Inver Grove Heights City Council
Monday, August 11, 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, August 11, 2025, will be provided to the Council at or before the August 11, 2025 meeting. To watch remotely, individuals may go to www.townsquare.tv/webstreaming or watch from Cable TV Live on the Second and Fourth Mondays of the month at 6 p.m. on Channel 14/799 HD.

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 July 14, 2025 City Council Meeting

   B. Approval of Minutes of the July 21, 2025 City Council Work Session

   C. Approval of Disbursements

   D. Personnel Actions

   E. Resolution Amending Position Classification Plan

   F. Annual Worker's Compensation and Property/Casualty Insurance Renewal

   G. Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2016-17 – 117th Street Reconstruction

   H. Resolution Amending the Purchase Agreement for the Sale of Property to the EDA

   I. Termination of Agreement Related to Maintenance of Storm Water Facilities and Retaining Wall

   J. Contract for Custodial Services

   K. Approval of Marketing Contract for Inver Wood Golf Course Anniversary Membership Campaign and Adoption of Resolution Amending the 2025 Golf Course Operating Budget

L. Resolution Amending Adopted Budget for Groveland Park Ballfield Improvements (City Project No. 2518)

6. Public Hearing

7. Regular Business

A. Rental Housing Licenses

B. School Resource Officer Contract with ISD #199 for the 2025-2026 School Year

C. 2nd Reading of Ordinances Amending City Code Regarding Licensing Requirements

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 MEETING
MONDAY, JULY 14 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, July 14, 2025, 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, Murphy, Scales, and T'Kach (remote)
Staff In Attendance: City Administrator Wilson, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, City Engineer Merchlewicz, and Parks and Recreation Director Lares

3. APPROVAL OF AGENDA:

Motion to add item to the Regular Agenda for Spartan End Zone Off-Site Gambling Permit and to move Public Comments and Mayor Council Comments prior to the Closed Sessions and approve Agenda by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS:

A. Parks and Recreation Month Proclamation

Mayor Dietrich proclaimed July as Parks and Recreation Month in Inver Grove Heights, highlighting the 2025 theme, "Build Together, Play Together," and designating July 18 as Parks and Recreation Professional Day. She praised the Parks and Recreation Department for their dedication and contributions to the community and expressed the City Council's sincere appreciation to Director Lares and the entire team.

Director Lares thanked the City Council for the recognition and expressed appreciation for their support. He highlighted the department's passion and dedication in providing parks, trails, and recreation programs for all ages, and said he looked forward to sharing the proclamation with the entire team.

5. CONSENT AGENDA:

- **A.** Approval of Minutes of February 3, 2025, City Council Meeting
- **B.** Approval of Minutes of May 12, 2025, City Council Meeting
- **C.** Approval of Disbursements, **Resolution 2025-160**
- **D.** Personnel Actions
- **E.** Temporary Off-Site Gambling Permit for Moose Lodge 1088, **Resolution 2025-161**
- **F.** Resolution Approving a Variance for the Xcel Energy Wescott Gas Plant
- **G.** Resolution Authorizing Application for a Dakota County CDA Redevelopment Incentive Grant, **Resolution 2025-162**
- **H.** Authorization to Enter into Contracts for Flooring Replacement in Fitness Area at Veterans Memorial Community Center

- **I.** Approval of Contract with Alliance for Feasibility Study for Options to Expand the Inver Wood Golf Maintenance Facility
- **J.** Resolution Approving a Wetland Replacement Plan for Vetern's Memorial Greenway – Phase 2 (Southern Lakes Park Area), **Resolution 2025-163**
- **K.** Resolution Approving Cooperative Construction Agreement with MnDOT for City Project No. 2019-15 – TH 52 Noise Barrier Near Barbara Avenue, **Resolution 2025-164**

Motion to approve Consent Agenda Items A-K except J by T'Kach, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Mayor Dietrich requested a correction to the meeting minutes, noting that there was a carbon copy sent to City Planner Allan Hunting from the Dakota County Soil and Water office.

Motion to approve Consent Agenda Item J by Scales, second by T'Kach
Ayes: 5
Nays: 0 Motion carried.

6. PUBLIC HEARINGS:

A. New Body Art License – The Nature of Beauty

Clerk Kiernan presented a body art establishment license for Nature of Beauty, a new tattoo parlor owned by Jennifer Baskin, to be located at 5565 Blaine Avenue, Suite 250. She noted this is the second and final license permitted by the City and confirmed that the application was complete and met all qualifications.

Mayor Dietrich opened the Public Hearing. There were no public comments.

Motion to close the Public Hearing by Scales, second by T'Kach.
Ayes: 5
Nays: 0 Motion carried.

Motion to approve a new Body Art License to the Nature of Beauty by Scales, second by Gliva.
Ayes: 5
Nays: 0

7. REGULAR BUSINESS:

A. Appointment of Representative to MSP Noise Oversight Committee

City Administrator Wilson explained that Inver Grove Heights is eligible to appoint a representative to the Noise Oversight Committee as part of an at-large seat shared with other cities that experience some airport noise. The City has historically appointed a staff member, typically the Community Development Director, due to meeting times falling during the workday. Director Ziemer is willing to continue serving, but she noted that an elected official may also serve if desired.

Council Member Murphy supported having the Community Development Director serve on the Noise Oversight Committee due to his expertise but questioned why Inver Grove Heights is categorized as an at-large city, noting the significant level of airplane noise experienced in some areas of the community.

Administrator Wilson explained that the at-large designation is based on the degree of impact from airport noise. While cities like Eagan, Mendota Heights, Richfield, Minneapolis, and Bloomington hold fixed seats due to greater impact, Inver Grove Heights shares an at-large seat with cities like Apple Valley and Sunfish Lake because only a relatively small portion of the City lies under the flight path.

Council Member T'Kach asked about the City's strategy for participating in the Noise Oversight Committee, specifically whether the focus is on monitoring potential commercial development under flight paths and aligning with the comprehensive plan, or on advocating for noise mitigation measures such as residential insulation.

Administrator Wilson explained that, to her knowledge, there is no longer an active residential insulation program. Based on meetings she has attended as a backup representative, the Noise Oversight Committee primarily focuses on proposed changes in airport operations, such as runway usage and timing, as well as public communication efforts. The committee also tracks and reviews noise complaints to identify trends and ensure residents are informed and have opportunities to be heard.

Council Member T'Kach asked if staff attendance at Noise Oversight Committee meetings could include more regular reporting back to the Council, suggesting brief monthly or quarterly updates with key highlights.

Administrator Wilson noted that previously the Community Development Director would include summaries of Noise Oversight Committee meetings in the Friday update. She stated that this practice could resume once a regular attendee is assigned.

Council Member Scales expressed confidence in City staff's handling of the role and supported continuing with the current representative, stating he has been a great representative for the City.

Motion to approve Jason Ziemer, Community Development Director as representative of the MSP Noise Oversight Committee by Scales, second by Murphy.
Ayes: 5
Nays: 0 Motion carried.

Mayor Dietrich asked if a Council member would be allowed to attend a Noise Oversight Committee meeting alongside Director Ziemer if interested.

Administrator Wilson responded that, to the best of her knowledge, it would be perfectly fine for a Council member to attend a meeting alongside Director Ziemer.

B. Off-Site Gambling Permit for Spartan End Zone by T'Kach, second by Murphy

Clerk Kiernan explained that a temporary off-site gambling permit request was received after the agenda was finalized. Since the event will take place on July 26 and there is no Council meeting before then, she brought it forward for consideration. The request is for the Soldier 6 event at the Veterans Memorial Community Center, 8055 Barber Avenue, and includes a raffle and pull tabs. Staff recommended approval of the permit for Spartan End Zone.

Motion to approve the Off-Site Gambling Permit for Spartan End Zone by T'Kach, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

8. PUBLIC COMMENT:

Bernita Swafford - 4645 Barbato Court, expressed frustration over water damage from a temporary main and driveway removal, objecting to being told to file an insurance claim. She criticized the lack of rebar in replacements, questioned the contractor's qualifications, and found the one-year warranty insufficient. She stated that although Project Manager David Ray responded, she no longer wants the contractor on her property due to damage, delays, and safety concerns.

Mayor Dietrich stated that the Council did not have the presented information in advance and, therefore, could not respond immediately and would refer the matter to the appropriate staff member.

Judy Mickelson of 2144 47th Street raised expressed concerns about ongoing construction delays, limited access, and overall unsafe conditions. She criticized changes in project leadership and stated that promised driveway repairs were not completed. She questioned the fairness of the $14,000 assessments given the incomplete work. She added that residents were given less than a week to replace the tops of their driveways, but no contractor would take on the job without a guarantee, especially due to the absence of rebar. She urged the City to deduct the contractor's portion from assessments for those who choose to opt out of further work.

Jackie Matteson, 8370 College Trail, expressed concern about ongoing speeding in her neighborhood and the risk it poses to children. Despite multiple 911 calls, the issue remains unresolved. She recommended increased enforcement.

Mayor Dietrich asked whether drivers were failing to stop at a stop sign or simply speeding.

Ms. Matteson said there is no stop sign near her home. She is frustrated about paying $12,000 for road work while safety issues remain and feels her repeated calls have been ignored.

Mayor Dietrich acknowledged the resident's 911 calls and said she would speak with the Police Chief about conducting a speed detail on the road.

Paul Killion, 4660 Bacon Avenue East, asked if the City or engineering department has a policy regarding rebar in concrete driveways. He expressed concern that, given the cost to homeowners, driveways should be restored to their original condition.

Mayor Dietrich asked for clarification, confirming that the portion in question is the section at the end of the driveway owned by the City.

Mr. Killion said work beyond the City easement required extra driveway repairs. He raised concerns about poor communication, traffic control issues, and safety risks at 47th and Bacon, urging better communication and coordination.

Mayor Dietrich stated she would speak with Public Works and Public Safety regarding the concerns.

Scott Seldon, 4515 Bacon Avenue East, supported a neighbor's comment about rebar in driveways and asked the City to ensure proper restoration by a qualified contractor. He also raised concerns about residents not being notified when water is shut off, causing dangerously hot water to flow into homes and posing a burn risk.

Willard Robinson, 2135 47th Street East, stated that the project was initially expected to come in 5% under bid but has since encountered major issues. He said the area was improperly constructed and had to be redone, causing delays and flooding. He questioned who would cover the additional costs.

Tracie Killion – 4660 Bacon Avenue East, who works for CenterPoint Energy reported that gas line fittings have separated due to lack of support, leading to at least 10 leaks in the neighborhood. She stated this issue needs to be addressed and has informed Project Manager Ray.

Mayor Dietrich requested clarification regarding which specific fittings were being referenced.

Ms. Killion explained that the old steel main is being replaced with dual plastic mains, which will reduce but not eliminate crossings. She warned that leaving unsupported gas lines during construction is dangerous and could lead to fire hazards.

Mayor Dietrich directed Clerk Kiernan to ensure residents on the sign-in list are connected with the appropriate staff and to identify the designated follow-up contact.

9. MAYOR AND COUNCIL COMMENTS

Council Member Scales suggested discussing at a future work session whether requiring residents to state their name and address at meetings is necessary or if an alternative approach could be considered.

Council Member T'Kach reminded residents about the upcoming food truck event on Thursday at Rich Valley Park and encouraged community attendance.

Motion to recess until after the EDA Special Meeting by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Reconvened at 7:28 pm

7C. CLOSED SESSION: City Administrator Performance Evaluation

Motion to move to closed session pursuant to Mn Statute 13D.05 for a performance review of the City Administrator by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Motion to recess closed session to July 28, 2025, at 7:00 pm and motion to reconvene in open session by Murphy, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

10. ADJOURN:

Motion to Adjourn at 8:20 p.m. by Scales, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL BUDGET WORK SESSION
MONDAY, JULY 21 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, July 21, 2025, 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, Murphy, Scales, and T'Kach
Staff In Attendance: City Administrator Wilson, Finance Director Hove, Public Works Director Connolly, Community Development Director Ziemer, Chief Chiodo, Parks and Recreation Director Lares, Fire Chief Thill, Parks and Recreation Superintendent Dorshak, Facilities Maintenance Superintendent Fitzloff, Commander Haugland, Club House Superintendent Moynihan, Golf Course Superintendent Metz, Fire Marshall Oswald, and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve Agenda by T'Kach, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

4. DISCUSSION ITEMS:

A. 2026 General Fund Budgets & Tax Levy – First Look

City Administrator Wilson provided an overview of the 2026 General Fund Budget and Tax Levy, focusing on key topics including timelines, foundational information, current drafts of the General Fund and Tax Levies, and staffing requests.

Minnesota statutes require cities to adopt a preliminary property tax levy for 2026 by September 30, with the City's goal to adopt the preliminary levy at the September 8 Council Meeting. Once this preliminary levy is adopted, it can be reduced but not increased prior to adoption of the final levy. Proposed property tax notices will be mailed to property owners between November 11 and November 24. Cities must then hold a public meeting to discuss the budget and levy, referred to as the Truth-in-Taxation (TNT) meeting, during which public input is received. The proposed date for this meeting is December 8. The final 2026 tax levy must be adopted by December 28, with the City targeting the December 15 Council Meeting for that adoption.

The 2025 expenditure budget totals $89.9 million. Of that amount, 39% is attributed to the General Fund. Pavement management comprises the second largest portion of spending. Enterprise Funds account for 23% of the budget and include the City's three utility funds, which are Water, Sewer, and Stormwater, as well as Golf Course operations. Special revenue funds, including the Community Center, Convention and Visitors Bureau, Host Community fund, and the EDA-Operating fund, represent approximately 10% of total expenditures. Debt service makes up about 4% of the overall budget. Internal Service Fund budgets are excluded from this breakdown because the other funds contribute to these Internal Service funds.

The General Fund includes funding for Administration, Mayor and Council, Human Resources, City Clerk and Elections, Communications, Finance, Community Development, Planning, Inspections, Police, Fire, Engineering, Streets and Street Lighting, Parks and Recreation, and transfers to the EDA and Parks Capital. It does not include Community Center Funds, Golf Course, Pavement Management, EDA, Utilities, Debt Service Funds, Convention and Visitors Bureau, or the Host Community Fund.

Known increases in the 2026 General Fund budget include $151,900 for the Minnesota Paid Family and Medical Leave, $734,044 for other personnel changes, $235,000 for the Fire-SAFER savings plan, $209,300 for Fire-phase in of three 2025 hires, $24,120 for an additional AFLAC benefit for Fire, and $101,500 for Police-phase in of three 2025 hires. These increases amount to $1.45 million, representing a 4.26% increase to the levy. In total, the requested General Fund expenditure increase is 5.6%, which includes an additional $460,000 beyond the identified increases.

Additional budget assumptions for 2026 include a $24,000 reduction in revenue from the NDC4, a 5% increase to both the Pavement Management and Parks Capital Replacement levies, and the use of past years' Police savings within the Central Equipment Fund to cover the 2025 vehicle outfitting costs on leased vehicles. The City also plans to use $500,000 from the City Facilities Fund for City facility capital needs in 2026 and aims to revise the allocation formula in a future year. A planned $100,000 General Fund transfer to help replace the City Facilities Fund has not yet been included.

Finance Director Hove presented a comparison between the 2025 budget and the proposed 2026 draft budget. The 2026 draft General Fund budget projects a total of $6.05 million in non-property tax revenues, reflecting a $195,515 decrease from 2025. Revenues from taxes other than property taxes are expected to decline by $23,000. Licenses and permits will generate slightly more revenue, increasing by $52,350. Grants and State Aid will drop significantly by $175,340, while charges for services are expected to increase by $103,799. Fines and forfeits will decrease by $10,000. Other revenues and reimbursements will rise by $105,975. Transfers in are projected to decrease by $64,299. Finally, the City plans to use $340,000 from the SAFER fund balance, $185,000 less than in 2025.

General government spending is projected to increase by $364,131 in 2026, bringing the total to $3.82 million. Modest increases are anticipated for the Mayor and Council budget, up $2,600, and Administration, up $9,100. Human Resources will see a larger increase of $73,250, while the City Clerk's office will rise by $88,308. Election-related expenses are expected to grow by $41,744, and Communications by $20,099. The Finance Department will see the largest increase in this category, up $129,030. Overall, general government will make up 10.3% of the General Fund, compared to 9.9% in 2025.

Council Member Murphy inquired whether more than one study was being proposed for the upcoming year.

Director Hove stated that Human Resources is leading a City-wide compensation study, and the City Clerk is managing a recodification of the City Code. These separate initiatives are estimated to cost $65,000 and $60,000, respectively.

Council Member Gliva asked if the ordinance work done over the past few years will be useful in the upcoming recodification.

Administrator Wilson stated that past efforts were valuable, addressing the most urgent code issues. She explained that recodification is a best practice typically done every 15 years to clean up inconsistencies from ongoing amendments. While the City is slightly overdue, she noted the project requires significant involvement from the City Clerk and City Attorney, and it may be better to delay until after the election year. This will be considered during upcoming budget discussions.

Council Member Gliva asked whether the goal of the recodification is to create a living document that is clear, concise, and easy for the public to read. She also wondered if AI could be used to assist with the task.

Administrator Wilson said AI may have a role but emphasized the need for staff and City Attorney review to ensure clarity and legal protection. While not required in 2026, further delays could lead to increasing complications. She stated that recodification is necessary to maintain the effectiveness and organization of the City's code.

Council Member Gliva asked whether the compensation study is something the City is obligated to complete this year or if it could be deferred.

Administrator Wilson explained that the City is obligated to complete the compensation study as part of an agreement with the AFSCME Union. The study must be done before the current Collective Bargaining Agreement expires on December 31, 2026.

Council Member Gliva asked whether the City works with a consultant on the compensation study or how the process is typically handled.

Administrator Wilson explained that the City would begin the compensation study process by issuing a Request for Proposals. The consultant who completed the last classification study may submit a proposal, but the City will also use this as an opportunity to find a consultant whose approach aligns with the City's philosophy as an employer.

Council Member T'Kach asked if there is a trend line showing how actual year-end spending compares to the approved budget and whether unspent funds are carried over or lost.

Administrator Wilson noted that while there is not currently a graphic trend line, one could be created. Departments receive prior year budget and spending data when submitting requests, which are closely reviewed for inconsistencies. Unspent General Fund dollars typically go into the City's General Fund balance, which serves as its savings, unless a carryover is requested and approved by the Council. Maintaining a healthy fund balance, targeted at 40% to 45% of annual expenditures, is essential for financial stability and to support cash flow, as property tax revenue is received only twice a year.

Mayor Dietrich noted that many cities, both similar in size and larger, bring in an outside facilitator for their retreat planning to make the process more effective. While those cities typically do this annually, she suggested the City consider trying it next year instead of handling the retreat in-house and asked if that would impact the budget for general government.

Administrator Wilson stated that the cost is included in the overall budget. Some funds may need to be shifted more directly into the Mayor and Council division, but she recently received consultant quotes and confirmed that the expense is already accounted for.

Director Hove stated that Public Safety, which includes the Police and Fire Departments, accounts for $20.73 million in the 2026 draft budget. This is an increase of $1.15 million, with $572,782 allocated to the Police Department and $576,329 to the Fire Department. Public Safety will continue to represent more than half of the General Fund, rising slightly from 56.0% to 56.1%.

Public Works, which includes Engineering, Street Maintenance, and Street Lighting, had expenditures of $5.01 million in 2025 and is projected to increase slightly by $62,710 to $5.08 million in 2026. Engineering will increase by $45,370; Street Maintenance will remain nearly flat with an increase of $2,940, and Street Lighting is projected to rise by $14,400. As a percentage of the General Fund, Public Works will decrease slightly from 14.3% to 13.7%.

Council Member T'Kach asked whether the budgets being reviewed include ancillary items such as fleet, equipment, and similar expenses for the various departments.

Director Hove confirmed that the 2026 budget requests include updated figures for all Internal Service Fund charges, such as central equipment and City facilities. She noted that these costs remain mostly flat, with a net increase of about $60,000. Some funds are up, some down, and potential savings may come from an upcoming insurance renewal.

Parks and Recreation includes the Parks Maintenance Department, the Recreation Department, and a transfer to the Parks Capital Fund. Previously, funding for parks parking lot and trail projects came from an annual transfer from the Pavement Management Fund. In 2025, that $262,500 transfer was shifted to the General Fund. The total 2025 budget was just over $4.2 million, accounting for 12.1% of the General Fund, and is projected to rise to $4.45 million in 2026, maintaining the same proportion of the General Fund.

Community Development includes three departments, a transfer out, and tax abatement activities. In 2025, the total budget was just under $2.7 million accounting for 7.7% of the General Fund. In 2026, the budget will increase by $146,079 to $2.8 million, representing 7.8% of the General Fund. The Community Development category will increase by $84,000; Inspections will rise by $60,032; Planning will decrease by $6,586.

Mayor Dietrich asked about the increase in the Inspections.

Director Hove stated that the increase in the Inspections budget is due to normal health insurance and personnel costs, with no significant one-time expenses included.

The transfer to the EDA will increase by $8,900, and the tax abatement for The Crossings will decrease by $300.

Director Hove explained that the 2026 General Fund tax levy is based on total proposed expenditures of $35.93 million. With the addition of transfers to the EDA and Parks Capital Fund, total proposed General Fund expenditures increase to $36.74 million. After subtracting non-property tax revenues of $6.05 million, the resulting proposed General Fund levy is $30.68 million, reflecting a 7.5% increase. The tax abatement levy is proposed to remain flat, with minimal impact on the total levy.

The Crossing tax abatement levy is based on new value added to the City's tax base, with taxes generated from that value reimbursed to the developer. The abatement began in 2023 with a

payment of $30,780, reflecting only a partial capture of the project's market value that year. In 2024, the abatement increased to $187,818, with payments due on August 1, 2024, and February 1, 2025. The 2025 abatement is $186,063, slightly above the budgeted amount of $183,300, with payments scheduled for August 1, 2025, and February 1, 2026. The 2026 budget estimate is $183,000 and will be revised in the fall based on updated market values from Dakota County. The abatement is limited to 10 years or less, with a maximum cap of $1.6 million. Each annual abatement is treated as a separate levy.

Council Member T'Kach questioned the accuracy of the draft figures for Community Development expenditures, pointing out that if the 2025 total was $2.69 million and the following year is nearly the same, the stated difference of $146,000 appeared to be incorrect.

Director Hove agreed with Council Member T'Kach's observation, noting that the figure appeared incorrect and confirmed that the total will be reviewed and corrected.

The City's 2026 debt service levy, which includes four street-related general obligation bonds and two bonds for the Fire Station, will total $2.55 million, reflecting a marginal increase from 2025. Street-related bond payments include $633,255 for the 2015A bonds, $728,923 for the 2016A bonds, and $261,765 for the 2017B bonds. The 2020A bonds were paid off early in 2024 and are no longer included in the budget. Fire Station debt payments include $737,189 for the 2018A bonds and $189,525 for the 2019A bonds.

Director Hove explained that when combining all components, including the General Fund levy, Tax Abatement, Debt levies, and Pavement Management levies, the total tax levy for 2025 was $34.21 million. The preliminary total levy for 2026 is $36.50 million, an increase of $2.29 million or 6.7%. The General Fund levy will increase by 7.5% to $30.68 million. The Tax Abatement levy will remain steady at $183,000. The Pavement Management Fund will increase by $146,738, while Debt Service will remain flat at approximately $2.55 million.

The five-year historical summary of the City's tax levy from 2021 to 2025 shows an average annual increase of 6.7%. The total Citywide tax levy rose from $26.1 million in 2021 to $34.2 million in 2025. The General Fund increased steadily, reaching $28.5 million in 2025, with the largest year-over-year increase occurring between 2021 and 2022. The Tax Abatement Levy began in 2023 and rose to $183,300 by 2025. The Pavement Management Fund peaked at $3.05 million in 2024 before slightly declining to $2.9 million in 2025, while the Debt Service Funds remained relatively stable. Annual levy increases were 5.6% in 2021, 7.1% in 2022, 8.4% in 2023, 7.9% in 2024, and 4.5% in 2025.

Council Member T'Kach said the information was helpful and confirmed it answered her earlier questions about General Fund allocations by department.

Administrator Wilson reviewed the General Fund staffing requests, which include reclassifications, increased hours for part-time staff, and new positions. Reclassifications are intended to better align job titles or pay grades with evolving duties, support fairness in compensation, and assist with recruitment and retention. These requests result from restructuring, retirements, or changes in responsibilities, and this year come from the Police, Fire, Inspections, and Engineering departments. Some requests may be delayed until the classification and compensation study is completed.

Proposed staffing changes include increasing hours for the A/R Accounting Technician from 20 to 30 per week and for the Parks and Recreation Communications Specialist from 25 to 40. New position requests include a 60% FTE for Parks Maintenance during warmer months. An additional full-time position is also requested in Communications, prompted by growing workload demands and a new Federal requirement for ADA Compliance on the City website by 2027.

Mayor Dietrich asked if the ADA website compliance requirement was a State mandate.

Administrator Wilson said the ADA website compliance is a Federal mandate taking effect in 2026 for cities over 50,000. The City will monitor larger neighbors and use training from the League of Minnesota Cities to prepare.

Additional new position requests include an Assistant City Administrator or added HR support, a Fleet and Equipment Manager, an Assistant Planner, and a second School Resource Officer. The School Resource Officer position will not impact the tax levy.

Next steps include finalizing and presenting recommendations, prioritizing staffing requests, exploring alternative funding sources, and reviewing budgets outside the General Fund.

Future meetings include an August 4 Work Session to review budgets for the Community Center, Host Community Fund, Pavement Management, EDA, Debt Service, and Internal Service Funds.

Mayor Dietrich asked about the Sewer and Water Funds.

Administrator Wilson explained that support for the Sewer and Water Funds will come through multiple channels. The upcoming Host Community Fund budget will include staff recommendations to allocate resources to assist these funds.

A September 2 Work Session will recap the General Fund and Tax Levy. The September 8 Council Meeting will adopt Preliminary Tax Levies and Budgets.

The October 6 Work Session will review budgets for Inver Wood Golf Course, Water, Sewer, Stormwater, and the Convention and Visitors Bureau. Additional budget discussions are scheduled as needed during the November 3 Work Session, with the final presentation of the 5-Year Capital Improvement Plan.

The December 8 Council Meeting will serve as the public meeting to discuss the budget and tax levy and receive public input. Final tax levies and budgets will be adopted at the December 15 Council Meeting.

Council Member Gliva asked when the City will receive information about health insurance and renewals, noting that this can sometimes have an impact.

Administrator Wilson stated that health insurance renewal information is expected by September 2. A 14% rate cap was secured last year through competitive bidding, which has been factored into the operating budgets reviewed, including departments such as Police and Fire.

Council Member T'Kach asked for a status update on the various Union contracts and what years they fall within.

Administrator Wilson shared that all non-Police union contracts are settled through 2026, covering Maintenance, Streets, Parks, Utilities, Facilities, Fleet, the IAFF Fire Union, and the AFSCME unit. Contracts for the three Police unions expire at the end of 2025 and will need to be negotiated in the coming months. A new Union for Fire department chief positions is also forming, and a contract will need to be established for that group.

Council Member T'Kach asked how the unsettled contracts might affect the information being presented, acknowledging the uncertainty involved.

Administrator Wilson explained that in public sector bargaining, patterns set by settled contracts play a key role. With four contracts already settled for 2026, those agreements were used to make assumptions for the remaining unsettled contracts.

Council Member Murphy asked if it would be possible to receive an example or executive summary of a compensation study, expressing interest in its results, purpose, and areas of focus.

Administrator Wilson said she can provide a sample compensation study from another City, noting the City's last study is about 10 years old. She explained that Minnesota's pay equity system assigns point values to positions to ensure fair and gender-equitable compensation. Cities must report compliance every three years, and these studies also support union negotiations.

Council Member Murphy asked if the compensation study includes comparisons between Inver Grove Heights and other cities.

Administrator Wilson confirmed that the study includes comparisons with other cities. The classification ranks positions internally by responsibility, while the compensation portion involves a market analysis. The City will work with a consultant to identify a group of comparable cities based on factors such as size, location, development stage, and services provided.

Council Member T'Kach noted that the five-year Capital Improvement Plan is being reviewed this evening and asked whether the next review is scheduled for the November 3 work session when the final presentation is expected.

Administrator Wilson explained that future discussion depends on follow-up questions from this evening. Staff will continue refining figures and await more details from the County, as their projects in Inver Grove Heights often require local cost sharing. The CIP is typically presented in July and November, and follow-up will occur as soon as staff can provide responses.

Council Member Scales asked if the City has ever issued RFPs for outsourcing services such as lawn care or facility maintenance, noting that janitorial work is already outsourced.

Administrator Wilson stated that some lawn care is contracted through the park’s maintenance budget, especially for EDA-owned lots. However, she is not aware of any recent RPFs for facilities maintenance or lawn care.

Council Member Scales noted that many cities are starting to do that more frequently now.

Administrator Wilson stated that staff will continue to monitor and evaluate those opportunities.

B. Proposed 5-Year Capital Improvement Plan (2026-2030)

Finance Director Hove explained that the Capital Improvement Plan is a community planning and financial management tool used to coordinate the location, timing, and funding of capital improvements over multiple years. Its purposes include preserving the City's existing assets and infrastructure, planning for long-term asset needs, supporting the development of budgets, and balancing community goals and priorities.

This year's CIP does not include several significant items. Excluded are major facility remodels, repairs, or replacements such as a new Central Maintenance Facility. A public hearing is scheduled for July 28 to consider a standalone bond CIP for that project. The plan also omits updates to Fire Station 3 beyond basic repairs and maintenance and does not address the potential Police Training Facility. Maintenance needs for the City's parking lots and trails are not included. The 117th Street project is also excluded, as the City is waiting for updated figures from Dakota County; it was originally planned for 2025. In addition, the plan does not include central equipment, which continues to be tracked through a separate Excel-based replacement schedule.

The proposed CIP includes approximately $125 million in projects over the next five years, separated between Parks and Recreation and Public Works. Within Parks and Recreation, the Community Center has the largest share at just under $6.2 million or 41%, followed by City Facilities at $4.0 million, Parks at $3.2 million, and the Golf Course at $1.4 million. The total cost of Public Works projects is $85.27 million. Of that, $73.4 million is allocated to Pavement Management, including $65.27 million for Local Streets and $8.2 million for Pavement Management Partnership projects. Utility-related projects include $3.59 million for Sewer, $3.62 million for Stormwater, and $9.31 million for Water infrastructure improvements.

The CIP funding source summary identifies 15 different funding sources along with one project that remains partially unfunded. From 2026 through 2030, the City anticipates approximately $124.87 million in Capital Funding. The City Facilities Fund will contribute $3.4 million, while the Community Center Capital Fund provides $3.67 million. The County-Cost Share and General Fund each allocate $600,000. The Golf Course Capital Fund accounts for $1.47 million, and Other Jurisdictions/ Agencies contribute $519,132. The Park Capital Replacement Fund totals $3.25 million. The Pavement Management Fund is a major source, with $33.69 million, followed by $6.56 million from the Sewer Capital Fund. Special Assessments represent the largest single source at $35.69 million. Additional funding includes $1.49 million from the State-MN DOT and $1.35 million from State-Other Grants & Aid. State-State Aid (MSA) will provide $7.47 million, and the Stormwater Capital Fund adds $7.35 million. An unfunded amount of $2.5 million remains, while the Water Capital Fund will contribute $15.27 million.

Council Member Gliva asked why the General Fund shows $600,000 allocated in 2026, but no amounts listed for the subsequent years.

Director Hove explained that capital projects are not typically funded through the General Fund, but the $600,000 in 2026 is earmarked for a proposed monopole project. Although managed by the Water Fund, it is not the Water Department's responsibility. The project is still under review and not yet approved, but funds were set aside to ensure availability if it moves forward.

Council Member Scales asked where the revenue generated by the monopole project would be allocated.

Director Hove explained that while there is currently no monopole, revenue from equipment on water towers is directed to the General Fund. She confirmed that this revenue is included in the City's non-property tax revenue.

Director Hove asked the Council to consider whether staff are proposing the right projects, if the projects seem prioritized properly, and whether the timelines appear appropriate. She also requested feedback on whether there are any projects missing from the 5-year plan that Council would like added, or any existing projects that Council would like removed. She said that tonight's primary focus would be on Year 2 of the CIP (2027), as those projects are typically developed and communicated to residents in 2025 and 2026.

The CIP reports include several key components to help explain the proposed projects. The department summary identifies which department is responsible for managing each project, while the funding source summary outlines how the projects are proposed to be funded. A new addition is the projects and funding sources by department, which lists each project by its managing department along with the funding sources for the projects planned each year. Lastly, the project details section provides a brief narrative for each project, including the planned year, managing department, and funding source.

Parks and Recreation Director Lares presented the Capital Improvement Plan for 2026–2030.

City Facilities Projects for 2026 include several improvements across City Hall and Fire Stations. At City Hall, planned projects are breakroom furniture replacement at $28,000, lower-level carpet replacement at $20,000, heat pump replacements for $150,000, and a retaining wall replacement for $20,000. The lower-level breakroom floor shared by City Hall and the Police Department will also be replaced for $15,000.

For Fire Station #1, a generator study is planned at a cost of $20,000, along with ADA updates for $13,000 and installation of radiant heaters in the apparatus bay for $70,000. At Fire Station #3, exterior building painting is budgeted at $12,000, replacement of the water heater at $6,000, and roof exhaust fans at $6,000.

Fire Station #3 will undergo additional roof repairs at a cost of $140,000. At the Golf Course, AC/Furnace Unit #1 will be replaced for $18,000, and exterior tuckpointing will be completed for $25,000. The Water Treatment Plant will receive a replacement for exhaust unit #2 at a cost of $13,000. The total cost for these projects is $556,000, funded by the City Facilities Fund ($500,000), the Golf Course Capital Fund ($43,000), and the Water Capital Fund ($13,000).

Projects for 2027 include replacing heat pumps at City Hall for $150,000 and several improvements at Fire Station #1, including roof replacement for $410,000, installation of four exhaust fans for $20,000, and exterior building repairs for $25,000. The total project cost is $605,000, fully funded by the City Facilities Fund.

Council Member Scales asked for clarification on the heat pump and whether each unit in the building is different.

Facilities Maintenance Superintendent Fitzloff explained that while most of the heat pumps in the building are similar in size, some larger units are in the penthouse and mechanical rooms to serve

bigger areas. He estimated there are about eight to ten larger units, noting that the size of the heat pumps varies depending on the area they serve.

Council Member Scales asked whether there are not enough similar heat pump units in the building to rotate and rebuild them for reuse, as this method typically results in significant cost savings.

Superintendent Fitzloff stated that a full inventory of the heat pumps has not yet been completed but is planned as part of the process.

Council Member Scales expressed interest in knowing the number and types of heat pumps in the building, noting that in a previous facility with approximately 2,000 units, they were able to rotate and rebuild them for cost savings rather than purchasing new ones.

Superintendent Fitzloff confirmed that rebuilding and rotating heat pumps is an option.

Council Member T'Kach asked how the additional $105,000 needed in 2027 would be funded, given that the City Facilities Fund typically receives an average annual allocation of $500,000.

