Inver Grove Heights City Council

Monday, September 22, 2025 at 6:00 PM

8150 Barbara Ave, Inver Grove Heights, MN 55077

AGENDA

NOTICE TO RESIDENTS: Individuals may submit written public comments in advance of the meeting by emailing comments to Rebecca Kiernan (rkiernan@ighmn.gov). Comments received prior to **12:00 p.m**. on Monday, September 22, 2025, will be provided to the Council at or before the September 22, 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**
   - **A.** National Fire Prevention Week Proclamation
5. **Consent Agenda**

   All items on the consent agenda are considered routine and have been made available to the City Council at least two days prior to the meeting; the items will be enacted in one motion. There will be no separate discussion of these items unless a Councilmember or citizen so requests, in which event the item will be removed from this agenda and considered in normal sequence.
   - **A.** Approval of Minutes of the May 5, 2025, City Council Work Session
   - **B.** Approval of Minutes of the August 4, 2025, City Council Work Session
   - **C.** Approval of Minutes of the August 11, 2025, City Council Meeting
   - **D.** Approval of Minutes of the August 25, 2025, City Council Meeting
   - **E.** Approval of Minutes of the September 2, 2025, City Council Work Session
   - **F.** Approval of Minutes of the September 8, 2025, City Council Meeting
   - **G.** Approval of Disbursements
   - **H.** Personnel Actions
   - **I.** Exempt Gambling Permit for Ducks Unlimited
   - **J.** Approval of Liquor Vendor for Let's Pawty Halloween Dog Event
   - **K.** Resolution Approving Reciprocal Fire Service Agreement for Capital City Regional Firefighters' Association
   - **L.** Resolution Calling a Public Hearing to Assess Unpaid Charges for City Services
   - **M.** Resolutions Awarding Contract and Approving Budget For City Project No. 2025-14 - 64th St Outfall

N. Correction of Stormwater Charges for Closed Landfill Site

6. **Public Hearing**

7. **Regular Business**

A. Rental Housing Licenses

B. Comprehensive Plan Amendment and Zoning-Related Development Requests for a 57-Unit Senior Apartment Building at 9170 Cahill Avenue

C. Ordinance Amending Arbor Pointe PUD to Allow Cannabis Retailers

D. Ordinance Amending Zoning Land Use Tables

E. 2nd Reading of Ordinance Amending City Code Related to Requirements for Addressing the Council

F. Rental Housing Licensing Ordinance Updates and Discussion

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.

PROCLAMATION

CITY of INVER GROVE HEIGHTS, MINNESOTA

WHEREAS, fire is a serious public safety risk both locally and nationally, and homes are the place where people are at greatest risk of death and injury from fire; and

WHEREAS, potentially flammable lithium-ion batteries now power many items commonly found in our homes, including laptops, smart phones, power tools, toys, e-bikes, electric vehicles and more; and

WHEREAS, the National Fire Prevention Association celebrates its 103rd Annual Fire Prevention Week in 2025, with the theme, "Charge into Fire Safety: Lithium-Ion Batteries in Your Home" and encourages the public to only buy products that meet safety standards, to charge devices safely and to recycle batteries responsibly; and

WHEREAS, the residents of Inver Grove Heights are fortunate to be served by a Fire Department dedicated to fire prevention and community education, and the highest level of emergency response; and

WHEREAS, the City Council applauds the dedication and service provided by the men and women of the Inver Grove Heights Fire Department, under the leadership of Chief Judy Thill;

NOW, THEREFORE, BE IT PROCLAIMED by the City Council of the City of Inver Grove Heights, Minnesota, that the week of October 5 to October 11, 2025 shall be recognized as Fire Prevention Week in the City of Inver Grove Heights and that the public be invited to learn more about fire prevention and fire safety by attending the Inver Grove Heights Fire Department's Annual Community Open House on Sunday, October 12 from noon to 3 p.m. at Fire Station No. 2; and

BE IT FURTHER RESOLVED that the City Council extends its deepest appreciation to the hardworking members of the Inver Grove Heights Fire Department, for their ongoing service and commitment to our community, and invites all residents to do the same.

PROCLAIMED this 22nd day of September 2025.

____
Brenda Dietrich, Mayor

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION

MONDAY, MAY 5, 2025 – 6:00 P.M. – 8055 BARBARA AVENUE, COMMUNITY ROOM 3

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, May 5, 2025. Mayor Dietrich called the meeting to order at 6:07 p.m. due to technical difficulties. The Pledge of Allegiance was recited.

2. ROLL CALL:

Council Present In-Person: Mayor Dietrich; Council Members: Murphy, T'Kach, Gliva, Scales;
Planning Commission Present In-Person: Jon Weber, Scott Clancy, Jason Teiken, Lance Twedt, Aida Schaefer, Robert Heidenreich, and Amy Hunting
Staff Present In-Person: City Administrator Wilson, Deputy City Clerk Katie Malott, City Attorney Nason, Community Development Director Jason Ziemer, Finance Director Amy Hove, Public Works Director Brian Connolly and Community Development Support Specialist Stacy Bodsberg

APPROVAL OF AGENDA:

Motion to approve the agenda by Scales, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

3. DISCUSSION ITEMS:

A. Results and Findings of Dakota County CDA Housing Needs Assessment

Presented by Community Development Director Jason Ziemer and Patrick Bowen with Bowen National Research

The study area and the scope of work are the Study of Dakota County with Supplemental Analysis of 11 Municipal Submarkets; Demographic Characteristics and Trends; Economic Conditions and Investments; Existing Housing Stock (Rentals, Senior Care, and For-Sale); Quantified Rental and For-Sale Housing Gaps by Various Levels of Affordability; and Recommended Housing Strategies

The objective is determining the area's housing gaps or needs. The data used to establish housing gaps are traditional household growth, household growth from commuters, additional units needed for a balanced healthy market, replacement/mitigation of substandard housing, replacement/mitigation of severe cost burdened housing and less units in development pipeline

Demographics – Overall Household Growth Trends

Households within Dakota County have increased substantially since 2010, a trend which is projected to continue through 2029.

Highlights from 2010 to 2020: Households increased by 15,948 (10.5%); 2020-2024: Households increased by 5,912 (3.5%); 2024-2029: Households will increase by 5,717 (3.3%)

Staff reported that Dakota County has experienced steady household growth, from 152,060 in 2010 to 173,920 in 2024, with projections reaching 179,637 by 2029. This positive trend indicates continued demand for housing in the foreseeable future.

Inver Grove Heights has experienced positive household growth since 2010, though it has lagged slightly behind the overall county's growth. The household growth in Inver Grove Heights is expected to continue to be positive, but at a slower rate than recent trends. Additional household growth is expected in Inver Grove Heights as additional housing that is under construction or planned is completed, particularly from people commuting into Inver Grove Heights. Virtually all municipalities are projected to have overall household growth through 2029, with the greatest growth in Rosemount, Lakeville, Farmington and Hastings.

Projected household growth by age in Inver Grove Heights is concentrated among household ages of 65 and older. These trends mirror state trends and are similar to national trends. Local senior household growth will lead to demand for senior-oriented housing.

All of Inver Grove Heights' renter household growth between 2024 and 2029 is projected among households earning $75,000 or higher, leading to demand for moderate to higher priced rental housing alternatives. It is important to understand that households earning less than $75,000 will still comprise 58.6% of all renter households in 2029. Additionally, while housed, many of these households are spending disproportionately high shares of income toward housing costs, live in substandard housing, and have few available rental alternatives that they can reasonably afford. These characteristics reflect an ongoing need for affordable workforce and senior housing.

In 2024, the majority (60.6%) of Inver Grove Heights' owner households earn $100,000 or more, which is a higher share compared to the state (54.1%), but lower than the county share (61.9%). Between 2024 and 2029, owner household growth is projected to be confined to households earning $100,000 or higher (12.0%), leading to an ongoing demand for higher priced ($300,000+) product.

The majority (57.1%) of residents moving to the city are less than 35 years of age. A notable share (32.0%) of people moving to the city are between the ages of 35 and 54, which is higher than the shares for the county and state. Over one-half (54.7%) of people moving to Inver Grove Heights earn less than $50,000.

Many commuters represent potential residents. Over 8,000 people commute into Inver Grove Heights daily, representing 87.3% of all workers in the city. The largest share (60.9%) of in-commuters is among people earning $40,000+ a year.

A total of 290 Inver Grove Heights households live in substandard housing. Five-percent of Inver Grove Heights household renters live in substandard housing. Nearly 1,400 Inver Grove Heights households live in severe cost burdened housing situations

Typically, healthy, well-balanced markets have rental housing vacancy rates generally between 4% and 6%. 229 multifamily projects were surveyed in the county, totaling 27,211 units. The overall vacancy rate is 4.3% (95.7% occupied), with the majority of vacancies (90.4%) within the market-place units. Wait lists are maintained among all property types in the county, with the most extensive wait lists among Tax Credit and Subsidized properties. The high occupancy rates and presence of wait lists across most project types are evidence of a high level of demand.

Inver Grove Heights' vacancy rates among the three program types are low, with no vacancies among affordable housing alternatives. With eight of the 11 submarkets reporting overall vacancy rates which are lower than Dakota County vacancy rate of 4.3% and three submarkets reporting overall vacancy rates of less than 1.0%, the lack of available multifamily rentals is a county-wide issue.

Median Market-rate rents in Inver Grove Heights are very similar to the overall Dakota County median market-rate rents. With most Inver Grove Heights rents above $1,500 (approximately $1,700+ when including typical utility costs), a household would need an annual income of $70k+. Approximately 62% of Inver Grove Heights renters cannot reasonably afford a typical non-conventional rental. Non-conventional rentals consist of single-family homes, duplexes, mobile homes, etc., and comprise a notable portion of the local housing market.

Vacancy rates are 1.5% or lower in all submarkets, with the majority of submarkets operating at or below 0.5% Inver Grove Heights has a vacancy rate of 0.5%. Inver Grove Heights rents ranged from $2,149 to $3,695, which are among the highest of the cities and poses a challenge for many households to be able to afford a non-conventional rental.

Over 23,000 homes sold in Dakota County between 2020 and 2024 (July 31st). The volume of homes sold and median sales price in the county were generally stable in 2022 and 2023, before experiencing increases in 2024. Meanwhile, the sales volume in Inver Grove Heights fluctuated greatly over the past few years, while home prices dropped in 2024. The vast majority of recent (2020 to 2024) home sales in the county were priced at $300,000 or higher, while less than 5% of the homes sold were priced below $200,000.

The 579 available homes represent an availability rate of 0.5%, which is below the typical healthy range of 2% to 3%, with nearly three-quarters of the available product priced over $300,000. Less than 10% of available homes are priced under $200,000.

Each submarket reports availability rates below 1.0% (healthy is between 2-3%) and Months' Supply of Inventory (MSI) levels of less than 2.0 months (healthy is 4 to 6 months), demonstrating limited availability among for-sale product within each of the submarkets. Nearly one-half (48%) of the available supply in Dakota County is priced $400,000 or more. This pricing segment also represents the largest share of available homes by price point within eight of the 11 submarkets, as well as among homes outside of the submarkets in the balance of Dakota County. This is reflective of housing affordability issues across the county.

The senior care facilities in Inver Grove Heights are operating at higher occupancy levels than the national median rates. Senior households, age 65 and older, are expected to increase by 621 households (14.3% increase) over the next five years in Inver Grove Heights. These demographic projections suggest that demand for senior-oriented housing alternatives should increase in the coming years.

A large portion of the area's workforce does not have the income to reasonably afford to rent in the market, while few of those occupations offer wages to enable workers to afford to buy a home.

Dakota County has an overall rental housing gap of 8,339 units. Inver Grove Heights has a rental housing gap of 475 units. Approximately 70% of households earning at or below the Area Median Household Income (AMHI) (about $75,000 annually) need housing with rents under $2,000 per month. This group, which often includes workforce and senior households, represents the majority of the 475-unit gap.

Dakota County has an overall for-sale housing gap of 20,113 units. Inver Grove Heights has 1,342 units. Of the 1,342 units, 56.6% of the AMHI ($99,361-$142,830) represent the largest income range in need of for-sale housing with sale prices between $331,201-$476,100.

Recommended Housing Strategies that were mentioned are to consider capacity building by expanding housing issues and resources, outline attainable housing goals and monitor progress, work collaboratively with the county and the community to address housing issues, consider regulatory changes or options to support development and housing stock preservation, encourage maintenance-free transitional senior housing development, support workforce housing efforts and development, and expand education, outreach to support housing initiatives, develop partnerships with public and private sector housing stakeholders, and market needs to development partners and resources those in need.

Inver Grove Heights currently has four active housing projects. The Avalon has 190 apartments and 54 town homes and has been completed at market rate. Stuart is planning 159 townhomes at market rate and has not been completed. Yellow Tree is in the application phase and is planning 217 units but seeking amendment to PUD and reducing the unit count to provide more single-family or townhome styles than apartment units. MV Ventures is planning 119 townhomes at market rate and is in application status. There is a total of 407 apartment units, 332 townhomes, and 57 senior housing units in process or completed.

In total, there have been 199 single-family homes and 55 townhomes approved and in the process of construction or have already been completed. National Land Holdings has a working plan showing 450 total units of market rate apartments, townhomes, and single-family. Hillcrest Pointe has a pending plan of 57 affordable senior housing units.

A total of 657 units are pending construction, in construction, or are almost completed with construction with 199 single-family homes, 268 townhomes, 190 apartments and zero senior housing units. A total of all active housing units in the process are 1,050 when applications for Yellow Tree, MV Ventures, & CDA Senior are included, but does not include National Land Holdings that is still in the conceptual phase.

The group discussed Yellow Tree's decision to lower the number of housing units in their proposal. It seems the shift was driven by a preference for more single-family homes rather than higher-density townhomes. However, this adjustment brought their plan below the city's minimum required density. To move forward, they will need to revise it to meet zoning code, including land dedication and open space standards. It is ultimately a numbers game to strike the right balance.

When asked whether developers usually provide market data to support their proposals, staff explained that full feasibility studies are rare—unless financial assistance is involved. Developers typically rely on their own research and market instincts. A lot of proposals reflect market trends, with developers often copying what has worked recently in the area. This can lead to a wave of similar projects, especially in housing types like apartments or townhomes. Over time, though, the market tends to self-correct.

Council and Commission members agreed that more meetings are needed to get on the same page about long-term goals. The upcoming Comp Plan will not start from scratch; it will work within existing guidance from the Metropolitan Council and Dakota County. Still, the city can and should define its own direction clearly.

Staff noted that the Met Council's updated projections still show growth for Inver Grove Heights, but on a slower curve—what was once expected by 2040 is now more likely by 2050. That slowdown gives the city some room to plan intentionally.

Many residents leave Inver Grove Heights daily for work, which means they are also spending money elsewhere—at lunch, for errands, and so on. If the city wants to attract more retail and services, it will need to increase the number of jobs within city limits to keep people (and their spending) local.

The group emphasized the importance of offering life-cycle housing as options for people at all stages of life, from young families to retirees. Giving residents a reason to stay in the community long-term helps build stability and connection.

Council noted that defining what kind of place the city wants to be, what types of housing, businesses, and amenities it values will be essential. Those priorities should drive conversations with developers and be reflected in policies and plans going forward.

B. Central Maintenance Facility – Bonding Process & Timing

Presented by Finance Director Amy Hove with Jason Aarsvold from Ehlers

The presentation covered three main points. First to be discussed are the financing options for the central maintenance facility, noting how different approaches would align with long-term budget needs. Next, there will be an outline of the CIP bond process, which is the preferred method for this project, including the required steps, timing considerations, and potential impacts on the city's debt capacity. Staff will identify the next steps, which include refining project cost estimates, evaluating financing structures in more detail, and returning to council with recommendations at a future meeting.

Financing options include general obligation (G.O.) bonds that are typically the lowest cost option for interest rates and generally used for large road projects and fire stations, etc. The City is rated AAA by Standards & Poor's, which will help with interest costs. In Minnesota, a "full faith" pledge on a G.O. bond is the issuer's promise to use its "full faith and credit" and unlimited taxing power to repay the bondholders. This means the city, county, town, or school district pledges all its available assets and, importantly, its unlimited power to levy property taxes to ensure that bond payments for principal and interest are made. A financing tool would be to have a project identified in the Capital Improvement Plan (CIP) or by referendum.

Unlike G.O. bonds, which are repaid by the city's general tax revenue, revenue bonds are repaid solely by the income generated from the specific project they fund, such as user fees from water and sewer systems. The council noted that these bonds are suitable for income-producing capital projects, can sometimes act as a conduit for private entities, carry a different risk profile than G.O. bonds, and generally do not require voter approval. They are higher cost and a higher interest rate and a lease-buy-back program, which would cost more in the long-term and be money from property taxes.

G.O. bond gives authority to finance public works, public safety, city hall, and library buildings without an election. One or more projects described in five-year Bond CIP and requires public hearing and 3/5ths vote approval by the governing body. There is a 30-day reverse referendum period for a citizen petition to acquire 5% of the voters to push the bond to a vote. If a petition is received, the options would be to not pursue vote and CIP funding for 365 days, submit the question to voters, or use the Lease Revenue bond financing option.

Once the bond CIP is approved and reverse referendum period passes, the City may issue G.O. bonds for all projects identified in the approved plan. The city may want to consider adopting the Bond CIP before project expenditures to ensure binding authority for the project.

There are two limitations that the city's total debt paid solely by taxes cannot exceed 3% of the Estimated Market Value and the Annual CIP debt service cannot exceed 0.16% of the Estimated Market Value. The CIP plan does not obligate the city to use the bonds but sets up the authority to issue financing for projects in the plan if they come to fruition. The City's statutory debt limit is based on an estimated market value of $5.83 billion. At 3%, this sets the statutory limit at $174.9 million. After accounting for about $17.6 million in debt being paid solely by taxes, the City's unused debt limit is approximately $157.3 million. The City's Annual CIP debt service estimated market value of $5.83 billion, when multiplied by 0.16%, results in a statutory levy limit of $9.3 million. After subtracting the City's current annual levy of about $1.55 million, the City has an unused levy capacity of approximately $7.78 million.

For the process of the G.O. bond, Council is to call for a public hearing and direct preparation of a 5-Year Capital Improvement Plan. City Council will hold the Public Hearing on the CIP and debt issues which will include the adoption of a resolution of preliminary approval for bond issuance and on the CIP by at least 3/5ths vote of councilmembers. This will start a 30-day period for the possibility of a reverse referendum petition for voters. The Bond may be issued at any time (within 5 years of the CIP) after the 30 days is passed without reverse referendum petition.

Typically, it is recommended that the process of the G.O. bond starts as soon as possible, but the city would like to allow for communication to the public beforehand. If a public hearing were called as soon as May 12th, it would still allow for all of the public hearing notification window, and the 30-day reverse referendum period would end July 9th. Having the public hearing after the July Insights circulation would allow for communication in that issue before the public hearing and reverse referendum period would end August 28th.

Council could approve the sale of G.O. Bonds by Spring/Summer 2026 as staff expects that $3 million saved for the project would be fully expended by Spring/Summer 2026. Council would award the sale of the G.O. Bond after about 3 weeks.

Council supported a measured approach, informing the public early without spending heavily on detailed plans upfront. There was broad agreement that general information about the facility's purpose, need, and location should be shared first, especially in the July Insights newsletter.

A public hearing is expected in late July or August, giving residents a chance to weigh in. Council emphasized the importance of transparency but agreed that the public also has a role in engaging with city communications. Past projects, like Fire Station #2, moved forward smoothly with this type of approach.

The preferred path is to build awareness gradually, avoid premature spending, and ensure the community is well-informed before major decisions are made.

Are there limitations on the use of G.O. bonds following construction, specifically, whether the facility could be sold and leased back in the future? There are restrictions, primarily related to the tax-exempt status of the bonds, which requires the facility to serve a public purpose. A change in use, such as a sale and leaseback, could affect that status and increase costs. The bonds will likely include a 10-year call provision, after which they could be prepaid or refinanced if sufficient funds are available and proper steps are taken to defease the bonds.

Staff reported that the public hearing for the CIP related to Fire Station #2 was held in December 2017, with the construction contract awarded approximately 9–10 months later, in September 2018. Based on current projections, the present project is anticipated to follow a similar timeline, with initial contracts likely to be issued by March of next year. Staff noted that this would place the project on a comparable schedule, initiating the required 30-day clock around the same point in the process.

C. Update on Monopole Feasibility Study (City Project No 2024-18)

Presented by Public Works Director Connolly and Dale Romsos, VMC, LLC

There are two types of antenna leases agreements. A ground lease is an area of land that is owned by an entity (city, private property owner, etc.) and then the company leases the space of land for the tower/pole that they own and operate. The second agreement is a tower/structure lease, and the entity owns the land and the tower/pole and then the company leases the space on the tower/pole for their equipment.

The city has 6 active lease agreements: four water tower lease agreements and two ground leases. Staff outlined the three types of antenna tower leases in the city: antennas affixed to the Northside Water Tower, lattice towers at St. Patrick's Cemetery and 5030 Babcock Trail, and monopoles located at Carmen Avenue (City-owned ground lease), 80th & Babcock (church property), and 65th & Argenta Boulevard (private property). Different lease arrangements apply depending on ownership of the site.

Staff explained that the study is being pursued due to ongoing concerns with water tower antenna attachments, including 24/7 access demands on Utility staff, security risks, structural and maintenance impacts, abandoned equipment removal costs, and the heavy staff resources required for plan review and inspection. The Northside Water Tower is scheduled for rehabilitation in 2027, which will require removal of all facilities and City responsibility for temporary relocation and defunct equipment removal. Additionally, current AT&T and T-Mobile leases expire at the end of 2025, and Council will need to consider whether to renew/extend leases, identify alternative locations to preserve revenues, or allow them to expire.

Staff reported that soil borings and the site survey are complete, with the NEPA review expected by July 31, 2025. A cost estimate of $575,000 was developed for design, construction, and commissioning of the monopole facility. City code requirements identified include a Conditional Use Permit and a height variance, as the proposed 150–175' structure does not meet setback standards (similar to the existing 84' tower).

Initial discussions with antenna carriers show AT&T and T-Mobile are interested in relocation, but contract updates are needed given their water tower leases expire at the end of 2025. Verizon has also expressed interest, though timing is less favorable until their lease ends in 2028. Staff noted the site is considered desirable due to its freeway intersection location, strong sight lines, existing communications infrastructure nearby, and active site registration.

Staff explained that antenna lease agreements are typically 5-year terms with renewal options up to 25 years, including 3–5% annual escalators. Lease revenues totaled $218,769 in 2023, $229,069 in 2024, and are projected at $201,638 in 2025 due to one site vacating. In 2025, the Northside Tower (AT&T and T-Mobile) and 5030 Babcock Trail (Verizon) together account for 83% of total antenna lease revenue.

All revenues are directed to the General Fund. The proposed monopole facility, currently listed as "unfunded" in the 2025–2029 CIP, has an estimated cost of $575,000, with $350,000 in carryover funds and $100,000 in anticipated relocation fees in 2026, leaving a balance of about $125,000. Staff noted that the balance could be covered with year-end 2025 carryover and a portion of 2026 lease revenues.

Future revenue opportunities include Verizon's lease expiration in 2029 and capacity for up to five carriers on the new monopole, representing as much as $1 million in additional premium relocation fees.

Staff outlined potential risks, including rising construction costs extending the return-on-investment (ROI) period, carriers choosing not to relocate (creating service gaps), or lease rates coming in lower than projected. Potential benefits include added or higher-value leases that could shorten the ROI timeline, as well as the long-term equity of the monopole itself, which could be sold to a third party if the City no longer wished to manage the facility.

Council discussed whether to proceed with lease and contract negotiations, coordinated between Public Works, the City Attorney, and VMC staff. Based on cost estimates and market research, staff noted that the monopole's ROI could be 1 year if AT&T and T-Mobile relocate in 2026 and Verizon in 2029, or 8 years if compared to renewing existing water tower leases. The remaining $125,000 balance could be covered in 2026/2027 through year-end General Fund savings or antenna lease revenues. Additional revenue potential exists if new carrier leases are added in 2026 or later.

Staff reviewed the proposed schedule: contract negotiations (May–Nov 2025), completion of feasibility/NEPA documents (July 2025), and variance/CUP requests (Aug–Sept 2025). Final design would run July–Oct 2025, with bidding in Nov 2025. Construction of the monopole is planned for Jan–June 2026, followed by carrier relocation in June–Dec 2026. Rehabilitation of the Northside Water Tower would then begin in spring 2027.

A Councilmember asked for clarification on whether leaseholders would have unrestricted access to the monopole site and whether City staff presence would be required during such access. Staff confirmed that leaseholders would have independent access to the monopole and their associated equipment, typically housed in utility-style boxes on site. There would be no need to enter any City facility, and staff presence would not be required during visits. Each leaseholder would have access via a padlock system, with individual locks interlinked to allow entry. The City would still receive notification when work is being performed, but there would be no operational concerns related to City property on the site.

A Councilmember expressed support for relocating equipment from the City's water tower to a new communications tower, citing concerns about security and the use of staff time to provide access to the water tower. The Councilmember requested that staff pursue a shorter payback period through negotiation, noting that the current timeline appears lengthy. Overall, the Councilmember supported construction of the new tower and transitioning the users to that facility.

A Councilmember asked whether advancements in technology over the next five to seven years might render traditional macro cell towers obsolete, particularly with the rise of small cell infrastructure at intersections and on light poles. Staff explained that while small cell sites—often mounted on light poles and similar structures—are expected to expand, they are designed to complement, not replace, macro cell towers. Macro sites will continue to serve as the backbone of wireless networks due to high data demands. Small cells function as extensions, enhancing service in high-density areas like residential neighborhoods. Staff noted that during the COVID-19 pandemic, reliable wireless coverage contributed to higher property values, underscoring the importance of continued investment in both macro and small cell infrastructure.

Next steps will be to work with providers for pole contracts and finish the feasibility study and bring to council for acceptance in July. The variance will likely go through Council and Planning Commission in August or September. Final design through October and go out for request of proposal for construction of the pole through December. Construction of the pole would be in the first half of 2026 and sign agreements with providers in the second half of the year.

D. Restrictive Vehicle Signage Discussion

Public works Director, Brian Connolly will be presenting on what restrictive vehicle signage is, what does state statute and city code say, how it is implemented and how it pertains to Ann Marie Trail.

Staff stated that restrictive vehicle signage is placed on a roadway that limits or prohibits otherwise typical and allowed road use. Most restrictive signs are placed using MnDOT/design manual guidance (i.e., MnMUTCD, MnDOT Road Design Manual, FHMA guidelines, etc.) or engineering judgment (e.g., stop/yield, advisory speed, one-way, and wayfinding signs). Some signs are statutorily restricted under State Statute 169 and/or require local ordinance approval, including speed limits, no parking, and weight or special vehicle restrictions on local roads.

Staff explained that State Statute 169 governs weight restrictions on local roadways. Seasonal/Weather-Based Limits (169.47, Subd. 1) are when local authorities may restrict vehicle weights or prohibit operations when road conditions (e.g., rain, snow, deterioration) could cause damage. Signs must be posted to indicate restrictions. The city does not currently have an ordinance for year-round truck or weight limits. Maximum Axle Weights (169.87, Subd. 2) are unless restricted seasonally, single-axle weights may not exceed 5 tons on unpaved streets or 10 tons on paved streets.

Staff noted that Title 6, Chapter 1 covers traffic signage and seasonal/weight limits. The City Engineer has authority to set seasonal weight restrictions, which must be posted per State Statute, but the current code is outdated and does not address annual variations or year-round truck/weight limits. Future updates could align seasonal limits with MnDOT guidance and remove redundant or obsolete provisions.

Staff reported that weight restriction signage has been inconsistent. At the end of 2024, 24 locations had signs that did not match State Statute limits (10-ton paved / 5-ton gravel). Six locations had correct signs but were not legally required. Some streets were improperly signed, with missing or mismatched signs (e.g., 9-ton vs. 7-ton on the same roadway).

Enforcement has been limited. The Police Department lacks scales and training for weighing vehicles, and the State Patrol has limited capacity for local commercial vehicle enforcement.

Councilmember asked if when there was construction on a state road and traffic was redirected through a neighborhood, could it have been requested that state patrol help to enforce weight restrictions through neighborhoods. Staff answered saying that there have been instances like on Inver Grove Trail where state patrol has been asked to help with enforcing weight limits during re-routing during construction, but no violations were cited. It was also mentioned by a councilmember that it seems like there is a lot less since the Inver Grove Trail is not the short cut between the highway and Concord.

Staff explained that the 2008 development agreement required the city to install "Local Traffic Only" signs at Ann Marie Trail/TH 3 and Courthouse Blvd/Annalisa Path. However, this conflicts with state law and City Code, as MnMUTCD only permits such signs for temporary construction, not permanent restrictions. A City ordinance would be required for enforceability, but none exists, making the signs unenforceable. The requirement was tied to a private development agreement that expired upon project completion.

Staff noted that residents continue to request a "Local Traffic Only" sign, but State Statute does not allow it without a city ordinance, and the city has no such ordinance. Any sign placed would be unenforceable, and past experience showed similar signs in the neighborhood did not deter traffic and led to repeated enforcement complaints.

Staff outlined two possible approaches. The first would be adoption of an ordinance limiting commercial vehicle traffic, which would require Council direction on scope, consistency, and enforcement. The second would be roadway modifications at TH 3, such as restricting ingress to Ann Marie Trail or altering the intersection to discourage truck turns. These changes would require coordination with MnDOT, which is reviewing the corridor in its 2025–2026 study.

A councilmember asked if delivery vehicles would be restricted if a sign were to restrict commercial vehicles from using the road. Staff said that it would be left up to legal interpretation. Another councilmember agrees that a "No Commercial Vehicle" sign would not work for enforcement, and it would depend on who's definition of a commercial vehicle was.

A councilmember said that this neighborhood should not take priority over other neighborhoods with same or similar issues and unless there is a clear engineering solution to solve the problem that will make a majority of people happy then it will have to be left as is.

A councilmember asked if it was possible to have GPS apps not list the street as a route. Staff said that it is nearly impossible with technology that the road would have to be cut off from the road network.

A council member asked if a median could be built. Staff stated that it could but anything that is built in the intersection would need to go through MnDOT approval because it is in their right of way. MnDOT is aware that the city would like a solution to this intersection, and they are not opposed to it if it is proven it would be a solution to safety problems.

It was discussed that this neighborhood has felt like the city let too much development around it and has forced this traffic through their neighborhood. Council has made a decision to at least replace the stick delineators for another season and can be up for future discussion. Messaging will be drafted for affected residents from the city.

E. Stormwater Focus Group – Application Feedback

Staff presented a recommended list of six individuals for the new stormwater focus group and requested council input. Only two council members responded in advance with differing views, one supporting the recommendation as-is, the other suggesting an additional candidate known for her environmental advocacy.

During discussion, some councilmembers expressed support for encouraging passionate community members, while others raised concerns about topic alignment, group focus, and past behavior potentially disrupting the process. The consensus was to proceed with the original recommendations, excluding the suggested additions.

Two council members volunteered to serve on the group, with acknowledgment that one would miss a couple of meetings. Staff confirmed the group has a balanced mix of rural and urban representation and most members can attend consistently. A resolution formalizing the appointments will appear on the next meeting's consent agenda.

ADJOURN:

Motion to Adjourn at 8:18 p.m. by Scales, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Deputy City Clerk Katie Malott

INVER GROVE HEIGHTS CITY COUNCIL BUDGET WORK SESSION
MONDAY, AUGUST 4 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, August 4, 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, Scales, and T'Kach.
Absent: Council Member Murphy
Staff In Attendance: City Administrator Wilson, Finance Director Hove, Public Works Director Connolly, Community Development Director Ziemer, Chief Chiodo, Parks and Recreation Director Lares, Parks and Rec Superintendent Dorshak, Facilities Maintenance Superintendent Fitzloff, Community Center Superintendent Muscha, Assistant Finance Director Ellison, Technology Manager Gade, and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve Agenda by Scales, second by T'Kach.
Ayes: 4
Nays: 0 Motion carried.

4. DISCUSSION ITEMS:

A. 2026 Non-General Fund Budgets

City Administrator Wilson said the budget discussion will focus on Non-General Funds, including Special Revenue, Internal Service, and Pavement Management Funds. The General Fund was reviewed earlier, and Enterprise Funds will be presented in October. She noted the process emphasizes items affecting the property tax levy, with the preliminary 2026 levy set in September.

Pavement Management

Public Works Director Connolly presented the proposed 2026 Pavement Management Fund Budget.

The Pavement Management Fund includes City-dedicated funding sources for 2026, totaling $5,233,598. This is composed of a tax levy of $3,081,488, franchise fees of $1,122,110, State Aid for maintenance of $550,000, $100,000 from the Transportation Advancement Aid Program introduced in 2024, and $380,000 in interest revenue. No transfers from the Host Community Fund are anticipated. The distribution of this funding is 59% from the tax levy, 21% from franchise fees, 7% from State aid, and 13% from interest.

Additional project-specific funding projected for 2026 totals $13,951,636. This includes $3,822,398 from special assessment collections, $4,975,651 in bond proceeds, $1,766,459 from State aid for construction, $2,867,996 in transfers from Utility Funds, and $519,132 in reimbursements from partner agencies such as Dakota County and the City of Eagan. The funding breakdown is 27% from special assessments, 36% from bonds, 13% from State aid, 20% from transfers from other funds, and 4% from reimbursements.

When combined, the total Pavement Management Fund revenue for 2026 is projected at $19,185,234. Of this, $5,233,598 will come from City-dedicated sources and $13,951,636 from project-specific funding, representing 27% and 73% of the total, respectively.

For 2026 projects, the local streets program includes $20,100,022 in annual Pavement Management initiative projects. Additional allocations include $240,000 for broad area patching, $150,000 for crack sealing and pavement rejuvenation, $30,000 for traffic calming and safety improvements, and $1,000,000 for ultra-thin maintenance overlays. The total for local street projects is $21,520,022, funded from multiple sources including assessments, utility funds, MSA, etc.

Partnership projects for 2026 total $660,000. This amount includes $450,000 for right-of-way acquisition on 70th Street from TH 3 to Cahill Avenue, based on Dakota County's most recent estimates of the City's 15% cost share. The preliminary CIP presented on July 21, 2025, had estimated this cost at $195,000 for the same segment. In addition, $210,000 is allocated for construction of the Barbara Avenue noise wall.

The expenditure budget for 2026 totals $22,326,822. This includes $21,520,022 in local project costs, $450,000 in transfers to partnership projects, $57,500 in additional operational costs for division software, ICON pavement ratings, special assessment fees, and professional services to support financial modeling, as well as $299,300 in assumed principal and interest on 2025 S/A debt. With revenues projected at $19,185,234, the net project fund proceeds at the end of 2026 is expected to show a deficit of $3,141,588.

The Pavement Management initiative outlines a five-year projection of work. In 2026, 7.1 miles of streets are planned at an inflation-adjusted cost of $15,726,000. The following years include 6.6 miles at $11,849,000 in 2027, 6.8 miles at $12,468,000 in 2028, 5.9 miles at $10,305,000 in 2029, and 7.7 miles at $10,346,000 in 2030. In total, 34.1 miles are scheduled at a cost of $60,694,000.

Assessment budgeting is a moving target. Assessments vary by construction type, whether reconstruction, reclamation, or overlay, and typically cover 35 to 80% of pavement costs. They are capped by the special benefit received. Modifications are available with assessment payback periods of 5, 10, or 15 years depending on cost. Current rates are nearing the limit of the special benefit, and most reconstruction projects result in capped assessments. This shifts an increased percentage of funding requirements to the Pavement Management-Local Fund.

Looking ahead, financing models within the CIP will be discussed at a future work session. These models will incorporate the projects outlined within the current Public Works CIP draft and as included in project estimates. Separate models will be prepared for Local Streets and Partnership projects and will include updated bonding recommendations based on annual cash balances in the Local Streets Fund.

Mayor Dietrich acknowledged this is a smaller portion of the budget but asked for clarification on the additional operating costs. For the benefit of the public, she specifically inquired whether items like the division software are contracted annually and requested more detail on those expenses.

Director Connolly explained that the division software, RT Vision or One Office, is the City's project management tool mainly used for Pavement Management projects. The $3,000 annual licensing fee is funded through the Pavement Management Fund and allows coordination with other cities, the County, and the State. He added that pavement ratings are contracted as a professional service, with all streets rated about once every three years. He noted he would defer to Finance Director Hove regarding special assessment fees and related professional services, which include consultant support for modeling.

Director Hove explained that the special assessment fees in the Pavement Management budget are charges from Dakota County for each assessment roll and parcel. The County applies these fees for handling the work and including the assessments on tax statements.

Mayor Dietrich noted that the Council had received a few emails from residents and asked if there were any comparison numbers from this year or prior years that would be relevant.

Director Connolly explained that the numbers vary from year to year, so comparisons between projects are not truly comparable. He added that while the data exists, it was not available to present to the Council.

Mayor Dietrich asked if comparing similar projects, such as two miles of full-depth reclamation in both years, would be considered relevant or not.

Director Connolly explained that the projects are not directly comparable, noting this year's work covers just over 3 miles while 2025 includes 7.1 miles, and the project types also differ, with no reclamation project this year.

Council Member Scales noted that the estimates show 7.7 miles in 2030 at a cost of $10 million and asked if that difference is due to the mix of projects.

Director Connolly confirmed that the difference is likely due to those projects being more mill and overlay or reclamation rather than full reconstruction.

Council Member Gliva asked about the recent update from Dakota County regarding 70th Street, confirming whether the City's cost share estimate increased from $195,000 to $450,000.

Director Connolly explained that the draft CIP showed $195,000 for right-of-way, but Dakota County later provided final numbers, with the updated estimate reflecting the City's 15% cost share.

Council Member Gliva asked if, since more is being paid for right of way, which is why the City's 15% cost share increased.

Director Connolly explained that at the time the CIP was presented, they were still relying on an old estimate because, despite requesting updated information from the County, it had not yet been provided.

EDA Fund

Community Development Director Ziemer introduced Liz Kramer, a new Environmental Specialist, noting she is already in demand and will be attending a neighborhood meeting during National Night Out.

Mayor Dietrich thanked her for meeting with residents during National Night Out and for choosing Inver Grove Heights.

Director Ziemer presented the proposed 2026 Economic Development Authority (EDA) Fund Budget.

He reported that proposed expenditures for 2026 total $244,985, an increase from $208,815 in 2025. This includes $22,000 for 10% of the Community Development Director's salary and benefits along with part-time EDA Recording Secretary wages, $143,500 for additional staffing or consultant services, and $63,000 for legal and professional services, up from $46,000 in 2025. These staffing and professional services result in a subtotal of $228,500. Other expenditures include $6,000 for supplies and printed materials, $4,135 for dues, licenses, and subscriptions, $2,600 for training and travel, $3,000 for Stormwater charges related to EDA parcels, and $750 for insurance and facility allocations, for a subtotal of $16,485.

Funding sources proposed for 2026 include a $186,890 transfer from the General Fund levy, reflecting a 5% increase, $10,500 in interest earnings, and $47,595 from the Use of Fund balance, equaling the total expenditures of $244,985. The EDA Fund balance as of December 31, 2024, was $363,967. After budgeting $24,825 for use in 2025 and $47,595 for proposed use in 2026, the projected remainder will be $291,547.

The EDA is currently funded through a transfer from the General Fund levy but could be supported by a distinct EDA levy. Such a levy may provide greater transparency and would be paid by the same property owners as the City's levy.

Work plan priorities for 2025 and 2026 include the development of an EDA Strategic Plan, which will help guide and inform resource needs in future years, and increasing involvement and visibility in the economic development community through memberships, event participation, sponsorships, and materials.

The comparison between a full-time City staff position and the use of consultants highlighted distinct benefits. A full-time staff member would ensure day-to-day contact and responsiveness, actively pursue opportunities to showcase Inver Grove Heights, engage with the business community and partners, provide focused project management, coordinate and maximize local use of existing programs offered by agency partners, and manage grant applications and reporting. Consultants would continue to be utilized for topic or project-specific services, with certain specialized professional services such as legal, appraisal, or surveying still required. The full-time staff position is already funded within the existing EDA budget, would not result in an increase to the levy, and was identified as the greatest need to effectively implement the priorities expressed by the EDA.

Mayor Dietrich asked for a synopsis of what the EDA does, noting how one might explain it if asked during Night to Unite.

Director Ziemer explained that the Council's role is broad, including setting legislation, policy, budgets, and making major decisions such as capital improvements. The EDA, by contrast, has a more focused role centered on economic development, including business attraction, retention, expansion, and redevelopment. The EDA also has statutory authority to own, lease, or sell land, provide financial resources, and connect businesses with organizations such as Open to Business. He noted that the EDA was created in 1992 and amended in 2011.

Mayor Dietrich asked who is currently handling the day-to-day management of grant applications, reporting, and related tasks.

Director Ziemer said that responsibility currently falls to him. He noted that one planning staff member helps coordinate the information, but he is handling most of the filing and preparation himself.

Mayor Dietrich asked where the number is shown for wages, particularly for the additional staff or consultant, noting that a consultant was used in 2025.

Director Ziemer explained that funds set aside for an additional staff position were used in 2024 to pay for a consultant, which is why the budget notes it as staff or consultant.

Administrator Wilson said you would compare the $157,100 in 2025 to the sum of $22,000 and $143,500 in 2026.

Mayor Dietrich inquired whether the contract with the consultant remains in effect and requested clarification on its expiration date.

Director Ziemer stated that the contract expired on July 31.

Council Member Gliva said she knows MNCAR is planned and asked if there are any other high-visibility sponsorships in mind that would be a good fit.

Director Ziemer said there may be opportunities with the Minnesota Retail Shopping Center Association, as well as with the Local Chamber and the Convention and Visitors Bureau. He also mentioned groups like the Minnesota Chamber and emphasized increasing visibility with Greater MSP and DEED to connect with site selection efforts. He noted the goal is to raise awareness and position Inver Grove Heights as a strong option for business growth and expansion in Minnesota.

Council Member Gliva said there may be more opportunities for partnering with Visit IGH and the Local Chamber. She noted that Visit IGH has gained increased visibility under its new leadership and suggested exploring this further.

Council Member T'Kach asked whether the EDA operates as a levy-supported fund in the budget.

Administrator Wilson stated that the EDA is funded through a transfer from the General Fund levy.

Council Member T'Kach asked how the City would fund efforts such as supporting a business with land acquisition or assisting the Dakota County Community Development Agency with a housing project. She questioned if, in the absence of DEED or other grant funds, money for such purposes should be built into the 2026 budget, noting that no allocation currently appears in the plan.

Director Ziemer said that such efforts involve considering the use of an EDA levy, an HRA levy, or both, as these provide a larger pool of financial resources for specific outcomes such as business or housing growth. He explained that while a levy still has an effect, the goal is to direct those dollars toward targeted results. He added that it is also important to leverage State LAHA dollars, Dakota

County CDA programs, and other State resources to align with the EDA's strategic goals and desired outcomes.

Council Member T'Kach asked whether Dakota County programs for income-qualified homeowners, such as facade, energy, or roofing improvements, are supported through the EDA or funded by the general levy.

Director Ziemer said the City receives community development block grant dollars that are reallocated to the County CDA for housing programs. He added that the City also receives State LAHA dollars for affordable housing, which last year were fully allocated to the CDA for programs such as radon mitigation and home improvements to help maintain property values. He noted that residents are typically referred to the CDA for assistance and emphasized that these funds are focused on housing, not business.

Council Member T'Kach asked if the EDA is engaged in the process by transferring the funds over.

Administrator Wilson explained that the funds come to the City as Federal and State dollars. The City Council then transfers those funds to the Dakota County CDA for management and administration.

Council Member T'Kach asked if the budget provides funding to hire someone to lead an EDA strategic plan, noting the need to determine whether to pursue a levy or focus on business and housing assistance, and if outside support would be necessary.

Director Ziemer said the budget includes funding to evaluate developing an EDA Strategic Plan. He noted that he has experience in this area and intended to work with the EDA and staff to lead the process, beginning with a work session to discuss priorities. He added that if the EDA preferred outside facilitation, they could consider that option and determine funding either through the budget or reserves.

Council Member T'Kach asked if it would be too late to decide in March or April to add funding since the budget will already be set.

Director Ziemer said developing a strategic plan is not a one- or two-month process but will take time to complete, approve, and adopt. He explained that the work will help define what 2026 and beyond will look like, with the next year focused on becoming more active and building a framework for the EDA's direction. He noted the City's initial participation in the MNCAR Fall Expo will provide learning opportunities, with funding in the budget to continue that effort and maintain a presence. He added that by the time the strategic plan is completed, it will align with discussions for the 2026 budget.

Council Member T'Kach asked if MNCAR could be explained for the benefit of residents.

Director Ziemer explained that MNCAR is the Minnesota State Real Estate Association, which includes agents, brokers, developers, and cities. He said being part of the group helps the City stay informed on real estate activity and build relationships, creating opportunities when clients are looking to start businesses.

Council Member Scales said he is not sure he supports hiring full-time staff and prefers the idea of using a consultant for more focused work. He noted that a consultant can be directed to specific needs, which he feels may be more effective, though he is open to further discussion.

Mayor Dietrich asked if the EDA plans to address the expired retail consultant contract at the next meeting, emphasizing that retail development and returning City-owned parcels to the tax roll are Council priorities.

Director Ziemer said the retail consultant discussion was not initially planned for the August work session due to time constraints but noted it could be added to that meeting or a future one if the Council desires.

Mayor Dietrich stated that the issue is a priority and should not be allowed to lapse, adding that it ought to have been discussed prior to August 11.

Council Member T'Kach asked if the focus is solely on retail or if it is broader commercial development that could bring more and different types of jobs into the City.

Council Member Scales said he would like to see the item placed back on the agenda.

Mayor Dietrich said the discussion should be added to ensure continued progress, stressing that the limited time previously devoted to EDA work is insufficient to achieve the City's goals and highlighting the need for additional consultant support soon.

Council Member T'Kach noted that the figure for salary allocation was 10%.

Director Ziemer said that being new to the role and now having a full staff allows him to refocus on priorities and the direction the City wants to take. He acknowledged Council Member Scales' concerns about staffing, noting there is no proposal to hire at this time, but emphasized it will remain part of ongoing discussions as future goals are considered.

Council Member T'Kach said the EDA should determine whether to expand its focus beyond retail to include areas such as light industrial or mixed-use zoning.

Mayor Dietrich stated that the next meeting would be an appropriate time to discuss the matter.

Veterans Memorial Community Center Fund

Community Center Manager Muscha presented the proposed 2026 Veteran's Memorial Community Center (VMCC) Budget.

The Veteran's Memorial Community Center (VMCC) encompasses 153,000 square feet of facilities, which include an aquatics center, fitness center, ice arena, senior center, community rooms, and the National Guard Armory gym. The hours of operation averaged 15 hours per day for fitness, aquatics, and gym activities, and 16.5 hours per day for the arena. In 2024, members totaled 4,391, representing a 24% increase, and admissions reached 233,979, a 41% increase. Overall annual attendance across all facilities exceeded 500,000.

Staffing from January through February 2025 included 14.25 full-time equivalents, distributed among operations and maintenance, programming, guest services, and administrative. Beginning March 2025, staffing increased to 15.25 full-time equivalents with the addition of two new part-time specialists, along with 100 to 150 part-time non-benefited staff across all divisions.

The operating budget is divided into several departments: common administration and general operations, aquatics, fitness, arenas, and community rooms including rentals, Kids Rock, and seniors. The 2026 requested expenditure budgets allocate 31% to aquatics, 20% to fitness, 14% to arenas, 13% to community rooms and related services, and 22% to common operations. The overall 2026 requested budget totals $4,635,810, with personnel at $3,031,200, supplies at $212,410, and services and charges at $1,392,200. This reflects an increase over the 2025 budget of $4,326,110. The 2026 personnel figures do not include additional staffing requests being considered.

Revenues in 2026 are projected at $3,841,356 compared to expenditures of $4,635,810, creating a shortfall of $794,454. Revenue distribution by department shows common at $178,380, aquatics at $1,133,838, fitness at $1,167,510, arenas at $877,778, and community rooms and related services at $483,850. Membership revenue is split with 10% to common, 20% to aquatics, and 70% to fitness. Admission revenue is divided as 10% to common, 70% to aquatics, and 20% to fitness.

Staffing structure changes have introduced new positions including a membership specialist, lead operations worker, and fitness and aquatics specialists. Part-time staffing costs are increasing due to steps and competitive wages. A new facility scheduling and registration software is under review for implementation in 2026, while a new indoor playground is scheduled to open in 2026 but is not included in the 2026 budget request. The exceptional results in 2024 are being monitored to determine if they represent a trend.

Council Member Scales asked if there is an estimate yet for the revenue expected from the new indoor playground.

Manager Muscha stated that no additional information is available beyond what was presented at the workshop, noting that design work is ongoing and Director Lares will provide further updates.

Additional staffing requests for 2026 amount to $75,105, with partial impacts on the General Fund These requests include adjustments to customer service specialist hours with some offsetting reductions totaling $10,435, part-time staffing adjustments of $55,670 which provide wage increases for aquatics and Kids Rock staff, the addition of a behavior and wellness specialist for Kids Rock, and an increase in the Parks and Recreation communications specialist position to full-time at $38,700. Reductions were made to fitness costs, operations and maintenance. Of the total, $9,000 impacts the Community Center Fund, $19,500 impacts the General Fund, and $10,200 impacts the Golf Course.

Operating revenues are projected to rise to $3,841,356 in 2026, an increase of $422,921 from the 2025 budget. This increase is supported by a 3% membership fee increase effective January 1, anticipated growth in admissions, increased fees for swim lessons and Kids Rock, more birthday party bookings, and an overall increase in ice, gym, and room rentals. The increase also reflects broader program offerings and greater participation.

Mayor Dietrich asked if Kids Rock was completely full this year.

Manager Muscha said the program is in very high demand and typically fills within a few days of opening, noting it has been very successful.

Mayor Dietrich said it makes sense to raise the fees and asked when the membership fees were last increased.

Manager Muscha stated that membership fees have not increased in at least two years, with no increase in 2025 and likely none in 2024. The proposed 3% increase would amount to approximately $1 to $3 per month, depending on the membership type.

Council Member Gliva asked if there is any indication of how 2025 revenue will end, noting the budget is $3.4 million and questioning whether it may be better than projected.

Manager Muscha said revenue is projected to be on track for this year. She noted that 2024 exceeded revenue goals and that for 2025, the budget includes $1.2 million for membership revenue and $307,000 for admissions. She added that membership revenue is currently at $627,000, a little over halfway through the year.

Council Member Gliva asked if that would equate to total operating revenues of about $3.4 million for 2025.

Manager Muscha stated that she did not have the information immediately available but would provide it afterward. She noted that revenues are trending like 2023, with expectations to meet but not significantly exceed the 2025 revenue goals.

Council Member T'Kach asked about the current wage range for Kids Rock staff, noting that staffing adjustments had been made in recent years and requesting an update on where wages now stand for the program.

Recreation Superintendent Dorshak said staffing for Kids Rock increased by about 1,000 hours compared to 2024. She explained that approximately 350 of those hours were added to the camp specialist position at about $23 per hour, resulting in an increase of roughly $9,000.

Council Member T'Kach asked about the other positions in Kids Rock, noting there are assistants.

Superintendent Dorshak said the rate of pay was increased by about $1.40 per hour.

Total operating expenditures for 2026 are projected at $4,635,810, with revenues estimated at $3,841,356, leaving a shortfall of $794,454. This gap, representing 17.1% of operating costs not covered by revenue and will require a transfer from the Host Community Fund. In comparison, the transfer was $712,110 (18.2%) in 2023 and $348,114 (8.8%) in 2024 when revenues exceeded expectations. For 2025, the budget includes a $907,657 transfer (21%). While 2026 is budgeted at 17.1%, the goal is to perform better so the actual transfer may be lower. Actual transfers are often calculated before finalizing the year-end audit, so audited amounts may differ slightly, with small adjustments increasing or decreasing the Community Center Fund balance.

Council Member Gliva said that while 2024 was considered an anomaly, she would like future years to be closer to that result. She noted that from 2024 to 2026 operating expenditures are projected to rise about 17% while revenues increase only 6.5%, creating too wide a gap. She pointed out the significant increase in personnel costs and asked for examples of major items included in account 4410, which totals $1,031,240.

Manager Muscha noted that the largest costs in account 4410 are full-time staff wages and technology expenses for computers, phones, and infrastructure. Staff salaries are allocated across divisions, with more going to arenas and rentals than aquatics and fitness. She added that refining these allocations is ongoing but staffing and technology remain the biggest cost drivers.

Council Member Gliva asked whether technology expenses are allocated within each division's budget or if they are grouped under Common.

Manager Muscha explained that technology in 4410 is budgeted at $137,200 for 2026, an increase of about $20,000 from the 2025 budget, and noted this amount is included in 4410 Common.

In response to the earlier question, Manager Muscha explained that the primary driver of the 2026 increase is the full inclusion of salaries and staffing changes. She noted that membership and admissions revenue is projected to rise by 6.5% due to the membership fee increase and changes in credit card processing. She added that while the membership base continues to grow, it is uncertain when capacity will be reached. The membership budget is $1.2 million for 2025 and increases to $1.35 million for memberships in 2026.

Council Member Gliva remarked that with expenses increasing significantly compared to revenues, it raises concerns and makes her cautious about considering any additional staffing increases.

Superintendent Dorshak stated that the 2024 results were an anomaly, driven by two major staff vacancies that saved over $100,000 combined with a significant increase in revenues. While this produced favorable financial outcomes, she stated the staffing model was not sustainable, especially in aquatics where staffing was stretched thin. Pay increases were implemented to retain staff, and she emphasized that the unusual conditions of 2024 are unlikely to occur again.

Council Member T'Kach asked about account 4440 for arenas, noting it is not reflected in the memberships and admissions split. She questioned whether arena time is mainly used for hockey leagues, figure skating, and other organized activities, with limited individual memberships aside from possible increases in free skate time.

Manager Muscha explained that most of the arena revenue comes from contractual agreements with the school district and local hockey associations, along with other ice rentals. While some revenue is generated from developmental ice and open skate, most is tied to these long-term contracts.

Council Member T'Kach asked if there is any anticipated need to expand free skate hours or provide more opportunities for individuals not affiliated with an organization.

Manager Muscha stated that after contractual ice hours are met, any remaining time is either sold to other renters or used for open skate, developmental ice, or stick and puck. Her goal is to maximize the calendar by adding more of these opportunities, noting there is potential to expand time for members and guests compared to prior years.

Mayor Dietrich asked what types of behavior and wellness issues were experienced this past summer that may have prompted discussion about creating this position.

Manager Muscha explained that last summer she observed frequent misbehavior, including physical incidents, which often pulled staff away from other children. She noted staff lacked training to de-escalate situations and emphasized the value of having someone experienced in mental health and behavior management.

Mayor Dietrich asked for clarification, inquiring if there was someone more experienced in handling those behavioral and wellness challenges this year.

Manager Muscha confirmed that additional support was in place this year, which has led to significant improvement.

Mayor Dietrich asked how this results in an increase for 2026 if the position was already on staff this year.

