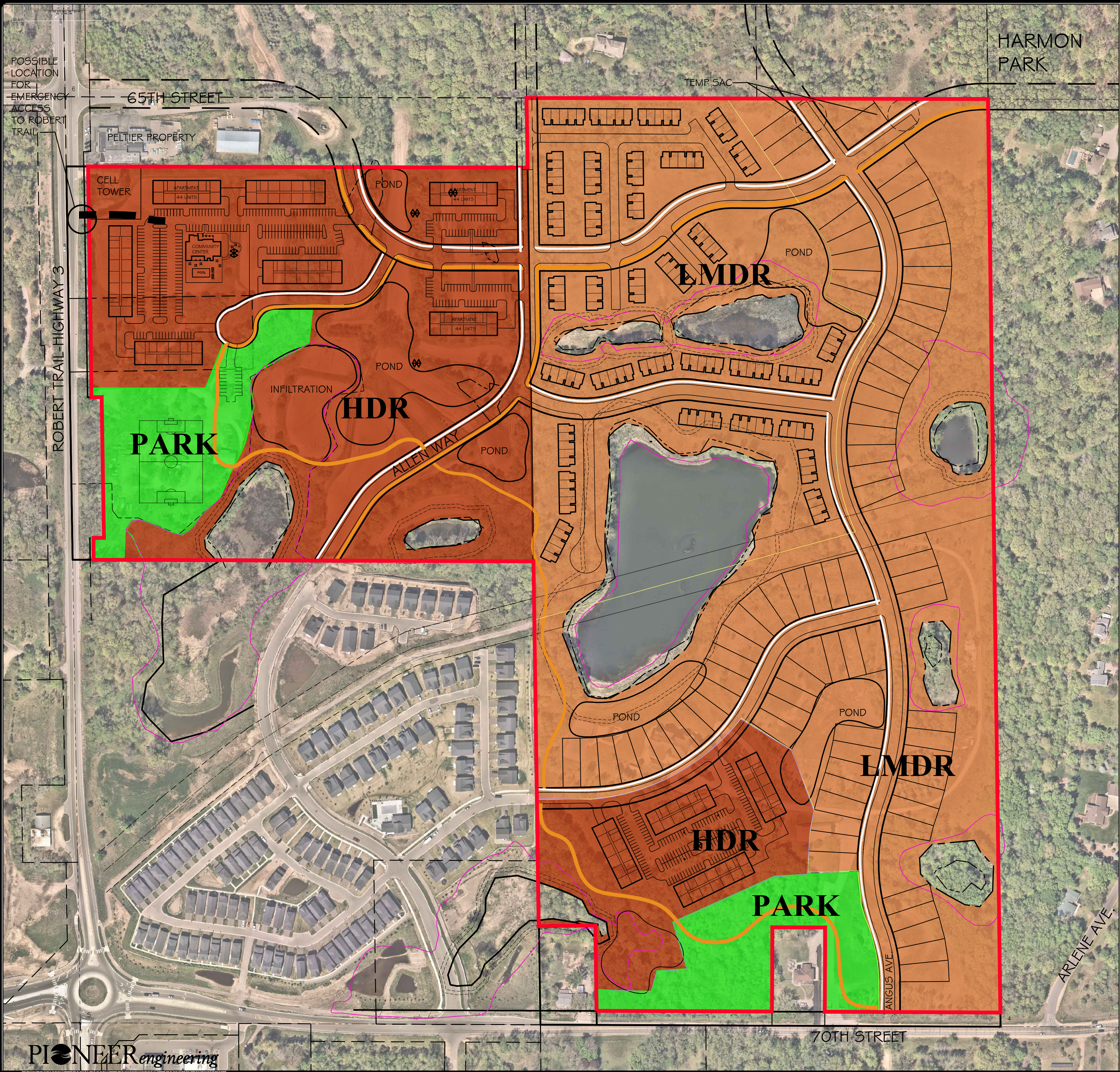




Existing Comprehensive Plan Map

Case No. 24-22PAZ





SITE DATA:

PROJECT AREA: ±108 ACRES GROSS (±77 ACRES ME, ±31 ACRES LUND)
WETLAND: 11 ACES
CELL TOWER AREA: ±0.5 ACRE
DEDICATED PARK: ±8 ACRES (UPLAND ONLY, WETLANDS AND BASINS EXCLUDED)

