



Inver Grove Heights City Council
Monday, February 10, 2025 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, February 10, 2025, will be provided to the Council at or before the February 10, 2025 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 Disbursements
- B.** Personnel Actions
- C.** Approval of Exempt Gambling Permit for Simley Softball Booster Club
- D.** Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2023-09E - Argenta Trail Reconstruction
- E.** Resolution Approving Right of Entry Agreements for City Project No. 2023-09E - Argenta Trail Reconstruction
- F.** Approval of Storm Water Facilities Maintenance Agreement for 10119 Rich Valley Boulevard
- G.** Approval of Work Order with AE2S and Project Budget for City Project No. 2024-11 - Stormwater Utility Rate Study
- H.** Resolution Establishing a Charter for a Citizen Focus Group on Stormwater Utility Rates
- I.** Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2025 Pavement Management Projects
- J.** Approval of Temporary Construction Easement and Permanent Trail Easements and Related Agreements for City Project 2023-08, Babcock Trail Improvements
- K.** Resolution Amending 2025 Public Safety Small Equipment Fund Budget

- L. Declaration of Surplus Property - 2016 Ford Explorer
- M. Resolution Authorizing Summary Publication of Ordinance No. 1492
- N. Reclassification of Police Office Support Positions

6. Public Hearing

7. Regular Business

- A. Rental Housing Licenses
- B. Presentation of Phase 1 Findings from Fire Station #3 Location Study
- C. 2025 Legislative Positions & Priorities

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.

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: February 10, 2025
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 January 22, 2025 – February 4, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of January 22, 2025 – February 4, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$618,897.02
Special Revenue	17,158.95
Debt Service	2,950,995.01
Capital Projects	119,194.50
Enterprise	1,137,057.24
Internal Service	53,919.09
Escrows	3,535.12
Total - All Funds	\$4,900,756.93

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 02.10.2025
2. Disbursements Listing (1.22.2025- 2.4.2025)



Request for Council Action

SUBJECT: **Personnel Actions**

MEETING DATE: February 10, 2025
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 2.10.25 (hires-terms)

Request for Council Action

SUBJECT: **Approval of Exempt Gambling Permit for Simley Softball Booster Club**

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve the Simley Softball Booster Club's application for an Exempt Gambling Permit.

BACKGROUND

The Simley Softball Booster Club has submitted an application for an Exempt Gambling Permit to hold a raffle on April 13 during a "Whacky Bowling" event to be held at Drkula's 32 Bowling, 6710 Cahill Ave. The proceeds will be used to help fund the booster club's efforts for the players - team dinners, transportation, equipment, assistant coaches pay, events at games for both the Junior Varsity and Varsity softball teams at Simley, etc.

FISCAL IMPACT

There is no fiscal impact to the City.

RECOMMENDATION

Staff recommends approval of the Exempt Gambling Permit for Simley Softbal Boosters.

ATTACHMENTS

1. LG220 Exempt Gambling Permit Application



Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2023-09E - Argenta Trail Reconstruction**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2023-09E – Argenta Trail Reconstruction.

BACKGROUND

On May 13, 2024, the Council held a public hearing and then ordered the project and authorized the preparation of plans and specifications for City Project No. 2023-09E – Argenta Trail Reconstruction, as part of the 2025 Pavement Management Initiative (PMI) (Resolution 2024-097). On September 23, 2024, the Council approved a Joint Powers Agreement with the City of Eagan and Dakota County for final design engineering, including the hiring of WSB to complete the final design plans under a contract with the City of Eagan (Resolution 2024-211).

The final plans and specifications have been completed and are now available for viewing at the Engineering Division's office at City Hall. City Project No. 2023-09E is an intra-agency project between the cities of Eagan and Inver Grove Heights, and Dakota County. The City of Eagan is the lead agency for the project. The bid opening is tentatively scheduled for March 6, 2025, with the Council receiving bids and considering a contract award on March 24, 2025.