Manager Muscha said the increase is likely due to higher wages needed to support those positions.

Mayor Dietrich asked if there is a policy in place for children who are not behaving well.

Manager Muscha explained that the Kids Rock program has a disciplinary action plan in place, which staff follow when addressing behavior issues.

Mayor Dietrich asked if the disciplinary plan includes requiring parents to come pick up their children.

Manager Muscha explained that the disciplinary plan includes steps such as verbal and written warnings, and at a certain level, parents are required to come pick up their children.

Mayor Dietrich stated that since youth are being prepared for school and a second resource officer will be considered, her preference would be not to have a behavior wellness staff member but instead to follow existing policies, so families learn early to take responsibility for their children's behavior and understand expectations as they move into middle and high school.

Council Member Gliva asked about the behavior wellness specialist, questioning whether the position is currently in place and if it was added last year.

Superintendent Dorshak explained that the program specialist position was revised this year to allow for two hires within the current staffing structure. One of these hires has been assisting with behavioral issues identified last summer, facilitating parent meetings, and ensuring practices align with those of the school district. This alignment has provided a more consistent and effective approach, with students experiencing similar expectations and responses as in the school setting.

Council Member T'Kach asked if the increase in children on the autism spectrum may be contributing to challenges, given younger staff may not be fully trained to support their needs in the Kids Rock program.

Superintendent Dorshak explained that while the causes of behaviors were not always clear, the presence of trained staff was important to ensure proper protocols were followed, parents were engaged at the right time, and a safe environment was maintained.

Council Member T'Kach stated that having trained staff helps reduce the City's risk in managing challenging situations and expressed support for maintaining such a position.

Council Member Gliva stated that the City provides park and recreation services, not school district functions, and emphasized that addressing issues should involve parents rather than hiring additional staff at taxpayer expense.

Capital projects are funded by a $700,000 annual transfer from the Host Community Fund, which is intended to provide consistent resources for managing repairs and replacements across varying years of need. An exception exists in 2029 with the east and west rink compressors, estimated at $4.5 million, of which $2.5 million is unfunded. All capital projects still require annual City Council approval.

Proposed 2025 capital projects total $750,200 and include $105,000 for fitness equipment replacements and center flooring, $80,000 for water park play structures in aquatics, and $32,000 for arena improvements such as painting team rooms and restrooms, adding volleyball poles and stands, and installing a card reader for the Parks and Recreation administrative office. Mechanical upgrades total $132,500 and include replacing ADA door openers, HVAC improvements in the daycare, and radiant heat for the west rink. The largest allocation of $400,700 is designated for Grove improvements, including the Brightside Room remodel, new benches, upgrades to the birthday party room and pool deck, and replacement of rear concrete stairs.

The proposed 2026 Community Center projects total $485,500 and include $40,000 for fitness equipment replacement, $102,500 in aquatics upgrades such as water park grate replacement, lifeguard lockers, lifeguard room window/counter, ADA lift replacement, and slide repair, $256,000 in arena improvements for R-22 reserves and a new make-up unit in the east rink, $20,000 for common area updates, $55,000 to replace air handling unit #8 in mechanical systems, and $12,000 for a new door card reader at the Grove.

The Community Center Capital Fund (Fund 206) begins 2025 with a balance of $582,164. After accounting for transfers from the Host Community Fund, interest, other revenues, and project expenditures, the year-end balance is projected at $357,376 in 2025, $584,384 in 2026, $1,097,837 in 2027, and $1,611,261 in 2028. In 2029, the fund is projected to face a $1,224,345 deficit due to the compressor project, followed by a $1,183,345 deficit in 2030. The compressor project estimate has increased from $2.5 million in the 2025–2029 CIP to $4.5 million in the 2026–2030 plan, leaving $2.5 million unfunded even with a potential $1 million cost-share partnership.

Host Community Fund

City Administrator Wilson presented the proposed 2026 Host Community Fund Budget.

The fund is supported primarily from landfill host community fees, which include tonnage fees and fixed fees from Pine Bend, as well as a $25,000 annual fee from Frattalone/Dawn Way through 2027. Additional revenue comes from interest, transfers, and other sources. In 2026, total revenues are projected at $3,127,218, compared to $3,000,000 in 2025.

The Host Community Fund shall be used by the City for public purposes. These purposes may include General Fund purposes, hosting the landfill, the cost of providing firefighting services, and environmental review and monitoring. The fund may also be used for meeting and conferring with organizations such as BFIWSNA, Dakota County, the Minnesota Pollution Control Agency, the United States Environmental Protection Agency, the Metropolitan Council, the Office of Environmental Assistance, and any other body having jurisdiction over the landfill. In addition, it may cover the cost of sustainability projects and programs, the cost of green initiatives, the cost of participation in the GreenStep Cities Program, or other legal public purposes.

In recent years, the City has refined its approach to “core” and “temporary” uses of the fund. In 2023, these categories were first identified. In 2024, Stormwater Management was added as a core use, with a plan to transition $100,000 annually from the Pavement Management program to Stormwater. In 2025, this transition was accelerated, and new financial priorities were affirmed, establishing Stormwater and Sewer funding beginning in 2026. For 2026, the City proposes to reaffirm these priorities by allocating $500,000 to Stormwater and $1 million to Sewer to cover annual debt payments.

Expenses for 2026 include staff and consultant costs for landfill monitoring, legal costs related to enforcement of the Host Community agreement, and a transfer to cover the funding gap in the recycling program. Core uses include transfers to VMCC Operations, VMCC Capital, Stormwater Capital, and Sewer Capital beginning in 2026.

Expenditures in 2026 are projected at $3,220,154, consistent with 2025’s estimate of $3,219,675 and followed by $3,270,912 in 2027. These include $860,654 for VMCC operations, $700,000 for VMCC capital, $5,000 for the balance of a recycling grant, $500,000 for Stormwater (moved to core use), and $1 million for Sewer. Short-term uses such as the boat launch, which was funded at $20,000 in 2025, are not included in 2026.

The approval of the Pine Bend expansion, allowing operations through 2042, provides confidence that revenues will remain steady. Forecasts over the next five years indicate that expenses will generally align with revenues, maintaining a stable fund balance of approximately $4 million each year. The City Council is asked to determine how to best apply the Host Community Fund to serve the City. Potential options include transferring funds to City Facilities for capital needs to ease or postpone property tax increases, using funds to cover the smallest debt service payment, which would eliminate $261,765 of the debt levy for 2026 and possibly beyond, or allocating a significant lump sum to reduce the borrowing required for construction of a new Central Maintenance Facility.

As of 2026, the projected beginning balance is $4,428,096, revenues total $3,127,218, expenditures total $3,220,154, and the projected ending balance is $4,335,160. By the end of 2030, the fund is estimated to hold $4,747,192.

Council Member T'Kach noted $1 million allocated annually for Sewer and asked if this extends to 2040 or beyond.

Administrator Wilson stated that the Sewer extends until 2036.

Council Member T'Kach stated that we could anticipate another six years beyond this projection and asked if that is also true for Stormwater.

Administrator Wilson stated that this will depend on the ongoing Stormwater study and on how the Council, now and in the future, chooses to set rates. She noted that Stormwater rates have historically covered only a fraction of capital improvement costs. The Council could adjust rates more assertively to generate sufficient revenue and eliminate subsidies or take a more conservative approach requiring continued subsidies. She emphasized that this is a policy decision and not as straightforward as Sewer debt, which has a defined debt schedule and payoff year.

Council Member T'Kach asked if the Sewer debt could be paid through the levy and whether that is a legally permissible option.

Administrator Wilson stated that while the levy could be used to retire the debt, this option has not been evaluated or pursued.

Council Member T'Kach stated that she would not want to assume for the next eleven years that $1 million will be allocated annually to Sewer debt.

Administrator Wilson stated that if the Council wishes to have an alternative modeled, it can certainly be provided.

Council Member Gliva stated that the Central Maintenance Facility is a top priority, noting the $58 to $61 million funding challenge and indicating it would be her first choice for funding.

Council Member Scales agreed, stating that costs must be reduced across the board in preparation for the upcoming building and that available resources should be used to best support residents.

Council Member T'Kach stated that more could be done with the Host Community Fund, suggesting support for initiatives such as the Green Step Cities program and fleet improvements. She noted that transitioning to more efficient vehicles could reduce operating costs and expressed interest in allocating funds to such programs.

Administrator Wilson stated that if the Council wishes to take that direction, staff can develop it. She explained that the modeling would be consistent with last year's approach and confirmed that staff will follow the Council's direction and conduct the necessary research and analysis.

Council Member Scales stated that he is not interested in funding new programs, noting that the City already has enough existing priorities to address. He emphasized that pursuing new, ongoing initiatives is not the right direction at this time.

Council Member T'Kach stated that the City should consider fleet and operational improvements, as well as energy reduction measures which would generate operational cost savings.

Council Member Scales stated that he would support programs with a sufficient return on investment but is not aware of any at this time that would provide meaningful benefits to residents.

Council Member T'Kach asked Council Member Scales if he would be opposed should such an opportunity become available.

Council Member Scales stated that if there is a reasonable return on investment, he is always willing to consider it.

Council Member T'Kach stated that it is important to explore this direction and suggested asking facilities staff about opportunities that are not currently being pursued.

Mayor Dietrich stated that while there does not appear to be a majority in support, she would like to allocate some funding toward the Central Maintenance Facility, Stormwater, and Sewer.

Council Member Scales stated that the priority should be providing the best value for the City's residents.

Council Member Gliva stated that, for now, that is the only action she would take.

Debt Service Funds

Finance Director Hove presented the proposed 2026 Debt Service Fund Budget.

The Debt Service Funds are comprised of street-related debt and fire station debt. Street-related debt includes the 2015A, 2016A, and 2017B General Obligation Improvement Bonds. Fire Station debt includes the 2018A and 2019A General Obligation Improvement Bonds.

Debt tax levies outline the allocations for each bond from 2023 through 2026. For street-related debt, the 2015A bonds levy decreases slightly from $637,301 in 2023 to $633,255 in 2026. The 2016A bonds levy rises from $718,134 in 2023 to $728,923 in 2026. The 2017B bonds levy declines from $263,125 in 2023 to $261,765 in 2026. The 2020A bonds levy remains at $177,250 annually from 2023 through 2025 but is eliminated in 2026 following the City Council's December 2024 decision to approve early payoff using closed Bond Fund resources.

For Fire Station debt, the 2018A bonds levy remained stable, at $739,289 in 2023 and $737,189 in 2026. The 2019A bonds levy increased slightly from $187,635 in 2023 to $189,525 in 2026. Overall, the total debt tax levies across all funds remained steady, from $2,545,484 in 2023 to $2,550,657 in 2026.

The 2026 debt budgets include both levies and other revenues. For the 2015A bonds, a levy of $633,255 and $40,000 in additional revenues total $673,255, with obligations of $646,925, leaving a net balance of $26,330. The 2016A bonds generate $728,923 from levies and $9,000 in other revenues, totaling $737,923, with obligations of $682,000 and a net of $55,923. The 2017B bonds levy $261,765 and add $45,000 in other revenues, for $306,765 in total revenues, but obligations of $321,263 result in a shortfall of $14,498. The 2018A bonds levy $737,189 with $5,000 in additional revenues, totaling $742,189, against obligations of $688,335, producing a net of $53,854. The 2019A bonds levy $189,525 and add $1,200 in other revenues, totaling $190,725, with obligations of $178,300, leaving a net of $12,425. In total, debt levies of $2,550,657 and other revenues of $100,200 result in $2,650,857 in revenues, with obligations of $2,516,823, producing an overall net of $134,034.

Council Member T'Kach asked what the interest rates are on some of the levies and whether paying them off would provide any benefit.

Director Hove stated that the City is currently benefiting from very favorable interest rates, as much of the debt was refinanced or issued before rates increased. Most bonds are between 2 and 3%, with some variable rates that may fluctuate slightly. The highest rates, around 3 to 3.5%, are on the 2018A and 2019A Fire Station bonds. She noted that these are strong rates, supported by the City's excellent debt rating, which makes its bonds a safe investment. However, she cautioned that the current interest rate environment is much higher, so issuing new debt would likely result in significantly higher rates.

Council Member T'Kach stated that a scenario could be run to consider Council Member Scales' comment on debt repayment, noting it may be preferable to reduce the $58 million Central Maintenance Facility bond rather than paying off lower-interest debt.

Director Hove stated that this would be a fair assessment. She explained that using Host Community funds to pay down existing bonds would provide short-term levy relief but less benefit in the future. Alternatively, applying those funds to reduce the debt or levy needed for the Central Maintenance Facility could help offset the higher interest rates expected, which will exceed the 2–3% on the current debt levy.

<u>Public Safety Small Equipment Fund</u>

Finance Director Hove presented the proposed 2026 Public Safety Small Equipment Fund Budget.

The Public Safety Small Equipment Fund, known as Fund 102, was created in 2023 through a City resolution. Its original funding of $121,700 came from a 2022 Dakota 911 rebate, which covered Police SRG expenses and Fire Department radios. In 2023, the City received a one-time public safety aid allocation from the State of Minnesota totaling $1,564,124. This aid was divided between Police and Fire using an average of call volume split, which was 90% Police and 10% Fire, and the 2023 budget allocations, which were 66% Police and 34% Fire. As a result, $1,220,017 was allocated to Police and $344,107 to Fire.

For the Fire Department, beginning with the 2025 budget, the City started an annual transfer of $29,740 from the Fire Department budget into the Public Safety Small Equipment Fund to save for future replacement of SCBAs. Fire used the one-time aid for several purchases, including $243,750 as partial funding for a replacement fire truck ordered in June 2023, $35,744 for new boat engines, and $64,613 for new radios. The total expenditures from the Fire allocation amounted to $344,107.

The Police Department utilized the one-time aid across multiple budget years. In 2024, $15,070 was spent on new drone equipment and programming. For the 2025 budget, expenditures included $224,625 for the phase-in cost of three new officers supported by a COPS grant, $56,000 for a new K9 vehicle, $64,950 for honor guard uniforms and new badges and patches, $13,300 for officer safety items, $5,000 for a blocker locker and evidence preserve, $10,000 for two speed signs and two traffic readers, $80,000 for handguns, body-worn cameras, and radios, and $5,000 for training reporting software.

In the 2026 budget, the Police allocation includes $144,326 to continue the phase-in cost of the three new officers under the COPS grant, $180,000 for a new command vehicle, and $36,120 for an additional emergency siren in the northwest area. The 2027 and 2028 budgets include $166,885 to continue phasing in the cost of three new officers, with the costs fully integrated into the regular Police budget beginning in 2029. By the end of 2028, an estimated balance of $218,741 from the one-time aid is projected to remain.

Council Member Gliva asked for a description of a command vehicle.

Chief Chiodo explained that the command vehicle is a full-size Ford van custom built with computers and monitors. It is not armored but designed for use at outdoor scenes, such as homicides or surveillance operations, allowing evidence processing and coordination on-site. She noted it would replace the current camper, which runs on a loud, smelly generator, with a quieter and more efficient vehicle. The camper would be sold to return funds to the budget, while the new van would be custom built to meet the department’s needs.

Administrator Wilson asked Chief Chiodo to confirm that the estimated cost includes both the purchase of the vehicle and the complete interior outfitting.

Chief Chiodo confirmed that the estimate reflects the total package cost, including the purchase of the van and all necessary interior outfitting. She added that while they have seen higher-end models costing around $350,000, the department is working to be responsible with this larger purchase.

The Public Safety Small Equipment Fund budget summary shows projected revenues of $59,740 in both 2025 and 2026, with $30,000 from interest earnings and $29,740 transferred from the Fire Department for SCBA savings. Expenditures for 2025 totaled $458,875, including uniforms and clothing at $64,950, officer safety items at $28,300, software for officer training at $5,000, capital items of $136,000 including a K9 vehicle and body-worn cameras and radios, and $224,625 transferred for the officer phase-in plan. In 2026, expenditures are projected at $360,446, with no allocations for uniforms, clothing, or officer safety items, no division software, capital costs of $216,120 for the command vehicle and emergency siren, and $144,326 transferred for the officer phase-in plan.

Council Member T’Kach inquired about the meaning of the acronym SCBA.

Administrator Wilson explained that SCBA stands for self-contained breathing apparatus, which is the tank and face mask firefighters wear to provide air at a scene.

Council Member T’Kach inquired about the cost of the new fire truck.

Director Hove stated that the cost of the new fire truck is approximately $1.5 to $1.75 million. She explained that the price was locked in at the time of order, so it will not increase year over year, though delivery may still take up to two years.

Council Member T’Kach inquired about how fire equipment is managed, noting that some is owned by the City while other equipment may be maintained by the Fleet Department.

Director Hove stated that the Fleet Department assists with maintenance, when possible, but some work must be outsourced.

Council Member T'Kach asked if there is a separate maintenance budget for the Fire vehicle fleet, noting it would likely depend on the age, size, and use of the vehicles, and inquired whether such costs are being budgeted.

Director Hove stated that the Central Equipment budget covers ongoing fleet maintenance, including fire truck repairs, with departmental charges based on historical spending to ensure fair allocation.

Council Member T'Kach asked for confirmation that departments are not currently billed individually for fuel purchases and whether a program such as Gasboy is used to track them.

Director Hove stated that the City uses a program to track gasoline usage, and a three-year average is used when billing allocations to the Central Equipment budget. She clarified that departments are not directly billed at the pump, but fuel usage is factored into the formula that determines each department's contribution to the Central Equipment operating budget.

In response to an earlier question, Administrator Wilson stated that the Council approved the purchase of a new fire engine on June 26, 2023, at a total cost of $1,174,882.29, with delivery anticipated in late 2026 or early 2027. She noted this represents a four-year wait time for an engine costing nearly $1.2 million.

Internal Service Fund

Director Hove outlined the proposed 2026 Budget for Internal Service Funds, which includes Technology, City Facilities, Risk Management with Property and Casualty Insurance and Workers' Compensation Insurance, as well as Central Equipment.

The allocations reflect a mix of decreases and increases driven by changes in insurance rates, technology expenses, and equipment funding adjustments. Workers' compensation decreased due to lower rates from the League of Minnesota Cities Insurance Trust for certain employee groups, primarily Public Safety. Technology costs increased with higher expenses for Citywide software and telephone systems. Central Equipment decreased largely because of added interest revenue and the extended use of some trucks. Workers' compensation dropped from $754,700 to $573,700. Insurance increased from $518,900 to $550,100. Technology rose from $1,269,500 to $1,412,500. City Facilities grew from $850,495 to $905,050. Central Equipment declined from $3,702,700 to $3,591,700. Overall, allocations decreased slightly by 0.9%.

Technology Director Gade explained that the Technology Fund internal allocation, charged to departments under expense code 5445, supports the operating costs of the IT Department. This includes IT staff wages, benefits, and training, along with printers, copiers, desktop and laptop computers, Citywide software, servers, and backup systems. Allocations are based on full-time equivalent employee counts and the number of devices. The 2026 allocation is $1,412,500, representing an 11.3% increase.

The 2026 Technology Fund includes $84,700 in proposed capital expenditures. These consist of $16,700 for workstation devices, $15,000 for switches and firewall, $20,000 for server and SQL licenses, and $33,000 for fiber updates. Funding for these items is budgeted in accounts 606.8600.000.5160 for small tools and minor equipment, 606.8600.000.5610 for improvements other than buildings, and 606.8600.000.5615 for machinery and equipment.

The overall budget reflects increases in both revenues and expenditures from 2025 to 2026. Revenues are expected to grow from $1,296,000 in 2025 to $1,439,000 in 2026, driven mainly by departmental allocations rising from $1,269,500 to $1,412,500. Other revenues remain unchanged at $26,500.

Expenditures also grew slightly, from $1,452,915 in 2025 to $1,452,985 in 2026. Personnel costs rise from $826,600 to $883,300, and other charges and services increase from $390,065 to $476,885. Supplies decrease from $62,250 to $24,800, and capital outlay for machinery and equipment drops significantly from $174,000 to $68,000.

Overall, the 2026 budget projects revenues of $1,439,000 and expenditures of $1,452,985, resulting in a decrease of $13,985 to the fund balance. As of December 31, 2024, the fund had a cash balance of $948,545. The adopted 2025 budget included a spend down of $156,915, which included a one-time use of $75,000 for Fire Station #2 AV upgrades, leaving a projected balance of $791,630.

The Technology Fund maintains a stable cash position, supported by an average balance of $982,460.

Mayor Dietrich expressed appreciation that the City has a strong firewall in place.

Council Member T'Kach asked if any major expenses are anticipated in the next three to five years, such as replacing several miles of fiber.

Director Gade explained that most core fiber buildout has been completed, with future projects coordinated with street work to reduce costs. He noted the next project is for Groveland Park and that recent expansions included South Valley Park and Rich Valley Park. He stated no major expenditures are anticipated.

Council Member T'Kach asked about related equipment or AI technology the City should be considering.

Director Gade replied that while there are no current plans to adopt AI, concerns remain about privacy and its implications, particularly for the Police Department. He noted that technology evolves quickly, and the City is monitoring developments.

Facilities Maintenance Superintendent Fitzloff explained that City Facilities activities are supported through departmental allocations under expense code 5455, totaling $905,050 in 2026, which reflects a 6.4% increase. Prior to 2022, this fund was limited to City Hall facility costs, but it has since transitioned to a broader scope. The allocation formula, based on historical FTEs and departmental square footage, has not been updated in years and does not include a capital replacement component. Looking ahead to 2026, the goal is to provide the fund with a direct transfer from either the General Fund or the Host Community Fund to support long-term capital needs identified in the 5-year CIP.

Revenues are projected to increase slightly from $1,294,575 in 2025 to $1,330,050 in 2026, driven by higher departmental allocations but offset by a decline in other revenues. Expenditures rise from $1,633,100 to $1,830,200, with operating costs increasing modestly and capital outlay for buildings jumping from $338,500 to $500,000.

Highlights include the loss of $14,080 loss in CJIN rent revenue and a strategic realignment of preventive maintenance expenses from Repair and Maintenance: Building/Structures to Professional Services. As part of this shift, an additional $18,000 has been allocated to cover architectural services, Xcel Energy building efficiency assessments, preventive maintenance for the building management system, and the installation and upkeep of CO2/NO2 sensors. These investments are intended to enhance building performance and safety through proactive maintenance. Other future preventive maintenance needs are still being evaluated.

Mayor Dietrich asked if the CO2 testing is performed in-house.

Superintendent Fitzloff clarified that the CO2 and NO2 sensors are serviced and calibrated by an outside HVAC technician or company.

Council Member Gliva asked whether the City is charged by Xcel Energy for assessments or if they are provided free of cost.

Superintendent Fitzloff stated that there is a small fee per building, approximately $4,000, with the goal of improving efficiency. He noted that while many measures are already in place, the assessments will help identify smaller improvements to further enhance performance.

Overall, the 2026 budget reflects $1,330,050 in revenues against $1,830,200 in expenditures, resulting in a $500,150 decrease to the fund balance. The fund had a $1,935,286 cash balance at the end of 2024, with the 2025 budget planning a $338,525 spend down, leaving $1,596,761.

Planned 2026 projects total $556,000 and include City Hall breakroom furniture, lower-level carpet, heat pump replacement, retaining wall, and breakroom flooring. Fire Station #1 projects include a generator study, ADA updates, and radiant heaters, while Fire Station #3 projects include exterior painting, a new water heater, exhaust fans, and a roof repair. Additional projects include Golf Course HVAC and exterior tuckpointing, and a water treatment plant exhaust unit. Funding sources are $500,000 from the City Facilities Fund, $43,000 from the Golf Course Capital Fund, and $13,000 from the Water Capital Fund.

Historically, significant transfers strengthened the fund, including $572,000 in 2021 after completing the Fire Station project, $652,300 in 2022 from closing the Central Stores Fund, and $226,029 from closing the ADA Fund. The 5-year CIP anticipates $4,046,000 of capital spending, with $3,400,000 (84%) tied to general City facility needs.

The 2026 goal is to establish a direct transfer to the fund to support long-term capital needs outlined in the 5-year CIP, with potential sources including the General Fund or the Host Community Fund.

Mayor Dietrich asked when there would be a follow-up on the funding ideas.

Superintendent Fitzloff stated that he would defer to Director Hove on the timing but emphasized that he will be involved and would like the matter addressed sooner rather than later to ensure it remains on the radar.

Director Hove stated that the matter is a work in progress as they are still determining how to address the funding, noting it relates to discussions about the Host Community Fund.

Mayor Dietrich stated that as discussions continue regarding the Host Community Fund, she wants to ensure everything remains on the radar and does not fall off.

Director Hove explained that while the preliminary General Fund budget and tax levy had been considered, feedback suggested reducing rather than increasing the levy. As a result, a transfer from the General Fund may be taken off the table, with alternatives such as the Host Community Fund or future budget revisions being explored. She noted that key items, including health insurance, are still pending and emphasized that funding capital needs remains a top priority, as the five-year CIP shows insufficient resources to cover all planned projects.

Director Hove explained that the Risk Management Fund covers property, casualty, and workers' compensation insurance activities. It supports League of Minnesota Cities (LMCIT) insurance premiums for property, equipment, liability, auto, and bond coverage, along with workers' compensation. The fund also pays corporate legal charges related to lawsuits and a portion of finance personnel costs. Activities are funded through departmental allocations, with $550,100 budgeted for insurance, a 6.0% increase, and $573,700 for workers' compensation, a 24.0% decrease.

The fund also covers deductible payments. The property/casualty deductible is $50,000, with $1,000 per claim after that threshold. A $5,000 workers' compensation deductible was added in 2023, generating premium savings despite an overall rise in premiums that year. Insurance agent fees are now paid directly to North Risk Partners, rather than being embedded in premiums. The next renewal quote will be considered by Council on August 11, 2025.

Allocations for 2026 total $1,123,800, down from $1,273,600 in 2025, an 11.8% decrease. The fund maintains an average cash balance of $1,120,520. Dividend revenues include property/casualty payouts of $100,846 in 2021, $66,765 in 2022, $19,810 in 2023, and $19,967 in 2024, along with a new $43,328 workers' compensation dividend in 2024.

The 2026 budget projects $1,183,800 in revenues, including $1,123,800 from departmental allocations and $60,000 from other revenues. Expenditures are equal to revenues at $1,183,800, consisting of $36,000 for personnel, $24,609 for legal and contracted services, $80,668 for repairs, maintenance, deductibles, and other costs, and $1,042,523 for insurance premiums. This produces a balanced budget for 2026 with no change to the fund balance.

Public Works Director Connolly explained that the Central Equipment Fund, identified as Fund 603, is used for vehicle maintenance and replacement, with activities funded by departmental allocations under expense code 5460. The total Central Equipment allocation proposed for 2026 is $3,591,700, which represents a 3.0% decrease from 2025. Allocations are divided into two parts: operating costs, which are based on a three-year average of fuel usage and repair parts or hours, and capital allocations, which are determined by a vehicle replacement schedule specific to each department.

The departmental allocations indicate that operations decline from $1,611,700 in 2023 to $1,394,800 in 2026, while capital replacements increase from $1,552,000 to $2,196,775 over the same period. The higher operational costs in 2022 and 2023 were tied to significant building repairs. The increase in capital replacements in 2025 is attributed to updated costs for large Fire Department vehicles, and the 2026 operations decrease reflects higher interest revenue forecasts and extended use for certain vehicles.

The budget summary shows 2025 revenues of $3,927,700, with expenditures totaling $2,833,535 after capital outlay. In 2026, revenues slightly decrease to $3,916,700, while expenditures drop to $2,321,800. The reduction is due to lower capital outlay, which declines from $1,117,785 in 2025 to $602,000 in 2026, including $554,000 for vehicle replacements and $48,000 for Police Department squad outfitting.

At the end of 2025, the only outstanding interfund loan will be for the Veterans Memorial Community Center's 2018 rink improvements, with a balance of $186,070. Annual payments for this loan are received from the City of Rosemount, with a term from 2018 to 2027.

Council Member T'Kach asked whether the nearly $2 million projected for 2026 capital replacements is expected to remain at that level and grow, or if the annual capital replacements have been smoothed out. She questioned whether the figure reflects the timing of large past purchases that are now coming due, or if the trend has stabilized.

Director Connolly explained that capital replacements remain a work in progress, with no leveling of peaks and valleys. He noted efforts to extend replacement schedules in areas such as streets, utilities, and parks, but emphasized that costs will continue to fluctuate, with 2026 projected to be lower.

Council Member T'Kach observed that capital replacement costs appear to have increased since 2023.

Administrator Wilson explained that the $2.3 million represents total expenditures, including $1.719 million for personnel, supplies, and other charges and services, along with $602,000 in capital outlay for next year. She noted that the capital outlay for next year is less than half of this year's amount.

Director Connolly explained that capital replacement costs increased in 2025 because prior savings were insufficient, particularly for fire equipment. He stated that costs are reviewed annually to ensure proper adjustments, with allocations intended to remain generally level aside from inflationary increases. He acknowledged that further work is needed to ensure adequate funding for fire equipment replacements but expressed greater confidence in the projections for other divisions.

5. <u>ADJOURN:</u>

Motion to Adjourn at 8:09 p.m. by Gliva, second by Scales.
Ayes: 4
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, AUGUST 11 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, August 11, 2025, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T'Kach
Staff In Attendance: Administrator Wilson, Finance Director Hove, Public Works Director Connolly, Community Development Director Ziemer, City Attorney Nason, Chief Chiodo, Parks and Recreation Director Lares, Fire Chief Thill, Parks and Recreation Superintendent Dorshak, and Deputy City Clerk Malott

3. APPROVAL OF AGENDA:

Motion to approve by Scales, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

5. CONSENT AGENDA:

- **A.** Approval of Minutes of the July 14, 2025, City Council Meeting
- **B.** Approval of Minutes of the July 21, 2025, City Council Work Session
- **C.** Approval of Disbursements, **Resolution 2025-178**
- **D.** Personnel Actions, **Resolution 2025-179**
- **E.** Resolution Amending Position Classification Plan, **Resolution 2025-180**
- **F.** Annual Worker's Compensation and Property/Casualty Insurance Renewal, **Resolution 2025-181& 2025-182**
- **G.** Resolution Approving Final Plans & Specifications and Authorizing Advertisement for Bids for City Project 2016-17 – 117th Street Reconstruction, **Resolution 2025-184**
- **H.** Resolution Amending the Purchase Agreement for the Sale of Property to the EDA, **Resolution 2025-184**
- **J.** Contract for Custodial Services
- **L.** Resolution Amending Adopted Budget for Groveland Park Ballfield Improvements (City Project No 2518), **Resolution 2025-186**

Motion to approve Consent Agenda Items A-H, J, L, Omitting I and K by T'Kach, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

PULLED CONSENT ITEMS

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

Council Member Murphy asked that while he understood the intent of terminating the agreement, he was curious how many times issues have occurred or how likely they are to occur in the future, whether there is a cost associated with them, and what the original agreement with the neighborhood entailed.

Public Works Director Connolly explained that Stormwater Facility maintenance agreements are usually part of development contracts. In Crosby Heights, there is no homeowner's association, and the facilities are fully on City property, which the City has been and will continue maintaining. The agreement would have made individual homeowners responsible, which is unworkable, and after review with the City Attorney, it was determined the agreement likely has no validity.

Council Member Murphy asked if there was any idea whether the agreement was originally set up that way by mistake.

Director Connolly stated that the agreement predates his tenure and was established in 2016. He explained that such an arrangement would not be implemented under the City's current code and development requirements. He further noted that the City already maintains the facility, so there is no additional cost, and this action is intended to formally resolve a past agreement that likely should not have been approved.

Motion to approve by Murphy, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

5.K. Approval of Marketing Contract for Inver Wood Golf Course Anniversary Membership' Campaign and Adoption of Resolution Amending the 2025 Golf Course Operating Budget, **Resolution 2025-185**.

Motion to continue the item to the next regular meeting agenda for consideration by Scales, Second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Kelly Kayser, 1953 59th Court East, inquired whether the membership sale emails noted in the summary as being sent prior to the August 15 opening had in fact been distributed, as they had not received one.

Administrator Wilson stated that the timeline would be deferred, resulting in changes to the dates, and confirmed that the action item would also be deferred.

6. PUBLIC HEARINGS: None

7. REGULAR BUSINESS:

A. Rental Housing Licenses

Director Ziemer presented a new rental housing license application for 5900 Concord Boulevard. Staff reviewed the application and determined that it meets all required standards and therefore recommended approval.

Motion to approve the Rental License by T'Kach, second by Gliva.
Ayes: 5

Nays: 0 Motion carried.

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

Chief Chiodo outlined the School Resource Officer (SRO) contract with ISD #199 for the 2025–2026 school year. She explained that the partnership between the City of Inver Grove Heights Police Department and the School District, established in 2010, is designed to strengthen relationships among police, school staff, students, and parents or guardians, while promoting safety and reducing the number of youths entering the juvenile justice system.

The previous agreement expired on June 30, 2025, and the new agreement extends through June 30, 2026. Under this agreement, one SRO will primarily be stationed at the High School while a second SRO will be stationed at the Middle School, focusing on providing drug education to students. Both officers will share responsibilities at the Elementary Schools.

The buildings served under this agreement are Simley High School, Inver Grove Middle School, Pine Bend Elementary, Hilltop Elementary, Salem Hills Elementary, and the ISD #199 office. These facilities combined serve approximately 3,400 students.

During the 2024–2025 school year, there were 363 combined responses by the SRO and Patrol across Inver Grove Heights schools. Simley High School had 200 responses (110 SRO, 90 Patrol), Inver Grove Middle School had 84 (66 SRO, 18 Patrol), Pine Bend Elementary had 27 (18 SRO, 9 Patrol), Hilltop Elementary had 25 (15 SRO, 10 Patrol), Salem Hills Elementary had 24 (11 SRO, 13 Patrol), and the ISD 199 District Office had 3 (1 SRO, 2 Patrol). Overall, 221 responses were handled by the SRO and 142 by Patrol.

Types of calls for service included 12 child protection cases, 10 crisis calls, 7 suspicious person or item reports, 2 warrants, 8 theft or damage incidents, 26 fights, 4 use of force incidents, and 3 protection order violations. Major cases worked by SROs included drug cases, assaults on students and staff, child pornography, criminal sexual conduct cases, and domestic assaults.

Additional responsibilities for SROs included handling reports of false reporting of crimes, threats, harassment, and missing persons. They also provided education on bike safety at Elementary Schools, conducted a vape presentation for fifth graders at Pine Bend, and led social media and online safety presentations for Pine Bend, Hilltop, all sixth and seventh graders, and specialty High School classes. They organized summer safety talks in elementary classrooms and assemblies and participated in Students and Adults Learning Together (SALT) Day at Pine Bend Elementary with K9 demonstrations, basic law enforcement instruction, and teacher fingerprinting. Officers also took part in school carnivals, student events, High School and Middle School dances, sporting events, and were members of the SPARC Coalition.

The addition of a second SRO in the 2025–2026 school year is justified by the need to reduce the number of 911 calls for Patrol officers, provide more time and attention to Elementary Schools, split duties between the High School and Middle School, and deliver Law Enforcement Against Drugs and Violence (L.E.A.D.) programming to students to reduce drug use/abuse and violence. This arrangement would also ensure continuity of coverage and help further build relationships and trust with youth and families in the community.

The financial details show that for nine months, wages and benefits for the first SRO total $123,732, with additional costs of $1,800 for a squad car, $400 for computer-aided dispatch software, and $200 for a computer, for a total of $126,132. For the second SRO, wages and benefits total

$106,104, with the same added costs of $1,800 for a squad car, $400 for computer-aided dispatch software, and $200 for a computer, for a total of $108,504.

Two reasons explain the difference between the contributions for the first and second SRO. Wages and benefit costs depend on the specific officer's placement within the wage structure. In addition, the Police Department is proposing to cover $16,506 in instructional costs for the second SRO's time delivering L.E.A.D. programming to 11 Elementary and 10 Middle School classrooms. These instructional costs represent an eligible use of the City's national opioid settlement funds. The District's share of funding for the second SRO is covered by a voter-approved referendum that was recently passed by residents. The Police Department will continue to cover wage and benefit costs for both SRO's during the summer months, as has been the case, with the second SRO focusing on drug education and outreach to students and families. Summer months for the second SRO will also be funded through the City's national opioid settlement funds.

Council Member Murphy supported the potential addition of a second SRO, noting the high quality of the current officer. He referenced 363 calls last year, with the majority at the High School and Middle School and highlighted the agreement's objective that school administrators handle discipline while SROs focus on safety and criminal law. He asked whether the Police Department and Command Staff believe this balance is being maintained.

Chief Chiodo explained that the SRO defers to School Administration on non-criminal matters, such as minor disruptions, to ensure discipline is handled internally. She emphasized that this approach builds student trust, allowing them to come forward with serious issues. She added that while this was not always the case in the past, recent SROs have maintained clear boundaries by focusing only on criminal matters, and the schools support and respect this approach.

Council Member Scales stated that he looks forward to the addition of a second SRO, noting that school staff and administration have built an outstanding relationship with the current SRO and expressing confidence that the second will establish the same positive partnership with the schools.

Council Member Gliva shared that she participated in Night to Unite with the SRO and observed many children, including elementary students, who recognized and approached the officer. She noted that this demonstrated a strong level of trust and described it as a positive experience for the City.

Mayor Dietrich asked whether some of the activities officers are involved in take place outside of school hours and, if so, whether overtime is incurred and how that overtime is paid.

Chief Chiodo explained that while most matters are handled during the school day, some extend into after-school hours. In those cases, overtime may be required, but the SRO position is allowed to earn compensatory time, which can be used during school breaks when the SRO would otherwise need to use vacation time. She noted there are occasions, such as criminal investigations leading to search warrants, where overtime is unavoidable and paid by the department. However, for school events like football or hockey games, the school covers the overtime costs at the same rate paid by outside organizations for officer coverage.

Mayor Dietrich thanked staff for being good stewards of the opioid funds, noting the importance of having those resources available for needs such as education.

Motion to adopt the resolution and authorize the appropriate officials to enter into the agreement with Independent School District 199 for the School Resource Officer Program for the 2025-2026 School Year by Gliva, second by Murphy.
Ayes: 5

Nays: 0 Motion carried.

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

Deputy City Clerk Malott outlined amendments to City Code regarding licensing requirements across several areas.

The Liquor License application process is being updated to remove outdated terminology and reduce the amount of information required for an initial application by deleting information that is not necessary to determine approval or denial. Clarifications are made to alcohol server training by requiring training to remain valid for six months beyond the date of an initial or renewal application, with requirements aligned to online training certification.

The Cannabis and Hemp business regulations are revised to reflect new legislative vocabulary. Language is added to distinguish between pre-approval and preliminary license approval.

Massage Therapy regulations specify that operating without a license provides grounds for the Council to deny, suspend, or revoke a license. Additional language states that if a license is revoked or denied, the applicant may not reapply for a period of one year from the date of revocation or denial. Currently, the City Code is silent on reapplication timelines, but the proposed change would align with other Dakota County cities. The question for the Council is whether one year should be the threshold for Inver Grove Heights.

Contractor Licensing for Solid Waste Collectors is also updated by repealing Section 8-6-3C2, which required license tabs for solid waste vehicles, and removing references to City-furnished license tabs for solid waste haulers, as this is no longer current practice.

Staff recommends approval of the second reading of four ordinances amending City Codes, including Sections 4-1-7 and 4-1-14 related to Liquor License Applications, Sections 4-4-2 and 4-4-9 concerning Cannabis and Hemp business regulations, Section 4-8-1 addressing Massage Therapy regulations, and Section 8-6-3 regarding Contractor Licensing for license tabs on solid waste collectors.

Mayor Dietrich stated that she agrees with the one-year period for Massage Therapy regulations, noting that it is consistent with the County.

All Council Members expressed alignment with the one-year period.

Motion to approve 2nd reading and four attached ordinances by T'Kach, Second by Scales
Ayes: 5
Nays: 0 Motion carried.

8. <u>PUBLIC COMMENT:</u>

Kelly Kayser, 1953 59th Court East, spoke in support of the proposed Central Maintenance Facility and related bond issue. She noted that a 2015 needs analysis identified issues such as lack of ADA compliance, overcrowded office and storage space, insufficient vehicle bays, and inefficiencies that compromise safety and productivity, but no action was taken at that time. She stressed that with the City's growth, the need has only increased, and delaying the project will further raise costs. While acknowledging the expense and tax impact, she argued the increase is modest compared to the value and necessity of the project. She praised current leadership, particularly Director Connelly, for addressing past shortcomings with transparency and urged residents to support the facility for the long-term benefit of the City.

9. MAYOR AND COUNCIL COMMENTS:

Council Member Scales said Night to Unite had the best weather in his three years of attending, noting he visited nine locations and described it as a great community event.

Mayor Dietrich announced that she received a letter from the League of Minnesota Cities President stating that Senator Klein, who represents Inver Grove Heights, has been selected as a Legislator of Distinction for 2025.

Council Member T'Kach said Night to Unite was a great event with wonderful weather, thanked residents and organizations for hosting, and appreciated seeing City staff at several gatherings.

10. ADJOURN:

Motion to Adjourn at 6:58 p.m. by Scales, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, AUGUST 25 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Monday, August 25, 2025, in person. Mayor Dietrich called the meeting to order at 6:00 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T'Kach
Staff In Attendance: City Administrator Wilson, Community Development Director Ziemer, City Clerk Kiernan, City Attorney Nason, City Engineer Merchlewicz, Planning Manager Shay, Clubhouse Superintendent Moynihan, and Parks & Recreation Director Lares

3. APPROVAL OF AGENDA:

Motion to approve agenda as published on Friday, August 22 with moving the Public Comment before the Closed Session by Scales, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

5. CONSENT AGENDA:

- **A.** Approval of Minutes of the July 28, 2025, City Council Meeting
- **B.** Approval of Disbursements, **Resolution 2025-185**
- **C.** Personnel Action
- **D.** Authorization to Enter into a Contract with Hue Life for Professional Development Services
- **E.** Resolutions to Amend Final Project Budgets and Close City Project Nos. 2022-09I (Carmen Ave & Claude Way Street Rehabilitation) & 2022-09J (Cheney Trail and Coffman Path Area Rehabilitation), **Resolution 2025-188 & 2025-189**
- **F.** Request for Donation to IGH Days Fireworks Display
- **G.** Authorization to Acquire Right-of-Way

Motion to approve Consent Agenda Items A-G, except A & D by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Council Member Murphy pulled Consent Item A and clarified that the vote on the Public Works Facility bonds was unanimously approved 5-0. He noted that while some residents believed it was a 4-1 vote, there were no objections from Council Members, confirming the approval was unanimous.

Mayor Dietrich pulled Consent Item D, an authorization to enter into an agreement with Hue Life for professional development services. She asked Attorney Nason to explain for the public what this entails.

City Attorney Nason explained that this item is the approval of a Consulting Service Agreement with Hue Life LLC. The firm will gather and solicit feedback from stakeholders to conduct a 360-degree review as part of the City Administrator's upcoming performance evaluation. This process will include input from direct reports and department heads to provide the Council with additional information for the review.

Mayor Dietrich sought clarification, observing that in previous years the reviews had been conducted solely by the Council.

Attorney Nason confirmed that was correct.

Motion to Approve Item A & D by Murphy, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

6. <u>PUBLIC HEARINGS:</u>

A. Temporary Premise Expansion Authorization for On-Sale Liquor License Holder Inver Grove Brewing Company

City Clerk Kiernan brought forward a request for a temporary expansion of premises authorization for Inver Grove Brewing for the calendar year 2025. She explained that the business currently holds an on-sale liquor license and has applied to expand its licensed premises for specific events, including IGH Days and Oktoberfest. The authorization, if approved, would allow the license holder to temporarily expand the boundaries of their licensed premises for up to ten calendar days throughout the year. Two of those days would be used for the events noted, with the exact dates subject to review and approval by the Police Chief. Clerk Kiernan stated that staff recommends holding a public hearing and subsequently approving the application for this temporary expansion authorization.

Mayor Dietrich opened the public hearing. There were no public comments.

Motion to close the public hearing by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Motion to approve Temporary Premises Expansion for On-Sale Liquor License Holder Inver Grove Brewing Company by Scales, second by Murphy.
Ayes: 5
Nays: 0 Motion carried.

7. <u>REGULAR BUSINESS:</u>

A. Rental Housing Licenses

Director Ziemer presented the following 6 new rental housing licenses.

8317 Delaney Drive
6920 Benton Way
5447 Babcock Trail #107, 203, & 207
6470 Bailey Trail

All applications have been reviewed by staff and found to meet the necessary requirements. Staff recommends approval of all licenses.

Motion to approve the 6 Rental Licenses by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

B. Resolution Adopting the 2025 Update to the Northwest Expansion Area Alternative Urban Areawide Review (AUAR)

Community Development Director Ziemer explained that the AUAR for the Northwest Expansion Area is required to be updated every five years. Kimley-Horn Engineer Planning and Design Consultants prepared the 2025 update, which was published on August 5 and followed by a 10-day public comment period ending August 19. Comments were received from several agencies.

Environmental Planner Madeline Roess outlined the Northwest Expansion Area Alternative Urban Areawide Review (AUAR), describing it as an environmental review process established under Minnesota State rules and completed by the Responsible Government Unit (RGU). Rather than focusing on a single development plan, it evaluates multiple development scenarios and serves as a planning tool to assess how these scenarios may affect the community's environment. The AUAR also identifies potential impacts and mitigation strategies, informs the public, and provides guidance for future permitting and approvals.

An AUAR must be completed every five years until all development within the study area is approved. Updates identify any changes to development scenarios, provides revised impact analysis and mitigation strategies, and allows for a ten-business-day comment period. If no objections are raised by State agencies or the Metropolitan Council, the RGU can adopt the AUAR update. AUAR topics encompass land use, geology, soils, topography and landforms, water resources, contamination, hazardous materials and solid wastes, fish and wildlife, plant communities, sensitive ecological resources (such as rare features), historic properties, visual resources, air quality, noise, transportation, cumulative potential effects, and other possible environmental considerations.

The AUAR was originally adopted in 2005 and subsequently updated in 2007, 2014, and 2019. The study area covers 3,089 acres located in the Northwest portion of the City. The proposed land use for the full build-out of the Northwest Expansion Area includes low-density and medium-density residential development, designated areas for commercial and industrial uses, and portions of the area preserved as open space. The current AUAR update provides a revised overview of the existing land use within the site as well as the proposed land uses as development progresses. All environmental topics were reviewed to determine any issues that required updates since the 2019 update.

Since 2019, the update includes descriptions of roadway, sanitary sewer, water system, and stormwater projects that have been completed and planned from 2020–2025 within the study area. An updated cover type analysis was completed using recent aerials and wetland data. The section on fish, wildlife, plant communities, and sensitive ecological resources (rare features) now includes an analysis of potential impacts and mitigation for federally listed species, which was not previously required. Transportation updates identified City and County-planned projects within the study area.

New sections added in this update include climate adaptation and resilience, which provides an assessment of various climate factors such as temperature, precipitation, and flood risk, along with a description of climate considerations and adaptations, and greenhouse gas emissions/carbon footprint, which provides an assessment of the construction and operational emissions associated with development of the study area.

Agency comments received included the Metropolitan Council, with topics such as planning for future pedestrian and bicycle access and consideration of chloride impacts to water resources. The Minnesota Pollution Control Agency addressed chloride impacts to water resources, stormwater BMPs, and climate trends, and requested an updated figure showing trunk sanitary sewer. The Minnesota Department of Transportation raised topics including permits, bike and pedestrian connectivity, and noise. Dakota County provided comments on geological data, guidance for wells, and transportation planning, and requested that the document show the Lebanon Hills Greenway alignment.

Changes to the mitigation plan include that developers should look within the same watershed or sub-watershed for wetland banking replacement, per the Minnesota Pollution Control Agency comment. Developers should also coordinate with the Dakota County Delegated Well Program if well compliance concerns arise, and any proposed stormwater infiltration within a current or possible future Drinking Water Supply Management Area (DWSMA) should be consulted with the Minnesota Department of Health (MDH), both per Dakota County comments. In addition, developments will be required to meet applicable Minnesota Pollution Control Agency (MPCA) noise standards, with a noise study completed, if necessary, on a case-by-case basis, per the Minnesota Department of Transportation comment.

Council Member T'Kach inquired which of the submitted comments did not result in any changes.

Ms. Roess explained that several comments were received, many of which addressed chloride impacts. A statement was added to the AUAR update noting that developers will consider chloride impacts in their planning, though it was not included as a formal commitment in the document. She added that updated information from Dakota County on wells and geology was incorporated, along with revisions to figures, including the addition of the Lebanon Hills Greenway alignment and other similar updates.

Council Member T'Kach asked if chloride was the only comment received that was not fully addressed.

Ms. Roess noted that comments were received on a variety of topics, but only four resulted in changes that became commitments.

Council Member T'Kach asked for a sense of the comments received and which were not responded to because they were already addressed or not considered relevant.

Director Ziemer explained that comments marked as "C noted" in the response section were simply acknowledged and did not result in any edits or changes.

Motion to approve Resolution 2025-190 Authorizing the adoption of the Northwest Expansion Area Alternative Urban Areawide Review (AUAR) 2025 update by Scales, second by Dietrich.

Ayes: 4
Nays: 0 (T'Kach Abstained) Motion carried.

C. Resolution Approving the Preliminary Plat and Preliminary Planned Unit Development for a 119-Unit Townhome Development at the Southwest Corner of Argenta Blvd and 65th Street

Planning Manager Shay gave a detailed update on the Preliminary Plat and Preliminary Planned Unit Development for the Nord 61 project, located at the southwest corner of Argenta Boulevard and 65th Street. The property consists of two parcels totaling approximately 23.9 acres, one of which is

2.5 acres and the other 21.4 acres. The background information states that the existing future land use is Low Medium Density Residential (LMDR), and the current zoning is R-3A. The site has a net developable area of 20.53 acres and is located within both the Northwest Area Overlay District and the Shoreland Overlay District.

The site plan includes 119 townhomes with two access points, one from 65th Street and another from Argenta Trail, with the main entrance located on 65th. At this entrance, there will be a clubhouse with parking in front and a monument sign. Internal streets will be designated as public right-of-way, with sidewalks provided on one side of every street. Major site features include a large wetland in the southwest portion of the property, and a stormwater management area located in the center of the looped road on the east side.

The Preliminary Plat and PUD identify natural area/open space requirements, stating that 20% of the site must be maintained as open space as part of the NWA. Of that required open space, 50% is to remain undisturbed, although PUD flexibility has been requested. For development capacity, the NWA requires a development capacity analysis, and the proposed 119 units fall within the range of 82 to 164 units allowed.

The Preliminary Plat and PUD address the Shoreland Overlay, noting that there are two shoreland lakes across Argenta Trail, one classified as a natural environment lake and the other as a recreational development lake. The shoreland minimum lot size is 15,000 square feet, and the Shoreland PUD allows increased density. A Shoreland tier analysis provides the density allowed within each tier, with density bonuses available for tiers farther from the lake. The development complies with the density allowed within the Shoreland. As part of a Shoreland PUD, 50% open space is required, and this open space may include wetlands and stormwater. The impervious surface limit is 25%, with additional allowance possible through a CUP or PUD flexibility.

Development standards were reviewed, showing that setbacks generally meet requirements with one exception for which flexibility is requested. For impervious surface coverage, R-3A allows 40%, and Shoreland rules allow 25%, with increases possible through Stormwater Management plans and CUP. Building coverage under R-3A allows 20%, with 15% proposed. For parking, 476 parking spaces are proposed, including the enclosed and driveway spaces, along with 34 guest parking spaces where 20 are required.

PUD flexibility includes a front yard setback on the sidewalk side of the street of 17 feet versus 20 required, impervious surface coverage of 36.4% versus the 25% maximum, undisturbed open space of 12.6% versus 50% required, and six units per building instead of the maximum of four.

Landscaping/tree preservation shows a tree inventory of 2,133 caliper inches. Tree preservation allows 40% removal, with 100% proposed removal. A total of 674 caliper inches is required for replacement. Landscaping requires 119 trees, one per dwelling unit, with 395 tree equivalents proposed as part of landscaping and mitigation. Six shrubs equal one tree, and two ornamentals equal one tree.

Preliminary Plat and PUD action recommendation is approving Preliminary Plat and Preliminary PUD for a 119-unit townhome development subject to conditions listed in the resolution.

Council Member Murphy stated that he noticed the Park and Recreation Advisory Commission recommended taking cash in lieu of land and asked how much parkland was given up in this development.

Manager Shay stated that the required dedication would be 3.7 acres. With the R-3A zoning and 20.53 developable acres in this district, the calculation results in 3.7 acres of parkland if land were to be taken.

Council Member Scales noted that with the reworking of the south end of the property, approximately five acres of brush and trees would be cleared, and he asked if there was a plan for a buffer in that area.

Manager Shay stated that there is no plan for a strict buffer, but landscaping is concentrated along the south property line with trees planted the entire length, which will provide screening as they mature.

Council Member Scales commented that there did not appear to be sufficient space in that area to construct a buffer, such as a mound or berm.

Manager Shay stated that berms require a larger area to accommodate the elevations, with space needed to rise, level at the top, and slope back down. He noted that the 30 feet between the town homes and the adjacent property line would not provide sufficient space.

Mayor Dietrich asked if the clubhouse shown in the mock-ups was approximately the height of a single-story rambler.

Manager Shay stated that the height at the mid-roof is 18.5 feet, with the top of the roof reaching approximately 25 feet, making it about the same height as the townhomes.

Council Member T'Kach noted prior Planning Commission discussion on traffic along Argenta Trail and asked if a right-turn-only onto 65th or alternate access to the north and west could be considered, despite County guidelines.

Manager Shay stated that a left-turn lane onto 65th did not meet County access spacing guidelines, so the access was approved as right-in, right-out. He noted the issue could be revisited with the County at final plat but added that a left-turn lane would not significantly reduce traffic except for vehicles heading west via the Argenta roundabout.

Council Member T'Kach asked if a right-turn-only out of the development onto Argenta Trail could be considered.

Manager Shay stated that a right-turn-only out of the development could be considered, with pavement markings used rather than improvements on Argenta Trail.

Council Member T'Kach asked if a sightline analysis had been completed at the intersection of old Argenta Trail and 65th, noting the curve from Delaware Avenue into 65th can be difficult.

Manager Shay stated that he had not seen a sightline analysis for that area. He noted he could check for any previous studies, adding that the County is reviewing the broader area as part of the I-494/Argenta Interchange discussions, though that data may not yet be available.

Council Member Gliva noted that the plan shows 36.4% impervious surface compared to the 25% standard and questioned whether the development includes more parking spaces than necessary. She asked if that amount of parking is needed and whether reducing it could lower the impervious surface.

Manager Shay stated that while impervious surface is increased, reducing parking would narrow driveways from 20 to 10 feet and restrict access to both garage stalls.

Council Member Gliva asked to clarify whether there is a large extra parking lot that could be reduced.

Manager Shay stated that the site includes 34 guest parking spaces, with most located in front of the clubhouse and several smaller clusters of five or six stalls throughout the development to serve units not adjacent to the clubhouse.

Council Member T'Kach asked if the first row of townhomes could be one story and then increase in height toward the north.