NET DEVELOPABLE AREA: ±88.5 ACRES

CURRENT ZONING: AG
2040 GUIDE PLAN: LOW DENSITY (1-4 UNITS/ACRE) LUND AND LOW-MEDIUM DENSITY (4-8 UNITS/ACRE) ME PROPERTY AND SOUTHEAST CORNER OF LUND PROPERTY

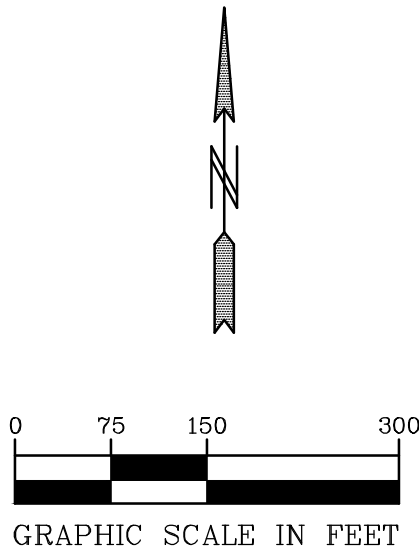
PROPOSED ZONING: PUD NORTHWEST AREA (R-1C, R-3B, R-3C)

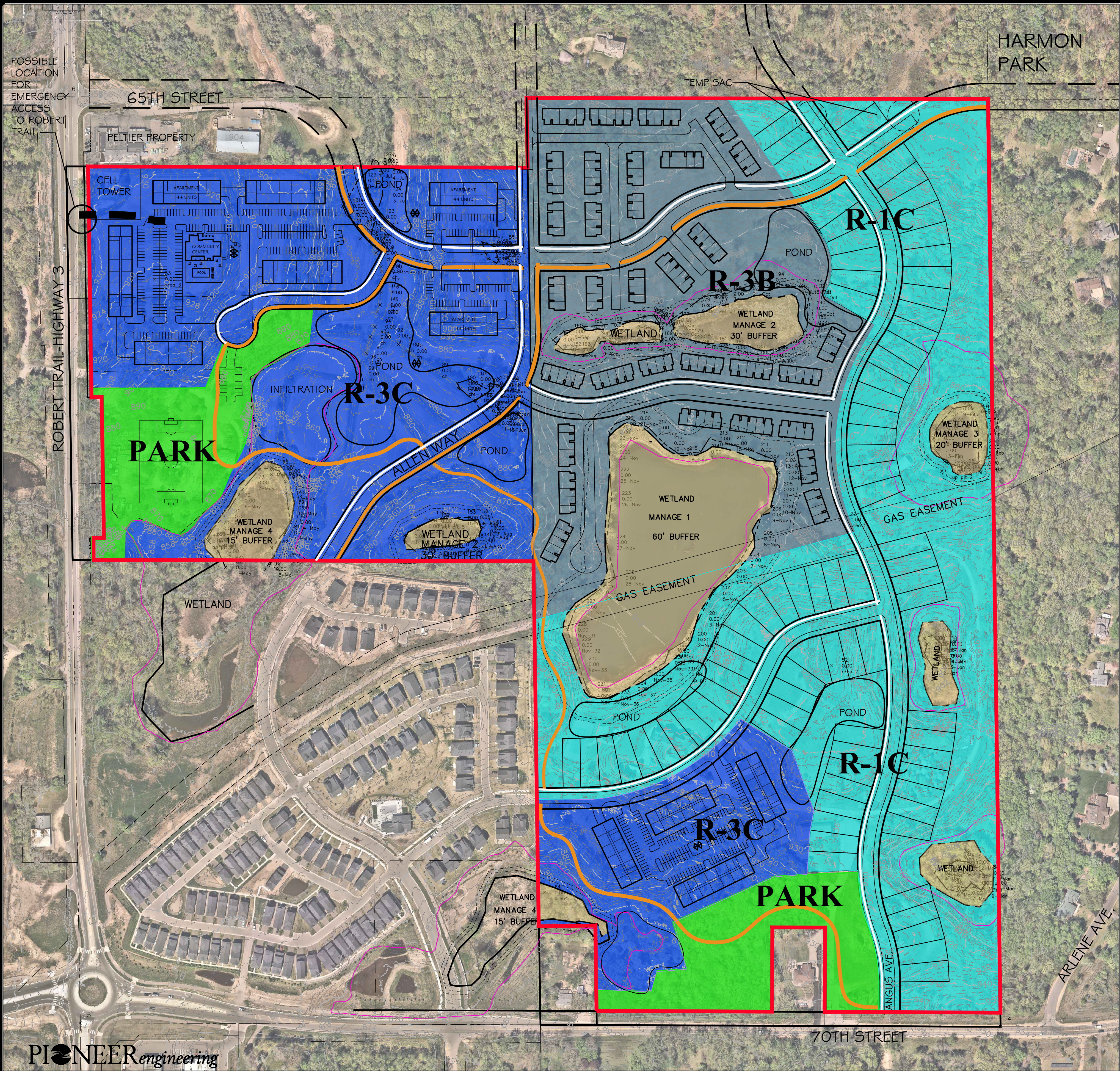
PROPOSED UNITS: 752
APARTMENTS LUND PROPERTY: 340
APARTMENTS ME PROPERTY: 184
TOWNHOME UNITS: 145
50' WIDE SINGLE FAMILY: 83