FISCAL IMPACT

Funding for City Project No. 2023-09E will be from the Pavement Management - Local Streets Fund (440), Water Capital Fund (511), Sewer Capital Fund (521), Storm Water Capital Fund (531), Municipal State Aid construction funds, and Special Assessments. Final budgets for the project will be brought forth for City Council consideration at the time of the contract award.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2023-09E.

ATTACHMENTS

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



Request for Council Action

SUBJECT: **Resolution Approving Right of Entry Agreements for City Project No. 2023-09E - Argenta Trail Reconstruction**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving Right of Entry and Access Agreements for the construction of City Project No. 2023-09E - Argenta Trail Drainage Improvement project.

BACKGROUND

On May 13, 2024, the Council held a public hearing and then ordered the project and authorized the preparation of plans and specifications for City Project No. 2023-09E – Argenta Trail Reconstruction, as part of the 2025 Pavement Management Initiative (PMI) (Resolution 2024-097). On September 23, 2024, the Council approved a Joint Powers Agreement with the City of Eagan and Dakota County for final design engineering (Resolution 2024-211). The final engineering plans have been developed and have identified the need for temporary construction access to complete utility service installation and perform boulevard grading to eliminate an existing roadside ditch that extends beyond the prescriptive roadway easements adjacent to the properties located at the following addresses:

- 8804 Argenta Trail, Inver Grove Heights, MN 55077
- 8820 Argenta Trail, Inver Grove Heights, MN 55077
- 8842 Argenta Trail, Inver Grove Heights, MN 55077
- 8860 Argenta Trail, Inver Grove Heights, MN 55077

The owners of these properties are willing to grant the City access to the areas described in the plans and as memorialized in the attached Right of Entry and Access Agreements at zero cost. In turn, the City has agreed to restore the disturbed boulevard areas with sod and, where applicable, replace driveway aprons with concrete and bituminous as detailed in the final project plans and shown in Exhibit B of each individual agreement.

At the time of agenda publication, two of the four property owners have signed their respective Right of Entry documents. Staff continue to coordinate with the remaining two property owners to obtain final signatures and approvals, which, if obtained prior to the City Council meeting, will have the signature sheets provided at the City Council meeting for Council approval. Final, executed agreements will not be filed and recorded with Dakota County until all party signatures are obtained.

FISCAL IMPACT

There are no costs associated with the Right of Entry and Access Agreements. Costs for any construction work associated with City Project No. 2023-09E are included in the final plans, the final budget for which will be brought forth for City Council consideration at the time of final bid award, tentatively planned for March 24, 2025.

RECOMMENDATION

Staff recommends adoption of the attached Resolutions, approving the Right of Entry and Access Agreements in conjunction with City Project No. 2023-09E - Argenta Trail Reconstruction.

ATTACHMENTS

1. Resolution - Right of Entries - City Project 2023-09E
2. Access Agreement - 8804 Argenta Trl
3. Access Agreement - 8820 Argenta Trl
4. Access Agreement - 8842 Argenta Trl
5. Access Agreement - 8860 Argenta Trl



Request for Council Action

SUBJECT: **Approval of Storm Water Facilities Maintenance Agreement for 10119 Rich Valley Boulevard**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572
Nicole Portugal, Engineering Technician, 651.450.2573

ACTION REQUESTED

The Council is asked to approve the attached Storm Water Facilities Maintenance Agreement (SWFMA) for the property located at 10119 Rich Valley Boulevard.

BACKGROUND

The owner of 10119 Rich Valley Boulevard is proposing to construct a new home on the site and is required to enter into a storm water facilities maintenance agreement with the City to ensure that the proposed site improvements meet current City standards for grading, erosion control and storm water management.