Director Lares stated that the City must reevaluate the current funding formula for the Capital Fund to include future capital costs. He suggested increasing departmental allocations and exploring additional funding sources and closeout accounts.

Mayor Dietrich inquired whether Public Works has received new break room furniture, citing previous concerns about the use of discarded items. She emphasized the importance of the issue and requested confirmation. Staff indicated they would follow up.

Projects planned for 2028 and beyond include improvements to City facilities such as a generator, four rooftop units, and locker upgrades at Fire Station 1. The Water Treatment Plant roof is scheduled for replacement in 2029 at an estimated cost of $550,000, funded through the Water Capital Fund. In 2030, the City Hall and Police Station roof is expected to be replaced at an estimated cost of $1.5 million. Cost estimates for parking lot improvements at City facilities have not yet been determined or included.

Community Center projects for 2026 include fitness equipment replacement for $40,000, aquatics improvements for $102,500, including water park grate replacement, lifeguard lockers, lifeguard room window and counter, ADA lift replacement, and water park slide repair, and arena upgrades for $256,000, which include R-22 refrigerant reserves and replacement of the makeup unit in the east rink. Additional improvements include common area updates for $20,000, replacement of AHU #8 in the mechanical area for $55,000, and installation of a door card reader at the Grove for $12,000. The total project cost is $485,500, fully funded by the Community Center Capital Fund.

Council Member T'Kach asked whether the City is aiming to continue using R-22 refrigerant for the ice rinks until 2028. She further inquired, if the City still has reserves of R-22 at that time, whether it has the authority to sell the remaining stock and whether there are any restrictions on selling it to others.

Director Lares responded that he does not believe there are any restrictions on selling the City's recycled R-22. He explained that the City would likely work with a local vendor who reclaims the refrigerant and purchase it from them directly. Similarly, the City will have the ability to resell its own R-22 if it proceeds with converting the compressor system, unless regulations change.

Projects for 2027 include spa repairs in the aquatics area for $25,000, replacement of east rink matting in the arena for $45,000, and mechanical upgrades totaling $137,000, which cover makeup air for the west rink, engineering for the generator and boilers, and fire system updates. The total project cost is $207,000, fully funded by the Community Center Capital Fund.

Projects for 2028 and beyond include aquatic replacements at the Community Center such as 1-and 3-meter diving boards and stands, and lap lane lines. A major $4.5 million compressor replacement project for the East and West Rinks is planned for 2029, with $1 million funded by Community Center Capital Fund balances, $1 million expected from outside partnerships, and $2.5 million currently unfunded. In 2030, pool boilers and generator 1 of 2 are each estimated at $300,000. Roof projects are still pending estimation and inclusion.

Golf Course projects for 2026 include clubhouse and front landscaping for $100,000, golf cart replacement for $250,000, step replacement for $15,000, and the purchase of two triplex tee mowers for $85,000. The total project cost is $450,000, fully funded by the Golf Course Capital Fund.

Mayor Dietrich asked for additional details regarding the scope of the clubhouse project.

Golf Course Superintendent Metz stated the main expense is replacing the large, deteriorating keystone wall behind the clubhouse. Landscaping can be done in-house, but they need to find someone to rebuild the wall.

Mayor Dietrich asked if the full height of the wall is retaining.

Superintendent Metz confirmed it is a retaining wall that supports the golf cart parking area to the right of the clubhouse and faces the golf course. Additional retaining walls are located around the back and on both sides of the steps leading to the basement. He noted that all sections are deteriorating and falling apart.

Projects for 2027 include the purchase of a fairway mower for $60,000, a deck rough mower for $75,000, and course step replacement for $15,000. The total project cost is $150,000, fully funded by the Golf Course Capital Fund.

Projects for 2028 and beyond include interior clubhouse updates in 2029 for $100,000 and a bunker renovation project in 2030 estimated at $500,000.

Council Member T'Kach asked if there has been any recent discussion or value in expanding the clubhouse to better support golf activities.

Director Lares stated he is not aware of any clubhouse expansion during his tenure. He noted that while a nearby parcel previously considered for golf operations could have supported expansion, the current clubhouse layout meets present needs. Any future expansion would require a clear vision, business model, and market analysis in coordination with the Council.

Parks projects for 2026 include fiber installation at Groveland Park for $30,000, parking lot improvements at Salem Hills Park for $200,000, playground replacement at Sleepy Hollow Park for $150,000, trail repairs at South Valley Park for $50,000, and installation of security cameras in various parks for $15,600. The total project cost is $445,600, fully funded by the Park Capital Replacement Fund.

Projects for 2027 include playground replacements at Ernster Park for $225,000 and Salem Hills Park for $150,000, hockey rink board replacement at Groveland Park for $80,000, and trail repairs at South Valley Park for $50,000. The total project cost is $505,000, fully funded by the Park Capital Replacement Fund.

Projects for 2028 and beyond include a planned investment of $1.5 million between 2029 and 2031 for parking lot and trail improvements at Rich Valley. Funding will come from accumulated balances in the Park Capital Replacement Fund. Trail improvements under Project PKS 2029 03 are scheduled for 2029 at a cost of $500,000. Project PKS 2030 02 includes replacing the first parking lot in 2030 and the second in 2031, with each estimated at $500,000. Additionally, several playground structures will be replaced between 2028 and 2030, including those at Rich Valley Park, coordinated with the County Trail Head Project, and at Lions Park.

Council Member Scales asked when the preliminary County plan for Rich Valley is expected to be available.

Director Lares said the County is starting phase two of its trail project and will work with the City on master planning for the trailhead at Rich Valley. A proposed plaza location overlaps with the City's septic system, which may require relocation. Planning will involve a subcommittee of the Park and Recreation Advisory Commission, with discussions expected to begin this fall or early winter. The goal is to collaborate early before the County finalizes its plans.

Council Member Scales recommended the City present a plan to the County, noting it would be beneficial, and the County appears open to collaboration.

Director Lares stated that County staff understands the City’s needs and requirements, particularly regarding the Park Maintenance Facility. He emphasized the importance of a collaborative approach with the County to explore cost-sharing opportunities for potential relocation. He also noted the City is actively considering how to preserve the schoolhouse on-site, including exploring external funding sources and identifying a possible relocation spot, pending further analysis and cost assessment.

Council Member Scales stated he wants to ensure all aspects of the corner area are being considered

Public Works Director Connolly reviewed the Public Works portion of the CIP.

Pavement Management Local Streets projects for 2026 total $21.52 million, including $20.1 million for annual PMI Projects, $240,000 for broad area patching, $150,000 for crack sealing and pavement rejuvenation, $30,000 for traffic calming and safety improvements, and $1 million for ultra-thin maintenance overlay.

The total project funding of $21.52 million is supported by multiple sources. The Pavement Management Fund contributes $8.7 million, followed by $519,132 from Other Jurisdictions and Agencies. Special Assessments account for $7.6 million, while State Aid (MSA) provides $1.7 million. The Sewer Capital Fund contributes $754,409, the Stormwater Capital Fund adds $1.6 million, and the Water Capital Fund provides $455,879.

The PMI project selection is guided by factors such as pavement condition and quality index (PCI/PQI), age and original construction, annual maintenance costs, past prioritization (including the 2025–2029 CIP and carryover projects), public utility condition, and funding availability. Utility funds often serve as the limiting factor. The goal is to complete 6 to 7 miles of roadwork annually by grouping neighborhood streets into single projects and applying the most effective rehabilitation method, whether through pavement life extension (Mill and Overlay) or Full Replacement (Reclamation or Reconstruction).

The 2026 PMI projects span nine areas totaling 7.12 miles and include Full Depth Reclamation, Reconstruction, and Mill and Overlay work. Project locations include 52nd Street, Annette Avenue, Alta Avenue, Audrey Avenue, Upper 55th Street, Blackberry Trail, College Trail, and Alameda Avenue.

Mayor Dietrich asked whether other Minnesota cities have used the ultra-thin course and if there is any long-term data on its durability, especially in areas with harsher winters.

Director Connolly said few cities use ultra-thin overlay, but counties and MnDOT have seen strong results, with pavement lasting 12 to 20 years. After researching and visiting past project sites, staff found the performance reliable and costs lower than expected, supporting its use locally.

Mayor Dietrich thanked staff for implementing the project.

Council Member T'Kach asked if the ultra-thin overlay is considered maintenance and therefore not subject to assessments.

Director Connolly confirmed that is correct.

Projects for 2027 total $15.4 million. This includes $14.9 million for annual PMI Projects, $250,000 for Broad Area Patching, $160,000 for Crack Sealing and Pavement Rejuvenation, and $30,000 for Traffic Calming and Safety Improvements. The Ultra-Thin Maintenance Overlay (UTBWC) is scheduled as an even-year project, with the next occurring in 2028 The PMI feasibility studies are scheduled to be ordered by July 28, 2025, with a goal to begin studies 18–24 months before construction start, which is planned for April or May 2027. Feasibility study work will occur from April to September 2025.

The 2027 projects are funded through a combination of sources totaling $15.4 million. This includes $5.9 million from the Pavement Management Fund, $6.9 million from Special Assessments, $353,018 from State Aid (MSA), $698,209 from the Sewer Capital Fund, $415,080 from the Stormwater Capital Fund, and $1.06 million from the Water Capital Fund.

Projects for 2028 and beyond include PMI at 6 to 7 miles per year, Broad Area Patching and Ultra-Thin Maintenance Overlays, and the sunset of the Broad Area Patching program by 2029. South Grove sealcoat remediation is scheduled for completion by 2026, with new Ultra-Thin projects targeting other sealcoat stripping areas on even years. Additional work includes Crack Sealing and Pavement Rejuvenation, along with Traffic Calming and Safety Improvements.

The 2026 Pavement Management Partnership Projects include $195,000 for right-of-way on 70th Street from TH 3 to Cahill Avenue and $210,000 for construction of the Barbara Avenue soundwall. Funding includes $195,000 from the Pavement Management Fund, $1.49 million from MnDOT, and

$210,000 in State Aid. As MnDOT is managing the project, the $1.49 million will be excluded from future versions. The total project cost is $405,000.

The 2027 projects include $120,000 for Dakota County overlays and $150,000 for design of the 80th Street and Cahill Avenue signal. Funding consists of $75,000 from the Pavement Management Fund, $75,000 in County cost share, $25,000 each from the Sewer and Water Capital Funds, and $70,000 from the Stormwater Capital Fund. Thet total project cost is $270,000.

Projects planned for 2028 and beyond include several County road improvements. These include the construction of 70th Street from TH 3 to Cahill in 2028, the replacement of the traffic signal at 80th Street and Cahill Avenue in 2029, and the 70th Street at TH 52 west ramp intersection improvement, which will be led by MnDOT in 2028.

Sewer projects for 2026 total $390,000 for annual sanitary sewer cleaning and televising, fully funded by the Sewer Capital Fund.

Projects for 2027 include bi-annual sanitary sewer rehabilitation at $630,000, annual sanitary sewer cleaning and televising at $410,000, and the Lift Station programmable logic controller at $25,000, for total projects of $1.07 million, fully funded by the Sewer Capital Fund.

Projects for 2028 and beyond include bi-annual sewer rehabilitation in odd years, Annual sewer cleaning and televising, and Lift Station upgrades involving controllers and pump replacements.

Stormwater projects scheduled for 2026 include annual minor drainage improvements ($85,000), bi-annual Raingarden Inlet rehabilitation ($20,000), Marcott Woods Park Ravine restoration ($150,000), storm sewer televising ($65,000), 64th Street outfall replacement ($750,000), and MS4 program implementation ($20,000). The total cost of these projects is $1.09 million, fully funded by the Stormwater Capital Fund.

Projects for 2027 include annual minor drainage improvements at $90,000, storm sewer televising at $70,000, Gisch Pond rehabilitation at $1.5 million, and MS4 program implementation at $30,000, for total projects of $1.69 million. Funding sources include $340,000 from the Stormwater Capital Fund and $1.35 million from State – Other Grants and Aids, for total funding sources of $1.69 million.

Projects for 2028 and beyond include annual minor drainage improvements with increased funding each year, Annual storm sewer televising, bi-annual Raingarden Inlet rehabilitation in even years, and Schmidt Lake outfall channel repairs scheduled for 2028.

Council Member T'Kach inquired whether the Schmidt Lake project could enhance development viability for nearby properties on Babcock Trail, given constraints such as stormwater setbacks and the Shoreland Overlay district.

Director Connolly clarified that the referenced project is located north of 494 and in a different area, so it is not expected to impact development near Schmidt Lake. He added that shoreline regulations are based on DNR definitions and the City's comprehensive plan, not lake conditions.

Council Member T'Kach asked when residents and property owners will begin receiving information about the 2026 and 2027 Pavement Management projects, specifically regarding the schedule for notices related to assessments.

Director Connolly stated that communication for the 2026 projects is already underway. For the 2027 projects, initial notices will be sent within a month of authorization, likely by September, along with a project website and potential surveys. Open houses will follow based on project scope. The 2027 work will be minimally invasive, primarily Mill and Overlay with some Full Depth Reclamation. Projects are initiated 18 to 24 months in advance to ensure residents are informed of assessments and impacts.

Water projects planned for 2026 total $2.69 million and include annual Well Pump and Service Rehabilitation, Groundwater Wells PLCs, annual Water Treatment Plant Booster Pump Inspection, Water Treatment Plant Sludge Pump Replacement, Northside Booster Site Monopole Construction, Water Tower Mixers, Northside Water Tower Painting, and Automated Meter Infrastructure (AMI). Funding includes $2.09 million from the Water Capital Fund and $600,000 from the General Fund.

For 2027, water projects total $3.93 million and are fully funded by the Water Capital Fund. These include annual Well Pump and Service Rehabilitation, Groundwater Wells PLCs, Water Treatment Plant Booster Pump Inspection, Water Treatment Plant Sludge Pump Replacement, a Comprehensive Water System Management Plan, Water Tower Mixers, Northside Water Tower Painting, and Automated Meter Infrastructure (AMI).

Projects for 2028 and beyond will continue annual Well Pump and Service Rehabilitation, Water Treatment Plant Sludge Pump Replacement through 2029, and Water Treatment Plant Booster Pump Inspection. The AMI project is expected to be completed in 2028. Northside Water Tower Repainting and Rehabilitation is scheduled for 2026–2027, and a SCADA System Upgrade is planned for 2028.

Director Hove emphasized that the CIP supports planning by setting work plans, with 2026 projects already in preparation and 2027 projects approaching. It aids in building budgets, setting levies if needed, and assessing the impact on user fees such as utility rates. The CIP also addresses unfunded projects and enhances transparency and communication with residents.

Still on the horizon are several unprogrammed and unfunded projects. These include larger facility needs and a Railroad Quiet Zone. There are also several street projects that remain unaddressed, such as improvements to 65th Street (TH 3 to Babcock Trail) and Akron Avenue from Rosemount to Cliff. Although the need for these projects remains, the Council has requested that the County consider a revised funding split or policy before these projects can advance.

In the area of utility projects, several stormwater needs remain unprogrammed. The City has already identified a funding deficit in this area. Specific unprogrammed stormwater projects include the Northwest Area (NWA) Stormwater Outfalls and the B-Line Lift Station, both of which are pending NWA development.

Director Hove requested Council input on whether staff are proposing the right projects, if priorities and timelines are appropriate, whether any projects should be added or removed from the five-year plan, and if the 2027 Pavement Management Initiative projects are acceptable, as feasibility studies and resident outreach will begin in Fall 2025.

Council Member T'Kach asked when the stormwater rate study is expected to be completed.

Director Hove stated that the study is expected to be completed by the end of the year.

Council Member T'Kach asked whether the study will provide enough information to determine if the City can afford upcoming stormwater work, or if the current rate structure will need to be maintained for another year.

Director Hove stated that depending on the study's findings, the City may continue with the current rate structure. However, the study could also propose a new model that may need to be phased in. She noted the results will likely not be available in time to inform next year's budget and rate planning.

Mayor Dietrich expressed support for the 2027 PMI projects and confirmed she is comfortable proceeding.

ADJOURN:

Motion to Adjourn at 8:57 p.m. by Scales, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

Agenda Item 5.C.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: August 11, 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 July 23 – August 5, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of July 23 – August 5, 2025. Disbursement details are attached to this memo.

Fund	Amount
General Fund	$ 496,310.87
Special Revenue Fund	45,736.09
Debt Service Fund	321,055.01
Capital Projects Fund	1,031,310.32
Enterprise Fund	464,345.39
Internal Service Fund	30,312.14
Escrow Fund	21,860.50
Total	$ 2,410,930.32

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 08.11.2025
2. Disbursements Listing (07.23.2025-08.05.2025)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF July 23, 2025 – August 05, 2025.

WHEREAS, a detailed listing of disbursements for the period of July 23, 2025 – August 5, 2025 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	Amount
General Fund	$ 496,310.87
Special Revenue Fund	45,736.09
Debt Service Fund	321,055.01
Capital Projects Fund	1,031,310.32
Enterprise Fund	464,345.39
Internal Service Fund	30,312.14
Escrow Fund	21,860.50
Total	$ 2,410,930.32

Adopted this 11th day of August 2025 by the City Council of Inver Grove Heights, MN.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

City of Inver Grove Heights

Expense Approval Report
By Fund

Payment Dates 7/23/2025 - 8/5/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
FIRE PROTECTION SERVICES, I...	1972B	07/31/2025	Plan reviews	101.2200.000.5310	165.00
FIRE PROTECTION SERVICES, I...	1973B	07/31/2025	Plan reviews	101.2200.000.5310	165.00
FIRE PROTECTION SERVICES, I...	1974B	07/31/2025	Plan reviews	101.2200.000.5310	137.50
FIRE PROTECTION SERVICES, I...	1980B	07/31/2025	Plan review for fire marshall	101.2200.000.5310	247.50
BEACON ATHLETICS	0614568-INB	07/31/2025	Youth pitching rubbers	101.4200.000.5125	177.00
WELLS FARGO CREDIT CARD A...	10k Lakes Icc Steven Joh WF 6...	07/21/2025	AMBO Conference Fee - Luke ...	101.5200.000.5340	300.00
WELLS FARGO CREDIT CARD A...	4imprint, Inc Olivia Ske WF 6/...	07/21/2025	Custom-branded pens - Swing...	101.4200.000.5190	218.81
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Joe Hawkin...	07/21/2025	graffiti remover and supplies	101.4200.000.5125	59.95
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Kyle Ravn ...	07/21/2025	fasteners	101.4200.000.5125	13.20
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Mike Sperl...	07/21/2025	park tape	101.4200.000.5190	13.99
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Monica Chi...	07/21/2025	toro 22 wpm blade	101.2200.000.5190	36.99
WELLS FARGO CREDIT CARD A...	Afp McFoa Judy Wonic WF 6/...	07/21/2025	Membership renewal MCFOA	101.3100.000.5335	50.00
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N61yl86a1 Che...	07/21/2025	Ethernet Flat Cable- for bridge ..	101.4300.459.5190	14.39
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N63jx9a51 Jos...	07/21/2025	Tackle kits for 2025 Cops and ...	101.2000.000.5182	149.85
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N67ij3sk2 Adm...	07/21/2025	Two Air pot coffee dispensers ...	101.1000.000.5190	79.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na0c201d0 Che..	07/21/2025	20 Pcs Magnetic Acrylic Label ...	101.4300.459.5190	21.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na13u5dg0 Re...	07/21/2025	Staples for heavy duty stapler	101.1140.000.5105	46.45
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na4i64262 Ad...	07/21/2025	Display Stand for Communicat...	101.1300.000.5190	40.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na6gy86d0 Joel..	07/21/2025	pintle receiver hitch for #315	101.3200.000.5160	119.00
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh21q95h0 Ac...	07/21/2025	Check Stock	101.1800.000.5105	65.98
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh6kn2y60 Re...	07/21/2025	Micro tape recorder, sd card, ...	101.1140.000.5105	36.65
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nn0vy3ij1 Rac...	07/21/2025	Sidewalk chalk and sign holder...	101.4300.453.5190	38.63
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nn1pv7ik1 Rac...	07/21/2025	Keychains for Trails Day Scave...	101.4300.453.5190	35.98
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nn2n23w10 A...	07/21/2025	Coffee dispenser drip trays & ...	101.1000.000.5190	36.08
WELLS FARGO CREDIT CARD A...	Amazon Mktpl No1jc8qf1 Joel ...	07/21/2025	Fridge Magnets, Hanger Hooks..	101.3200.000.5190	35.51
WELLS FARGO CREDIT CARD A...	Amazon Mktpl No1js9ed2 Reb...	07/21/2025	Heavy duty electronic stapler ...	101.1140.000.5105	355.20
WELLS FARGO CREDIT CARD A...	Amazon Mktpl No85f7n82 Pub..	07/21/2025	Polyurethane Safety Gloves - ...	101.4200.000.5175	77.88
WELLS FARGO CREDIT CARD A...	Amazon.Com Administra WF 6...	07/21/2025	Returned percolate coffee ma...	101.1120.000.5178	-89.09
WELLS FARGO CREDIT CARD A...	Amazon.Com N63pv4xw2 Mon..	07/21/2025	Toilet bowl cleaner	101.2200.000.5190	21.25
WELLS FARGO CREDIT CARD A...	Amazon.Com N648892g1 Publ...	07/21/2025	Trash bags	101.3200.000.5125	15.53
WELLS FARGO CREDIT CARD A...	Amazon.Com N64f57um0 Mo...	07/21/2025	duffle bag for rope rescue gear	101.2200.000.5190	69.99
WELLS FARGO CREDIT CARD A...	Amazon.Com N69qx39d0 Mon..	07/21/2025	microwave	101.2200.000.5190	132.98
WELLS FARGO CREDIT CARD A...	Amazon.Com Na1yj3ae0 Adm...	07/21/2025	Percolate coffee maker	101.1120.000.5178	89.09
WELLS FARGO CREDIT CARD A...	Amazon.Com Nh1fh91u0 Publ...	07/21/2025	Legal pads	101.3200.000.5105	17.27
WELLS FARGO CREDIT CARD A...	Bca Training Education Katrina..	07/21/2025	DMT-G Online Training	101.2000.000.5340	75.00
WELLS FARGO CREDIT CARD A...	Bear Ridge Pizza Steven Joh W...	07/21/2025	AMBO Conference Dinner - Lu...	101.5200.000.5340	32.51
WELLS FARGO CREDIT CARD A...	Big Daddys Burgers Monica Ch...	07/21/2025	lunch for Roger Ledoux at trai...	101.2200.000.5340	15.59
WELLS FARGO CREDIT CARD A...	Brownells Inc Ben Madsen WF...	07/21/2025	Chronograph for Pepperball C...	101.2000.000.5190	572.12
WELLS FARGO CREDIT CARD A...	Capital Burger 0213400 Accou...	07/21/2025	GFOA Conf Meal 6.28.2025	101.1800.000.5340	25.90
WELLS FARGO CREDIT CARD A...	Clyde Industrial Park Monica ...	07/21/2025	dinner for Roger Ledoux for tr...	101.2200.000.5340	28.09
WELLS FARGO CREDIT CARD A...	Comfort Inn Mn017 Monica C...	07/21/2025	hotel room for Roger Ledoux f...	101.2200.000.5340	737.63
WELLS FARGO CREDIT CARD A...	Conway Shie Cory Rosen WF 6...	07/21/2025	helmet shields	101.2200.000.5125	350.51
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Daniel Ber ...	07/21/2025	snacks for NDTA class	101.2200.424.5190	70.41
WELLS FARGO CREDIT CARD A...	Dakota County Parks Mn Rach...	07/21/2025	Fishing bait for canoe, fish, hi...	101.4300.453.5190	15.00
WELLS FARGO CREDIT CARD A...	Dakota County Parks Mn Rach...	07/21/2025	Fishing bait for canoe, fish, hi...	101.4300.453.5190	5.00
WELLS FARGO CREDIT CARD A...	Dt Duluth Trading Co Steven J...	07/21/2025	Organizer Bag for Inspections ...	101.5200.000.5160	73.74
WELLS FARGO CREDIT CARD A...	Duluth Holiday Inn Emily Heid...	07/21/2025	MN Juv Conference 3620	101.2000.000.5340	463.23
WELLS FARGO CREDIT CARD A...	Duluth Holiday Inn Emily Heid...	07/21/2025	MN Juv Conference- 3646	101.2000.000.5340	463.23
WELLS FARGO CREDIT CARD A...	Fsp Sugar Lake Lodge Steven J...	07/21/2025	AMBO Conference Hotel - Luk...	101.5200.000.5340	707.38
WELLS FARGO CREDIT CARD A...	Government Finance Off Acco...	07/21/2025	ACFR Review Fee - FY2024	101.1800.000.5310	530.00
WELLS FARGO CREDIT CARD A...	Harmony Lab & Safety Katrina...	07/21/2025	Cotton Swabs for Evidence Ro...	101.2000.000.5190	156.96
WELLS FARGO CREDIT CARD A...	Holiday Stations 3537 Haugla...	07/21/2025	Ice for snow cones at city reco...	101.1120.000.5178	18.87
WELLS FARGO CREDIT CARD A...	Iaai Scott Oswa WF 6/25	07/21/2025	yearly due	101.2200.000.5335	103.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Ida Property G Booking Joshua...	07/21/2025	Property rental for investigati...	101.2000.000.5490	1,307.14
WELLS FARGO CREDIT CARD A...	Intl Code Council Inc Monica ...	07/21/2025	Digital fire codes	101.2200.000.5335	100.56
WELLS FARGO CREDIT CARD A...	Kwik Trip #1168 Melissa Ch W...	07/21/2025	Fuel purchase 6.9.2025	101.2000.000.5340	25.41
WELLS FARGO CREDIT CARD A...	L.E.A.D. Inc. Joshua Oti WF 6/...	07/21/2025	LEAD training for Taarud	101.2000.000.5340	750.00
WELLS FARGO CREDIT CARD A...	Lion Group Inc Monica Chi WF...	07/21/2025	spray nozzle and hose assembl..	101.2200.000.5160	1,869.10
WELLS FARGO CREDIT CARD A...	Llrmi Adam Wiede WF 6/25	07/21/2025	"Your FTO Program" Seminar ...	101.2000.000.5340	150.00
WELLS FARGO CREDIT CARD A...	Margaritas Mexican Gri Monic...	07/21/2025	lunch for Roger Ledoux trainin...	101.2200.000.5340	19.78
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Joe S...	07/21/2025	Screws	101.4200.000.5125	9.97
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Joe S...	07/21/2025	Marine battery & recycling fee	101.4200.000.5160	119.99
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Kyle ...	07/21/2025	nuts & bolts	101.4200.000.5125	59.91
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Kyle ...	07/21/2025	Stain for parks	101.4200.000.5125	70.21
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Kyle ...	07/21/2025	general supplies for parks	101.4200.000.5125	151.01
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Mike...	07/21/2025	ladder hook misc. pipe	101.4200.000.5125	55.76
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Mike...	07/21/2025	wood for picnic table	101.4200.000.5190	59.22
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Mike...	07/21/2025	replacement wood and paint	101.4200.000.5190	109.91
WELLS FARGO CREDIT CARD A...	Meyerfire University Scott Os...	07/21/2025	annual subscription for training	101.2200.000.5335	430.00
WELLS FARGO CREDIT CARD A...	Minnesota County Attor Katri...	07/21/2025	Controlled substance & DUI fo...	101.2000.000.5333	22.00
WELLS FARGO CREDIT CARD A...	Minnesota Locks Joe Hawkin ...	07/21/2025	Locks for parks	101.4200.000.5125	32.50
WELLS FARGO CREDIT CARD A...	Minnesota Sheriffs Ass Katrina...	07/21/2025	Advanced Gun Laws Training -...	101.2000.000.5340	175.00
WELLS FARGO CREDIT CARD A...	Minnesota Sheriffs Ass Katrina...	07/21/2025	Basic Civil Process Training - S...	101.2000.000.5340	175.00
WELLS FARGO CREDIT CARD A...	Nfpa Natl Fire Protect Scott O...	07/21/2025	annual subscription for online ...	101.2200.000.5335	140.54
WELLS FARGO CREDIT CARD A...	Nfpa Natl Fire Protect Scott O...	07/21/2025	subscription renewal	101.2200.000.5335	116.99
WELLS FARGO CREDIT CARD A...	Paypal Uavcoach Daniel Ber ...	07/21/2025	Drone pilot ground school & t...	101.2200.000.5340	199.00
WELLS FARGO CREDIT CARD A...	Pickled Loon Saloon - Steven J...	07/21/2025	AMBO Conference Dinner - Lu...	101.5200.000.5340	35.79
WELLS FARGO CREDIT CARD A...	Pioneer Press Circ Amy Looze...	07/21/2025	newspaper subscription 7.2025	101.1300.000.5335	34.00
WELLS FARGO CREDIT CARD A...	Pizza Pub Accounts P WF 6/25	07/21/2025	Clean Up Day Lunch	101.1800.000.5190	99.94
WELLS FARGO CREDIT CARD A...	Py E&g 1029 Duluth Monica C...	07/21/2025	lunch for Roger Ledoux at trai...	101.2200.000.5340	14.19
WELLS FARGO CREDIT CARD A...	Py E&g 1029 Duluth Monica C...	07/21/2025	lunch for Roger Ledoux at trai...	101.2200.000.5340	14.19
WELLS FARGO CREDIT CARD A...	Rascals Bar & Grill Accounts P...	07/21/2025	Bldg Inspectors Lunch - Andre...	101.5200.000.5340	52.27
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Adam Lares ...	07/21/2025	Food, beverages & supplies for..	101.1120.000.5178	731.53
WELLS FARGO CREDIT CARD A...	Samsclub.Com Chelsea Sw WF...	07/21/2025	Snacks & Italian ice for trails d...	101.4300.453.5190	57.71
WELLS FARGO CREDIT CARD A...	Scheels Eden Prairie Ryan Prail..	07/21/2025	Rods and Reels for Cops and B...	101.2000.000.5182	224.85
WELLS FARGO CREDIT CARD A...	Sensible Land Use Coal Stacy ...	07/21/2025	SLUC Registration - K. Shay & B..	101.5100.000.5340	116.00
WELLS FARGO CREDIT CARD A...	Sp Fire By Trade Eric Bergu WF..	07/21/2025	hose straps	101.2200.000.5190	224.42
WELLS FARGO CREDIT CARD A...	Sq Mik Mart Ice Cream Cora H...	07/21/2025	Employee recognition ice cre...	101.1120.000.5178	150.00
WELLS FARGO CREDIT CARD A...	The Corner Store Al Vandeho...	07/21/2025	Worms for Fishing Derby	101.4300.453.5190	9.98
WELLS FARGO CREDIT CARD A...	The Corner Store Eric Bergu ...	07/21/2025	car wash for Squad 1	101.2200.000.5410	12.98
WELLS FARGO CREDIT CARD A...	The Corner Store Ryan Prail W...	07/21/2025	Fuel for side by side	101.2000.000.5405	15.84
WELLS FARGO CREDIT CARD A...	The Corner Store Scott Oswa ...	07/21/2025	fuel for UTV	101.2200.000.5405	30.06
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Cory ...	07/21/2025	tape used for hose testing	101.2200.000.5190	48.86
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Eric B...	07/21/2025	electrical tape for hose testing	101.2200.000.5190	62.82
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Haugl...	07/21/2025	Key hooks for Durangos	101.2000.000.5190	25.86
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	07/21/2025	snap line for field lining	101.4200.000.5125	15.94
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	07/21/2025	Screws, Pads, Wipes, Cleaners...	101.4200.000.5125	217.56
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	07/21/2025	blades	101.4200.000.5160	55.41
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	07/21/2025	Wood, Screws & Cabling	101.4200.000.5190	195.58
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Kyle ...	07/21/2025	Screws, Toolbox & Organizer	101.4200.000.5190	129.62
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	07/21/2025	epoxy	101.4200.000.5125	12.86
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	07/21/2025	bolts for park maintenance	101.4200.000.5125	12.00
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	07/21/2025	Cleaners, cloths & gloves	101.4200.000.5125	209.79
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Mike ...	07/21/2025	Saw blade, glue & sealant	101.4200.000.5160	84.70
WELLS FARGO CREDIT CARD A...	Tint World Store062 Haugland...	07/21/2025	Window Tint for Altima	101.2000.000.5410	378.00
WELLS FARGO CREDIT CARD A...	Tousley Motorsports Eric Berg...	07/21/2025	rocker switches for UTV	101.2200.000.5615	137.70
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Joe S...	07/21/2025	spray gun	101.4200.000.5160	85.98
WELLS FARGO CREDIT CARD A...	Tst Burger Paradox Monica Chi..	07/21/2025	dinner for Roger Ledoux at tra...	101.2200.000.5340	26.40
WELLS FARGO CREDIT CARD A...	Tst Chicken And What Monica...	07/21/2025	lunch for Roger Ledoux in Dul...	101.2200.000.5340	12.23
WELLS FARGO CREDIT CARD A...	Tst Omc Smokehouse Monica ...	07/21/2025	dinner for Roger Ledoux at tra...	101.2200.000.5340	26.64
WELLS FARGO CREDIT CARD A...	Tst Turittos Pizza - Adam Lares...	07/21/2025	Pizza- Swing Bridge celebratio...	101.4200.000.5190	48.62
WELLS FARGO CREDIT CARD A...	U Of M Contlearning Ol Craig ...	07/21/2025	UMN Class - Inspections & Ma...	101.3100.000.5340	250.00
WELLS FARGO CREDIT CARD A...	U Of M Contlearning Ol Public...	07/21/2025	Pesticide safety Recert - Ravn,...	101.4200.000.5340	435.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Vrbo Fee Joshua Oti WF 6/25	07/21/2025	VRBO booking fees for investi...	101.2000.000.5490	188.15
WELLS FARGO CREDIT CARD A...	Walgreens #6943 Katrina Le ...	07/21/2025	Internet photo printing - Sam...	101.2000.000.5333	2.24
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Al Vandeho ...	07/21/2025	Snacks for Horse Camp	101.4300.452.5190	40.51
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chelsea Sw ...	07/21/2025	Worms for fishing derby	101.4300.453.5190	8.56
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chelsea Sw ...	07/21/2025	Paper towels for music in the ...	101.4300.453.5190	15.93
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Dane Winge...	07/21/2025	Thumb Drive for a case transf...	101.2000.000.5105	26.88
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Daniel Ber W...	07/21/2025	snacks for NDTA testing	101.2200.424.5190	65.58
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Monica Chi ...	07/21/2025	water and dish washer pods	101.2200.000.5190	149.99
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Monica Chi ...	07/21/2025	laundry soap and dryer sheets	101.2200.000.5190	124.70
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Ryan Prail WF...	07/21/2025	Bobbers, split shot & tools - C...	101.2000.000.5182	27.04
WELLS FARGO CREDIT CARD A...	Www.Dji.Com Joshua Oti WF ...	07/21/2025	Damaged DJI Matrice M30T D...	101.2000.000.5405	900.00
WELLS FARGO CREDIT CARD A...	Zoom.Com 888-799-9666 Meli...	07/21/2025	Zoom Meetings 6.2025	101.2000.000.5395	15.99
PUBLIC SAFETY EQUIPMENT, L...	10856	07/24/2025	Ballistic Vest	101.2000.000.5175	1,524.11
LANGUAGE LINE SERVICES	11643160	07/24/2025	Interpretation services 6.2025	101.2000.000.5310	668.60
DAKOTA COUNTY TECHNICAL ...	1296659	07/24/2025	Pursuit Training 3609 & 3639	101.2000.000.5340	600.00
FIRST IMPRESSION GROUP	171160P	07/24/2025	postage for fall 2025 parks & r...	101.4300.459.5325	1,521.64
KENNEDY & GRAVEN	188749	07/24/2025	NWA Park Acquisition 6.2025	101.1000.000.5305	722.75
KENNEDY & GRAVEN	188749	07/24/2025	General City Business legal ch...	101.1000.000.5305	11,759.13
KENNEDY & GRAVEN	188749	07/24/2025	HR and Personnel Matters 6.2...	101.1120.000.5305	1,520.00
GUARDIAN SUPPLY, LLC	20125	07/24/2025	Velcro Placecards	101.2000.000.5190	39.98
KIMLEY-HORN & ASSOCIATES, ...	32410371	07/24/2025	Northwest Expansion Area 20...	101.5100.000.5310	3,084.30
SAFE ASSURE CONSULTANTS	3832	07/24/2025	Annual consulting services for ...	101.1120.000.5310	8,357.78
CAMPBELL KNUTSON, P.A.	6/30/2025	07/24/2025	Legal services 6.2025	101.2000.000.5306	16,381.11
HANSON SPORTS LLC	62044R2	07/24/2025	Skyhawks Sports Camps - Voll...	101.4300.452.5310	993.65
HANSON SPORTS LLC	62251	07/24/2025	Skyhawks Sports Multi-Sport ...	101.4300.452.5310	1,360.40
XCEL ENERGY	933182920	07/24/2025	FD electric charges	101.2200.000.5355	166.29
XCEL ENERGY	933182920	07/24/2025	Street lighting electric charges	101.3400.000.5355	13.64
XCEL ENERGY	933218308	07/24/2025	FD electric charges	101.2200.000.5355	576.48
XCEL ENERGY	933218308	07/24/2025	Street lighting electric charges	101.3400.000.5355	1,202.26
XCEL ENERGY	933218308	07/24/2025	Parks natural gas charges	101.4200.000.5352	34.41
XCEL ENERGY	933218308	07/24/2025	Parks electric charges	101.4200.000.5355	1,131.81
XCEL ENERGY	934663740	07/24/2025	FD natural gas charges	101.2200.000.5352	999.08
XCEL ENERGY	934663740	07/24/2025	FD electric charges	101.2200.000.5355	1,209.11
XCEL ENERGY	934663740	07/24/2025	Street lighting electric charges	101.3400.000.5355	48.70
XCEL ENERGY	934663740	07/24/2025	Parks natural gas charges	101.4200.000.5352	95.28
XCEL ENERGY	934663740	07/24/2025	Parks electric charges	101.4200.000.5355	258.60
XCEL ENERGY	935082543	07/24/2025	PD electric	101.2000.000.5355	48.37
ENTERPRISE FM TRUST	FBN5381569	07/24/2025	Fleet Leases 7.2025	101.2000.000.5430	12,563.88
STREICHER'S	I1770446	07/24/2025	Ballistic Vest	101.2000.000.5175	2,490.00
BRITTANY MISKOWIEC	IGHPD-07152025	07/24/2025	PD Dept Covered Sessions 6.2...	101.2000.000.5312	481.25
GEOTAB USA, INC.	IN439085	07/24/2025	ProPlus Plan 6.2025	101.2000.000.5395	283.43
INNOVATIVE OFFICE SOLUTIO...	IN4865280	07/24/2025	Pocket files, copy paper, sciss...	101.4300.459.5105	288.02
INNOVATIVE OFFICE SOLUTIO...	IN4880951	07/24/2025	Notepads & paperclips	101.3100.000.5105	10.55
INNOVATIVE OFFICE SOLUTIO...	IN4887971	07/24/2025	Paper, highlighters, pens & no...	101.2000.000.5105	286.73
SWANK MOTION PICTURE INC	RG4011195	07/24/2025	DVD for Movie in the Park 7.2...	101.4300.453.5430	795.00
ICMA RETIREMENT TRUST - 4...	INV0221116	07/25/2025	457 -AGE <49	101.0000.000.2038	4,711.38
ICMA RETIREMENT TRUST - 4...	INV0221117	07/25/2025	457 -AGE <49 %	101.0000.000.2038	11,676.71
ICMA RETIREMENT TRUST - 4...	INV0221118	07/25/2025	457 -AGE 50+	101.0000.000.2038	1,500.29
ICMA RETIREMENT TRUST - 4...	INV0221119	07/25/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,087.51
ICMA RETIREMENT TRUST - 4...	INV0221120	07/25/2025	457 - ROTH AGE <50	101.0000.000.2038	1,746.00
ICMA RETIREMENT TRUST - 4...	INV0221121	07/25/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,926.81
ICMA RETIREMENT TRUST - 4...	INV0221122	07/25/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
MINNESOTA DEPARTMENT OF...	INV0221125	07/25/2025	CASE #001570640001	101.0000.000.2220	136.59
TEXAS STATE DISBURSEMENT...	INV0221126	07/25/2025	CASE #0012022247	101.0000.000.2220	230.77
MINNESOTA DEPARTMENT OF...	INV0221127	07/25/2025	CASE #000115468905	101.0000.000.2220	69.22
MINNESOTA DEPARTMENT OF...	INV0221128	07/25/2025	CASE #001563363401	101.0000.000.2220	445.31
WI SCTF (WI SUPPORT COLLEC...	INV0221129	07/25/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
IGH PROFESSIONAL FIREFIGHT...	INV0221135	07/25/2025	UNION DUES (IAFF)	101.0000.000.2041	542.78
MN STATE RETIREMENT SYST...	INV0221136	07/25/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,995.30
MN STATE RETIREMENT SYST...	INV0221137	07/25/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	839.92

