



Inver Grove Heights City Council Special Meeting
Monday, September 8, 2025 at 5:00 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, September 8, 2025, will be provided to the Council at or before the September 8, 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 Amended Minutes of the July 14, 2025, City Council Meeting
- B. Approval of Disbursements
- C. Personnel Items
- D. Supplemental Personnel Actions
- E. Summary of Conclusions Regarding City Administrator's Performance Evaluation
- F. Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2025-09E
- G. Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2025-09G
- H. Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2023-09E
- I. Approval of Storm Water Facilities Maintenance Agreement for 6128 Blackberry Trail
- J. Authorization to Enter Into Contract for New Phone System

September 8, 2025 - City Council Special Meeting Agenda

- K. Approval of New Massage Therapist Licenses
- L. Authorization to Enter into Contract with Met Life for Employee Life Insurance, Long-Term Disability Insurance and Paid Family & Medical Leave Coverage
- 6. **Public Hearing**
- 7. **Regular Business**
 - A. Adoption of Preliminary 2026 Budgets & Tax Levies for Taxes Payable 2026
 - B. 1st Reading of Ordinance Amending City Code Related to Requirements for Addressing the Council
- 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 into closed session pursuant to Minnesota Statute Chapter 13D.05, subd. 3, to conduct 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.

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
MONDAY, JULY 28, 2025, 8:30 P.M. – 8150 BARBARA AVENUE
CONTINUATION OF RECESSED JULY 14, 2025
CITY COUNCIL MEETING CLOSED SESSION**

11. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, July 28, 2025, in person. This meeting was a continuation of the recessed July 14, 2025, City Council Meeting Closed Session.

12. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T’Kach

Staff In Attendance: City Attorney Nason

13. REGULAR BUSINESS:

C. Unfinished Business – Closed Session – City Administrator Performance Evaluation

Motion to move into closed session pursuant to Minnesota Statute Chapter 13D.05, subd. 3, to conduct a continued performance evaluation of the City Administrator by Murphy, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to recess closed session for 5 minutes at 9:07 p.m. by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to reconvene in closed session at 9:12 p.m. by Scales, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Motion to recess closed session for 5 minutes at 10:00 p.m. by Scales, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Motion to reconvene in closed session at 10:04 p.m. by T’Kach, second by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Motion to recess closed session to 7:00 p.m. on August 11, 2025, in Council Chambers by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to reconvene into Open Session by Scales, second by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Motion to recess and continue July 14th City Council meeting to August 11, 2025, at 7:00 pm on August 11, 2025 in Council Chambers by Murphy, second by Scales.

Ayes: 5

Nays: 0 Motion carried.

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
MONDAY, AUGUST 11, 2025, - 8150 BARBARA AVENUE
CONTINUATION OF RECESSED JULY 14, 2025
CITY COUNCIL MEETING CLOSED SESSION**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, August 11, 2025, in person. This meeting was a continuation of the recessed July 14, 2025, City Council Meeting Closed Session.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T’Kach

Staff In Attendance: City Attorney Nason

3. REGULAR BUSINESS:

D. Unfinished Business – Closed Session – City Administrator Performance Evaluation

Motion to move into closed session pursuant to Minnesota Statute Chapter 13D.05, subd. 3, to conduct a continued performance evaluation of the City Administrator by Scales, seconded by Murphy.

Ayes: 5

Nays: 0 Motion carried.

Motion to recess and continue July 14th City Council meeting to 6:30 pm on August 25, 2025 in Council Chambers by Murphy, seconded by Gliva.

Ayes: 5

Nays: 0 Motion carried.

**INVER GROVE HEIGHTS SPECIAL CITY COUNCIL MEETING
MONDAY, AUGUST 25, 2025, – 8150 BARBARA AVENUE
CONTINUATION OF RECESSED JULY 14, 2025
CITY COUNCIL MEETING CLOSED SESSION**

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in special session on Monday, August 25, 2025, in person. This meeting was a continuation of the recessed July 14, 2025, City Council Meeting Closed Session.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T’Kach

Staff In Attendance: City Attorney Nason

3. REGULAR BUSINESS:

E. Unfinished Business – Closed Session – City Administrator Performance Evaluation

Motion to move into closed session pursuant to Minnesota Statute Chapter 13D.05, subd. 3, to conduct a continued performance evaluation of the City Administrator by Gliva, second by Scales

Ayes: 5

Nays: 0 Motion carried.

Motion to adjourn closed session and reconvene open portion of regular meeting of August 25, 2025 at 7:27 pm by Murphy, seconded by Gliva.

Ayes: 5

Nays: 0 Motion carried.

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: September 8, 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 August 20 – September 2, 2025.

BACKGROUND

The following chart represents a summary by fund type of the disbursements processed during the period of August 20 – September 2, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	\$910,183.34
Special Revenue	59,768.69
Debt Service	-
Capital Projects	1,561,520.71
Enterprise	338,079.98
Internal Service	198,390.01
Escrows	222,508.14
Total - All Funds	\$3,290,450.87

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 9.08.2025
2. Disbursements Listing (8.20.2025 - 9.2.2025)

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

RESOLUTION NO. ____

**RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF
AUGUST 20, 2025 - SEPTEMBER 2, 2025.**

WHEREAS, a detailed listing of disbursements for the period of August 20, 2025 - September 2, 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 Type	Amount
General Fund	\$910,183.34
Special Revenue	59,768.69
Debt Service	-
Capital Projects	1,561,520.71
Enterprise	338,079.98
Internal Service	198,390.01
Escrows	222,508.14
Total - All Funds	\$3,290,450.87

Approved by the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



City of Inver Grove Heights

Expense Approval Report By Fund

Payment Dates 8/20/2025 - 9/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
DAKOTA ELECTRIC ASSN	200002501658 8/20/2025	08/20/2025	Electric	101.4200.000.5355	688.63
HERITAGE LANDSCAPE SUPPLY...	0022478637-001	08/21/2025	turf herbicide	101.4200.000.5135	3,363.00
GALLS LLC	032010555	08/21/2025	Valiant duty jacket - Decker	101.2000.000.5175	313.49
GALLS LLC	032010556	08/21/2025	Patch - Decker	101.2000.000.5175	3.49
LANGUAGE LINE SERVICES	11680939	08/21/2025	Language Line Services 07.20...	101.2000.000.5310	847.23
EXPERT TREE SERVICE AND SC...	13509	08/21/2025	remove disease trees Salem Hi...	101.4200.000.5425	3,575.00
EXPERT TREE SERVICE AND SC...	13517	08/21/2025	Elm tree removal on city prop...	101.4200.000.5425	2,100.00
MN FIRE SERVICE CERT BOARD	14603	08/21/2025	Fire Investigator class Ledoux	101.2200.000.5340	295.00
VEHICLE RESPONSE TRAINING,...	2053	08/21/2025	electric vehicle training	101.2200.000.5340	7,555.45
TRUGREEN	213885060	08/21/2025	contract spraying 7.2025	101.4200.000.5310	1,877.37
SOUTH EAST TOWING, Inc.	235433	08/21/2025	Towing/Hooking Fees 7.22.20...	101.2000.000.5310	125.00
SOUTH EAST TOWING, Inc.	250043	08/21/2025	Towing/Hooking Fees 7.31.20...	101.2000.000.5310	275.00
MAYER ARTS INC	3656	08/21/2025	Musical Theater Camps 8.4.20...	101.4300.452.5310	3,900.00
DAKOTA COUNTY FINANCIAL ...	5504045	08/21/2025	MHZ subscriber fee 82 radios ...	101.2000.000.5310	1,913.06
DAKOTA COUNTY FINANCIAL ...	5504045	08/21/2025	MHZ subscriber fee	101.2200.000.5310	1,819.74
DAKOTA COUNTY FINANCIAL ...	5504045	08/21/2025	800 MHz-Streets	101.3200.000.5310	46.66
HANSON SPORTS LLC	63288	08/21/2025	Skyhawks Sports Camp Contra...	101.4300.452.5310	1,083.60
CENTRAL IRRIGATION SUPPLY, ..	65006968-00	08/21/2025	Parts for irrigation repairs	101.4200.000.5400	282.72
A. DETOMASO CONSTRUCTION	7/22/2025	08/21/2025	Permit #PRBD2025001256 sur...	101.0000.000.2207	17.70
A. DETOMASO CONSTRUCTION	7/22/2025	08/21/2025	Refund Permit #PRBD202500...	101.5200.000.4184	596.15
A. DETOMASO CONSTRUCTION	7/22/2025	08/21/2025	Permit #PRBD2025001256 ch...	101.5200.000.4310	387.50
CAMPBELL KNUTSON, P.A.	7/31/2021	08/21/2025	City Atty Fees 07.2025	101.2000.000.5306	18,329.22
JEREMY CARLSON	8/18/2025	08/21/2025	Umpire payment for Adult Sof...	101.4300.455.5310	204.00
JAKACKI, DOUGLAS JOSEPH	8/18/2025	08/21/2025	Umpire payment for Adult Sof...	101.4300.455.5310	340.00
DAJ ENTERPRISES LLC (ECO W...	8515	08/21/2025	Fertilizer	101.4200.000.5135	5,298.00
MN STATE FIRE CHIEFS ASSOC...	9526	08/21/2025	conference registration Ch 2	101.2200.000.5340	325.00
TRI-STATE BOBCAT INC.	E37798	08/21/2025	mulcher rental	101.4200.000.5430	402.50
ENTERPRISE FM TRUST	FBN5394318	08/21/2025	Vehicle Leases 08.2025	101.2000.000.5430	14,045.73
BRITTANY MISKOWIEC	IGHFD-08122025	08/21/2025	sessions with wellness that fits	101.2200.000.5312	660.00
BRITTANY MISKOWIEC	IGHPD-08122025	08/21/2025	Wellness That Fits Services Jul...	101.2000.000.5312	790.63
ICMA RETIREMENT TRUST - 4...	INV0222956	08/22/2025	457 -AGE <49	101.0000.000.2038	4,811.38
ICMA RETIREMENT TRUST - 4...	INV0222957	08/22/2025	457 -AGE <49 %	101.0000.000.2038	10,780.40
ICMA RETIREMENT TRUST - 4...	INV0222958	08/22/2025	457 -AGE 50+	101.0000.000.2038	1,500.29
ICMA RETIREMENT TRUST - 4...	INV0222959	08/22/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,087.51
ICMA RETIREMENT TRUST - 4...	INV0222960	08/22/2025	457 - ROTH AGE <50	101.0000.000.2038	1,796.00
ICMA RETIREMENT TRUST - 4...	INV0222961	08/22/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,999.94
ICMA RETIREMENT TRUST - 4...	INV0222962	08/22/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
AFSCME COUNCIL 5	INV0222963	08/22/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	796.64
AFSCME COUNCIL 5	INV0222964	08/22/2025	UNION DUES (AFSCME FULL S...	101.0000.000.2041	45.96
MINNESOTA DEPARTMENT OF...	INV0222965	08/22/2025	CASE #001570640001	101.0000.000.2220	136.59
TEXAS STATE DISBURSEMENT...	INV0222966	08/22/2025	CASE #0012022247	101.0000.000.2220	230.77
MINNESOTA DEPARTMENT OF...	INV0222967	08/22/2025	CASE #000115468905	101.0000.000.2220	69.22
MINNESOTA DEPARTMENT OF...	INV0222968	08/22/2025	CASE #001563363401	101.0000.000.2220	445.31
WI SCTF (WI SUPPORT COLLEC...	INV0222969	08/22/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
IGH FIRE RELIEF ASSN	INV0222970	08/22/2025	MEMBERSHIP DUES - FIRE REL...	101.0000.000.2041	402.73
IGH FIRE RELIEF ASSN	INV0222971	08/22/2025	MEMBERSHIP DUES - FIRE REL...	101.0000.000.2041	206.83
MEDSURETY ACH ONLY	INV0222972	08/22/2025	HSA ELECTION-FAMILY	101.0000.000.2031	4,240.34
MEDSURETY ACH ONLY	INV0222973	08/22/2025	HSA ELECTION-SINGLE	101.0000.000.2031	7,260.24
IGH PROFESSIONAL FIREFIGHT...	INV0222974	08/22/2025	UNION DUES (IAFF)	101.0000.000.2041	542.78
MN STATE RETIREMENT SYST...	INV0222975	08/22/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	2,327.30
MN STATE RETIREMENT SYST...	INV0222976	08/22/2025	MINNESOTA DEFERRED COM...	101.0000.000.2038	799.86
MN STATE RETIREMENT SYST...	INV0222977	08/22/2025	457 ROTH IRA (AGE 49 & UND...	101.0000.000.2038	1,638.00
PERA	INV0222978	08/22/2025	PERA COORDINATED PLAN	101.0000.000.2225	59,558.32