PROPOSED LAND USE WITHIN EACH PRODUCT AREA
(NET AREAS EXCLUDE WETLANDS AND DEDICATED PARK)

- HIGH DENSITY RESIDENTIAL (12+ UNITS/ACRE)
LUND APARTMENTS
NET AREA: ±25.8 ACRES
UNITS: ±340
NET DENSITY: ±13.1 UNITS/ACRE
- HIGH DENSITY RESIDENTIAL (12+ UNITS/ACRE)
ME APARTMENTS
NET AREA: 7.3 ACRES
UNITS: ±184
NET DENSITY: 25.2 UNITS/ACRE
- LOW-MEDIUM DENSITY RESIDENTIAL (4-8 UNITS/ACRE)
THE CURRENT LAND USE; NO AMENDMENT IN THIS AREA
SINGLE FAMILY AND ROW TOWNHOMES
NET AREA: 55.4 ACRES
UNITS: ±228
NET DENSITY: 4.1 UNITS/ACRE
- PUBLIC PARKS AND OPEN SPACE (±4 ACRES ON WEST SIDE, ±4 ACRES ON EAST)

- PROJECT AREA
- REGIONAL BASIN
- ESTIMATED WETLAND
- PROPOSED TRAIL





SITE DATA:

PROJECT AREA: ±108 ACRES GROSS (±77 ACRES ME, ±31 ACRES LUND)
WETLAND: 11 ACES
CELL TOWER AREA: ±0.5 ACRE
DEDICATED PARK: ±8 ACRES (UPLAND ONLY, WETLANDS AND BASINS EXCLUDED)

NET DEVELOPABLE AREA: ±88.5 ACRES

CURRENT ZONING: AG
2040 GUIDE PLAN: LOW DENSITY (1-4 UNITS/ACRE) LUND AND LOW-MEDIUM DENSITY (4-8 UNITS/ACRE) ME PROPERTY AND SOUTHEAST CORNER OF LUND PROPERTY

PROPOSED ZONING: PUD NORTHWEST AREA (R-1C, R-3B, R-3C)

PROPOSED UNITS: 752
APARTMENTS LUND PROPERTY: 340
APARTMENTS ME PROPERTY: 184
TOWNHOME UNITS: 145
50' WIDE SINGLE FAMILY: 83

ZONING WITHIN EACH PRODUCT AREA (NET AREAS EXCLUDE WETLANDS AND DEDICATED PARK)

- R-3C (PUD NW AREA)**
LUND APARTMENTS
NET AREA: ±25.8 ACRES
UNITS: 340
- R-3C (PUD NW AREA)**
ME APARTMENTS
NET AREA: 7.3 ACRES
UNITS: 184
- R-3B (PUD NW AREA)**
ROW TOWNHOMES
NET AREA: 20.9 ACRES
UNITS: 145
- R-1C (PUD NW AREA)**
SINGLE FAMILY DETACHED
NET AREA: 34.5 ACRES
LOTS: 83
- P PUBLIC INSTITUTIONAL PARK** (±4 ACRES ON WEST SIDE, ±4 ACRES ON EAST)