Manager Shay stated that the townhomes meet permitted height limits and that questions on lowering grades should be addressed by the Developer, their Engineer, or the City Engineer.

David Stofer, Director of Development for Ace Land Holdings, explained that the development would include approximately 119 multifamily residential townhome and row home rental units designed with Nordic-inspired architecture and intended to create an intimate neighborhood with shared amenities. He emphasized that Ace Holdings is not a merchant builder, but a long-term developer, builder, and operator committed to high-quality neighborhoods that elevate communities. He noted that the project was planned in alignment with the City's 2040 Comprehensive Plan, the Northwest Area Overlay, and the Shoreland Overlay District. A neighborhood meeting was held in April, and feedback received was addressed in the current proposal.

Mr. Stofer addressed common concerns beginning with density. He explained that the property had originally been guided for medium density residential and office, but following Council approval in March, it was re-guided to low medium density. As proposed, the plan is less dense than what could have been developed but still meets the City's minimum density requirements. He stated that this provides a transition between the single-family homes to the south and future higher-density mixed-use and office development to the north.

On traffic, he noted that site access is limited to two points, one of which was established by the County. He stated that the internal loop system will move traffic efficiently to 65th Street, which he believes will be the preferred route for most. While a right-turn-only restriction was raised as a possibility, he indicated the developer is open to considering it if it would help with congestion. Regarding stormwater, Mr. Stofer stated that the project includes a fully compliant management plan that will handle all stormwater on site.

He also addressed the rental model, noting strong demand for rental housing in Inver Grove Heights. He stated that this development will meet the needs of young families who want a neighborhood environment without the financial burden of home ownership, as well as retirees seeking flexibility while maintaining a yard. He emphasized that the project responds to a clear housing need in the community.

On neighborhood impacts, particularly along the south property line, Mr. Stofer explained that four-unit buildings were placed on the southern edge to reduce density, while six-unit buildings are located to the north. He noted that while some tree removal will occur closer to the wetland, a mature tree line remains near the southern boundary. The developer also intends to add vegetative screening and new plantings along this edge to mitigate impacts on adjacent neighbors.

Mr. Stofer stated the project will be completed in two phases, beginning with site infrastructure, the clubhouse, and about 60 units, followed by the remaining 60 units in phase two. He requested an amendment to the draft resolution condition requiring final plat approval within six months of preliminary approval, asking instead for at least one year to account for economic conditions, finalize design, and prepare for construction.

Mayor Dietrich asked Attorney Nason if revising the resolution to allow one year for final plat approval could be worked out. Attorney Nason indicated she would review the matter and report back to the Council.

Brooke Williams, 3515 78th Street East, asked about the scale of the slope shown on the map, the number and diversity of tree and shrub types, and the necessity of additional guest parking given the driveway and street parking available. She also raised concerns about where children from the 119 units would attend school, specifically whether they would be enrolled in ISD 199 or the Eagan school system.

Deborah Van, 6660 Argenta Trail, expressed concern that the modern two-story rental townhomes are not in keeping with the traditional single-story, owner-occupied homes in the neighborhood. She cited issues of density, privacy, and traffic, requested a seven-foot fence along the property line, and urged the City to protect the character of the neighborhood.

Chad Hageman, 6710 Argenta Trail, stated that the project relies on too many PUD exemptions, increases density, and does not fit the neighborhood. He raised concerns about stormwater stressing ponds and overloading drainage, traffic impacts and safety, and the removal of mature oak trees. He added that a fence should be included to help protect the neighborhood.

Mark Van, 6660 Argenta Trail, stated that clear-cutting 100 trees, including several large oaks, seemed excessive and suggested the buildings could be planned around them. He also conveyed a concern from a neighbor about whether the drainage system can handle additional runoff from the increased impervious surface.

Robin Eggum, 6770 Argenta Trail, stated that traffic from the development would create problems for the neighborhood and suggested the entrance be placed elsewhere. He also expressed a preference for ownership housing rather than rentals.

Manager Shay explained that the site and grading plans use one-foot contours with specific elevation notes.

The landscape plan includes 16 tree species consisting of ornamental, deciduous, and coniferous trees, which may be adjusted at the final plan stage.

He noted that when the County completed road and drainage improvements, they accounted for a more intense medium-density development than what is now proposed. For this site, the developer is required to collect, treat, and retain all stormwater within the property through on-site basins and ponds before it eventually flows to larger water bodies.

Mayor Dietrich noted that one resident appeared to be asking about the 100-year flood.

Manager Shay stated that the 100-year flood is used in all stormwater modeling.

Mayor Dietrich asked if the number of units this site was originally guided for was available, noting it has been scaled back to 119.

Manager Shay stated that under the current land use density, the development capacity ranges from 84 to 162 units. If the property had remained guided for medium density at 8 to 12 units per acre, the range would have been approximately 164 to 244 units.

Mayor Dietrich stated that this also helps to explain the impervious surface.

Manager Shay stated that with more units, there would be much more impervious surface.

Mayor Dietrich asked if the reference to 200 cars leaving at one time pertained to construction and noted uncertainty about the source of that figure.

Manager Shay stated that while 119 units will generate traffic, it would not result in 200 cars leaving at one time but rather be distributed between morning and evening traffic flows.

Mayor Dietrich asked for confirmation that there was not enough width for a berm.

Manager Shay stated that on the south property line there is not enough space for a true berm. He noted that some slight grading could create a small mound, but it would not meet the code definition of a berm. He added that fencing and landscaping could also be considered along the south lot line.

Mayor Dietrich noted possible conflicting information about water runoff and asked if the issue related to the 100-year flood.

Manager Shay stated that all stormwaters will be collected in the proposed on-site facilities, with some retained on site and the remainder conveyed through the storm sewer system to other water bodies.

Manager Shay explained that regarding entering and exiting on Argenta Trail, two access points are required for emergency services and utilities. Because access spacing restrictions prevent a second access on 65th Street, the additional access must be located on Argenta Trail.

Elizabeth Fleming, 9659 Carbon Court, asked how potential children from the development would be accommodated in local schools, noting that the community has only three schools and some students already attend elsewhere.

Clerk Kiernan stated that the property is zoned within School District 196.

Council Member Murphy observed that fencing on the south side had been raised multiple times and inquired whether it would be feasible to install a fence in that location or if space constraints would prevent it.

Manager Shay stated that there is sufficient room on the south side to install a fence, with a maximum height of seven feet permitted by code and identified this as a potential option.

Director Ziemer stated that screening is generally required between conflicting uses, such as industrial and residential or parking areas adjacent to residences but is not typically required between two residential uses.

Council Member T'Kach asked about the size and mix of units, including the number of one- and two-bedroom units, and inquired about the target market for the development.

Mr. Stofer stated that the site plan includes a mix of row homes, which are slab-on-grade three-story townhomes located on the north side, and predominantly traditional two-story townhomes, some with basements where the topography allows. All units will be two- or three-bedroom. He added that one accessibility unit meeting ADA requirements is planned on the south side, designed with primary living space on the first floor.

Council Member T'Kach asked if the units would be market rate and inquired about the expected pricing.

Mr. Stofer stated that the units would be market rate, with rents anticipated in the range of $2,500 to $3,200. He noted that this is comparable to the Canvas property and explained that while the units are not standalone single-family homes, they are intended to serve a similar target market.

Council Member T'Kach stated that during the Planning Commission it was suggested that single-family homes might be possible on this site and asked whether that would be feasible.

Mr. Stofer stated that developing single-family homes on the site would not be feasible, as the costs would likely price them out of the market given the limited number that could be built. He explained that the townhome plan is a more viable option and consistent with the developer's established expertise.

Council Member T'Kach asked whether there had been discussions on protecting some of the older trees in the area, acknowledging that grading often makes it more difficult to preserve them.

Mr. Stofer stated that while some trees must be removed, particularly on the Abbott parcel, efforts will be made to preserve perimeter trees, especially along the southern boundary, and replant where possible to benefit the development.

Council Member Gliva asked, given that the plan is for rental property, whether a property management firm has already been identified or if that decision is still pending.

Mr. Stofer stated that they manage their own properties through their operating company, MV Ventures. He provided Viking Lakes as an example, noting that they both built and currently manage that development.

Council Member Gliva inquired whether it would be feasible to consider installing a fence on the south end to provide additional screening for the residents in that portion of the community.

Mr. Stofer explained that although the current plan does not yet reflect that level of detail, incorporating privacy screening and vegetative buffers is certainly feasible. He indicated that both existing conditions and potential improvements would need to be reviewed from a cost standpoint. He further emphasized the importance of respecting adjacent properties and maintaining privacy for both current residents and future renters, noting that this expectation is mutual and critical to the success of the development.

Council Member T'Kach asked if the developer would consider a paved right-turn-only exit onto Argenta Trail, noting that signage alone has proven ineffective elsewhere in the City.

Mr. Stofer stated that while he was unsure of its practicality, a paved right-turn-only exit could be considered, noting that renters would still need access to the south.

Council Member T'Kach noted that vehicles could access the north to 65th Street and return south and asked if there had been any conversations with Dakota County regarding the road connection to Argenta Boulevard.

Mr. Stofer stated that discussions had taken place with Dakota County regarding the new Argenta alignment and that they were told a connection would not be feasible. He noted that their engineers would continue to address the matter and provide follow-up.

Council Member T'Kach inquired whether it is physically feasible to construct a road at that location, observing that the site plan appears to allow for such an option, while acknowledging that the County may impose its own guidelines and restrictions.

Mr. Slaven of Ace Land Holdings stated that access onto County Road 63 was reviewed but is not permitted by the County due to setback requirements and future interchange plans at 63 and 65th. He noted that traffic volumes are expected to increase significantly if an exchange is built.

In response to the earlier question about revising the resolution to allow one year for final plat approval, Attorney Nason clarified that under City Code, a preliminary plat remains valid for three years from the date of approval unless the Council establishes a shorter period. The resolution currently before the Council provides a six-month validity period, after which the applicant must submit and obtain approval for a final plat. She noted that this timeframe is not dictated by State statute. State law only requires that once a preliminary plat is approved, the City may not amend its zoning ordinance in a way that would negatively impact the plat during the validity period. The decision on the length of validity rests entirely with the Council, and Attorney Nason deferred to the Community Development Director for further explanation of the condition.

Mayor Dietrich asked what that would mean for the resolution currently before the Council.

Director Ziemer stated that the Council has the discretion to revise the resolution if it wishes, including extending the timeframe to 12 months as requested, or beyond, as it deems appropriate.

Mayor Dietrich asked if such a revision could still be adopted this evening.

Director Ziemer confirmed that this is correct.

Mayor Dietrich asked Mr. Stofer whether 12 months was the duration they were seeking, or if they were requesting a longer period.

Mr. Stofer stated that 12 months would be reasonable. While a longer period would be beneficial, they are prepared to begin infrastructure work within that timeframe. Considering upcoming winter conditions and the time needed for design and broader economic factors, they requested that the period be set at one year at a minimum.

Councilmember T'Kach agreed with neighbors' concerns, stating the proposal does not align with the neighborhood's character. She noted residents already face increasing townhome development nearby and suggested exploring design adjustments to lessen the impact, such as reducing height in some areas and allowing greater height elsewhere, limited to three stories.

Mr. Stofer stated that from a density perspective, the plan already minimizes impact by incorporating four-unit buildings. Reducing to one-story units would require a larger footprint, which could compromise overall density goals. He noted the City seeks density in this area, and single-story ramblers are less common and would result in a loss of units.

Councilmember T'Kach suggested the possibility of incorporating one-bedroom units as an alternative.

Mr. Stofer suggested the possibility of incorporating basements in that area, noting that most units are slab-on-grade. He emphasized the importance of considering the existing vegetative buffer, given the vegetation height of approximately 40 feet compared to homes that are 25 to 26 feet in height. He further noted that, from a privacy standpoint, the use of perimeter fencing for these townhomes may also be considered. This could meet potential demand from residents with pets or young children, help address trespassing concerns, and provide an additional measure of separation.

Mayor Dietrich asked the Council if there were any suggestions to revising the timeline to 12 months when the motion is made.

Motion to receive correspondence into record by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Councilmember T'Kach asked where the matter stood regarding the utility fees and the fee structure being requested by the developer, and whether a formal request had been submitted.

Administrator Wilson stated that no fee reduction request has been received. She noted the Council directed a review of utility connection fees, with a draft expected by September 15 and an update to the Council anticipated in October.

Mayor Dietrich asked the Council for their thoughts on moving the item forward.

Councilmember T'Kach stated that she would like to see the plan reworked and brought back for preliminary review with consideration of the items discussed, such as potential berm and fencing along the south border, exploring a right-turn-only option on Argenta, and allowing additional time for the developer to complete construction.

Mayor Dietrich stated that can be done this evening.

Mayor Dietrich asked Director Ziemer if she was correct that the County had already addressed the turn lane onto old Argenta.

Administrator Wilson advised waiting for input from the City Engineer or Public Works Director before making changes to turning movements, noting the matter can be reviewed at final plat but should not be required now without expert guidance on road design.

Mayor Dietrich stated she did not want to hold the process up if a decision had already been made.

Administrator Wilson clarified that the County has already prohibited an exit onto Argenta Boulevard along the east side of the project, as that roadway is under their jurisdiction. She noted that the current discussion relates to the west side of the project and whether to consider a right-turn-only option onto Argenta Trail. While this could be reviewed further, she advised against making such a change at this stage without input from Public Works staff and their professional expertise.

Council Member Scales asked for confirmation that many of these issues would be addressed during the final presentation and inquired about the schedule for when the project would next come before the Council.

Director Ziemer stated that while a specific final plat date has not been scheduled, the Council will review it again at a future meeting.

Council Member Gliva inquired whether, by accepting this item this evening while final details are still under review, the Council would retain the ability at the final plat stage to require adjustments such as fencing or other measures on the south side if the proposal does not meet the expectations of the Council or the residents, or whether such conditions would need to be specified at this time.

Director Ziemer stated that, in line with the City Administrator's comments, it would not be advisable to require specific conditions at this stage without further evaluation of the road design or fencing impacts. He noted that the Council may wish to include conditions for additional items such as vegetation, fencing, screening, or roadway improvements to be reviewed by the City Engineer, Public Works Director, or other professionals. He emphasized that such conditions should be subject to further evaluation, as not all measures may be practical or feasible once reviewed.

Mayor Dietrich asked if moving this forward as written tonight, apart from extending the timeframe, would mean the Council would not have the opportunity to discuss those items further.

Attorney Nason stated that, for clarity and to provide direction to staff, if the Council wishes to have staff specifically explore potential plan revisions with the developer prior to approval of the final PUD development plan and final plat, conditions could be added. These conditions may include further evaluation of landscaping and additional screening along the southern border of the development, as well as consideration of access to Argenta Trail on the west side. Such conditions would make it clear that the final PUD development plans may require revisions based on staff review with the developer.

Mayor Dietrich inquired whether the developer would be agreeable to that condition.

Mr. Stofer indicated his agreement.

Motion to approve Resolution 2025-191 approving the preliminary plat and preliminary planned unit development (PUD) for a 119-Unit Townhome Development to be known as Nord Sixty-One Degree with changes noted by Murphy, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

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

Club House Superintendent Moynihan outlined the Inver Wood Golf Course Anniversary Membership Campaign and the accompanying resolution amending the 2025 Golf Course Operating Budget. The request includes approval of a contract with Mulligan Marketing Concepts (MMC) for the development of an anniversary membership campaign and adoption of a resolution authorizing the 2025 budget amendment to the Golf Course Operating Budget.

Background information noted that the Golf Course has previously conducted three successful campaigns with Mulligan Marketing Concepts in 2018, 2021, and 2023. The duration on the first two memberships ran for 3-year terms and this previous membership was for a 2-year term. The membership campaign has been very profitable for the Golf Course, performing better than anticipated.

The Anniversary Membership is designed to fill unused tee times within three days' time, excluding weekend mornings and holidays. For example, a tee time on a Thursday could be booked beginning Monday. Customers who follow the rules and guidelines set forth in the agreement have their green fees covered for the round. This type of membership is generally used by golfers who play six to ten rounds per season.

The 2026/2027 campaign would be priced at $398, beginning in spring 2026 and running through the 2027 golf season. Sales are expected to begin between August 29 and September 5. The membership covers all customer greens fees on tee times that are made within 3 days. This membership applies to both the Championship and Executive courses. This structure has been found to be an effective way to introduce new players to Inver Wood and encourage them to engage with the game.

If the Council agrees with the staff's recommendation to proceed with the Anniversary Membership campaign, the Golf Course operational budget in 2025 would need to be amended. Specifically, the Professional Services & Contracts expense line for the Golf Course would need to be increased by $140,000 to pay Mulligan Marketing Concepts their 10% fee. Additionally, the credit card and bank charges line would need to be increased by approximately $50,000. Current 2025 charges are $44,732.89 against a budget of $70,000. In the 2023 campaign, charges totaled $43,353.02. The issue of whether the 3.5% service fee for online payments should be absorbed by the City or the cardholder also requires consideration.

The revenue from the Anniversary Membership will depend on achieving the anticipated number of memberships sold, with a conservative estimate preferred to avoid overpromising and underdelivering. Additionally, the costs of the campaign will be offset by revenue generated in 2026 and 2027 when the memberships become active.

The final recommendation is to approve the contract with Mulligan Marketing Concepts (MMC) for the development of an Anniversary Membership Campaign for Inver Wood Golf Course and adopt the resolution authorizing a 2025 budget amendment to the Golf Course operating budget.

Council Member Scales asked how many new memberships were generated from the last campaign.

Superintendent Moynihan explained that they calculate using unused tee times, noting the recent campaign sold about 1,000 fewer than the previous one. He added that utilization is where it should be, averaging about 85% with about eight and a half of every ten tee times filled.

Council Member Gliva stated that credit card fees should be passed on to the customer in programs where users sign up online. She noted that this approach, consistent with typical online purchases, would result in a City cost savings of $47,000. She added that, from an accounting perspective, the gross revenue is roughly $700,000 per year, with the figure shown being net.

Superintendent Moynihan explained that while he was initially skeptical of the membership program when it began in 2018, it has proven to be very successful and consistently profitable. He highlighted the added value of members bringing guests who pay full price, creating new customers and additional revenue. He noted that in earlier years the Golf Course struggled with debt service, but with that now paid off, funds can be directed toward the Capital Improvement Plan. This has allowed the course to replace equipment, make property improvements, and plan for future needs, which would be difficult to achieve without the program.

Council Member Gliva apologized and added that while she supports the marketing campaign, she strongly agrees that credit card charges should not be paid by the City.

Superintendent Moynihan inquired whether a motion was required to authorize him to proceed in that manner.

Mayor Dietrich asked whether individuals would have the option to pay by cash or another method to avoid the fee.

Superintendent Moynihan stated that he prefers all transactions go through the online portal, as it builds a customer database and prevents added congestion at the counter. While occasional technical issues have required accepting checks or cash, he emphasized that the online system remains the most efficient and effective method, allowing information to be imported directly into the point-of-sale system.

Mayor Dietrich stated that she wanted assurance individuals would not be turned away if they came with cash.

Superintendent Moynihan responded that he first encourages individuals to use a card, often assisting them directly in his office as it is more efficient, but assured that alternative arrangements would be made if needed.

Mayor Dietrich stated that she supports passing the fee on to the user, noting that this is consistent with how most transactions operate. She added that a motion is not necessary for this action.

Superintendent Moynihan stated that he would accept that as direction from the Council.

Mayor Dietrich asked for confirmation that the Council was being asked to approve the Contract for the Anniversary Membership.

Sandy Honerbrink, 2318 75th Street East, asked if the Golf Course operates independently or receives City or other outside funds, and requested clarification on its funding sources and management.

Administrator Wilson explained that the Golf Course operates as a self-sufficient enterprise fund, with revenues covering its expenses. Past loans from other City funds have been repaid, and the course receives no support from property taxes, utility payments, or host community fees.

Ms. Honerbrink asked for clarification on whether the Golf Course, which manages its own budget and can reallocate funds internally, would cover the Mullen marketing concept with its own resources or if City funds would be used.

Mayor Dietrich stated that the Council oversees the budget of every department.

Kelly Kaiser, 1953 59th Court East, asked whether the plan at the clubhouse is to begin adding a 3.5% service fee for in-person credit card charges. She also expressed some disagreement with passing the online fee on to customers, noting that renewing memberships is almost exclusively done online with no alternative payment option.

Mayor Dietrich noted that credit card fees are often built into the total price rather than shown as a separate line item. She appreciated the transparency in showing the fees but asked whether, in the future, it might be better to incorporate them into greens fees or other charges.

Superintendent Moynihan acknowledged that credit card fees are a normal cost of business that could be included in prices but asked for Council guidance on the approach. He affirmed that he would follow whatever direction the Council provides.

Mayor Dietrich asked whether, for this year, the fee would still need to be paid separately as a line item or if it could be included as part of the final price.

Superintendent Moynihan explained that the $398 will be shown separately from the 3.5% processing fee, with transactions tracked in separate accounts. He noted that future budgets will still list credit card fees, but they will be offset by the corresponding revenue.

Mayor Dietrich asked if the credit card fees could be built into the 2026 budget.

Superintendent Moynihan confirmed the fees could be included in the 2026 budget.

Council Member T'Kach expressed appreciation for the transparency of listing credit card fees and supported the approach, noting that customers could also pay by check or cash. She then asked whether the same fee applies when using a debit card.

Superintendent Moynihan stated that the fee would still apply online and said he would check whether ACH payments could be allowed, noting that few people typically use that option. He added that he wanted to get direction and move the membership forward, as delaying reduces traction with fewer days left in the year.

Council Member T'Kach stated that staff should have the necessary language included so that, if a debit card option becomes available, it is covered without needing to return to the Council.

Motion to approve the Marketing Contract for Inver Wood Golf Course Anniversary Membership Campaign and Resolution 2025-192 authorizing a 2025 Budget amendment to the Inver Wood Golf Course Operating Budget by T'Kach, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

E. 3rd Reading of Ordinances Amending City Code Regarding Licensing Requirements

City Clerk Kiernan provided an overview of several amendments to the City Code regarding licensing requirements. The changes to liquor license applications involve removing outdated terminology and reducing the amount of information required for initial applications by eliminating unnecessary data. Clarification was also added regarding alcohol server training, requiring certification to remain valid for six months beyond the date of an initial or renewal application, and aligning requirements with online training certification standards.

Regulations for cannabis and hemp businesses were updated to reflect new legislative vocabulary and to distinguish between pre-approval and preliminary license approval.

Massage therapy regulations now specify that operating without a license gives the Council authority to deny, suspend, or revoke a license. Language was also added to state that if a license is denied or revoked, the applicant cannot reapply for one year from the date of revocation or denial. This one-year requirement is consistent with practices in other Dakota County cities.

For contractor licensing related to solid waste collectors, the amendments repeal Section 8-6-3C2, which required City-issued license tabs on solid waste vehicles, as this practice is no longer current practice.

Staff recommends approval of the 3rd reading of each of the four Ordinances amending City Codes: Ordinance 1508 for Sections 4-1-7 and 4-1-14 regarding Liquor License Applications; Ordinance 1509 for Sections 4-4-2 and 4-4-9 regarding Cannabis and Hemp Business Regulations; Ordinance 1510 for Section 4-8-1 regarding Massage Therapy Regulations; and Ordinance 1511 for Section 8-6-3 regarding Contractor Licensing, specifically license tabs for solid waste collectors.

Motion to approve Ordinance 1508 Amending Inver Grove Heights City Code Title 4, Chapter 1, Sections 7 and 14 regarding Liquor License Applications; Ordinance 1509 Amending Inver Grove Heights City Code Title 4, Chapter 4, Regarding Cannabis and Hemp Business Regulations; Ordinance 1510 Amending Inver Grove Heights City Code Title 4, Chapter 8, Section 1 regarding Massage Therapy Regulations, and Ordinance 1511 Amending Inver Grove Heights City Code Title 8, Chapter 6, Section 3 Regarding Contractor Licensing by T'Kach, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Mayor Dietrich reported that the City received a petition for a reverse referendum on borrowing funds for the Central Maintenance Facility, which is currently under review to validate signatures. Once validated, the Council will discuss next steps, including referendum timing. She noted the question cannot appear on this November's ballot, making 2026 the earliest possible date, and emphasized that this level of community involvement reflects the democratic process.

8. PUBLIC COMMENT:

Lisa Slama, 9185 Inver Grove Trail, described the grassroots petition drive for a reverse referendum on the $58 million Central Maintenance Facility bond. Beginning August 5, volunteers quickly gathered support and submitted 2,227 signatures, far more than the 1,050 required. She said the effort reflected strong community consensus that residents felt blindsided and want a direct voice on the project, while also criticizing the lack of cost details in initial communications.

Jerry Slama, 9185 Inver Grove Trail, criticized the approval of the $58 million Central Maintenance Facility bond, saying public concerns were not fully addressed and the Council approved an oversized project that will raise taxes for 20 years. He said this has damaged community trust and described the decision as irresponsible at a time when many households are struggling financially.

Elizabeth Fleming, 9659 Carbon Court, said the petition process showed that trust is essential and has been damaged by the size of the Central Maintenance Facility project, the tax increase, and how the process unfolded. She noted the petition united the community and called on the Council to choose transparency and openness to rebuild confidence, strengthen unity, and restore trust.

Bruce Kennebeck, 3680 77th Street East, questioned the loan interest rate and the 14% tax increase for the Central Maintenance Facility. He called the project unnecessary, criticized the City's budgeting, and compared it to past street assessments where he felt the street work was poor, asking what the direct cost to residents would be.

Mark Sampson, 3118 Cuneen Court, said the $61 million Central Maintenance Facility project with a 14-16% tax impact was hidden from residents through omissions in City communications and delayed posting of key documents, which limited public input. He called for an investigation into the lack of transparency and accountability.

Mary Bruns, 7610 Banning Way, said she supports facility updates but urged financial responsibility. She questioned the added $10 million firing range not in the $61 million estimate, past budget overruns, and the risk of higher taxes. She asked the Council to consider residents' financial struggles before approving the project.

William Schuldt, 7106 River Road, praised City services but criticized how the Central Maintenance Facility project was presented. He said there should have been an open house to allow questions and explanations about needs and costs, noting residents were not given enough opportunity to understand or provide input before such a major expense.

Carol Halloran, 7868 Adler Trail, questioned why taxes need to be raised when new housing and commercial developments are already generating additional revenue. She also said residents were promised transparency during past elections but feel that promise has not been kept.

Bruce Bruns, 7610 Banning Way, asked if the Central Maintenance Facility project is still moving forward since the vote would not occur until next November.

Mayor Dietrich clarified that the timeline is not limited to next November's general election, as there are other options available for a reverse referendum.

Lucy Grosz, 7161 Cloman Avenue East, said the Central Maintenance Facility project is oversized and unnecessary, noting residents already face significant tax increases. She questioned the need for so much new space given limited growth in the City and criticized the process as rushed and lacking transparency.

Daryl Fox, 7987 Claiborne Lane, questioned why the City keeps pursuing costly projects and new developments, asking when it will focus on simply sustaining and maintaining instead of continued spending.

Martin Moody, 9641 Rich Valley Boulevard, said the Central Maintenance Facility project was handled backwards, with scope developed before setting a budget. He noted many petition signers were surprised by the project's size and criticized the City's poor communication, suggesting a mailing should have gone to all residents for such a major project.

Mark Bennett, 7661 Barbara Avenue, stressed the need to distinguish between wants and needs, urged caution with the large budget request, and supported using the reverse referendum to let residents have their say.

Brooke Williams, 3515 78th Street East, said the City should focus on community needs like grocery stores and educational spaces rather than the Central Maintenance Facility project. She questioned whether rental properties would be included in the bond assessment and raised concerns about safety in new developments without basements during severe weather.

Kelly Kayser, 1953 59th Court East, said the Central Maintenance Facility project has been well-documented through a 135-page needs analysis and public presentations, all following State law. She noted bonding is the standard way cities fund such projects and while the tax increase is significant, City taxes would still be lower than in some neighboring communities. She also shared that her husband was removed from a local Facebook group after posting information about the project.

Sandy Honerbrink, 2318 75th Street East, said she has repeatedly raised concerns about rising taxes and spending. She was relieved to see others speaking out and sharing the same concerns.

Administrator Wilson clarified that if the City moves forward with borrowing for the Central Maintenance Facility, any resulting property tax levy would apply to all taxable properties in Inver Grove Heights, including residences, rentals, businesses, and agricultural properties. It would not be limited to homestead properties.

9. MAYOR AND COUNCIL COMMENTS:

Council Member Murphy said the reverse referendum is democracy at its finest and the right way to let residents decide on the Central Maintenance Facility project. He believes the facility is needed but respects the community input. He also criticized the removal of a resident from a local Facebook group for expressing a dissenting opinion, calling it embarrassing and reprehensible.

F. Closed Session to Consider the Purchase of Real Property

Motion to move into Closed Session pursuant to Minnesota Statutes, Section 13.D.05, Subd. 3(c)(3) to develop or consider offers or counter offers for the purchase of real property located at 1285 70th Street W, by Murphy, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

Motion to reconvene in open session by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

10.ADJOURN:

Motion to Adjourn at 8:42 p.m. by Scales, second by Murphy.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL WORK SESSION
TUESDAY, SEPTEMBER 2, 2025 6:00 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:

The City Council of Inver Grove Heights met in regular session on Tuesday, September 2, 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, Scales, and T'Kach.
Absent: Council Member Murphy
Staff In Attendance: City Administrator Wilson, Assistant City Attorney Mikel, Finance Director Hove, Police Chief Chiodo, Fire Chief Thill, Community Development Director Ziemer, Parks & Recreation Director Lares, City Clerk Kiernan, and Assistant Finance Director Ellison.

3. APPROVAL OF AGENDA:

Motion to approve agenda with additions of Item 4E and 4F by Scales, second by Gliva.

Ayes: 5
Nays: 0 Motion carried.

4. DISCUSSION ITEMS:

A. 2026 Budget Update & City Administrator's Recommendation

City Administrator Wilson reviewed the 2026 Budget General Fund and Property Tax Levy along with additional information. The budget process follows State statutory requirements. Minnesota cities must adopt a preliminary property tax levy for 2026 by September 30. Once this levy is adopted, it may be reduced but cannot be increased. Inver Grove Heights intends to adopt its preliminary levy at the September 8 Council meeting. Proposed 2026 property tax notices will be mailed to property owners by the County between November 11 and November 24. Between November 25 and December 20, cities are required to hold a public meeting to discuss the budget and tax levy and to receive public input. The proposed Truth-in-Taxation meeting is scheduled for December 8, and the final 2026 tax levy must be adopted by December 28, with Inver Grove Heights proposed to act at the December 15 Council meeting.

The General Fund provides for a wide range of City services. These include Administration, the Mayor and Council, Human Resources, the City Clerk and Elections, Communications, Finance, Community Development, Planning, Inspections, Police, Fire, Engineering, Streets and Street Lighting, Parks and Recreation, and transfers to the Economic Development Authority (EDA) and Parks Capital. The General Fund also covers the Crossings Tax Abatement. Services not included in the General Fund are the Community Center, Golf Course, Utilities such as Water, Sewer, and Stormwater, and the Convention and Visitor's Bureau.

For 2026, the General Fund is proposed at $36,668,206. Police services account for $13,239,384 or 36%. Fire services total $7,373,584 or 20%. Public Works is budgeted at $5,080,405 or 14%. Parks and Recreation expenditures are $3,902,280 or 11%. Administration and Finance total $3,798,961 or 10%. Community Development is $2,475,655 or 7%. Transfers to other funds amount to $797,937 or 2%.

The proposed 2026 preliminary tax levy by fund totals $36,499,899, which is a 6.3% increase over the 2025 approved budget of $34,214,757. The General Fund increases from $28,549,075 to $30,615,441. The General Fund Tax Abatement is essentially unchanged at $183,000. The Pavement Management levy rises from $2,934,750 to $3,022,792. The Debt Service levy increases slightly from $2,547,632 to $2,550,657. Tax Abatement and Debt Service levies remain unchanged. The General Fund and Pavement Management levy amounts have small net reductions, with a $69,313 reduction to the General Fund and a $58,696 reduction to Pavement Management.

Known cost increases for 2026 total $1,455,864 or 4.26% of the levy. These include $151,900 for Minnesota Paid Family and Medical Leave, $734,044 for other personnel changes representing approximately 3.5%, $235,000 for the Fire SAFER savings plan, $209,300 for phasing in three 2025 Fire hires, $24,120 for Fire AFLAC benefits, and $101,500 for phasing in three 2025 Police hires.

Budget adjustments since the initial review include removing $60,000 for a recodification project, reducing Finance division software by $20,000 with the Technology Fund available if necessary, moving Special Assessment software costs of $23,480 from Finance to the PMP budget, removing a Police Department software request of $16,617, and reducing the Fire Department supply increase by $30,000. Additional adjustments were made to Fire Department part-time wage and full-time overtime budgets based on forecasted activity. An additional $8,000 was added for Mayor and Council professional services.

Further adjustments include changing the transfer to the Park Capital Replacement Fund from a 5% to a 3% increase, reducing the levy by $11,866, and changing the Pavement Management levy from a 5% percent to a 3% increase, reducing the levy by $58,696. Additional savings were achieved through a new cleaning contract and renewal of property and casualty premiums. In total, these changes result in an overall reduction of $322,400.

Staffing adjustments include four position reclassifications in Engineering, Fire, Police, and Inspections adding approximately $40,000. Hour's adjustments result in a net $28,400 cost to the General Fund, including increasing the Finance Accounts Receivable Technician from 20 to 30 hours per week and increasing the Parks and Recreation Communications Specialist from 25 to 32 hours per week. After these staffing adjustments, the net reduction to the budget is $254,000.

New staffing requests for the General Fund include a 60% full-time equivalent Parks Maintenance position to work full-time during warm weather months, an additional Communications position, an Assistant City Administrator or additional Human Resources staff, a Fleet and Equipment Manager, an Assistant Planner, and a second School Resource Officer. The second School Resource Officer has no tax levy impact.

Staffing priorities recommended include the second School Resource Officer, with the contract approved by the City Council on August 11, 2025. The Parks Maintenance position is budgeted at $64,350 for 2026. The Human Resources Coordinator is recommended as a mid-year hire with a 2026 budget impact of $61,600 and a full 2027 budget impact of $129,350.

The overall net changes since the initial review include $322,400 in reductions, $40,000 for staffing reclassifications, $28,400 for other staffing adjustments, $64,350 for the Parks Maintenance position, and $61,600 for the Human Resources Coordinator mid-year hire. This results in a net reduction to the budget and levy of $128,050.

A 6.3 % Citywide tax levy increase results in a proposed 2025 Citywide tax levy of $36,371,890. This increase represents a 1.04% change in the tax rate. Based on a 2025 median valued residential property of $362,200, the annual change in City taxes would be $91.37. For comparison, in 2025 the median valued property was $349,100.

Mayor Dietrich asked for confirmation that Pavement Management included all the partnership projects.

Administrator Wilson confirmed that the levy for Pavement Management is allocated into the City's Pavement Management funds, which include two separate funds, one for locally managed projects and one for partnership projects. She explained that this amount will allow the City to fund the five-year CIP, covering both Local Streets and Partnership Projects.

Mayor Dietrich requested that the items identified in the budget reductions be reviewed as the City prepares the budget for next year. She emphasized that many of the items are important, if not all of them, and should not be removed from consideration.

Council Member Murphy stated that the $60,000 recodification project should be considered a priority, noting that delaying it may create further issues with the City Code and that it should be addressed sooner rather than later. He also requested clarification on the $8,000 budgeted under Mayor and Council professional services.

Administrator Wilson explained that the budgeted amount is intended for the possible use of a professional facilitator, which is a common practice among City Councils to assist in developing either a strategic plan or a focused set of goals and priorities for the coming year. She noted that facilitators generally gather input from individual Council members and then lead a group discussion to ensure all perspectives are considered and goals are clearly defined. She added that no specific facilitator has been identified.

Council Member Murphy stated that the expertise to facilitate goal setting exists within staff or the Council and suggested that the $8,000 budgeted for professional services may not be necessary. He emphasized that refilling the Assistant City Administrator position should be prioritized over adding to the Human Resources Department.

Council Member T'Kach stated that the recodification project could be delayed given the added strain of an election year, while staff can continue addressing ordinance issues as they arise. She expressed support for prioritizing additional Human Resources capacity over an Assistant City Administrator at this time, noting the wider impacts of HR work across all City departments. She also supported allocating $8,000 for a facilitator to assist with strategic planning and goal setting, suggesting that such a role could include ongoing check-ins to ensure progress on established goals.

She further highlighted the importance of forestry initiatives, such as public education on tree care, subsidized tree sales, and review of the City's tree ordinance to encourage best management practices. She noted these efforts could help address the impact of the Emerald Ash Borer and promote long-term tree health across the community.

Lastly, she emphasized the need for greater focus on traffic and pedestrian safety, including traffic calming measures, enforcement, and signage improvements. She noted these issues are frequently raised by residents and identified in survey results, making them an important priority.

Council Member Scales supported the new School Resource Officer, noting it does not impact the levy, and agreed that additional Parks labor is appropriate with recent expansions. He did not support funding for professional facilitation services, stating staff has effectively provided direction in recent years. On the Human Resources position or Assistant City Administrator, he recommended waiting until the new HR Manager is in place next year so their skills and workload can help guide the decision.

Council Member Gliva stated that the $8,000 for professional facilitation could be handled internally. She emphasized the need to be cautious about adding staff given concerns from residents regarding tax increases and the future cost of the Central Maintenance Facility. She supported hiring a new Human Resources Manager earlier to allow overlap and training with the current manager but expressed caution about adding positions in other areas such as Parks. She also noted that electric bicycles on streets and trails need to be addressed.

Administrator Wilson stated that the Police Chief is working with other Dakota County Police Chiefs regarding the increased use of electric bicycles. She explained that traffic calming is addressed through both physical street design changes and enforcement measures, noting that funding was included in the 2025 budget for additional traffic enforcement signs.

Mayor Dietrich stated that she has spoken with other Mayors and sees the benefit of using a consultant for retreat planning. She asked how close the City is to being able to fund such an effort with existing monies without requiring additional budget allocations.

Administrator Wilson stated that if the Council prioritizes this for next year, the cost could be covered with unspent funds from the current year.

Mayor Dietrich stated that while goal setting with a facilitator does not need to occur every year, it could be a valuable tool for establishing and tracking goals and should be considered for next year. She emphasized the importance of being good stewards by avoiding new hires in the coming year, noting this may result in reduced service levels, but that such outcomes reflect the balance required when cuts are made. She then asked if any preliminary levy percentages from other Dakota County cities were available.

Administrator Wilson reported that, based on conversations with her colleagues in Dakota County, preliminary levy increases vary widely. Farmington is projecting up to a 19% increase, Apple Valley 15.58% with about half attributed to voter-approved Park bonds, and Rosemount 12.9% with approximately 5% tied to debt for a new Maintenance Facility and Police Station. Eagan is projecting 8.9%, Hastings 8.38%, and both Burnsville and Lakeville around 7%. Mendota Heights is anticipating a 5% increase. She noted that she did not have information from South St. Paul or West St. Paul.

Mayor Dietrich asked if Farmington's higher levy projection was related to a major project.

Administrator Wilson stated that she was not aware of what is driving Farmington's levy projection.

Levy options include a 6.3% increase. Removing recommended new staff positions would reduce the increase to 5.94%, and removing both recommended positions and reclassifications would reduce it further to 5.74%. Capturing only tax base growth, which applies a flat tax rate to a growing tax base including new construction and growth in existing property values, would result in an estimated 5.31% increase and require cutting $342,000. A 3% levy increase would require cutting $1,130,000.

Additional options include utilizing some portion of the Host Community Fund balance to cover one of the City's smaller existing debt payments of $261,765, though this was discussed in August and not preferred. Another option is freezing the Technology Allocation charge to departments at 2025 levels and using the Technology Fund balance, saving the General Fund levy $104,800. Delaying phasing the costs of three Police Officers hired in 2025 onto the levy by continuing the use of one-time Public Safety dollars would save $80,000. Freezing the transfer from the General Fund levy to the EDA Operating budget at 2025 levels and relying more on the EDA Fund balance would save $8,900. All these options involve using one-time funds to cover ongoing expenses, which would result in larger increases in future budget years.

Mayor Dietrich emphasized that drastic budget cuts could affect City amenities, such as sidewalk plowing, and noted the importance of residents understanding the cause and effect of such decisions. She stated that the Council carefully considers how funds are allocated. She then asked for recommendations from the Council on levy percentages or alternatives.

Council Member Scales stated that reclassifications and job expansions should not be cut, as they provide value through internal growth. He noted that the only new staff position he supported was in Parks, but he would be open to managing with existing staff for a year. He expressed concern that a 3% levy increase would require significant cuts that residents may not fully understand. He indicated support for removing new staff positions and setting the levy increase at a maximum of 5.94%, with the option to fine-tune before final adoption.

Council Member T'Kach stated that while a 6.3% levy is difficult, it is reasonable as a maximum. She suggested staff review other potential savings before reducing positions, noting the importance of Human Resources and the added costs of maintaining new Park facilities.

Council Member Gliva stated that she preferred the levy be no more than 5.74%. She supported adjustments to positions and reclassifications to ensure employees are treated fairly but emphasized keeping the levy at 5.74%, leaving it to staff to determine how to achieve that target.

Council Member Murphy noted that removing the recommended new staff positions would result in a 5.74% levy. He asked whether the 20-basis point difference between 5.94% and 5.74% would also apply to the 6.3% option and, if the recommended positions and reclassifications were kept, whether the 6.3% would be reduced to 6.1%.

Administrator Wilson stated that removing the new staff positions would result in a 5.94% levy and would still fund the reclassifications.

Council Member Murphy recommended setting the levy at a maximum of 5.94%, stating he could support and justify that amount to residents.

Mayor Dietrich stated that based on resident feedback, her preferred levy number would be 5.74% and that efforts should be made to reach that target.

Council Member T'Kach emphasized the importance of transparency in explaining the budget, including the value provided and the services not funded. She supported using 6.3% as a starting point, with the goal of refining it further and potentially reaching 5.94%.

Council Member Scales supported a 5.74% levy but emphasized the importance of funding reclassifications, noting they provide employees with growth opportunities and contribute to a positive workplace. He suggested considering the use of other funds to cover the one-time cost and asked for clarification on the amount.

Administrator Wilson stated that reclassifications and staffing adjustments total about $68,000. She indicated that, consistent with Council direction, a preliminary levy could be set at 5.74% with adjustments made to accommodate the reclassifications and ensure fair treatment of staff.

Mayor Dietrich acknowledged that while a hiring freeze may limit advancement opportunities for employees, it remains essential to uphold the City's commitment to being the best employer possible. She emphasized that this circumstance stems from resident-driven priorities and reflects the financial realities the City faces this year.

Council Member T'Kach asked if 5.94% was the maximum levy.

Mayor Dietrich stated that her preferred levy number was 5.74%.

Administrator Wilson clarified that a 5.74% levy increase would maintain the current staffing structure without imposing a hiring freeze, meaning positions vacated by retirements could still be replaced. She noted that some reclassifications, such as one related to an upcoming retirement in the Fire Department, are critical. She asked the Council to allow staff to refine the reclassification list further while continuing to review the budget for potential reductions.

B. Proposed Ordinance related to Residential Yard Sign and Campaign Signs

Administrator Wilson shared information regarding a proposed amendment to the City Code related to yard signs. This amendment removes content-specific regulations that previously applied to election and campaign signs. It introduces a definition for "temporary sign" and establishes clear regulations regarding temporary signs, including their location, size, and number. Temporary signs would be permitted on residential, estate, and agricultural properties without a permit.

During election season, State law pre-empts any City limitations on the size and number of signs allowed. However, local regulations on location would continue to apply. Election season is defined as the period beginning 46 days before the primary election and ending 10 days after the general election in even-numbered years.

The proposed ordinance specifies that temporary signs must be placed 10 feet back on City streets, with the requirement no longer tied to the right-of-way. The maximum sign size would be 18 inches by 24 inches, and the number of signs allowed would be limited to 4.

Council Member Scales asked about for-sale signs, noting that household sales signs are all different sizes.

Administrator Wilson clarified that for-sale and real estate signs do not meet the City's definition of temporary signs. She acknowledged the code may conflict with content-neutral requirements but stated the risk is minimal.

A policy question was presented for the Council to consider whether the current standards are appropriate for the City of Inver Grove Heights. It was further noted that during election season, State law allows for unlimited signs, with no restrictions on size or number.

Mayor Dietrich asked how this all came about.

Administrator Wilson explained that the review began with complaints about campaign signs and the need to ensure the ordinance is content neutral. She noted past enforcement issues during the 2024 election cycle and stated staff recommends a consistent community-wide standard for yard signs rather than requiring property owners to know exact right-of-way boundaries.

Mayor Dietrich emphasized the need for consistency in sign enforcement, noting issues during the last campaign cycle and suggesting the matter be reviewed by the Planning Commission.

Administrator Wilson acknowledged the challenges of complaint-based enforcement, noting it can consume significant staff time. She suggested using communication tools such as newsletters, social media, and door hangers to clearly inform residents of sign regulations.

Council Member Scales expressed support for the 10-foot setback as reasonable, stated he was open to discussion on the number of signs allowed, and noted the Planning Commission's input would be valuable. He also pointed out that contractor signs placed without homeowner involvement remain prohibited.

Administrator Wilson stated that signs must be set back 10 feet and have the property owner's permission.

Council Member T'Kach asked for clarification on the distinction between commercial and non-commercial signs, citing examples such as utility pole postings, private organizations, and promotional advertisements.

Administrator Wilson stated that non-commercial signs are permitted without size or number limits during election seasons, but all signs must be set back 10 feet from the right-of-way with property owner permission. She added that staff has reviewed enforcement practices and stressed the need for clear community education.

Council Member T'Kach asked how the code applies to temporary signs made of heavier materials, such as painted plywood.

Administrator Wilson stated that a wooden sign in a residential area would not meet the definition of a temporary sign and would require a permit, which likely would not be issued under the residential sign code.

Council Member T'Kach emphasized the importance of distinguishing temporary signs from permanent ones, noting that some large painted signs are not always affixed to the ground as described in the ordinance.

Administrator Wilson noted that there will always be individuals who find ways to work around regulations.

Council Member T'Kach expressed support for using total square footage as a consistent standard, citing alignment with other regulations, and asked for clarification on lighting hours and dwelling unit provisions, suggesting the Planning Commission review them.

Administrator Wilson stated that the only changes in the draft ordinance are those shown with underline and strikethrough. She noted that lighting provisions and other elements remain unchanged and that a broader review of the sign code, including commercial signs, is planned but is outside the scope of this ordinance.

Council Member T'Kach agreed and stated she would like to hear the Planning Commission's input on the number of signs and related matters.

Council Member Gliva supported keeping the ordinance simple and emphasized the importance of clear communication. She expressed support for the 10-foot setback, noted flexibility on size and number of signs, and stated the Planning Commission may provide useful recommendations.

Council Member T'Kach referenced Section 10-15E-7 regarding household nameplate signs and questioned whether they were included in the changes, noting she had initially thought the entire ordinance was being revised.

Administrator Wilson stated that the provision is not being changed at this time.

Mayor Dietrich asked if there was sufficient direction to proceed and stated it would be beneficial to bring the matter to the Planning Commission before the next election cycle.

Administrator Wilson stated the goal is to complete the ordinance update in a non-election year and to have it finalized before the end of the year.

C. Proposed Ordinance related to Identification to Individuals providing public comment.

Administrator Wilson provided information regarding requirements for providing public comment. The current City Code, Title 1, Chapter 5, Section 7, addresses the procedure for speaking before the Council. Each person addressing the Council shall give his/her name and address in an audible tone for the records and, unless further time is granted by the presiding officer, shall limit his/her address to a reasonable time except at a public hearing when the limit shall be three minutes.

She also identified several options for consideration in updating or clarifying the requirements. These include whether individuals should be invited or required to provide identifying information, whether comments should be submitted in writing or delivered verbally, and what type of address information, if any, should be disclosed. Possible options for address information include providing a block and street, City of residence, or not requiring any address details at all.

Council Member Scales supported inviting residents to provide input, noting that recent feedback has been helpful to discussions and that comments from those in the neighborhood carry added weight.

Council Member Gliva agreed with inviting residents to speak and suggested it would be helpful to at least identify them as Inver Grove Heights residents, while allowing flexibility on whether they provide a full name and address.

Council Member T'Kach supported inviting residents to speak and suggested encouraging them to provide contact information for follow-up, such as through a sign-in sheet, while noting the importance of making the process comfortable to increase public participation.

Council Member Scales stated that the City already has a process in place for residents who wish to be contacted, noting that a form is available for them to provide their information. He added that if residents choose not to leave their address or other contact details, it indicates they do not wish to be contacted further.

Administrator Wilson suggested keeping some of the forms available in the Council Chambers.

Mayor Dietrich noted that the forms available are not mandatory and stated they should continue to be provided.

Council Member T'Kach suggested making the forms available both in the back and in the Council Chambers, noting she had no preference on placement if it works for staff.

Administrator Wilson noted that staff often use addresses to confirm correct spelling of names or to clarify comments. She added that residents vary in comfort level, with some providing minimal information and others sharing detailed personal context.

Council Member T'Kach asked whether developers and business representatives would still be required to state the location of their business.

Administrator Wilson noted that developers already provide business information through applications such as rezoning, PUDs, or plats, so there is less need to require it separately at meetings.

Council Member T'Kach noted that the public does not have access to that information.

Mayor Dietrich stated that the code would apply to all and emphasized the importance of knowing whether speakers are City residents, supporting the option of inviting them to provide their name and address.

Administrator Wilson stated that staff will bring forward a first reading, which will provide the Council an opportunity to make further adjustments if needed.

D. Interview Process for Civic Legal Services

Administrator Wilson reported that the City issued a Request for Proposals (RFP) for civil legal services, receiving five responses. A staff committee reviewed the proposals and recommended three firms for further consideration. She asked whether the Council preferred to conduct interviews in an open meeting or appoint two members to join staff on an interview committee.

Council Member Scales expressed that participation by the full Council was unnecessary and recommended selecting two members to serve on the interview committee.

Mayor Dietrich asked for volunteers to serve on the interview committee.

Administrator Wilson stated that while the RFP suggested interviews occur between the 8th and 19th, scheduling conflicts make this difficult. She recommended September 29 or 30 in the afternoon as more realistic dates, which would still allow a decision to be made in October.

Council Member Murphy stated he would make room in his schedule to serve if the Council so chooses. Council Member Gliva also volunteered to serve on the committee unless another member preferred to do so.

Mayor Dietrich nominated Council Member Murphy, noting that he appeared agreeable to serving.

Administrator Wilson confirmed that Council Members Murphy and Gliva would serve as the two Council representatives and stated staff would coordinate with them on the specific date and time.

Council Member T'Kach stated she was also interested in serving and noted she thought Council Member Gliva had declined.

Council Member Gliva asked whether guidance would be provided on how the interview process would be conducted.

Administrator Wilson explained that Council members would receive the proposals and a set of suggested interview questions, with the option for follow-up questions. She added that a feedback form would be provided to organize thoughts, though numerical scoring would not be used, as the City retains discretion in selecting professional services.

Council Member Murphy asked who makes the final decision, assuming it would be the City Administrator.

Administrator Wilson stated that she would bring forward a recommendation, and the Council would make the final award decision.

Council Member Gliva offered to serve as a backup if scheduling did not work for the other two members.

Council Members T'Kach and Murphy were appointed to serve on the interview panel, with Council Member Gliva designated as the alternate.

Mayor Dietrich introduced discussion of the September 8th meeting time, noting the possibility of moving the regular Council meeting to 5:00 p.m. instead of 6:00 p.m., and asked Council members about their availability.

Council Member T'Kach asked whether an EDA meeting would also be held before or after and inquired about its expected length.

Community Development Director Ziemer stated that the special EDA meeting agenda includes extension of the purchase agreement with Interstate and presentation of a draft business subsidy policy. He explained that the policy would be introduced for review, with a public hearing to be held at a future meeting for adoption.

Director Ziemer estimated the two EDA items would take less than an hour, noting the purchase agreement extension should be brief and the draft business subsidy policy would be introduced for review with time for questions.

Administrator Wilson stated that a special EDA meeting will be held at 4:30 p.m. on Monday, September 8, followed by a special Council meeting at 5:00 p.m., and that the previously scheduled 6:00 p.m. Council meeting will be canceled.

Mayor Dietrich asked that the meeting update also be shared on social media.

Administrator Wilson stated that the time change will be highlighted in both printed notices and social media postings.

E. Location of remaining 2025 Work Sessions

Administrator Wilson reported that work sessions were previously held at the Community Center with positive feedback but moved back to the Council Chambers during budget season to ensure meetings were televised. She noted two remaining work sessions in October and November and stated staff plans to return them to the Community Center unless directed otherwise.

Mayor Dietrich asked what staff feedback had been regarding holding work sessions at the Community Center.

Administrator Wilson reported that staff feedback has been positive, noting that the less formal setting encourages more robust policy discussions. She emphasized that the meetings remain open to the public, are not televised, and no actions are taken until brought back to the Council Chambers for final approval.

Mayor Dietrich stated she had not received any feedback from residents regarding the work sessions and asked if other Council members had heard any.

Council Member Scales stated that attendance at the work sessions speaks for itself and expressed support for returning them to the Community Center, noting that he preferred the more informal style of discussion there

Mayor Dietrich confirmed that future work sessions will be held at the Community Center.

5. <u>ADJOURN:</u>

Motion to Adjourn at 7:36 p.m. by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

INVER GROVE HEIGHTS CITY COUNCIL MEETING
MONDAY, SEPTEMBER 8 5:30 P.M. – 8150 BARBARA AVENUE

1. CALL TO ORDER:
The City Council of Inver Grove Heights met in special session on Monday, September 8, 2025, in person. Mayor Dietrich called the meeting to order at 5:30 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:
Present In-Person: Mayor Dietrich; Council Members: Gliva, Murphy, Scales, and T'Kach
Staff In Attendance: City Administrator Wilson, City Clerk Kiernan, City Attorney Nason, Community Development Director Ziemer, Finance Director Hove, Human Resource Manager Schefchik, Public Works Director Connolly, City Engineer Merchlewicz, and Assistant Finance Director Ellison

3. APPROVAL OF AGENDA:

Motion to approve agenda as published by Murphy, second by Gliva.
Ayes: 5
Nays: 0 Motion carried.

4. PRESENTATIONS: None

5. CONSENT AGENDA:
- **A.** Approval of Amended Minutes of the July 14, 2025, City Council Meeting
- **B.** Approval of Disbursements, **Resolution 2025-194**
- **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, **Resolutions 2025-195 & 2025-196**
- **G.** Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2025-09G, **Resolutions 2025-197 & 2025-198**
- **H.** Resolutions Declaring Costs to be Assessed, Ordering Preparation of Proposed Assessments, and Calling for Assessment Hearing for Pavement Management Project 2023-09E, **Resolutions 2025-199 & 2025-200**
- **I.** Approval of Storm Water Facilities Maintenance Agreement for 6128 Blackberry Trail
- **J.** Authorization to Enter Into Contract for New Phone System
- **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

Motion to approve Consent Agenda Items B, C, E-G, I-K, L, Omitting A, D, H, and L by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Clerk Kiernan stated that for Consent Item 5A there were only corrections to the verbiage.