Expense Approval Report

Payment Dates: 8/20/2025 - 9/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PERA	INV0222979	08/22/2025	EMPLOYER SHARE (EXTRA PE...	101.0000.000.2225	4,581.45
PERA	INV0222980	08/22/2025	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0222981	08/22/2025	EMPLOYER SHARE (PERA DEFI...	101.0000.000.2225	15.77
PERA	INV0222982	08/22/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	37,977.85
PERA	INV0222983	08/22/2025	EMPLOYER SHARE (POLICE & F...	101.0000.000.2225	56,966.75
ICMA RETIREMENT TRUST - 4...	INV0222984	08/22/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,145.88
ICMA RETIREMENT TRUST - 4...	INV0222985	08/22/2025	ROTH-AGE <49 %	101.0000.000.2039	216.67
ICMA RETIREMENT TRUST - 4...	INV0222986	08/22/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	738.46
EFTPS	INV0222987	08/22/2025	FEDERAL WITHHOLDING	101.0000.000.2213	87,653.96
MN DEPT OF REVENUE (PAYR...	INV0222988	08/22/2025	STATE WITHHOLDING	101.0000.000.2215	38,806.80
EFTPS	INV0222989	08/22/2025	MEDICARE WITHHOLDING	101.0000.000.2211	25,918.92
EFTPS	INV0222990	08/22/2025	SOCIAL SECURITY WITHHOLDI...	101.0000.000.2210	71,033.72
DAKOTA ELECTRIC ASSN	200002468379 08/25/2025	08/25/2025	Electric	101.4200.000.5355	590.25
DAKOTA ELECTRIC ASSN	200003935632 08/25/2025	08/25/2025	Electric	101.4200.000.5355	473.21
DAKOTA ELECTRIC ASSN	200004267134 08/25/2025	08/25/2025	Electric	101.3400.000.5355	59.59
DAKOTA ELECTRIC ASSN	200004430542 08/25/2025	08/25/2025	Electric	101.4200.000.5355	20.20
DAKOTA ELECTRIC ASSN	200010036635 08/25/2025	08/25/2025	Electric	101.2200.000.5355	5,137.92
XCEL ENERGY	939626300	08/25/2025	PD electric	101.2000.000.5355	48.80
MN DEPT OF REVENUE	July 2025	08/26/2025	Taxes	101.0000.000.2205	1,082.78
MN DEPT OF REVENUE	July 2025	08/26/2025	Taxes	101.0000.000.2205	0.51
DAKOTA ELECTRIC ASSN	200001093947 08/27/2025	08/27/2025	Electric	101.3400.000.5355	1,694.64
GALLS LLC	031533256	08/28/2025	Rose - Pants Uniform Allowan...	101.2000.000.5175	192.99
REVOLUTIONARY SPORTS, LLC	0804	08/28/2025	PreK baseball contracted prog...	101.4300.454.5310	1,600.80
KIDTRESTING	1005	08/28/2025	Preschool contracted program...	101.4300.454.5310	240.00
EXPERT TREE SERVICE AND SC...	13518	08/28/2025	Remove 2 ash & extra items fo...	101.5000.000.5310	2,100.00
CRAWFORD DOOR SALES CO...	137608	08/28/2025	FS 1 - 4 garage doors (50%)	101.2200.000.5400	26,230.00
VERSATILE VEHICLES, INC.	139708	08/28/2025	Golf Cart Rental for RV 8.2025	101.4200.000.5430	600.00
UNIFIRST CORPORATION	1410164629	08/28/2025	Street Uniforms	101.3200.000.5175	59.88
UNIFIRST CORPORATION	1410164629	08/28/2025	Park Uniforms	101.4200.000.5175	39.80
MN FIRE SERVICE CERT BOARD	14615	08/28/2025	FF II tests for our recruits	101.2200.000.5340	1,572.00
MN FIRE SERVICE CERT BOARD	14616	08/28/2025	FF II testing for Pathways	101.2200.424.5340	393.00
MADISON NATIONAL LIFE INS...	1711237	08/28/2025	9.2025 Premium	101.0000.000.2026	4,331.75
FIRST IMPRESSION GROUP	171160	08/28/2025	2025 fall P&R brochure mailin...	101.4300.459.5325	126.00
FIRST IMPRESSION GROUP	171160	08/28/2025	2025 fall 2025 fall P&R brochu...	101.4300.459.5333	5,990.00
FIRST IMPRESSION GROUP	171401	08/28/2025	Bridge builder award nominat...	101.1300.000.5333	235.00
FIRST IMPRESSION GROUP	171579	08/28/2025	envelopes	101.1800.000.5105	635.00
FIRST IMPRESSION GROUP	171579	08/28/2025	envelopes	101.3100.000.5105	635.00
KENNEDY & GRAVEN	189155	08/28/2025	General City Business legal ch...	101.1000.000.5305	18,447.09
PINE BEND PAVING, INC.	251691	08/28/2025	Asphalt for patching	101.3200.000.5125	1,727.26
C.J. SPRAY, INC.	3265366	08/28/2025	traffic painter parts	101.3200.000.5125	72.58
C.J. SPRAY, INC.	3265367	08/28/2025	traffic painter parts	101.3200.000.5125	183.25
CIVICPLUS, LLC	346736	08/28/2025	Virtual webmaster services	101.1300.000.5310	4,091.03
ASPEN MILLS	359647	08/28/2025	uniform for Scherber	101.2200.000.5175	110.90
ASPEN MILLS	359648	08/28/2025	uniforms for Fordice	101.2200.000.5175	204.70
ASPEN MILLS	359770	08/28/2025	Haugland Uniform Allowance	101.2000.000.5175	682.00
A. DETOMASO CONSTRUCTION	5/21/2025	08/28/2025	Ref permit #PRBD2025001256...	101.0000.000.2207	17.70
A. DETOMASO CONSTRUCTION	5/21/2025	08/28/2025	Ref permit #PRBD2025001256	101.5200.000.4184	596.15
A. DETOMASO CONSTRUCTION	5/21/2025	08/28/2025	Ref permit #PRBD2025001256...	101.5200.000.4310	387.50
HOLMES DESIGN, INC.	5631	08/28/2025	design July 2025	101.1300.000.5310	2,100.00
MN LIFE INSURANCE CO	60071561-00	08/28/2025	9.2025 Premium	101.0000.000.2022	4,404.22
HANSON SPORTS LLC	63718	08/28/2025	Skyhawks Sports Camp Contra...	101.4300.452.5310	928.20
METROPOLITAN COUNCIL	8/1/2025	08/28/2025	SAC Fees 7.2025	101.0000.000.4300	-124.25
CITY OF SOUTH ST PAUL	8/19/2025	08/28/2025	SSP Streetlights 4.24-7.22.2025	101.0000.000.2206	52.20
MN LAW ENFORCEMENT EXP...	8/19/2025	08/28/2025	Wellness Summit Reg Fees Pra...	101.2000.000.5340	750.00
RICHARD ALAN PRODUCTIONS...	8/19/2025	08/28/2025	Performer for Food Fest-Aug...	101.4300.453.5310	1,500.00
IGH DAYS COMMITTEE	8/26/2025	08/28/2025	2025 Fireworks Contribution	101.4300.459.5490	7,500.00
INVER HILLS COMMUNITY BA...	8/26/2025	08/28/2025	City's donation to IHCC concer...	101.4300.459.5490	1,000.00
XCEL ENERGY	939566813	08/28/2025	Replace streetlight	101.3400.000.5405	4,023.92
DAKOTA 911	AR-0000000993	08/28/2025	Dakota 911 Capital Fees 8.2025	101.2000.000.5313	1,845.50
DAKOTA 911	AR-0000000993	08/28/2025	Dakota 911 Fees 8.2025	101.2000.000.5313	70,852.50

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DAKOTA 911	AR-0000000993	08/28/2025	Dakota 911 Fees 8.2025	101.2200.000.5313	7,872.50
DAKOTA 911	AR-0000000993	08/28/2025	Dakota 911 Capital Fees 8.2025	101.2200.000.5313	1,845.50
INNOVATIVE OFFICE SOLUTIO...	IN4912696	08/28/2025	parks cleaning supply	101.4200.000.5125	93.60
ZORO TOOLS, INC.	INV16868591	08/28/2025	vacuum cleaner	101.2200.000.5160	242.09
ZORO TOOLS, INC.	INV16868591	08/28/2025	ice bags	101.2200.000.5190	48.42
ZORO TOOLS, INC.	INV16874200	08/28/2025	inflatable Personal Flotation D...	101.2200.000.5160	435.98
ST PAUL STAMP WORKS INC	IV00578943	08/28/2025	Heidelberg Notary Stamp	101.2000.000.5190	30.75
MACQUEEN EQUIPMENT INC	P53584	08/28/2025	gas cylinder to test gas detect...	101.2200.000.5190	615.68
MEDSURETY, LLC	8/29/2025	08/29/2025	ELIZABETH KRAMER HSA ER C...	101.0000.000.2030	275.00
MEDSURETY, LLC	8/29/2025	08/29/2025	FLEX COMP SPEND DED PAY (...)	101.0000.000.2036	576.93
MEDSURETY, LLC	8/29/2025	08/29/2025	FLEX COMP SPEND DED PAY (...)	101.0000.000.2036	576.93
MEDSURETY, LLC	8/29/2025	08/29/2025	FLEX COMP SPEND DED PAY (...)	101.0000.000.2036	576.93
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DEDUCT PAY (Active)	101.0000.000.2010	201,266.39
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DEDUCT PAY RETRO ...	101.0000.000.2010	-2,591.77
HEALTH PARTNERS	8/31/2025	08/31/2025	COBRA-MED INS DEDUCT PAY	101.0000.000.2011	4,679.97
HEALTH PARTNERS	8/31/2025	08/31/2025	DENTAL INS DEDUCT PAY (Acti...	101.0000.000.2014	9,628.22
HEALTH PARTNERS	8/31/2025	08/31/2025	DENTAL INS DEDUCT PAY RET...	101.0000.000.2014	-362.32
HEALTH PARTNERS	8/31/2025	08/31/2025	COBRA-DENTAL INS DEDUCT ...	101.0000.000.2015	352.94
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DISABLED POLICE OF...	101.2000.000.5040	52.82
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DISABLED POLICE OF...	101.2000.000.5040	52.82
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DISABLED POLICE OF...	101.2000.000.5044	6,040.87
HEALTH PARTNERS	8/31/2025	08/31/2025	MED INS DISABLED POLICE OF...	101.2000.000.5044	866.15
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.1100.000.5058	4.26
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.1120.000.5058	10.02
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.1140.000.5058	16.78
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.1300.000.5058	5.76
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.1800.000.5058	47.33
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.2000.000.5058	282.91
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.2200.000.5058	96.95
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.3100.000.5058	37.42
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.3200.000.5058	49.75
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.4200.000.5058	52.52
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.4300.459.5058	19.68
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.5000.000.5058	11.06
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.5100.000.5058	8.52
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	101.5200.000.5058	43.59
Fund 101 - GENERAL FUND Total:					909,966.86

Fund: 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND

ASPEN MILLS	359681	08/28/2025	Honor Guard Shoulder Patches..	102.2000.000.5175	216.48
Fund 102 - PUBLIC SAFETY SMALL EQUIPMENT FUND Total:					216.48

Fund: 201 - C.V.B. FUND

KEIRA PNEWSKI	8/14/2025	08/21/2025	40hrs-K Pnewski - Aug 2025 S...	201.5600.000.5310	600.00
CATHERINE PIEPER	9671	08/21/2025	Google & Facebook Ad + Mktg...	201.5600.000.5330	283.99
Fund 201 - C.V.B. FUND Total:					883.99

Fund: 205 - COMMUNITY CENTER-OPERATING FUND

OXYGEN SERVICE COMPANY, ...	'0008860524	08/21/2025	CO2 for pool	205.4420.000.5310	398.40
OXYGEN SERVICE COMPANY, ...	'0008862222	08/21/2025	CO2 pool	205.4420.000.5310	408.40
STZR HOLDINGS LLC	0090443-IN	08/21/2025	Zamboni Blade sharpening	205.4440.000.5405	65.00
MEI TOTAL ELEVATOR SOLUTI...	1143040	08/21/2025	Elevator service call VMCC	205.4420.000.5400	474.00
MEI TOTAL ELEVATOR SOLUTI...	1143040	08/21/2025	Elevator service call VMCC	205.4430.000.5400	316.00
LVC COMPANIES, INC.	176225	08/21/2025	West rink horn/strobe replac...	205.4440.000.5400	450.14
CHEMSEARCH	9281420	08/21/2025	Arena Cooling tower water tes...	205.4440.000.5310	501.45
CHEMSEARCH	9281420	08/21/2025	Arena Cooling tower water tes...	205.4450.481.5310	167.15
MN DEPT OF REVENUE	July 2025	08/26/2025	Taxes	205.0000.000.2205	10,529.74
OXYGEN SERVICE COMPANY, ...	'0008864264	08/28/2025	CO2 Pool	205.4420.000.5310	358.80
FIRST IMPRESSION GROUP	171160	08/28/2025	2025 fall P&R brochure mailin...	205.4410.472.5325	189.00
FIRST IMPRESSION GROUP	171160	08/28/2025	2025 fall P&R brochure	205.4410.472.5333	8,985.00
LVC COMPANIES, INC.	177037	08/28/2025	Class K extinguisher for Kitche...	205.4450.481.5190	369.00
ULINE	196707371	08/28/2025	Shelves for Swim Team-	205.4420.000.5160	1,006.81

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
DANIEL BAUER - TRUE MECH...	2273	08/28/2025	West Rink Dehumidifier	205.4440.000.5400	4,237.96
DANIEL BAUER - TRUE MECH...	2281	08/28/2025	Arena side RTU	205.4440.000.5400	318.75
DANIEL BAUER - TRUE MECH...	2281	08/28/2025	Arena side RTU	205.4450.481.5400	106.25
DANIEL BAUER - TRUE MECH...	2287	08/28/2025	HVAC Grove side	205.4420.000.5400	1,080.00
DANIEL BAUER - TRUE MECH...	2287	08/28/2025	HVAC Grove side	205.4430.000.5400	720.00
SAFE-WAY BUS COMPANY	6011	08/28/2025	Transportation for 3 Kids ROCK..	205.4450.483.5343	2,931.19
HAWKINS, INC.	7178953	08/28/2025	pool chemicals	205.4420.000.5135	4,680.61
HORIZON COMMERCIAL POOL...	INV115194	08/28/2025	Pool Vacuums	205.4420.000.5160	8,058.00
ZIEGLER INC	SI000681265	08/28/2025	Annual lift Inspection VMCC	205.4420.000.5310	398.45
ZIEGLER INC	SI000681265	08/28/2025	Annual lift Inspection VMCC	205.4430.000.5310	265.63
ZIEGLER INC	SI000681265	08/28/2025	Annual lift Inspection VMCC	205.4440.000.5310	213.46
ZIEGLER INC	SI000681265	08/28/2025	Annual lift Inspection VMCC	205.4450.481.5310	71.15
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	205.4410.470.5058	28.65
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	205.4420.000.5058	8.76
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	205.4420.000.5058	15.83
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	205.4430.000.5058	6.76
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	205.4440.000.5058	15.89
Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:					47,376.23
Fund: 206 - COMMUNITY CENTER-CAPITAL FUND					
NATHAN GALVAN	downpayment	08/21/2025	Arena Locker Room Painting ...	206.4410.470.5605	3,000.00
Fund 206 - COMMUNITY CENTER-CAPITAL FUND Total:					3,000.00
Fund: 270 - HOST COMMUNITY FUND					
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	270.5900.000.5058	2.40
Fund 270 - HOST COMMUNITY FUND Total:					2.40
Fund: 290 - EDA-OPERATING FUND					
EHLERS AND ASSOCIATES, INC.	102450	08/28/2025	Funding Analysis for Dickman ...	290.5800.000.5310	915.00
KENNEDY & GRAVEN	189160	08/28/2025	EDA Matters through 7/31/20...	290.5800.000.5305	331.00
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	290.5800.000.5058	0.07
Fund 290 - EDA-OPERATING FUND Total:					1,246.07
Fund: 291 - EDA-CAPITAL FUND					
BOLTON & MENK, INC.	0369342	08/21/2025	Dickman Trail Utilities Design	291.5800.000.5310	7,260.00
Fund 291 - EDA-CAPITAL FUND Total:					7,260.00
Fund: 401 - PARK CAPITAL IMPROVEMENT FUND					
SHORT ELLIOTT HENDRICKSON..	492671	08/21/2025	7.2025 RISB lighting project	401.4210.000.5310	733.66
DAKOTA UNLIMITED INC	167627	08/28/2025	balance on Groveland ballfield...	401.4210.000.5610	29,051.00
KENNEDY & GRAVEN	189158	08/28/2025	SV work on punch list	401.4210.000.5310	80.00
WSB & ASSOCIATES, INC.	R-026197-000-8	08/28/2025	Ballfield constr svcs 6.2025	401.4210.000.5310	3,130.00
Fund 401 - PARK CAPITAL IMPROVEMENT FUND Total:					32,994.66
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
LANDSCAPE STRUCTURES INC.	166891	08/28/2025	Shade unit HVP Phase V	402.4210.000.5610	69,171.48
PETERSON COMPANIES	7/31/2025	08/28/2025	PV #1 for HVP Phase V	402.4210.000.5610	427,793.35
LANDSCAPE STRUCTURES INC.	INV-167439	08/28/2025	play structure parts for HVP P...	402.4210.000.5610	192,098.73
LANDSCAPE STRUCTURES INC.	INV-167446	08/28/2025	splashpad equipment for HVP...	402.4210.000.5610	569,881.01
WSB & ASSOCIATES, INC.	R-023629-000-22	08/28/2025	constr svcs for HVP Phase V 7....	402.4210.000.5310	14,559.75
Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:					1,273,504.32
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO...	102280	08/21/2025	CMF Final Design - Invoice #2	437.0000.000.5310	123,170.89
Fund 437 - PW FACILITY REMODEL/EXPANSION Total:					123,170.89
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
KENNEDY & GRAVEN	189157	08/21/2025	Legal Services for 2025 PMI	440.3210.000.5305	264.00
KENNEDY & GRAVEN	189157	08/21/2025	Easement Acquisition	440.3210.000.5305	132.00
SHORT ELLIOTT HENDRICKSON..	492578	08/21/2025	Babcock Trail Final Design	440.3210.000.5310	1,669.22
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	3,274.29
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	1,752.33
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	21,911.92
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	7,930.31
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	5,702.57
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	4,873.39