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MN STATE RETIREMENT SYST...	INV0221138	07/25/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	970.00
ING DIRECT	INV0221139	07/25/2025	MSRS-HCSP	101.0000.000.2035	13,462.86
EFTPS	INV0221149	07/25/2025	FEDERAL WITHHOLDING	101.0000.000.2213	105,850.16
MN DEPT OF REVENUE (PAYR...	INV0221150	07/25/2025	STATE WITHHOLDING	101.0000.000.2215	44,982.61
EFTPS	INV0221151	07/25/2025	MEDICARE WITHHOLDING	101.0000.000.2211	29,019.94
EFTPS	INV0221152	07/25/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	84,009.16
DAKOTA ELECTRIC ASSN	200001093947 7/30/2025	07/30/2025	Electric	101.3400.000.5355	1,694.64
EMERGENCY TECHNICAL DEC...	00000551	07/31/2025	decon cleaning of bunker gear	101.2200.000.5310	267.00
EARL F ANDERSEN INC	0140171-IN	07/31/2025	traffic cones	101.3200.000.5160	760.00
BEACON ATHLETICS	0613397-IN	07/31/2025	field lining chalk	101.4200.000.5125	367.20
BEACON ATHLETICS	0616787-IN	07/31/2025	foldable bat box template	101.4200.000.5160	1,452.00
REVOLUTIONARY SPORTS, LLC	0778	07/31/2025	Youth pickleball classes 6.2025	101.4300.454.5310	1,876.80
REVOLUTIONARY SPORTS, LLC	0778	07/31/2025	Youth pickleball classes 6.2025	101.4300.454.5310	552.00
KIMBALL MIDWEST	103575460	07/31/2025	Drill Bit Set	101.3200.000.5160	122.65
REACH MEDIA NETWORK	107599	07/31/2025	2025 subscription for lobby m...	101.4300.459.5335	420.00
METRO JANITORIAL SUPPLY I...	11016109	07/31/2025	hand soap for shelters	101.4200.000.5125	545.10
METRO JANITORIAL SUPPLY I...	11016117	07/31/2025	paper towels & cleaner for she..	101.4200.000.5125	620.40
EXPERT TREE SERVICE AND SC...	13306	07/31/2025	remove 2 ash trees at fire stat...	101.4200.000.5425	675.00
EXPERT TREE SERVICE AND SC...	13322	07/31/2025	removed dead oak in SV and a...	101.4200.000.5425	4,300.00
UNIFIRST CORPORATION	1410158073	07/31/2025	Uniforms-Streets	101.3200.000.5175	42.46
UNIFIRST CORPORATION	1410158073	07/31/2025	Uniforms-Parks	101.4200.000.5175	29.20
VERSATILE VEHICLES, INC.	145118	07/31/2025	golf cart rental for RV 8.2025	101.4200.000.5430	600.00
MTI DISTRIBUTING CO	1484208-00	07/31/2025	Wired rain sensor for irrigation..	101.4200.000.5400	23.30
MTI DISTRIBUTING CO	1486164-00	07/31/2025	Miscellaneous parts for irrigat...	101.4200.000.5400	688.93
SCHLOMKA'S VAC TRUCK SERV..	15169	07/31/2025	Jet drainage way/culvert	101.3200.000.5415	2,733.45
LOCAL GOVERNMENT INFOR...	152366	07/31/2025	S/A Software-Qtrly Fees	101.1800.000.5395	4,593.00
LOCAL GOVERNMENT INFOR...	152366	07/31/2025	S/A eProperty-Qtrly Fees	101.1800.000.5395	794.00
LOCAL GOVERNMENT INFOR...	152366	07/31/2025	Police mobiles, records & Axon	101.2000.000.5395	8,981.00
LOCAL GOVERNMENT INFOR...	152366	07/31/2025	quarterly expenses and mobile..	101.2200.000.5395	848.00
FIRST IMPRESSION GROUP	170538	07/31/2025	summer 2025 insights printing...	101.1300.000.5333	11,025.00
FIRST IMPRESSION GROUP	170749	07/31/2025	Food fest yard signs (x10)	101.4300.459.5333	240.00
AMAZING ATHLETES	1744329	07/31/2025	Amazing athletes preschool cl...	101.4300.454.5310	1,120.00
SHRED-N-GO, INC.	185956	07/31/2025	Finance file destruction	101.1140.000.5310	35.00
KENNEDY & GRAVEN	188750	07/31/2025	Antenna Lease Reviews	101.1000.000.5305	160.00
KENNEDY & GRAVEN	188752	07/31/2025	4805 Babcock Development	101.5100.000.5305	212.00
KENNEDY & GRAVEN	188752	07/31/2025	Buggy Car Wash	101.5200.000.5305	992.00
FIRE PROTECTION SERVICES, I...	1986	07/31/2025	Review shop drawings & calcu...	101.2200.000.5310	470.00
DANNER LANDSCAPING	20021	07/31/2025	dirt	101.3200.000.5125	48.00
BLACKTOP PROS, LLC	23-1527	07/31/2025	Asphalt Patch - Concord Acres	101.3200.000.5415	3,600.00
MN DEPT OF NATURAL RESO...	235118	07/31/2025	River Hgt Marina Public Boat L...	101.1100.000.5310	240.00
FRATTALONE COMPANIES INC	2506081	07/31/2025	demo disposal	101.3200.000.5415	18.00
BRIAN DESLAURIERS	25-1020	07/31/2025	update for computer program	101.2200.000.5395	5,000.00
COLLINS ELECTRICAL CONST.	254127.01	07/31/2025	Signal repairs at Robert St & 5...	101.3200.000.5310	467.18
TAHO SPORTSWEAR	25TS03177	07/31/2025	Summer Soccer Clinic t-shirts	101.4300.454.5190	446.40
DAKOTA AWARDS & ENGRAV...	29660	07/31/2025	Name Plate – Elizabeth Kramer	101.5100.000.5190	17.00
M & J SERVICES, LLC	3101	07/31/2025	culvert repair/restoration	101.3200.000.5415	7,845.00
M & J SERVICES, LLC	3103	07/31/2025	concrete for elevated pads at ...	101.4200.000.5400	461.00
C.J. SPRAY, INC.	3264127	07/31/2025	traffic painter parts	101.3200.000.5125	202.64
C.J. SPRAY, INC.	3264291	07/31/2025	traffic paint tips	101.3200.000.5125	171.35
DAKOTA UNLIMITED INC	418207	07/31/2025	Road sign materials	101.3200.000.5125	883.36
MILLENACKER, TODD	5/1/2025	07/31/2025	Music in the Park performer	101.4300.453.5310	250.00
DAKOTA CO FINANCIAL SVCS	5503940	07/31/2025	2nd Quarter Electric Billing - 2...	101.3400.000.5355	995.59
HOLMES DESIGN, INC.	5617	07/31/2025	design and layout srvcs 5.2025	101.1300.000.5310	1,531.25
HOLMES DESIGN, INC.	5618	07/31/2025	flyers, posters, etc. for Parks &..	101.4300.459.5310	1,012.00
HOLMES DESIGN, INC.	5619	07/31/2025	Insights layout - summer 2025	101.1300.000.5310	2,200.00
HOLMES DESIGN, INC.	5620	07/31/2025	design and layout services 6.2...	101.1300.000.5310	813.75
HOLMES DESIGN, INC.	5621	07/31/2025	flyers, posters, etc. for Parks &..	101.4300.459.5310	700.00
ZEN ENDEAVORS, INC.	61655v1	07/31/2025	Kidcreate Pet Shop Art Camp	101.4300.452.5310	826.00
CENTRAL IRRIGATION SUPPLY, ..	65006212-00	07/31/2025	irrigation parts for repairs	101.4200.000.5400	313.24
YEGO, JACLYN	7/2/2025	07/31/2025	Face Painter for Movie in the ...	101.4300.453.5310	262.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
STARS & STRIPES LAWN & LA...	7/22/2025	07/31/2025	landscaping work at Overlook ...	101.4200.000.5310	2,640.00
TRICIA HAYNES	7/23/2025	07/31/2025	Movie in the Park Performer	101.4300.453.5310	800.00
KENISON, TERRI	7/30/2025	07/31/2025	Fire station cleanings 7.2025	101.2200.000.5310	1,600.00
GERTENS	79931/1	07/31/2025	shrubs	101.4200.000.5190	161.00
GERTENS	803338/6	07/31/2025	landscaping soil	101.4200.000.5125	25.95
GERTENS	803345/6	07/31/2025	landscaping soil	101.4200.000.5125	25.95
GERTENS	803468/6	07/31/2025	topsoil	101.4200.000.5125	51.90
GERTENS	803675/6	07/31/2025	mulch	101.4200.000.5125	43.90
J.J. KELLER & ASSOCIATES, INC.	9110367172	07/31/2025	Legally Required Safety Posters	101.1120.000.5190	502.91
FLAGSHIP RECREATION LLC	F23717	07/31/2025	playground repair parts	101.4200.000.5150	58.71
PRECISE MRM	IN200-2006705	07/31/2025	GPS data plan	101.3200.000.5310	120.00
INNOVATIVE OFFICE SOLUTIO...	IN4879317	07/31/2025	Paper, Tape, Staples & Portab...	101.4300.459.5105	99.69
INNOVATIVE OFFICE SOLUTIO...	IN4879861	07/31/2025	can liners for SV	101.4200.000.5125	87.08
INNOVATIVE OFFICE SOLUTIO...	IN4882287	07/31/2025	branded stickers for bubbles - ...	101.1300.000.5190	20.87
INNOVATIVE OFFICE SOLUTIO...	IN4884805	07/31/2025	Clips & Binders for Park & Rec	101.4300.459.5105	9.45
INNOVATIVE OFFICE SOLUTIO...	IN4891317	07/31/2025	White pocket folders for orien...	101.1120.000.5105	12.17
CITY OF SAINT PAUL	IN63095	07/31/2025	Asphalt for patching	101.3200.000.5125	1,890.24
HOOTSUITE INC.	INV-2010243563	07/31/2025	Org-wide archive social service...	101.1300.000.5395	7,392.01
PIONEER ATHLETICS	INV-256080	07/31/2025	field marking paint	101.4200.000.5125	6,157.00
SAFE-FAST, INC.	INV311467	07/31/2025	Marking Paint	101.3200.000.5125	132.00
MIP V ONION PARENT LLC	MP280161	07/31/2025	port a potty rental for Disc Gol...	101.4200.000.5430	355.50
MACQUEEN EMERGENCY GR...	P12902	07/31/2025	Wheel chock for Fire Truck (#L...	101.2200.000.5190	523.94
				Fund 101 - GENERAL FUND Total:	**495,877.97**
Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND					
WELLS FARGO CREDIT CARD A...	Glendale Parade Store Adam ...	07/21/2025	Training Rifles for Honor Guar...	102.2000.000.5190	432.90
				Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:	**432.90**
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	Amazon Mark Na5us83k1 Julie..	07/21/2025	Clip boards for Swim Lessons	205.4420.000.5190	68.99
WELLS FARGO CREDIT CARD A...	Amazon Mark Nq7s92d10 Che...	07/21/2025	Alarm clock, baking & bracelet...	205.4450.483.5190	93.97
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N30aq6f12 Kat...	07/21/2025	carabiners for cable machines ...	205.4430.000.5160	6.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N60xu9hp1 Ch...	07/21/2025	Craft and game supplies for Ki...	205.4450.483.5190	196.73
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N62vk9811 Che..	07/21/2025	Refill Glue for kids ROCK	205.4450.483.5190	29.91
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N63nm53v0 C...	07/21/2025	Bag for tablet	205.4450.483.5190	43.18
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na1id8fx0 Jer...	07/21/2025	Step stool x2	205.4440.000.5190	56.24
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na5271gd1 Ch...	07/21/2025	Building bricks for kids rock	205.4450.483.5190	33.37
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na7999ju1 Che...	07/21/2025	Toys and storage for kids rock	205.4450.483.5190	59.25
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na8iv48v1 Che...	07/21/2025	Building bricks for kids rock	205.4450.483.5190	23.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh2kh50z2 Che..	07/21/2025	Swim wear for accidents and l...	205.4450.483.5190	32.37
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh2sj7zy2 Chel...	07/21/2025	Paint for Kids ROCK crafts	205.4450.483.5190	29.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh3mw7m70 ...	07/21/2025	Wrist bands for kids rock swi...	205.4450.483.5190	41.67
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh5ee2t62 Che..	07/21/2025	Craft and game supplies for Ki...	205.4450.483.5190	180.73
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nh7sl4un0 Jam...	07/21/2025	Antiseptic Wipes and Waterpr...	205.4420.000.5190	42.06
WELLS FARGO CREDIT CARD A...	Amazon Mktpl No3951z40 Che..	07/21/2025	Extra clothes for accidents- ki...	205.4450.483.5190	24.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nq5jv6gp0 Kat...	07/21/2025	batteries for bike screens and...	205.4430.000.5190	39.87
WELLS FARGO CREDIT CARD A...	Amazon Mktplace Pmts Chels...	07/21/2025	Refund of storage bins for kids...	205.4450.483.5190	-13.99
WELLS FARGO CREDIT CARD A...	Amazon Mktplace Pmts Chels...	07/21/2025	Refund of storage bins for kids...	205.4450.483.5190	-15.29
WELLS FARGO CREDIT CARD A...	Amazon.Com No76d8eo2 Chel..	07/21/2025	Pencils for kids rock	205.4450.483.5190	4.59
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Chelsea Sw...	07/21/2025	Food items for all staff training	205.4450.483.5190	6.99
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Chelsea Sw...	07/21/2025	Snacks for staff all day training	205.4450.483.5190	20.01
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Chelsea Sw...	07/21/2025	Food for staff training	205.4450.483.5190	30.69
WELLS FARGO CREDIT CARD A...	Dominos 1975 Chelsea Sw WF...	07/21/2025	Food for all staff training	205.4450.483.5190	99.41
WELLS FARGO CREDIT CARD A...	Jimmy Johns 1436 - Eco Chels...	07/21/2025	Food for 2nd night of kids rock...	205.4450.483.5190	73.34
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Jamie Musc...	07/21/2025	Plates, Utensils, Wipes, Deter...	205.4410.470.5190	226.18
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Jamie Musc...	07/21/2025	Plates, Utensils, Wipes, Deter...	205.4420.000.5190	38.76
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Jamie Musc...	07/21/2025	Plates, Utensils, Wipes, Deter...	205.4430.000.5190	25.84
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Jamie Musc...	07/21/2025	Plates, Utensils, Wipes, Deter...	205.4440.000.5190	20.76
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Jamie Musc...	07/21/2025	Plates, Utensils, Wipes, Deter...	205.4450.481.5190	6.92
WELLS FARGO CREDIT CARD A...	Samsclub.Com Chelsea Sw WF...	07/21/2025	Snacks for Kids ROCK	205.4450.483.5190	333.88
WELLS FARGO CREDIT CARD A...	Samsclub.Com Chelsea Sw WF...	07/21/2025	Snacks for kids rock	205.4450.483.5190	272.98
WELLS FARGO CREDIT CARD A...	Samsclub.Com Chelsea Sw WF...	07/21/2025	Candy for staff training engag...	205.4450.483.5190	26.88

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	Samsclub.Com Julie Dors WF 6...	07/21/2025	Napkins, Plates & Utensils	205.4420.000.5190	115.08
WELLS FARGO CREDIT CARD A...	Samsclub.Com Julie Dors WF 6...	07/21/2025	Aquatics all staff meeting food...	205.4420.000.5190	253.92
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Jerem...	07/21/2025	Prortable wet/dry vac & noise...	205.4420.000.5160	60.99
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Jerem...	07/21/2025	Prortable wet/dry vac & noise...	205.4440.000.5160	60.99
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Rick ...	07/21/2025	Hose, hose saver & acid clean...	205.4420.000.5150	119.88
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chelsea Sw ...	07/21/2025	Tote bags, Play-Doh and Ribb...	205.4450.483.5190	39.85
WELLS FARGO CREDIT CARD A...	Wal-Mart #5089 Chelsea Sw ...	07/21/2025	Storage bins & sunscreen	205.4450.483.5190	24.95
APEC	126211	07/24/2025	HVAC filters	205.4420.000.5125	261.47
APEC	126211	07/24/2025	HVAC filters	205.4430.000.5125	174.31
APEC	126211	07/24/2025	HVAC filters	205.4440.000.5125	326.83
APEC	126211	07/24/2025	HVAC filters	205.4450.481.5125	108.94
FIRST IMPRESSION GROUP	171160P	07/24/2025	postage for fall 2025 parks & r...	205.4410.472.5325	2,282.46
DANIEL BAUER - TRUE MECH...	2187	07/24/2025	replaced AHU 1 fan motors	205.4420.000.5400	5,381.48
DANIEL BAUER - TRUE MECH...	2187	07/24/2025	replaced AHU 1 fan motors	205.4430.000.5400	3,587.65
DANIEL BAUER - TRUE MECH...	2190	07/24/2025	repairs to blocked drain line in...	205.4430.000.5400	225.00
DANIEL BAUER - TRUE MECH...	2241	07/24/2025	check/repair leak in Jamie's off...	205.4420.000.5400	165.00
DANIEL BAUER - TRUE MECH...	2241	07/24/2025	check/repair leak in Jamie's off...	205.4430.000.5400	110.00
DANIEL BAUER - TRUE MECH...	2242	07/24/2025	repairs to AHU2 blower fan	205.4420.000.5400	430.50
DANIEL BAUER - TRUE MECH...	2242	07/24/2025	repairs to AHU2 blower fan	205.4430.000.5400	287.00
HAWKINS, INC.	7138472	07/24/2025	pool chemicals	205.4420.000.5135	3,065.75
CHEMSEARCH	9242093	07/24/2025	water treatment contract 7.2...	205.4440.000.5310	668.60
XCEL ENERGY	934663740	07/24/2025	Aquatic center natural gas cha...	205.4420.000.5352	3,329.04
XCEL ENERGY	934663740	07/24/2025	Aquatic center natural gas cha...	205.4430.000.5352	1,109.68
GRAINGER	9571581017	07/24/2025	HVAC filters	205.4440.000.5125	37.94
GRAINGER	9571581017	07/24/2025	HVAC filters	205.4450.481.5125	25.30
GRAINGER	9571581025	07/24/2025	HVAC filters	205.4440.000.5125	16.26
GRAINGER	9571581025	07/24/2025	HVAC filters	205.4450.481.5125	5.42
GRAINGER	9580214949	07/24/2025	ceiling tiles for Grove side	205.4420.000.5400	150.87
GRAINGER	9580214949	07/24/2025	ceiling tiles for Grove side	205.4430.000.5400	100.58
INNOVATIVE OFFICE SOLUTIO...	IN4865280	07/24/2025	Pocket files, copy paper, sciss...	205.4410.470.5105	216.14
TWIN SOURCE SUPPLY	00517492	07/31/2025	paper towels	205.4420.000.5125	128.65
TWIN SOURCE SUPPLY	00517492	07/31/2025	paper towels	205.4430.000.5125	85.77
TWIN SOURCE SUPPLY	00517492	07/31/2025	paper towels	205.4440.000.5125	160.81
TWIN SOURCE SUPPLY	00517492	07/31/2025	paper towels	205.4450.481.5125	53.61
TWIN SOURCE SUPPLY	00517590	07/31/2025	hand soap, can liners & minera...	205.4420.000.5125	223.11
TWIN SOURCE SUPPLY	00517590	07/31/2025	hand soap, can liners & minera...	205.4430.000.5125	148.74
TWIN SOURCE SUPPLY	00517590	07/31/2025	hand soap, can liners & minera...	205.4440.000.5125	278.88
TWIN SOURCE SUPPLY	00517590	07/31/2025	hand soap, can liners & minera...	205.4450.481.5125	92.96
TWIN SOURCE SUPPLY	00517684	07/31/2025	urinal screens, TP & paper to...	205.4420.000.5125	324.58
TWIN SOURCE SUPPLY	00517684	07/31/2025	urinal screens, TP & paper to...	205.4430.000.5125	216.39
TWIN SOURCE SUPPLY	00517684	07/31/2025	urinal screens, TP & paper to...	205.4440.000.5125	405.73
TWIN SOURCE SUPPLY	00517684	07/31/2025	urinal screens, TP & paper to...	205.4450.481.5125	135.24
TWIN SOURCE SUPPLY	00517913	07/31/2025	paper towels & TP	205.4420.000.5125	531.54
TWIN SOURCE SUPPLY	00517913	07/31/2025	paper towels & TP	205.4430.000.5125	354.36
TWIN SOURCE SUPPLY	00517913	07/31/2025	paper towels & TP	205.4440.000.5125	664.42
TWIN SOURCE SUPPLY	00517913	07/31/2025	paper towels & TP	205.4450.481.5125	221.48
R & R SPECIALTIES OF WI, INC.	'0090289-IN	07/31/2025	Zamboni blade sharpening	205.4440.000.5405	67.00
REACH MEDIA NETWORK	107599	07/31/2025	2025 subscription for lobby m...	205.4410.470.5335	630.00
APEC	126168	07/31/2025	HVAC filters	205.4420.000.5125	248.03
APEC	126168	07/31/2025	HVAC filters	205.4430.000.5125	165.35
APEC	126168	07/31/2025	HVAC filters	205.4440.000.5125	310.04
APEC	126168	07/31/2025	HVAC filters	205.4450.481.5125	103.35
APEC	126178	07/31/2025	HVAC filters	205.4420.000.5125	118.26
APEC	126178	07/31/2025	HVAC filters	205.4430.000.5125	78.84
APEC	126178	07/31/2025	HVAC filters	205.4440.000.5125	147.83
APEC	126178	07/31/2025	HVAC filters	205.4450.481.5125	49.28
BITUMINOUS ROADWAYS, INC.	19516	07/31/2025	crosswalk striping	205.4420.000.5400	225.00
BITUMINOUS ROADWAYS, INC.	19516	07/31/2025	crosswalk striping	205.4430.000.5400	150.00
BITUMINOUS ROADWAYS, INC.	19516	07/31/2025	crosswalk striping	205.4440.000.5400	281.25
BITUMINOUS ROADWAYS, INC.	19516	07/31/2025	crosswalk striping	205.4450.481.5400	93.75

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AQUA LOGIC, INC.	5029	07/31/2025	supply & install CO2 feeder sy...	205.4420.000.5400	3,856.43
AQUA LOGIC, INC.	5050	07/31/2025	replaced lamp in Spa UV	205.4420.000.5400	821.00
HOLMES DESIGN, INC.	5618	07/31/2025	flyers, posters, etc. for Parks &..	205.4410.472.5310	1,518.00
HOLMES DESIGN, INC.	5621	07/31/2025	flyers, posters, etc. for Parks &..	205.4410.472.5310	1,050.00
SAFE-WAY BUS COMPANY	6006	07/31/2025	Kids Rock Trip to Inner Active ...	205.4450.483.5343	1,188.42
DAKOTA CO FINANCIAL SVCS	7/24/2025	07/31/2025	chemical waste disposal	205.4420.000.5389	27.89
DAKOTA CO FINANCIAL SVCS	7/24/2025	07/31/2025	chemical waste disposal	205.4430.000.5389	18.60
DAKOTA CO FINANCIAL SVCS	7/24/2025	07/31/2025	chemical waste disposal	205.4440.000.5389	34.87
DAKOTA CO FINANCIAL SVCS	7/24/2025	07/31/2025	chemical waste disposal	205.4450.481.5389	11.62
COMCAST	8772105910127188X071225	07/31/2025	7.2025 VMCC cable TV	205.4410.470.5335	341.20
KENDELL DOORS & HARDWARE	IN118062	07/31/2025	replacement door locks & leve...	205.4420.000.5400	626.40
KENDELL DOORS & HARDWARE	IN118062	07/31/2025	replacement door locks & leve...	205.4430.000.5400	417.60
INNOVATIVE OFFICE SOLUTIO...	IN4879317	07/31/2025	Keyboard, File Hanger, Organi...	205.4410.470.5105	202.62
INNOVATIVE OFFICE SOLUTIO...	IN4884805	07/31/2025	Clips, Binders, 3 Hole Punch &...	205.4410.470.5105	182.81
				Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:	**41,895.84**
Fund: 290 - EDA-OPERATING FUND					
MINNESOTA COMMERCIAL AS...	7/15/2025	07/24/2025	2025 MNCAR Exhibitor Booth	290.5800.000.5335	1,150.00
KENNEDY & GRAVEN	188752	07/31/2025	EDA: Sale of Dickman Trl Prop...	290.5800.000.5305	282.00
KENNEDY & GRAVEN	188752	07/31/2025	EDA: Sale of Excess Golf Cours...	290.5800.000.5305	2,264.25
KENNEDY & GRAVEN	188753	07/31/2025	EDA Matters through 6.2025	290.5800.000.5305	144.00
				Fund 290 - EDA-OPERATING FUND Total:	**3,840.25**
Fund: 365 - G.O. IMPR BONDS 2015A					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2015A	365.6000.000.5710	49,875.00
				Fund 365 - G.O. IMPR BONDS 2015A Total:	**49,875.00**
Fund: 367 - G.O. CAPITAL IMPR REF BONDS, 2016A					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2016A	367.6000.000.5710	79,393.75
				Fund 367 - G.O. CAPITAL IMPR REF BONDS, 2016A Total:	**79,393.75**
Fund: 369 - G.O. IMPR BONDS 2017B					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2017B	369.6000.000.5710	24,943.76
				Fund 369 - G.O. IMPR BONDS 2017B Total:	**24,943.76**
Fund: 392 - G.O. CAP IMPR BONDS 2018A-FIRE STATION					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2018A	392.6000.000.5710	134,292.50
				Fund 392 - G.O. CAP IMPR BONDS 2018A-FIRE STATION Total:	**134,292.50**
Fund: 393 - G.O. CAP IMPR BONDS 2019A-FIRE STATION					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2019A	393.6000.000.5710	32,550.00
				Fund 393 - G.O. CAP IMPR BONDS 2019A-FIRE STATION Total:	**32,550.00**
Fund: 401 - PARK CAPITAL IMPROVEMENT FUND					
KENNEDY & GRAVEN	188751	07/24/2025	SV Park legal fees 6.2025	401.4210.000.5305	96.00
BRYAN ROCK PRODUCTS	70083	07/31/2025	ag lime for Groveland ballfield...	401.4210.000.5610	2,348.17
				Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:	**2,444.17**
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
WSB & ASSOCIATES, INC.	R-023629-000-21	07/31/2025	HVP Ph V services	402.4210.000.5310	6,841.50
				Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:	**6,841.50**
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	101673	07/24/2025	CMF Final Design - Invoice #1	437.0000.000.5310	105,564.27
KENNEDY & GRAVEN	188750	07/31/2025	Contract Reviews (Final Design..	437.0000.000.5305	576.00
				Fund 437 - PW FACILITY REMODEL/EXPANSION Total:	**106,140.27**
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	815.30
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	850.86
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	463.48
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	677.17
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	1,812.41
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	1,642.47
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	598.36
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	377.36
SHORT ELLIOTT HENDRICKSON..	490638	07/24/2025	2026 PMI Design and Support	440.3210.000.5310	388.64