The owner's contractor has provided the plans required by the ordinance. Infiltration basins will be constructed for water quality treatment and flow requirements on the lot and receive water from the new impervious area. An engineering escrow of \$1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements and the property owner will sign the attached SWFMA which will be recorded against the property.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the attached Storm Water Facilities Maintenance Agreement for the property located at 10119 Rich Valley Boulevard.

ATTACHMENTS

1. Storm Water Facilities Maintenance Agreement - 10119 Rich Valley Blvd

Request for Council Action

SUBJECT: **Approval of Work Order with AE2S and Project Budget for City Project No. 2024-11 - Stormwater Utility Rate Study**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving a contract award to Advanced Engineering & Environmental Services, LLC (AE2S) and approving the budget for City Project No. 2024-11 - Stormwater Utility Rate Study.

BACKGROUND

The City completed a utility rate study for water and sanitary sewer rates in 2023. While the scope of work for that study originally included a review of stormwater utility rates, it was subsequently determined through the review process that a stand-alone stormwater rate study would better address the equity challenges and shortcomings in funding for the City's stormwater utility needs. This is particularly true due to the complexities of the City's stormwater rates, which have a rate structure split between rural, urban, and Northwest Area (NWA) fees.

Staff presented the City Council a recommendation for stormwater utility rate study at the January 13, 2025 City Council Worksession. The presentation included a review of proposed scope, recommendation of a direct contract negotiation with Advanced Engineering & Environmental Services, LLC (AE2S), who completed the original sewer and water utility rate study in 2023, and the inclusion of management and coordination of a Citizen Focus Group as part of the scope of work.

Staff have completed a work scope and negotiated a final work order contract with AE2S as part of their participation in the City's Engineering Consulting Pool through a Master Services Agreement (approved by Council via Resolution 2023-090). The final contractual cost for the work is proposed to be \$128,916. An additional contingency of approximately 5% (\$5,684) is proposed to be budgeted for additional work scope should it be determined at the discretion of the Public Works Director. The total project cost is proposed to be \$134,600.

FISCAL IMPACT

Funding in the amount of \$65,000 for a stand-alone study of stormwater rates was set aside in the Stormwater Operating Fund (Fund 530) budget in 2024, with another \$25,000 set aside in the same fund for 2025, for a total of \$90,000. As the estimated cost for this study has increased with additional scope and the proposed Citizen Focus Group, an additional \$44,600 in funding from the Stormwater Capital Fund (Fund 531) is being proposed to bridge this funding gap. The attached

Resolution includes a budget approval component authorizing the use of this additional funding to pay for the proposed Stormwater Utility Rate Study.

RECOMMENDATION

Staff recommends approval of the attached Resolution, approving a contract award to AE2S and approving the budget for City Project No. 2024-11 - Stormwater Utility Rate Study.

ATTACHMENTS

1. Resolution for Work Order Contract
2. Work Order Contract - AE2S



Request for Council Action

SUBJECT: **Resolution Establishing a Charter for a Citizen Focus Group on Stormwater Utility Rates**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, establishing a formal Charter for a Citizen Focus Group on Stormwater Utility Rates.

BACKGROUND

At the January 13, 2025 City Council Worksession, City staff presented the Council with a recommendation for a Stormwater Utility Rate Study and an accompanying Citizen Focus Group to engage residents and property owners within the City regarding the study.

A Citizen Focus Group can provide feedback to staff and the City Council regarding the development, evaluation, and implementation of equitable and sustainable stormwater utility rates. A draft Charter that formally establishes a the proposed focus group was presented at that meeting, and a final version of the Charter is attached along with a Resolution to adopt it. Having a written Charter such as this helps to clearly define the role and scope of the focus group, which is intended to aid in keeping the project on track and on schedule.

FISCAL IMPACT

Oversight and coordination of Citizen Focus Group meetings are to be managed through the City's consultant work order contract for the Stormwater Utility Rate Study (City Project No. 2024-11), which is elsewhere on this agenda for Council approval.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, establishing a Charter for a Citizen Focus Group on Stormwater Utility Rates.