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SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	3,276.24
SHORT ELLIOTT HENDRICKSON..	493218	08/21/2025	2026 PMI Design and Support	440.3210.000.5310	3,177.07
WSB & ASSOCIATES, INC.	R-024055-000-18	08/28/2025	2025 PMI Construction Servic...	440.3210.000.5310	72,585.25
WSB & ASSOCIATES, INC.	R-024458-000-8	08/28/2025	Bacardi Construction Surveying	440.3210.000.5310	5,302.25
Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:					131,850.84
Fund: 510 - WATER-OPERATING FUND					
TYLER TECHNOLOGIES, INC	025-491651	08/21/2025	Insite Transaction Fees (50%)	510.7100.000.5482	2,628.75
UTILITY CONSULTANTS INC	124833	08/21/2025	Radium Testing	510.7100.000.5310	2,250.74
KEYS WELL DRILLING CO	2025075	08/21/2025	New check Valve for Well #5	510.7100.000.5420	11,865.00
MINNESOTA DEPARTMENT OF...	8/13/2025	08/21/2025	Water operator license exam ...	510.7100.000.5335	32.00
MN DEPT OF REVENUE	July 2025	08/26/2025	Taxes	510.0000.000.2205	10,151.76
FIRST IMPRESSION GROUP	171995	08/28/2025	Utility billing postcard	510.7100.000.5105	205.29
DALEY ELECTRIC, LLC	252130	08/28/2025	Electrical problems at well 5	510.7100.000.5405	1,929.00
HAWKINS, INC.	7172894	08/28/2025	WTP Chemicals	510.7100.000.5135	7,860.00
HAWKINS, INC.	7173734	08/28/2025	WTP Chemicals	510.7100.000.5135	2,019.20
CITY OF SOUTH ST PAUL	8/19/2025	08/28/2025	SSP Water 4.24-7.22.2025	510.7100.000.5362	681.84
MINNESOTA DEPARTMENT OF...	8/22/2025	08/28/2025	Water License for Matt Johns...	510.7100.000.5335	23.00
USABBLUEBOOK	INV00805745	08/28/2025	WTP Chemical Testing Supplies	510.7100.000.5135	1,364.74
USABBLUEBOOK	INV00805873	08/28/2025	WTP Supplies	510.7100.000.5150	181.14
CORE & MAIN LP	X578030	08/28/2025	Meter Heads	510.7100.000.5158	2,429.85
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	510.7100.000.5058	37.80
Fund 510 - WATER-OPERATING FUND Total:					43,660.11
Fund: 511 - WATER-CAPITAL FUND					
STANTEC CONSULTING SERVI...	2432185	08/21/2025	WTP Rehab Construction - Inv...	511.7110.000.5310	13,789.00
STANTEC CONSULTING SERVI...	2443210	08/28/2025	WTP Rehab Constr - Invoice #9	511.7110.000.5310	2,650.25
Fund 511 - WATER-CAPITAL FUND Total:					16,439.25
Fund: 520 - SEWER-OPERATING FUND					
TYLER TECHNOLOGIES, INC	025-491651	08/21/2025	Insite Transaction Fees (50%)	520.7200.000.5482	2,628.75
QUALITY FLOW SYSTEMS, INC.	49420	08/21/2025	Motor starter for lift station	520.7200.000.5405	1,565.60
MN POLLUTION CONTROL AG...	8/13/2025	08/21/2025	MPCA Sewer Training - Onken	520.7200.000.5340	585.00
MN POLLUTION CONTROL AG...	8/13/2025B	08/21/2025	MPCA Sewer Training - Olson	520.7200.000.5340	585.00
MN POLLUTION CONTROL AG...	8/13/2025C	08/21/2025	MPCA Sewer Training - Jacobs...	520.7200.000.5340	585.00
DAKOTA ELECTRIC ASSN	200010048618	08/25/2025	Electric	520.7200.000.5355	157.95
FIRST IMPRESSION GROUP	171995	08/28/2025	Utility billing postcard	520.7200.000.5105	205.29
CITY OF SOUTH ST PAUL	8/19/2025	08/28/2025	SSP Sewer 4.24-7.22.2025	520.7200.000.5372	730.52
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	520.7200.000.5058	16.13
Fund 520 - SEWER-OPERATING FUND Total:					7,059.24
Fund: 521 - SEWER-CAPITAL FUND					
NATIONAL POWER RODDING ...	8/13/2025	08/21/2025	2025 Sanitary Sewer Rehabilit...	521.7210.000.5420	160,342.00
METROPOLITAN COUNCIL	8/1/2025	08/28/2025	SAC Fees 7.2025	521.0000.000.2207	12,425.00
Fund 521 - SEWER-CAPITAL FUND Total:					172,767.00
Fund: 530 - STORMWATER-OPERATING FUND					
EXPERT TREE SERVICE AND SC...	13480	08/28/2025	Stormwater system tree main...	530.7300.000.5420	13,650.00
GERTENS	246475/12	08/28/2025	seed for storm maintenance	530.7300.000.5125	102.45
CITY OF SOUTH ST PAUL	8/19/2025	08/28/2025	SSP Stormwater 4.24-7.22.20...	530.7300.000.5382	131.94
ESS BROTHERS & SONS INC	FF5796	08/28/2025	concrete patch material	530.7300.000.5420	2,400.00
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	530.7300.000.5058	8.01
Fund 530 - STORMWATER-OPERATING FUND Total:					16,292.40
Fund: 531 - STORMWATER-CAPITAL FUND					
BARR ENGINEERING COMPANY	23191572.00-3	08/21/2025	2025 Water Resource Manag...	531.7310.000.5310	18,756.00
BARR ENGINEERING COMPANY	23191566.00-7	08/28/2025	64th Street Outfall Final Design	531.7310.000.5310	2,778.00
Fund 531 - STORMWATER-CAPITAL FUND Total:					21,534.00
Fund: 550 - GOLF COURSE-OPERATING FUND					
DAKOTA ELECTRIC ASSN	200002013605	8/20/2025	Electric	550.7700.000.5355	195.01
HERITAGE LANDSCAPE SUPPLY...	0022478688-002	08/21/2025	course chemicals	550.7700.000.5135	436.64
HEGGIES PIZZA	1002415007	08/21/2025	pizzas for resale	550.7600.000.5197	107.75
SHAMROCK GROUP	103-00761	08/21/2025	ice	550.7600.000.5197	143.70
COLLEGE CITY BEVERAGE	1171639	08/21/2025	beer	550.7600.000.5199	349.05

Expense Approval Report

Payment Dates: 8/20/2025 - 9/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BREAKTHRU BEVERAGE MINN...	122815294	08/21/2025	beer	550.7600.000.5199	465.70
SHAMROCK GROUP	135-00614	08/21/2025	ice	550.7600.000.5197	143.70
UNIFIRST CORPORATION	1410162944	08/21/2025	GC uniforms	550.7700.000.5175	51.51
MTI DISTRIBUTING CO	1487212-01	08/21/2025	picker repair	550.7600.000.5405	145.94
MTI DISTRIBUTING CO	1488679-00	08/21/2025	mower equipment repairs	550.7700.000.5405	325.21
WERNER IMPLEMENT CO, INC	27638	08/21/2025	skid loader repairs	550.7700.000.5405	2,891.85
ARTISAN BEER COMPANY	3768877	08/21/2025	beer	550.7600.000.5199	464.65
PROTEIN PROVISIONERS, LLC	4085	08/21/2025	pork and chicken for resale	550.7600.000.5197	104.52
COCA COLA BOTTLING COMP...	48381708021	08/21/2025	CO2 returns	550.7600.000.5197	-260.00
COCA COLA BOTTLING COMP...	48381708022	08/21/2025	pop & water for resale	550.7600.000.5197	1,313.05
DENNY'S 5TH AVENUE BAKERY	53153	08/21/2025	breads for resale	550.7600.000.5197	122.06
DENNY'S 5TH AVENUE BAKERY	53281	08/21/2025	breads for resale	550.7600.000.5197	139.38
PERFORMANCE FOOD GROUP ...	77270814	08/21/2025	paper goods	550.7600.000.5125	213.65
PERFORMANCE FOOD GROUP ...	77270814	08/21/2025	food for resale	550.7600.000.5197	569.24
SHAMROCK GROUP	80-00858B	08/21/2025	ICE	550.7600.000.5197	182.02
SHAMROCK GROUP	80-00910	08/21/2025	ice	550.7600.000.5197	143.70
SHAMROCK GROUP	80-00976	08/21/2025	ice	550.7600.000.5197	67.06
SHAMROCK GROUP	80-01171	08/21/2025	ice	550.7600.000.5197	143.70
SHAMROCK GROUP	80-01217	08/21/2025	ice	550.7600.000.5197	153.28
MANSFIELD SERVICE PARTNE...	IN-00246430	08/21/2025	FUEL FOR FLEET GOLF CARTS	550.7600.000.5130	1,155.02
MN DEPT OF REVENUE	July 2025	08/26/2025	Taxes	550.0000.000.2205	33,445.21
HERITAGE LANDSCAPE SUPPLY...	'0022678400-001	08/28/2025	course chemicals - fairways	550.7700.000.5135	3,489.87
YAMAHA GOLF & UTILITY, INC.	01-311899	08/28/2025	golf car fleet parts	550.7600.000.5405	221.30
TRUFORM BUILDER, LTD.	1007B	08/28/2025	storm shelter add ons	550.7700.000.5610	2,400.00
COLLEGE CITY BEVERAGE	1174167	08/28/2025	beer	550.7600.000.5199	478.50
BREAKTHRU BEVERAGE MINN...	122919126	08/28/2025	beer order	550.7600.000.5199	316.00
BREAKTHRU BEVERAGE MINN...	122921965	08/28/2025	beer order	550.7600.000.5199	501.00
UNIFIRST CORPORATION	1410164650	08/28/2025	mats and towels	550.7600.000.5430	68.79
UNIFIRST CORPORATION	1410166208	08/28/2025	uniforms and towels	550.7700.000.5175	44.38
MTI DISTRIBUTING CO	1489562-00	08/28/2025	mower equipment repair	550.7700.000.5405	1,143.35
MTI DISTRIBUTING CO	1489562-01	08/28/2025	parts for 648 mower	550.7700.000.5405	37.61
SHAMROCK GROUP	160-00353	08/28/2025	ice	550.7600.000.5197	339.30
SHAMROCK GROUP	160-00386	08/28/2025	ice	550.7600.000.5197	71.06
ARTISAN BEER COMPANY	3790556	08/28/2025	beer	550.7600.000.5199	216.95
PERFORMANCE FOOD GROUP ...	397885	08/28/2025	paper products	550.7600.000.5125	225.87
PERFORMANCE FOOD GROUP ...	397885	08/28/2025	food order	550.7600.000.5197	1,090.47
PERFORMANCE FOOD GROUP ...	399186	08/28/2025	food order	550.7600.000.5197	122.45
PROTEIN PROVISIONERS, LLC	4091	08/28/2025	pulled pork food	550.7600.000.5197	56.27
COCA COLA BOTTLING COMP...	48471157018	08/28/2025	coke product delivery	550.7600.000.5197	889.45
PHILLIPS WINE & SPIRITS	5032187	08/28/2025	beer	550.7600.000.5199	445.12
CINTAS CORPORATION	5286785415	08/28/2025	first aid supplies	550.7600.000.5190	44.98
DENNY'S 5TH AVENUE BAKERY	53385	08/28/2025	bread order	550.7600.000.5197	122.06
DENNY'S 5TH AVENUE BAKERY	53538	08/28/2025	bread order	550.7600.000.5197	122.06
DENNY'S 5TH AVENUE BAKERY	53737	08/28/2025	bread order	550.7600.000.5197	139.38
DENNY'S 5TH AVENUE BAKERY	53838	08/28/2025	bread order	550.7600.000.5197	113.40
HEGGIES PIZZA	547058	08/28/2025	heggies pizza for resale	550.7600.000.5197	95.15
SUPERIOR TURF SERVICES INC	7913	08/28/2025	bunker rake heads	550.7700.000.5125	576.04
SHAMROCK GROUP	80-01273	08/28/2025	ice	550.7600.000.5197	229.92
BIG TOP RENTAL, INC.	84224	08/28/2025	portable toilets 8.2025	550.7700.000.5430	173.00
PLAISTED COMPANIES, INC.	86705	08/28/2025	topdressing sand greens	550.7700.000.5125	2,308.74
ALL STAR PRO GOLF, INC.	INV41946	08/28/2025	golf pencils	550.7600.000.5190	997.93
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	550.7600.000.5058	19.44
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	550.7700.000.5058	15.54

