



**Inver Grove Heights City Council**  
**Tuesday, September 2, 2025 at 6:00 PM**  
**City Council Chambers, 8150 Barbara Ave**  
**Inver Grove Heights, MN 55077**

**AGENDA**

**NOTICE TO RESIDENTS:** Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan ([rkiernan@ighmn.gov](mailto:rkiernan@ighmn.gov)). Comments received prior to 12:00 p.m. on Tuesday, September 2, 2025, will be provided to the Council at or before the September 2, 2025 meeting.

1. **Call to Order**
2. **Roll Call**
3. **Approval of Agenda**
4. **Discussion Items**
  - A. 2026 Budget Update & City Administrator's Recommendations
  - B. Proposed Ordinance Related to Residential Yard Signs and Campaign Signs
  - C. Proposed Ordinance Related to Identification of Individuals Providing Public Comment
  - D. Interview Process for Civil Legal Services
5. **Adjourn**

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



## Request for Council Action

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**SUBJECT:**        **2026 Budget Update & City Administrator's Recommendations**

**MEETING DATE:**    September 2, 2025  
**ITEM TYPE:**        Discussion Items  
**CONTACT:**        Kris Wilson, City Administrator, 651.450.2511  
                         Amy Hove, Finance Director, 651.450.2521

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### **ACTION REQUESTED**

The Council is asked to receive a summary/update regarding the 2026 budget components presented thus far, as well as the City Administrator's recommendations for the 2026 preliminary levy and General Fund budget.

### **BACKGROUND**

At its July 21 and August 4 work sessions, the Council received presentations regarding the proposed 2026 budget and tax levy, with an emphasis on the General Fund Budget and other Funds that impact the City's property tax levy.

The initial compilation of the General Fund budget requests and other levy-components, which include the Debt Service Levy, Tax Abatement Levy and Pavement Management Levy, resulted in a levy increase of 6.68%, without funding any of the new staff positions requested. After further review and adjustment, reductions have been identified that would allow for a 6.30% levy increase, with the addition of some of the position reclassifications, increased hours, and two of the staffing positions requested.

Specifically, the City Administrator is recommending that the Council prioritize the hiring of a 60% FTE Parks Maintenance Worker to assist with the maintenance needs of an expanded city parks system which includes the 2025/2026 addition of a splash pad and inclusive playground to Heritage Village Park, and a full-time HR Coordinator, to keep up with the workload in this area for the benefit of all City departments and divisions.

A presentation providing a more detailed overview of the proposed 2026 General Fund budget to date, and the specific components and factors driving the proposed levy increase, is still under development as of the publishing of the agenda packet, but will be added to the published packet and distributed to the Council by the close of business on Friday. The presentation will also include some potential strategies for further reducing the levy, and an overview of the pros and cons of those strategies.

### **FISCAL IMPACT**

At this time, the proposed preliminary levy for 2026 is \$36,371,890; which reflects a 6.30% increase over the 2025 levy and is estimated to result in an annual increase of \$91.37 to the City-portion of the tax bill for a median value homestead. If formally adopted as the City's preliminary levy at the

Council's September 8 meeting, this would become the maximum amount the City can levy for 2026, but the final levy could be lower when it is adopted in December.

#### **RECOMMENDATION**

This is a discussion item for Council feedback and direction. No formal action is sought at this time.

#### **ATTACHMENTS**

None

## Request for Council Action

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**SUBJECT:**       **Proposed Ordinance Related to Residential Yard Signs and Campaign Signs**

**MEETING DATE:**   September 2, 2025

**ITEM TYPE:**       Discussion Items

**CONTACT:**        Kris Wilson, City Administrator, 651.450.2511

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### **ACTION REQUESTED**

The Council is asked to provide early input on a proposed Ordinance, amending the Zoning Code, as it relates to campaign signs and other residential yard signs. The proposed Ordinance would then have a public hearing before the Planning Commission before coming back before the Council at a regular meeting for formal consideration.