ATTACHMENTS

1. Resolution for Establishing a Focus Group for Stormwater Utility Rates
2. Charter for Citizen Focus Group (FINAL)



Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for 2025 Pavement Management Projects**

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos. 2025-09D and 2025-09E, as part of the City's 2025 Pavement Management Initiative (PMI).

BACKGROUND

On April 22, 2024, the Council held a public hearing and then ordered projects and authorized the preparation of plans and specifications for the following 2025 Pavement Management Initiative (PMI) projects:

- 2025-09D – Barbara Avenue and 46th Street Area by Full Reconstruction/Full Depth Reclamation
- 2025-09E – 50th Street Area (Babcock Trail to TH 3) by Full Depth Reclamation

The final plans and specifications have been completed and are now available for viewing at the Engineering Division's office at City Hall. The pavement rehabilitation projects are proposed to be bid together to take advantage of economies of scale and to streamline contract administration efforts. The bid opening is tentatively scheduled for March 17, 2025, with the Council receiving bids and considering a contract award on March 24, 2025.

FISCAL IMPACT

Funding for the projects will be from the Pavement Management - Local Streets Fund (440), Water Capital Fund (511), Sewer Capital Fund (521), Storm Water Capital Fund (531) and Special Assessments. Final budgets for the projects will be brought forth for City Council consideration at the time of the contract award.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project Nos. 2025-09 D and 2025-09E.

ATTACHMENTS

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



Request for Council Action

SUBJECT: **Approval of Temporary Construction Easement and Permanent Trail Easements and Related Agreements for City Project 2023-08, Babcock Trail Improvements**

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED

The Council is asked to approve the attached temporary construction and permanent trail easements and easement agreements to facilitate City Project 2023-08, Babcock Trail Improvements.

BACKGROUND

The City of Inver Grove Heights has entered into a Joint Powers Agreement (JPA) with Dakota County (Resolution 2023-287) for the design and construction of a multi-use trail along the east side of Babcock Trail between Upper 55th Street and Hwy 494.

Per the JPA, the City has agreed to coordinate the acquisition of all permanent and temporary easements necessary for the project. The City has obtained appraisals for the value of the proposed easements, and with the assistance of the engineering consulting firm SEH, has negotiated easement agreements with the owners of five parcels where temporary or permanent easements are required for the project. The Council is asked to approve the attached easements and related agreements. The easement acquisition costs are within the previously-approved project budget.

FISCAL IMPACT

The total cost for the permanent and temporary easements is \$7,200 and is within the easement acquisition budget that was included in the work order contract, and any amendments thereto, for the final design and right of way acquisition for the project (Resolutions 2023-288 and 2024-213).

RECOMMENDATION

Staff recommend approval of the attached temporary construction and permanent trail easements and easement agreements.

ATTACHMENTS

1. Parcel 1-Iglesia Cedros del Libano
2. Parcel 2-CHS f/k/a Farmers Union
3. Parcel 3-CHS
4. Parcels 4 & 5-CHS



Request for Council Action

SUBJECT: **Resolution Amending 2025 Public Safety Small Equipment Fund Budget**

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, amending the 2025 budget for the Public Safety Small Equipment Fund (Fund 102) and authorizing the purchase of new public safety equipment, uniforms and supplies using the money from the Police Departments' share of the one-time public safety money.

BACKGROUND

The City of Inver Grove Heights received one-time public safety money from the State of Minnesota in December 2023, which was divided between the Police and Fire Departments. In 2024, the Police Department was authorized to use a portion of its share of the funds to purchase an unmanned aerial system and a new K9 vehicle. Additionally, a gradual spend-down of the funding to cover the costs of new officers not paid for by the COPS grant was outlined during the 2025 budget process. (The COPS grant funds about 1/3 of the wage and benefit costs of each of the 3 officers, for 3 years.)