Fund 550 - GOLF COURSE-OPERATING FUND Total: 60,327.98

Fund: 602 - RISK MANAGEMENT

CRAWFORD DOOR SALES CO...	137608	08/28/2025	FS 1 - 4 garage doors (25%)	602.8200.000.5472	13,115.00
NORTH RISK PARTNERS	7553336	08/28/2025	2025 Insurance Agent Fee	602.8200.000.5310	23,326.00
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	602.8200.000.5058	1.13

Fund 602 - RISK MANAGEMENT Total: 36,442.13

Expense Approval Report

Payment Dates: 8/20/2025 - 9/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 603 - CENTRAL EQUIPMENT					
MANSFIELD OIL COMPANY	26819446	08/21/2025	Unleaded fuel	603.8300.000.5130	14,486.24
NORTHERN SAFETY TECHNOL...	59759	08/21/2025	K9 squad outfitting	603.8300.000.5621	25,443.60
NORTHERN SAFETY TECHNOL...	59775	08/21/2025	Squad 28 Outfitting	603.8300.000.5621	7,314.54
MN DEPT OF REVENUE	8/26/2025	08/26/2025	Fuel Tax 7.2025	603.8300.000.5130	204.47
KIMBALL MIDWEST	103655967	08/28/2025	Shop supplies	603.8300.000.5150	382.85
KIMBALL MIDWEST	103678840	08/28/2025	Shop supplies	603.8300.000.5150	395.51
FACTORY MOTOR PARTS COM...	1-11011282	08/28/2025	Stock filters	603.8300.000.5410	164.66
EMERGENCY APPARATUS MA...	136996	08/28/2025	T14 Fire truck replace water p...	603.8300.000.5410	8,396.94
UNIFIRST CORPORATION	1410164629	08/28/2025	Mechanic Uniforms	603.8300.000.5175	70.59
UNIFIRST CORPORATION	1410164629	08/28/2025	Shop Rentals	603.8300.000.5430	166.00
HANCO CORPORATION	255295-00	08/28/2025	568 Sandpro ball drag tires	603.8300.000.5405	241.62
GERLACH OUTDOOR POWER ...	287981	08/28/2025	539 Mower fuel pump	603.8300.000.5405	143.92
GERLACH OUTDOOR POWER ...	288018	08/28/2025	539 Mower oil filters	603.8300.000.5405	50.05
DIAMOND MOWERS INC	290290	08/28/2025	538 Flail mower key way bear...	603.8300.000.5405	101.99
LITTLE FALLS MACHINE INC	373574	08/28/2025	333 Volvo loader parts for wing	603.8300.000.5405	118.34
LITTLE FALLS MACHINE INC	373586	08/28/2025	333 Volvo loader wing parts	603.8300.000.5405	308.72
LITTLE FALLS MACHINE INC	373594	08/28/2025	333 Volvo loader wing parts	603.8300.000.5405	590.14
PUMP AND METER SERVICE I...	4004483	08/28/2025	plate for lining cars up on the ...	603.8300.000.5150	134.00
CINTAS CORPORATION	4240555024	08/28/2025	Rug Rentals	603.8300.000.5430	437.73
CINTAS CORPORATION	5287173902	08/28/2025	First Aid Kit Service	603.8300.000.5190	312.38
INVER GROVE FORD	5357088B	08/28/2025	Unmarked squad car (#1901) ...	603.8300.000.5410	219.40
INVER GROVE FORD	5360002	08/28/2025	E21 Fire truck washer nozzles	603.8300.000.5410	21.82
INVER GROVE FORD	5360006	08/28/2025	s1 Fire squad fan motor	603.8300.000.5410	232.30
INVER GROVE FORD	5360012	08/28/2025	S1 Fire squad blower motor re...	603.8300.000.5410	43.93
INVER GROVE FORD	5360085	08/28/2025	303 550 TIE ROD ENDS	603.8300.000.5410	331.78
INVER GROVE FORD	5360104	08/28/2025	2330 Squad O2 sensor	603.8300.000.5410	67.30
INVER GROVE FORD	5360151	08/28/2025	1603 Unmarked squad blend ...	603.8300.000.5410	18.88
INVER GROVE FORD	5360348	08/28/2025	509 F550 Transmission filter	603.8300.000.5410	139.05
INVER GROVE FORD	6448209	08/28/2025	409 F550 replaced fan hub.	603.8300.000.5410	1,363.91
INVER GROVE FORD	6449145	08/28/2025	702 F150 Program new key	603.8300.000.5410	359.99
INVER GROVE FORD	6450700	08/28/2025	303 F550 front end alignment	603.8300.000.5410	302.53
FACTORY MOTOR PARTS COM...	74-363130	08/28/2025	Stock filters	603.8300.000.5410	20.58
TOWMASTER TRAILERS INC	90001289	08/28/2025	324 Dump truck plow lights	603.8300.000.5410	1,872.00
GRAINGER	9606791649	08/28/2025	526 toro workman painter par...	603.8300.000.5405	50.33
KREMER SERVICES LLC	97521	08/28/2025	304 Dump truck replaced rear ...	603.8300.000.5410	4,232.82
SNAP-ON INDUSTRIAL	ARV/65479195	08/28/2025	Gauges for a/c charging mach...	603.8300.000.5160	223.56
I-STATE TRUCK CENTER	C242937819-01	08/28/2025	403 Vactor truck turn signal l...	603.8300.000.5410	74.24
PRECISE MRM	IN001-2092856	08/28/2025	523 Tractor Hyd control cable	603.8300.000.5405	93.07
MACQUEEN EMERGENCY GR...	P13068	08/28/2025	E17 Blower motor for the A/C	603.8300.000.5410	1,169.65
MACQUEEN EQUIPMENT INC	P13069	08/28/2025	E17 Fire truck marker light	603.8300.000.5410	44.28
MACQUEEN EMERGENCY GR...	P13087	08/28/2025	T34 Fire truck lights	603.8300.000.5410	315.32
MACQUEEN EMERGENCY GR...	P13094	08/28/2025	T34 Fire truck lights	603.8300.000.5410	75.00
TRI-STATE BOBCAT INC.	P44009	08/28/2025	332 Toolcat front shocks	603.8300.000.5405	1,105.62
NUSS TRUCK AND EQUIPMENT	PSO231962-1	08/28/2025	324 Dump truck.Cabin air filter	603.8300.000.5410	43.62
MACQUEEN EMERGENCY GR...	W07239	08/28/2025	E21 Fire truck repaired water l...	603.8300.000.5410	429.00
TRI-STATE BOBCAT INC.	W08885	08/28/2025	521 Toolcat Hyd leak	603.8300.000.5405	524.81
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	603.8300.000.5058	12.02
Fund 603 - CENTRAL EQUIPMENT Total:					72,851.10
Fund: 605 - CITY FACILITIES					
APEC	126205	08/28/2025	HVAC Filters	605.8500.000.5125	342.09
APEC	126267	08/28/2025	HVAC filters fs#3	605.8500.000.5125	61.12
APEC	126268	08/28/2025	HVAC FS #1	605.8500.000.5125	93.72
APEC	126269	08/28/2025	HVAC filter WTP	605.8500.000.5125	61.12
CRAWFORD DOOR SALES CO...	137608	08/28/2025	FS 1 - 4 garage doors (25%)	605.8500.000.5400	13,115.00
CINTAS CORPORATION	20430613	08/28/2025	CH rugs	605.8500.000.5430	188.15
CINTAS CORPORATION	5287173903	08/28/2025	First Aid supplies CH	605.8500.000.5190	183.35
ZIEGLER INC	SI000681602	08/28/2025	Annual PM Forklift FS #2	605.8500.000.5310	1,331.41
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	605.8500.000.5058	11.46
Fund 605 - CITY FACILITIES Total:					15,387.42

Expense Approval Report

Payment Dates: 8/20/2025 - 9/2/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 606 - TECHNOLOGY FUND					
GOLDCOM, INC.	250616B	08/21/2025	Cabling for fiber	606.8600.000.5160	14.45
PPT HOLDINGS I, LLC	PUSA10090175839	08/21/2025	OEM-Hardware(Storage Area ...	606.8600.000.5610	68,489.84
LOCAL GOVERNMENT INFOR...	152453	08/28/2025	PD Network Services Thru 7.31..	606.8600.000.5395	77.50
CIVICPLUS, LLC	346736	08/28/2025	Qrtly Fee Hosting/Support + C...	606.8600.000.5395	4,849.44
CIVICPLUS, LLC	346736	08/28/2025	Additional Notify Me SMS Sub...	606.8600.000.5395	248.07
MEDSURETY, LLC	IN43334	08/31/2025	Payroll	606.8600.000.5058	30.06
Fund 606 - TECHNOLOGY FUND Total:					73,709.36
Fund: 702 - ESCROW FUND					
BOLTON & MENK, INC.	0368236	08/21/2025	Peltier Reserve Development	702.3100.272.2050	1,389.00
BOLTON & MENK, INC.	0368237	08/21/2025	Stuart Construction Observati...	702.3100.334.2050	19,753.00
KENNEDY & GRAVEN	189157	08/21/2025	Legal Services for SWFMA	702.3100.333.2050	79.50
CREATIVE CUSTOM HOMEBUI...	8/14/2025	08/21/2025	Escrow Release	702.3100.329.2050	1,113.67
LENNAR CORPORATION - U.S....	8/7/2025	08/21/2025	Settlers Ridge - Escrow Release	702.3100.201.2050	165,906.95
LENNAR CORPORATION - U.S....	8/7/2025	08/21/2025	Settlers Ridge - Engineering Es...	702.3100.279.2050	21,588.52
BOLTON & MENK, INC.	0363032	08/28/2025	Stuart Development Construct...	702.3100.334.2050	2,677.50
OPAL FUELS	8/25/2025	08/28/2025	Escrow Release	702.3100.221.2050	10,000.00
Fund 702 - ESCROW FUND Total:					222,508.14
Grand Total:					3,290,450.87



Request for Council Action

SUBJECT: **Personnel Items**

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

CONTACT: Cora Bauer, HR Coordinator, 651.450.2490

ACTION REQUESTED

The Council is asked to confirm and approve the personnel actions as attached.

BACKGROUND

The attached listing of hires, promotions, resignations and/or retirements is presented for Council approval. Data contained in the attachment is not public information until after Council takes action and therefore the attachment is not visible to the public prior to approval.

FISCAL IMPACT

All positions to be filled are funded within the adopted City budget.

RECOMMENDATION

Staff recommends approval of the attached personnel actions.

ATTACHMENTS

1. Personnel Actions 9.8.25 (hires-terms)



Request for Council Action

SUBJECT: **Supplemental Personnel Actions**

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to confirm and approve the supplemental personnel actions provided to the Council under separate cover.

BACKGROUND

Two disciplinary-related actions are presented for Council approval. Data contained in the actions are not public information until after Council takes action and therefore are not available to the public prior to approval.

FISCAL IMPACT

n/a

RECOMMENDATION

n/a

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Summary of Conclusions Regarding City Administrator's Performance Evaluation**

MEETING DATE: September 8, 2025
ITEM TYPE: Consent Agenda
CONTACT: Bridget Nason, City Attorney

ACTION REQUESTED

The Council is asked to approve a summary of conclusions regarding the City Administrator's performance evaluation.

BACKGROUND

At its July 14, 2025 meeting, which was recessed and continued to additional dates in July and August before ultimately being adjourned on August 25, 2025, the City Council met in closed session pursuant to Minn. Stat. Sec. 13D.05, subd. 3(a) to evaluate the performance of City Administrator Kris Wilson. State statute requires that at its next regular meeting after holding a closed session to evaluate the performance of an employee, the Council must summarize its conclusions regarding the evaluation. Therefore, the Council is asked to adopt the following as its summary of its conclusions regarding the evaluation of the City Administrator:

Summary of Conclusions Regarding Evaluation of City Administrator Kris Wilson

The City Council met in closed session to conduct a performance evaluation of City Administrator Kris Wilson at its July 14, 2025 meeting; the closed session was recessed and reconvened and ultimately concluded on August 25, 2025.

The Council evaluated the City Administrator's performance, specifically with respect to management of the fire department, including fire department personnel matters. The Council discussed the need for additional focus on management of the fire department and provided feedback to the City Administrator regarding the same. The Council expressed its continued confidence in the City Administrator and her leadership.

FISCAL IMPACT

n/a

RECOMMENDATION

Adopt the above summary of the Council's conclusions regarding its recent performance evaluation of the City Administrator.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2025-09E**

MEETING DATE: September 8, 2025
ITEM TYPE: Consent Agenda
CONTACT: David Ray, Assistant City Engineer, 651.450.2541

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, declaring the costs to be assessed, ordering the preparation of proposed assessments, and calling for assessment hearings on proposed assessments for Pavement Management Project 2025-09E.

BACKGROUND

Pavement Management Project 2025-09E - 50th Street Area was authorized on May 28, 2024 (Resolution No. 2024-113), with an award recommendation and budget approved by Council on April 14, 2025 (Resolution No. 2025-081). Construction has proceeded to the point where final assessments can be calculated, with substantial completion of the project anticipated by the end of September.

Project	Estimated Assessments (at time of Budget Approval)	Proposed Assessments (at time of Project Completion)	Difference
2025-09E	\$1,078,534.07	\$1,001,515.68	(\$77,018.39) (-7.14%)

The attached Resolutions call for the public hearing to be held on October 13, 2025, and order the preparation of assessments. These Resolutions do not represent the final action on the assessments, which will take place after the public hearing is held on October 13, 2025. All impacted property owners will receive a mailed notice of the public hearing and the proposed assessments for their property in accordance with Minnesota State Statute 429. The notice will also include an invitation to a pre-assessment hearing open house, to be scheduled on October 2, 2025, from 5:00 - 6:00 pm.

FISCAL IMPACT

This is a procedural action that has no specific fiscal impact. The project overall will be funded by a combination of Pavement Management - Local Streets Fund (Fund 440), Water Capital Fund (Fund 511), Sewer Capital Fund, (Fund 521), Storm Water Capital Fund (Fund 531), and Special Assessments as outlined in the Council's April 14, 2025 budget approval action (Resolution No. 2025-081).

RECOMMENDATION

Staff recommends adoption of the attached Resolutions.