OPEN SPACE EXCLUDING DEDICATED PARK: ±40 ACRES
20% OPEN SPACE REQUIRED FOR NORTHWEST AREA PUD
(APPROX 22 ACRES REQUIRED)

- PROJECT AREA
- REGIONAL BASIN
- ESTIMATED WETLAND
- PROPOSED TRAIL



INVER WOOD VILLAGE

Inver Grove Heights, Minnesota

Site Data:
Net Developable Area: 88.5 Acres

Proposed Units: 752
Single Family: 83
Townhomes: 145
Apartments: 524
Overall Net Density: 8.5 Units/Acre

Concept plan is for illustration purposes only and subject to change.

Date: June 17, 2024

To: City of Inver Grove Heights

From: Pioneer Engineering, Inc. John Molinaro, President
National Land Holdings, LLC (the “Developer”)

Re: Inver Hills Village
Lund and M&E Properties Comprehensive Plan Amendment and Re-Zoning
6570 South Robert Trail Inver Grove Heights, MN 55077
6680 South Robert Trail Inver Grove Heights, MN 55077
1401 70th Street East, Inver Grove Heights, MN 55077

Thank you for taking the time to review this application for amendment of the City’s Comprehensive Plan and rezoning.

The Properties

The project area consists of approximately 31 gross acres on the Lund property and 77 acres on the M&E property for a total of 108 acres. Land parcels are located on the east side of Highway 3 and north of 70th Street. This property is directly north of the newly platted Canvas at Inver Grove Heights development and west of Inver Grove Acres. Parcels are comprised of rolling terrain with areas of woodland, regional basins, and wetlands.

Comprehensive Plan

The project plan addresses a number of objectives identified in planning for development of the Northwest Area which were incorporated in the City’s 2040 Comprehensive Plan.

- Utilize recent investments in sewer and water infrastructure;
- Update and adjust land uses based on development constraints, property owner interests, capital improvement costs and market conditions;
- Guide development to ensure infrastructure investments are adequately funded;
- Utilize Planned Unit Development Process (PUD);
- Focus new development within the Northwest Area while ensuring that mitigation measures preserve and protect the environment;
- Continue implementing the Northwest Area zoning ordinances as a model for innovative stormwater management and development patterns;
- Manage stormwater within the development utilizing infiltration methods;
- Provide for a fair and reasonable open space pattern;

- Acquire parks in the Northwest Area for new planned residential growth, including neighborhood parks; and
- Provide trail connections to open space, parks, and regional trail system.

Land Use

The property currently has two land use designations. The majority of the site north of Allen Way on the Lund property is low density residential allowing 1-4 units/acre. However, staff recommended higher density in close proximity to Robert Trail. The entirety of the M & E property and the far southeast corner of the Lund property are designated low-medium density residential allowing 4-8 units/acre. This application is requesting a Comprehensive Plan amendment allowing different land use designations throughout the project area. Single family homes will fall into low density (1-4 units/acre), the townhome area will remain at low-medium density (4-8 units/acre), and the two apartment areas will be high density residential (12+ units/acre).

We understand the City has recently approved Comprehensive Plan amendments to regulate a number of properties in the Northwest Area to lower density than designated in the Comprehensive Plan. This was due to physical constraints of the rolling, wooded Northwest Area that has regional basins and wetlands, but also due to the market demands of the past 10-15 years. The Developer proposes to increase the density for portions of the property as there is demand in this market for higher density apartments in addition to townhomes and single-family lots creating a mixed-use development with life cycle housing suitable for several demographics. Sewer capacity studies are completed and the concept plan is within sewer capacity limits.

Proposed land use designations are depicted on the submitted concept plan. Apartments border Highway 3 to the west, a commercial property and ultimately 65th Street to the north. Apartments shown on the M&E property are located north of 70th Street. The south end of the Lund property proposes a large buffer comprised of open space, dedicated park, and wetlands providing separation to the Canvas development. The eastern portion of the development provides a buffer of land between the proposed single family homes and the existing single family homes in Inver Grove Acres.