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

Council Member Scales stated that for Consent Item 5D, he just wanted to clarify the item including Version A.

Motion to approve Item D with Version A by Scales, seconded by Murphy.
Ayes: 4
Nays: 1 (T'Kach) Motion carried.

For Consent Item 5H, John Wendt, 8804 Argenta, stated that Argenta Trail remains incomplete, with only mud and dirt and no paving, curbing, or final grading. He emphasized that under the City's special assessment policy, an assessment hearing should only occur once a project is deemed substantially complete, not when it is scheduled to be. He requested that the Council delay calling for the assessment hearing until substantial completion is reached.

Mayor Dietrich asked Public Works Director Connolly to address what the process is for these resolutions, at what point in the process they should occur, and what can be expected.

Director Connolly explained that City policy requires assessment hearings only after projects are deemed substantially complete. He noted that while none of the projects on the docket are yet complete, the Bacardi project should be finished this week, and the Argenta Trail project is expected to reach substantial completion by September 30, 2025. The proposed assessment hearing is scheduled for October 13, two weeks after that date.

Council Member T'Kach asked if the project could be delayed until the end of September to allow for substantial completion.

Director Connolly stated that staff can follow any direction the Council chooses but noted that, for consistency, assessments are typically declared in September with hearings held in early October. He explained that under State Statute 429, a 30-day prepayment option must be offered, and assessments must be certified to the County by the end of November. If hearings are not held by the end of October, assessments cannot be levied until 2026. He added that because Argenta Trail is not expected to be substantially complete until September 30, waiting would not allow enough time for notice before the October 13 meeting. Calling hearings in September provides flexibility, with the option to continue them into the second October meeting if needed.

Council Member T'Kach asked if the project might be substantially complete by September 22, noting that this is the next meeting date, and whether the hearing could be delayed two weeks to allow for that.

Director Connolly stated that he does not believe the work will be done by September 22, based on information from the City of Eagan, which is managing the project. He explained that the contractor anticipates having the curb and the first two layers of asphalt installed by September 30, at which point the project would be considered substantially complete.

Council Member Scales asked for clarification, noting that if the project is not substantially complete and the timeline is missed, would the assessment then be delayed until the following year's tax roll.

Director Connolly confirmed that if assessments are not certified to the County by November 30, they will not be placed on the tax rolls until the following year, delaying them to 2027. He explained that while the City can carry the costs, it complicates decisions on when to levy assessments and whether to charge interest. He added that the standard protocol, established through the Payment Management Initiative, is to hold assessment hearings at the end of projects so that assessments can be placed on the next year's tax roll without delay.

Council Member Scales asked for clarification on the true cost of following the process, questioning whether delaying until substantial completion results in higher costs for the City or for residents, and whether the interest falls on the City or the residents.

Director Connolly explained that in the first year the interest is absorbed by the City, meaning costs are carried without recovery. For residents, the impact could include a change in the interest rate the following year and an additional year of payments, since a 10-year assessment starting a year later would effectively take 11 years to pay off.

Council Member Gliva asked if the assessment does not get on the tax rolls for 2026 and there is a change in ownership, who would be responsible for paying it.

Director Connolly explained that the record owner at the time the assessment hearing is called is responsible, as required by statute. Notices are sent based on the County's property records, and staff verifies ownership before mailing. If ownership changes after the hearing is called, it is the responsibility of the parties involved in the sale to ensure the assessment information is communicated.

Council Member Murphy asked if the project itself is on schedule.

Director Connolly stated the project has faced delays but remains on schedule, with substantial completion expected by the end of September.

Council Member Murphy asked whether Mr. Wendt's Street is expected to be substantially complete by the end of the week and if that is the current estimate.

Director Connolly clarified that it is the Bacardi Avenue project, not Argenta Trail, that will be essentially complete by the end of the week. He explained that Bacardi has been paved and will receive its second lift, noting it is a separate project located a block away.

Mayor Dietrich asked if the Council could, without affecting next year's tax rolls, delay action until September 22, and whether that applies to calling the resolution as written.

Director Connolly recommended approving the resolution to call the assessment hearing on the proposed date, noting this action only schedules the hearing and allows staff to complete statutory steps: determine actual costs per parcel, send notices, and, per internal practice, hold an open house before the hearing. He added that if concerns remain or work is not complete, the Council may continue the hearing or postpone the assessments to a later date.

Mayor Dietrich asked if there would be any unintended consequences to waiting until September 22, noting that all deadlines would still be met and an additional 10 days of work would be completed.

Director Connolly stated that there would not be unintended consequences to waiting, but he did not believe conditions would change in two weeks, as the project will still not be complete until the end of September.

Mayor Dietrich asked if the project would still look like the picture shown by Mr. Wendt of its current condition.

Director Connolly stated that he would not expect the project to look the same, as additional work is scheduled. He noted that grading is planned for this week, curbing should begin by next week, and paving is anticipated within the next two weeks.

Mayor Dietrich asked if the project would still be on schedule.

Director Connolly stated that he expects the project to remain on schedule, noting that both the City of Eagan and the contractor have confirmed their intention to complete the work by the end of September. He added that without this assurance, he would have recommended waiting.

Mayor Dietrich clarified that she was asking if the Council delayed action until September 22.

Director Connolly stated that if the Council delayed action until September 22, it would be possible, but the challenge would be that if an issue arose and the hearing needed to be continued, there would be no further meeting this year. In that case, the Council would have to either vote on it fully or delay certification until next year.

Council Member T'Kach asked if the resident understood the discussion and where the Council was in the conversation.

Mayor Dietrich asked Mr. Wendt if he understood Director Connolly's explanation and if it was agreeable to him.

Mr. Wendt responded no, stating that he is not an engineer and not skilled in statutory interpretation, but observed that much of what he has heard are assurances and expectations of completion, largely dependent on the City of Eagan.

Mayor Dietrich asked the Council what their desire was with respect to this item.

Council Member Scales expressed concern with referring to the project as substantially complete when it is not. He noted uncertainty that it would be complete within the next two weeks but stated he may be open to revisiting the discussion at that time.

Mayor Dietrich noted that the two-week period amounts to 14 days, with at least 10 workdays, and stated that there should be some forward progress by then.

Council Member Scales stated that he does not like using the term substantial completion when it is not being followed and added that even if there is a future cost to the City, he believes the wording is important.

Council Member Murphy agreed with Council Member Scales but noted the Council would face the same decision at its next meeting, emphasizing that the project will be completed and assessments will follow.

Council Member Gliva asked for confirmation that if the project were delayed, the public hearing could be continued.

Director Connolly confirmed that the Council has the authority to continue a public hearing if issues have not been fully addressed. He emphasized, however, that an assessment hearing must first be scheduled for it to occur.

Council Member Gliva stated that by the time of the hearing, the Council would likely have more information on whether the project was substantially complete and could then decide as a body whether to move forward with the public hearing.

Director Connolly explained that scheduling the hearing for October 13 provides flexibility, as it could be continued to October 27 if the project is delayed. If set only for October 27, action must be taken that day with no buffer. He noted earlier hearings also help staff manage the tight 30-day processing and certification timeline with the County.

Council Member Scales remarked that it appeared the City was in effect requesting a variance.

Director Connolly acknowledged Council Member Scales' concern and said he would need to review the exact policy language. He explained that the City does not usually wait for full substantial completion before calling assessment hearings, noting that projects like 50th Street and Argenta were not complete when hearings were scheduled. He clarified that substantial completion is defined contractually, and while the City aims to avoid hearings before that point, it is common practice to schedule them earlier. He added that Bacardi should be completed within a week, with 50th Street and Argenta by the end of the month, and all three hearings are set for October in line with the City's usual practice.

Council Member Scales stated that his understanding was if the project is not complete at the time of the public hearing, the Council could keep the hearing open and not move forward, which would serve as the stopgap.

Director Connolly confirmed that was correct and stated that if the project were not completed, such as not being paved, he would acknowledge the error, apologize, and recommend that the Council table the matter.

Council Member Scales stated that if the Council has the ability to stop and not move forward if the project is not at the proper level, he was satisfied.

Council Member T'Kach asked if the planned curbing over the next week or two would typically mean that the finish grading would also be completed as part of that work.

Director Connolly explained that additional gravel will be placed this week to prepare for curb and driveway installation, with curbing expected by the end of this week or next. After curing, two lifts of asphalt will be applied, while the final lift is planned for next year after a freeze-thaw cycle to ensure durability.

Council Member T'Kach acknowledged residents' frustration but noted the Council can delay or continue the hearing to prevent an assessment if the project is not substantially complete.

Director Connolly confirmed that option is available to the Council.

Council Member T'Kach stated she was comfortable either delaying the item for two weeks to allow time for grading and curb work or relying on staff's assurance that if the project is not substantially complete, the hearing can be continued, and the assessment may not occur this year.

Motion to approve Item H by Gliva, seconded by Scales.
Ayes: 4
Nays: 1 (Dietrich) Motion carried.

Mayor Dietrich stated that significant progress can be made in 10 days and, while appreciating staff's proactive approach in bringing the item forward, noted that the Council has until September 22 and expressed that as her preference.

For Consent Item 5L, City Administrator Wilson explained that the agenda item seeks approval to contract with MetLife for long-term disability and paid family and medical leave benefits for 2026.

She noted that while the cost tables contained inaccuracies, staff still recommends the action, clarifying that the savings should be listed as $28,100 rather than $39,857.

Motion to approve Item L by Murphy, seconded by Scales.
Ayes: 5
Nays: 0 Motion carried.

6. <u>PUBLIC HEARINGS:</u> None

7. <u>REGULAR BUSINESS:</u>

A. Adoption of Preliminary 2026 Budgets and Tax Levies for Taxes Payable 2026, **Resolutions 2025-201, 202, 203, & 204**

Finance Director Hove presented the 2026 Preliminary General Fund Budget and Tax Levy, outlining the proposed budget and levy, required Council actions, prior budget discussions, cost increases, use of fund balances, fund allocations, levy impacts, and statutory requirements.

The Council was asked to adopt the Citywide Preliminary Tax Levy. Each year, the Council must pass a preliminary levy by September 30. When the final levy is adopted in December, it may be lower but cannot be higher than the preliminary levy. Proposed tax notices sent to residents in November are based on the approved preliminary levy. Additional actions included adopting the Special Taxing District Preliminary Levies, adopting the Preliminary General Fund Budget, and setting the date, time, and place for the statutorily required public meeting on the City's proposed budget and levy.

The budget process included three Council work sessions. On July 21, the first draft of the General Fund Budgets and Tax Levy was reviewed. On August 5, discussions covered Debt Service, the Economic Development Authority, the Host Community Fund, the Pavement Management Fund, Internal Service Funds, and the Public Safety Small Equipment Fund. On September 2, the Council reviewed the General Fund Budget and Tax Levy along with the Administrator Wilson's recommendations.

The General Fund covers Administration, Mayor and Council, Human Resources, the City Clerk and Elections, Communications, Finance, Community Development, Planning, Inspections, Police, Fire, Engineering, Streets and Street Lighting, Parks and Recreation, and transfers to the Economic Development Authority and Parks Capital. It also funds the Crossings Tax Abatement. Items not funded by the General Fund include the Community Center, Golf Course, Utilities such as Water, Sewer, and Storm, and the Convention and Visitor's Bureau.

Known cost increases for 2026 included Minnesota Paid Family and Medical Leave at $151,900, which represents a 0.44% increase to the levy. Other personnel changes totaling approximately 3.5% added $734,044, or 2.15%. The Fire SAFER Savings Plan added $235,000, or 0.69%. The phase-in of three 2025 Fire hires added $209,300, or 0.61%. The Fire AFLAC benefit added $24,120, or 0.07%. The phase-in of three 2025 Police hires added $101,500, or 0.30%. These combined for a total increase of $1,455,864, which represents a 4.26% impact on the levy.

Additional 2026 budget assumptions included a reduction of $24,000 in revenue from NDC4, a 3% increase to Pavement Management levy funding, and a 3% increase to Parks Capital Replacement levy funding.

The budget recap included use of the Fund Balance. In 2026, the City will continue spending down savings from the Fire SAFER Savings Plan, using $340,000. The final year of this savings spend-down will occur in 2027 with $135,000. One-time Public Safety Aid will provide $144,326 to support the phase-in of three new Police Officers, $36,120 for an additional emergency warning siren in the NWA, and $100,000 plus $80,000 from Forfeiture Funds for the purchase of a new incident command vehicle. Central Equipment will utilize prior Police savings to cover 2026 outfitting costs for leased vehicles. For City facilities, $500,000 of fund balance will be used for ongoing capital needs, with a future goal to revamp the allocation formula to include a capital component for these costs.

Expenditures by function in the proposed 2026 General Fund totaled $36,851,206 before reductions. Police accounted for $13,239,384, or 36%. Fire was $7,373,584, or 20%. Public Works was $5,080,405, or 14%. Parks and Recreation was $3,902,280, or 11%. Administration and Finance was $3,798,961, or 10%. Community Development was $2,475,655, or 7%. Transfers to other funds totaled $797,937, or 2%. The Tax Abatement payment was $183,000. After reductions of $193,300, the revised total budget was $36,657,906.

The General Fund Budget Tax Levy calculation was based on total expenditures of $36,657,906. Subtracting $6,052,765 in non-property tax revenues, including building-related permits, licenses, grants, State aid, charges for services (Engineering, Administrative Allocations to Utility Funds), and interest. Of this, $30,422,141 came from the General Fund Tax Levy, and $183,000 from the Tax Abatement Levy, totaling $30,605,141.

The proposed 2026 Preliminary Tax Levy by fund compared to 2025 showed the General Fund increasing from $28,549,075 to $30,422,141. The General Fund Tax Abatement changed slightly from $183,300 to $183,000. The Pavement Management Fund increased from $2,934,750 to $3,022,792. Debt Service increased slightly from $2,547,632 to $2,550,657. The overall total increased from $34,214,757 to $36,178,590, a 5.74% increase. This was in line with Council's direction that the total levy should not exceed 5.74%. Tax Abatement and Debt Service levies remained unchanged from earlier presentations, while the Pavement Management Levy reflected the planned 3% increase.

The proposed 2025 Citywide Tax Levy totals $36,178,590, which reflects an increase of 5.74%. This levy change results in a 0.45% adjustment to the tax rate. For residential property owners, the impact is calculated using the City's median valued property. In 2025, the median value is $362,200, compared to $349,100 in the prior year. For this median property, the annual change in City taxes amounts to $80.59.

Approval was also needed for the Special Taxing District Preliminary Levies. The Storm Water Special Taxing District Levy, established under Minnesota Statute 444, funds trunk storm sewer improvements connected to the 70th Street East Reconstruction Project from Cahill Avenue to Concord Boulevard, known as City Project 2001-02. It also covers Babcock Trail, South Grove, and 70th Street. The district contains approximately 3,000 parcels and has a 10-year term from 2018 through 2027. The annual levy is $79,394. As with the Citywide levy, the Council must pass a preliminary levy by September 30 each year, with the final levy in December potentially lower but not higher.

The public meeting on the City's proposed budget and levy is scheduled for Monday, December 8, 2025, at 6:00 p.m. in the Council Chambers at 8150 Barbara Avenue in Inver Grove Heights.

Council Member T'Kach asked what the current balance is in the Police Forfeiture Fund.

Director Hove stated she did not have a ballpark figure available but could provide it later, estimating the balance was under $150,000.

Council Member T'Kach stated that this gives her some perspective on how much they are contributing to this.

Director Hove noted that this was recommended by the Police Chief as part of the request to replace the vehicle.

Council Member T'Kach asked how much confidence there is in the revenue projections for building fees and other fees anticipated in 2026.

Finance Director Hove stated that staff has good confidence in the current estimates. Adjustments are sometimes made before the final levy in December, particularly after receiving final State Police Aid, but those changes are typically not significant.

Council Member T'Kach asked if staff is confident that the estimates for next year's general fees are conservative, noting that economic conditions could shift either way.

Director Hove stated that staff reviews average collections, particularly building permit revenues, over a three-year period and found them consistent. She noted that fund balance exists to help manage fluctuations between strong and weak years. While revenues can change, current estimates are based on past trends and will be reviewed again before year-end.

Council Member Scales commended staff for capturing prior discussions and for reliably estimating revenues despite fluctuations. He expressed confidence in the budget, acknowledged the challenges of uncertainty, and noted staff's ability to identify savings without significant impact.

Mayor Dietrich asked whether there are standard guidelines for the percentage of General Fund expenditures by function, such as typical ranges for Public Safety, Administration, or Finance, noting that staff expertise informs expectations but inquiring if the Council has benchmarks for comparison.

Director Hove explained that expenditure percentages vary by City depending on priorities, such as whether a community has a full-time Fire Department. She noted that Public Safety typically accounts for over half of most budgets, reflecting the high cost of providing the service, and stated that the City's figures are consistent with comparable cities.

Mayor Dietrich asked that staff provide updates during future budgeting sessions if any expenditure percentages appear out of line or indicate a concerning trend.

Director Hove said that staff could provide those updates.

Motion to approve Resolution 2025- 201 Adopting Proposed City Wide Tax Levies for Payable 2026. Resolution 2025-202 Adopting Proposed Storm Water Special Taxing District Tax Levies for Payable 2026, Resolution 2025-203 adopting the preliminary general fund 2026 budget, and Resolution 2025-204 setting the date, time, and location for the public budget discussion by Scales, seconded by Gliva.
Ayes: 5
Nays: 0 Motion carried.

B. 1st Reading of Ordinance Amending City Code Related to Requirements for Addressing the Council.

City Administrator Wilson delivered the first reading of an ordinance amending the requirements for addressing the City Council.

The current City Code is found in Title 1, Chapter 5, Section 7 specifies that each person addressing the Council shall give his/her name and address in an audible tone for the records and, unless further time is granted by the presiding officer, shall limit his/her address to a reasonable time except at a public hearing when the limit shall be three (3) minutes.

The proposed City Code language remains in Title 1, Chapter 5, Section 7. It states that unless additional time is granted by the presiding officer, each person addressing the Council shall limit their comments to three (3) minutes. The presiding officer, generally the Mayor, may still invite speakers to share their name and address, but it is no longer required. The revision clarifies that the three-minute standard applies to all comments and not only to those given during public hearings.

Council Member Murphy asked for clarification on whether, during public hearings and public comment, a person must reside in Inver Grove Heights to address the City Council.

Administrator Wilson confirmed that was correct.

Council Member Murphy asked how the City could prevent individuals during public comment from using the forum for unrelated solicitations, while reiterating agreement that residents should not be required to give their address on television.

Administrator Wilson explained that during public comment, speakers may at times present items such as sales pitches, fundraising requests, or political statements. If a public comment period is provided, however, the City does not regulate the content, and speakers are allowed their three minutes.

Mayor Dietrich asked for confirmation that the policy prohibits the use of profanities and similar language.

Administrator Wilson explained that someone could be ruled out of order for using profanities but emphasized that the City should not regulate the content of speech.

Council Member T'Kach opposed limiting all public comments to three minutes, stating it reduces meaningful input and said she would vote against the policy unless the previous allowance is restored.

Administrator Wilson explained that the code allows the presiding officer to grant more time, but the phrase reasonable time is vague. She noted it has long been the City's practice under both the current and prior Mayors to limit comments to three minutes, and she viewed the change as aligning the code with actual practice.

Council Member T'Kach said she appreciated the clarification but noted that some residents may be nervous speaking before officials and may need extra time. She expressed a preference for keeping the current language at a minimum.

Administrator Wilson said that if it is the direction of the majority, the change could be made back in time for the second reading.

Mayor Dietrich reminded residents that there are multiple ways to reach Council Members beyond public comment, including City phone numbers, City email, and community forums such as Inver Grove Chat, noting these as alternatives if the three-minute comment period is not sufficient.

Council Member Scales supported the three-minute limit, noting it has been the consistent practice and helps ensure fairness rather than subjective application. He acknowledged exceptions have been made for individuals with difficulty speaking and emphasized the Council's flexibility in accommodating unique situations. He added that clear rules are necessary to prevent meetings from becoming overly lengthy, and the three-minute guideline allows everyone an opportunity to be heard efficiently.

Council Member Murphy agreed with the three-minute limit, noting the presiding officer's discretion to extend time if appropriate. He asked whether there is language in place that prevents individuals from making multiple three-minute appearances.

Administrator Wilson responded that she was not aware of such language. She explained that while she had focused only on the section being amended, she did not believe any provision exists beyond the presiding officer's discretion to decline recognizing someone a second time.

Council Member Murphy suggested this may be a topic for discussion at the next meeting, noting it could pose a problem for a minority and potentially become an issue.

Motion to approve the first reading of Ordinance amending Inver Grove Heights City Code Title 1, Chapter 5, Section 7, Regarding Addressing the Council by Gliva, second by Scales.
Ayes: 4
Nays: 1 (T'Kach) Motion carried.

8. PUBLIC COMMENT:

Kelly Kayser, 1953 59th Court East, raised concerns about golf balls from Southview Country Club's driving range posing risks to vehicles, pedestrians, and motorists. She reported recent damage to her vehicle and noted multiple golf balls along the roadway, calling it a recurring safety issue. She urged the City to consider requiring safety nets, citing its authority to regulate public health and safety.

Council Member Scales asked whether the resident had to cover the cost of the vehicle damage or if the golf course assumed responsibility.

Ms. Kayser explained that the golf course did not cover the damage. While they tried to identify who on the range hit the ball, no one came forward, and the course does not carry insurance for such incidents.

Ms. Kayser noted that if a resident were struck by a golf ball, they would be responsible for their own medical costs, just as her family had to absorb the financial impact of the vehicle damage.

Mayor Dietrich asked Clerk Kiernan to provide the Council with the information shared by the resident, and Clerk Kiernan confirmed she would do so.

Mark Sampson, 3118 Cuneen Court, raised concerns about the City's budget and tax increases, noting that Inver Grove Heights' tax portion of property bills has risen significantly since 1998 compared to Dakota County and schools. He highlighted that the City's average tax increase has been well above inflation and questioned whether the current increase is 4.56% or 5.74%. He also asked why bonds are being paid off early, the terms of those bonds, the interest rate being paid, and the interest earned on related funds. He indicated he would submit additional questions in writing.

Mayor Dietrich clarified that the questions were regarding the tax levy and the bond rates and terms and asked that they be left with Clerk Kiernan to ensure proper follow-up.

Mr. Sampson questioned the rationale for paying off bonds issued in 2014–2015 when interest rates were low, noting that the City may be earning more on funds in the general account. He expressed concern that at least half of the property tax increase appears tied to retiring these bonds.

Mayor Dietrich noted that she did not have the requested data available.

Administrator Wilson clarified that the 2026 budget does not include any early bond payoffs, only scheduled debt payments. She offered to discuss further what may have led to the impression that early payments were planned.

Mr. Sampson stated that City staff should begin managing the budget in line with the inflation rate plus new tax revenue, warning that the current trend is unsustainable. He added that if current leadership cannot achieve this, new leadership may be necessary.

9. MAYOR AND COUNCIL COMMENTS:

Council Member Scales thanked City staff, first responders, and the community for making IGH Days a success. He noted strong turnout, well-maintained parks, a lively parade, popular events like the classic car show, and appreciated first responders for ensuring safety while engaging with residents. He said the event reflected the community spirit of past years.

Council Member Murphy expressed appreciation for the community's participation in IGH Days, noting the enthusiasm of children at the parade. He highlighted how Police Officers engaging with kids by handing out candy was a memorable moment, along with the fire trucks, which added to the enjoyment of the event.

Council Member Gliva echoed the positive comments about the weekend's events and shared appreciation for a resident who promptly returned a lost credit card. She expressed gratitude to the individual for demonstrating honesty and goodwill, noting it was a meaningful way to conclude the weekend.

Mayor Dietrich said she had the privilege of attending events with the 2025 Royalty, Miss Inver Grove Heights, her Princesses, and Little Miss, including the coronation. She expressed appreciation for the Royalty's role as ambassadors for the City, commending them for being well spoken and representing Inver Grove Heights positively.

10. ADJOURN:

Motion to Adjourn at 6:20 p.m. by Gliva, second by Scales.
Ayes: 5
Nays: 0 Motion carried.

Minutes prepared by Recording Secretary Tammy Greenlee

Agenda Item 5.G.

Request for Council Action

SUBJECT: Approval of Disbursements

MEETING DATE: September 22, 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 September 3 – 16, 2025.

BACKGROUND
The following chart represents a summary by fund type of the disbursements processed during the period of September 3 – 16, 2025. Disbursement details are attached to this memo.

Fund Type	Amount
General Fund	$548,927.16
Special Revenue	46,123.56
Debt Service	-
Capital Projects	1,379,019.64
Enterprise	304,781.24
Internal Service	391,009.86
Escrows	11,290.25
Total - All Funds	$2,681,151.71

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 9.22.2025
2. Disbursements Listing (9.3.2025 - 9.16.2025)

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _____

RESOLUTION APPROVING DISBURSEMENTS FOR THE PERIOD OF SEPTEMBER 3, 2025 – SEPTEMBER 16, 2025.

WHEREAS, a detailed listing of disbursements for the period of September 3, 2025 – September 16, 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	$548,927.16
Special Revenue	46,123.56
Debt Service	-
Capital Projects	1,379,019.64
Enterprise	304,781.24
Internal Service	391,009.86
Escrows	11,290.25
Total - All Funds	$2,681,151.71

Approved by the City of Inver Grove Heights, Minnesota this 22nd day of September 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

City of Inver Grove Heights

Expense Approval Report
By Fund

Payment Dates 9/3/2025 - 9/16/2025

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Fund: 101 - GENERAL FUND					
OCCUPATIONAL HEALTH CEN…	104228719	09/04/2025	Pre-employment physical	101.1120.000.5310	207.00
OCCUPATIONAL HEALTH CEN…	104232737	09/04/2025	Pre-employment physicals (Fir…	101.1120.000.5310	2,160.00
OCCUPATIONAL HEALTH CEN…	104240705	09/04/2025	Pre-employment physicals (Fir…	101.1120.000.5310	3,352.00
OCCUPATIONAL HEALTH CEN…	104245198	09/04/2025	Pre-employment physicals (Fir…	101.1120.000.5310	2,514.00
OCCUPATIONAL HEALTH CEN…	104249335	09/04/2025	Pre-employment physicals (Pol…	101.1120.000.5310	1,854.00
UNIFIRST CORPORATION	1410166204	09/04/2025	Street Uniforms	101.3200.000.5175	78.99
UNIFIRST CORPORATION	1410166204	09/04/2025	Park Uniforms	101.4200.000.5175	59.88
EYEMED	166976213	09/04/2025	7.2025-8.2025 Retro Premium	101.0000.000.2018	27.32
EYEMED	166976213	09/04/2025	9.2025 Premium	101.0000.000.2018	319.12
CITY OF WEST ST. PAUL	2025-00000063	09/04/2025	Field Trip #1 payment for bus …	101.4300.452.5343	153.57
BLACKTOP PROS, LLC	23-1559	09/04/2025	Patch Pavement	101.3200.000.5415	2,800.00
PINE BEND PAVING, INC.	251754	09/04/2025	Asphalt for patching	101.3200.000.5125	1,630.78
PINE BEND PAVING, INC.	251810	09/04/2025	Asphalt for Patching	101.3200.000.5125	2,647.84
SCOTT NELSON COACHING, IN…	2563	09/04/2025	Professional Development Ser…	101.4300.459.5310	750.00
TAHO SPORTSWEAR	25TS03775	09/04/2025	Flag Football Shirts	101.4300.454.5190	1,021.00
VERIFIED HOLDINGS, LLC	366709	09/04/2025	Pre-employment physicals	101.1120.000.5310	995.75
GOPHER LAWN AND SNOW S…	4115	09/04/2025	Cemetery mowing	101.4200.000.5310	270.00
GOPHER LAWN AND SNOW S…	4116	09/04/2025	ditch mowing	101.4200.000.5310	260.00
CINTAS CORPORATION	4241182634	09/04/2025	Street Uniforms	101.3200.000.5175	120.91
CINTAS CORPORATION	4241182634	09/04/2025	Park Uniforms	101.4200.000.5175	42.46
CINTAS CORPORATION	5281596513	09/04/2025	AED and First Aid	101.4200.000.5310	38.88
CENTRAL IRRIGATION SUPPLY, …	65007368-00	09/04/2025	Wiring for irrigation	101.4200.000.5400	406.80
LINDH, KEVIN	7/15/2025	09/04/2025	Balloon Artist for IGH Days Kid…	101.4300.453.5310	732.00
KAREN D. BISTODEAU	8/28/2025	09/04/2025	Face Painter for IGH Days Kids…	101.4300.453.5310	480.00
CINTAS CORPORATION	9327367576	09/04/2025	AED agreement	101.4200.000.5310	134.42
3RD LAIR SKATEPARK	CR3088	09/04/2025	Skateboarding Camp	101.4300.452.5310	592.50
PRECISE MRM	IN200-2007287	09/04/2025	GPS Data Plan	101.3200.000.5310	120.00
INNOVATIVE OFFICE SOLUTIO…	IN4902726	09/04/2025	250 pk #110 paper and Jumbo…	101.4300.459.5105	31.64
SIGNWAREHOUSE, INC.	INV/2025/40100	09/04/2025	Sign components	101.3200.000.5125	738.34
MIP V ONION PARENT LLC	MP282482	09/04/2025	Portable restrooms for food fe…	101.4200.000.5430	312.75
NEWMAN SIGNS INC	TRFINV062711	09/04/2025	Sign Components	101.3200.000.5125	1,740.74
ICMA RETIREMENT TRUST - 4…	INV0224273	09/05/2025	457 -AGE <49	101.0000.000.2038	4,861.38
ICMA RETIREMENT TRUST - 4…	INV0224274	09/05/2025	457 -AGE <49 %	101.0000.000.2038	10,476.21
ICMA RETIREMENT TRUST - 4…	INV0224275	09/05/2025	457 -AGE 50+	101.0000.000.2038	1,500.29
ICMA RETIREMENT TRUST - 4…	INV0224276	09/05/2025	457 PLAN -AGE 50+ %	101.0000.000.2038	1,087.51
ICMA RETIREMENT TRUST - 4…	INV0224277	09/05/2025	457 - ROTH AGE <50	101.0000.000.2038	1,796.00
ICMA RETIREMENT TRUST - 4…	INV0224278	09/05/2025	457 - ROTH AGE <50 %	101.0000.000.2038	1,886.48
ICMA RETIREMENT TRUST - 4…	INV0224279	09/05/2025	457 - ROTH AGE 50+	101.0000.000.2038	20.00
AFSCME COUNCIL 5	INV0224280	09/05/2025	UNION DUES (AFSCME FULL S…	101.0000.000.2041	827.28
AFSCME COUNCIL 5	INV0224281	09/05/2025	UNION DUES (AFSCME FULL S…	101.0000.000.2041	45.96
MN DEPARTMENT OF HUMAN…	INV0224282	09/05/2025	CASE #001570640001	101.0000.000.2220	136.59
TEXAS STATE DISBURSEMENT…	INV0224283	09/05/2025	CASE #0012022247	101.0000.000.2220	230.77
MN DEPARTMENT OF HUMAN…	INV0224284	09/05/2025	CASE #000115468905	101.0000.000.2220	69.22
MN DEPARTMENT OF HUMAN…	INV0224285	09/05/2025	CASE #001563363401	101.0000.000.2220	445.31
WI SCTF (WI SUPPORT COLLEC…	INV0224286	09/05/2025	PARTICIPANT ID#0004986316	101.0000.000.2220	433.06
LELS	INV0224287	09/05/2025	UNION DUES (LELS LIEUTENA…	101.0000.000.2041	292.00
MEDSURETY ACH ONLY	INV0224288	09/05/2025	HSA ELECTION-FAMILY	101.0000.000.2031	4,240.34
MEDSURETY ACH ONLY	INV0224289	09/05/2025	HSA ELECTION-SINGLE	101.0000.000.2031	7,300.24
IGH PROFESSIONAL FIREFIGHT…	INV0224290	09/05/2025	UNION DUES (IAFF)	101.0000.000.2041	542.78
INVER GROVE HEIGHTS POLICE…	INV0224291	09/05/2025	IGH POLICE ASSOCIATION CO…	101.0000.000.2041	387.00
INT'L UNION OF OPERATING …	INV0224292	09/05/2025	UNION DUES IUOE-49 REGUL…	101.0000.000.2041	210.00
INT'L UNION OF OPERATING …	INV0224293	09/05/2025	UNION DUES IUOE-49 WORKI…	101.0000.000.2041	103.98
IUOE	INV0224294	09/05/2025	UNION DUES IUOE-70	101.0000.000.2041	2,083.50

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LELS LOCAL #84	INV0224295	09/05/2025	UNION DUES (LELS)	101.0000.000.2041	2,482.00
LELS	INV0224296	09/05/2025	UNION DUES (LELS)	101.0000.000.2041	258.64
MN STATE RETIREMENT SYST…	INV0224297	09/05/2025	MINNESOTA DEFERRED COM…	101.0000.000.2038	2,327.30
MN STATE RETIREMENT SYST…	INV0224298	09/05/2025	MINNESOTA DEFERRED COM…	101.0000.000.2038	799.86
MN STATE RETIREMENT SYST…	INV0224299	09/05/2025	457 ROTH IRA (AGE 49 & UND…	101.0000.000.2038	1,638.00
ING DIRECT	INV0224300	09/05/2025	MSRS-HCSP	101.0000.000.2035	35,289.75
PERA	INV0224301	09/05/2025	PERA COORDINATED PLAN	101.0000.000.2225	59,092.22
PERA	INV0224302	09/05/2025	EMPLOYER SHARE (EXTRA PE…	101.0000.000.2225	4,545.59
PERA	INV0224303	09/05/2025	PERA DEFINED PLAN	101.0000.000.2225	15.77
PERA	INV0224304	09/05/2025	EMPLOYER SHARE (PERA DEFI…	101.0000.000.2225	15.77
PERA	INV0224305	09/05/2025	PERA POLICE & FIRE PLAN	101.0000.000.2225	36,420.64
PERA	INV0224306	09/05/2025	EMPLOYER SHARE (POLICE & F…	101.0000.000.2225	54,630.98
ICMA RETIREMENT TRUST - 4…	INV0224307	09/05/2025	ROTH IRA (AGE 49 & UNDER)	101.0000.000.2039	4,320.88
ICMA RETIREMENT TRUST - 4…	INV0224308	09/05/2025	ROTH-AGE <49 %	101.0000.000.2039	217.92
ICMA RETIREMENT TRUST - 4…	INV0224309	09/05/2025	ROTH IRA (AGE 50 & OVER)	101.0000.000.2039	738.46
LELS	INV0224310	09/05/2025	UNION DUES (LELS SGT)	101.0000.000.2041	511.00
EFTPS	INV0224311	09/05/2025	FEDERAL WITHHOLDING	101.0000.000.2213	87,575.87
MN DEPT OF REVENUE (PAYR…	INV0224312	09/05/2025	STATE WITHHOLDING	101.0000.000.2215	38,283.13
EFTPS	INV0224313	09/05/2025	MEDICARE WITHHOLDING	101.0000.000.2211	24,550.46
EFTPS	INV0224314	09/05/2025	SOCIAL SECURITY WITHHOLDI…	101.0000.000.2210	63,794.84
EMERGENCY TECHNICAL DEC…	00000656	09/11/2025	decon turnout gear (Sanimax f…	101.2200.000.5310	1,377.00
EMERGENCY TECHNICAL DEC…	00000667	09/11/2025	decon & maintenance bunker …	101.2200.000.5310	158.00
MINNEAPOLIS OXYGEN CO.	0000147256	09/11/2025	oxygen cylinder rental	101.2200.000.5430	247.24
MINNEAPOLIS OXYGEN CO.	0000148710	09/11/2025	oxygen cylinder rental	101.2200.000.5430	247.24
GALLS LLC	032298241	09/11/2025	Body Armor Renewal - Ryan R…	101.2000.000.5175	1,415.88
GALLS LLC	032298242	09/11/2025	Body Armor - Ryan Rose	101.2000.000.5175	252.70
GALLS LLC	032356104	09/11/2025	Body Armor & Speed Plate - J…	101.2000.000.5175	1,577.76
GALLS LLC	032356218	09/11/2025	Body Armor - Joe Derosier	101.2000.000.5175	256.90
HOLIDAY COMPANIES	080901092500	09/11/2025	Squad car washes 08.2025	101.2000.000.5410	320.00
ADVANCED ENGINEERING AN…	104571	09/11/2025	Rate Model Updates 6.28-8.1.…	101.1800.000.5310	2,390.75
JOSEPH BEZOTTE - CORE SECU…	1065	09/11/2025	Vehicle Ballistics Training (Prai…	101.2000.000.5340	750.00
NVFC	10804	09/11/2025	NVFC Fall Conference Registra…	101.2200.000.5340	250.00
OXYGEN SERVICE COMPANY, …	1234	09/11/2025	credit for invoice sent in error	101.2200.000.5190	-247.24
RIVER HEIGHTS MARINA	12698	09/11/2025	electrical service for boat 1	101.2200.000.5310	0.80
ANCOM COMMUNICATIONS, …	129625	09/11/2025	adaptor and ear jack for radios	101.2200.000.5160	1,468.95
MINNESOTA SODDING COMP…	13203	09/11/2025	Fall Field Layouts (5 Sites)	101.4200.000.5310	2,843.07
WHEELER LUMBER, LLC.	1340-039862	09/11/2025	lumber for swing bridge	101.4200.000.5150	2,637.88
MANGO ENTERTAINMENT LLC	1409	09/11/2025	Movie in the Park Screen Rent…	101.4300.453.5430	1,120.00
MTI DISTRIBUTING CO	1493749-00	09/11/2025	Miscellaneous parts for irrigat…	101.4200.000.5150	811.07
CULLIGAN	157984591006X083125	09/11/2025	bottled water for fire station 1	101.2200.000.5430	107.43
CULLIGAN	157984591188X083125	09/11/2025	bottled water for fire station 3	101.2200.000.5430	113.45
CULLIGAN	157985524824X083125	09/11/2025	RV bottled water services	101.4200.000.5430	11.30
CULLIGAN	157986034674X083125	09/11/2025	bottled water for Station 2	101.2200.000.5430	191.44
MARTIN-MCALLISTER	17038	09/11/2025	FD Pre-employment Pysch. Ev…	101.2200.000.5312	3,900.00
DAKOTA COUNTY DISTRICT C…	19WSCRX328761D	09/11/2025	Bail Money 25-2549	101.0000.000.2208	500.00
VEHICLE RESPONSE TRAINING,…	2066	09/11/2025	EV fire blanket	101.2200.000.5160	5,400.00
TRUGREEN	215534367	09/11/2025	Weed spraying services	101.4200.000.5310	2,093.28
COLLINS ELECTRICAL CONST.	254196.01	09/11/2025	Signal Repair	101.3200.000.5415	467.18
POLICE RECORDS & INFORMA…	34098	09/11/2025	PRI Record Expungement Train…	101.2000.000.5340	278.25
ASPEN MILLS	360009	09/11/2025	New uniform - Zabinski	101.2200.000.5175	206.70
ASPEN MILLS	360010	09/11/2025	Pants & Belt - Kuefler	101.2200.000.5175	99.80
ASPEN MILLS	360304	09/11/2025	New uniform- Claypool	101.2200.000.5175	206.70
ASPEN MILLS	360664	09/11/2025	New uniforms - Burke	101.2200.000.5175	202.85
ASPEN MILLS	360691	09/11/2025	New uniforms -Hesser	101.2200.000.5175	216.56
APPLIED CONCEPTS, INC.	462847	09/11/2025	Stalker Radar x4 new units	101.2000.000.5160	14,560.00
CINTAS CORPORATION	5276163009	09/11/2025	First Aid Supplies	101.4200.000.5190	93.29
CINTAS CORPORATION	5286530703	09/11/2025	First aid supplies	101.4200.000.5190	7.53
HOLMES DESIGN, INC.	5630	09/11/2025	Fall 2025 parks & recreation b…	101.4300.459.5310	1,280.00
HOLMES DESIGN, INC.	5632	09/11/2025	Contractual design services 7.…	101.4300.459.5310	1,120.00
EMC	65888	09/11/2025	maintenance on rescue tools	101.2200.000.5405	2,643.76

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BRYAN ROCK PRODUCTS	71018	09/11/2025	ag lime for ballfield	101.4200.000.5125	2,354.58
MIRJANA'S TAILOR SHOPPE	8/14/2025	09/11/2025	Uniform tailoring services - Pe…	101.2200.000.5310	55.00
MIRJANA'S TAILOR SHOPPE	8/19/2025	09/11/2025	patches put on uniform - Kuef…	101.2200.000.5310	10.00
CENTURY LINK	8/19/2025	09/11/2025	alarm panel at fire station 1	101.2200.000.5320	59.71
ALTUS RECEIVABLES MANAG…	8/25/2025	09/11/2025	past due for one of the alarm …	101.2200.000.5320	212.31
STERICYCLE INC	8011709366	09/11/2025	Shred-it services 8.2025	101.2000.000.5310	109.36
MADDEN GALANTER HANSEN,…	9/8/2025	09/11/2025	Labor Relations services 8.2025	101.1120.000.5305	4,610.25
MN STATE FIRE CHIEFS ASSOC…	9708	09/11/2025	Annual conference registratio…	101.2200.000.5340	350.00
KENISON, TERRI	Aug-25	09/11/2025	Fire stations cleanings 8.2025	101.2200.000.5310	1,600.00
FAIRVIEW HEALTH SERVICES	EMS123855	09/11/2025	25-2099 EMS Blood Alcohol D…	101.2000.000.5310	97.46
JASON THOMAS CARDINAL	IGH25-2	09/11/2025	Employment background - Ko…	101.2000.000.5310	1,478.75
ENTERPRISE FM TRUST	IN448581	09/11/2025	ProPlus Plan 08.2025	101.2000.000.5395	283.43
INNOVATIVE OFFICE SOLUTIO…	IN4917242	09/11/2025	paper and card stock - Derek	101.2200.000.5105	172.24
INNOVATIVE OFFICE SOLUTIO…	IN4921491	09/11/2025	SV garbage bags & disinfectant…	101.4200.000.5125	142.29
MACQUEEN EMERGENCY GR…	P54317	09/11/2025	parts for SCBA equipment	101.2200.000.5405	565.25
ROYAL CANIN USA INC	SIP006484337	09/11/2025	K9 (Chase) Food	101.2000.000.5180	171.34
INVER GROVE HEIGHTS YOUTH…	Summer 2025	09/11/2025	Youth Summer LAX payment	101.4300.454.5310	2,000.00
				Fund 101 - GENERAL FUND Total:	**548,927.16**
Fund: 201 - C.V.B. FUND					
IGH CONVENTION & VISITORS…	1407	09/11/2025	MNTA Annual Meeting - Lilly …	201.5600.000.5340	250.00
MILLER, LILLYANNA	9/2/2025	09/11/2025	Ink & Printer Paper Reimburs…	201.5600.000.5105	151.33
MILLER, LILLYANNA	9/2/2025	09/11/2025	Video Creation App Reimburs…	201.5600.000.5335	94.94
				Fund 201 - C.V.B. FUND Total:	**496.27**
Fund: 205 - COMMUNITY CENTER-OPERATING FUND					
OXYGEN SERVICE COMPANY, …	'0003627986	09/04/2025	CO2 Tank Rental	205.4420.000.5310	184.63
TWIN SOURCE SUPPLY	00518286	09/04/2025	Repairs to Floor Scrubber - Re…	205.4420.000.5405	1,131.29
TWIN SOURCE SUPPLY	00518286	09/04/2025	Repairs to Floor Scrubber - Re…	205.4430.000.5405	754.19
STZR HOLDINGS LLC	0090573-IN	09/04/2025	Zamboni Repair	205.4440.000.5405	620.90
MEI TOTAL ELEVATOR SOLUTI…	1146476	09/04/2025	Cellular monitoring	205.4420.000.5310	410.40
MEI TOTAL ELEVATOR SOLUTI…	1146476	09/04/2025	Cellular monitoring	205.4430.000.5310	273.60
APEC	126270	09/04/2025	HVAC Filters Grove side	205.4420.000.5125	195.97
APEC	126270	09/04/2025	HVAC Filters Grove side	205.4430.000.5125	130.65
MYRON DANIEL RUSSELL JR	1539	09/04/2025	Rink Board Cleaning	205.4440.000.5310	1,400.00
CULLIGAN	157011438908X083125	09/04/2025	Softener salt	205.4420.000.5125	234.65
CULLIGAN	157011438908X083125	09/04/2025	Softener salt	205.4430.000.5125	156.44
CULLIGAN	157011438908X083125	09/04/2025	Softener salt	205.4440.000.5125	125.71
CULLIGAN	157011438908X083125	09/04/2025	Softener salt	205.4450.481.5125	41.90
FIRST IMPRESSION GROUP	171861	09/04/2025	Business cards - Teri York	205.4430.000.5105	75.00
FIRST IMPRESSION GROUP	171949	09/04/2025	Business Cards - Amber A.	205.4420.000.5105	75.00
CINTAS CORPORATION	20432220	09/04/2025	Rug rentals	205.4420.000.5430	187.45
CINTAS CORPORATION	20432220	09/04/2025	Rug rentals	205.4430.000.5430	124.96
CINTAS CORPORATION	20432220	09/04/2025	Rug rentals	205.4440.000.5430	100.42
CINTAS CORPORATION	20432220	09/04/2025	Rug rentals	205.4450.481.5430	33.47
JOHNSON FITNESS & WELLNE…	22-045803	09/04/2025	15Kg fitness bar	205.4430.000.5160	250.00
SUPREME AUDIO INC	230124	09/04/2025	stereo headset + receiver for …	205.4430.000.5160	519.99
SCOTT NELSON COACHING, IN…	2563	09/04/2025	FT Staff Training	205.4410.470.5310	750.00
TAHO SPORTSWEAR	25TS03207	09/04/2025	T-Shirts for Membership Appr…	205.4410.470.5190	112.50
TAHO SPORTSWEAR	25TS03857	09/04/2025	Final batch of kids rock t-shirts	205.4450.483.5190	112.50
DAKOTA AWARDS & ENGRAV…	29779	09/04/2025	Name plate - Teri Y.	205.4430.000.5190	17.00
DAKOTA AWARDS & ENGRAV…	29780	09/04/2025	Name Plate - Amber A.	205.4420.000.5190	17.00
TWIN CITY GARAGE DOOR	430346825	09/04/2025	Add security cameras to Zam…	205.4440.000.5190	1,215.38
TWIN CITY GARAGE DOOR	430346825	09/04/2025	Add security cameras to Zam…	205.4450.481.5190	405.12
INNOVATIVE OFFICE SOLUTIO…	IN4902726	09/04/2025	Correction Tape, Pens, Clips &…	205.4410.470.5105	128.97
OXYGEN SERVICE COMPANY, …	0008867410	09/11/2025	pool CO2 tank	205.4420.000.5125	408.00
TWIN SOURCE SUPPLY	00518187	09/11/2025	Hand soap, mineral shock and…	205.4420.000.5125	112.09
TWIN SOURCE SUPPLY	00518187	09/11/2025	Hand soap, mineral shock and…	205.4430.000.5125	74.72
TWIN SOURCE SUPPLY	00518187	09/11/2025	Hand soap, mineral shock and…	205.4440.000.5125	60.05
TWIN SOURCE SUPPLY	00518187	09/11/2025	Hand soap, mineral shock and…	205.4450.481.5125	20.01
STZR HOLDINGS LLC	0090674-IN	09/11/2025	Zamboni Blade sharpening	205.4440.000.5405	65.00
MEI TOTAL ELEVATOR SOLUTI…	1147413	09/11/2025	VMCC- Grove elevator repair	205.4420.000.5400	1,503.52

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
MEI TOTAL ELEVATOR SOLUTI…	1147413	09/11/2025	VMCC- Grove elevator repair	205.4430.000.5400	1,002.35
DANIEL BAUER - TRUE MECH…	2309	09/11/2025	VMCC-Grove side AHU 8 repair	205.4420.000.5400	430.50
DANIEL BAUER - TRUE MECH…	2309	09/11/2025	VMCC-Grove side AHU 8 repair	205.4430.000.5400	287.00
DANIEL BAUER - TRUE MECH…	2326	09/11/2025	Boiler Operation Checks 8.2025	205.4420.000.5310	243.00
DANIEL BAUER - TRUE MECH…	2326	09/11/2025	Boiler Operation Checks 8.2025	205.4430.000.5310	162.00
MINA ADSIT ARCHITECTURE …	2806	09/11/2025	Construction drawings archite…	205.4420.000.5310	1,920.00
MINA ADSIT ARCHITECTURE …	2806	09/11/2025	Construction drawings archite…	205.4430.000.5310	1,280.00
MINA ADSIT ARCHITECTURE …	2806	09/11/2025	Construction drawings archite…	205.4440.000.5310	2,400.00
MINA ADSIT ARCHITECTURE …	2806	09/11/2025	Brightside- Kitchenette	205.4450.481.5310	800.00
PERFECTION PLUS, INC	316134	09/11/2025	cleaning services 9.2025	205.4410.470.5310	691.28
PERFECTION PLUS, INC	316134	09/11/2025	cleaning services 9.2025	205.4420.000.5310	3,110.71
PERFECTION PLUS, INC	316134	09/11/2025	cleaning services 9.2025	205.4430.000.5310	3,110.71
CINTAS CORPORATION	5276163011	09/11/2025	Medical Supplies Restock	205.4410.470.5190	470.77
CINTAS CORPORATION	5287173904	09/11/2025	Medical Supplies Restock	205.4410.470.5190	541.58
HOLMES DESIGN, INC.	5630	09/11/2025	Fall 2025 parks & recreation b…	205.4410.472.5310	1,920.00
HOLMES DESIGN, INC.	5632	09/11/2025	Contractual design services 7.…	205.4410.472.5310	1,680.00
COMCAST	8772105910127188X081225	09/11/2025	Cable for VMCC 9.2025	205.4410.470.5335	328.68
MIAMA	912-1	09/11/2025	2025 Annual survey fees	205.4440.000.5335	30.00
CINTAS CORPORATION	9327363983	09/11/2025	AED Agreement - VMCC 6.2025	205.4410.470.5310	537.68
CINTAS CORPORATION	9331861371	09/11/2025	AED Agreement - VMCC 7.2025	205.4410.470.5310	537.68
GRAINGER	9610853518	09/11/2025	label replacements, tape & m…	205.4420.000.5125	35.56
MN DEPT OF LABOR & INDUS…	ABR0356525X	09/11/2025	Annual boiler and pressure lic…	205.4420.000.5335	105.00
MN DEPT OF LABOR & INDUS…	ABR0356525X	09/11/2025	Annual boiler and pressure lic…	205.4430.000.5335	70.00
INNOVATIVE OFFICE SOLUTIO…	IN4912745	09/11/2025	Flair Pens	205.4410.470.5105	18.97
INNOVATIVE OFFICE SOLUTIO…	IN4912745	09/11/2025	Markers, Sharpener & Glue Sti…	205.4410.471.5190	77.48
ONSITE PARTNERS PROJECTCO…	INV-1088	09/11/2025	8.2025 Solar panel fee	205.4420.000.5355	3,337.13
ONSITE PARTNERS PROJECTCO…	INV-1088	09/11/2025	8.2025 Solar panel fee	205.4430.000.5355	2,224.76
ONSITE PARTNERS PROJECTCO…	INV-1088	09/11/2025	8.2025 Solar panel fee	205.4440.000.5355	4,307.98
ONSITE PARTNERS PROJECTCO…	INV-1088	09/11/2025	8.2025 Solar panel fee	205.4450.481.5355	1,435.99
			Fund 205 - COMMUNITY CENTER-OPERATING FUND Total:		**45,125.29**
Fund: 270 - HOST COMMUNITY FUND					
LIBERTY TIRE RECYCLING, LLC	3050279	09/04/2025	disposal of tires	270.5900.000.5389	502.00
			Fund 270 - HOST COMMUNITY FUND Total:		**502.00**
Fund: 402 - PARK ACQUISITION & DEVELOPMENT FUND					
FAST SIGNS	286-19422	09/04/2025	signs archery range	402.4210.000.5190	227.52
FLAGSHIP RECREATION LLC	F23846	09/04/2025	installation of HVP Phase V pl…	402.4210.000.5610	211,981.53
KRAFT CONTRACTING, LLC.	41187	09/11/2025	HVP Ph V meter & accessories …	402.4210.000.5610	34,850.00
FLAGSHIP RECREATION LLC	F23884	09/11/2025	concrete base for HVP V playg…	402.4210.000.5610	6,989.20
			Fund 402 - PARK ACQUISITION & DEVELOPMENT FUND Total:		**254,048.25**
Fund: 436 - 117TH STREET RECONSTRUCTION					
UNION PACIFIC RAILROAD	90148844	09/11/2025	117th Street - UP Rail Crossing…	436.3210.000.5310	2,387.73
UNION PACIFIC RAILROAD	90148845	09/11/2025	117th Street - UP Rail Crossing…	436.3210.000.5310	3,991.18
			Fund 436 - 117TH STREET RECONSTRUCTION Total:		**6,378.91**
Fund: 437 - PW FACILITY REMODEL/EXPANSION					
WOLD ARCHITECTS INCORPO…	7409	09/11/2025	CMF Final Design - Invoice #3	437.0000.000.5310	116,227.08
			Fund 437 - PW FACILITY REMODEL/EXPANSION Total:		**116,227.08**
Fund: 440 - PAVEMENT MGMT-LOCAL STREETS					
MCNAMARA CONTRACTING I…	7/31/2025	09/04/2025	Bacardi Avenue Construction	440.3210.000.5610	275,440.15
BITUMINOUS ROADWAYS, INC.	7/31/2025	09/11/2025	Pay Voucher #4	440.3210.000.5610	186,399.15
BITUMINOUS ROADWAYS, INC.	7/31/2025	09/11/2025	Pay Voucher #4	440.3210.000.5610	538,452.35
			Fund 440 - PAVEMENT MGMT-LOCAL STREETS Total:		**1,000,291.65**
Fund: 453 - SE QUADRANT TIF DIST 4-1					
EHLERS AND ASSOCIATES, INC.	102451	09/04/2025	Credit Memo: TIF Reporting (I…	453.0000.000.5310	-395.00
EHLERS AND ASSOCIATES, INC.	102451INV	09/04/2025	2024 TIF Reporting	453.0000.000.5310	2,468.75
			Fund 453 - SE QUADRANT TIF DIST 4-1 Total:		**2,073.75**
Fund: 510 - WATER-OPERATING FUND					
TODD DOUGLAS EDINGER - R…	202500242	09/04/2025	meter readings 7.2025	510.7100.000.5310	1,913.37
MN DEPT OF HEALTH	8/27/2025	09/04/2025	2025 3rd Qtr Water Test Fee	510.0000.000.2207	21,350.00