ATTACHMENTS

1. 2025.09.08 Resolution - Declare Costs and Order Preparation of Assessments 25-09E
2. 2025.09.08 Resolution - Call for Assessment Hearing 25-09E

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

RESOLUTION NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF
PROPOSED ASSESSMENTS FOR CITY PROJCT NO. 2025-09E**

WHEREAS, work on the following project has been substantially completed to allow for the calculation of final project costs to be assessed:

2025 Pavement Management Initiative
City Project No. 2025-09E – 50th Street Area

WHEREAS, Roadway improvements for City Project No. 2025-09E included pavement rehabilitation by means of full depth reclamation, storm improvements, curb improvements, utility adjustments, and appurtenances related thereto on the following streets: 50th Street East from Trunk Highway 3 to Babcock Trail, Ashley Lane from 50th Street East to 50th Street East; and

WHEREAS, the total final estimated project cost for City Project No. 2025-09E is \$2,153,865.60, with the storm sewer and street improvement assessable costs being \$2,113,658.24.

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

1. The amount to be specially assessed for City Project No. 2025-09E is hereby declared to be \$1,001,515.68.
2. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece, or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall be filed in the City Clerk's office for public inspection.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED ASSESSMENTS FOR
CITY PROJECT NO. 2025-09E**

WHEREAS, by a resolution of the City Council on Monday, September 8, 2025, the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

2025 Pavement Management Initiative
City Project No. 2025-09E – 50th Street Area

WHEREAS, Roadway improvements for City Project No. 2025-09E included pavement rehabilitation by means of full depth reclamation, storm improvements, curb improvements, utility adjustments, and appurtenances related thereto on the following streets: 50th Street East from Trunk Highway 3 to Babcock Trail, Ashley Lane from 50th Street East to 50th Street East; and

WHEREAS, the City Clerk has notified the City Council that such proposed assessments have been calculated and the proposed assessment roll filed in the City Clerk's Office for public inspection.

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

1. A public hearing shall be held on October 13, 2025, in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN 55077 at 6:00 p.m., to pass upon the proposed assessments; and, at such time and place, all persons present shall be given an opportunity to be heard with reference to such assessments.
2. The City Clerk is hereby directed to cause a notice of public hearing on the proposed assessments to be published once in the City's official newspaper and to be mailed to the owner of each parcel described in the assessment roll.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2025-09G**

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

CONTACT: Chris English, Graduate Civil Engineer, 651-248-0157

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, declaring the costs to be assessed, ordering the preparation of proposed assessments, and calling for assessment hearings on proposed assessments for Pavement Management Project 2025-09G.

BACKGROUND

The Council initiated Pavement Management Project 2025-09G - Bacardi Avenue Reconstruction and awarded the construction contract to McNamara Contracting, Inc. along with budget approvals on April 14, 2025 (Resolution No. 2025-083). The estimated total special assessments from the approved total project budget, as well as the projected final assessments for the project, are noted as follows:

Project	Total Estimated Assessments (at time of Budget Approval)	Total Proposed Assessments (at time of Project Completion)	Difference
2025-09G	\$107,500	\$107,500	\$0.00

During the Feasibility Study phase for the Bacardi Avenue & 88th Street project, calculated assessments per parcel equaled \$19,240.26 for a total of \$192,240.60. As part of the Final Design phase, staff recommended and Council authorized (via Resolution No. 2024-160) a special benefit analysis to be performed. This analysis identified a benefit cap of \$10,750 per assessed parcel, which was included in the original approved budget at the time of contract award, and remains the benefit cap proposed for the final assessment.

The attached Resolutions call for the public hearing to be held on October 13, 2025, and order the preparation of assessments. These resolutions do not represent the final action on the assessments, which will take place after the public hearing is held on October 13, 2025. All impacted property owners will receive a mailed notice of the public hearing and the proposed assessments for their property, in accordance with Minnesota State Statute 429. The notice will also include an invitation to a pre-assessment hearing open house, to be scheduled on October 2 from 6:00-7:00 p.m.

FISCAL IMPACT

This is a procedural action with no specific fiscal impact. The overall project is funded by a combination of Pavement Management - Local Streets Funds (Fund 440), Sewer Capital Funds, (Fund 521), Storm Water Capital Funds (Fund 531), and Special Assessments as outlined in the Council's April 14, 2025 budget approval action (Resolution 2025-083).

RECOMMENDATION

Staff recommends adoption of the attached Resolutions.

ATTACHMENTS

1. Resolution Declaring Costs to Be Assessed and Ordering Preparation of Assessments 2025-09G
2. Resolution Calling for Assessment Hearing 2025-09G

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

RESOLUTION NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF
PROPOSED ASSESSMENTS FOR CITY PROJCT NO. 2025-09G**

WHEREAS, work on the following project has been substantially completed to allow for the calculation of final project costs to be assessed:

2025 Pavement Management Initiative

City Project No. 2025-09G – Bacardi Avenue Reconstruction

WHEREAS, Roadway improvements for City Project No. 2025-09G included pavement rehabilitation by means of full reconstruction, storm improvements, curb improvements, utility adjustments, sanitary improvements, and appurtenances related thereto on the following streets: Bacardi Avenue starting from the Aviary Path to 88th St W. Removal of 88th St W from Bacardi Avenue to Argenta Trail.

WHEREAS, the total final estimated project cost for City Project No. 2025-09G is \$631,343.81, with the storm sewer and street improvement assessable costs being \$600,028.61.

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

1. The amount to be specially assessed for City Project No. 2025-09G is capped per Special Benefit Appraisal and hereby declared to be \$107,500.
2. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece, or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall be filed in the City Clerk's office for public inspection.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION CALLING FOR PUBLIC HEARING ON PROPOSED ASSESSMENTS FOR
CITY PROJECT NO. 2025-09G**

WHEREAS, by a resolution of the City Council on Monday, September 8, 2025, the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

2025 Pavement Management Initiative

City Project No. 2025-09G – Bacardi Avenue Reconstruction

WHEREAS, Roadway improvements for City Project No. 2025-09G included pavement rehabilitation by means of full reconstruction, storm improvements, curb improvements, utility adjustments, sanitary improvements, and appurtenances related thereto on the following streets: Bacardi Avenue starting from the Aviary Path to 88th St W. Removal of 88th St W from Bacardi Avenue to Argenta Trail.

WHEREAS, the City Clerk has notified the City Council that such proposed assessments have been calculated and the proposed assessment roll filed in the City Clerk's Office for public inspection.

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

1. A public hearing shall be held on October 13, 2025, in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN 55077 at 6:00 p.m., to pass upon the proposed assessments; and, at such time and place, all persons present shall be given an opportunity to be heard with reference to such assessments.
2. The City Clerk is hereby directed to cause a notice of public hearing on the proposed assessments to be published once in the City's official newspaper and to be mailed to the owner of each parcel described in the assessment roll.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2023-09E**

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

CONTACT: Brian Connolly, Public Works Director, 651.450.2571

ACTION REQUESTED

The Council is asked to adopt the attached Resolutions, declaring the costs to be assessed, ordering the preparation of proposed assessments, and calling for assessment hearings on proposed assessments for Pavement Management Project 2023-09E.

BACKGROUND

Pavement Management Project 2023-09E - Argenta Trail Reconstruction, was authorized on May 13, 2024, with an award recommendation and budget approved by the Council on March 24, 2025. The project is being managed by the City of Eagan, and includes funding from the City of Eagan, City of Inver Grove Heights, and Dakota County. Construction has proceeded to the point where final assessments can be calculated, with substantial completion of the project anticipated by the end of September.

The total estimated special assessments from the approved total project budget, as well as the projected final assessments for each project, are noted as follows:

Project	Total Estimated Assessments (at time of Budget Approval)	Total Proposed Assessments (at time of Project Completion)	Difference
2023-09E	\$256,664.37	\$269,165.87	\$12,501.50 (4.87%)

The attached Resolutions call for the public hearing to be held on October 13, 2025, and order the preparation of assessments. These Resolutions do not represent the final action on the assessments, which will take place after the public hearing is held on October 13, 2025. All impacted property owners will receive a mailed notice of the public hearing and the proposed assessments for their property, in accordance with Minnesota State Statute 429. The notice will also include an invitation to a pre-assessment hearing open house, to be scheduled on October 2 from 7:00 - 8:00 p.m.

FISCAL IMPACT

This is a procedural action with no fiscal impact. However, the overall project is funded by a combination of Municipal State Aid Funds, Water Capital Funds (Fund 511), Sewer Capital Funds, (Fund 521), and Special Assessments as outlined in the Council's March 24, 2025 budget approval resolution (Resolution 2025-060).

RECOMMENDATION

Staff recommends adoption of the attached Resolutions.

ATTACHMENTS

1. Resolution Declaring Costs to be Assessed and Ordering Preparation of Assessments 2023-09E
2. Resolution Calling for Assessment Hearing 2023-09E

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

RESOLUTION NO. _____

**RESOLUTION DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF
PROPOSED ASSESSMENTS FOR CITY PROJCT NO. 2023-09E**

WHEREAS, work on the following project has been substantially completed to allow for the calculation of final project costs to be assessed:

2025 Pavement Management Initiative
City Project No. 2023-09E – Argenta Trail Reconstruction

WHEREAS, Roadway improvements for City Project No. 2023-09E included pavement rehabilitation by means of full reconstruction, storm improvements, curb improvements, utility adjustments, water improvements, sanitary improvements, and appurtenances related thereto on the following streets: Argenta Trail starting from approximately 500' north of the intersection with TH 149 to Opperman Drive.

WHEREAS, the total final estimated project cost for City Project No. 2023-09E is \$2,976,471, with the storm sewer and street improvement assessable costs being \$631,841, and sanitary sewer extension assessable costs being \$96,012.

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

1. The amount to be specially assessed for City Project No. 2023-09E is hereby declared to be \$269,165.87.
2. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece, or parcel of land within the district affected, without regard to cash valuation, as provided by law, and shall be filed in the City Clerk's office for public inspection.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED ASSESSMENTS FOR
CITY PROJECT NO. 2023-09E**

WHEREAS, by a resolution of the City Council on Monday, September 8, 2025, the City Clerk was directed to prepare proposed assessments of the costs of the improvements as follows:

2025 Pavement Management Initiative

City Project No. 2023-09E – Argenta Trail Reconstruction

WHEREAS, Roadway improvements for City Project No. 2023-09E included pavement rehabilitation by means of full reconstruction, storm improvements, curb improvements, utility adjustments, water improvements, sanitary improvements, and appurtenances related thereto on the following streets: Argenta Trail starting from approximately 500' north of the intersection with TH 149 to Opperman Drive.

WHEREAS, the City Clerk has notified the City Council that such proposed assessments have been calculated and the proposed assessment roll filed in the City Clerk's Office for public inspection.

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

1. A public hearing shall be held on October 13, 2025, in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN 55077 at 6:00 p.m., to pass upon the proposed assessments; and, at such time and place, all persons present shall be given an opportunity to be heard with reference to such assessments.
2. The City Clerk is hereby directed to cause a notice of public hearing on the proposed assessments to be published once in the City's official newspaper and to be mailed to the owner of each parcel described in the assessment roll.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this 8th day of September 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: Approval of Storm Water Facilities Maintenance Agreement for 6128 Blackberry Trail

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

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

ACTION REQUESTED

The Council is asked to approve the attached Storm Water Facilities Maintenance Agreement for 6128 Blackberry Trail.

BACKGROUND

The owner of 6128 Blackberry Trl is proposing to construct a home on a lot with no previous existing storm water management plan, and is affected by City Code Title 9, Chapter 5, Section 9-5-5. This ordinance requires properties of record which do not have recorded contracts or agreements with the City to provide information to ensure proposed site improvements meet current City standards for grading, erosion control and storm water management.

The owner, William P. Duffey, has provided the plans required by the Code. A storm drain system will be constructed for water quality treatment and flow requirements on the lot and receive water from the new impervious area. He has signed the attached Storm Water Facilities Maintenance Agreement which spells out the conditions to be met. An engineering escrow of \$1,500 has been provided to cover costs incurred by the City for review and inspection of the site improvements.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the attached storm water facilities maintenance agreement for 6128 Blackberry Trail.

ATTACHMENTS

1. 6128 Blackberry Trail SWFMA

STORM WATER FACILITIES MAINTENANCE AGREEMENT
FOR LOT 1, BLOCK 1, OAKBUSH FIFTH ADDITION INVER GROVE HEIGHTS,
DAKOTA COUNTY, MINNESOTA

THIS STORM WATER FACILITIES MAINTENANCE AGREEMENT (“Agreement”) is made, entered into and effective this 8th day of September, 2025, by and between the City of Inver Grove Heights, a Minnesota municipal corporation (hereafter referred to as “City”) and William P. Duffey, a single person (hereafter referred to as “Landowner” and “Responsible Owner”). Subject to the terms and conditions hereafter stated and based on the representations, warranties, covenants, agreements and recitals of the parties herein contained, the parties do hereby agree as follows:

ARTICLE 1
DEFINITIONS

1.1 Terms. The following terms, unless elsewhere specifically defined herein, shall have the following meanings as set forth below.

1.2 City. “City” means the City of Inver Grove Heights, a Minnesota municipal corporation.

1.3 Landowner. “Landowner” means William P. Duffey, a single person, and his successors and assigns.

1.4 NWA Stormwater Manual. “NWA Stormwater Manual” means the Inver Grove Heights Northwest Area Storm Water Manual prepared by Emmons & Olivier Resources dated July 2006, and as adopted by the City of Inver Grove Heights and codified in Section 10-13J-5 (H) of the Inver Grove Heights City Code, as amended from time to time by amendment of general applicability.

1.5 Responsible Owner. “Responsible Owner” means, jointly and severally, all of the following:

The fee title owner(s) of the Subject Property, and the successors and assigns of such fee title owner.

At the time of execution of this Agreement, William P. Duffey is the Responsible Owner.

1.6 Storm Water Facilities. “Storm Water Facilities” means each and all of the following, individually and collectively located now or in the future on the Subject Property:

Any existing or future storm water infiltration basins or retention ponds and associated vegetation, sediment basins, dry basins, water quality (environmental) structures, overflow control structures, inlets, catch basins, pipes, retention pipes, culverts, drintile, conduits, aprons, drainage areas, ditches, swales, emergency overflows conduits, or approved storm water quality structures or storm water collection appurtenances as depicted on the Stormwater Facility Plan.

1.7 Subject Property. “Subject Property” means that certain real property located in the City of Inver Grove Heights, Dakota County, Minnesota, and legally described on the attached **Exhibit A.**

1.8 Stormwater Facility Plan. “Stormwater Facility Plan” means that certain set of plans titled 6128 Blackberry Trail prepared by Advance Surveying & Engineering Co. dated June 3, 2025, approved by the City Engineer on August 15, 202,5 and attached hereto as **Exhibit D.**

The Storm Water Facility Plan also includes modifications of the Stormwater Facility Plan as approved from time to time by the City Engineer.