Zoning

As part of the Northwest Area, the developer is submitting an application for a rezoning to PUD, as required. Proposed is an overlay of the PUD onto zoning districts most suitable for the underlying products and Comprehensive Plan land uses. The Developer is requesting rezoning the single family area to R-1C PUD, the townhomes to R-3B PUD, and the apartments to R-3C PUD. The goal of the concept plan is to create mixed-use neighborhood fully compliant with the letter of both the zoning ordinance and the comprehensive plan.

Infrastructure

The property is served by sewer and water extension from the south through the Canvas development. It has been determined by the City engineer and third-party consulting engineer that there is infrastructure capacity to serve 340 units on the Lund property and 412 units on the M & E property. Sanitary sewer is entirely gravity, and no lift stations are anticipated.

Allen Way will continue north from Canvas to the proposed 65th street extension. A sidewalk and a trail abut Allen Way.

The 65th Street Extension has been discussed for many years. After substantial discussion with City staff, Planning Commission, City Council, and area residents, the City determined the best alignment options for a future 65th Street extension is from the intersection at Robert Trail following the natural contours of the land through the development to the northeast corner of the M&E property on the south side of Harmon Park. Right of way for 65th Street is proposed at 74-feet in width, starting at the intersection north of the Peltier property on Robert Trail and continuing east past the commercial buildings. It will extend through the Lund property to the east, through the northerly portion of the project, and then to the northeast corner of the project area. This road will have limited individual driveway access and will conform to all City engineering standards for a collector road including minimum curve radii. A trail is proposed on one side of 65th Street and a sidewalk on the other side.

Park and Open Space

As part of a PUD in the Northwest Area, a minimum of 20% is required open space. The site plan exceeds this requirement. Substantial open space is proposed along the eastern boundary and southern Lund boundary adjacent to Canvas. Trails are situated along the future 65th alignment and are extended to the trails and sidewalks on Allen Way in Canvas to 65th Street. In addition to the trails along the right of way (ROW), an interior trail will connect the two public park areas.

Based on a number of meetings with City Staff and the Parks Director, the Developer has proposed dedication of public parks in two locations within the project as follows: (a) approximately 4-acres on the Lund property along Highway 3; and approximately 4-acres on the south end of the M&E property along 70th Street. Parks will be dedicated to the City and open to the public. Programming and design for these parks is the responsibility of the City.

Product

Apartments

Proposed are high-quality market rate apartments with underground parking and EV charging stations including features typical of new construction in the market area. Examples of completed apartment developments are included in the application. Proposed are 1-3 bedrooms appealing to professionals and senior residents desiring single level living with substantial amenities.

Townhomes and Villas

Townhomes and villas are 2-3 level buildings with attached 2-car garages. The demographic attracted to these products are families seniors, and professionals. Examples of previously completed developments are included in the application.

Single Family

The Developer is in discussions with third-party builders to construct the single-family and villas homes. Examples are included in the application.

We appreciate the City's time in reviewing our application and look forward to working with the City on this new neighborhood.







LINCOLN PARC

Luxury Apartment Homes
Executive Office Suites









WYNGATE

AT MAPLEWOOD





Request for Council Action

SUBJECT: **3rd and Final Reading of Ordinance Establishing the 2025 City Fee Schedule and of Ordinance Updating and Clarifying Fee References in City Code**

MEETING DATE: November 25, 2024
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the third and final 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. If the ordinances are adopted, the Council is also asked to adopt a Resolution for summary publication of each.

BACKGROUND

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 and abatement-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.

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 third 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. Staff also recommends adoption of the attached Resolution for summary publication for each of the ordinances.

ATTACHMENTS

1. Ordinance Amending 2025 Fee Schedule (Uncodified)
2. Summary Publication Resolution - 2025 Fee Schedule
3. Ordinance Amending City Code Fee References (Codified)
4. Summary Publication Resolution-City Code Fee Reference Amendments



City of Inver Grove Heights 2025 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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	Gambling Premises Permit	2
	Kennel License	2
	Goat Grazing Permit	2
	Urban Chicken-Keeping License	2
	Hotel License	2
	Peddler Permit	2
	Solicitor Registration	2
	Road Use Permit	2
	Solicitor Registration	2
	Therapeutic Massage Business License	2
	Therapeutic Massage Therapist License	2
	Trash Hauling License	2
	Vehicle Junkyard License	2
	Pawnbroker License	2
	Liquor License	3
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	Rental License	3
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Pool Rental	19
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VMCC Arena Ice Time	20