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
LONE OAK COMPANIES	97652	09/04/2025	UB Reminder Letters (50%) 8.…	510.7100.000.5310	206.77
LONE OAK COMPANIES	97653	09/04/2025	8.2025 UB Billing (50%)	510.7100.000.5310	578.78
LONE OAK COMPANIES	97853	09/04/2025	Replenish Prepaid Postage 8.2…	510.0000.000.1405	6,000.00
CORE & MAIN LP	X612438	09/04/2025	Meters	510.7100.000.5158	3,729.33
CINTAS CORPORATION	4242122191	09/11/2025	Rugs at WTP	510.7100.000.5430	101.71
GOPHER STATE ONE-CALL	5080492	09/11/2025	Locate Tickets	510.7100.000.5310	730.35
OPTION ONE MECHANICAL LLC	5248B	09/11/2025	Air Exchanger at Water Plant	510.7100.000.5400	820.60
HAWKINS, INC.	7187839	09/11/2025	Chemicals for water plant	510.7100.000.5135	990.00
NATIONAL POWER RODDING …	9/3/2025	09/11/2025	Refund Permit #2510 - Original…	510.0000.000.2350	1,500.00
				Fund 510 - WATER-OPERATING FUND Total:	**37,920.91**
Fund: 520 - SEWER-OPERATING FUND					
LONE OAK COMPANIES	97652	09/04/2025	UB Reminder Letters (50%) 8.…	520.7200.000.5310	206.78
LONE OAK COMPANIES	97653	09/04/2025	8.2025 UB Billing (50%)	520.7200.000.5310	578.78
METROPOLITAN COUNCIL	0001192470	09/11/2025	MCES Charges 10.2025	520.7200.000.5373	202,840.87
				Fund 520 - SEWER-OPERATING FUND Total:	**203,626.43**
Fund: 530 - STORMWATER-OPERATING FUND					
GERTENS	247489/12	09/04/2025	seed mix	530.7300.000.5125	115.45
ADVANCED ENGINEERING AN…	104647	09/11/2025	Stormwater Utility Rate Study …	530.7300.000.5310	24,849.68
				Fund 530 - STORMWATER-OPERATING FUND Total:	**24,965.13**
Fund: 531 - STORMWATER-CAPITAL FUND					
BARR ENGINEERING COMPANY	23191572.00-4	09/11/2025	Water Resource Management…	531.7310.000.5310	23,148.00
				Fund 531 - STORMWATER-CAPITAL FUND Total:	**23,148.00**
Fund: 550 - GOLF COURSE-OPERATING FUND					
JOHNSON BROTHERS LIQUOR …	201685	07/14/2022	alcohol for resale	550.7600.000.5199	-240.60
ARAMARK REFRESHMENT SER…	0606071652	09/04/2025	coffee for resale	550.7600.000.5197	145.36
DRAFT TECHNOLOGIES	09032502	09/04/2025	beer line cleaning	550.7600.000.5405	85.00
COVERALL NORTH AMERICA I…	1000298172	09/04/2025	clubhouse cleaning 9.2025	550.7600.000.5310	1,459.69
COLLEGE CITY BEVERAGE	1176678	09/04/2025	beer for resale	550.7600.000.5199	362.40
BREAKTHRU BEVERAGE MINN…	123029772	09/04/2025	beer for resale	550.7600.000.5199	338.80
BREAKTHRU BEVERAGE MINN…	123029899	09/04/2025	beer for resale	550.7600.000.5199	164.00
UNIFIRST CORPORATION	1410164645	09/04/2025	GC uniforms and towels	550.7700.000.5175	52.45
UNIFIRST CORPORATION	1410167830	09/04/2025	GC uniforms and towels	550.7700.000.5175	43.61
ARAMARK REFRESHMENT SER…	2310888	09/04/2025	filter for the coffee machine	550.7600.000.5405	154.01
JOHNSON BROTHERS LIQUOR …	2866888	09/04/2025	beer for resale	550.7600.000.5199	635.08
ARTISAN BEER COMPANY	3792285	09/04/2025	beer for resale	550.7600.000.5199	433.90
PERFORMANCE FOOD GROUP …	401605	09/04/2025	paper goods and trash bags	550.7600.000.5125	189.47
PERFORMANCE FOOD GROUP …	401605	09/04/2025	food for resale	550.7600.000.5197	798.87
PERFORMANCE FOOD GROUP …	404557	09/04/2025	paper goods	550.7600.000.5125	178.15
PERFORMANCE FOOD GROUP …	404557	09/04/2025	foods for resale	550.7600.000.5197	618.09
M. AMUNDSON LLP	408974	09/04/2025	candy for resale	550.7600.000.5197	477.74
PROTEIN PROVISIONERS, LLC	4101	09/04/2025	pulled pork and pulled chicken	550.7600.000.5197	104.52
COCA COLA BOTTLING COMP…	48602084026	09/04/2025	Beverages for resale	550.7600.000.5197	981.09
COCA COLA BOTTLING COMP…	48602084028	09/04/2025	Co2 tank return	550.7600.000.5197	-260.00
DENNY'S 5TH AVENUE BAKERY	53955	09/04/2025	bread for resale	550.7600.000.5197	113.40
DENNY'S 5TH AVENUE BAKERY	54168	09/04/2025	bread for resale	550.7600.000.5197	148.04
DENNY'S 5TH AVENUE BAKERY	54169	09/04/2025	bread for resale	550.7600.000.5197	113.40
DENNY'S 5TH AVENUE BAKERY	54320	09/04/2025	bread for resale	550.7600.000.5197	113.40
SHAMROCK GROUP	80-01299	09/04/2025	ice for resale	550.7600.000.5197	143.70
SHAMROCK GROUP	80-01388	09/04/2025	ice for resale	550.7600.000.5197	134.12
CINTAS CORPORATION	9336009245	09/04/2025	aed agreement	550.7600.000.5310	216.25
SHAMROCK GROUP	101-00638	09/11/2025	Ice for resale	550.7600.000.5197	81.43
PLUNKETT'S PEST CONTROL	10126866	09/11/2025	pest control service	550.7600.000.5310	83.88
COLLEGE CITY BEVERAGE	1181359	09/11/2025	beer for resale	550.7600.000.5199	480.10
BREAKTHRU BEVERAGE MINN…	123244184	09/11/2025	beer for resale	550.7600.000.5199	465.15
ARTISAN BEER COMPANY	3764918B	09/11/2025	Credit for invoice paid twice	550.7600.000.5199	-226.20
ARTISAN BEER COMPANY	3781924	09/11/2025	beer for resale	550.7600.000.5199	221.55
ARTISAN BEER COMPANY	3794388	09/11/2025	beer for resale	550.7600.000.5199	433.90
ARTISAN BEER COMPANY	3795737	09/11/2025	beer for resale	550.7600.000.5199	263.10
PERFORMANCE FOOD GROUP …	407920	09/11/2025	paper goods and trash bags	550.7600.000.5125	264.80

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
PERFORMANCE FOOD GROUP …	407920	09/11/2025	food for resale	550.7600.000.5197	833.71
M. AMUNDSON LLP	409715	09/11/2025	candy & beef sticks for resale	550.7600.000.5197	298.29
COCA COLA BOTTLING COMP…	48804466024	09/11/2025	pop for resale	550.7600.000.5197	1,133.25
PHILLIPS WINE & SPIRITS	5008876	09/11/2025	beer for resale	550.7600.000.5199	366.61
PHILLIPS WINE & SPIRITS	5039720	09/11/2025	beer for resale	550.7600.000.5199	675.46
DENNY'S 5TH AVENUE BAKERY	54525	09/11/2025	breads for resale	550.7600.000.5197	130.72
DENNY'S 5TH AVENUE BAKERY	54607	09/11/2025	breads for resale	550.7600.000.5197	71.34
DENNY'S 5TH AVENUE BAKERY	54711	09/11/2025	breads for resale	550.7600.000.5197	122.06
HEGGIES PIZZA	549763	09/11/2025	pizzas for resale	550.7600.000.5197	73.95
SHAMROCK GROUP	578316	09/11/2025	Ice for resale	550.7600.000.5197	276.24
SHAMROCK GROUP	80-01272	09/11/2025	Ice for resale	550.7600.000.5197	229.92
MANSFIELD SERVICE PARTNE…	IN-00255526	09/11/2025	golf car fleet fuel	550.7600.000.5130	1,137.57
			Fund 550 - GOLF COURSE-OPERATING FUND Total:		**15,120.77**
Fund: 602 - RISK MANAGEMENT					
LEAGUE OF MN CITIES INS TR…	8/14/2025	09/04/2025	Workers Comp Premium 9.1-…	602.8200.000.5471	136,089.00
LEAGUE OF MN CITIES INS TR…	8/14/2025B	09/04/2025	P/C Premium 9.01 -11.30.2025	602.8200.000.5470	113,004.00
LEAGUE OF MN CITIES INS TR…	9868	09/04/2025	Deductible Claim #378566 (E…	602.8200.000.5472	1,000.00
LEAGUE OF MN CITIES INS TR…	24977	09/11/2025	W/C Deductible #517835	602.8200.000.5474	538.50
			Fund 602 - RISK MANAGEMENT Total:		**250,631.50**
Fund: 603 - CENTRAL EQUIPMENT					
MACQUEEN EMERGENCY GR…	P12702	09/11/2025	Fire Truck (T26) Tailboard	603.8300.000.5410	858.52
THE REINALT- THOMAS CORP…	6287813B	09/11/2025	Tires for vehicle repairs	603.8300.000.5410	796.00
CINTAS CORPORATION	9/2/2025	09/02/2025	Credit on rental rugs	603.8300.000.5430	-437.73
MIDWEST MACHINERY	10592218	09/04/2025	Equipment software update	603.8300.000.5405	189.79
UNIFIRST CORPORATION	1410166204	09/04/2025	Mechanic Uniforms	603.8300.000.5175	54.94
UNIFIRST CORPORATION	1410166204	09/04/2025	Shop Rentals	603.8300.000.5430	104.60
MANSFIELD OIL COMPANY	26878343	09/04/2025	Dyed B20 Fuel for all divisions	603.8300.000.5130	2,738.16
GERLACH OUTDOOR POWER …	288673	09/04/2025	Mower fuel module	603.8300.000.5405	383.10
CINTAS CORPORATION	4241182634	09/04/2025	Mechanic Uniforms	603.8300.000.5175	51.69
CINTAS CORPORATION	4241182634	09/04/2025	Shop Rentals	603.8300.000.5430	90.88
NORTHERN SAFETY TECHNOL…	59454	09/04/2025	Squad car (#34) push bumper	603.8300.000.5410	716.90
POMP'S TIRE SERVICE, INC.	980138183	09/04/2025	4 vehicle tires	603.8300.000.5410	606.08
MACQUEEN EQUIPMENT INC	P13131	09/04/2025	Fire truck air dryer	603.8300.000.5410	1,176.17
INVER GROVE FORD	Q001552873	09/04/2025	F250 brake job	603.8300.000.5410	799.47
CUSTOM FIRE APPARATUS INC	0024092-IN	09/11/2025	Fire truck (#E17) siren box	603.8300.000.5410	493.68
MANSFIELD OIL COMPANY	26890686	09/11/2025	Unleaded Fuel	603.8300.000.5130	4,954.55
GERLACH OUTDOOR POWER …	289039	09/11/2025	Mower (#536) Air Cleaner Cla…	603.8300.000.5405	63.14
ALLSTATE PETERBILT OF SOU…	3004754005	09/11/2025	Polish for the Fire trucks	603.8300.000.5125	269.04
ALLSTATE PETERBILT OF SOU…	3004754255	09/11/2025	Fire truck (T17) intake hose	603.8300.000.5410	153.50
PERFECTION PLUS, INC	316134	09/11/2025	cleaning services 9.2025	603.8300.000.5310	521.62
NORTHERN SAFETY TECHNOL…	59827	09/11/2025	Squad Car (#22) Outfitting	603.8300.000.5621	6,731.21
CINTAS CORPORATION	9336002514	09/11/2025	AED Agreement - PW 8.2025	603.8300.000.5310	130.50
MACQUEEN EMERGENCY GR…	P13161	09/11/2025	Fire truck (#T26) left headlight	603.8300.000.5410	580.71
TRI-STATE BOBCAT INC.	P44344	09/11/2025	Mower (#332) deck wheels	603.8300.000.5405	237.88
TRI-STATE BOBCAT INC.	P44427	09/11/2025	Skid loader (#352) oil and air fi…	603.8300.000.5405	221.65
TRI-STATE BOBCAT INC.	P44622	09/11/2025	Toolcat mower (#332) bushing…	603.8300.000.5405	115.20
MACQUEEN EMERGENCY GR…	W07008	09/11/2025	Fire truck (L13) electrical issue…	603.8300.000.5410	17,660.21
			Fund 603 - CENTRAL EQUIPMENT Total:		**40,261.46**
Fund: 605 - CITY FACILITIES					
PLUNKETT'S PEST CONTROL	10094336	09/04/2025	Fire Station 1 Pest Control 8.2…	605.8500.000.5310	380.00
MEI TOTAL ELEVATOR SOLUTI…	1146476	09/04/2025	Cellular monitoring	605.8500.000.5310	2,052.00
APEC	126271	09/04/2025	HVAC filters FS #2	605.8500.000.5125	300.93
CULLIGAN	157985030228X083125	09/04/2025	Softener salt	605.8500.000.5125	85.55
GILBERT MECHANICAL CONTR…	264788	09/04/2025	BMS- Compass controls work	605.8500.000.5400	1,056.00
CINTAS CORPORATION	20433820	09/11/2025	City Hall Rugs	605.8500.000.5430	188.15
DANIEL BAUER - TRUE MECH…	2328	09/11/2025	City Hall AHU 4 repair	605.8500.000.5400	812.50
MINA ADSIT ARCHITECTURE …	2806	09/11/2025	Construction drawings archite…	605.8500.000.5310	4,217.20
PERFECTION PLUS, INC	316134	09/11/2025	cleaning services 9.2025	605.8500.000.5310	5,133.19
CINTAS CORPORATION	9331857539	09/11/2025	AED Agreement - Rich Valley 7…	605.8500.000.5310	134.42

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CINTAS CORPORATION	9336010623	09/11/2025	AED Agreement - Rich Valley 8…	605.8500.000.5310	134.42
CINTAS CORPORATION	9336033217	09/11/2025	AED Agreement - City Hall 8.2…	605.8500.000.5310	270.00
GRAINGER	9617813721	09/11/2025	HVAC belt	605.8500.000.5125	13.62
GRAINGER	9620509498	09/11/2025	HVAC belt	605.8500.000.5125	13.62
ONSITE PARTNERS PROJECTCO…	INV-1088	09/11/2025	8.2025 Solar panel fee	605.8500.000.5355	3,017.05
GIP III ZEPHYR ACQUISITION P…	INVRGRV-12509	09/11/2025	Solar garden fees 7.2025	605.8500.000.5357	36,892.97
GIP III ZEPHYR ACQUISITION P…	INVRGRV-22509	09/11/2025	Solar garden fees 7.2025	605.8500.000.5357	10,759.30
				Fund 605 - CITY FACILITIES Total:	**65,460.92**
Fund: 606 - TECHNOLOGY FUND					
LOCAL GOVERNMENT INFOR…	114031	09/04/2025	PD Laserfiche Professional Ser…	606.8600.000.5395	2,960.00
LOCAL GOVERNMENT INFOR…	114031	09/04/2025	PD Soft Tokens (Qty 2)	606.8600.000.5395	30.00
PRO-TEC DESIGN INC.	120112	09/04/2025	Dome Cameras & Parts	606.8600.000.5615	8,147.39
PRO-TEC DESIGN INC.	120252	09/04/2025	Repair Rich Valley Card Reader	606.8600.000.5310	724.83
LOCAL GOVERNMENT INFOR…	152419	09/04/2025	Gopher State One Outsourced…	606.8600.000.5310	28.35
LOCAL GOVERNMENT INFOR…	152419	09/04/2025	MP Nextlevel - 2nd QTR 2025 …	606.8600.000.5310	11.88
LOCAL GOVERNMENT INFOR…	152419	09/04/2025	Locate fees - Groveland Park	606.8600.000.5610	1,288.75
LOCAL GOVERNMENT INFOR…	152419	09/04/2025	Locate fees - Swing Bridge to …	606.8600.000.5615	1,299.75
LOCAL GOVERNMENT INFOR…	152491	09/04/2025	Cisco CSE & DNS Security Adv…	606.8600.000.5395	9,055.00
LOCAL GOVERNMENT INFOR…	152491	09/04/2025	Soft Token (Elizabeth Kramer …	606.8600.000.5395	30.00
LOCAL GOVERNMENT INFOR…	152491	09/04/2025	Fiber Supplies - Swing Bridge t…	606.8600.000.5615	3,299.44
ZAYO GROUP, LLC	21771329	09/04/2025	Multi-site Phones 08.2025	606.8600.000.5320	1,132.40
MARCO TECHNOLOGIES, LLC	39850815	09/04/2025	Printers & Copiers Contract 8.…	606.8600.000.5430	2,441.73
US INTERNET	5356555	09/04/2025	Email Filtering System 8.2025	606.8600.000.5395	230.00
CONSOLIDATED COMMUNICA…	8/15/2025	09/04/2025	Monthly Phone Bill 8.2025	606.8600.000.5320	1,065.51
LOCAL GOVERNMENT INFOR…	152130	09/11/2025	EPS for PD - Splicing	606.8600.000.5610	2,789.00
DIAMOND MOWERS INC	292279	09/11/2025	Flail mower (#538) skid shoe	606.8600.000.5405	121.95
				Fund 606 - TECHNOLOGY FUND Total:	**34,655.98**
Fund: 702 - ESCROW FUND					
STANTEC CONSULTING SERVI…	2443572	09/04/2025	Canvas Stormwater Review	702.3100.237.2050	1,848.00
WSB & ASSOCIATES, INC.	R-024005-000-8	09/04/2025	Stormwater review	702.5100.201.2050	293.25
BOLTON & MENK, INC.	0371804	09/11/2025	Construction Observation	702.3100.334.2050	9,149.00
				Fund 702 - ESCROW FUND Total:	**11,290.25**
				Grand Total:	**2,681,151.71**

Agenda Item 5.H.

Request for Council Action

SUBJECT: Personnel Actions

MEETING DATE: September 22, 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 9.22.25 (hires-terms)

Agenda Item 5.I.

Request for Council Action

SUBJECT: Exempt Gambling Permit for Ducks Unlimited

MEETING DATE: September 22, 2025
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED
The Council is asked to approve the application of Ducks Unlimited for an exempt gambling permit to conduct a bingo and raffle event at the Loyal Order of Moose Lodge #1088, 5927 Concord Blvd, on October 19, 2025.

BACKGROUND
Ducks Unlimited is seeking approval of an exempt gambling permit to hold a bingo and raffle event at the Loyal Order of Moose Lodge #1088 on October 19, 2025. Ducks Unlimited is a non-profit conservation organization specializing in habitat restoration and clean water across North America.

FISCAL IMPACT
none

RECOMMENDATION
Staff recommends approval of the exempt gambling permit.

ATTACHMENTS
1. LG220 - Ducks Unlimited

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Ducks unlimited MN 0323

Previous Gambling Permit Number: X- 92226

Minnesota Tax ID Number, if any: ____

Federal Employer ID Number (FEIN), if any: ____

Mailing Address: 1218 Vista Dr

City: Burnsville State: mn Zip: 55337 County: Dakota

Name of Chief Executive Officer (CEO): Alex Mereness

CEO Daytime Phone: 6513418405 CEO Email: Amereness@ducks.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): ____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☐ **IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☑ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): loyal order of the moose 1008

Physical Address (do not use P.O. box): 5927 Concord BLVD

Check one:

☑ City: Inver Grove Heights Zip: 55076 County: Dakota

☐ Township: ____ Zip: ____ County: ____

Date(s) of activity (for raffles, indicate the date of the drawing): 10/19/2025

Check each type of gambling activity that your organization will conduct:

☑ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises
located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: ______________________

Signature of City Personnel:

____

Title:______________________ Date:______________

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises
located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: ______________________

Signature of County Personnel:

____

Title:______________________ Date:______________

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: ______________________

Signature of Township Officer:______________________

Title: ______________________ Date: ______________

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Alex Mereness Date: 09/14/2025
(Signature must be CEO's signature; designee may not sign)

Print Name: Alex Mereness

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

How You May Spend Gambling Funds	How You May Not Spend Gambling Funds
Allowable expenses - Gambling funds may be spent for allowable expenses, such as: • gambling equipment (pull-tabs, bingo paper, bingo blower, paddlewheel tickets, tipboard games); • advertising; • printing raffle tickets; or • any services or goods that are directly related to the conduct of your gambling. **Charitable contributions -** Gambling funds may be spent for the following charitable contributions (lawful purpose): • to or by 501(c)(3) organization and 501(c)(4) festival organizations; • relieving the effects of poverty, homelessness, or disability; • problem gambling programs approved by the Minnesota Department of Human Services; • public or private nonprofit school; • scholarships (if a contribution is made to a scholarship fund, it must be made to a nonprofit organization whose primary mission is to award scholarships); • church; • recognition of military service (open to public) or active military personnel in need; • activities and facilities benefiting youth under age 21; • citizen monitoring of surface water quality, with data submitted to Minnesota PCA; • unit of government (NOTE: A direct contribution to a law enforcement or prosecutorial agency is not allowed); • wildlife management projects or activities that benefit the public-at-large, with DNR approval; • grooming and maintaining snowmobile or all-terrain trails that are grant-in-aid trails, or other trails open to public use, with DNR approval; • supplies and materials for DNR training and educational programs; • nutritional programs, food shelves, and congregate dining programs primarily for persons who are 62 or older or disabled; • community arts organizations or programs; • humanitarian service recognizing volunteerism or philanthropy; and • acquisition and repair of real property and capital assets (contact the Gambling Control Board for requirements).	1. **Controlled contribution -** An organization may not retain any control over any contribution made from gambling funds. The only exception is for expenditures by a 501(c)(3) organization or a 501(c)(4) festival organization to its general fund. 2. **Financial gain -** A contribution or expenditure may not be made if it results in any monetary, economic, financial, or material benefit to the organization making the contribution or expenditure. 3. **Government -** An expenditure may not be made for: • influencing the nomination or election of a candidate for public office; • promoting or defeating a ballot question; or • any activity intended to influence an election or a governmental decision-making process. 4. **Law enforcement -** A direct contribution may not be made to a law enforcement or prosecutorial agency. 5. **Pension -** A contribution may not be made to a government pension or retirement fund, such as a fire relief association. 6. **Conflict of interest -** A contribution or expenditure may not be made if it is not allowed under the conflict of interest provisions of the Minnesota Nonprofit Corpo-ration Act, Minnesota Statutes, Section 317A.255. 7. **Alcohol -** An expenditure may not be made for the purchase of any intoxicating liquor, wine, or malt beverages. 8. **Fundraising -** An expenditure may not be made for fundraising costs, except as allowed for a 501(c)(3) organization or 501(c)(4) festival organization from its general fund. 9. **Other organizations** - With few excep-tions, gambling funds may not be contrib-uted to other organizations or clubs such as veterans, fraternal, Lions, etc. unless it is a 501(c)(3) organization. 10. **Other contributions** - A contribution may not be made to a 501(c)(3) organization or another entity with the intent or effect of not complying with lawful purpose restrictions or requirements.

MINNESOTA GAMBLING CONTROL BOARD

BINGO AND RAFFLE – Checklist for Excluded/Exempt Permits

The purpose of this form is to help your organization conduct excluded/exempt gambling in compliance with the requirements listed below. Exempt and Excluded activities cannot be conducted in the same calendar year. The five forms of lawful gambling are bingo, paddlewheels, pull-tabs, raffles and tipboards. Detailed information regarding each requirement is available by clicking on the following links [in blue italics]: 1) applicable statutes and rules; 2) the ***Lawful Gambling Manual***; 3) the online class, "***Conduct of Raffles***"; and 4) the ***phone number and email address*** of your county's Licensing (license, permits and leases) and Compliance (conduct and reporting) Specialists.

Check Box	RAFFLES
	1. Tickets are printed in accordance with MN Rule *7861.0310*.
	2. Tickets contain the sequential number of the raffle ticket. Theatre style tickets may be used. (*349.173*)
	3. A list of prizes and a statement of other relevant information is made available to ticket purchasers. (*349.173*)
	4. The organization must pay in full or otherwise become the owner of all prizes prior to the raffle drawing, except for raffles with gross receipts of $60 or less. (*7861.0260*)
	5. A merchandise certificate is used when a prize requiring registration or licensure (guns, cars, ATVs, etc.) is offered. (*7861.0260*)
	6. Prizes must not consist of lawful gambling equipment including raffle tickets for another raffle. (*7861.0260*)
	7. The total value of lawful gambling prizes awarded (use fair market value for donated prizes) does not exceed $50,000 in a calendar year. (*349.166*)
	8. Cash must not be substituted for merchandise prizes that have been won. (*7861.0260 Subp. 4C(2)*)
	9. Alcohol is only awarded as a prize to persons who demonstrate that they are 21 years of age or older. (*340A.707*)
	10. Only cash, personal checks, cashier's checks, money orders, travelers' checks, and debit cards may be accepted for the purchase of tickets (NO CREDIT CARDS – NO INTERNET SALES). (*349.2127*) (*7861.0260*)
	11. The method of winner selection cannot be manipulated or based on the outcome of an event not under the organization's control. (*349.173*)
	12. Persons are not required to be present at a raffle drawing to be eligible to win. (*349.173*) (*7861.0310*)
	13. Raffle tickets are not sold to or won by persons under age 18. (*349.181*) (*7861.0310*)
	14. Purchasers are not required to buy anything other than the ticket. (*349.173*) (7861.0310)
	15. Clear and legible house rules in accordance with MN Rule *7861.0310* are prominently posted at the point of winner selection.
	16. An exempt permit financial report (*LG220A*) must be submitted to the Gambling Control Board within 30 days of the gambling occasion. (*349.166*)
	BINGO
	1. Clear and legible house rules in accordance with MN Rule *7861.0270* are prominently posted at the point of winner selection.
	2. House rules include the policy on declaring bingo and last number called. (*7861.0270 Subp. 2A(1)*)
	3. House rules include the reasons for potentially cancelling bingo occasions. (*7861.0270 Subp. 2A(1)*)
	4. All sales must be on a cash basis and take place at the permitted premises during or immediately prior to the bingo occasion. (NO CREDIT CARDS – NO INTERNET SALES) (*7861.0270 Subp. 5B(1)*)
	5. Bingo paper must not be offered for free or discounted unless the price is reduced with a coupon. (*7861.0270 Subp. 5B(7)*)
	6. Bingo balls must be available for inspection by at least one player before the occasion begins to determine that all are present and in operating condition. (*7861.0270 Subp. 3A*)
	7. No reservation of bingo cards or bingo paper for any person (*7861.0270 Subp. 3F*)
	8. Bingo records (including bingo program) must be kept for 3½ years. (*7861.0270 Subp. 11*)
	BINGO AND RAFFLES
	1. Gambling records must be kept for 3½ years. (*7861.0310*)
	2. Gambling funds may only be spent for allowable expenses and lawful purposes. (*349.12 Subd. 3a*) (*349.12 Subd. 25*) (mn.gov/gcb/faq-exemptexcluded.html) and (mn.gov/gcb/assets/infosheetspendinggamblingfunds.pdf)

Agenda Item 5.J.

Request for Council Action

SUBJECT: Approval of Liquor Vendor for Let's Pawty Halloween Dog Event

MEETING DATE: September 22, 2025
ITEM TYPE: Consent Agenda
CONTACT: Rebecca Kiernan, City Clerk, 651.450.2513

ACTION REQUESTED

The Council is asked to approve North 20 Brewing Company as a vendor at the Park & Rec Department's Let's Pawty Halloween Dog Event to be held on Saturday, October 4, 2025, from 2–5 pm at Rich Valley Park.

BACKGROUND

The Parks & Recreation Department is holding its annual Let's Pawty Halloween Dog Event on Saturday, October 4 from 2 to 5 pm at the Rich Valley Athletic Complex, 1841 105th St E. In the past, this event has included food vendors and this year the Department is also seeking to have a vendor that can sell alcoholic beverages. The local vendor Parks & Rec has worked with previously is unavailable at this time, so they are seeking to work with North 20 Brewing Company, which holds a City of Rosemount liquor license.

According to State Law Statute 340A.404 Intoxicating Liquor; On-Sale Licenses. Subd. 4. Special provisions; sports, conventions, or cultural facilities; community festivals.

> *(a) The governing body of a municipality may authorize a holder of a retail on-sale intoxicating liquor license issued by the municipality or by an adjacent municipality to dispense intoxicating liquor at any convention, banquet, conference, meeting, or social affair conducted on the premises of a sports, convention, or cultural facility owned by the municipality or instrumentality thereof having independent policymaking and appropriating authority and located within the municipality. The licensee must be engaged to dispense intoxicating liquor at an event held by a person or organization permitted to use the premises and may dispense intoxicating liquor only to persons attending the event. The licensee may not dispense intoxicating liquor to any person attending or participating in a youth amateur athletic event, for persons 18 years of age or younger, held on the premises.*

The event will have local pet vendors, dog activities, costume contests from 4:30 to 5 pm, a kissing booth (smooch your pooch), food truck, and a beer vendor (if approved).

FISCAL IMPACT

N/A

RECOMMENDATION

Staff recommends approval of North 20 Brewing to serve alcoholic beverages at the Let's Pawty Halloween Dog Event.

ATTACHMENTS

1. Rosemount Liquor License - North 20 Brewing
2. Certificate of Insurance for North 20 Brewing

License Number: 2025 – 06

Brew Pub and On-Sale Wine License including Strong Beer Liquor License and 3.2% Malt Liquor/Public Premise License

Pursuant to application and payment of a fee of $1,650 and upon investigation and satisfactory evidence of the qualifications of the licensee herein named to receive the same and that the place of sale hereinafter described is a property and legal premise.

LICENSE IS HEREBY GRANTED TO

DCJD, LLC DBA NORTH 20 BREWING COMPANY

For the term of one year from the 1st day of January, 2025, and ending December 31, 2025, to sell intoxicating liquors as defined by law at retail only for consumption on the premises described as **1266 Bacardi Ave, Rosemount, Minnesota**.

In the Municipality of Rosemount in Dakota County, Minnesota, at which premises said licensee shall control and operate an on-sale liquor establishment as defined by law; subject, however, to the law of the United States, the laws of the State of Minnesota, the regulations and ordinances of Rosemount, and the rules and regulations of the Liquor Control Commissioner, relating to the sale and distribution of intoxicating liquors, hereby made a part hereof, and subject to revocation according to law for violation thereof. This license is non-transferable except by the consent of the authority issuing the license.

WITNESS THE GOVERNING BODY OF ROSEMOUNT this 17th day of December 2024.

Erin Fasbender

Attest: ______________________________
Erin Fasbender, City Clerk

J Weisensel

By: ______________________________
Jeffery D. Weisensel, Mayor

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 5/29/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Cindy Miller	
Advance Insurance Agency 5241 Viking Drive Ste 200 Edina MN 55435	PHONE (A/C, No, Ext): (952)831-1928	FAX (A/C, No): (952)831-0572
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Employers Mutual Casualty Co	21415
INSURED	INSURER B : Emcasco Insurance Co.	21407
DCJD LLC DBA NORTH 20 BREWING COMPANY 2100 126th St W Rosemount MN 55068-3900	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** Master 2025-2026 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X		BBB0687	6/2/2025	6/2/2026	EACH OCCURRENCE	$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 500,000
							MED EXP (Any one person)	$ 10,000
							PERSONAL & ADV INJURY	$ 1,000,000
							GENERAL AGGREGATE	$ 3,000,000
							PRODUCTS - COMP/OP AGG	$ 3,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS / SCHEDULED AUTOS X HIRED AUTOS / X NON-OWNED AUTOS			6E56354	6/2/2025	6/2/2026	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / OCCUR EXCESS LIAB / CLAIMS-MADE DED X RETENTION $ 10,000			6J56354	6/2/2025	6/2/2026	EACH OCCURRENCE	$ 2,000,000
							AGGREGATE	$ 2,000,000
								$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		6H56354	6/2/2025	6/2/2026	X PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$ 500,000
							E.L. DISEASE - EA EMPLOYEE	$ 500,000
							E.L. DISEASE - POLICY LIMIT	$ 500,000
A	Liquor Liability			BBB0687	6/2/2025	6/2/2026	LIMIT	1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Date : 10-4-2025 - Let's Pawty Halloween Dog Party - Inver Grove Heights

CERTIFICATE HOLDER	CANCELLATION
City of Inver Grove Heights Rich Valley Athletic Complex 1841 105th Street E Inver Grove Heights, MN 55077	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Jeff Grundstrom/L173

Agenda Item 5.K.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Resolution Approving Reciprocal Fire Service Agreement for Capital City Regional Firefighters' Association**

MEETING DATE: September 22, 2025
ITEM TYPE: Consent Agenda
CONTACT: Judy Thill, Fire Chief, 651.450.2495

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, approving the updated Reciprocal Fire Service Agreement for the Capital City Regional Firefighters' Association.

BACKGROUND

For more than two decades, there has been a mutual aid response agreement among departments located within Region 1 of the Minnesota State Fire Department Association, also known as the Capital City Region. The Inver Grove Heights Fire Department is and always has been a member of the Capital City Region. The departments within this region have agreed to updated language in the agreement, as well as the equipment rates to be used when a responding department seeks reimbursement for significant non-routine events. This agreement has been reviewed by an attorney at the League of MN Cities, as well as our City Attorney, and has been found acceptable to sign.

FISCAL IMPACT

None

RECOMMENDATION

Staff recommends adoption of the attached Resolution, approving the updated Reciprocal Fire Service Agreement for Capital City Regional Firefighters' Association.

ATTACHMENTS

1. Resolution Approving Reciprocal Fire Service Agreement
2. Reciprocal Fire Service Agreement - Capital City Regional Firefighters' Association

CITY INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO.________

RESOLUTION APPROVING RECIPROCAL FIRE SERVICE AGREEMENT FOR CAPITAL CITY REGIONAL FIREFIGHTERS' ASSOCIATION

WHEREAS, for more than two decades, there has been a mutual aid response agreement among departments that are located within Region 1 of the Minnesota State Fire Department Association, which is also known as the Capital City Region; and

WHEREAS, the Inver Grove Heights Fire Department is a member of this region; and

WHEREAS, the Capital City member fire departments have agreed to updated language in the agreement, along with updated equipment rates to be used for responding departments who seek reimbursement for significant non-routine events; and

WHEREAS, this agreement has been reviewed by the City Attorney and by attorneys for the League of Minnesota Cities and found to be acceptable;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, that it does hereby approve the Reciprocal Fire Service Agreement for Capital City Regional Firefighters' Associiation.

Adopted by the City Council of Inver Grove Heights this 22nd day of September, 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Capital City Regional Firefighters' Association

Reciprocal Fire Service Agreement

THIS CAPITAL CITY REGIONAL FIREFIGHTER'S ASSOCIATION RECIPROCAL FIRE SERVICES AGREEMENT ("Agreement") is made this 22nd day of September, 2025, by and between the members of the Capital City Regional Firefighter's Association ("Association") who have executed this Agreement and the City of Inver Grove Heights ("Inver Grove Heights"), hereafter collectively referred to as the "Parties" for mutual assistance in firefighting services.

WHEREAS, the said governmental units desire to make available to each other their respective fire-fighting equipment and personnel in the case of emergencies, and each of said municipalities has legal authority to send its firefighting equipment and personnel into other communities.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein and subject to all applicable statutes, rules and regulations, the Parties agree as follows:

1. It is agreed that the Fire Department of the City of Inver Grove Heights shall provide mutual aid to any of the Fire Departments listed as members of the Association and who have executed an Agreement in this form. This Agreement shall be in effect when approved by the governing body and signed by the appropriate persons for the governmental unit. A list of all members of the Association signing this Agreement shall be furnished to each member of the Association. A list of current Association members is attached as Appendix A to this Agreement as "Capital City Regional Firefighters' Association Region 1 Members".

2. Any Fire Department of a governmental unit wishing to withdraw its membership from the Agreement, may do so by notifying every member department in writing at least thirty (30) days prior to termination of its membership in the Association.

Purpose:

The intent of this agreement is to make equipment, personnel, and other resources available to each Party who has signed this Agreement upon its request to the other Parties who have signed the Agreement. It is the intent of the parties that this Agreement does not constitute a joint powers agreement under Minnesota law.

Definitions:

1. "Association" means all municipalities and independent nonprofit firefighting corporations that are members of the Region 1 Minnesota State Fire Department Association.

2. "Party" or "Parties" means one or more local government units or non-profit firefighting corporations that is a member of the Association who has signed this Agreement to provide assistance to other Parties.

3. "Requesting Official" means the person designated by a Party who is responsible for requesting assistance from other Parties.

4. "Requesting Party" means a Party that requests assistance from other Parties, normally the fire department of the jurisdiction in which an incident requiring assistance occurs.

5. "Responding Official" means the person designated by the Party who is responsible to determine whether and to what extent that Party should provide assistance to a Requesting Party.

6. “Responding Party” means a Party that provides assistance to a Requesting Party.

Authorization:

Each of the Parties participating in this Agreement hereby authorize their respective Fire Departments to respond to and receive mutual aid services pursuant to the terms of this Agreement and to otherwise take such actions as are needed to provide and receive assistance as provided herein.

Procedure:

1. Request for Assistance. Whenever, in the opinion of the Requesting Official, there is a need for assistance from other Parties, the Requesting Official may call upon the Requesting Official of any other Party to furnish assistance.

2. Response to Request. Upon the request for assistance from the Requesting Party, the Responding Official may authorize and direct its personnel to provide assistance to the Requesting Party. Whether the Responding Party provides assistance and, if so, to what extent shall be determined by the Responding Official.

3. Recall of Assistance. The Responding Official may at any time recall such assistance when in his or her best judgment or by an order from the governing body of the Responding Party, it is considered to be in the best interests of the Responding Party to do so.

4. Command of Scene. The Requesting Party or their designee shall be in command of the emergency scene. The personnel and equipment of the Responding Party shall be under the direction and control of the Requesting Party or their designee until the Responding Official withdraws assistance. In the event an emergency occurs in or crosses the boundaries of more than one jurisdiction, a joint command of the affected jurisdictions should be established.

Charges to the Requesting Party:

1. Subject to the terms below, the Requesting Party agrees to compensate the Responding Party as outlined in this Agreement. The charges incurred by the Requesting Party will include the actual costs of salaries, overtime, materials, supplies, and other necessary expenses. Equipment cost will be at the rates specified in Appendix B.

2. A Responding Party shall not charge for assistance provided to the Requesting Party of this Agreement for the first twelve (12) hours of such assistance. If assistance provided under this Agreement continues for more than twelve (12) hours, the Responding Party may submit to the Requesting Party an itemized bill for the actual cost of any assistance provided after the initial twelve-hour period, including salaries, overtime, materials and supplies and other necessary expenses; and the Requesting Party will reimburse the party providing assistance for that amount. Such compensation is not contingent upon the availability of federal or state government funds.

3. Invoice to the Requesting Party. Within ninety (90) days of the return to the home work station of all labor and equipment of the Responding Party, the Responding Party shall submit to the Requesting Party an invoice of all charges for assistance provided under this agreement as described in paragraph 2 above. Payment of any undisputed amount shall be paid to Responding party within 30 days.

Discretionary Assistance:

1. Providing assistance is entirely at the discretion of the Responding Party. The agreement to provide assistance is expressly not contingent upon a declaration of a major disaster or emergency by the federal government or upon

receiving state or federal funds.

2. It is the express understanding of the Parties that the first priority of the Responding Party's fire department personnel is to provide fire protection within its respective jurisdiction. It is understood that the assistance contemplated in this Agreement shall be provided only if the fire department personnel requested to provide assistance can provide such assistance without jeopardizing the fire protection services within its respective jurisdiction.

3. This Agreement is intended to authorize requests for assistance only in emergency or other specifically requested situations. Nothing in this Agreement shall be construed as authorizing request for assistance for routine activities.

Workers' Compensation:

Each Party shall be responsible for injuries or death of its own personnel. Each Party will maintain workers' compensation insurance or self-insurance coverage, covering its own personnel while they are providing assistance pursuant to this Agreement. Each Party waives the right to sue any other Party for any workers' compensation benefits paid to its own employee or volunteer or their dependents, even if the injuries were caused wholly or partially by the negligence of the other Party or its officers, employees, or volunteers.

Damage to Equipment:

Each Party shall be responsible for damage to its own equipment. Each party waives the right to sue any other Party for any damage to its equipment, even if the damage was caused wholly or partially by the negligence of any other Party or its officers, employees, or volunteers.

Liability:

1. For the purposes of the Minnesota Municipal Tort Liability Act (Minn. Stat. Ch. 466), the employees and officers of the Responding Party are deemed to be employees (as defined in Minn. Stat. § 466.01, subd. 6) of the Requesting Party.

2. The Requesting party agrees to indemnify and defend against any claims brought or actions filed against the Responding Party or any officer, employee, or volunteer of the Responding Party for injury to, death of, or damage to the Party of any third person or persons, arising from the performance and provision of assistance in responding to a request for assistance by the Requesting Party pursuant to this Agreement.

3. Under no circumstances, however, shall a Party be required to pay on behalf of itself and other Parties, any amounts in excess of the limits on liability established in Minnesota Statutes, Chapter 466 applicable to any one Party. The limits of liability for some or all of the Parties may not be added together to determine the maximum amount of liability for any Party. No Party waives any immunities or limits on liability it enjoys under Minnesota Statutes or common law.

4. The intent of this subdivision is to impose on each Requesting Party a limited duty to defend and indemnify a Responding Party for claims arising within the Requesting Party's jurisdiction subject to the limits of liability under Minnesota Statutes, Chapter 466. The purpose of creating these reciprocal duties to defend and indemnify is to simplify the defense of claims by eliminating conflicts among defendants, and to permit liability claims against multiple defendants from a single occurrence to be defended by a single attorney.

5. No Party to this Agreement nor any officer of any Party shall be liable to any other Party or to any other person for failure of any Party to furnish assistance to any other Party, or for recalling assistance, both as described in this Agreement.

6. Failure to provide assistance will not result in liability of a Party.

General Provisions:

1. Amendment. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same Parties who executed and approved the original Agreement, or their successors in office.

2. General Compliance. Both Parties agree to comply with all applicable federal, state and local laws and regulations governing any services provided under this Agreement.

3. Non-Discrimination. Both Parties agree to comply with the provisions of all applicable federal and state statutes and regulations pertaining to civil rights and nondiscrimination including, without limitation, Minnesota Statutes, Section 181.59.

4. Severability. Should a court of competent jurisdiction rule any portion, section or subsection of this Agreement invalid or nullified, that fact shall not affect or invalidate any other portion, section or subsection; and all remaining portions, sections or subsections shall remain in full force and effect.

5. Assignment. This Agreement is not assignable without the mutual written agreement of the Parties.

6. Entire Agreement. This Agreement constitutes the entire agreement of the Parties and supersedes all prior communications, understandings and agreements relating the subject matter hereof, whether oral or written.

7. Data Practices. The Parties agree that they will abide by the Minnesota Government Data Practices Act and all other statutes or provisions of law related to data practices, data management and records retention. Each Party shall remain the exclusive responsible authority for its own data management for responses to data requests and for all aspects of records retention for any and all data that is collected, created, received, maintained or disseminated by the Party as a result of any activity arising out of this Agreement.

[The remainder of this page is intentionally left blank]

CITY OF: Inver Grove Heights

By: ____ (City Manager/Administrator/Clerk)

By: ____ (Mayor)

Date: ____

CAPITAL CITY REGIONAL FIREFIGHTERS' ASSOCIATION

By: ____

Alan Newman, President
Capital City Regional Firefighters' Association, Region 1

Appendix:

A. Capital City Regional Firefighters' Association Region 1 Members

B. Equipment Rates

Appendix A

Capital City Regional Firefighters' Association Region 1 Members

1	Apple Valley
2	Bayport
3	Burnsville
4	Cottage Grove
5	Eagan
6	Forest Lake
7	Hastings
8	Hugo
9	Inver Grove Heights
10	Lake Elmo
11	Lake Johanna
12	Lakeville
13	Lino Lakes
14	Little Canada
15	Lower St. Croix Valley
16	Mahtomedi
17	Maplewood
18	Marine on St. Croix
19	Mendota Heights
20	Miesville
21	New Brighton
22	Newport
23	North Saint Paul
24	Oakdale
25	Rosemount
26	Roseville
27	Saint Paul
28	St. Paul Park
29	Scandia
30	Stillwater
31	Vadnais Heights
32	White Bear Lake
33	Woodbury

Appendix B

Equipment Rates

Equipment	Description	Rate
Engine	Minimum 1250 GPM	$170
Engine	Minimum 500 GPM	$155
Engine/Tender	Minimum 1250 GPM - Minimum 2000 Gallons	$175
Tender	Minimum 250 GPM - Minimum 1500 Gallons	$140
Tender	No Pump - Minimum 1500 Gallons	$130
Ladder truck		$230
Ladder truck - Aerial platform		$250
Heavy rescue		$120
Brush truck with skid unit		$70
Utility truck		$35
Command SUV or Pick up		$50
Command transit van		$60
UTV with skid unit		$50
UTV - Tracked with skid unit		$55
Boat – No Motor	< 22'	$20
Boat with motor	< 22’	$30
Boat	> 22' with built in pump capacity	$150
Airboat		$60

Agenda Item 5.L.

Request for Council Action

SUBJECT: **Resolution Calling a Public Hearing to Assess Unpaid Charges for City Services**

MEETING DATE: September 22, 2025
ITEM TYPE: Consent Agenda
CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED

The Council is asked to adopt the attached Resolution, calling a public hearing for October 27, 2025, to consider the assessment of unpaid charges for City services.

BACKGROUND

Each year, the City Council is presented with unpaid charges for City services related to costs incurred to address and abate public nuisances and diseased trees. City Code Section 5-9-6 allows the City to take the necessary action to abate such issues. The most common public nuisances are related to lawn maintenance and the removal of diseased trees. When such action is taken, Code Compliance Coordinator Tyson Rainey invoices the property owners for the cost of the services performed; typically by private contractors. Charges for services that remain unpaid are brought forward to the City Council to be assessed to each specific property, as authorized by Minnesota Staute §429.101. This process requires a public hearing and notice of said hearing, allowing the property owners the ability to be heard related to their pending assessment.

The City Council is asked to set the public hearing for the current year's unpaid charges for Monday, October 27, 2025 at 6 p.m. The attached notice shall be published in the City's official newspaper and each individual property owner shall also receive notice of the hearing date, time and place; their balance due and the applicable interest rate.

FISCAL IMPACT

This procedural action of calling a public hearing has no fiscal impact. Assessing unpaid charges for City services has a positive financial impact for the City because it allows for the recovery of money spent to bring private property into compliance with City Code.

RECOMMENDATION

Staff recommends adoption of the attached Resolution, calling for the public hearing.

ATTACHMENTS

1. Resolution Calling a Public Hearing to Assess for Nuisance Abatements
2. Notice of Public Hearing to be Published in the Pioneer Press

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

A RESOLUTION CALLING FOR A PUBLIC HEARING ON PROPOSED ASSESSMENT OF UNPAID CITY CHARGES

WHEREAS, pursuant to City Code Section 5-9-6, the City of Inver Grove Heights ("City") has completed the abatement of public nuisances and diseased trees in the City and has incurred expense related to said abatements; and,

WHEREAS, the Code Compliance Coordinator has invoiced the persons responsible for such charges for City services and has provided to the City Clerk a list of persons to be assessed for unpaid costs related to the abatement of public nuisances and diseased trees, as authorized by Minnesota Statute §429.101.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, a public hearing to consider the special assessment of unpaid charges for City services for the abatement of public nuisances and diseased trees is hereby called for the Monday, October 27, 2025 at 6:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, MN, to pass upon such proposed assessments, and at such time and place all persons will be given an opportunity to be heard with reference to such assessment.

BE IT FURTHER RESOLVED, the City Clerk is directed to cause notice of the hearing on the proposed assessments to be published in the official newspaper and mailed notice to the owner of each parcel subject to assessment of the costs for unpaid City nuisance and diseased tree abatement services at least two weeks prior to the hearing and stating the total cost of the unpaid charges to be assessed to each parcel.

Approved by the City Council of the City of Inver Grove Heights, Minnesota this day 22nd of September, 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

NOTICE OF PUBLIC HEARING
PUBLIC NUISANCE AND DISEASED TREE ABATEMENTS

NOTICE IS HEREBY GIVEN:

The City Council of the City of Inver Grove Heights will hold a public hearing on October 27, 2025 at 6:00 p.m. in the City Council Chambers, 8150 Barbara Avenue, Inver Grove Heights, Minnesota to consider special assessments for public nuisance and diseased tree abatements. The following properties and amounts will be considered:

PID	Property Address	Abatement Type	Amount Due
20-71160-03-310	3245 69th Street East	Tree Removal	$2,850.00
20-67201-02-010	6339 Apple Court	Lawn Cut	$135.00
20-31100-03-070	4511 Audrey Avenue	Tree Removal	$2,950.00
20-03210-07-010	5373 Babcock Trail	Lawn Cut	$390.00
20-67201-02-010	6339 Apple Court	Lawn Cut	$135.00
20-36550-06-111	6535 Dawn Way	Lawn Cut	$135.00
20-00900-02-010	2644 70th Street East	Tree Removal	$5,250.00
20-64501-01-010	2865 Upper 79th Court	Tree Removal	$3,550.00
20-01000-51-050	3097 Upper 76th Street East	Lawn Cut	$207.50
20-71161-04-290	7033 Delaney Avenue	Lawn Cut	$135.00
20-11900-01-010	9165 Cahill Avenue	Tree Removal	$10,250.00

The proposed assessment roll is on the file with the City Clerk. All interested persons will be heard at this meeting. All written or oral objections thereto by any property owner will also be considered. The City Council may adopt the proposed assessment at the meeting following the hearing.

No appeal may be taken as to the amount of any assessment adopted pursuant to Minnesota Statutes, Section §429.06, subd. 2, unless a written objection signed by the affected property owner is filed with the municipal clerk prior to the assessment hearing or presented to the presiding officer at the hearing.

An owner may appeal an assessment to District Court pursuant to Minnesota Statutes Section §429.081 by serving notice of the appeal upon the Mayor or City Clerk of the City of Inver Grove Heights within 30 days after the adoption of the assessment and filing such notice with the District Court within 10 days after service upon the Mayor or City Clerk.

Owners are advised of the provisions of Minnesota Statutes, Sections §435.193 to §435.195. The City has not adopted any deferment procedures pursuant to these Statutes for nuisance and diseased tree abatements.

Rebecca Kiernan, City Clerk

Published in the Pioneer Press on September 28, 2025

Agenda Item 5.M.

Request for Council Action

SUBJECT: Resolutions Awarding Contract and Approving Budget For City Project No. 2025-14 - 64th St Outfall

MEETING DATE: September 22, 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, awarding a contract and approving a budget for the removal and replacement of the storm sewer and the associated outfall structure along 64th St. for City Project No. 2025-14 - 64th St Outfall.

BACKGROUND

During the Mississippi River flooding in the summer of 2024, City staff noted several issues with the storm sewer pipe running along 64th St. which outlets through the Twin City Marina. Televising the line revealed that a majority of the pipe had deteriorated and required replacement. On January 27, 2025, the Council adopted Resolution No. 2025-017 authorizing staff to begin preparation of plans, specifications, and associated construction documents. On July 28, 2025, the Council approved the plans, specifications and authorized advertisement for bid (Resolution No. 2025-169). The project was advertised for bids on August 11, 2025, with bids being opened and read aloud on September 8, 2025. The City received four bids for the project work, with Pember Companies, Inc. having the lowest bid of $503,181.50. The anticipated start date for the project is November 1, 2025, with a final completion date of May 1, 2026.

FISCAL IMPACT

The bid costs, proposed construction contingency, and budget are summarized in the table below:

PROJECT	CONTRACT AWARD	5% CONSTRUCTION CONTINGENCY	LEAF COSTS (18%)	TOTAL BUDGET
2025-14	$503,181.50	$25,159.08	$90,572.67	$618,913.25

Funding for the project is proposed to come from the Storm Water Capital Fund (Fund 531) as indicated in the attached Resolution. The budgeted amount, listed in the draft CIP for 2026-2030 which was presented to the Council on July 21, 2025, was $750,000. This value will be adjusted to more closely match the actual budget value proposed in the final 2026-2030 CIP. Full funding for this project is proposed in the 2026 budget. While the start date of this project is occurring in late 2025, because of the late start date, there will be no anticipated contract payments made to the contractor until January 2026.

RECOMMENDATION
Staff recommends adoption of the attached Resolutions, awarding the contract to Pember Companies, Inc. in the amount of $503,181.50 for City project No. 2025-14 - 64th St Outfall, and adopting the project budget.

ATTACHMENTS
1. Resolution Awarding Contract For City Project No. 2025-14
2. Resolution Approving Budget For City Project No. 2025-14

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ________

RESOLUTION AWARDING CONTRACT TO PEMBER COMPANIES, INC. FOR CITY PROJECT 2025-14 – 64TH ST OUTFALL

WHEREAS, pursuant to an advertisement for bids for City Project No. 2025-14 – 64th St Outfall, bids were received and opened online on September 8, 2025, at 10:00 a.m., read aloud, and tabulated according to law. The following bids were received complying with the advertisement:

Contractor	5% Bid Bond	Base Bid
Pember Companies, Inc.	Yes	$503,181.50
New Look Contracting, Inc.	Yes	$523,779.00
Minger Construction Company, Inc	Yes	$605,000.00
Urban Companies	Yes	$1,075,410.00

WHEREAS, Pember Companies, Inc. is the lowest responsible bidder for a total contract amount of $503,181.50.

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

1. The Mayor and Clerk are hereby authorized and directed to enter a contract with Pember Companies, Inc. in the name of the City of Inver Grove Heights, for City project 2025-14 – 64th St Outfall, according to plans and specifications on file at the Office of the Engineering Division.

2. The City Clerk is hereby authorized and directed to return, forthwith, to all bidders, the deposits made with their bids except for the deposition of the successful bidder and the next lowers bidder shall be retained until the contract has been fully executed.

3. Project funding for City Project No. 2025-14 in the contract amount of $503,181.50 shall be provided by the Storm Water Capital (Fund 531).

Approved by the City Council of the City of Inver Grove Heights, Minnesota, on this 22nd day of September 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

RESOLUTION APPROVING BUDGET FOR CITY PROJECT NO. 2025-14 – 64TH ST OUTFALL

WHEREAS, the City Council has considered City Project No. 2025-14 providing full reconstruction of both the storm sewer and the associated outfall structure along 64th St; and

WHEREAS, finding the project to be necessary and beneficial to the orderly and efficient construction and/or maintenance of city infrastructure, the City Council has ordered the project and awarded a contract for project construction.

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

1. That the following budget is hereby adopted for City Project No. 2025-14 – 64th St Outfall.

PROJECT COSTS	**2025-14**
Construction Bid	$503,181.50
Legal, Engineering, Administrative, & Finance (LEAF)[(1)]	$90,572.67
Construction Contingency (5%)	$25,159.08
TOTAL	**$618,913.25**

FUNDING SOURCES	**2025-14**
Storm Water Capital (Fund 531)	$618,919.25
TOTAL	**$618,913.25**

(1) Cost based on 18% of contract bid costs for the work.