1.9 Stormwater Management Plan. “Stormwater Management Plan” means the 4th Generation Stormwater Management Plan and current Inver Grove Heights City Code Title 9, Chapter 5 Storm Water Management design, water quality, rate control, and volume and control standards. The Low Impact Design (LID) standards for construction and maintenance Best Management Practices shall be in accordance with the current Dakota County LID standards and the Inver Grove Heights Northwest Area (NWA) Storm Water Manual prepared by Emmons & Olivier Resources dated July 2006, and as adopted by the City of Inver Grove Heights and codified in Section 10-13J-5 (H) of the Inver Grove Heights City Code, as amended from time to time by amendment of general applicability.

ARTICLE 2 **RECITALS**

Recital No. 1. Landowner owns the Subject Property.

Recital No. 2. The City is willing to approve the grading of the Subject Property and issuance of a building permit for the construction of the proposed house as shown on the Stormwater Facility Plan if Landowner executes this Storm Water Facilities Maintenance Agreement.

Recital No. 3. By this Agreement the parties seek to:

- a.) Impose upon the Responsible Owner the responsibility of maintaining the Storm Water Facilities, notwithstanding the fact that the Storm Water Facilities may exist within easements dedicated or granted to the City and the public; and

- b.) Provide a mechanism where the City may charge back to the Responsible Owner the cost of any maintenance work that the City performs with respect to the Storm Water Facilities in the event the Responsible Owner fails to perform its obligations to maintain the Storm Water Facilities; and
- c.) Provide the City with right of access over the Subject Property to access the Storm Water Facilities, when needed

ARTICLE 3

RESPONSIBILITY FOR MAINTENANCE

3.1 Construction of Storm Water Facilities. Responsible Owner agrees that the Storm Water Facilities shall be constructed and installed in accordance with the approved Stormwater Facility Plan, the Stormwater Management Plan, and the NWA Stormwater Manual at the sole expense of the Responsible Owner at a location and in a configuration as approved by the City.

3.2 Maintenance of Storm Water Facilities. The Responsible Owner is obligated at its expense to perpetually maintain the Storm Water Facilities in accordance with the Storm Water Facility Plan and the Standard of Maintenance set forth in Section 3.3 hereof. The Responsible Owner shall not modify, alter, remove, eliminate or obstruct the Storm Water Facilities for as long as the Storm Water Facilities exist. The Responsible Owner shall also ensure that the Storm Water Facilities always remain in compliance with the Storm Water Facility Plan. The responsibility of the Responsible Owner for maintaining the Storm Water Facilities on the Subject Property exists even though the event or omission which caused the need for maintenance of the Storm Water Facilities may arise on property outside of the Subject Property.

3.3 Standard of Maintenance. The Responsible Owner must meet the Standard of Maintenance set forth in this Section 3.3.

The Standard of Maintenance shall comply with all of the following:

- a. The Standard of Maintenance shall comply with the standards contained in Title 9, Chapter 5 of the Inver Grove Heights City Code (as amended from time to time, by amendment of general applicability); and
- b. The Standard of Maintenance shall comply with the stormwater maintenance standards and bio-retention standards and requirements as set forth in the NWA Stormwater Manual (as amended from time to time, by amendment of general applicability). The NWA Stormwater Manual is on file with the City's Director of Public Works. The NWA Stormwater Manual shall apply to the construction and maintenance of Storm Water Facilities notwithstanding the fact that the Subject Property is located outside of the Northwest Area Overlay District; and
- c. The Standard of Maintenance shall comply with the Dakota County Soil and Water Conservation District Low Impact Standards, current version; and

- d. The Standard of Maintenance shall comply with the City approved Operations & Maintenance Plan hereafter referenced; and
- e. The Standard of Maintenance shall comply with the 2023 Watershed Management Plan for the Lower Mississippi Watershed Management Organization (LMRWMO) dated February 8, 2023; and
- f. The Standard of Maintenance shall include but not be limited to each of the following:
 - i.) The Responsible Owner shall monitor the Storm Water Facilities and shall as soon as possible correct any malfunction or deficiency in the operation of such structure so as to ensure that the structure operates in conformance with the design parameters.
 - ii.) The Responsible Owner must comply with Section IV of the NWA Stormwater Manual which outlines the requirements for the operations and maintenance of Long-Term Best Management Practices (BMP's) for storm water facilities. The City and Landowner have prepared Operations & Maintenance Plan to show how the Responsible Owner shall operate and maintain Long-Term Best Management Practices for the Storm Water Facilities being constructed on the Subject Property. The Operations & Maintenance Plans are attached hereto as **Exhibit B**. The Responsible Owner and the successors and assigns thereof shall be responsible for following the Operations & Maintenance Plan as approved by the City. The Operations & Maintenance Plan shall be on file with the City's Director of Public Works.
 - iii.) The Operations & Maintenance Plan shall contain the following information:
 - a. Detailed inspection requirements;
 - b. Inspection and maintenance schedules;
 - c. Contact information for the Responsible Owner;
 - d. As built plans of the Storm Water Facilities;
 - e. The requirement for an annual report to the City to demonstrate that post construction maintenance is being accomplished per the Operations & Maintenance Plan;
 - f. The GPS coordinates for the Storm Water Facilities shall be provided to the City after construction is completed. Storm Water Facilities smaller than 200 square feet can be located with one GPS coordinate. Storm Water Facilities larger than 200 square feet shall have outlet coordinates and the corners of the Storm Water Facilities located by GPS. The GPS readings shall be provided to the City before the Storm Water Facilities are covered.

If the Storm Water Facility Plan is inconsistent with the Standard of Maintenance or if components within the Standard of Maintenance are inconsistent with other components within the

Standard of Maintenance, then that provision, term or component which imposes a greater and more demanding obligation shall prevail.

By December 31st of each year, the Responsible Owner shall submit to the City an annual report that identifies all of the tests, inspections, corrective measures and other activities conducted by the Responsible Owner under the Operations & Maintenance Plan for the preceding year. The annual report shall also identify any conditions of non-compliance with the Standard of Maintenance during the preceding year and the annual report shall address how the conditions of non-compliance were cured. The annual report shall also include the information shown on the form attached hereto as **Exhibit C**.

3.4 Notice of Non-Compliance with Section 3.2 or 3.3; Cure Period. If the City's Director of Public Works ("DPW") determines, at their reasonable discretion, that the Responsible Owner has not complied with the Standard of Maintenance, the DPW shall provide written notice to the Responsible Owner of such failure to comply with the Standard of Maintenance. This notice shall specify that the Responsible Owner will have thirty (30) days to comply with the Standard of Maintenance, unless thirty (30) days is not practicable for the Responsible Owner to cure the default, in which case the Responsible Owner shall be given a reasonable time, as determined by the DPW, to cure the default provided the Responsible Owner has commenced a suitable cure within the initial thirty (30) days. Notwithstanding the requirement contained in this Section relating to written notice and opportunity of the Responsible Owner to comply with the Standard of Maintenance, in the event of an emergency as determined by the DPW, the City may perform the work to be performed by the Responsible Owner without giving any notice to the Responsible Owner and without giving the Responsible Owner thirty (30) days to comply with the Standard of Maintenance. If the City performs emergency service work, the Responsible Owner shall be obligated to repay the City the costs incurred to perform the emergency service work, and the City shall follow those procedures set forth in Sections 3.5 and 3.6 with respect to the billing, collection and/or tax certification of such costs.

3.5 Payment of Costs Incurred by City. If the Responsible Owner fails to comply with the Standard of Maintenance within the Cure Period identified in Section 3.4 above, or in the case of an emergency situation as determined by the DPW, the City may perform those tasks necessary for compliance and the City and its employees, agents, and contractors shall have the right of access to the areas where the Storm Water Facilities are located on the Subject Property and to such other areas located on the Subject Property necessary in order to access the areas where the Storm Water Facilities are located for inspection and maintenance. The City shall charge all costs incurred by the City to perform the tasks necessary for compliance to the Responsible Owner.

The amount of costs charged by the City to the Responsible Owner shall be the usual and customary amounts charged by the City or its contractors given the task, work, or improvement performed by the City to ensure compliance with the Standard of Maintenance. The Responsible Owner shall make payment directly to the City within thirty (30) days after invoicing ("Due Date") by the City. Bills not paid by the Due Date shall incur the standard penalty and interest established by the City for utility billings within the City.

3.6 Certification of Costs Payable with Taxes; Special Assessments. If payment is not made under Section 3.5 by the Responsible Owner with respect to the Subject Property, the City may certify to Dakota County the amounts due as payable with the real estate taxes for the

Subject Property in the next calendar year; such certifications may be made under Minnesota Statutes, Chapter 444 in a manner similar to certifications for unpaid utility bills. The Responsible Owner and Landowner waives any and all procedural and substantive objections to the imposition of such usual and customary charges on the Subject Property.

Further, as an alternate means of collection, if the written billing is not paid by the Responsible Owner, the City, without notice and without hearing, may specially assess the Subject Property for the costs and expenses incurred by the City. The Landowner and Responsible Owner hereby waives any and all procedural and substantive objections to special assessments for the maintenance costs including, but not limited to, notice and hearing requirements and any claims that the charges or special assessments exceed the benefit to the Subject Property. The Responsible Owner and Landowner waive any appeal rights otherwise available pursuant to Minnesota Statute § 429.081. The Responsible Owner and Landowner acknowledge that the benefit from the performance of maintenance tasks by the City to ensure compliance with the Standard of Maintenance equals or exceeds the amount of the charges and assessments for the maintenance costs that are being imposed hereunder upon the Subject Property.

In addition, if payment is not made under Section 3.5 by the Responsible Owner with respect to the Subject Property, the City may use the funds available under Article 4 to reimburse the City for the cost and expenses incurred by the City.

3.7 Obligation for Maintenance Notwithstanding Public Easement. The Responsible Owner agrees that its obligations relating to maintenance of the Storm Water Facilities exist notwithstanding the fact that the Storm Water Facilities may be located in whole or in part within public easements.

The City hereby grants to the Responsible Owner a temporary right and license to enter public easements and public road rights-of-way for the purpose of performing the maintenance obligations relating to the Storm Water Facilities for the duration of the performance of the maintenance. The Responsible Owner hereby grants to the City a right and license to access and enter the Subject Property for the purpose of performing inspection and maintenance of the Storm Water Facilities for the duration of the performance of the inspection and maintenance.

3.8 Indemnification of City. Responsible Owner shall indemnify, defend and hold the City, its council, agents, employees, attorneys and representatives harmless against and in respect of any and all claims, demands, actions, suits, proceedings, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties and attorneys' fees, that the City incurs or suffers, which arise out of, result from or relate to:

- a.) failure by the Responsible Owner to observe or perform any covenant, conditions, obligation or agreement on their part to be observed or performed under this Agreement;
- b.) failure by the Responsible Owner to pay contractors, subcontractors, laborers, or materialmen;
- c.) failure by the Responsible Owner to pay for any materials that may be used by the

Responsible Owner to maintain the Storm Water Facilities; and

- d.) construction of the Storm Water Facilities.

3.9 No Remedy Exclusive. No remedy herein conferred upon or reserved to the City shall be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under the Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the City to exercise any remedy reserved to it, it shall not be necessary to give notice, other than the notice, if any, required by this Agreement.

ARTICLE 4 **ESCROW DEPOSIT**

4.1 Engineering Escrow Amount. The Responsible Owner has deposited \$1,500 in cash with the City (hereafter "Engineering Escrow Amount") prior to execution of this Agreement.

The Engineering Escrow Amount shall be used to pay the City for engineering review and inspection expenses, attorney's fees, consultant fees, erosion and sediment control expenses, staff review time associated with coordination, review, design, preparation and inspection of the Storm Water Facility Plan and this Agreement and other associated City costs. Fees will be calculated at the City's standard rates charged for such tasks.

Upon satisfactory completion of the Storm Water Facilities, the City shall return to the Responsible Owner any remaining portion of the Engineering Escrow Amount not otherwise previously charged the Responsible Owner.

To the extent the engineering inspection charges or the amount needed to correct any deficiencies and problems relating to grading, drainage, erosion control, or landscaping exceed the initially deposited \$1,500 Engineering Escrow Amount, the Responsible Owner shall be responsible for payment of such excess within thirty (30) days after billing by the City.

ARTICLE 5 **CITY'S COVENANTS**

5.1 Approval of Development Plans. The City agrees that if Landowner executes this Stormwater Facilities Maintenance Agreement and if the other conditions set forth in the Development Contract between Landowner and City are met, the City will approve the grading plan and issuance of a building permit for the Subject Property.

ARTICLE 6 **MISCELLANEOUS**

6.1 Binding Agreement. The parties mutually recognize and agree that all terms and conditions of this recordable Agreement shall run with the Subject Property and shall be binding upon the parties and the successors and assigns of the parties. This Agreement shall also be binding on and

apply to any title, right and interest of Landowner in the Subject Property acquired by Landowner after the execution date of this Agreement or after the recording date of this Agreement.

6.2 Amendment and Waiver. The parties hereto may by mutual written agreement amend this Agreement in any respect. Any party hereto may extend the time for the performance of any of the obligations of another, waive any inaccuracies in representations by another contained in this Agreement or in any document delivered pursuant hereto which inaccuracies would otherwise constitute a breach of this Agreement, waive compliance by another with any of the covenants contained in this Agreement, waive performance of any obligations by the other or waive the fulfillment of any condition that is precedent to the performance by the party so waiving of any of its obligations under this Agreement. Any agreement on the part of any party for any such amendment, extension or waiver must be in writing. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provisions, whether or not similar, nor shall any waiver constitute a continuing waiver.

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

6.4 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.

6.5 Consent. Landowner and City consent to the recording of this Agreement.

6.6 Notice. Notice shall mean notices given by one party to the other if in writing and if and when delivered or tendered either in person or by depositing it in the United States mail in a sealed envelope, by certified mail, return receipt requested, with postage and postal charges prepaid, addressed as follows:

If to City:	City of Inver Grove Heights Attention: City Administrator 8150 Barbara Avenue Inver Grove Heights, MN 55077
If to Landowner/Responsible Owner:	William P. Duffey 6128 Blackberry Trail Inver Grove Heights, MN 55076

or to such other address as the party addressed shall have previously designated by notice given in accordance with this Section. Notices shall be deemed to have been duly given on the date of service if served personally on the party to whom notice is to be given, or on the third day after mailing if mailed as provided above, provided, that a notice not given as above shall, if it is in writing, be deemed given if and when actually received by a party.

[The remainder of this page has been intentionally left blank]

IN WITNESS WHEREOF Landowner/Responsible Owner and the City have entered into this Agreement on the day and year first stated above.