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
SHORT ELLIOTT HENDRICKSON...	491121	07/24/2025	Babcock Trail Final Design	440.3210.000.5310	3,271.87
ALLIED BLACKTOP	7/10/2025	07/24/2025	Pay Request No. 1 - Final	440.3210.000.5415	23,360.00
RTVISION, INC.	INV1180	07/24/2025	OneOffice software implemen...	440.3210.000.5395	5,000.00
KENNEDY & GRAVEN	188750	07/31/2025	Legal Discussions for 2025 PMI	440.3210.000.5305	453.75
KENNEDY & GRAVEN	188750	07/31/2025	Legal Discussions for 2026 PMI	440.3210.000.5305	759.00
PINE BEND PAVING, INC.	251445	07/31/2025	Asphalt for BAP paving	440.3210.000.5150	12,101.54
BITUMINOUS ROADWAYS, INC.	7/23/2025	07/31/2025	2025 PMI Pay App #3	440.3210.000.5610	838,266.18
BITUMINOUS ROADWAYS, INC.	7/23/2025	07/31/2025	2025 PMI Pay App #3	440.3210.000.5610	2,555.49
WSB & ASSOCIATES, INC.	R-024055-000-13	07/31/2025	2025 PMI Final Design	440.3210.000.5310	22,490.50
			Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:		**915,884.38**
Fund: 510 - WATER-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	Ace Hardware 693 Scott Guba...	07/21/2025	well house key hooks	510.7100.000.5190	14.99
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Scott...	07/21/2025	LED light bulbs for water plant	510.7100.000.5125	359.92
MTI DISTRIBUTING CO	1485528-00	07/24/2025	Irrigation Parts	510.7100.000.5150	76.38
OPTION ONE MECHANICAL LLC	5248	07/24/2025	air exchanger at water treatm...	510.7100.000.5400	820.60
HAWKINS, INC.	7136741	07/24/2025	Chemicals for water treatment..	510.7100.000.5135	2,019.20
HAWKINS, INC.	7138459	07/24/2025	Chemicals for water treatment..	510.7100.000.5135	4,647.00
XCEL ENERGY	932983574	07/24/2025	Water electric charges	510.7100.000.5355	21,471.56
XCEL ENERGY	933218308	07/24/2025	Water natural gas charges	510.7100.000.5352	198.70
XCEL ENERGY	933218308	07/24/2025	Water electric charges	510.7100.000.5355	13,239.68
XCEL ENERGY	934663740	07/24/2025	Water natural gas charges	510.7100.000.5352	73.17
XCEL ENERGY	934663740	07/24/2025	Water electric charges	510.7100.000.5355	13,849.22
LONE OAK COMPANIES	97535	07/24/2025	#10 UB Window Envelopes (5...	510.7100.000.5105	666.46
LONE OAK COMPANIES	97535	07/24/2025	#9 UB Return Envelopes (50%)	510.7100.000.5105	583.78
CORE & MAIN LP	X296114	07/24/2025	Hydrant Parts	510.7100.000.5420	9,347.81
CORE & MAIN LP	X347641	07/24/2025	Water Main Parts	510.7100.000.5150	2,566.61
BAUER SERVICES OF WELCH L...	07142025-7172	07/31/2025	Water valve repair	510.7100.000.5415	5,890.00
BAUER SERVICES OF WELCH L...	07182025-7178	07/31/2025	Water valve repair	510.7100.000.5415	4,745.00
WATER CONSERVATION SERV...	150106	07/31/2025	City Wide Leak Detection Surv...	510.7100.000.5310	10,238.00
FIRST IMPRESSION GROUP	171152	07/31/2025	Postage	510.7100.000.5325	111.29
FIRST IMPRESSION GROUP	171152	07/31/2025	utility billing act now postcard	510.7100.000.5333	285.00
PROTOUCH PAINTING, INC.	20164	07/31/2025	2025 Hydrant Paintings	510.7100.000.5420	24,975.00
CITY OF BLOOMINGTON	25204	07/31/2025	Bacteria Samples 6.2025	510.7100.000.5310	560.00
CITY OF EAGAN	6/30/2025	07/31/2025	Correction to 1st Qtr 2025-Wa...	510.7100.000.5361	-19.74
CITY OF EAGAN	6/30/2025	07/31/2025	2nd Qtr 2025-Water-Eagan JPA	510.7100.000.5361	49,915.98
LONE OAK COMPANIES	97536	07/31/2025	#10 Window Envelopes-Remi...	510.7100.000.5105	432.39
LONE OAK COMPANIES	97628	07/31/2025	UB Reminder Letters (50%) 7....	510.7100.000.5310	214.58
			Fund 510 - WATER-OPERATING FUND Total:		**167,282.58**
Fund: 520 - SEWER-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	Py Advanced Sportswe Public...	07/21/2025	Work shirts & V-necks	520.7200.000.5175	316.25
XCEL ENERGY	933218308	07/24/2025	Sewer electric charges	520.7200.000.5355	1,501.80
XCEL ENERGY	934663740	07/24/2025	Sewer natural gas charges	520.7200.000.5352	65.46
XCEL ENERGY	934663740	07/24/2025	Sewer electric charges	520.7200.000.5355	306.23
LONE OAK COMPANIES	97535	07/24/2025	#10 UB Window Envelopes (5...	520.7200.000.5105	666.46
LONE OAK COMPANIES	97535	07/24/2025	#9 UB Return Envelopes (50%)	520.7200.000.5105	583.78
QUALITY FLOW SYSTEMS, INC.	49255	07/31/2025	Lift Station Repairs	520.7200.000.5405	4,294.80
CITY OF EAGAN	6/30/2025	07/31/2025	2nd Qtr 2025-Sewer-Eagan JPA	520.7200.000.5371	63,296.40
LONE OAK COMPANIES	97536	07/31/2025	#10 Window Envelopes-Remi...	520.7200.000.5105	432.40
LONE OAK COMPANIES	97628	07/31/2025	UB Reminder Letters (50%) 7....	520.7200.000.5310	214.57
			Fund 520 - SEWER-OPERATING FUND Total:		**71,678.15**
Fund: 521 - SEWER-CAPITAL FUND					
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2017A	521.7210.000.5710	54,793.75
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2015B	521.7210.000.5710	31,125.00
EHLERS AND ASSOCIATES, INC.	7/29/2025	07/29/2025	Interest Payment - Bond 2021A	521.7210.000.5710	27,125.00
			Fund 521 - SEWER-CAPITAL FUND Total:		**113,043.75**
Fund: 530 - STORMWATER-OPERATING FUND					
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na0v28ky1 Ray...	07/21/2025	Spark Plugs	530.7300.000.5150	28.67
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na0v28ky1 Ray...	07/21/2025	Bug Repellent	530.7300.000.5190	9.66
WELLS FARGO CREDIT CARD A...	The Corner Store Ray Rivera ...	07/21/2025	Equipment fuel	530.7300.000.5150	8.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Ray R...	07/21/2025	Concrete wedge anchors for s...	530.7300.000.5150	10.08
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Ray R...	07/21/2025	Heavy duty pipe wrench	530.7300.000.5160	26.27
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Ray R...	07/21/2025	Continental Rubber Hose	530.7300.000.5160	49.98
ADVANCED ENGINEERING AN...	104057	07/24/2025	Stormwater Utility Rate Study ...	530.7300.000.5310	19,706.08
DAKOTA CTY SOIL & WATER	3484	07/24/2025	MS4 Training Presentation - S...	530.7300.000.5310	1,100.00
XCEL ENERGY	934663740	07/24/2025	Storm water electric charges	530.7300.000.5355	754.20
M & J SERVICES, LLC	3102	07/31/2025	Storm water repairs - 7515 Au...	530.7300.000.5420	920.00
CITY OF EAGAN	6/30/2025	07/31/2025	2nd Qtr 2025-Stormwater-Eag...	530.7300.000.5381	8,295.21
			Fund 530 - STORMWATER-OPERATING FUND Total:		**30,908.15**
Fund: 531 - STORMWATER-CAPITAL FUND					
BARR ENGINEERING COMPANY	23191572.00-2	07/24/2025	Water Resource Management...	531.7310.000.5310	6,984.50
BARR ENGINEERING COMPANY	23191566.00-6	07/31/2025	64th Street Outfall Final Design	531.7310.000.5310	24,138.50
BARR ENGINEERING COMPANY	23191566.00-6	07/31/2025	Gisch Pond Final Design	531.7310.000.5310	17,242.00
			Fund 531 - STORMWATER-CAPITAL FUND Total:		**48,365.00**
Fund: 550 - GOLF COURSE-OPERATING FUND					
SHAMROCK GROUP	80-00828	07/17/2025	ice for bev sales	550.7600.000.5197	143.70
SHAMROCK GROUP	80-00858	07/17/2025	ice for bev resale	550.7600.000.5197	-223.47
WELLS FARGO CREDIT CARD A...	Amazon Mark Nh5v27iv1 Joel...	07/21/2025	irrigation antennas	550.7700.000.5150	182.58
WELLS FARGO CREDIT CARD A...	American Metro Point O Matt...	07/21/2025	thermal receipt paper for POS	550.7600.000.5105	219.49
WELLS FARGO CREDIT CARD A...	Auto Electric Service Timothy ...	07/21/2025	Golf cart starter generator (x2)	550.7700.000.5405	324.38
WELLS FARGO CREDIT CARD A...	Cub Foods #1639 Leon Otnes...	07/21/2025	Breakfast sandwiches for resa...	550.7600.000.5197	17.97
WELLS FARGO CREDIT CARD A...	Golf Course Superinten Joel ...	07/21/2025	Joel GCSAA dues	550.7700.000.5335	530.00
WELLS FARGO CREDIT CARD A...	Holiday Stations 3556 Matt M...	07/21/2025	fb-hot dog buns	550.7600.000.5197	7.78
WELLS FARGO CREDIT CARD A...	Inver Grove Ford Linco Timoth...	07/21/2025	Truck brake tubing	550.7700.000.5150	96.47
WELLS FARGO CREDIT CARD A...	Inver Grove Ford Linco Timoth...	07/21/2025	Switch assembly for GC truck	550.7700.000.5405	115.91
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Joel...	07/21/2025	gopher trap supplies	550.7700.000.5125	127.08
WELLS FARGO CREDIT CARD A...	Menards West St Paul M Timo...	07/21/2025	Utility knife, lynch pins, metal ...	550.7700.000.5150	87.71
WELLS FARGO CREDIT CARD A...	Napa Store 3279003 Timothy ...	07/21/2025	plow truck brake lines	550.7700.000.5405	45.84
WELLS FARGO CREDIT CARD A...	Nicollet Ace Hardware Timoth...	07/21/2025	nuts/bolts	550.7700.000.5125	11.58
WELLS FARGO CREDIT CARD A...	Officemax/Depot 6384 Leon O...	07/21/2025	Printer paper	550.7600.000.5105	66.71
WELLS FARGO CREDIT CARD A...	Pga Of America Members Leon...	07/21/2025	PGA Dues	550.7600.000.5335	506.09
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	fb-muffins and clorox wipes	550.7600.000.5197	35.59
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	coffee cups for fb	550.7600.000.5197	80.79
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	fb-beef jerky sticks	550.7600.000.5197	44.94
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	fb-beef sticks & breakfast san...	550.7600.000.5197	41.94
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	fb-breakfast sandwiches	550.7600.000.5197	27.96
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	breakfast sandwiches	550.7600.000.5197	21.54
WELLS FARGO CREDIT CARD A...	Sams Club #4738 Matt Moyni...	07/21/2025	fb-muffins	550.7600.000.5197	15.28
WELLS FARGO CREDIT CARD A...	Samsclub #4738 Matt Moyni ...	07/21/2025	fb-breakfast sandwiches, muff...	550.7600.000.5197	38.70
WELLS FARGO CREDIT CARD A...	Stillwater Ace Hardwar Joel M...	07/21/2025	animal traps	550.7700.000.5125	127.35
WELLS FARGO CREDIT CARD A...	Target 00021899 Timothy La ...	07/21/2025	coffee pot and soap	550.7700.000.5125	57.46
WELLS FARGO CREDIT CARD A...	Target 00025197 Matt Moyni...	07/21/2025	staples	550.7600.000.5105	8.37
WELLS FARGO CREDIT CARD A...	Target 00025197 Matt Moyni...	07/21/2025	endust wipes for electronics	550.7600.000.5105	9.72
WELLS FARGO CREDIT CARD A...	Target 00025197 Matt Moyni...	07/21/2025	kleenex and ziploc bags	550.7600.000.5125	19.11
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Leon ...	07/21/2025	Water softener salt	550.7600.000.5190	25.82
HERITAGE LANDSCAPE SUPPLY...	0021844831-001	07/24/2025	Golf course chemicals	550.7700.000.5135	1,283.00
YAMAHA GOLF & UTILITY, INC.	01-311176	07/24/2025	Steering arm for golf cart repa...	550.7600.000.5405	106.99
COLLEGE CITY BEVERAGE	1164465	07/24/2025	beer for resale	550.7600.000.5199	613.75
BREAKTHRU BEVERAGE MINN...	122496031	07/24/2025	beer for resale	550.7600.000.5199	406.30
UNIFIRST CORPORATION	1410158104	07/24/2025	lobby mats & towels	550.7600.000.5430	47.16
MTI DISTRIBUTING CO	1481388-01	07/24/2025	Throttle & switch for equipme...	550.7700.000.5405	83.78
MTI DISTRIBUTING CO	1482946-00	07/24/2025	Lever & control knob for equi...	550.7700.000.5405	74.22
MTI DISTRIBUTING CO	1483307-00	07/24/2025	water pump for equipment re...	550.7700.000.5405	581.09
MTI DISTRIBUTING CO	1483803-00	07/24/2025	Parts for range picker repairs	550.7600.000.5405	469.44
ARTISAN BEER COMPANY	3783559	07/24/2025	beer for resale	550.7600.000.5199	286.20
COCA COLA BOTTLING COMP...	47948246023	07/24/2025	pop & water for resale	550.7600.000.5197	1,608.12
COCA COLA BOTTLING COMP...	47948246025	07/24/2025	CO2 tank returns	550.7600.000.5197	-130.00
PHILLIPS WINE & SPIRITS	5012714	07/24/2025	alcohol for resale	550.7600.000.5199	558.49
PHILLIPS WINE & SPIRITS	5013983	07/24/2025	alcohol for resale	550.7600.000.5199	743.94
DENNY'S 5TH AVENUE BAKERY	51475	07/24/2025	breads for resale	550.7600.000.5197	122.06

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DENNY'S 5TH AVENUE BAKERY	51697	07/24/2025	breads for resale	550.7600.000.5197	139.38
DENNY'S 5TH AVENUE BAKERY	51796	07/24/2025	breads for resale	550.7600.000.5197	122.06
CINTAS CORPORATION	5282012501	07/24/2025	first aid supplies refill	550.7600.000.5190	26.78
PERFORMANCE FOOD GROUP ...	76895327	07/24/2025	TP, paper towels & trash bags	550.7600.000.5125	212.43
PERFORMANCE FOOD GROUP ...	76895327	07/24/2025	food & supplies for resale	550.7600.000.5197	790.66
PERFORMANCE FOOD GROUP ...	76895327	07/24/2025	cup lids for resale	550.7600.000.5197	33.42
PERFORMANCE FOOD GROUP ...	76959012	07/24/2025	sanitizer quality test strips	550.7600.000.5125	8.44
PERFORMANCE FOOD GROUP ...	76959012	07/24/2025	food for resale	550.7600.000.5197	43.44
PERFORMANCE FOOD GROUP ...	76993198	07/24/2025	club house supplies	550.7600.000.5125	92.75
PERFORMANCE FOOD GROUP ...	76993198	07/24/2025	straws for bev resale	550.7600.000.5197	6.00
PERFORMANCE FOOD GROUP ...	76993198	07/24/2025	food & supplies for resale	550.7600.000.5197	701.72
SHAMROCK GROUP	80-00870	07/24/2025	ice for bev resale	550.7600.000.5197	109.35
SHAMROCK GROUP	80-00911	07/24/2025	ice for bev resale	550.7600.000.5197	143.70
TITLEIST	921036672	07/24/2025	golf balls for resale	550.7600.000.5195	120.02
XCEL ENERGY	933218308	07/24/2025	GC natural gas charges	550.7600.000.5352	52.85
XCEL ENERGY	933218308	07/24/2025	GC electric charges	550.7600.000.5355	1,240.96
XCEL ENERGY	933218308	07/24/2025	GC maintenance natural gas c...	550.7700.000.5352	59.74
XCEL ENERGY	933218308	07/24/2025	GC maintenance electric char...	550.7700.000.5355	56.03
XCEL ENERGY	934663740	07/24/2025	GC electric charges	550.7600.000.5355	64.94
XCEL ENERGY	934663740	07/24/2025	GC maintenance electric char...	550.7700.000.5355	2,395.00
XCEL ENERGY	934663740 CR	07/24/2025	GC natural gas charges	550.7600.000.5352	-0.55
XCEL ENERGY	934663740 CR	07/24/2025	GC maintenance natural gas c...	550.7700.000.5352	-1.47
MANSFIELD SERVICE PARTNE...	IN-00232771	07/24/2025	fuel for golf carts	550.7600.000.5130	1,078.76
HERITAGE LANDSCAPE SUPPLY...	0022316363-001	07/31/2025	water moisture meter to chec...	550.7700.000.5160	1,748.18
YAMAHA GOLF & UTILITY, INC.	01-311355	07/31/2025	parts to repair golf carts	550.7600.000.5405	321.16
YAMAHA GOLF & UTILITY, INC.	01-311424	07/31/2025	golf cart repairs	550.7600.000.5405	822.66
BREAKTHRU BEVERAGE MINN...	122598481	07/31/2025	beer for resale	550.7600.000.5199	194.00
BREAKTHRU BEVERAGE MINN...	122601393	07/31/2025	beer for resale	550.7600.000.5199	578.40
UNIFIRST CORPORATION	1410158091	07/31/2025	GC uniforms and towels	550.7700.000.5175	41.87
UNIFIRST CORPORATION	1410159753	07/31/2025	GC uniforms	550.7700.000.5175	39.69
MTI DISTRIBUTING CO	1481388-02	07/31/2025	Switch for equipment repairs	550.7700.000.5405	26.05
MTI DISTRIBUTING CO	1483803-01	07/31/2025	Tire for range picker	550.7600.000.5405	177.97
MTI DISTRIBUTING CO	1484278-00	07/31/2025	Equipment engine repairs	550.7700.000.5405	381.92
MTI DISTRIBUTING CO	1484628-00	07/31/2025	Miscellaneous parts for equi...	550.7700.000.5405	888.94
MTI DISTRIBUTING CO	1484628-01	07/31/2025	Elbow fitting for repair roller	550.7700.000.5405	26.08
SHAMROCK GROUP	159-00118	07/31/2025	ice for bev resale	550.7600.000.5197	348.88
ARAMARK REFRESHMENT SER...	1965151	07/31/2025	parts for water filter repair	550.7600.000.5150	154.01
MN GOLF ASSOCIATION, INC.	251110	07/31/2025	handicap fees	550.7600.000.5488	960.00
WORLD FUEL SERVICES	25-419889	07/31/2025	CHV Tractor Fluids (55Gal)	550.7700.000.5125	899.04
ARTISAN BEER COMPANY	3765403	07/31/2025	beer for resale	550.7600.000.5199	387.75
PROTEIN PROVISIONERS, LLC	4070	07/31/2025	food for resale	550.7600.000.5197	112.54
M. AMUNDSON LLP	407304	07/31/2025	snacks for resale	550.7600.000.5197	404.12
COCA COLA BOTTLING COMP...	48055733014	07/31/2025	pop & water for resale	550.7600.000.5197	1,157.34
COCA COLA BOTTLING COMP...	48164630014	07/31/2025	pop & water for resale	550.7600.000.5197	1,569.89
DENNY'S 5TH AVENUE BAKERY	51902	07/31/2025	breads for resale	550.7600.000.5197	122.06
DENNY'S 5TH AVENUE BAKERY	52107	07/31/2025	breads for resale	550.7600.000.5197	139.38
DENNY'S 5TH AVENUE BAKERY	52211	07/31/2025	breads for resale	550.7600.000.5197	122.06
HEGGIES PIZZA	541753	07/31/2025	foods for resale	550.7600.000.5197	94.00
PERFORMANCE FOOD GROUP ...	75682071C	07/31/2025	club house/F&B supplies	550.7600.000.5125	234.61
PERFORMANCE FOOD GROUP ...	75682071C	07/31/2025	food for resale	550.7600.000.5197	1,430.47
PERFORMANCE FOOD GROUP ...	75682071C	07/31/2025	beverage supplies for resale	550.7600.000.5197	46.33
PERFORMANCE FOOD GROUP ...	75754123C	07/31/2025	TP, Paper Towels, Gloves & Ca...	550.7600.000.5125	209.11
PERFORMANCE FOOD GROUP ...	75754123C	07/31/2025	Food for resale	550.7600.000.5197	666.38
PERFORMANCE FOOD GROUP ...	77081543	07/31/2025	Towels, Trash Bags & Testing S...	550.7600.000.5125	118.23
PERFORMANCE FOOD GROUP ...	77081543	07/31/2025	food & supplies for food resale	550.7600.000.5197	883.28
PERFORMANCE FOOD GROUP ...	77081543	07/31/2025	cups for bev resale	550.7600.000.5197	129.39
SHAMROCK GROUP	80-00563	07/31/2025	ice for bev resale	550.7600.000.5197	148.49
SHAMROCK GROUP	80-00952	07/31/2025	ice for bev resale	550.7600.000.5197	215.55
SHAMROCK GROUP	80-00990	07/31/2025	ice for bev resale	550.7600.000.5197	76.64

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
GERTENS	803351/6	07/31/2025	landscaping soil	550.7600.000.5125	25.95
			Fund 550 - GOLF COURSE-OPERATING FUND Total:		**33,067.76**
Fund: 603 - CENTRAL EQUIPMENT					
WELLS FARGO CREDIT CARD A...	Amazon Mark N69q95471 Rick..	07/21/2025	Spark plugs and wiring	603.8300.000.5405	41.96
WELLS FARGO CREDIT CARD A...	Amazon Mark Na34s1n91 Rick...	07/21/2025	12v Water Pump for Trailer	603.8300.000.5405	83.99
WELLS FARGO CREDIT CARD A...	Amazon Mark Nh9on61e2 Rick..	07/21/2025	Carburetor w/ Air Filter Tune-...	603.8300.000.5405	28.96
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Couplers & Air Plugs	603.8300.000.5150	15.81
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Socket	603.8300.000.5160	14.98
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Socket Set	603.8300.000.5160	8.49
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Fuel filters for fuel pumps	603.8300.000.5400	52.30
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Mower Battery	603.8300.000.5405	54.08
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Copper Plugs for Fire UTV	603.8300.000.5405	8.48
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Battery for Backhoe	603.8300.000.5405	136.45
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Paver fuel/water separator & ...	603.8300.000.5405	90.20
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Battery for Ball Drag Machine	603.8300.000.5405	54.08
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Paver fuel filter	603.8300.000.5405	26.70
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Mini Bulbs for Fire Boat	603.8300.000.5405	6.41
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Hitch pin and tow strap for tru...	603.8300.000.5410	37.28
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Toggle Switch for Fire Truck	603.8300.000.5410	13.98
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Hose Clamp for Unmarked Sq...	603.8300.000.5410	8.16
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Mini Bulbs for Fire Truck	603.8300.000.5410	3.79
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Stock Hyd fittings	603.8300.000.5410	242.68
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/25	07/21/2025	Stock oil filters	603.8300.000.5410	21.16
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/2...	07/21/2025	credit for returned parts	603.8300.000.5150	-13.68
WELLS FARGO CREDIT CARD A...	Oreilly 1767 Rick Jacks WF 6/2...	07/21/2025	Returned fuel/water separator	603.8300.000.5405	-21.31
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	Fuel for mowing	603.8300.000.5130	126.59
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	non oxy fuel	603.8300.000.5130	88.95
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	non oxy fuel	603.8300.000.5130	97.01
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	Non oxy fuel	603.8300.000.5130	121.38
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	non oxy fuel	603.8300.000.5130	122.02
WELLS FARGO CREDIT CARD A...	The Corner Store Joe Hawkin...	07/21/2025	non oxy fuel	603.8300.000.5130	122.94
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Rick J...	07/21/2025	PVC Caps	603.8300.000.5150	19.77
WELLS FARGO CREDIT CARD A...	Tractor-Supply-Co #019 Rick J...	07/21/2025	Paver - new pump for diesel t...	603.8300.000.5405	89.99
WELLS FARGO CREDIT CARD A...	Vcn Quickservlicen035c Joel J...	07/21/2025	P.D. Tabs Squad 1800	603.8300.000.5335	276.06
C.J. SPRAY, INC.	3264027	07/24/2025	Roadlazer paint machine repai...	603.8300.000.5405	121.26
NORTHERN SAFETY TECHNOL...	59663	07/24/2025	PD Squad Car Outfitting	603.8300.000.5621	7,771.66
XCEL ENERGY	933218308	07/24/2025	PW electric charges	603.8300.000.5355	1,983.20
XCEL ENERGY	934663740	07/24/2025	PW natural gas charges	603.8300.000.5352	121.06
OXYGEN SERVICE COMPANY, ...	0008854269	07/31/2025	Torch gas	603.8300.000.5125	493.60
NORTH AMERICAN TRAILER S...	030004248236	07/31/2025	Loader (#333) couplings	603.8300.000.5405	12.99
NORTH AMERICAN TRAILER S...	030004248423	07/31/2025	Tractor (#523) batteries	603.8300.000.5405	154.40
NORTH AMERICAN TRAILER S...	030004248432	07/31/2025	Fire boat (#B2) dust cap	603.8300.000.5405	2.04
NORTH AMERICAN TRAILER S...	030004248540	07/31/2025	Fire truck (#E21) light marker ...	603.8300.000.5410	23.76
KIMBALL MIDWEST	103566838	07/31/2025	drill bits (x84)	603.8300.000.5160	1,238.70
KIMBALL MIDWEST	103569161	07/31/2025	cable ties	603.8300.000.5150	55.35
KIMBALL MIDWEST	103569161	07/31/2025	cleaner	603.8300.000.5190	186.72
ARROW PEST CONTROL	10432	07/31/2025	rodent control	603.8300.000.5310	74.00
UNIFIRST CORPORATION	1410158073	07/31/2025	Uniforms-Mechanics	603.8300.000.5175	38.10
UNIFIRST CORPORATION	1410158073	07/31/2025	Shop Rentals	603.8300.000.5430	135.00
MTI DISTRIBUTING CO	1484794-00	07/31/2025	Mower (#530) filter, latch & b...	603.8300.000.5405	359.45
FACTORY MOTOR PARTS COM...	1-Z37617	07/31/2025	Stock battery	603.8300.000.5410	206.96
HANCO CORPORATION	248610-00	07/31/2025	O-ring Valve for Fire Truck (#E...	603.8300.000.5410	4.80
MANSFIELD OIL COMPANY	26738831	07/31/2025	Regular unleaded gas	603.8300.000.5130	14,503.15
MANSFIELD OIL COMPANY	26738832	07/31/2025	Diesel fuel	603.8300.000.5130	5,406.83
CINTAS CORPORATION	4237637011	07/31/2025	rug rentals	603.8300.000.5430	437.73
CINTAS CORPORATION	5282012504	07/31/2025	first aid kit service	603.8300.000.5310	138.07
INVER GROVE FORD	5359246	07/31/2025	F550 (#402) light	603.8300.000.5410	203.55
INVER GROVE FORD	5359265	07/31/2025	Squad car (#2334) brake job	603.8300.000.5410	258.98
INVER GROVE FORD	5359309	07/31/2025	Squad car (#2326) brake job	603.8300.000.5410	493.33
INVER GROVE FORD	5359319	07/31/2025	Squad car (#2023) brake job	603.8300.000.5410	206.54

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
INVER GROVE FORD	5359332	07/31/2025	Regulator & mirror for Fire Tr...	603.8300.000.5410	581.07
INVER GROVE FORD	5359386	07/31/2025	Fire truck (#E21) window swit...	603.8300.000.5410	69.79
INVER GROVE FORD	5359391	07/31/2025	Squad car (#2330) plugs, filters..	603.8300.000.5410	71.48
THE REINALT- THOMAS CORP...	6287243	07/31/2025	Tires for Nissan Altima	603.8300.000.5410	212.40
INVER GROVE FORD	6447215	07/31/2025	Fire squad (#S2) engine repairs	603.8300.000.5410	5,068.91
MAUER CHEVROLET	6538028	07/31/2025	Squad car (#2201) mechanical ..	603.8300.000.5410	680.06
POMP'S TIRE SERVICE, INC.	980136335	07/31/2025	Squad car tires (x12)	603.8300.000.5410	1,500.00
TRI-STATE BOBCAT INC.	P41664	07/31/2025	Kid loader (#352) filters	603.8300.000.5405	229.52
RUFFRIDGE-JOHNSON	S0142522	07/31/2025	Paver (#336) door assembly & ..	603.8300.000.5405	1,079.64
				Fund 603 - CENTRAL EQUIPMENT Total:	**46,103.76**
Fund: 605 - CITY FACILITIES					
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N60ng6p22 Pat..	07/21/2025	Air filters for air compressor	605.8500.000.5125	46.87
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Na35i4r10 Patr...	07/21/2025	Shakeout bag assembly for va...	605.8500.000.5125	27.47
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Black rubber leg tips & ladder ...	605.8500.000.5150	20.26
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Thermocouple & mesh cloth	605.8500.000.5150	35.51
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Caulk for fixing sidewalk gap n...	605.8500.000.5150	39.92
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Ladder grip tape & washing m...	605.8500.000.5150	42.74
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Anchors for mounting hose w...	605.8500.000.5150	52.61
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Hoses for cleaning condensers...	605.8500.000.5150	89.94
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Pliers for work truck	605.8500.000.5160	24.97
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Nut driver and new garbage b...	605.8500.000.5190	157.41
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Grill lighter for lighting pilot li...	605.8500.000.5190	4.97
WELLS FARGO CREDIT CARD A...	The Home Depot #2843 Patric...	07/21/2025	Returned thermocouples	605.8500.000.5150	-24.96
APEC	126204	07/24/2025	HVAC filters	605.8500.000.5125	300.91
APEC	126206	07/24/2025	HVAC filters	605.8500.000.5125	83.54
APEC	126207	07/24/2025	HVAC filters	605.8500.000.5125	64.95
DANIEL BAUER - TRUE MECH...	2188	07/24/2025	replace WTP water heater	605.8500.000.5400	2,317.30
DANIEL BAUER - TRUE MECH...	2189	07/24/2025	repairs to CO & NO2 detectors	605.8500.000.5400	1,350.00
DANIEL BAUER - TRUE MECH...	2236	07/24/2025	repairs to failed RTU & replac...	605.8500.000.5400	4,272.00
HUNT ELECTRIC CORPORATION	25070336	07/24/2025	keys cut for PD	605.8500.000.5310	194.20
FLUID INTERIORS LLC	42705.001	07/24/2025	50% down on PD front cube a...	605.8500.000.5605	5,854.20
CINTAS CORPORATION	5282012503	07/24/2025	first aid supply refill	605.8500.000.5190	74.15
XCEL ENERGY	932983574 CR	07/24/2025	Solar credits	605.8500.000.4671	-38,117.84
XCEL ENERGY	933182920 CR	07/24/2025	Solar credits	605.8500.000.4671	-20.74
XCEL ENERGY	933218308 CR	07/24/2025	Solar credits	605.8500.000.4671	-13,846.83
XCEL ENERGY	934663740 CR	07/24/2025	Solar credits	605.8500.000.4671	-11,838.09
GRAINGER	9574316494	07/24/2025	bottle filler kit for PD	605.8500.000.5405	277.72
CINTAS CORPORATION	20424118	07/31/2025	lobby mats	605.8500.000.5430	188.15
TOTAL CONSTRUCTION & EQU...	43423	07/31/2025	replace PRV motor at PW	605.8500.000.5400	2,578.59
B & B SHEETMETAL AND ROOF..	63047	07/31/2025	roof repair at City Hall	605.8500.000.5400	645.49
				Fund 605 - CITY FACILITIES Total:	**-45,104.59**
Fund: 606 - TECHNOLOGY FUND					
ZAYO GROUP, LLC	21603219	07/03/2025	City Hall Phones 6.2025	606.8600.000.5320	-1,039.07
WELLS FARGO CREDIT CARD A...	Amazon Mark Na5f47be0 Mar...	07/21/2025	Windshield phone mounts & ...	606.8600.000.5190	68.78
WELLS FARGO CREDIT CARD A...	Amazon Mark Nh9hn7up1 Ma...	07/21/2025	WiFi access points - Oakwood	606.8600.000.5160	204.15
WELLS FARGO CREDIT CARD A...	Amazon Mark Nq70516y0 Ma...	07/21/2025	Car power inverter and step l...	606.8600.000.5160	76.94
WELLS FARGO CREDIT CARD A...	Amazon Mktpl N64fm1v41 Ma..	07/21/2025	Power supply for audio record...	606.8600.000.5190	9.99
WELLS FARGO CREDIT CARD A...	Amazon Mktpl Nn9mc62q1 M...	07/21/2025	Oakwood park WIFI Bridge	606.8600.000.5160	194.99
WELLS FARGO CREDIT CARD A...	Amazon Reta No8zf5kd0 Marc...	07/21/2025	SD Memory cards	606.8600.000.5190	25.98
WELLS FARGO CREDIT CARD A...	Microsoft-G097090184 Marc ...	07/21/2025	2 Teams phones licensing for ...	606.8600.000.5395	40.80
WELLS FARGO CREDIT CARD A...	Zoom.Com 888-799-9666 Mar...	07/21/2025	Zoom subscription	606.8600.000.5395	31.98
INSIGHT PUBLIC SECTOR	1101289322	07/24/2025	Office 365 Monthly License 06...	606.8600.000.5395	2,435.35
LOCAL GOVERNMENT INFOR...	152199	07/24/2025	PD Network Services Thru 5.31..	606.8600.000.5310	271.25
MARCO TECHNOLOGIES, LLC	39617422	07/24/2025	Printers & Copiers Contract 7....	606.8600.000.5430	2,324.03
MATRIX COMMUNICATIONS, ...	M009554	07/24/2025	CSG TECHNICIAN: 7/1 Core Po...	606.8600.000.5310	370.00
N HARRIS COMPUTER CORPO...	MUNCT0001298	07/24/2025	Training (Remote) - CityView	606.8600.000.5340	4,631.00
LOCAL GOVERNMENT INFOR...	152266	07/31/2025	PD Soft Token - Justin Pavelka	606.8600.000.5395	45.00
LOCAL GOVERNMENT INFOR...	152331	07/31/2025	Adobe Acrobat Pro Subscripti...	606.8600.000.5395	242.75
LOCAL GOVERNMENT INFOR...	152366	07/31/2025	Fiber Optic and Internet Quar...	606.8600.000.5395	8,393.00
ZAYO GROUP, LLC	21691939	07/31/2025	Multi-site Phones 07.2025	606.8600.000.5320	1,111.11

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
AT&T MOBILITY	287298707874X07032025	07/31/2025	FD Cell Phones 06.2025	606.8600.000.5320	1,077.53
AT&T MOBILITY	287298708193X07032025	07/31/2025	PD Cell Phones 06.2025	606.8600.000.5320	3,445.98
AT&T MOBILITY	287299110577X07032025	07/31/2025	CH Cell Phones 6.2025	606.8600.000.5320	4,308.03
CONSOLIDATED COMMUNICA...	7/15/2025	07/31/2025	Monthly Phone bill 7.2025	606.8600.000.5320	949.64
INNOVATIVE OFFICE SOLUTIO...	IN4891318	07/31/2025	Printer Paper for Copiers	606.8600.000.5105	93.76
				Fund 606 - TECHNOLOGY FUND Total:	**29,312.97**
Fund: 702 - ESCROW FUND					
WELLS FARGO CREDIT CARD A...	In Accell Companies I Stacy Bo...	07/21/2025	Agreement & document deliv...	702.5100.230.2050	42.00
M/I HOMES, INC.	7/18/2025	07/24/2025	Escrow Release	702.3100.250.2050	6,375.00
KENNEDY & GRAVEN	188752	07/31/2025	7332 Agate Trl Encroachment...	702.3100.272.2050	240.00
KENNEDY & GRAVEN	188752	07/31/2025	YellowTree Prelim. & Final PU...	702.5100.230.2050	4,425.50
KENNEDY & GRAVEN	188752	07/31/2025	Builders lot group developme...	702.5100.255.2050	265.00
KENNEDY & GRAVEN	188752	07/31/2025	Peltier Reserve 3rd Addition	702.5100.255.2050	291.50
KENNEDY & GRAVEN	188752	07/31/2025	Dakota County CDA Hillcrest P...	702.5100.259.2050	106.00
BARR ENGINEERING COMPANY	23190218.00-333	07/31/2025	Pine Bend Landfill Permitting ...	702.5100.015.2050	10,115.50
				Fund 702 - ESCROW FUND Total:	**21,860.50**
				Grand Total:	**2,410,930.32**

Agenda Item 5.D.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511
Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED
The Council is asked to confirm and approve the personnel actions as attached, as well as the attached Separation Agreement with a City employee and Resolution of Non-Disciplinary Termination.

BACKGROUND
The attached listing of hires, promotions, resignations and/or retirements is presented for Council approval.