### **BACKGROUND**

The City's existing Zoning Code language related to non-commercial signs includes a problematic section that specifically regulates campaign signs, which could be found unconstitutional. Cities have the authority to regulate the time, place and manner of signage, but cannot have regulations that apply only to signs with specific content. While preparing an Ordinance to address this issue, it was also identified that a literal reading of the current City Code prohibits any type of residential yard sign - whether they be campaign signs, signs boasting of a recent high school graduate, or recognizing participation in various youth clubs or organizations -- at least without a permit.

To address both issues, the proposed Ordinance would:

1. Add a definition of "temporary sign" and remove the word "temporary" from an existing definition of "temporary portable signs" to reduce confusion.
2. Make it clear that temporary signs are allowed in the Agriculture, Estate and Residential zoning districts.
3. Exempt temporary signs from the requirement to obtain a sign permit.
4. Repeal the existing Section 10-15E-4 of IGH City Code, which is specific to election or campaign signs and replace it with new language that speaks to "Temporary Signs" in general, regardless of their content.

This new language on "Temporary Signs" addresses where on a lot temporary signs may be placed, in order to prevent obstructing the view of drivers, bicyclists and pedestrians. It also proposes to limit the number and size of temporary signs allowed on any lot, in any zoning district.

As currently drafted, the Ordinance would limit the number of temporary signs allowed to 4 and limit the size of each to no more than 18 inches by 24 inches. Both of these are offered up as starting

points for discussion, as it is ultimately a judgment call for the City Council whether it wishes to establish standards for either and what those standards should be. Staff does receive various complaints throughout the year regarding yard signs that neighbors find to be objectionable, overly large or detrimental to the character of their neighborhood. Having some standards regarding the number and size of signs would provide a tool for code enforcement to prevent or address properties where someone might be inclined to have a very large number or excessively large signs.

It is important to note that this proposed limit on the number and size of temporary signs would apply only outside the window of election season as defined by state law. During the window of election season - which runs from 46 days before the state primary in a state general election year until ten days following the state general election -- non-commercial signs of any size and any number must be allowed, per state law. Such signs are, however, still subject to City Code restrictions regarding set backs.

5. Establishes set-backs for temporary signs, including the following language regarding placement back from city streets:

*"On properties abutting city streets, temporary signs are not permitted within 10 feet of the back side of the curb, or in cases where there is no curb, within 10 feet of the outer edge of the road surface. On county roads or state highways, placement of signs must comply with applicable county ordinances or state statutes."*

This is suggested to address a concern raised during the last election cycle. The current City Code language prohibits election signs within the street right-of-way. However, the width of the right-of-way varies from street to street throughout the city, meaning in the case of two signs that are equal distance back from the curb but on different streets, one could be compliant with City Code and the other could be a violation. In a few places within the city where there is a particularly wide right-of-way, property owners may be left with little space to place an election sign if they so desire.

Therefore, the proposed ordinance would set a consistent standard that any temporary sign - including election signs - must be 10 feet back from the back side of the curb, or where there is no curb, 10 feet back from the outer edge of the road surface. This should accomplish the goal of keeping signs back from the road in order to maintain sight lines and also establish a consistent and easy to enforce standard, that does not require property owners to know the exact location where the right-of-way ends along their property. The Council may elect to establish a different standard than 10 feet, but that width is proposed as a reasonable standard.

## **FISCAL IMPACT**

NA

## **RECOMMENDATION**

This is a discussion item, seeking Council input. No formal action is being sought at this time.

## **ATTACHMENTS**

1. DRAFT Ordinance Amending City Code Related to Temporary Signs (Sept 2025)

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

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE  
TITLE 10, CHAPTER 15, SECTIONS 10-2-2 AND 10-15E, REGARDING SIGNS**

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

**Section One. Amendment.** Section 10-2-2, DEFINITIONS, of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following deleting the following ~~striketrough~~ language.

Temporary Sign:                      A sign that is constructed of paper, fabric, cardboard, coroplast or other lightweight materials and is not permanently fixed to the ground or other structure.