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 (if applicable)		2025 Fees
Item Description	Code Section			
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)				
Micro, Mezzo, Retailer, or Medical Combination - Registration (initial)	TBD	TBD		\$500 or half the amount of the applicable initial license fee under Minnesota Statutes, Section 342.11, whichever is less
Micro, Mezzo, Retailer, or Medical Combination - Registration (renewal)	TBD	TBD		\$1,000 or half the amount of the applicable renewal license fee under Minnesota Statutes, Section 342.11,, whichever is less
Low Potency Hemp Edible Retailer (Initial or Renewal)				\$125
Temporary Cannabis Event Permit	TBD	TBD		\$30 plus escrow
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	10-15-20.1		\$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	5-9-6; 5-9-4 & 5-9-6		At Cost
Nuisance abatement - Administrative Fee	5-9-6; 5-9-4 & 5-9-6		\$50
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			
Digital Advertisements (color or grayscale,			2025 Fees
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

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

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE
NO. 1485, AN ORDINANCE AMENDING THE INVER GROVE HEIGHTS CITY CODE
RELATED TO THE 2025 FEE SCHEDULE**

WHEREAS, on November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. 1485, an ordinance Amending Various Provisions of the Inver Grove Heights City Code Related to the 2025 Fee Schedule.

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

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

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. 1485 which is attached hereto as **Exhibit A**; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. 1485 would clearly inform the public of the intent of the ordinance; and

WHEREAS, due to the length of Ordinance No. 1485, the City Council desires to publish a summary of the Ordinance.

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

1. Approves the text of the summary of Ordinance No. 1485 attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. 1485 in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. 1485 is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. 1485 upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 25th day of November, 2024.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

Attested:

By: _____
Rebecca Kiernan
Its: City Clerk

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

EXHIBIT A

**SUMMARY PUBLICATION
ORDINANCE NO. 1485**

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO.
_____, AN ORDINANCE AMENDING THE INVER GROVE HEIGHTS CITY CODE RELATED TO
2025 FEE SCHEDULE**

On November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance 1485, an ordinance Amending Various Provisions of the Inver Grove Heights City Code Related to the 2025 Fee Schedule.

Ordinance 1485 updates certain fees in the City Code to reflect the 2025 Fee Schedule.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. 1485, and it is directed that only the above title and summary of Ordinance No. 1485 conforming to Minn. Stat. Sec. 331A.01 be published, with the following:

NOTICE

A printed copy of the full text of Ordinance No. 1485 is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE INVER GROVE HEIGHTS
CITY CODE RELATED TO FEES AND ABATEMENTS**

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 the fee listed 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 listed 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 listed 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 found 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 found 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 found 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 found 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 found in the City Fee Schedule. ~~shall be established by City Council resolution~~.

Section Fifteen. Amendment. Title 5, Chapter 3, Section 4E 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 shown in the City Fee Schedule. ~~shall be as established by resolution of the city council.~~

Section Sixteen. Amendment. Title 5, Chapter 3, Section 4E 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 shown in the City Fee Schedule. ~~shall be as established by resolution of the city council.~~

Section Seventeen. Amendment. Title 7, Chapter 3, Section 7(5)(E) 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~~:

E. Small Wireless Facility Agreement: A small wireless facility shall only be collocated on a small wireless support structure owned or controlled by the city, or any other city asset in the right-of-way, after the applicant has executed a standard small wireless facility collocation agreement with the city. The city may require payment of the following fees as listed in the City Fee Schedule in the standard collocation agreement:

1. ~~Up to \$150 per year for r~~Rent to collocate on the city structure.
2. ~~\$25 per year for m~~Maintenance associated with the collocation;
3. A monthly fee for electrical service ~~as follows~~:
 - ~~— a. \$73 per radio node less than or equal to 100 maximum watts;~~
 - ~~— b. \$182 per radio node over 100 maximum watts; or~~
 - ~~— c. The actual costs of electricity, if the actual cost exceed the foregoing.~~

Section Eighteen. Amendment. Title 9, Chapter 2, 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~~:

3. Permit fees are listed in the City Fee Schedule ~~shall be as established by resolution of the city council.~~

Section Nineteen. 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 Twenty. 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 shown in the City Fee Schedule ~~provided therefore~~⁴ 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 Twenty-One. 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 shown 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-Two. 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-Three. Amendment. Title 5, Chapter 9, Section 4 (D)(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~~:

D. Weeds And Grass:

1. No responsible party shall allow any weeds, primary, secondary or otherwise, whether noxious, as defined by law or not, to grow upon the property to a height greater than eight inches (8") within any of the R Residential Districts on parcels less than one acre in size outside of the traveled portion of any street or alley. Upon determining that a violation of this subsection D1 exists, the Enforcement Officer may ~~shall send a written notice by certified mail to the owners of the property and to the responsible parties in apparent control of the property. The notice shall state that the responsible parties in apparent control of the property the owners must correct the violation within seven (7) days after the date of the notice and that failure to do so may result in the City correcting the violation, charging the cost of correction to the owners and specially assessing the cost thereof against the property pursuant to Minnesota Statutes section 429.101 if the owners do not pay. If the owners or responsible parties in apparent control of the property have not corrected the violation, the City may follow the enforcement and abatement procedures for public nuisances as set forth in City Code Section 5-9-6. correct the violation and may charge the cost of correction to the owners. The owners are liable for the costs and must pay the costs within thirty (30) days after the invoice. If the owners do not pay for the costs, the City may specially assess the property pursuant to Minnesota Statutes section 429.101.~~

Section Twenty-Four. 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~~:

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. Abatement costs shall 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 administrative fees as set forth in the City Fee Schedule. ~~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 as listed above, ~~including all interest, attorney fees, administrative costs and other charges.~~ Unpaid abatement costs incurred by the City shall be assessed against the property where the abatement occurred pursuant to Minnesota Statutes Section 429.101. ~~charges constitute a lien against the property where the abatement occurred on and after the date they were incurred.~~

Section Twenty-Five. Amendment. Title 7, Chapter 1, 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~~:

D. Assessment of Costs; Delinquency: The owner of the real property adjacent to a public sidewalk or trail on which a public nuisance as described in subpart A above has been deemed to exist by the City's Enforcement Officer or their designee shall be personally liable for correcting the nuisance. If such public nuisance is not corrected as required above, the City may remove and abate the same following the procedures found in Section 5-9-6. ~~the and All costs of snow, ice, dirt or rubbish removal from public sidewalks shall be billed to the owner of the adjacent property, which shall be immediately due and payable to the City. Unpaid bills more than thirty (30) days past due shall be considered in default. The City Council may levy an assessment equal to such unpaid costs against each lot or parcel of land from which the snow, ice, dirt or rubbish has been removed pursuant to the provisions of Minnesota Statutes, section 429.101.~~

Section Twenty-Six. Amendment. Title 9, Chapter 5, Section 13(19) 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~~:

9-5-13-19: NUISANCE:

In addition to the enforcement processes and penalties provided, any condition caused or permitted to exist in violation of any of the provisions of this section 9-5-13 is a threat and hazard to public health, safety, and welfare, and is declared and deemed a public nuisance, and may be summarily abated or restored at the violator's expense, following the process identified in Section 5-9-6 of the City code, and/or a civil action to abate, enjoin, or otherwise compel the cessation of such nuisance may be taken

Section Twenty-Seven. Effective Date. This Ordinance shall be in full force and effect 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

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

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE
NO. _____, AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE INVER
GROVE HEIGHTS CITY CODE RELATED TO FEES AND ABATEMENTS**

WHEREAS, on November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. _____, an ordinance Amending Various Provisions of the Inver Grove Heights City Code Related to Fees and Abatements; and

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

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

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

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

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

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

1. Approves the text of the summary of Ordinance No. _____ attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. _____ in the City's official newspaper.
2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. _____ is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by

electronic mail.

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

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 25th day of November, 2024.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

Attested:

By: _____
Rebecca Kiernan
Its: City Clerk

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

EXHIBIT A

**SUMMARY PUBLICATION
ORDINANCE NO. _____**

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO.
_____, AN ORDINANCE AMENDING VARIOUS PROVISIONS OF THE INVER GROVE HEIGHTS
CITY CODE RELATED TO FEES AN ABATEMENTS**

On November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance _____, an ordinance Amending Various Provisions of the Inver Grove Heights City Code Related to Fees and Abatements.