CITY OF INVER GROVE HEIGHTS

By: _____
Brenda Dietrich
Its: Mayor

ATTEST:

Rebecca Kiernan, City Clerk

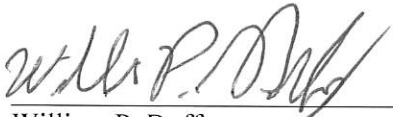
(CITY SEAL)

STATE OF MINNESOTA)
) ss.
COUNTY OF DAKOTA)

On this ____ day of _____, 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

**RESPONSIBLE OWNER AND
LANDOWNER:**

By: 
William P. Duffey

STATE OF MINNESOTA)
) ss.
COUNTY OF)

On this 29th day of August, 2025, before me a Notary Public within and for said County, personally appeared William P. Duffey, to me personally known, who being by me duly sworn, did say that he is the Responsible Owner and Landowner named in the foregoing document.




Notary Public

This Instrument Was Drafted By and After
Recording Please Return To:

Bridget McCauley Nason, # 0347322
Kennedy & Graven, Chartered
150 South 5th Street
Suite 700
Minneapolis, MN 55402
(612) 337-9245

EXHIBIT A
LEGAL DESCRIPTION OF SUBJECT PROPERTY

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

Lot 1, Block 1, OAKBUSH FIFTH ADDITION, Dakota County.

EXHIBIT B
OPERATIONS & MAINTENANCE PLAN

OPERATIONS & MAINTENANCE PLAN

Maintenance of the Storm Water Facilities shall be performed as outlined in Table 1.1 below to ensure healthy and functioning Storm Water Facilities conforming to the intent of the original design parameters. Maintenance shall be completed annually by December 31st. An annual inspection report shall be submitted to the City Engineering Division by December 31st of each year to demonstrate that post-construction maintenance is being accomplished per this Operations and Maintenance Plan.

TABLE 1.1 – MAINTENANCE ACTIVITIES

Maintenance Activity	Frequency	Procedure	Maintenance Done By
1. Sediment, trash and debris removal from inlet, outlets, pipes and structures.	Annually in spring and fall as needed.	Remove trash and/or debris. Pruning and weeding, mow filter strip	Responsible Owner unless designated otherwise
2. Sediment, trash and debris removal from bio-filtration basin and swale	Annually in spring and fall as needed.	Remove sediment and restore bio-filtration basin and swale to capacity	Responsible Owner unless designated otherwise
3. Erosion repair and vegetation replacement.	Annually in spring and fall as needed.	Repair eroded areas and re-seed, re-sod, re-plant and mulch as necessary and remove dry, dead or severely diseased vegetation	Responsible Owner unless designated otherwise
4. Mulch replacement	Every 2 to 3 years or as needed to maintain 3" to 4" depth	If applicable, add shredded hardwood mulch	Responsible Owner unless designated otherwise
5. Watering	As needed	Provide 1 inch of water when plants show signs of stress	Responsible Owner unless designated otherwise
6. Vegetation replacement and weeding	Annually in spring and fall	Replace dead vegetation and remove evasive or unwanted plants	Responsible Owner unless designated otherwise
7. Clean/fix structural components	As needed per inspection	Dependent on the type of damage; repair components per manufacturer's recommendations	Responsible Owner unless designated otherwise
8. Replacement of the bio-retention device.	Bio-retention device failure.	The Landowner shall notify the City and make repairs within 60 days, unless otherwise approved by the City Engineer.	Responsible Owner unless designated otherwise

EXHIBIT C
ANNUAL INSPECTION FORM

CITY OF INVER GROVE HEIGHTS NPDES INSPECTION PROGRAM

INLET / OUTLET					
STRUCTURE ID		INSPECTION DATE	INSPECTOR(S)		
LOCATION					
EASEMENT					
ACCESSIBLE	Y	N			
STRUCTURES IN ESMT.	Y	N	DESCRIPTION		
TREES IN ESMT.	Y	N	LARGEST DIAMETER (INCHES)		
STRUCTURE	FES	PIPE	CB	OTHER	
ATTRIBUTES	TRASH GUARD	WEIR	SURGE BASIN	OTHER	NONE
CONDITION*	OK	MINOR MAINTENANCE	MAJOR MAINTENANCE	INACCESSIBLE	
END SECTION EROSION	Y	N			
FLOW CONDITION	FLOW PRESENT	NO FLOW	SUBMERGED		
COMMENTS					
VEGETATION/DEBRIS	WEEDS, ETC.	BRUSH, TREES, ETC.	GARBAGE/DEBRIS	NONE	
RESTRICTING FLOW	Y	N			
COMMENTS					
SEDIMENT					
CONDITION**	NONE	MINOR MAINTENANCE	MAJOR MAINTENANCE		
COMMENTS					
RIP RAP					
PRESENT	Y	N			
CONDITION***	OK	MINOR MAINTENANCE	MAJOR MAINTENANCE		
COMMENTS					
ILLICIT DISCHARGE	Y	N			
COMMENTS					

MAINTENANCE PERFORMED:			
SIGNED:		DATE:	

* Minor Maintenance: i.e. regROUT joint, repair trash guard; Major Maintenance: structure separating(ed) from pipe
 ** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed
 *** Minor Maintenance: repair can be done by City crews, Major Maintenance: heavy equip. is needed

STORM WATER FACILITY PLAN



STORM WATER FACILITY PLAN

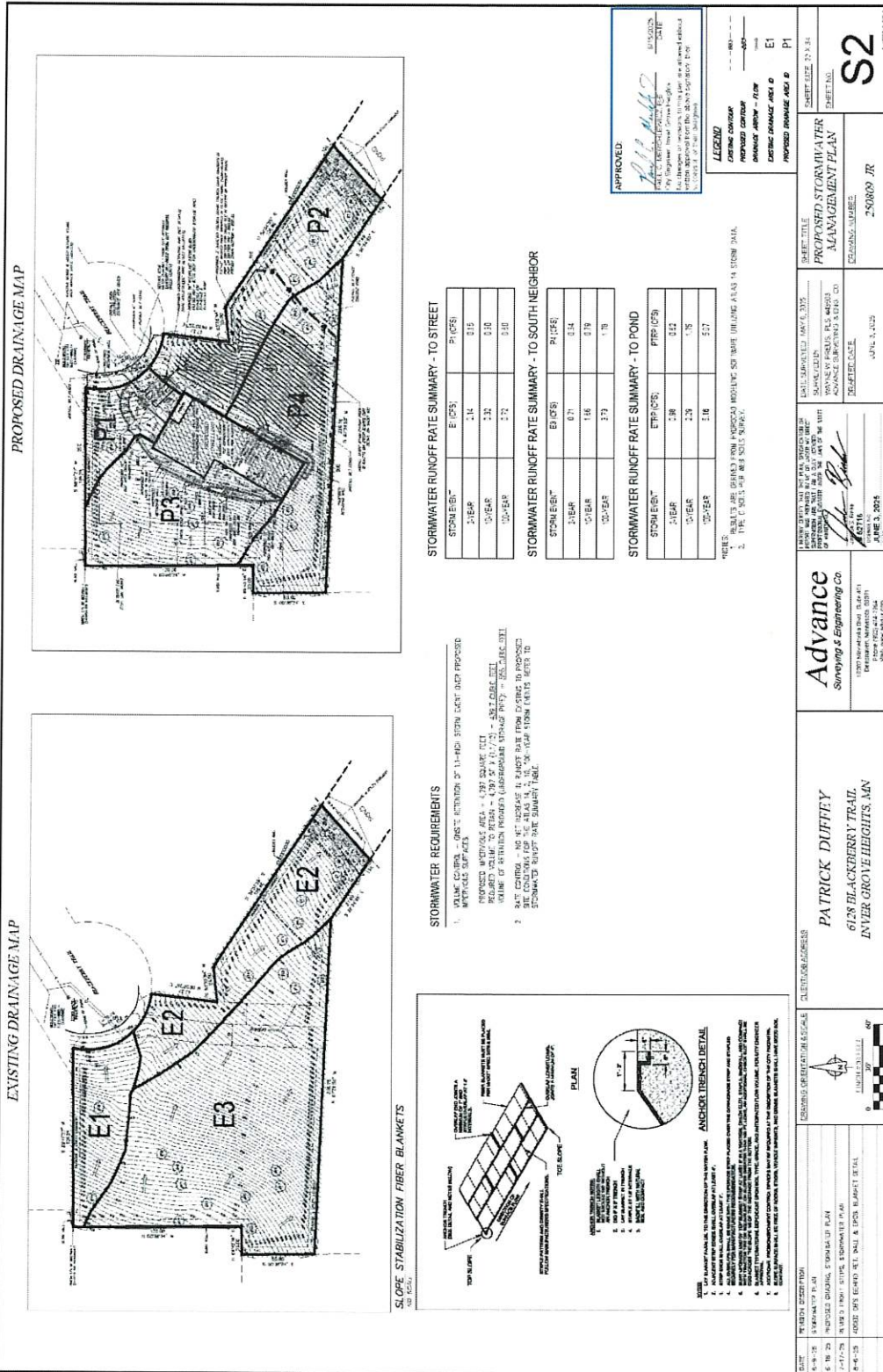
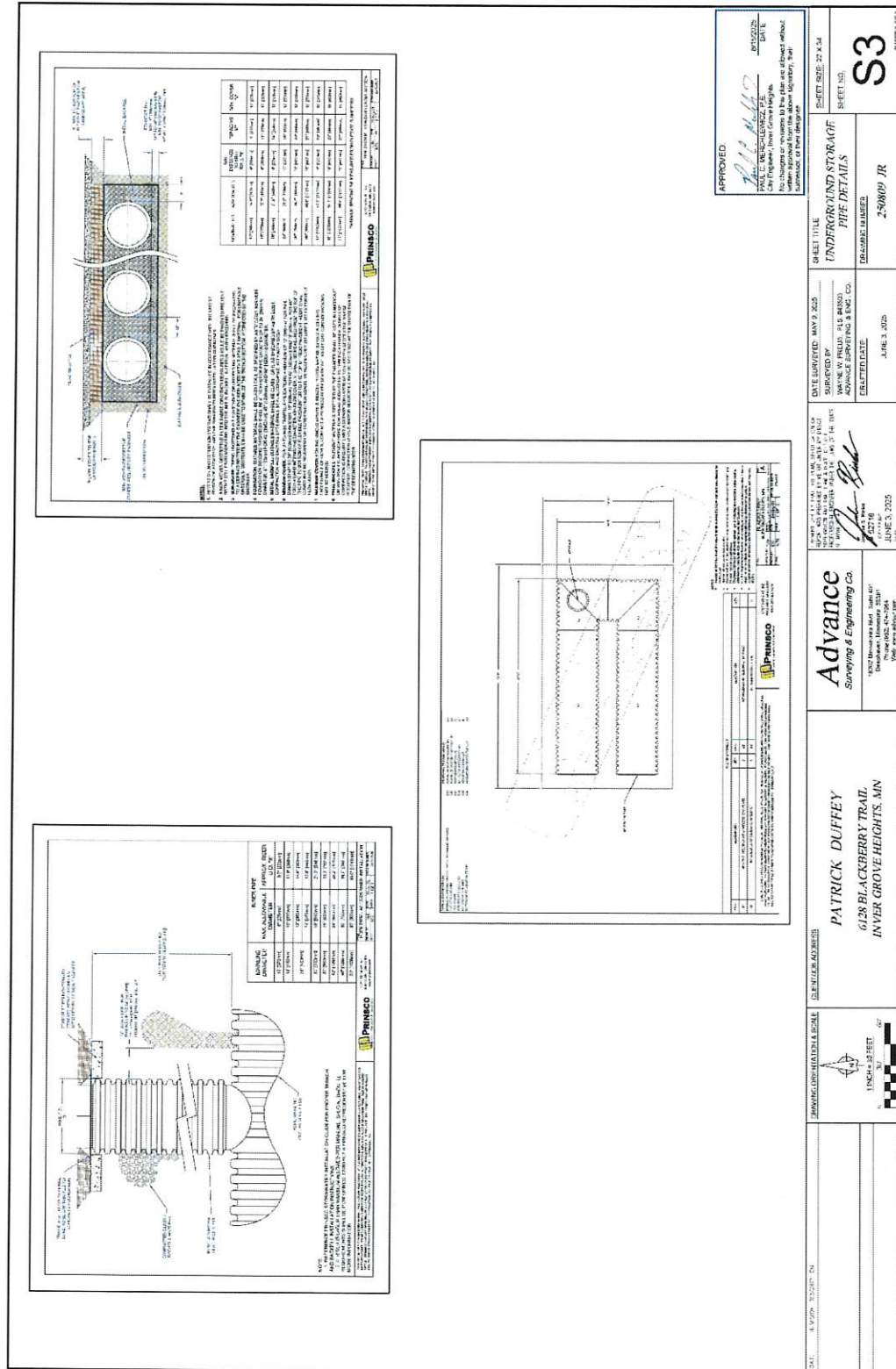


EXHIBIT D **STORM WATER FACILITY PLAN**



Request for Council Action

SUBJECT: **Authorization to Enter Into Contract for New Phone System**

MEETING DATE: September 8, 2025
ITEM TYPE: Consent Agenda
CONTACT: Marc Gade, Technology Manager, 651.450.2576
 Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into a five-year agreement with POPP Communications for a hosted phone system to replace the City's existing NEC 3C system.

BACKGROUND

The City's current NEC 3C phone system was purchased in 2018 and is reaching end-of-life status. NEC has announced that the system will no longer be supported, which creates risks for ongoing maintenance, troubleshooting, and system reliability. In order to ensure reliable and modern communications, staff evaluated replacement options.

After reviewing proposals, staff recommends moving to a hosted phone system with POPP Communications. A hosted system provides several advantages, including:

- Ongoing support, updates, and security are provided by the vendor.
- Flexibility to add or remove phones as needs change.
- Lower upfront costs compared to purchasing new on-premise hardware.
- Modern features include voicemail transcription, remote work support, and call recording.

In addition, staff conducted a phone inventory review and identified opportunities to reduce the total number of phones deployed. This adjustment will lower monthly service costs while maintaining adequate coverage for City operations. Staff is also recommending moving to the use of soft phones for many employees, where calls are answered and made from a PC rather than a physical phone.

FISCAL IMPACT

The estimated monthly contract pricing is \$2,876.20, resulting in an annual cost of \$34,515 for each of the five years of the contract. This cost would be paid for out of the Technology Fund budget, and is one of the core IT services provided to each department and division as part of their technology allocation.

RECOMMENDATION

Staff recommends approval of the contract.