~~Temporary~~ Portable Sign:      A "business sign", as defined herein, that consists of or is located on any of the following:

- A. A movable reader board sign.
- B. A port-a-sign.
- C. Any such business sign on a nonpermanent movable stand where the surface area of the sign is greater than eighteen (18) square feet.
- D. Any such business sign on a movable platform or flatbed trailer, with or without wheels.

**Section Two. Amendment.** Title 10, Chapter 15, Section 10-15E-2, of the Inver Grove Heights City Code is hereby amended as follows. The ~~striketrough~~ text shows the deleted language and the underlined text shows the added language:

10-15E-2: PERMIT AND COMPLIANCE REQUIRED:

A. Compliance With Provisions: It shall be unlawful for any person to erect, alter, relocate, lease, repaint, construct, maintain or use signs or billboards, or to cause others to do so, or to lease or rent land for such purposes, within the city, except as herein specifically provided. (Ord. 1098, 11-8-2004)

B. Permit Required; Application And Fee: Each of the signs or billboards permitted by this article, except those provided for in section 10-15-E-4 and 10-15E-11 of this article, shall be constructed, used and maintained only upon completion and city approval of a written permit application therefore and upon payment of the annual permit fee herein provided. Each person signing said application shall be deemed a permittee for the purpose of this article. Application for permits for signs or billboards shall be submitted to the building official who shall grant the permit if the applicant complies with the provisions of this article.

No permit for the construction of a dynamic display billboard or the conversion of any portion of a nondynamic display billboard to a dynamic display billboard shall be granted until the city council has approved an agreement with the permittee for the community and public service message display required in subsection 10-15E-6I4i of this article.

**Section Three. Amendment.** Title 10, Chapter 15, Section 10-15E-4, of the Inver Grove Heights City Code is hereby amended as follows. The ~~striketrough~~ text shows the deleted language and the underlined text shows the added language:

**10-15E-4: ELECTION SIGNS:**

~~—A. Permitted; Compliance Required; Time Constraints: Election signs are permitted on private property, provided such signs are in compliance with both state and county regulations and are removed within ten (10) days following the election related to the sign. No election sign shall be permitted sooner than six (6) months preceding the election relating to the sign.~~

~~—B. Location:~~

~~—1. Election signs are not required to maintain setbacks from property lines, though they are not permitted within street rights of way.~~

~~—2. No election sign is permitted to be affixed to a vacant building.~~

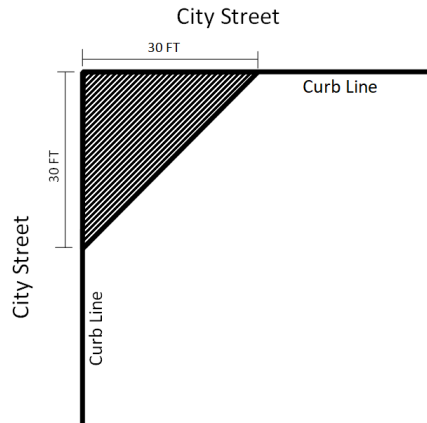
~~—3. Election signs are permitted to be affixed to fences.~~

~~—4. No election sign may be placed where it would obstruct the safe view from any driveway, and no election sign may be located on the outside corner of any corner lot. The "outside corner" shall be defined as the area bounded by the property line (street right of way), and a line between two (2) points thirty feet (30') back in each direction from the lot corner along said property line. (Ord. 1098, 11-8-2004)~~

10-15E-4 Temporary Signs

A. Location of Signs:

1. On properties abutting city streets, temporary signs are not permitted within 10 feet of the back side of the curb, or in cases where there is no curb, within 10 feet of the outer edge of the road surface. On county roads or state highways, placement of signs must comply with applicable county ordinances or state statutes.
2. Signs may not be placed where they would obstruct the safe view of or from any driveway.
3. No sign may be located on the outside corner of any corner lot. The "outside corner" shall be defined as the area bounded by the property line (street right of way), and a line between two (2) points thirty feet (30') back in each direction from the lot corner along said property line. (Ord. 1098, 11-8-2004)



B. Number and Size of Signs:

1. All properties in any zoning district may have up to four (4) temporary signs located on the property at any time.
2. Temporary signs permitted by this section shall be no larger than 18 inches x 24 inches.