Ordinance _____ removes certain fees from the City Code; updates references to fees for permits and licenses to those listed in the City Fee Schedule; and revises other language in the City Code related to costs and fees that are listed in the City Fee Schedule. The ordinance also amends certain sections of the code related to abatements.

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

NOTICE

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



Request for Council Action

SUBJECT: **3rd and Final Reading of Ordinance Amending Utility Connection and Certain Development Related Fees**

MEETING DATE: November 25, 2024

ITEM TYPE: Regular Business

CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to consider the third and final reading of the attached Ordinance, amending various utility connection and development related fees, as established in City Code and, if approved, also consider adoption of the attached Resolution for summary publication.

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 first reading was adopted at the Council's October 28 meeting. The public hearing and second reading took place at the Council's November 12 meeting.

The attached Ordinance 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 objections from prospective developers. Further discussion and analysis of these fees is needed in order to make a strategic decision for the long-term.

FISCAL IMPACT

RECOMMENDATION

Staff recommends adoption of the attached Ordinance and Resolution for summary publication.

ATTACHMENTS

1. Ordinance Establishing Development & Utility Connection Fees for 2025
2. Summary Publication Resolution for 2025 Development Fee Ordinance

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

ORDINANCE NO. _____

**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 (<u>multi-</u> <u>family & non-residential i.e.</u> <u>Commercial or Industrial</u>)	\$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

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

RESOLUTION NO. _____

**A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF
ORDINANCE NO. 1487, 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**

WHEREAS, on November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. 1487, 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; and

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

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

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No.1487 which is attached hereto as **Exhibit A**; and

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and summary of Ordinance No. 1487 would clearly inform the public of the intent of the ordinance; and

WHEREAS, due to the length of Ordinance No. 1487, the City Council desires to publish a summary of the Ordinance.

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

1. Approves the text of the summary of Ordinance No. 1487 attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. 1487 in the City's official newspaper.

2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. 1487 is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.
3. Directs the City Clerk to file the executed Ordinance No. 1487 upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 25th day of November, 2024.

Brenda Dietrich, Mayor

Attest:

Rebecca Kiernan, City Clerk

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

EXHIBIT A

SUMMARY PUBLICATION ORDINANCE NO. 1487

A RESOLUTION APPROVING THE PUBLICATION OF A SUMMARY OF ORDINANCE NO. 1487, 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

On November 25, 2024, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance 1487, 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.

Ordinance 1487 revises the connection fees to the City of Inver Grove Heights' water utility system, including fees due at time of plat and at the time of building permit or connection to the water system for property located inside the City's Northwest Area and outside of the City's Northwest Area and within in the MUSA. These fees include water plat connection fees, water building permit connection fees, water treatment plant fees, and water core connection fees based on water meter size. It also revises the connection fees to the City's sanitary sewer utility system, including the fees due at the time of plat and at the time of building permit or connection to the sanitary sewer system for property located inside the City's Northwest Area and outside of the City's Northwest Area and within in the MUSA. These fees include the sanitary sewer plat connection fee, the sanitary sewer building permit connection unit fee, MCES SAC unit fee, B-Line special connection charge, and sewer core connection fee based on water meter size. A stormwater plat connection fee is established for land outside of the Northwest Area, and the fee is revised for land inside the Northwest Area.

Existing development related fees found in Section 10-3-8 were revised, including base fees, abstract fees GIS fees, and escrow amounts, and new fees were added, including fees for determination of substantially similar use and zoning interpretation appeals.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. 1487, and it is directed that only the above title and summary of Ordinance No. 1487 conforming to Minn. Stat. Sec. 331A.01 be published, with the following:

NOTICE

A printed copy of the full text of Ordinance No. 1487 is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.



Request for Council Action

SUBJECT: **CLOSED SESSION: Attorney-Client Privilege**

MEETING DATE: November 25, 2024

ITEM TYPE: Regular Business

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to move into closed session pursuant to attorney-client privilege.

BACKGROUND

The Council is asked to make a motion pursuant to Minn. Stat. Sec. 13D.05, subd. 3(b) to move into closed session pursuant to the attorney-client privilege regarding a special assessment objection/appeal.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

None