Additionally, at this time, the City Administrator is recommending two specialized personnel actions related to two different City employees:

1. Authorization to enter into a proposed Separation Agreement with a city employee.
2. Adoption of the attached Resolution Approving a Non-Disciplinary Termination of Employment.

The Council has been provided with confidential background information on both recommended actions, under separate cover.

Data contained in the attachments is not public information until after the Council takes action and therefore the attachments are 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 (1) Personnel Actions, (2) proposed Separation Agreement and (3) Resolution Approving a Non-Disciplinary Termination of Employment.

ATTACHMENTS
1. Personnel Actions 8.11.25 (hires-terms)
2. Separation Agreement (August 22 2025)
3. Resolution for Non-Disciplinary Termination

Agenda Item 5.E.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Amending Position Classification Plan

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511
Janet Shefchik, HR Manager, 651.450.2512

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

BACKGROUND
The City complies with the MN Pay Equity Act by maintaining a formal position classification plan that assigns each staff position within the City organization to a pay grade. Each pay grade then has a minimum and maximum wage or salary amount, and incremental steps for moving within the range. From time to time, there is a need to amend the classification plan to coincide with the changing needs of the organization or to adjust the classification of an existing position.

The City's adopted 2025 budget included a new civilian poisition within the Police Department, titled Police Investigative Assistant, in order to provide higher-level investigative and crime analysis support. The City's classification consultant has evaluated this position and recommended it for placement in Grade 15. The attached classification listing reflects the addition of this new classification and the removal of an unused Police Department position titled "Evidence Technician." Upon approval by the Council, staff will contact the (AFSCME) union to request that the new position be added via an addendum to the existing collective bargaining agreement.

FISCAL IMPACT
The financial impact of these changes can be absorbed within the adopted 2025 budget.

RECOMMENDATION
Staff recommends adoption of the attached Resolution, amending the City's position classification plan to add the position of Police Investigative Assistant within Grade 15.

ATTACHMENTS
1. Resolution Approving Amended Position Classification Plan (August 2025)
2. Job Ratings as of 8.11.25 (redlined)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION AMENDING THE CITY'S POSITION CLASSIFICATION PLAN

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

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

NOW THEREFORE, BE IT RESOLVED by the Inver Grove Heights City Council that the amendments shown on the attached Position Classification Plan, with deletions identified through ~~strikethrough~~ text and additions identified through red text, are hereby approved.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 11th day of August, 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

Appendix A

Job Ratings – Salary Grade & Exempt Status (as of 8.11.25)

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

Classification Title:	Grade	Exempt
Mechanic Lead Worker	16	NE
Park Maintenance Coordinator	16	NE
Recreation Coordinator	16	NE
Support Services Supervisor	16	E
Assist. Golf Course Superintendent	15	E
Code Compliance Coordinator	15	NE
Engineering Technician	15	NE
Environmental Resources Tech.	15	NE
GIS Tech II	15	NE
Human Resources Coordinator	15	NE
Police Investigative Assistant	15	NE
Water Plant Operator	15	NE
Accounting Technician, Sr.	14	NE
Admin. & Tech. Support Coordinator	14	NE
City Facilities Maintenance Lead Worker	14	NE
Golf Course Mechanic	14	NE
IT Specialist	14	NE
Mechanic	14	NE
Street Maintenance Lead Worker	14	NE
Utilities Lead Worker	14	NE
Communications Specialist	13	NE
Deputy City Clerk	13	NE
Lead VMCC Operations Worker	13	NE
Accounting Technician	12	NE
Administrative Specialist	12	NE
Community Develop. Support Spec.	12	NE
Engineering Support Specialist	12	NE
Public Works Support Specialist	12	NE
Police Records Specialist	12	NE
Sign Worker – Street Maintenance	12	NE
VMCC Membership Specialist	12	NE
Aquatics Specialist	11	NE
Fitness Specialist	11	NE
Sr. Office Support	11	NE
Recreation Specialist	11	NE
~~Evidence Technician~~	~~10~~	~~NE~~
GIS Tech I	10	NE
Office Support II	10	NE
City Facilities Maintenance Worker	10	NE
Parks Maintenance Worker	10	NE
Street Maintenance Worker	10	NE
Utility Maintenance Worker	10	NE
VMCC Maintenance Worker	10	NE
Custodian II	9	NE
Lead Customer Service Specialist	9	NE
Office Support	9	NE
VMCC Operations Worker	9	NE
Customer Service Specialist	8	NE
Golf Course Technician	4	NE
Police Cadet	3	NE
Golf Course Cashier	2	NE

Agenda Item 5.F.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Annual Worker's Compensation and Property/Casualty Insurance Renewal

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Roberta Ellison, Assistant Finance Director, 651-450-2516

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, approving the League of Minnesota Cities Insurance Trust (LMCIT) insurance policy renewals for Property/Casualty and Workers Compensation insurance for the coverage period of September 1, 2025 to September 1, 2026.

BACKGROUND

The League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit, self-insured membership cooperative formed by Minnesota cities in 1980 and specifically designed to help cities address their property/casualty and workers' compensation insurance needs. LMCIT provides coverage unique to cities for items such as land use litigation, cybersecurity, property damage, sewer backups, etc. and continues to develop new coverage as needed. The city has been a member of the cooperative since 1985.

Annual premium costs for cities participating in these programs are affected by municipal market rates, exposures, and experience. A specific city's premium will also be impacted by changes in exposure such as payrolls, city expenditures, property values or changes in workers' compensation claims.

The renewal process involves two separate applications and quotes through LMCIT - a property/casualty application and a workers' compensation application. The property/casualty application involves listing the city's assets, expenditures, and other exposure items and an analysis by LMCIT. The application for a workers' compensation quote involves submitting payroll data to LMCIT and having them perform risk calculations based on employee types.

Property/Casualty Program for Property, Liability, Auto Insurance

As a condition of participating in the property/ casualty program, cities must have an insurance agent. An agent helps coordinate the gathering of information to complete the renewal application, provides advice on selecting coverage options, reviews coverage documents, answers questions on coverage and premium calculations, reviews loss reports for correct reporting and helps in identifying and dealing with risk exposures, among many other services.

Staff worked with LMCIT and North Risk Partners, the city's agent of record, to submit the required renewal paperwork. A quote has been received for the 2025-2026 policy year equal to $452,013, which is a decrease of 4.82% from last year's renewal. The biggest reason for the decrease is due to a reduction in the city's municipal liability experience factor. The modification factor is based on the

past 5 years of claim history - and, the city is now benefiting from 2020 claims falling off of the calculation.

Historically, the city has utilized a $50,000 maximum deductible for this coverage and staff, along with the city's insurance agent, recommend continuation of this deductible. The deductible is broken down into a $15,000 per occurrence deductible up to a maximum deductible of $50,000 with a $1,000 per occurrence maintenance deductible due thereafter on additional claims.

Workers Compensation Policy
The LMCIT provides workers' compensation coverage and benefits as required under state statutes, and offers additional coverage for things such as exposure testing for employees exposed to bloodborne pathogens or infectious diseases, employer's liability for work-related injuries, and additional injury provisions provided under federal laws. The policy covers employees, elected and appointed officials, separate boards and commissions, emergency response employees, and volunteers.

North Risk Partners is also the city's insurance agent of record for workers' compensation. In consultation with North Risk, staff completed the workers' compensation renewal and received back a quote for 2025-2026. The quote received came in at $573,548, which is a decrease of 18% from last year's renewal. Like the property/casualty renewal, the biggest driver for the decrease is due to a reduction in the city's modification factor. The modification factor, which has a direct impact on the city's net premium cost, reflects trends in the city's utilization of its workers' compensation coverage - the city had some larger claims in 2020 that have now fallen off of this calculation. In the last few years, LMCIT has been increasing rates for public safety personnel based on the claim trends they were seeing throughout Minnesota. These rates have come down significantly with this renewal.

During the past few years, staff have worked with the city's insurance agent to address ways to lower these expenses - and, in recent years, has added a deductible option to the workers compensation policy. Staff have reviewed deductible options again this year with the city's insurance agent and recommend the city continue with a $5,000 deductible per occurrence in this renewal period. The deductible would allow the net premium to drop from $573,548 to $544,356. Based on the previous five years of claim history, this deductible is projected to generate a net savings of $29,102.

FISCAL IMPACT
Total premiums are within the amounts budgeted in the 2025 approved budget and the proposed 2026 budget.

RECOMMENDATION
Staff recommends adoption of the two attached Resolutions, approving the League of Minnesota Cities Insurance Trust (LMCIT) insurance policy renewals for Property/Casualty and Workers Compensation insurance for the coverage period of September 1, 2025 to September 1, 2026.

ATTACHMENTS
1. Resolution - Property/Casualty
2. Resolution - Workers Compensation

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING LEAGUE OF MINNESOTA CITIES INSURANCE TRUST POLICY RENEWALS FOR PROPERTY AND CASUALTY COVERAGE FOR THE COVERAGE PERIOD OF SEPTEMBER 1, 2025, TO SEPTEMBER 1, 2026

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit self-insured membership cooperative formed by Minnesota cities in 1980 to help cities address their property/casualty and workers compensation insurance needs; and

WHEREAS, the City has procured its insurance from the LMCIT since 1985; and

WHEREAS, City staff, in coordination with North Risk, LLC, the City's agent for Property and Casualty insurance, have submitted renewal application materials to the LMCIT and received premium proposals back from the LMCIT for property and casualty coverage; and

NOW, THEREFORE BE IT RESOLVED, by the City of Inver Grove Heights that the Council does hereby approve the LMCIT September 1, 2025, to September 1, 2026, insurance policy renewals for the City of Inver Grove Heights which reflect Property and Casualty premium costs of $452,013 to include a $50,000 deductible.

Adopted by the City Council of Inver Grove Heights this 11th day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING LEAGUE OF MINNESOTA CITIES INSURANCE TRUST POLICY RENEWAL FOR WORKERS COMPENSATION FOR THE COVERAGE PERIOD OF SEPTEMBER 1, 2025, TO SEPTEMBER 1, 2026

WHEREAS, the League of Minnesota Cities Insurance Trust (LMCIT) is a not-for-profit self-insured membership cooperative formed by Minnesota cities in 1980 to help cities address their property/casualty and workers compensation insurance needs; and

WHEREAS, the City has procured its insurance from the LMCIT since 1985; and

WHEREAS, City staff, in coordination with North Risk, LLC, the City's agent for Workers Compensation insurance, have submitted renewal application materials to the LMCIT and received premium proposals back from the LMCIT for workers compensation coverage; and

NOW, THEREFORE BE IT RESOLVED, by the City of Inver Grove Heights that the Council does hereby approve the LMCIT September 1, 2025, to September 1, 2026, insurance policy renewals for the City of Inver Grove Heights which reflect a worker's compensation insurance premium cost of $544,356 to include a $5,000 deductible per occurrence.

Adopted by the City Council of Inver Grove Heights this 11th day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

Agenda Item 5.G.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project No. 2016-17 – 117th Street Reconstruction**

MEETING DATE: August 11, 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. 2016-17 – 117th Street Reconstruction, contingent on final plan approval by the Minnesota Department of Transportation.

BACKGROUND

On February 27, 2023, the Council held a public hearing and then ordered the project and authorized the preparation of plans and specifications for City Project No. 2016-17 – 117th Street Reconstruction (Resolution 2023-047). On May 8, 2023, the City Council approved a Joint Powers Agreement (JPA) with Dakota County for the final design, right of way acquisition, and jurisdictional transfer associated with City Project. No. 2016-17 (Resolution 2023-102). At the same meeting, the City Council also approved a contract with SRF Consulting Group, Inc. (SRF) for the final design engineering for City Project No. 2016-17 (Resolution 2023-103).

The final plans and specifications have been completed and are now available for viewing at the Engineering Division's office at City Hall. The final plans are concurrently being reviewed by MnDOT and circulated for final approval and bid authorization. In accordance with the final design JPA, Dakota County will be responsible for advertising and posting of bids. The City's consent to advertisement of the project is a formality that is included in the City's Special Assessment Policy, and such consent is requested on projects where the City intends to specially assess for portions of the project work in accordance with Minnesota Statute 429.041. The City's consent to advertise is contingent on the aforementioned MnDOT plan approval. The bid advertisement is tentatively scheduled for August 26, 2025, and the bid opening is tentatively scheduled for September 23, 2025, with the Council tentatively scheduled to receive bids and considering a contract award at the October 13, 2025 City Council meeting.

FISCAL IMPACT

The procedural action of approving final plans and specifications and authorizing advertisement for bids has no fiscal impact. A final budget for the project, along with an additional agreement with Dakota County (JPA for construction) will be brought forth for Council consideration in conjunction with approval of contract award. A final agreement with the State of Minnesota (for the state bonding grant agreement) will also be brought forth for approval at, or after, approval of contract award.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving final plans and specifications and authorizing advertisement for bids for City Project No. 2016-17 – 117th Street Reconstruction.

ATTACHMENTS

1. Resolution - Approve Plans & Authorize Bidding

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR THE CITY PROJECT NO. 2016-17

WHEREAS, On February 27, 2023, following published notice given pursuant to Minnesota Statutes, Section 429.031 and a public hearing, the City Council ordered City Project No. 2016-17 – 117th Street Reconstruction; and

WHEREAS, pursuant to Resolution 2023-047 passed by the City Council on February 27, 2023, ordering the improvements, and a subsequent Resolution 2023-102 passed by the City Council on May 8, 2023, entering into a Joint Powers Agreement with Dakota County for the final design and contract bidding responsibilities for the two agencies, including the hiring of SRF Consultants, Inc. (SRF) to complete final design plans under a contract with the City of Inver Grove Heights; and

WHEREAS, Staff and SRF have prepared plans and specifications for City Project No. 2016-17 – 117th Street Reconstruction for Council review and approval.

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

1. The plans and specifications for City Project No. 2016-17 – 117th Street Reconstruction on file with the City Engineering Division are hereby approved, contingent on final approval by MnDOT for bidding, as the plans and specifications in accordance with which said improvements shall be constructed.

2. The Public Works Director is designated as the engineer representing the City of Inver Grove Heights for this improvement project and is hereby authorized to approve advertisement for bids with Dakota County pursuant to the provisions of Minnesota Statutes Chapter 429, with respect to City Project No. 2016-17.

3. The contract for these improvements shall be approved no later than two years after the adoption of this Resolution.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 11th day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

Agenda Item 5.H.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Amending the Purchase Agreement for the Sale of Property to the EDA

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED
The Council is asked to adopt the attached Resolution, authorizing an amendment to the purchase agreement for the sale of excess real property to the Economic Development Authority.

BACKGROUND
On June 9, 2025, the City Council and Economic Development Authority ("EDA") approved an Amended and Restated Purchase Agreement ("Agreement") specific to the sale of 4.25 acres of land ("Subject Property") from the City to the EDA. The Subject Property is situated on the northwest corner of 70th Street and Babcock Trail.

The Agreement included a closing date of July 15, 2025, however the closing was unable to occur on this date.

The plat approved by the City Council, creating the Subject Property, included a condition requiring the City to provide the necessary additional right of way ("ROW") to Dakota County ("County") to support the 70th Street reconstruction project and intersection improvements at Babcock Trail. The County recently provided a general sketch of that additional ROW but has not provided the final drawings to be incorporated into the plat. Thus, the plat is not yet finalized and still requires a review by the County before it can be printed, signed and recorded.

The proposed new closing date is September 30, 2025, but includes a provision that allows for a date mutually agreed to by the City and EDA, if there is an additional delay with the plat work. The EDA was asked to consider the same request at its August 11, 2025 meeting.

FISCAL IMPACT
N/A

RECOMMENDATION
Staff recommends adoption of the attached Resolution.

ATTACHMENTS
1. CC Resolution_Amend to Purchase Agreement
2. 1st Amend to Purchase Agreement_Golf Course Property

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA
RESOLUTION NO. _____

A RESOLUTION APPROVING THE FIRST AMENDMENT TO THE AMENDED AND RESTATED PURCHASE AGREEMENT FOR THE INVER WOOD GOLF COURSE EXCESS PROPERTY SALE TO THE INVER GROVE HEIGHTS ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, the City of Inver Grove Heights ("City") owns a vacant, 4.25-acre parcel of land, located at the northwest corner of the intersection of 70th Street and Babcock Trail, as legally described in Exhibit A ("Subject Property"); and,

WHEREAS, on June 9, 2025, the City Council ("Council") approved an Amended and Restated Purchase Agreement for Inver Wood Golf Course Excess Property ("Agreement"), authorizing the sale of the Subject Property to the Inver Grove Heights Economic Development Authority ("EDA"); and,

WHEREAS, the Agreement has a closing date of July 15, 2025 to complete the land sale transaction, of which the City and EDA desire to extend to September 30, 2025 by entering into the First Amendment to the Amended and Restated Purchase Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that the First Amendment to Amended and Restated Purchase Agreement for Inver Wood Golf Course Excess Property is hereby approved.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 11th day of August, 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF THE SUBJECT PROPERTY

An approximately 4.25-acre parcel to be platted as “Outlot A” of the Inverwood Golf Course Addition plat which is currently a part of the property legally described as follows:

All that part of the North Half of the Northeast Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota, lying Westerly of Babcock Trail (aka German Road) except the following described parcel:

Beginning at the Northwest corner of the Northeast Quarter of said Section 8; thence East along the North line of said Section 8, a distance of 300 feet; thence South at right angles a distance of 726 feet; thence West at right angles 300 feet to the North South Quarter Section line of said Section 8; thence North along said Quarter Section line 726 feet to the point of beginning, Dakota County, Minnesota.

AND Except that part of Section 8 lying within the following description:

That part of the South Half of the Southeast Quarter of Section 5 and that part of the North Half of the Northeast Quarter of Section 8, all in Township 27, Range 22, Dakota County, Minnesota, described as follows:

Commencing at the North Quarter corner of said Section 8; thence South 89 degrees 27 minutes 58 seconds East, assumed bearing, along the north line of said Section 8 a distance of 910.68 feet to the point of beginning of the parcel to be described; thence continuing South 89 degrees 27 minutes 58 seconds East 223.70 feet; thence North 00 degrees 32 minutes 02 seconds East 41.25 feet; thence South 89 degrees 27 minutes 58 seconds East 97.92 feet; thence South 03 degrees 30 minutes 26 seconds East 645.40 feet; thence South 83 degrees 33 minutes 18 seconds West 361.75 feet; thence North 00 degrees 10 minutes 40 seconds West 646.55 to the point of beginning.

AND

That part of the South Half of the Southeast Quarter of Section 5 and that part of the North Half of the Northeast Quarter of Section 8, all in Township 27, Range 22, Dakota County, Minnesota, described as follows:

Commencing at the North Quarter corner of said Section 8; thence South 89 degrees 27 minutes 58 seconds East, assumed bearing, along the north line of said Section 8 a distance of 910.68 feet to the point of beginning of the parcel to be described; thence continuing South 89 degrees 27 minutes 58 seconds East 223.70 feet; thence North 00 degrees 32 minutes 02 seconds East 41.25 feet; thence South 89 degrees 27 minutes 58 seconds East 97.92 feet; thence South 03 degrees 30 minutes 26 seconds East 645.40 feet; thence South 83 degrees 33 minutes 18 seconds West 361.75 feet; thence North 00 degrees 10 minutes 40 seconds West 646.55 feet to the point of beginning.

AND

That part of the South Half of the Northeast Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota lying westerly of the following described Line A:

Commencing at the southeast corner of said South Half of the Northeast Quarter; thence North 89 degrees 55 minutes 19 seconds West, assumed bearing, along the south line of said South Half of the Northeast Quarter 305.97 feet to a point of the 4000.00 foot radius, non-tangential curve, the center of circle which bears South 87 degrees 08 minutes 07 seconds East from said point; thence northeasterly along said curve 365.47 feet; thence North 89 degrees 55 minutes 19 seconds West 621.02 feet; thence South 0 degrees 04 minutes 41 seconds West to the south line of said South Half of the Northeast Quarter and the point of beginning of Line A to be described; thence North 0 degrees 04 minutes 41 seconds East to the north line of said South Half of the Northeast Quarter and said Line A there terminating.

AND

The West one-half of the Southeast Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota.

AND

The south 618.55 feet of the East Half of the Northwest Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota and that part of said East Half of the Northwest Quarter lying westerly of the east 1038.92 feet thereof; lying northerly of the south 618.55 feet thereof, and which lies southerly of a line described as follows:

Beginning at a point on the east line of said East Half of the Northwest Quarter, said point being 1511.9 feet south of the northeast corner thereof; thence West and parallel with the north line of said East Half of the Northwest Quarter 459.57 feet; thence North and parallel with the east line of said East Half of the Northwest Quarter 191.9 feet; thence West and parallel with the north line of said East Half of the Northwest Quarter 851.69 feet more or less to a point on the west line of said East Half of the Northwest Quarter, said point being 1320.00 feet South of the northwest corner thereof and there terminating, according to the United States Government Survey thereof and situate in Dakota County, Minnesota.

AND

The West 1/2 of the Northwest 1/4 except the North 1561 feet thereof, in Section 8, Township 27 North, Range 22 West, Except therefrom the following described parcel: That part of the Southwest 1/4 of the Northwest 1/4 of said Section 8, described as follows: Commencing at a point 33 feet North of the Southwest corner of the Northwest 1/4 of Section 8, Township 27, Range 22; thence East 254.3 feet to a point; thence North parallel with the West line of said section, 200 feet to a point; thence West 254.3 feet to the section line; thence South along said section line to the point of beginning.

And Except:

That part of the Southwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the Southwest corner of said Northwest Quarter; thence Northerly along the West line of said Section 8, a distance of 233.00 feet; thence South 89 degrees 45 minutes 42 seconds East (assumed bearing) parallel with the South line of said Northwest Quarter, a distance of 254.30 feet to the point of beginning of the parcel to be described; thence south 89 degrees 45 minutes 42 seconds East, 32.86 feet; thence South 48 degrees 30 minutes 30 seconds East, 157.52; thence South 57 degrees 31 minutes 11 seconds West, 177.84 feet to a point which is 200.00 feet South of the afore-described point of beginning, measured parallel with said West line; thence Northerly to the point of beginning and there terminating.

AND

That part of the Southwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the Southwest corner of said Northwest Quarter; thence Northerly along the West line of said Section 8, a distance of 233.00 feet; thence South 89 degrees 45 minutes 42 seconds East (assumed bearing) parallel with the South line of said Northwest Quarter, a distance of 254.30 feet to the point of beginning of the parcel to be described; thence south 89 degrees 45 minutes 42 seconds East, 32.86 feet; thence South 48 degrees 30 minutes 30 seconds East, 157.52; thence South 57 degrees 31 minutes 11 seconds West, 177.84 feet to a point which is 200.00 feet South of the afore-described point of beginning, measured parallel with said West line; thence Northerly to the point of beginning and there terminating.

FIRST AMENDMENT TO AMENDED AND RESTATED PURCHASE AGREEMENT FOR INVERWOOD GOLF COURSE EXCESS PROEPRTY

THIS FIRST AMENDMENT TO AMENDED AND RESTATED PURCHASE AGREEMENT FOR INVERWOOD GOLF COURSE EXCESS PROEPRTY ("Amendment") is made as of this 11th day of August, 2025, by and between the City of Inver Grove Heights, a Minnesota municipal corporation ("Seller"), and the Inver Grove Heights Economic Development Authority, a public body corporate and politic under the laws of the State of Minnesota ("Buyer").

1. Seller and the Buyer entered into that certain Amended and Restated Purchase Agreement for Inverwood Golf Course Excess Property dated June 9, 2025 (the "Purchase Agreement") providing for the conveyance by the Seller to the Buyer of certain property located in the City of Inver Grove Heights, Dakota County, Minnesota and legally described on the attached Exhibit A (the "Property").

2. The Purchase Agreement provides for a Closing Date on or before July 15, 2025.

3. Seller and Buyer desire to extend the Closing Date to on or before September 30, 2025, or such date mutually acceptable to Seller and Buyer.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, Seller and Buyer hereby amend the Purchase Agreement as follows:

1. The closing of this transaction shall be extended to occur in no event later than September 30, 2025, or such other later date as the Mayor of the City and the President of the EDA shall agree to in writing for the closing.

2. All other terms of the Purchase Agreement and any amendments remain binding.

[Signatures on following page]

IN WITNESS WHEREOF, the undersigned have executed this Amendment on the date and year above.

BUYER:	**SELLER:**
Inver Grove Heights Economic Development Authority	City of Inver Grove Heights
By: _____ Sue Gliva Its: President	By: _____ Brenda Dietrich Its: Mayor
By: _____ Jason Ziemer Its: Executive Director	By: _____ Rebecca Kiernan Its: City Clerk

EXHIBIT A

LEGAL DESCRIPTION OF THE REAL PROPERTY

An approximately 4.25-acre parcel to be platted as "Outlot A" of the Inverwood Golf Course Addition plat which is currently a part of the property legally described as follows:

All that part of the North Half of the Northeast Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota, lying Westerly of Babcock Trail (aka German Road) except the following described parcel:

Beginning at the Northwest corner of the Northeast Quarter of said Section 8; thence East along the North line of said Section 8, a distance of 300 feet; thence South at right angles a distance of 726 feet; thence West at right angles 300 feet to the North South Quarter Section line of said Section 8; thence North along said Quarter Section line 726 feet to the point of beginning, Dakota County, Minnesota.

AND Except that part of Section 8 lying within the following description:

That part of the South Half of the Southeast Quarter of Section 5 and that part of the North Half of the Northeast Quarter of Section 8, all in Township 27, Range 22, Dakota County, Minnesota, described as follows:

Commencing at the North Quarter corner of said Section 8; thence South 89 degrees 27 minutes 58 seconds East, assumed bearing, along the north line of said Section 8 a distance of 910.68 feet to the point of beginning of the parcel to be described; thence continuing South 89 degrees 27 minutes 58 seconds East 223.70 feet; thence North 00 degrees 32 minutes 02 seconds East 41.25 feet; thence South 89 degrees 27 minutes 58 seconds East 97.92 feet; thence South 03 degrees 30 minutes 26 seconds East 645.40 feet; thence South 83 degrees 33 minutes 18 seconds West 361.75 feet; thence North 00 degrees 10 minutes 40 seconds West 646.55 to the point of beginning.

AND

That part of the South Half of the Southeast Quarter of Section 5 and that part of the North Half of the Northeast Quarter of Section 8, all in Township 27, Range 22, Dakota County, Minnesota, described as follows:

Commencing at the North Quarter corner of said Section 8; thence South 89 degrees 27 minutes 58 seconds East, assumed bearing, along the north line of said Section 8 a distance of 910.68 feet to the point of beginning of the parcel to be described; thence continuing South 89 degrees 27 minutes 58 seconds East 223.70 feet; thence North 00 degrees 32 minutes 02 seconds East 41.25 feet; thence South 89 degrees 27 minutes 58 seconds East 97.92 feet; thence South 03 degrees 30 minutes 26 seconds East 645.40 feet; thence South 83 degrees 33 minutes 18 seconds West 361.75 feet; thence North 00 degrees 10 minutes 40 seconds West 646.55 feet to the point of beginning.

AND

That part of the South Half of the Northeast Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota lying westerly of the following described Line A:

Commencing at the southeast corner of said South Half of the Northeast Quarter; thence North 89 degrees 55 minutes 19 seconds West, assumed bearing, along the south line of said South Half of the Northeast Quarter 305.97 feet to a point of the 4000.00 foot radius, non-tangential curve, the center of circle which bears South 87 degrees 08 minutes 07 seconds East from said point; thence northeasterly along said curve 365.47 feet; thence North 89 degrees 55 minutes 19 seconds West 621.02 feet; thence South 0 degrees 04 minutes 41 seconds West to the south line of said South Half of the Northeast Quarter and the point of beginning of Line A to be described; thence North 0 degrees 04 minutes 41 seconds East to the north line of said South Half of the Northeast Quarter and said Line A there terminating.

AND

The West one-half of the Southeast Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota.

AND

The south 618.55 feet of the East Half of the Northwest Quarter of Section 8, Township 27, Range 22, Dakota County, Minnesota and that part of said East Half of the Northwest Quarter lying westerly of the east 1038.92 feet thereof; lying northerly of the south 618.55 feet thereof, and which lies southerly of a line described as follows:

Beginning at a point on the east line of said East Half of the Northwest Quarter, said point being 1511.9 feet south of the northeast corner thereof; thence West and parallel with the north line of said East Half of the Northwest Quarter 459.57 feet; thence North and parallel with the east line of said East Half of the Northwest Quarter 191.9 feet; thence West and parallel with the north line of said East Half of the Northwest Quarter 851.69 feet more or less to a point on the west line of said East Half of the Northwest Quarter, said point being 1320.00 feet South of the northwest corner thereof and there terminating, according to the United States Government Survey thereof and situate in Dakota County, Minnesota.

AND

The West 1/2 of the Northwest 1/4 except the North 1561 feet thereof, in Section 8, Township 27 North, Range 22 West, Except therefrom the following described parcel: That part of the Southwest 1/4 of the Northwest 1/4 of said Section 8, described as follows: Commencing at a point 33 feet North of the Southwest corner of the Northwest 1/4 of Section 8, Township 27, Range 22; thence East 254.3 feet to a point; thence North parallel with the West line of said section, 200 feet to a point; thence West 254.3 feet to the section line; thence South along said section line to the point of beginning.

And Except:

That part of the Southwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the Southwest corner of said Northwest Quarter; thence Northerly along the West line of said Section 8, a distance of 233.00 feet; thence South 89 degrees 45 minutes 42 seconds East (assumed bearing) parallel with the South line of said Northwest Quarter, a distance of 254.30 feet to the point of beginning of the parcel to be described; thence south 89 degrees 45 minutes 42 seconds East, 32.86 feet; thence South 48 degrees 30 minutes 30 seconds East, 157.52; thence South 57 degrees 31 minutes 11 seconds West, 177.84 feet to a point which is 200.00 feet South of the afore-described point of beginning, measured parallel with said West line; thence Northerly to the point of beginning and there terminating.

AND

That part of the Southwest Quarter of the Southwest Quarter of the Northwest Quarter of Section 8, Township 27 North, Range 22 West, Dakota County, Minnesota, described as follows:

Commencing at the Southwest corner of said Northwest Quarter; thence Northerly along the West line of said Section 8, a distance of 233.00 feet; thence South 89 degrees 45 minutes 42 seconds East (assumed bearing) parallel with the South line of said Northwest Quarter, a distance of 254.30 feet to the point of beginning of the parcel to be described; thence south 89 degrees 45 minutes 42 seconds East, 32.86 feet; thence South 48 degrees 30 minutes 30 seconds East, 157.52; thence South 57 degrees 31 minutes 11 seconds West, 177.84 feet to a point which is 200.00 feet South of the afore-described point of beginning, measured parallel with said West line; thence Northerly to the point of beginning and there terminating.

Agenda Item 5.I.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Termination of Agreement Related to Maintenance of Storm Water Facilities and Retaining Wall

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Brian Connolly, Public Works Director, 651.450.2571
Paul Merchlewicz, City Engineer, 651.450.2572

ACTION REQUESTED
Approve Termination of Agreement Related to Maintenance of Storm Water Facilities and Retaining Wall

BACKGROUND
In 2016, the City Council approved the Plat of Crosby Heights. As part of the plat approval, the Developer entered into a Development Contract which included a requirement that the Developer convey Outlot A to the City for storm water management purposes. Additionally, the developer was required to enter into an Agreement Relating to Stormwater Facilities Maintenance and Retaining Wall Maintenance for Outlot A (the "Agreement"). The Agreement placed the responsibility for maintenance of the storm water facilities and a retaining wall located on Outlot A on the owners of the eleven lots that were platted as part of the Crosby Heights subdivision. The impacted lots are located east of the South St. Paul airport, on a block bordered by Craig Ave. on the west, Crosby Ave. on the east, 64th St. on the north, and 65th St on the south.

The Agreement's placement of maintenance responsibilities for the outlot onto the surrounding property owners has created a challenging scenario for the City, as there is no one person/entity directly responsible for maintenance requirements. This is proving to be a common challenge with the numerous stormwater facility maintenance agreements or "SWFMAs" the City is a party to. At this time, public works staff are recommending that it would be in the best interest of the City to terminate the Agreement and for the City to maintain the storm water facilities and retaining wall located on the City-owned Outlot A. The attached document has been drafted to legally accomplish this.

FISCAL IMPACT
n/a

RECOMMENDATION
Staff recommends the Council approve the attached document, terminating the agreement related to maintenance of storm water facilities and a retaining wall located on Outlot A of the Plat of Crosby Heights.

ATTACHMENTS

1. Termination of Agreement Relating to Stormwater Facilities Maintenance and Retaining Wall Maintenance

DECLARATION OF TERMINATION OF AGREEMENT RELATING TO STORMWATER FACILITIES MAINTENANCE AND RETAINING WALL MAINTENANCE FOR OUTLOT A, CROSBY HEIGHTS, CITY OF INVER GROVE HEIGHTS DAKOTA COUNTY, MINNESOTA

This **Declaration of Termination of Agreement Relating to Stormwater Facilities Maintenance and Retaining Wall Maintenance for Outlot A, Crosby Heights, City of Inver Grove Heights Dakota County Minesota** (the "Written Termination of Agreement") is made this 11th day of August 2025 by the City of Inver Grove Heights, a Minnesota Municipal Corporation (the "City").

RECITALS

WHEREAS, the City of Inver Grove Heights and Eternity Homes, LLC, entered into that Agreement Relating to Stormwater Facilities Maintenance and Retaining Wall Maintenance for Outlot A, Crosby Heights, City of Inver Grove Heights Dakota County, Minnesota dated March 14, 2016, which was record as Document No. 3125493 in the office of the Dakota County Recorder (the "2016 SWFMA"); and

WHEREAS, the 2016 SWFMA established the responsibility for maintenance of certain Stormwater Facilities and Retaining Wall Facilities located on Outlot A, Crosby Heights, Dakota County, Minnesota; and

WHEREAS, said retaining wall and stormwater facilities maintenance obligations were imposed on the fee title owners (collectively, the "Residential Owners" or the "Responsible Party") of that real property identified in the 2016 SWFMA as the "Residential Lots," which are legally described on the attached **Exhibit A**, which is attached hereto and incorporated herein by reference; and

WHEREAS, the 2016 SWFMA provides that any party may, in writing, waive performance of any obligations of any other party to the 2016 SWFMA; and

WHEREAS, the City desires to waive all future maintenance obligations imposed on the Residential Owners/Responsible Party by the 2016 SWFMA, and to terminate the 2016 SWFMA.

ARTICLE 1
TERMINATION OF 2016 SWFMA

The City does hereby terminate the 2016 SWFMA and all of the obligations of the Residential Owners/Responsible Party under the 2016 SWFMA as follows:

1. The 2016 SWFMA and all of the maintenance obligations imposed on the Residential Owners/Responsible Party to maintain the Storm Water Facilities and Retaining Wall Facilities on Outlot A, Crosby Heights, Dakota County, are hereby terminated effective as of the date of this Written Termination of Agreement listed above.

2. This Written Termination of Agreement constitutes a written waiver by the City of any further requirement for the Residential Owners/Responsible Party to take any action or perform any maintenance activities otherwise required under the 2016 SWFMA.