C. Election Year Noncommercial Sign Exemption: As required by Minnesota Statutes, Section 211B.045, all noncommercial signs of any size may be posted in any number beginning 46 days before the state primary in a state general election year until ten days following the state general election. Such signs are subject to the location provisions of Section A above.

**Section Four. Deletion.** Section 10-15E-5, TEMPORARY PORTABLE SIGNS, of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following ~~striketrough~~ language.

**10-15E-5: TEMPORARY PORTABLE SIGNS:**

~~Temporary p~~ Portable signs shall be allowed by permit only. The permit shall allow a single ~~temporary~~ portable sign for a maximum duration of sixty (60) continuous calendar days. No more than one permit shall be in effect for any business at one time. During a calendar year, more than one permit may be issued to a business, provided that the total number of calendar days covered by the multiple permits does not exceed sixty (60) days in a calendar year. Each permit requires a separate permit fee. ~~Temporary p~~ Portable signs shall conform to all other provisions of this title, except that such signs may be placed at a setback of not less than ten feet (10') from any property line. (Ord. 1098, 11-8-2004)

**Section Five. Amendment.** Title 10, Chapter 15, Section 10-15E-7, of the Inver Grove Heights City Code is hereby amended as follows. The strikethrough text shows the deleted language and the underlined text shows the added language:

**10-15E-7: SIGNS IN A, E AND R DISTRICTS:**

Within the A, E and R districts, the following signs are permitted:

A. One nameplate sign for each dwelling which shall not exceed two (2) square feet in area per surface and shall not have more than two (2) surfaces.

B. One nameplate sign for each dwelling group of six (6) or more units which shall not exceed six (6) square feet in area per surface, and no sign shall have more than two (2) surfaces.

C. One nameplate sign for each permitted use or use by conditional permit other than residential, and such sign shall not exceed twelve (12) square feet in area per surface.

D. One business sign up to sixty four (64) square feet in area per surface shall be permitted for a stand for the sale of agricultural products in the A zoning district. In addition, up to two (2) off site directional signs may be allowed for a stand for agricultural products if deemed necessary by the city council for traffic safety reasons. The directional signs shall be located outside of the public right of way and shall maintain a ten foot (10') setback from all property lines. The directional signs shall only be permitted during the season when the stand is open for business and shall be of a size as determined by the city council.

E. Any sign with over one square foot of surface shall be set back at least ten feet (10') from any property line. No sign shall exceed ten feet (10') in height above the average grade level. Signs may be illuminated, but such lighting shall be diffused or indirect and not illuminate beyond any lot line.

F. In the R-3A, R-3B and R-3C zoning districts, one development identification sign shall be permitted per entrance from a public street to said development, provided that the development consists of a minimum of one principal structure containing no fewer than three (3) dwelling units. Identification signs permitted herein shall not exceed thirty two (32) square feet in surface area.

G. Within the A and E districts, commercial greenhouses and nurseries are listed as permitted uses. Signage for these uses shall conform to the provisions for B-3 districts.

H. In the R-1 and R-2 zoning districts, one development identification sign shall be permitted per entrance from a public street to said development, provided that the development consists of a minimum of twenty five (25) dwelling units. Identification signs permitted herein shall not exceed thirty two (32) square feet in surface area. (Ord. 1098, 11-8-2004)

I. Within A, E and R Districts, Temporary Signs as permitted by Section 10-15E-4.

**Section Six. 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



## Request for Council Action

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**SUBJECT:**        **Proposed Ordinance Related to Identification of Individuals Providing Public Comment**

**MEETING DATE:**    September 2, 2025  
**ITEM TYPE:**        Discussion Items  
**CONTACT:**         Kris Wilson, City Administrator, 651.450.2511

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### **ACTION REQUESTED**

The Council is asked to discuss and provide direction regarding whether a change to City Code is desired so that individuals addressing the Council during a public hearing or the public comment period do not have to provide their street address.