After taking time to evaluate what the most important needs of the Police Department are and where there are funding gaps, the Police Department identified items in three categories for use of some of the remaining funding: needs due to the growth of the Department, safety equipment for officers and Council priorities related to policing.

The following are the items that would be acquired if Council adopts the attached Resolution:

Needs due to the Growth of the Department

LEMA Caisson Uniform (1)
Honor Guard Uniforms (4)
Body Worn Cameras & Supporting Software & Accessories (5)
Police Mobile Radios & Batteries (7)
Training Reporting Software
Blocker Locker (Faraday Bag) (1)
New Department Patches without State Seal (design, production, replacement on uniforms)
New Department Badges Without State Seal (Design & Replacement)
New Department Hat Badges Without State Seal

Safety Equipment for Officers

Firearms & Accessories (5)
Armored Plate Carriers (9)

Council Priorities Related to Policing

Radar Speed Signs (2)

Traffic Enforcement Readers (2)

Also attached is a table outlining the total authorized and proposed uses of the funds thus far.

FISCAL IMPACT

The estimated cost of the new purchases totals approximately \$167,000. After making these and the previously authorized expenditures from the one-time public safety aid, a balance of \$757,392 will remain, a portion of which is intended for use in coming years as the cost of the three new officers is gradually phased onto the levy.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, amending the 2025 expenditure budget for the Public Safety Small Equipment Fund.

ATTACHMENTS

1. Resolution Amending 2025 PS Small Equipment Fund Budget (Feb 2025)
2. Authorized & Proposed Police Uses of One-Time Public Safety Aid (Feb 10, 2025)



Request for Council Action

SUBJECT: **Declaration of Surplus Property - 2016 Ford Explorer**

MEETING DATE: February 10, 2025

ITEM TYPE: Consent Agenda

CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, declaring a 2016 Ford Explorer (VIN 1FM5K8D80GGA52384) as surplus property and authorizing sale of the vehicle.

BACKGROUND

The Police Department owns a 2016 Ford Explorer that has been decommissioned as a squad car due to its high miles and wear and tear from daily use as a squad car for almost 10 years. The vehicle is no longer suitable for daily use in the Police Department, and City mechanics are not recommending its use for any other City department or division.

FISCAL IMPACT

The proceeds of the sale of the vehicle would be deposited into the City's Central Equipment Fund (Fund 603).

RECOMMENDATION

Staff recommends adoption of the attached Resolution, declaring the 2016 Ford Explorer as surplus property and authorizing its sale.

ATTACHMENTS

1. Resolution Declaring 2016 Ford Explorer Surplus Property



Request for Council Action

SUBJECT: **Resolution Authorizing Summary Publication of Ordinance No. 1492**

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing summary publication of the recently adopted ordinance amending the City's zoning code as it relates to the allowable height, capacity and surface area of a sanitary landfill in the Integrated Resource Management (IRM) district.

BACKGROUND

At its January 27, 2025 meeting, the Council approved a number of landfill expansion related items, including Ordinance No, 1492, which amended certain provisions of City Code Section 10-13E-6 related to the required conditions for the expansion of an existing sanitary landfill, including the maximum height, design capacity, and surface square footage of a landfill.

The Council is authorized by state statute to approve the publication of only a summary of adopted ordinances, instead of the entirety of the ordinance, via adoption of a summary publication resolution. The resolution must be adopted by a 4/5ths vote of the entire council.

FISCAL IMPACT

Publishing a summary of the adopted ordinance in the City's newspaper of record, rather than the full text of the ordinance, saves the City money. The full text of the ordinance is available to the public on the City's website.

RECOMMENDATION

Staff recommends adoption of the attached Resolution.

ATTACHMENTS

1. Summary Publication Resolution



Request for Council Action

SUBJECT: Reclassification of Police Office Support Positions

MEETING DATE: February 10, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the reclassification of the three, full-time Office Support positions within the Police Department to the classification of Police Records Specialist.