IN WITNESS WHEREOF the City has approved this Written Agreement of Termination on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____

Brenda Dietrich
Its: Mayor

ATTEST:

_____

Rebecca Kiernan, City Clerk

(CITY SEAL)

STATE OF MINNESOTA)

) ss.

COUNTY OF DAKOTA)

On this ____ day of _____, 2025, before me a Notary Public within and for said County, personally appeared Brenda Dietrich and Rebecca Kiernan to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and City Clerk of the City of Inver Grove Heights, the municipality named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed on behalf of said municipality by authority of its City Council and said City Clerk acknowledged said instrument to be the free act and deed of said municipality.

_____

Notary Public

This instrument was drafted by:

Bridget McCauley Nason, # 0347322
Kennedy & Graven, Chartered
150 South 5th Street, Suite 700
Minneapolis, MN 55402

(612) 337-9245

EXHIBIT A
LEGAL DESCRIPTION OF RESIDENTIAL LOTS

Real property located in the City of Inver Grove Heights, Dakota County, Minnesota, legally described as follows:

Lots 1-6, inclusive, Block 1, Crosby Heights;

Lots 1-5, inclusive, Block 2 Crosby Heights;

according to the recorded plat thereof on file and of record with the office of the Dakota County Recorder, Dakota County, Minnesota.

Agenda Item 5.J.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Contract for Custodial Services

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Aaron Fitzloff, Facilities Maintenance Superintendent, (651) 450-2469
Jamie Muscha, Community Center Manager, 651-554-3442

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into a contract with Squeaky Cleaners and Painters, Inc (Squeaky Services) for professional cleaning services from October 2025 through 2028.

BACKGROUND

The City has utilized its current professional cleaning services provider since 2017, under a contract that included one renewal. That contract expired at the end of 2022, and we have since been operating on a month-to-month basis for cleaning services. These services include five-day-a-week cleaning at City Hall, the Police Station, and the Community Center (which operates seven days a week), and two-day-a-week cleaning at the Central Maintenance Facility. The total annual cost for these services has been $150,810.

Given the length of time since the City last solicited proposals for janitorial services, staff issued a Request for Proposals (RFP), which was approved by the City Council in June of this year. As part of the RFP process, staff conducted three building tours, with a total of 13 cleaning companies in attendance. Eleven proposals were received, and the three lowest bidders were invited for interviews.

Following interviews and reference checks, Squeaky Services was selected as the recommended provider. In addition to offering competitive pricing, the company comes highly recommended, with all three municipal references providing very positive reviews.

FISCAL IMPACT

The following is a summary of the total annual bid amounts from the three lowest cost proposals. There was a bid alternate for cleaning the Central Maintenance Facility five days per week instead of two, which is recommended and reflected in the total annual costs shown below.

As a reminder, the current annual cost is $150,810.

	Cady Building Maintenance	Marsden	Squeaky Services
2025	$35,595.00	$34,323.05	$29,460.00
2026	$145,228.00	$142,027.42	$123,732.00

2027	$148,134.00	$146,998.38	$128,918.60
2028	$151,097.00	$153,458.58	$136,414.53

The contract would primarily impact two budgets: City Facilities (Fund 605), which includes City Hall, the Police Station, and the Central Maintenance Facility; and the Community Center Operating Fund (Fund 205), which covers the Veterans Memorial Community Center.

RECOMMENDATION

Staff recommends the City enter into the attached contract with Squeaky Cleaners and Painters, Inc. for professional cleaning services for the term October 2025 through 2028.

ATTACHMENTS

1. Inver Grove Heights-Cleaning_Servcies_Contract_Signed_by_Squeaky

JANITORIAL CLEANING SERVICES AGREEMENT

This Janitorial Cleaning Services Agreement ("Agreement") is made this 11th day of August 2025, by and between Squeaky Cleaners and Painters Inc., a Minnesota corporation (the "Contractor"), and the City of Inver Grove Heights (the "City"), a Minnesota municipal corporation.

RECITALS

WHEREAS, the City needs cleaning services for various city buildings; and

WHEREAS, the Contractor submitted a Proposal for Janitorial Services to the City, and the City has determined that Contractor is well positioned to perform these Cleaning Services.

NOW, THEREFORE, the City and the Contractor agree that the Contractor will provide the Cleaning Services to the City under the following terms and conditions.

TERMS

1. SCOPE OF SERVICES. Contractor agrees to provide Cleaning Services s for the City at four (4) primary locations: (1) Inver Grove Heights City Hall, located at 8150 Barbara Ave., (2) Inver Grove Heights Public Safety Area, located inside City Hall at 8150 Barbara Ave., (3) Inver Grove Heights Public Works Building, located at 8168 Barbara Ave., and (4) Inver Grove Heights Veteran's Memorial Community Center, located at 8055 Barbara Ave. as detailed herein. "Cleaning Services" shall include all of the Cleaning Services listed in **Exhibit A.**

Cleaning Services shall be performed in the buildings and on the dates and times as outlined in the schedule of services listed in **Exhibit A** and in compliance with the requirements in **Exhibit B**. The City and the Contractor may mutually agree to change the number of days and days of the week when the Cleaning Services are to be performed.

2. TERM. This Agreement shall commence on October 1, 2025. Unless otherwise terminated earlier as provided herein, this Agreement shall terminate on December 31, 2028. The City may elect, in its sole discretion, to exercise an option to renew this Agreement for up to two additional one-year terms. Should the City choose to exercise its option, it shall notify Contractor in writing at least 30 days before expiration of the current term.

Either party may terminate this Agreement at any time and for any reason by providing ninety (90) days written notice to the other party by mail. The Agreement may be terminated on less than ninety (90) days written notice by either party, with or without cause, by mutual agreement of the Parties. City may terminate this Agreement upon thirty (30) days' written notice upon Contractor's substantial failure to perform the required services in accordance with the terms set forth in the Agreement. The Contractor shall immediately return all City keys/access cards upon termination of this Agreement. In the event of termination, the City shall only be responsible to pay for the Cleaning Services satisfactorily performed by the Contractor to the effective date of termination.

3. COMPENSATION. City agrees to compensate Contractor for providing the Cleaning Services in the City Facilities pursuant to this Agreement as follows:

		Monthly Cleaning Fee 2025	Monthly Cleaning Fee 2026	Monthly Cleaning Fee 2027	Monthly Cleaning Fee 2028
City Hall		$2,360	$2,478	$2,601.90	$2,732
Public Safety Area		$1,990	$2,089.50	$2,193.98	$2,303.67
Public Works Maintenance Facility		$995	$1,044.75	$1,096.99	$1,151.84
Veterans Memorial Community Center (VMCC)		$4,475	$4,698.75	$4,933.69	$5,180.37
	Monthly Total	$9,820	$10,311	$10,826.55	$11,367.88
	Annual Total	$29,460 (Oct.-Dec.)	$123,732	$129,918.60	$136,414.53

If the City elects to exercise the option to renew this Agreement, the flat monthly fee for each year of the renewal term shall be increased by five percent (5%) each year during any renewal term.

If the Contractor fails to provide the Cleaning Services as detailed on **Exhibits A and B**, or fails to fix any deficiencies in the Cleaning Services provide following notice from the City, City may deduct $50 from the monthly fee for each scheduled cleaning that is missed for each building or any portion thereof, or for each uncorrected deficiency. The Contractor shall invoice the City on the first day of each month for the Cleaning Services provided the previous month.

City may request additional cleaning services (Additional Cleaning Services) during the term of this Agreement. Contractor agrees to provide Additional Cleaning Services at a rate of $65/hour (rate to increase by 5% each calendar year starting in 2026) as requested by the City.

4. INDEPENDENT CONTRACTOR. Both the Contractor and the City acknowledge and agree that the Contractor is an independent contractor and not an employee of the City. The Contractor shall be responsible for selecting the means and methods of performing the Cleaning Services to be provided under this Agreement, subject to the specifications and requirements herein. The City and the Contractor agree that the Contractor shall not at any time or in any manner represent that the Contractor or any of the Contractor's agents or employees are in any manner agents or employees of the City. The Contractor shall supply, at its own expense, all materials, supplies,

equipment and tools required to accomplish the Cleaning Services contemplated by this Agreement. The Contractor and any of its employees, agents, or contractors (together, its "personnel") shall not be entitled to any benefits from the City, including, without limitation, insurance benefits, sick and vacation leave, Earned Sick and Safe Time, workers' compensation benefits, unemployment compensation, disability, severance pay, or retirement benefits. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture or agency relationship between the Parties. Any person who may perform services for the Contractor in connection with this Agreement is also not an employee of the City. The Contractor understands that the City will not provide any benefits of any type in connection with this Agreement including but not limited to health or medical insurance, workers' compensation insurance and unemployment insurance, nor will the City withhold any state or federal taxes, including income or payroll taxes, which may be payable by the Contractor, and the Contractor shall be exclusively responsible under this Agreement for the Contractor's own FICA payments, workers' compensation insurance, unemployment compensation insurance, withholding amounts, or self-employment taxes if any such payments, amounts, or taxes are required to be paid by law or regulation.

Contractor shall be responsible for ensuring compliance with all required safety training for any of its personnel providing Cleaning Services to the City.

5. SUPPLIES AND CLEANING MATERIALS. The City shall provide at no cost to the Contractor the following supplies which shall be used solely to restock bathrooms in City facilities: paper towels for dispensers, toilet tissue, sanitary napkin bags, hand soap and plastic garbage can liners.

The Contractor shall provide all cleaning materials and supplies required to perform cleaning tasks including but not limited to cleaning compounds for floors, carpets, fixtures, glass and furniture, wax, stripper, carpet spot cleaner, shampoo, spill and stain remover products, disinfectants, mops, dust cloths and polishes. Supplies shall be kept in a neat and organized manner in the janitor's closets at each facility. The Contractor shall not use any cleaning products in any of the City buildings unless specifically approved by the City in writing. The Contractor shall be liable for any damage caused to any City buildings, fixtures, surfaces, or other City property caused using unauthorized cleaning products, or the improper use of City-approved cleaning supplies.

The Contractor acknowledges that any general instruction it receives from the City has no effect on its status as an independent contractor.

6. DAMAGES. The Contractor shall report to the City Facilities Maintenance Superintendent any damaged facilities and/or broken items that need to be replaced immediately upon discovery. Failure to report these items may result in the Contractor being charged for repair or replacement if it is determined the Contractor's subcontractor is at fault for the damages and/or broken items. Any costs associated with repair or replacement of broken items or damaged facilities may be withheld from payment by the City. Upon withholding any portion of payment in accordance with this section, the City shall notify the Contractor within ten days of the reasons for and amount of the withholding.

7. INSURANCE AND REGULATORY COMPLIANCE.

The Contractor, at its expense, shall procure and maintain in force for the duration of this Agreement the following minimum insurance coverages:

A. **General Liability**. The Contractor shall maintain Commercial General Liability Insurance in a minimum amount of $1,000,000 per occurrence; $2,000,000 annual aggregate. The policy shall cover liability arising from premises, operations, products-completed operations, personal injury, advertising injury, and contractually assumed liability. The City, including its elected and appointed officials, employees, and agents, shall be endorsed as additional insured.

B. **Automobile Liability**. If the Contractor operates a motor vehicle in performing the Services under this Agreement, the Contractor shall maintain Business Automobile Liability Insurance, including owned, hired, and non-owned automobiles, with a minimum combined single liability limit of $1,000,000 per occurrence.

C. **Workers' Compensation**. The Contractor shall provide Workers' Compensation insurance for all its employees in accordance with the statutory requirements of the State of Minnesota. The Contractor shall also carry Employers' Liability Coverage with minimum limits as follows:

- $500,000 – Bodily Injury by Disease per employee
- $500,000 – Bodily Injury by Disease aggregate
- $500,000 – Bodily Injury by Accident

D. **Additional Insurance Conditions**.

1. The Contractor shall, prior to commencing the Cleaning Services, deliver to the City a Certificate of Insurance as evidence that the above coverages are in full force and effect.

2. The insurance requirements may be met through any combination of primary and umbrella/excess insurance. The City must be endorsed as an additional insured on any umbrella/excess policy.

3. The Contractor's policies shall be primary insurance and non-contributory to any other valid and collectible insurance available to the City with respect to any claim arising out of the Contractor's performance under this Agreement.

4. The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the City, or ten (10) days' written notice for non-payment of premium.

8. LEGAL COMPLIANCE. The Contractor agrees to comply with all federal, state,

and local laws and ordinances applicable to the Cleaning Services to be performed under this Agreement, including all safety standards. The Contractor shall be solely and completely responsible for conditions of the job site, including the safety of all persons and property during the performance of the Cleaning Services. The Contractor represents and warrants that it has the requisite training, skills, and experience necessary to provide the Cleaning Services and is appropriately licensed by all applicable agencies and governmental entities and will perform the Services with reasonable care and skill.

The Contractor shall exercise the same degree of care, skill, and diligence in the performance of the Cleaning Services as is ordinarily possessed and exercised by a contractor under similar circumstances.

The Contractor shall retain control over its personnel as well as control over its invitees, and its activities on and about the subject premises and the manner in which such activities shall be undertaken and to that end, the Contractor shall not be deemed to be an agent of the City.

9. INDEMNIFICATION. To the fullest extent permitted by law, the Contractor agrees to defend, indemnify and hold harmless the City, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the Contractor's negligence or the Contractor's performance or failure to perform its obligations under this Agreement. The Contractor's indemnification obligation shall apply to the Contractor's subcontractor(s), or anyone directly or indirectly employed or hired by the Contractor, or anyone for whose acts the Contractor may be liable. The Contractor agrees this indemnity obligation shall survive the completion or termination of this Agreement.

10. BACKGROUND CHECKS. Contractor shall perform a criminal background checks of all of its personnel who will be providing Cleaning Services under this Agreement prior to said personnel providing any Cleaning Services to the City. Background checks shall be run annually. Proof of completion of background checks shall be provided to the City upon request.

The Contractor shall provide the City with the names of the Contractor's personnel, including all subcontractor personnel, that are issued keys/access cards to any of the City facilities.

1. To ensure that Information Technology (IT) resources are protected by physical and environmental security measures that prevent physical tampering, damage, theft, or unauthorized physical access, criminal background checks and online security are required for anyone performing work under this agreement who will be providing any Cleaning Services within the Police Department Area.

   The fee for the background checks is currently $33.25. The check must be made to:

   MN BCA Criminal History Unit.
   1430 Maryland Ave East
   St. Paul, MN 55106

   The Contractor must begin the background check process for its personnel who

will be providing cleaning services in the Police Department area immediately after contract signing to ensure timely completion of the background investigation process. Failure to pass a background check shall prohibit a person from providing Cleaning Services within the Police Department Area.

2. Before any of the contractor's personnel may provide cleaning services within the Police Department Area, they must go to the Police Department, complete the Authorization and Release information form, pay the fee, and complete the test before they will have unsupervised access to the Police Department Area. The required test is titled "Security and Privacy: Personnel with Unescorted Access to a Physically Secure Location." This test is designed for individuals who have access to a secure area but are not authorized to use Criminal Justice Information (CJI). This test is required to be completed annually for any of Contractor's personnel with access to secure areas.

11. CONFIDENTIALITY/DATA PRACTICES. This contract is governed by Minnesota Statutes Section 13.05, subdivisions 6 and 11, the provisions of which are incorporated by reference into this contract. The Contractor agrees to maintain all data created, collected, received, stored, used, maintained, or disseminated by the Contractor consistent with the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes Sections 13.02, et seq. (the "Act"). The Contractor will not release or disclose the contents of data classified as not public to any person except at the written direction of the City. Contractor shall educate is personnel regarding the confidential nature of data personnel may encounter, particularly in cleaning the Public Safety Area and shall require all of its personnel to sign a written confidentiality agreement in a form acceptable to the City prior to providing Cleaning Services in any City Facilities. A copy of all executed confidentiality agreements shall be provided to the City upon request. Contractor shall also execute a separate Confidentiality Agreement in a form acceptable to the City and provide the same to the City prior to its personnel providing any Cleaning Servies to the City.

The Contractor agrees to defend, indemnify, and hold harmless the City from any claim, liability, damage, or loss asserted against the City as a result of the Contractor's failure to comply with the requirements of this paragraph; provided that the Contractor shall have no duty to defend or indemnify where the Contractor has acted in conformance with the City's written directions. This indemnification requirement shall extend to any of Contractor's personnel who perform Cleaning Services in any of the City Facilities.

12. RECORDS ACCESS. Pursuant to Minnesota Statutes, section 16C.05, subd. 5, the Contractor shall provide the City, and either the legislative auditor or the state auditor, access to any books, documents, papers, and records which are directly pertinent to the Agreement, for the purpose of making audit, examination, excerpts, and transcriptions, for at least six years after final payments and all other pending matters related to this Agreement are closed.

13. APPLICABLE LAW. The execution, interpretation, and performance of this Agreement will, in all respects, be controlled and governed by the laws of Minnesota. All proceedings related to this Agreement shall be venued in Dakota County, Minnesota.

14. MATERIAL SAFETY. Contractor shall be responsible for complying with all state and federal laws related to the safe use of chemical agents. Contract shall provide any necessary Safety Data Sheets ("SDS") or any other materials required by law for use by Contractor's personnel and shall provide the same to the City upon request.

15. ASSIGNMENT. The Contractor may not assign this Agreement or procure the services of another individual or company to provide services under this Agreement (subcontract) without first obtaining the express written consent of the City.

16. ENTIRE AGREEMENT; AMENDMENTS. This Agreement constitutes the entire Agreement between the parties, and no other agreement prior to or contemporaneous with this Agreement shall be effective, except as expressly set forth or incorporated herein. Any purported amendment to this Agreement is not effective unless it is in writing and executed by both parties.

17. NONDISCRIMINATION. In the hiring of employees to perform work under this Agreement, the Contractor shall not discriminate against any person by reason of any characteristic or classification protected by state or federal law.

18. NO WAIVER BY CITY. By entering into this Agreement, the City does not waive its entitlement to any immunities under statute or common law.

19. WAIVER OF COMPLIANCE. The waiver by either party of any breach or failure to comply with any provision of this Agreement by the other Party shall not be construed as or constitute a continuing waiver of such provision or a waiver of any other breach of or failure to comply with any other provision of this Agreement.

20. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute one and the same instrument.

21. CONTACT INFORMATION FOR PARTIES. All notices under this Agreement shall be sent to the parties at the addresses below, or any such other updated address as may be provided:

City: City of Inver Grove Heights
Attention: Facilities Maintenance Superintendent
8150 Barbara Avenue
Inver Grove Heights, MN 55077
(651) 450-2469

Contractor: Squeaky Cleaners and Painters Inc.
Attention: Esme Miranda
234 Concord Exchange

South St. Paul, MN 55075
(612) 501-8436

[The remainder of this page is intentionally left blank.]

IN WITNESS WHEREOF, the parties have executed this Agreement on the date and year written above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

By: _____
Rebecca Kiernan
Its: City Clerk

SQUEAKY CLEANERS AND PAINTERS INC.

By: Esme Miranda

Its: President / CEO

Date: 8/4/2025

EXHIBIT A
CLEANING SERVICES

1. **Dates and times of cleaning services**:

Cleaning services shall be provided on the following dates and times, with the exception of the holidays listed below:

Building	Service Frequency	Times
City Hall – Main Building City Hall – Public Safety Area	5 Days a Week | Monday through Friday	Start after 4:30 p.m. and finish before 7:00 a.m.
Public Works	5 Days a Week | Monday through Friday	Start after 5:00 p.m. and finish before 6:00 a.m.
Veteran's Memorial Community Center	7 Days a Week | Monday through Sunday	Start after 9:00 p.m. Monday through Friday and after 9:30 p.m. Saturday and Sunday. Finish before 5:00 a.m. all days

Cleaning services shall occur for one continuous period each day.

In the event of inclement weather that prohibits cleaning services from being performed at their scheduled time, Contractor shall provide a credit to the City for any services not completed as scheduled.

Holidays

No cleaning will be conducted on any of the following holidays except as otherwise indicated:

- New Years Day (except Veterans Memorial Community Center)
- Martin Luther King Day (except Veterans Memorial Community Center)
- Easter
- Presidents Day (except Veterans Memorial Community Center)
- Memorial Day (except Inver Wood Clubhouse)
- Juneteenth (except Veterans Memorial Community Center)
- Independence Day (except Inver Wood Clubhouse)
- Labor Day (except Inver Wood Clubhouse)
- Veterans Day (except Veterans Memorial Community Center)
- Thanksgiving Day
- Day after Thanksgiving (except Veterans Memorial Community Center)
- Christmas Day
- Christmas Eve (except Veterans Memorial Community Center)

2. **Cleaning Log and Weekly Check-Ins**

Contractor shall conduct a weekly check in with __Facilities or Operation Lead_____. Following each check-in Contractor shall provided summary report highlighting key discussion points, action items, and related next steps.

Contractor shall maintain a daily cleaning log through its CRM system or other similar software. Contractor shall provide copies of its daily cleaning logs to the City upon request.

3. **Resolution of Concerns**

City shall be provided with the phone number for the on-site manager. Contractor shall resolve any service issue reported by phone or text to the on-site manager within four hours of the time of complaint. Our goal is to minimize disruption and provide immediate corrective action. For all City inquiries or service requests, Contractor pledges to respond within two hours through City's specified communication method. Updates and next steps will be clearly outlined, and all inquiries and resolutions will be documented for transparency.

4. **Detailed Cleaning Services**

Contractor shall provide the following Cleaning Services at the following frequencies:

City Hall – Main Area and Public Safety Area		
Area	**Service**	**Frequency**
Entrances and Lobbies	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean any internal window, lobby front doors and entrance glass	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Hallways	Sweep and mop hard surface flooring and Auto Scrub Floors	Daily
	Vacuum carpeted areas & rugs	Daily
	Straighten desks/tables/chairs	Daily
	Clean any internal window	Daily
	Check/Refill hand soap, paper towels	Daily
	Light dust, disinfect drinking fountains and flat surfaces	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Offices / Large Cube	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean any internal window	Daily

Areas and Conference Rooms	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Break Stations / Copier Rooms / Work Rooms	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean and Disinfect flat surfaces	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Elevators and Stairwells / Landings	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Restrooms	Restock toilet paper, paper towels, hand soap, and other supplies	Daily
	Empty trash and replace can liners as needed	Daily
	Empty sanitary napkin receptacle and clean with disinfectant	Daily
	Wipe door handles, partition handles, dispensers, and light switches	Daily
	Dust sweep and damp mop floor surfaces with disinfectant	Daily
	Clean restroom fixtures including toilet bowls, toilet seats, urinals, and sinks	Daily
	Clean and polish mirrors, glass and chrome	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly

Public Works – Maintenance Facility

Area	Service	Frequency
Entrances and Lobbies	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean any internal window, lobby front doors and entrance glass	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Hallways	Clean any internal window	Daily
	Light dust, disinfect drinking fountains and flat surfaces	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Offices and	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean any internal window	Daily

Meeting Rooms	Straighten furniture	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Copier Rooms / Locker Rooms	Sweep & mop hard surface flooring	Daily
	Clean / Disinfect sinks and flat surfaces	Daily
	Straighten furniture	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Stairwells / Landings	Sweep & mop hard surface flooring	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Break Room	Sweep & mop hard surface flooring	Daily
	Restock paper towels, and hand soap	Daily
	Empty trash and replace can liners as needed	Daily
	Light dust / Clean flat surfaces and sinks	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Restrooms	Restock toilet paper, paper towels, hand soap, and other supplies	Daily
	Empty trash and replace can liners as needed	Daily
	Empty sanitary napkin receptacle and clean with disinfectant	Daily
	Wipe door handles, partition handles, dispensers, and light switches	Daily
	Dust sweep and damp mop floor surfaces with disinfectant	Daily
	Clean restroom fixtures including toilet bowls, toilet seats, urinals, and sinks	Daily
	Clean and polish mirrors, glass and chrome	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly

Veterans Memorial Community Center

Area	Service	Frequency
Entrances and Lobbies	Sweep and mop hard surface flooring and Auto Scrub Floors	Daily
	Vacuum carpeted areas & rugs	Daily
	Clean any internal window, lobby front doors and entrance glass	Daily
	Straighten furniture	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly

Locker Rooms – Men's, Women's and Family	Restock toilet paper, paper towels, and hand soap	Daily
	Clean restroom fixtures including toilet bowls, toilet seats, urinals, and sinks	Daily
	Clean and polish mirrors, glass and chrome	Daily
	Remove trash & recyclables, clean cans as needed	Daily
	Dust sweep and damp mop floor surfaces with disinfectant	Daily
	Wipe down / disinfect diaper changing table and all walls	Daily
	Disinfect and clean all showers	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Lobby Restrooms - Men's and Women's	Restock toilet paper, paper towels, hand soap, and other supplies	Daily
	Empty trash and replace can liners as needed	Daily
	Empty sanitary napkin receptacle and clean with disinfectant	Daily
	Wipe door handles, partition handles, dispensers, and light switches	Daily
	Dust sweep and damp mop floor surfaces with disinfectant	Daily
	Clean restroom fixtures including toilet bowls, toilet seats, urinals, and sinks	Daily
	Clean and polish mirrors, glass and chrome	Daily
	Wipe and diaper changing table	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Elevators and Stairwells / Landings	Sweep & mop hard surface flooring	Daily
	Vacuum carpeted areas & rugs	Daily
	Light dust or wipe all horizontal surfaces	Daily
	High dusting of vents, picture frames, cobwebs, and corners	Weekly
Fitness Center - Level 1	Restock paper towels dispensers	Daily
	Clean and disinfect water fountain; remove hard water stains	Daily
	Dust sweep and damp mop floor surfaces with disinfectant	Daily
	Vacuum fitness offices	Daily
	Empty trash and replace can liners as needed	Daily
Fitness Studio – Level 2	Sweep and mop hard surface flooring	Daily
Exercise Rooms – Grove Room 1 & Grove Room 2	Sweep and mop hard surface flooring	Semiweekly
	Dust accessible surfaces	Monthly
Walking Track	Spot cleaning glass windows and doors	Daily
	Clean walking track floors with auto-scrubber	Daily
	Clean and disinfect water fountain	Daily
Child Care	Clean any internal window, doors and glass	Daily
	Vacuum carpeted areas	Daily
	Empty trash and recycling, replace can liners as needed	Daily
	Disinfect sinks and counters	Daily
	Refill paper towels and hand soaps dispensers	Weekly
	Dust accessible surfaces	Weekly

Guest Services Copy Area	Empty trash and recycling, replace can liners as needed	Daily
	Vacuum carpeted areas	Semiweekly
	Dust accessible surfaces	Weekly

The detailed work requirements listed herein are intended to cover the janitorial cleaning services required under this Agreement. If any items have inadvertently been omitted that should be included to ensure a complete cleaning job, they shall be included in the services rendered and brought to the attention of the Facilities Maintenance Superintendent. The City reserves the right to make changes to this schedule of services as it may find necessary or desirable from time to time to satisfy the requirements of the City, and to unilaterally establish or amend rules and regulations related to the performance of the Cleaning Services.

EXHIBIT B
REQUIRED EQUIPMENT AND SUPPLIES; STANDARDS AND PROCEDURES

Equipment

The Contractor shall supply all equipment necessary to perform the Cleaning Services. The Contactor shall ensure equipment is maintained in clean, proper operating condition, and shall be suitable for the areas and tasks to be performed. The City will provide a designated storage space for Contractor's equipment.

Supplies to be Restocked in Buildings Provided by City

The City shall provide at no cost to the contractor the following supplies which shall be used solely to restock bathrooms in City facilities: paper towels for dispensers, toilet tissue, sanitary napkin bags, hand soap and plastic garbage can liners.

Cleaning Supplies

The Contractor shall provide all cleaning materials and supplies required to perform cleaning tasks including but not limited to cleaning compounds for floors, carpets, fixtures, glass and furniture, wax, stripper, carpet spot cleaner, shampoo, spill and stain remover products, disinfectants, mops, dust cloths and polishes. Supplies shall be kept in a neat and organized manner in the janitor's closets at each facility. The Contractor shall not use any cleaning products in any of the City buildings unless specifically approved by the City in writing. A Safety Data Sheet for all products used must be on hand and available. The Contractor shall be liable for any damage caused to any City buildings, fixtures, surfaces, or other City property caused using unauthorized cleaning products, or the improper use of City- approved cleaning supplies.

Work Procedures

The Contractor shall provide written procedures documentation to the Facilities Maintenance Superintendent for approval prior to implementation to ensure building security, energy conservation and compliance with specifications. Contractor shall utilize an electronic or software-based application that tracks completion of all contracted activities and provides City with daily updates/logs of performed activities and any issues related to maintenance, etc. that need to be brought to the City's attention. Contractor shall be required to fix (re-clean or complete cleaning) deficiencies in cleaning services within four (4) hours of notice by the City of such deficiency.

Supervision

The Contractor shall provide a competent supervisor (site manager) to be available on-site or in the City during the working hours of the Contractor's personnel in the City facilities. The supervisor shall be responsible for the performance of the Contractor's personnel and the physical security of the premises during the work shift and coordinating the Contractor's overall activities with the Facilities Maintenance Superintendent.

Additional Requirements

Cleaning Materials. All cleaning material used must be of a type that will not have an immediate or extended detrimental effect on any of the surfaces being cleaned. All equipment, products and supplies used in any City building shall be approved by the Facilities Maintenance Superintendent. Contractor shall assume all liability for damage caused to plumbing fixtures, hardware, carpet and floor surfaces by the use or accidental spillage of abrasive materials, acids, waxes, strippers, or other caustic materials. **Proper use and training of Contractor's personnel in working with chemicals is necessary, and documentation of such training by Contractor's personnel is required.**

Surface Maintenance. Any foreign matter, spills, stains, marks, gum or residue or any nature on any surfaces shall be removed during regular cleaning operations on a nightly/daily basis.

Mechanical Equipment. Mechanical or other equipment used in the cleaning operations must be of the type that is approved in the commercial cleaning industry and shall be operated in such a manner as not to cause danger to employees or other persons or damage the building structure, fixtures, furnishings, etc. Any injuries or damage of any nature shall be immediately reported to the Facilities Maintenance Superintendent. Carts used to carry cleaning and/or waste materials will not be used to prop open or to push open doors within the building to prevent damage to door surfaces. Door stop blocks shall be furnished by the Contractor if doors need to be kept open during cleaning.

Report Repair Needs. Any building facilities, broken windows, equipment, fixtures or furnishing in need of repair or replacement, including those resulting from vandalism, shall be reported immediately to the Facilities Maintenance Superintendent.

Founds Items. Any items or articles of apparent value found by the contractor's personnel in any area of the building or site shall be left at the main Information desk in the building where the item is found and noted in the daily logbook. Any item of major concern shall be brought to the Facilities Maintenance Superintendent's attention.

Suspicious Articles and Activity. Any articles of a suspicious nature that may be found or persons noted loitering or conducting themselves in a manner to arouse suspicion or possibly in need of help, shall be immediately reported to the Inver Grove Heights Police Department at: Emergency: 911; Non-emergency: 651 450-2525

Security Measures and Best Practices. The following security measures and best practices shall be employed for all building areas to be cleaned:

1. Leave designated lights on
2. Conserve energy, turn off lights when leaving an area
2. Close and/or lock all doors designated by City
3. All employees wear uniformed shirts and photo I.D. name tags when on duty
4. Do not prop open entry doors

5. Never allow unauthorized people into the building

Precautionary Measures. Necessary precautions shall always be taken to protect persons, property and equipment from injury and damage. All equipment used in cleaning operations shall be stored safely and properly and in locations designated or approved by the Facilities Maintenance Superintendent. The contractor is responsible for maintaining the designated areas in a clean and orderly condition. Any flammable, volatile or hazardous materials required in the janitorial service operations shall be stored in such a manner and in locations approved by the Fire Underwriter's Association and the Facilities Maintenance Superintendent. The contractor shall also comply with the laws governing workers' right-to-know (SDS) concerning hazardous materials. The contractor shall also maintain current Safety Data Sheets at each facility.

Recycling. City will provide paper, can, glass and plastic recycling receptacles in all its buildings. It shall be the contractor's responsibility to collect the recyclables and place them in the assigned collection bins. Contractor must use correct organic bags for organic recycling (if organics recycling is provided). The Contractor must consult with the Facilities Maintenance Superintendent for access to these supplies.

Cleaning Standard

For this specification's purpose, the following definitions are established, and conditions are designated as clean or dirty for ease in determining contract performance. The following standards of performance shall be considered unacceptable:

Dust and Dirt

The presence of dust and dirt or related material on vertical or horizontal hard and soft surfaces to the degree that it is noticeable and will mark clothing or skin.

Stains and/or Marks

The presence of stains and marks to the degree that it is noticeable and alters the appearance of vertical and horizontal hard and soft surfaces or items of furnishing.

Litter and/or Refuse

The presence of litter and refuse on top of, underneath, behind or around vertical and horizontal and soft surfaces or items of furnishing.

Sanitation

A condition of sanitation that results in an odor or creates a public hazard. Liquid or solid deodorants are not acceptable to control odors unless authorized by the Facilities Maintenance Superintendent.

Agenda Item 5.K.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Approval of Marketing Contract for Inver Wood Golf Course Anniversary Membership Campaign and Adoption of Resolution Amending the 2025 Golf Course Operating Budget**

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Matt Moynihan, Clubhouse Superintendent, 651.450.4324
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to approve the attached contract with Mulligan Marketing Concepts (MMC) for the development of an Anniversary Membership Campaign for Inver Wood Golf Course, and to adopt the attached Resolution authorizing a related 2025 budget amendment to the Golf Course Operating Budget.

BACKGROUND

In 2018, and again in 2020 and 2023, the City of Inver Grove Heights contracted with Mulligan Marketing Concepts (MMC) to design and assist staff with the implementation of an Anniversary Membership Campaign for the Inver Wood Golf Course. The Anniversary Membership provides purchasers with unlimited golf at the Inver Wood Golf Course, subject to certain limitations. In past years, the campaign has been a tremendous success for the golf course in creating good will from golfers, filling unused tee times, and generating revenue for the course's operational and capital needs.

The primary purpose of the Membership Drive is to book tee times that typically go unused. Below is an overview of the terms of the Anniversary Membership Program:

- A $398 membership is purchased and is good for 2 years (the 2026 & 2027 golf seasons)
- Enables the membership holder to all the golf they want with no additional green fees, subject to the following terms and conditions:
    - Can only be used to book a tee time that is made less than 3 days in advance
    - Cannot be used for a tee time before noon on Saturdays and Sundays or anytime on holidays;
    - Does not include leagues, events, tournaments, etc

Membership does not include the cost of using the driving range or golf carts, nor does it cover food or beverages or purchases from the pro shop. Yet it brings in golfers that often spend additional money on these items. Additionally, members often bring friends to golf who are non-members and pay the full price for their golf round.

Overall, the anniversary membership program has taken Inver Wood's tee time bookings from approximately 40% to more than 75%. It has generated increased revenue for the course, while requiring very little staff time, and helped introduce the game of golf, and Inver Wood Golf Course specifically, to new players.