### **BACKGROUND**

Title 1, Chapter 5, Section 7 of the City Code currently states the following regarding addressing the Council during a meeting:

***1-5-7: ADDRESSING COUNCIL:***

*Any person desiring to address the council shall first secure the permission of the presiding officer. Each person addressing the council shall give his/her name and address in an audible tone for the records and, unless further time is granted by the presiding officer, shall limit his/her address to a reasonable time except at a public hearing when the limit shall be three (3) minutes. All remarks should be addressed to the council as a body and not to any member. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked a council member except through the presiding officer. (1974 Code § 200.11)*

Recently, the Council has been encouraged by a resident to remove the requirement that a speaker give his/her address. It is staff's understanding that this concern is related to the fact that Council meetings are televised, live-streamed and available for playback online and that by providing their specific residential address in this forum, there may be a safety risk to the speaker.

The requirement to state your name and address when addressing the Council is relatively common and longstanding, but certainly not universal, among cities in Minnesota. Presumably, the requirement stems from the thought that a Council may weigh the comments of a speaker differently if they are a resident or non-resident of the community, or relative to their proximity to a particular project or development, in the case of issues around zoning and land use. Providing an address also provides the City Clerk's office with information to look up a speaker to ensure their name is properly spelled in the minutes and for other staff to follow-up on questions or comments made.

If the Council desires, an Ordinance to amend the requirement that a speaker provide their address can be drafted and brought forward for a first reading at a future regular meeting of the Council.

However, there is a need to identify the specific change that is desired.

Options include:

- Eliminate the requirement to provide an address and just require speakers to provide their name
- Have speakers provide the block and street of their address, but not the specific house number (i.e. My name is Jane Doe and I live on the 2500 block of Main Street.)
- Have speakers provide their name and city of residence, with no reference to a specific address.
- Have speakers write their name and address on a paper register at the podium, but then have them verbalize only their name when speaking.
- Make no change to the current code and continue to require both name and address to be stated verbally.

It should be noted that while it is currently common practice for the Mayor to request a speaker's name and address for both public hearings and the public comment period, it is not clear that the City could legally deny someone the right to speak during a formal public hearing if they refuse to state their address. Additionally, individuals enrolled in the Minnesota's "Safe at Home" program must be allowed to provide comment without giving their address.

#### **FISCAL IMPACT**

NA

#### **RECOMMENDATION**

#### **ATTACHMENTS**

None

## Request for Council Action

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**SUBJECT: Interview Process for Civil Legal Services**

**MEETING DATE:** September 2, 2025  
**ITEM TYPE:** Discussion Items  
**CONTACT:** Kris Wilson, City Administrator, 651.450.2511

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**ACTION REQUESTED**

The Council is asked to provide direction on the desired process for interviewing respondents to the City's Request for Proposals for Civil Legal Services.

**BACKGROUND**

At the Council's direction, a Request for Proposals (RFP) for the City's civil legal services was issued on July 7, with an August 11 deadline for interested firms to submit a proposal. A total of five proposals were received. These have been given an initial review by a committee of staff and three are being recommended to the Council for interviews.

The Council is asked to provide direction as to whether the full Council wishes to meet and interview the finalists in an open meeting or whether the Council wishes to appoint two members to interview the finalists alongside City staff. If the full Council wishes to conduct the interviews, discussion will be needed as to an available date and time for a special meeting to conduct the interviews. The schedule published with the RFP indicated that interviews would take place between September 8 and 19, with a recommendation to award a contract anticipated to be on the Council's October 13 agenda.

**FISCAL IMPACT**

This is a procedural item to determine who will participate in the interview process. The fiscal impact of the rates to be paid will depend on the firm selected and will be outlined in the October 13 agenda item alongside the final recommendation.

**RECOMMENDATION**

**ATTACHMENTS**

None