BACKGROUND

The 2025 budget for the Police Department includes three full-time Office Support positions, which are currently in Grade 9 of the City's compensation plan. These positions have experienced a fair amount of turnover in recent years, with mixed results. The Department has been fortunate to hire some very good employees who continue to expand their knowledge and skills. However, there have also been some unsuccessful hires who have struggled with the demands of the position, as well as some candidates for openings that have not been willing to accept the pay range the positions are currently classified at.

Therefore, when the most recent vacancy came about a few weeks ago, the Department worked with HR to thoroughly review and update the position description and submitted it to the City's compensation consultant for review. The results of the compensation review recommend placement of the position at Grade 12 of the City's pay scale. For 2025, this pay scale has a starting rate of \$32.16 and a top pay of \$40.57, compared to a pay scale of \$28.29 to \$35.69 for the current classification.

In order to ensure the best chance of attracting a well-qualified candidate with this upcoming posting, and to fairly compensate the two incumbent employees who are doing the work today, staff is seeking Council's approval to reclassify the three, full-time Office Support positions (at Grade 9) authorized in the Police Department's 2025 budget to the classification of Police Records Specialist (at Grade 12). Incumbent employees would be placed at the first step of new pay scale that provides a wage increase. This would result in a relatively modest cost increase to the City this year and can be accommodated within the already adopted 2025 Police budget. Over time, though, this change will provide for the wages of these three positions to grow about 14% higher than they would under the current classification.

Given the growth of the city and the Police Department in recent years, as well as the increasing complexity of the work performed by the PD's support staff, Chief Chiodo is recommending this change in order to attract and retain well qualified candidates for these important positions. The change also better aligns the Inver Grove Heights positions with those of other metro-area cities, many of whom recognize that Police Records work is a specialty or field of work unto itself, that would not be accurately categorized as "general office support." Law enforcement records

management has become more complex, involves a wide variety of formats (audio, video, etc.), and requires a higher degree of confidentiality and discretion when compared to general office support positions.

FISCAL IMPACT

The estimated cost of the proposed reclassification of the three positions totals between \$9,000 and \$10,000 for calendar year 2025, which can be accommodated for within the Police Department's already adopted budget, due to some temporary position vacancies.

RECOMMENDATION

Staff recommends reclassification of the Police Department's three, full-time Office Support positions (at Grade 9) to Police Records Specialist (at Grade 12), effective February 17, 2025.

ATTACHMENTS

None



Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: February 10, 2025

ITEM TYPE: Regular Business

CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED

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

BACKGROUND

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

The following rental license applications have been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER
5445 Babcock #208	10 MABC Portfolio, LLC Edina, MN	Ryan Tauer West St. Paul, MN
5447 Babcock #202	10 MABC Portfolio, LLC Edina, MN	Ryan Tauer West St. Paul, MN
8735 Branson Dr	Nichole Frost Apple Valley, MN	Daniel Christensen Apple Valley, MN
3303 75th St	Robert Dahl Inver Grove Heights, MN	Robert Dahl Inver Grove Heights, MN
7463 Dickman Trl	John Stiles Inver Grove Heights, MN	John Stiles Inver Grove Heights, MN
7400 Brady Path	Christina Trinh Woodbury, MN	Jon Chov Apple Valley, MN
7452 Bolton Way	Boris & Yuliya Makhlin Eagan, MN	Boris Makhlin Eagan, MN
8112 Adelbert Ave	Jonathan Kitsch Inver Grove Heights, MN	Jonathan Kitsch Inver Grove Heights, MN
5821 Babcock	Liborio Ramirez Inver Grove Heights, MN	Liborio Ramirez Inver Grove Heights, MN