2. The Public Works Director is authorized to direct the use of contingency funds up to the approved amount for project work in the case of changes in site conditions, quantity adjustment, or unforeseen expenses necessary to complete the project as proposed.

Approved by the City Council of the City of Inver Grove Heights, Minnesota, this 22nd day of September 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

Agenda Item 5.N.

Request for Council Action

SUBJECT: **Correction of Stormwater Charges for Closed Landfill Site**

MEETING DATE: September 22, 2025
ITEM TYPE: Consent Agenda
CONTACT: Amy Hove, Finance Director, 651.450.2521

ACTION REQUESTED

The Council is asked to authorize submission of the appropriate forms to Dakota County, stating that PID# 20-02700-57-010 was previously assessed in error for unpaid stormwater fees.

BACKGROUND

Under state law, the Minnesota Pollution Control Agency (MPCA) is authorized to acquire closed landfill sites as part of its power to carry out appropriate environmental response actions under the state's Landfill Cleanup Program. On or around 2012, the MPCA acquired the Crosby American Landfill in Inver Grove Heights, which is made up of the three parcels with Dakota County property identification numbers of 20-02800-78-012, 20-02800-82-010 and 20-02700-57-010. The site is located at 10785 Courthouse Blvd – just north of Pine Bend Landfill.

When the City first enacted stormwater fees, those fees were initially charged to the three landfill parcels. The MPCA has asserted they have no statutory authority to pay these fees and from a review of activity within the utility billing system, it appears that in many years the City wrote off these charges and at some point inactivated two of the three property records in the system.

However, the City continued to charge stormwater fees on one of the parcels (20-02700-57-010) and eventually certified delinquent balances to Dakota County as part of the City's delinquent utility billing certification process in years 2018, 2019, and 2023. Throughout, the MPCA has continued to assert it has no legal ability to pay these fees and has requested the City remove these charges.

This issue has been discussed with the City Attorney, who reviewed similar issues with other cities their firm represents. In those cases, it appears the other municipalities have decided it was not worth challenging the MPCA's legal claims, and they have discontinued charging stormwater fees against closed landfill properties.

Staff had hoped the current stormwater rate study would have concluded by the time any action needed to be taken on this matter, as staff do expect there to be some discussion regarding the exclusion of certain properties from the City's stormwater fees as part of that effort.

However, that study is still underway and there is some urgency for a decision in this specific instance as the MPCA property, now with 3 years of delinquent taxes levied against it, is at risk of entering the forfeiture process. The official forfeiture of the closed landfill site is scheduled to happen on October 1. It is unclear if the County would, or could, legally proceed with the forfeiture process against the MPCA property, but staff would like to avoid putting the City in the middle of that situation.

The delinquent property tax balance on the property, due to the unpaid stormwater fees, equals $811.49. Staff have contacted Dakota County and there is a simple form the City can complete to state that the assessments were applied in error. This would clear out the delinquent balance, and remove the property from forfeiture consideration.

FISCAL IMPACT
This action would result in $811.49 of previously assessed fees and interest being removed from the collections process.

RECOMMENDATION
Staff recommend that the Council authorize the submission of the appropriate forms to Dakota County, stating that PID# 20-02700-57-010 was previously assessed in error for unpaid stormwater fees.

ATTACHMENTS
None

Agenda Item 7.A.

Request for Council Action

SUBJECT: Rental Housing Licenses

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Mary Lein, Assistant to the Chief Building Official, 651-450-2552

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

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

The following rental license applications have been submitted:

RENTAL ADDRESS	PROPERTY OWNER	PROPERTY MANAGER	New/ Renew
6170 Boyer Path	Jess & Aleksandra Siemers, Inver Grove Heights, MN	Jess Siemers, Inver Grove Heights, MN	New
1918 52nd St E	Marcus Brown Inver Grove Heights, MN	Marcus Brown Inver Grove Heights, MN	New
1926 52nd St E	Nikki McRae Inver Grove Heights, MN	Marcus Brown Inver Grove Heights, MN	New
8295 Delaney Ave	Silaphet Mounkhaty Maplewood, MN	Jon Chov Apple Valley, MN	New
7515 Barbara Ave	Travis Glasrud, Eagan, MN	Travis Glasrud, Eagan, MN	New
8015 Claymore Ave	Lai Ho & Yee Chiu, Cottage Grove, MN	Matthew Main, Inver Grove Heights, MN	New
7602 River Rd	Lowell Friday Coon Rapids, MN	Joel Friday, Coon Rapids, MN	New
3769 75th ST E	Chris Nguyen & Hong Trang Vo Mendota Heights, MN	Chris Nguyen Mendota Heights, MN	New

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

FISCAL IMPACT
None

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

ATTACHMENTS
None

Agenda Item 7.B.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: **Comprehensive Plan Amendment and Zoning-Related Development Requests for a 57-Unit Senior Apartment Building at 9170 Cahill Avenue**

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Benjamin Schneider, Senior Planner, 651.450.2554

ACTION REQUESTED
The Council is asked to adopt the following:

- Resolution approving a Comprehensive Plan Amendment, re-guiding 9170 Cahill Avenue from MDR, Medium Density Residential to HDR, High Density Residential.
- Ordinance approving an amendment to the Arbor Pointe PUD to change the "Development District" designation of 9170 Cahill Avenue from "Medium Density Residential – R-III" to "High Density Residential – R-IV."
- Resolution approving a Major Site Plan Review to construct a 3-story, 57-unit senior housing facility at 9170 Cahille Avenue.
- Resolution approving a Vacation of Drainage and Utility Easement over an existing stormwater pond located at 9170 Cahill Avenue.

BACKGROUND
The Dakota County Community Development Agency ("CDA") has submitted the above-mentioned requests for the property located at 9170 Cahill Avenue (PID: 20-11776-01-010) ("Subject Property") to construct a new 57-unit, 3-story senior housing facility. The Subject Property is owned by the CDA and has an existing 66-unit senior housing building on the southern half of the 5.7-acre parcel. This new project would be on the northern half of the Subject Property, with the proposed building and site layout being substantially similar to the existing facility.

The proposed building includes a mix of one and two-bedroom units for rent. The units would be income-restricted, consistent with the existing facility on site, as well as other CDA senior housing facilities throughout Dakota County. The CDA requires applicants to have clean criminal and rental histories and good credit references.

Surrounding Uses
The following land uses, zoning districts, and Comprehensive Plan designations surround the Subject Property:

Location	Adjacent Use	Zoning	Future Land Use

North	Commercial (River Country Cooperative)	PUD, Planned Unit Development	NC, Neighborhood Commercial
East	Single-family Residential	PUD, Planned Unit Development	LDR, Low Density Residential
South	Single-family Residential	A, Agricultural	HDR, High Density Residential
West	Shopping Center (Walmart)	PUD, Planned Unit Development	RC, Regional Commercial

Comprehensive Plan Amendment

Background and Analysis
The Subject Property is currently guided MDR, Medium Density Residential. Per the Comprehensive Plan, this land use guidance is designated for attached housing with a density range of 8-12 units per acre. The Subject Property has a current density of 11.6 units per acre. In order to construct a second building, the property needs to be reguided to a land use that allows for a higher density.

Therefore, the CDA is seeking to change the land use guiding from MDR to HDR, High Density Residential. The HDR guidance is designated for multi-family housing with a density range of 12-35 units per acre. With the addition of a second building with 57 units, the proposed density of the overall site would be 21.6 units per acre.

The 2040 Comprehensive Plan includes broad categories of development policy areas throughout the City. The Subject Property is within the "Established Development Area." Below are some of the specific policies identified for this policy area:

1. Allow infill development in a manner that protects the character of existing residential neighborhoods.
2. Provide a broad range of housing opportunities.
3. Ensure that new development areas are compatible in size and scale with existing, adjacent neighborhoods.
4. Reflect the history and character of existing residential neighborhoods in future infill development within those neighborhoods.

In general, the 2040 Comprehensive Plan emphasizes the development of a variety of housing types in the City, and the Housing Chapter specifically identifies senior housing as a continuing need in the community. Also, a recently completed Dakota County Housing Needs Assessment presented a gap analysis, demonstrating the need for additional senior housing in Inver Grove Heights. Thus, the proposed development responds to the results of the study and helps address an identified need in the community.

Evaluation of Request
The following are rationale for supporting the CDA's Comprehensive Plan Amendment request:

1. The project would directly address the Comprehensive Plan's goal of adding more senior housing in the community. It also addresses an identified need per the Dakota County Needs Assessment.

2. The CDA proposes to substantially mirror the existing senior housing complex on the site in terms of site layout and building aesthetics. The development therefore would be compatible with the size and scale of existing conditions in the area.
3. The Site Plan preserves a significant number of mature trees along the eastern boundary of the Subject Property, maintaining appropriate buffering for the single-family neighborhood to the east. This helps preserve the character of the adjacent single-family neighborhood.
4. Senior housing typically generates less traffic compared to other multi-family developments. In general, this project would maximize the use of the site while still minimizing impacts to the surrounding area.

Arbor Pointe PUD Amendment

Background and Analysis
The Subject Property is governed by the Arbor Pointe PUD Ordinance (PUD). The PUD has its own list of permitted uses that correspond to different “development districts” within the PUD. In the context of this PUD, these development districts function similarly to zoning districts.

The Subject Property is currently categorized as “R-III, Medium Density Residential.” This development district is designated for attached housing between 6 and 12 units per acre. The CDA is proposing to change the development district of the Subject Property from R-III, Medium Density Residential to R-IV, High Density Residential. This development district permits multi-family housing that is over 12 units per acre.

Evaluation of Request
This PUD Amendment request is analogous to rezoning requests that typically are needed in conjunction with Comprehensive Plan amendments that are outside established PUD areas. If the Council supports the CDA’s request for a Comprehensive Plan Amendment, this PUD Amendment should also be supported to ensure consistency.

Major Site Plan Review

In addition to having the appropriate development district, the project must conform to performance standards within the PUD. The Zoning Ordinance also applies to standards that are not explicitly addressed in the PUD. Below is an evaluation of the major elements to the Site Plan as they relate to these standards.

Building Setbacks
The new building would be about 52 feet from the front lot line along Cahill Avenue and more than 100 feet from the front lot line along Cheney Trail, far exceeding the PUD minimum requirement of 30 feet. The new facility would be about 80 feet from the rear lot line. *The PUD standards are met.*

Building Height
The proposed building height is approximately 35 feet, similar to the existing complex on site. The PUD allows up to 50 feet in building height. *The PUD standards are met.*

Impervious Surface
The Site Plan calculates the proposed impervious surface to be 2.08 acres, or about 36% of the site. The PUD allows up to 60% impervious surface. *The PUD standards are met.*

Parking
The Site Plan shows 58 underground parking stalls and an additional 29 surface parking stalls, totaling 87 parking spaces. The PUD does not include a required parking ratio for senior housing, but

the City Code Section 10-15A-3J requires 1.5 spaces for each dwelling unit. This means 86 parking spaces are required. *Parking standards are met.*

Architecture

The exterior materials of the proposed building would mirror the current building on the Subject Property, including a mix of brick, LP SmartSide, and wood siding. *The PUD standards are met.*

Tree Preservation, Landscaping and Screening

The CDA incorporated feedback from the neighborhood and City Staff to protect as many of the existing trees as possible, particularly on the east side of the Subject Property to maintain an appropriate buffer between the Subject Property and adjacent neighborhood. There is also an approximate 8-to-10-foot grade change between the neighborhood and building location, providing additional natural screening.

Based on the proposed tree removals, the CDA is required to plant 180 caliper inches of trees for reforestation per the Zoning Ordinance. The landscape plan that was presented to the Planning Commission showed 59 trees that totaled 182.5 caliper inches. Based on feedback from residents at the Planning Commission public hearing, the CDA added an additional 16 trees along the eastern boundary of the site. This updated plan shows 75 trees that total 242.5 caliper inches.

The PUD grants the ability to evaluate landscaping on a project-by-project basis, with a general expectation that sites will be heavily landscaped. The proposed landscape plan shows a mix of overstory trees, evergreen trees, ornamental trees, and shrubs that cover most of the open space on the site. *The PUD standards are met.*

Stormwater Ponding and Easement Vacation

The project proposes a shift in the stormwater ponding on the site. An existing pond in the middle of the property would be removed and a new facility would be installed on the northern edge of the Subject Property. There is an existing drainage and utility easement over the current stormwater pond. The proposed building would be within this easement, so the CDA is requesting to vacate the easement. City Staff supports this request, as structures are not permitted within drainage and utility easements. Staff is not requesting a drainage and utility easement over the new pond because it will be privately maintained.

Planning Commission

The Planning Commission held a public hearing on these requests at their August 6, 2025 meeting. There were two neighboring residents who spoke, and both raised concerns regarding tree preservation, buffering, and concerns relating to the lighting at Walmart. Since this meeting, the CDA has updated its landscaping plan to add additional trees along the eastern boundary of the Subject Property, adjacent to the residential neighborhood.

The Commission voted 6-0 to recommend the CDA's requests.

FISCAL IMPACT

NA

RECOMMENDATION

City staff and the Planning Commission recommend approval of the requests.

ATTACHMENTS

1. Resolution Approving Comprehensive Plan Amendment

2. Ordinance Approving PUD Amendment
3. Resolution Approving Major Site Plan Review
4. Resolution Approving Easement Vacation
5. Zoning Map
6. Future Land Use Map
7. Excerpt of Planning Commission Minutes 2025-08-06
8. Site Plan
9. Building Elevations
10. Tree Preservation Plan
11. Landscape Plan
12. Landscape Plan Details

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. ______

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

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

WHEREAS, the Dakota County Community Development Agency (CDA) ("Applicant") has requested a map amendment to the 2040 Plan to re-guide the following property, legally described in Exhibit A and depicted in Exhibit B, and referred to collectively hereafter as the "Subject Property," from MDR, Medium Density Residential to HDR, High-Density Residential; and,

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

WHEREAS, on August 6, 2025, the Planning Commission reviewed the proposed amendment to the 2040 Plan, held a public hearing and accepted public comment regarding the application following posted and published notice of the same, and thereafter recommended to the City Council approval of the amendment; and,

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, that the Map Amendment to the 2040 Comprehensive Plan, re-guiding the Subject Property, as described herein, from MDR, Medium Density Residential to HDR, High Density Residential is hereby approved and pending review and approval by the Metropolitan Council.

Adopted by the City Council of Inver Grove Heights on this 22nd day of September, 2025.

Ayes:
Nays:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

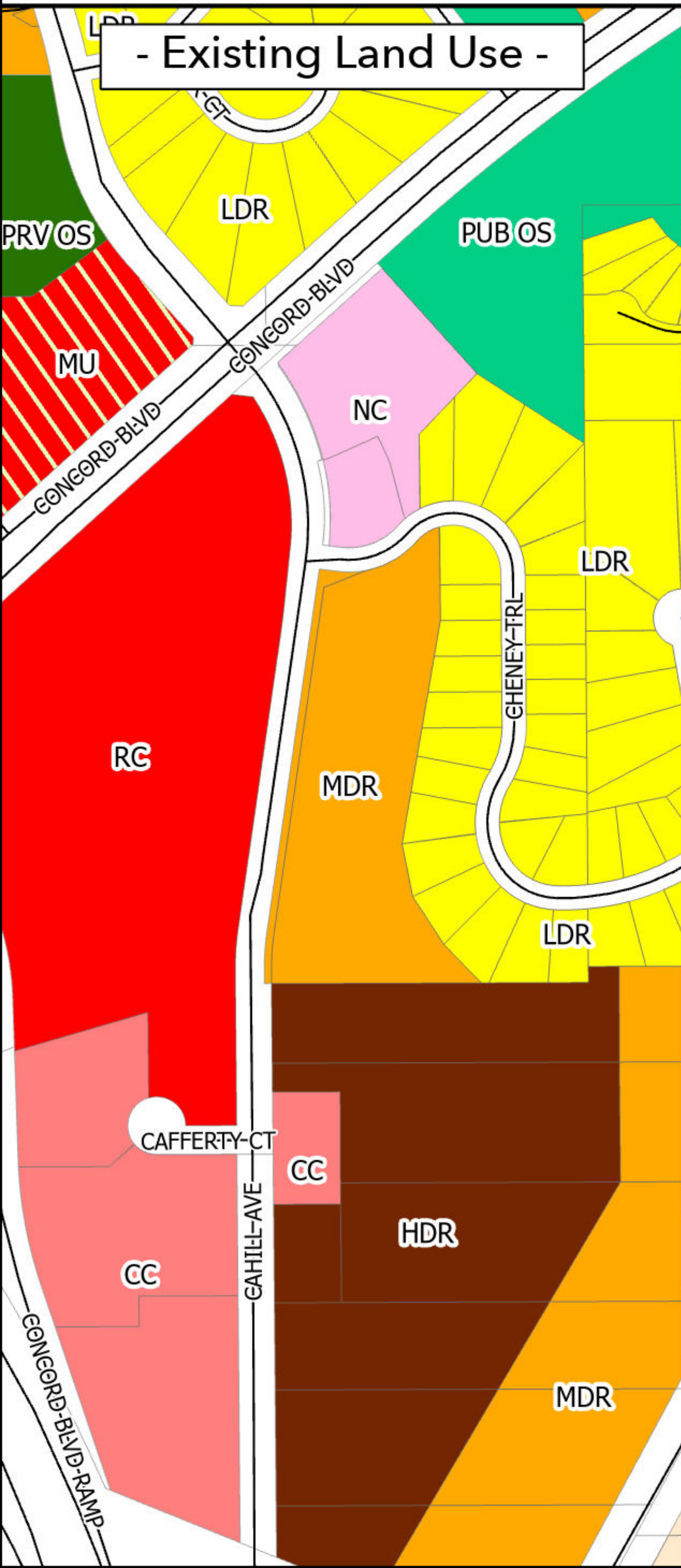
SUBJECT PROPERTY
LEGAL DESCRIPTION

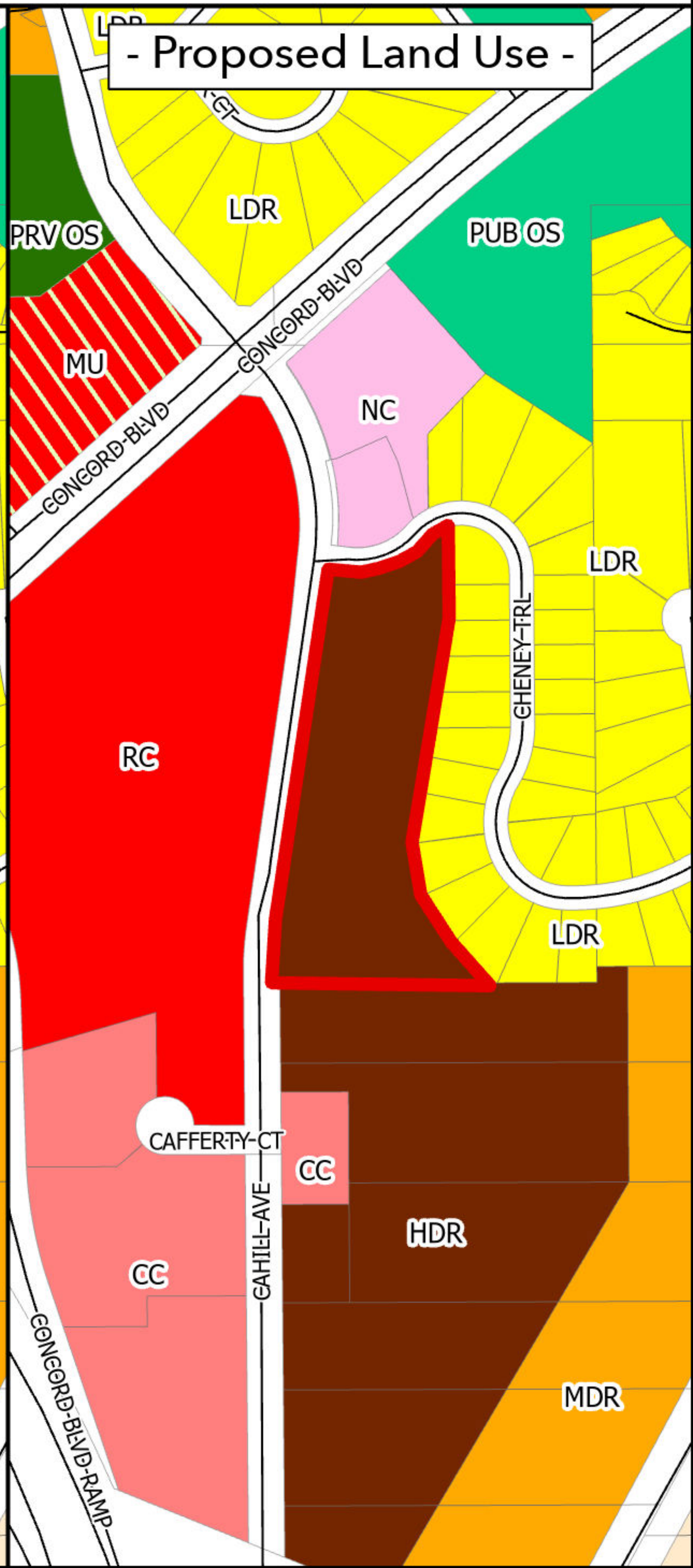
Lot 1, Block 1 Arbor Crest 2nd Addition

EXHIBIT B

2040 COMPREHENSIVE PLAN AMENDMENT
MEDIUM DENSITY RESIDENTIAL TO HIGH DENSITY RESIDENTIAL

CDA Senior Housing
Proposed Future Land Use Change





CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE #789 (ARBOR POINTE PUD ORDINANCE) RELATING TO DEVELOPMENT DISTRICT DESIGNATION

The City Council of the City of Inver Grove Heights hereby ordains as follows:

Section One. Amending the development district designation of Parcel C1

Ordinance #789 is hereby amended to change the development district designation of Parcel C1 from Medium Density Residential, R-III to High Density Residential, R-IV.

Section Two. Effective Date

This ordinance shall have the full force and effect upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 22nd day of September, 2025.

Ayes:
Nays:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2025-___

RESOLUTION APPROVING A MAJOR SITE PLAN APPROVAL FOR A 57-UNIT SENIOR LIVING FACILITY

WHEREAS, the Dakota County Community Development Agency ("CDA") has requested Major Site Plan approval of a proposed 57-unit senior apartment building to be located at 9170 Cahill Avenue (PID: 20-11776-01-010) ("Subject Property"), as legally described in Exhibit A; and,

WHEREAS, the Subject Property is zoned PUD, Planned Unit Development and was guided to HDR, High-Density Residential on September 22, 2025, per Resolution No. 2025-___; and,

WHEREAS, the request has been reviewed against Title 10, Chapter 15, Article J.6, Major Projects; and,

WHEREAS, pursuant to Minnesota Statute §462.357, the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") on August 6, 2025, to consider and receive public comment regarding the Major Site Plan request; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed to all owners of affected properties, as required by Statute; and,

WHEREAS, verbal and written comments were received regarding said request at or before the Hearing; and,

WHEREAS, following the Hearing, the Commission found the Major Site Plan satisfies all Land Use, Zoning and PUD standards, and unanimously recommended approval of the Major Site Plan to the City Council; and,

WHEREAS, Applicant and City previously entered into an Agreement Relating to Senior Housing Requirements for Lot 1, Block 1, Arbor Crest 2nd Addition, Dakota County, Minnesota ("Agreement"), dated November 25, 2013; and

WHEREAS, Agreement states that no additional buildings are permitted on Subject Property and the number of units on Subject Property shall not exceed 66 units ("Restrictions"); and

WHEREAS, Agreement states that the City Council of Inver Grove Heights may waive Restrictions if done so in writing, and

WHEREAS, the approval of this resolution shall hereby serve as the City Council waiving the Restrictions in the Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, that a Major Site Plan Approval to allow a new 57-unit senior housing facility is hereby approved subject to the following conditions:

1. The site shall be developed in substantial conformance with the plans on file with the Planning and Engineering Departments. The final list of approved plans and date of plans shall be the set approved and signed by the City Engineer.
2. Metropolitan Council approval of the Comprehensive Plan Amendment, allowing for the re-guiding the Subject Property from MDR, Medium Density Residential to HDR, High Density Residential, as approved by the City Council.
3. The CDA shall enter into a Site Improvement Agreement with the City and pay all applicable fees, as required by the City.
4. Except as otherwise expressly authorized by City resolution or ordinance, all aspects of the development shall comply with all applicable state laws and city codes, ordinance, and regulations.

BE IT FURTHER RESOLVED, the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Approved by the City Council of Inver Grove Heights this 22nd day of September, 2025.

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

SUBJECT PROPERTY
LEGAL DESCRIPTION

Lot 1, Block 1 Arbor Crest 2nd Addition, Dakota County, Minnesota

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. 2025-____

RESOLUTION APPROVING VACATION OF DRAINAGE AND UTILITY EASEMENTS ON LOT 1, BLOCK 1, ARBOR CREST 2ND ADDITION

WHEREAS, the Dakota County Community Development Agency (CDA) ("Applicant") owns the real property, located at 9170 Cahill Avenue (PID: 20-11776-01-010), as legally described in Exhibit A ("Subject Property"); and,

WHEREAS, the Applicant requested the Vacation of a Drainage and Utility Easement ("Easement") on the Subject Property, as legally described in Exhibit B and depicted in Exhibit C; and,

WHEREAS, the development plan for the Subject Property proposed by the Applicant moves the stormwater facility from the Easement area to a different location on the Subject Property; the new stormwater facility will be privately maintained; and,

WHEREAS, the City Engineer has reviewed the Easement and has determined the Easement may be vacated as there are no existing public utilities located within the Easement area and there is no current public purpose for said Easement; and

WHEREAS, pursuant to Minnesota Statute §412.851 ("Statute"), on August 6, 2025, the Inver Grove Heights Planning Commission ("Commission") held a Public Hearing ("Hearing") to consider and receive public comment on the vacation of the Easement; and,

WHEREAS, notice of the Hearing was posted at City Hall, published in the City's official newspaper, and mailed to all owners of affected properties, as required by Statute; and,

WHEREAS, verbal comments were received regarding said easement vacation request at Hearing; and,

WHEREAS, verbal and written comments were received regarding the easement vacation; and,

WHEREAS, following the Hearing, the Commission found the vacation of the Easement to be in the public interest as there are no public utilities nor drainage needs for the Easement area to be vacated.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF INVER GROVE HEIGHTS, MINNESOTA, the Drainage and Utility Easement legally described and depicted in Exhibit A is hereby declared as vacated.

BE IT FURTHER RESOLVED, the City Clerk shall prepare a Notice of Completion of Vacation, which shall be signed by the Mayor and City Clerk and recorded with the Office of the Dakota County Recorder.

BE IT FURTHER RESOLVED that the Deputy Clerk is hereby authorized and directed to record a certified copy of this Resolution at the Dakota County Recorder's Office.

Approved by the City Council of Inver Grove Heights this 22nd day of September, 2025.

____
Brendia Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

SUBJECT PROPERTY
LEGAL DESCRIPTION

Lot 1, Block 1 Arbor Crest 2nd Addition, Dakota County, Minnesota

EXHIBIT B

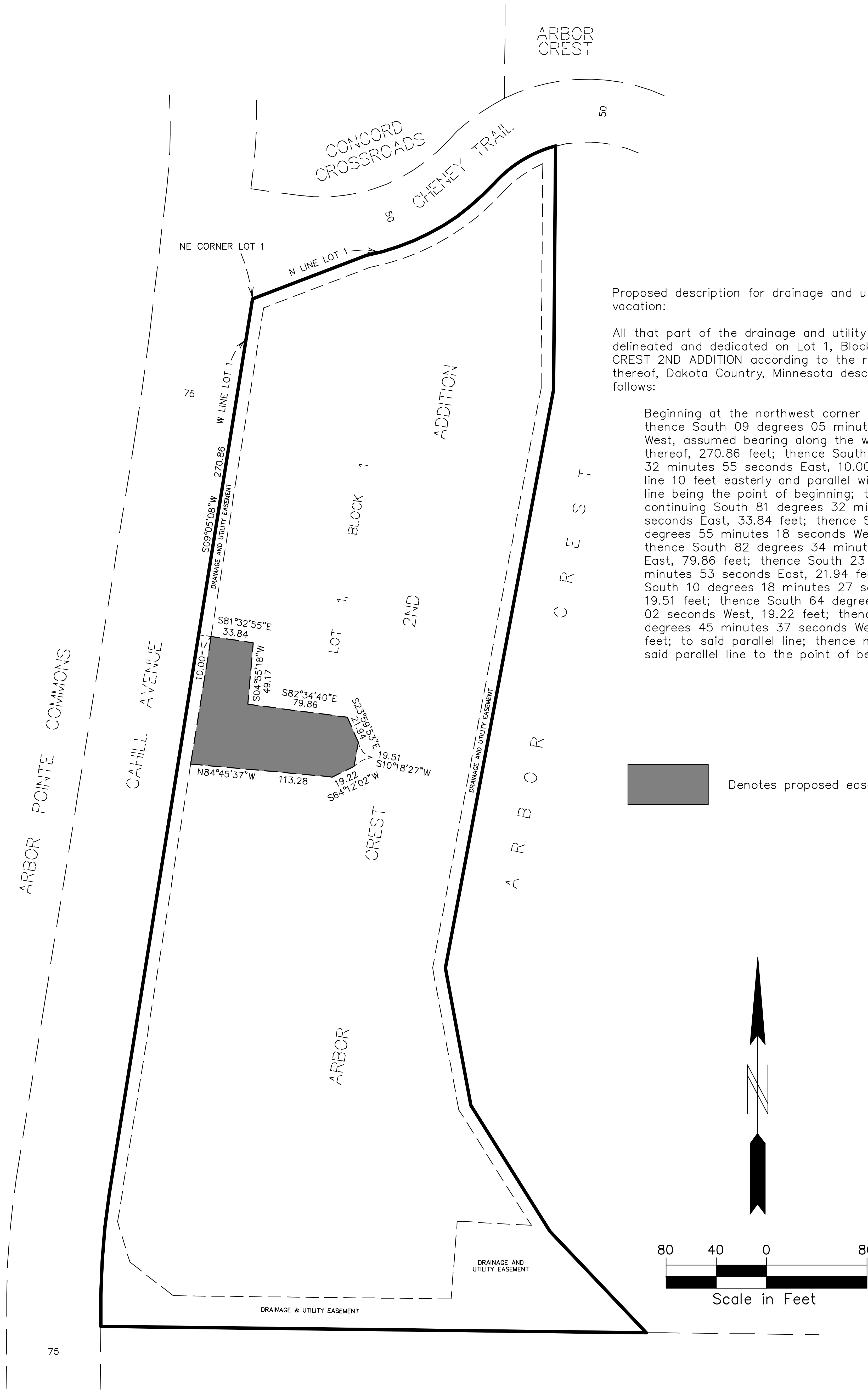
SUBJECT PROPERTY
LEGAL DESCRIPTION OF EASEMENT VACATION

All that part of the drainage and utility easement as delineated and dedicated on Lot 1, Block 1, ARBOR CREST 2ND ADDITION according to the recorded plat thereof, Dakota Country, Minnesota described as follows:

> Beginning at the northwest corner of said Lot 1, thence South 09 degrees 05 minutes 08 seconds West, assumed bearing along the west line thereof, 270.86 feet; thence South 81 degrees 32 minutes 55 seconds East, 10.00 feet to al line 10 feet easterly and parallel with said west line being the point of beginning; thence continuing South 81 degrees 32 minutes 55 seconds East, 33.84 feet; thence South 04 degrees 55 minutes 18 seconds West, 49.17 feet; thence South 82 degrees 34 minutes 40 seconds East, 79.86 feet; thence South 23 degrees 59 minutes 53 seconds East, 21.94 feet; thence South 10 degrees 18 minutes 27 seconds West, 19.51 feet; thence South 64 degrees 12 minutes 02 seconds West, 19.22 feet; thence North 84 degrees 45 minutes 37 seconds West, 113.28 feet; to said parallel line; thence northerly along said parallel line to the point of beginning.

EXHIBIT C

SUBJECT PROPERTY
SKETCH OF EASEMENT VACATION



Proposed description for drainage and utility easement vacation:

All that part of the drainage and utility easement as delineated and dedicated on Lot 1, Block 1, ARBOR CREST 2ND ADDITION according to the recorded plat thereof, Dakota Country, Minnesota described as follows:

> Beginning at the northwest corner of said Lot 1, thence South 09 degrees 05 minutes 08 seconds West, assumed bearing along the west line thereof, 270.86 feet; thence South 81 degrees 32 minutes 55 seconds East, 10.00 feet to al line 10 feet easterly and parallel with said west line being the point of beginning; thence continuing South 81 degrees 32 minutes 55 seconds East, 33.84 feet; thence South 04 degrees 55 minutes 18 seconds West, 49.17 feet; thence South 82 degrees 34 minutes 40 seconds East, 79.86 feet; thence South 23 degrees 59 minutes 53 seconds East, 21.94 feet; thence South 10 degrees 18 minutes 27 seconds West, 19.51 feet; thence South 64 degrees 12 minutes 02 seconds West, 19.22 feet; thence North 84 degrees 45 minutes 37 seconds West, 113.28 feet; to said parallel line; thence northerly along said parallel line to the point of beginning.

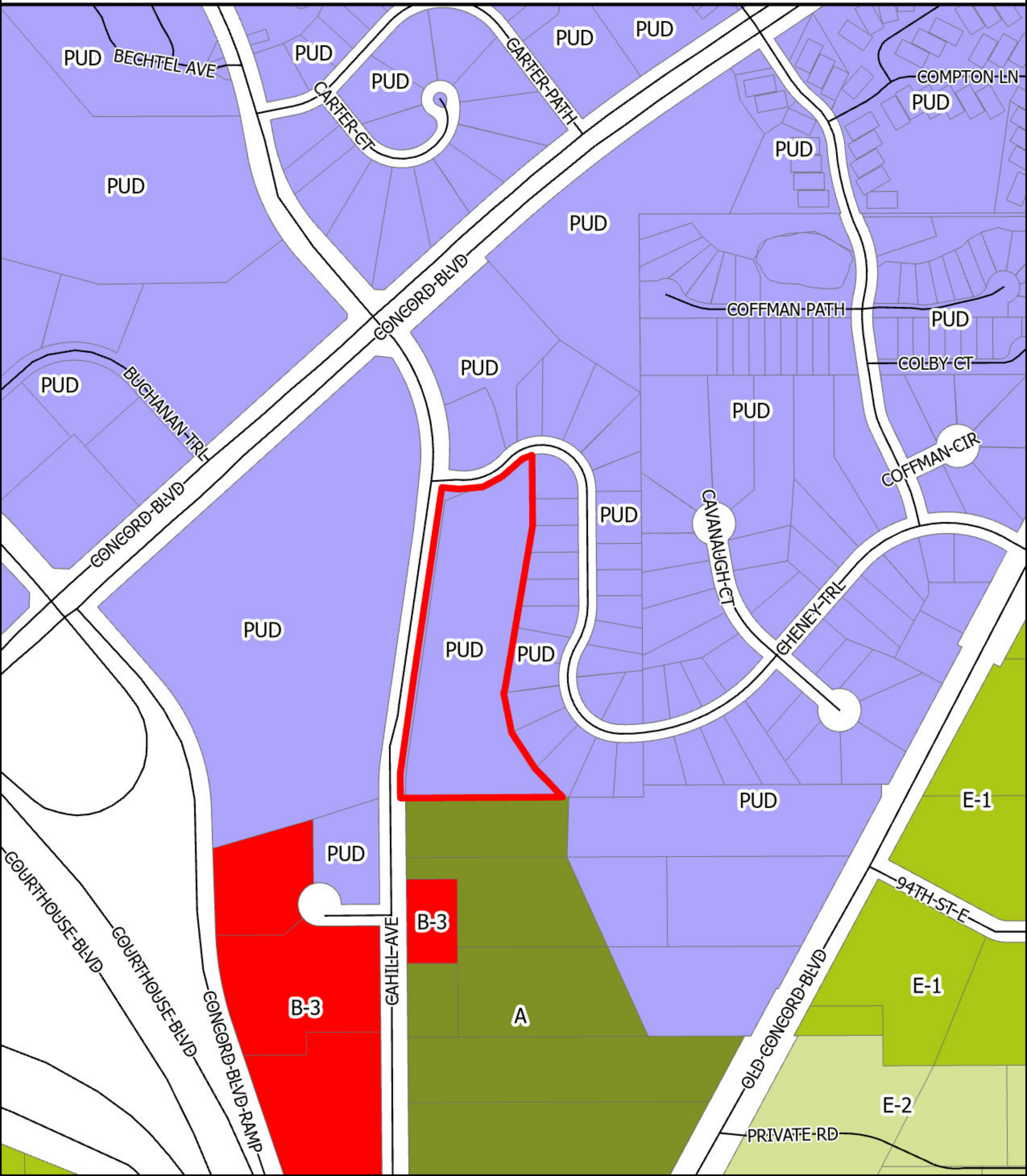
Sheet 1 of 1

PIONEER engineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

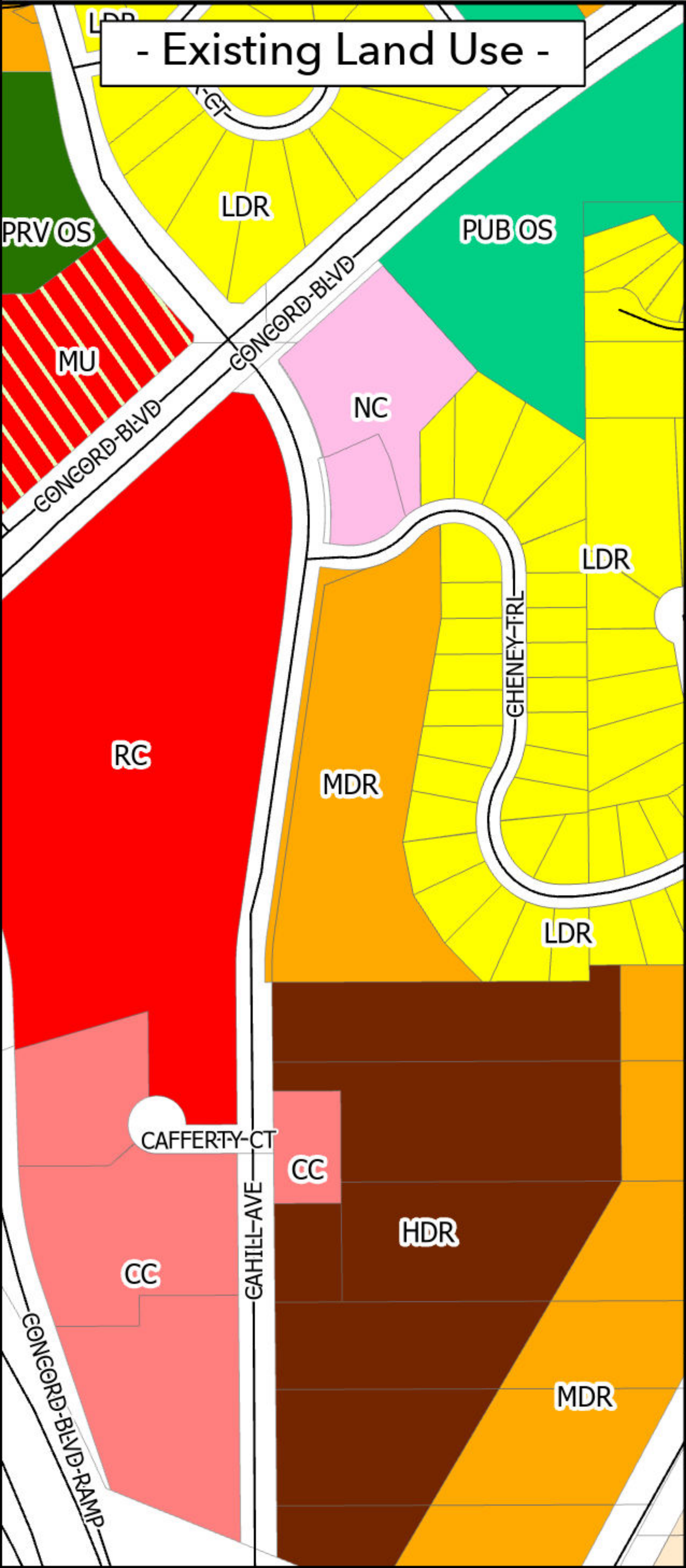
Cad File: 124221-VACATION SKETCH.dwg
Date: 6-23-25
Folder #: 9036
Drawn by: PJH

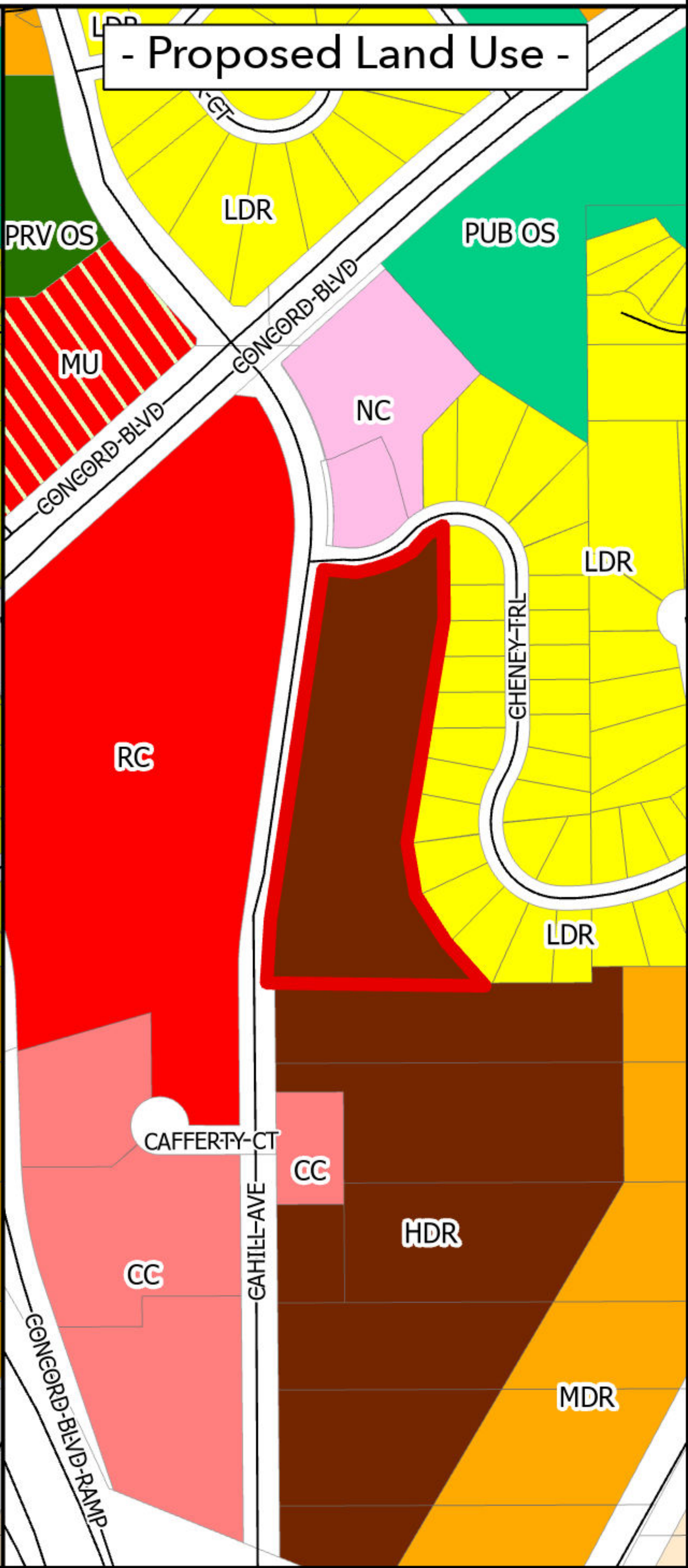
Description Sketch for:
INSITE ARCHITECTS

N


PUD
BECHTEL AVE
CARTER CT
CARTER PATH
COMPTON LN
CONCORD BLVD
COFFMAN PATH
COLBY CT
BUCHANAN TRL
COFFMAN CIR
CAVANAUGH CT
CHENEY TRL
CAHILL AVE
COURTHOUSE BLVD
CONCORD BLVD RAMP
OLD CONCORD BLVD
94TH ST E
PRIVATE RD
B-3
A
E-1
E-2

CDA Senior Housing
Proposed Future Land Use Change





PLANNING COMMISSION MINUTES – CITY OF INVER GROVE HEIGHTS

Wednesday, August 6, 2025 – 7:00 p.m.
City Council Chambers – 8150 Barbara Avenue

1. CALL TO ORDER

Chair Weber called the Planning Commission Meeting to order at 7:00 p.m.

The Pledge of Allegiance was recited.

2. ROLL CALL

Commissioners Present:	Jonathan Weber (Chair) Scott Clancy *(Vice-Chair)* Jason Teiken Collin Gosell Robert Heidenreich Dennis Wippermann
Commissioners Absent:	Lance Twedt *(Secretary) – excused* Aida Schaefer – *excused* Amy Hunting – *excused*
Staff Present:	Jason Ziemer, Community Development Director Kevin Shay, Planning Manager Ben Schneider, Senior Planner Stacy Bodsberg, Community Development Support Specialist

3. CONSENT AGENDA

A. Minutes of the July 1, 2025, Planning Commission Meeting.

Motion by Wippermann, Second by Clancy, to Approve the Minutes as Submitted.
Ayes: 6
Nays: 0 Motion Carried.

4. PUBLIC HEARING

A. Consider a Request for a Comprehensive Plan Amendment to re-guide the parcel from MDR, Medium Density Residential to HDR, High Density Residential; a Planned Unit Development Amendment to allow for the development of an additional senior housing building on the vacant northern portion of the parcel; a Major Site Plan Review for the development of a 3-story, 57-unit senior housing building located at 9170 Cahill Avenue; and a Vacation of Drainage & Utility Easement over an existing stormwater pond that is proposed to be moved

Reading of Public Notice

Vice-Chair Clancy read the Public Hearing Notice.

Presentation of Request

Senior Planner Schneider presented the staff report.

The Dakota County Community Development Agency (CDA) owns the property, currently operates a 66-unit senior housing facility there, and wishes to build another similar facility on the same site. The surrounding land uses include a Walmart to the west, a shopping center to the north and single-family neighborhood to the east and south.

Comprehensive Plan Amendment
The Applicant is seeking High Density Residential due to the proposed density of 21.6 units/acre, which exceeds the 12 units/acre threshold for Medium Density Residential (current guiding).

Staff Evaluation
1. Both the 2040 Comprehensive Plan and the Dakota County Needs Assessment identified senior housing as a need.
2. The new building will be designed to mirror the existing building, which preserves the character of the area.
3. The project will preserve the character of the adjacent area by preserving many of the mature bordering trees.
4. The development will maximize use of the site while minimizing impacts to the surrounding area.
    a. The new building will have the same access as the existing building.
    b. Senior housing tends to have fewer impacts on traffic.

PUD Amendment
The property is governed by the Arbor Pointe PUD, which has development districts rather than zoning districts. The property is currently in the R-III, Medium Density Residential district, so the PUD Amendment is needed to place it in the R-IV, High Density Residential district due to the proposed density.

Major Site Plan Review
- Building height: About 35 feet tall
- Parking: 58 underground parking stalls, 29 surface spaces (total: 87; required: 86)
- Setback requirements: Exceeded on all sides (not requesting any flexibility from performance standards)
- Landscaping and tree preservation requirements: Satisfied (removing about 60% of trees)

Drainage & Utility Easement Vacation
The Applicant requests a Vacation for a stormwater pond, which will be moved to a new site on the property.

Recommended Actions
Motion to recommend approval of the following requests with the conditions listed below:

- Approving the Comprehensive Plan Amendment to change the designated land use of the Subject Property from MDR, Medium Density Residential, to HDR, High Density Residential.
- Approving the Amendment to the Arbor Pointe PUD to change the Development District of the Subject Property from Medium Density Residential, R-III, to High Density Residential, R-IV.
- Approving the Major Site Plan Review to construct a 3-story, 57-unit senior housing facility.
- Approving the Vacation of Drainage and Utility Easement.

Conditions:

- The Metropolitan Council shall review and approve the Comprehensive Plan Amendment.
- The applicant shall address the outstanding comments in the Engineering Memo attached to the staff report, dated July 10, 2025.

Opening of Public Hearing

Kari Gill, 1228 Towne Centre Drive, Eagan, Dakota County CDA, Applicant, stated that she had read and understood the staff report. She noted changes made to the proposal based on feedback at a neighborhood meeting held in February: creating a larger buffer zone (by moving the building further south), preserving more trees (by moving the retaining wall closer to the new building), shrinking the overall building footprint (by increasing the number of one-bedroom units in the unit mix), and lowering building height (by moving the stormwater pond). She also mentioned that affordable senior housing is in high demand: there are over 1,000 people on the Dakota County CDA Senior Housing wait list.

Chair Weber inquired as to what the most extreme height of the retaining wall would be.

Planning Manager Shay stated that it would be 15.9 feet. There will be safety fencing on any portions of the wall under 4 feet, and structural engineering will be required.

Christopher Riess, 9281 Cheney Trail, stated that he lives across the street and expressed concern about the removal of trees. The Walmart nearby has lights on 24/7, which may bother residents of the new facility. He asked for something to be done about the lights. He acknowledged that demand for senior housing was high.

Christy Moen, 9282 Cheney Trail, stated that she hoped all the trees and habitat in the 80-foot buffer could be preserved. She also expressed concern about the parking lot lighting at Walmart.

Senior Planner Schneider stated that many trees to the east will be protected.

Chair Weber confirmed that 30 mature trees will remain.

Planning Commission Discussion

Commissioner Clancy stated that this proposal meets the needs of the community, and the Dakota County CDA have been respectful to surrounding neighbors. He stated that he is in favor of the proposal.

Commissioner Wippermann stated that other Dakota County CDA facilities have been well maintained and well managed. He commended the changes made based on the neighborhood meeting. He stated that he is also in favor of approval.

Motion by Clancy, Second by Teiken, to Approve the request for the Comprehensive Plan Amendment to change the designated land use of the Subject Property from MDR, Medium Density Residential to HDR, High Density Residential; Approve the Amendment to the Arbor Pointe PUD to change the Development District of the Subject Property from "Medium Density Residential, R-III" to "High Density Residential, R-IV"; Approve the Major Site Plan Review to construct a 3-story, 57-unit senior housing facility; and Approve the Vacation of Drainage and Utility Easement as proposed including the conditions listed in the Staff Report.

Ayes: 6
Nays: 0 Motion Carried.

This item is tentatively scheduled to go before the City Council on August 25, 2025.

B. Consider Requests for a Preliminary Plat and Preliminary Planned Unit Development (PUD) to develop a 119-unit townhome development to be known as Nord Sixty-One Degree located at PID Numbers 20-00600-25-012 and 20-00600-52-011.

Reading of Public Notice
Vice-Chair Clancy read the Public Hearing Notice.

Presentation of Request
Planning Manager Shay presented the staff report.

The two properties are 2.5 acres and 21.4 acres (23.9 acres total, 20.53 net developable acres), located off Argenta Boulevard and 65th Street West, in both the Northwest Area Overlay District and the Shoreland Overlay District.

The current zoning is R-3A, and the future land use is LMDR, Low Medium Density Residential.

There will be two access points. There will be a mix of two-to-six-unit buildings (119 units total) with a clubhouse, pool, and pickleball courts. Guest parking will be located by the club house and interspersed throughout.

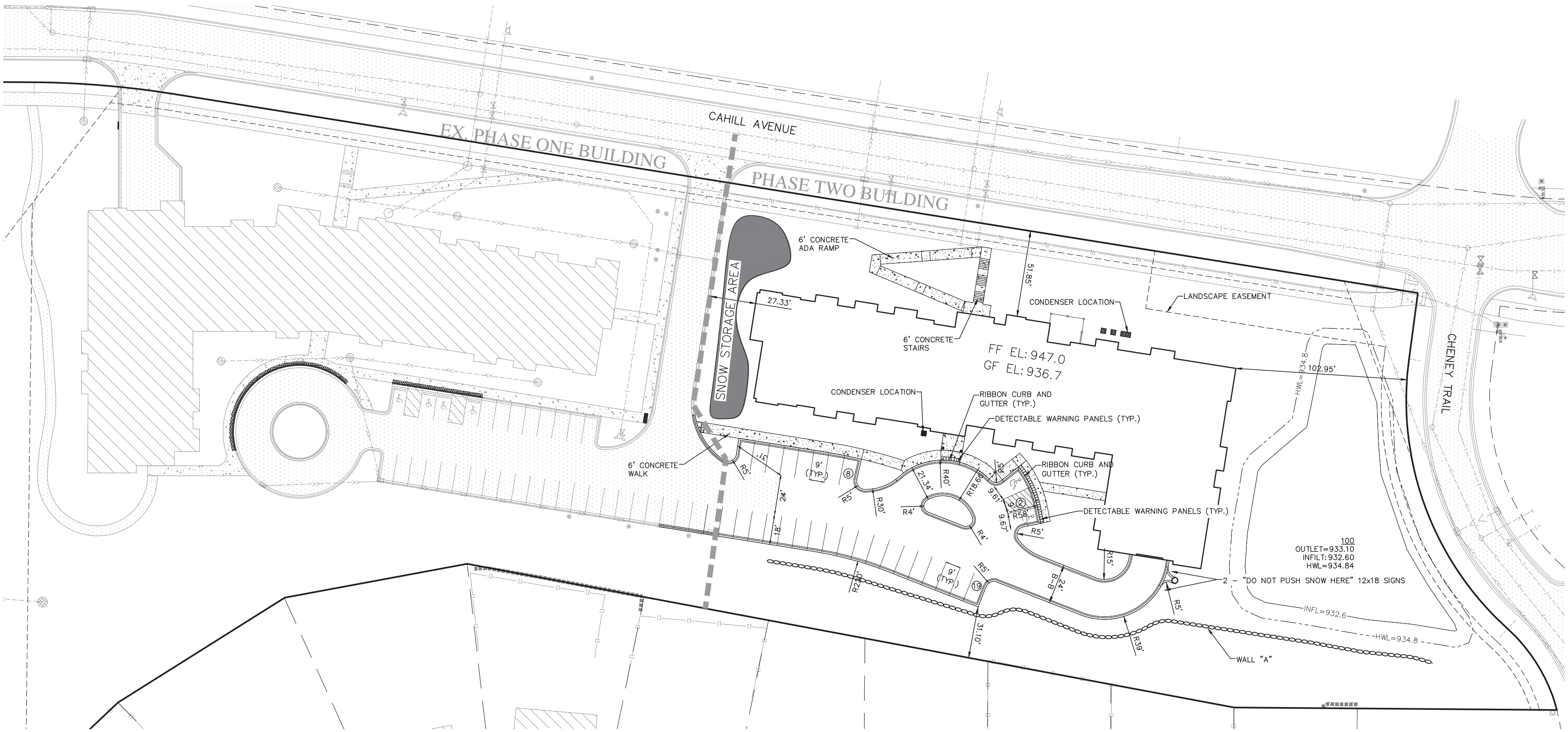
There is a wetland in the southwest corner of the property. The stormwater basin will be in the center of the loop on the east side.