ATTACHMENTS

1. City of Inver Grove Heights Phone System Proposal



POPP Hosted VoIP Phone System Proposal

620 Mendelssohn Ave. N.
Golden Valley, MN
Phone: 763-797-7900
www.popp.com

Date Prepared: 8/22/2025
Prepared For: Mike Li
City of Inver Grove Heights
8150 Barbara Ave
Inver Grove Hts MN 55077
Account #: New Account
Business Group Individual

By: Mark Gray
763-797-7993
mgray@popp.com

Loc. Users 180

**60 Month Contract
Pricing**

POPP Hosted Microsoft VoIP Phone System

User Types	Qty	Each	Monthly	One-Time
Softphone User	160	\$12.00	\$1,920.00	\$3,200.00
Deskphone & Softphone User	20	\$12.00	\$240.00	\$400.00
Common Area Phone User	0	\$12.00	\$0.00	
Analog Device User	0	\$12.00	\$0.00	

Optional Features

Easy Auto Attendant	5	\$8.00	\$40.00	
Premium Auto Attendant	1	\$20.00	\$20.00	
Main Number Call Manager and Standalone Voicemail Box (required)	1	\$10.00	\$10.00	
Time Spent Analytics	1	\$0.00	\$0.00	
Texting/SMS using business phone number, unlimited (by request)	180	\$0.00	\$0.00	
Voicemail Transcription	50	\$2.00	\$0.00	
Call Recording Standard License	35	\$8.00	\$280.00	\$420.00
Call Recording Storage - first 10GB included, \$1 per additional 10GB				
<i>Waive 100% of One-Time Call Recording Install Charges</i>	35	-\$12.00		-\$420.00
<i>Fax-to-Email (Inbound)</i>	0	\$0.00	\$0.00	\$0.00
Voicemail-to-Email	180	\$0.00	\$0.00	\$0.00
Microsoft Teams Integration	180	\$0.00	\$0.00	\$0.00
Calling Plan: Unlimited Local & Complimentary Domestic Long Distance	1	\$0.00	\$0.00	
Teleconferencing - Complimentary 100 Min./User/Month	1	\$0.00	\$0.00	

Telephones and Additional Equipment

Yealink 10 Button IP Phone - T54W	Lease	20	\$4.00	\$80.00	
Yealink T54W Wall Mount	Purchase	0	\$6.00		\$0.00
Yealink Telephone Power Supply for T46U/T54W/T57W	Purchase	0	\$15.00		\$0.00
Voice Operator Panel - Receptionist Console Software	Lease	0	\$10.00	\$0.00	

Network Equipment

Client-provided Firewall Only, No POPP VoIP Mgmt Device	0	\$30.00	\$0.00	
Ethernet Switch – Client-provided PoE Switch(es)				

On-Site Training

On-Site Training Hours for locations with 8+ Users	1	\$0.00		\$0.00
Travel Charge	1	\$0.00		\$0.00

Installation Travel Charge

Travel Charge (Clients within 30 miles of POPP)	1	\$50.00		\$50.00
<i>Waive Travel Charge</i>	1	\$50.00		-\$50.00

Installation Timeframe (from order acceptance)

Standard Installation (4-6 weeks)

Subtotal	Monthly	One-Time
	\$2,590.00	\$0.00

Taxes and Surcharges

Extended Area Service	180	\$0.73	\$131.40	
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TAM/TAP/911	180	\$0.86	\$154.80	
MN State Sales Tax - EXEMPT			\$0.00	\$0.00
Total Taxes and Surcharges			\$286.20	\$0.00

POPP Hosted Microsoft VoIP Phone System Total*:	Monthly	One-Time
--	----------------	-----------------

60 Month Contract Pricing
\$2,876.20
\$0.00



Request for Council Action

SUBJECT: **Approval of New Massage Therapist Licenses**

MEETING DATE: September 8, 2025

ITEM TYPE: Consent Agenda

CONTACT: Katie Malott, Deputy City Clerk, 651.450.2470

ACTION REQUESTED

The Council is asked to approve new massage therapist licenses for Alicia Moore and Kaivon Petty.

BACKGROUND

Alicia Moore has applied for a new massage therapist license to be employed at Oye Spa LLC, 7741 Amana Trail. The application was accompanied by the necessary license fee and all other supporting information. The background investigation was completed by the Police Department with no basis found for denial of the license.

Kaivon Petty has also applied for a new massage therapist license to be employed at Oye Spa LLC, 7741 Amana Trail. The application was accompanied by the necessary license fee and all other supporting information. The background investigation was completed by the Police Department with no basis found for denial of the license.

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of the two new massage therapist licenses for Alicia Moore and Kaivon Petty.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Authorization to Enter into Contract with Met Life for Employee Life Insurance, Long-Term Disability Insurance and Paid Family & Medical Leave Coverage**

MEETING DATE: September 8, 2025
ITEM TYPE: Consent Agenda
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to authorize the appropriate officials to enter into a contract with Met Life to provide certain employee benefits, including life insurance, long-term disability insurance and paid family and medical leave benefits.

BACKGROUND

The City has long provided employees with employer-paid life and long-term disability insurance, and is contractually obligated to continue this benefit with multiple employee unions. In addition, starting January 1, 2026, we are obligated, as an employer, by a new state law to provide a Paid Family & Medical Leave (PFML) benefit. This requirement can be met by paying a payroll tax to the State of Minnesota and having them provide the benefit, or providing an equivalent benefit through a private entity.

Within the city government community, many employers are exploring private providers for this benefit, both for cost savings and given concerns about the state's readiness to administer the PFML program. Therefore, the City's employee benefits advisor and insurance broker, NFP, issued an RFP on the City's behalf to determine what private providers might be interested in the City's business and whether they would provide a cost savings over the state plan.

Five proposals were received in response to the City's RFP. The most cost-effective option is to contract with Met Life. Their offer is a package deal, meaning the City would need to transition its existing life and long-term disability plans to Met Life as well, but the overall cost for the three employee benefits would be lower as a result. Additionally, Met Life is willing to offer a three-year rate guarantee for the life and long-term disability policies (2026, 2027 and 2028) and a two-year rate guarantee for the PFML policy (2026 and 2027). Lastly, there are some administrative efficiencies to having all three benefits administered by the same entity.

FISCAL IMPACT

Staying with our current providers for life and long-term disability insurance and going with the state plan for PFML benefits has the following anticipated costs for 2026:

Provider	Benefit	Annual Cost
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Minnesota Life	Life Insurance	\$25,564
Madison National	Long-Term Disability	\$47,481
State of Minnesota	PFML	\$207,800
	TOTAL	\$280,845

In comparison, procuring all three benefits via Met Life has the following anticipated costs for 2026:

Provider	Benefit	Annual Cost
Met Life	Life Insurance	\$28,732
Met Life	Long-Term Disability	\$40,015
Met Life	PFML	\$172,241
	TOTAL	\$240,988

RECOMMENDATION

Staff recommends that the Council authorize the appropriate officials to enter into the necessary contracts, documents and notices to acquire employee life, long-term disability and Paid Family & Medical Leave benefits through Met Life, effective January 1, 2026.

ATTACHMENTS

None



Request for Council Action

SUBJECT: **Adoption of Preliminary 2026 Budgets & Tax Levies for Taxes Payable 2026**

MEETING DATE: September 8, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511
 Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to adopt the four attached Resolutions, related to the City's 2026 preliminary tax levies and budgets.

BACKGROUND

The four attached Resolutions are presented for Council consideration to ensure the City meets the September 30 statutory deadline for providing preliminary levy and budget data to Dakota County for calendar year 2026. The four Resolutions accomplish the following:

1. Sets the City's total preliminary 2026 levy at \$36,178,590, which is a 5.74% increase over the City's 2025 levy. This total levy is made up of the individual levies for the City's General Fund, Pavement Management Fund, Tax Abatement, and Debt Service.
2. Grants preliminary approval of the 2026 General Fund expenditure budget at \$36,657,906 - this total reflects a decrease over previously presented General Fund expenditure budgets as to align with Council direction provided at the September 2 work session.
3. Adopts preliminary, area-specific levies for the stormwater special taxing districts within the City.
4. Sets the date, time and place for the statutorily required public meeting on the City's proposed budget and levy as 6:00 pm on Monday, December 8 in the Council Chambers.

An overview of the proposed preliminary budget for 2026 will be presented during the September 8 Council meeting, after incorporating the changes directed at the Council's September 2 work session.

FISCAL IMPACT

Each and every component of the City's budget and tax levies has a fiscal impact, for the City and its taxpayers. This action sets preliminary levies and budgets, which can be changed between now and final adoption in December, so long as none of the tax levies are increased.

Based on the proposed preliminary tax levy for 2026, which reflects a 5.74% increase over the 2025 levy, it is estimated that the owner of a median-valued residential property in Inver Grove Heights

would see their annual city taxes go up by \$80.59 for calendar year 2026. (The median value residential property in IGH has an assessed value of \$362,200).

RECOMMENDATION

Staff recommends adoption of the four attached Resolutions.

ATTACHMENTS

1. Resolution-Preliminary Citywide Tax Levy
2. Resolution-Preliminary Tax Levy Special Taxing Districts
3. Resolution-Preliminary General Fund 2026 Budget
4. Resolution-Setting Time, Date & Location for TNT/Budget Meeting

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION ADOPTING PROPOSED CITYWIDE
TAX LEVIES FOR PAYABLE 2026

WHEREAS, on or before September 30 of each year the City must adopt any proposed citywide property tax levies and certify such levies to the County Auditor.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS:
that, the City has adopted the following proposed citywide levies for Payable 2026 as follows:

General Operating Fund		\$ 30,422,141
General Operating Fund-Tax Abatement		183,000
Pavement Management		3,022,792
<u>Bond Retirement</u>		
2015A G.O. Improvement Bonds	\$633,255	
2016A G.O. Improvement Bonds	728,923	
2017B G.O. Improvement Bonds	261,765	
2018A G.O. Improvement Bonds	737,189	
2019A G.O. Improvement Bonds	<u>189,525</u>	
Total Bond Retirement		<u>2,550,657</u>
Total Citywide Levy		\$ 36,178,590

Adopted this 8th day of September 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION ADOPTING PROPOSED STORM WATER SPECIAL TAXING DISTRICT
TAX LEVIES FOR PAYABLE 2026**

WHEREAS, the City established Storm Water Special Taxing Districts to fund trunk storm sewer improvements installed in conjunction with the 70th Street East Reconstruction Project from Cahill Avenue to Concord Boulevard (City Project 2001-02), and;

WHEREAS, on or before September 30 of each year the City must adopt any proposed special taxing district property tax levies and certify such levies to the County Auditor, and;

WHEREAS, these special taxing district levies have a 10-year term (2018-2027).

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS:
that, the City has adopted the following proposed Storm Water Special Taxing District (SWSTD) tax levies for Payable 2026 as follows:

70th Street Recon Cahill Ave to Concord Blvd (Project 2001-02):

Babcock Trail	\$22,230
South Grove	41,285
70 th Street	15,879
Total Special Taxing District Levies	\$79,394

Adopted this 8th day of September 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION ADOPTING THE PRELIMINARY GENERAL FUND 2026 BUDGET

BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, the City Council of the City of Inver Grove Heights approves the following preliminary expense/expenditure budget for fiscal year 2026:

General Fund \$ 36,657,906

Adopted this 8th day of September 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

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

RESOLUTION NO. _____

**RESOLUTION SETTING THE DATE, TIME, AND LOCATION FOR THE
PUBLIC BUDGET DISCUSSION**

WHEREAS, each year the City is required to follow annual property tax notification procedures and deadlines related to the adoption of tax levies, and;

WHEREAS, on or before September 30 the City must adopt a proposed property tax levy, and;

WHEREAS, at that same meeting the City Council must announce the date, time, and location of a future city council meeting where the budget and levy will be discussed and public input allowed, prior to final budget and levy determination, and;

WHEREAS, this meeting must occur after November 24 and must start at or after 6pm, and;

WHEREAS, the City intends to host this discussion at their December 8, 2025 Council Meeting.

NOW, THEREFORE BE IT RESOLVED, BY THE CITY OF INVER GROVE HEIGHTS: that, the City will host a public budget discussion on the 2026 preliminary budget and levy on December 8, 2025, at 6pm in Council Chambers, located at 8150 Barbara Avenue, Inver Grove Heights, MN.

Adopted this 8th day of September 2025 by the City Council of Inver Grove Heights, MN.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk



Request for Council Action

SUBJECT: **1st Reading of Ordinance Amending City Code Related to Requirements for Addressing the Council**

MEETING DATE: September 8, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED

The Council is asked to approve the first reading of the attached Ordinance, amending City Code language related to the requirements for addressing the Council during Council meetings.

BACKGROUND

As the Council discussed during its September 2, 2025 work session, two concerns have been raised with the Council's practice of requiring individuals to state their name and address for the record prior to addressing the Council during a Council meeting. First, a resident expressed concern for their personal safety and a preference for not disclosing their home address in a public meeting that is both televised and streamed online. Secondly, the City Attorney's office has advised that while asking speakers to state their name and address before addressing the Council is a common practice in many cities, it may present First Amendment issues, as the U.S. Supreme Court has found that the First Amendment protects the right to anonymous speech.

During the Council discussion at the September 2 work session, there appeared to be a consensus to remove the requirement to state your name and address before speaking and instead switch to the Mayor simply inviting individuals to state their name and address. Speakers would still be invited to share this information because it can be helpful to the Council in understanding the speaker's connection to Inver Grove Heights, and sometimes to a specific agenda item, and is also useful for staff when seeking to follow-up with a speaker. But if the proposed Ordinance is adopted, it would not be a requirement and individuals who decline to give their name and/or address would still be allowed to speak.

Secondly, the proposed Ordinance clarifies that the limitation to three minutes per speaker applies any time someone is addressing the Council, unless additional time is extended by the presiding officer (i.e. the Mayor). This is our current practice, but a literal reading of the current City Code language reveals that it officially applies only to public hearings.

FISCAL IMPACT

None.

RECOMMENDATION

Staff recommends approval of the first reading of the attached Ordinance.

ATTACHMENTS

1. Ordinance Amending Requirements to Address the Council (1st Reading Sept 8 2025)

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

ORDINANCE NO. _____

**AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE
TITLE 1, CHAPTER 5, SECTION 7, REGARDING ADDRESSING THE COUNCIL**

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

Section One. Amendment. Section 1-5-7 of the Inver Grove Heights City Code is hereby amended by adding the following underlined language and deleting the following ~~striketrough~~ language.

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, u~~Unless further time is granted by the presiding officer, each person addressing the council shall limit their comments ~~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 individual 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 or staff except through the presiding officer. (1974 Code § 200.11)

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