Under the attached contract, MMC Marketing:

- Receives 10% of gross revenues generated from this specific membership drive
- Administrative fee charged to golfers covers 100% of payment to MMC.
- Only gets paid for the memberships that get sold; City collects membership fees
- Provides marketing advice/ideas/concepts year-round for no extra charge
- Develops an FAQ to reduce questions coming via phone/email

The proposed marketing campaign includes emails sent to existing membership holders and marketing on Twitter, Facebook, city/golf course web and social media site(s). Sales of the 2026-27 anniversary memberships would open to the public on August 15, 2025.

Requested Budget Amendment
At the time of City Council approval of the 2025 Inver Wood Golf Course Operating Budget in December 2024, a contract with Mulligan Marketing Concepts for the course's Anniversary Membership Campaign had not yet been determined. As a result, the related expenses for bank and credit card charges (Account 550.7600.000.5482) and Professional Services & Contracts (Account 550.7600.000.5310) were not included in the adopted 2025 budget.

Therefore, staff are now requesting Council approval of the attached Resolution, authorizing a 2025 Budget Amendment to the Golf Course Operating Budget.

The proposed budget amendment includes:

- An increase of $50,000 to Account 550.7600.000.5482 to cover credit card processing fees.
- An increase of $140,000 to Account 550.7600.000.5310 to fund the 10% marketing fee included in the Mulligan Marketing Concepts contract.

These adjustments will ensure full and accurate budgeting of the Golf Course's 2025 operations.

FISCAL IMPACT
As stated above, staff are requesting Council approval of the attached resolution authorizing a 2025 budget amendment to the Golf Course Operating Budget to cover costs associated with the contract with MMC.

The proposed amendment includes:

- An increase of $50,000 to Account 550.7600.000.5482 to cover credit card processing fees.
- An increase of $140,000 to Account 550.7600.000.5310 to fund the 10% marketing fee outlined in the MMC contract.

This amendment supports the upcoming Anniversary Membership Campaign, which is expected to

generate substantial revenue over the next two years. The previous campaign averaged approximately $600,000 annually, which contributed positively to the overall health of the Golf Course Fund. Revenue from the current campaign will be deferred and recognized evenly over 2026 and 2027.

RECOMMENDATION

Staff recommends approval of the attached contract with Mulligan Marketing Concepts (MMC) and adoption of the attached Resolution.

ATTACHMENTS

1. Inverwood Golf Course Membership Campaign Contract
2. RESOLUTION - 2025 Golf Course Budget Amendment - Anniversary Membership

MEMBERSHIP IMPROVEMENT AGREEMENT

THIS MEMBERSHIP IMPROVEMENT AGREEMENT ("Agreement") is made this 11th day of August, 2025 (the "Effective Date"), by and between Mulligan Marketing Concepts ("Consultant"), a Florida corporation, with offices at 4600 Touchton Road E Building 100, Suite 150, Jacksonville, Duval County, Florida, and the City of Inver Grove Heights, a Minnesota municipal corporation ("Client") with a principal place of business located at 8150 Barbara Avenue, Inver Grove Heights, MN 55077.

BACKGROUND

WHEREAS, Consultant designs membership improvement campaigns specially tailored for golf clubs and courses; and

WHEREAS, Client operates a golf course with the name Inver Wood Golf Course located at 1850 70th Street, Inver Grove Heights, MN 55077 (the "Course") and desires for Consultant to establish a campaign for the Course to increase its membership and golf course tee time utilization (the "Campaign" or "Anniversary Membership Campaign"); and

WHEREAS, Consultant is willing to specifically design and tailor an Anniversary Membership Campaign for the Course, but only if Client agrees to the terms of this Agreement.

NOW THEREFORE, in consideration of the promises and for the other good and valuable consideration set forth herein, the parties agree as follows:

TERMS & CONDITIONS

1. **NATURE OF AGREEMENT**. Consultant shall be an independent contractor at all times and shall not be deemed to be an agent, servant, or employee of Client. Consultant shall have sole exclusive control of the implementation and execution of the Campaign pursuant to the Campaign parameters established herein.

2. **APPROVAL OF CAMPAIGN**. By executing this Agreement, Client hereby approves the Campaign which is defined as a membership campaign for the sale of Anniversary Memberships in a maximum number to be determined in the sole discretion of the Golf Course Manager, which Anniversary Memberships consist of two (2) year unlimited golf memberships (subject to certain restrictions as approved by Client) for $398 to be launched on August 15th, 2025 ("Campaign Commencement Date"). The Campaign will be conducted by Consultant under this Agreement, and Client agrees to cooperate fully with Consultant in implementing the Campaign, which cooperation may include, but not necessarily be limited to, employing a direct mail package designed by Consultant to attract potential purchasers of Anniversary Memberships. The direct mail package shall include information concerning the Anniversary Membership terms and the Course's facilities. Client covenants and agrees once the campaign has raised sufficient funds, in the sole discretion of the Golf Course Manager, to move forward to direct mail, Consultant shall

be permitted to complete all phases of the Campaign until the Campaign Completion Date, which shall be no later than ninety (90) days from the Campaign Commencement Date, regardless of the results of the Campaign.

3. **CAMPAIGN COSTS**. The funds needed to execute all phases of the Campaign including the direct mail phase of the Campaign, must be raised through the gross receipts received by the sale of Anniversary Memberships through the Campaign. All Campaign costs shall be paid directly by the City to all vendors. If, for any reason, insufficient funds are raised to advance the amount(s) necessary to proceed with any phase of the Campaign including the direct mail phase of the Campaign, Client may cancel this Agreement without any further monetary obligation to Consultant beyond the Campaign Success Fees due, as defined below in 4a.

4. **COMPENSATION OF CONSULTANT**. For designing and implementing the Campaign for Client and the Course, Consultant shall be compensated as follows:

a. ***Campaign Success Fee***: A Campaign Success Fee (the "Campaign Success Fee") shall be paid to Consultant equal to ten percent (10%) of the gross receipts received by Client for the Anniversary Memberships sold by Client during the Campaign and for a period of two (2) years after the Campaign Commencement Date. Client shall pay the Campaign Success Fee to Consultant twice a month following the Campaign Commencement Date through the final day of the Campaign (the "Campaign Completion Date"). The payments must be wired or otherwise directly deposited into Consultant's designated bank account. Payment to Consultant of the Campaign Success Fee for Anniversary Memberships sold by Client after the conclusion of the Campaign shall be made monthly.

b. ***Venue***. The parties specifically consent to personal jurisdiction over any disputes arising hereunder, or otherwise arising between the parties, in Dakota County District Court, Dakota County, Minnesota.

c. ***Memberships Sold After Campaign Conclusion***. Anniversary Memberships sold by Client after the conclusion of the Campaign and up to and including two (2) years after the Campaign Commencement Date are subject to payment to Consultant of the Campaign Success Fee.

d. ***Limitation on Campaign Success Fee***: The Campaign Success Fee is only paid on the gross revenue raised from the Anniversary Memberships designed by Consultant for this promotional campaign and sold as part of the Campaign; not the Course's entire gross receipts e.g., green fees, food and beverage sales, cart fees, range revenue. Client shall retain 100% of the residual revenue from its profit centers and renewals. Client reserves the right to offer discounts, membership structures, and membership campaigns other than the Anniversary Campaign, and Consultant shall not be entitled to receive a Campaign Success Fee or any other compensation for the sale by Client or the Course of any such discounts or memberships.

e. ***Sole Compensation.*** The Campaign Success Fee shall be Consultant's sole compensation for its design and implementation of the Campaign. Consultant shall not

otherwise be reimbursed for any of its costs or expenses associated with the Campaign.

5. **COURSE OPERATIONS**. During the period of the Campaign, Client shall at all times operate and maintain the Course in a reasonable manner and with reasonable hours for a golf course of its class. Client shall also cooperate with Consultant in the implementation of the Campaign. Client agrees to maintain its current Course membership fee schedule until the Campaign Completion Date. The parties agree that Client may continue to sell memberships to the Course at its regular membership rates and Consultant shall not be entitled to any portion of regular membership receipts collected by the Client for the Course that are wholly unrelated to the Campaign during the term of the Campaign. It being agreed and understood that, subject to Section 4(d), the Campaign Success Fee is only calculated based upon membership receipts received by Client for the Anniversary Memberships sold by Client for $398 during the term of the Campaign. Consultant shall not be entitled to compensation based on the resale of any unclaimed or unused Anniversary Memberships.

6. **ACCESS TO SALES AND FINANCIAL RECORDS**. Client agrees to provide Consultant with a weekly accounting of all receipts generated from the Campaign. Additionally, Client agrees to provide to Consultant and Consultant's agents full and free access to all books, records, and financial sales data of Client which are classified as Public Data under Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act, to verify all amounts owed to Consultant pursuant to the terms of this Agreement. Client agrees to timely provide Consultant with all reasonable documentation requested by Consultant or Consultant's agents to determine the amounts owed to Consultant hereunder.

7. **EXCLUSIVITY.** Consultant agrees that for a period of two (2) years from the Commencement Date, Consultant will not work with any golf courses or golf clubs located within the area where the direct mail portion of the Campaign was conducted, if the Campaign progresses to a direct mail campaign, or within a ten (10) mile radius of the Course, whichever distance is greater, to execute and implement a similar campaign.

8. **CONFIDENTIALITY AND TRADE SECRETS**.

a. ***Confidential Information and Trade Secrets***. Client acknowledges that all ideas, concepts, specifics and particulars relating to the Campaign represent proprietary trade secrets of Consultant are the sole property of Consultant and represent confidential information of Consultant (the "Confidential Information"). Client, on its own behalf and on behalf of all of its employees and agents (collectively for purposes of this paragraph the "Client"), covenants, agrees and warrants keeping the Confidential Information confidential and further agrees it shall not disclose the Confidential Information to any third party except as permitted or required under Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act. Consultant agrees and understands that notwithstanding anything to the contrary in this Agreement, data maintained by the City shall be subject to the provisions of the Minnesota Government Data Practices Act. Client further covenants, agrees and warrants it shall not use the Confidential Information for its own personal use or benefit or the use or benefit of any third party without first obtaining Consultant's prior written consent. By entering into this Agreement with Consultant, Client agrees it has no right, title or interest in the Confidential Information and the Campaign and understands and agrees that the Confidential Information and the Campaign are and shall continue to remain the sole property of Consultant.

b. ***Mandatory Disclosures***. If Client is requested or becomes legally compelled (by oral questions, interrogatories, requests for information or documents including a request for data under Minnesota Statutes, Chapter 13, the Minnesota Government Data Practices Act, subpoena, civil or criminal investigative demand, or similar process) or is required by a regulatory body to make any disclosure that is prohibited or otherwise constrained by this Agreement, Client will provide Consultant with prompt notice of such request so that Consultant may seek an appropriate protective order or other appropriate remedy.

c. ***Return of Confidential Information.*** Promptly upon Consultant's request, Client shall deliver to Consultant any Confidential Information, including original or copies of all documents used in the Campaign, that are in the possession or under the control of Client, except to the extent that such Confidential Information and documents are required to be retained under Client's Records Retention Schedule or are otherwise required by law to be retained. Promptly upon Consultant's request, Client shall destroy materials generated by Client that include or refer to any part of the Confidential Information, including the Campaign, without retaining a copy of any such material, except to the extent that such materials are required to be retained under Client's Records Retention Schedule or are otherwise required by law to be retained.

d. ***Indemnification.*** Consultant shall defend, indemnify and hold the Client from and against any and all expenses, costs, damages and liabilities, including attorney's fees and costs, incurred or sustained by the Client as a result of Consultant's alleged negligent acts or omissions in performance of this Agreement.

9. **SURVIVING OBLIGATIONS**. Upon the termination of this Agreement and/or cancellation of the Campaign, each of the respective parties shall be immediately released from all rights and obligations under this Agreement, except those obligations of the parties contained in paragraphs 4 and 8 of this Agreement, which obligations shall continue in full force and effect following the termination of this Agreement and/or the cancellation of the Campaign.

10. **SUCCESSORS**. This Agreement shall bind the successors, heirs, representatives, and assigns of all the parties to this Agreement.

11. **FULL COOPERATION**. Each of the parties hereto agree to cooperate with each other and to promptly execute any and all consents, authorizations or other documents reasonably necessary to carry out the terms of this Agreement and/or the Campaign.

12. **COUNTERPARTS**. This Agreement may be executed in any number of counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument.

13. **ENTIRE AGREEMENT**. This Agreement constitutes the entire agreement of the parties, all prior negotiations and agreements, whether written or oral, having been merged into

this Agreement. All recitals set forth at the beginning of this Agreement are true and incorporated by reference.

14. **AMENDMENTS**. No amendments, modifications, alterations, or additions to this Agreement shall be binding unless made in writing and signed by all parties to this Agreement.

15. **GOVERNING LAW**. This Agreement shall be subject to and governed in all respects by the laws of the State of Minnesota.

16. **REVIEW BY COUNSEL**. Each party has had the opportunity to have this Agreement reviewed by independent counsel of their own choice before signing it. As such, the judicial rule of construction requiring or allowing a document to be construed to the detriment of or against the interests of the document's maker or drafter shall not apply to this Agreement.

17. **NON-WAIVER**. The failure of any party to this Agreement to insist upon the performance of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement, shall not be construed as thereafter waiving any such terms and conditions or rights related thereto, all of which shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

18. **NOTICE.** Any notice required or permitted pursuant to this Agreement shall be sent by certified mail, United States mail, postage prepaid, to each of the parties at the following addresses, or such other address as may be provided in writing to the other party:

If to Client:
Inver Wood Golf Course
Attn: Matt Moynihan
1850 70th Street
Inver Grove Heights, MN 55077
mmoynihan@ighmn.gov

If to Consultant:
MMC®
Attn: Chuck Thompson
4600 Touchton Road E Building 100, Suite 150
Jacksonville, Florida 32246
chuck@mmctoday.com

It is an ongoing obligation of all parties to this Agreement to keep each informed as to their current address.

IN WITNESS WHEREOF, this Agreement shall become effective as of the Effective Date.

"CONSULTANT"

MMC®

By:_____
Print Name: Chuck Thompson
Title: President/CEO

"CLIENT"

CITY OF INVER GROVE HEIGHTS

By: _____
Print Name: Brenda Dietrich
Its: Mayor

Attest: _____
Print Name: Rebecca Kiernan
Its: City Clerk

CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO._____

A RESOLUTION AUTHORIZING A 2025 BUDGET AMENDMENT TO THE INVER WOOD GOLF COURSE OPERATING BUDGET

WHEREAS, in December 2024, the City Council approved the Golf Courses annual operating budget for 2025; and

WHEREAS, at the time of approval, a contract with Mulligan Marketing Concepts for the course anniversary membership campaign, which occurs on a 2–3 year cycle, was not yet in place. As such, the associated expenses for Bank & Credit Card Charges (550.7600.000.5482) and Professional Services & Contracts (550.7600.000.5310) were not included in the approved 2025 budget; and

WHEREAS, the associated expenses for Bank & Credit Card Charges and Professional Services & Contracts are now known, as the contract with Mulligan Marketing Concepts is being presented to the City Council for approval at their August 11, 2025, meeting; and

WHEREAS, to properly account for these costs, staff recommend a budget amendment to the 2025 Golf Course Operating Budget to include funding in account 550.7600.000.5482 (Bank & Credit Card Charges) by $50,000 to cover associated credit card charges and account 550.7600.000.5310 (Professional Services & Contracts) by $140,000 to cover the 10% Marketing Fee associated with the pending contract; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS,

1. The City Council hereby amends the 2025 Golf Course Budget as follows:

    - Increase Account 550.7600.000.5482 by $50,000
    - Increase Account 550.7600.000.5310 by $140,000

2. The City Council approves the attached contract with Mulligan Marketing Concepts (MMC).

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 11 day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

Agenda Item 5.L.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Resolution Amending Adopted Budget for Groveland Park Ballfield Improvements (City Project No. 2518)

MEETING DATE: August 11, 2025
ITEM TYPE: Consent Agenda
CONTACT: Brian Swoboda, Parks Superintendent, 651.450.2582
Adam Lares, Parks & Recreation Director, 651.450.2587

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, amending the total project budget for the Groveland Park Ballfield Improvements (City Project No. 2518).

BACKGROUND

In the fall of 2024, staff initiated planning for the Groveland Park Ball Field Improvements project, which is included in the City's adopted 2025 Capital Improvement Plan (CIP). The project was originally budgeted at $100,000 from the Parks Capital Improvement Fund. Design services were provided by WSB, utilizing professional landscape architecture expertise.

The ballfield was originally constructed in the late 1970s to early 1980s, with City utility installation dating back to 1977. The site was built on previously filled land composed of clay soils, resulting in poor drainage conditions. The outfield sits approximately two feet higher than the infield, and the soil composition causes water to collect and remain for extended periods—often rendering the field unplayable and unmaintainable for weeks after a single rainfall.

On March 24, 2025, the City Council adopted Resolution 2025-062, establishing the total project budget at $115,000 and authorizing the Parks & Recreation Director to approve contracts and expend funds up to this amount for completion of the following planned improvements:

- Regrading the infield and outfield to improve drainage.
- Installing drain tile to redirect runoff toward the adjacent creek.
- Removing the deteriorated outfield fence and several large cottonwood trees damaging it.
- Replacing the dugout fencing, backstop, and surrounding concrete.

The project was scheduled in coordination with the City's street improvement project in the same area, which includes repaving the adjacent Groveland Park parking lot. The park was also being used as a staging area for construction materials, making this timing efficient for concurrent improvements. Due to the relatively small size of this project, the City's Park Superintendent has essentially been serving as the General Contractor, coordinating the work of various contractors and specialties.

During the phase of earthwork construction, it became evident that the original site survey and plans

provided by WSB contained errors. Specifically, drainage plans incorrectly showed drain tile day lighting below the creek rather than into it, and the grading calculations did not accurately reflect site conditions. These discrepancies required mid-project plan revisions and a substantial change in scope for the earthwork contractor.

The revised scope included:

- Additional excavation and grading
- Soil corrections and import
- Installation of additional drain tile
- Rock, riprap, erosion control measures
- Nylo-Plast drainage structures

The added cost for this revised scope adds $24,958.91 to the total cost of the project, bringing the new total to $139,958.91. To maintain project momentum and avoid construction delays, these changes were approved by the Parks and Recreation Director and are now brought forward for formal Council approval.

While the consultant's error contributed to the timing of when staff became aware of these added costs, had they not made the error, the final project costs would have still been this higher amount - we just would have known about them earlier.

FISCAL IMPACT

This added expense of $24,958.91 will come from the Park Capital Improvement Fund (Fund 401). Fortunately, several other planned projects within this fund have come in under budget for 2025, including the playground replacements at the VMCC and Southern Lakes Park and the parking lot improvements at Groveland Park. Collectively, these three projects came in under budget by $25,368, which is sufficient to cover the added cost of this Ballfield project.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving an increased total project budget of $139,958.91 for City Project No. 2518 - Groveland Park Ballfield Improvements.

ATTACHMENTS

1. RESOLUTION - Project Budget Amendment for Groveland Park Ballfields

CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO._____

RESOLUTION AMENDING THE AUTHORIZED PROJECT BUDGET FOR CITY PROJECT NO. 2518 – GROVELAND PARK BALLFIELD IMPROVEMENTS

WHEREAS, the City Council previously approved City Project No. 2518 – Groveland Park Ballfield Improvements, with an initial project budget of $115,000; and

WHEREAS, during construction, unforeseen site conditions and errors in the original survey and drainage plans necessitated revisions to the project scope, including additional excavation, soil correction, drainage improvements, and erosion control measures; and

WHEREAS, this expanded project scope added an additional $24,958.91 in costs; and

WHEREAS, sufficient savings are available from other 2025 Park Capital Improvement Projects to cover these additional costs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the total project budget for City Project No. 2518 - Groveland Park Ballfield Improvements is hereby amended to $139,958.91.

Adopted by the City Council of the City of Inver Grove Heights, Minnesota on this 11 day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

Agenda Item 7.A.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: August 11, 2025
ITEM TYPE: Regular Business
CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

ACTION REQUESTED
The Council is asked to approve 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 single rental license application was received for a new license:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER	New/ Renew
5900 Concord Blvd	Blue Lake Apartments LLC Chaska, MN	Rosa Vargas Chaska, MN	New

The above application has 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

Agenda Item 7.B.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: School Resource Officer Contract with ISD #199 for the 2025-2026 School Year

MEETING DATE: August 11, 2025
ITEM TYPE: Regular Business
CONTACT: Melissa Chiodo, Police Chief, 651.450.2526

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, authorizing the appropriate officials to enter into the attached agreement with Independent School District (ISD) 199 for the School Resource Officer Program for the 2025-26 school year.

BACKGROUND

The IGH Police Department and Independent School District No. 199 ("District") wish to continue the School Resource Officer (SRO) Program, which fosters an efficient and cohesive program to build positive relationships between police officers, school staff, and students; promotes a safe and positive learning environment; and decreases the number of youths formally referred to the juvenile justice system.

The previous agreement expired on June 30, 2025. The new agreement would run through June 30, 2026. One SRO is primarily stationed at Simley High School, and the agreement would add a second SRO to be primarily stationed at the middle school and also have a focus on providing drug education to students. The two SROs would also visit each of the district's elementary schools as well.

FISCAL IMPACT

Under the recommended agreement, ISD 199 would pay the City for the following costs:

	1st SRO	2nd SRO
Wage & benefit costs for 9 months	$123,732	$106,104
Squad Car	$1,800	$1,800
Computer-aided dispatch software	$400	$400
Computer	$200	$200
TOTAL	**$126,132**	**$108,504**

For the first SRO, this is the same as the financial arrangement that the City and ISD 199 have had under previous SRO agreements. There are two reasons for the difference between what the District would pay for the first SRO and the second SRO. The first is that the wage and benefit costs are

calculated for the specific officer selected for the SRO position, and the officers may be at different wage steps on the pay scale contained within their union contract or may be electing different levels of health insurance. The second is that the Police Department is proposing to cover $16,506 in instructional costs for the time the second SRO would spend delivering Law Enforcement Against Drugs and Violence programming in eleven elementary and ten middle school classrooms during the 2025-2026 academic year. This $16,506 is an eligible use of the City's national opioid settlement funds, of which the City currently has approximately $277,698 on hand. Funding for the District's share of the second School Resource Officers is coming from the voter approve referendum that was recently passed by residents.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, authorizing the appropriate officials to enter into the attached agreement with Independent School District (ISD) 199 for the School Resource Officer Program for the 2025-26 school year.

ATTACHMENTS

1. Resolution - SRO 2025-2026 Contract
2. 2025 to 2026 SRO contract Final Copy

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION APPROVING AGREEMENT WITH INDEPENDENT SCHOOL DISTRICT NO. 199 FOR THE SCHOOL RESOURCE OFFICER PROGRAM FOR THE 2025-2026 SCHOOL YEAR

RESOLUTION NO.___

WHEREAS, the City of Inver Grove Heights ("City") and Independent School District No. 199 ("District") seek to continue and expand the School Resource Officer Program which fosters an efficient and cohesive program to build a positive relationship between police officers, school staff, and students; promotes a safe and positive learning environment, and decreases the number of youths formally referred to the juvenile justice system; and

WHEREAS, all District schools are located within the city limits of the City of Inver Grove Heights; and

WHEREAS, the City and the District desire to have two School Resource Officer's assigned to the District schools for the 2025-2026 school year; and

WHEREAS, the District will reimburse the City for the assignment of School Resource Officers according to the attached agreement for the 2025-2026 school year.

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Inver Grove Heights, Minnesota, that the appropriate officials are hereby authorized to enter into the attached Agreement between the City and Independent School Distrct No. 199 for the School Resource Officer Program for the 2025-2026 school year

Adopted by the City Council of Inver Grove Heights this 11th day of August 2025.

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

This Agreement (the "Agreement") is made by and between the City of Inver Grove Heights, a Minnesota municipal corporation (the “City”) and Independent School District No. 199, a Minnesota public school corporation (the "District") (collectively, the “Parties”). Subject to the terms and conditions hereafter stated and based on the representations, covenants, and agreements herein contained, the parties do hereby agree as follows:

Purpose

The purpose of this Agreement is to formalize the collaboration between the Police Department and the District on the implementation of a School Resource Officer (“SRO”) Program in order to promote school safety; help maintain a positive school climate for all students, families, and staff; enhance cultural understanding between students and law enforcement; promote school participation and completion by students; facilitate appropriate information-sharing (as outlined in Section VI below); and inform the Parties’ collaborative relationship to best serve the school community.

This memorandum does not, and may not be relied upon to, create any rights, substantive, or procedural, enforceable by any person in any civil or criminal matter. Modifications of this Agreement are permissible when necessary to indicate local practice, so long as they are consistent with state and federal law.

I. Mission Statement, Goals, and Objectives

The mission of the School Resource Officer (SRO) program is to support a safe, inclusive, and positive school climate by fostering meaningful relationships between law enforcement and the school community. Through appropriate and strategic use of law enforcement resources, the SRO will contribute to the healthy development and success of all students. This mission is grounded in the mutual understanding that student engagement, academic participation, and school completion are vital to both individual opportunity and broader public safety.

The Parties agree to be guided by the following goals and objectives:

1. **Create a Safe and Supportive School Environment**
   Foster a school culture where all students, regardless of race, religion, national origin, immigration status, gender, disability, sexual orientation, gender identity or expression, or socioeconomic background, feel safe, respected, and supported.
2. **Clarify Roles and Build Strong Partnerships**
   Promote clear communication and collaboration between school staff and the SRO, with a shared understanding of their respective roles and responsibilities in maintaining school safety and student well-being.
3. **Encourage Shared, Principled Decision-Making**
   Establish a framework for thoughtful, equitable decisions about student

conduct, intervention, and services, grounded in trauma-informed, youth-centered practices.

4. **Reinforce the Role of School Administrators in Discipline**
   Ensure that school administrators maintain responsibility for addressing code of conduct violations and routine discipline, while SROs focus solely on matters involving safety and criminal law.
5. **Reduce Unnecessary Exclusion or Criminalization**
   Minimize student exclusion from learning environments and reduce the number of school-based arrests, citations, and court referrals through proactive engagement, diversion, and alternatives to formal enforcement.
6. **Support Training and Professional Development**
   Provide guidance and requirements for comprehensive training, ensuring that SROs receive training required by law and aligned with best practices, and that school staff understand when and how to involve SROs appropriately.
7. **Collaborate on School Safety Initiatives**
   Support joint planning and coordination for violence prevention, behavioral intervention, crisis response, and emergency management, as appropriate.
8. **Provide Educational Outreach**
   Offer presentations and programs on law enforcement, juvenile justice, community engagement, and health and safety topics, tailored to enhance student understanding and strengthen relationships.

II. Organizational Structure, Compensation, and Complaint Resolution

Supervision and Chain of Command

The SRO shall remain an employee of the Inver Grove Heights Police Department and shall report directly to the Chief of Police or the Chief's designee. The SRO's conduct, deployment, and law enforcement duties shall be governed by the policies and procedures of the Police Department.

To support collaboration and ensure alignment between school and police functions, the SRO shall meet at least once per month with the Chief of Police or the Chief's designee, the Superintendent, or other designated school staff. These meetings shall serve as a touchpoint for communication, coordination, and issue resolution. Additional meetings may include the Superintendent or other designated school staff, as necessary.

Compensation

The Inver Grove Heights Police Department shall pay the SRO's salary and benefits, service costs, required training, certification, and professional development, including training mandated under Minnesota Statute § 626.8482.

The District shall reimburse the City as detailed below:

SRO Salary and Service Costs

Officer Ericka Eid

1. Salary and Benefits: $123,732.00 to be paid in nine (9) equal monthly installments of $13,748.00 from September 1, 2025, to May 1, 2026.
2. Vehicle Replacement Offset: $1,800.00 in nine (9) equal monthly installments of $200.00.
3. CAD Software Access: $400.00 in nine (9) equal monthly installments of $44.45.
4. Operational Support: $200.00 in nine (9) equal monthly installments of $22.23.

Total Annual Reimbursement: $126,132.00 paid in nine (9) equal monthly installments of $14,014.67/month beginning September 1, 2025.

Officer Nathan Taarud

1. Salary and Benefits: $106,104.00 to be paid in nine (9) equal monthly installments of $11,789.33 from September 1, 2025, to May 1, 2026.
2. Vehicle Replacement Offset: $1,800.00 in nine (9) equal monthly installments of $200.00.
3. CAD Software Access: $400.00 in nine (9) equal monthly installments of $44.45.
4. Operational Support: $200.00 in nine (9) equal monthly installments of $22.23.
    - Note: The Police Department will cover an additional $16,506.00 in instructional costs for Officer Taarud to deliver Law Enforcement Against Drugs and Violence programming in eleven (11) elementary and ten (10) middle school classrooms. This amount is not reimbursed by the District.

Total Annual Reimbursement: $108,504.00 paid in nine (9) equal monthly installments of $12,056/month beginning September 1, 2025

TOTAL REIMBURSEMENT TO BE PAID TO THE CITY BY THE DISTRICT: $234,636 paid in 9 equal monthly installments of $26,070.67 starting September 1, 2025.

Payment Terms

All payments shall be due on the first day of each month, beginning September 1, 2025, and ending May 1, 2026. Payment shall be submitted to the City of Inver Grove Heights Finance Department by check or electronic funds transfer, as directed by the City.

Complaint Resolution System

The Parties shall establish and maintain a clear, confidential, and accessible complaint resolution process for members of the school community to express concerns regarding the conduct, performance, or interactions involving the SRO.

This system shall:

1. Comply with the Inver Grove Heights Police Department's complaint procedures and due process requirements.
2. Allow students, families, and school staff to submit complaints confidentially, in writing or electronically, and in their preferred language.
3. Protect the identity of the complainant to the extent possible while preserving the SRO's due process rights.
4. Include clear timelines for the review, investigation, and resolution of complaints.
5. Ensure that the complainant is notified of the outcome, to the extent allowed by law and policy.

To ensure transparency and accessibility, the Parties shall publish information about the SRO complaint and feedback process annually in student and staff handbooks, on school and Police Department websites, and through printed materials as needed. This information shall also be presented during SRO orientation sessions at the beginning of each school year.

Copies of the policy shall be retained by the Police Department and the District and made available by either party for public review.

Internal School Concern Reporting by SROs

The Police Department shall also implement a process by which the SRO and other officers may raise internal concerns, including misconduct by school staff or administrators, through appropriate departmental channels. These concerns shall be reviewed according to Police Department policy, and when appropriate, shared with school leadership in accordance with data practices and confidentiality requirements.

III. Roles and Responsibilities of the SRO and School Administrators in Student Conduct, Use of Force Considerations

An SRO is a sworn municipal police officer appointed by the Chief of Police, who is fully certified and trained, including specialized SRO certification as required by law. The SRO is assigned to support school communities by:

1. Providing law enforcement services.
2. Promoting safety and security in school environments.
3. Contributing to a positive school climate that fosters learning and student well-being.

The District and Police Department recognize that school administrators and the SRO have distinct yet complementary roles in responding to student conduct to maintain safety and a supportive educational environment.

Prohibited Roles of the SRO

In accordance with applicable law, the SRO shall not:

1. Serve as a school disciplinarian or enforcer of school rules.
2. Act in place of licensed school psychologists, counselors, or social workers.
3. Use police powers to address non-criminal, traditional student conduct disciplinary matters under the school's code of conduct, such as classroom disruption or tardiness.

Role of School Administrators

The principal or principal’s designee is responsible for managing student conduct in accordance with the school’s code of conduct. They shall oversee all routine disciplinary issues and low-level misconduct that does not present a threat to physical safety.

Role of the SRO

The SRO is responsible for investigating and responding to:

1. Criminal or delinquent offenses that occur on school grounds.
2. Immediate safety threats that require law enforcement intervention to protect students, staff, or school property.

The SRO shall receive and review school discipline protocols annually to ensure a clear understanding of the boundaries between administrative discipline and law enforcement response. This knowledge supports coordination with school staff and reduces the risk of role confusion or inappropriate referrals.

School Staff Training

The District shall ensure that all school staff receive annual training on the roles of SROs and school staff in student conduct matters. This includes guidance on:

1. When and how to involve the SRO.
2. Legal and procedural boundaries.
3. Alternatives to enforcement-based responses.

Use of Discretion and Professional Judgment

The principal or principal's designee and SRO shall use their professional judgment to determine whether an SRO response is appropriate. The guiding principle is whether the student's conduct constitutes:

1. A substantial threat to the physical safety of others.
2. The willful and malicious destruction of property.
3. Theft of property of substantial value with intent to permanently deprive the owner.

Low-Level and Non-Criminal Incidents

SRO involvement is not appropriate for non-criminal behaviors, including but not limited to:

1. Unintentional destruction of property.

Even when a student's conduct technically meets the definition of a low-level, non-violent criminal offense, the Parties agree that many such incidents are best handled administratively through the school's disciplinary process.

Diversion and Alternatives to Arrest

The Parties agree that, where appropriate, the SRO should utilize alternatives to arrest, including restorative justice programs, diversion initiatives, or referral to school-based services. Arrests or citations should generally be limited to circumstances involving serious threats to safety or when diversion is not feasible. This approach supports the shared goal of reducing criminalization of student behavior and promoting equitable outcomes.

Such incidents should be managed by school staff using behavioral interventions, not law enforcement.

Students Under Age 12

For any incident involving a student under the age of 12, school administrators are responsible for determining the appropriate response unless an immediate, serious safety risk is present.

Emergencies and Imminent Threats

The SRO may be called upon to intervene immediately if there is an articulable threat to physical safety or serious property damage. In these cases, the SRO should:

1. De-escalate the situation where feasible.
2. Collaborate with school staff to ensure safety and support for the student involved.
3. Inform the principal or principal's designee as soon as practicable.

If a student requires urgent medical or mental health support and no school nurse, psychologist, or social worker is available, the SRO may intervene to prevent substantial harm.

Coordination During Investigations

If the SRO initiates a criminal investigation:

1. School staff shall not act as agents of law enforcement. While they may provide factual information as witnesses, school staff shall not conduct searches, interviews, or any investigative activities at the direction of the SRO or any law enforcement agency. All investigative actions must be initiated and carried out solely by the SRO or authorized law enforcement personnel, consistent with applicable laws and privacy protections.
2. The District may conduct its own disciplinary process in parallel, provided it does not interfere with the investigation.

Arrest and Custodial Interviews

Whenever possible, the SRO shall:

1. Consult with the principal or principal's designee before making an arrest.
2. Use summonses instead of custodial arrests unless flight or danger to others is a concern.
3. Notify a student's parent or guardian as soon as practicable after an arrest.
4. Ensure that no custodial questioning of a juvenile takes place without prior notice and an opportunity for a parent or interested adult to be present.

Use of Force Considerations

1. The Parties acknowledge that use-of-force incidents in school settings present unique risks and implications for students, staff, and the learning environment. The SRO shall adhere to the use-of-force standards outlined in Minnesota Statute § 609.06 and § 121A.58, including the prohibition on choke holds and prone restraints unless permitted by law.
2. The SRO shall prioritize de-escalation strategies and use the least restrictive means necessary to ensure safety. Physical intervention shall only be used

when legally justified and when non-physical methods are insufficient to address an immediate threat to safety.