Because the site is in the Northwest Area, 20% of the site is required to be maintained as open space. This requirement is met in the proposal (7.97 acres, 4.11 required). The proposal also meets the Contiguous Area requirement.

In terms of development capacity, the 119 units fit within the 82–164-unit range allowed.

Because the site is in the Shoreland Overland District (within 1000 feet of lakes), the minimum lot size is 15,000 square feet. However, if the units are located further from the lake, more density is allowed under a Shoreland PUD, with two conditions that differ from R-3A: a 50% open space requirement (defined as any land without development) and an impervious surface limit of 25%. The proposal meets the Shoreland PUD density requirements (per Shoreland tier analysis). The open space condition is met.

Development Standards
- Setbacks: Satisfied, except front yard setback with sidewalk
  - PUD Flexibility: 17 feet (20 required)
  - Requested due to the 53-foot right of way (including the 3-foot sidewalk)
- Impervious surface: Not satisfied
  - PUD Flexibility: 36.4% (25% maximum)
  - Note: request comes with approved stormwater management plan
- Undisturbed open space: Not satisfied
  - PUD Flexibility: 12.6% (50% required)
  - Requested due to site grading challenges
- Density: Not satisfied



SITE DATA:

BUILDING AREA:

LOWER LEVEL:	27,766 SF
FIRST FLOOR:	27,766 SF
SECOND FLOOR:	21,328 SF
THIRD FLOOR:	20,135 SF
TOTAL:	96,995 SF

UNIT MIX:

1 BEDROOM:	41
2 BEDROOM:	16
TOTAL:	57

DENSITY:

NEW UNITS:	57
EXISTING UNITS:	66
TOTAL UNITS:	123
SITE AREA:	5.7 ACRES
DENSITY:	21.6 UNITS/ACRE

REQUIRED SETBACKS

BUILDING TO CAHILL AVE:

FRONT SETBACK:	40'
SIDE SETBACK:	40'
REAR SETBACK:	40'

BUILDING TO CHENEY TRAIL:

FRONT SETBACK:	30'
SIDE SETBACK:	30'
REAR SETBACK:	30'

PARKING LOT SETBACK:

TO BUILDING:	10'

EXISTING IMPERVIOUS:	1.13 AC
PROPOSED IMPERVIOUS:	2.08 AC

0 15 30 60
GRAPHIC SCALE IN FEET

BENCH MARK
TOP NUT HYDRANT LOCATED IN NORTHEAST QUADRANT OF CAHILL AVENUE & CHENEY TRAIL. EL.=936.98

01-ENG-124221-SHEET-SITE

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota
Name Brian N. Molinaro
Reg. No. 47504 Date 06-02-2025

Revisions
1. 06-30-25 City Comments
2. 07-22-25 City Comments

Date 06-02-2025
Designed SHA
Drawn SHA

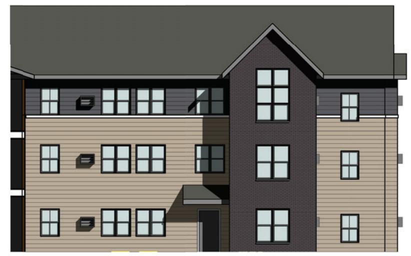
SITE PLAN

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
1228 TOWNCENTRE DRIVE, EAGAN MN 55123

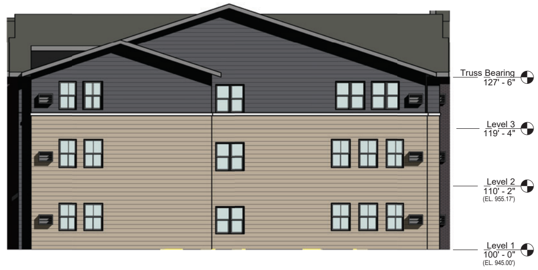
HILLCREST POINTE 2ND
INVER GROVE HEIGHTS, MINNESOTA

SIDING COLOR 1 LP SMARTSIDE TERRA BROWN	BRICK ENDICOTT DARK IRONSPOT VELOUR
SIDING COLOR 1 LP SMARTSIDE MIDNIGHT SHADOW	SHINGLES CERTAINTEED WEATHERED WOOD

3 A3.1 **NORTH ELEVATION**
1/8" = 1'-0"



4 A3.1 **SOUTH ELEVATION**
1/8" = 1'-0"



5 A3.1 **SOUTH END ELEVATION**
1/8" = 1'-0"

2 A3.1 **EAST ELEVATION**
1/8" = 1'-0"

TYPICAL EXTERIOR MATERIALS

1 A3.1 **WEST ELEVATION**
1/8" = 1'-0"

in site architects
1000 university ave. w. suite 130
st. paul, minnesota 55104
612-252-4820 fax - 844-270-3946

I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota

Dawn Wieczorek
Typed or Printed Name
11785-5 License #
01/28/2025 Date

HILLCREST POINTE PHASE II

Inver Grove Heights, MN

CITY RESUBMITTAL
07/03/25

ORIGINAL ISSUE: 07/03/25

REVISIONS

No.	Description	Date

Project Number
PROJECT NUMBER

Author DRAWN BY
Checker CHECKED BY

HILLCREST POINTE PHASE II

EXTERIOR ELEVATIONS

A3.1

Tag No.	DBH	Common Name	Scientific Name	Sig. Tree (size)	Notes	Status
3195	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
3196	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
3197	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
3198	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
3199	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
3200	17	Paper Birch	*Betula papyrifera*	Y	top is dead	Remove
3490	9	Paper Birch	*Betula papyrifera*	Y		Remove
3491	13	Paper Birch	*Betula papyrifera*	Y		Remove
3492	12	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3493	14	Paper Birch	*Betula papyrifera*	Y		Remove
3494	22	White Oak	*Quercus alba*	Y		Remove
3495	9	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3496	9	Green Ash	*Fraxinus pensylvanica*	Y	infested with emerald ash borer	Remove
3497	10	White Oak	*Quercus alba*	Y		Remove
3498	17	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3499	8	Black Cherry	*Prunus serotina*	Y	woodpecker damage	Remove
3500	8	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3501	10	Black Hills Spruce	*Picea glauca* var. *densata*	Y	40' in height	Remove
3502	10,9,8	Willow	*Salix* sp.	Y		Remove
3503	5	Honey Locust	*Gleditsia triacanthos* var. *inermis*	N	planted	Save
3504	4	Honey Locust	*Gleditsia triacanthos* var. *inermis*	N	planted, weedwacker damage at base	Save
3505	4	Honey Locust	*Gleditsia triacanthos* var. *inermis*	N	planted, damage at trunk base	Save
3506	5	Honey Locust	*Gleditsia triacanthos* var. *inermis*	N	planted, damage at trunk base	Save
3507	5,5,4	River Birch	*Betula nigra*	N	planted	Save
3508	5,4,4	River Birch	*Betula nigra*	N	planted	Remove
3509	5,4,4	River Birch	*Betula nigra*	N	planted	Remove
3510	5,5,4	River Birch	*Betula nigra*	N	planted	Remove
3511	5	Crabapple	*Malus* sp.	N	planted	Remove
3512	3	Crabapple	*Malus* sp.	N	planted	Remove
3513	2	Crabapple	*Malus* sp.	N	planted	Remove
3514	3	Crabapple	*Malus* sp.	N	planted	Remove
3515	4	Crabapple	*Malus* sp.	N	planted	Remove
3516	5	Crabapple	*Malus* sp.	N	planted	Remove
3517	2	Crabapple	*Malus* sp.	N	planted	Remove
3518	2	Crabapple	*Malus* sp.	N	planted	Remove
3519	3	Crabapple	*Malus* sp.	N	planted	Remove
3520	4	Crabapple	*Malus* sp.	N	planted	Remove
3521	5	Crabapple	*Malus* sp.	N	planted	Remove
3522	5	Crabapple	*Malus* sp.	N	planted	Remove
3947	5	Black Hills Spruce	*Picea glauca* var. *densata*	Y	20' in height	Save
3948	5	Black Hills Spruce	*Picea glauca* var. *densata*	Y	20' in height	Save
3949	12	Black Hills Spruce	*Picea glauca* var. *densata*	Y	40' in height	Save
3950	10	Black Hills Spruce	*Picea glauca* var. *densata*	Y	30' in height	Save
3951	10	Black Hills Spruce	*Picea glauca* var. *densata*	Y	30' in height	Save
3952	10	Black Hills Spruce	*Picea glauca* var. *densata*	Y	40' in height	Save
3953	8	Black Hills Spruce	*Picea glauca* var. *densata*	Y	40' in height	Save
3954	12	Black Hills Spruce	*Picea glauca* var. *densata*	Y	40' in height	Save
3955	23	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3956	13	Hackberry	*Celtis occidentalis*	Y		Save
3957	23	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3958	10	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3959	12	Crabapple	*Malus* sp.	Y	dying, decay at base, woodpecker damage	Remove
3960	12	Hackberry	*Celtis occidentalis*	Y		Save
3961	11	American Elm	*Ulmus americana*	Y		Save
3962	37	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3963	16	American Elm	*Ulmus americana*	Y		Save
3964	12	American Elm	*Ulmus americana*	Y		Save
3965	23	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3966	12	Pin Oak	*Quercus ellipsoidalis*	Y	leaning	Save
3967	14	Paper Birch	*Betula papyrifera*	Y		Remove
3968	13	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3969	24	Bur Oak	*Quercus macrocarpa*	Y		Save
3970	20	Bur Oak	*Quercus macrocarpa*	Y		Save
3971	19	White Oak	*Quercus alba*	Y		Save
3972	23	White Oak	*Quercus alba*	Y		Save
3973	10	Pin Oak	*Quercus ellipsoidalis*	Y		Save
3974	18	Bur Oak	*Quercus macrocarpa*	Y		Save
3975	12	White Pine	*Pinus strobus*	Y	40' in height	Save
3976	8	Black Hills Spruce	*Picea glauca* var. *densata*	Y	30' in height	Remove
3977	8	Black Hills Spruce	*Picea glauca* var. *densata*	Y	30' in height	Remove
3978	8	Willow	*Salix* sp.	Y		Remove
3979	9	American Elm	*Ulmus americana*	Y		Remove
3980	11	Hackberry	*Celtis occidentalis*	Y		Remove
3981	19	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3982	12	American Elm	*Ulmus americana*	Y		Remove
3983	18	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3984	32	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3985	8	American Elm	*Ulmus americana*	Y		Remove
3986	9	American Elm	*Ulmus americana*	Y		Remove
3987	16	White Oak	*Quercus alba*	Y		Remove
3988	19	Bur Oak	*Quercus macrocarpa*	Y		Remove
3989	23	White Oak	*Quercus alba*	Y		Remove
3990	19	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3991	17	Bur Oak	*Quercus macrocarpa*	Y		Remove
3992	9	American Elm	*Ulmus americana*	Y		Remove
3993	11	Paper Birch	*Betula papyrifera*	Y		Remove
3994	14	Paper Birch	*Betula papyrifera*	Y		Remove
3995	16	Paper Birch	*Betula papyrifera*	Y		Remove
3996	17	Paper Birch	*Betula papyrifera*	Y	60% dead	Remove
3997	8	Hackberry	*Celtis occidentalis*	Y		Remove
3998	26	Pin Oak	*Quercus ellipsoidalis*	Y		Remove
3999	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove
4000	2	Red Cedar	*Juniperus virginiana*	Y	12' in height	Remove

Class A Tree (mitigated at 50%)
Class B Tree (mitigated at 100%)
Class C Tree (mitigated at 100%)
Non-Significant Tree (due to size, health, or EAB infestation
Non Significant Trees are excluded from all calculations

Total Number of Significant Trees: 69
Total Significant Trees Removed: 43
Total Inches of Significant Trees: 910
Total Significant Inches Removed: 544 (59.8%)
Threshold for removal: 40%of 910 = 364"
Removal over threshold: 180"
Reforestation Requirement: 180"

TREE PRESERVATION NOTES

BEFORE LAND CLEARING BEGINS, CONTRACTOR SHOULD MEET WITH THE CONSULTANT ON SITE TO REVIEW ALL WORK PROCEDURES, ACCESS ROUTES, STORAGE AREAS, AND TREE PROTECTION MEASURES.

NO FILL SHOULD BE PLACED AGAINST THE TRUNK, ON THE ROOT CROWN, OR WITHIN THE DRIP LINE AREA OF ANY TREES THAT ARE TO BE SAVED.

NO GRADING, TRENCHING OR PLACEMENT OF EQUIPMENT IS ALLOWED IN THE TREE PROTECTION AREA.

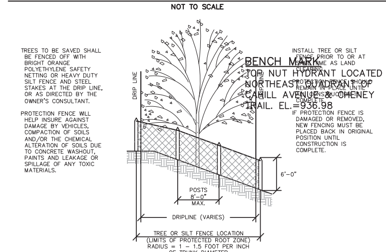
WORK PERFORMED WITHIN THE TREE PROTECTION AREA SHOULD BE DONE BY HAND AND UNDER THE SUPERVISION OF THE CONSULTING ARBORIST.

PRUNING OF OAK TREES MUST NOT TAKE PLACE FROM APRIL 15 TO JULY 15 TO PREVENT THE SPREAD OF OAK WILT DISEASE.

IF WOUNDING OF OAK TREES OCCUR ANYTIME BETWEEN APRIL TO AUGUST, A NON-TOXIC WOUND DRESSING MUST BE APPLIED IMMEDIATELY, (EXCAVATORS MUST HAVE A NON-TOXIC TREE WOUND DRESSING WITH THEM ON DEVELOPMENT SITES).

TREE PROTECTION DETAIL

NOT TO SCALE



BENCH MARK
TOP NUT HYDRANT LOCATED IN NORTHEAST QUADRANT OF CAHILL AVENUE & CHENEY TRAIL. EL.=936.98

1563 TREE TO BE REMOVED

759 TREE TO BE SAVED

0 15 30 60
GRAPHIC SCALE IN FEET

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Name Jennifer L. Thompson
Reg. No. 44763 Date 7-22-2025

Revisions
1. 06-30-25 City Comments
2. 07-22-25 City Comments

Date 06-02-2025
Designed JLT
Drawn JLT

TREE PRESERVATION PLAN

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
1228 TOWNCENTRE DRIVE, EAGAN MN 55123

HILLCREST POINTE 2ND
INVER GROVE HEIGHTS, MINNESOTA

T1 OF 1

in ▪ site architects
1000 university ave. w. ▪ suite 130
st. paul, minnesota 55104
612-252-4820 ▪ fax - 844-270-3946

I hereby certify that this document was prepared by me or under my direct supervision and that I am a duly licensed architect under the laws of the State of Minnesota

Dawn Wieczorek
Typed or Printed Name

11785-5 — License #
01/28/2025 — Date

HILLCREST POINTE PHASE II

Inver Grove Heights, MN

CITY SUBMITTAL
09/02/25

ORIGINAL ISSUE: 09/02/25

REVISIONS

No.	Description	Date

Project Number
PROJECT NUMBER

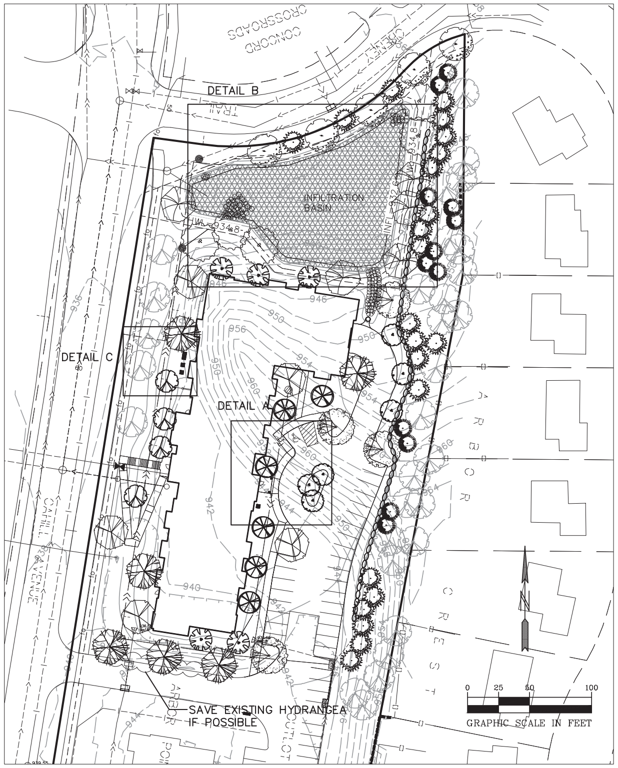
Author — DRAWN BY
Checker — CHECKED BY

HILLCREST POINTE PHASE II

SITE PLAN

A01

9/2/2025 8:47:50 AM



PLANTING SCHEDULE

KEY	COMMON NAME/SCIENTIFIC NAME	ROOT	QUANTITY
	OVERSTORY TREES		
	SENTRY LINDEN/TILIA AMERICANA 'SENTRY'	3" B&B	5
	NORTHERN PIN OAK/QUERCUS ELLIPSOIDALIS	3" B&B	6
	THORNLESS HONEYLOCUST/GLEDITSIA TRIACANTHOS VAR INERMIS	3" B&B	5
	RIVER BIRCH/BETULA NIGRA 'HERITAGE' (CLUMP)	10-12' B&B	5
	SWAMP WHITE OAK/QUERCUS BICOLOR	3" B&B	5
	EVERGREEN TREES		
	BLACK HILLS SPRUCE/PICEA GLUACA VAR DENSATA	8' B&B	22
	WHITE PINE/PINUS STROBUS	8' B&B	12
	ORNAMENTAL TREES		
	SUGAR TYME CRAB/Malus 'Sugar Tyme'	2.5" B&B	6
	PRAIRIFIRE CRAB/Malus 'Prairifire'	2.5" B&B	4
	JAPANESE TREE LILAC/Syringa reticulata	2.5" B&B	6
	ALLEGHENY SERVICEBERRY/Amelanchier laevis	2.5" B&B	5
	RAIN GARDEN SHRUBS (DETAIL B)		
GC	GLOSSY BLACK CHOKEBERRY/ARONIA MELANOCARPA	BR**	50
WB	WINTERBERRY/ILEX VERTICILLATA	BR**	22
NB	NANNYBERRY/VIBURNUM LENTAGO	BR**	50
	ENTRANCE SHRUBS (DETAIL A)		
AWS	ANTHONY WATERER SPIREA/SPIRAEA X BUMALDA 'A.W.'	#3 POT	11
AH	ANNABELLE HYDRANGEA/HYDRANGEA ARBORESCENS 'ANNABELLE'	#3 POT	8
FCR	FLOWER CARPET ROSE/ROSA X 'NAORE'	#3 POT	22
GBS	GLOBE BLUE SPRUCE/PICEA PUNGENS 'GLOBOSA'	#5 POT	4
	WEST SIDE SHRUBS (DETAIL C)		
DBB	DWARF BURNING BUSH/EUONYMUS ALATUS 'COMPACTA'	#3 POT	6

LANDSCAPE NOTES:
1. LANDSCAPE REQUIREMENT: 1 TREE/UNIT; 57 UNITS
2. PROPOSED TREES: 75 TREES
3. BR**: BARE ROOT IF AVAILABLE. IF BARE ROOT IS UNAVAILABLE OR OUT OF SEASON, THEN SUBSTITUTE WITH THE SMALLEST CONTAINER AVAILABLE.
4. ENTRANCE PLANTINGS TO BE MULCHED WITH RIVER ROCK TO A DEPTH OF 3". 6MM BLACK POLY SHEETING TO BE USED BENEATH RIVER ROCK. BLACK VINYL LANDSCAPE GRADE POLY EDGER.
5. 18" EDGED MAINTENANCE STRIP AROUND REMAINDER OF THE BUILDING. 3" DEPTH ROCK MULCH OVER BLACK POLY SHEETING.

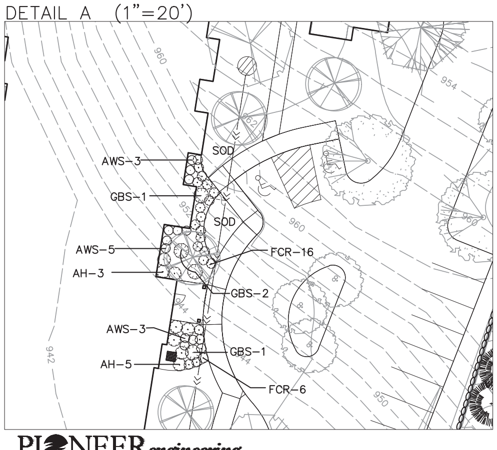
MITIGATION NOTES:
1. SEE TREE PRESERVATION PLANS FOR TREE INVENTORY AND PRESERVATION DETAIL
2. 180" REQUIRED TO BE MITIGATED
3. PROPOSED INCHES: 242.5"
   26 OVERSTORY (3"): 78", 28 CONIFER (4"): 112", 21 ORNAMENTAL (2.5"): 52.5"

IRRIGATION NOTES:
1. DISTURBED AREAS NOT OTHERWISE PLANTED OR SEEDED TO BE SODDED. SODDED AREAS TO BE IRRIGATED. IRRIGATION DESIGNED BY IRRIGATION CONTRACTOR.

SEEDING AND SOD NOTES:
1. INFILTRATION AREA TO BE SEEDED WITH STATE MIX 33-261 (OR EQUIVALENT)
2. SODDED AREAS TO BE IRRIGATED. IRRIGATION DESIGNED BY OTHERS
3. NO IRRIGATION IN SEEDED AREAS.
4. TYPE 3 MULCH APPLIED AT 1 TON PER ACRE (OR TYPE 2 BLANKET ON SLOPES)

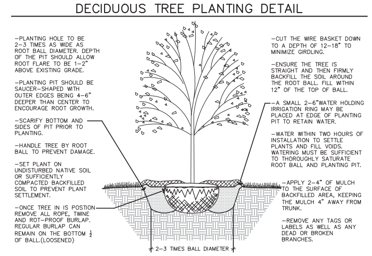

EXISTING TREES TO REMAIN

DETAIL A (1"=20')

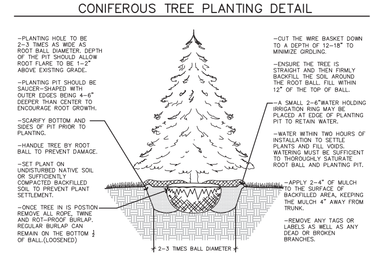


DETAIL B (1"=30')

DECIDUOUS TREE PLANTING DETAIL

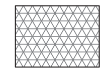


CONIFEROUS TREE PLANTING DETAIL



LANDSCAPE NOTES

- THE LANDSCAPE CONTRACTOR SHALL VISIT THE PROJECT SITE TO BECOME FAMILIAR WITH THE EXISTING CONDITIONS PRIOR TO SUBMITTING A BID.
- THE LANDSCAPE CONTRACTOR SHALL NOTIFY THE LANDSCAPE ARCHITECT OF PROPOSED PHYSICAL START DATE AT LEAST 7 DAYS IN ADVANCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE FIELD VERIFICATION OF ALL EXISTING UTILITY LOCATIONS ON THE PROJECT SITE WITH GOPHER STATE ONE CALL 1-800-252-1166 PRIOR TO COMMENCING WORK. THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION AND REPAIR OF EXISTING UTILITIES DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER. NOTIFY THE LANDSCAPE ARCHITECT OF ANY CONFLICTS TO FACILITATE PLANT RELOCATION.
- GRADING TO BE PERFORMED BY OTHERS.
- NO PLANT MATERIAL SHALL BE INSTALLED UNTIL GRADING AND CONSTRUCTION HAS BEEN COMPLETED IN THE IMMEDIATE AREA.
- ALL PLANT MATERIAL SHALL MEET THE STANDARDS FOUND IN THE AMERICAN ASSOCIATION OF NURSERYMEN-AMERICAN STANDARD FOR NURSERY STOCK.
- ALL CONTAINER MATERIAL TO BE GROWN IN THE CONTAINER A MINIMUM OF SIX (6) MONTHS PRIOR TO PLANTING ON SITE.
- DECIDUOUS AND CONIFEROUS TREES SHALL NOT BE STAKED, BUT THE LANDSCAPE CONTRACTOR MUST GUARANTEE STANDABILITY TO A WIND SPEED OF 60 M.P.H.
- THE LANDSCAPE CONTRACTOR SHALL PROVIDE A MINIMUM GUARANTEE OF ONE YEAR ONE TIME REPLACEMENT ON NEW PLANT MATERIALS. GUARANTEE SHALL BE AGREED UPON BY DEVELOPER/BUILDER AND LANDSCAPE CONTRACTOR.
- THE LANDSCAPE ARCHITECT RESERVES THE RIGHT TO REJECT ANY PLANTS WHICH ARE DEEMED UNSATISFACTORY BEFORE, DURING OR AFTER INSTALLATION.
- IF THERE IS A DESCREPANCY BETWEEN THE NUMBER OF PLANTS SHOWN ON THE PLAN AND THE NUMBER SHOWN ON THE PLANT LIST, THE NUMBER SHOWN ON THE PLAN WILL TAKE PRECEDENCE.
- THE LANDSCAPE CONTRACTOR SHALL BE RESPONSIBLE FOR ALL MULCHES AND PLANTING SOIL QUANTITIES TO COMPLETE WORK SHOWN ON THE PLAN. THE LANDSCAPE CONTRACTOR SHALL VERIFY ALL QUANTITIES SHOWN ON THE PLANT SCHEDULE.
- COMMERCIAL GRADE POLY LAWN EDGING SHALL BE INSTALLED WHERE NOTED.
- THE LANDSCAPE CONTRACTOR SHALL REPAIR ALL DAMAGE TO THE SITE CAUSED BY THE PLANTING OPERATION AT NO COST TO THE OWNER.
- THE LANDSCAPE CONTRACTOR SHALL KEEP PAVEMENTS CLEAN UNSTAINED. ALL PEDESTRIAN AND VEHICLE ACCESS TO BE MAINTAINED THROUGHOUT CONSTRUCTION PERIOD. ALL WASTES SHALL BE PROMPTLY REMOVED FROM THE SITE. ANY DAMAGE TO EXISTING FACILITIES SHALL BE REPAIRED AT THE CONTRACTOR'S EXPENSE.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR COMPLYING WITH ALL APPLICABLE CODES, REGULATIONS AND PERMITS GOVERNING THE WORK.
- STORAGE OF MATERIALS OR SUPPLIES ON-SITE WILL NOT BE ALLOWED.

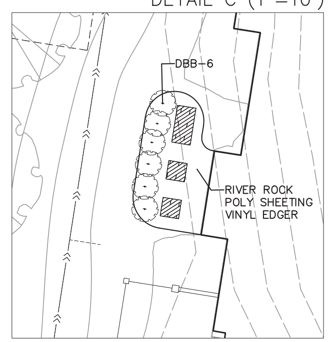


33-261

Stormwater South and West

Common Name	Scientific Name	Rate (kg/ha)	Rate (lb/ac)	% of Mix (% by wt)	Seeds/ sq ft
big bluestem	*Andropogon gerardii*	2.24	2.00	5.72%	7.35
fringed brome	*Bromus ciliatus*	2.24	2.00	5.73%	8.10
bluejoint	*Calamagrostis canadensis*	0.07	0.06	0.18%	6.40
slender wheatgrass	*Elymus trachycaulus*	1.12	1.00	2.85%	2.53
Virginia wild rye	*Elymus virginicus*	1.68	1.50	4.28%	2.31
switchgrass	*Panicum virgatum*	0.43	0.38	1.07%	1.93
fowl bluegrass	*Poa palustris*	1.19	1.06	3.03%	50.70
Indian grass	*Sorghastrum nutans*	0.13	0.12	0.36%	0.55
prairie cordgrass	*Spartina pectinata*	0.43	0.38	1.07%	0.91
	Total Grasses	**9.53**	**8.50**	**24.29%**	**80.78**
awl-fruited sedge	*Carex stipata*	0.28	0.25	0.71%	3.10
dark green bulrush	*Scirpus atrovirens*	0.21	0.19	0.54%	31.70
woolgrass	*Scirpus cyperinus*	0.07	0.06	0.18%	39.00
	Total Sedges and Rushes	**0.56**	**0.50**	**1.43%**	**73.80**
Canada anemone	*Anemone canadensis*	0.08	0.07	0.19%	0.20
marsh milkweed	*Asclepias incarnata*	0.12	0.11	0.32%	0.20
leafy beggarticks	*Bidens frondosa*	0.12	0.11	0.31%	0.20
flat-topped aster	*Doellingeria umbellata*	0.07	0.06	0.17%	1.50
spotted Joe pye weed	*Eutrochium maculatum*	0.07	0.06	0.18%	2.19
autumn sneezeweed	*Helenium autumnale*	0.15	0.13	0.36%	5.97
obedient plant	*Physostegia virginiana*	0.08	0.07	0.21%	0.30
tall coneflower	*Rudbeckia laciniata*	0.08	0.07	0.21%	0.37
New England aster	*Symphyotrichum novae-angliae*	0.08	0.07	0.19%	1.56
blue vervain	*Verbena hastata*	0.06	0.05	0.15%	1.85
golden alexanders	*Zizia aurea*	0.22	0.20	0.56%	0.79
	Total Forbs	**1.12**	**1.00**	**2.85%**	**15.13**
Oats	*Avena sativa*	28.02	25.00	71.43%	11.14
	Total Cover Crop	**28.02**	**25.00**	**71.43%**	**11.14**
	Totals:	**39.23**	**35.00**	**100.00%**	**180.85**
Purpose:	Stormwater pond edges, temporarily flooded dry ponds, and temporarily flooded ditch bottoms.				
Planting Area:	Tallgrass Aspen Parklands, Prairie Parkland, and Eastern Broadleaf Forest Provinces. Mn/DOT Districts 2(west), 3B, 4, Metro, 6, 7 & 8.				

DETAIL C (1"=10')



3-YEAR MAINTENANCE PLAN FOR INFILTRATION BASIN SEEDING:

YEAR 1-3
1. MOWING SHOULD OCCUR AS NECESSARY THROUGHOUT THE GROWING SEASON FOR THE FIRST TWO SEASONS TO PREVENT NOXIOUS WEEDS FROM TAKING HOLD
2. WEEDS SHOULD BE HAND PULLED OR SPOT SPRAYED AS NECESSARY.
3. TYPE 3 MULCH SHOULD BE USED IN BASIN BOTTOM AND TYPE 2 BLANKET SHOULD BE USED ON SLOPES UNLESS THE AREAS ARE HYDRO SEEDED WITH A HEAVY TACKIFIER IN WHICH CASE NO BLANKET OR MULCH WILL BE NECESSARY.
4. IF THE AREA BECOMES SATURATED WITH ANY FREQUENCY, REED CANARY GRASS OR OTHER NOXIOUS WEEDS CAN BECOME A PROBLEM. SETHOXYDIM (OR EQUIVALENT) OR OTHER HERBICIDES WILL BE EFFECTIVE IN CONTROLLING REED CANARY GRASS AND OTHER NOXIOUS WEEDS WITHOUT HARMING SEDGES, RUSHES, AND FORBS.
5. TREES AND SHRUBS SHOULD ONLY BE PRUNED IN THE EVENT OF DAMAGED OR BROKEN BRANCHES.
6. INLETS MUST BE KEPT CLEAR OF DEBRIS.
7. ANY DEBRIS OBSERVED IN MITIGATION AREA SHALL BE REMOVED.
8. NO HEAVY MACHINERY TO BE USED IN INFILTRATION AREA IN ORDER MAINTAIN THE INTEGRITY OF INFILTRATION

PIONEERengineering
CIVIL ENGINEERS LAND PLANNERS LAND SURVEYORS LANDSCAPE ARCHITECTS
2422 Enterprise Drive
Mendota Heights, MN 55120
(651) 681-1914
Fax: 681-9488
www.pioneereng.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Landscape Architect under the laws of the State of Minnesota

Name Jennifer L. Thompson
Reg. No. 44763 Date 8-29-2025

Revisions
1. 06-30-25 City Comments
2. 07-22-25 City Comments
8-29-2025 added more conifer screening

Date 06-02-2025
Designed JLT
Drawn JLT

LANDSCAPE PLAN

DAKOTA COUNTY COMMUNITY DEVELOPMENT AGENCY
1228 TOWNCENTRE DRIVE, EAGAN MN 55123

HILLCREST POINTE 2ND
INVER GROVE HEIGHTS, MINNESOTA

Agenda Item 7.C.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Ordinance Amending Arbor Pointe PUD to Allow Cannabis Retailers

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Benjamin Schneider, Senior Planner, 651.450.2554

ACTION REQUESTED

The Council is asked to adopt the attached Ordinance, amending the Arbor Pointe PUD to allow cannabis retailers as Permitted Uses within the "Community Shopping Center District," and to adopt the attached Resolution approving summary publication of the Ordinance.

BACKGROUND

Grand Grape Generation (the "Applicant") is requesting an amendment to the Arbor Pointe Planned Unit Development ("PUD") ordinance, allowing for the opening of a cannabis dispensary at 9082 Buchanan Trail ("Subject Property"). This is a currently vacant tenant space within the shopping center across the street from A&W restaurant that includes Anytime Fitness and Arbor Pointe Liquors. The proposed business would be limited to retail sales of cannabis products and has pre-approval from the Minnesota Office of Cannabis Management.

Evaluation of Request

In December 2024, the City Council approved a series of ordinances to add licensing and zoning requirements for cannabis-related uses, which included an update to the permitted use table in the Zoning Ordinance, allowing cannabis-related uses in certain zoning districts. However, these code amendments did not update permitted use allowances within standalone PUDs, like Arbor Pointe.

The Subject Property is within the "Community Shopping Center (CSC) District" of the PUD. This development district encompasses: 1) the retail area north of Concord Boulevard and East of Highway 55 and 2) Walmart. The Applicant is therefore requesting to amend the permitted use table within the PUD to allow cannabis retailer as a permitted use within the CSC District. If approved by this PUD ordinance amendment, cannabis uses within the PUD must still comply with City cannabis registration requirements.

Staff supports the PUD Amendment request for the following reasons:

1. The Subject Property complies with the buffer requirements outlined in City Code Section 4-4-14. Specifically, the 1,000-foot buffer requirement from any school. The closest school from the Subject Property is the Concord Education Center, which is about 1,160 feet away, per GIS mapping software. This distance is determined by measuring the closest point of the school building to the part of the building where the cannabis business would operate.

2. Except for Walmart, the shopping center on the Subject Property is the only commercial building in this retail area that satisfies the 1,000-foot buffer from the school. Additionally, there is a required 1,000-foot buffer between cannabis retailers. Therefore, these regulations would functionally limit the Arbor Pointe commercial area to one cannabis retailer.

3. The Arbor Pointe CSC District features commercial uses that are very similar to the B-3, General Business District, which allows cannabis retailers as a permitted use.

4. The proposed use is limited to retail operations. No growing or manufacturing of cannabis would occur on site.

5. The business proposing to occupy this space must still register and obtain approval of applicable license(s), as required by City Code and State Statute.

<u>Planning Commission</u>
The Planning Commission held a public hearing on this request at their meeting on September 3, 2025. One Commission member had a concern that the current location of the Concord Education Center could be converted to a dispensary if this ordinance was approved. Another Commission member expressed general concerns over recreational cannabis uses. The Planning Commission voted 7-2 to recommend approval of the PUD ordinance amendment request.

FISCAL IMPACT
NA

RECOMMENDATION
City Staff and the Planning Commission recommend adoption of the attached Ordinance and the attached Resolution of summary publication.

ATTACHMENTS
1. Ordinance Approving PUD Amendment
2. Resolution Approving Summary Publication
3. Zoning Map
4. Future Land Use Map
5. Applicant Narrative

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO. _____

AN ORDINANCE AMENDING ORDINANCE #789 (ARBOR POINTE PUD ORDINANCE) RELATING TO CANNABIS USE

The City Council of the City of Inver Grove Heights hereby ordains as follows:

Section One. Amendment. Table 1 of Ordinance No. 789 is hereby amended by adding the following highlighted and underlined language.

Table 1
Permissible Uses

Development District

LNB = Limited Neighborhood Business District
CSC = Community Shopping Center District
R & D = Research and Development District

Allowance of Use

P = Permitted Use
C = Conditional Use
A = Accessory Use
(-) = Prohibited Use

Uses	LNB	CSC	R&D
AMUSEMENT DEVICES (PINBALL, VIDEO GAMES, BILLIARDS, ETC.)			
Indoor	A	p	A
Outdoor	-	-	-
ANIMALS:			
Clinic, Small	p	-	-
Clinic, Large & Hospital	-	-	-
Incineration	-	-	-
Kennel, Indoor	-	-	-
Kennel, Outdoor	-	-	-
ANTENNAS & SATELLITE DISHES			
Receivers	A	A	A
Transmitters	-	-	-
AUTOMOBILE			
Auto Body, Upholstery	-	-	-
Gasoline Sales	-	C	A
Minor Repair (Indoor only)	-	-	-
Major Repair	-	-	-
Sales and Rental, Indoor	-	p	-
Sales and Rental, Outdoor	-	-	-
Wash, Drive Thru & Self Serve	-	A	A

BAKERY (RETAIL)	p	p	-
BANK, SAVINGS & LOAN:			
Buildinq Only	p	p	-
Drive-up Service	p	p	-
BILLBOARD:	-	-	-
BOAT & MARINE			
Indoor Sales, Supply & Service	-	-	-
Outdoor Storage & Display	-	-	-
BUILDING SUPPLIES & HOUSEWARES (RETAIL):			
Indoor Sales or Showroom	-	p	-
Outdoor Sales and Storage	-	-	-
BUS TERMINAL			
Passenqer Terminal Only	-	-	C
With Storage & Repair	-	-	-
CAFETERIA	-	p	A
CANNABIS RETAILER	-	P	-
CATALOG STORE	-	p	-
CLUBS & LODGES			
Private or Public	-	-	-
CLINIC FOR HUMAN CARE	p	p	-
COFFEE SHOP			
With or without Drive-up Service	p	p	-
COMMERCIAL RECREATION			
Indoor (i.e. Bowling Alley)	-	p	-
Outdoor (i.e. Mini-Golf)	-	-	-
COMMUNITY CENTER			
Indoor	p	p	-
Outdoor	-	p	p
CONFERENCE FACILITY	-	-	p
CONTRACTORS'YARD		-	
Indoor	-	-	-
Outdoor Storaqe	-		-
CONVENIENCE STORE	-	p	-
With gasoline sales	-	C	-
CONVENTION HALL	-	p	p
DAY CARE CENTER	p	p	A
DEPARTMENT/DISCOUNT STORE	-	p	-
DRY CLEANING/LAUNDRY MAT	p	p	-
ELECTRONICS STORE (RETAIL)	p	p	-
EQUIPMENT RENTAL			
Indoor	-	p	-
Outdoor Sales & Storaqe	-	-	-
FLORAL SHOP	p	p	-
GREENHOUSE & NURSERY			
Indoor	-	p	-

Outdoor Sales & Storage	-	A	-
GROCERY (RETAIL):	-	p	-
HEALTH CLUB			
Indoor	-	p	p
Outdoor Activity	-	-	C
HELIPORT	-	C	-
LABORATORY (MEDICAL, DENTAL, RESEARCH, ETC.)			
Indoor	-	-	p
Outdoor Testing	-	-	C
LIQUOR			
Off-Sale	p	p	-
On-Sale	-	p	-
LOTTERY TICKET SALES	p	p	-
MANUFACTURING	-	-	A
MASSAGE THERAPY, LICENSED		p	
MORTUARY	p	-	-
MOTEL	-	-	p
MUSEUM	-	p	p
NURSING HOME	-	-	-
OFFICE			
Administrative, Professional Service & Government	p	p	p
OPEN MARKET			
7-Day Limit	-	p	-
OUTDOOR (SIDEWALK) SALE			
3-Day Limit	-	p	-
PARKING			
Open Lot or Structure	A	A	A
Structure	-	C	C
PERSONAL SERVICE			
Barber, Beauty, Tanning	p	p	A
PHOTOGRAPHY			
Developing (Retail)	p	p	-
Studio	p	p	-
POSTAL OFFICE			
Principal Use	-	p	A
Branch Service	A	A	A
PRINTING (RETAIL)	p	p	A
REPAIR (INDOOR)			
Small Engine, Bicycle, Appliances, etc.	-	p	-
Outdoor Storage or Display	-	-	-
RESIDENTIAL USE FOR SECURITY ONLY	-	A	A
RESTAURANT			
Drive-In or Drive Thru	-	p	-

Fast-Food	-	p	-
Sit-Down	p	p	A
Specialty Fast Food[1]	C	p	-
RETAIL SALES & STORES			
Unless Otherwise Specified Herein	p	p	-
SPORTS ARENA	-	C	-
STONE & MONUMENT SALES			
Indoor and Outdoor Display	-	-	-
STORAGE			
Indoor, Unless Otherwise Specified Herein	-	-	A
Outdoor, Unless Otherwise Specified Herein	-	-	-
STUDIO (INDOORS)			
Dance, Art, Music or Exercise	p	p	-
Broadcast or Production	p	C	p
THEATER (INDOOR)			
Movie or Performance	-	p	A
TRADE SCHOOL	-	p	p
TRANSIT STATION			
Passenger Terminal Only	-	-	C
TRAVEL SERVICE	p	p	p
TRUCK STOP	-	-	-
VENDING MACHINE	A	A	A
WAREHOUSING (INDOORS)	-	-	A

[1]"Specialty Fast Food" establishments must meet the following performance standards or they shall be considered "Fast Food" establishments: a) floor area shall be less than or equal to 2,000 square feet; b) there shall be no drive-through window service; c) the establishment shall be located in a multiple tenant building

Section Two. <u>Effective Date</u>. This ordinance shall have full force and effect upon its passage and publication.

Passed by the City Council of the City of Inver Grove Heights this 22nd day of September, 2025.

Ayes:
Nays:

____
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

A RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE NO. ____, AN ORDINANCE AMENDING ORDINANCE #789 (ARBOR POINTE PUD ORDINANCE) RELATING TO CANNABIS USE

WHEREAS, on September 22, 2025, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. ____, an ordinance amending Ordinance #789 relating to cannabis use; and,

WHEREAS, state law requires that all ordinances adopted be published prior to becoming effective; and,

WHEREAS, pursuant to Minn. State. Sec. 412.191, subd. 4, the Council may, by a 4/5 vote, direct that only the title and a summary be published; and,

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. ____ which is attached hereto to Exhibit A; and,

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. ____ would clearly inform the public of the intent of the ordinance; and,

WHEREAS, due to the length of Ordinance No. ____, the City Council desires to publish a summary of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, by a vote of at least four-fifths of its members, that the City Council hereby:

1. Approves the text of the summary of Ordinance No. _____ attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. _____ in the City's official newspaper.

2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. ______ is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. _____ upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 22nd day of September, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

SUMMARY PUBLICATION
ORDINANCE NO. _____

A RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE NO. ____, AN ORDINANCE AMENDING ORDINANCE #789 (ARBOR POINTE PUD ORDINANCE) RELATING TO CANNABIS USE

On September 22, 2025, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance ______, an ordinance amending Ordinance #789 (Arbor Pointe PUD) relating to cannabis use.

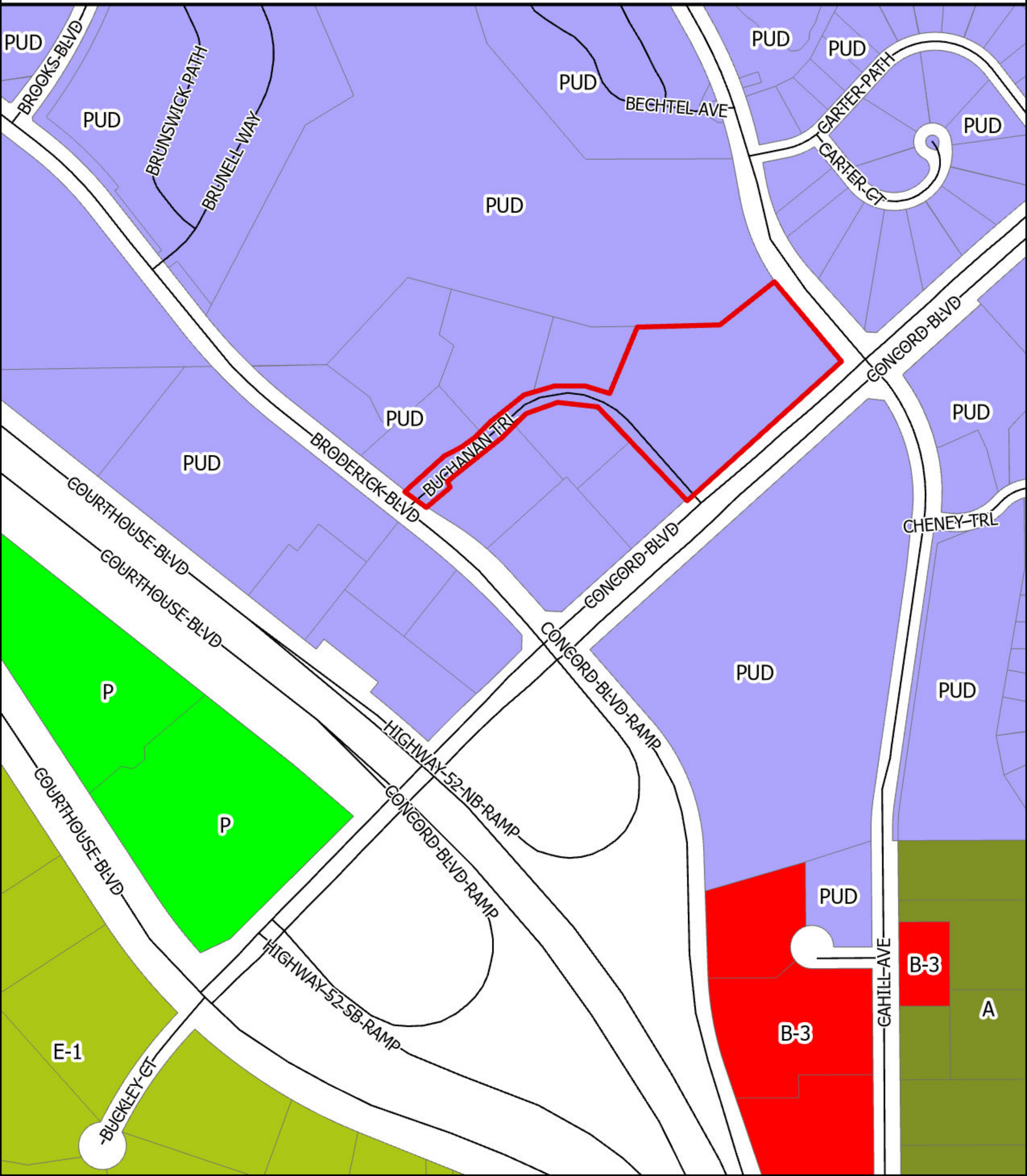
Ordinance No. _____ amends the permitted land use table within the Arbor Pointe PUD to allow "Cannabis Retailer" as a permitted use within the "Community Shopping Center District." The applicant has requested this change to allow a cannabis retailer to operate at 9082 Buchanan Trail.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. _____, and it is directed that only the above title and summary of Ordinance No. ____, conforming to Minn. Stat. Sec. 331A.01, be published with the following:

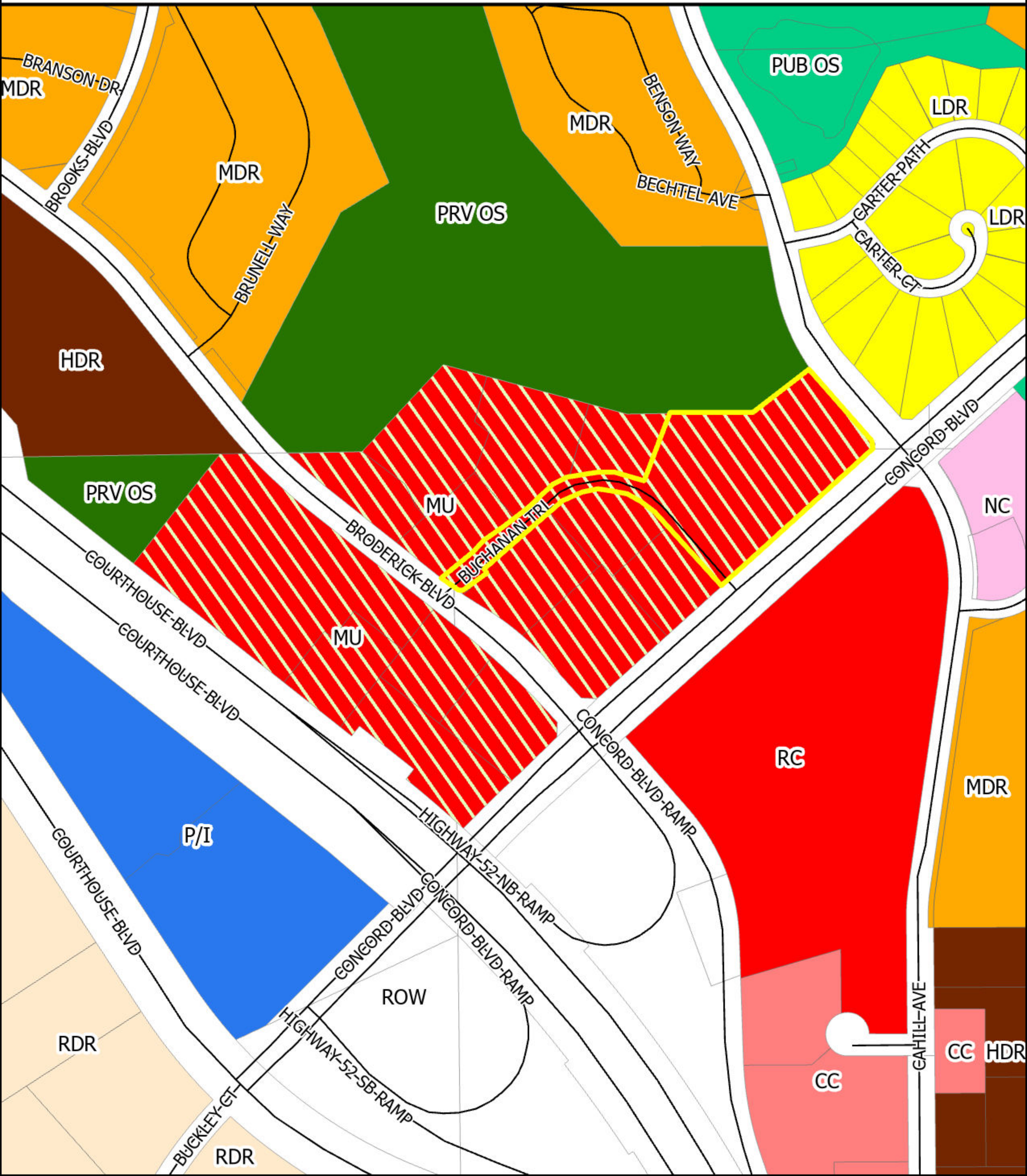
NOTICE

A printed copy of the full text of Ordinance No. _____ is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.

Arbor Pointe PUD Amendment
Existing Zoning



Arbor Pointe PUD Amendment
Designated Land Use



Narrative Description of Zoning Amendment Request: 9082 Buchanan Trail, Inver Grove Heights, MN 55076

Request: Grand Grape Generation LLC is formally submitting a zoning amendment request for the site at 9082 Buchanan Trail, Inver Grove Heights, MN 55076. As a State of Minnesota pre-approved cannabis microbusiness, the company solely intends to operate a State of Minnesota-licensed cannabis dispensary at the location in question and is thereby submitting this request. There are no plans or intentions to undertake non-retail cannabis operations at the location at 9082 Buchanan Trail, Inver Grove Heights, MN 55076. To note, Grand Grape Generation LLC cannot begin licensed cannabis retail sales until the company receives local retail cannabis licensure from the City of Inver Grove Heights, MN and passes a final comprehensive inspection from the State of Minnesota pertaining to operational security and regulatory compliance.

Background and Zoning: The reason the zoning amendment request is being submitted is that the site at 9082 Buchanan Trail, Inver Grove Heights, MN 55076 is zoned PUD - Planned Unit Development, a zoning classification that does not currently allow cannabis retail uses. Per the City of Inver Grove Heights, MN cannabis Retail is **solely** allowed in B3 and B4 zoning districts, as established by City Code 10-6-2. Via **10-10D-1**, B4 zoning classification is defined as: "a shopping center district is established for large scale retail sales and services that are int*egrated in a single facility or multiple building arrangement with integrated design and a coordinated physical plan."*

Given that definition, the location at 9082 Buchanan Trail, Inver Grove Heights, MN 55076 is within a dense multi-unit shopping center, located in the broader shopping center complex off of Concord Blvd bounded by HWY 52 and Cahill Ave. As part of a PUD, it is also within an integrated multiple building arrangement with integrated design and a coordinated physical plan. Given the physical characteristics of the site, it is consistent with the type of land use that Inver Grove Heights, MN intended to allow cannabis retail uses in.

Buffer Zones: A cannabis retail business in Inver Grove Heights, MN must meet the following buffer requirements per City Code section **4-4-14:**

a. **1,000 feet of a school**
b. **500 feet of a day care**
c. **500 feet of a residential treatment facility**
d. **500 feet of an attraction within a public park that is regularly used by minors; or**
e. **1,000 feet of another Cannabis Retail Business.**

The location at 9082 Buchanan Trail, Inver Grove Heights, MN 55076 is the following distance from each sensitive use:

a. **School -** 1,090' away - Concord Education Center - 9015 Broderick Blvd, Inver Grove Heights, MN 55076
b. **Daycare -** 2,548' away - Sprouting Seeds Playschool - Bechtel Ct, Inver Grove Heights, MN 55076
c. **Treatment Facility** - >2 miles away - Gateway Recover Center - 6775 Cahill Ave E, Inver Grove Heights, MN 55076
d. **Attraction or Park -** 2,238' away - Arbor Pointe Park - 8545 Cahill Ave, Inver Grove Heights, MN 55076

To note, there are not any currently-operating dispensaries or other cannabis businesses in the City of Inver Grove Heights, MN. Accordingly, there is not a measurement to the nearest business of that type. Given all of the above, the location at 9082 Buchanan Trail, Inver Grove Heights, MN 55076 meets the City's sensitive use buffers and therefore is in compliance with City Code section **4-4-14.**

Existing Uses: Within the same shopping center area that 9082 Buchanan Trail, Inver Grove Heights, MN 55076 is located within the following businesses currently exist:

1. Perfect Ash - Cigar Lounge & Tobacconist Shop
2. Arbor Pointe Liquors
3. Inver Grove Brewing Co

Considering such, the approval and operation of an age-restricted retail business would not be unprecedented, unreasonable, or create a nuisance; it would match with the current character and business makeup of the surrounding immediate area.

Conclusion: Grand Grape Generation LLC's request to operate a State of Minnesota-licensed cannabis dispensary at 9082 Buchanan Trail, Inver Grove Heights, MN 55076 is reasonable and does not negatively impact public health and safety in Inver Grove Heights. Furthermore, the sole way that Grand Grape Generation LLC fails to meet current City of Inver Grove Heights, MN code is via the site's zoning as PUD. As noted above, the approval and operation of an age-restricted retail business would not be unprecedented, unreasonable, or create a nuisance; it would match with the current character and business makeup of the surrounding immediate area.