8371 Corcoran Cir	Carey Field Montevideo, MN	Carey Field Montevideo, MN
8799 Branson Dr	Carl Brust Midlothian, TX	Ishonda Emerson Minneapolis, MN
8731 Alverno Ave	Nathan Lubbs Chester, NJ	Ishonda Emerson Minneapolis, MN
5431 Brewer Ln	Brent & Lori Ryan Plymouth, MN	Ishonda Emerson Minneapolis, MN

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

FISCAL IMPACT

None

RECOMMENDATION

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

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Presentation of Phase 1 Findings from Fire Station #3 Location Study**

MEETING DATE: February 10, 2025
ITEM TYPE: Regular Business
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to receive a presentation on the results of Phase 1 of the Fire Station #3 Location Study and consider whether to authorize proceeding to Phase 2.

BACKGROUND

At its April 22, 2024 meeting, the Council authorized the issuance of a Request for Proposals (RFP) for a Station Location Study to be conducted for Fire Station #3. Station #3 is the oldest of the City's three fire stations and will need some significant maintenance and improvements in the coming years if it is going to continue to serve the Department and the City. Before determining whether to devote significant financial resources to remodeling or rebuilding station #3 at its current site, the City needs to determine whether the present location of Fire Station #3 is the best location from which to serve current and future residents and businesses. That was set as Phase 1 of the study.

If the current location of Fire Station #3 was determined to not be a reasonable location from which to serve the community now and into the future, the City wanted to identify alternative locations for a replacement Fire Station #3 to be built, which is considered Phase 2 of this study.

At its July 22, 2022 meeting, the Council approved the selection of BKV Group to conduct Phase 1 for \$3,500 and if needed, continue with Phase 2 for \$8,000. Reimbursable expenses were not to exceed \$1,000.

BKV Group has now completed Phase 1 of this process and will be presenting their findings at this meeting. Council is requested to hear the results of Phase 1 and determine whether to move to Phase 2 of the Station #3 Location Study.

FISCAL IMPACT

If the Council elects to proceed to Phase 2 of the study, the cost will be \$8,000, plus expenses not to exceed \$1,000. Funds for this work are budgetted.

RECOMMENDATION

If the Council wishes to proceed to Phase 2, a motion to adopt the attached Resolution would be in order.

ATTACHMENTS

1. Resolution to Authorize Phase 2 of Fire Station #3 Location Study (Feb 2025)



Request for Council Action

SUBJECT: **2025 Legislative Positions & Priorities**

MEETING DATE: February 10, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to adopt the attached 2025 Legislative Positions & Priorities document, with or without amendments.

BACKGROUND

To guide the official efforts of City staff and the work of the City's lobbyist, and to position the City to respond to whatever might develop over the course of the legislative session, the Council has traditionally adopted a written document outlining the City's legislative positions and priorities. At its January work session, the Council reviewed the attached document and generally found it to be an accurate representation of the City's interests at this time.

It is now brought forward for formal adoption, with two items of note:

- 1.) Parks & Rec Director Adam Lares is recommending the City increase the amount of bonding support being requested for Heritage Village Park Phase 6 to \$3 million due to rising costs and the likelihood that construction will not begin for at least a couple of years.
- 2.) During the January work session, staff forgot to draw the Council's attention to the specific issue of funding for public and government access. This is a priority for the NDC4 Cable Commission, of which the City is a member, and they are asking member cities to specifically support it as well. The topic is not, however, without some controversy as it was strongly opposed by companies such as Comcast. The Minnesota Association of Community Telecommunications Administrators (MACTA) prepared the attached one-page description of the issue and proposed legislative solution(s), along with a resolution of support adopted by the NDC4 Board last year. Staff seeks Council direction on whether or not it wishes to adopt a position on this issue.

FISCAL IMPACT

RECOMMENDATION

ATTACHMENTS

1. Updated IGH 2025 Legislative Positions & Priorities
2. MACTA_one-pager_2024
3. NDC4 Resolution Supporting Legislation to Modernize PEG Funding 2-7-2024