3. In any situation where a student or individual is physically restrained or detained, the SRO shall provide prompt and appropriate care in accordance with their training. This includes taking reasonable steps to ensure that the individual receives medical evaluation or assistance when necessary. The SRO must prioritize the safety, dignity, and well-being of the individual throughout the incident.
4. The SRO must not use force or the authority of their office solely to enforce school rules or policies or participate in the enforcement of discipline for violations of school rules.

IV. SRO Selection and Assignment

The Parties recognize that the selection of the SRO is foundational to the success of this Agreement and its purpose to create a safe, equitable, and supportive school environment. A strong relationship between the SRO and the school community—built on mutual respect, trust, and transparency—is essential to fostering a positive school climate and effective collaboration.

Assignment Authority and Process

In accordance with Minnesota law, the Chief of Police shall assign one or more peace officers to serve as the SRO. The Chief shall give strong preference to officers who possess the training, temperament, and experience necessary to engage effectively with children, youth, educators, and families in a school setting. The Chief or the Chief's designee shall collaborate with the Superintendent or the Superintendent's designee to ensure that selected candidates align with the vision, needs, and values of the school community.

Where resources are limited and assignments are not immediately feasible, the Chief shall notify the Superintendent and provide alternatives, subject to available funding and compliance with this Agreement and applicable state law, including statutory training requirements.

Minimum Qualifications and Preferred Attributes

The SRO shall, at a minimum, meet all training and certification requirements under Minnesota Statute § 626.8482. Additionally, preferred qualifications include:

1. Proven experience working effectively with children and adolescents.
2. Cultural competence and the ability to relate to the racial, ethnic, linguistic, and socio-economic diversity of the student body.
3. Experience or comfort working with students with disabilities, including those with social, emotional, or behavioral health needs.

4. Demonstrated commitment to de-escalation, diversion, restorative justice, and relationship-based policing.
5. Working knowledge of school-based legal issues (e.g., consent, confidentiality, FERPA (20 U.S.C. § 1232g), and MGDPA (Minnesota Statutes Chapter 13).
6. Familiarity with school safety planning, emergency response, and school-specific safety technology.
7. Ability to collaborate with school and community service providers and connect students to support resources.
8. Demonstrated sound judgment and discretion, with no history of sustained misconduct.
9. Demonstrated ability to engage in community outreach and develop rapport with students, staff, and families.

Community Input and Compatibility

To ensure that the assigned SRO is compatible with the school community, the Chief may solicit and consider feedback from the Superintendent, school principals, and a variety of representative groups of educators, students, and/or parents. This input may inform the selection process but not override the Chief's authority.

Consistent with state law, seniority shall not be the sole basis for assignment.

Conflicts of Interest

To avoid actual or perceived conflicts of interest:

1. SRO candidates must disclose any existing or anticipated familial or close personal relationships with students or staff at the school where they may be assigned.
2. If a potential conflict exists (e.g., the SRO is related to a student or staff member), the officer shall notify the Chief of Police at the earliest opportunity.
3. The Chief of Police shall determine appropriate safeguards, including whether an alternate officer should be assigned to specific incidents.
4. These conflict-of-interest considerations shall not prevent the SRO from responding to emergencies or critical safety situations.

V. Operational Terms

Daily Schedule

The City shall determine the SRO's annual shift. The SRO shall be assigned to the District during the regular school year (approximately nine months),

beginning on the first day of the 2024–2025 school year in September and ending on the last day of school in June.

For the remainder of the year (approximately three months), the SRO shall return to full City duties. The school calendar in effect at the time of execution shall guide this determination.

During the school year, the SRO's schedule shall average 40 hours per week, Monday through Friday, aligned with a standard 8-hour workday.

The City and District shall collaborate to develop the SRO's daily schedule and jointly coordinate the SRO's presence at school special events (e.g., athletic events, dances). The District shall provide the City with a calendar of special events to facilitate planning.

Absences

The SRO may respond to emergency calls or City-assigned duties, including required police training, during the school day. The City shall not be required to provide a replacement SRO for such absences, and the District's financial obligation under Section 4.12 shall remain unchanged.

The City will make reasonable efforts to schedule training and special assignments outside regular school days.

Absences due to vacation, illness, personal leave, holidays, or other leave allowed under the collective bargaining agreement shall be communicated by the SRO to a District designee.

For absences exceeding two (2) consecutive weeks or involving a Minnesota Family Medical Leave Act (MFMLA) leave, the City will use reasonable efforts to provide a temporary replacement.

The City will also attempt to schedule vacation and planned leave (excluding illness or holidays) outside of regular school days.

If a planned absence exceeds five (5) consecutive regular school days, the City will, in consultation with the District, in good faith:

- Attempt to provide an alternate SRO, or
- Work to make up the time lost beyond the five days.

Overtime

Overtime shall be compensated by the City per the terms of the officer's collective bargaining agreement and must be approved by a Police Department supervisor on a case-by-case basis. Blanket approvals are not permitted.

Any additional work hours related to school special events requested by the District shall be compensated as **compensatory time only**, unless otherwise agreed in writing by both Parties.

Service Locations

During the school year, the SRO shall serve at the following District locations:

- Simley High School
- Inver Grove Heights Middle School
- Hilltop Elementary School
- Pine Bend Elementary School
- Salem Hills Elementary School
- Early Learning Center

City Responsibilities

At no cost to the District, the City shall provide the SRO with necessary law enforcement equipment and resources, including:

- Uniforms and duty gear
- Training and certification
- Weapons and safety equipment
- Other supplies required to perform law enforcement duties

District Responsibilities

At no cost to the City, the District shall provide the SRO with necessary facilities, resources, and access, including:

1. A private, lockable, properly lit office equipped with telephone, internet, and a printer
2. Secure file storage for records
3. Office furniture and basic supplies
4. Opportunities to engage with school staff, students, and families to promote the SRO program
5. Ability to provide input on student-related criminal justice issues
6. Access to in-service workdays to collaborate with school staff
7. Relevant school documents, including Emergency Operations Manual, Crisis Plan, and Student Handbook
8. A designated staff liaison for referrals to counseling and student support services

9. Joint training for school staff and the SRO on student conduct, appropriate SRO involvement, and alternatives to arrest.

VI. Annual Review of the SRO

In accordance with Minnesota state law and this Agreement, the Chief of Police or the Chief's designee and the Superintendent shall conduct a formal annual review of an assigned SRO. The review is intended to evaluate the SRO's performance, alignment with the goals and mission of this Agreement, and overall contribution to school safety, climate, and student well-being.

Timing and Process

The review shall take place at the end of each school year.

Performance Metrics

The Chief or the Chief's designee and Superintendent shall jointly develop and agree upon performance metrics in advance of the review. These metrics shall be clearly aligned with the purpose, mission, goals, and objectives outlined in Sections I and II of this Agreement.

The performance review shall include, but is not limited to, assessment of:

1. Compliance with the terms of this Agreement.
2. The SRO's effectiveness in supporting a safe and inclusive school environment.
3. Efforts to minimize unnecessary arrests, citations, or court referrals of students.
4. Use of de-escalation and diversion strategies.
5. Participation in restorative and prevention-based approaches to school safety.
6. Quality and frequency of positive, non-enforcement interactions with students, staff, and families.
7. Collaboration with school staff on problem-solving, threat assessment, and emergency planning.
8. Engagement in professional development and training relevant to working in a school setting.

Community Feedback

To ensure the review reflects broad input, the Chief or the Chief's designee and Superintendent shall establish a mechanism to solicit structured feedback from the school community, including:

1. School principals and administrators.
2. Classroom teachers and support staff.
3. Students and their families.

All feedback shall be considered seriously and in good faith. The Chief of Police or the Chief's designee shall respond to identified concerns or suggestions as appropriate and make efforts to adjust practices or provide additional support or training to the SRO when needed.

Assignment Consideration

While the final authority over the assignment or reassignment of the SRO rests with the Chief of Police, the Superintendent's input shall be given meaningful weight. If the Superintendent recommends that the assigned SRO not return to a specific school, and the Chief elects to maintain the assignment, the Chief shall provide the Superintendent with a written explanation of that decision.

VII. Integrating the SRO into the School Environment

The Parties recognize that the thoughtful and intentional integration of an SRO into the school community is essential to building trust, strong relationships, and open communication between the SRO, students, families, and school staff. A well-integrated SRO contributes not only to physical safety but also to a positive school climate grounded in transparency, mutual respect, and equity.

Formal Introduction to the School Community

The District shall ensure that the SRO is formally introduced at the beginning of each school year to students, families, and school staff. The introduction shall include:

1. The SRO's background, training, and prior experience.
2. A clear explanation of the SRO's role, responsibilities, and limitations under this Agreement and state law.
3. Guidance on when and how school staff, students, and families should involve the SRO.
4. Contact information and designated times for meetings or outreach.
5. Instructions on how to submit questions, concerns, or feedback, confidentially if desired.

For families whose primary language is not English, the District will provide this information in appropriate languages and formats to ensure meaningful access.

The SRO shall also take the initiative in meeting with new and returning students and staff to understand their perspectives on the school climate and to build relationships early in the school year.

Participation in the Life of the School

The SRO shall be regularly invited to attend and participate in:

1. Staff meetings and school-wide assemblies.
2. School safety and crisis response planning.
3. Educational programs and classroom instruction on age-appropriate topics such as criminal justice, public safety, conflict resolution, and civic engagement.

Where available, the District may coordinate with community partners or the County Attorney's Office to offer student rights training, and the SRO shall make reasonable efforts to attend such sessions when they occur.

The SRO shall not be utilized for non-law enforcement support roles such as:

1. Hall monitoring.
2. Cafeteria supervision.
3. Substitute teaching or administrative coverage.

Collaboration on Emergency Management and Threat Assessment

The SRO shall actively participate in:

1. District and school-based emergency preparedness efforts, including lockdown drills and response plans.
2. Threat assessment teams, as permitted by law and school policy.

Information sharing in these contexts shall be in full compliance with FERPA (20 U.S.C. § 1232g) and MGDPA (Minnesota Statutes Chapter 13), ensuring that only appropriate and lawful disclosures are made.

Understanding Student Needs and Individualized Plans

When a student has a 504 Plan or Individualized Education Program (IEP) that includes accommodations relevant to interactions with law enforcement or behavioral response, the District shall:

1. Notify the student's parent or guardian of the opportunity to provide voluntary, informed, written consent for the SRO to access limited and relevant sections of the student's educational plan.
2. Ensure that the consent clearly specifies:
    - Which portions of the plan are being shared.

- The purpose of disclosure.
- That the consent applies only to the SRO.

Whenever possible, a school staff member shall be made available to assist the SRO in interpreting these documents and to support collaboration between the SRO, the student, and the family.

This process is designed to ensure sensitive and respectful engagement with students who have disabilities or mental health considerations and to foster a relationship based on understanding and shared goals for success.

Additional SRO Duties

In addition to the duties described elsewhere in this Agreement, the SRO's duties shall include:

1. Fostering a positive school climate through relationship building and open communication.
2. Protecting students, staff, and visitors to the school grounds from criminal activity.
3. Serving as a liaison from law enforcement to school officials.
4. Providing advice on safety drills.
5. Identifying vulnerabilities in school facilities and safety protocols.
6. Educating and advising students and staff on law enforcement topics; and
7. Enforcement of criminal laws.

VIII. Information Sharing Between SROs, School Staff, and Other Partners

The Parties acknowledge the importance of clear and lawful information sharing to support student safety and well-being. They also recognize the legal boundaries that govern the use and disclosure of student information under the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act (MGDPA), and other applicable state and federal laws.

Points of Contact for Sharing Student Information

To ensure appropriate and consistent communication, the principal or principal's designee and the assigned SRO shall be the primary points of contact for sharing student information with external agencies (Law Enforcement and non-Law Enforcement). Other designated individuals include:

1. District Superintendent or the Superintendent's designee.
2. Chief of Police or the Chief's designee.

Compliance with FERPA and Minnesota Law

At all times, school staff must comply with FERPA (20 U.S.C. § 1232g), MGDPA (Minnesota Statutes Chapter 13), and relevant rules concerning the

confidentiality of student education records. An SRO may be considered a 'school official' under FERPA and may access student records without parental consent if:

1. The District has a legitimate educational interest in sharing the information.
2. The SRO performs institutional services (such as school safety) that would otherwise be conducted by District staff.
3. The SRO is subject to FERPA re-disclosure limitations.
4. The District includes SROs in its annual FERPA notification as school officials.

Disclosures for health or safety emergencies under 34 C.F.R. § 99.36 are also permitted.

Restrictions on Sharing Sensitive Information

Consistent with state and federal privacy protections, the SRO or school staff shall not disclose information related to a student's:

1. Immigration status
2. Citizenship
3. National origin, ethnicity, or religion
4. Residence and/or neighborhood of residence
5. Suspected gang affiliation

Such data may only be disclosed in compliance with law, such as during a health and/or safety emergency, to comply with court orders, or with informed written parental consent.

Law Enforcement and Non-Law Enforcement Disclosures

If a principal or principal’s designee believes student conduct may warrant a law enforcement response, they may notify the SRO. Other school and/or District staff should report through the principal or principal’s designee and not directly to the SRO, unless there is an immediate safety concern. The principal or principal’s designee and SRO should determine the appropriate response, which may include law enforcement, school-based intervention, or referrals to supportive services (i.e. social services, advocacy).

Information obtained through privileged communications (e.g., counselors or social workers) shall only be shared in compliance with state law and professional standards. Disclosures must follow HIPAA, FERPA (20 U.S.C. § 1232g), MGDPA (Minnesota Statutes Chapter 13), and Minnesota laws such as mandatory reporting statutes.

SRO Sharing Information with the School

Subject to the provisions of the Minnesota Government Data Practices Act, the SRO may notify the principal or principal's designee of any student-related incident involving:

1. Arrest or pending criminal charges.
2. Health or safety emergencies involving mental or physical well-being.
3. Voluntary participation in restorative or diversion programming (if relevant to school support).

Such information should be shared only when necessary to support the student, protect school safety, or coordinate intervention services.

IX. SRO Training

In accordance with Minnesota Statute § 626.8482, Subdivisions 3 and 4, the Police Department shall ensure that all SROs assigned to school duties receive specialized training that prepares them to work effectively and equitably with youth in educational environments.

Initial Training Requirements

Before assignment, or within six months of assignment if previously untrained, each SRO shall complete training approved by the Minnesota Board of Peace Officer Standards and Training (POST Board) that covers the following:

1. Juvenile Justice and Developmental Differences
    - Legal distinctions in police procedures involving juveniles vs. adults.
    - Child and adolescent brain development, including impacts of trauma, behavioral health, mental illness, and neurodiversity (e.g., autism spectrum disorders).
    - Effective engagement, de-escalation, and communication strategies for youth.
2. Conflict Resolution and Diversion
    - Use of restorative justice, diversion programs, and alternatives to arrest or use of force.
    - Community-based problem solving and non-enforcement intervention techniques.
3. Youth-Centered Crisis Response
    - Responding to behavioral health crises, including coordination with crisis teams or support staff.
    - Strategies for reducing the use of force and physical intervention.
4. Data Privacy and Civil Rights

- FERPA (20 U.S.C. § 1232g), MGDPA (Minnesota Statutes Chapter 13), and the handling of student information.
- Student rights, school search standards, and protection from unreasonable seizure.

Expanded Professional Development

The following additional training areas are recommended for continued annual professional development:

1. Restorative practices and community-building strategies.
2. Anti-bias and cultural competency training, including religious, racial, gender, and disability inclusion.
3. Trauma-informed care and the impact of Adverse Childhood Experiences (ACEs).
4. School-specific safety procedures, threat assessment, and emergency management.
5. Cyberbullying, teen dating violence, and healthy relationship education.
6. Minnesota-specific special education law and student discipline regulations.
7. Positive youth development, mental wellness support, and SEL (social-emotional learning).
8. Investigating hate crimes, supporting vulnerable youth, and collaborating with victim communities.

Training Refresher

Each SRO shall complete a refresher course that reinforces the learning objectives, as required by POST Board rules and consistent with Subd. 4 of Minnesota Statute § 626.8482. The Police Department shall maintain documentation of training compliance for all assigned SROs.

Short Term SRO Assignment

In accordance with Minnesota Statute § 626.8482, Subd. 3(d), an officer temporarily assigned as a substitute SRO for fewer than 60 student contact days in a school year is not required to complete the full SRO training program. However, the substitute officer shall review this Agreement and the department's SRO policy before assuming school-based responsibilities.

Joint Training with School Administrators

Where practicable, the School District shall encourage collaborative training sessions for SROs and school administrators to enhance shared understanding of:

- The defined role and limitations of SROs.
- Appropriate referral processes for law enforcement engagement.
- Alternatives to exclusionary discipline.

- Shared responsibility for promoting a positive school climate.

X. Data Collection and Reporting

To promote transparency and support compliance with state and federal reporting requirements, the Parties agree to coordinate on the collection and reporting of data related to SRO activities and school-based law enforcement interactions.

District Reporting Responsibilities

The Superintendent of Independent School District No. 199 shall:

1. Submit school-based discipline and safety data to the Minnesota Department of Education (MDE) as required through the Disciplinary Incident Reporting System (DIRS), including:
   - The number of school-based arrests, citations, and referrals to law enforcement or juvenile court.
   - Disaggregated data as required by federal and state law (e.g., by race, gender, and disability).
   - Other required safety or incident data as requested by MDE.
2. Provide public reporting or school board updates as appropriate, summarizing the use of law enforcement in schools and related school safety efforts, consistent with district policy.

Police Department Support for Data Collection

The Inver Grove Heights Police Department agrees to:

1. Share timely and accurate data with the District related to school-based incidents involving:
   - Arrests, citations, or court referrals.
   - Non-identifiable summaries of law enforcement actions on school grounds.
2. Ensure data shared with the District complies with the FERPA (20 U.S.C. § 1232g) and MGDPA (Minnesota Statutes Chapter 13).
3. The Chief or the Chief's designee will coordinate with the Superintendent to ensure the completeness and accuracy of shared data.

XI. SRO Standard Operating Procedures

To ensure clarity, accountability, and consistency in the delivery of school-based law enforcement services, the Chief of Police, in consultation with the Superintendent of Independent School District No. 199, shall develop and maintain written Standard Operating Procedures (SOPs) governing the day-to-day responsibilities and limitations of SROs. These SOPs shall be consistent with

this Agreement, applicable Police Department policies, and Minnesota Statute § 626.8482.

At a minimum, the SOPs shall address the following:

Uniform and Appearance

1. Guidance on appropriate attire (e.g., plain clothes, modified uniform) based on the school climate, approachability, and student comfort, as required under Minnesota Statute § 626.8482, Subd. 5(b)(1).

Use of Law Enforcement Authority on School Grounds

1. Policies on the use of force, arrest, citation, and court referral within the school environment.
2. Clear limitations prohibiting the use of police authority to enforce school discipline or non-criminal student behavior (per Subd. 2(c)).

Student Rights and Legal Protections

1. Protocols for the questioning and searching of students, including:
    - When parent/guardian notification is required.
    - Circumstances under which an administrator must be present.
    - Adherence to constitutional protections and Minnesota law regarding search and seizure in schools.

Command Structure and Communication

1. Clear delineation of the SRO's chain of command within the Police Department.
2. Procedures for coordinating with school administrators while preserving the SRO's role as a law enforcement officer.

Performance Monitoring and Evaluation

1. Metrics and review criteria, including:
    - Compliance with this Agreement and applicable statutes.
    - Frequency and nature of arrests, citations, and use of force.
    - Engagement in relationship-building and preventative activities.

Diversion and Referral Protocols

1. Procedures for referring students to school-based services or community-based services when intervention is appropriate.
2. Prioritization of non-punitive responses to behavioral concerns involving youth.

Information Sharing Protocols

1. Guidance on how and when SROs may share or receive student information from school staff.
2. Required compliance with FERPA (20 U.S.C. § 1232g), MGDPA (Minnesota Statutes Chapter 13), and any parental consent requirements for accessing IEPs or 504 Plans.

XII. Terms of Agreement, Termination, Suspension, Force Majeure, Scope, Binding Agreement, Governing Law, Counterparts, Communication Effective Date, Duration, Applicability, and Modification

Terms of Agreement

This Agreement shall take effect upon signature by both Parties and shall remain in force until terminated by either Party with written notice, or the last day of school in the District in June of 2026, whichever occurs first. This Agreement shall not become effective unless and until it is approved by the City Council and the School Board and is signed by the representatives listed below.

Upon execution, copies of the Agreement shall be maintained on file by the Department and the District. Additionally, the Agreement shall be provided to the assigned SRO, the principals of any schools to which the SRO is assigned, and any other individuals deemed relevant or who request a copy. If required by the MDE or another educational governing body, the District shall submit a copy of this Agreement to the appropriate agency annually.

Termination

Either party may terminate this Agreement upon one hundred eighty (180) days' advance written notice of such termination. If the District terminates this Agreement before January 15th of each calendar year of the current school year, the District shall pay an amount equal to one-half of the fees that would otherwise be payable to the Police Department during the term of this Agreement.

Suspension

The Agreement may be suspended by the District for a period not to exceed ninety (90) days upon thirty (30) days' written advance notice to the Police Department of such suspension. If the District suspends this Agreement, the District shall pay a prorated amount equal to one-half of the fees that would otherwise be payable for the period of suspension.

Force Majeure

The Police Department reserves the right to suspend or terminate this Agreement and reassign the SRO in the event of natural or man-made disasters, civil unrest, terrorism, war, pandemic, or other similar unforeseen events for the duration of such an event. The District agrees that the Police Department's failure to perform or delay in the performance of the Police Department's specified duties in this Agreement will not constitute a breach of contract if the failure to perform or delay in the performance of the Police Department's specified duties is due to or caused by an event of natural or man-made disaster, civil unrest, terrorism, war, pandemic, or any similar unforeseen event.

Scope

It is agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral and written agreements and negotiations between the parties relating to the subject matter hereof. This Agreement may not be altered, changed, or amended except by an instrument in writing, signed by all parties.

Binding Agreement

The parties mutually recognize and agree that all terms and conditions of this Agreement shall be binding upon the parties and the successors and assigns of the parties.

Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original but all of which shall constitute the same instrument.

Communication

Any notice, demand, or communication to the District shall be addressed to the Superintendent at:

Superintendent of Schools
Independent School District No. 199
2990 80th Street East
Inver Grove Heights, MN 55076-3232

Any notice, demand, or communication to the City shall be addressed to the Chief of Police at:

Chief of Police
City of Inver Grove Heights
8150 Barbara Avenue
Inver Grove Heights, MN 55077

INDEMNIFICATION

The District and the City agree to indemnify and hold harmless the other party and its agents, employees and officers from any claims, causes of action, damages and expenses arising from the performance of this Agreement to the extent they are caused by the negligent acts, omissions or breach of contract of the indemnifying party or those for whom the indemnifying party is legally responsible. Notwithstanding anything herein to the contrary, nothing herein shall be deemed a waiver of immunity available to either party or the maximum liability limits provided under Minnesota Statutes, Chapter 466.

This Agreement shall not become effective unless and until it is approved by the City Council and the School Board and is signed by the representatives listed below.

By: _____
Brenda Dietrich, Mayor

Attest: _____
Rebecca Kiernan, City Clerk

Date: _____

INDEPENDENT SCHOOL DISTRICT #199

By: _____
Carrie Lounsberry, School Board Chair

Attest: _____
Sarah Larsen, School Board Clerk

Date: _____

Agenda Item 7.C.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: 2nd Reading of Ordinances Amending City Code Regarding Licensing Requirements

MEETING DATE: August 11, 2025
ITEM TYPE: Regular Business
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to approve the second reading of the four attached Ordinances, amending various sections of the City Code related to licensing requirements.

BACKGROUND
The attached ordinances have been drafted to address various issues and discrepancies staff have encountered while working with sections of the City Code that pertain to the licensing of certain business types. Most are housekeeping in nature, but there are a few substantive items as noted below.

Liquor License Application Requirements
Staff is recommending repealing the current language containing a lengthy list of information required on an application for a liquor license and replacing it with a more streamlined listing of requirements. The proposed language prefaces the City's requirements as being "in addition to any information required by the Minnesota Department of Public Safety" and "as well as any other information that the Council may require" to ensure that all bases are covered while still moving toward more streamlined Code language.

Also, this proposed Ordinance would clarify that the Alcohol Server Training required must be valid for an additional six months beyond the date the liquor license application is submitted. Finally, it makes the training good for three years, instead of the current two referenced in City Code, in order to align with the certifications issued by common training programs. Staff has added the end of a sentence that was missing from the document presented for the first reading and this change is shown in underlined red text on the attached Ordinance.

Cannabis and Hemp Businesses
During the 2025 legislative session, the state added wording for license pre-approval (preliminary license approval) to the types of approvals issued by the Office of Cannabis Management (OCM). As a result of this, staff is proposing a tweak to City Code language to clarify that if a prospective business has either approval *or* pre-approval by the OCM, they may apply for registration at the city level.

Massage Therapy
Staff recommend changing this section to state that an application for a massage therapy business or therapist license shall be made on application forms furnished by the City. The current city code is

outdated and cumbersome for the number of items listed for the applicant to provide for both applications for liquor and massage therapy. Staff suggest reducing the number of items requested in the city code to better reflect what is needed in the application.

Council also asked staff to explore conditions for reapplication after a license has been denied or revoked. The draft ordinance provides for a one-year waiting period before reapplying, if an entity has had a license revoked or denied. This is similar to the waiting period in other Dakota County jurisdictions.

Solid Waste Collection and Disposal
Lastly, this ordinance removes reference to the City furnishing license tabs to licensed solid waste haulers. This is not current practice and if tabs were ever issued, it was prior to current staff's time with the City.

FISCAL IMPACT
NA

RECOMMENDATION
Staff recommends approval of the second reading of the four attached Ordinances.

ATTACHMENTS
1. Ordinance Amending IGH City code 4-1-7 LIQUOR LICENSE APPLICATIONS
2. Ordinance Amending IGH City Code 4-4 CANNABIS
3. Ordinance Amending IGH City Code 4-8-1 MASSAGE
4. Ordinance Amending IGH City Code 8-6-3 CONTRACTOR LICENSING PROVISION - TRASH

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 1, SECTIONS 7 AND 14 REGARDING LIQUOR LICENSE APPLICATIONS

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

Section One. Amendment. Title 4, Chapter 1, Section 7, of the Inver Grove Heights City Code is hereby repealed and replaced in its entirety as follows:

4-1-7: APPLICATION FOR INITIAL LICENSE:

A. In addition to any information required by the Minnesota Department of Public Safety, an initial application for a liquor license shall also contain the information required herein, as well as any other information that the Council may require. Every application for a liquor license shall be made on the form required by the City and shall be verified and filed with the Clerk. No person shall make a false statement in any application.

B. Required Information For All Licenses Other Than Temporary Licenses:

1. All Applicants:

a. Whether the applicant is a natural person, partnership, corporation, club or other form of organization.

b. The type of license the applicant seeks.

c. The street address of the premises where the sale of liquor is to be conducted.

d. A floor plan, including dimensions, showing the areas within the premises where alcoholic beverages are to be sold or consumed, and the maximum number of persons intended to be served in each of the areas.

e. If the business premises is not owned by the applicant, approval by the lessor is required, and a copy of the written lease for the premises shall be included with the application.

f. Proof of financial responsibility as required in 4-1-11.

2. Natural Persons: If the applicant is a natural person, the following information shall be required:

a. Full legal name, place and date of birth, and residential address of applicant as well as all residential addresses at which applicant has lived during the preceding five (5) years.

b. Whether applicant has ever used or been known by a name other than their full legal name, and if so, such name or names along with information concerning dates and places where used.

c. The name of the business if it is to be conducted under a designation, name or style other than the full legal name of the applicant. In such case, a certified copy of the certificate of assumed name filed with the Office of the Minnesota Secretary of State shall be attached to the application.

e. Name, location, and type of every business or occupation applicant has been engaged in during the preceding five (5) years.

f. Names and addresses of applicant's employers and business partners, if any, for the preceding five (5) years.

g. Whether the applicant has ever been convicted of any crime, or violation of any ordinance, other than traffic tickets. If so, the applicant shall furnish information as to the time, place and offense that they were convicted of.

3. Partnerships: If the applicant is a partnership, the following shall be required:.

a. The names and addresses of all partners, and all information concerning each partner as is required of a single applicant in subsection B2 of this section shall be provided.

b A managing partner or partners shall be designated. The interest of each partner in the business shall be disclosed.

c. If the partnership is required to file a certificate as to a trade name under the provisions of Minnesota statutes chapter 333, a certified copy of the certificate of assumed name filed with the Office of the Minnesota Secretary of State shall be attached to the application.

4. Corporations, Limited Liability Companies, and Other Entities: If the applicant is a corporation, limited liability company, or other entity, the following shall be required:

a. Name, and if incorporated, the state of incorporation.

b. A certified copy of the certificate of incorporation, articles of incorporation, articles of organization, or association agreement and bylaws and, if a foreign corporation, a certificate of authority, as described in Minnesota statutes chapter 303.

c. The name of the manager or proprietor or other agent in charge of the premises to be licensed, giving all the information about said person as is required of a single applicant in subsection B2 of this section.

d. A list of all persons who own or control an interest in said corporation, limited liability company, or entity or who are officers or directors of said corporation, limited liability company, or entity, together with their addresses and all information as is required of a single applicant in subsection B2 of this section.

5. Clubs: If an application is submitted by a club, whether for an on-sale or club license, the following information shall be submitted in addition to that required by the Minnesota Department of Public Safety and by the previous provisions of this section:

a. The purpose for which the club was originally organized and for which it now exists.

b. Date that club was first organized and place of such organization.

c. The number of members.

d. The name of the manager, proprietor or other person who shall be in charge of the licensed premises.

e. A sworn statement by a responsible individual having personal knowledge of the facts or other documentation satisfactory to the city clerk shall be submitted with the application verifying that the club meets all the requirements of Minnesota statutes section 340A.101, subdivision 7.

C. Plans Required For On-Sale Applications: Whenever the application for an on-sale license, or for a transfer thereof, is for premises either planned or under construction or undergoing substantial alteration, the application shall be accompanied by a set of preliminary plans showing the design of the proposed premises to be licensed.

D. Execution Of Application: If the application is by a natural person, it shall be signed and sworn to by such person; if by a partnership, by all partners; if by a corporation or other business entity, by an officer thereof; if by a club, by the manager or managing officer thereof. If the applicant is a partnership, the application, license and bond (or insurance policy) shall be made and issued in the name of all partners.

E. Licenses Non-Transferable: Liquor licenses are non-transferable. Any change in a licensee's ownership shall require an application for a new liquor license be submitted to the City for review and approval in the same manner as an application for a new license. This requirement shall not apply to a change in ownership that involves only the removal of an individual from an entity/partnership.

Section Two. Amendment. Title 4, Chapter 1, Section 14 (J) of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

5. Completion Within ~~Twenty-Four~~ Thirty-Six Months: No one shall serve or sell any alcoholic beverage at a licensed establishment unless that person has completed an alcohol server training program within the ~~twenty-four (24)~~ thirty-six (36) month period immediately prior to the date of serving or selling the alcoholic beverage. A certificate of completion of server training for each server must be submitted with the liquor license application and must be valid for a period of at least six (6) months after the date of submission of the liquor license application.

Section Three. 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____ day of _____, 2025.

Ayes:
Nays:

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 4, REGARDING CANNABIS AND HEMP BUSINESS REGULATIONS

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

Section One. Amendment. Title 4, Chapter 4, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

4-4-2: DEFINITIONS:

APPLICANT: An entity with a license or license preapproval (preliminary license approval) issued by the Office of Cannabis Management (OCM) that is applying for an initial registration or for registration renewal.

CANNABIS RETAILER OR CANNABIS RETAIL BUSINESS: Every retail cannabis business that is licensed under the Act or has a license preapproval (preliminary license approval) from the OCM and is required to register with the City under Minnesota Statutes, Section 342.22.

Section Two. Amendment. Title 4, Chapter 4, Section 2 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

4-4-9: BASIS FOR DENIAL:

The City shall not issue a registration or renewal for any Cannabis Retailer or Lower-Potency Hemp Edible Retailer if any of the following conditions are true:

A. The applicant has not submitted a complete application.

B. The applicant or application does not comply with the requirements of this Chapter.

C. The proposed use does not comply with applicable zoning and land use regulations.

D. If applicable, the applicant or proposed use is found to not comply with the requirements of the Act, this Chapter, the building code, or the fire code at the preliminary compliance check.

E. The applicant or owner of the property where the business will be located is not current on all property taxes and assessments at the location where the retail establishment is or will be located.

F. If applicable, the maximum number of registrations, pursuant to Section 4-4-5 have been issued by the City or within the County.

G. The applicant does not have a valid license or preapproval from the OCM.

Section Three. 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____ day of _____, 2025.

Ayes:
Nays:

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 4, CHAPTER 8, SECTION 1 REGARDING MASSAGE THERAPY REGULATIONS

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

Section One. Amendment. Title 4, Chapter 8, Section 1(F), of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

4-8-1: MASSAGE THERAPY REGULATIONS:

F. License Application: All applicants shall complete and submit the requisite license application form provided by the city and provide all information required therein, as well as comply with providing the following information:

1. Therapeutic Massage Business License Application: An application for a therapeutic massage business license shall be made on a form supplied by the city clerk and shall request the following information:

d. Corporations And Other Organizations Or Entities: For applicants that are corporations or other types of organizations:

(1) The name of the organization, and if incorporated, the state of incorporation.

(2) A ~~true~~ certified copy of the certificate of incorporation, and, if a foreign corporation, a certificate of authority as described in Minnesota statutes section 303.02.

Section Two. Amendment. Title 4, Chapter 8, Section 1(J), of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

J. Denial, Suspension Or Revocation: In addition to the grounds found elsewhere in this code, the following reasons may be grounds for the denial, suspension, or revocation of an individual license or business license:

18. An applicant for a license has been providing massage services or operating a massage business in the City without first obtaining the necessary license.

Upon a finding of any of the violations listed above, the City Council may suspend or revoke a license issued under this chapter, or deny an application for a license. If a license is revoked or denied, the applicant may not reapply for a license for a period of one (1) year from the date of revocation or denial.

Section Three. 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____ day of _____, 2025.

Ayes:

Nays:

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE TITLE 8, CHAPTER 6, SECTION 3 REGARDING CONTRACTOR LICENSING

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

Section One. Amendment. Title 8, Chapter 6, Section 3 of the Inver Grove Heights City Code is hereby amended as follows. The deleted language is shown with ~~strikethrough~~ and the added language is shown underlined:

8-6-3: COLLECTOR LICENSING PROVISIONS:

C. License Fee; ~~Display Of License~~:

1. Before any license may be issued, the applicant shall pay ~~to the clerk~~ the license fee listed in the City Fee Schedule.

~~2. When a license is issued, the city shall furnish a license tab to the licensee upon payment of the fee listed in the City Fee Schedule 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 Two. 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____ day of _____, 2025.

Ayes:
Nays:

_____
Brenda Dietrich, Mayor

ATTEST:

_____
Rebecca Kiernan, City Clerk