CITY OF INVER GROVE HEIGHTS

Request for Council Action

SUBJECT: Ordinance Amending Zoning Land Use Tables

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Benjamin Schneider, Senior Planner, 651.450.2554

ACTION REQUESTED
The Council is asked to adopt the attached Ordinance, amending City Code Sections 10-6-1 and 10-6-2, Land Use Matricies by Repeal and Replacement, and to adopt the attached Resolution approving summary publication of the Ordinance.

BACKGROUND
The purpose of this proposed code amendment is to update the formatting and make minor revisions to the land use tables, or "land use matrices," in the City's Zoning Ordinance. The goal of the proposed changes is to improve readability and add clarity to existing use allowances. In the future, staff will likely bring forth another code amendment with more substantive proposed changes to these tables.

Current Code
There are currently two land use tables in the Zoning Ordinance. Section 10-6-1 is for all residential zoning districts; Section 10-6-2 is for all nonresidential zoning districts. In both tables, each row has a listed land use; each column has a listed zoning district. Each square within both tables may have the symbology below. This symbology would remain with the updated tables:

- P = Permitted use: the use is allowed in the given zoning district.
- C = Conditional use: a Conditional Use Permit (CUP) is required for the use. A CUP requires a public hearing before the Planning Commission followed by City Council action. Specific conditions can be imposed on conditional uses through the CUP process.
- A = Accessory use: the use is permitted, but only if the use is subordinate or "accessory" to a permitted or conditional use.
- No symbol = Prohibited use: the use is not allowed in the given zoning district.

Proposed Changes
Below is a summary of the proposed changes from the existing tables.

1. **PDF Document.** Instead of embedding the tables within the online City Code website, staff is proposing to create PDF documents for each table and provide a hyperlink to these PDFs within City Code sections 10-6-1 and 10-6-2. This approach allows for more formatting flexibility.

2. **Color Coding.** Each zoning district has a color in the table that corresponds with the color used for that district in the City's Zoning Map. This adds visual appeal and convenience for readers that are referencing both the Zoning Map and land use tables.

3. **Headings and Subheadings.** The proposed tables have a series of headings and subheadings to organize uses into various categories. For example, within the nonresidential table there is a commercial category with subcategories that include retail, entertainment, personal services, and more. This new organization will make it easier for users to find specific uses.

4. **References Column Added.** A new column has been added that includes references to performance standards, if applicable. The intent is to notify the reader if there are specific development standards for a use and provide easier navigation to those standards.

5. **PUD Columns Removed.** The current tables include columns for PUD districts. Staff is proposing to remove these columns. As is the case with other PUD standards, it is more customary to reference specific PUD ordinances for allowed uses, performance standards, and other requirements. Also, having these columns can create potential confusion because there are many PUDs in the City, such as Argenta Hills, that have underlying zoning districts. Removing the PUD column will not impact the existing PUD's within the City.

6. **Merged Uses.**To enhance readability, staff identified opportunities where uses could be merged without changing policy:
    a. *General vs. specific retail uses*. Instead of listing both "retail, general" and specific retail uses, the draft nonresidential use table proposes to remove specific retail uses in instances where the zoning district allowances of the specific use mirrored general retail. Specific uses that are proposed to be removed from the existing table include antique shop, appliance store, bookstore, clothing store, drugstore, floor covering store, florist -retail sales, furniture store, gift shop, hardware store, hobby shop, jewelry store, music store, office supply store, upholstery shop, and video store. In the new table, these uses would be considered "retail, general."
    b. *Multiple Family uses*. The current residential table has separate rows for each allowable density range of multiple family housing. Since these density regulations are also included within the zoning district sections of the Zoning Ordinance, staff is proposing to merge these into one "Multiple-family Dwellings" use to remove redundancy.
    c. *Attached Single Family Uses.* The current residential table has separate rows for twin homes and duplexes. Since both housing types have the same zoning district allowances, these are merged into one row in the proposed table.
    d. *Coffee and Bagel Shops.* Coffee shop and bagel shop are currently listed as separate uses. These are merged in the proposed update.
    e. *Church and Places of Worship.* These listed uses have the same allowances. Therefore, "church" is removed to reduce redundancy.

7. **Added Uses.** To add clarity, some listed uses are proposed to be added to the use tables:
    a. *Licensed Uses*. There are some uses that the City Clerk's Office issues licenses for that are not explicitly listed as uses in the current tables. The following uses are proposed to be added: brewer taproom, on-sale wine license, on-sale 3.2 percent malt liquor license, off-sale 3.2 percent malt liquor license, tobacco shop, and small brewer.
    b. *Beekeeping*. Currently, the only mention of beekeeping in the Zoning Ordinance is within the definition of Agriculture. To add clarity, this use is proposed to be added to the table as a permitted use within the A, Agricultural District and E1, Estate District.

Both districts already permit agricultural uses as defined in the Zoning Ordinance.

8. **Modified Uses.** The following modifications were made to existing use names:
    a. *Liquor Store.* To match the type of licensing, “Liquor store” is proposed to change to “Off-sale liquor sales.”
    b. *Tennis Court.* The existing table includes “Tennis courts” as an accessory use for residential districts. The draft table changes this to “Sport courts” to encompass other types of courts, such as basketball courts.

9. **Swimming Pools in Multi-Family Districts.** Swimming pools are currently listed as a Conditional Use within the R-3A, R-3B, R-3C, and R-4 Zoning Districts. Performance standards allow the City to impose conditions on pools in multi-family developments at the time of the site plan approval, so there is no need to require separate CUPs for pools. Thus, staff is proposing to change pools to a permitted accessory use within these multi-family districts.

Planning Commission

The Planning Commission held a public hearing on this ordinance at their September 3, 2025, meeting. The Commissioners spoke favorably of the proposed formatting changes. Some members had comments related to beekeeping, noting that the initial draft residential table only had beekeeping as a permitted use within the Agricultural District. Based on this feedback, staff has added Beekeeping as a Permitted Use to the E1, Estate District. This was the original intent, as agricultural uses in general are permitted in both districts.

The Commission voted 9-0 to recommend approval of the Ordinance.

FISCAL IMPACT

NA

RECOMMENDATION

Staff and the Planning Commission recommend adoption of the attached Ordinance and adoption of the attached Resolution for summary publication.

ATTACHMENTS

1. Ordinance Approving Land Use Table Updates V2
2. Resolution Approving Summary Publication

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

ORDINANCE NO._____

AN ORDINANCE REPEALING AND REPLACING INVER GROVE HEIGHTS CITY CODE TITLE 10, CHAPTER 6, SECTION 1, LAND USES IN ALL RESIDENTIAL DISTRICTS AND TITLE 10, CHAPTER 6, SECTION 2, LAND USES IN ALL NONRESIDENTIAL DISTRICTS

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

Section One. **<u>Repealed and Replaced</u>**. Title 10, Chapter 6, Section 1, of the Inver Grove Heights City Code titled **LAND USES IN ALL RESIDENTIAL DISTRICTS**, is hereby repealed and replaced in its entirety with the replacement text shown on the attached **Exhibit A.**

Section Two. **<u>Repealed and Replaced</u>**. Title 10, Chapter 6, Section 2, of the Inver Grove Heights City Code titled **LAND USES IN ALL NONRESIDENTIAL DISTRICTS** is hereby repealed and replaced in its entirety with the replacement text shown on the attached **Exhibit B.**

Section Three. **<u>Effective Date</u>**. This Ordinance shall be in full force and effect upon its passage and publication as provided by law.

Ayes:
Nays:

Passed in regular session of the City Council on the ____day of _________, 2025.

CITY OF INVER GROVE HEIGHTS

By: ________________________________
Brenda Dietrich, Mayor

ATTEST:

____
Rebecca Kiernan, City Clerk

EXHIBIT A

LAND USES IN ALL RESIDENTIAL DISTRICTS

Land Use Table for Residential Zoning Districts

Symbology Key: P= permitted use, C=conditional use, A=accessory use, blank space=prohibited use

District Uses	Reference for Standards in this Title	A	E-1	E-2	R-1A	R-1B	R-1C	R-2	R-3A	R-3B	R-3C	R-4
A. RESIDENTIAL												
Household Living												
Single-family dwellings (detached, 1 per lot)	Chapter 7, Chapter 8, and Chapter 9, Article A	P	P	P	P	P	P	P	P			
Single-family dwellings (attached; twin homes and duplexes)	Chapter 9, Article B and Article C							P	P			
Manufactured home parks	Chapter 9, Article D											C
Multiple-family dwellings	Chapter 9, Article C								P	P	P	
Accessory dwelling units	Section 10-18-1	A	A	A	A	A	A					
Group Living												
Assisted living facility									C	C	C	
Group homes, single-family		P	P	P	P	P	P	P				
Group homes, multi-family									C	C	C	
Nursing home									C	C	C	
B. ACCESSORY USES												
Accessory structures	Section 10-15-18	A	A	A	A	A	A	A	A	A	A	A
Decorative landscape features		A	A	A	A	A	A	A	A	A	A	A
Antennas, noncommercial	Subsection 10-15G-2B	A	A	A	A	A	A	A	A	A	A	A
Fences	Section 10-15-12	A	A	A	A	A	A	A	A	A	A	A
Garages, private		A	A	A	A	A	A	A	A	A	A	A
Off street parking	Chapter 15, Article A	A	A	A	A	A	A	A	A	A	A	A
Swimming pools and hot tubs	Section 10-15-22	A	A	A	A	A	A	A	A	A	A	A
Sport courts		A	A	A	A	A	A	A	A	A	A	A
Kennel, noncommercial	Section 10-5-7	A	A	A	A	A	A					
Keeping of animals	Section 10-5-7	A	A	A	A	A	A	A	A	A	A	A
Keeping of inherently dangerous animals	Section 10-5-7	C	C	C	C	C	C	C	C	C	C	C
Signs	Chapter 15, Article E	A	A	A	A	A	A	A	A	A	A	A
Gardening												
Gardening and horticulture (no product sales)		A	A	A	A	A	A	A	A	A	A	A
Personal gardens	Section 10-15-33	P	P	P	P	P	P	P	P	P	P	P
Market gardens	Section 10-15-33			P	P	P	P	P				
Community Gardens	Section 10-15-33	P	P	P	P	P	P	P	P	P	P	P
Home-Based Businesses												
Home occupations	Section 10-15-26	A	A	A	A	A	A	A	A	A	A	A
Beauty/barber shop	See definition in Section 10-2-2	C	C	C	C	C	C	C	C			
Bed and breakfast		C	C	C	C	C	C					
Daycare facility, in-home; and preschools (12 children or less)		P	P	P	P	P	P	P	P	P	P	P
Daycare facility (state licensed) and preschools (more than 12 children)									C	C	C	
Daycare facility, multiple-family									C	C	C	
Sales Offices												
Manufactured home sales												C
Construction office/trailer, temporary		P	P	P	P	P	P	P	P	P	P	P
Sales office, temporary	Section 10-15-31	A	A	A	A	A	A	A	A	A	A	A
C. AGRICULTURE												
Accessory farm residence	Section 10-15-19	A	A									
Agriculture		P[1]	P[1]									
Animal slaughtering facilities	Section 10-15-28	C										
Beekeeping		P	P									
Commercial greenhouses/nurseries		C										
Commercial horse stables	See definition in Section 10-2-2	C	C									
Commercial kennels	Section 10-5-7	C										
DNR administered and sponsored gun safety program with outdoor training	Section 10-15-34		P									

Land Use Table for Residential Zoning Districts

Symbology Key: P= permitted use, C=conditional use, A=accessory use, blank space=prohibited use

District Uses	Reference for Standards in this Title	A	E-1	E-2	R-1A	R-1B	R-1C	R-2	R-3A	R-3B	R-3C	R-4
Farm animals	Subsection 10-5-7A2	P	P									
Horses and ponies	Subsection 10-5-7A3	P	P	P								
On site sale of farm animals and permitted nondomestic animals (provided a portion are raised on the premises)		P										
Outdoor skills and environmental education center/open area and nature centers	Section 10-15-35		P									
Retail florist in conjunction with commercial greenhouse/nursery	Section 10-15-30	C										
Seasonal agricultural products stands	Section 10-15-27	P	C									
Vertical axis turbines	Section 10-15G-7	P	P									
Wind power converter		C	C	C								
D. PUBLIC, INSTITUTIONAL AND CIVIC												
Essential services		P	P	P	P	P	P	P	P	P	P	P
Essential service buildings		C	C	C	C	C	C	C	C	C	C	C
New wireless support structure for small wireless facilities	Section 10-15G-8	C	C	C	C	C	C	C	P	P	P	P
Towers (telecommunications)		C										

1. Excludes indoor and outdoor cannabis cultivation beyond that allowed for personal use according to Minnesota Statutes, Chapter 342.

EXHIBIT B

LAND USES IN ALL NONRESIDENTIAL DISTRICTS

Land Use Table for Nonresidential Zoning Districts

Symbology Key: P= permitted use, C=conditional use, A=accessory use, blank space=prohibited use

District Uses	Reference for Standards in this Title	B-1	B-2	B-3	B-4	OP	IOP	I-1	I-2	P
A. CITY LICENSE REQUIRED										
Alcohol and tobacco										
Bar (tavern)			C	P	P					
Brewer taproom			C	P	P					
Off-sale liquor sales			C	P	P					
On-sale wine license			C	P	P					
On-sale 3.2 percent malt liquor license			P	P	P					
Off-sale 3.2 percent malt liquor license			P	P	P					
Tobacco shop			P	P	P					
Small brewer			C	P	P					
Cannabis										
Cannabis Cultivator								C	P	
Cannabis Delivery service			A	A	A			P	P	
Cannabis Manufacturer								C	P	
Cannabis Medical combination business							C	P	P	
Cannabis Mezzobusiness							C	P	P	
Cannabis Microbusiness							C	P	P	
Cannabis Retail / dispensary (<1,000 sf)			P	P	P					
Cannabis Retail / dispensary (1,000 sf)				P	P					
Cannabis Testing								P	P	
Cannabis Transporter							P	P	P	
Cannabis Wholesale							P	P	P	
Lower Potency Hemp										
Lower potency hemp (edible): Retail / dispensary (<1,000 sf)			P	P	P					
Lower potency hemp (edible): Retail / dispensary (1,000 sf)				P	P					
Lower Potency Hemp (edible): Manufactuer							C	C	P	
Other Licensed Uses										
Body art establishment	Section 10-15-32		P	P	P			C		
Massage Therapy, Licensed	See definition in Section 10-2-2	P	P	P	P					
Pawnshop, licensed	See definition in Section 10-2-3			P						
B. COMMERCIAL										
Adult										
Adult uses	Chapter 15, Article F			C				C		
Automobiles and other Vehicles										
Auto parts and accessories store, no on site shop or repairs			P	P	P					
Auto repair: Major				A				P		
Auto repair: Minor				P	C			P		
Automobile and off highway vehicle sales				C						
Automobile body shop				A				P		
Automobile rental business			C							
Automobile service - as accessory to retail sales	Section 10-15-24				C					
Automobile service center				C						
Automobile service station	Section 10-15-23		C	C	C			P		
Bicycle sales and repair			P	P	P					
Boat and marine sales and services (enclosed building)				P	P					
Car wash			P	A	A					
Convenience store with gas sales	Section 10-15-23	C	C	C	C					
Marina				C				C		
Communications										
Billboard	Section 10-15E-6			P	P			P	P	
Newspaper and publishing office				P	P					
Radio and television studios		C								
Entertainment										
Gallery		C	P	P	P					

District Uses	Reference for Standards in this Title	B-1	B-2	B-3	B-4	OP	IOP	I-1	I-2	P
Game arcade			C	P	P					
Playhouses		C	P	P	P					P
Nightclub (providing structure is more than 100 feet from R zoned property)				C						
Theater (movie)			C	C	C					
Food and Restaurants										
Coffee or bagel shop		P	P	P	P					A
Bakeries - retail			P	P	P					
Dessert shop			P	P	P					
Restaurant		P	P	P	P	P				
Restaurant: Fast food	Section 10-15-25		C	C	C	C				
Lodging										
Motel/hotel				P	C					
Medical										
Medical and dental clinics		P	P	P	P					
Medical complexes and facilities		C			C	C	P			
Hospital										P
Offices										
Bank	Section 10-15-25	P	P	P	P					
Office building		P	P			P	P		P	
Professional offices, not within office building		P	P	P	P	P	P	A	A	A
Personal Services										
Art studio (nonretail)		P								
Barber/beauty shop		C	P	P	P					
Copy center		C	P	P	P					
Crematorium			P	P	P					
Daycare facility		C	C	C	C					C
Dry cleaning; laundry pick up stations		C	P	P	P					
Laundromat			P	P	P					
Mortuary			P	P	P					
Music studio: Nonretail		P	P	P	P					
Music studio: With incidental sales		C	P	P	P					
Locksmith			P	P	P					
Photo processing with film sales		C	P	P	P					
Photography studio (nonretail)		P	P	P	P					
Photography supply and processing			P	P	P					
Picture framing		P	P	P	P					
Post office				P	P					
Shoe repair			P	P	P					
Small appliance repair			P	P	P					
Studios: dance, exercise, marshal arts, etc. <2,000 square feet in floor area		C	P	P	P					
Studios: dance, exercise, marshal arts, etc. > or = 2,000 square feet in floor area			P	P	P					
Tanning salon		C	P	P	P					
Pets and Animals										
Dog training facility				C						
Commercial kennels, daycare	see definition of “kennel, commercial daycare” in Section 10-2-2			C						
Pet shop (no boarding)			C	P	P					
Veterinary clinic: Small animals		C	C	C	C					
Veterinary clinic: Large animals								C		
Retail and Sales										
Commercial greenhouse				P						
Garden supply store				P	P					
Garden supply store: Outdoor sales and display area				A	A					
Grocery store			P	P	P					
Home improvement center				C	P					
Home improvement center: outdoor sales and display					A					
Interior decorating store		P	P	P	P					

District Uses	Reference for Standards in this Title	B-1	B-2	B-3	B-4	OP	IOP	I-1	I-2	P
Open sales lot (excludes automobile and off highway vehicle sales lots)			C	C				C	P	
Optical/eyeware sales: <1,000 square feet floor area		C	P	P	P					
Optical/eyeware sales: >1,000 square feet floor area			P	P	P					
Paint and wallpaper sales			P	P	P			C		
Retail, general <1,000 square feet			P	P	P					
Retail, general > or = 1,000 square feet				P	P					
Stone and monument sales				C				C		
C. INDUSTRIAL										
Industrial Services and Sales										
Contractor's shop - indoor								P	P	
Data center		P		P			P	P	P	
Electrical, heating, plumbing, and appliance repair				C				P	P	
Enclosed maintenance facility when architecturally compatible with the surroundings								C	P	C
Laundry								P		
Printing and publishing							P	P	P	
Printing and publishing: <14,000 square feet floor area				P						
Manufacturing										
Bottling works								P		
Manufacturing and assembly							C	C	P	
Manufacturing and assembly: Sales and service of semi-tanks, trucks and trailers, including equipment, parts and tires									A	
Packaging, cleaning, repair or testing (enclosed building)							P	P	P	
Processing and treatment							C	C	P	
Research and development facilities (indoor only)		P			C	C	P	C	P	
Motor Vehicles										
Bus terminal				C	P					
Bus terminal and repair garage								P		
Impound lot and auto auction sales	Section 10-15-29							C	C	
Private motor fuel dispensing station	Section 10-15-23	C						C	P	
Service of semi-tanks, trucks, recreational vehicles and trailers (except as prohibited by the fire code), including equipment, parts and tires									P	
Truck and freight terminal								C	P	
Truck stop	Section 10-15-23							C		
Offices										
Office: Showroom								P	P	
Office: Trucking terminal								C	P	
Office: Warehouse							P	C	P	
Warehousing, Wholesale and other Storage										
Building materials yard				C	C			C		
Contractor's yard - outside but enclosed with fence								C	P[2]	
Garage condos								C	C	
Fuel storage and dispensing with conditions: A. Exclusive use by owner; B. No retail sales except for propane		A	A	A				A	A	A
Ministorage facilities (including caretaker quarters) and outdoor vehicle storage								C	P	
Outdoor storage				C				C	P[1,2]	
Warehousing and distribution								P	P	
Wholesale office and showroom				P				P	P	
Wholesale and distribution								P	P	

District Uses	Reference for Standards in this Title	B-1	B-2	B-3	B-4	OP	IOP	I-1	I-2	P
D. PUBLIC, INSTITUTIONAL AND CIVIC										
Community and Cultural Facilities										
Airport								C		
Cemetery, including mausoleum and columbarium										P
Clubhouse and other golf course structures										A
Community gardens	Section 10-15-33	P	P	P	P	P	P	P	P	P
Convention center				C						
Convents, seminaries, monasteries, and nunneries; rectories, parsonages and parish houses; religious retreats when accessory to a place of worship										A
Golf course										P
Restaurant: Within a clubhouse on a golf course										A
Municipal community center and recreation facilities										P
Municipal government administration buildings, fire stations, and police stations										P
Museum		C								P
Personal gardens	Section 10-15-33	P	P	P	P	P	P	P	P	P
Places of worship				C						P
Private lodges and clubs			C	C						P
Public libraries and art galleries										P
Public parks and playgrounds										P
Recreation centers				C						P
Shelter for battered women when accessory to at least 1 of the following: place of worship, academy, higher education facility, or hospital										C
Educational Facilities										
Business and trade school				C				C		C
Higher education facilities										P
Public and private schools pre-K to 12th grade										P
Essential Services and Utilities										
Essential services		P	P	P	P	P	P	P	P	P
Essential services buildings		C	C	C	C	C	C	C	P	C
New wireless support structures for small wireless facilities	Section 10-15G-8	P	P	P	P	P	P	P	P	P
Outdoor storage associated with municipal government use only										P
Tower, telecommunications and commercial television and radio transmitters	Chapter 15, Article G	C	C	C	C	C	C	C	C	C
Wind power converter								C	P[3], C[4]	C
E. ACCESSORY										
Antennas: Commercial	Chapter 15, Article G	A	A	A	A	A	A	A	A	A
Antennas: Noncommercial	Subsection 10-15G-2B	A	A	A	A	A	A	A	A	A
Construction office/trailer, temporary		P	P	P	P	P	P	P	P	P
Fences	Section 10-15-12	A	A	A	A	A	A	A	A	A
Off-street parking		A	A	A	A	A	A	A	A	A
Signs	Chapter 15, Article E	A	A	A	A	A	A	A	A	A
F. RESIDENTIAL										
Nursing home										C
Single-family dwelling	Section 10-10A-4	A								

1. Must comply with performance standards found in subsection 10-15-10B of this title
2. Must comply with performance standards found in subsection 10-15-10B of this title when abutting Highway 52/55
3. Maximum height of 45 feet
4. Maximum height of 60 feet

CITY OF INVER GROVE HEIGHTS
DAKOTA COUNTY, MINNESOTA

RESOLUTION NO. _______

A RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE NO. ____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 10, CHAPTER 6, SECTION 1, LAND USES IN ALL RESIDENTIAL DISTRICTS AND TITLE 10, CHAPTER 6, SECTION 2, LAND USES IN ALL NONRESIDENTIAL DISTRICTS

WHEREAS, on September 22, 2025, the City of Inver Grove Heights, Dakota County, Minnesota ("City") adopted Ordinance No. ____, an ordinance amending Title 10 of the City Code related to amending the land use tables in Sections 10-6-1 and 10-6-2; and,

WHEREAS, state law requires that all ordinances adopted be published prior to becoming effective; and,

WHEREAS, pursuant to Minn. State. Sec. 412.191, subd. 4, the Council may, by a 4/5 vote, direct that only the title and a summary be published; and,

WHEREAS, the City Council for the City of Inver Grove Heights has reviewed the summary of Ordinance No. ____ which is attached hereto to Exhibit A; and,

WHEREAS, the City Council for the City of Inver Grove Heights has determined that publication of the title and a summary of Ordinance No. ____ would clearly inform the public of the intent of the ordinance; and,

WHEREAS, due to the length of Ordinance No. ____, the City Council desires to publish a summary of the Ordinance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF INVER GROVE HEIGHTS, MINNESOTA, by a vote of at least four-fifths of its members, that the City Council hereby:

1. Approves the text of the summary of Ordinance No. _____ attached as **Exhibit A** and authorizes the publication of the summary shown in **Exhibit A** in lieu of publication of the entirety of Ordinance No. _____ in the City's official newspaper.

2. Directs the City Clerk to ensure that a full and complete printed copy of Ordinance No. ______ is available for inspection during regular business hours at the office of the Inver Grove Heights City Clerk, by standard mail, or by electronic mail.

3. Directs the City Clerk to file the executed Ordinance No. _____ upon the books and records of the City along with proof of publication.

This resolution is passed and adopted by the City Council of the City of Inver Grove Heights, Dakota County, Minnesota this 22nd day of September, 2025.

Brenda Dietrich, Mayor

ATTEST:

Rebecca Kiernan, City Clerk

EXHIBIT A

SUMMARY PUBLICATION
ORDINANCE NO. _____

A RESOLUTION APPROVING A SUMMARY PUBLICATION OF ORDINANCE NO. ____, AN ORDINANCE AMENDING INVER GROVE HEIGHTS CITY CODE, TITLE 10, CHAPTER 6, SECTION 1, LAND USES IN ALL RESIDENTIAL DISTRICTS AND TITLE 10, CHAPTER 6, SECTION 2, LAND USES IN ALL NONRESIDENTIAL DISTRICTS

On September 22, 2025, the City of Inver Grove Heights, Dakota County, Minnesota adopted Ordinance ______, an ordinance amending Title 10 of the City Code related to amending the land use tables in Sections 10-6-1 and 10-6-2.

Ordinance No. _____ amends the land use matrices in the Zoning Ordinance to improve readability of the tables and add clarity to existing use allowances.

It is hereby determined that publication of this title and summary will clearly inform the public of the intent and effect of Ordinance No. _____, and it is directed that only the above title and summary of Ordinance No. ____, conforming to Minn. Stat. Sec. 331A.01, be published with the following:

NOTICE

A printed copy of the full text of Ordinance No. _____ is available for public inspection by any person during regular office hours at the office of the Inver Grove Heights City Clerk, 8150 Barbara Avenue, Inver Grove Heights, MN 55077, by standard mail, or by electronic mail, and at any other public location which the Council designates.

Agenda Item 7.E.

Request for Council Action

SUBJECT: 2nd Reading of Ordinance Amending City Code Related to Requirements for Addressing the Council

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Kris Wilson, City Administrator, 651.450.2511

ACTION REQUESTED
The Council is asked to approve the second 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.

No edits or changes have been made to the proposed Ordinance since the first reading was approved at the Council's September 8, 2025 meeting.

FISCAL IMPACT
None.

RECOMMENDATION
Staff recommends approval of the second reading of the attached Ordinance.

ATTACHMENTS
1. Ordinance Amending Requirements to Address the Council

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 ~~strikethrough~~ 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

Agenda Item 7.F.

Request for Council Action

SUBJECT: Rental Housing Licensing Ordinance Updates and Discussion

MEETING DATE: September 22, 2025
ITEM TYPE: Regular Business
CONTACT: Jason Ziemer, Community Development Director, 651-450-2546

ACTION REQUESTED
The Council is asked to discuss and provide feedback regarding proposed revisions and policy changes to the ordinance regarding the City's rental housing licensing program.

BACKGROUND
Since its 2016 adoption and implementation, the City of Inver Grove Heights has administered a rental housing licensing program. With a few listed exceptions, people or entities owning residential property in the City must obtain a rental housing license to let, rent or lease their dwelling or dwelling unit. Licenses are currently issued for a two-year period. The current program presents some challenges for both staff and persons seeking a license, notably the timeline for processing applications and amount of unnecessary information required with applications.

The City Council directed staff to work through the existing ordinance to identify opportunities to improve the current program, notably to streamline the licensing process and requirements. Simple updates led to a more thorough review of the existing ordinance and larger policy discussions, including consideration of changes beyond the licensing process. A rough draft of an updated ordinance is attached.

As the rental licensing program falls under Title 4 of the City Code regarding Business Regulsations, the proposed ordinance will require three readings. Staff is currently targeting the October 13 and 27 and November 10 Council meetings for the three official readings, in order to have the desired code updates in place in time for the next renewal cycle.

This discussion is intended to be an initial check-in with the City Council as to the revisions, before scheduling an official first reading. Below is an outline of changes incorporated into the draft ordinance and related policy questions for the City Council to consider. Staff have focused this “Phase 1” ordinance on streaming and improving existing processes, including the application requirements, approval process, license duration, enforcement, etc. If desired by the Council, a “Phase 2” ordinance would look at possible revisions or expansions to the program as described below under "Other Policy Questions."

Proposed “Phase 1” Changes to Rental Licensing Program
The proposed Phase 1 Ordinance seeks to accomplish two things:

1.) Streamline the Application Process

The proposed changes described below are aimed at shortening the time it takes to apply and process license applications. Streamlining the approval process would increase the program's capacity and utilize staff time more effectively.

1. **Approval Process.** Currently, all rental licenses are brought to the City Council for approval. These are generally approved unanimously with no discussion. To improve efficiency, staff propose to allow administrative (i.e. staff) approval and denial of rental licenses. With staff approval/denial of rental license applications, the draft ordinance allows for an appeal process for denials. An appeal would be reviewed and acted solely by the Council; all decisions of the Council are final.

   Council Question(s) >> Does the Council support the suggested administrative approach? Or, would the Council prefer denials come to the Council for action based on a staff recommendation?

2. **Annual Licenses.** Staff is proposing to require annual renewal of licenses instead of every other year. This is a common practice in peer cities. It would ensure that the City has the most up-to-date information on rental properties. Benefits of this change, as identified by staff, include:

- <u>Consistency and eliminate confusion</u>. License holders tend to forget which year they are scheduled for renewal, resulting in staff having to process cancellations and refunds.
- <u>Peer group compliance</u>. The proposed change would move us to an annual license, matching the majority of metropolitan cities with the same or similar programs
- <u>Valid rental information</u>. Properties do transition to new owners regularly. It is common that an active rental license holder sells the property to a new owner during the license period and never notifies the City. This change in ownership is often only discovered during a license renewal. Annual registration keeps City data current.

   Council Question(s) >> Does Council support switching to an annual license vs. bi-annual?

3. **Application Requirements.** The current application form asks for data that is not commonly used by (or useful to) staff and/or is data that would be included with the required background checks, resulting in duplication of efforts for staff and applicants. Staff propose to simplify the application form to help streamline the process to apply. The goal is to ask for essential information regarding the property, and property owners and property managers.

   Council Question(s) >> None.

2.) Add Enforcement Tools
The proposed changes described below are aimed at increasing rental property registrations and enhancing enforcement abilities with rental licenses.
Imposing Fines. The current ordinance relies on misdemeanors as a penalty for violating the rental ordinance. The draft ordinance proposes two fine structures as an alternative enforcement tool.

<u>Violations</u>
For violations of the rental licensing code:

1. The property owner and/or license holder receives a notice that they are in violation of the rental ordinance and are given a deadline to address the violation.

2. If the deadline passes and the violation has not been addressed, a fine is imposed and another deadline is set for addressing the violation.
3. If the additional deadline passes, additional fines are impose.
4. If the violation is still not corrected after repeated notices and fines, a misdemeanor citation is issued.

<u>Rental License Renewals</u>
The current license period runs from April 1 to March 31; this would remain unchanged - but with just a one-year license period instead of two. Notices of renewal would be mailed 30 to 60 days prior to the deadline, which is now specifically identified as January 31 of each year, as written in the draft ordinance. An applicant that fails to provide a completed application or does not submit by set deadlines would face fines. Staff does currently spend significant time following up and pushing license holders to submit their renewal application and related materials.

Note: *Statutory cities are generally limited in their ability to issue fines for ordinance violations. Other statutory cities, like Rosemount, have established fines in their rental ordinances without challenge. However, there is some risk that the fine provisions could draw a legal challenge.*

Council Question(s) >> Does the Council support the added fine structures to help with enforcement and compliance, as described.

2. **Property Manager Proximity**. The draft ordinance proposes license holders must have a property manager who resides within 75 miles of the rental property(s). If there is no property manager, the owner would then have to live within this radius. This change ensures managers, or owners, are reasonably available to respond to property and tenant issues. Seventy-five (75) miles seems reasonable and is the most common threshold seen in peer communities. For reference, 75 miles north of Inver Grove Heights is approximately Pine City and 75 miles south of Inver Grove Heights is approximately Austin.

Council Question(s) >> Does the Council support a proposed 75-mile radius?

Other Policy Questions for the Council Discussion

1. **Pro-Active Inspections Program.** The current rental ordinance does not require regularly scheduled inspections of rental properties. Inspections only occur if there is a complaint that prompts an inspection. Current City Code leverages certain International Property Maintenance Code (IPMC) sections and applies them specifically to rental properties. Again, such inspection and enforcement are largely complaint-based. With more rental properties and an aging housing stock, City staff have discussed the potential need to consider a pro-active inspections component to our licensing program. Doing so would likely require additional resources; possibly including staff. To be clear, City staff are not advocating for this now, but the Council may wish to understand how it works more. Implementation would require more extensive code research and updates.

   An early entry into such a program, could be to require a self-inspection program. Some peer cities require this for rental of single-family homes. The license applicant would be responsible for completing the inspection and submitting a self-inspection form with their application or license renewal, certifying the property meets certain standards.

   Council Question(s) >>Is the Council interested in having staff develop a comprehensive proposal and staffing plan for a pro-active inspection program? Is the Council interested in further exploring a self-inspections program as a part of the application process for single-family housing types?

2. **Limitations on the Concentration of Rental Properties within a Neighborhood.** During the 2025 City Council retreat, one concept suggested was that the City consider limits on the number of rentals in a neighborhood, as a means of preventing over concentration of rental properties in a particular area. The City of West St. Paul does have City Code language specific to this, which is applicable to properties zoned R-1C (i.e. single-family residential areas); see attached West St. Paul code section. Only 3 other cities in the state have this type of program – Northfield, Mankato and Winona. City staff also learned the City of St. Paul has a similar program in a zoning overlay district adjacent to the University of St. Thomas.

   Council Question(s) >> Is this something the Council would like to research further?

3. **Future Updates.** Are there any other components to the rental licensing program that the Council would like to see with future ordinance updates?

FISCAL IMPACT
N/A

RECOMMENDATION
This is a discussion item only at this time. City staff request feedback regarding the draft ordinance and policy questions.

ATTACHMENTS
1. DRAFT Ordinance Revising IGH Rental Licensing Code
2. West St. Paul - Rental Density Limits

Title 4
Chapter 13
Rental License

4-13-1: PURPOSE

It is the purpose of this chapter to establish minimum standards for the maintenance and operation of rental dwellings within the City and to ensure the public health, welfare, and safety by establishing licensing requirements for rental dwellings.

4-13-2: DEFINITIONS:

For purposes of this chapter the following terms below have the meanings given them:

APPLICANT: The owner of a dwelling or dwelling unit.

BUILDING CODE: The Minnesota State Building Code.

CHIEF BUILDING OFFICIAL: The Chief Building Official of the City.

CITY CODE: The Inver Grove Heights City Code.

DWELLING: A building or a portion of a building designed for residential occupancy. The term includes single-family dwellings, including twin homes and duplexes, multiple family dwellings, and manufactured homes.

DWELLING UNIT: A single-family dwelling or a discrete portion of a dwelling designed for occupancy by one family. When rented, a dwelling unit shall be considered a rental dwelling unit.

FAMILY: An individual, or two (2) or more persons related by blood, marriage or adoption, or a group of not more than four (4) persons not so related, living together and maintaining a common residence.

HOTEL OR MOTEL: A hotel or motel as defined in Section 10-2-2.

HOUSING OFFICIAL: The City Administrator or designee shall be the Housing Official for the administration of this Chapter. The City Administrator or designee shall have the authority to designate additional staff to assist with enforcement of this Chapter, and said designees shall have the authority and duties of the Housing Official under this Chapter.

LET, RENT, OR LEASE: The terms Let, Rent, or Lease, shall mean to grant the use and possession of a dwelling or dwelling unit to any person other than the record owner of the dwelling or dwelling unit, whether or not compensation is paid for such use.

MANAGER OR PROPERTY MANAGER: An individual who is responsible for maintenance and operation of the rental dwelling and compliance with the requirements of this chapter.

MULTIPLE FAMILY DWELLING: Any residential structure containing three or more dwelling units.

OWNER: Any person or entity that alone, jointly, or separately with others is the legal owner of real property.

PERSON: A natural person and any partnership, joint venture, limited liability company, limited partnership, corporation, or other similar business entity.

PROPERTY MAINTENANCE CODE OR INTERNATIONAL PROPERTY MAINTENANCE CODE: The 2021 International Property Maintenance Code published by the International Code Council.

RENTAL: A dwelling or dwelling unit that is let to any person.

REPAIR: To restore to a sound, acceptable state of operation, serviceability or appearance.

RESIDENCE: A dwelling or dwelling unit used as a person's fixed, permanent and principal home for legal purposes.

ZONING CODE: Title 10 of the City Code.

4-13-3: LICENSE REQUIRED

A. General Rule: A city issued rental license is required before any dwelling or dwelling unit may be rented or offered for rent to any person. No person shall let a dwelling or dwelling unit, other than those exempt from the licensing requirements of this Chapter, without first having obtained a rental license from the City. No dwelling or dwelling unit required to be licensed under this Chapter may be let for a period of less than thirty (30) consecutive days.

B. Nontransferable: Rental licenses are issued to a specific person or entity for a specific dwelling and are non-transferable.

C. License Period: Rental licenses shall be issued annually for a period from April 1 to March 31.

4-13-4: EXEMPTIONS

The rental license requirements of this chapter shall not apply to the following:

A. Hospitals;

B. State licensed group assisted living facilities and community residential facilities licensed under Minnesota Statutes Sections 144G.45 and 245D.02, subd. 4a, with six or fewer residents;

C. Assisted living facilities;

D. Nursing homes;

E. Hotels or motels;

F. Single-family dwellings in which an individual owns the single-family dwelling and resides in a portion of the home in which there is a rental dwelling unit and there are a total of no more than three (3) persons within the single-family dwelling unit that are unrelated to the owner and to each other;

G. Two-family and multiple-family buildings where the owner owns the entire building and resides in one of the units;

H. Accessory dwelling units pursuant to section 10-18-1 of the City Code;

I. Supervised student housing pursuant to subsection 10-14-2H of the City Code;

J. Residential property that has been sold on a contract for deed so long as the vendee occupies the property, and the sale document used to memorialize the sale is a Minnesota Uniform Conveyancing Blanks Form or is recorded with the Dakota County Recorder's Office and a copy is provided to the city upon request; or

K. Residential property that is occupied by a relative as defined by Minnesota Statutes, Section 273.124, subd. 1(c).

4-3-5: LICENSE APPLICATION

A. Application: Application for a rental license must be made to the City by the owner of the dwelling or dwelling unit upon the application form provided by the City. The form and contents of the application shall be determined by the City Administrator. Failure to submit all required information as stated and required by the application and additional application materials will result in an incomplete application; incomplete applications will be returned to the applicant without further action.

B. Additional Application Materials: All applications shall be accompanied by:

   a. Copies of the background checks completed on all managers as that term is defined in Minn. Stat. Sec. 299C.67, subd. 4;

   b. A completed property owner inspection checklist; and

   c. A background check authorization for the owner(s) of the dwelling. This background check requirement shall not apply where the dwelling is owned by a corporate entity and the owner(s) do not have keycard access to the dwelling.

C. Fees: Applicants shall pay the application fee set forth in the City Fee Schedule at the time of submission of the rental license application.. The license fee is not refundable, except for an application that is withdrawn prior to staff processing the application or if it is determined that a rental license is not required.

4-13-6: LICENSE ISSUANCE

A. The City Administrator or designee shall approve or deny each new or renewal license application within a reasonable time following receipt of a complete license application. If an application is denied, the applicant shall be notified in writing and be provided information on the appeal process as set forth in Subsection C of this Section.

B. In addition to those grounds enumerated in Section 3-2-10 of City Code, any license may be denied for one or more of the following reasons:
   1. The proposed use does not comply with the zoning code.
   2. Failure to provide all required application related documents.
   3. The property does not comply with a health, building, maintenance, or other provision of this code or state law.
   4. City utility bills or property taxes or assessments for the property where the rental dwelling is located are past due.

5. The applicant has made fraudulent statements, misrepresentations, or false statements in the application.
6. The owner of the property or any person who controls or owns an interest in excess of five percent (5%) of the entity seeking a rental license has been convicted of any crime within the past five (5) years that is directly related to the licensed activity, taking into account the considerations listed in Minnesota statutes, Section 364.03, subd. 2, and has failed to show competent evidence of sufficient rehabilitation and present fitness to perform the duties of the business.
7. The applicant has had a rental license issued by the City or any other licensing authority denied, revoked, or suspended within the last five (5) years.
8. The applicant has violated the City Code for property maintenance or nuisance activities related to rental properties owned or operated in the City or any other City within the last five (5) years.
9. Excessive consumption of City services, as defined in Title 4, Chapter 15 of City Code.
10. Failure to comply with all requirements of this Chapter.
11. Other good cause.

C. Appeal of License Denial: If an application for a rental license is denied, the applicant may request a hearing before the City Council for reconsideration of the denial.
   1. Within fifteen (15) days of the date of the license denial, the applicant shall submit, in writing, a letter to the City Clerk appealing the license denial along with any applicable supporting documentation.
   2. The City Council shall hold a hearing to consider the appeal. The Applicant shall have an opportunity to be heard, to be represented by legal counsel, and to present any information regarding the application to the Council.
   3. Following the hearing, the Council may approve the license, approve the license with conditions, or uphold the license denial.
   4. The decision of the City Council shall be final.

D. Renewal of License: Applications for renewal of an existing rental license shall be submitted to the City for approval in the same manner as an initial rental license. All renewal rental license applications shall be submitted no later than January 31st. An applicant who submits an application for a license renewal after January 31st shall pay a late application fee as listed on the City fee schedule.

4-13-7: LICENSE SUSPENSION OR REVOCATION

A. A violation of any of the requirements of this Chapter or the existence of any of the grounds listed in Section 4-13-6 above or in Section 3-2-10 shall be grounds for suspension or revocation of a rental license.

B. Notice that a license will be suspended or revoked shall be sent to the license holder at its address on file with the City at lease fifteen (15) days before the date of license suspension or revocation.

C. A license holder notified of a suspension or revocation of their rental license may request a hearing before the City Council challenging the license suspension or violation. The license holder shall submit the request for a hearing in writing to the City Clerk no later than fifteen (15) days after the date of the suspension or revocation notice along with any supporting documentation. At the hearing, the licensee has the right to present information to the Council and to be represented by legal counsel.

D. Following the hearing, the City Council may take any of the following actions:
    1. Take no action on the license
    2. Allow the licensed activity to continue but add reasonable conditions to the license
    3. Suspend the license
    4. Revoke the license

The decision by the City Council following a hearing is final.

E. Notification to Tenants: Upon suspension or revocation of a license, the City will notify all affected tenants that the license has been revoked or suspended.

4-13-5: LICENSE TERMS AND CONDITIONS

A. 30 Day Minimum Rental Period.

B. Lease Addendum Requirements: All new and renewed tenant leases for dwelling units in multiple family buildings shall include a Crime-Free Multi-Housing lease addendum in a form provided by the City to be signed by the tenant. A copy of any and all leases and lease addendums subject to an active rental license under this article shall be made available to the City upon request.

C. Changes in Information: The licensee must notify the city in writing of any changes to the information provided on a rental license application, including, but not limited to, owners, the property management company, property managers, and twenty four (24) hour contact information for the property representative.

D. Changes in Ownership: A license is nontransferable. If there is a change in the ownership of the rental dwelling or rental dwelling unit, a new license is required.

E. Tenant Register: As a condition of the license, the licensee must, as a continuing obligation, maintain a current register of tenants and other persons who have a lawful right to occupancy of rental dwellings or rental dwelling units. In its application, the applicant must designate the name of the person or persons who will have possession of the register and must promptly notify the city of any change in the identity, address or telephone numbers of such person. The register must be available for inspection by city staff at all times.

F. International Property Maintenance Code Compliance: All properties subject to a rental license under this Chapter shall at all times comply with the requirements of the International Property Maintenance Code, subject to any modifications as detailed in Section 9-1-4.

G. General Responsibility for Acts of Manager: Licensees are responsible for the acts or omissions of their managers or agents as they pertains to the rental dwelling.

H. City Code and State Law Compliance: The licensee must ensure that every rental dwelling and rental dwelling unit is maintained in compliance with all city code requirements and state laws including the following:

   1. Building code (Title 9, Chapter 1)
   2. Zoning code (Title 10)
   3. Animal control (Title 5, Chapter 4)
   4. Fire prevention code (Title 9, Chapter 2)
   5. Property nuisances (Title 5, Chapter 9)
   6. Miscellaneous offenses (Title 5, Chapter 5)
   7. International property maintenance code. (Title 9, Chapter 1)

I. Violations: Violations of this chapter are subject to the administrative penalties in Section 4-13-9. Violations shall also constitute a misdemeanor offense, and are subject to criminal prosecution or other legal civil action. Each day such violation shall continue shall constitute a separate offense.

4-13-8 INSPECTIONS

A. General Rule: For the purpose of safeguarding the health and safety of the general public and of the occupants of rental dwellings and to determine compliance with this Chapter, the Housing Official and/or the Chief Building Official (Authorized Officer) may conduct inspections of licensed dwellings and dwelling units to determine the condition of the buildings dwelling units. For the purpose of making the inspection, the Authorized Officer is authorized to enter and inspect the premises in which rental dwelling units are located and rental dwelling units all reasonable times.
   1. Notice: Prior to making the inspection, the Authorized Officer will inform the owner or property manager and the building or premises to be inspected of the date and time of the inspection by personal service, posting on the door to the premises, or regular mail postmarked not less than seventy two (72) hours prior to the time the inspection is made.
   2. Access: After the written notice has been given, the owner, occupant or manager of the building, must give the Authorized Officer free access to the building and its premises for the purpose of the inspection, provided that the inspection must not have for its purpose the harassment of the owner, occupant or manager and the inspection, s made so as to cause no unreasonable inconvenience to the owner or occupant.
   3. Emergency Access: The Authorized Officer must be allowed immediate entry:
      a. At any time when in the opinion of the Authorized Officer an actual emergency tending to create an immediate danger to public health or safety exists; or
      b. At any time when the inspection has been requested by the owner, the property manager, or a resident of the dwelling or dwelling unit.

B. Application For Warrant: Upon a refusal of any owner, occupant or property manager to permit the Authorized Officer access to a dwelling, dwelling unit or premises to make an inspection, the authorized officer may make application to the appropriate court for an order or warrant directing the inspection.

C. Interference With Official Duties: It is unlawful for any person to prevent, delay or interfere with representatives of the city while they are engaged in the performance of their duties. (Ord. 1325, 10-24-2016)

4-13-9 COMPLIANCE ORDERS

A. Violation: If the city determines that a violation of the requirements of this Chapter has occurred, a compliance order may be issued to the licensee. The compliance order shall contain the following information:
    1. A description or address of the property where license violation has occurred;
    2. The nature of the violation, including a specific reference to the section of this chapter that is the basis for the violation;
    3. A compliance deadline, providing a reasonable time for compliance based on the nature of the violation;
    4. A statement that failure to correct the violation may result in the imposition of a fine as set forth in Section 4-13-10, criminal citation or denial, suspension or revocation of the rental license for the dwelling or dwelling unit.
B. Service Of Compliance Order: The compliance order shall be served on the licensee by regular or certified mail sent to the licensee’s address on the license application or such other address subsequently provided to the City by the license holder or by personal service on the license holder or the Property Manager.
C. No Corrective Actions Made: If the licensee fails to take the required corrective actions listed in the compliance order by the deadline in the Compliance Order, the license holder shall be required to pay the listed administrative penalty. Additionally. the Housing Official may recommend further action be taken regarding the unresolved violation, including issuance of a criminal citation or civil legal action.
D. Appeal of compliance order: The owner may, within seven (7) days of issuance of the compliance order, request a hearing the challenge the compliance order before the City Administrator who shall act as a hearing officer. The City Administrator shall conduct an informal hearing to determine if a violation has occurred. The City Administrator shall have authority to dismiss the violation or reduce or waive the penalty. If the violation is sustained by the City Administrator, the owner shall pay the penalty imposed within seven days. Any further appeal of the compliance order shall be to a court of competent jurisdiction.

4-13-10 ADMINISTRATIVE PENALTIES

A. Violations of any of the terms of this Chapter shall be subject to the following administrative penalties:

Violation	**Fine**

First violation	$100.00
Second violation within 12 months or failure to comply with an initial compliance order	$200.00
Third or more violations within 12 months or failure to comply with a subsequent compliance order	$300.00

B. Multiple violations occurring concurrently shall be considered one violation. If the violations have different fine amounts established in this Section, the higher fine amount shall prevail.
C. If an administrative penalty is not paid within the time specified, it shall constitute:
    a. A lien upon the real property upon which the violation occurred if the property or improvements on the property was the subject of the violation and the property owner was found responsible for that violation; or
    b. personal obligation of the violator in all other situations.

A lien may be assessed against the property and collected in the same manner as taxes. A personal obligation may be collected by any appropriate legal means. Failure to pay an administrative penalty is grounds for suspending or revoking a license or permit or other approval associated with the violation.

4-13-11 SUMMARY ACTION

A. Emergency: When the conduct of any owner or owner's agent, representative, employee or lessee, or the condition of the rental dwelling or rental dwelling unit, or the property in or on which it is located, is detrimental to the public health, sanitation, safety and general welfare of the community, or residents of the rental dwelling or rental dwelling unit so as to constitute a nuisance, fire hazard, or other unsafe or dangerous condition and thus give rise to an emergency, the chief building official has the authority to summarily condemn or close individual rental dwelling units or areas of the rental dwelling as the chief building official deems necessary. The chief building official will post the date the rental dwelling or rental dwelling unit shall be vacated and no person shall reside in, occupy or cause to be occupied that rental dwelling or rental dwelling unit until the chief building official permits it.
B. Notice: No person shall remove the posted notice, other than the chief building official or a designated representative. (Ord. 1325, 10-24-2016)

4-14-11 NO WARRANTY BY CITY

By enacting and undertaking to enforce this chapter, neither the city nor its city council, agents or employees warrant or guarantee the safety, fitness or suitability of any rental dwelling or rental dwelling unit in the city. Owners and occupants should take appropriate steps to protect their interests, health, safety and welfare. (Ord. 1325, 10-24-2016)

TITLE 9 BUILDING AND DEVELOPMENT

9-1-4: International Property Maintenance Code

A. Adoption Of International Property Maintenance Code: Except as modified or amended by the Minnesota state building code (or as it may be amended) or by city ordinance, or by this chapter, the international property maintenance code is adopted by reference for Title 4, Chapter 13 only and is made a part of this code as if fully set out at length. The following provisions of the international property maintenance code are modified as follows:

1. References to plumbing, mechanical, fire, and electrical codes shall be replaced by current Minnesota state adopted plumbing, mechanical, fire, and electrical codes.

2. Section 101.2 is replaced as follows:

Scope. The provisions of this code shall apply to all residential rental structures and premises and constitute minimum requirements and standards for premises, structures, equipment and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safety and sanitary maintenance; for the responsibility of owners, managers and occupants, for the occupancy of existing structures and premises and for the administration and enforcement of this code.

3. The following sections are deleted: Sections 102.3 (Application Of Other Codes), 103 (Department Of Property Maintenance Inspection), 104 (Duties And Powers Of The Code Official), 106 (Violations), 107 (Notices And Orders), 109 (Emergency Measures), 110 (Demolition), 111 (Means Of Appeal).

4. Section 102.7.1 is replaced as follows:

Conflicts. Where conflicts occur between provisions of the international property maintenance code and the Minnesota state building code, the provisions of the Minnesota state building code shall apply.

5. In section 202 (General Definitions), the following definitions are deleted: Exterior Property, Garbage, Inoperable Motor Vehicle, Rubbish, Yard.

6. In section 202 (General Definitions), the following definitions are replaced with the definitions in section 4-13-2 of the city code: Dwelling Unit, Let, Owner, Structure.

7. The following sections are deleted: Sections 302.1 (Sanitation), 302.3 (Sidewalks And Driveways), 302.4 (Weeds), 302.7 (Accessory Structures), 302.8 (Motor Vehicles), 302.9 (Defacement Of Property), 303 (Swimming Pools, Spas And Hot Tubs), 304.3 (Exterior Structures - Premises Identification), 304.6 (Exterior Structures - Exterior Walls), 308 (Rubbish And Garbage).

(Ord. 1325, 10-24-2016)

CITY OF WEST ST. PAUL
Rental Density Standards

§ 150.037 LICENSE REQUIRED.

(L) *Rental density for single-family rental dwellings.*

(1) In an R-1 Zoning District, no more than 10% of the single-family lots on any block shall be eligible to obtain a rental license, unless a temporary license is granted by the City Council as provided herein. Table 1 indicates how many single-family lots per block are able to be licensed as a rental property based on the number of lots that exist in a block.

Table 1	
Lots/Block	*Rental Units Allowed*
1-14	1
15-24	2
25-34	3
35-44	4
45-54	5
55-64	6
65-74	7
75-84	8
85-94	9

(2) The following guidelines shall apply to determine eligible blocks and lots.

(a) For the purposes of this subchapter, a *BLOCK* shall be defined as an area of land enclosed within the perimeter of streets, watercourses, public parks, municipally owned lots and city boundaries.

(b) This subchapter shall apply to legally conforming lots of record and legally nonconforming lots of record. For the purposes of this subchapter, lots of record may also be referred to as *PROPERTIES*, *PROPERTY* or *LOTS*.

(c) If a block contains more than one type of zoning district, only R-1 Zoning District lots shall be included in the calculation of the total number of lots per block.

(d) Legal nonconforming rental property shall not be included in the calculation of the total number of lots per block, but shall be allowed to continue as long as the legal nonconforming use complies with § 153.006 of the Zoning Code.

(e) Commercial or industrial uses located in an R-1 Zoning District shall not be included in the calculation of the total number of lots per block.

(f) Properties that are exempt pursuant to § 150.038 shall not be included in the calculation of the total number of lots per block.

(3) If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this subchapter, no additional rental licenses shall be approved for the block, unless a temporary license is granted by the City Council as provided herein. Existing rental licenses may be renewed; however, should a rental

license not be renewed, or if the rental license is revoked or lapses, the rental license shall not be reinstated unless it is in conformance with this subchapter and other applicable sections of the city code.

(4) If the number of rental properties meets or exceeds the permitted number of rental properties per defined block on the effective date of this chapter, a property owner may request a temporary license to allow an additional rental property for that block. The property owner must hire a licensed professional property management company to manage the property. The Council may grant or deny a temporary license in its sole discretion. Persons requesting a temporary license must make an annual application to the city. No property owner shall hold a temporary license for the same property for more than two consecutive years.